

Bylaws: Gender and Sexuality Studies Program Committee

1. Mission and Vision:

a. Mission:

- i. Empower students to critically engage the constructions of gender and sexuality.

b. Vision:

- i. Gender and Sexuality Studies strives to be a vibrant program that intentionally:
 1. Includes students, faculty, staff, and community members with diverse perspectives and backgrounds
 2. Supports holistic learning in fear-free, inclusive spaces
 3. Embraces intersectionality (the complex relation of gender and sexuality to other aspects of identity)
 4. Fosters interdisciplinary curricular and community engagement
 5. Provides opportunities for activism and advocacy
 6. Prepares graduates for diversity in their professional lives
 7. Develops leaders who create a more equitable and inclusive society

2. Purpose of Gender and Sexuality Studies Program Committee (GSSPC)

a. The purpose of the GSSPC is to:

- i. foster the vision and mission of the GSS program;
- ii. ensure the development of the GSS curriculum;
- iii. support GSS-centric professional development opportunities;
- iv. foster the growth and development of a culture that supports gender and sexuality diversity on campus and in the community;
- v. provide strategic planning and progress monitoring regarding the effectiveness of GSS program's delivery of mission and vision

3. Membership

- a. GSSPC membership is open to current NMU faculty, staff, and students.

4. Officers (Director and Secretary)

a. Terms of Office

- i. Director term of office is three years,
 1. For more information about what this position entails, consult the [Director Duties document](#).
 2. Once elected, the Director-elect is expected to shadow the former Director until the duties are officially transferred at the conclusion of the Winter semester.
- ii. Secretary term of office is one year.

1. Duties of the Secretary include taking notes at GSSPC meetings and distributing them to members in a timely fashion, keeping track of voting eligibility, coordinating voting, and other duties as reasonably assigned by the Director
 2. Secretary is selected prior to and begins during the first meeting of Fall semester.
- b. Nominations, elections, and voting
- i. Director
 1. Nominations
 - a. Criteria to be candidate for Director of Gender and Sexuality Studies:
 - i. Continuing-Contract status, tenure, or tenure-track
 - ii. Attended at least 4 GSSPC meetings or retreats in the previous 12 months.
 - b. Those eligible to present themselves as candidates for the Director of Gender and Sexuality Studies will be notified of their eligibility a minimum of two weeks prior to nomination deadline.
 - c. Anyone interested in presenting themselves as a candidate for Director of the Gender & Sexuality Studies program must provide the following:
 - i. CV/resume
 - ii. Statement of Interest that details their vision for the position and how they are qualified
 2. Elections
 - a. Beginning of February: Statements and CVs due in shared GSS Google Drive
 - b. Middle of February: Secretary will initiate voting process
 - c. End of February: Voting will close, and Secretary will announce winner
 3. Term Limits
 - a. There is no limit to the number of terms an individual may serve as Director; however, there can be no more than 2 consecutive terms unless no one else is eligible and willing to serve.
 4. Voting
 - a. GSSPC members who have attended at least 3 meetings or retreats in the previous 12 months are eligible to nominate and vote.
 - ii. Secretary
 1. Nominations
 - a. Criteria to be candidate for GSS Secretary
 - i. Current faculty or staff status

