

**Policy Manual**  
**Gender, Women's and Sexuality Studies**  
**Appalachian State University**

**Preamble**

Since the offering of Appalachian State University's first Women's Studies course over twenty-five years ago, Women's Studies has grown as an academic discipline. Many programs have since changed their name to better reflect the state of the field. In February 2015, the name of the program was changed to Gender, Women's and Sexuality Studies (GWS)

Today, a majority of colleges and universities in the U.S. have programs in GWS and offer undergraduate majors and minors, and the number of graduate programs in GWS continues to increase. Feminist scholarship has made and continues to make groundbreaking contributions to methodologies and knowledge in literary studies, philosophy, anthropology, sociology, psychology, political science, art, history, the sciences, economics, among others, and there are numerous scholarly journals devoted to interdisciplinary and disciplinary-specific feminist research.

GWS is an interdisciplinary field that develops and promotes feminist analyses of gender, women and/or sexuality as it is shaped by race, class, ethnicity, sexuality, age and ability. Given that curriculum and methodologies in traditional academic disciplines continue to marginalize and/or ignore the experiences and contributions of women and members of other underrepresented populations, GWS's focus on intersectional approaches to gendered experiences as grounds for feminist theorizing continues to be its unique and necessary contribution to scholarship in all disciplines and to liberal education. GWS at Appalachian State University aims to reflect developments in feminist scholarship its programming and curriculum.

This governance structure was adopted in Spring 2001; amended in Spring 2005; amended in Fall 2007; amended in Fall 2009; amended in Spring 2011; amended in Fall 2013; and amended in Spring 2019.

**Tiers of Faculty Involvement in GWS**

As an interdisciplinary and multidisciplinary field, GWS benefits from interest and involvement by faculty from across the university. While Core faculty are 100% appointed in GWS in the Department of Interdisciplinary Studies (IDS), GWS also offers opportunities for faculty from across the university to formalize their involvement with the program. The following delineates the tiers of involvement for GWS faculty, as well as GWS's position on shared or joint-appointed faculty.

**A. Affiliated Faculty**

GWS Affiliated Faculty are university faculty who, regardless of home department, college, school, or rank, are officially affiliated with the GWS community through recognition of qualified scholarship, teaching, training and/or other GWS-related university involvement.

Affiliated Faculty may teach cross-listed courses in their own department that are components of GWS programs of study; and/or may teach GWS-prefixed courses in their academic subspecialty. Affiliated Faculty may also attend GWS meetings, serve on GWS committees, work with GWS students and/or organize GWS programming. Affiliated Faculty status is approved by the GWS Steering Committee and GWS Director.

Affiliated Faculty possess the following qualifications:

- Recent scholarly achievement (at least one product, published or forthcoming, within the past five years) related to feminist, gender, and/or sexuality studies demonstrated by peer reviewed publication and/or juried creative activity; AND at least ONE of the following:
  - Significant experience teaching courses with content and methods consistent with gender, women's and/or sexuality studies; OR
  - A graduate degree in Gender, Women and Sexuality Studies (or, especially for those with terminal degrees granted prior to 2008, significant coursework in gender, women and/or sexuality studies); OR
  - Significant participation in seminars and institutes (such as those sponsored by an entity like NEH) designed to promote feminist, gender and/or sexuality studies scholarship and/or pedagogy; or significant participation in disciplinary-specific and/or interdisciplinary feminist, gender and/or sexuality studies professional organizations or caucuses; OR
  - Significant community engagement (activism, educational initiatives, volunteer service, etc.) that forefronts issues/practices relevant to feminism, women, LGBT persons, etc.

## **B. Standing Faculty**

GWS Standing Faculty are a subset of GWS affiliated faculty who teach more frequently in the GWS program and share a larger responsibility for service to GWS, including regular attendance at GWS meetings. Because of their greater involvement in GWS, Standing Faculty can vote on GWS policy and other changes and can elect members of committees, where applicable. Standing Faculty are eligible to apply for shared/joint appointments and, if tenured, are eligible to apply for the position of GWS Director. Standing Faculty status is approved by the GWS Steering Committee and GWS Director.

