

Department of Gender & Women's Studies
University of Wisconsin-Madison

PERSONNEL POLICIES
(revised February 2011)

I. The Executive Committee

- A. Function
- B. Delegation of Authority of Executive Committee
- C. Membership
- D. Reporting Committees

II. Other Committees

- A. Departmental Committee
 - 1. Functions
 - 2. Membership
- B. Curriculum Committee
 - 1. Functions
 - 2. Membership
- C. Personnel Committee
 - 1. Functions
 - 2. Membership
- D. Research Committee
 - 1. Functions
 - 2. Membership
- E. MA Committee
 - 1. Functions
 - 2. Membership

III. Hiring Procedures

- A. Setting Hiring Priorities
- B. Faculty Joint Appointments
- C. Lecturers
 - 1. Determination of need; construction of PVLs
 - 2. Search committee procedures
 - 3. Reappointments
- D. Teaching Assistants

1. Application process
 2. Selection criteria
 3. Hiring decisions
- E. Academic Staff Other Than Lecturers
- F. Classified Staff

IV. Faculty Appointments

- A. Faculty Administrative Positions
1. Chair of the Department of Gender & Women's Studies
 - a. selection
 - b. duties
 2. Associate Chair of the Department of Gender & Women's Studies
 3. Director of the Center for Research on Gender & Women
 4. Director of Graduate Studies
- B. Joint Appointments (Budgeted Faculty)
- C. Non-budgeted Joint Governance Faculty
- D. Affiliate Faculty Members

V. Procedures for the Guidance and Evaluation of Probationary Faculty Members

- A. Appointment of Review Committees and Mentors
1. Review committee
 2. Mentor
- B. Annual Review Procedures
1. Timing and notification
 2. The dossier
 3. Vote and report
- C. Vote on Tenure and Promotion
1. Initial vote
 2. Final vote
 3. Coordination in the case of joint appointments

VI. Post-tenure Review

VII. Review of Annually Renewable Appointments

- A. Chair of the Department of Gender & Women's Studies
- B. Director of the Center for Research on Gender & Women

VIII. Merit Pay Recommendations

IX. Promotions

- A. Faculty Members
- B. Academic Staff/Classified Staff

X. Leaves

XI. Teaching Assignments

XII. Evaluation of Teaching

XIII. Nominations

I. The Executive Committee

- A. Function: Per section 5.21 of F.P&P, The executive committee will be responsible for and have authority to make recommendations concerning faculty appointments, recruitment, tenure decisions, leaves, non-retentions, dismissals, promotions, and salaries and other departmental budget matters, which are transmitted through the chair to the dean. It will decide who holds a joint governance appointment and who is appointed a department affiliate.

The executive committee shall have the power to review and make recommendations concerning the appointment, recruitment, non-retention, dismissal, promotion, appointment to indefinite status, or salary of academic and classified staff and other persons appointed within the department; or, for duties not departmentally administered, whenever those personnel actions affect the instructional activities or budget of the department.

The executive committee shall provide for the periodic review of the performance of every budgeted faculty member. Such reviews normally shall be conducted as part of the annual determination of recommendations for merit salary increments in years where merit pay is available. Such reviews shall provide for a faculty member to be heard on her/his own case, if she/he wishes, and for the faculty member to be informed of the outcome of the review. This responsibility may be delegated to the chair or a subcommittee of the executive committee.

The executive committee shall provide for the annual written evaluation of every probationary faculty member beginning with the second year of the initial appointment (see section 7.05 of F.P&P). In a year in which renewal/promotion is being carried out, this evaluation shall normally be part of that review.

The executive committee shall provide for the periodic review of tenured faculty.

Issues are decided by a majority vote, except for decisions about hiring, renewal and tenure, where a two-thirds vote is required (see sections V. B. 3 and V. C below).

- B. Delegation of Authority of Executive Committee: The executive committee may, by annual vote, delegate to a subcommittee or to the chair the authority to make recommendations with respect to any or all of the following matters—salaries, faculty recruitment, non-faculty personnel actions, equipment and supplies; the executive committee may *not* delegate to a subcommittee or the chair the matters listed in F.P&P 5.22C. The executive committee may delegate to the full professors of the department the authority to make recommendations for promotions to the rank of full professor.

