



# FEMINIST STUDIES DEPARTMENT GRADUATE STUDENT HANDBOOK

# *Graduate Student Handbook*

Updated and Revised Fall 2024

Department of Feminist Studies University of California, Santa Barbara

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## **Graduate Student Handbook Department of Feminist Studies University of California, Santa Barbara**

### **Introduction.**

This handbook is designed to explain the structure of the graduate program in Feminist Studies, outline degree requirements, and provide information about the Department of Feminist Studies, its faculty and staff, and procedures relevant to graduate students.

### **What is Feminist Studies?**

Feminist Studies is an interdisciplinary area of inquiry that has been producing cutting-edge research and fostering innovative teaching for close to 50 years. It is interdisciplinary because it draws from and contributes to theories and methodologies central to disciplines throughout the social sciences and humanities. At the same time, like other disciplines that emerged from existing areas of study, it has developed a research tradition, an approach to methodology, a body of theory, journals, a professional association, conferences, curricula, graduate programs, and the other institutional accouterments of an autonomous discipline. The roots of Women's Studies lie in the study of women's experiences and a critique of their neglect in knowledge production. But the name "Feminist Studies" reflects the fact that the subject matter includes more than women: research and teaching focus on the ways that relations of gender, intersecting with race, class, ethnicity, sexuality, nationality, age, religion, ability, body size, and other categories of difference, are embedded in social, political, and cultural formations. Feminist Studies at UCSB thus considers constructions and experiences of genders and multiple identities, sexualities, cultures, and structures over time and across space.

### **Administration of the Graduate Program**

**Graduate Council.** The Graduate Council of the Academic Senate sets general policies and standards for graduate education. The Graduate Division administers those policies.

**Graduate Division.** The Graduate Division is the main administrative unit dealing with graduate students, enforcing University regulations pertaining to graduate students, administering funds for graduate studies, and a variety of graduate concerns.

Graduate Division administers block grants for graduate studies to each department. The number of graduate students in the program is a major factor in the calculation of annual block grant allocations.

The Graduate Division oversees the awards of all central fellowships, including those for new applicants and continuing students.

The Graduate Division [website](#) is essential for answering questions about policies and procedures.

**The Department of Feminist Studies:** The Department enforces policies and guidelines set by the Graduate Council and Graduate Division. These include admissions standards, residency requirements, leaves of absence, normative time, and related matters.

**Graduate Director in Feminist Studies:**

The Graduate Director (also called the Faculty Graduate Advisor) in Feminist Studies, oversees the graduate program. The Graduate Director is responsible for attending meetings set by the Graduate Division and disseminating information from those meetings. The director, in conjunction with the department Chair, Graduate Committee, and Staff Graduate Advisor, oversees the implementation of policies and procedures to streamline progress and completion of milestones throughout students' graduate education. The director has signatory power over admissions, waivers of requirements, leaves of absence, doctoral committees, and various forms from the Graduate Division. The director organizes and runs grad admissions (closes in December with review in January) and recruitment (typically in late February/early March), implements policies on funding determined by the department Graduate Committee, updates the Grad Handbook and TA Handbook, is director of Graduate Committee, and is a member of the department's Curriculum Committee. Students should meet with the Graduate Director to have employment commitment forms and exceptions signed, and to discuss any upcoming milestones or issues of concern. The Graduate Director communicates with the Graduate Representative and supervises the vote for the next Grad Rep, supervises the department's TA Training, and coordinates graduate WASC assessment.

### **Staff Graduate Advisor**

The role of the Staff Graduate Advisor is served by the Student Affairs Coordinator, who acts as the main staff person for the Director of Graduate Studies and deals with currently enrolled graduate students, including graduate fellowships and support, and Teaching Assistants/Associates. See her to get on the payroll for TA/Associate appointments during the academic year, review fellowship information, or file a Request for Employment over 50%. (Summer Sessions staff process all summer teaching appointments). She handles the application and reapplication process for TAships for graduate students outside of the department and in consultation with the Chair and instructors, inputs TA section assignments, after which TAs have eGrades and Canvas access.

The Advisor also works closely with the Director of Graduate Studies to handle TA fee remissions, fee fellowships, and departmental support including fellowships and travel. The Advisor deals with graduate admissions and organizes graduate recruitment activities. The Advisor also provides advice about day-to-day activities for graduate students and TAs. As also the **Undergraduate Advisor**, the Advisor is responsible for scheduling of the Feminist Studies conference room, desk copy ordering, undergraduate records, and helping students select courses appropriate for the major/minors. The Advisor provides advice to undergraduates about their courses and activities and may have insight into students who are enrolled in TA's sections (although she cannot share FERPA protected information). Students should familiarize themselves with the [UCSB Distressed Students Response Protocol](#) in case they suspect a student is in distress. If TAs experience this type of incident, they should inform the Advisor as well as a critical point of contact who can also direct the TA or the student to the appropriate campus resource. The Advisor cannot proctor or coordinate disabled student exams. Instructors and TAs should visit the Disabled Students Program (DSP) [website](#) for instructions on arranging exams and other resources for DSP students. The Advisor is also in charge of organizing student evaluations of TAs and Instructors which are available after grades are turned in. More information relating to TA duties/responsibilities is discussed at the required campus and Feminist Studies TA Training and through faculty mentorship.

**Graduate Committee.**

The Graduate Committee, composed of 3-4 faculty members and Chaired by the Graduate Director, consults with the Graduate Director regarding changes in the requirements of the graduate program or procedures in administering the program. The Graduate Committee determines how block grant allocations for graduate education are disbursed, and manages the Regents Fellowship in Feminist Studies. The Committee is also responsible for graduate admissions decisions, nomination for central fellowships and recruitment, curriculum revision, and WASC assessment. The Graduate Committee also supervises the doctoral emphasis program, which has its own Doctoral Emphasis Director.

TA positions are allocated depending on the department's teaching needs, student teaching records, student Annual Reports, and instructor requests. More information is included below and in the TA Handbook.

**Doctoral Emphasis Committee:** The Doctoral Emphasis committee, composed of 3 faculty members and Chaired by the Graduate Director, administers the DE program and the Stough and Distinguished Teaching Awards. The Director keeps records of current and past students, reviews applications and calls for votes, meets and emails with potential and DE students, communicates with Grad Division and the Registrar, and organizes the Doctoral Emphasis Graduate Representative Vote.

**Graduate Student Representation in the Department.** Department by-laws state that a Graduate Student representative must be appointed annually and attend non-personnel portions of departmental faculty meetings. The department's Graduate Student Representative, elected by the graduate students, is a valuable consultant on graduate student concerns. Students may wish to forward general or specific comments and concerns about the program to the representative, who can then discuss them with the Graduate Director, Staff Graduate Advisor, the Department Chair, or another appropriate person. Elections are held each fall and the term for Grad Reps generally runs November 1 to October 31 annually.

## Faculty Advisor, Program Supervision, and Annual Review

All students must have a Chair or advisor to direct their graduate studies. All students admitted to the program are assigned a first-year primary and secondary faculty advisor, who may be core or affiliate faculty members in FEMST. Students may change mentors in the second year for a variety of reasons, including a shift in academic interests, or sooner if there is not a successful working relationship. Students wishing to change advisors should talk to the Graduate Director or the Department Chair.

