

Approved April 10, 1974  
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## BYLAWS

### THE JOINT COMMITTEE ON THE STATUS OF WOMEN

1. The Joint Committee on the Status of Women is a standing Committee of the Faculty of Medicine at Harvard University. The purpose of the JCSW is to facilitate the development and contribution of women affiliated with Harvard Medical School and Harvard School of Dental Medicine by expanding and improving the opportunities for the advancement of women to achieve their maximum potential. The constituency of the Committee shall be exempt and non-exempt staff; faculty appointees; research and clinical fellows; and medical, dental and graduate students.
2. The Committee may;
  - A. Identify opportunities for and obstacles to the advancement of women by:
    - i. Creating a forum for women to bring issues to the community.
    - ii. Educating members of the biomedical community to issues and practices that impede the advancement of women.
    - iii. Providing a resource for women by cultivating programs for networking, mentoring, training, and referral throughout the medical school community and the community at large.
  - B. Document the Status of Women:

The Committee shall address problems including but not limited to: the general atmosphere for women within the biomedical community; hiring and promotion practices; salary and professional equity; training; employment practices affecting women such as child care provisions, health services, maternity leave, child rearing, family sick leave, and flexible-time working arrangements. Documentation may include conducting surveys and collecting and maintaining data.
  - C. Make recommendations:

The Committee shall report findings and recommend policies to the Faculty of Medicine; establish immediate and long-range goals; and work with those designated responsible for their implementation.

D. Evaluate:

In addition to providing an ongoing review of the changes in policy and practices affecting women, the Committee shall inform the Deans of the Medical and Dental Schools and the Medical School community of the Committee's findings and recommendations through a report to be presented at a Faculty Council meeting and to be published on the JCSW web site. The Committee shall receive reports from the Deans' offices and other responsible offices on issues relevant to its function. The Committee shall also have access and input to the required ongoing Affirmative Action Plan, specifically in the areas of hiring and promotion practices, goals, timetables, and documentation.

E. Coordinate and recommend:

The JCSW will coordinate and recommend nominees for the Dean's Awards for the support and advancement of women faculty and staff.

3. Active members of the committee may be appointed from exempt and non-exempt staff; faculty appointees; research and clinical fellows; and medical, dental and graduate students, with approximately equivalent numbers of faculty and staff members. These members will serve for one three-year term, which may be renewed for one additional term for those who actively participate in the activities of JCSW. After a one-year hiatus, former members may reapply for membership. Active members of the committee shall be approved and officially invited by the Dean.
4. The Committee may also have non-voting Ex Officio members and Emerita/Emeritus members. Ex Officio members to the Committee shall be persons whose professional responsibilities include participation on the JCSW such as, but not limited to, representatives from the Dean's office, the Ombuds Office, the Office of Work and Family, and the affiliated hospital's offices/centers for faculty development. Emerita/Emeritus members will include those who have been past members of JCSW and who wish to maintain an affiliation with the committee in a non-voting capacity. Emerita/Emeritus status may be requested by the member at any time during or after active membership. The subcommittees (see #6 below) may include non-JCSW members who may have a particular interest in the function of the subcommittee or special skills required by the subcommittee.
5. Officers of the Committee shall be comprised of co-chairpersons and co-vice chairpersons. Co-vice chairpersons are elected by the active membership, one from the faculty membership and one from the staff membership, and appointed by the Dean. They serve as vice-chairs for one year before assuming the duties of the chair. The chairpersons shall preside at all official meetings, cast the deciding vote in case of a tie, and see that the rules of order and decorum prevail in all the deliberations of the Committee.
6. To accomplish the objectives of the Committee certain activities may be more expeditiously done by delegation of such activities to a Subcommittee or Taskforce.
7. The work of the Committee shall be supported by a salaried Associate.