

*Adopted by vote of the Women's and Gender Studies Advisory Committee: 4 May 2007
Revised by the Women's and Gender Studies Department Faculty: 24 September 2010*

**By-Laws
Department of Women's and Gender Studies
University of Missouri, Columbia**

Section 1: Faculty

Section 2: Staff

Section 3: Governance of the Department

Section 1. **Faculty**

Section 1:1. **Regular Faculty**

All members of the University of Missouri, Columbia faculty who are tenured in, have tenure track appointments in, or have a contractual obligation to the Department of Women's and Gender Studies shall constitute the regular faculty of the department. This category has primary responsibility for the teaching of WGST courses, all educational and administrative policies including curriculum, oversight and development of undergraduate and graduate degree programs, the promotion and evaluation of faculty, as well as the selection of new faculty.

Section 1:2. **Auxiliary Visiting Faculty**

Auxiliary faculty are faculty hired by the department for a specified period of time to engage in research and/or teaching. These appointments include: Visiting Professor, Visiting Associate Professor, Visiting Assistant Professor, and Instructors.

Visiting Faculty are encouraged to attend departmental meetings as non-voting members, and may serve on ad-hoc committees.

Section 1:3 **Affiliate Faculty**

Affiliate status is available to all MU faculty engaged in research, teaching or service focused on women, gender or sexuality. Interested faculty and staff are asked to submit a letter of application that describes their scholarship/teaching in relation to WGST, and to submit a vitae and relevant syllabi (if appropriate). The WGST Department faculty committee votes on acceptance affiliate applications in November and April of each year.

Affiliate Faculty and Staff are welcome to attend monthly Department faculty meetings (except the portions when personnel issues are discussed). The affiliate faculty committee chair will be a voting member of the WGST faculty on all matters with the exception of personnel. Affiliates may serve as voting members on some departmental committees. If an affiliate has served as a voting member of the committee, that person has the right to vote on those matters at Department meetings. All Affiliates can apply for research and

teaching funds that are offered by the Department. All affiliated Faculty and Staff are eligible to serve on the Affiliate Committee.

Section 2: **Staff.**

Section 2:1. Affiliate Staff

Affiliate status is available to all MU staff engaged in work focused on women, gender or sexuality. Interested staff are asked to submit a letter of application that describes their scholarship/teaching in relation to WGST, and to submit a vitae and relevant syllabi (if appropriate). The WGST Department faculty committee votes on acceptance affiliate applications in November and April of each year.

Section 3: **Governance of the Department**

Section 3:1 **The Governing Body**

The governing body of the Department of Women's and Gender Studies shall consist of all regular faculty as defined in Section 1:1 and such other persons who may be admitted to the governing body for a specified term or purpose by a 2/3 vote of the regular faculty of the Department of Women's and Gender Studies.

One graduate student and one undergraduate student will be appointed to the governing body each year. The WGST graduate minors will nominate and elect one representative; WGST undergraduate majors will nominate and elect one representative. Student representatives will make a formal recommendation on policy and procedures in lieu of voting rights.

Function: The faculty committee will meet once a month to discuss and vote on matters of direct concern to the faculty and its relationship to the College of Arts and Science and University. A **majority** of the regular faculty will constitute a quorum for purposes of voting on matters that require formal approval. The department Chair will chair this committee. The department Chair will vote in cases of a tie, but will not vote on personnel issues (hiring, tenure, promotion).

The governing body shall have final and primary responsibility in all matters of policy generated by the department and all educational and administrative policies including curriculum, oversight and development of undergraduate and graduate degree programs, the promotion and evaluation of faculty, as well as the selection of new faculty. The governing body will evaluate the applications of persons applying for affiliated and/or cross listed status. The governing body shall be the only entity with authority to speak for the Department. The governing body may delegate decision making authority to the Chair or Director of Undergraduate Advising, Curriculum, and Programming.

On an annual basis, the governing body shall select the recipients for scholarships and awards.

Section 3:2 Meetings and Quorum

The governing body shall meet on a regular basis, not less than once a month during the Fall and Spring semesters. A quorum is necessary to vote on any issue presented to the body. A majority of the governing body members in residence shall constitute a quorum. A majority vote of the quorum present is required for approval of all issues. Auxiliary and affiliate faculty, graduate and undergraduate students, and ex-officio members are welcome to attend regular faculty meetings (except in cases of discussion of hiring, promotion, or faculty/staff review).

Proxy voting is permitted for all policy matters, but is not permitted on matters of hiring.

Faculty unable to be present at the meeting because they are away from Columbia during the review will cast their votes by communicating in writing (including email) with the department chair during this period.

Section 3:3. The Department Chair

The position and responsibilities of the Chair as administrative head are those stipulated by the Collected Rules and Regulations of the University of Missouri (Chapter 20:110).

The Chair will convene meetings once a month on a schedule provided at the start of each academic year. She/he will chair each meeting. The Chair will consult with the Faculty as a whole on policy matters. Decisions about policy and hiring will be made by majority vote. The Chair will maintain and distribute minutes of meetings and records of all action covered by this structure of administration.

