

# University Committee on Women Governance Document



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April 15, 2008

## Mission Statement

The University Committee on Women (UCW) works to promote a university climate that fosters the full participation of women faculty, staff and students. The committee concerns itself with policies and practices that may cause particular difficulties for women as employees and students.

## Goals

The goals of the University Committee on Women include the following points:

1. Represent the interests and concerns of all women in the university community.
2. Advise the university administration on issues affecting women faculty, staff, and students.
3. Assist women in mentoring and networking opportunities.
4. Monitor the institution's performance in regard to representation and advancement of women.
5. Promote a supportive learning and working environment for women.
6. Assist and advocate in the development of policies and practices that promote the equitable participation and treatment of women employees and students.
7. Participate in recruitment and selection processes for leadership positions across the university and within the colleges.

(Revised 2002)

# Operating Procedures

## **Purpose**

The UCW was formed in 1972 by then Vice President George Christensen with the following purpose:

The committee will have the responsibility of making a thorough study of the status of women at all levels of the university and of recommending positive steps that the university should take to ensure the current status of women, not only in terms of numbers and salaries, but also in relation to policies and practices of the university which may inadvertently cause special difficulties for women employees and students. In addition, this committee should concern itself with methods by which the university can promote fuller participation of women in the university community, especially in relation to the admission of students, the hiring and promotion of faculty, and opportunities for promotion for women non-academic employees.

## **Membership**

The membership of UCW shall be comprised of 32 members that include the following:

- Faculty (9): to include one representative from each college (seven total), one representative from the library and one representative of Faculty Senate (this last position is reappointed each year).
- Merit (9): to include seven appointed members, one representative of AFSCME and one representative from Supervisory/Confidential Council (these last two positions are reappointed each year).
- Professional and Scientific (9): to include eight appointed members and one representative from Professional and Scientific Council (this last position is reappointed each year).
- Student (4): to include two graduate and two undergraduate student appointments, at least one of those representatives should be from Government of the Student Body (GSB) and another from Graduate & Professional Student Senate (GPSS).
- Ex-officio (1): to include one representative (voting privileges) from Women's Leadership Consortium (WLC). Three representatives can be sent, but only one can vote.

The UCW is an "appointed" body with formal appointments made through the Office of the Provost. A list of possible appointees is to be given to the Provost following an open announcement to solicit names of interested and qualified individuals as prepared by the UCW membership subcommittee and approved by the committee as a whole.

All appointed members shall serve on a three-year rotation with one opportunity for reappointment to consecutive terms. All representatives will serve for the term as designated by their organization/constituency.

If a member resigns during his/her term, a new appointment will be made through action of the Executive Subcommittee with approval by the Provost. The newly appointed member shall complete the remainder of the term of the person who resigned. This person may be reappointed to a consecutive full term (3 years), if s/he has served less than 18 months of the resignee's term of appointment.

### **Chair, Vice Chair and Past Chair**

Chair, Vice Chair and Past Chair positions will be appointed by the Provost using a parallel process to membership appointment. The term of office for each position will be one year. The Vice Chair will move into the position of Chair following their one-year term, and then move into the Past Chair position upon completion the Chair position. WLC Ex-officio members may not be considered for the position of Vice Chair, Chair or Past Chair unless they step down from their voting ex-officio position. In case of resignation the current Chair and Office of the Provost representative will appoint a replacement.

#### Duties of each position include:

The Chair position will lead all UCW meetings, write appropriate grants, attend WLC meetings, help plan events with administrative assistant, lead monthly Executive Subcommittee meetings, make appropriate appointments as necessary, ensure issues of each membership are addressed, and prepare an end-of-the-year summary with input from each sub-committee, along with other important papers, to be filed with the Provost and placed in University Archives.

The Vice Chair will lead meetings that Chair cannot attend, review UCW governance documents annually and present changes at Fall Retreat, and attend WLC meetings when Chair cannot attend.

The Past Chair will lead meetings that the Chair and Vice Chair cannot attend, attend monthly Executive Subcommittee meetings, coordinate membership recruitment and status with Provost's office for the upcoming term, and attend Executive Subcommittee meetings.

### **Subcommittees**

Subcommittees shall be formed at the Fall Retreat based on current issues and necessity. Each subcommittee will elect a chair and meet regularly outside the UCW general meetings. A binder is given to each subcommittee to record annual progress and to transfer information to the same subcommittee the following year. Both UCW members and non-members may serve in subcommittee positions. The subcommittees formed shall represent the issues of concern as identified by the UCW. Standing subcommittees include: search and college review.

