

## Structures and Procedures of the Gender Studies Steering Committee

The following document describes the current structures and procedures for the Gender Studies Steering Committee (GSSC), including its purpose, membership, roles and responsibilities, meeting protocols, election process, amendment process, and implementation process.

### ***I. Purpose***

The purpose of the GSSC is threefold:

1. to advise and assist the Director and Associate Director of Gender Studies on matters pertaining to the academic curriculum and academic programming of Gender Studies,
2. to serve on standing and *ad hoc* subcommittees related to the academic curriculum and academic programming of Gender Studies, and
3. to recommend a candidate or candidates for Director of Gender Studies to the Dean of the College of Arts and Letters.

### ***II. Membership***

The ***Director*** of Gender Studies is appointed by the Dean of the College of Arts and Letters for a 3-year term and serves at the Dean's discretion. The Dean welcomes suggestions for candidates. In the fall of the Director's third year, the Steering Committee will compile a list of potential Director candidates to submit to the Dean for review.

The ***Associate Director*** of Gender Studies is hired by the Director in consultation with the GSSC and the Dean of the College of Arts and Letters. The Associate Director assists the Director in overseeing and representing the program, and works with the GSSC on curriculum and programming initiatives.

The ***Affiliated Faculty*** of Gender Studies are those faculty from any unit of the University who have done or plan to do teaching, research, and/or service related to Gender Studies. Those eligible to be considered as Affiliated Faculty are any regular faculty members at the University of Notre Dame, including tenured faculty, non-tenured faculty, and SPFs. Affiliated Faculty are appointed by the Director in consultation with the GSSC upon invitation or by request. Membership entails placement on the Gender Studies faculty listserv, whereby they are invited to all events of the Gender Studies Program. Affiliated Faculty are eligible also to serve as advisors on senior theses, doctoral dissertations, and other forms of undergraduate and graduate research in the interdisciplinary field of gender studies.

***Concurrent Faculty*** teach and conduct research regularly in gender studies and are available to serve as advisors on senior theses, doctoral dissertations, and other forms of undergraduate and graduate research in the interdisciplinary field of gender studies. Those eligible to be considered as Concurrent Faculty are any regular faculty members at the University of Notre Dame, including tenured faculty, non-tenured faculty, and SPFs. Concurrent Faculty are appointed by the Director in consultation with the GSSC upon invitation or by request. Appointments are approved by the Concurrent Faculty's home department chairs, the Dean, and the Provost.

Concurrent Faculty who are tenured professors or senior SPFs are expected to teach a minimum of one course on the undergraduate or graduate level per academic year. Concurrent Faculty who are Assistant Professors or SPFs are expected to teach a minimum of one course on the undergraduate or graduate level every two academic years. Concurrent Faculty are eligible to teach the Graduate Interdisciplinary Seminar and also serve as senior thesis advisors or directors of graduate or undergraduate special studies. Concurrent Faculty are listed on the program's website. The Director of the Gender Studies Program will consider requests on a case-by-case basis for exceptions to the Concurrent Faculty teaching requirement due to administrative service, research leave, or family leave.

The Director of Gender Studies will invite faculty members to apply for Affiliated Faculty and Concurrent Faculty status at least once per year. Once invited, faculty will be reviewed by the GSSC to determine whether they have been teaching courses and conducting research related to gender studies. When granted this status by the Director, Affiliated Faculty and Concurrent Faculty agree to be listed on the program's website as eligible to serve as senior thesis advisors or directors of graduate or undergraduate special studies.

The ***Gender Studies Electorate*** is comprised of those who are full-time Regular Faculty **and**

- 1) have taught courses and/or supervised senior theses or special studies for the Gender Studies Program in the past two academic years, and/or
- 2) have Affiliated Faculty status or Concurrent Faculty status.

The **GSSC** consists of the Director of Gender Studies, the Associate Director of Gender Studies, the Program Coordinator of Gender Studies, the Subject Librarian for Gender Studies, one Undergraduate Student Representative, one Graduate Student Representative, and 9 faculty members drawn from and elected by the Electorate.

The Director, Associate Director, and Program Coordinator of Gender Studies each serve as *ex officio*, non-voting members of the GSSC. The Director serves as the GSSC Chair.

Nine elected faculty members—optimally, 3 representatives of the humanities and/or the fine arts, 3 representatives of the social sciences, and 3 at-large representatives—serve as the ***Voting Members*** of the Steering Committee in staggered, 3-year terms. Elections for these positions will be organized according to the procedure outlined in Section VI.

The Director issues a standing invitation to the ***Subject Librarian for Gender Studies*** to attend GSSC meetings as a non-voting *liaison* to the committee. In this role, the Subject Librarian provides an annual report to the Steering Committee on the university's library acquisitions in Gender Studies.

One ***Undergraduate Student Representative*** and one ***Graduate Student Representative*** are elected by their peers to serve one-year terms as non-voting members. They attend all Steering Committee meetings and bring student views and concerns to its members. The student representatives are excused from those parts of meetings involving discussion of individual students and/or faculty in the program. Following GSSC meetings, the Representatives report

back to their fellow students, informing them of upcoming events and new initiatives within the Program.

