

## **The Department of Women's Studies Plan of Organization**

- I. Governance
  - A. A "Committee of the Whole" is responsible for all academic decisions concerning courses offered (including special curricular programs such as a "Polyseminar") and all requirements for the certificate and degree programs. This committee shall be composed of all tenured and tenure-track faculty, non-tenure track faculty who are appointed on ongoing, multi-year contracts, the assistant director/senior academic advisor, one graduate student (elected by the Ph.D. students), and one undergraduate student (elected by the majors). This committee shall meet no fewer than three (3) times a semester, which together constitute our "all-unit assemblies."
  - B. The chair, tenured and tenure-track faculty, and a representative from the graduate students (must have advanced to candidacy) are responsible for admissions to graduate programs.
  - C. The chair, tenured and tenure track faculty, and the assistant director/senior academic advisor are responsible for selecting graduate assistants and graduate teaching assistants supported by WMST funds.
  - D. The chair and/or her designee are responsible for hiring of staff on Women's Studies lines and hiring of temporary faculty teaching Women's Studies courses, including summer school courses.
  - E. The chair is responsible for the administration of the budget and for course assignments, course loads, and scheduling.
- II. Regular Faculty Appointments, Promotion, and Tenure (This section will be reviewed in compliance with new APT guidelines by April 4)
  - A. Procedures for appointment, promotion, and tenure are determined at the campus level. Women's Studies Department guidelines are intended to clarify but not contradict or override campus procedures.
  - B. All appointments of tenure track faculty are to be approved by a majority vote of the tenured and tenure track faculty of the Department.
  - C. The Chair will provide a newly appointed Assistant or Associate Professor on tenure track with copies of the current University and College Guidelines for Promotion and Tenure.

- D. The Chair will meet each year with junior faculty members to discuss their research and scholarly achievements, as well as their record of teaching and service, in order to give them a sense of how they are progressing toward the requirements of tenure.
- E. In order to judge a junior faculty member's teaching record at the time of tenure review the tenured faculty will make periodic visits, over the course of the appointment, to that faculty's classes. They will also examine syllabi, sample examinations, and any other materials deemed pertinent, including student evaluations and written statements from individual students and faculty members here or elsewhere have an informed knowledge of the candidate's teaching performance. Written reports, which will be evaluated by the APT Committee at the time of tenure review, should be placed in the junior faculty's file.
- F. The department will expect evidence (to be evaluated at the time of the tenure review) of a willingness and an ability to serve. The department will, however, make every effort to protect junior faculty from excessive service responsibilities.
- G. In the spring of the year before the candidate is up for tenure and promotion (and promotion to full), the Chair will appoint a sub-committee of three faculty, whose responsibility it will be to make a recommendation to the departmental APT Committee. If it is thought desirable or necessary, the Chair may appoint appropriate faculty members from another department to this subcommittee.
- H. The departmental APT Committee will consist of all tenured faculty at the rank of Associate Professor or, in cases of promotion to full, Full Professor. The candidate's complete dossier will also be available to other departmental faculty, who are invited to make suggestions to the APT Committee although they cannot vote.
- I. The candidate for tenure and promotion (and promotion to Professor) is responsible for preparing a complete dossier, following University and College guidelines. This to be completed by the beginning of the Fall semester of the tenure/promotion year. It will be available to appropriate faculty members in the Chair's office.
- J. The Chair is responsible for assuring that all requirements, procedures, and timetables set forth by University and College guidelines for Promotional and Tenure are strictly followed.

### III. Periodic Evaluation of Faculty Performance

- A. With the intent of facilitating continued professional development of the faculty, Women's Studies faculty members shall undergo formal periodic review of their professional activities every 5 years. For the purposes of this Policy, the term "faculty" shall be defined as tenured faculty, and instructors and lecturers with job security. The primary purpose of this periodic faculty review is to:
1. recognize long-term meritorious performance;
  2. improve quality of efforts in teaching, scholarship, and service;
  3. increase opportunities for professional development; and
  4. uncover impediments to faculty productivity.
- B. Separate reviews mandated for consideration for promotion in rank or for review of faculty administrators may substitute for this faculty review. In those cases, those review policies shall take precedence. Review processes mandated for the distribution of merit pay and/or for contract renewal may be used as part of the comprehensive review of the faculty member.
- C. The principal instrument of the periodic review of faculty shall be a written report generated by the faculty member under review that addresses for the period of review:
5. teaching, advising, and other educational activities;
  6. research, scholarly, or creative activities; and
  7. documented service activities to the University, state, nation, professional community, or other organization.
- D. The written report shall be appraised by the department APT committee. Faculty under review shall have the opportunity to review the peer appraisal of their activities generated by this process and shall have the right to attach a response prior to submission to the Chair. Faculty choosing to exercise this option shall either submit the response to the review committee within 14 calendar days of receipt of the appraisal, or establish an agreeable alternate deadline with the APT committee for submitting the response.
- E. The review portfolio, consisting, at the minimum, of the faculty member's written report, the review committee's appraisal, and the faculty member's response, if that option has been exercised, shall be submitted to the Chair in a timely manner.

