

West Chester University
Women's and Gender Studies Department Constitution

Article I

Name and Object:

The name of this organization shall be known as The Department of Women's and Gender Studies (henceforth "WGST" or the Department). The mission of WGST is to encourage students to incorporate their own voices and experiences into their studies, to challenge them intellectually in feminist frameworks, and to promote the academic integrity, scholarly interests, and feminist pedagogy of its members, and thus to further the larger purposes of advancing women's and gender studies education in this University.

Article II

Members:

A. Faculty.

ACADEMIC FACULTY consist of the department chairperson, full-time temporary and permanent teaching faculty, and teaching faculty with teaching assignments in WGST. REGULAR FACULTY consist of tenured or tenure-track faculty members with designated departmental voting rights in WGST per the CBA. Any REGULAR FACULTY member during any academic semester shall be a voting faculty member in The Department, excluding votes for candidate and department chairperson selection and promotion and evaluation procedures. (See Article III.A.3. below for further clarification.) Adjunct faculty are encouraged, but not required, to attend department meetings and other functions, and to exercise their voting privileges therein. AFFILIATED MEMBERS consist of full-time and part-time teaching faculty with teaching assignments that are cross-listed and/or affiliated with WGST or those faculty or staff serving on WGST committees or the WGST Faculty Advisory Council.

B. Office Administrator

See Clerk Typist II in AFSCME contract for duties and responsibilities, and references to the role of Office Administrator in the relevant and current departmental job description document.

C. Student Representative

1. A Student Representative (elected by WGST majors and minors) shall be invited to sit as a non-voting member of WGST. WGST reserves the right to restrict student access to meetings at WGST's discretion.
2. To be eligible for the position of Student Representative, an individual must be a major (currently enrolled) in WGST.

3. Term of office and elections procedure:

- a. Term of office shall run from September to May.
- b. Selection Procedure: The selection procedure for the Student Representative shall be established by majority vote by currently enrolled WGST majors and minors.
- c. WGST majors and minors will determine the procedures by which their representative will be elected.

Article III:

Structure:

A. Chair:

1. *Eligibility:* Only REGULAR FACULTY shall be eligible for the Office of Department Chair (see Article 6.B.1.a. of the Collective Bargaining Agreement [CBA*]).
2. *Term of Office*
 - a. Length of term: The WGST Chair shall serve a regular term of three (3) years. Term of office is to begin on the first of May of the year in which elected (see Article 6.B.2 of CBA). No one shall serve more than six consecutive years or the equivalent of two consecutive terms. In the spirit of collegiality and fair distribution of the burdens of the position, the principle of a rotating chair is encouraged.
 - b. Department chairperson elections shall be convened no later than February 15th of the year in question, and thereafter every three (3) years. Elections shall be concluded no later than April 15th of that same year (per CBA Article 6.B.2.). Newly elected department chairpersons shall take office May 1 of the year in which elected. Should vacancies occur during the term of office, a special election must be held within a month of the vacancy, under the terms described below (Article III.A.3.), with the newly elected chairperson serving until the next regularly scheduled round of departmental elections (see Section 4.d. below).

* The references herein are to the “Agreement between the Association of Pennsylvania State College and University Faculties and The Pennsylvania State System of Higher Education” dated July 1, 2011 to June 30, 2015. This Department Constitution will not be considered in need of amending to remain consistent with subsequent Agreements unless the sections referred to herein change substantively, even if the numbering changes.

3. *Selection Procedure:*

- a. The University President or the President's designee and a committee selected by the department shall designate the individual or individuals who is (are) mutually acceptable to serve in the post of department chairperson. The chairperson shall be elected (or rejected) by the majority secret ballot vote of the REGULAR FACULTY within the department from the individual or individuals designated. (See Article 6.B.1.b. of CBA for exception.) At the time of elections, the name(s) of member(s) eligible for consideration as Chair shall be nominated and seconded by two ACADEMIC FACULTY in a written statement to be submitted to the chair of the Elections Committee (see Article III.D.1 below). Individual(s) so nominated will submit, upon request, to the chair of the Elections Committee a written statement indicating a willingness to serve in the post of Department Chair.