The Director, at her/his discretion or at the recommendation of a Steering Committee member, may invite other persons to attend GSSC meetings as non-voting participants if their offices or expertise bear upon issues being discussed by the GSSC (e.g., a dean, chairperson, or director).

### ***III. Roles and Responsibilities***

The goal of the GSSC is to promote Gender Studies as an attractive interdisciplinary community of learning for students and faculty at the University. To achieve this goal requires a productive, collaborative working relationship between the Director, the Associate Director, and the other members of the GSSC with regard to developing the program's academic curriculum and academic programming.

The voting membership of the GSSC is advisory to the Director on the academic curriculum and academic programming of Gender Studies, although the requirements of the undergraduate primary major, supplementary major, and minor and the graduate minor are jointly developed.

The Director shall regularly consult with the GSSC on major proposed new initiatives or changes related to the academic curriculum or the academic programming of Gender Studies (e.g., the appointment of Concurrent Faculty or Visiting Professors in Gender Studies, the planning of major conferences or symposia, or the development of a strategic plan for the program) according to its meeting protocols outlined in Section IV.

It is desirable that the Director consult with the GSSC or a subcommittee comprised of some of its members or other members of the Gender Studies Affiliated and/or Concurrent Faculty on smaller issues related to the academic curriculum and academic programming of Gender Studies (e.g., student workshops, student prizes, guest speakers).

When practicable, the Director's consultation with the GSSC may take place via email.

One (1) GSSC meeting per year will be designated for the discussion of the course offerings for the current academic year, and the development of recommendations on this matter for the future.

In order to make a change to the requirements of the undergraduate major, undergraduate minor, undergraduate supplementary major, or graduate minor in Gender Studies, the Director must seek the advice and agreement of the GSSC according to the meeting protocols outlined in Section IV.

As with other faculty-administrators appointed by the Dean of the College of Arts and Letters, the Director reports to the Dean's Office of the College of Arts and Letters on her/his administrative roles, such as oversight of the budget, staff, graduate teaching assistants, course cross-listings, event planning, alumni development, co-sponsorships, and day-to-day management of the Gender Studies Program. The Director may, at her/his discretion, seek the

advice of the GSSC or a subcommittee comprised of some of its members or other members of the Gender Studies Faculty on these matters.

#### ***IV. Meeting Protocols***

The GSSC meets upon the call of the Director. Normally, meetings are held once or twice per semester, yet more frequent meetings may be called by the Director or petitioned of the Director in writing by one-third (3) of the voting members of the GSSC. A quorum is two-thirds (6) of the voting members of the Steering Committee plus the Director. A quorum must be present in order for the full committee to transact business.

The protocol for meetings shall be as follows. A schedule of meetings will be set by the Director in consultation with the GSSC membership at the beginning of each academic semester, so that meetings do not conflict with teaching times. The Director will solicit items for the agenda from GSSC members at least two (2) weeks prior to the scheduled meeting, in addition to her/his own agenda items. If three (3) voting members petition the Director with an agenda item, it will be placed on the agenda for the next meeting. The Director will send the meeting agenda to GSSC members at least 1 week prior to the meeting. Robert's Rules of Order will be used by the Director to chair the meeting.

All votes of the Steering Committee are advisory to the Director, although the requirements of the undergraduate primary major, supplementary major, and minor and the graduate minor are jointly developed. Votes will usually be by a show of hands at the meeting, but the Director may arrange an email vote by the whole group when necessary or expeditious. The final count for any committee vote will be recorded in the minutes of the meeting or, in the case of an email vote by the whole group, will be recorded in an appendix to the previous meeting's minutes. The final vote count will also be shown on any written proposal for curricular change that goes forward to another deliberative body or to the Dean's Office.

Voting members of the GSSC rotate through the responsibility of taking minutes at meetings.

Ordinarily, the Director should not move forward with a major initiative (as described in Section III) without the support of a majority vote of the GSSC. However, the Director may do so if it seems reasonable and in the general interest of the Gender Studies Program after full consultation with the GSSC, except in the case of changing the requirements of the undergraduate primary major, supplementary major, or minor or the graduate minor.

In the case of a proposed change to the requirements of the undergraduate major, undergraduate minor, undergraduate supplementary major, or graduate minor in Gender Studies, there is a more pressing need for agreement between the Director and the GSSC. If no agreement is reached after such a major curricular change is discussed by the GSSC for a second time, the Director will relay the issue to the Associate Dean of the College of Arts and Letters who oversees Gender Studies. The Associate Dean will work on proposing a resolution of the issue that is satisfactory to the Director as well as a majority of the GSSC. Ultimately, a majority vote of the GSSC plus the support of the Director is needed for the alteration of the requirements of the undergraduate major, undergraduate minor, undergraduate supplementary major, or graduate

minor in Gender Studies.

