

THE JOINT COMMITTEE ON THE STATUS OF WOMEN at Harvard Medical School/Harvard School of Dental Medicine
Approved by Active Membership Vote in January 2022.

ARTICLE I – NAME

The Joint Committee on the Status of Women is an Advisory Committee of the Dean of the Faculty of Medicine at Harvard University.

ARTICLE II – STATEMENT OF PURPOSE

Section 1

To facilitate the recognition and encourage the development and contributions of all women affiliated with Harvard Medical School and Harvard School of Dental Medicine by expanding and improving opportunities for leadership development and advancement and for achieving their full potential.

Section 2

To identify and prioritize initiatives and opportunities for the advancement of women, and help to remove impediments to their advancement.

Section 3

To educate members of the biomedical community as to issues and practices that influence the advancement of women, through measures such as the following:

- A. Creating a forum to bring relevant issues to the community;
- B. Providing a resource for women by cultivating programs for networking, mentoring, training, and referral throughout the medical school community and the community at large;
- C. Collaborating with other Harvard groups in discussing ways to share resources to support efforts towards increasing gender and ethnic/racial equity and in support of relevant educational programs.

Section 4

To appraise, monitor, and document the status of women by such measures as:

- A. Assessing the general culture and climate as it relates to women; hiring and promotion practices; salary and professional equity; training; employment practices such as child care provisions, health services, parental leave, family sick leave, and flexible-time

working arrangements and other topics as recommended by the Dean or as deemed relevant by the Committee;

- B. Using tools such as surveys, as well as other forms of data collection;
- C. Maintaining, disseminating, and publishing findings related to issues of relevance to women affiliated with the Harvard Medical School and Harvard School of Dental Medicine.

Section 5

To make recommendations and inform policy decisions related to the status of women through:

- A. Reporting the Committee's findings and recommending policies to the Dean of the Faculty of Medicine, the Faculty Council and any other appropriate leadership bodies and community forums;
- B. Reviewing and responding to reports from the Deans' offices and other responsible offices on issues relevant to its function, and if requested, contribute efforts and data to such reports;
- C. Developing and coordinating award programs, such as the Dean's Awards for Leadership of the Advancement of Women Faculty & Staff. The JCSW will coordinate the nomination process and recommend nominees for the Dean's Awards for Leadership in the Advancement of Women Faculty and Staff. Nominations will be solicited by the JCSW from all faculty, regardless of rank, and all Harvard employed staff with the aim of identifying individuals who have made notable career contributions to the advancement of women faculty and staff, and whose efforts have extended broadly within Harvard Medical School and/or Harvard School of Dental Medicine. The immediate past Faculty and Staff co-chairs will oversee the selection process. If either immediate past co-chair is unable to fulfill that role, a designee will be named by the Leadership Council.

Section 6

To contribute to, and foster the creation of a culture that is supportive to women by:

- A. Encouraging and fostering networking and collaboration among women and groups whose mission it is to support women;
- B. Sharing best practices and creating an environment that leverages groups' knowledge for the benefit of women at Harvard;
- C. Helping to advance the goals for diversity and equity as set forth by the Deans of Harvard

Medical School and Harvard School of Dental Medicine.

ARTICLE III – MEMBERSHIP

Section 1

Eligibility

- A. Membership application is by self-nomination.
- B. Membership is open to Harvard Medical School and Harvard School of Dental Medicine exempt and non-exempt staff, faculty appointees, research and clinical fellows and students
- C. General membership is required to be a member of a subcommittee or serve as co-chair of a subcommittee
- D. At the discretion of the Chairs, and with approval of the Dean, a representative from the Harvard School of Public Health Committee on the Concerns of Women Faculty may be invited as a non-voting liaison member.
- E. Staff from affiliated institutions may become JCSW members on a case-by-case basis. Interested staff members from these affiliated institutions should have a role related to faculty development and promotions. Approval by Leadership Council is required.

Section 2

Member Responsibilities

- A. Members who attend in person or virtually a minimum of fifty percent of monthly meetings and/or participate in subcommittee work are considered “Active Members” which gives them the right to vote on matters that come before the JCSW. Members who do not meet these requirements are still invited to attend all JCSW meetings and events.

ARTICLE IV – LEADERSHIP

Section 1

Leadership Council

- A. Co-Vice Chairpersons are elected by the active membership, one from the faculty membership and one from the staff membership. The staff member must be Harvard-paid. They serve as vice-chairs for one year before assuming the duties of the chair.
- B. The Co-Chairpersons will serve for a term of one year. They will be responsible for

drafting the annual report at the end of the year. They will serve as the Dean's Award committee chair the following year.