- C. Membership. The executive committee is composed of all budgeted and joint-governance faculty appointments at the rank of associate professor or professor. The executive committee may invite budgeted probationary faculty members to participate in its deliberations, including budgetary and hiring decisions. After a full discussion of budgetary and hiring matters, the executive committee will go into closed session for final deliberation and a vote.
- D. Reporting Committees: One standing committee reports to the executive committee: the personnel committee.

II. Other Committees

A. Departmental Committee

1. Function: The departmental committee is responsible for policy and oversight in the areas of teaching, research and service. Any departmental issues not vested in the executive committee fall within the jurisdiction of the departmental committee, although the departmental committee may delegate to administrators the authority for handling these issues on a day-to-day basis. Issues are decided by a majority vote.

2. Membership: Members include: budgeted, joint governance and affiliate faculty, departmental lecturers and teaching assistants, research and project assistants employed by faculty members in the department, academic staff, classified staff, the UW System Women's Studies librarian. In addition the personnel committee will consider requests for departmental committee membership (2 year appointments) from graduate students (as many as 4), undergraduate majors (as many as 2), and community members (as many as 2). In order to retain departmental committee membership, each member must regularly attend departmental meetings and participate in at least one other standing committee of the department.

B. Curriculum Committee

1. Function: Recommends policy and handles a variety of issues in the area of curriculum and degrees: designs and supervises the major, the certificate and the graduate minor and certificate; sets policy for dealing with grade disputes and student complaints; sets priorities for the curriculum for each year; approves new courses, cross-listed courses; approves changes in courses, degrees or certificates that require divisional committee approval; and conducts yearly evaluation of the major.

2. Membership: Chaired by the associate chair of the department. The committee consists of departmental committee members who volunteer to serve on it, the student services administrator and the undergraduate advisor. It may include lecturers, MA students, graduate students pursuing a PhD certificate or minor in Gender & Women's Studies, and undergraduate majors.

C. Personnel Committee

1. Function: Makes appointments to ad-hoc committees, including annual review and tenure review committees for faculty with probationary appointments and for academic staff; promotion review committees for budgeted associate professors eligible for promotion to full professor; peer review teaching committees; and makes nominations for awards, honors and professorships. Recommends appointments to search and screen committees, subject to approval by executive committee.

2. Membership: Chaired by the chair of the department. The committee consists of tenured budgeted and joint governance faculty members in the department who volunteer to serve on it.

D. Research Committee

1. Function: Develops local and global networks for women's studies scholars; develops, administers and writes grants; sponsors events related to scholarship, including colloquia; selects honorary fellows; assists the director of the research center in development of activities; administers the Hyde, Washburn Willetts, and Bleier awards.

2. Membership: Chaired by the director of the research center. The committee consists of budgeted and joint governance faculty members in the department who volunteer to serve on it as well as affiliates, graduate students and undergraduate students who are interested in its activities.

E. M.A. Committee

1. Function: Oversees the Master's degree program, including reviewing and updating degree requirements, addressing funding issues, administering awards of research funds to MA students in Gender & Women's Studies, and organizing activities such as the fall orientation for incoming students. Gathers data on alumni and evaluates the MA program as necessary. Evaluates applications and makes decisions regarding admissions and funding.

2. Membership: Chaired by the director of graduate studies. The committee consists of budgeted and joint governance faculty members, and graduate students in the department who volunteer to serve on it. Graduate students do not participate in admissions or funding decisions.

III. Hiring Procedures

Hiring procedures are governed by University of Wisconsin-Madison *Faculty Policies and Procedures* and by directives in UW-Madison *Search Handbook for Faculty, Limited, & Academic Staff Appointments*.

- A. Setting Hiring Priorities: The departmental committee will discuss hiring priorities early in the spring. Ideally, the priorities are established as part of a long-term strategic plan. In the spring, executive committee votes on hiring priorities for the following year. The chair forwards the hiring priorities to the Dean as soon as possible.

- B. Faculty Appointments: For a search, the personnel committee recommends and the executive committee appoints an ad-hoc search committee, designating one person to act as chair. If this is a joint search with another department, the members of the committee will serve as representatives to the joint search committee. In the event of a target-of-opportunity or possible partner hire, the executive committee appoints a review committee. These committees report their assessment of the candidate's research and teaching and their recommendation to the executive committee.
Hiring decisions require a two-thirds vote of the executive committee.

