

DEPARTMENT OF WOMEN'S STUDIES

Constitution

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DEPARTMENT OF WOMEN'S STUDIES

CONSTITUTION

I. The Department

A. Voting Membership

1. all faculty holding full or joint appointments in Women's Studies;
2. other SFU faculty members named by the Department including but not limited to Associate Faculty and Adjunct Faculty;
3. sessional and limited term instructors in Women's Studies during the term of their appointment;
4. Women's Studies support staff and the Departmental Assistant;
5. two graduate students, selected by and from the graduate students enrolled in the Women's Studies graduate program. NOTE: Student representatives are eligible to be present for the discussion and vote on all issues except those which involve appointments and confidential material about themselves or other students.

B. Meetings

1. shall require a quorum of six (6) for normal decision making purposes. However, in the event of a motion which proposes a significant financial, pedagogical or staff change, the Chair shall consider it a first reading with a second reading and vote to occur at the next department meeting. All decisions shall be made by simple majority vote unless otherwise stipulated in this constitution;
2. shall be scheduled at a time convenient to voting members;
3. shall be held at regularly scheduled times;
4. normally shall occur at least once every four weeks, or at the discretion of the department;
5. normally shall be called by the Chair, but may be called by any voting member of the Department, who must submit an agenda at the time of calling the meeting;
6. normally shall be Chaired by the Department Chair or acting Chair unless the voting members of the Department select another Chair;
7. shall have a written agenda submitted to the Department at the time the meeting is called. Voting members may add agenda items either when the meeting is called or at the meeting itself. These items normally shall be considered under new business unless they pertain to issues already on the agenda
8. normally shall be open to any member of the University community who may participate in the discussion but not in the voting. The Department may decide to hold a closed meeting.

C. Responsibilities

These shall include but not be limited to:

1. administering the Department;
2. approving budget allocations for special events;
3. approving speakers and/or special events sponsored and/or co-sponsored by the Department in the community and at the University;
4. approving policy, new courses and programs, administrative procedures and visiting scholars;
5. recommending candidates for appointment to limited term positions according to Section II, Appointment Procedures;
6. recommending candidates for appointment to tenure track positions according to Section II, Procedures for Academic Appointments;
7. administering the Endowed Chair & selection of appointments to the Chair in accordance with Section II, Appointment Procedures;
8. establishing a Tenure Committee according to University policies;
9. selecting a Department Chair according to University policies;
10. selecting Women's Studies representatives to University committees;
11. in the case of joint searches with other departments or programs, shall name two faculty members of the Department, one of whom normally shall be the Women's Studies Chair, as members on Joint Search Committees. All decisions of Joint Search Committees shall be submitted to the Department for approval;
12. the creation of ad hoc sub committees to deal with matters not covered by standing committees.

D. Department Chair

Selection of the Chair shall be done in accordance with University policies. The Chair's responsibilities include:

1. calling and conducting meetings;
2. mediating disputes within the Department;
3. initiating course grade appeal procedures according to Course Grade Appeal Procedures available from the Departmental Assistant;
4. mediating student complaints according to Guidelines for Student Complaints, available from the Departmental Assistant.
5. Chairing the Tenure Committee or appointing a suitable replacement as described in Section II;
6. maintaining the quality of instruction, assigning and overseeing instructor workloads;
7. appointing an acting Chair for brief periods when the Chair must be absent;
8. forwarding decisions of the Department to the appropriate committees and University administrators;
9. ensuring that all information concerning the Department is made known to and acted on by the Department;
10. forwarding requests for speakers, guest lectures and special events etc. to the Department for action;
11. ensuring that information regarding appointments is forwarded to the Department and that the Department decisions are conveyed to the candidates and appropriate University bodies;
12. representing the Department on University committees as directed by the Department;
13. conducting the day to day business of the Department;
14. approves course scheduling in consultation with the Undergraduate Curriculum Chair and the Departmental Assistant;
15. provides orientation for new faculty and sessional instructors;
16. summarizes student evaluations of sessional instructors;
17. conducting a referendum of members of the Department before making a significant decision committing the Department to a course of action, in the event that a meeting cannot be called before such a decision must be made. Whenever possible, however, decisions shall be postponed until a Department meeting can be held;
18. consulting about the needs and responsibilities of the Ruth Wynn Woodward professor;
19. conducting all departmental referenda.

