

BY-LAWS OF THE DEPARTMENT OF  
WOMEN & GENDER STUDIES  
UNIVERSITY OF DELAWARE  
March 2020  
(Revised By-Laws Adopted 3/11/20)

The Department of Women & Gender Studies hereby establishes its BY-LAWS to provide broad participation by its members in the formulation of decisions that affect them all; to ensure that these decisions are made with both deliberation and expedition; and to produce a clear understanding of Departmental policies. The Department of Women & Gender Studies is an academic department within the College of Arts and Sciences. The purpose of the Department is to promote the general mission of the University of Delaware:

Excellence in instruction and advisement, in scholarship, and in service within the University, the academic profession, and the greater community. These BY-LAWS have been established to be consistent with the policies and procedures of the University stated in the Faculty Handbook.

**I. Officers of the Department**

**A. The Department Chair**

1. Chair Responsibilities: The Chair 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 Chair of the Department of Women & Gender Studies will not have voting privileges, regardless of the department to which the Chair belongs.
2. Appointment of the Chair. The Dean of the College of Arts and Sciences, following University procedures, shall appoint a search committee to recruit and review 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
3. Term of Office. In accordance with University regulations, the Chair is appointed by the President for a five-year term upon the recommendation of the Dean and the Provost. The Chair may be reappointed for additional five-year terms upon the recommendation of the Dean and the Provost.

## B. The Associate Chair

1. Appointment of the Associate Chair: The Associate Chair is appointed by the Chair.  
There is no term limit for the position of Associate Chair. The Associate Chair is reviewed and reappointed annually by the Chair as part of the annual review of faculty.
2. Associate Chair responsibilities:
  - a. Coordinating the advisement system including new major orientation, assignment of advisees, the dissemination of advisement information, liaison with the College, and evaluation of advisement in the Department.
  - b. Processing transfer of credit requests.
  - c. Organizing the Department's teaching enterprise, including scheduling, allocation of supplemental "S" contract assignments, and teaching assistant (TA) assignments.
  - d. Serving as Departmental representative as necessary and appropriate to the College and the University. In the temporary absence of the Chair, the Associate Chair assumes responsibilities for the administration of the Department.
  - e. Serving on the Executive Committee and the Curriculum Committee.

## II. Faculty of the Department

- A. Core Faculty. Considered among the core faculty are full-time faculty members on both the continuing and tenure tracks. Core faculty may hold 100% of their appointment in Women & Gender Studies or may be appointed for another percentage within the Department. Core faculty teach courses owned by the Department of Women & Gender Studies in accordance with their percentage of appointment.
- B. Joint Faculty. According to the College of Arts and Sciences, "joint appointment faculty are members of the academic staff who are appointed for a limited period of time during which they are actively involved in the Department and are expected to contribute to the Department in the form of teaching, research, and/or consultation." In Women & Gender Studies, these expectations include teaching one cross-listed course within the span of three academic years. A joint appointment is renewable every three years, if the conditions of that appointment have been honored, and will be confirmed by a new letter of agreement provided from the Office of the Dean of the College of Arts and Sciences and the Department of Women & Gender Studies for faculty signature.  
  
Joint faculty do not have voting rights in the Department but may attend and participate in faculty meetings unless, as determined by the Chair, the agenda warrants a closed

meeting. Faculty who seek a joint faculty appointment in the Department of Women & Gender Studies must submit a CV and a letter of intent that describes their commitment to the mission of the Department and their anticipated contribution to its curriculum in the form of cross-listed courses. Syllabi for courses may be requested by the Department. The Department votes on candidates for joint faculty at a Department Meeting. In the case of renewals, no vote is called.

- C. Temporary Faculty. Temporary faculty include Affiliated, Visiting, and Adjunct Faculty, and Visiting Fellows and Post-Doctoral Fellows
1. Affiliated faculty are appointed as members of the academic staff for a limited period of time during the year(s) in which they are actively involved in the teaching and research program of the University. Persons holding appointment as Affiliated (Professor, Associate Professor, Assistant Professor, or Instructor) must make a contribution to the University in the form of teaching, research, or consultation.
  2. Visiting faculty include individuals, usually faculty, who come from another institution to the University for a specified period of time. The expectation is that these individuals will return to their home institutions at the end of their appointment period at the University of Delaware.
  3. Adjunct faculty (Professor, Associate Professor, Assistant Professor, or Instructor) are those persons who teach a course (or courses) at the University on a supplemental "S" contract and who are not otherwise fulltime faculty of the University.
  4. Visiting Fellows and Post-Doctoral Fellows are those persons who serve the Department as researchers, instructors, or persons in other professional capacities for a specified period of time.
  5. Temporary faculty do not have voting rights in the Department but may attend and participate in faculty meetings, unless, as determined by the Chair, the agenda warrants a closed meeting.