### ***V. Subcommittees***

The Director annually appoints each of the Voting Members of the GSSC to one of 3 standing subcommittees (Undergraduate Education, Graduate Education, and Research), taking into account preferences, expertise, and the needs of the program. According to the charge of the Director, these subcommittees meet independently of the full Steering Committee to develop discussion items for the agendas of future meetings of the GSSC. The following division of labor applies to the standing subcommittees:

1. The **Undergraduate Education Subcommittee** reviews proposals for changes to the requirements of the undergraduate curriculum of Gender Studies, and then makes a recommendation on the issue to the full Steering Committee. This subcommittee also consults on undergraduate courses to be crosslisted in Gender Studies. It also considers opportunities for enhancing undergraduate education in Gender Studies. Members of the Undergraduate Education Subcommittee review submissions for the undergraduate essay prize.
2. The **Graduate Education Subcommittee** reviews proposals for changes to the requirements of the graduate curriculum of Gender Studies, and then makes a recommendation on the issue to the full Steering Committee. This subcommittee also consults on graduate courses to be crosslisted in Gender Studies. It also considers opportunities for enhancing graduate education in Gender Studies. Members of the Graduate Education Subcommittee review submissions for the graduate writing prize.
3. The **Research Subcommittee** reviews applications for Affiliated Faculty status and makes recommendations on the issue to the full Steering Committee. It also suggests and reviews candidates for Concurrent Faculty. It also considers opportunities for enhancing research in Gender Studies. Members of the Research Subcommittee review submissions for the thesis prize.

The Director may charge a standing subcommittee with other tasks as appropriate.

The Director may, in addition, appoint members of the GSSC or other members of the Gender Studies Faculty to *ad hoc* subcommittees as it is necessary or expeditious, taking into account preferences, expertise, and the needs of the program. According to the charge of the Director, these *ad hoc* subcommittees meet independently of the full Steering Committee to fulfill specific, short-term tasks for the benefit of the Gender Studies Program and/or to develop discussion items for the agendas of future meetings of the GSSC.

### ***VI. Election Process***

Elections for the GSSC shall be administrated by the Gender Studies Program Coordinator according to College standards for elections and the procedure outlined below, in conjunction with ND Elections, the University's electronic election system.

The Gender Studies Affiliated and Concurrent Faculty (for definition, see Section II) are the

Electorate and thus serve as nominators, candidates, and voters in the elections for the GSSC.

Elections for the GSSC take place during the spring semester.

The Program Coordinator will create an accurate list of the Electorate's membership for the current academic year. The list will specify the names, academic titles, and departmental affiliations of each member of the Electorate. The list will indicate the humanities/ fine arts faculty and the social science faculty in the College of Arts and Letters.

The Program Coordinator will then email this list to the Electorate and ask its members to nominate candidates from this list to stand for election to the GSSC. In this email, the Program Coordinator specifies the number of open positions for any given representational category (humanities/fine arts, social science, at-large). Multiple nominations and self-nominations from this list are encouraged. Nominations may be made by email, campus mail, or personal delivery to the Program Coordinator. The nomination process lasts five (5) - ten (10) days from the time/date of the email soliciting nominations.

The Program Coordinator will ask each nominee to confirm that s/he is willing to stand for election prior to being placed on the ballot; if no response is received within five (5) - seven (7) days of the deadline for nominations, then the nominee will not be placed on the ballot. The Program Coordinator will also ask each nominee for a "candidate bio": a one-paragraph description of her/his teaching, research, and/or service related to gender studies or the Gender Studies Program.

If there are not enough nominees to fill the open positions for the humanities/fine arts or social science categories, then these positions are allotted to the at-large category on the ballot.

The Program Coordinator will email the electorate with instructions for the electronic election attaching a document containing the "candidate bios." Candidates will be grouped on the electronic ballot according to the humanities and/or fine arts, social science, and at-large categories. The instructions will specify the number of votes that can be cast within each category (no more than the number of open positions on the Steering Committee for a given category). The instructions will specify the deadline for voting online, at least five (5) - ten (10) days after the election period is opened.

The election results are provided by ND Elections.

A run-off election will be held if necessary.

After the Director has confirmed the winners' willingness to serve on the Steering Committee, the Program Coordinator will post the election results in the weekly email announcement to Gender Studies Affiliates and on the program's website.

If an elected member does not join or leaves the Steering Committee, the next highest vote-winner for that category (humanities/fine arts, social science, at-large) in the most recent election is invited to occupy or finish the term for the open position on the committee. If this is not

possible, the next highest vote-winner irrespective of category in the most recent election finishes the term for the open position on the committee.

The Program Coordinator will record the certified vote count for the election in the program's files, and make the online election results available for inspection by any interested member of the electorate.

### ***VII. Amendment Process***

Amendments to the Structures and Procedures of the GSSC require the support of the Director and two-thirds (6) of the voting members of the committee, plus approval of the Dean's Office. If the Dean of the College of Arts and Letters or the Associate Dean who oversees Gender Studies approves the amendment, the Director will implement the change in the GSSC's Structures and Procedures. The Program Coordinator will give an updated copy of the Structures and Procedures to the membership of the Steering Committee. The Program Coordinator will keep an updated copy of the GSSC's Structures and Procedures in the Program's files and on its website.

*Structures and Procedures revised June 2016.*