

College of Sciences Women in Science Network (COS WISE) COS WISE Bylaws

1. Mission and Vision

A. Mission

The mission of the College of Sciences (COS) Women in Science Network (WISE) is to catalyze a constant and transparent communication that is essential to inspire and support female faculty to succeed.

B. Vision

WISE is a COS network of faculty committed to nurture, sustain and inspire women faculty activism to ensure an environment of inclusiveness and equal opportunities for career success.

2. Membership

A. All female faculty in the College of Sciences are members.

B. WISE is inclusive of all intersecting gender and social identities. Members can invite interested people to join the network and become official members.

C. WISE members will work closely with the COS Associate Dean for Faculty Success, Diversity and Inclusion and the COS Dean.

3. WISE Officers Team (WISE_OT)

A. WISE Officers Team (WISE_OT) is composed of six female faculty who represent each of the different departments* and schools** as well as the Biochemistry and Molecular Biology Program (BMBP) and a Past Chair who will serve as mentor.

a. Officer titles and elections:

1. WISE_OT members will be nominated.

2. Self-nominations are allowed and encouraged.

3. From these six WISE_OT, a Chair, Vice Chair, and a Secretary will be selected.

4. The three additional members of the WISE_OT will represent their departments/schools/interdisciplinary programs as appropriate.

* Departments: Biology, Chemistry, and Physics & Astronomy

** Schools: School of Earth, Environmental and Marine Sciences and School of Mathematics and Statistical Sciences

b. Duties

1. Chair. - The WISE Chair will work together with the Associate Dean for Faculty Success, Diversity and Inclusion to organize meetings, topics of discussion, and strategies/activities that can enhance the opportunities for WISE members to succeed.
2. Vice Chair. - The Vice Chair will serve as Chair in the absence of or if requested by the Chair. The Vice Chair will work with the Chair to organize meetings, topics of discussion, and strategies/activities that can enhance the opportunities for WISE members to succeed.
3. Secretary. - The Secretary will assist the Chair in writing the meeting minutes and disseminating minutes and news to the WISE members.
4. Remaining members of the WISE_OT. – The three additional members of the WISE_OT will ensure that the voice of their female peers in their respective departments/schools and/or BMBP are heard. They will also ensure transparent communication and shared governance.
5. Past-Chair - The WISE Past-Chair will serve as mentor for the new Chair as needed.

c. Terms of service

1. In order to allow opportunity for all female faculty in the COS to provide leadership service in this network, WISE_OT service terms are for a maximum of two years. Rotations from the WISE_OT will occur at the end of the second academic year. Academic years are scheduled from September 1st to August 31st of the following year, each year.

d. Vacancies

1. Vacancies could occur when by their own decision a member cannot continue serving or if the member has not been actively participating as expected (missing more than two scheduled meetings). Vacancies will be filled as follows:
 - i. If the vacancy is for the Chair, the Vice Chair will become the Chair. The Secretary will become the Vice Chair. A new Secretary will be nominated by the three additional members of the WISE_OT. A new faculty from the missing department/school or BMBP will be selected.
 - ii. If the vacancy is for the Vice Chair, then the Secretary will become the Vice Chair. A new Secretary will be nominated by the three other

officer members of the WISE_OT. A new faculty from the missing department/school or BMBP will be selected.

- iii. If the vacancy is for the Secretary, then a new Secretary will be nominated by the three additional members of the WISE_OT. A new faculty from the missing department/school or BMBP will be selected.
- iv. If the vacancy is for one of the three additional members of the WISE_OT, a new faculty from the missing department/school or BMBP should be nominated (self-nominations are encouraged).

