

Department of Gender, Sexuality, and Women's Studies Bylaws

Adopted as of October 20, 2023

The Department of Gender, Sexuality, and Women's Studies offers academic programs, grants graduate and undergraduate degrees, and advances research in Gender, Sexuality, and Women's Studies. Faculty in the Department successfully compete for national fellowships and grants, win research and teaching awards, and produce rigorous research.

The governance of the Department is the shared responsibility of the faculty with the leadership of the Department Chair. All members of the Department are responsible for working to foster open communication, mutual care and respect, and collaboration in the day-to-day operations of the Department.

This document delineates the governance of the Department of Gender, Sexuality, and Women's Studies (hereafter, the Department) in compliance with the University of Florida-United Faculty of Florida Collective Bargaining Agreement (CBA), College of Liberal Arts and Sciences Constitution, and University of Florida Constitution.

I. Faculty Membership

The Department's voting faculty members (i.e., core faculty) are those holding at least .50 FTE of a tenure-track, tenured, or non-tenure-track faculty line in the Department. Where voting eligibility is further defined by the CBA and University policies (e.g., tenure and promotion), the CBA and University policies will be followed.

II. Leadership and Administration

a. Department Chair

Selection: The Department Chair is nominated by the Dean after formal consultation with the Department Chair Search Committee composed of (a) Department Core Faculty members elected by a majority vote of the Department Core Faculty and (b) one faculty member from a related field appointed by the Dean to serve as the Dean's representative on the committee. This Committee so comprised will elect its chair, and then may select up to two additional faculty members to insure a diversified committee. Committee composition shall remain such that a majority of the Committee members are full-time faculty in the department. The Search Committee shall organize the Department's review of candidates, solicit the Core Faculty feedback and vote, and advise the Dean by recommending final Department Chair candidates. The Dean's nomination shall be forwarded to the President or the President's designee for approval. If the Search Committee does not concur in the Dean's nomination, then the Committee's dissenting report shall be forwarded to the President or the President's designee along with the nomination made by the Dean.

Responsibilities: The Department Chair is responsible for administrative leadership and management of the Department, including the budget, personnel matters, academic programs, faculty and staff evaluations, tenure and promotion, and allocation of space and other

resources. In addition, the Department Chair presides over faculty meetings, makes faculty assignments, appoints the Associate Chair, Graduate Coordinator, Undergraduate Coordinator, and standing and ad hoc committees. The Department Chair is an ex officio member of all Department committees. The Department Chair acts as a liaison between the Department and the College.

b. Associate Chair

The Associate Chair is appointed by the Department Chair. The Associate Chair provides consultation and advice to the Department Chair on Department matters. The Associate Chair is responsible for assisting the Department Chair with administrative leadership and management of the Department, including curriculum and course scheduling, newsletter and related communications, teaching assistant assignments, summer teaching requests, peer-teaching evaluations, and other tasks or initiatives as assigned by the Department Chair.

c. Graduate Coordinator

The Graduate Coordinator is appointed by the Department Chair. The Graduate Coordinator provides consultation and advice to the Department Chair on Graduate program matters. The Graduate Coordinator is responsible for administrative leadership and management of the Graduate Program, including graduate recruitment, Graduate Admissions and Awards Committee (serving as Chair), advising graduate students on policies and procedures as well as curriculum and professional development, monitoring student performance and coordinating student evaluations, and other tasks or initiatives related to the graduate program as assigned by the Department Chair. The Graduate Coordinator works with the Undergraduate Coordinator to review and adjudicate cross-list requests from other units. The Graduate Coordinator acts as a liaison between the Department and the Graduate School, communicating Graduate School regulations to Department faculty and students, ensuring Departmental alignment with such regulations, ensuring the accuracy of information about the graduate program in the Graduate Catalog, Department website and other outlets, and providing data on the graduate program and students as needed for Departmental reports and initiatives.