A majority vote by secret ballot by REGULAR FACULTY from among the officially designated nominees shall constitute election to the Office of Department Chair.

- b. Notice of election and calls for nominations shall be published by the last Thursday in January of the year in which the current term expires. Within two weeks following this date (see Article III.A.2.b. above), written statements of nomination and willingness to serve shall be filed with the Elections Committee. The Elections Committee shall prepare immediately a list of the Department's designated nominee(s). By February 15th, a ballot consisting of the officially designated nominee(s) shall be distributed to all REGULAR FACULTY. Ballots shall be returned to the Elections Committee no later than 3 p.m. on the third Thursday in March for counting and certification.
- c. All REGULAR FACULTY shall be eligible to vote, including those on leave. Faculty holding joint appointments must declare at the time of appointment the Department in which they wish to exercise full membership rights. The term "faculty" as used above shall not be construed to apply to persons receiving administrative increments or holding administrative titles. (See also Article 7.F.2 of CBA for "manager" clause.)
- d. Any questions arising over the interpretation of "c." above, shall be referred to the Elections Committee for its recommendation to the Department. In the event that no candidate indicates a willingness to serve, the Elections Committee will institute a search for a Department Chair.
- e. In the event of a tie vote, the Elections Committee will break the tie through discussion until consensus is reached.
- f. Failure to vote shall count as an abstention.

- g. The results of the election shall be communicated in writing to every REGULAR FACULTY within forty-eight (48) hours of the date of the election. The results of the final election or the results of the Election Committee's search as previously ratified by a majority vote of REGULAR FACULTY shall be submitted to the Dean of the College of Arts and Humanities as the Departmental designation of a Department Chair.

4. Incapacity, Absence, Vote of No Confidence, or Resignation of Chair:

- a. If the Chair shall be unable to discharge duties for less than a month, the Office Administrator may, at their discretion or at the request of a FACULTY MEMBER, call a Department Meeting. At that Meeting, a tenured member of WGST shall be designated by a vote of the FACULTY MEMBERS, pursuant to approval by the Dean of the College, to perform the most immediate and necessary duties of the Chair.
- b. If the Chair shall be absent from this position for more than one month, the Office Administrator will call a Meeting of the REGULAR FACULTY. A vote of the REGULAR FACULTY shall designate an Acting Chair from among the ranks of those eligible to serve. Only under extreme circumstances shall the term of such an Acting Chair exceed one year.
- c. Vote of no confidence requires majority of REGULAR FACULTY to agree on request (see Article 6.B.3. of CBA).
- d. When a department Chair is not properly performing their duties (for whatever reason), see Article 6.B.3. of the CBA. According to the CBA, Article 6, section B.3, when a department Chairperson is not properly performing his/her duties, the President may remove the department Chairperson. A majority of the regular faculty members of a department may request that the President remove the department Chairperson, and the President may, at his/her sole discretion, take such action. The request from the majority of regular faculty members must be in writing, must be signed by those faculty members making the request, and must contain a statement of the reasons for the request. Where such action is taken by the President, a special election must be held under the terms described in CBA, 6.B.4, with the newly elected Chairperson serving until the next regularly scheduled round of departmental elections.
- e. In the event of the resignation or removal of a Chair, an election shall be held under the procedures outlined in 'Article III.A.3' above and the CBA. The successful candidate shall serve for the duration of the unexpired term.