- ii. Attended at least 3 GSSPC meetings in the previous 12 months
 - b. Call for nominations will occur three weeks prior to the first GSSPC meeting of Fall semester.
 - c. Nominations will be due two weeks before first meeting of the Fall semester
 - d. Anyone interested in presenting themselves as a candidate for Secretary of the Gender and Sexuality Studies program must provide the following:
 - i. Statement of Interest and qualifications
- 2. Elections
 - a. Application materials are due one week after the call for Secretary nominations
 - b. Elections will occur one week prior to the first meeting of Fall semester.
 - c. Secretary term will begin at first meeting of Fall semester.
- 3. Term limits
 - a. Maximum of three consecutive terms.
- 4. Voting
 - a. GSSPC members who have attended at least 3 meetings or retreats in the previous 12 months are eligible to nominate and vote.
- 5. Administrative Head
 - a. Appointment of Administrative Head
 - i. The GSSPC shall make recommendations to the Dean of the College of Arts and Sciences. The Dean of the College of Arts and Science shall appoint the Administrative Head.
 - ii. The Administrative Head needs to be someone not in AAUP (e.g., a department head, associate dean, dean, provost) to appoint faculty members to teach GN courses.
 - iii. An Administrative Head from outside the College of Arts and Sciences may be appointed when mutually agreed upon by the GSSPC, the Dean of the College of Arts and Sciences, and the Dean of the candidate's respective college.
- 6. Operating Procedures
 - a. GSSPC Meetings
 - i. The GSSPC shall meet monthly and as needed, on dates determined by the Director at the beginning of each semester
 - ii. Up to two retreats per academic year may be organized, if needed
 - iii. The Director will distribute an agenda to the GSS Interest List several days in advance of any meeting or retreat.
 - b. Voting Eligibility and Quorum

- i. Members eligible to vote on policy, positions of leadership, and budget shall be staff or faculty members who have attended at least three GSSPC meetings during the last 12 months from the date of current meeting.
 - ii. Members eligible to vote on curriculum shall meet the above criteria and be full-time, contingent, or adjunct faculty members.
 - iii. Quorum is defined by a majority of voting-eligible members.
- c. Responsibilities of GSSPC
 - i. Selecting courses for GSS curriculum
 - ii. Approving proposed courses
 - iii. Program review and assessment as needed
 - iv. Reviewing GN100 instructors (typically by subcommittee)
 - v. Promoting the program to the campus community
 - vi. Providing extracurricular educational opportunities
 - vii. Responding to GSS issues as they arise on campus and in the community
- d. Standing Subcommittees: Membership of subcommittees shall be determined in the Fall Semester
 - i. Promotion: create promotional materials to be distributed via social media and other means
 - ii. Events: maintain a schedule of GSS-related educational activities and events on campus and in the community
 - iii. Recruitment: develop and facilitate recruitment activities for the program
 - iv. Evaluation and Observation: complete teaching observation reports for faculty teaching GN-designated courses and complete faculty evaluations for GN instructors who do not have a primary academic department.
- e. Ad Hoc Committees
 - i. Convened as needed.

7. GSS Curriculum Procedures

- a. GSS Courses may be from any department or college
 - i. Courses must demonstrate content related to gender and sexuality and commitment to the mission and vision of the program as specified in the application.
- b. Approval process for GSS courses and minor inclusion
 - i. For courses that will be added permanently to the minor:
 1. The proposing instructor or department shall submit required materials to the GSS Director.
 2. The GSSPC will review and vote on the course.
 3. When a course is approved, the GSS Director will work with the proposing instructor or department to complete and submit a CUP form.
 4. Timeline: The proposing instructor or department is responsible for meeting CUP deadlines.

- ii. For courses that will be added on an individual, one-time basis (i.e., Special Topic or Variable Content courses hosted in departments outside of GSS):
 - 1. The proposing instructor or department shall submit required materials to the GSS Director.
 - 2. The GSSPC will review and vote on the course.
 - 3. When a course is approved, the GSS Director will work with the Registrar to ensure that students receive GSS credit for the course.
 - 4. Timeline: Required materials must be submitted to GSS for review at least one month prior to registration opening to students.
 - iii. Students may request GSS credit for transfer courses or other courses they have completed that have significant content related to gender and sexuality topics:
 - 1. The student must contact the GSS Director and submit a syllabus from the course in question.
 - 2. Decisions for granting credit will be made by the Director in consultation with the GSSPC and Academic Head.
 - c. Process for selecting GN 100 instructor and GN Special Topics courses and instructors
 - i. The Administrative Head will submit a call to the AAUP listserv soliciting proposals for teaching GN 100 and GN 295/GN 495 for the following term(s).
 - ii. The proposing instructor shall submit required materials to the GSS Administrative Head.
 - iii. The GSS Director will ask the GSSPC for volunteers to review the proposals (review process is single-blind, as the Ad Hoc review committee is only known to the Administrative Head and the Director).
 - iv. The Ad Hoc review committee will provide their recommendations, based on an established rubric, to the Administrative Head, who will communicate the decision to the instructors.
- 8. Annual GSS Faculty Member Evaluation for instructors of GN-designated courses
 - a. Expectations for Teaching of GN-designated courses:
 - i. Infusing GN courses with the values and goals reflected in the GSS Mission and Vision Statements.
 - ii. Producing materials and instructional aids for use in teaching and learning.
 - iii. Continuously improving GSS courses.
 - iv. Staying up to date on developments in the field of Gender and Sexuality Studies.
 - v. Participating in the life of the GSS Program as fully as possible (attending meetings, participating in the Gender Fair, etc.).