- C. Lecturers:
 - 1. Determination of need; construction of PVL's: The chair, in consultation with the associate chair, determines the need for lecturers based on review of faculty members' plans for leaves and the courses proposed by the curriculum committee; the chair constructs and submits a short-term staffing request to the Dean's office at the appropriate time each semester.

 - 2. Search procedures. The chair, or an individual designated by the chair, and the associate chair review application materials, choose candidates to interview and conduct interviews. They bring their hiring recommendation to executive committee for a vote, unless timing requires delegation.

 - 3. Reappointments. In compliance with section II.5.2.C of the *Letters and Science Handbook*, lecturers may be appointed for one or both semesters for no more than three consecutive years without permission from the dean's office, since

appointing the same person for one or both semesters in a fourth consecutive year would change the person's employment status to "renewable."

D. Teaching Assistants

1. Application process. Aside from those MA students with guaranteed funding, the application for a teaching assistantship in Gender & Women's Studies includes a completed application form, one letter of recommendation, and any other available supporting materials, such as teaching evaluations from past assignments as a teaching assistant or lecturer.

2. Criteria for selection of TAs include: potential or proven effectiveness as a discussion group leader; past experience and success as a TA; knowledge of the subject matter covered in the course; overall progress and record as a graduate student. The department's MA students will be considered for TA positions as will PhD students in other departments. Gender & Women's Studies MA students will be given priority for TA positions provided there is an appropriate fit. In order to allow opportunities for more students to hold a TA position in Gender & Women's Studies, no student will be hired as a TA for more than a total of 4 semesters.

3. Hiring decisions. Aside from those MA students with guaranteed funding, the decision to hire a TA for a given course is made by the instructor of that course in consultation with the director of graduate studies. The placement of MA students with guaranteed funding is determined by the MA Committee in consultation with course instructors.

E. Graders: Graders are generally hired by the instructor for the course. Priority is given to Gender and Women's Studies MA students if an appropriate person can be found.

F. Academic Staff Other Than Lecturers: Hiring will be conducted in accordance with the *Wisconsin Administrative Code*: UWS, section 10, as adopted by the Board of Regents.

G. Classified Staff: The chair and associate chair are charged with hiring and evaluating classified staff. They are responsible for following all applicable OHR policies. If they deem it necessary, they can consult with the personnel committee.

IV. Faculty Appointments

A. Faculty Administrative Positions

1. Chair of the Department of Gender & Women's Studies

a. *Selection:* In general, the chair is understood to be serving a 3-year term. Annual renewal for years two and three will be done through a ballot to be forwarded to the dean. An ad hoc nomination committee will be appointed by the personnel committee at the end of the second year of the chair's term. The nomination committee will present a slate to the departmental committee by Nov. 15 of the third year of the term of the chair. All members of the departmental committee are given the opportunity to express their preference for chair by secret ballot. Ballots are tabulated by the department administrator and the associate chair and then forwarded to the dean. Voting members of the departmental faculty who are on leave are eligible to participate in the balloting, but not by proxy.

b. *Duties:* The duties of the chair are those outlined in F.P&P, section 5.31. The chair normally receives a two course release.

2. Associate Chair of the Department of Gender & Women's Studies:

a. *Selection:* The associate chair is appointed by the chair and usually serves for a 3-year term. The associate chair normally receives a one course release.

b. *Duties:* The associate chair chairs the curriculum committee and has responsibility for the curricular functions of the department, as outlined in section II.C.1.

3. Director of the Center for Research on Gender and Women:

a. *Selection:* An ad hoc committee appointed by the personnel committee will conduct a search, review applications, interview selected candidates, and make a recommendation to the executive committee. The director normally receives a one course release.

b. *Duties:* The director chairs the research committee and is responsible for the activities of the Center for Research on Gender and Women, as outlined in section II.D.1.

4. Director of graduate studies:

a. *Selection.* The director of graduate studies is appointed by the chair. The DGS does not receive a course release.

b. *Duties.* The DGS chairs the M.A. Committee and has responsibility for the functioning of the MA program, as outlined in section II.E.1.