5. Functions and Duties:

- a. The Chair shall preside at all meetings of the Department. Meeting dates and times should be set by the first week of each term but additional ad hoc meetings can be called as needed. An agenda should be circulated one week before each meeting. Minutes should be kept at all meetings and archived in an accessible site.
- b. The Chair shall execute and implement departmental policy in the spirit of shared governance. Recognizing the language of the CBA (Article 6.A.3)--“In all phases of department affairs, the chairperson should be sensitive to and reflect, but not be restricted to, majority department faculty sentiment”--we acknowledge that at times the department chairperson will be restricted by the constraints imposed by the administration regarding their duties or limitations of the departmental budget. But as feminist scholars, we strive to adhere to feminist principles of consensus building, collective governance, and respect for a diversity of voices and perspectives. In that spirit, and not limited to the following, all decisions having significant impact on WGST shall be put forward to the Department for discussion and consensus or vote, prior to any action or decision taken:
 - Screening and hiring for potential new faculty and secretarial help, including the development of a written job description of the position, and screening and hiring of student positions;
 - Criteria for assignment of graduate assistants to individual faculty members;
 - Major commitments of Departmental time and/or money;
 - Actions to be taken in the event of a shortage in the allocation of monies for travel.
- c. The department Chair is also responsible for recommending to the Dean such matters as personnel actions, curriculum changes, course offerings, teaching assignments, and department budgets.
- d. The Chair shall build the schedule for each semester.
- e. The Chair shall be the official representative of WGST in all outside contacts with secondary schools, universities and colleges, research foundations, and other institutions with respect to any matter that concerns the entire department, or will appoint a proxy.
- f. The Chair shall be the official representative and spokesperson of WGST in transmitting the views of WGST to the University Administration.
- g. The Chair shall have the power to appoint any select committees not included in this Constitution, which the Chair deems essential and necessary for carrying forward WGST purposes and business.

- h. The Chair shall adjudicate disagreements amongst faculty, staff and students except as designated in the CBA, Article 5.
- i. The Chair shall ensure that all adjunct faculty hired are informed of course objectives/learning outcomes, and have sufficient knowledge of the expectations of the university, including grading, general education requirements, syllabus policies, etc.
- j. The Chair shall maintain a Majors/Minors Handbook and an up-to-date advising sheet, and ensure advising standards in the department are upheld.
- k. The Chair will initiate an informal nonbinding evaluation of their own performance. The Election Committee shall conduct an evaluation of the Chairperson during the Spring semester of the second year of the Chairperson's term of office. While not binding, a report will be prepared by the end of the semester and must include a summary of comments solicited from the entire department faculty through a process designed and implemented by the Election Committee. The response will also include recommendations for future success.

B. Standing Committees:

1. *General rules for all committees:*
 - a. Term of Office: Committee members shall serve for two (2) years from date of appointment.
 - b. Selection: Membership in a committee shall be on a volunteer basis, unless otherwise specified. In the event volunteers are not forthcoming, the department Chair will appoint committee members. Appointment to a committee will be on a rotational basis. In other words, no REGULAR FACULTY or AFFILIATED MEMBERS can be on the same committee for two consecutive terms, unless out of numeric necessity.
 - c. It is expected that *all* REGULAR FACULTY or AFFILIATED MEMBERS will assume their responsibility to serve on departmental committees in a fair and equitable manner. In order to meet professional standards in the category of service in a faculty evaluation, committee members are expected to perform the functions ascribed to the committee(s) in which they are members in good conscience, with an awareness of one's obligations to one's colleagues, and with fairness, amicability, and openness.
 - d. Each committee shall select its own chair. Unless deemed unavoidable by the chair, no REGULAR FACULTY OR AFFILIATED MEMBERS shall serve as chair of any one committee for longer than two years at a time. In the spirit of collegiality and fair distribution of labor, the principle of rotating committee chairs is encouraged.

- e. Vacancies: Vacancies shall be filled within one month following the procedures outlined above.
 - f. Functions: All committee matters go to the relevant committee first. The committee's recommendations shall be reported to the Department. A committee's recommendation can be overturned only by consensus of the remainder of the Department. That consensus must consist of weighty reasons stated in writing for departmental purposes. The committees shall administer policies established by the Department.
 - g. Committee meetings shall be set at such times as the members have no other assigned duties. Whenever possible ALL members shall be consulted about time of meeting.
2. *Feminist Advisory Council*
- a. The Feminist Advisory Council [FAC] will serve as an advisory board to WGST.
 - b. Membership will be determined as follows:
 - i. The Department Chair
 - ii. Up to 3 REGULAR FACULTY
 - iii. AFFILIATED MEMBERS from across the university, consistent with the following criteria:
 - 1. The FAC AFFILIATED MEMBERS will initially be constituted by REGULAR FACULTY soliciting AFFILIATED FACULTY to serve on the council.
 - 2. After the FAC has been initially constituted, other than the Department Chair and REGULAR FACULTY, all membership on the Feminist Advisory Council will be a voluntary formal appointment by existing Council members.
 - 3. The number of the advisory council should range from 7 – 10 members.
 - 4. At least one member from each college across the University, when possible.
 - 5. Consideration will be given to members from a range of stages of career: i.e., there should be tenure-track junior faculty represented as well as mid-career and late-career or full professors

