**Committee Roles and Tasks**

**Department of Women’s, Gender &**

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Please see [WGSS Pattern of Administration](http://oaa.osu.edu/assets/files/documents/WGSS-POA.pdf) for more information on committee roles.

**Advisory Committee**

Membership:The Chair, the Chairs of the Undergraduate and Graduate Committees, and an appropriate number of elected faculty members so that each faculty rank is represented. Whenever possible, elected faculty will serve staggered two year terms. The Department Chair is the Chair of the Committee, which meets at stated intervals during the academic year and also when summoned by the Chair for special sessions.

Functions: The primary function of this committee is to advise and aid the Chair in conducting the business of the Department. Its activities include: advising the Chair on matters of departmental policy, public and alumni relations; helping to prepare the agenda for meetings of the Core Faculty; coordinating the work of Departmental committees and serving each year as a committee on committees; advising the Chair upon the need for new tenured and non-tenured positions; hearing grievances; and consulting with the Chair on all questions of Department policy and administration on which the Chair requests advice or decision.

**Promotion and Tenure**

Membership: Two tenured core faculty members on staggered three-year terms. The Chair may meet with the Promotion and Tenure Committee, but is not a voting member.

Function: To advise the Chair on tenure and promotion decisions and salary decisions; to follow procedures outlined in the Guidelines for Promotion and Tenure in the WGSS Department document; and to present a report on the tenure and promotion cases to the tenured faculty of the Department, whose vote will constitute the committee's recommendation in all cases. Salary recommendations will be based on the evaluation system derived and approved by the core faculty. In deciding salary increases, the chair will consult with the Promotion and Tenure Committee and review all evidence required in order to assess the quality of a faculty member’s teaching, scholarship, and service during the previous calendar year.

* Assists department chair, if needed, with soliciting external reviewers for faculty up for promotion upcoming academic year (Spring)
* Assigns and schedules annual teaching and peer reviews for upcoming calendar year (Late Fall)
* Assists eligible faculty with dossier assembly, provides feedback, and submits letter of summary for department chair (Fall)
* Prepares 4th year reviews by reading faculty materials and providing recommendation letter to department chair. (Spring)
* Committee chair updates annual review template and sends out to faculty (January)
* Receives, reviews and scores all annual review reports submitted by all faculty; submits final summary to department chair for salary increase recommendations (February/March)
* Department chair submits annual salary increase to college (May)
* Reminds faculty of assigned peer-review pairs for the calendar year, which must be completed by the end of Autumn semester (Early Fall)

**Undergraduate Studies**

Membership: Three core faculty members on staggered two-year terms; one graduate student (advisor), program coordinator, and two undergraduate students serve one year terms.

* Review criteria and make changes to WGSS undergrad major/minor (Annually)
* Review undergraduate student appeals and petitions (As needed)
* Recommend and evaluate proposed new courses and cross-listed courses (As needed)
* Handle assessment and progression issues (Annually)
* Subcommittee: solicit and judge papers and nomination for student awards (Spring)
* Plan recruitment strategies

**Graduate Studies**

Membership: Three core faculty members, one of whom must be tenured, on staggered two-year terms; one affiliated graduate faculty member, program coordinator and one graduate student serve one year terms.

* Evaluate criteria for Ph.D. and M.A. programs (Annually)
* Recommend and evaluate proposed new courses and courses approved for credit towards program
* Attend Graduate School and Arts and Sciences Grad Chair meetings (Chair only, Semesterly)
* Handle progression issues for graduate students (As needed)
* Evaluate faculty for WGSS affiliated graduate faculty
* Graduate admissions, selection and admission via Edward (End of Fall/Beginning of Spring)
* Graduate fellowship nominations (End of Fall/Beginning of Spring)
* Facilitate GTA and new student orientation (Beginning of Fall)
* Oversee annual graduate review process (End of Spring)
* Plan recruitment strategies

**Research and Development Committee**

Membership: Two core faculty on staggered two-year terms, one affiliated faculty member and one graduate student on one-year term, program assistant. Additional core and affiliated faculty may be called upon to assist ad hoc in reviewing grant proposals and other competitive applications.

Functions: To support and facilitate faculty and graduate student research; to develop research resources and administer departmental grant programs; to oversee budgeting and administration of professional development activities (e.g., Graduate Student Travel Grants); to work with the College's development office and the department Chair on fundraising plans and activities.

* Review all departmental grant applications (Travel Grants, Gee Research Grants; Fall/Spring)
* Nominate Presidential Fellowships (Early Spring)
* Work with Program Assistant on departmental fundraising goals and donor events
* Assist in acknowledgements to WGSS donors
* Nominate faculty and staff for university awards (Fall/Spring)

**Speakers and Events Planning Committee**

Membership: Two core faculty members on staggered two-year terms, one affiliated graduate faculty member and one or two graduate students on one-year terms.

Functions: To plan speakers’ visits, departmental seminars, conferences and other activities for the department and to oversee such events. Committee members may request the help of other faculty and students for specific events.

* Invite speakers to campus
* Plan preliminary itinerary and arrangements with speakers
* Work with staff to execute logistics
* Maintain annual committee budget of $5,000
* Solicit co-sponsorships from relevant departments and respond to requests from other relevant events on campus

**Diversity Commitee**

Membership: Three core faculty members on staggered two-year terms; one affiliated faculty member; one graduate student (advisor), and one undergraduate student serves a one year term.

Mission*:* To create a supportive environment that is welcoming to all individuals and to maintain a curriculum where diversity and difference are valued.

Function:  To pay particular attention to recruitment, retention, curriculum, climate and other issues related to diversity.

*Revised: June 10, 2014*