The student's primary advisor is a key recommender for all departmental and externally funded fellowships. The primary advisor should give guidance to the student in planning the student's academic program and oversee the student's academic progress. The *Annual Progress Check*, which is created by the student, signed off by the primary advisor, and evaluated by the Grad Committee, is an opportunity for the student and the primary advisor to discuss the student's strengths and weaknesses, giving the student a clear picture of their progress toward the degree.

### Annual Review

The Graduate Committee conducts an Annual Review of each student in the spring. This review focuses on the student's self-completed *Annual Progress Check*, which includes the academic record, employment, funding or awards received, scholarly activities, service in the department and campus, and overall participation and professionalism.

Teaching activities are also considered as part of the Annual Review. All ladder-rank faculty who supervise teaching assistants are required to complete quarterly evaluations. Lecturers and Associates are not required to provide evaluations of TAs, but may provide feedback to the Chair or Graduate Director. In the case of Teaching Associates, the Chair is required to write an evaluation or delegate this responsibility. These supervisor evaluations, as well as any evaluations by students enrolled in the TA's sections, become part of the teaching review.

Significant problems revealed by the review, whether in the academic record or in teaching, offer an opportunity for the Graduate Committee to provide advice and resources to the student. The Graduate Director will



report the findings of the review to the student. If there are problems, the primary professor and Graduate Director will work with the student to plan a course of action and together will monitor the student's progress. Continuing problems may jeopardize the student's enrollment in the program.

## General Graduate Program and Degree Requirements

### Normative Time

Normative time for the M.A. program will be two years. Students will begin work on a thesis or final project in the required research seminar and complete it by the end of the second year. Advisors will monitor students' progress to ensure timely completion of the requirements for the M.A.

Normative time for the M.A./Ph.D. program will be seven years. Normative time for students entering with a M.A. will be six years. Students entering without an M.A. should advance to candidacy within four years, and those entering with an M.A. in three years. See the chart below:

Incoming with BA Only			
Year 1	12 Credits of Course Work Total	12 Credits of Course Work Total	12 Credits of Course Work Total
	FEMST Core Course(s)	FEMST Core Course(s)	FEMST Core Course(s)
	Additional Units	Additional Units	Additional Units
Year 2	12 Credits of Course Work	12 Credits of Course Work	8 MA Prep Credits
Year 3	12 Credits of Course Work	12 Credits of Course Work	12 Credits of Course Work
Year 4	12 Credits of Course Work	Qualifying Exam Prep Credits	Qualifying Exam Prep Credits
		Writing Part of Exams	Prospectus Exam

Year 5	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits
Year 6	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits
Year 7	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits	PhD Defense
Incoming with MA			
Year 1	12 Credits of Course Work Total	12 Credits of Course Work Total	12 Credits of Course Work Total
	FEMST Core Course(s)	FEMST Core Course(s)	FEMST Core Course(s)
	Additional Units	Additional Units	Additional Units
Year 2	12 Credits of Course Work	12 Credits of Course Work	12 Credits of Course Work
Year 3	Qualifying Exam Prep Credits	Qualifying Exam Prep Credits	Qualifying Exam Prep Credits
		Writing Part of Exams	Prospectus Exam
Year 4	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits
Year 5	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits
Year 6	Research/ Writing PhD Prep Credits	Research/ Writing PhD Prep Credits	PhD Defense

University policies for financial and teaching support require students to complete their work within normative time. If students exceed normative time, they may begin receiving notices and eventually could be placed on monitoring and then probation. See the Graduation Division website on

[Academic Performance and Progress](#) for the full policy. See the UCSB Graduate Handbook and Graduate Division website.

### **Unit and Residence Requirements**

It is a Graduate Division requirement that students must enroll in a minimum of 8 units each quarter but 12 are expected.

The M.A. requires 40 units over two years, as described below. All courses should be at the 200-level or above, although on a case-by-case basis we will grant exceptions and allow a 100-level course to count as part of the graduate program. At least 24 units must be in Feminist Studies courses. No more than 6 units of 596 may be used to meet the M.A. requirements.

The M.A./Ph.D. will require 80 units, as described below. Students entering with an M.A. in Feminist, Women's or Gender Studies from another university are required to take at least 52 units. All courses should be at the 200-level or above, although on a case-by-case basis we will grant exceptions and allow a 100-level course to count as part of the graduate program. A grade of B or higher is required for all core courses required for the program. A grade of C, S, or higher is required in all upper-division or graduate-level courses to be counted for the degree award.

Per UCSB requirements, a minimum of at least three quarters in residence at UCSB is required for the master's degree, and at least six quarters in residence at UCSB is required for a Ph.D. degree.

### **Areas of Emphasis**

The graduate program is organized into three areas of emphasis. Ph.D. students will focus on one of three areas but take courses in all three:

- 1) **Race and Nation:** "Race and nation" centers the experiences of race and ethnicity and the inextricability of race and ethnicity from all other categories of identity and difference.
- 2) **Genders and Sexualities:** "Genders and sexualities" concentrates on an interdisciplinary exploration of the historical and global processes by which desires, sexual acts, relationships, gender and sexual identities, communities, and movements have

been constructed, transformed, and challenged. A number of our affiliated faculty members specialize in masculinities and queer sexualities, which are part of this concentration.

- 3) **Labors** (Productive and reproductive labors): “Productive and reproductive labors” focuses on the economic (both paid and unpaid) and reproductive roles and experiences of diverse groups globally and historically and the complex relationship between employment and child-bearing and child-rearing.

All three areas of concentration attend to the intersectionality of race, ethnicity, class, sexuality, nationality, age, religion, ability, and other categories of difference. In addition, all three areas integrate attention to the contemporary United States with historical and global perspectives. Applicants indicate an area of focus upon application to the program, although they may change areas if they so choose once they are enrolled.

### **Required and Recommended Courses**

Both the MA and the Ph.D. begin with a core of courses that ground students in the theoretical, methodological, epistemological, and pedagogical traditions of feminist studies.

MA/Ph.D. and Ph.D. students concentrate in one of three thematic fields (race and nation, genders and sexualities, productive and reproductive labors) while taking some coursework in all three, thus gaining broad expertise. They may also take a cluster of courses in an outside disciplinary or interdisciplinary field to complement their work in feminist studies. In addition, they engage in extensive original research, both in research seminars and in the completion of a dissertation.

### **MASTER OF ARTS – FEMINIST STUDIES –** **Plan I – Thesis or Plan II Project**

*In addition to departmental requirements, candidates for graduate degrees must fulfill University requirements described in the “Graduate Education” section of the UCSB General Catalog.*

A total of 40.0 units is required for the M.A. degree, drawn from the designated core and elective courses\*. At least 24 units must be in Feminist Studies courses. All should be at the 200-level or above, although 100-level courses may sparingly be approved by exception. No more than 6 units of 596 may be used to meet the M.A. requirements. All core courses must be completed with a 'B' grade or higher. All students need to maintain a minimum GPA of 3.0 to be in good academic standing. Students in the M.A./Ph.D. program must first complete the requirements for the M.A. before continuing toward the doctorate. The time-to-degree for the M.A. is two years.

