**Indiana State University**

**Gender Studies Program By-Laws**

**Contents**

**Section I Mission Statement**

**Section II Gender Studies in the Department of Multidisciplinary Studies**

**Section III. Co-coordinators of Gender Studies**

**Section IV. Representative to Department of Multidisciplinary Studies**

**Section V. Gender Studies Faculty**

**A. Resident Faculty**

**B. Affiliate Faculty**

**C. Allied Faculty**

**Section VI. Standing Committees**

1. **Faculty Affairs**
2. **Curriculum**
3. **Programming**
4. **Grants/Resources/Awards**
5. **Ad Hoc**

**Section VII. Voting within Gender Studies**

**Section VIII. Appendices**

1. **Bylaws of the Department of Multidisciplinary Studies**

**Section I: Gender Studies Mission Statement**

The Gender Studies Program at Indiana State University is a multidisciplinary field of study that promotes a critical, feminist, and cross-cultural understanding of structural inequalities in local and global contexts from both historical and contemporary perspectives. Courses and programming help students and participants understand and address how the contributions and experiences of women and other marginalized groups are devalued by exploring intersections of gender, sexuality, nationality, race, social class, ethnicity, religion, age, and ability. Gender Studies Program faculty and students organize and support a variety of activities and events concerned with social justice and gender equality.

**Section II: Gender Studies in the Department of Multidisciplinary Studies**

The Gender Studies program is one of the five founding programs of the Department of Multidisciplinary Studies. As an inherently interdisciplinary endeavor, our program supports the mission of our home department to create, support, and sustain inquiry that crosses traditional disciplinary boundaries (the full mission statement for the new department is in the Appendix).

**Section III: Co-Coordinators of Gender Studies**

The Co-coordinators of Gender Studies are elected at the end of an academic year by a majority of the voting members of the faculty of Gender Studies (see section VII). Together the Co-coordinators serve in a leadership capacity for the Gender Studies program and are advised by Resident and Affiliate faculty in Gender Studies (see Section IV). The term of a co-coordinator is two years. Responsibilities begin with the new academic year. To promote continuity and transitions, co-coordinator positions are staggered, with one being elected every year. Whenever possible, Co-coordinators should be from different departments.

Gender Studies Co-coordinators advise the Chair of Multidisciplinary Studies about all Gender Studies-related issues including but not limited to Gender Studies faculty, curriculum, advising, and programming. See Appendix A for the Department of Multidisciplinary Studies’ bylaws.

The Co-coordinators take the lead in conceptualizing the scope and goals of the Gender Studies program and in planning how it can reach its goals. They are responsible for long-range priorities, planning and programming. Such activities assume a creative interaction between the Co-coordinators, other Gender Studies Faculty, the Chair of the Department of Multidisciplinary Studies and other faculty members of Multidisciplinary Studies.

In collaboration with the Co-coordinators, standing committees (including but not limited to those mentioned in this document) and ad hoc committees participate in decision making and review of ongoing academic affairs issues, public programs and publicity, and library and resource acquisition. Gender Studies committees will be composed of Resident and Affiliate Faculty in Gender Studies (see Section V).

**Section IV. Designated Representative to Department of Multidisciplinary Studies**

As per the by-laws of the Department of Multidisciplinary Studies, each member program that has 2/3 or more of its members outside the resident faculty has one designated representative to the department who will be a voting member (see Section VIII. Appendices, Appendix A. for Department of Multidisciplinary Studies by-laws Section IV. b.) The Gender Studies program will elect a designated representative to MST at the same time that co-coordinators are elected. This designated representative must be an affiliate faculty member of Gender Studies and will not be selected from the resident faculty of the department since resident faculty members are already voting members of the department. The position of designated representative to the Department of Multidisciplinary Studies may be held concurrently with the co-coordinator position. If the designated representative is unable to attend a Department meeting he/she may select a temporary replacement as the designated representative to cast the Gender Studies vote at that meeting. The term of the designated representative will be one academic year (from the opening day of the fall term).

**Section V: Gender Studies Faculty**

Faculty may join the Gender Studies Program in one of three ways: Resident, Affiliate, or Allied Faculty.