### III. Department Meetings

- A. In accordance with the bylaws of the College of Arts and Sciences, the Department holds at least two meetings every semester to consider matters of Department policy and interest.
- B. Scheduling. The Chair and Associate Chair will establish the schedule for each semester. Additionally, meetings may be called for special purposes by the Department Chair, by the Executive Committee, by the chair or director of any standing committee, or by a call of one-fourth of the voting members of the Department upon petition to the Chair. Such special meetings may consider only the business for which they are called.

- C. Agendas. Each meeting follows an agenda prepared by the Chair and circulated in advance by the Chair. Any voting member of the Department may, prior to a scheduled meeting, request that items be placed on the agenda.
- D. Voting privileges. Core faculty holding appointments in the Department may attend, participate in, and vote at all Department meetings. Faculty with the majority of their appointment held by an outside department may attend, participate in, and vote according to their appointment percentage at all Department meetings. (For example, faculty with a 25% appointment in Women & Gender Studies have 25% of a full vote.) Joint faculty (as defined in II.B) and temporary faculty in the Department (as defined in II.C) may attend and participate in all meetings, except that they are excused from confidential discussions of personnel matters and do not have voting privileges.
- E. Proxy voting. Proxy voting is only allowed when voting on Promotion and/or Tenure of faculty. In those instances, a faculty member may delegate their vote to an amenable other faculty member. A faculty member may carry more than one proxy vote. Both the person who designates the proxy and the delegate must be voting members of the Department. The faculty member designating the proxy must notify the Chair before the meeting, in writing or by e-mail, that they will be represented at the meeting by the designated proxy.
- As with standard voting, the value of a proxy vote is consistent with the faculty member's percentage of appointment (see III.G.)
- F. Voting procedures. Voting will be conducted via secret ballot. The Chair may call for an e-mail vote on any Department matter and other Departmental policies except the appointment or removal of the Chair and amendment to these bylaws. When voting by e-mail, e-mails will be sent to the Department Administrator, thereby maintaining the secrecy of balloting.
- G. Decisions. More than half the faculty with 100% of their appointment in Women & Gender Studies must participate for a vote to be valid. The number of votes will be tabulated by adding the percentages for all faculty with full or partial appointments in the Department. (For example, total votes may be 6.25 votes representing the votes of 8 people). Simple majority will be based on more than half of the vote, not number of people holding appointments. Through such votes, the Department makes binding decisions concerning all matters of Department policy except those matters reserved to other persons or academic units by virtue of College or University regulations and those matters specifically delegated to other persons or groups by these bylaws.

#### **IV. Committees**

- A. Executive Committee. When the total number of core faculty is ten or less than ten, the

Executive Committee consists of the Chair, the Associate Chair and all members of the core Women & Gender Studies faculty (as defined in II.A). All business that would fall under the purview of the Executive Committee as described below will be conducted according to the same guidelines as those applicable to Department Meetings. When core faculty numbers exceed ten, the Executive Committee will be comprised of the Chair, the Associate Chair, and four members of the core faculty. When possible, the four core faculty members serving on the Executive Committee will include both continuing track and tenure track faculty and will span faculty ranks. The four members of the core faculty will serve a three-year term. Terms will rotate among core faculty members.

1. The Executive Committee's functions include: advising the Chair on all matters pertaining to the general administration of the Department. This includes revision and evaluation of Departmental activities, maintenance of governing documents, as well as involvement in current and future planning.
2. Depending on the needs of the Department, the Executive Committee meets at least twice a semester or upon the call of the Department Chair. Executive Committee business may be conducted at Faculty Meetings if the entire core faculty is serving. When the Executive Committee is comprised of a group smaller than the entire core faculty, any faculty member of the Department may request permission to attend a meeting and speak to the Committee concerning any agenda item scheduled for discussion. Voting is determined under rules specified at III.G.
3. Decisions of the Executive Committee are subject to review at a Department meeting and can be overturned by vote of the Department. Voting is determined under rules specified at III.G.
4. Responsibilities of the Executive Committee are to:
  - a. Advise the Chair concerning the general administration of the Department.
  - b. Discuss new business as it relates to the Department.
  - c. Consult on membership on standing and on ad-hoc committees when applicable.
  - d. Consult on proposals from standing and ad-hoc committees.
  - e. Consult on the curriculum and both new and long-term curricular initiatives.
  - f. Review and evaluate departmental activities.
  - g. Develop and maintain department guidance documents such as the Mission Statement, Promotion and Tenure Document, Bylaws, Goals and Actions, and Hiring Plan.
  - h. Consult on personnel issues when determined to be necessary and

appropriate by the Chair.