<b>CORE COURSES – 20.0 units</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Units</b>
FEMST 250AA-ZZ	Feminist Theories (you can take this series as an elective as well)	4.0
FEMST 260	Feminist Research Methods*	4.0
FEMST 270	Feminist Epistemologies and Pedagogy	4.0

FEMST 280A-B	Research Seminar (2-quarter seminar)	8.0
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**ELECTIVES – 8 units from the area of concentration, 4 units outside (12.0 total)**

**Concentration Areas:**

Labors

Genders and Sexualities

Race and Nation

**THESIS RESEARCH AND PREPARATION – 8.0 units**

<b>Course Number</b>	<b>Course Name</b>	<b>Units</b>
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FEMST 598	M.A. Thesis Research and Preparation	8.0
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\*Students in the independent M.A. program will complete a total of 40 units of coursework, including 20 units of core courses. Independent M.A. students then take a variety of topical courses depending on their interests.

### **DOCTOR OF PHILOSOPHY (Continuing) – FEMINIST STUDIES**

*In addition to departmental requirements, candidates for graduate degrees must fulfill University requirements described in the “Graduate Education” section of the UCSB General Catalog.*

**This plan is for students who completed the M.A. in Feminist Studies at UCSB.** A total of **40.0 units** is required for the Ph.D. degree (in addition to the 40 units completed for the M.A. degree), drawn from the designated core and elective courses. All students need to maintain a minimum GPA of 3.0 to be in good academic standing.

*Time-to-Degree: 4 years to advance to candidacy, 7 years to complete the degree.*

<b>CORE COURSES – 12.0 units</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Units</b>
FEMST	Research Seminars 2 Courses 4 Units Each	8.0

FEMST 501	Apprentice Teaching in Feminist Studies	4.0
<b>ELECTIVES – 16--Total Units:</b>		
<b>12 Units from Concentration Areas:</b>		
Labors		
Genders and Sexualities		

Race and Nation		
<b>4 units from the following:</b>		
FEMST 215	Intersectional Perspectives on Gender, Social Politics, and Public Policy	4.0
FEMST 240	Transnational Feminisms	4.0
FEMST 250AA- ZZ	Feminist Theories	4.0
FEMST 594 AA- ZZ	Special Topics in Feminist Studies	4.0

<b>DISSERTATION RESEARCH AND PREPARATION – 12units</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Units</b>
FEMST 597AA- ZZ	Independent Study for Ph.D. Examinations	Variable
FEMST 599AA- ZZ	M.A. Thesis or Ph.D. Dissertation Research and Preparation	Variable

### **DOCTOR OF PHILOSOPHY– FEMINIST STUDIES**

*In addition to departmental requirements, candidates for graduate degrees must fulfill University requirements described in the “Graduate Education” section of the UCSB General Catalog.*

**This plan is for students who completed the Master’s degree at an institution other than UCSB.** A total of **52.0 units** is required for the Ph.D. degree, drawn from the designated core and elective courses. All students need to maintain a minimum GPA of 3.0 to be in good academic standing.

*Time-to-Degree: 3 years to advance to candidacy, 6 years to complete the degree*

<b>CORE COURSES – 24 units<sup>1</sup></b>		
<b><i>Course Number</i></b>	<b><i>Course Name</i></b>	<b><i>Units</i></b>
FEMST 250AA-ZZ	Feminist Theories	4.0
FEMST 260	Feminist Research Methods	4.0
FEMST 270	Feminist Epistemologies and Pedagogy	4.0
FEMST 280	Research Seminar (2-quarter seminar)	8.0
FEMST 501	Apprentice Teaching Feminist Studies	4.0
<b>ELECTIVES – 8 units inside the area in which a student is concentrating:</b>		
Labors		
Genders and Sexualities		
Race and Nation		
<b>8.0 units outside the area in which a student is concentrating:</b>		
FEMST 215	Intersectional Perspectives on Gender, Social Politics, and Public Policy	4.0
FEMST 240	Transnational Feminisms	4.0
FEMST 594AA-ZZ	Special Topics in Feminist Studies	4.0



<b>DISSERTATION RESEARCH AND PREPARATION – 12.0 units</b>		
<i>Course Number</i>	<i>Course Name</i>	<i>Units</i>
FEMST 597AA-ZZ	Independent Study for Ph.D. Examinations	Variable
FEMST 599AA-ZZ	M.A. Thesis or Ph.D. Dissertation Research and Preparation	Variable

### **Grading**

The following grading options exist for graduate coursework: letter grades A through F; and Satisfactory/Unsatisfactory (S/U). Many courses are graded with letter grades; grades below B are considered unsatisfactory by the Graduate Division. Students must maintain a 3.0 GPA to remain in good standing (A=4.0; B=3.0). In addition, good standing requires graduate students to make timely progress toward degree completion and meet the following standards of scholarship:

- Establish GPA by taking courses for letter grades
- Maintain a cumulative GPA of 3.0
- Complete coursework- a student may not hold more than 12 units of unfinished coursework (Incomplete, No Grade, or No Record)
- Meet departmental degree requirements
- Meet department specific time to degree requirements

For a student to receive a grade of Incomplete (I), the student must file the appropriate petition with the instructor's signature by the last day of the quarter; otherwise a grade of F will be recorded by the Registrar. If the incomplete work is not submitted and graded by the end of the following quarter, the grade turns into an F automatically. As a degree requirement for both the M.A. and advancement to candidacy to the Ph.D., no student shall have an Incomplete on her/his/their transcript.

The Department of Feminist Studies wishes students to know that recycling work for classes is considered unsatisfactory. Students are expected to turn in original, single authored work in their classes as agreed upon by the faculty instructor. Incidents of submitting recycled work from the same or previous quarters may

lead to grade deflation, loss of credit for the course, or other consequences. In addition, the department strictly adheres to guidelines for academic integrity.

### **Advancement to Candidacy for the Ph.D. and Graduate Student Status**

Advancement to candidacy (also known as ABD -- all but dissertation) occurs when students have passed all the course requirements and residence requirements, passed the qualifying examinations, have an approved dissertation prospectus, have no Incompletes on their record, and have paid the advancement to candidacy fee.

To remain in good standing, students who enter without an M.A. must advance to candidacy within four years, and students who enter with an M.A. must advance to candidacy within three years. Students who exceed these time limits risk monitoring and probation status, which removes eligibility for university and department funding. See Graduate Division's website on [Academic Performance and Progress](#) for the full policy. Advancement to candidacy makes students eligible for many types of fellowships, both inside and outside the University, and confers borrowing privileges at the University library with Academic status.

P2 Status: A PhD student is considered P2 status when they have passed qualifying exams. The student then has 9 quarters (typically 3 academic years) before they reach P3.

P3 Status: When a student has completed 9 quarters past the qualifying exams, she/he/they is then considered P3 status. As long as students are within time to degree for advancing and completing their degree, they will remain eligible for central fellowships and departmental funding. The student is also still eligible to hold a Teaching Assistant or Associate position. Although Graduate Division policy states, "the total length of time a student may hold any one or a combination of the following titles may not exceed 12 quarters: Teaching Assistant and/or Associate. Under special circumstances, an exception may be granted for additional appointments beyond 12 quarters (see the exception process below). Systemwide regulation does not permit graduate student appointment beyond 18 quarters as a Teaching Assistant and/or Associate."