4. WISE Subcommittees (as needed)

- A. Subcommittees are allowed when strategies/activities involving topics of expertise from WISE members are needed in research, teaching, service, mentorship, leadership, life-work balance, recruitment, retention, diversity (e.g. underrepresented ethnic groups), and inclusion.
 - a. Structure of the subcommittees:
 1. A designated subcommittee is responsible for electing a champion who will lead the subcommittee activities and a secretary who will assist the champion to communicate the subcommittee activities to the WISE_OT.
 2. Members from the WISE_OT will meet with the Associate Dean for Faculty Success, Diversity, and Inclusion as needed, and with the COS Dean at least once per semester to discuss the strategies/activities and other topics of concern related to facilitating the success of the WISE members.
 3. Subcommittees should have as minimum 3 and as a maximum 5 members each.
 4. Members will not participate in more than one subcommittee.
 5. There are no terms of service or vacancy rules as the subcommittees are formed as needed and will dismantle when the task is accomplished.

5. Meetings

- A. The WISE_OT will meet as needed to discuss the agenda for meetings and strategies/activities to succeed together. The agenda will be posted three business days before the meeting and majority decisions can only be made on scheduled agenda items.

- B. The WISE_OT secretary, with the approval of the WISE_OT and the Associate Dean for Faculty Success, Diversity, and Inclusion will provide an agenda and the minutes of the meetings within five to ten days before and after the meetings.
- C. Meetings are expected to occur at least twice per semester. However, short notice meetings will be scheduled depending on the urgency of the topic -e.g., a call for grants that requires work among interdisciplinary groups.
- D. UTRGV as well as the College of Sciences is seen as one entity rather than several independent campuses/schools. Thus, meetings should be planned accordingly to allow for presence, virtual or in person, of WISE members across their different geographic locations.
- E. WISE meetings will be conducted following the most updated Robert's Rules of Order.

6. Communication

- A. Constant and transparent communication are critical components of the WISE mission, thus in addition to the WISE meetings constant communication will be addressed via email using the COS_WISE list server.
- B. Social media communication should include a hashtag as follows:
#WISE_COSUTRGV

7. Creation of Strategies/Activities to Succeed together

- A. To fulfill the WISE mission and vision, strategies/activities to succeed together will be presented to the WISE members via electronic and a Qualtrics or other mechanism for allowing anonymous comments in order to allow a free expression and participation.
- B. Proposed strategies/activities to succeed together should include, but are not limited to topics related to research, teaching, service, mentorship, leadership, balancing work and life, recruitment, retention, enhancing diversity (e.g. underrepresented ethnic groups), and inclusion.
- C. Strategies/activities could include, but are not limited to, organizing faculty development programs, writing workshops, guest speakers, panels, working groups, research and/or teaching colloquiums, family friendly activities, etc.
- D. Strategies/activities elaborated to succeed together should include purpose, milestones, timeline, and metrics of success.

- E. Reports of the success of the strategy (ies) should be presented by the WISE_OT and the Associate Dean of Faculty Success, Diversity, and Inclusion to the COS Dean. Reports should be presented as pertinent according to the proposed strategies/activities. For example, the success of a research/teaching colloquium could include number of attendees, reflections of attendees based on anonymous surveys, etc.

8. Networking

- A. WISE_OT will develop strategies to work with the Women's Faculty Network, male faculty, and graduate and undergraduate students in the College of Sciences and UTRGV.
- B. Other types of networking activities in or outside UTRGV are welcome, as long as the mission and the vision of WISE is fulfilled.

9. Voting

- A. When needed, electronic communication and votes should be allowed and open with at least five working days before to close the pool. If voting is done electronically, all efforts to provide anonymous voting will be implemented.
- B. All WISE members have the right to vote.

10. Revision of the WISE Bylaws

This document will be reviewed at a minimum of every three years by the WISE members, the COS Associate Dean for Faculty Success, Diversity, and Inclusion and the COS Dean.

11. WISE founders

- A. Dr. Vivian Incera, Dean, College of Sciences, and
- B. Dr. Teresa Patricia Feria, Associate Dean for Faculty Success, Diversity and Inclusion.

12. First Bylaws approved date

The present document was approved on January 25 of 2021 by Dean
Vivian Incera