- c. Organization and Duties
 - i. The WGST Department Chair will chair the Feminist Advisory Council
 - ii. The Council will meet at least twice times per semester and one member will take minutes at each meeting.
 - iii. Council minutes and formal recommendations will be forwarded to all WGST REGULAR FACULTY
 - iv. The Committee will offer recommendations to the Chair and Department. but will not have a vote in the running of the Department (based on the CBA; Article III.A.3.).
 - v. As part of our commitment to feminist process, the REGULAR FACULTY of WGST will seriously consider the recommendations of the Feminist Advisory Council.
3. *Curriculum Committee*
- a. The Curriculum Committee will consist of the following:
 - i. Two REGULAR FACULTY.
 - ii. Two AFFILIATED MEMBERS representing two different colleges or student affairs when possible.
 - iii. The Undergraduate Student Representative,
 - 1. The Student Representative will be charged with polling the undergraduate majors and minors on curricular issues, supported by and reporting to the Curriculum Committee.
 - 2. The Student Representative will have one vote on the Curriculum Committee.
 - b. Functions and duties:
 - i. Establish prerequisites, subject to Department approval, and administer undergraduate curricula and programs.
 - ii. Review required courses and *advise* concerning essential content and methodology, especially, in the interest of our students, concerning duplication of content in different courses.

- iii. Review undergraduate course additions and deletions (i.e., keep the undergraduate catalog up to date).
- iv. Establish periodicity of undergraduate course offerings.
- v. Solicit from the faculty and prepare a draft schedule of classes for each semester, and, in conjunction with the Departmental Chair, settle the schedules and scheduling pattern.
- vi. Establish guidelines for the advising of Departmental majors.
- vii. In consultation with the Department Chair, recommend honors for deserving students.
- viii. Perform such other functions as the Department Chair or Department as a whole may legitimately delegate to it.

4. *Evaluation Committee:*

- a. There shall be a Departmental Evaluation Committee (consistent with CBA, Article 12) consisting of the following:
 - i. At least one tenured REGULAR FACULTY and at least two AFFILIATED MEMBERS who must be tenured faculty.
 - ii. This Committee will also serve as the Tenure Committee and as the Promotions Committee as outlined in the CBA, Articles 15 and 16.
 - iii. This Committee will also ensure the timely distribution and completion of SRISs, compliant with the Office of Institutional Research's deadlines.
 - iv. See *Appendix A* for the duties and functions of the Evaluation Committee.

5. *Community Engagement Committee:*

- a. The Community Engagement Committee will consist of the following
 - i. WGST Department Chair
 - ii. Two REGULAR FACULTY
 - iii. Three AFFILIATED MEMBERS
 - 1. The three elected AFFILIATED MEMBERS will be made up of members from at least two different academic colleges or student affairs when possible.

- b. The purpose of this Committee is to ensure WGST provides meaningful feminist engagement throughout the university community. Including in this Committee's charge are the following:
 - i. Identify programs WGST can provide to enhance feminist thinking and practice.
 - ii. Identify already existing programs that WGST can contribute to in terms of financial support (when available); ensure attendance by WGST faculty, staff, and students at programs; and offer promotional support.
 - iii. Maintain dialogue with the Director of the Women's Center and be especially supportive of their programming, which we acknowledge as a primary source of feminist praxis on our campus. Also maintain dialogue and support for programming in various other departments and organizations in academic and student affairs, where applicable to the goals and mission of the Department.
6. *Assessment Committee:*
- a. The Assessment Committee will consist of the following
 - i. WGST Department Chair
 - ii. Two REGULAR FACULTY
 - iii. Three AFFILIATED MEMBERS
 - 1. The three elected AFFILIATED MEMBERS will be made up of members from at least two different academic colleges or student affairs when possible.
 - b. The purpose of this Committee is to:
 - i. Oversee student learning outcomes in WGST through the development and implementation of a program level assessment plan
 - ii. Oversee general education outcomes in WGST general education classes through the development and implementation a a general education assessment plan
 - iii. Report to the executive and curriculum committees with results and recommendations to ensure the continued quality of the WGST program

