BEING A WGSS JOINT APPOINTMENT:

GUIDELINES FOR FACULTY

*Information and resources for jointly-appointed*

*faculty in Women’s, Gender, & Sexuality Studies*

*at Louisiana State University*

April 4, 2011 (5th revision)

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| This document is not a part of an official policy statement. It is evolving and should be used as a practical guide to facilitate the professor’s progress toward third year review and subsequently tenure and promotion. The information and guidelines contained in this manual will be updated and revised as needed. Some content may not be applicable to faculty members who hold joint appointments that are disproportionate (i.e. that are not 50/50 or 49/51). |

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**THE STRUCTURE OF WGSS**

**THE OFFICE**

***WGSS Director***

[dwgs@lsu.edu](mailto:dwgs@lsu.edu)

The Director position is a three-year elected term. The Director represents Women’s, Gender, and Sexuality Studies faculty to administration. S/he administers finances and negotiates budget, prepares annual and other reports for unit as well as annual evaluation of members of the Coordinating Council and others who choose WGSS evaluation. S/he coordinates course offerings, coordinates activities and functions of Women’s, Gender, and Sexuality Studies faculty, determines long-term goals and priorities, and initiates fund-raising activities.

***WGSS Administrative Coordinator***

[wgspc@lsu.edu](mailto:wgspc@lsu.edu)

The Administrative Coordinator schedules courses (with the final approval of the Director), maintains the student and WGSS member lists, administers the budget, buys and maintains supplies, and does payroll (for student workers, grad students and Add Comp). S/he maintains the WGSS library, reserves 118 Himes Hall for conferences/talks, and is in charge of the student workers. S/he also works on certain long-range curriculum spreadsheets and helps out with events in regards to finance, making sure WGSS gets the funds and spend the funds correctly.

***WGSS Program Coordinator***

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The Program Coordinator is in charge of the WGSS newsletter, web page, teacher evaluations, advertising, and recruiting. He/she also conducts workshops for students and is the liaison between WGSS and Grad students. The Coordinator position is a graduate assistantship that usually runs for 2-3 years.

***WGSS Student Workers***

Student workers in WGSS fill in on numerous tasks as needed. Their primary responsibility is to answer the phones and greet visitors to the office. They also aid in copying and scanning. When a professor needs an exam copied, for example, it is usually given to the Administrative Coordinator, who delegates the work to a student worker. Student workers keep the hall display filled, do inventory, and go on many errands for faculty and staff. Oftentimes, they are assigned tasks on an as-needed basis.

**FACULTY**

***Jointly Appointed Faculty***

Jointly-appointed faculty have partial appointment in the WGSS Program. These faculty typically have a portion of their appointment in WGSS and another portion of their appointment in a different department or program on campus.

***Faculty***

Faculty whose appointments are outside WGSS can still elect to become part of the program. As our constitution (available at [www.lsu.edu/wgs/AboutUs.html](http://www.lsu.edu/wgs/AboutUs.html)) explains:

*Membership in Women’s, Gender, and Sexuality Studies is granted upon application to and acceptance by the Coordinating Council. Members can be Faculty, Associates, or Affiliates.*

*Faculty: Individuals who are faculty members of another university department (either tenure or non-tenure track) and who have self- selected to become members of the Women’s, Gender, and Sexuality Studies Faculty. WGSS Members with this designation have retained voting privileges as specified in Article 3.*

*Associates: Administrative and Professional Staff who are interested in supporting the mission of Women’s, Gender, and Sexuality Studies. Associates have voting privileges as specified in Article 3.*

*Affiliates: Faculty or Associates who do not have voting privileges.*

**STUDENTS**

Graduate students and undergraduate students alike are involved in WGSS. Graduate students minoring in WGSS have their own organization (WGSS Grads formerly WGSGO ) (see <http://groups.google.com/group/wgsgo>)

Undergraduate students can major in Liberal Arts with an emphasis in WGSS. They can also minor in WGSS.

**EXPECTATIONS FOR JOINTLY APPOINTED FACULTY**

**TEACHING**

Jointly appointed faculty are responsible for teaching a number of courses in WGSS each semester or year (depending on the details of their appointment). Most jointly appointed faculty teach one course in an outside department and one WGSS course per semester. WGSS teaching assignments are determined by faculty preferences and program needs. Jointly appointed faculty teach introductory-level courses (at the 1000- and 2000-level) and upper level courses (at the 3000- and 4000- and/or graduate level as well). Though there are not set-in-stone requirements for what joint appointments teach, WGSS expects them to teach something like one introductory course per year (eg = WGS 2500) and one upper level course per year (eg = WGS 4500); to have a repertoire of 2-3 courses that s/he can teach in WGSS; to rotate courses and time slots to allow for variability in offerings (eg = to teach T/Th sometimes and M/W/F at other times and to teach at prime/non-prime times); and to try to teach topics of related interest to WGSS in their other department when/where it is possible. Those who teach a course in WGSS, joint appointments included, are expected to hold three in-person office hours in their WGSS office space every week.