- B. Curriculum Committee. The Associate Chair is a permanent member and coordinator of the Curriculum Committee. Other core faculty will serve on curriculum projects based on their interest or teaching and research expertise. All faculty are welcome to serve on the Curriculum Committee. The Curriculum Committee is responsible for overseeing the curriculum, which includes initial evaluation and approval of new and cross-listed courses, maintaining rigorous standards across the large number of cross-listed courses, proposing revisions and future initiatives, and reports on progress at Department meetings.
- C. Ad hoc and special project-based committees may be assigned by the Chair as needed. Special committees may be initiated by the faculty and assigned by the Chair.
- D. Peer-Review Committees. On recommendation of the Faculty Senate and approval by the administration, “faculty members at all ranks should be subject to periodic reviews at reasonable intervals of time.”
  - 1. When such reviews are scheduled during any academic year, the Chair, in consultation with the faculty member and the Executive Committee, will appoint an ad hoc Peer Review Committee to conduct the review. If more than one review is to be conducted in any year, an additional Committee will be formed. The Chair may adjust the composition of the Committee in response to changes in departmental staffing or the review caseload.
  - 2. Each Committee will include at least two members at or above the rank of the faculty member under review. In no case should faculty members be reviewed without the participation of at least two members of the Department, one of whom, if possible, must be a rank at least one step higher than the person under review.
    - a. When necessary, joint faculty (as defined in II.B) may be asked to serve at the request of the Chair.
    - b. In the case of an instructor, assistant professor, or associate professor, the Committee will be chaired by a core faculty member at or above the rank of the faculty member under review. In the case of a full professor, the Committee will be chaired by a core faculty member (as defined in II.A) at the rank of full professor. If no full professor is available from the core faculty, an associate professor from the core faculty or, at the discretion of the Department Chair, a full professor from the joint faculty (as defined in II.B) may serve as chair. Any Committee may include joint faculty members but they may not make up more than a majority of the Committee.

- c. These provisions specify minimum requirements. The Department may choose to constitute the whole Department to serve as a review body. The Department may choose to include in the review body faculty members at the same rank or lower rank of the person being evaluated so long as such persons do not constitute a majority of the body.

#### E. Faculty Search Committees

1. Composition. When a faculty position opens in the Department, a Search Committee will be formed. The Search Committee Chair shall be appointed by the Department Chair and will be a core faculty member (as defined in II.A). The Chair will receive nominations for the Search Committee from the Executive Committee. Search Committee members will be core faculty members drawn from the Department.

Joint faculty (as defined in II.B) may be appointed to the Search Committee but may not comprise the majority of the Committee. The composition of the Search Committee will be comprised of a chair and three members.

- a. The job description of any available position shall be drafted by the Search Committee and may be reviewed by the faculty.
- b. At all stages of a search, the Search Committee actively and systematically solicits the views of the Department.
- c. The Search Committee will assure that all core members of the Department have access to all finalist dossiers.
- d. The Search Committee shall present at a meeting of the core members of the Department a recommended list of candidates for initial interviews (if conducted) and for on-campus visits.
- e. Following on-campus interviews of the finalists, the Search Committee shall make its recommendation to the Department Chair and the core Department faculty. The Department shall then vote on two criteria: (1) on the acceptability of each candidate and (2) on a ranking of acceptable candidates to whom an offer may be made. A quorum is required for a vote to offer all appointments. A quorum equals at least half of the voting faculty who are not on leave at the time of the meeting. No proxies or e-mail ballots are allowed on hiring votes during regular terms. During winter and summer terms, e-mail ballots are allowed on hiring votes and can help constitute a quorum.
- f. The Chair shall, in consultation with the Dean of the College of Arts & Sciences negotiate the terms of appointment with the candidate.

