

Policies and Procedures for Affiliate Faculty
Gender and Women's Studies Program
University of Maryland Baltimore County

The Gender and Women's Studies Program may grant affiliate faculty status to those who have expertise and interest in Gender and Women's Studies. This document outlines the mutual responsibilities of the affiliate faculty and the Program. It is designed to provide basic guidelines for the Director of the Program and the individual affiliate faculty.

ELIGIBILITY

1. Affiliate faculty status is granted only to faculty who are already employed by UMBC.
2. Minimum requirements for affiliate status are: current full-time faculty or professional staff status at UMBC; terminal degree in one's discipline and expertise in feminist scholarship and/or teaching; and a commitment to the Gender and Women's Studies Program.
3. The Program Director will recommend to the Dean of Arts, Humanities and Social Sciences, who in turn will make a recommendation to the Provost, the appointment of the affiliate faculty member for a two year renewable term. The appointment will be at the rank already held by the appointee in the case of faculty members. Where the individual does not already have a professorial rank, the appointment will be at a level commensurate with his or her qualifications, consistent with standards established for regular tenure track faculty. The titles will be Affiliate Professor, Affiliate Associate Professor, and Affiliate Assistant Professor.
4. Tenure cannot be earned on an affiliate appointment nor can affiliate faculty members receive any portion of their University salary from the affiliated department or program. Affiliate appointments are renewable.

PROCEDURES

1. An applicant for affiliate status should submit a vita and a statement of interest to the Director of the Program. The application will be reviewed by the Gender and Women's Studies Coordinating Committee, who will vote on the appropriateness of granting affiliation. (Coordinating Committee members will recuse themselves from review of their own applications.)
2. The faculty member will be informed of all responsibilities to and benefits of association with the Program as they relate to research, teaching, and opportunities for intellectual development.
3. The Director will send a letter recommending appointment to the Dean of Arts, Humanities and Social Sciences, (with a copy to the home department), who in turn will make a recommendation to the Provost. If the appointment is approved, the Provost will send an appointment letter to the affiliate faculty member with a copy to the Gender and Women's

Studies Director and a copy to the affiliate faculty's main department.

RESPONSIBILITIES OF AFFILIATE FACULTY

There are multiple ways in which affiliate faculty can serve the Gender and Women's Studies community. Since the term of affiliation is two years, the responsibilities and options outlined below are to be fulfilled during the two year period. Affiliate faculty will be expected to participate in the following ways:

A. Teaching or GWST Committees

Affiliate faculty will normally be expected to teach at least one GWST core or cross-listed course and/or to serve on the GWST Coordinating Committee during a two-year period.

B. Advising

Affiliate faculty will be expected to be knowledgeable about and to disseminate information concerning the program and to advise students with respect to course selection within the program.

C. Assembly/Meeting Participation

Affiliate faculty will be expected to attend GWST Assembly meetings regularly to attend other Program-sponsored functions.

D. Vita and Course Syllabi

Affiliate faculty will be expected to submit a current curriculum vitae to the GWST Program. They will also be expected to submit all Gender and Women's Studies course syllabi to the Program office.

RESPONSIBILITIES OF GWST PROGRAM

The Program (Coordinating Committee, Director, faculty and staff) will provide the following services for affiliate faculty:

A. Orientation

Affiliate faculty will receive orientation concerning the GWST program, individual courses, and governance.

B. Communication

Affiliate faculty will be informed of Program activities, research opportunities, meetings of special interest, and other affiliate faculty's areas of research and teaching interests.

C. Support Services for Teaching Faculty and Committee Work

1. Affiliate faculty will receive support services as feasible, such as typing, photocopying related to teaching GWST core courses and GWST committee work and the use of the GWST library to keep copies of reserved readings for GWST courses.
2. GWST will keep a file of GWST course syllabi for use by affiliates.
3. Affiliate faculty who teach GWST courses will have the right to request consultation when planning these courses.

D. Forum for Teaching and Research

GWST will provide a forum in which faculty and staff research, teaching, and Gender and Women's Studies interests can be presented and discussed.

E. Records

1. GWST will keep a current vita file on all affiliate faculty.
2. GWST will keep accurate records concerning a faculty member's affiliate status and will inform all affiliates about renewing their status with the Program.

Approved December 4, 1998