B. Non-budgeted Joint Governance Faculty and Academic Staff: The personnel committee brings to executive committee its recommendations for appointments, renewals, and non-renewals of joint governance faculty and academic staff. The executive committee makes decisions about who holds a joint governance appointment, taking into consideration service to the department of Gender & Women's Studies, teaching, and research. Individuals who wish to be considered as joint governance faculty or academic staff will be asked to submit a letter of intent, in which they outline their commitment to service in the Department of Gender & Women's Studies as well as their experience in women's studies generally. Joint governance faculty members serve on departmental and executive committees as well as one other committee (such as Research, Curriculum, M.A., or Personnel). Joint governance appointments for faculty and academic staff will be for a 3-year term. Active members will be presumed to be interested in renewal; the personnel committee will review needed renewals each February.

C. Affiliate Faculty Members and Academic Staff

1. The personnel committee brings to executive committee its recommendations on the granting, renewal, or non-renewal of affiliations. Executive committee makes decisions about who holds an affiliation. Potential departmental affiliates will be asked to submit a letter of intent and *curriculum vitae*. Departmental affiliation is renewed every three years. An affiliate can request to become a joint governance appointment by submitting a new letter of intent.

2. Department affiliates may serve on the departmental committee and another committee (such as research or curriculum), but not on the executive or personnel committees.

V. Procedures for the Guidance and Evaluation of Probationary Faculty Members

These procedures apply to the guidance and evaluation process for all budgeted faculty appointments in Gender & Women's Studies, including those whose tenure home is Gender & Women's Studies and those whose tenure home is in another department. In the case of joint appointments, evaluation is coordinated with the other department. The

chair shall give a copy of this document to each probationary faculty member at the beginning of her/his appointment.

The criteria for evaluating performance and for the eventual recommendation for tenure are consistent with the general criteria outlined in FPP 7.14C and with the more specific criteria described in the guidelines provided by executive committee of the appropriate faculty division (Biological Sciences, Humanities, Physical Sciences, Social Studies). Copies of the relevant documents are provided to newly appointed faculty by the secretary of the faculty. It is the responsibility of the chair to communicate to the probationary faculty member any changes in criteria or in the goals of the Department of Gender & Women's Studies.

A. Appointments of review committees and mentors:

1. Review Committee. Beginning in the second year of appointment, at the beginning of each academic year, the Gender & Women's Studies personnel committee appoints a review committee, comprised of executive committee members, for each probationary faculty member. The review committee will usually consist of three faculty members following a general principle that one committee member should remain the same throughout the process, while the persons occupying the other position might change. This allows both for stability in evaluation and for more executive committee members to become familiar with the probationary faculty member's work.

In the case of joint appointments, the normal practice of the department of Gender & Women's Studies is to establish a joint review committee. If Gender & Women's Studies is the tenure home, then 1-2 members of the other department are invited to join this committee. If another department is the tenure home, then Gender & Women's Studies will normally send 1-2 members to participate in the review committee established by the other department. Should the other department strongly prefer separate committees, then Gender & Women's Studies will conduct its own review and convey the results to the other unit.

2. Mentor. The personnel committee, in consultation with the probationary faculty member, assigns a mentor the first year. The mentor must be an executive committee member of the Gender & Women's Studies Department or an executive committee member of another department who holds a faculty affiliate appointment in Women's Studies. The current mentor may not serve on the review committee. Each year the chair will check with probationary faculty members to make sure they wish to continue with current mentors. Both the mentor and the probationary faculty member may request a change for any reason. The role of the mentor is to provide guidance and support.

B. Annual review procedures:

1. Timing and notification. The times of the annual review of all probationary faculty members are established by the personnel committee each fall. This is done in consultation with the departments in which they hold a joint appointment, if applicable. The chair sends a letter to each probationary faculty member giving the date and time of the review (if the exact date is not known, that can be sent in a separate letter but the candidate must be notified at least twenty days in advance) and the names of the members of the review committee. The letter also requests the materials probationary faculty members should provide to the review committee and a date by which they should be provided. The letter also notifies them that they may request an open meeting when their review is discussed.