- b. All faculty members who are teaching a GN-designated course will participate in a teaching observation conducted by a member of the GSS Evaluation and Observation Committee.
 - i. The observing faculty member will provide the instructor with an observation report that the instructor will include with their Annual Evaluation in their home department.
- c. All faculty members who are teaching a GN-designated course will receive a letter from the GSS Director acknowledging their GN course that they will include with their Annual Evaluation in their home department.
- d. In the event that an instructor who is teaching a GN-designated course does not have a separate home department (i.e., they are a contingent instructor and their only teaching assignment is in GSS), their Annual Faculty Evaluation will be conducted by the GSS Evaluation and Observation Committee and the GSS Academic Head with the following procedure:
 - i. The Faculty member will submit an annual evaluation report to the Evaluation Committee and Administrative Head of GSS by February 1 in accordance with the timeline of the AAUP Master Agreement. Evaluation reports will include information related to instructional responsibilities reflective of the GSS mission and vision. Following the AAUP Master Agreement Guidelines, the annual evaluation will include:
 - 1. Evaluation of teaching
 - a. colleague evaluation of teaching
 - b. student ratings
 - c. an interpretive analysis of student ratings and achievement of goals
 - d. an appraisal of student learning
 - e. other relevant information if necessary.
 - 2. For faculty members whose appointments require Scholarship and Professional Development:
 - a. A review of scholarship and professional development activities
 - 3. For faculty members whose appointments require Service:
 - a. A review of service activities
 - ii. The GSS Evaluation and Observation Committee will review the report and write a letter in accordance with the AAUP Master Agreement. The GSS Evaluation and Observation Committee will submit their letter to the Administrative Head by April 1.
 - iii. The Administrative Head of GSS will write the Department Head evaluation letter in accordance with the AAUP Master Agreement. The Administrative Head will share the GSS Evaluation and Observation Committee and the Administrative Head letters with the faculty member for concurrence or nonconcurrence by April 30.
 - iv. The faculty member submits the signed evaluation to the Administrative Head by May 15.

- v. The faculty member's signed annual evaluation report and letters from the GSS Evaluation and Observation Committee and the GSS Administrative Head will be forwarded to the Dean of Arts and Sciences by May 20 in accordance with the timeline determined by the AAUP Master Agreement.

9. Budget

- a. GSS budget is derived from monies collected from sessions of GN courses taught during the summer and other sources
- b. The GSS budget shall be used for the following:
 - i. Gender Fair Co-coordinators
 - 1. The GSS budget supports 2 student workers per academic year. The students' responsibilities include:
 - a. Planning and carrying out the Gender Fair and the GF Media Contest with assistance from the GSS Director. Other tasks as needed.
 - ii. Retreats
 - 1. The GSS budget supports up to two working committee retreats per academic year.
 - iii. Other events and outreach

10. Ratification and Amendments to Bylaws

- a. Ratification
 - i. These Bylaws and amendments will go into effect after they have been approved by the voting members of the GSSPC.
- b. Amendments
 - i. Proposed Amendments
 - 1. Proposed amendments will be distributed to the members of the GSS Interest List two weeks before they are to be discussed at a regular GSSPC meeting.
 - 2. The final amendments will be voted upon within one week thereafter by the voting members of the GSSPC.