- C. Two additional at-large members of the Leadership Council will be elected by the membership to serve 1-year terms, one from the faculty membership and one from the staff membership. The staff member must be Harvard-paid. The at-large members may run for an additional one-year extension of term with a maximum of two years.
- D. The Leadership Council is comprised of the Faculty and Staff Co-Chairpersons, the Co-Vice Chairpersons, the members at large who will serve as the voting members of the Leadership Council and may include representatives of the Dean's office.
Representatives may be selected from: Consortium of Harvard Affiliated Offices for Faculty Development and Diversity (CHADD), HMS Human Resources, Office for Faculty Affairs, Office of Diversity, Inclusion and Community Partnerships (DICP), Female Leaders in Science (FLIS), and Harvard School of Dental Medicine. The purpose of the Leadership Council is to provide guidance and strategic direction to the overall JCSW membership.
- E. The Co-Chairpersons will 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. Subcommittee Chairs will be invited to attend Leadership Council meetings on an ad hoc basis, at the discretion of the Co-Chairpersons, or will ask for an invitation as needed. Subcommittee Chairs cannot cast votes at Leadership Council meetings.
- F. The Leadership Council shall issue statements, reports, comments and opinions on behalf of the Committee and shall speak for the entire Committee in an official capacity.
- G. Official JCSW communications to the wider community, including HMS leadership and University leadership, shall be reviewed, approved, and issued by the Leadership Council.

Section 2

Meetings

- A. The Leadership Council will meet at least once a month during the academic year and at least once during the summer months.
- B. Minutes will be documented for each Leadership Council meeting and agendas will

be made available to JCSW members. Minutes made available upon request.

Section 3

Fiscal Year, Budget Review

- A. The Leadership Council shall have fiduciary responsibility for the budget and shall be in regular communication with the Dean's representative from the Office for Faculty Affairs.
- B. Leadership Council may communicate to the JCSW membership the status of the budget during the academic year.
- C. The Leadership Council shall review the Strategic Planning document on an annual basis and adjust as needed. The Leadership Council shall convene a task force of members to revise or extend the Strategic Plan. The Strategic Plan will be posted on the website. Changes will be communicated to the membership via email and/or a formal presentation.
- D. The fiscal year shall be July 1 to June 30.

ARTICLE V – SUBCOMMITTEES

Section 1

To accomplish the objectives of the JCSW, certain activities may be more expeditiously accomplished by delegation of such activities to a subcommittee.

Section 2

Subcommittee chairs will serve a term limit of two years, renewable after one lapse in term. All nominations will come from members of the subcommittee and Leadership Council. Subcommittee co-chairs will be elected by the JCSW membership.

Section 3

The Subcommittees may include guest members who may have a particular interest in the function of the Subcommittee or special skills required by the Subcommittee.

Section 4

New Subcommittees may be formed upon a motion by any active member of the JCSW with the approval of a simple majority of the Leadership Council to be followed by a confirmation vote by the JCSW membership.

ARTICLE VI – MEETINGS

Section 1

Joint Meetings

- A. The full membership will come together for joint meetings a minimum of eight times during an academic year.
- B. Record of attendance will be taken at each meeting.
- C. Agendas will be made available to members of the JCSW for each meeting.

Section 2

Voting

- A. Members with current, active membership on the JCSW will have voting privileges. Each member has one vote.
- B. A quorum will consist of 50% of the active members by electronic vote.

ARTICLE VII – RESIGNATIONS & VACANCIES

- A. Individuals wishing to resign from a JCSW Subcommittee Chair position should submit their intention to the Leadership Council within 14 days prior to leaving their position, so there is time for reassignment. Any active issues related to that Subcommittee work will be managed by the JCSW Leadership Council as needed, in the interim.
- B. Individuals wishing to resign from JCSW Leadership Council should submit their intention to Leadership Council, within 14 days prior to leaving their position.
- C. If a member ceases to be employed by or appointed by HMS, HSDM or a hospital affiliate, they will no longer be a member of the JCSW.

ARTICLE VIII – AMENDMENTS TO THE BYLAWS

- A. Any JCSW member may propose a bylaws addition, amendment, or annulment in writing and forward the suggestion to the Leadership Council. The Leadership Council shall review the proposed modification and distribute any agreed upon changes to the membership for a vote.
- B. Final discussion, voting and adoption of any changes shall take place as needed.
- C. Changes to the JCSW bylaws will be made by electronic vote among active members. JCSW votes will be conveyed to the Leadership Council and the Dean's Office. The new bylaws will be posted on the JCSW website.

ARTICLE IX -

Administrative/Operations Support

Section 1

JCSW Committee Support Staff

- A. The work of the Committee shall be supported by a salaried Administrative Coordinator.
- B. Hiring and appointment of the Administrative Coordinator will be the primary responsibility of the Harvard Medical School administration. However, the Leadership Council will provide input on the responsibilities of the Administrative Coordinator, as well as regular performance feedback to the Administrative Coordinator's manager.