

University Committee on Women Governance Document



Contents

Mission Statement & Goals
Operating Procedures
Annual Meeting Schedule

July 1, 2011

I. **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.

II. **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.

III. **Operating Procedures**

A. **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.

B. **Membership**

The UCW is an appointed body with formal appointments made through the Office of the Executive Vice President and Provost.

All appointed members shall serve a three-year term with one opportunity for reappointment to a second term. Student members are appointed for a one-year term renewable up to three years.

The membership of UCW shall be comprised of 16 appointed members that include the following:

- **Faculty (4):** Four representatives will be chosen to represent faculty across the seven colleges: Agriculture, Business, Design, Engineering, Human Sciences, Liberal Arts and Sciences, and Veterinary Medicine, plus the Library. Efforts will be made to provide a balanced representation across campus. 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. (35.1% of all Faculty are women, 2009-2010 Fact Book)

- **Merit (4):** Four merit employees will represent merit employees from a variety colleges, departments, and positions (blue collar, clerical, security, and technical). Efforts will be made to provide a balanced representation across campus. 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. (62.9% of all Merit employees are women, 2009-2010 Fact Book)
- **Professional and Scientific (4):** Four P&S members will represent the Professional and Scientific employees. Efforts will be made to provide a balanced representation across campus. 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. (54.2% of all P&S are women, 2009-2010 Fact Book)
- **Student (2):** One graduate and one undergraduate student should be selected with preference for student representatives of Government of the Student Body (GSB) or Graduate & Professional Student Senate (GPSS). The role of student members is to ensure that the unique issues of women students are expressed and outreach to female students is achieved. (43.5% undergraduate students are women, 41.4% of graduate students are women, 73.2% are women in first year professional, with a total of 43.7% of student population being women, 2009-2010 Fact Book)
- **WLC Representative (1):** A representative from Women's Leadership Consortium (WLC) shall be selected. The role of the WLC representative is serve as a liaison between UCW and the WLC, to share and communicate information between these groups, and to collaborate on initiatives and projects as needed.
- **Ex-officio (1):** An ex-officio member of the group will serve to advise and guide the UCW membership and their initiatives. This ex-officio position shall be filled by the position of Associate Provost of Academic Personnel.

All representatives will serve for the term as designated by their organization or constituency. If a member resigns during his/her term, a new appointment will be made through action of the Executive Committee 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.

C. Membership Appointment

The UCW Executive Committee (Chair, Vice Chair, Past Chair) manages the membership appointment process.

The Executive Committee, led by the Past Chair, will coordinate efforts with the Office of the Executive Vice President and Provost to make requests for committee member nominations each spring. A list of possible appointees is generated through an open announcement seeking names of interested and qualified individuals. Membership is approved by the Executive Committee.

- **For faculty membership:** Nominations are solicited from Deans, Department Chairs, and Directors for representatives from the faculty.
- **For merit membership:** Nominations are solicited from Vice Presidents, Deans, Department Chairs, Directors and Supervisors within colleges, departments, and units.

- **For P&S membership:** Nominations are solicited from Vice Presidents, Deans, Department Chairs, Directors and unit leaders.
- **For student membership:** Nominations are solicited from the GSB and GPSS. Students from special constituencies (for example, LGBTA, Pan Hellenic, Residence Halls) will be encouraged to express interest during this process. Student members are appointed for one year and may be appointed for consecutive years, up to a maximum of three years, with the approval of their constituency.
- **For WLC representative:** A WLC representative shall be appointed to UCW.

The Executive Committee will review applications and discuss final selection with the Office of the Executive Vice President and Provost. Note that 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/>).

Recommended Membership Nomination Timeline

March	Executive Vice President and Provost, UCW Chair and Past Chair request nominations. Past Chair posts announcement in <i>Inside Iowa State</i> requesting self-nominations. Administrative support within Office of the Executive Vice President and Provost serves as primary contact.
April	Executive Committee and Office of the Executive Vice President and Provost review nominations. Areas not represented are brought to Provost's attention for second request.
May	Letters sent out to new members and their supervisors.

Members are expected to attend the annual UCW retreat, regular UCW meetings, and participate in one subcommittee within UCW.