Nonresident Tuition Reduction Program. Nonresident tuition for a student who has advanced to doctoral candidacy will be waived for up to

3 years from the date of advancement to candidacy. The student's period of eligibility for this reduction will be 7 years from their first quarter of enrollment in a graduate program. This allows the student up to four years to advance to candidacy, and three years to complete the degree. If the student does not complete the degree by the end of their 7th year of enrollment, tuition will begin to be assessed at the full rate. International Students come under specific Graduate Division rules:

[https://www.graddiv.ucsb.edu/financial/central-campus-fellowships/the-international-doctoral-recruitment-fellowship-\(idrf\)](https://www.graddiv.ucsb.edu/financial/central-campus-fellowships/the-international-doctoral-recruitment-fellowship-(idrf))

<https://registrar.sa.ucsb.edu/fees-residency/fee-information/fee-reduction>

## Graduate Student Funding Big Picture

Feminist Studies students can be supported with a combination of Block Grant, Central Fellowships, and TA/Teaching Associateships. RA support is also possible, arranged by professors with grant funding. All students receive an offer letter that provides specific details about their funding package and amounts covered. Although all students are funded, the packages are not all the same. Concerns about equity and student well-being drive Feminist Studies' Graduate Committee discussions and decisions. We know, and the Graduate Division knows, that it is very expensive to relocate and live in Santa Barbara. Currently, Graduate

Division funds emphasize Recruitment over Continuing Central Fellowships. The department is faced with the challenge and commitment to support all continuing students, and pays particular attention to the on-going funding needs of students who do not receive multi-year or other Central Fellowship funding.

**Block grant funding:** an amount of money allocated to departments annually. The Graduate Division determines allocations according to department size, success in recruitment, efforts toward diversity, and other factors, which have changed over time. The block grant may be supplemented by funding from the Deans' Office to support diversity in recruitment and support continuing students. In Winter-Spring quarters, after recruitment is completed and student Annual Reports are reviewed, Feminist Studies' Graduate Committee makes an allocation plan for the coming year. Considerations include time to degree and good standing,

past funding support (those who did not receive multi-year Central Fellowships have priority), preparation for and successful completion of milestones, and support for student research and conference presentations.

Items Paid from Block Grant, allocated by the Feminist Studies' Graduate Committee:

- Funding for recruited students to create funding packages as given in offer letters
- Funding for continuing student fees, if within time to degree criteria
- Funding for continuing students for “milestone” non-teaching quarters (for example, 1 quarter for exam prep), as eligible and as budget allows. Priority consideration goes to students who do not have multi-year Central Fellowships.
- Funding for conference travel for students presenting at conferences (Fall is the first call for requests made by graduate students by a designated deadline as communicated by the Graduate Director; if budget funds remain available, another call goes out later in the year at which time graduate students will follow the same process of submitting requests via the appropriate protocol as outlined by the Graduate Director)
- Funding for Summer Research Stipend: if funds remain at the end of the academic cycle and after the finalization of graduate recruitment (after April 15, the federal deadline for potential incoming cohorts to accept or deny an offer of admission into our MA/Ph.D. program), remaining block grant money is then divided equally and allocated to all eligible students as stipend. These funds are meant to assist students with costs related to research, including books, supplies, software, hardware, memberships and travel. These stipends are not guaranteed, and if available, will vary from year to year.

**Graduate Division Recruitment Central Fellowships:** each department is allocated a certain type and number of Recruitment Central Fellowships nomination categories. Feminist Studies' Graduate Committee reviews applications and nominates students within the categories (merit and merit- diversity), and the nominations are reviewed by a committee of faculty members convened by Graduate Division. That committee determines who receives recruitment fellowships, and departments and

candidates are notified around March. One recruitment fellowship works differently: Graduate Division allows departments (not Graduate Division committees) to determine who will be named a Regents' Scholar.

**Graduate Division Continuing Central Fellowships, department-nominated:** each department (based on size) is allocated a certain type and number of Continuing Central Fellowships nomination categories, such as quarter dissertation, year merit-diversity, and dissertation completion year. Funding packages change over the years, depending on the Graduate Division share of the overall UCSB budget, which itself varies in light of a combination of tuition, state allotments, Office of the President determinations, and fundraising. Feminist Studies' Graduate Committee in Winter quarter receives the nomination information and reviews eligible students according to criteria, including meeting "milestones" and time to degree, fit within the fellowship categories, and competitive status from GPA, publications, conference presentations, and research. Feminist Studies' Graduate Committee contacts nominated students, who complete an application packet and submit it to the department for submission. The nominations are reviewed by a committee of faculty members convened by the Graduate Division. Department and applicants are notified generally in late April or early May.

**Graduate Division Continuing Central Fellowships, self-nominated:** In Winter quarter, Graduate Division posts self-nominated grants and fellowships that students can apply for themselves. Throughout the year, the Graduate Division also has limited funding for research quarters and travel. Students are encouraged to check [Grad Post](#) and take advantage of grant information and proposal writing opportunities.

Items Paid by Graduate Division

- Central Recruitment Fellowships, including Regents Fellowship
- Continuing Central Fellowships
- Continuing fellowships that are self-nominated and typically due in March (Graduate Division and external, listed on the Grad Division website)

**Student Annual Reports** are reviewed by Feminist Studies' Graduate Committee in early spring. Based on reports, Feminist Studies' Graduate Committee can see who is planning exams, in good standing in terms set

forth in Graduate Student Handbook and by Graduate Division, and within time to degree (before 9 quarters after qualifying exams and before seven years since starting program) and prepares feedback to students that the Grad Director emails to students and their advisors.

### **TA/Teaching Associateships**

As given in offer letters, students are guaranteed TAships. For Teaching Associates, the minimum qualifications for appointment to the Associate title shall be possession of a Master's degree, or advancement to candidacy, and at least one year of teaching experience. All incoming students must complete the TA Training offered by UCSB annually during pre-instructional activities week in September. Teaching positions are funded by the College of Letters & Sciences. Students list preferences in their Annual Reports, and ABD students can submit course proposals for possible upper division openings, the number of which vary each year. Feminist Studies students are assigned first, then a call for TAs is distributed via email and posted on our website in Spring quarter. Priority of placements is in this order: Feminist Studies students, doctoral emphasis students, and students advised by affiliated faculty members. Assignments are based on student and faculty preferences, a department decision that all 1<sup>st</sup> year students will TA the introductory course required of all majors (Femst 20) one time, diversity of teaching experiences, departmental need to cover our curriculum, and budget approved by the College.

Summer TA/Associateships: Pending budget allocation by Summer Sessions, we send a call for Summer TA and Associate applications to all Feminist Studies students. If there are not enough positions, the department may work with students and faculty to find other teaching or RA opportunities for summer funding. If there are more positions than applicants, a second call goes out to Feminist Studies students, Feminist Studies Doctoral Emphasis students, and students from affiliated departments, with priority to Feminist Studies students.