**A. Resident Faculty**: Resident Faculty in Gender Studies hold either a full or joint appointment in the Department of Multidisciplinary Studies. Resident Faculty members of Gender Studies are voting members of the Gender Studies Program and are eligible to serve on Gender Studies Committees. They also serve in an advisory capacity to the Co-coordinators. Resident Faculty may serve as Co-coordinators of Gender studies. Resident faculty will be reviewed formally as part of the processes of regular faculty review (including tenure, promotion, post-tenure, and annual review) established by Department of Multidisciplinary Studies, their other home departments (for joint appointments), their respective Colleges, and the University.

As part of their appointments they are expected to engage with the Gender Studies program in the following ways:

1. Conduct Gender Studies-related scholarship or creative activity and present publicly on campus [if the faculty appointment includes scholarship].
2. Teach Gender Studies courses or actively recruit or advise Gender Studies students.
3. Serve the Gender Studies Program by attending meetings regularly and serving on Gender Studies committees or representing Gender Studies on Multidisciplinary Studies Department committees or representing or promoting Gender Studies at the College or University level.

**B. Affiliate Faculty**: Affiliate Faculty in Gender Studies do not hold joint appointments in Gender Studies. Affiliate Faculty are considered members of Department of Multidisciplinary Studies by virtue of their having met the criteria outlined below and by having been approved by the Gender Studies Co-coordinators and Faculty Affairs Committee.

Affiliate Faculty members of Gender Studies are voting members of the Gender Studies Program and are eligible to serve on Gender Studies Committees. They also serve in an advisory capacity to the Co-coordinators. Affiliate Faculty may serve as Co-coordinators and/or as the Gender Studies representative to the Department of Multidisciplinary Studies. Affiliate faculty will be reviewed by the Gender Studies Faculty Affairs Committee every five years.

Persons holding temporary faculty appointments at Indiana State University may be granted affiliate status in Gender Studies on an annual basis, providing they meet the requirements listed herein.

To be considered an Affiliate Faculty member in Gender Studies, faculty must serve the Gender Studies Program (criterion 3 below) and meet either criterion 1 or 2 listed below.

1. Conduct Gender Studies-related scholarship or creative activity and present publicly on campus
2. Teach Gender Studies courses, actively recruit or advise Gender Studies students, or serve students in a non-teaching academic capacity (e.g., information literacy).
3. Serve the Gender Studies Program by attending meetings regularly, and serving on Gender Studies committees or representing Gender Studies on Multidisciplinary Studies Department committees or representing or promoting Gender Studies at the College or University level

**Criteria for Appointment and Renewal**

The Gender Studies Faculty Affairs Committee will review prospective Affiliate Faculty member applications and renewal (every five years), according to the criteria listed below.

Evidence of substantial success in two of the criteria listed below is considered sufficient for appointment. The appointment will be granted for a five year term and may be renewed through the process outlined herein.

1. Experience teaching, advising or serving students in an academic capacity (e.g., via library services) in Gender Studies, women’s studies, or feminist studies. Copies of syllabi, reading lists, assignments, and course evaluations should, if possible, be included with the application.
2. Publications or the attainment of grants in Gender Studies, women’s studies, or feminist studies. Copies of publication offprints should, if possible, be included with the application. Full bibliographical data (including pagination) must be given. Copies of grant applications and of notification of awards should be included. The delivery of papers at international, national, or regional conferences is also relevant here, if copies of the papers are included.
3. Involvement in social or political activities and/or co-curricular events relevant to gender studies, or to women’s or feminist issues or causes should be cited among supporting materials. However, such work will not, in the absence of credentials in the areas listed above, normally be sufficient for the granting of appointments.

**Application Process for Affiliate Status**

Faculty applying for Affiliate status should submit the following:

* Cover letter describing research/scholarly/creative work, teaching, and service activities related to Gender Studies in the previous five years and plans for involvement in Gender Studies in the upcoming period (e.g., teaching courses, service on Gender Studies committees, etc.).
* Curriculum vita
* Memo of support from applicant’s department chair
* Other documentation may be included (e.g., syllabi; evidence of research, scholarly, or creative work; evidence of service activities, etc.)

