Governance Document:
Department of Cultural, Gender, and Global Studies
Last Amended February 22, 2013

Constituent Programs (alphabetically):
  Global Studies, Interdisciplinary Studies, Women’s Studies.

Department Mission:
Individually and collectively, the constituent programs of the Department

- value global learning and promote educational experiences that facilitate both local-to-global and global-to-local connections,
- promote and support peer-reviewed and/or juried disciplinary, multidisciplinary, cross-disciplinary, and interdisciplinary research and creative activity,
- develop and maintain innovative academic programs at both the undergraduate and graduate levels,
- celebrate diversity in their students, faculty, staff, and community supporters and promote diversity in teaching, scholarship, and community engagement,
- encourage and value both individual and collaborative scholarly and pedagogical projects,
- foster an environment for the exploration and investigation of new modes of teaching, research, and learning.

Department Vision:
The Department values all of its constituent programs equally and strives to create governance structures that are representative, respectful, equitable, and transparent.

The Department supports the programs as they share their vision with students through innovative curricula, student research opportunities, community engagement, and involvement with service learning, internships, study abroad, and other curricular and co-curricular learning activities. The Department also promotes creative and imaginative engagement in cross-disciplinary investigation of complex systems and problems.

The Department strives to be a statewide and national leader in interdisciplinary and multidisciplinary scholarship and teaching, simultaneously promoting the distinctiveness of the constituent programs and creating opportunities for collaboration and cooperation among them.
Department Personnel:

- Chair
  - The Chair is appointed by the Dean, in consultation with the Department faculty, according to the procedures outlined in the Faculty Handbook.
  - The Chair is expected to be a tenured faculty member hired into or affiliated with one or more constituent Programs in the Department.
  - The Chair may not simultaneously serve as Department Chair and as Director of one of the constituent programs of the Department.
  - The Chair’s responsibilities are defined by the Faculty Handbook. Where consistent with the Faculty Handbook and with College policy, the Chair may delegate certain responsibilities to program Directors and/or Department faculty members, as appropriate.
  - The Chair encourages and supports good teaching, scholarly activity, and professional development within the Department.
  - The Chair reports on the Department budget at least twice per year to the Department faculty.
  - The Chair works in coordination with program Directors to ensure appropriate advising is provided to students in the Department.
  - The Chair, in consultation with the Advisory Committee, allocates departmental funds according to principles of equity, merit of proposed expenditures, and need.
  - The Chair allocates offices and other workspaces, in consultation with the Advisory Committee, with consideration to rank, years of service, and program and faculty needs.
  - The Chair, in consultation with the Advisory Committee, ensures that classroom and other teaching spaces are shared equitably among all the programs in the Department.
  - In all matters, the Chair shall represent all programs equitably, and shall allocate resources to programs fairly and equitably, regardless of her/his own program affiliation(s).

- Program Directors:
  - Each constituent program is led by a Director who is responsible for coordinating internal matters of the program and for representing the needs of the program to the Chair. A program Director may not simultaneously serve as Chair of the Department.
  - Program Directors also fill the role of Graduate Director if their programs have graduate certificate or degree programs.
  - Program Directors participate in the development of Departmental policies and take responsibility for their communication and implementation at the program level.
Program Directors communicate the needs of the program (personnel, space, fiscal, curricular) to the Department.

Program Directors serve as advocates for their respective programs and represent their programs and the affiliated faculty in their programs in the Department and in the University.

Program Directors prepare an annual report to the Department Chair in consultation with the faculty of the program.

Program Directors provide leadership in the recruitment and appointment of affiliated program faculty members.

Program Directors arrange the class schedule for the program as the program’s contribution to the class schedule for the Department, and advise the Chair concerning the comprehensive schedule for the Department.

Program Directors consult with the Chair concerning program faculty and the performance of their duties.

Program Directors encourage and support good teaching, scholarly activity, and professional development within the program.

Program Directors provide for appropriate advising of students majoring in the program.