D. Ad-hoc Committees:

1. *Elections Committee:*
 - a. Membership: This shall be a committee of two REGULAR FACULTY appointed as needed by a majority vote of the Department. The Department Chair shall not be eligible to serve on the Elections Committee.
 - b. The Elections Committee shall be responsible for supervising all Departmental elections, for receiving nominations, statements of interest; for preparing, circulating, and counting ballots; for certifying and publishing the results of the elections, consistent with the CBA, Article 6.B.
2. *Search Committee:*
 - a. Membership: This shall be a committee of three REGULAR FACULTY appointed as needed by a majority vote of the Department, with at least one AFFILIATED MEMBER selected from FAC, whose field of expertise is connected with the job description.
 - b. The text of the ad will be suggested by FAC and voted on by REGULAR faculty.

Article IV

Meetings of the Department:

A. Powers: Powers not specifically delegated above reside in the REGULAR FACULTY as a whole.

B. Meetings:

1. The Department shall meet at the written call of the Chair (or as specified in Article III.A.4. above), or at the written request of no fewer than one-third (1/3) of FACULTY MEMBERS, to consider issues relevant to the Department and its members.
2. The Department shall meet formally at least twice a semester at times mutually convenient to the general membership. Every effort ought to be made to schedule meetings in such a way as to NOT unduly inconvenience members in an unfair manner. Adequate written notice of meetings shall be made, along with agenda items.
3. A quorum shall consist of a majority of the membership of the Department.
4. The Department Chair shall preside over Meetings of the Department, excepting in the absence of this Office (not related to Article III.A.4.), when the Chair shall have appointed a FACULTY MEMBER and normal parliamentary procedure shall be followed. The rules contained in Robert's Rules of Order shall govern the Meetings of

the Department in all cases where they are applicable and not inconsistent with the current document.

5. The Meeting shall follow a written agenda prepared and circulated in advance by the Chair. Any member of the Department may place items on the agenda.

6. A time shall be agreed upon IN ADVANCE at which to adjourn or recess.

7. All substantive decisions of the Chair and the Departmental Committees shall be presented to the Department for a majority vote, prior to any action or decision taken, consistent with Article III.A.5.b. and B.1.g. Substantive decisions include but are not limited to decisions about significant commitments of the department's time or resources, such as about hiring and firing of staff, and decisions regarding long-term projects like conferences or colloquia.

8. The Meeting may discuss any new business properly introduced by the Chair or another faculty member.

9. The Department shall make decisions by a majority vote of those members present and voting, except where heretofore provided in this Constitution. Directed proxies may be used upon prior notification by e-mail to the REGULAR FACULTY of the Department. If even one member requests a vote to proceed by secret ballot, the vote shall then be by secret ballot.

10. Necessary records (minutes) shall be kept by the Department Chair or their appointee concerning policy decisions and votes taken at Department meetings. These minutes shall normally be circulated among members within a week following the meeting. Approved and corrected copy shall be made public via the department Sharepoint site.

11. Records of transactions dealing with personnel matters shall be kept separately and circulated only to FACULTY MEMBERS of the Department and, where appropriate, to concerned administrators.

12. The Department may invite the attendance to its formal meetings of the Undergraduate Student Representative, AFFILIATED MEMBERS, and other interested parties as Department guests and observers.

C. Demeanor: The Department shall be responsible for setting all departmental academic policy based on the spirit of collegiality. "Spirit of collegiality" is defined as a non-combative, mutually beneficial, nurturing environment within which all ACADEMIC and AFFILIATED MEMBERS may pursue their teaching and independent scholarship as part of a supportive community. Collegiality involves, but is not limited to, situations such as:

1. *Resolution of differences*: Differences of opinion will arise in such a community, but the spirit of collegiality advocates that the resolution of differences begin with

respectful discussion between the parties involved, rather than airing grievances to a third party. Only if the differences cannot be resolved by the parties themselves, should they, in a spirit of cooperation, approach the Chair or other administrative officer for resolution.

