

BY-LAWS

of

THE WOMEN'S STUDIES PROGRAM TEXAS A&M UNIVERSITY

Final Draft, 1/24/06

Part I: Program Faculty

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 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 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 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 studies are regularly reviewed for merit, reappointment, promotion, and tenure by the Director and a Personnel Committee in Women's Studies, 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 Studies and another program or department.
 - a. Responsibilities: Associated Faculty in Women's 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 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 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 Studies on program issues on which votes are taken, including personnel matters, as long as university policies are complied with (see section 1b above). 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 Studies upon application to the Program (see section 3c) and with administrative approval.
 - d. **Review:** Associated Faculty in the interdisciplinary field of women's studies are regularly reviewed for merit, reappointment, promotion, and tenure by the Director and a Personnel Committee in Women's 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 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 Studies, under the provisions outlined below.
- a. **Responsibilities:** Affiliated Faculty normally teach a minimum of one course (core or cross-listed) for Women's Studies out of every eight courses that they offer within the University. Affiliated Faculty on reduced 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 may be invited to participate in program governance, including personnel matters; they may also 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 Studies on program issues on which votes are taken, including personnel matters, as long as University policies are complied with (see section 1b above). Affiliated Faculty are eligible to serve on governance committees, including personnel committees, within the Program.
 - 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 Studies 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 2c 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 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, but the Program Director is charged with writing 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 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 Assistants.** TAMU graduate students whose teaching assignments include Women's 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 II: 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 and administrative staff 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.
- 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.

3. Duties

The Program Review Committee is charged with the following:

- a. judging awards applications made to the Program
- b. establishing guidelines for courses that may be cross-listed with Women's Studies
- c. establishing guidelines for core courses within Women's Studies
- 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 five voting members, all of whom must be tenured members of the TAMU faculty. They should be drawn from members of the Core, Associated, or Affiliated Faculties of the Program or, in the absence of individuals who fit this description, from among those TAMU faculty members who would be eligible to join the Program's Affiliated Faculty. 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 appointed by the Director in consultation with the Dean. Members typically serve staggered three-year terms.
- d. Committee members are expected to recuse themselves from consideration of cases in which a conflict of interest exists.

2. Responsibilities

- a. The Personnel Committee conducts annual merit reviews of Core and Associated Faculty in the Program and makes recommendations to the Program Director about the allocation of merit raises (when funds may be available for this purpose); the Director submits these recommendations, accompanied by his/her report on the issue, to the appropriate Dean.
- b. The Personnel Committee is responsible for examining reappointment, tenure, and promotion cases involving Core or Associated Faculty and for constructing detailed reports explaining its recommendations in such cases. These recommendations will assess the candidate's performance in teaching, research or creative work, and service as these relate to the interdisciplinary field of Women's Studies/gender studies; all assessments will employ the general criteria established by the relevant College and the specific Program criteria agreed upon by the Program Faculty. The results of the Committee's recommendations will be communicated by the Program Director to the general Program Faculty, which will be asked to vote by sealed ballot to confirm or reject them. 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.

Part III: 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 vote, by secret ballot, will be organized by the Director.

B. Amendments

1. 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. Proposals for amendments initiated through faculty petition must be signed by 20% of the voting faculty.
3. The faculty shall vote upon proposed amendments through a ballot conducted only during the Fall or Spring semesters. To be adopted, a proposed amendment must be approved by two-thirds of the faculty voting.