Program Directors organize and coordinate the program faculty in developing, implementing, and evaluating short and long-range program goals, objectives, standards and programs, and in carrying out regular, ongoing assessment of the program.

Program Directors work with the program faculty to develop program standards and curricula and procedures that provide adequate preparation of graduates for professional or further academic endeavor.

Program Directors work with program faculty in organizing co-curricular activities for students.

Program Directors consult with the Department Chair with respect to program resources.

**Faculty:**

- Departmental faculty are defined as those faculty members who are assigned, by contract or by memorandum of understanding, at least 50% to the Department.

- Faculty in the Department belong to one or more constituent programs, as well as to the Department.

- Department faculty will meet regularly to consider the business of the Department.

- Department faculty may participate in the meetings of the programs with which they are affiliated, in accordance with program by-laws.
Affiliated faculty of each program will meet according to the by-laws of the individual programs.

A Faculty Senator is elected from among and by Department faculty members.

- **Staff:**
  - The work of the Department is supported by an SPA staff member. The staff member reports to the Chair and serves the needs both of the Department and of the constituent programs.

### Departmental Committees:

- **Advisory Committee:**
  - The Department Advisory Committee consists of the Department Chair, who chairs the committee, and the Director of each constituent program. In the event that a Director must be absent from a meeting of the Committee s/he may designate a member of her/his program to represent the program at that meeting.
  - The Directors represent affiliate as well as core faculty in their programs, and the Advisory Committee is the venue in which the full programs have equal representation within the department, regardless of how many core and affiliated faculty they may have.
  - The Advisory Committee may draft policies and make recommendations, which are then taken to the full faculty of the Department to be discussed and voted on.
  - The Advisory Committee meets monthly during the academic year (August through May); additional meetings may be called as needed.

- **Department Personnel Committee (DPC):**
  - The Department Personnel Committee functions in accordance with the provisions of the Faculty Handbook.
  - Only tenure-line faculty assigned 50% or more to the department are eligible to serve on the Department DPC and to vote in DPC elections.
  - DPC members serve staggered terms of three years.
  - The DPC consists of 4 voting faculty members and 2 Alternates (one tenured and one untenured).
  - Where practicable, Department faculty will elect at least one member from among the Department faculty in each program.
  - The Department faculty elects an EOA from among the tenured members of the DPC, as mandated by the Faculty Handbook.

- **Curriculum Committee**
  - The entire Department faculty comprises the curriculum committee for the Department. This committee discusses and votes on curriculum matters being sent forward to the College for approval.
Each program may have its own curriculum committee that deals with curriculum proposals related to that program. Such program committees will be constituted according to the bylaws of each program. Recommendations from program curriculum committees go to the Department Curriculum Committee for discussion and voting, before being forwarded to the Department Chair for approval.

- **Committee of the Whole**
  - The Department faculty constitutes a Committee of the Whole which meets regularly to discuss the business of the Department and the concerns of the faculty.

- **Other Committees**:
  - The Department may form additional committees, as needed.
  - Each program may have its own committees based on its program by-laws, as long as those committees are not in conflict with Departmental provisions. (For example, Programs are not eligible to have their own DPC, but they may have some alternative form of membership committee.)

**Tenure and Promotion:**

- Tenure and promotion processes in the department are subject to all relevant provisions of the Faculty Handbook and to all relevant policies of the College.
- It is expected that tenure-track faculty members hired into the Department will have their tenure home in the Department; however, faculty members having pre-existing alternative contractual arrangements at the time of the formation of the Department may have other tenure homes, by agreement between the faculty member and the Dean.
- Faculty members whose tenure home is the Department are subject to Departmental Tenure and Promotion criteria, which are inclusive of the many and varied forms of scholarly and creative work recognized and practiced within the constituent Units. (See separate Tenure and Promotion document.)

**Assessment:**

- Each Program is responsible for conducting assessment of its own degree and certificate programs.
- The Chair, in consultation with the Coordinating Committee, is responsible for assessment of the Department.