D. Leadership

Chair, Vice Chair and Past Chair positions will be appointed by the Executive Vice President and Provost using a process parallel to membership appointment. The term of office for each leadership position will be one year from among UCW membership. 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 of the Chair position. In case of resignation, the current Chair and Office of the Executive Vice President and Provost will appoint a replacement.

Duties of each position include:

The **Chair** will lead all UCW meetings, attend WLC meetings (or designate a representative), help plan events with administrative assistant, lead monthly Executive Committee meetings, make appropriate appointments as necessary, ensure issues of each membership group are addressed, and prepare an end-of-the-year summary with input from each sub-committee, along with other relevant documents, to be filed with the Office of the Executive Vice President and Provost and placed in University Archives.

The **Vice Chair** will review UCW governance documents annually and present changes at the Fall Retreat. S/he will attend monthly Executive Committee meetings. The Vice

Chair will lead meetings that the Chair cannot attend, and will represent UCW at WLC meetings when the Chair is unable to do so.

The **Past Chair** will coordinate membership recruitment and status with Provost's office for the upcoming term, and attend monthly Executive Committee meetings. The Past Chair will lead meetings that the Chair and Vice Chair cannot attend, and will represent UCW at WLC meetings when the Chair is unable to do so.

E. 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. Multiple-year planning for subcommittees is encouraged in order to maintain momentum and effectiveness of the subcommittee. 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:

College Review Committee: The purpose of this subcommittee is 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.

Status of Women Committee: Every five years this subcommittee produces a report on the Status of Women at ISU across all employment categories and student statuses.

F. 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 as described in the attached Appendix "Annual Meeting Schedule". 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 five voting members.

The Executive Committee should meet prior to each UCW meeting to set the agenda, be involved in membership selection, and make decisions governing the use of UCW funds. This Committee includes the Chair, Vice Chair, Past Chair, representative of the Office of the Executive Vice President and Provost, administrative support, plus those membership groups not represented in the Chair positions (P&S, Faculty, Student, or Merit).

G. Administrative support

Administrative support for the UCW is provided through the Office of the Executive Vice President and Provost. Support may include taking minutes and preparing agendas, organizing subcommittee binders, assisting in planning retreats, and coordinating the archival process.

H. Annual Budget

The Office of the Executive Vice President and Provost provides funding and administrative support to UCW on an annual basis. UCW may apply for internal and/or external grant funding to support its activities and goals.

I. 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.) in Parks Library. Committee binders should be given to the administrative assistant for consultation and use the following year.

J. Amendments to this Governance Document

The UCW **Mission Statement, Goals and 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.

Revised by UCW: 2/11

Revised by UCW: 3/07

Revised by UCW: 10/01

Approved by UCW: 9/92

Appendix: Annual Meeting Schedule

- | | |
|-----------|--|
| August | <ul style="list-style-type: none">· Fall Retreat· Review UCW Governance Document lead by Vice Chair at Fall Retreat· Executive Committee to set annual budget |
| September | <ul style="list-style-type: none">· UCW Reception· Executive Meeting (prior to UCW Meeting)· UCW Meeting |
| October | <ul style="list-style-type: none">· Executive Meeting (prior to UCW Meeting)· UCW Meeting |
| November | <ul style="list-style-type: none">· Executive Meeting (prior to UCW Meeting)· UCW Meeting |
| December | <ul style="list-style-type: none">· Executive Meeting (prior to UCW Meeting)· UCW Meeting |
| January | <ul style="list-style-type: none">· Executive Meeting (prior to UCW Meeting)· UCW Meeting |
| February | <ul style="list-style-type: none">· 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· Women's Enrichment Grant due. |
| March | <ul style="list-style-type: none">· EVPP, Chair and Past-Chair request 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 | <ul style="list-style-type: none">· Executive Committee and Office of the EVPP reviews nominations.· Areas not represented are brought to EVPP's attention for second request· New Vice Chair named· Executive Meeting (prior to UCW Meeting)· Final UCW Meeting Luncheon· Annual committee summaries due· Committee binders due |
| May | <ul style="list-style-type: none">· Office of EVPP 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 | <ul style="list-style-type: none">· Chair's annual summary due.· No meetings |
| July | <ul style="list-style-type: none">· No meetings |