

FACULTY BYLAWS

**FLORIDA INTERNATIONAL UNIVERSITY
WOMEN'S STUDIES CENTER**

March 2008

FACULTY BYLAWS

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I. MISSION

A. Mission Statement

Part of Florida International University, an urban, multi-campus research university, the Women's Studies Center's mission is to foster equality in issues related to gender, sex and sexuality through:

- producing new knowledge
- excellent teaching,
- promoting public service,
- solving problems through interdisciplinary research,
- building international networks for scholarship, teaching, and service, and
- fostering creativity.

B. Our Vision

The Women's Studies Center is committed to raising consciousness among our students, faculty, and the university community at large about the importance of equality and respect for the dignity of the individual in issues related to gender, sex and sexuality. We aspire to generate, disseminate and apply knowledge through honest intellectual inquiry that encourages freedom of thought and expression. These same principles inform our governance practices, which derive from feminist values of autonomy, participation, and representation.

II. STATUS OF WOMEN'S STUDIES FACULTY

Faculty may engage with the Women's Studies Center as: (a) Affiliated Faculty, (b) Core Affiliated faculty, and/or (c) Members of the Women's Studies Advisory Committee.

A. **Affiliated Faculty**

Affiliate status in the Women's Studies Center is open to faculty (tenured and tenure-track faculty, lecturers, instructors, and adjunct faculty) who request affiliation and/or are invited to become affiliates by the Center director or the Faculty Advisory Committee (FAC). The Director, members of the Faculty Advisory Board and Core Faculty are all members of the Affiliated Faculty but have special responsibilities.

1. Functions

Typically, affiliates will be involved in one or more functions vis-à-vis the Center such as:

- a. Teaching Women's Studies and/or cross-listed courses
- b. Attending Women's Studies faculty meetings
- c. Organizing and/or attending extracurricular events sponsored by the Center
- d. Conducting research or scholarship on gender or women's studies related areas
- e. Supervising independent studies courses for WS students
- f. Serving on Women's Studies committees

2. Perquisites and Review

Affiliated faculty in Women's Studies will be:

- a. Listed on the WSC website and in the Annual Report and expected to submit a report to the WSC director of their related activities for this report
- b. Invited to participate in faculty meetings and events
- c. Eligible to compete for faculty travel awards and research awards when funding is available
- d. Eligible to serve on WSC committees
- e. Eligible to vote on matters of importance to the Women's Studies Center including but not limited to election of the Faculty Advisory Committee. (Voting for tenure and promotion follows in Section V, A.)
- f. Eligible to evaluate WSC administrators on an annual basis
- g. Subject to affiliation review, which takes place on an annual basis when the WS Director compiles information for the annual report.

B. Core Affiliated Faculty

Core affiliated faculty are tenured or tenure-track faculty with a full or partial formal FTE appointment in Women's Studies. Core faculty appointments will be governed by a Memo of Understanding that indicates the proportion of assignment to the WSC, responsibilities, and evaluation and promotion procedures.

C. Faculty Advisory Committee

The Faculty Advisory Committee (FAC) assists the director and provides additional leadership to Women's Studies.

1. Eligibility and Representation

Any Affiliated Faculty member may be considered for election to the FAC. The FAC will consist of 9 members, the Women's Studies Center Director and 8 additional members elected by and from the Affiliated Faculty. FAC membership will always consist of at least one Affiliated Faculty member who teaches primarily at BBC as well as at least one Affiliated Faculty member who teaches outside of the College of Arts & Sciences (i.e., teaches within a professional school).

2. Term

Each elected member will serve for a 2-year term which is renewable once via re-election. Following a two-year respite, Affiliated Faculty are eligible for election again. FAC members' tenure will be staggered so that there always are new as well as returning members.

3. Leadership

The FAC will elect an FAC Chair who will serve for one academic year. The facilitator will work with the director to call meetings, make agendas, and otherwise be responsible for the day-to-day work of the FAC.

4. Elections

The Women's Studies Nominating Committee (see Part V) will solicit names of potential FAC members and will accept additional nominations prior to the election period. Nominees will be contacted by the Committee to see if they are willing to be on the ballot. Voting will be done via secret ballot with one ballot distributed to all Affiliated Faculty at least one week before the election deadline. Nominees' names as well as write-in candidates' spaces will be provided via the ballot and those individuals receiving the most votes will be elected to fill empty seats. In the event that a FAC member must step down during her/his term of office, the remaining term will be offered to that Affiliated Faculty member who received the next highest quantity of votes in the previous election. If that person cannot serve, the right will pass down to the next highest vote

recipient and so on until finding someone who can fill the term. If time served on a remaining term is one year or less, it will not count as a term such that the same individual could be elected to a two-year term and also be re-elected once more.

