

Department of Gender Studies
Revised April 20, 2009

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.