E. Undergraduate Curriculum Chair

The Undergraduate Curriculum Chair is appointed for a two year term. The Department Chair shall request nominations for the position of Undergraduate Chair. If there is only one nominee, a ratification vote shall be held. If there is more than one nominee, there will be an election. All voting members (Section I.A) can vote for the Undergraduate Curriculum Chair except the graduate student representatives. During a two year term, the Undergraduate Curriculum Chair shall receive one course release.

1. calls meetings of the Undergraduate Curriculum Committee
2. approves course outlines and requirements;
3. maintains student standards concerning pedagogy, grading and workload;
4. reviews student evaluations of courses and instructors as necessary;
5. maintains the quality of course content, teaching and grading practices;
6. approves designation of courses outside the Department for Women's Studies credit on a permanent or one-semester basis;
7. approves transfer credit from other institutions;
8. represents the Department on the Faculty and University Curriculum Committees;
9. approves individual readings and research courses upon proposal by the student with the agreement of a supervising faculty member.

F. Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall consist of the Undergraduate Curriculum Chair, the Department Chair, the Departmental Assistant, one other faculty member, and one undergraduate student representative. The Undergraduate Program Committee shall meet as necessary and is responsible for:

1. developing new curriculum proposals to bring forward to the department;
2. bringing policy, administrative, and course and program change recommendations to the Department for approval as necessary;
3. reviewing applications for sessional instructors and making recommendations to the Department Chair;

G. Graduate Program Chair

The Graduate Program Chair is appointed for a two year term. The Department Chair shall request nominations for the position of Graduate Program Chair. If there is only one nominee, a ratification vote shall be held. If there is more than one nominee, there will be an election. All voting members (Section I.A) can vote for the Graduate Program Chair except the undergraduate student representatives. During a two year term, the Graduate Program Chair shall receive one course release per year.

1. calls meetings of the Graduate Program Committee;
2. represents the Department on Faculty and University Graduate Committees;
3. takes day to day responsibility for the graduate program;
4. serves as senior supervisor for all students in the course-intensive MA option;
5. chairs or delegates a chair for all defences, and organizes examinations for the course option students;
6. reports the decisions of the Graduate Program Committee to the Department;
7. brings forward recommendations from the Graduate Program Committee for approval by the Department;
8. makes committee members aware of University policies governing the work of the Committee;
9. approves the scheduling of courses in consultation with the Department Chair and Departmental Assistant;
10. approves the supervisor and examining committee for each candidate for the degree;
11. informs new students of the standards of the program with respect to pedagogy and grading requirements;
12. designates courses outside the Department for Women's Studies credit on the advice of senior supervisors.

H. Graduate Program Committee

The Graduate Program Committee shall consist of the Chair of the Graduate Program, the Graduate Secretary, at least one other faculty member and a graduate student representative. The graduate student representative will not take part in matters concerning confidential information about students. The Graduate Program Committee shall meet regularly and is responsible the following:

1. examining the existing curriculum, approving course outlines and requirements;
2. reviewing the progress of individual students;
3. selecting and ranking students who will be recommended for research grants, scholarships, fellowships and awards, etc. except where time constraints prohibit the committee meeting in which case the Graduate Program Chair will make the decisions;
4. appointing teaching assistants and tutor markers, according to Section II, Appointment Procedures;
5. reviewing the operation of the graduate program and developing policy, administrative, and course and program change recommendations for the Chair to bring forward to the Department for approval as necessary;
6. recommending procedures concerning teaching credit for graduate courses and supervision for the Graduate Program Chair to bring forward as necessary to the department.

The Women's Studies faculty members will act as the selection committee for incoming graduate students.

I. Amendment of the Constitution

Amendment of the Department Constitution shall require written notice of four weeks prior to a regular meeting of the Department at which discussion of the proposed amendment is undertaken. Alteration of the Constitution shall require an affirmative vote of two thirds present including referendum votes of absent faculty with continuing appointments.