d. Undergraduate Coordinator

The Undergraduate Coordinator is appointed by the Department Chair. The Undergraduate Coordinator provides consultation and advice to the Department Chair on Undergraduate program matters. The Undergraduate Coordinator is responsible for administrative leadership and management of the Undergraduate Program, including promoting ongoing recruitment of majors and minors, advising undergraduate students on curriculum and professional development, and other tasks or initiatives related to the undergraduate program as assigned by the Department Chair. The Undergraduate Coordinator works with the Graduate Coordinator to review and adjudicate cross-list requests from other units. The Undergraduate Coordinator acts as a liaison between the Department and Academic Advising, communicating college and university regulations to Department faculty and students, ensuring Departmental alignment with such regulations, ensuring the accuracy of information about the undergraduate program in the Undergraduate Catalog, Department website and other outlets, and providing

data on the undergraduate program and students as needed for Departmental reports and initiatives.

III. **Standing Committees and Ad hoc Committees**

a. **Graduate Advisory Committee**

The Graduate Advisory Committee is appointed by the Department Chair. The Graduate Advisory Committee provides consultation and advice to the Graduate Coordinator and Department Chair on Graduate program matters, including review and recommendations on new course proposals, graduate program curricula, and other tasks or initiatives related to the graduate program as assigned by the Department Chair. The Graduate Advisory Committee serves also as the Department's **Graduate Admissions and Awards Committee**.

- i. The **Graduate Admissions and Awards Committee** will be Chaired by the Graduate Coordinator. It will be responsible for evaluating graduate applications and making admissions and funding recommendations to the Graduate Coordinator and Department Chair.

b. **Undergraduate Advisory Committee**

The Undergraduate Advisory Committee is appointed by the Department Chair. The Undergraduate Advisory Committee provides consultation and advice to the Undergraduate Coordinator and Department Chair on Undergraduate program matters, including review and recommendations on new course proposals, undergraduate program curricula, and other tasks or initiatives related to the undergraduate program as assigned by the Department Chair.

c. **Merit Committee**

Merit Committee members are elected by the Department's Core Faculty and serve a term of two years (not to be renewed back-to-back). The Committee comprises three faculty members, two of whom must be Core Faculty in the Department and the third may be a Core or Affiliate Faculty member. The Merit Committee is responsible for implementing the Department's Guidelines for Merit Evaluation. The Merit Committee also serves as the Department's **Sustained Performance Evaluation Committee**.

- i. The **Sustained Performance Evaluation Committee** will comprise tenured members of the merit committee (core and affiliate). This committee will implement the Guidelines for Sustained Performance Evaluation from the CBA, College, and University. If fewer than two members of the merit committee are tenured faculty, the core faculty will elect the requisite number of tenured faculty members to comprise a minimum of two tenured faculty members to participate in conducting the sustained performance evaluations.

d. **Mentoring Committee**

One or more mentors is appointed by the Department Chair for each faculty member in the Assistant Professor, Instructional Assistant Professor, or Lecturer rank. The mentor is responsible for implementing the Department's Mentoring Guidelines. The mentor also provides the Department Chair with recommendations for external and internal evaluators of their mentee's tenure and promotion packet.

e. Ad hoc Committees

Ad hoc Committees (e.g., Search Committees) are appointed by the Department Chair as needed, following relevant Guidelines from the CBA, College, and University.

IV. Department Meetings

The Department Chair calls and presides over Department Faculty meetings, to be held monthly during fall and spring semesters. Additional meetings of the department faculty may be called by the Department Chair as needed (e.g., Tenure and Promotion Review, Hiring Discussion).

V. Amending Department Bylaws

The Department by-laws can be amended by a proposal presented from a Department Core Faculty member to Department Core Faculty, with a motion passed by a majority vote of the Department Core Faculty.

Appendices

A. Departmental Clarifications on Tenure and Promotion Guidelines

- a. Tenure-Track Faculty**
- b. Non-Tenure-Track Faculty**

B. Merit Guidelines

C. Mentoring Guidelines

D. Procedures for Progress toward Tenure/Promotion