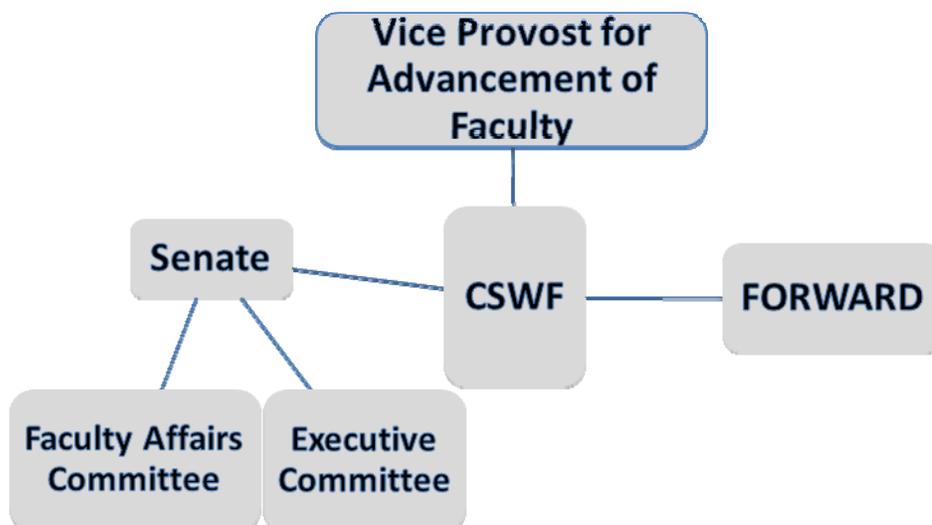


## COMMISSION ON THE STATUS OF WOMEN FACULTY Charter and Overview

**Origin:** The Commission on the Status of Women Faculty (CSWF) was created in January 2009 as part of NDSU's FORWARD-(Focus on Resources for Women's Advancement, Recruitment/Retention, and Development)led National Science Foundation-funded ADVANCE Institutional Transformation project to improve campus climate and narrow the gap between men's and women's perceptions of the campus climate; to enhance recruitment, retention, and advancement of women faculty; and to open academic leadership opportunities, aiming for critical mass of women in significant administrative positions. The CSWF was formed as a formal link between the university's academic administration and FORWARD in order to support the ADVANCE project goals and institutionalize associated activities for continuance after the five year grant period. Initially created by NDSU's Provost (then PI of the ADVANCE grant) and operating under the Office of the Provost, the Provost transferred leadership to the CSWF (Co-)Chair(s) in 2011.

**Governance Structure:** (see Structural Diagram below): To institutionalize the CSWF post-ADVANCE grant, its ongoing structural home became officially established (via Memorandum of Understanding between the Office of the Provost and CSWF dated April 2014) under the Office of the Provost, reporting to the Vice Provost for the Advancement of Faculty, and anchored within the Faculty Senate through its Bylaws, which specify an ex-officio member from CSWF on its Executive Committee and on its Faculty Affairs Committee. The CSWF retains its tight connection to the FORWARD office through appointment of three FORWARD members as CSWF members.

### Structural Diagram:



**Role of CSWF:** As originally conceived and continuing, the role of CSWF is fourfold:

- 1) to respond to initiatives and developments from FORWARD;
- 2) to identify and respond to developing campus issues relevant to opportunity for women faculty;
- 3) to proactively examine and initiate change in the university's policies impacting advancement of women faculty, seeking to more fully engage, recognize, and utilize the contributions of women faculty for the betterment of the University; and
- 4) to monitor and benchmark the University's progress towards equal participation of women faculty throughout the University.

The role of CSWF shall be reviewed every three years by CSWF members with input from relevant others, FORWARD, and the Vice Provost for Advancement of Faculty.

**Mission:** The Commission on the Status of Women Faculty (CSWF) is a dynamic and responsive committee charged with proactive inquiry and advancing initiatives to more fully capitalize on the talent of women faculty to help NDSU achieve its goals. CSWF will work with FORWARD, with the university administration, and through appropriate governance channels to address barriers to opportunity faced by women faculty. CSWF, through FORWARD, is responsible for facilitating NDSU's institutional transformation to ensure full participation of women at all university levels.

**Membership:** The CSWF shall consist of a minimum of seven and a maximum of ten voting members. Membership of CSWF consists of three members from FORWARD, at least one of whom will serve on CSWF's executive committee, faculty from various colleges across the campus selected through an open process of application and nomination for their support for and ability to effectively pursue the mission of CSWF, one ex-officio member representing academic deans and one ex-officio member representing the Office of Equity, Diversity, and Global Outreach. The CSWF executive committee prepares a slate of nominees; CSWF members, executive committee, and chair are selected by vote of the CSWF membership from the slate of nominees and other applications and nominations. Membership, executive committee and chair terms are 3 years, with potential for successive reappointment; membership terms are to be staggered to facilitate continuity of CSWF initiatives. CSWF representatives on Faculty Senate Executive Committee and Faculty Senate Faculty Affairs Committee are selected each semester by the CSWF membership.

**Meetings:** Regular meetings of the entire CSWF are held monthly during the academic year; various task-specific subcommittee meetings are scheduled as needed. Fifty percent of voting members constitutes a quorum, and approval of at least 75% of the members is needed to move a policy initiative forward. The CSWF meets with the Provost and FORWARD at least once per academic year and with the Vice Provost for Advancement of Faculty at least once per semester.

**Activities:** The CSWF

- orchestrates nominations and selects the recipient for the annual Advance FORWARD Department Award, a \$5000 award from the Office of the Provost to recognize a department for their efforts and outcomes with respect to the primary FORWARD goals;
- takes a leadership role in reviewing, proposing and shepherding policy change initiatives to facilitate FORWARD goals. The CSWF actively participates in university governance through its ex-officio membership on the Executive Committee and Faculty Affairs Committee of the Faculty Senate;
- engages with university administrators, faculty leaders, and campus units in pursuit of its mission;
- has an active role in FORWARD activities, facilitating and supporting as appropriate;
- is an avenue for discussion of issues related to FORWARD goals, and maintains vigilance for emerging issues.