

BYLAWS OF THE DEPARTMENT OF WOMEN'S STUDIES UNIVERSITY OF DELAWARE

These bylaws describe the policies and procedures by which the Department of Women's Studies ("WOMS") operates. All Departmental decisions must be consistent with University policy.

A separate approved Workload Policy governs expectations for faculty performance in teaching, scholarship/creative activity, and service:
<http://www.udel.edu/provost/ApprovedWOMSWorkload.pdf>

A separate approved Merit Metric describes criteria for the annual merit ratings that are given to faculty by the chairperson and provides the formula that governs calculations of annual merit allocations:
<http://www.udel.edu/provost/ApprovedWOMSMerit.pdf>

A separate approved document governs promotion and tenure policies and procedures: <http://www.udel.edu/provost/WOMSP&T.doc>

I. Officers of the Department

A. Department Chair¹

The chairperson is the chief administrative officer of the department, responsible for administering policies and procedures of the University and of the department and for representing the department within the institution. The duties of the Chair are described in further detail in the University's Policy Guidelines for Department Chairs.

The Dean of the College of Arts and Sciences, following University procedures, shall appoint a search committee to nominate candidates for Chair. Subject to the procedures established by the President, the Provost, and the Dean of the College, the department participates in the selection process by presenting its recommendation for Chair to the search committee and registering its support (or lack thereof) for the search committee's recommendation in a formal vote to be forwarded to the Dean of the College.

In accordance with University regulations, the chairperson is appointed by the President for a five-year term upon the recommendation of the Dean and the Provost. The

¹ Chair of the Department of Women's Studies will not have voting privileges, regardless of the major department to which he/she belongs.

appointment is renewable, subject to the evaluation procedures established by the University.

B. Associate Chairperson

The Associate Chairperson is appointed by the Chairperson and performs those functions assigned by the Chairperson, including the supervision of the undergraduate curriculum and the handling of undergraduate student complaints and grievances. In the absence of the Chairperson, the Associate Chairperson assumes responsibilities for the administration of the department.

II. WOMS Faculty

Faculty members participating in the Department of WOMS are classified by three categories; as core faculty, faculty with joint appointments, and affiliated faculty.

A. Core faculty are faculty holding primary or partial appointments in WOMS (tenure-track, tenured or CNNT).

B. Joint faculty members are faculty members whose primary appointments are in other academic units but who hold a joint appointment in WOMS. Joint appointments shall be for a three-year renewable term. Faculty holding joint appointments shall be actively involved in scholarship pertinent to WOMS, and are expected to teach three WOMS listed or cross-listed courses over a five-year period.

C. Affiliated faculty are faculty members in other departments, who do not hold joint appointments with WOMS, but who hold teaching and or scholarly interests in WOMS.

III. Governance

Governance of the Department of WOMS is conducted by core WOMS faculty. These responsibilities include, among other things, faculty appointments, curriculum oversight, and recommendation for promotion and tenure.

Joint and affiliated faculty may participate in department policy and deliberations, but they are not eligible to vote.

Voting privileges are held by core faculty commensurate with the percentage of their lines in WOMS.

IV. Standing Committees

A. The Executive Committee consists of the Chairperson, the Associate Chairperson, two members of the core WOMS faculty as well as two at-large, non-voting members from among those faculty members holding joint appointments. Members of the Executive Committee shall serve a two-year term. Members shall be ineligible to serve again until the expiration of two additional years. Terms will not be extended due to leaves of any sort.

Elections for the Executive Committee shall be held in April. Only members of the core WOMS faculty are eligible to vote. The term of office shall begin in September following the spring elections.

Responsibilities of the Executive Committee include but are not limited to:

- Advise the Chair concerning the general administration of the department
- Oversee the curriculum and review proposals put forth by the Curriculum Committee
- Review and evaluate departmental activities
- Receive reports from the Chair of meetings with the Dean and other College or University Officials
- Develop and maintain departmental guidance documents
- Initiate long-range studies and engage in long-range planning, the result of which shall be communicated to appropriate persons or organizations after being ratified by the Department of WOMS

The Executive Committee shall ordinarily meet three times a semester.

B. The Curriculum Committee

Members of the Curriculum Committee are appointed by the Chair of the Department of WOMS and shall serve a renewable two-year term. Core and faculty members holding joint appointments are eligible to serve on the Curriculum Committee. The Curriculum Committee is responsible for developing and monitoring the curriculum.

C. Promotion and Tenure Committee

The procedures and policies for promotion and tenure are specified in the Promotion and Tenure Document of the Department of Women's Studies.

D. Other Committees

The Chairperson may appoint faculty to other committees as needed, these include ad hoc committees created to deal with discontinuous issues.

V. Faculty Meetings

The Chairperson shall convene at least two faculty meetings each semester. The meetings shall be chaired by the Chairperson; in her/his absence, the Associate Chair shall preside. The meetings shall follow an agenda prepared and circulated in advance. Any member of the faculty may place items on the agenda. Core faculty and faculty holding joint appointments are invited to these meetings. A quorum for faculty meetings shall consist of a simple majority of the voting members of the faculty (i.e. core), who are not on leave. The meetings shall make decisions by a majority vote of those core faculty members present.

VI. Ratification, Review, and Amendments

The bylaws of the Department of Women's Studies shall be ratified by a majority of those present and voting in the faculty meeting.

Subsequently, any amendment shall require a vote of the majority of the WOMS faculty.

Adopted: WOMS Executive Committee at its meeting on Wednesday, March 24, 2010 approved these bylaws.

Revised version adopted at the WOMS faculty meeting on Friday, May 7, 2010.

Revised version adopted at the WOMS retreat on Saturday March 5, 2011.