II. Faculty Matters

A. Appointment Procedures

1. Procedures for Academic Appointments to Limited Term & Tenure-Track Positions in Women's Studies.

Definitions:

Appointments Committee is the Women's Studies hiring committee;

Joint Search Committee is a joint committee struck between Women's Studies and another department for a joint appointment.

Selection Committee will select candidates for limited-term appointments

a) Composition of the Appointments Committee

Consistent with the Women's Studies' constitution, the Women's Studies Department is responsible for appointments once positions have been authorized by the Dean of Arts. The Appointments Committee recommends to the Department candidates for appointment to the faculty as limited term, or tenure track appointments. Specifically, for it shall be composed of the committee of the whole.

b) Composition of the Selection Committee

The Selection Committee, which deals only with limited-term appointments, will be composed of the Departmental Chair, two elected faculty members, and a graduate student. Other than the Chair, the membership will change yearly.

c) Duties of the Appointments Committee

- i) shall formulate requests for appointments and shall forward these through the Chair;
- ii) shall approve advertisements calling for applications;
- iii) shall review applications and select candidates to be interviewed;
- vi) shall interview candidates;
- v) shall arrive at a ranking of candidates and forward this through the Chair;

d) Duties of the Selection Committee

shall review and select a short-list of candidates for limited-term appointments, to be approved by the Department

e) Composition of the Joint Search Committee

Consistent with the Women's Studies' constitution(Section I C 17)the Women's Studies Component of the Joint Search Committee shall consist of two faculty and normally one of these two will be the chair of the department

f) Duties of the Joint Search Committee

- i) formulates an advertisement and a list of publications, departments, and institutions in which to place the advertisement. The advertisement and placement list shall be submitted to the Women's Studies Department and the Dean of Arts for approval before the advertisement is sent out;
- ii) organizes the sharing between the departments of responsibilities regarding advertisement placement, applicant files, acknowledgements, interview scheduling, etc., once required approvals are obtained;
- iii) brings to the Department, immediately after the deadline for applications, all applicants' files for review and selection of a long short-list of possible candidates;
- iv) requests letters of recommendation and any other relevant documentation for candidates on the long short-list.

g) Selection Procedures

- i) Once the long short-listed dossiers are complete, the Women's Studies Appointments Committee shall establish a short-list of candidates. In the case of joint appointments, the Department shall establish a short list of candidates and recommend this to the Joint Search Committee, which shall arrive at a short list of candidates to invite for an interview;

- ii) Candidates normally will be asked:
 - a) to make a formal presentation on their scholarly work, or on a subject they might teach in the Women's Studies Department.
 - b) to give a lecture in a Women's Studies class;
 - c) to discuss informally during their interview how they could contribute to the Women's Studies Department. To help them answer, the Women's Studies Chair shall provide them with the brochure about the Department and information about the teaching and administrative needs of the Department;
- iii) Members of the Department, any student in Women's Studies, and members of the other department in the case of a joint appointment, may attend the research presentation and class lecture. Only members of the Women's Studies Department shall attend the interview.
- iv) After the interviews, the Department shall consider the ranking of the candidates according to their qualifications for the position.
 - a) If the position is in Women's Studies alone, the Chair shall then contact the first ranked candidate with an offer contingent on approval by the Dean(s), Vice-President Academic, President and Board of Governors.
 - b) In a joint search, the Joint Search Committee shall meet to decide upon a candidate. When possible, the Women's Studies members of the Joint Search Committee shall be empowered to accept a second-ranked candidate in case the other department does not have the same rank order. If the Joint Search Committee cannot reach agreement, the Women's Studies members shall bring the matter to the attention of the Women's Studies Department and the Dean of Arts, who shall decide whether to extend the search until a mutually acceptable candidate is found. When a joint search is concluded successfully, the Women's Studies Chair shall contact the candidate with the decision.
- h) Recommendation for Appointment
 - i) Upon acceptance of the offer, the Women's Studies Chair shall forward to the Dean of Arts the recommendation of the department and all the supporting documentation required by university policy.
 - ii) In the case of a joint appointment, both the Women's Studies Chair and the Chair of the other department shall forward the recommendation with the supporting documentation required by university policy.