Note: Graduate Division has employment rules for % time, with 75% maximum during each 10-week quarter. Typical academic year TA and Associate positions are 50% time. Graduate Students employed as Associates are not allowed to hold any other concurrent appointments; this is a hard rule set by the UC Office of the President with no

exceptions. For eligible appointments (TA, Reader, Research Assistant) the maximum percentage students can work is 50%, while appointments up to 75% require departmental approval. Appointments over 75% require Graduate Division approval and are rarely approved.

### **Need-Based and Other Financial Support**

It is important to note that the Graduate Division and the Department of Feminist Studies **require** that all domestic students turn in a FAFSA each year. It is necessary if you are applying for any university funding, i.e., teaching assistantships, fellowships, fee fellowships. This can be updated on line at <https://studentaid.gov/>.

Domestic graduate students may also apply for need-based loans and work-study awards through the Financial Aid Office. The programs are based entirely on demonstrated financial need and require a separate application, independent of the fellowship application. Only U.S. citizens and permanent residents may apply for funds administered by the Financial Aid Office. Students' eligibility is determined by comparing the "Estimated Student Budget" with the individual student's actual resources. The Financial Aid Office has calculated specific estimated student budgets for both single and married students, residents and non-residents. Assistance from the Financial Aid Office is usually offered as a combination package of the following types of aid: Work-study, Stafford Loans, and California State Graduate Fellowships.

Eligibility for need-based financial support is affected by awards students receive from Graduate Division, academic departments, or outside agencies. A reduction in the student's original need-based aid eligibility may occur if the student receives additional awards during the year. The deadline to apply is March 1.

### **Other Financial Support**

Graduate Division has information on campus-wide and extramural fellowship opportunities. Visit its web site and UCSB GradPost (<http://gradpost.ucsb.edu/>) often for listings of fellowships and deadlines. Some continuing fellowships administered by the Graduate Division require the nomination of the department. The Graduate Committee will solicit applications from graduate students and select those who will be nominated. The following financial support options

are usually available: Interdisciplinary Humanities Center Fellowships, Humanities Research Assistantships, Humanities/Social Science Fellowships, University Affiliates Dissertation Awards, Graduate Division Dissertation Awards, Academic Senate Travel Funds, and Academic Senate Intercampus Exchange Travel Funds.

Be aware that campus deadlines for these fellowships are usually earlier than those listed on the application forms from the funding agencies themselves.

Grant-seeking and funding resources posted at Graduate Division

<https://www.graddiv.ucsb.edu/financial>

<https://www.graddiv.ucsb.edu/financial/central-campus-fellowships>

<https://www.graddiv.ucsb.edu/financial/extramural-funding>

Grant-seeking and funding resources based on recent student awards:

AAUW:

<https://www.aauw.org/resources/programs/fellowships-grants/>

WW Women Studies Fellowship:

<https://citizensandscholars.org/fellowships/for-scholars-education-leaders/dissertation-fellowship-in-womens-studies/>

ACLS:

<https://www.acls.org/online-fellowship-and-grant-administration-ofa-portals/>

SWS:

<https://socwomen.org/awards/chowgreenscholarship/>

NWSA:

<https://www.nwsa.org/awards-scholarships/student-awards>

UCSB funding opportunities include: Interdisciplinary Humanities Center, Chicano Studies Institute, Center for Black Studies Research. UC-wide funding opportunities include UC MEXUS and UC HRI (Humanities Research Institute).

## Teaching Assistantships



**Teaching Assistantships** are considered a valuable part of students' educational experience, developing a variety of academic and teaching skills in addition to providing financial support. Some students' University fellowships include guarantees of TAship, but the department administers all Feminist Studies TAships. TA positions are allocated by the Chair in consultation with the Curriculum Committee depending on the department's teaching needs, student teaching records, student Annual Progress Checks, instructor requests, and funding approval.

A full 50% (20 hours per week) TAship in Feminist Studies requires students to attend all lectures and lead 3 weekly, one hour sections per quarter in addition to other responsibilities. Holding a Teaching Assistantship allows the student partial fee remission and a health insurance fee waiver.

Students must be enrolled in a minimum of 8 units before partial fee remission can be processed. TAs must enroll in and receive credit for FEMST 501. These units count toward the 12 unit load standard for most graduate students.

- **TA training:** New students are required to attend the University's training offered by Instructional Development in the fall. All students with active TA appointments must attend departmental TA training sessions. Responsibilities of TAs will be outlined in writing for each course at the beginning of the quarter on the Academic Student Employees Responsibilities Checklist.

**Teaching Associate** positions may be awarded by the Department Chair in consultation with the Graduate Committee to eligible graduate students to teach a lower or upper-division course, depending on the department's teaching needs and student teaching records. Unlike Teaching Assistants, Teaching Associates are the instructors of record and are responsible for developing the course and completing all grading (when TAs are not assigned to do the grading). Graduate Division requires that Teaching Associates be mentored by a faculty member in the Department in all aspects of the course, from design to implementation. If any issues arise, this faculty member, in consultation with the Chair and Graduate Committee, will address them in a timely manner. Because Teaching Associates and TAs are peers, TAs working

with Teaching Associates as the instructor of record may consult with their faculty mentor for the course, the Department Chair, and/or the Graduate Director about concerns or disputes in the course. The Chair and Graduate Director will navigate a resolution for any concerns or disputes that arise.

**Student Assistant/Research** positions may be available if an individual faculty member has funds to support a student. It is uncommon to have an open call for RAships; they are arranged on a case-by-case basis. In Feminist Studies, this kind of position is usually for a small number of hours and may be held in addition to a TAship. Pay is hourly and this type of work is not associated with fee remission.

**Readers** may be assigned for large enrollment courses without a TA to help faculty grade written work. Pay is hourly and this type of work is not associated with fee remission.

**Summer Sessions Teaching:** A call goes out each Fall quarter to all graduate students for Summer Sessions TAing preferences and proposals for designated upper-division courses taught by Teaching Associates. The Chair, in consultation with the Curriculum Committee, reviews all applications and makes decisions based on course interest, the student's past teaching experience and evaluations, department curriculum needs, and funding approval. We make a concerted effort to advertise all courses, with the assistance of Summer Sessions, however we cannot guarantee Teaching Associates that their proposed courses will meet minimum enrollment numbers (12 LD, 8 UD). In addition, courses must have sufficiently high enrollment to be offered in the future.

## Graduate Degrees

The Department of Feminist Studies offers a doctoral emphasis (designed for students pursuing doctoral degrees in other disciplines), a M.A./Ph.D., and a Ph.D.

The Ph.D. degree offers rigorous interdisciplinary training to potential scholars and teachers of feminist, women's, and gender studies. Increasingly universities and colleges seeking to fill positions in women's studies expect an interdisciplinary degree, not just a concentration on women and gender within another discipline.

The Feminist Studies Doctoral Emphasis is designed for students who are pursuing doctoral studies in one of the UCSB departments participating in the emphasis. Students in the doctoral emphasis complete a pattern of four required courses and include an affiliated faculty member on their committees.