5. Duties

Duties shall include but are not limited to the following:

- a. Day-to-day decisions that need faculty input but do not merit consideration during full Women's Studies meetings or must be made when such meetings are not possible.
- b. Oversight of standing and ad hoc committees
- c. Mediation of any disputes arising between the director and faculty members or the director and students

D. **Director, Women's Studies Center**

1. Eligibility and Election

- a. Any tenured member of the University or tenurable applicant from outside the University may be considered for the post of Director, except one with a partner or spouse in the voting body of the Center.
- b. The Director is elected by a majority vote of the WS Affiliated Faculty eligible to vote under Part IV and appointed by the Vice President for Academic Affairs or the administrator responsible for the WSC at that time.

2. Term

The normal term of office is four years to begin in the fall of the academic year. The term may be repeated once consecutively.

3. Duties

- a. To present the Center's vision and goals and to advocate for Women's Studies vis-à-vis the University.
- b. To serve as liaison between the Center and both the College of Arts & Sciences and Academic Affairs;
- c. To report to the VP for Academic Affairs concerning the WSC and to the Dean of Arts & Sciences regarding WS academic programs, or to the appropriate administrators should the current arrangement change.
- d. To collaborate with other Colleges and Schools;
- e. To represent the WSC on the Council of Chairs and to the College of Arts & Sciences, or to designate a representative;
- f. To be the Administrative Officer of the Center and to plan, schedule and preside over WS faculty meetings typically in conjunction with the Faculty Advisory Committee;

- g. To oversee the annual budget and all matters relating to budget and fund-raising.
 - h. To hold at least two Faculty Advisory Committee meetings and one meeting of the entire Affiliated Faculty per semester;
 - i. To consult with Standing Committees on a regular basis;
 - j. To implement departmental decisions regarding curriculum and departmental policies.
 - k. To make appointments where WSC representation is requested;
 - l. To evaluate core faculty members' teaching, research, and service annually in accordance with WS merit criteria and Memos of Understanding governing joint appointments in WS;
 - m. To make core faculty assignments annually and for summer teaching;
 - n. To oversee course assignments in such a way as to secure equity for faculty members and safeguard student needs;
 - o. To oversee the recruitment and hiring of full-time faculty, including the appointment of search committee members.
 - p. To hire and evaluate adjunct faculty or appoint a faculty committee or member to do so;
 - q. To prepare and distribute an Annual Report by early in the Fall term;
 - r. To hire and supervise staff assigned to the department;
 - s. To promote academic programs in Women's Studies;
 - t. To recruit undergraduate and graduate students;
 - u. To serve as a faculty advisor for the student groups (i.e., Iota Iota Iota and Women's Studies Student Association) or to appoint or recruit a faculty advisor;
 - v. To guide the program in long-range planning;
 - w. To represent the WSC in the community and in the media;
 - x. To conduct the assessment of degree programs and courses required by the state and accrediting bodies;
 - y. To collaborate with the Women's Studies Board of Advisors (donor board) on advancement activities;
 - z. To promote collegiality and faculty development;
 - aa. To appoint an Acting Director if temporarily unavailable for administrative duties;
 - bb. And to perform such other duties as may be directed by the Center, and administrators to which the Center reports.
4. Evaluation
- The Chair of the Standing Committee on Personnel will be responsible for overseeing an annual evaluation of the Director. The standardized anonymous administrator's evaluation provided

by the Office of Institutional Research will be used and all Affiliated Faculty will be invited to submit an evaluation. The results will be sent to the VP of Academic Affairs, the CAS Dean, and the Affiliated Faculty.

III. APPOINTMENTS TO THE TEACHING FACULTY AND APPROVAL OF NEW COURSES

A. **Appointment to the WS Teaching Faculty**

New faculty, graduate students, or adjunct faculty who wish to teach in Women's Studies (either a WST or a course cross-listed with a department) should submit the following to the WS curriculum committee and the Director for approval:

1. a Curriculum Vita
2. evidence of previous research, teaching or training in WS or an explanation of what course preparation will be undertaken
3. a proposed course syllabus (for new or existing course)

B. **New Courses**

WS affiliated faculty who would like to propose a new course should submit a proposed course syllabus to the Curriculum Committee and the Director for approval.

IV. HIRING, TENURE AND PROMOTION VOTING

A. **Voting Eligibility**

In hiring, tenure, and promotion balloting, all tenured and tenure-earning WS Affiliated Faculty may vote if they meet two further criteria:

1. they participate in the interview and/or tenure and promotion review process;
2. and they attend the faculty meeting to discuss the candidate(s) before voting occurs.

