

Department of Gender Studies

Constitution and Administrative Governance Structure

Adopted April 12, 1998

Revised May 3, 2001, May 15, 2002, and August 27, 2005, September 10, 2006, and April 20, 2009

Gender Studies: The Unit

Gender Studies is an Indiana University academic unit evolved from the former Women's Studies Program (1973-1997). It was renamed Gender Studies in November 1997 with the offering of the new undergraduate major, Gender Studies, as approved by the Indiana Commission on Higher Education. Following these developments, the unit's faculty began the process of moving to department status. This constitution sets out a governance structure designed to be durable enough to meet the immediate and medium-term needs of this unit notwithstanding likely changes ahead.

The Mission

Gender Studies examines the social processes, cultural representations, relations of power, and forms of knowledge that generate a range of gendered perspectives and experience worldwide. Our focus on gender as an analytic category facilitates an array of scholarly collaborations, generating cutting-edge research across fields as diverse as the social sciences, the arts and humanities, the natural sciences, and policy studies. Categories of difference that articulate with gender – such as race, ethnicity, class, and religion – are vertical grids of attention throughout the department. The Department emphasizes integrative and transdisciplinary modes of analysis for the study of sexualities and sexual identities; bodies and their technologization and medicalization; representation and social/cultural production; and feminist epistemologies.

Governance structure

1. The chief officer of the unit is the Chair. The Chair is nominated by the faculty and appointed by the Dean of the College of Arts and Sciences. The nomination procedure is begun by the Dean, when s/he informs the unit of the impending end of the term of the current Chair. At that point, the Core Faculty will review the recent history of the unit, set goals for the future, and recommend a candidate to the Dean.
2. Chair review: The chair will be evaluated annually through a committee composed of the senior members of the Advisory Committee. It is expected that this review will also serve as the departmental review of the chair usually requested by the College Dean's office. The review process should begin once faculty merit materials are available, usually in January.

The review committee should, in consultation with department faculty and staff, take into consideration the following areas of the chair's performance:

promoting and developing the department both within and beyond IUB; the day-to-day administrative functioning of the department; advisory and mentorship relations with GNDR faculty; leadership effectiveness and transparency; scholarly production; and, finally leadership in supporting a broadly interdisciplinary vision of Gender Studies. In collecting information from faculty, students, and staff, the chair review committee shall make it clear that, according to university wide access policies, no such communication can be fully confidential.

3. The department will have both **major** and **minor** committees. Untenured tenure track faculty will not be expected to serve on more than **1 major** committee and no more than 3 minor committees each year. Major committees are defined as those involving extensive and enduring expenditures of time and effort; minor committees meet less regularly or are shorter in duration. The terminology *major* and *minor* does NOT refer to the importance of the work of each committee, since all committee work is vital to the departmental mission. See **Appendix 1** for a listing of current and potential major/minor committees.
4. Student and related instructional administration are governed by faculty subcommittees.
5. The Director of Graduate Studies, named by the chair, executes the needs of the graduate program, in consultation with the chair and assisted by such faculty subcommittees as formed by them to execute particular projects.
6. Other officers may be named (e.g. Director of Graduate Studies) as need necessitates.
7. The terms of appointment and service for the Director of Graduate Studies (DGS) and Director of Undergraduate Studies (DUGS) are as follows: Only a tenured faculty member may serve as DGS, and it is preferred that a tenured faculty member serve as DUGS. The terms of appointment are two-three years/term (renewable once) for the DGS and DUGS, if the DUGS is tenured. If the DUGS is an untenured faculty member, she/he will serve for a two year term, renewable once, under exceptional circumstances. NOTE: the difference in terms of appointments reflects a concern for protecting junior faculty from taxing service work during the pre-tenure years of appointment.
8. **Advisory Committee**

Advisory Committee will be composed of the Director of Graduate Studies, the Director of Undergraduate Studies, 1 Senior level (tenured) core faculty and 1 Junior level core faculty, all elected by the faculty. The Advisory Committee will select its own chair; committee members will serve 2-year terms, except for the first slate, when the chair will serve three years to provide continuity.

Elections to the AC will be conducted by secret ballot at the last faculty

meeting of the year or of the fall semester during the first year of implementation. After discussion, the names of all faculty members eligible and willing to serve on the committee will be circulated on a ballot. All core faculty, including full time lecturers, are eligible to vote.

