**WOMEN’S, GENDER AND SEXUALITY STUDIES DEPARTMENT**

**BY-LAWS**

**April 30, 2021**

**I. Membership.** Membership in the Women’s, Gender and Sexuality Studies Department shall consist of faculty appointed in Women’s, Gender and Sexuality Studies (WGS) and affiliated faculty.

**A. Faculty** with appointments in WGS and faculty with joint appointments in WGS and another department shall be considered members of the Women’s, Gender and Sexuality Studies Department and shall undergo annual, tenure and promotion, and post-tenure reviews in accordance with guidelines adopted by the Women’s, Gender and Sexuality Studies Department.

**B. Affiliated faculty** shall include all faculty under contract with UofL (full- or part-time) who fulfill the responsibilities of affiliated membership and 1) have taught or proposed a WGS course, and/or 2) have expressed an interest in WGS by regularly attending Program meetings or being an active member of a WGS committee. Faculty apply for affiliated status by completing application material available in WGS and submitting it for the approval of the WGS chairperson. The chairperson has the option of revoking affiliated status for failure to fulfill the responsibilities outlined below.

**C. WGS appointed faculty and affiliated faculty responsibilities shall include:**

1. Attending Women’s, Gender and Sexuality Studies Department meetings regularly and/or being an active member of a WGS committee.

2. Submitting a course syllabus for WGS courses to the WGS office in the semester in which the affiliated faculty member is teaching the course.

 3. Observing Women’s, Gender and Sexuality Studies Department policies concerning WGS courses.

4. Keeping an up-to-date CV on file in the WGS office.

5. Being willing to act as an advisor to WGS Independent Studies students, Community Internship students, and/or graduate students.

**D. Voting**

1. Voting, with the exception of promotion and tenure decisions, will take place at Women’s, Gender and Sexuality Studies meetings.

2. On personnel matters involving hiring, faculty with appointments in Women’s, Gender and Sexuality Studies each have one vote. Input from Affiliate Faculty will be solicited during the hiring process.

3. On personnel matters involving tenure and promotion, only faculty with primary appointments in Women’s, Gender and Sexuality Studies may vote, as specified in the personnel policy of the College of Arts and Sciences.

4. Only faculty with primary appointments in the Women’s, Gender and Sexuality Studies Department are eligible to vote for the Department Personnel Committee members.

**E. Meetings**

1. Appointed faculty in the program shall meet at least twice a semester. Affiliate Faculty shall meet at least once a semester. Meetings will occur at such times and places as the Chairperson shall designate by e-mail and/or written notice to members

**II. Chairperson**. The Chairperson shall be a tenured member of the WGS appointed faculty.

**A. Election of a Chairperson** shall proceed according to the rules established by the College of Arts and Sciences.

1. Nominations for the position of chairperson will be solicited from all members of the Women’s, Gender and Sexuality Studies Department, appointed and affiliated faculty.

2. WGS appointed faculty are eligible to vote in the election of a chairperson. The WGS appointed faculty each have one vote.

**B. Review of the Chairperson** shall proceed according to the rules established by the College of Arts and Sciences.

**III. Committees.**

**A. Standing Committees.** There shall be two standing committees of the Women’s, Gender and Sexuality Studies Department.

1. The curriculum committee will be concerned with reviewing new course proposals, reviewing new curriculum proposals or proposals to change the curriculum, and conducting a periodic review of WGS courses.

2. The personnel committee will be concerned with evaluating faculty appointed in WGS faculty lines or in joint positions for purposes of annual salary review

and tenure and promotion reviews. The personnel committee will also be concerned with evaluating affiliated faculty who request evaluation.

**B. Other Committees**. The members of the Women’s, Gender and Sexuality Studies Department or the Chairperson may create ad hoc committees as may be deemed necessary.

**C. Membership and duties of committees**.

1. Each of the standing committees shall consist of at least three members, and the election process shall insure that the three positions do not become vacant in the same

year.

2. Any member of the Women’s, Gender and Sexuality Studies Department may stand for election to committees and may be appointed to ad hoc committees, except where noted below.

1. The Curriculum Committee shall be made up of WGS appointed faculty and/or affiliated faculty. The Chairperson shall be an ex officio voting member of the Curriculum Committee.
2. The Personnel Committee shall be made up of three members and an alternate. Only faculty with appointments in Women’s, Gender and Sexuality Studies and faculty accepted as “affiliated faculty” may serve on the Personnel Committee. At least two of the Personnel Committee members must have appointments in the WGS Department. At least two of the Personnel Committee members must be tenured

3. The standing committees shall meet as needed and shall report their actions since the last meeting to each meeting of the Program.

**IV. Precedence**. Any by-law, rule, or order of the College of Arts and Sciences or of the University which is in conflict with any part of these By-laws shall take precedence over these By-laws. Any by-laws, rules, or order of the College of Arts and Sciences or of the University which requires any action or approval for any action, election, or recall specified in these By-laws, which is not called for in these By-laws, shall be considered in full force and shall be followed as if included in these By-laws.

**V. Amendment procedure**.

**A. Proposals** to amend the Women’s, Gender and Sexuality Studies Department By-laws shall be circulated by the Program Chairperson at least one week before a regularly scheduled meeting of the Program.

**B. Such proposals**, to be adopted, must be introduced at two consecutive meetings and during the second meeting must be passed by a 2/3 majority of the Women’s, Gender and Sexuality Studies Department members attending. The WGS appointed faculty each have one vote. The affiliated faculty as a unit shall have the weight of one vote. Voting members who are not able to attend the meetings may arrange a proxy vote by speaking to the Chairperson.