

Women's Faculty Network of the University of North Texas

I. Vision & Mission

A. Vision

The Women's Faculty Network (WFN) is a university-based organization that promotes equity for all women faculty so they can succeed and thrive at the University of North Texas.

B. Mission

To establish equitable and inclusive practices that relate to women faculty at all levels of the university. The Women's Faculty Network advocates for change and is dedicated to the professional development of its members.

II. Organization

A. Membership

All female faculty who are full-time tenured, tenure-track or non-tenure track at UNT may participate.

B. Placement

The WFN is housed in Academic Affairs with a representative from the Provost's office agreed upon by the leadership of WFN. This representative is a liaison to the Provost's office and is also part of the executive committee. The Provost's office, through the representative, provides administrative support.

C. Pillars

The WFN focuses on five areas:

- ◆ Research facilitation (networking for research support and collaboration)
- ◆ Teaching facilitation (networking for teaching support and collaboration)
- ◆ Service facilitation (networking for service support, both within UNT and externally)
- ◆ Professional and leadership development (networking, mentoring, skills coaching)
- ◆ Advocacy (where needed, individual case-by-case basis)

D. Structure

There are two levels of leadership: The leadership team and the executive committee.

1. The Leadership Team: Its role, composition and selection

The role of the leadership team is: (1) to encourage the engagement of female faculty, (2) to consider the issues and set the agenda for WFN events, (3) to request data and policy information from the university, (4) to make formal recommendations about changes to university policy, as needed, and (5) to recruit new women to the leadership committee.

The leadership team meets at least once a semester following each event to debrief and to set the agenda for the next event. The leadership team is divided into five subcommittees (i.e., research facilitation, teaching facilitation, service facilitation, professional and leadership development, and advocacy). Each subcommittee elects a head who serves on the executive committee.

The leadership team is a representative group of the membership. There should be two tenured or tenure-track and two non-tenured track faculty from the College of Arts and Sciences; one tenured or tenure-track and one non-tenured track faculty from each of the other nine colleges; and two teaching and/or research faculty from the Libraries. There shall be not more than 25 members on the leadership team at any given time. The Provost's representative also serves on the leadership team.

To become a representative on the leadership team a candidate must first be nominated in writing by two women from her college or school, one of which can be a self-nomination. Names of nominees are forwarded to the executive committee, which determines leadership team representatives.

The leadership team affiliates with other organizations as appropriate including on-campus, local, state, national and international organizations to support the vision and mission of the WFN.

2. The Executive Committee: Its role, composition and selection

The executive committee is a smaller team that can quickly address any issues that may arise throughout the year. The executive committee is responsible for: (1) making arrangements and handling details for events, (2) selecting representatives to the leadership team, (3) making appointments to subcommittees, (4) conducting the annual survey and (5) other duties specified by the leadership team. The executive committee is responsible for calling all leadership team meetings. The chair of WFN is responsible for calling executive committee meetings.

The executive committee is comprised of the chair, vice chair, secretary/communication officer as well as the head or her designee for each subcommittee of the leadership team (i.e., research facilitation, teaching facilitation, service facilitation, professional and leadership development, advocacy). In addition, the Provost's representative sits on the executive committee as well as the

leadership team. The secretary/communication officer keeps minutes for both the executive committee and leadership team and reports to the WFN membership via listserv or email after each leadership team meeting. The executive committee may appoint other committees as necessary.

The members of the executive committee are elected from the leadership team and also serve on the leadership team. Candidates for the executive committee must have served on the leadership team for at least one year. To be elected to the position of chair or vice chair the candidate must have served as secretary/communication officer or as head of one of the subcommittees. Anyone on the leadership team may nominate a member to the executive committee. Election to the executive committee is decided by a majority vote of the leadership team.

The chair and vice chair serve in a two-year line, one year in each position beginning with vice chair then moving to chair. This allows the leadership to learn and grow with each position. Ideally the positions would alternate between tenured/tenure-track and non-tenure track to ensure balanced representation (e.g., tenured/tenure-track chair, non-tenure track vice chair; when the tenured/tenure-track chair rotates off, the non-tenure track moves to the chair's position and the new vice chair would be from tenured/tenure-track faculty).

3. Length of leadership terms

Members of the leadership team generally serve one (1) two-year term, but may serve a second term at the discretion of the executive committee. A person who is moving through the executive committee line, and whose term expires before completing the position, may have her term extended additional years to complete her term upon a majority vote of the leadership team. In the rare event it is necessary, the executive committee is empowered to remove a member from the leadership team before her term expires.

When the leadership team is first constituted, members will be assigned terms of one or two years in order to establish a rotation so that, going forward, there are experienced members on the leadership team as new members rotate on. Members can be appointed for a second two-year term by the executive committee.

4. Events

There will be one major event each long semester. Social gatherings or other smaller events can be organized at the discretion of the leadership team.

Either an annual meeting or an annual survey of the whole membership will be conducted to receive input from female faculty.

It is important to recognize that women faculty don't constitute a homogeneous group and that not all women have the same needs. Two major segmentation categories include type (**tenured/tenure-track** and **non-tenure track**) and level (**pre-tenure/post tenure**). Activities should be tailored to address the different needs of faculty.

III. Procedural Requirements

A. Quorum

There must be a quorum for either leadership team or executive committee meetings.

B. Suspension of rules and requirements

Rules and requirements provided in this document may be temporarily suspended by a majority vote of the leadership team and executive committee at any meeting called by the executive committee where a quorum is present. Proxy voting on suspension of the rules is not allowed.

C. Amending these bylaws

Any member of the leadership team can propose an amendment, in writing, which will be submitted to the executive committee. The committee will then consider the amendment and make any changes it deems necessary. The proposed amendment will then be sent, in writing, to the entire leadership team for consideration at the next leadership meeting. The executive committee may also call a special meeting.

There must be at least 75% of the leadership team in attendance for a vote on an amendment, and at least 75% approval is needed by those in attendance for an amendment to be ratified.

Approved by the Women's Faculty Network

Ratified by vote April 15, 2016

Effective September 1, 2016