2. The dossier. The probationary faculty members should submit the following materials to the joint committee: a summary of all activities related to scholarship, service, and teaching; summaries of all student teaching evaluations and peer evaluations; copies of books, articles and other scholarly works published, in press, or in review; any other relevant materials. The review committee shall ensure that the probationary member's file contains all relevant material for evaluation. In the case of a joint appointment where separate review committees are convened, the same materials may be submitted to each committee.

3. The vote and report. The review committee provides a draft of a written report to the executive committee. The executive committee discusses the review, suggests changes to the draft, and votes as appropriate. Positive votes on renewal of appointments require two-thirds of those executive committee members voting (abstentions do not count as votes). Absentee ballots are not accepted. The chair notifies the faculty member as soon as possible of the outcome of the meeting; this may be done orally. Based on executive committee discussion, the final report is completed by the chair in consultation with the review committee. The chair, the mentor, and if possible, one or both members of the review committee meet with the probationary faculty member to discuss the review. The probationary faculty member may request to speak to the executive committee or may provide a written response to the report. Minor changes to the report may then be made before the report is sent to the Dean of Letters & Science. Copies of the final report are sent to the probationary faculty member and to the chair of the other department if this is a joint appointment. If separate review committees have been convened, members of the two review committees may meet to discuss issues related to the joint appointed faculty member.

C. Vote on tenure and promotion:

1. Initial vote. A review committee is appointed in the same way as for the annual review. Early in the semester before the initial vote on tenure and promotion the probationary faculty member is notified in writing of the membership of the review committee and the approximate date of the vote and is asked to submit a dossier. The review committee, having reviewed the materials provided by the probationary faculty member, prepares a written report to present to the executive committee. Members of the executive committee will be notified that the candidate's dossier is available in the department office. The meeting is closed unless an open meeting has been requested by the probationary faculty member. In an open meeting, the probationary faculty member may attend but does not participate in discussion. A positive vote for tenure requires **two-thirds** of those executive committee members voting in favor (abstentions do not count as votes). If this initial vote is positive, the department will solicit letters of evaluation from outside scholars and proceed to a final vote on tenure and promotion once those letters have been received.

2. Final vote. Once the exact date of the final vote is known, the probationary faculty member is notified in writing; this should be at least twenty days prior to the meeting; the letter also states that the faculty member may request an open meeting. The meeting for the final vote is closed unless an open meeting has been requested by the probationary faculty member. In an open meeting, the probationary faculty member may attend but does not participate in discussion. A positive vote for tenure requires **two-thirds** of those executive committee members voting in favor (abstentions do not count as votes). Votes will be written, signed ballots. The ballots will be counted by the chair and associate chair (or other members of the executive committee). Absentee ballots are not accepted. The executive committee may suggest changes to the review committee report.

The chair notifies the probationary faculty member of the results of the vote as soon as possible. The faculty member should be notified in writing of the decision of the executive committee within five working days. This notification also states that the faculty member will be given, on request, specific reasons for the decision.

The chair will make an effort to account for all executive committee members who were not present for the vote. The chair writes the tenure letter based on the review committee report as approved by the executive committee. This letter is forwarded to the appropriate divisional committee with the dossier.

3. Coordination in the case of joint appointments. In the case of a joint appointment with the tenure home in Gender & Women's Studies where there is a single review committee, the other department's representatives will present the report to their executive committee which will then vote on promotion and tenure. That department's executive committee then prepares a separate letter summarizing their assessment and vote. If the tenure home is in Gender & Women's Studies and there are two separate review committees, the other department will receive a copy of the Gender & Women's Studies review and will be notified of the vote. If the faculty member's tenure home is in another department, the Gender & Women's Studies executive committee will report its vote and will submit a letter reporting on our assessment to become part of the tenure dossier. In this case, there will most likely be a single vote, conducted after the outside letters have been solicited.

If Gender & Women's Studies is the tenure home, the chair, in consultation with the review committees of each relevant unit, will prepare the dossier for submission to the appropriate divisional committee, requesting materials from any other department if needed; if Gender & Women's Studies is not the tenure home, the chair and review committee will help provide materials for the dossier, such as summaries of student teaching evaluations and copies of peer evaluations of teaching in Gender & Women's Studies.