## Optional Doctoral Emphases

The Department of Feminist Studies participates in a number of interdisciplinary Ph.D. Emphasis Programs, including the Global and International Studies Program, Writing Studies, Environmental Studies, and Black Studies. These Doctoral Emphases allow students to design a course of study focused on these fields of study, receive guidance and mentoring from associated faculty as they prepare their dissertations, and have the Doctoral Emphasis recognized when they are awarded the doctorate.

For more information about the DE in Black Studies, visit the website at: <https://www.blackstudies.ucsb.edu/graduate>.

For more information on the DE in Environmental Studies, visit the website at: <http://es.ucsb.edu/phd>.

For more information on the DE in Global and International Studies, visit the website at: <http://www.global.ucsb.edu/phd/emphasis>.

For more information on the DE in Writing Studies, visit the website at: <http://www.writing.ucsb.edu/academics/graduate/phd-emphasis>.

## Examinations, Thesis, Final Project, and Dissertation

### Master of Arts:

Students admitted to the MA/Ph.D. track will undertake the Plan I MA (Thesis). Students are required to (1) submit a research thesis, under the guidance of a faculty committee; (2) complete 40 graduate units for the MA; (3) pass a thesis oral defense examination. This should occur by the end of the second year of study.

### Doctor of Philosophy:

Students receive a Ph.D. degree upon completing all required coursework, passing a qualifying examination, and completing a dissertation.

The qualifying examination will consist of:

- 1) a written examination in the area of feminist approaches to knowledge;
  - 2) a written examination in the major area of concentration (race and nation, genders and sexualities, or productive and reproductive labors)
- And
- 3) a dissertation prospectus oral defense.

Students should consult with Committee Chair/Co-Chairs and committee members to clarify expectations about the reading lists and the exam process. Students will draw up their own reading lists in consultation with their Committee Chair/Co-Chairs. The first list, for **feminist approaches to knowledge**, will draw from the readings and concepts in the core required courses, as well as additional items (a total of about 50). The second list, for the **area of concentration** examination should also draw from course readings and should total about 100 items. Both lists together should total approximately 150 items, constructed as a balanced combination of books, chapters, and journal articles.

The written qualifying examinations are take-home. Qualifying General Exam (based on readings from core graduate offerings—Femst 250 (theory), Femst 260 (methods), and Femst 270 (epistemology)—plus those chosen with Committee Chair/Co-Chairs and exam committee and Specialized Field Exam (Race and Nation, Gender and Sexualities, or Productive and Reproductive Labors, or an approved interdisciplinary configuration, with list determined in consultation with Committee Chair/Co-Chairs and exam committee). Both of these exams will be taken in the same quarter, 2 weeks apart, and will have up to 2 weeks for each exam. They will receive written feedback from their committee on each exam. Students will be asked to answer two exam questions, among a choice of questions, on each examination, and to write a maximum of 12 double-spaced pages on each question. The student must complete this work independently without input from others, and submit the

answers to their committee chair/co-chairs, who will distribute it to committee members.

A student may petition the Feminist Studies Graduate Committee for additional time or reasonable accommodations to complete the take-home qualifying exams. The student should submit the request in writing to the Feminist Studies Graduate Director at least one month prior to the exam quarter, and it should include a brief explanation of the request and proposed accommodations.

The examination committee will be composed of at least three ladder-rank faculty members: the Committee Chair/Co-Chairs, one other from the core faculty, and one from either the core or affiliated faculty. (Co-Chairs are possible, and count as 2 committee members). Students who wish to include a faculty member from an outside institution may do so *in addition* to the required three ladder-rank faculty from UCSB. Each faculty member will contribute questions, and the Committee Chair/Co-Chairs will put together the examinations. Successful completion, communicated to the student by the Committee Chair/Co-Chairs, will complete this component of advancing a student to doctoral candidacy.

The next component is the dissertation prospectus and oral defense of it. The prospectus will be constructed in communication with the Committee Chair/Co-Chairs and members, and is due no later than the quarter following the written exam completion. The candidate, in collaboration with their Committee Chair/Co-Chair, should schedule a 2-hour oral defense at least 1 month before it. The prospectus must be submitted to the dissertation committee at least 2 weeks before an oral defense. The prospectus will follow guidelines below, as interpreted in relation to the proposed dissertation and in consultation with the candidate's committee.

At the end of the program, the student must pass a dissertation defense. The dissertation committee will be composed of at least three ladder-rank faculty members, the chair, who should be from the core faculty (although a co-chair from outside the core faculty, including affiliates, is possible) and at least one other from the core faculty. Normally the dissertation committee will be the same as the examination committee, but that is not required.

## Dissertation Prospectus Guidelines

The prospectus shall include:

1. A statement of the problem. What research questions are being asked? What is the subject's significance? What contribution to the existing scholarship can the student make?
2. A bibliographical survey, containing not just a list of published works but an analysis of them. How will the dissertation build on, expand, connect with, and/or challenge the existing literature on the subject?
3. A discussion of the research strategy, specifying data sources, methodologies, and theories.
4. A plan of work, timeline, and chapter outline showing when and how various parts of the research and the writing of chapters will be completed. The prospectus should be between 20 and 25 double-spaced pages in length.

## Doctoral Dissertation

The doctoral dissertation must be an original work of research in the field of the candidate's specialization. Doctoral candidates submit preliminary drafts of the dissertation to the Dissertation Committee Chair (and Co-Chair if applicable) and ask other members of the dissertation committee if they would like to read and comment as well. If the student changes their dissertation topic after the proposal defense, they must submit and defend a new proposal to their committee. Doctoral candidates should plan to make the final draft available to the dissertation committee a month prior to the filing deadline; there should also be sufficient time for the student to make revisions required by dissertation committee members.

### Dissertation Filing Fees:

Students must be registered in the quarter in which they turn in their dissertation. If a student is filing during the quarter they are registered, no extra fees are required. If they file the following quarter and do not register, they can obtain an official leave of absence filing fee quarter from the Graduate Division. The filing fee can be paid in lieu of registration. The amount is half the current registration fee. This approved leave will permit formal relationships with the University for those in UCSB housing, students in need of continued email service, and international students concerned with legal visa status. If there is a lapse in

registration, then full registration fees will be required to file. If a lapse in registration has occurred, Summer Session is a good time to file due to decreased fees. If the student needs to re-enroll in UCSB, a reinstatement petition is needed after lapsing status.

## Advising

**Faculty Advisors.** Faculty advisors are assigned to incoming students based on the fit of their areas of expertise and the availability of faculty to advise students. Whenever possible a primary and secondary faculty member will be assigned to each student, so that students have the opportunity to receive enhanced mentorship. However, students are invited to develop mentoring relationships with any faculty member inside or outside the department. See the handout *Responsibilities Guidelines for Feminist Studies Faculty Grad Advisors and Grad Students* for detailed instructions on mutual responsibilities for students and advisors. If students have questions or concerns about these responsibilities and roles they should talk to the Graduate Director.

Beginning in the second year, students will choose their own primary faculty advisor. They are encouraged to maintain relationships with more than one faculty advisor in the department. In addition, they should begin to determine three faculty members, including their primary advisor and at least one other from Feminist Studies, to serve as MA or Ph.D. qualifying committee members. Co-Chairs are possible.