Current Appalachian faculty who must possess the following qualifications to acquire Standing Faculty status:

- GWS affiliate status; AND

- Ongoing scholarly achievement (more than one product, published or forthcoming, in the past five years) related to feminist, gender and/or sexuality studies demonstrated by peer-reviewed publication and/or juried creative activity; AND
- Recent, ongoing experience teaching courses with content and methods consistent with gender, women's and/or sexuality studies, demonstrated by having taught GWS or cross-listed classes in the past 3 years or will teach in the current year; AND
- A graduate degree or graduate certificate in Gender, Women and Sexuality Studies (or, for those with terminal degrees granted prior to 2008, significant graduate coursework in gender, women and/or sexuality studies, or, for those with terminal degrees granted prior to 2003, other significant evidence of training in content and methods consistent with gender, women's and/or sexuality studies.)

Faculty hired from outside Appalachian into the IDS department (whether part or fulltime, and with a full, shared, or joint appointment) must possess the following qualifications to be Standing Faculty:

- Recent, ongoing scholarly achievement (on average, one product every three years) related to feminist, gender and/or sexuality studies demonstrated by peer-reviewed publication and/or juried creative activity; AND
- Recent, ongoing experience teaching courses with content and methods consistent with gender, women's and/or sexuality studies; AND
- A graduate degree or graduate certificate in Gender, Women and Sexuality Studies (or, for those with terminal degrees granted prior to 2008, significant graduate coursework in gender, women and/or sexuality studies, or, for those with terminal degrees granted prior to 2003, other significant evidence of training in content and methods consistent with gender, women's and/or sexuality studies.)

### **C. Shared and/or Jointly Appointed Faculty**

Shared and/or jointly appointed faculty will enable the GWS director/program to count on a subset of qualified faculty for regular teaching and service. The shared faculty model will permit a wide variety of commitments to teaching GWS-prefixed classes, ranging from teaching once every four years to multiple classes per semester, and/or working with GWS student clubs and in student advising and mentoring.

Shared and/or joint appointments are processed in the following manner:

- Shared and jointly appointed faculty will have MOUs that outline teaching and service expectations and compensation for a fixed period of time, along with formal recognition that GWS work counts toward tenure and promotion.

- Any Appalachian faculty member who is already GWS Standing Faculty may request to negotiate an MOU for a shared or joint appointment.
- The MOU will be negotiated between the faculty member, GWS Director, IDS Chair, the Chair of the faculty member's home department, and the relevant Dean(s).
- Any individual who is hired from outside Appalachian into a shared or joint appointment with the GWS program will possess the qualifications to be a GWS standing faculty member.

Shared and/or joint appointments also require the following discussions:

- SCH: Supporting interdisciplinarity and collaboration across departments requires a more flexible method of counting SCH than is currently the practice at Appalachian. There is nothing in UNC system policy that prevents variations in counting SCH where borrowed, shared, or jointly appointed faculty are concerned; in fact, NC State, among other schools, already implement such a practice. Thus, GWS recommends that SCH for GWS-prefixed classes be counted for IDS as well as the instructor's home department. (Note: some UNC institutions split the SCH between GWS and the instructor's home department, others double count it. We ask that Academic Affairs study how this is done at NC State, etc., and change Appalachian's approach to counting SCH for borrowed, shared and/or jointly appointed faculty in GWS—and preferably all programs).
- Faculty Voting: Supporting interdisciplinarity and collaboration across departments requires flexibility where jointly appointed faculty are concerned. Currently, faculty are unable to inhabit true joint (50/50) appointments; they must reside more within one department than another and can only vote on department matters—including tenure and promotion—in the department that holds the majority of their labor. This creates a disincentive for faculty with tenure homes outside of an interdisciplinary program when they consider short-term or permanent joint appointments, whether for teaching or administrative reasons. Faculty who are reluctant to give up voting rights in their tenure home are not going to be eager to temporarily enter a joint appointment to teach or to be a program director. However, there is nothing in UNC system policy that prevents faculty with voting privileges from voting in more than one department if they are jointly appointed; in fact, UNC-Greensboro, among other schools, already implement such a practice. Such faculty would not be casting two votes on the same matter; rather, they would be voting in both departments they serve and where they have expertise. Thus, GWS recommends the following:
  - True joint (50/50) appointments: GWS recommends, in light of the above, that Academic Affairs permit true joint appointments in which faculty serve each department 50/50 and vote in both departments as appropriate to their rank.

