

**Center for
Women's Studies and Gender Research
CODE
Colorado State University**

I. Statement of Purpose

The Center for Women's Studies and Gender Research (CWSGR) at Colorado State University is a research, academic, and teaching program in the Department of Ethnic Studies. The program is devoted to examining the positions of women and the organization of gendered relations in culture and society from both intellectual and activist perspectives. Central to our consideration of women and gender is a commitment to investigating the intersections of class, race, ethnicity, sexual identities, queer identities, non-heteronormative identities, age, ability, and national origin in order to understand the lived realities and experiences of marginalized populations. Part of the academic mission includes a Curriculum Infusion Project that provides mentoring on curriculum, scholarship, and teaching.

The CWSGR Program has a three-fold emphasis on teaching, research and outreach. Guided by the wide spectrum of feminist and other critical identity or gendered perspectives, our program aims to heighten awareness and understanding of the range of human experience, potential, and accomplishment in order to advance the goals of social justice. In the course of meeting these objectives, we seek to nurture and disseminate knowledge about women and gender that is 1) historically-informed, 2) grounded at every level of life experience, including interpersonal, household, workplace, and state arenas, 3) focused on all marginalized populations, and 4) dedicated to social change. The work of CWSGR thus corresponds to the knowledge-building mandate of a research university, and to CSU's central outreach and engagement mission as a land grant institution.

II. Administrative Structure of the Program

The Center for Women's Studies and Gender Research was created in summer 2010 and formally established within the Department of Ethnic Studies in Fall 2010. CWSGR maintains an autonomous internal structure administered by its own Program Director and Executive Board.

A. The Executive Board

1. Composition.

- a. The Board will be composed of an undergraduate student, a graduate student, a special or temporary instructor, a community member, the CWSGR Director, a

liaison from the Women's and Gender Advocacy Center(WGAC) , administrative professionals and faculty members.

- b. Up to ten faculty members may be elected and representation should include at least one junior faculty member, one senior faculty member, one special or temporary appointed faculty member.
- c. Selection of Board members will be based on a commitment to teaching, researching, advocating and activism around women's and gender issues and feminist perspectives.

2. Election Procedures: Faculty Board Members

a. Academic faculty will be elected for three-year terms.

b. Nomination Process: By March of each year a call for faculty nominations for Board members will be made. Nominations are to be submitted to the existing Board by the beginning of April. The Board will then notify the nominated individuals and ask them to complete and submit a "Nominee Information Sheet."

c. Election Process: The slate of candidates and their information sheets will be circulated to the CWSGR affiliated faculty. Affiliated and regular faculty will be asked to vote for individuals from the slate, and the candidates receiving the highest number of votes will be selected to serve. All votes are due to the CWSGR Board at the beginning of May. In the event of a tie vote, the Board members will vote by ballot to break the tie. Election results will be announced by May 10.

3. Voting:

- a. Each board member has one vote
- b. The liaison of the WGAC is a non-voting member, as is the Program Director.
- c. In the event of a tie vote, the Program Director will cast a vote to break the tie.

4. Length of Executive Board terms:

- a. Term lengths for Board membership will be no longer than 3 years.
- b. Board terms cannot be consecutive except when Board members are elected as Board Chairs.
- c. Previous Board members can serve on the Board on multiple occasions as long as these are not consecutive terms.