### **Meetings**

Meetings of the UCW are open to the public and shall be held at least once per month when the university is in session; summer meetings are at the discretion of the chair. Advance notice of meetings should be posted on the UCW website and University calendar. A quorum at any official meeting of the UCW shall be ten voting members.

The Operating Procedures may be amended at any official meeting of the UCW by two-thirds of those present and voting provided that the amendment has been

submitted in writing at the previous meeting and notice given to all members not present to ensure adequate knowledge of the proposed change.

An Executive Subcommittee should meet prior to each UCW meeting to set the agenda, be involved in membership selection, and plan how to use UCW funds for the upcoming year. This committee should consist of the Chair, Vice Chair, Past Chair, Office of the Provost representative, administrative support, plus those membership groups not represented in the Chair positions (P&S, Faculty, Student, or Merit).

Administrative support is provided through the Office of the Provost to take minutes and prepare agendas, organize sub-committee binders, assist in planning retreats, coordinate archival process, and initiate communication between WLC members.

Revised by UCW: 3/07  
Approved by UCW: 9/92

# Membership

## **Committee Appointment**

The Executive Subcommittee, led by the Past Chair, will coordinate efforts with the Office of the Provost to make requests for UCW Committee member nominations each spring. The Executive Subcommittee will review applications and discuss final selection with the Office of the Provost so final selections can be completed in late spring.

## **Faculty Members** (33.9% of all Faculty are women, 2005 Fact Book)

Representatives from each of the seven colleges: Agriculture, Business, Design, Engineering, Human Sciences, Liberal Arts and Sciences, and Veterinary Medicine, plus the Library will be recruited for membership to UCW. The Provost shall request nominations from Deans, Department Heads, and Directors for representatives from each college. The Provost's Office will work with the Executive Subcommittee to select members. Individuals interested in membership to UCW can self-nominate through an application form found on the UCW web site (<http://www.public.iastate.edu/~ucw/>). The role of the faculty members is to ensure that issues facing women faculty are expressed and outreach to women faculty is achieved within each college. A maximum of 9 faculty members will be appointed. Members are expected to participate in the annual UCW retreat, regular UCW meetings, and at least one subcommittee within UCW. A request shall be submitted to Faculty Senate each year for a liaison to be appointed to UCW. Membership term for appointed faculty members is three academic years.

## **Merit Members** (64.8% of all Merit employees are women, 2005 Fact Book)

The Provost shall request Merit employee nominations from Vice Presidents, Deans, Directors, Department Heads, and Supervisors within colleges and departments. The Provost's Office will work with the Executive Subcommittee to select members. Individuals interested in membership to UCW can self-nominate through an application form found on the UCW web site (<http://www.public.iastate.edu/~ucw/>). The role of the Merit representatives is to ensure that issues unique to Merit employed women are expressed and outreach to female Merit employees is achieved. Merit employees will be represented from a variety colleges, departments, and positions (blue collar, clerical, security, and technical). A request will be submitted to AFSCME and Supervisory/Confidential Council for a liaison to UCW. A maximum of nine members will be appointed. Merit members are expected to attend the annual UCW retreat, regular UCW meetings, and participate in one subcommittee within UCW. Term for membership is three academic years.

## **Professional & Scientific Members** (51.2% of all P&S are women, 2005 Fact Book)

The Provost shall request nominations for P&S representatives from Deans, Department Heads, Directors and the Vice Presidents. The Provost's Office will work with the Executive Subcommittee to select members. Individuals interested in membership to UCW can self-nominate through an application form found on the UCW web site. The role of P&S members is to ensure unique issues of P&S women are expressed and outreach to female P&S employees is achieved. A request shall be submitted to the P & S Council each year for a liaison to be appointed to UCW. P&S members are expected to attend the annual UCW retreat, regular UCW meetings, and at minimum, participate in one subcommittee within UCW. A maximum of nine P&S members will be represented on UCW. Membership term is three academic years.

**Student Members** (43.5% undergraduate students are women, 41.4% of graduate students are women, 74.9% are women in first year professional, with a total of 43.7% of student population being women, 2005 Fact Book)

The Provost will request student members to UCW from the GSB and GPSS. Two graduate and two undergraduate students should be selected. Students can also self-nominate through an application form found on the UCW web site. Students from special constituencies (for example, LGBTA, Pan Hellenic, Residence Halls) will be encouraged during this process. Student members are initially appointed for one year and may be appointed for a second year with the approval of their constituency. A maximum of four student members will be represented on UCW. Student members are expected to attend the annual UCW retreat, regular UCW meetings, and participate in one subcommittee within UCW.