2. Appointments to Sessional Positions in Women's Studies

- a) Principles for selection among qualified applicants are:
 - i) Normally, candidates who have successfully taught the same course for the Women's Studies Department in the past shall be given priority;
 - ii) Summaries of student evaluations for sessional and limited term instructors shall be kept in each instructor's file and shall be taken into consideration for future appointments;
 - iii) In cases where multiple positions are available, and candidates have applied for more than one position, appointments usually will be distributed to accommodate as many qualified applicants as possible;
 - iv) The Chair shall make appointments in consultation with the Undergraduate Studies Committee.

3. Procedures for Teaching Assistant and Tutor Marker Appointments in Women's Studies

The Graduate Program Committee in Women's Studies is responsible for Teaching Assistant and Tutor Marker appointments. Whenever the number of applicants who have priority for appointment, as defined in the TSSU/SFU Collective Agreement, exceeds the number of positions available in a given semester, the Committee may take into account any or all of the following factors in making appointments:

- a) suitability for particular courses;
- b) requests from instructors;
- c) amount of financial support, other than accumulated base units, already received;
- d) financial need;
- e) applicants' preferences;
- f) accumulated TA ratings on course evaluation forms and by instructors;
- g) level of academic achievement;
- h) progress toward the degree.

B. Renewal, Promotion and Tenure: Policies and Procedures

1. General Operating Procedures

- a) The Women's Studies Tenure Committee will be elected by the Department faculty from among the full time faculty members of the Department, in accordance with University policy. In order to meet the requirements of this policy, the Department will supplement the Tenure Committee with faculty members from other departments and programs when necessary;
- b) The Chair or the Chair's designate shall act as the Chair of the Tenure Committee, call meetings and ensure the election of replacement members;
- c) In the case of a full time Women's Studies appointment and joint appointments where the home department is Women's Studies, the Chair of the Tenure Committee will forward recommendations and necessary documentation to the Dean of the Faculty of Arts with copies to the other Department and Dean as applicable. In the case of a joint appointment where the home department is other than Women's Studies the Chair will forward recommendations and necessary documentation to the home department with a copy to the appropriate Dean(s). The Chair will also ensure that the home department receives any further information or documentation necessary after the initial submission;
- d) The faculty member under consideration is responsible for submitting to the Tenure Committee all information she/he deems relevant. The faculty member has the right to add further documentation during the course of deliberations. The faculty member has the right to appear before the Tenure Committee and to have her/his work reviewed by external referees named by the faculty member;
- e) The Tenure Committee is responsible for reviewing materials submitted by the faculty member under consideration, interviewing the faculty member, collecting teaching evaluations, and soliciting opinions of external referees in accordance with university policies.
- f) If the tenure Committee's considerations are moving toward a negative recommendation, the Chair is responsible for informing the faculty member of this so that she/he may submit any further information which might be relevant;
- g) The Chair will inform the faculty member in writing of the Tenure Committee's recommendation and summarize the reasons for this decision;
- h) A faculty member may appeal any recommendations of the Tenure Committee in accordance with university policies, and will be informed of this right at the time the recommendation is received.

2. Initiation of Tenure Consideration Proceedings

- i) Faculty members shall be considered for tenure in accordance with university policies;
- ii) In exceptional circumstances, a faculty member may be considered for tenure prior to the time specified in her/his letter of appointment by making a written request in accordance with university policies;
- iii) As part of the recruiting procedure, the Department Tenure Committee may consider prospective faculty members for tenure.

3. Promotion

- a) A faculty member shall be considered for promotion in any year of an appointment if she/he is eligible under university policies and submits a written request to the Chair of the Tenure Committee asking for such consideration. This request shall be accompanied by whatever documentation the faculty member considers relevant to her/his case;
- b) The amount of time accumulated after appointment at the rank of Assistant or Associate Professor shall include all, or part of, full time service at other institutions of higher education, unless the faculty member requests otherwise.

