

BY-LAWS
of
THE WOMEN'S AND GENDER STUDIES PROGRAM
TEXAS A&M UNIVERSITY

PART I: PROGRAM OFFICERS

A. Director: The Director serves as the administrator of the Program.

I. Duties: The Duties of the Director include but are not limited to the following:

- a. Preside over all general meetings of the Program
- b. Appoint other officers and committees as deemed necessary to continue the smooth operation of the Program (e.g., a graduate certificate advisor, undergraduate advisor, colloquium committee)
- c. Serve as the representative of the Program to the College and the University.
- d. Chairs Program's committees as specified in the bylaws (e.g., Program Review Committee and Merit Review Committee)
- e. Advise faculty appointed in the Program and oversee the Program mentoring plan.
- f. Oversee the process of Review, Tenure, and Promotion for Core and Associate Program faculty (write annual reviews, oversee midterm reviews, promotion and tenure process, and so forth)
- g. Maintain the Undergraduate Major, Minor, and Graduate Certificate programs.
- h. Coordinate assessment of the undergraduate major
- i. Delegate updates to the website
- j. Organize the Fall and Spring colloquium schedule
- k. Manage the Program budget
- l. Serve on College and University level committees as needed (e.g., College of Liberal Arts Executive Council).
- m. Coordinate Program teaching schedule
- n. Work with staff on the Program newsletter
- o. Work with the other interdisciplinary program directors to coordinate shared space, schedule events, and supervise staff

B. Other Officers: Other officers will be appointed as needed by the Director.

PART II: PROGRAM FACULTY

A. Membership: Membership in the Program Faculty may exist in the following forms:

1. Core Faculty: Includes all full-time faculty (tenure and non-tenure track) whose exclusive appointments and/or tenure homes are in Women's and Gender Studies.

a. Responsibilities: Core Faculty conduct their teaching, research, and service in accordance with university expectations for faculty with exclusive appointments. In particular, they are expected to participate in research activities that forward the Program's intellectual and pedagogical mission and to teach core and cross-listed courses within Women's and Gender Studies. Normally, Core Faculty will attend faculty meetings, serve on Program committees, and participate in program governance, including the establishing and periodic updating of criteria for reappointment, promotion, and tenure within the Program.

b. Rights: Core Faculty have voting rights in Women's and Gender Studies on program issues on which votes are taken, including personnel matters, as long as university policies are complied with. Among other matters, these policies govern the right to participate in decisions about appointment, reappointment, promotion, tenure, and merit evaluation of tenured or tenure-track faculty. Core Faculty are eligible to serve on governance committees, including personnel committees, within the Program.

c. Review: Core Faculty in the interdisciplinary field of women's and gender studies are regularly reviewed for merit, reappointment, promotion, and tenure by the Director, a Merit Review Subcommittee, and (if applicable) an Evaluation Subcommittee and the Personnel Committee in, in accordance with the evaluative procedures mandated by the University for teaching, service, and scholarship.

2. Associated Faculty: Includes all full-time faculty (tenure and non-tenure track) with joint appointments in Women's and Gender Studies and another program or department.

a. Responsibilities: Associated Faculty in Women's and Gender Studies normally teach core and cross-listed courses in the Program in proportion to the segment of their appointment that is located in Women's and Gender Studies. They are expected to participate in research activities that forward the intellectual and pedagogical mission of the Program. They also participate in program governance, including personnel matters, among them the establishing and periodic updating of criteria for reappointment, promotion, and tenure within the Program. However, service responsibilities beyond the exercise of voting rights and attendance at faculty meetings should be assigned with an awareness that Associated Faculty will typically also have service burdens that arise from the other portion of their joint appointment.

b. Rights: Associated Faculty have full voting rights in Women's and Gender Studies on program issues on which votes are taken, including personnel matters, as long as university policies are complied with. Associated Faculty are eligible to serve on governance committees, including personnel committees, within the Program.

c. Membership: Faculty with current appointments in the university may become associated faculty in Women's and Gender Studies upon application to the Program (see section 3c) and with administrative approval.

d. Review: Associated Faculty in the interdisciplinary field of women's and gender studies are regularly reviewed for merit, reappointment, promotion, and tenure by the Director, a Merit Review Subcommittee, and (if applicable) an Evaluation Subcommittee and the Personnel Committee in Women's and Gender Studies, in accordance with the evaluative procedures mandated by the University for teaching, service, and scholarship. Associated Faculty will also undergo evaluation in the other department(s) and/or program(s) to which they belong. These departments/programs will be informed in a timely fashion of the results of the review undergone within Women's and Gender Studies.