**RESEARCH**

Faculty with a joint appointment in WGSS should produce research that contributes to one or several of the broadly defined interdisciplinary fields known as women’s studies, feminist studies, masculinity studies, gender studies, sexuality studies, disability studies, and critical race and ethnic studies. WGSS also wants to emphasize that work on subjects which explores other dimensions of inequality that intersect with sex and gender is valuable in and of itself.

In order to fulfill tenure requirements, joint appointed faculty should generally follow the disciplinary standards typical to their fields of study. For example, those scholars who share an appointment with English might be expected to publish a book, while those in political science or sociology might be expected to publish articles. Joint appointed faculty are not necessarily expected to publish in journals that are explicitly designated Women’s Studies (*Signs*, *Hypatia*, *GLQ*, *differences*). However, publications in these outlets should not be discouraged nor should they impede on tenure and promotion.

Joint appointed faculty are expected to attend national and regional conferences in their field(s) of study. Although joint appointed faculty are neither required nor expected to attend Women’s Studies meetings (i.e., NWSA), they are expected actively present on topics related to issues concerning WGSS scholarship and/or to be participants in those sections of their National Associations that deal with feminist/gender teaching and scholarship (for example, the Sex and Gender section of American Sociological Association) where possible or if applicable by field.

**SERVICE**

Jointly-appointed faculty sometimes experience additional demands, especially in the category of service. In an effort to minimize this, WGSS has stipulated the following guidelines for service done by joint appointments:

I: Office hours

Joint appointments are expected to hold three office hours per week in their WGSS office space. These hours can be all at once (1:00-4:00 on Tuesday afternoons, for example) or at different points in the week. It is acceptable to schedule two hours a week (1:00-3:00 on Tuesdays for example) and to leave an hour open for appointments and/or unscheduled time in the office as long as you are present a total of three hours per week minimum.

II: Committee work

Joint appointments are expected to serve on one committee in WGSS each year. At least one jointly-appointed faculty member will serve on the Coordinating Council every year to ensure fair representation in program-level decision making processes. Standing committees include: Curriculum, Awards & Publicity, Programs, Community Connections, Faculty Development, and Grants & Research. Ad hoc committees also emerge from year to year.

III: Faculty meetings

Joint appointments are expected to attend (or to get a proxy for, should an emergency arise) each of the three WGSS faculty meetings held each semester.

IV: Assessment

Joint appointments are expected to participate in the outcome assessment process. This means turning in materials for assessment if/when you are teaching 2500, 2900, or another WGSS general education course. It also means doing two other things as needed: serving as a reader/evaluator for assessment of materials at the end of each semester/academic year and participating in exit interviews with graduating seniors when requested to.

V: Working with students

Joint appointments may get requests from students to supervise independent studies, serve as faculty sponsors for on-campus organizations, and/or to be a mentor. This is not required of anyone, but can be negotiated or chosen on a case-by-case basis.

VI: Events

WGSS has a series of events every year. The three that joint appointments should make efforts to attend include the yearly retreat (in the spring); the end-of-the-year awards banquet (also in the spring); and talks given in the “Engendering Scholarship” series (there are 2-3 of these per semester).

**FACULTY MILESTONES**

Faculty with joint appointments should work closely with the WGSS Director and the other unit head to establish clear workload and performance expectations in the three major areas of teaching, research, and service. Faculty should familiarize themselves with the joint appointment policies set forth by the College of Humanities and Social Sciences for annual review, third year review, and tenure procedures. Formal discussions with unit heads about expectations for promotion and tenure should occur at least annually. During the first semester of employment at LSU and annually thereafter (at minimum), faculty should work closely with their assigned mentor(s) and unit heads to establish goals and discuss activities. In addition, jointly appointed faculty should familiarize themselves with the documentation requirements established in PS-36 T.

***Mentoring***: WGSS, like many other departments on campus, has an official mentoring program whereby, junior faculty and other interested faculty members are paired up with a faculty member interested in mentoring colleagues in their field(s). We encourage people to work with their mentors in WGSS and mentors in their other department / program. In addition, WGSS strong encourages its faculty to work with the chairs, directors, and with other colleagues in their departments/programs in order to obtain multiple sources of mentoring and advice.