### **Women's Leadership Consortium/Ex-Officio Members**

Representatives from programs and units that directly serve the needs and interests of women shall be UCW ex-officio members. Their role is to provide advice and participate in fulfilling the mission of UCW. The Provost endorses the following program representation: The Carrie Chapman Catt Center for Women in Politics, Women's Studies, Women's Center, YWCA, Affirmative Action, WISE Program, University Childcare Committee, Women's Athletics, Student Health, Archives of WISE and the Faculty Senate Committee on Women and Minorities. The advisory committee will name three of its members to regularly attend UCW meetings, but only one of those has voting privileges. The ex-officio members will be eligible for chair or vice chair of UCW if they resign from the ex-officio role and a new representative is appointed.

### **Chair, Vice-Chair, and Past Chair**

The Provost will appoint the Chair, Vice Chair, and Past Chair from nominations received from the Executive Subcommittee and the university community. The same person will serve in each role one year consecutively. Please see Operating Procedure section for responsibilities of each position.

### **Recommended Membership Timeline**

March	Provost, Chair and Past Chair request for nominations. Past Chair posts announcement in Inside Iowa State requesting self-nominations. Name of administrative support within Office of the Provost should be listed as contact.
April	Executive Subcommittee and Office of the Provost reviews nominations. Areas not represented are brought to Provost's attention for second request. New Vice Chair is named.
May	Letters to new members and their supervisor.

Revised by UCW: 3/07  
Approved by UCW: 10/01

# Annual Schedule

August	Fall Retreat Review UCW Governance Document lead by Vice Chair at Fall Retreat Executive Subcommittee to set annual budget
September	UCW Reception Executive Meeting (prior to UCW Meeting) UCW Meeting
October	Executive Meeting (prior to UCW Meeting) UCW Meeting Women's Enrichment Grant due. Chair updates grant and submits.
November	Executive Meeting (prior to UCW Meeting) UCW Meeting
December	Executive Meeting (prior to UCW Meeting) UCW Meeting
January	Executive Meeting (prior to UCW Meeting) UCW Meeting
February	Executive Meeting (prior to UCW Meeting) UCW Meeting Review current membership status with whole committee Contact employee/student groups to have them appoint UCW representation the following year (Faculty Senate, AFSCME, Supervisory/Confidential Council, P&S Council, GSB, GPSS)
March	Provost, Chair and Past-Chair request for nominations Announcement in Inside Iowa State requesting self-nominations Executive Meeting (prior to UCW Meeting) UCW Meeting Executive Committee proposes budget for the following year.
April	Executive Committee and Office of the Provost reviews nominations. Areas not represented are brought to Provost's attention for second request New Vice Chair is named. Executive Meeting (prior to UCW Meeting) Final UCW Meeting Luncheon Annual committee summaries due Committee binders due
May	Office of Provost sends letters to new members and their supervisor Letters to members with completed terms thanking them for their service or letters to members asking if they would like to serve another term.
June	Chair annual summary due. No meetings
July	No meetings

# Women's Leadership Consortium

## **A proposal for a re-alignment of Women's Programs and Issues**

**May 2002** (Implemented, 2003)

Background. Thirty years ago, ISU responded to the women's movement by forming a University Committee on Women. The Committee reported to the Office of the Vice President for Academic Affairs and had as its mission "the responsibility of making a thorough study of the status of women at all levels of the university and recommending positive steps that the university should take to ensure the current status of women. . . ."

Since 1972, the University has established numerous programs that have strengthened the presence of women and of gender consciousness on the campus. These programs include a diverse range of units, ranging from instructional and research units to recruiting and training initiatives. Among these units are the following:

- Women's Studies
- Carrie Chapman Catt Center for Women and Politics
- The Margaret Sloss Women's Center
- Program for Women in Science and Engineering
- Archives of Women in Science and Engineering
- Faculty Senate Committee on Women and Minorities
- Shared Leadership for Institutional Change (SLIC)
- YWCA
- University Child Care Resource Office
- Women's Athletics
- Sexual Assault Response Team (SART)

While these programs/units and others are generally operating well and have increased the profile and voice of women on campus, there is no formal structure for bringing the directors together. Since the units report to a range of administrators (from the Provost to Student Affairs, from Athletics to DPS), it is difficult for the groups to coordinate planning and goals. More important, it is very difficult to launch major initiatives across units. In the recent set of enhancement proposals forwarded to the Committee on Strategic Planning and Budget Effectiveness, for example, there were only two small requests to enhance our strengths in this area. Women's programs missed an important chance to increase their effectiveness and expand their work.

