

**Appendix A:**  
**Instrument of Governance**  
**Women's and Gender Studies Program University of North Carolina at Greensboro**

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**I. Purpose**

The purpose of the Instrument of Governance is to codify the structures and policies through which faculty initiate and participate in the academic and administrative affairs of the Women's and Gender Studies Program.

**II. Program Mission**

The central mission of the Women's and Gender Studies Program is to: explain how gender is produced within social institutions; explain how these institutions affect individual lives; and analyze the mutual constitution of gender, race, ethnicity, class, sexuality, nationality, and religion. The Program addresses issues such as neglect, omission, and bias in curricula and scholarship while honing critical thinking skills vital to a liberal education. Faculty in WGS further this vision through their teaching, research, and service.

**III. Program Focus**

Our mission is advanced through our work as an academic unit offering bachelors and masters of arts degrees as well as a post-baccalaureate certificate program. Co-curricular programming and community involvement are also vital to the mission of the Women's and Gender Studies Program. In order to disseminate information about and advance research in women's and gender studies across campus, regionally, and nationally, WGS sponsors visiting scholars, lectures, films, arts events, and conferences. The program serves the local community through internships and by maintaining relationships with local organizations. The community-based Friends of Women's and Gender Studies supports the program's community engagement goals and collaborates in development and advancement initiatives.

**IV. Residence**

The Women's and Gender Studies Program is housed in the College of Arts and Sciences, and the Director reports to the Dean of the College.

**V. Basic Structure and Duties**

**A. Program Director**

The WGS program director shall be a tenured member of the UNCG faculty and is appointed by the Dean of the College, following consultation with the formally-appointed faculty of the program. Like department heads in the College of Arts and Sciences, WGS

program directors will normally be appointed for a four year term with the possibility of reappointment. Review of the WGS program director follows the same guidelines as the review of department heads. When the Director is appointed or reappointed, he or she negotiates the conditions of their appointment with the Dean of Arts and Sciences and the Head and Dean of their tenure home. In the event that the director's tenure home is not in WGS, as indicated in the MOU with the Dean's office after the 2014 external review, the Director's teaching normally will be bought out from the home department by the College in order to concentrate their teaching in the WGS program.

The program director performs these ongoing tasks:

- Administrative planning and oversight, including:
  - budget;
  - course scheduling;
  - curriculum development and assessment, in cooperation with the heads of undergraduate and graduate studies committees;
  - program document updates, with the WGS Administrative Council;
  - charges to existing committees, assignment of committee chairs, and creation of ad hoc committees;
  - planning and facilitation of regular meetings. Faculty usually meet once per month. Administrative Council meets at least once per month;
  - personnel hiring, assessment, and professional development; and
  - initiation and oversight of strategic planning and program review.
  
- Faculty planning and oversight, including:
  - request funding for and recruit faculty, including tenure track, part-time, and AP professional appointments;
  - assign teaching and other faculty duties in accordance with the Faculty Workload Policy and/or faculty Memoranda of Understanding;
  - oversee recruiting and reappointing cross-appointed faculty members.
  
- Program development, including:
  - advocacy for the program to other academic administrators, other WGS programs, and community organizations;
  - fundraising and grants development;
  - public relations activities; and
  - work with WGS Friends and other community organizations.

## **B. Faculty**

As befits an interdisciplinary program at UNCG, the faculty of Women's and Gender Studies includes standing, cross-appointed, and affiliated faculty .

### **1. Standing Faculty**

Standing faculty include the following:

- Faculty for whom Women's and Gender Studies is their tenure home, including

- jointly-appointed faculty with a tenure home in WGS;
- Faculty for whom Women's and Gender Studies is their secondary department/program, including jointly appointed faculty with a tenure home in another department or program;
- Any full-time lecturers employed by Women's and Gender Studies..

## **2. Cross-appointed Faculty**

Cross-appointed faculty have negotiated Memoranda of Understanding that govern their appointments following the process laid out in the Procedures for WGS Cross-Appointment.

All standing and cross-appointed faculty members:

- attend WGS faculty meetings;
- generate the discourse that shapes WGS's mission and long range planning;
- vote on major changes to curriculum, policy, and program direction; and
- as appropriate to rank, vote on personnel decisions.

## **3. Affiliated Faculty**

Affiliated faculty may hold any rank, from lecturer to full professor, be part-time or full-time, academic professionals or tenure track faculty. They may attend WGS faculty meetings and participate in dialogue but will have no voting rights in the WGS program. Affiliated faculty may teach related courses, serve on WGS committees, and be otherwise active in the WGS program.

