



WOMEN'S FACULTY COMMITTEE BY-LAWS

Article I. Responsibilities

The purpose of the Women's Faculty Committee is to serve in an advisory capacity to the Chancellor /Dean regarding issues relevant to women faculty, with the support of the Offices of Faculty Administration and Diversity and Equal Opportunity. The committee will have direct input in the following areas:

1. **Gender Issues in the Workplace**
Issues relevant to women faculty including planning of policies affecting recruitment, hiring, promotion and retention of women faculty as well as search committee representation, compensation, space and facilities allocation, maternity and publications review.
2. **Women's Health**
Initiatives addressing women's health in both clinical programs within the clinical system and in curriculum development for the medical school.
3. **Educational Programs**
Topics relevant to women faculty including career development, sexual harassment, mentoring and retirement and financial planning issues that may apply to the faculty as a whole.
4. **Networking Opportunities**
Provide a venue for regular opportunities to meet and promote collegiality and peer support within the institution.

Article II. Membership and Officers

The Women's Faculty Committee shall be representative of women faculty in the basic and clinical sciences, at both the University and Memorial campuses. This shall include all persons with academic appointments, whether full or part-time, whether or not receiving remuneration from the Medical School or the Graduate School of Nursing, and whether or not primarily located at the Medical School or the hospitals of UMMHC.

1. **Selection**
General recruitment procedures including announcements by e-mail and letters to department heads will request that members of the UMMS/UMMHC community be recommended to serve and volunteer to serve. The names of interested faculty candidates shall be brought before the Women's Faculty Committee which will make recommendations to the Committees on Committees for final review and decision. In addition, there will be at least two medical student representatives.
2. **Terms of Membership**
Faculty members appointed by the Committee on Committees shall serve for a period of three years with membership staggered so that approximately one third of the membership "turns over" each year.
3. **Responsibilities**
Faculty appointed members shall be responsible for attending regular committee meetings as active participants of the committee; any member missing three consecutive meetings without notifying the Co-Chairs or administrative assistant shall be considered a member in poor standing and be so notified.
4. **All members will have voting privileges.**
5. **Co-Chairs**
Two members of the Committee shall be elected/chosen at the beginning of the academic year to serve as the Committee Co-Chairs. The Co-Chairs leadership will include a basic science faculty and a clinical faculty member. The Co-Chairs will be responsible for moderating meetings, acting as the Committee spokespersons to the Chancellor/Dean, working with subcommittees to develop agenda, preparing annual report of the committee activities for review by the Chancellor/Dean and the Committee membership.
6. **The Executive Committee**
Shall be comprised of Co-Chairs of the Committee and Co-Chairs of each of the subcommittees who have indicated a willingness to participate. The Executive Committee will be responsible for preparing an Annual Report and determining subcommittee activities.
7. **Administrative support**
Will be provided by the Offices of Faculty Administration and Diversity and Equal Opportunity and

will provide guidance, administrative assistance and secretarial support who shall be responsible for recording and dissemination of minutes of the Committee and Subcommittee meetings.

8. **Subcommittees**

Will be established by the membership as the need arises to perform specific long and short-term tasks.

Article III. Meetings and By-Laws

1. Meetings shall be held monthly, on a day designated by the membership at the first meeting of the academic year.
2. No quorums are required for the conduct of informal business. All meetings are open meetings and all interested members of the Women Faculty are invited to attend.
3. These by-laws shall be adopted by the majority of the membership and will become effective immediately upon adoption.