At the same time the University is supporting a variety of women-focused units, the University Committee on Women (UCW) continues to operate independently of administrative and employment barriers with its 40-plus members. But as a broad-based committee with limited support, it cannot function as a central location for these programs. In the plan below, we are proposing that the mission of the UCW might be redefined as the women's programs and initiatives on campus are brought together in a consortium.

Structure of Consortium. We are proposing a Women's Leadership Consortium to bring together, in a more structured manner, the activities of women's programs and units housed in the Provost's area, and to raise the profile of our women's programs. Women's units not housed in the Provost's area would be included as ex officio members. Membership would

be the director or chair of the following units:

University Committee on Women  
Women's Studies  
Carrie Chapman Catt Center for Women and Politics  
The Margaret Sloss Women's Center  
Program for Women in Science and Engineering  
Archives of Women in Science and Engineering  
Faculty Senate Committee on Women and Minorities  
Shared Leadership for Institutional Change (SLIC)  
Associate Provost with responsibilities for women's issues

(Ex officio members: YWCA, University Child Care Resource Office, Office of Equal Opportunity and Diversity, Athletics representative with responsibilities for women's athletics, Lectures Program representative with responsibilities for women's programming and events, SART (Sexual Assault Response Team), Thielen Student Health Center representative with responsibilities in women's health and wellness.)

The consortium would have the following functions:

- to serve as a resource for the President and Provost, along with the UCW
- to share information about on-going initiatives, issues, and plans
- to coordinate and leverage activities of individual programs and committees
- to coordinate and co-sponsor events, from Women's History Month to colloquia
- to propose new policy and programming initiatives (sponsoring conferences, proposing hiring, etc.)
- to supervise the continuation of leadership initiatives, like SLIC and Truman Scholars
- to support the recruitment and retention of women of color as students and employees
- to enhance the mentoring of women employed on campus
- to undertake coordinated fund raising
- to seek grant funding for scholarly and instructional initiatives

The consortium would meet three times a semester to share information and plan joint initiatives and would be convened by the Associate Provost with responsibilities for women's issues and programs. The council would issue yearly reports and meet with the provost at least once a year.

The consortium would report to the Provost through the Associate Provost.

University Committee on Women. If we are to institute this consortium, the University Committee on Women might be re-organized, with a smaller membership and more focused charge. UCW would continue to operate independently; this committee would continue to be an important campus advocate for women in issues of hiring (especially centrally), in the evaluation of women's status on campus, in special studies of work environment (i.e. a continuation of the UCW review of women's status in various colleges), and in policy issues (family leave, part-time work, etc.). The leadership of UCW would continue to have direct access to the Provost.

Differentiation of the Roles of University Committee on Women and the Women's Leadership Consortium. While both the University Committee on Women and the Proposed Women's

Leadership Consortium aim to support women on the Iowa State campus, they have two distinct roles. The University Committee on Women serves as an independent voice for women on campus. UCW is comprised of women from across campus, from all employment categories. Being an “independent voice,” UCW is expected to raise issues, request studies, and evaluate the university relative to gender issues. In contrast, the Women’s Leadership consortium is comprised of persons in leadership positions in the various women’s programs on campus. The goal of the Women’s Leadership Consortium is to coordinate programmatic issues related to women’s issues on campus. To ensure collaboration of effort, the Chair of UCW will be a member of the Women’s Leadership Consortium.

Associate Provost. We propose that the Provost appoint an Associate Provost for women, in a 1/2 time position. This person would coordinate activities of the consortium, would supervise collection of data about women’s status on campus, would implement and monitor policies with special impact on women, would coordinate grant activities, and would work with central administrators to improve the status of women on campus. This person would serve as the liaison with both the Women’s Leadership Consortium and the University Committee on Women.

Current costs. This consortium could be instituted for FY03 with minimal cost. The planning of new initiatives is likely to generate modest initial costs in supplies and services. A current Associate Provost would convene the group and draw from current support staff for initial implementation.

Future Costs. We believe that when the budget situation improves, the Provost should appoint a part-time Associate Provost for Women to take on the coordination of this group and serve as an administrative spokesperson for women on campus. A part-time support staff person would also be necessary to support this Associate Provost, the Women’s Leadership Consortium, and the University Committee on Women.

Review. The consortium would be reviewed at the end of its second year to assess the effectiveness of the consortium in meeting the needs of the women’s groups involved and of the mission of the university. The consortium would work together with the Provost’s office in the review.