### **C. Committees**

Changes to the program usually will be brought to the faculty by the relevant committee. WGS standing committees shall consist of the following:

**Administrative Council:** This committee includes the program director, the directors of graduate and undergraduate study, tenure-stream standing faculty members, and the program administrator(s). They address administrative issues as they arise and recommend actions to be pursued by the committees or in meetings of the faculty. The Administrative Council is also in charge of co-curricular programming.

**Undergraduate Studies Committee:** The Undergraduate Studies Committee is chaired by the Director of Undergraduate Studies and includes at least three formally appointed faculty members, preferably faculty who regularly teach in the WGS curriculum. The committee may also include affiliate faculty. The committee will invite and assess applications for cross-listed courses; identify and implement strategies for student recruitment; assign advisors and approve courses of study; recommend updates to program learning goals; formally assess established learning outcomes; bring recommendations for curricular revision to the faculty; review new course proposals; carry out regular review of the undergraduate curriculum, including core and cross-listed

courses; and do observations for non-tenure-stream faculty teaching WGS courses. The Director of Undergraduate Studies also oversees advising for WGS majors and minors.

**Graduate Studies Committee:** The Graduate Studies Committee is chaired by the Director of Graduate Studies and includes at least three formally appointed faculty members, preferably faculty who regularly teach in the WGS curriculum. The committee may also include affiliate faculty. The committee will invite and assess applications for cross-listed courses; identify and implement strategies for student recruitment; assign advisors and approve courses of study; recommend updates to program learning goals; formally assess established learning outcomes; bring recommendations for curricular revision to the faculty; review new course proposals; and carry out regular review of the graduate curriculum, including core and cross-listed courses. The Director of Graduate Studies also oversees advising and the plans of study for MA students.

**Standing Personnel Committee:** The Standing Personnel Committee includes one chairperson and at least three faculty members. All must have formal appointments to WGS. At least one member normally is a full professor from the College of Arts and Sciences with experience as a department head or on the College promotion and tenure committee. At least one member normally is an associate professor and one normally is from outside the College of Arts and Sciences. Faculty will serve three-year terms. A rotation system should be used to assure the committee always benefits from experienced members.

As stated in WGS Guidelines and Procedures for Promotion and Tenure, the Standing Personnel Committee is appointed by the WGS Program Director. The chair of this committee must be a full professor and its members associate and full professors. This committee is charged with conducting a yearly review of faculty who have a tenure home in Women's and Gender Studies, and with producing a written evaluation to be sent to the Director of Women's and Gender Studies. The Standing Personnel Committee Chair presides during third year review and promotion and tenure deliberations assisted by the Committee. The Standing Personnel Committee is charged with writing a summation of the opinions expressed during deliberations and conveying the vote and summation to the director. (Also see II and III of the Promotion and Tenure document.) If any member of the Personnel Committee cannot take part in a promotion review due to that person's rank (being associate when considering someone for promotion to full), the Personnel Committee will appoint a replacement committee member for the promotion process.

Along with the Director of Women's and Gender Studies, the Standing Personnel Committee monitors, evaluates, and updates procedures related to promotion and tenure within the guidelines provided by the College and University and in relationship to other WGS documents. This includes procedures related to joint appointments. For joint appointments, review of procedures is especially important and includes conferring with the WGS director, and through her/him, the director/chair of the joint appointment program/department and the standing personnel committee of the joint program/department. Assessments of procedures as new faculty are hired and in the third year review are especially important.

**Sally and Alan Cone Fund Awards Committee:** The Cone Awards Committee will consist of one chairperson and at least three formally-appointed and affiliate faculty members, preferably including one person who has taught a core course in the program. The committee will administer currently established awards, make recommendations for award policy revisions, present awards in the spring (normally at graduation), and provide annual reports on applications and awards granted.

**Linda Arnold Carlisle Faculty Research Award Committee:** The Carlisle Awards Committee will consist of one chairperson and at least three formally-appointed and affiliate faculty members. The committee will administer currently established awards, make recommendations for award policy revisions, present awards in the spring (normally at graduation), and provide annual reports on applications and awards granted.

**Linda Arnold Carlisle Excellence Professorship Committee:** The Excellence Professorship Committee meets as needed. Guidelines are stated in the document establishing the professorship.

**Special committees** may be appointed by the program director on an ad hoc basis. These may include such committees as faculty development, search committees, and conference committee. The make-up of special committees will reflect the charge of the committee and special committee appointments shall end when the specific project is completed.

## **VI. Policies**

Votes to make major changes to curriculum, policy, and program direction occur during regularly-scheduled WGS faculty meetings, usually held monthly and scheduled early each semester. If a vote is to occur at a meeting, notice will be circulated with the agenda. Quorum consists of voting members present for the meeting. Decisions will be made by majority vote.