[<http://appl003.lsu.edu/hrm/polprogweb.nsf/$Content/Policies+and+Procedures?OpenDocument> contains an overview of general university policies and procedures, especially those relevant to promotion and tenure (like PS-36T)]

[see College of Humanities and Social Sciences statement on joint appointment policies for annual review, third year review, and tenure procedures: <http://www.artsci.lsu.edu/abouta&s/Joint_Appointment_Procedures.html>]

**LSU College of Humanities & Social Sciences**

**Procedure for Joint Appointments**

(downloaded from HSS website on January 24, 2011)

The following are College of Arts & Sciences procedures for dealing with personnel actions with joint appointments. It is the goal of the college to foster and support these appointments, and because of some issues unique to these types of appointments, it has developed these guidelines. It is important that faculty in these positions are not expected to do more or less than those without joint appointments, and this requires coordination between units, as well as some oversight from the college. The role of these procedures is to respect the interests of both units, and most importantly, to protect the interest of the faculty member involved, and encourage his or her progress toward promotion and tenure.

**Annual review**—non-tenured, tenure track appointments

Both units will conduct a separate written annual evaluation of the faculty member according to the rules specified in their unit.  These written evaluations will be forwarded separately to the Dean’s office. In addition, these evaluations are to be exchanged between the unit heads, who will then discuss them, paying close attention to areas in which the evaluations have discrepant ratings or feedback. Then a joint meeting with the candidate will be scheduled, which will include the candidate, the heads of both units, and an associate dean of the college. The purpose of this meeting is to give the candidate feedback on his/her performance that is consistent across units, and so that each unit is aware of work load and expectations of the other unit.  At this meeting, the nature of publications expected by each unit should be discussed, as well as service needs and expectations across the units. If necessary, the associate dean will help resolve any problems with differences in expectations, so that the message to the candidate is clear.

We encourage, but do not require, continued use of this model for annual reviews for faculty with tenure, especially those at the associate professor level.

**Third year review**

Both units will conduct a review of the faculty member with the following timetable. The unit with the minority appointment will vote and write their report before the unit with the majority appointment. Two weeks before the college deadline the report of the minority unit will be sent to the majority unit, and made available to members of that unit. The majority unit will then send both their vote and report, and that of the minority unit forward to the Dean. Because the units have been working closely together, at a minimum through the joint oral annual review, it is hoped that similar conclusions will be reached by each unit. However, it is possible that different conclusions will be reached. As is the case with any third year review, the ultimate decision is up to the Dean, who will consider the reports from both units. The decision of the Dean will be articulated in a letter that will be sent to the faculty member, with copies to the heads of both units. In the event of a renewal decision, this letter will also include feedback and recommendations to the candidate to enable a successful tenure and promotion hearing in the future. If there are discrepancies in the evaluations by the majority and minority units, this letter will also serve as the authoritative recommendation to the candidate as to expectations for tenure and promotion.

**Tenure and Promotion**

          Both the majority and minority department will provide names of outside reviewers who will be asked for letters for the candidate for tenure and/or promotion. The majority unit will collect this list of names, and will submit it to the Dean’s office for approval, with the unit who recommended the reviewer clearly noted next to each name. The primary unit is in charge of soliciting the letters, although the letter of request to the reviewer should be co-signed by the heads of both units. Solicitation letters to the outside reviewers must make clear the nature of the joint appointment, and letter writers should be asked to state in their letter whether their area of expertise spans the units of the joint appointment or if they are limiting their comments to one content area of the appointment.

          The candidate’s complete tenure and promotion materials are made available to both units, including all letters from outside reviewers. The unit with the minority appointment will vote and write their report before the unit with the majority appointment. Two weeks before the college deadline, the report of the minority unit will be sent to the majority unit, and made available to members of that unit.  The majority unit will then send both their vote and report, and that of the minority unit forward to the Dean.

          The Dean, considering these reports and the advice of the college level tenure and promotion advisory committee, will make a recommendation about tenure and/or promotion to be forwarded to the provost. For tenure cases only: In the event that the majority (i.e. tenure home) unit strongly recommends the candidate, but the minority unit strongly recommends against the candidate, and the Dean recommends the candidate, the nature of the appointment can be revisited, and at the Dean’s discretion, the candidate can be appointed 100% to the tenure home department. In the event that the majority (i.e., tenure home) unit strongly recommends against the candidate, but the minority unit that strongly recommends the candidate, and the Dean recommends the candidate, the appointment will remain as it is, a joint appointment across the two units.

**Voting**

          Qualified faculty who hold membership in both the majority and minority units for anyone coming up for renewal, tenure or promotion, are only allowed to vote with the majority unit, except in cases where this leaves less than 6 voting members in the minority unit. In this case, the Dean will be consulted, and will decide either 1) these members will be allowed to vote in the minority unit and not in the majority unit, or 2) extra external faculty members will be appointed to aid in evaluating and voting on the candidate in the minority unit (see PS-36T VI.A.3). Although faculty who are members in both units may only vote in one unit, they are allowed to attend and provide information at the meetings of both the majority and minority units, but excusing themselves as appropriate during voting.