5. Responsibilities.

- a. Decide the academic curriculum which includes recommending core and supporting courses and proposing the faculty to be included in the pool to teach the required Women's Studies courses.
 - b. Assist departments and faculty members in developing new courses appropriate for CWSGR.
 - c. Make policy recommendations to all groups and administrators involved in the CWSGR.
 - d. Discuss any matter that the members or any affiliated faculty member deem necessary or appropriate, and recommend action.
 - e. Periodically review objectives of the program and revise them as needed.
 - f. Periodically review standing and special committees and modify as necessary.
 - g. Revise the code as needed.
 - h. Develop and implement a system of internal and external communications about the CWSGR.
 - i. Advocate for and publicize the CWSGR, on and off campus.
 - j. Select the student and community representatives to the Board.
 - k. Elect the Board Chair and the Coordinator of the Women's Studies Project on Teaching, Curriculum and Scholarship.
 - l. Advise the Coordinator of the CWSGR Project on Teaching, Curriculum and Scholarship on program direction and budget.
 - m. Select the student recipients for the Patsy Boyer Scholarship Awards from finalists presented by the Scholarship and Awards Committee. Selections will be made in April.
 - n. Select a faculty member to give the Patsy Boyer Lecture from finalists presented by the Scholarship and Awards Committee. Selection will be made in May.
 - o. Select the Hazaleus Award recipient from finalists presented by the Scholarship and Awards Committee. Selection will be made in April.
 - p. Select the Karen Wedge Award recipient from finalists presented by the Scholarship and Awards Committee. Selection will be made in April.

- q. At least half of the Board members will participate on all searches or hiring of Program tenure-track faculty members and the Program Director.
- r. Board members and the Program Director are responsible for soliciting feedback from affiliate faculty regarding hiring of tenure-track faculty and the Program director.
- i. The Graduate Committee will guide the direction of the WSGR master's certificate, develop curriculum, and suggest recruitment strategies.
- j. Ad hoc committees will be implemented as needed with the approval of the board.
- k. The Committee Chairs will be elected by the Committee members present at the first meeting of the academic year. Committee Chairs will serve one year terms and may serve up to three consecutive terms.

5. Standing Committees

- a. There will be three standing committees: the Curriculum Committee, the Scholarships and Awards Committee, , and the Graduate Committee.
- b. The standing committees can be composed of Board members as well as affiliate faculty.
- c. Only Board members can chair committees.
- d. At the Board retreat individuals will be asked to volunteer to serve on a minimum of one standing or special committee per academic year. Affiliated faculty will be asked to participate on committees each year as well.
- e. Committee Chairs will be elected by the Committee members present at the first meeting of the academic year. Chairs will serve one year terms and may serve up to three consecutive terms.
- f. The Board may make recommendations for disbanding current committees and creating new committees.
- g. The Curriculum Committee will be responsible for evaluating core and supporting courses and making recommendations to the Board regarding these courses as well as other curriculum related issues.
- h. The Graduate Committee will guide the direction of the WSGR master's certificate, develop curriculum, and suggest recruitment strategies.

- i. The Scholarship and Awards Committee will be charged with soliciting nominees, reviewing applicants, and selecting individuals for all of the CWSGR awards including the following:
 - I. The Committee will solicit nominations for the Patsy Boyer Annual Lecture. Nominations are due in May. The Committee will then review the nominees, and make recommendations to the Board for selection by June.
 - II. The Committee will solicit nominations for the Patsy Boyer Scholarship Awards, due by March 1. The Committee will then review the nominees, and make recommendations to the Board for selection by May 1.
 - III. The Committee will solicit nominations for the Hazaleus award, due by February 1. The Committee will then review the nominees, and make recommendations to the Board for a recipient who will be selected by March
 - IV. The Committee will solicit nominations for the Karen Wedge award, due by end of March 1. The Committee will then review the nominees, and make a recommendation to the Board for a recipient who will be selected by mid-April.

The Program Director of the CWSGR

The Director leads the activities of the Center and the Board and is responsible for:

1. working on curricular issues for the Center in collaboration with the Ethnic Studies Curriculum Committee and the CWSGR Curriculum Committee.
2. working with the Department Chair on budgetary issues related to the Center.
3. coordinating with the lead administrative staff member in the Department on the all hiring of temporary/special faculty to teach Women's Studies courses.
4. teaching women's studies courses.
5. coordinating evaluations of individuals teaching women's studies courses.
6. coordinating with the Board suggestions for Center events and activities.
7. coordinating with the College of Liberal Arts Dean's Office and the Committee to award women's studies scholarships.
8. coordinating with the Committee and University events staff to determine and announce women's studies awards.
9. coordinating with the lead administrative staff member in the Department to hire, supervise and evaluate student employees.
10. overseeing all offices and other spaces assigned to the Center.
11. public relations and marketing for the Center and will do so in conjunction with the College of Liberal Arts and the University.
12. preparing reports as requested by the Department, College of Liberal Arts and/or University.

