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. advise and assist the Director of Gender Studies on matters pertaining to the academic curriculum and academic programming of Gender Studies,
2. serve on standing and ad hoc subcommittees related to the academic curriculum and academic programming of Gender Studies, and
3. 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 his review.

The Affiliates of Gender Studies are those faculty and staff from any unit of the University who have done or plan to do teaching, research, or service related to Gender Studies. They are appointed by the Director upon their request and according to the above definition. Membership entails placement on the Gender Studies Affiliates listserv, whereby they are invited to all events of the Gender Studies Program.

The Gender Studies Faculty are those Affiliates who are full-time Regular Faculty and

1.) teach courses, senior theses, or special studies for the Gender Studies Program in the past two academic years
   and/or
2.) have successfully applied to the GSSC for “Gender Studies Research Faculty” status
   and/or
3.) are Concurrent Faculty

Faculty who have fulfilled (1) are listed as “teaching faculty” on the program’s website. This information is archived on the website for ongoing student and faculty reference.

Faculty who have fulfilled (2) are listed as “research faculty” on the program’s website.

Faculty will be invited to apply for teaching and research faculty status by the Director of Gender Studies, each winter. Once on the list, faculty will be reviewed to determine whether they have
been teaching courses, and to update their research information. When granted this status by the Director in consultation with the GSSC, Gender Studies Research Faculty agree to be listed on the program’s website as available to serve as senior thesis advisors or directors of graduate or undergraduate special studies.

Concurrent Faculty teach in Gender Studies and are available to serve as advisor on senior theses, doctoral dissertations, and other forms of undergraduate and graduate research in the interdisciplinary field of gender studies. Concurrent Faculty are faculty who are appointed by the Director in consultation with the GSSC. Appointments are approved by the Concurrent Faculty’s home departmental chairs, the Dean and the Provost. Concurrent Faculty are expected to teach a minimum of one course per academic year on the undergraduate or graduate level. They are eligible to teach the Core Graduate Seminar and also serve as senior thesis advisors or directors of graduate or undergraduate special studies. Concurrent Faculty are listed on the gender studies website.

The Gender Studies Faculty serve as the electorate for the elections for the GSSC.

The GSSC consists of the Director and 9 faculty members drawn from and elected by the electorate.

The GSSC consists of the Director, The Director of Undergraduate Studies (DUS), and 9 faculty members drawn from and elected by the electorate.

The Director and DUS each serve as ex officio, non-voting members and the Director serves as chair of the committee.

The 9 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 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 committee on the university’s library acquisitions in Gender Studies.

The Director, at her/his discretion or at the recommendation of a 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 and the other members of the GSSC with regard to developing the academic curriculum and academic programming of Gender
Studies.

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 minor and supplementary major 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 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 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 committee are advisory to the Director, although the requirements of the undergraduate minor and supplementary major 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 expedient. 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 major, undergraduate minor or supplementary major 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 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 committee. This committee also consults on
courses to be crosslisted in Gender Studies. It also considers opportunities for enhancing
undergraduate education in Gender Studies.

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 committee. It also considers opportunities for enhancing graduate
education in Gender Studies.

3. The Research subcommittee reviews applications for Research Faculty status and makes
recommendations on the issue to the full committee. It also suggests and reviews
candidates for Concurrent Faculty. It also considers opportunities for enhancing research
in Gender Studies.

The Director may charge a standing subcommittee with other tasks as they seem 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 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 the ND Elections, the University’s electronic election system.

The Gender Studies 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 at the beginning of 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 (faculty from departments in the fine arts and humanities in the College of Arts and
Letters) and the social science faculty (faculty from departments in the social sciences 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 ten (10) days from the time/date of
the email.
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 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 committee for a given category). The instructions will specify the deadline for voting online, at least 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 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 committee, the next highest vote-winner for that category [humanities/fine arts, social science, at-large] in the most recent election finishes 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 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 Spring 2014