A. Duties of the Chair

The Chair is responsible for the effective and efficient administration of the department. The list of responsibilities includes:

1. Fiscal: prepare departmental budget requests, review and supervise expenditure of funds.
2. Staff: hire, evaluate, and supervise staff. Recruit, mentor, and evaluate faculty. Prepare recommendations for reappointments, promotions, changes of status, salary changes, leaves of absence, tenure, etc.
3. Teaching: review and propose improvement in departmental program of study, curricula, and courses. Organize and assign teaching schedules. Develop professional development opportunities to improve the quality of teaching.
4. Miscellaneous: respond to inquiries by students, staff, and public; respond to requests and other items general by campus committees, student groups, administrators, and professor societies; maintain connection to the Deputy Chancellor's Office; serve as ex-officio capacity on the Chancellor's Committee on the Status of Women; serve as liaison to Women's and Gender Studies Affiliate Committee.

B. **Appointment and Review**

1. The Chair is appointed by the Dean of Arts and Science and after consultation with departmental faculty.
2. The term of office is 5 years, or as determined by the Chancellor/Dean. The term is renewable.
3. The appointment is subject to periodic review by the department faculty and the Dean. The department will review the Chair's performance after two years. The review will cover the areas identified in Part A above, "duties of the chair." The review will be conducted by an ad hoc departmental chair review committee.
4. To select a new chair, an ad hoc departmental chair search committee will be nominated and elected by the department faculty to select candidates for the position. The search committee will be comprised of two departmental faculty members (one being the committee chair), one member of the affiliate faculty and one student (an undergraduate or graduate) representative. The search committee will present their slate of candidates to the departmental faculty for a vote.

Section 3:4 **Director of Undergraduate Advising, Curriculum, and Programming**

1. The Director of Undergraduate Advising, Curriculum, and Programming will advise undergraduate students, monitor and coordinate the undergraduate degree and course offering, manage the undergraduate internships, work with the Women's Center on Women's History Month, coordinate and produce VOICES, and identify grant opportunities for programmatic improvement.
2. The Director of Undergraduate Advising, Curriculum, and Programming will participate in meetings of the faculty governing body.
3. The term of appointment is ongoing.
4. Review of the Director of Undergraduate Advising, Curriculum, and Programming will be undertaken annually by the Chair. Every three years a more thorough review will be undertaken by the Chair and one faculty member, in consultation with the Administrative Assistant.

Section 3:5 **The Library Representative**

A library representative will be appointed by the Chair with the advice of the governing body. The representative will be responsible for monitoring the Women's and Gender Studies collection in the MU libraries, serving as a liaison with the library system, and monitoring the internal library and subscriptions of the Department.

Section 3:6 **Standing Committees**

The Department of Women's and Gender Studies will have the following standing committees. Each of these committees will be appointed annually by the Chair, in consultation with the faculty. When affiliate faculty are needed, the department Chair will survey affiliated faculty and staff and make individual appointments in consultation with

the affiliate faculty committee chair. Appointments will be made at the end of the Spring semester with service beginning with the Fall semester unless otherwise provided.

a) Personnel Committee

Membership: The faculty will elect two senior regular faculty members who will constitute the personnel committee. The Faculty will serve for two staggered years and this duty will rotate over time to all Faculties.

Function: To conduct faculty annual academic and salary reviews.

b) Awards Committee

Membership: One regular faculty, one member from the Affiliate Faculty and Staff Committee, one student representative. Faculty members will be staggered over two years.

Function: To select and put forward members of the regular Faculty for the various awards available within the college and the University. To solicit and judge papers and nominations for scholarships and essay awards for students. To work with the Alumnae Anniversary Fund Committee on the selection of the distinguished lecture.

c) Curriculum Committee

Membership: Two regular faculty members and one affiliate faculty on staggered 3-year terms, the Director of Undergraduate Advising, Curriculum, and Programming, as well as one graduate student, and one undergraduate.

Function: To evaluate the curricula for the WGST undergraduate major and minor and the graduate minor; to revise these curricula, as deemed necessary by the faculty; to evaluate proposed new and cross-listed courses; to handle progression issues; to report decisions to the Regular Faculty.

d) Lectures/Events Committee

Membership: One regular faculty, one member from the Affiliate Faculty and Staff Committee and/or the Auxiliary Visiting Faculty, and one graduate student representative.

Term of membership will be one year.

Function: This committee will coordinate a lecture series, scholar-in-residence program, colloquia, and/or other outreach activities.

Section 3:7 AD HOC Committees

No committees other than those designated as standing committees will be appointed routinely. Each fall, at the first meeting of the Faculty, the tasks to be accomplished during the year will be identified and the ad hoc committees established. These may include a curriculum task force, one or more promotion or tenure committees, fact-finding committees for review of 3rd year, tenure and promotion to full, a recruitment committee, a chair search or review, a Director of Undergraduate Advising, Curriculum, and Programming search or review, or committees designed to meet other departmental objectives. Membership and voting rights are extended to Auxiliary and Affiliate Faculty, as decided by the Chair in consultation with the Faculty.

a) **Ethics and Responsibility Committee (convene as necessary)**

Membership: An Ethics and Responsibility Committee will consist of three faculty members and one staff member, appointed by the Chair in consultation with the faculty, when a particular issue in their purview arises

Function: This committee will be responsible for mediating complaints and, if possible, resolving disputes about unethical or irresponsible behavior on the part of faculty and/or students in the department.