

GENDER AND WOMEN'S STUDIES PROGRAM BY-LAWS

Article I. Name

The name of this academic unit is the Gender and Women's Studies Program, in the College of Liberal Arts and Sciences, at the University of Illinois at Urbana-Champaign.

Article II. Mission

The Gender and Women's Studies Program is an interdisciplinary academic program dedicated to teaching and research about the ways in which sex, sexuality, and gender have structured human societies and cultures, past and present.

Article III. Function

The Gender and Women's Studies Program is an academic unit in the College of Liberal Arts and Sciences. It is the responsibility of the unit to:

- Situate the academic and intellectual concerns of gender and sexuality at the nexus of the interconnected missions of the University – research, teaching, and service. The Program provides an intellectual resource and a supportive community for faculty, students, and scholars interested in interdisciplinary feminist and queer scholarship;
- Foster institutional change within and outside the university by integrating work by and about women and gender into existing academic disciplines, providing individuals with the means to integrate feminist theory into their professional work and everyday lives, and supporting social and cultural changes that improve the lives of women and men;
- Develop knowledge about and critical responses to contemporary issues and participates in campus initiatives such as gender and globalization, diversity in American institutions, and the fate of humanities and the arts in a technologically driven society. The Program will continue to push disciplinary boundaries to explore the significance and meaning of women and gender in fields such as biotechnology, bioengineering, and computer and information science;
- Make manifest the connections between the activities of teaching, research, and public service on the campus and relevant activities and endeavors in the State of Illinois and beyond;
- Sponsor an interdisciplinary undergraduate major and minors at the graduate and undergraduate levels that integrate offerings in Gender and Women's Studies from the humanities, social sciences, sciences, and other related disciplines; and to
- Develop joint graduate programs with other campus units at the masters and doctoral levels.

Article IV. Membership

Faculty in the Program are those who hold appointments in Gender and Women's Studies between 10-100%. All faculty hold voting rights in the unit. The Women's and Gender Resource Librarian is considered a member of the faculty for voting purposes on the Advisory Committee.

Affiliated faculty are those who hold 0% appointments in the Program. Affiliation is open to all university faculty (tenure-track, tenured, and emerita/emeritus) whose teaching, research, and/or service activities indicate a commitment to the mission of the Gender and Women's Studies Program. The

means by which affiliated faculty will be represented in Program decision-making is described in Article VII below.

Program associates are those ineligible for faculty or affiliated faculty status, who are based at the university and are interested in advancing the mission of the Gender and Women's Studies Program. Program association is open (but not limited) to academic professionals or faculty whose university duties may not directly meet the requirements of 0% appointments.

Potential affiliated faculty and program associates may be invited to join the Program by indicating an interest in joining the Program to the Director or by being nominated by a faculty member or current affiliate of the Program. Approval of membership will be made after review by the Director and approval by the Advisory Committee.

Article V. Administration

The executive officer of the Program is a *Director* who shall be appointed by the Dean of the College of Liberal Arts and Sciences, in accordance with appropriate university statutes.

The Director will normally serve a five-year term, which may be renewed for a second term of up to five additional years. If the Director is willing to serve a second term, the Dean in conjunction with the Advisory Committee shall conduct a review of the Director's performance during the fall semester of the Director's fifth year. When a new search is in order, it shall commence no later than the beginning of the fall semester of the final year of the Director's tenure.

The Director of the Program shall report directly to the Dean of Liberal Arts and Sciences.

The Director is responsible for policy direction, faculty hiring, curricular and program planning, development functions, management, budget, and liaison with university administration and other units.

The Director chairs the Advisory Committee.

Assistant and/or Associate Directors assist the Director in carrying out the Director's duties.

Article VI: Faculty and Affiliated Faculty

The *Faculty* is expected to provide the academic and intellectual leadership of the Program, to represent the Program's interests on campus and in the wider community, and to fulfill their responsibilities to the Program as outlined in all other articles of this document.

