



THE PRESIDENT'S COMMISSION ON THE STATUS OF WOMEN

WAYNE STATE UNIVERSITY

GUIDELINES

I. PURPOSE AND FUNCTION OF THE COMMISSION

The Commission on the Status of Women, appointed by the President, acts in an advisory capacity to the Office of the President. On behalf of the women of Wayne State, the Commission thoroughly investigates areas of concern and presents to the President specific written recommendations regarding ways in which the University may best address these areas of concern.

The concerns of the Commission, as outlined in the 1979 charge, include, but are not limited to the following areas:

1. Equity and equality in policies, procedures and practices with regard to sex in appointment, employment, placement, classification, promotion, and tenure at Wayne State University for teaching and non-teaching academic, professional and administrative, and clerical and technical staff.
2. Policies and practices regarding the counseling of female students in all schools and colleges, especially those in which sex has traditionally been a determining factor in recruitment, admission and retention (e.g., Medicine, Engineering, Nursing).
3. Increased communication among women regarding events and issues of interest on university, local and national levels.
4. Representation on ad hoc committees and commissions appointed by the President.

II. MEMBERSHIP

Procedures for the appointment of members to the Commission:

1. Each Winter semester, the President will invite persons at Wayne State to submit self-nominations for service on the Commission. With approval of the membership, the Chair of the Commission will appoint at least three members to serve on a Membership Screening Committee. The Chair of the Membership Committee will also serve on the Membership Screening Committee. The Vice Chair will serve as Chair of the Membership Committee. Any member of the Screening Committee under consideration for reappointment shall abstain from voting on their self-nomination. The Membership Screening Committee will review self-nominations with respect to the needs of the Commission and submit their recommendations for appointment to the Commission for approval. These recommendations will then be sent to the President of the University for final approval and appointment.
2. Two members of the Commission will be students, one undergraduate and one graduate.

Terms of Appointment

1. Appointments to the Commission are for two years, beginning in July.
2. Appointees to the Commission may not serve more than two consecutive full-length terms.

Terminations, Resignations, Leaves of Absence

The Commission will make recommendations to the President for appointments from the pool of self-nominations to fill unexpired terms created by termination, resignations and leaves of absence as follows:

1. Appointments to fill vacancies occurring during the first six months of a two-year term will be made first from any of list of approved alternates. The appointee will serve for the remainder of the two-year term.
2. Appointments to fill vacancies occurring during the first six months of the second year will be made first from the list of approved alternates or, if necessary, from the pool of self-nominations. The appointment will be for a full two-year term, beginning in July.
3. A vacancy occurring after the first six months of any Commission year will stand for the remainder of that year. Appointments to fill these vacancies will be made at the same time as self-nominations are being recommended for the upcoming two-year Commission term. First preference will be given for those on an approved alternate list. The appointment will be for a full two-year term, beginning in July.
4. All such appointments will be considered the first term for the newly-appointed Commissioner.

Appointment of Students

An undergraduate and a graduate student will be recommended by the Commission and appointed by the President to serve as members of the Commission. The undergraduate student will be recommended by the Student Council, the graduate student by the Graduate Student Office.

Total Commission Membership

Thirty persons will constitute full membership on the Commission.

Liaisons

The Commission will invite the following to appoint to the Commission: each of the bargaining units on campus, the President's Office, the Equal Opportunity Office, the Director of the Women's Studies Program and the Office of Public Relations. When appropriate, the additional liaisons may be invited upon a majority vote of the Commission members present at regular Commission meetings. Liaisons may attend Commission meetings and participate in the activities of the Commission. Liaisons will have voice, but not vote, in Commission matters. They may serve as members of any standing and ad hoc committees, but not chairpersons.

III. OFFICERS AND STANDING COMMITTEES

The Chair of the Commission, recommended by the Commission and appointed by the President of the University, will preside at the meetings of the Commission. The regular Commission members will also elect a Vice Chair, Secretary, and a Treasurer of the Commission, on a yearly basis.

Officers

Chair

It is the responsibility of the Chair to oversee the official functions and activities of the Commission, assisting and advising Officers and Standing Committees in the accomplishments of Commission objectives and to provide an annual report to the Office of the President.

Vice Chair

In the absence of the Chair, the Vice Chair will preside at Commission meetings and fulfill other obligations appropriate to this position. The Vice Chair will serve as the Chair of the membership Screening Committee.

Secretary

The Secretary will produce and distribute the official minutes for all Commission meetings and file copies of all revised/amended minutes in the Commission office at the end of the Commission year.