Faculty who are not able to attend the meeting at which candidates are discussed but who have met with all candidates may send a statement evaluating the candidates to the meeting. They may also cast a proxy vote which must be sent to the chair of the Personnel Committee prior to the meeting where voting will occur.

B. **Procedure**

1. Voting will be by secret ballot and reported to the appropriate administrator(s) by rank.
2. Faculty under consideration for tenure or promotion will only participate in the meeting if invited and may not vote on their case.
3. Faculty who have applied for a position may not participate in the search process, the review of candidates, or the vote.

V. STANDING AND AD HOC COMMITTEES

Women's Studies will have standing Nominating, Curriculum, and Personnel Committees. In addition, the director or the Faculty Advisory Committee may call for the creation of ad hoc committees. Moreover, Affiliated Faculty may petition the Director and/or the Faculty Advisory Committee to constitute ad hoc committees.

A. **Eligibility and Representation**

Faculty who meet the criteria for Affiliated Faculty may be considered for election to the standing committees and appointment or election to ad hoc committees. Care will be taken to make all committees representative of the overall diversity of the Women's Studies faculty.

B. **Term**

1. Standing committee members will serve for a 2-year term which is renewable once via re-election. Following a two-year respite, Affiliated Faculty are eligible for election again. Terms will be staggered.
2. Ad hoc committee members' terms will be determined upon creation of the ad hoc committee or until the purpose of the ad hoc committee has been fulfilled.

C. **Elections**

1. For Standing Committees
The Women's Studies Nominating Committee will solicit names of potential standing committee members and will accept additional nominations prior to and during the Women's Studies meeting, once annually, in which elections are held. Nominees' names as well as write-in candidates' spaces will be provided via ballot and those individuals receiving the most votes will be elected. In the event that a standing committee member must step down during her/his term of office, the remaining term will be offered to that Affiliated Faculty member who received the next highest quantity of votes in the previous election.
2. For Ad Hoc Committees
Ad hoc committee membership will be determined by the Director or the FAC that constitutes the committee. In the event of elected membership, the procedures described above for standing committee membership will be followed. Otherwise, members will be appointed.

D. **Duties**

1. The Nominating Committee is responsible for Women's Studies elections including soliciting names of Affiliated Faculty who will serve on the FAC and standing committees.
2. The Personnel Committee is responsible for reviewing candidates' applications for tenure and/or promotion and making recommendations to the director and the Affiliated Faculty. The Personnel Committee helps the Director develop job descriptions and screens applicants for positions. And the Chair of the Personnel Committee will oversee the annual evaluation of the Director as described in Section II.D.4 above.
3. The Curriculum Committee is responsible for recommendations regarding all curriculum matters including, but not limited to, the administration and assessment of Women's Studies courses, degrees and academic programs at the undergraduate and graduate level.
4. Standing Committees are responsible for addressing the issues they are charged with.

VI. AMENDMENT, REPEAL AND INTERPRETATION OF BYLAWS

A. Amendments

Amendments may be proposed by any Affiliated Faculty member. They must be presented in writing to the Director or to the Chair of the Faculty Advisory Committee and discussed at a meeting of the Affiliated Faculty. A majority of Affiliated Faculty present at this meeting must vote for an Amendment Vote to be conducted, and may do so by secret ballot or by voice. The Amendment Vote must take place at a time subsequent to the meeting at which the amendment was first proposed. The amendment and rationale for it shall be duly publicized to all faculty who are eligible to vote. A ballot shall be made easily accessible to all eligible voting faculty, usually by e-mail, and the proposed amendment must be approved by a two-thirds vote of the total number of ballots cast by Affiliated Faculty in order to take effect.

B. Repeals

Repeals of sections of the Bylaws may be proposed by any Affiliated Faculty member. They must be presented in writing to the Director or to the Chair of the Faculty Advisory Committee and discussed at a meeting of the Affiliated Faculty. A majority of Affiliated Faculty present at this meeting must vote for Repeal Vote to be conducted, and may do so by secret ballot or by voice. The Repeal Vote must take place at a time subsequent to the meeting at which the repeal was first proposed. The repeal and rationale for it shall be duly publicized to all faculty who are eligible to vote. A ballot shall be made easily accessible to all eligible voting faculty, usually by e-mail, and the proposed repeal must be approved by a two-thirds vote of the total number of ballots cast by Affiliated Faculty in order to be stricken from the Bylaws.

C. Interpretation

The Faculty Advisory Committee is the arbiter in cases where the Bylaws' interpretation is necessary. The FAC will send its interpretation to the Affiliated Faculty. This determination can be overruled only through a two-thirds vote of the Affiliated Faculty during a regularly scheduled or specially scheduled meeting to discuss the matter. The vote can be by secret ballot or by voice, as determined by a majority of the Affiliated Faculty present.