The Faculty will meet as a Committee of the whole as needed, but at least once a semester. The faculty will be the voting body on faculty recruitment, appointment, and promotion; major curricular revisions; and other major changes in the Program

Affiliated Faculty are expected to express their commitments to the Program as outlined in the Zero-Time Appointment Policy and to represent the Program's interests on campus and in the wider community.

The Affiliated Faculty will be convened as needed, but at least once during the academic year.

Article VII: Advisory Committee

The Advisory Committee shall assist in the formation of policy of the Program and advise the Director in the execution of duties. The Director must consult with this group regarding faculty recruitment, appointment, and promotion, regarding major curricular revisions, and regarding other major changes in the Program.

The Advisory Committee shall meet as needed, but at least twice a semester. All faculty who are not serving on the committee are invited to attend advisory committee meetings.

The Advisory Committee shall consist of the following:

The *Director*, who serves as chair;

Four *faculty* members who will be elected by the faculty electorate on the first Tuesday after Fall classes begin. Faculty will serve staggered two-year terms. All faculty are eligible for nomination except those on leave;

The Associate Director;

The Women and Gender Resources Librarian;

Two additional *affiliated faculty* shall be elected from the larger membership by their peers. These members serve staggered two-year terms. The membership votes by paper ballot on the first Tuesday after Fall classes begin. Members cast votes to fill open positions among a list of candidates. All members are eligible for nomination except those on leave. An affiliate holding the rank of Full Professor must fill one of these seats. Full Professors will be listed separately on the ballot.

Additionally, one undergraduate student and one graduate student are elected by their peers to one-year terms. In case either the undergraduates or the graduates fail to elect a representative, one shall be appointed by the director of the Program.

The Director of the Women and Gender in Global Perspectives Program, the Chair of the Chancellor's Committee on the Status of Women, the Director of the Office of Women's Programs, and the Director of WIE (Women in Engineering) will serve as *ex-officio* (non-voting) members of the Advisory Committee.

Article VIII: Standing and Ad Hoc Committees

All standing and *ad hoc* committees are advisory. Committees shall recommend actions to the director and/or the Advisory Committee. The entire membership is eligible to serve on these committees, but there shall always be a minimum of one member of the Advisory Committee on any standing or *ad hoc* committee. The Director will appoint a chair and 1-3 additional members to each standing and *ad hoc* committee, in consultation with the Advisory Committee.

Courses and Curricula Committee: This committee, consisting of *faculty* and at least one graduate student, will review and update the minor, major, and core course offerings. It will be responsible for

stimulating and coordinating new course development, including the graduate minor and any future graduate programs.

Programming Committee: This committee will help to develop lectures, speaker series, conferences, and other events and should include student members.

Student Awards Committee: This committee will consist of three Program members. The members will recommend undergraduate and graduate student recipients for all awards and fellowships.

Faculty Development and Review Committee: This committee will consist of at least two tenured faculty and one additional tenured faculty or affiliated faculty member, plus the Director, who will serve as Chair. The committee will review all faculty annual reports and recommend salary increments. The committee will assign tenured mentors to probationary faculty. The committee will ensure annual peer teaching reviews for all faculty. The committee will nominate faculty and affiliated faculty for research and teaching awards. The committee will review and recommend nominations for affiliated faculty and program associate status.

Article IX: Salary, Promotion, Tenure and Termination

The Director shall, in consultation with the Faculty Development and Review Committee, annually review faculty at all ranks who hold appointments of 25% or more. This review will be used to determine the contributions of faculty to the Program for consideration of merit increments in salary, which shall ultimately be discussed with the executive officer of any other unit in which the faculty member holds joint appointments.

Salary Review

All faculty except those undergoing third-year review or review for promotion are required to submit an annual report that includes:

A written statement of professional activities and accomplishments during the past calendar year; a brief outline of future plans; and a brief statement reflecting the relationship between the Program's goals and the faculty members' professional activities and accomplishments and future plans.

Third-year Review

The third-year review for probationary faculty are described in the University of Illinois Statutes Update of September 19, 2000 and the LAS College guidelines.

