DEPARTMENT OF GENDER AND WOMEN'S STUDIES

BYLAWS (revised 2017-09)

# Article I. Name

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

# Article II. Mission

The Department of Gender and Women's Studies at the University of Illinois, Urbana-Champaign, is dedicated to expanding feminist research and knowledge within academia to address gender, sex, sexuality and their relationships to race, class, disability, and nation as these inform epistemologies, institutions, activities, and experiences. The Department also seeks to render scholarly intellectual efforts in Gender and Women’s Studies integral to other disciplines, as well as to local, regional, national, and transnational communities. Faculty, staff, and students associated with the Department are expected to contribute to this mission not only through teaching, research, and service activities, locally and nationally, but also through active participation in social, intellectual, and political endeavors.

# Article III. Function

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

1. Conduct and promote theories and methods for understanding gender and sexuality through faculty and graduate research and curricular offerings;
2. Provide interdisciplinary *undergraduate* major and minors that integrate offerings in Gender and Women's Studies from the humanities, social sciences, and other related disciplines;
3. Provide interdisciplinary *graduate* minors that integrate offerings in Gender and Women's Studies from the humanities, social sciences, and other related disciplines;
4. Add to the intellectual campus climate through support for faculty and graduate student research and publication;
5. Foster institutional change within and outside academia through the integration of knowledge about gender and sexuality into existing disciplines, professional work, and movements for social and cultural transformation.

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# Article IV. Membership

1. *Faculty* in the Department are those who hold 25-100% appointments in Gender and Women’s Studies. All Faculty hold voting rights in the Department. The Faculty will be the voting body on faculty recruitment, appointment, major curricular revisions, and other major changes in the Department. The Faculty will further provide direction and consultation for the Executive Committee in the execution of its duties. The Faculty is expected to meet as a committee of the whole as needed, but at least twice a semester.
2. *Affiliated faculty* are those who hold 0% appointments in the Department but do not have voting rights in the Department. Affiliated faculty are expected to contribute to the intellectual life of the Department. 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 Department of Gender and Women's Studies. Affiliated Faculty are elected by a majority vote of the Faculty. To become an Affiliated Faculty of the Department, a letter of intent to join, a resume or curriculum vitae, and additional materials (if requested) must be submitted to the Chair. The Chair will circulate copies of the submitted materials to the Faculty. A vote of the Faculty will be taken, with a majority vote required to approve membership.

# Article V: Administration

The executive officer of the Department is the Chair who shall be appointed by the Dean of the College of Liberal Arts and Sciences, in consultation with GWS Faculty, in accordance with appropriate university statutes. The Chair shall consult the Executive Committee regarding faculty recruitments and appointments and major curricular revisions.

1. The Chair of the Department shall report directly to the Dean of Liberal Arts and Sciences. The performance of the Chair shall be evaluated at least once every five years. As one component of this evaluation, views shall be solicited from the GWS Faculty.
2. The respective duties of the Chair and Executive Committee are laid in general terms by the University Statutes. All matters not detailed in the Statutes or the bylaws shall lie within the province of the Chair.
3. The Chair shall:
4. Be a voting member of the Executive Committee.
5. Call and preside at meetings of the Executive Committee and department meetings. The Chair shall consult the Executive Committee regarding faculty recruitments, appointments, and major curricular revisions.
6. Oversee faculty and staff reviews, hiring, promotion, recruitment, and retention.
7. Represent the Department with other Units, University officials, and the general public.
8. The Associate Chair shall:
	1. Be a voting member of the faculty and appointed to a 25% administrative appointment by the Chair in consultation with the Executive Committee to serve a term determined by the Chair.
	2. Act as the Chair when the Chair is in absentia.
	3. Call and preside as Chair of the Curriculum Committee.
	4. Oversee and guide the development of the undergraduate and graduate curriculum, course development, course enrollments, and academic scheduling.
9. The Academic Advisor and Administrative Coordinator assist the Chair in carrying out the Chair's duties.