3. Affiliated Faculty: Includes all full-time faculty (tenure and non-tenure track) whose TAMU appointments are in other departments or interdisciplinary programs, but who have made formal commitments to teach at least one-eighth of their courses (core and/or cross-listed) in Women's and Gender Studies, under the provisions outlined below.

a. Responsibilities: Affiliated Faculty normally teach a minimum of one course (core or cross-listed) for Women's and Gender Studies out of every eight courses that they offer within the University. Affiliated Faculty on reduced nine-month teaching loads (below 2-2) are responsible for providing the Program Director with written notice of the reduction. Affiliated Faculty are expected to participate in research activities that forward the intellectual and pedagogical mission of the Program and (as eligible) to vote on personnel matters; they may serve on governance committees, including Evaluation and/or Merit Review Subcommittees, and join in the establishing and periodic updating of criteria for reappointment, promotion, and tenure within the Program. However, it is anticipated that their primary service responsibilities will be situated within their home departments.

b. Rights: Affiliated Faculty have full voting rights in Women's and Gender Studies on program issues on which votes are taken, including personnel matters, as long as University policies are complied with.

c. Membership: Affiliated Faculty join the program with the concurrence of the Affiliated Faculty's department head, following an application process that consists of the following steps:

(1) The faculty member sends the Director a current curriculum vitae highlighting research, teaching, and service activities related to the Program's mission, along with a written application explaining the nature of his/her commitment to Women's and Gender Studies, acknowledging the responsibilities that Affiliated Faculty status entails (see paragraph 3a), and petitioning to participate in the Program's governance.

(2) The Director brings the application to the attention of existing Women's Studies Core, Associated, and Affiliated Faculty, or, if fewer than ten such individuals exist, to that of the Program Review Committee. The application file is made available over a period of at least two weeks during the fall or spring semester to prospective voters, who will be asked to sign a sheet indicating that they have read the file. Those who have signed will be eligible to vote by sealed ballot to accept or deny the application.

(3) If a majority of votes cast in step c(2) is for acceptance, the Director notifies the relevant department head of the status of the faculty member's application and asks the department head to sign a form that acknowledges the teaching, research, and service requirements for Affiliated Faculty status. Once the form is signed, the status is conferred.

Affiliated Faculty may, with due written notice to the Women's and Gender Studies Program Director, suspend or terminate their Program affiliation (for instance, because their research is turning away from gender or because a staffing problem in their home department makes it temporarily impossible for them to fulfill their commitment to the Program). Faculty may restore their affiliation by writing a letter to the Director requesting that this be done and securing the Director's approval of this request.

Affiliated Faculty who are not deemed to be fulfilling their teaching and service obligations to the Program may, with the approval of a majority of the Program Review Committee, have their Program affiliation suspended. Before this step is taken, the Director will notify the faculty member, in writing, of the nature of the concern and indicate the steps that the faculty member would need to take to correct the problem in order to preserve his/her Affiliated standing. The faculty member may respond, in writing, to the Program Review Committee within two weeks of the original notification, providing reasons why the Committee might temporarily waive teaching and/or service obligations in this case (*e.g.*, the faculty member had recently offered a course within the Program that was cancelled due to underenrollment) and indicating when he or she expects next to teach a Program course. The Program Review Committee, in consultation with the Director, will then vote to sustain or overturn the original suspension.

d. Review: Affiliated Faculty do not undergo regular review for merit, reappointment, promotion, and tenure within the Program. When requested, the Program Director will write an annual letter to the head of the relevant department every year that a member of the Affiliated Faculty has taught for or otherwise served the Program. The letter should address the nature and extent of the Affiliate's contribution to the Program (research, teaching, and/or service). Affiliated Faculty are encouraged to provide the Director with updated curriculum vitae and other relevant information to assist in the writing of these letters.