F. The results of a periodic review will have major influence on a faculty members' future, and on the rewards to the faculty member. The results of a review should generate discussion between a faculty member and the Chair, who shall prepare a firm written development plan, with timetable, for enhancing meritorious work and improving less satisfactory performance.

#### IV. Merit Pay Distribution

##### A. Guidelines of the Salary Committee

The Salary Committee is directly elected by the tenure-track and tenured faculty of Women's Studies, and shall contain a distribution of faculty ranks, gender and racial distribution, and various scholarly interests. It is recognized that this distribution may not be achievable on a year basis, especially in such a small department, but over a period of years a reasonable degree of representation shall be achieved.

The basis for distributing merit increments follows UMCP policy endorsed by the Campus Senate on May 22, 1991, and gives significant recognition to (1) teaching, (2) scholarship, (3) creative activity, (4) service, and may at times appropriately recognize (5) longevity.

Women's Studies own underlying philosophical principles also give strong weight to achieving equity within the department, college, and campus, as possible and appropriate. To meet these ends, the following guidelines are established.

1. Prior to evaluating individual faculty and determining the distribution of merit pay, the Committee shall identify possible cases of inequity and determine if an amount of money should be set aside for necessary adjustments, usually in the form of "lump sum" payments.
2. Merit awards are made in the form of fixed dollar amounts rather than a percentage of salary.
3. Three units of merit are used by the Committee in its evaluation of faculty: merit, extra merit (one-and-a-half), and double merit. (See below for a detailed explanation of each.)
4. Committee members shall absent themselves from all discussion and any decision concerning their own equity or merit award.
5. If the two elected members of the Committee cannot reach agreement on the equity or merit award of a third committee

member, the Department Chair will vote with the Committee so that a majority may prevail.

6. The Department Chair and the Salary Committee shall be available to discuss salary with any faculty member who so requests.

## B. Procedure and Practice

1. Election to the Committee shall be for a three-year term with one person elected each year so that every member of the department has the opportunity to serve. The longest serving member of the Committee shall serve as Chair.
2. Although the Committee should attempt to reach consensus on all equity and merit decisions, a majority vote shall prevail.
3. Early in the second semester of each year, the Committee shall establish a timetable for salary review and will collect a Professional Information Form from every faculty member, on which will be listed relevant professional activities for the past three years. Faculty should include whatever other explanations or background information that they feel will help the Committee in their deliberations, plus an updated, complete, and signed curriculum vita. Teaching evaluations for the prior year's classes shall also be reviewed.
4. Normally, the first task is to identify possible cases of inequity and then to determine the amount of money to be set aside for necessary adjustments. This is generally done by comparing salaries and relative achievements of particular faculty with their in-rank peer group and also with years-in-rank peers in similar program/departments around the college.
5. Once the amount of equity pool has been decided, the Committee discusses each faculty member using the data on the Professional Information Form and the vita, according to the following general rules:
  - a. When MERIT is awarded, it is awarded to those who are engaged in high quality work in:  
  
*teaching*, as indicated by teaching evaluations, and other criteria such as awards and recognitions, by the development of new courses that meet programmatic needs, and by extensive/intensive pedagogical initiatives.

*scholarship*, as indicated by criteria such as awards and recognitions, by publications or appropriate professional/creative presentations such as exhibits, readings, performance. In addition, anyone who has published a full-length book or presented in a similarly major professional setting (e.g., artist's major retrospective exhibition) is guaranteed three subsequent years of full merit award in addition to any extra reward they may have received at the time of presentation (see also below).

*service*, as indicated by criteria such as awards and recognitions, by exceptional breadth of service across the campus, university system, and the communities which we are mandated to serve, by principle initiation/authorship of major department and campus initiatives and documents, by workshops and teaching events offered to communities in addition to the University, and at the service of the department.