The AC, in coordination with the Chair and with input from the faculty, will identify policy concerns and develop procedural proposals for departmental discussion and approval. The AC may discuss any matter related to the department and will serve as a clearinghouse for issues and concerns raised by the faculty. It is the AC's responsibility to: initiate policy discussions with the Chair on behalf of the faculty; advise the Chair on policy concerns and priorities; solicit faculty input as policy proposals are drafted; refer matters of departmental policy to the faculty for deliberation and action; and call official meetings of the faculty as needed to discuss and/or take action on matters related to departmental policies and/or procedures. The AC will focus its energy on supplementing research and policy recommendations carried out by the Chair. As needed, the Chair and AC will deliberate and draft proposals that call for faculty-wide consideration and bring these proposals to faculty meetings and departmental retreats for department-wide review and approval. The AC will also mediate issues that may arise between faculty and the chair, and act as mentors and advisors to junior faculty. The senior members of the AC shall serve as the Chair review committee.

In the case of disputes within the department about hiring plans, job descriptions, or the composition of search committees, the advisory committee will consult with all parties before any final decision is taken, with the aim of determining a position acceptable both to the majority of the faculty and the chair. In general, departmental decisions should be endorsed by the chair, a majority of the Advisory Committee, and a majority of the voting faculty.

The Advisory Committee will meet in closed session, unless other faculty are invited to participate. The Advisory Committee will generally meet and report regularly to the faculty and to the Chair. The Advisory Committee will consult regularly with the Chair, on all matters it considers.

The Faculty

The faculty of Gender Studies is constituted by four “tiers”:

Core Faculty:

All tenure-track faculty of 25% or more who therefore have budgetary (and teaching) implications for the department and all non-tenure track full-time, multi-year appointments. Non-tenure track but continuing faculty (e.g. long-term lecturers on multi-year appointments) must be approved by a 2/3 votes of the tenure-track faculty to be considered core faculty and receive full voting rights in the department.

Affiliate Faculty:

All regular and emeriti faculty – tenure and non-tenure track – who typically conduct research and teach in ways that are congruent with the missions of the Department but who do not have an appointment in the Department. Their teaching and research interests typically include a strong focus on gender and feminist issues. Occasionally, an Affiliate’s primary contribution to Gender Studies will be in the area of service. Affiliate faculty hold appointments in many different departments throughout the University. Affiliates often teach courses that count toward Gender Studies degrees. Affiliate faculty will normally teach one core, cross-listed, or joint-listed course within every six semesters of residence, will often supervise Gender Studies students, and participate in the life of the department through colloquia, conferences, committee participation when appropriate, etc. Affiliate faculty are self-nominated and/or nominated by the Chair or any member of the Core faculty and then approved by a two-thirds vote of the Core and current Affiliate Faculty for three-year renewable terms. The term may be renewed by a 2/3 vote of the Core Faculty and Affiliate faculty may be removed by a 2/3 vote of the Core Faculty. Membership is reviewed yearly by the Chair. Lists of affiliates will be regularly updated in our published materials and website.

Gender Studies Allies:

All faculty and administration who are committed to the project of Gender Studies and who participate in colloquia, occasionally teach cross-listed courses, advise the Chair and departmental committees, etc. List of Allies will be regularly updated in our published materials and website. Gender Studies Allies can self-nominate or be nominated by any member of the Core or Affiliate Faculty or Chair and are then approved by a 2/3 vote of both the Core and Affiliate Faculty. Gender Studies Allies are reviewed annually by the Chair.

Instructors, Visiting Faculty, and Scholars/Artists in Residence:

These faculty hold short-term appointments in Gender Studies, either paid or unpaid, and have demonstrable research or teaching expertise in gender studies. They teach core courses in Gender Studies or perform specific administrative duties as defined by the Chair in accordance with the academic needs of the Department. These faculty do not hold voting rights in the department.

Faculty Voting: Rights and Responsibilities

Core faculty

All Core Faculty have full voting rights, with the obvious exceptions concerning University regulations re. promotions, tenure, and reappointments. A simple majority may make policy and take action for the unit. Core Faculty are expected to attend all department meetings, teach core and elective courses, serve on departmental committees, mentor undergraduates, chair and serve on doctoral committees, participate in departmental functions, colloquia, conferences, plan departmental events, etc.