The Gender Studies Faculty Affairs Committee will review the applications submitted for affiliate status or renewal of affiliate status. Recommendations for appointment or renewal will be forwarded to the Gender Studies Co-coordinators and the Chair of the Department of Multidisciplinary Studies and a letter will be sent to the applicant.

**C. Allied Faculty**: Allied Faculty maintain an interest in Gender Studies activities and may teach Gender Studies elective courses.

Faculty applying for Allied status should submit the following:

* Cover letter describing interests and/or experiences in Gender Studies
* Curriculum vita

**Section VI: Standing Committees**

**Faculty Affairs Committee**

**Membership (3):** will include Resident or Affiliate faculty members; membership will be approved by a majority of the voting members of the Gender Studies faculty.

**Areas of Responsibility:** to review the applications and renewals of faculty seeking affiliate or allied status with the Gender Studies program and evaluate faculty teaching Gender Studies courses.

**Curriculum Committee**

**Membership (3-10):** will include Resident or Affiliate faculty members; membership will be approved by a majority of the voting members of the Gender Studies faculty. This committee will work closely with the Department of Multidisciplinary Studies Curriculum Committee. **Areas of Responsibility:** development, maintenance, and evaluation of program course offerings.

**Programming**

**Membership (3-10):** will include Resident or Affiliate faculty members; membership will be approved by a majority of the voting members of the Gender Studies faculty. **Areas of Responsibility:** to generate and implement consistent co-curricular programming that features issues central to Gender Studies and involves the University community in discussing and confronting those issues; to coordinate joint programming with other university organizations.

**Grants/Resources/Awards**

**Membership (3):** will include Resident or Affiliate faculty members; membership will be approved by a majority of the voting members of the full Gender Studies faculty. **Areas of Responsibility:** to facilitate the nomination and selection of recipients of awards given by the Gender Studies program by seeking appropriate feedback from all Gender Studies faculty in the nomination and selection process.

**Ad Hoc**

The Co-coordinators of Gender Studies will create ad hoc committees as needed.

**Section VII. Voting and Elections within Gender Studies**

1. The co-coordinators of Gender Studies are elected by a majority of the voting members of Gender Studies.
2. Nominations for co-coordinator and the Multidisciplinary Studies (MST) representative: Gender Studies co-coordinators hold two-year terms, staggered so that both are not rotating out of the positions the same year. MST representatives hold one-year terms. Elections for one of two Gender Studies co-coordinators and for the MST representative will be held at the end of each spring semester. The solicitation of nominations will be announced one calendar month prior to election (e.g., April 1st for a May 1st election). Nominations will be taken over a two-week period (e.g., from April 5th through April 19th with dates stated in the announcement).
3. Voting for co-coordinator and MST representative: After the nomination deadline has passed, a ballot will be drawn up and distributed electronically at least one week before the stated date of the election (e.g., April 21st for a May 1st election). Elections must be held at least one week prior to the end of the spring semester but not more than one month prior to the end of the semester. Voting will occur electronically and results tabulated and announced prior to the last day of the spring semester (e.g., May 5th).
4. Voting on routine policy: In most cases, voting-eligible members in attendance at Gender Studies meetings will vote on actionable policies with no majority or quorum of eligible members required. Votes are understood to be provisional for one week from the distribution of minutes. If there are no objections raised during that week, the votes recorded in the minutes are considered binding at the conclusion of that week. If there are objections, the vote will be considered void, the issue discussed further, and voted upon again.
5. Voting on significant policy changes: substantial changes to the Gender Studies by-laws, programmatic changes, and other actions of significance are to be distributed electronically by the co-coordinators to eligible members at least one week prior to the stated deadline by which to vote. In those cases, a two-thirds majority of the people who vote will be sufficient for approval.
6. Quorum: A quorum of all Gender Studies members is not required to hold a meeting or to approve of changes except as noted above. Agendas that list issues to be voted upon will be distributed in advance of Gender Studies meetings. The results of any votes taken will be reported to all Gender Studies members via the meeting minutes. As noted above, any votes reported in the minutes are understood to be provisional for one week after the distribution of the minutes. If no objections are raised, votes recorded in the minutes are then considered binding.

**Section VIII. Appendices**

1. **Bylaws of the Department of Multidisciplinary Studies**