Faculty members undergoing the third-year review are exempt from the annual review requirement and are instead reviewed under the guidelines proscribed in Provost Communications 13 and 9.

Tenure and Promotion

The procedures for review for probationary faculty and of tenured faculty seeking promotion to Full Professor are described in the University of Illinois Statutes Update of September 19, 2000 and the LAS College guidelines. (See Provost Communication #9)

Promotion and Tenure Committees

Promotion to Associate Professor, with indefinite tenure: The committee for the preparation of appointment dossier will be appointed by the Director and will serve in conjunction with appointees from other relevant unit(s) of appointment.

The voting body for recommending for or against promotion and tenure will be all tenured members of the faculty.

Promotion to Full Professor, with indefinite tenure: The committee for the preparation of appointment dossier will be appointed by the Director and will serve in conjunction with appointees from other relevant unit(s) of appointment.

The voting body for recommending for or against promotion to Full shall consist of all Full Professors on the faculty in addition to up to three faculty affiliate Full Professors, including all full Professors on the Advisory Committee for a total of no fewer than four votes.

Termination

Any termination procedures for faculty or staff will be undertaken in accordance with University Policies, as found in Illinois *Statutes* and the Campus Administrative Handbook. (see Provost Communication # 10 and 11)

Article IX: Grievance Procedures

The Gender and Women's Studies Program is committed to providing prompt, fair, and effective resolution of grievances. The Program strongly encourages all who believe that they have a grievance to use all avenues for informal resolution at the lowest administrative levels possible.

The following procedures to formally pursue a grievance may be invoked by any program member who has made a good faith effort to seek informal resolution.

A formal grievance shall be presented in writing. Grievances shall be filed within one academic year of the event.

The Director shall establish a committee composed of 3 faculty. This committee shall be charged with conducting a preliminary investigation in order to decide whether it shall accept the case.

If a case is accepted, the committee shall proceed to conduct its investigation and shall reach a conclusion within two months of acceptance.

When the committee is satisfied that it has collected and evaluated enough information, the Committee shall provide the Director with written account of its findings and recommendations. Recommendations may include minority reports. The Director shall make decisions based on these findings.

Grievants and respondents both have the right to appeal decisions, based on either procedural or substantive grounds. Appeals should follow the procedures set forth by the College of Liberal Arts and Sciences.

Article X: Acceptance and Amendment Procedures

Amendments to any portions of these By-laws may be proposed by the Advisory Committee or by any five faculty or affiliates of the Program acting in concert. In each case, notification of the amendment shall be conveyed in writing to the Director, who shall put the amendment procedure into effect.

Notice of the amendment shall be sent to all faculty, affiliates, and Advisory Committee members.

After discussion among these constituents, the proposed amendment requires an affirmative vote by a majority of the Advisory Committee by paper ballot.

These By-laws will be reviewed every five years, but they should also be reviewed (informally) on an annual basis for the first two years after they are approved to make necessary adjustments.

Effective May 16, 2003

Amendment to Gender and Women's Studies Bylaws: Hiring

Effective October 14, 2005, Amended September 25, 2007

Procedures for Special Waivers of Search
(Dual Career Academic Couples Program)
(See Provost Communication # 4)

When the GWS director receives a request from another unit (or from a faculty member within GWS) to consider a candidate for a tenure-track appointment in GWS as part of the Dual Career Academic Couples Program, the GWS director shall initiate the following process:

1. The candidate's c.v. shall be reviewed by the GWS Advisory Committee.
2. If the advisory committee finds that the candidate has at least the minimum qualifications for a GWS tenure-track appointment and that his/her expertise potentially responds to current program needs, the director shall appoint an *ad hoc* committee of 2-3 GWS joint-appointed or affiliated faculty who have expertise in the candidate's area of research.
3. The candidate shall be asked to provide the following materials, which shall be reviewed by the *ad hoc* committee:
 - a. Letter of application
 - b. Curriculum vitae
 - c. Scholarly writing sample of approximately 30-40 pages.
 - d. Three letters of recommendation.
4. The *ad hoc* committee makes a written recommendation to the Advisory Committee about whether or not to proceed with a campus visit.
5. If the *ad hoc* committee makes a positive recommendation, the candidate shall be invited for a campus visit (which shall include all the elements of a regular campus visit, including a public presentation of research, as well as meetings with appropriate faculty, administrators, and students).
6. After the campus visit, the director calls a meeting with all joint-appointed and affiliated faculty, graduate assistants, and staff to discuss the candidate's materials and campus visit.
7. The director facilitates a discussion of the faculty that considers all concerns and the faculty votes via anonymous paper ballot on whether or not to continue the process of offering the candidate a position in GWS. Faculty may vote by proxy.
8. If the vote is positive, the director works with the originating unit to request that the Office of the Provost formally appoint the candidate to a tenure-track position in GWS.

For additional information on the University of Illinois's policy on dual career academic couples, see Provost's Communication No. 4: Special Recruitments in Support of Institutional Priorities (<http://www.provost.uiuc.edu/provost/Communications/comm4/comm4.htm>).

Amendments to Gender and Women's Studies Bylaws: Hiring

Effective September 25, 2007

Procedures for Special Waivers of Search
(Faculty Excellence)
(See Provost Communication #3, #4 and #9)

When the GWS director receives a request from another unit or when GWS faculty propose a candidate for Faculty Excellence, the GWS director shall initiate the following process:

1. The candidate's c.v. shall be reviewed by the GWS Advisory Committee.
2. If the advisory committee finds the Faculty Excellence candidate has "an outstanding record of accomplishment and will be able to provide scholarly leadership," and that her/his expertise potentially responds to current program needs, the director shall appoint an *ad hoc* committee of 2-3 GWS faculty or affiliated faculty who have expertise in the candidate's area of research.
3. The following materials shall be reviewed by the *ad hoc* committee:
 - a. Curriculum vitae
 - b. Scholarly writing sample of approximately 30-40 pages chosen by the *ad hoc*
4. The *ad hoc* committee makes a written recommendation to the Advisory Committee about whether or not to proceed with the process outlined in Provost Communication #4. The Advisory Committee votes by anonymous paper ballot on whether to proceed with the process
5. If the majority of the Advisory Committee votes to proceed, the GWS director submits a Stage 1 Approval application, following the process outlined in Provost Communication #4.
6. If Stage 1 approval is granted by the Provost, the candidate shall be invited for a campus visit, including a presentation of research, as well as meetings with appropriate faculty, administrators, and students.
7. After the campus visit, the director calls a meeting with all faculty, affiliated faculty, students, and staff to discuss the candidate's materials and campus visit.
8. The director facilitates a discussion of the faculty that considers all concerns and the faculty votes via anonymous paper ballot on whether or not to continue the process of offering the candidate a position in GWS. Faculty may vote by proxy.
9. If the majority vote is positive, a tenure committee is constituted, tenure letters are solicited, and the process of expedited tenure outlined in Provost Communication #9 is followed, including a vote by GWS tenured faculty.
10. If tenure is granted, final Stage 2 approval by the Provost is requested.
11. If the Provost approves the hire, the director works with appropriate units to develop a letter of offer.

(Target of Opportunity for Recruiting Members of Underrepresented Groups)
(See Provost Communication #4 and, if relevant, #3 and #9)

1. The candidate's c.v. shall be reviewed by the GWS Advisory Committee.
2. If the advisory committee finds the Target of Opportunity candidate has "an outstanding record of accomplishment," and that her/his expertise potentially responds to current program needs, the

director shall appoint an *ad hoc* committee of 2-3 GWS faculty or affiliated faculty who have expertise in the candidate's area of research.