Treasurer

The Treasurer will monitor and process all Commission expenditures upon submission of the appropriate paperwork, and after approval by the Chair. The Treasurer and Chair will countersign all financial documents.

Standing Committees

The Standing Committees of the Commission are: Gender and Equity, Career Development, Health Sciences, Research, Membership and Outreach. These committees are organized to meet the objectives of the Commission as outlined in the statement of purpose and function. Each Commission member will serve on at least one standing committee. Membership on these committees is not restricted to members of the Commission. Chairs of committees must be members of the Commission and shall report to the Coordinating Committee on a monthly basis.

The Commission will have a Coordinating Committee consisting of the Chair, Vice Chair, Secretary, Treasurer and the Chair (or Co-Chairs, if applicable) of each of standing committee. The Chair of the Commission will preside over the Coordinating Committee. In the absence of the Chair, the Vice Chair of the Commission will perform the function. The Coordinating Committee will meet at least once each month to prepare the agenda for the next meeting. Additional committee meetings may be warranted.

IV. MEETINGS

Regular membership meetings, open to the public, are held monthly beginning in July for each academic year. The Commission holds additional meetings as necessary.

V. ATTENDANCE

Attendance at the Commission meetings and at committee-level meetings is expected of all members of the Commission. When unable to attend meetings, members will request excused absences from the Chair of the Commission, or the Chair of committees, when it comes to committee meetings. If a member is absent from more than three Commission meetings over an academic year, and has not contacted the Chair of the Commission, it will be assumed that the Commission member does not have the level of interest in the work of the Commission needed to maintain membership. That member will be asked to resign. A person on the alternates list will be asked to take the resigning member's place on the Commission if it is early enough in the academic year according to these Guidelines.

VI. UNIVERSITY SUPPORT

The University is a source of financial support and space allocation for the Commission.

The offices of the Vice Presidents of the University will be available to the Commission members as resources for information, data collection, and consultation.

VII. APPOINTMENTS AND RECOMMENDATIONS TO RELATED GROUPS

As appropriate, the President of the University may appoint a Commission representative to relevant ad hoc committees and commissions.

VIII. QUESTIONNAIRES, SURVEYS AND RESEARCH AS PART OF THE COSW

From time to time, in order to assess the success of meeting the purpose and function of the COSW and to report future COSW efforts, it may be necessary to contact members of the WSU community. Upon identification of a valid research question(s), the following steps should be taken in order to ensure that the data is collected, interpreted, and disseminated in an appropriate manner:

1. The COSW General Membership should vote on whether or not the specific hypothesis to be tested and/or the proposed information to be gathered is of great enough interest and importance to allocate COSW resources towards support of the project. These resources may be tangible (i.e. money) or intangible (i.e. use of COSW logo).

2. Once approved the Commission, a Research Team should be identified and the Principal Investigator and Co-Investigators should be named. At least one of the Co-Investigators must be from the President's Office. This ensures the data will be available to future Commissioners for COSW-related needs.
3. The Research Team should present a timeline outlining the expected timeframe for data collection, analysis, and dissemination to the COSW General Membership. This timeline must be approved by the Chair and Co-Chair of the Commission, and shared with the COSW General Membership. Significant (greater than a quarter-3 months) deviations from the timeline, reasons for the deviation, and efforts to remedy the deviation should be shared with the COSW General Membership.
4. A Research Protocol should be submitted to the Wayne State University Human Investigation Committee. All research (including but not limited to questionnaires, surveys or other research tools) involving human subjects must follow the guidelines set forth by the Wayne State University's Human Investigation Committee. Anyone involved in the project should complete Responsible Conduct of Research Training, provided by Wayne State University Division of Research.
5. The overall purpose of the research should be to further the mission of the COSW. Any personal benefits (i.e. publications, presentations) to the PI or CO-PIs should be secondary and take place after the dissemination of the research findings to the COSW General Membership.



The Committees

The Career Development Committee concerns itself with developing and presenting programs that enhance women's career advancement.

The Gender and Equity Committee addresses issues related to the current status of gender and equity in the campus community.

The Health Science Committee mission is to provide education and support pertaining to physical and mental health issues affecting women.

The Membership Committee seeks individuals who have demonstrated an interest in or support for women's issues.

The Outreach Committee brings the Commission's work to the wider campus through programming and the website.

The Research Committee examines women's standing in the university community and provides informational support for issues of concern.