## General Regulations

**Registration.** Students must enroll and pay fees by the deadlines provided by the Registrar. Maintaining graduate status involves paying fees and officially registering in classes each quarter. In specific circumstances eligible students may petition for part time status, for further details see the [Part-Time Tuition Status](#) page on Graduate Division's website. Failure to pay fees and/or to register by the 15th day of instruction will result in lapse of student status. Students must petition for reinstatement and pay the reinstatement fee.

**Full-time enrollment.** For full-time enrollment, the department expects students to register for 12 units per quarter. The Graduate Division requires a minimum of 8 units per quarter for TAships, financial aid, and housing. Teaching Assistants take 8 units of coursework plus FEMST 501, a course that provides 4 units of credit for TAships. If you are struggling with your course load, you are encouraged to reach out to your faculty advisors and the Graduate Director.

Independent study types of courses are designed to provide individual study towards the MA and Ph.D. degrees and enable students to maintain a 12-unit load each quarter.

Continuous registration is expected of all graduate students. Under special circumstances, students may request a leave of absence from the Graduate Dean. Students who are neither registered nor on an approved leave of absence lose all status and privileges as students, cannot hold fellowships or other forms of financial support, and must apply for reinstatement and, where applicable, re-advancement to candidacy.

Students must be registered the quarter they take qualifying examinations. Registration as a graduate student in the spring quarter maintains graduate status until the beginning of the next fall quarter. A student who registered in spring may, therefore, take examinations or file a dissertation during summer without additional fees. A student who did NOT register in the spring quarter, however, may NOT take Ph.D. qualifying examinations or MA comprehensive examinations in the summer unless the student registers in the summer session.

To file the dissertation the student must be registered, or if the student chooses to use the filing fee to file, they must have been registered the quarter prior to filing. Students may file in the summer paying summer registration fees if they were not enrolled in the spring quarter.

**Leaves of absence.** Leaves of absence will be granted only in extraordinary circumstances. Extraordinary circumstances are defined as documented medical difficulties which would reasonably inhibit graduate studies; family emergencies of an unusual and unanticipated nature; and circumstances beyond the student's control that originate within the University. The following reasons are NOT

considered extraordinary by Graduate Council because they are common or even typical of graduate study: financial hardship and the desire not to pay fees; desire to take time off from the pressure of studies; the necessity to focus primary energies on work related to examinations or dissertation requirements; exigencies resulting from outside employment; desire to protect immigration status.



Students going abroad for academic reasons will be encouraged to register and use the in absentia fee reduction (see below).

Students on leave may not use any university facilities nor place any demands on faculty time. Students apply for leaves for a specific length of time and for a specific reason, both to be discussed with the Graduate Director. To qualify for a leave, the student must have been enrolled in graduate status at UCSB for at least one quarter prior to petitioning and must be in good standing (3.0 GPA or better). Petitions for leaves of absence may be obtained from the department and must be signed by the Graduate Director and the Chair of Graduate Council. A fee is charged (amount subject to change).

All students are entitled to one quarter of leave for their final quarter. This is the filing fee quarter and is for students who will be filing their dissertation and have no coursework to complete.

**Lapsed status.** Students who feel they absolutely cannot continue to register may allow their status as students to lapse until their circumstances become more stable. Students in lapsed status may not use any university facilities nor place any demands on faculty time. The student can be reinstated or reapply at a later date. Readmission is not guaranteed, and a student must discuss his/her/their situation with his/her/their major professor and the Graduate Director.

**In absentia registration.** Graduate students whose research or study requires them to remain outside of the local campus region (counties within the local campus region and not eligible for in absentia registration are Santa Barbara, San Luis Obispo, and Ventura) throughout the quarter, but who need to be registered, may be able to take advantage of in absentia registration, which reduces the combined Tuition, Student Service Fee, and Campus Fees by 85%. Nonresident Supplemental Tuition and graduate student health insurance fees remain unchanged. This option will be of use to graduate students who must register to receive fellowships, for example, or for students fulfilling required internships out-of-state. Students may apply by completing an in absentia petition. The student's major adviser must verify on the petition that the student will be conducting research or engaging in study which will require the student to be outside of the local campus region for one to three quarters. In absentia registration should be

used strategically. The Dean of the Graduate Division must approve additional quarters after one year.

## The Faculty and Staff

For a listing of core and affiliated faculty and staff, go to:

<http://www.femst.ucsb.edu/people>

<http://www.femst.ucsb.edu/people/affiliated>

<https://www.femst.ucsb.edu/people/staff>

## Graduate Courses

For a list of Feminist Studies courses and relevant courses in other departments, go to: <https://www.femst.ucsb.edu/graduate/curriculum>

## Graduate Student Bill of Rights.

The UCSB Graduate Student Association (<https://gsa.ucsb.edu/about>) has written a Graduate Student Bill of Rights, with consultation with the Graduate Division and Graduate Council. Graduate Council has formally endorsed the spirit of the Bill of Rights as passed by GSA, Spring Quarter 1995.

Students who are appointed as Associate, Reader, Tutor/Remedial Tutor and Teaching Assistant fall under an agreement between The Regents of the University of California and the Association of Student Employees and UAW. UC Student Workers are members of UAW 2865: <http://www.uaw2865.org/>

## An Overview of Some Campus Regulations on Grievances

**Student grievance procedure.** UCSB is in compliance with all legislation which seeks to eliminate discrimination toward students. Titles VI and VII of the Civil Rights Act of 1964 prohibit discrimination on the basis of race, color, national origin, and religion. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of sex. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability. Policy action by the Regents of the University of California prohibits discrimination and harassment, and provides equal opportunity:

<https://regents.universityofcalifornia.edu/governance/policies/1111.html>.

**Sexual harassment.** UCSB has a policy prohibiting sexual harassment and providing a grievance procedure specifically for this form of

discrimination. All TAs have a mandatory training. Copies of the grievance procedure for sexual harassment may be obtained from a number of UCSB offices. The Chancellor has appointed a Sexual Harassment Complaint Resolution Officer. The task of the Complaint Resolution Officer is to refer complaints to the appropriate campus grievance office and to handle those complaints not covered by established procedures. Further information and/or assistance can be obtained from CARE <http://wgse.sa.ucsb.edu/care/home> (24-hours and confidential), Ombuds Office <http://wgse.sa.ucsb.edu/care/home> or the Sexual Harassment Complaint Resolution Officer at the Office of Equal Opportunity & Sexual Harassment/Title IX Compliance, Phelps Hall 3211, telephone 805-893-2701, or visit the website at <https://titleix-dhp.ucsb.edu/>

## Appendix I

### **Responsibilities Guidelines for Feminist Studies Faculty Grad Advisors and Grad Students**

This document provides guidelines for all Advisors (also known as Chairs) and offers a list of student responsibilities that the advisors should convey to their students.