2. *Respect for scholarship*: Philosophical orientations towards the discipline can affect perceptions of the value of colleagues' work. The spirit of collegiality advocates that all sub-disciplines of WGST be equally respected.

3. *Burdens of Departmental Work*: It is understood that each FACULTY MEMBER is already heavily committed. Nevertheless, when new work arises within the Department and must be completed, the spirit of collegiality recommends that every effort be made to share the burdens of such new work equitably. For example, a situation should not arise where a certain member of the Department consistently does more committee work than the remainder.

Article VI:

Ratification and Amendment:

A. This document shall be considered to have been ratified by the Department if two-thirds (2/3) of REGULAR FACULTY case votes in the affirmative. Voting shall be by secret ballot. Ratification is pursuant to approval by the academic Dean.

B. Proposed amendments to the Constitution shall be signed by at least three (3) REGULAR FACULTY, and submitted in writing to a meeting of the Department.

1. Copies of any proposed amendment shall then be distributed to all ACADEMIC and AFFILIATED MEMBERS of the Department for consideration at their respective special or scheduled meetings, held no less than thirty (30) days after the distribution of the proposed amendment.
2. In order to adopt any amendment to the Constitution, the REGULAR FACULTY of the Department must attain a two-thirds (2/3) vote by secret ballot, and the approval of the academic Dean.

Appendix A
Women's and Gender Studies Department Evaluation Committee Charge

Given:

- A. WCU's Strategic Plan will always lean heavily on the importance of "an academic environment that encourages learning and student success"¹
- B. Our contractual stipulations and obligations:
 - A. Faculty performance review and evaluation processes "are intended to be supportive of a faculty members desire for continuing professional growth and academic excellence" (Article 12.A.of CBA).
 - B. "When evaluating the data, the appropriate evaluator(s) shall give greater weight to the quality of the performance reflected in the data, than to the quantity of the data" (Article 12.B. of CBA).
 - C. "Each department shall determine the rules and procedures under which the department evaluation committee will operate. Such rules and procedures shall be announced by the department prior to the commencement of the performance review and evaluation process" (Article 12.C.1. of CBA).
 - D. "The department evaluation committee shall provide the faculty member with a reasonable opportunity to discuss its evaluation after which the committee shall submit its detailed written evaluation and recommendation along with the above mentioned supportive material to the appropriate academic dean with a copy to the FACULTY MEMBER and the department chairperson" (Article 12.C.1.c.(1) of CBA).
- C. Pedagogical research shows that no fair, representative sample can be obtained in student evaluations prior to the third week of the semester NOR during the last two weeks of a semester.

Then:

- I. To provide a specific and well-developed definition of our charge in the context of the current performance evaluation processes practiced by other departments at the university, we detail the following nine areas of responsibility.
 - A. The Committee will communicate their commitment to improving the quality of student learning in the Department of Women's and Gender Studies as well as their support of faculty members' continued development of self-awareness and self-regulation in their teaching processes. The contemporary classroom is

¹ WCU's current (2016) strategic plan language (<http://wcupa.edu/StrategicPlanning/academics.aspx>).

admittedly both a challenging and a rewarding place to work. The Evaluation Committee will encourage free and open discussion about "best practices" in university instruction in order to better facilitate their colleagues' work in the classroom.