Endorsed by:

Liz Beck, Chair-elect, University Committee on Women  
Dianne Bystrom, Director of the Carrie Catt Center for Women and Politics  
Jill Bystydzienski, Director of Women’s Studies  
Susan Carlson, Associate Provost  
Judy Dolphin, Director of YWCA  
Julie Harders, Public Safety  
Jackie Litt, Chair of University Committee on Women  
Julie Manning, Athletic Department  
Connie Post, Faculty Senate Committee on Women and Minorities  
Penny Rice, Director of the Women’s Center  
Karen Zunkel, Director of Program for Women in Science and Engineering  
Tanya Zanish-Belcher, Department Head, Special Collections, Iowa State University Library

# College Review Process

## Procedural Guidelines for Review of the Status of Women in Colleges

### **Purpose:**

To provide a comprehensive and objective analysis of data on the status of women at the college level for the purpose of developing strategies to ensure equality and diversity.

### **Timing:**

Periodic Review (10 year time frame)

Start to completion of review (approximately 12 months)

#### Schedule for colleges:

College of Veterinary Medicine 2009

College of Design 2011

College of Liberal Arts and Sciences 2013

College of Human Sciences 2015

### **Committee Composition:** (5-7 members)

Chair: The review committee chair should be a tenured faculty UCW member, outside of the college to be reviewed, appointed by the UCW chair in consultation with the Provost's office

Membership from College: The college dean will be asked to recommend an administrator (department chair or associate dean) to assist in collecting data from the college.

Representatives from the P&S staff and faculty from the college will be selected by UCW in consultation with the Provosts office. The dean may also recommend P&S and faculty members.

External Membership: One or two additional members may be selected by the UCW chair from present or past UCW membership, or other interested faculty to participate in the review.

A reasonable effort will be made to ensure diversity in the committee membership.

The process below is general and we recognize that each college may have characteristics that suggest modification in the standard process. The format will be discussed with college representatives to evaluate whether changes should be made.

### **Process:**

Notification of College Administration

Committee is selected with consultation of College Dean, the Provost's office, and UCW chair

Data Collection:

Request College Participation and Input

Institutional Research

College-collected

Interpretation: Analysis and Recommendations

Report Writing:

(Content Guidelines below)

Report Review pre-submission (for correcting errors in fact)

College Dean and appointees

Office of the Provost

Offer meeting with committee/chair

Submission

To Provost (Vice President)

To College Dean

Publication/Dissemination

Website

Other modes (Daily, Inside Iowa State, etc. – news stories – not full report)

College reports will provide information for use in for the composite report “UCW Status of Women at Iowa State University”, last published in 2002.

**Report Content Guidelines:**

Abstract

Introduction (Statement of Purpose)

Committee Composition

Data (Gender breakdown):

(determine population to be examined)

Tenure/Tenure Track Faculty over time (10 year period)

Divided by rank

College wide

Departmental

P & S over time (10 year period)

Divided by level

College wide

Departmental

Lecturers (*are there different designators?*)

College wide

Departmental

Merit

College wide

Departmental

Students

College wide

Departmental

Hiring of women faculty (*other employees?*) by year and department

Candidate numbers

Offers extended

Offers accepted

Administrative Profile

Gender distribution for administrators

With and without faculty status

Optional Data (at the discretion of the committee)

Salary Equity Data

Retention information

Rate of tenure award

Time to promotion - associate to full

Analysis

National context (when possible)

Trend examination

Changes in fraction:

Total women

Women wrt rank  
Positions (faculty, P&S, lecturers)  
Recommendations  
As suggested by data/analysis

Summary  
Acknowledgments

## **Follow Up Procedures**

### **After transmittal to Provost:**

Follow up with a request to meet with Provost and appropriate Associate Provosts to discuss results of report.

### **To College:**

Offer to meet with Department chairs to present results, answer questions.

Offer to be a resource if they are planning any other kind of informational session or open forum to present the results to the college/university community.

Present the college with a list of questions that will be asked in a year as a means on long term follow-up.

Questions that may be asked:

Was the UCW College review useful to you?

Did anything change because of it?

Did you use any suggestions from the report?

Did the department chairs share the information with their area?

How did different groups in your college respond to the report (faculty, P&S staff, merit staff, etc.)?

Do you have suggestions on how to improve the process?

Revised draft prepared by Kristen Constant (4/08)

## Annual Budget

The Office of the Provost provides \$1,500 and administrative support each year to UCW. UCW could apply for grant funding similar to the WLC mini grants.

## Archives

At the end of each year the Chair's annual summary and meeting minutes should be transferred to the University Archives (Special Collections Dept.), 403 Parks Library. Committee binders should be given to the administrative assistant.