Affiliate Faculty

Affiliates are not able to vote on departmental issues except when they are appointed to non-personnel governance committees (e.g. ad-hoc committees, curricular reform committees, etc.), or they serve on special committees, such as search committees. In order to be appointed to a special committee, an Affiliate Faculty member must receive a simple majority vote by the Core Faculty.

In situations deemed appropriate by the Chair, Affiliate Faculty may be asked to serve on rank and tenure committees and must then receive a 2/3 vote by the Core Faculty for this appointment on rank and tenure committees. Affiliate faculty can serve on graduate committees, but will not typically be asked to chair a Gender Studies doctoral committee.

Allied Faculty

Allies are eligible to serve, upon appointment by the Chair, with full voting rights on all non-personnel governance committees (e.g. ad-hoc committees, curricular reform committees, etc.) but are not able to vote on matters when they are brought to a general departmental vote. In situations in which their expertise is valuable to a search, they may be nominated for appointment to a search committee by the Chair and must receive a 2/3 vote by the Core Faculty to serve on that committee. Allied faculty are eligible to serve on graduate committees but not, except in extraordinary circumstances, as Chair of Gender Studies doctoral committees.

Voting Procedures

1. On all but personnel (pre-tenure, tenure, promotion, annual review, hire) decisions, voting shall take place at department meetings by a show of hands.
2. For personnel related items, a secure website will be set up to allow for anonymous voting. The administrator of the website shall be the same staff member taking minutes for department meetings. Voting shall take place for up to 24 hours after the department meeting has concluded. Only members who were present at the meeting in person or via telecommunication shall be eligible to cast a vote.

Promotion and Tenure

1. Decisions on promotion and tenure will be governed by the procedures set

- by the College and by the Dean of Faculties, together with procedures set forth in this document.
2. Each candidate for tenure (including promotion to associate professor) and for promotion to full rank will be evaluated by an ad-hoc committee appointed by the Chair in consultation with the candidate.
 3. For criteria and procedures see the separate policy documents on tenure and promotion.
 4. The vote on each candidate will be limited to those in the core faculty (with the exceptions outlined above) in rank and above (i.e., tenured associates and full professors vote on tenure and promotion to associate and full professor's vote on promotion to full rank).
 5. Teaching Evaluations: Annual classroom observations of all untenured and associate faculty members, resulting in written evaluations, shall be conducted by the chair and one other tenured faculty member. For Associate faculty members, that additional faculty member shall be a Full Professor.

Curriculum and Degree Programs

1. For the present, the Faculty serves as a committee of the whole for designing and reviewing proposed initiatives, and changes in or additions to the unit's curriculum and degree offerings.
2. Subcommittees charged with curricula and degree program design, review, or revision may be appointed by the Chair (and, if eventually formed, by representatives of the executive committee). Their recommendations are forwarded to the entire voting faculty for formal approval.

Constitutional Revision

This constitution for the department must undergo regular review and revision in response to significant changes in the situation and development of the department. The constitution and mission statement for the unit will be reviewed at least every five years, and revised as needed. In addition, at the petition of a minimum of five core faculty members, review and revision of the unit's mission statement and constitution may be undertaken at any time, and approved via a majority vote.

Appendix 1: Definition of major/minor committees (10 September, 2006)

In addition to the Advisory Committee, the departmental structure would have the following major and minor committees:

- E **Graduate Studies, Admissions and Funding** (major) Members appointed by the Chair chaired by DGS
- E **Undergraduate Studies** (minor) Members appointed by the Chair, chaired by the DUGS
- E **Merit Review** (minor) Members appointed by the Chair, with at least one Advisory Committee member who serves as Chair of the committee and provides liaison between Advisory Committee decisions concerning merit/annual reviews and salary recommendations. All salary recommendations are forwarded to the Chair for action.
- E **Awards Committee** (minor) Members appointed by the Chair
- E **Fundraising Committee** (minor) Members appointed by the Chair
- E **Colloquium Series** (minor) Members appointed by the Chair
- E **Tenure/Promotion Committee** (major) Members appointed by the Chair after consultation with candidate and Advisory Committee
- E **[Search & Screen Committees as needed]** (major) Members appointed by the Chair, always to include at one untenured tenure track faculty
- E **Ad Hoc committees:**