4. Consideration Procedures

- a) Each year the Department Tenure Committee shall announce to the Department the time at which it will initiate consideration proceedings. Those faculty members to be considered will be so informed at this time;
- b) In its deliberations the Committee may call for information from any individuals it deems necessary and must receive written submissions bearing on any case;
- c) Files will be maintained for individual faculty members in order to collect information relevant to the consideration criteria. In addition, the file for each faculty member shall contain copies of all materials emanating from the Committee with respect to recommendations regarding tenure, promotion, and renewal for that faculty member;
- d) Deliberations of the Committee and materials relevant thereto shall be confidential in all circumstances, in accordance with university policies;
- e) On the basis of a vote of the Committee members present, the Committee shall recommend a given faculty member for promotion, tenure, or renewal if this person receives more affirmative than negative votes;

- f) Any member of the Committee can forward her/his views on the Committee recommendation through the Chair to the Dean(s) and the University Tenure Committee.

5. Criteria for Consideration

The Women's Studies Department Tenure and Promotion Committee (DTC) will be guided by the following criteria for the evaluation of contract renewal, tenure and promotion cases. These criteria will also be used to evaluate performance for salary review.

A faculty member who is being considered for contract renewal, tenure and/or promotion and salary review must be evaluated on the basis of their performance in three key areas of activity: teaching effectiveness, scholarly activity, and service to the department, university, their academic discipline, and the broader community. All criteria shall be evaluated in terms of quality as well as quantity.

Performance in Teaching

The review will examine evidence of teaching effectiveness that is based on a variety of assessments of teaching success. Candidates can submit a teaching portfolio that may include the following:

- i. student evaluations of courses and teaching
- ii. TA evaluations
- iii. informed testimonials from other faculty members
- iv. evaluations of guest lectures in other courses
- v. evidence of professional development
- vi. a statement of teaching philosophy
- vii. other relevant information

In evaluating the effectiveness or quality of teaching, the DTC will take into consideration any positive or negative evidence of an instructor's relationship to students, the instructor's role in the implementation of the Department's teaching program, maintenance of appropriate academic standards, dedicated involvement in the disciplinary field, openness to innovation and graduate supervision. Consideration will be given to the ability and willingness of a faculty member to teach a range of subject matter and at various levels of instruction.

Performance in Scholarly Activities

Scholarly achievement is an essential factor in the review of faculty performance. Faculty members are expected to establish a coherent and sustained program of research that results in regular publication or other forms of dissemination in venues subject to peer evaluation, as appropriate to the discipline. Primary evidence of scholarly activity may include the publication of refereed articles, monographs, books, etc. or reviews of public performances, exhibitions, or other forms of creative work.

Secondary evidence of scholarly activity may include the following:

- i. other publications
- ii. work in popular media
- iii. government reports
- iv. contract research
- v. reviews
- vi. presentation of papers
- vii. presentation of invited addresses, colloquia, and service as a discussant
- viii. acquisition and administration of grants
- ix. participation in ongoing research
- x. invitations to consult professionally, including media interviews and professional juries
- xi. editorship of journals
- xii. curatorial work

In assessing scholarly activity the quality and quantity of research will be considered but greater emphasis will be placed on the quality of research. Ability to work independently in the form of sole authored/edited publications is expected, but collaborative research reflected in the form of joint/multiple authorship will be given due weight. The quality of scholarship will be assessed in terms of weighing all available positive and negative assessments of publications by reviewers, other

colleagues and recognized relevant scholarly bodies. Creative work will similarly be evaluated according to the reviews of peers.

In cases where external letters of reference are required, the assessment of the candidate's research by the referees must be taken into account in constructing the final recommendation. Satisfactory performance must be demonstrated in research or creative work in order to qualify for a positive recommendation.

Service to the University and Community

It is expected that each faculty member will be an active participant in the collegial governance of the University, at the departmental, faculty, and/or university level. In addition, the evaluation may take into account the member's contributions to their discipline, or public service in general. The following are the kinds of activities that will be considered relevant as service contributions:

- active membership in Department, Faculty and University committees
- contributions to the wider academic community and to professional organizations
- presentation of invited addresses to non-university groups
- membership in a professional capacity on community committees and board
- participation in Department outreach programs, such as the WS Travelling Speakers Bureau
- media interviews
- any other activity in which faculty members contribute to the community