4. *Senior Lecturers, Lecturers, Assistant Lecturers, Visiting Faculty, and Scholars/Artists/Writers in Residence:* May include TAMU administrative staff who hold a Master's or doctoral degree and visiting faculty with short-term academic appointments at TAMU, paid or unpaid, who demonstrate research and teaching expertise in the interdisciplinary field of women's/gender studies.

a. Appointment. Senior Lecturers, Lecturers, Assistant Lecturers, Visiting Faculty, and Scholars/Artists/Writers in Residence are recommended for appointment by the Program Director with the approval of the Program Review Committee.

b. Responsibilities: Senior Lecturers, Lecturers, Assistant Lecturers, Visiting Faculty, and Scholars/Artists/Writers in Residence teach courses in Women's and Gender Studies, as defined by the Director in accordance with the academic needs of the program.

c. Rights: Senior Lecturers, Lecturers, Assistant Lecturers, Visiting Faculty, and Scholars/Artists/Writers in Residence are eligible to serve, upon appointment by the Director, in a nonvoting advisory capacity on all non-personnel governance committees. They may be invited to participate as nonvoting advisors in discussions of relevant administrative matters (e.g., hiring questions), at the discretion of the Program Director and/or the Program Review Committee.

5. *Graduate Assistant:* TAMU graduate students whose teaching assignments include Women's and Gender Studies courses are not considered members of the Program faculty. They may be invited to participate as nonvoting advisors in discussions of relevant administrative matters (e.g., hiring questions), or to join appropriate Program committees (typically as nonvoting members), at the discretion of the Program Director and/or the Program Review Committee.

The Program Review Committee will decide cases of questioned status under this provision.

PART III: PROGRAM COMMITTEES

A. The Program Review Committee:

1. Membership:

a. The Program Review Committee consists of at least seven members: the Program Director and members of the faculty appointed by the Dean or Associate Dean of the College of Liberal Arts in consultation with the Director. Committee members represent a mixture of academic ranks and disciplinary departments that contribute cross-listed courses to the Program. When possible, the composition of the PRC should include both budgeted and affiliated faculty in WGST.

b. The Program Director chairs the Program Review Committee.

c. Any member of the Program faculty, as defined in Part I above, is eligible for appointment to the Program Review Committee. Faculty members who are not members of the Program faculty may also serve on this Committee if, in the judgment of the Program Director, their service would be of benefit to the Program.

d. Members typically serve staggered three-year terms; consecutive terms are possible.

2. Meetings:

a. The Program Review Committee meets as often as necessary to conduct its business, but in any case it must meet at least once a semester during the academic year.

b. The Program Director is responsible for distributing a notice of agenda items before the meeting and for

providing minutes of each meeting within five working days to all committee members and to the Program Faculty.

2. Duties:

The Program Review Committee is charged with the following:

- a. establishing guidelines for core courses within Women's and Gender Studies
- b. establishing guidelines for courses that may be cross-listed with Women's Studies
- c. judging awards applications made to the Program
- d. advising the Program Director on matters relating to Program development (*e.g.*, hiring needs).

B. Personnel Committee:

1. Membership:

- a. The Personnel Committee consists of all tenured members of the Core, Associated, or Affiliated Faculties of the Program. The Program Director also sits *ex officio* on this Committee as a nonvoting member.
- b. The Program Director chairs the Personnel Committee.
- c. Committee members are expected to recuse themselves from consideration of cases in which a conflict of interest exists.