VI. Post-Tenure Review

Faculty members with a tenure-home appointment in Gender & Women's Studies will be reviewed every five years by a review committee appointed by the personnel committee. The faculty member who is to be reviewed will prepare a packet of materials including: an up-to-date curriculum vitae, copies of recent publications, and a statement of accomplishments over the preceding five years and future plans. The review committee will review these materials and will prepare a letter to executive committee reporting the results of the review. The executive committee may, in some cases, request a meeting with the faculty member to discuss progress and goals; it will prepare a final version of the review letter for transmittal to the dean.

For faculty members whose tenure home is in other departments who are undergoing post-tenure review, the chair will prepare a letter discussing accomplishments in and contributions to Gender & Women's Studies. Executive committee will review, revise and transmit this letter.

VII. Review of Annually Renewable Appointments

A. Review of Chair: The chair is reviewed by an ad-hoc committee appointed by executive committee, often composed of a former chair and the associate chair.

The committee brings its review to executive committee for a vote before transmittal to the dean.

- B. Review of Director of the Center for Research on Gender & Women: The Research Center director issues an annual report on the activities of the center. The research committee will review this report and write a letter to the chair evaluating the director's performance.

VII. Merit Pay Recommendations

In years where merit pay is available, recommendations for increases for faculty and academic staff will be made by personnel committee (upon delegation of this task by the executive committee. Merit pay recommendations for classified staff will be made by the chair and associate chair.

IX. Promotions

- A. Faculty: Promotions to Associate Professor with tenure are covered in section V. At the beginning of fall semester, personnel committee will determine whether any faculty whose tenure home is in Gender & Women's Studies are eligible for promotion to Full Professor, in accordance with F.P&P. Personnel committee will appoint a review committee for eligible faculty. The review committee will request a dossier from the candidate for promotion and will prepare a report. The report is presented to executive committee for a vote. The chair will prepare the letter and dossier to be submitted to the dean.

For faculty whose tenure home is not in Gender & Women's Studies, the department will either send a representative to the committee considering promotion in the other department or will provide a letter documenting accomplishments in and contributions to Gender & Women's Studies.

- B. Academic Staff, Classified Staff. The chair and associate chair will consider academic and classified staff for possible promotion every year at the time of their evaluation. If they feel that a promotion is appropriate, they will bring such a recommendation to executive committee.

X. Leaves

Executive committee will consider and vote on all requests for leave. Requests should be made as early as possible in order not to disrupt curricular plans.

XI. Teaching Assignments

Each year, the associate chair sends out a teaching preferences form to be returned by all budgeted faculty members. The curriculum is set by the curriculum committee and is presented to departmental committee for comment. As set forth in *Faculty Policies and Procedures* 8.02A, “no member of the faculty shall be absent from his/her classes or other regular duties at the university except by the permission of the chancellor or appropriate dean.”

XII. Evaluation of Teaching

- A. Student Evaluations: The department uses student evaluation forms for all Gender & Women’s Studies courses. Probationary faculty members and lecturers teaching a new course are asked to administer student evaluation forms at mid-term as well as the end of the term.

- B. Peer Review: Lecturers and probationary faculty members are also evaluated through in-class visitation during the first semester that they teach a new course. In addition, probationary faculty members will have a peer evaluator visit their class at least once a year. The peer evaluator is generally a member of the department’s faculty. The evaluator and instructor agree upon a mutually convenient date for the class visit. The evaluator completes an evaluation form which is placed in the instructor’s personnel file. The instructor receives a copy of the completed evaluation form and has the right to reply in writing. The evaluator offers the instructor an opportunity to meet face-to-face to discuss the results of the evaluation.

XIII. Nominations

At the beginning of each academic year, the chair will circulate announcements of competitive programs and awards, such as distinguished chairs, sabbaticals, faculty development grants, Romnes, Vilas and Kellett awards, teaching awards, etc. Faculty members who are interested in being nominated or making an application should contact the chair and should submit proposals and other materials as appropriate. The personnel committee will review the materials to determine whether to make a nomination. The personnel committee may also consider whether there are faculty who would be appropriate nominees who have not come forward and may contact them to urge them to apply. The chair, in consultation with personnel committee, will work with potential nominees/applicants to develop an appropriate nominations package. Nominations will be brought to executive committee for approval before being submitted.