#### **D. Becoming GWS Faculty**

Affiliated, Standing, and/or Shared Faculty appointments are for five-year terms. Current Appalachian faculty members who wish to become members of the GWS faculty, or renew their GWS faculty status, must send their application materials (a letter outlining their qualifications and an updated CV) to the GWS Director. Applications are accepted in Fall by November 15 for appointments that begin in Spring, and in Spring by April 15 for appointments that begin in Fall.

The cover letter and CV should address the following points:

- Activity in feminist, gender, and/or sexuality studies scholarship through peer reviewed publishing (including dissertations);
- Presentation of papers at peer-reviewed conferences, and/or activity in critiqued performance arts and juried exhibitions;
- Significant teaching experience teaching courses with GWS content;
- Significant participation in disciplinary-specific and/or interdisciplinary GWS professional organizations or caucuses, including publication in local and regional periodicals;
- Educational credentials—such as advanced and/or terminal degrees and certificates in GWS and/or significant graduate coursework in Gender, Women’s and Sexuality Studies or a related field;
- Participation in seminars and institutes designed to promote GWS scholarship and/or pedagogy or feminist, GWS-related community service or volunteer work; GWS-related workshop planning and implementation.

Applications to the GWS faculty are reviewed by the GWS Steering Committee in light of the qualifications for Affiliated and Standing Faculty outlined earlier in this document.

### **E. Qualifications to Teach in GWS**

In almost all cases, GWS courses are taught by members of the GWS Faculty. However, in exceptional cases individuals (such as visiting instructors and adjuncts) who meet the criteria for GWS Faculty status can be approved by the GWS Director to offer a GWS course or courses for a maximum of one academic year. Subsequently, to continue teaching courses that count for the GWS major, minor, and/or graduate certificate, these individuals must apply formally to become GWS Faculty.

### **F. GWS Faculty Searches**

To ensure that all faculty who teach GWS-prefixed courses possess the qualifications that are currently expected in the discipline, all faculty hired into the IDS Department to teach in GWS must minimally meet the qualifications to be GWS Standing Faculty. Accordingly, search

committees for GWS faculty must use qualifications for GWS Standing Faculty in developing job ads and search committee rubrics.

Sometimes, faculty may be hired by another department with the understanding that some of their duties will be to teach GWS-prefixed classes. In these cases, the qualifications for GWS Standing Faculty status will be applied during the search, and search committees will use qualifications for GWS Standing Faculty in developing job ads and search committee rubrics.

## **GWS Director**

The following section delineates the qualifications and duties of the GWS Director.

### **A. Qualifications for Appointment**

- Any tenured GWS Standing Faculty member is eligible to be considered for GWS Director (full, interim, or acting).
- If the GWS Director is hired from outside Appalachian, they must possess the qualifications to be a GWS Standing Faculty member.
- The GWS Director will be compensated by both an administrative stipend AND reassigned time in addition to their reassigned time for research.
- The duties, compensation, etc. of the GWS Director will be specified in an MOU between the Director, the IDS Chair and, where applicable, the Chair of their home department, and the relevant Dean(s). See below for the GWS Director's list of duties.
- The GWS Director will have a dual reporting structure. For matters related to students, GWS-prefixed courses, co-curricular programming, GWS program assessment, and faculty whose home is in IDS, the GWS Director will report to the IDS Chair. For matters related to GWS and programming on campus and in the profession and community more broadly, the GWS Director will report to the CAS Dean or Associate Dean.

### **B. Duties**

The GWS Director is responsible for coordinating internal matters of the program and for representing the needs of the program to the IDS Chair. The program Director may not simultaneously serve as IDS Chair.

An externally hired GWS Director will typically have a faculty position in the department unless other arrangements are made with the CAS Dean. An internally hired GWS Director, that is, a program director selected from the GWS standing and affiliated faculty, will be assigned at least 50% of their contract to the GWS program with the remainder in their home department. When their term as Director ends, an internally hired program director will typically return to their home department unless other arrangements are made with the Dean.