2. Subcommittees:

- a. Members of the Personnel Committee may sit on one or both of the following subcommittees: (1) an Evaluation Subcommittee, which typically consists of three members appointed by the Program Director in consultation with the Core or Associated Faculty member undergoing mid-term review, promotion and tenure review, or promotion to full professor; (2) a Merit Review subcommittee, which consists of five tenured members of the Core, Associated, and/or Affiliated Faculties of the Program and whose membership is determined by sealed-ballot election, with self-nominations accepted and all members of the Core, Associated, and Affiliated Faculties eligible to vote for Subcommittee members. The Program Director also sits *ex officio* on the Merit Review Subcommittee as a nonvoting member. As far as possible, both Subcommittees should consist of tenured Core and Associated Faculty members, but Affiliated Faculty members are also eligible to serve.
- b. Members of the Evaluation Subcommittee will prepare three separate draft reports on the candidate undergoing review, covering teaching, research or creative work, and service in the interdisciplinary field of women's and gender studies, plus a fourth, summary report that makes a recommendation on the case being reviewed. All assessments will employ the general criteria established by the relevant College and the specific Program criteria agreed upon by the Program Faculty. These four reports will form the basis for discussion at a meeting of the Program's Personnel Committee convened for the purpose of discussing the case(s), and will accompany the materials assembled by each candidate, the results of the Personnel Committee's vote, and the Program Director's separate recommendation in a dossier sent to the appropriate Dean for review.
- c. Members of the Merit Review Subcommittee typically serve staggered three-year terms. They are charged with the annual evaluation of all members of the Core and Associated Program Faculties. Program faculty under review will submit reports on their achievements that conform to a checklist devised by the Program in conformity with University and College procedures; the Subcommittee will then assign each report to a category ranging from "most meritorious" to "unsatisfactory" and provide a rationale for its findings. In the case of Core and Associated Faculty members who have not yet been considered for tenure, the findings of the

Merit Review Subcommittee will be made available to the entire Personnel Committee, which will vote to accept or amend them. The result, together with the separate recommendation of the Program Director, will then be sent to the appropriate Dean. For annual reviews of tenured faculty members, the Subcommittee's findings will go directly to the Program Director, who will forward them to the Dean along with the Director's recommendations.

3. Responsibilities:

a. With the help of the Merit Review Subcommittee (see above, B2a and B2c), the Personnel Committee votes on annual merit reviews of untenured Core and Associated Faculty in the Program for the purpose of allocating merit raises (when funds may be available for this purpose).

b. With the help of the Evaluation Subcommittee(s) (see above, B2a and B2b), the Personnel Committee is responsible for examining and voting on reappointment, tenure, and promotion cases involving Core or Associated Faculty. In the case of Associated Faculty members, a joint meeting of the Personnel Committees (or equivalents) from all departments and/or programs sharing the line may be convened to discuss the dossier and share information regarding the candidate's evaluation from the perspective of the respective department(s) and program(s). In such a case, the Personnel Committee will reconvene after this joint session to discuss the case further; to approve the reports of the Evaluation Subcommittee on research/creative activities, teaching, and service.

c. The method of voting is determined by the Program Review Committee and governed by university rules. Absentee ballots (including ballots for people on leave) are permissible in merit review and in cases of reappointment, tenure, and/or promotion so long as the faculty member voting signs a sheet, to be kept with the candidate's materials during the period of review by the Program, indicating that s/he has duly studied these materials. All votes cast on a matter involving tenure and/or promotion will be by secret ballot. Voting procedures will be determined by the Program Review Committee and governed by university rules. Votes are due at 5 p.m. two working days after the relevant meeting of the Personnel Committee.

d. Once the votes have been counted, the Program Director writes a separate report to the Dean of the College of Liberal Arts, indicating his/her recommendation, enclosing the Committee's recommendations, and advising the Dean of the results of the Program Faculty's vote.

ART IV: PROCEDURES FOR THE RATIFICATION AND AMENDMENT OF THE BY-LAWS

A. Ratification: These by-laws will take effect when they have been ratified by a vote of two-thirds of those voting. The method of voting is determined by the Program Review Committee and governed by university rules.

B. Amendments:

1. Initiation of Amendment: These by-laws may be amended by the initiative of the Program Review Committee or by faculty petition, but each method requires ratification by a faculty vote.

2. Faculty Petition Requirements: Proposals for amendments initiated through faculty petition must be signed by 20% of the voting faculty.

3. Voting: The faculty shall vote upon proposed amendments through a method determined by the Program Review Committee and governed by university rules. Voting will be conducted only during the Fall or Spring semesters. To be adopted, a proposed amendment must be approved by two-thirds of the faculty voting.

n.b. In constructing these bylaws, the Bylaw Subcommittee examined models from a variety of departments and institutions. Particularly influential on some portions of this document were the bylaws of the Women's Studies Program, Duke University. We gratefully acknowledge our indebtedness.

**Approved by Dean of Faculties, April 7, 2013