13. working with the College of Liberal Arts Development Staff regarding development activities for the Center.
14. communication with and stewardship of alumni of Women's Studies, affiliate faculty and current students and other supporters of the program.
15. developing teaching schedules, negotiating teaching assignments and advising graduate students in the certificate program.
16. serving on the President's Commission for Women and Gender Equity.
- 17.
18. The Program Director is evaluated by the Chair of the Department of Ethnic Studies.
- 19.

20. III. Program Faculty

21. Guidelines for Selecting Affiliated Faculty
22. Definition of Affiliated Faculty: In addition to faculty hired specifically to teach Women's Studies core courses, CWSGR will be supported by affiliated faculty. Faculty across the university who share the academic and social goals of CWSGR can apply to be designated as affiliate faculty. Affiliated faculty can be elected to the CWSGR board and have a responsibility to participate in all the events organized by the CWSGR. CWSGR will strive to support Affiliated Faculty's professional goals or achievements and showcase their women/gender-oriented research/teaching/service agendas. Special effort will be made to recruit Affiliated Faculty from academic fields where women are traditionally underrepresented and from non-humanities disciplines in which there are fewer opportunities to engage in gender-inflected research.
23. To be eligible for affiliated faculty membership a faculty member must submit a written application and meet one of the following criteria:
 24. Currently teaching, or have taught a CWSGR core or recognized supporting course.
 25. Currently engaged in CWSGR (feminist, gender) scholarship and creative activities.
 26. Currently engaged in women/gender-oriented service, projects or praxis (campus, community or professional).
 27. Currently engaged in issues concerning gender politics in institutions of higher learning, including but not limited to: (1) challenges of professional women in various disciplines (2) dynamics of sexual identity and sexual preference in academia (3) systemic erasure of gender-sensitivity sensitivity in disciplines such as science, engineering, finance etc.
28. Membership on an affiliated faculty must be reaffirmed every five years. At that time, faculty will resubmit curriculum vitae and affirm recommitment to affiliation with CWSGR.

Guidelines for selecting Special and Temporary faculty to teach CWSGR Courses (WS 200, WS 472 & WS 692).

Faculty interested in teaching Women's Studies courses must submit a cover letter, a curriculum vitae, and sample syllabi to the Program Director. The Director will select and approve individuals for inclusion in the pool of candidates eligible to teach the core teach WS 200, WS 472 and WS 692. The teaching pool will be updated yearly, which requires an updated curriculum vitae from

candidates. Applicants will be evaluated based on criteria that include but are not limited to the following:

1. Must have a background in feminist, gender-oriented and sexuality methodologies and theory in one's field.
2. Must be affiliated faculty who teach from interdisciplinary feminist perspectives.
3. Preference for those who have taught Women's Studies (core) courses within their department or for the Women's Studies program.
4. Preference for those who emphasize the intersectionality of class, race, ethnicity, sexual orientation, gender, age, ability, and national origin (nation status) in their curriculum.
5. Effort should be made to rotate the courses across Colleges and Departments.
6. Experience in outreach, service, and/or praxis