- The Director also fills the role of Graduate Director if the programs has a graduate certificate or degree programs.
- The Director participates in the development of department policies and takes responsibility for their communication and implementation at the program level.
- The Director communicates the needs of the program (personnel, space, fiscal, curricular) to the department.
- The Director advocates for the programs and represents the program and the affiliated faculty in the programs in the department and in the university.
- The Director prepares an annual report to the IDS Chair in consultation with the faculty of the program.
- The Director provides leadership in the recruitment and appointment of affiliated program faculty members.
- The Director arranges the class schedule for the program as the program's contribution to the class schedule for the department and advises the IDS Chair concerning the comprehensive schedule for the department.
- The Director consults with the IDS Chair concerning program faculty and the performance of their duties.
- The Director encourages and supports good teaching, scholarly activity, and professional development within the program.
- The Director provides for appropriate advising of students majoring in the program.
- The Director organizes and coordinates 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.
- The Director works with the program faculty to develop program standards, curricula, and procedures that provide adequate preparation of graduates for professional or further academic endeavors.
- The Director works with program faculty in organizing co-curricular activities for students.
- The Director consults with the IDS Chair with respect to program resources.

## **GWS Committees**

### **A. Steering Committee**

The GWS Steering Committee is composed of the GWS Director, two GWS Standing Faculty, and two GWS Affiliated Faculty appointed by the GWS Director. The members serve for two-year, renewable terms, with 1-2 members typically appointed each year.

The GWS Steering Committee has the following responsibilities:

- Reviewing GWS Affiliated Faculty and Standing Faculty applications according to the qualifications listed above.
- Advising on all GWS faculty searches.
- Supporting GWS faculty scholarship.
- Developing GWS programming, including any external speakers.
- Advising the GWS Director on all other initiatives (student mentoring, fundraising, community outreach, national profile, etc.).

## **B. Curriculum Committee**

The GWS Curriculum Committee is composed of the GWS Director, up to four GWS Standing Faculty, and up to two GWS Affiliated Faculty appointed by GWS Director. The members serve for one-year, renewable terms, with 1-2 members typically being appointed each year.

The GWS Curriculum Committee has the following responsibilities:

- Revisions to GWS Curriculum, including advising the GWS Director, where needed, on substitutions.
- Program assessment.
- Co-curricular programming.
- Other student-oriented support as needed.
- Evaluation of cross-listed courses as needed.

## **Crosslisting Courses with GWS**

### **A. Undergraduate Courses**

Faculty members who wish to obtain a GWS crosslist for an undergraduate course they are teaching in their home department as part of their regular teaching load can send the following information to the GWS Director for consideration:



- The faculty member's name, email address, and home department.
- The course prefix, number, and title in home department.
- The semester and year when the faculty member would like to offer the course, as well as the class schedule (time of day/days of week).
- Desired GWS course number (please see the most recent undergraduate bulletin for available course numbers).
- While a complete syllabus is not required, please submit a detailed course description and sample reading list, as well as a paragraph explaining how the course fulfills the learning objectives of the GWS BA (current learning outcomes can be obtained on the GWS website, or by contacting the GWS Director).

Crosslisting proposals will receive full consideration from the GWS program's Curriculum Committee, which is eager to facilitate such collaboration. Nonetheless, there may be times when even the strongest proposals cannot be approved due GWS's programmatic needs.

## **B. Graduate Courses**

Graduate courses on gender, women's, and/or sexuality issues taught by Standing or Affiliated Faculty members will be listed by GWS for graduate students seeking elective credit toward the Graduate Certificate or Graduate Minor in GWS if there is no objection from the faculty member's home department. The GWS Curriculum Committee will vote on the inclusion of the graduate course for the GWS Graduate Certificate or Graduate Minor based on the course description, syllabus, and any other relevant information.

## **Business Procedures**

### **A. Meetings**

In cases in which matters of program policy, governance, or curriculum reform (new programs or significant revisions to existing programs) are being considered, there will be a meeting of the program faculty prior to any voting to allow for a full discussion of the issue.

### **B. Minutes**

Minutes of all GWS committee and faculty meetings shall be made available to all GWS faculty within two weeks after the meeting.

### **C. Voting**

Voting may be conducted in-person or electronically. Electronic voting will not be used for faculty searches or confidential personnel matters. Electronic voting is not intended to replace meetings of the faculty. Rather, it is intended to allow for wider participation of faculty

members. If electronic voting is used, it will continue for a period of 5 days. Quorum, whether in-person or electronically, will consist of those members who cast votes. In most cases, a simple majority of votes cast is required for the motion to pass. For elections, a plurality is required for a member to be deemed elected. In the case of elections, run-off elections may be held in the case of a tie vote.