- B. The Committee will **schedule classroom observations and student evaluations in advance**, with the faculty member, according to these rules:
- i. The classroom observation should be scheduled conjointly with the committee member charged with the evaluation and the faculty member being evaluated. The visit cannot be scheduled during the first three weeks of the semester or during the last two weeks of the semester.
 - ii. Student evaluations should be administered at a time scheduled conjointly with the committee member charged with distributing the computerized sheets and the faculty member being evaluated. The evaluations cannot be given to students during the first three weeks of the semester or during the last two weeks of the semester.
 - iii. A class observation and the administration of student evaluations should not occur on the same day.
- C. The evaluator scheduled for a class observation visit will **meet in advance, in person or via email, with the faculty member** to discuss the upcoming session. The evaluator should be informed about the faculty member's objectives for the session and how the session relates to previous class work. For sake of clarity, the faculty member should offer the evaluator a copy of the course syllabus and copies of materials relevant to the class session which will be observed.
- D. The evaluation committee also welcomes any materials relevant to the course that may not be immediately relevant to the class observed. This permits the instructor to show innovations in course content or teaching procedures that may not be evident in the class observed.
- E. The Committee members will **evaluate classroom performance** in terms of these key points:
- i. Briefly describe the objectives of the class visited (the plan for the class that day).
 - ii. Describe the method(s) of instruction used and the organization of the material presented to the class. (The observer will note if the instructor connects theoretical concepts with praxis, and whether the instructor engages with structural oppression and/or intersectional theory/method.)
 - iii. Describe the form, extent, and quality of student participation in the class visited.
 - iv. What suggestions are offered to the instructor?
- F. The evaluator must **observe at least 50 minutes of the faculty member's class**. Preferably, the evaluator should observe the entire class session of a Tuesday or Thursday class and the first half of a three-hour class.

- G. The evaluator will **meet with the faculty member after the completion of the class observation** to discuss the faculty member's self-assessment of the class, both in terms of student learning and faculty satisfaction. This meeting does not have to occur immediately following the class session, but soon after as convenient for both parties. The meeting should occur before the evaluator writes the observation report and requests the faculty member's signature on that report.
- H. This meeting permits the possibility that the faculty member's own self-assessment will appear on the report. To facilitate this aspect of the assessment, when the two faculty members meet, the observer will ask the teacher to comment *first* on the teacher's own assessment of the class outcomes. Since the teacher's demonstrated ability to be self-aware and self-regulating are laudable qualities in and of themselves, they will be placed on record as part of the classroom observation report.
- I. The Committee members will **provide the faculty member with written reports** of classroom observations as well as the complete performance evaluation at least one week prior to the due date, thus preserving sufficient time for the faculty member to discuss his/her performance review with the Committee.
- J. The complete performance report includes an evaluation of the faculty member's scholarship and service. For the evaluation of scholarship, the Committee invites working drafts of articles and conference papers in addition to published materials. For the evaluation of service, the Committee invites descriptions of the responsibilities and initiatives pertaining to the faculty member's own committee work. The Committee's **fair evaluation will give greater weight to the quality of the performance reflected in the data, than to the quantity of the data.** Although welcome to participate, adjunct faculty are not required to engage in service activities and therefore will not be evaluated on their service contributions.
- K. **The Committee members will practice self-awareness and self-regulation** regarding rules of professional conduct, observing both rules for confidentiality in evaluation practices as well as establishing its own standards for collegial interaction. Committee members should work toward consensus and deal constructively with disagreements. Committee members may also wish to consider this friendly suggestion: happily find a way to celebrate the completion of your work!

Appendix B

Department of Women's and Gender Studies Screening Committee Charge

The general duties of the committee are to screen and evaluate applicants for possible teaching positions within the Department and to present its recommendations to the Department for action. To provide us with a specific and well-developed definition of our charge in the context of the current job market, we detail the following additional six areas of responsibility.

- A. The Committee will **recruit** applicants for the listed position.
- B. As part of WGST commitment to diversity and fair hiring, and in keeping with the policies laid forth by the **Office of Social Equity**, the Committee will adhere to the following guidelines. If these guidelines are ever in conflict with those of the Office of Social Equity, the Committee will defer to the guidelines of the Office of Social Equity.
- C. The Committee will **communicate their commitment to diversity** in the Department of WGST. Our inclusive search process will reflect the equity standards currently valued both inside and outside the academy. Throughout the course of the search process the committee will continue to discuss the best ways to advocate for an equitable, collegial work environment as well as the best ways to resist discriminatory claims and behaviors.
- D. The Committee will **investigate** candidates to insure that the short-list of people ranked for on-campus interviews deserves the Committee's full endorsement to the Department. The Committee has failed to do its job if it recommends a candidate who has successfully deceived the Committee about his/her job qualifications or has successfully manipulated Committee members into an unjustified recommendation. For example, we should not recommend a candidate who has falsified entries on his/her CV, or grade transcripts, or teaching evaluations, or publishing record.
- E. In the investigative role, the Committee should be actively engaged around gathering information on applicants rather than relying solely on what they give us. Due to time constraints, the Committee will most fully research the short-listed people ranked for on-campus interviews. During the research process, the Committee should be alerted if something seems amiss in an applicant's paperwork or reference checks. If the Committee finds cause for concern, the Committee should make a reasoned and informed decision about the problem; this decision may itself require more investigation.
- F. The Committee will **evaluate** applicants with criteria it has selected and justified relative to the job description. Several steps of evaluation will increasingly refine the selection process, following the rules of the Office of Social Equity.
 - a. The Committee will first evaluate applicants with an approved Screening Instrument.