IV. Selection Procedures for the Board Chair

Board Chair of the CWSGR Board

1. Conditions of office: It is required that Board Chair has been a member of the Board for a period of at least one year (either currently or previously), and may be a faculty member of any rank. Special instructors and faculty at the tenure track may be compensated for their Board Chair tenure if chair duties supersede contracted workload. The Director may serve for no more than 3 years consecutively.
2. Nomination and Election Process: The CWSGR Board will solicit nominations for the position. Nominations for Chair include any current Board Member or affiliate faculty, or current affiliate faculty serving on a committee. Nominees will submit a statement of interest that will be circulated to Board members. The Board will vote by secret ballot in April. In the event of a tie, a new secret ballot vote will occur after a delay of two weeks in which the Program Director will be asked to vote. The newly elected director would take over from May 15th.
3. Responsibilities:
 - a. Facilitation of Board meetings.
 - b. Coordinate, in consultation with Program Director, Board meeting agendas and meetings.
 - c. Work with CWSGR staff to administer Board meetings.
 - d. Ensure committees make progress towards completion of tasks.
 - e. Solicit Committee reports from Committee chairs for Board meetings.

Contingencies:

- a. If at any point during the Board Chair's term at least two-thirds of the board members find the performance of the Chair unsatisfactory, they may ask for a recall. In the event that only one individual is nominated, the aforementioned guidelines will still apply (statement of interest must be submitted and circulated to Board members and vote by secret ballot will be required). If there is no candidate for the Board Chair's position or a single candidate who is not supported by the majority of the board members, then the Board will nominate one member of the board who will take on the position of Director on a transitory basis till a new Director is elected.

- b. In the event that the Chair is unable to complete the term of office, the Executive Board will appoint an interim Board Chair.

Election Procedures: Student Board Members

1.

Two students (one graduate and one undergraduate) will be elected each year for one-year terms and may be elected for up to three consecutive terms

2. By March of each year, a call for student nominations will be made. Students may be nominated or self-nominate. All nominations must be submitted to the existing Board by the beginning of April. The Board will then ask all of the nominated students to submit a statement of interest and a brief resume. The CWSGR Certificate Students and undergraduate minors and concentration students will then vote by ballot to select the two student representatives (one graduate and one undergraduate). In the event of a tie, the Board will vote to break the tie. Election results will be announced by the beginning of May.

Selection Procedures: Community Representative

The Board will solicit recommendations from its members, the Program Director and the Director of WGAC. A list of nominees will be generated by March 15 and nominees will be contacted by Board members to gauge their interest by April 1. The Board will then vote by ballot to determine the community representative. Terms will be one to three years in duration depending on the availability of the individual elected to serve as the community representative. The community representative may not serve more than three years. The selection of the community representative will be announced by the beginning of May.

V. Selection Procedures for Coordinator for CWSGR Project on Teaching, Curriculum and Scholarship

- A.** The Board will publish a Call for Proposals to recruit faculty interested in coordinating the Curriculum Project. The Board will then review proposals and select coordinators for the Curriculum Project for the next academic year. Facilitation of the Curriculum Project is open to

all ranks and especially to assistant professors. The Board will vote by ballot to select the new Coordinator(s). Results will be announced in May. Terms for coordinating the Curriculum Project are three years in duration.

- B. Contingencies: In the event that only one individual is nominated, the aforementioned guidelines will still apply (proposal must be submitted and circulated to Board members and appointment by the Board). Similarly, in the event that two or more individuals are nominated and there is agreement among two of the nominees that there is an interest in co-coordinating (no more than two individuals may share the Coordinator's position), they will submit a combined proposal and selection will proceed as outlined above.

C.

Responsibilities: The Coordinator(s) will work in consultation with the Program Director and the Board Chair to administer the project. The Coordinator (s) of the Curriculum Project will deliver a brief report on the Curriculum Project to the Board members at the beginning and the end of the semester.

VI. Amendments to the CWSGR Code

This code shall be amended by a two-thirds majority vote of the elected Board members when a quorum is present. Any proposed code change shall be distributed to all Board members at least two weeks before a meeting in which a code change is being proposed, then can be voted on at a subsequent meeting.

Code has to be reviewed every five years.

VII. Appendices to the Code

Appendices will be voted on for approval at the board meetings and will be included in the index for the charter.