# Article VI: Executive Committee

1. *The Executive Committee* will work with the Chair regarding the formation of policy, faculty hiring, promotion, recruitment, major curricular revisions and other major changes in the Department. Executive Committee recommendations regarding departmental policy, governance, hiring, and recruitment (including affiliates) are subject to the majority approval of the Faculty. The Chair of the Department is chair and a voting member of the Executive Committee.
2. The Executive Committee shall consist of the Chair (with a vote) and three elected faculty (with a vote each). The Executive Committee shall meet as needed but at least twice a semester. Minutes of each meeting of the Executive Committee shall be circulated to the Faculty within one week of meeting.
3. Elections to the Executive Committee will be held every year in August for a term to begin that academic year. Members of the Executive Committee shall be elected for staggered two-year terms. All Faculty are eligible for nomination except those on sabbatical leave. By August, the Chair shall circulate a list of all Faculty eligible for election. The vote will be conducted by secret ballot. In the event of a tie for a vacancy, a runoff vote shall be conducted. Executive Committee members shall not serve two consecutive terms. In the case that an Executive Committee faculty member goes on leave or cannot serve after beginning the term of office, the Chair will conduct an election for a replacement following the procedures specified above. The replacement Executive Committee member will serve for the remainder of the term.
4. The Executive Committee will vote by voice and majority will decide. In special cases, the Executive Committee may conduct the vote by secret ballot or decide to reach consensus. Any member of the Executive Committee may request such an alternative voting procedure.

**Article VII. Faculty Meetings**

A. The Faculty of the Department of Gender and Women’s Studies shall meet regularly and not less than twice a semester. A written notice of every meeting of the Faculty shall be sent at least one week in advance to every member of the Faculty. The notice of the meeting shall include a substantive agenda. Items except for amendments to these bylaws may be added to the agenda after the notice of the meeting has been sent out.

B. Special meetings of the Department may be called with less than the required notice by the Chair or Executive Committee. Special meetings shall also be called by the Chair, if a request is made in writing by at least a quarter of the voting members of the Department. The request shall state the purpose of the meeting. The Chair shall call a meeting within ten days after receipt of the request.

C. At regular and special meetings of the Department, a quorum shall consist of two-thirds of the Faculty. Faculty on leave do not count in the quorum tally, but do have the right to vote. Votes may be taken by way of either paper or electronic ballot.

D. In accordance with University Statutes, at least one meeting during each semester shall consider “questions of departmental governance and educational policy.”

**Article VIII. Review and Amendment**

A. Amendments to any portions of these bylaws may be proposed by the Executive Committee or by any voting Faculty of the Department. In each case, notification of the amendment shall be conveyed in writing to the Chair, who shall put the amendment procedure into effect.

B. Notice of the amendment shall be sent to all Department Faculty.

C. After discussion at a meeting, the proposed amendment requires an affirmative vote through secret ballot by a majority of the Faculty.

D. The bylaws shall be reviewed as the need arises but no less than every three years.

# Article IX: Grievance Procedures for the Faculty

1. The Department of Gender and Women's Studies is committed to providing prompt, fair, and effective resolution of grievances. The Department strongly encourages all who believe that they have a grievance to use all avenues for informal resolution at the lowest administrative levels possible.
2. The procedures to pursue a formal grievance may be pursued by any member of the Faculty who has made a good faith effort to seek informal resolution.

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

2. The Chair shall establish a committee composed of three Faculty members. This committee shall be charged with conducting a preliminary investigation in order to decide whether it shall accept the case.

3. If a case is accepted, the committee shall conduct its investigation. Within two months of acceptance, the Committee shall prepare and provide the Chair with a written account of its findings and recommendations. Recommendations may include minority reports. The Chair shall make decisions based on these findings.

1. Grievance petitioners 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.

Recommended by Executive Committee

Date:

Approved by GWS Faculty

Effective: *approval date*