- b. Next the Committee will evaluate the Telephone short-list applicants with an approved Interview Instrument which has been paired up with approved Interview Questions.
 - c. Finally, we will evaluate applicants' references with an approved Reference Instrument.
- G. For the on-campus interviews, the Committee will develop evaluation forms for the Teaching demonstration and the Scholarly presentation. These forms will be designed to gather feedback from Department Faculty, Executive Committee, undergraduate students, and other members of the university community who attend the public presentations. The Committee will distribute and collect these forms, tabulating them for the benefit of WGST Faculty. Evaluation forms will have instructions for the individual to list their name; the Committee will not consider anonymous forms as viable evaluations and they will not be taken into account in the tabulation process.
- H. All of the forms for evaluation are required by the Office of Social Equity and need to be approved by that office.
- I. The Committee will **self-regulate** around rules of professional conduct, observing both rules for confidentiality in hiring practices as well as establishing its own standards for collegial interaction. Committee members should work toward consensus and deal constructively with disagreements. (See Confidentiality Statement, below.)
- J. The Committee will **plan and host the candidates' on-campus interviews**, providing for travel arrangements, hotel reservations, and meal guests. Candidates will receive printed agendas for their campus visits prior to their departures from home. The Committee will facilitate meetings between the candidates and faculty, administrators, and students. Successful on-campus interviews are informative for the candidates, give candidates the opportunity to demonstrate how they can contribute to the Department of WGST, and provide members of the university community with sufficient interaction with candidates so that a fair evaluation of the candidates' skills can be accessed. All candidates should be treated as future colleagues who are welcomed and valued on this campus.

Screening Committee Confidentiality Statement

Goal: Our search should distinguish between a transparent process and confidential content in order to promote and balance both of these important values.

In the absence of any written Confidentiality Policy offered by the WCU Human Resources office, we will use as our primary guide this statement from the University of Virginia:

Matters of confidentiality may prove troublesome to search committee members, given the need to protect the integrity and candor of member-to-member discussions as well as the

identity of candidates. In accepting committee membership, each faculty member assumes a responsibility to limit discussion of candidates to those persons within the institution from whom it is appropriate to seek input or who otherwise have a need to know, and to those persons outside of the institution who serve formally or informally as references or recruiting sources.

We understand that several points emerge from confidentiality policies.

- A. Search committees are dealing with confidential letters of recommendation in the professional dossier as well as confidential materials such as grade transcripts. These materials should remain confidential.
- B. No applicant has any right to information about other applicants, nor how other applicants stand in the evaluation process, nor what Committee members have said about any applicant. No applicant should be given information which is rightly the domain of the Screening Committee, for no applicant is a member of the Screening Committee.
- C. All Screening Criteria, Interview Questions, Interview Evaluation Sheets, and Reference Check Questions and Evaluations are confidential documents that should not be accessible to any "internal" applicants currently or recently employed by the Department of WGST.
- D. Once a hire is made, none of the Screening Committee's evaluative discussions have any legitimate use or relevance. Committee evaluation discussions have to be carried out in earnest about the relative merits of one candidate over another. Nothing said is meant to be used "against" the new hire in any way—and repeating such material out-of-context is not extending to the new hire an appreciative and fair welcome into the new workplace.

_____ May 2016 _____

Date ratified