- F. Promotion and Tenure Committee. The Promotion Committee is an ad hoc committee responsible for guiding candidates through the promotion process and on tenure when they are on the tenure track. The Promotion Committee is determined by the Department Chair in consultation with the candidate, the Executive Committee, and core faculty.
1. The Committee will be chaired by a core faculty member (as defined in II.A) at or above the rank of the faculty member applying for promotion and/or tenure and on the same track (continuing or tenured) as the candidate.
  2. For candidates seeking promotion, the Committee shall consist of three continuing and tenure track core faculty members above the rank of the candidate in addition to the Promotion Committee Chair. For candidates seeking tenure, the Committee shall consist of continuing and tenure track core faculty at the rank of associate and full professor.
  3. In certain cases, one of the core faculty members may be substituted by one or more joint faculty members from the candidate's area of specialty.
  4. Any Committee may include joint faculty members (as defined in II.B) at the necessary rank level but they may not make up more than a majority of the Committee.
  5. Continuing track faculty members may vote on promotion and tenure.
  6. The Department may choose to include on the Committee faculty members at the same rank or lower rank of the person being evaluated so long as such persons do not constitute a majority of the body.
  7. The Promotion Committee Chair shall report the decisions of the Promotion Committee at department meetings concerning promotions.
  8. Proxy voting is allowed.

#### V. **Procedures for Peer Review**

##### A. Periods of Peer Evaluation

1. Instructors, continuing track assistant professors, and tenure track assistant and tenure track associate professors will be reviewed at least every two years but normally no more often than once a year.
2. Tenured and continuing track associate professors should be reviewed at least once within every three to five-year period of service but normally not more often than every two years.
3. Full professors should be reviewed at least once every five to seven-year period of service, but normally not more often than every two years.



4. The Chair will notify faculty that they are scheduled for peer review in advance of the start of the semester preceding each review.

#### B. Peer Review Process

1. The Peer Review Committee will review a dossier compiled by the faculty member under review. This dossier is designed to document the faculty member's productivity according to the areas in their designated workload. The Peer Review Committee may also request an interview with the faculty member, or the faculty member may request such a meeting with the Committee.
2. The Peer Review Committee will prepare and submit to the Department Chair a written report evaluating the performance of the faculty member being reviewed. The peer evaluation of the faculty member must be in accordance with their workload assignment for teaching, scholarship, and service.
3. The Department Chair must also prepare an independent evaluation. The Peer Review Committee's report and the Chair's report are forwarded to the Office of the Dean of the College of Arts & Sciences.

### VI. Curriculum and Instruction

- A. Cross-Listing Courses. The Department of Women & Gender Studies uses the following criteria when considering a course from another department for cross listing:
  1. It has a central focus on topics that are important to students' education as majors and minors in Women & Gender Studies.
  2. It contains significant content in the area of Women & Gender Studies.
  3. It contains depth and breadth appropriate to the course topic and level.
  4. It is of high quality, as indicated by course syllabus and assignments.
  5. The Curriculum Committee provides approval for the cross-listed course.
  6. This policy does not preclude use of non-cross-listed courses as elective credit via the process of course substitution, if approved by the Chair or Associate Chair. When cross-listed courses are activated in a given semester, the course content may be subject to review by the Curriculum Committee to determine if it continues to meet the above criteria.
- B. Undergraduate Teaching Assistants. Undergraduate students may serve as Teaching Assistants under the following conditions.
  1. Faculty requesting an undergraduate Teaching Assistant should first apply through the Undergraduate Teaching Assistant (UTA) program administered by the College of Arts and Sciences.

2. If an undergraduate Teaching Assistant is not appointed via the UTA program, faculty may request a particular student be assigned to them by the Chair. All undergraduate Teaching Assistants must receive chair approval prior to the beginning of the term in which they will serve.
3. All Teaching Assistants must have completed a minimum of 60 credits, including at least 15 in Women & Gender Studies. They must also have an overall GPA of at least 3.0 in their major.
4. No undergraduate Teaching Assistant may evaluate or grade exams, papers, research papers, or any other form of written work submitted for a grade.

#### C. Independent Study

1. Independent Study Course Registrations must be submitted to the Departmental office no later than one week prior to the end of the Drop/Add period.
2. Only full-time faculty (either core or joint) can supervise independent study students in Women & Gender Studies.
3. For students seeking to do research, the Department encourages enrollment in courses that have a research component as opposed to using independent study courses to fulfill research interests. Faculty should encourage students who desire a research-based independent study to register through Undergraduate Research course offerings if a Women & Gender Studies research course is not offered that semester.
4. Independent study courses are normally reserved for students who are faced with scheduling conflicts and should be used to assist students in completing their degree requirements. Independent study credits may not be used in exchange for undergraduate Teaching Assistant service.