3. The following materials shall be reviewed by the *ad hoc* committee:
 - a. Letter of application
 - b. Curriculum vitae
 - c. Scholarly writing sample of approximately 30-40 pages
 - d. Three letters of recommendation
4. The *ad hoc* committee makes a written recommendation to the Advisory Committee about whether or not to proceed with the process outlined in Provost Communication #4. The Advisory Committee votes by anonymous paper ballot on whether to proceed with the process
5. If the majority of the Advisory Committee votes to proceed, the GWS director submits a Stage 1 Approval application, following the process outlined in Provost Communication #4.
6. If Stage 1 approval is granted by the Provost, the candidate shall be invited for a campus visit, including a presentation of research, as well as meetings with appropriate faculty, administrators, and students.
7. After the campus visit, the director calls a meeting with all faculty, affiliated faculty, students, and staff to discuss the candidate's materials and campus visit.
8. The director facilitates a discussion of the faculty that considers all concerns and the faculty votes via anonymous paper ballot on whether or not to continue the process of offering the candidate a position in GWS. Faculty may vote by proxy.
9. If the majority vote is positive, and the candidate is tenured, a tenure committee is constituted, tenure letters are solicited, and the process of expedited tenure outlined in Provost Communication #9 is followed. If the candidate is not tenured, final approval by the Provost is requested.
10. If tenure is granted, final Stage 2 approval by the Provost is requested.
11. If the Provost approves the hire, the director works with appropriate units to develop a letter of offer.

Transfers

When the GWS director receives a request by a faculty member at UIUC to move her/his line to GWS, the GWS director shall initiate the following the procedures:

1. The director shall appoint an *ad hoc* committee of 2-3 GWS faculty or affiliated faculty who have expertise in the candidate's area of research.
2. The following materials shall be reviewed by the *ad hoc* committee:
 - a. Letter of application
 - b. Curriculum vitae
 - c. Scholarly writing sample of approximately 30-40 pages
3. If the *ad hoc* committee's report is positive and the candidate has approached her/his current unit head, the Advisory committee votes by anonymous paper ballot on whether or not to proceed with the process.
4. If the majority of the Advisory Committee votes to proceed, the candidate shall be invited for an interview, including a presentation of research, as well as meetings with appropriate faculty, administrators, and students.
5. After the interview, the director calls a meeting with all faculty, affiliated faculty, students, and staff to discuss the candidate's materials and visit.

6. The director facilitates a discussion of the faculty that considers all concerns and the faculty votes via anonymous paper ballot on whether or not to continue the process of offering the candidate a transfer to GWS. Faculty may vote by proxy.
7. If the majority vote is positive, the GWS director shall negotiate a Memorandum of Understanding outlining the agreement between GWS and the candidate's other unit, and requesting the dean's approval.

National Searches

(See Provost communication #3 and #9, if relevant)

When GWS receives approval from the dean to do a national search, the GWS director shall initiate the following procedures:

1. The GWS director shall appoint a chair and search committee comprised of joint appointed faculty and if necessary, faculty affiliates. The GWS Affirmative Action officer oversees the search to ensure compliance at each step.
2. The following materials shall be reviewed by the search committee:
 - a. Letter of application
 - b. Curriculum vitae
 - c. Scholarly writing sample of approximately 30-40 pages
 - d. Three letters of recommendation
3. The search committee selects 3-4 candidates to be invited for campus visits. This list must be approved by the LAS Dean's Office before candidates are invited.
4. The search committee shall invite candidates for a campus visit, including a presentation of research, as well as meetings with appropriate faculty, including Advisory committee members, administrators, and students.
5. After the campus visits are completed, the director calls a meeting with all faculty, affiliated faculty, Advisory Committee members, students, and staff to discuss the candidates' materials and visit.
6. The director facilitates a discussion of the faculty that considers all concerns and the faculty votes via anonymous paper ballot to rank the candidates. Faculty may vote by proxy.
7. If the majority vote is positive, the director informs the dean and requests permission to continue the negotiation with the candidate.
8. If the position being offered is tenured, appropriate tenure procedures are followed.
9. The director works with the dean and appropriate units to develop a letter of offer.