*longevity*, in the case of faculty members who have consistently met the high standards of performance of teaching, scholarly activity, and administrative duty that is regarded as the norm in Women's Studies.

- b. EXTRA MERIT (merit-and-a-half) is generally used to reward those who, in the Committee's judgement, have achieved more than that required for full merit, but whose work does not fall into the double merit category. One example would be the publication of an edited book of documents or essays which may be judged not to be the equivalent of a full research monograph.
  - c. DOUBLE MERIT is awarded to those who publish significant works of research or who make similarly major and significant creative presentations, on the scale of a major scholarly monograph, and it is awarded in the year of publication/production. If the book/creative activity was awarded double merit at the time of promotion and before its actual publication/production, the faculty member does not receive an additional double merit in the year of its appearance.
6. At the conclusion of its work for the year, the Committee presents a general report to the Department outlining the way in which principles and procedures were implemented in the particular year.

### C The Committee and the Department Chair

1. The Committee, meeting separately, shall present its recommendations to the Department Chair. If, for any reason, the Chair disagrees with the Committee's recommendations, the Chair shall explain the decision and seek overall consensus with the Committee. The Committee is not only advisory but acts with the Department Chair to distribute merit dollars.
2. The Department Chair will report the Committee's decisions to each faculty member before sending any recommendations to the Dean.
3. The Committee will explain the basis of its decisions to any faculty member who requests this.

### V. The "Program"

The Department of Women's Studies has a commitment to the widest possible circles of inclusion. Our constituency is broadly defined and we feel both the accountability and responsibility to meet the needs of the larger community of scholars doing research on women and gender, both within the University and outside the boundaries of the University. Although the Women's Studies "Program" ceased to exist within the official campus bureaucracy after the Department came into existence, Department faculty and staff and faculty and staff housed in other campus units but affiliated with Women's Studies have created an informal Program structure to continue the many benefits of a campus-wide community of scholars and teachers in Women's Studies.

- A. The Program will consist of the Women's Studies Department Chair (who is also the Program Director) and Core (Department) faculty and staff; plus Affiliate faculty and staff, Adjunct faculty and staff, and Friends of the Program who share the goals and purposes of Women's Studies and wish to be associated with the Program and actively work on behalf of the Program in the task of building a campus-wide community of Women's Studies researchers and instructors.
- B. The degree of involvement may take many forms, including teaching cross-listed courses at the undergraduate or graduate level, understanding women's studies research and scholarship, serving on Program committees, and attending Program functions. All Program Affiliates, Adjuncts, and Friends are expected to be knowledgeable about and to

disseminate information concerning the women's studies academic program and to advise students with respect to course selection within the major and the certificate options.

- C. Individuals who wish to be appointed Affiliates, Adjuncts, or Friends of the Program should submit 1) a current curriculum vita and 2) a statement which makes clear the individual's qualifications of this status and the nature of the involvement s/he offers the Program. The Chair, in consultation with the department, will review these materials and determine the appropriate appointment.
1. Affiliate Faculty and Staff: Affiliate status is granted only to faculty and staff who are already employed by the University of Maryland and at the rank already held by the appointee. Where the individual does not already have a professorial rank, the appointment will be at a level commensurate with her or his qualifications, consistent with standards established for regular tenure-track faculty or associate staff. The titles of Affiliate Professor, Affiliate Associate Professor, Affiliate Assistant Professor, and Affiliate Staff are authorized. According to University regulations, tenure cannot be earned on a affiliate appointment, nor can affiliates receive any portion of their University salary from the Women's Studies Department.
  2. Adjunct Faculty and Staff: Adjunct status may be granted to faculty and associate staff members who are not employed by the University of Maryland. Adjunct faculty may be already paid on contract by the Women's Studies Department, when appropriate. Tenure, however, cannot be earned on an adjunct appointment.
  3. Friends of the Program: The category designated "Friends of Women's Studies" permits a close affiliation with the Department for those who are not able to serve as affiliate faculty or staff because of their other scholarly interests and commitments or their employment status. The primary responsibility of a "Friend of Women's Studies" is to serve as a resource, to whom members of the Women's Studies community could turn for advice and support on issues or actions related to the Friend's expertise and interest. Her or his active participation in Program planning (e.g., service on adjunct committees) is welcome but not required.
- D. Program Committees may be set up to coordinate the campus-wide community of Women's Studies scholars. These committees will not be responsible for the internal affairs of the Department.

VI. This Plan of Organization shall be reviewed every five years by the Committee of the Whole (see IA).

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