#### **Responsibilities of First Advisor**

- Meet regularly (at least once per quarter) with student to discuss coursework and progress in reaching degree milestones.
- Set out clear expectations and guidelines for the mentoring relationship with student.
- Assist students to navigate institutional and professional issues and concerns.
- Work with students to create strong curriculum vitae appropriate for the field, and identify and prepare for professional opportunities.
- Consult with students on setting and achieving goals for scholarship and grant writing.
- Actively work to train students for the ethical norms and professional responsibilities of academia, and to support the students through graduation and the job market, possibly through tenure. Dissertations Chairs take on a long-term commitment to advocate for the best interests and career opportunities of their students.
- Communicate with Grad Director about student's time to degree progress, research agenda, residence status, and eligibility for continuing fellowships.
- Prepare student for exams: reading lists, expectations, format, and scheduling.
- Discuss and approve a committee.
- Work with student to complete Form I (committee nomination form) and get required signatures six weeks before milestone.
- Approve the Annual Report that you receive from your student/s.
- Advisors must attend an Annual Review department meeting to discuss their student's report and performance. Grad Div instructs us

to provide written feedback to students about their progress, noting any red flags.

- Direct student MA and PhD exams according to the following protocols:

#### MA Defense Protocol:

- Ensure the MA thesis is of satisfactory quality to merit a defense, help schedule the defense with participating faculty (2 of 3 must be FEMST core faculty), moderate the Q & A portion of the Defense, liaison with Grad Director and Grad Advisor to ensure all paperwork and protocols are followed according to FEMST and Grad Div rules, and assist student in revising and submitting the thesis for review at a reputable peer-reviewed journal in Feminist Studies or a related discipline.
- MA theses are generally 25-30 pages (article length), not including notes and references.

#### Ph.D. Qualifying Exams Protocol:

- In advance of the exam after all committee members have read the student area lists, the Chair must solicit questions from committee members, compile questions, and distribute the questions to the student at the appointed time.
  - Choices should be available to students, for example, instructions to write on 2 of 3 questions in each of the 2 sections.
  - Questions should emphasize breadth across the exam to avoid overlaps in the sections.
  - Students should be aware that answers should draw from their lists, and not from their prospectus.
- When written exams are complete *and before* the oral exam, the chair must receive feedback from the committee members if a written exam is exceptionally weak. The Chair can share with the student that the student should be prepared to expand on X, Y or Z.
- Per a new departmental practice, following the exam, the Chair will direct students to put a copy of the written exam questions (without answers) in the “bank of exam questions” file in the main office.

- Student and Chair should go over the protocol for the written and oral exams at least one month in advance of the exam.
- Written Exam Protocol: after the exam is designed (see above), the Chair emails the exam to the student at an agreed-upon time specify the deadline. The Chair should emphasize that written qualifying exams must be completed independently by each student without input from others.
- Oral Exam Protocol: student is asked to leave the room for committee member discussion time. If Chair has requested a short presentation, presentation comes next. Discussion happens. Next, the student is asked to leave the room while the committee makes a decision. If the student wishes to record the exam, consent of all committee members is needed. The student must take the recorder out of the room with them.

#### Ph.D. Defense Protocol:

- Chair must ensure the dissertation is of satisfactory quality to merit a defense date, and that the date is in line with registration and filing deadlines and the student's time to degree status. Chair contacts all committee members to ensure that each faculty member is on board with scheduling a defense based on the quality of the dissertation, or if any revisions are necessary prior to the defense.
- Chair moderates the defense with participating faculty (2 of 3 faculty must be FEMST core faculty).
- Chair should provide written detailed feedback whenever possible on dissertation drafts and the final version.
- Chair should be in touch with the student, Grad Director and Grad Advisor to ensure all paperwork and protocols are followed according to FEMST and Grad Div rules for Doctoral Defense and Filing the Thesis.
- Dissertations in FEMST are generally 200-300 pages, not including notes and bibliography, and include a minimum of 3 chapters, not including an Introduction and Conclusion.

#### **Responsibilities of Students**

- Meet at least once per quarter with Advisor/Chair to discuss coursework and progress in reaching degree milestones, and more often when preparing for exams or the dissertation defense.

- Work with Advisor to clarify expectations and guidelines for the mentoring relationship.
- Communicate with Advisor about any institutional and professional issues and concerns.
- Work to create strong curriculum vitae appropriate for the field, and to identify professional opportunities, including publications, grants and fellowship applications, conferences, workshops, courses and trainings, in consultation with your Advisor.
- Consult with Advisor on setting and achieving goals for scholarship.
- Communicate with Grad Director and Staff Graduate Advisor about time to degree progress, research agenda, residence status, eligibility for continuing fellowships, and necessary forms for milestones.
- Review the FEMST Handbook (updated annually) and Grad Division rules and timelines to outline your expected progress to meet milestones.
- Discuss faculty mentor composition of your committee and work with your First Advisor/Committee Chair and the Staff Graduate Advisor to complete Form I (committee nomination form) and get required signatures six weeks before milestone.
- Provide a copy of all official documents and forms to the Staff Graduate Advisor, for your on-going file.
- Ensure that written qualifying exams are completed independently by each student without input from others.
- Student and advisor should go over the protocol for exams at least 1 month in advance of the exam.
- Communicate with your committee members to schedule an oral defense.
- Contact the Staff Graduate Advisor to reserve the Seminar Room for an oral defense.
- In Spring, complete the Annual Review and give it to your advisor for approval to meet the deadline.

## Appendix II

### DEPARTMENT OF FEMINIST STUDIES, UCSB

### **Year-by-Year Guide for Graduate Students**

#### **Year 1:**

- Hold regular meetings with your advisor
- Engage in coursework within the department and in other related departments (no independent studies)
- Seek out social and intellectual opportunities to meet your graduate student cohort, the larger FEMST graduate student body, graduate students studying in disciplines that may be of interest to you, and doctoral emphasis graduate students
- Cultivate an open-ended curiosity toward studies leaving all options, tools, areas of study on the table
- Attend all department events, socials, and other meetings
- Attend campus workshops, trainings, and colloquia of interest to you or for skill-building
- Assess who you might like to be the Chair of your M.A. thesis and meet with that person to discuss ideas for the M.A. thesis committee
- Consider attending one conference to present potential M.A. material if you have already completed enough research to present findings; Apply for a small grant to get you to that conference
- If your M.A. thesis requires you to travel to conduct research, apply for an internal or external grant to secure those funds for next year
- Develop a writing and research practice and time management skills
- Learn Pivot and other grant location databases and skills
- Meet with FEMST librarian Sherri Barnes to discuss library and database skills important to your project
- Think ahead to your goals over the next few years and keep organized notes and records of these goals and your work towards them
- Use the summer to read literature for your M.A. project and to do fieldwork if that is relevant for your project, and complete the Office of Research mandated Human Subjects Protocol if you plan to do ethnographic or interview research



### ***Before Year 2***

- You should have your M.A. committee in place; ideally you will have discussed the project and readings lists with them so you can read and do some free writing over the summer
- You should also have done all necessary trainings for TAing prior to the beginning of classes in Year 2, and sought out help with Canvas and other teaching resources

### **Year 2:**

- Hold regular meetings with your (M.A. or PhD) thesis Chair (primary advisor of your choosing), and occasional meetings with other committee members
- Begin to cultivate relationships with professors in other departments in an area you might like to get a certificate or concentration
- Attend FEMST studies events and events across campus that nourish your thesis writing/thinking
- Take at least one course outside the department, ideally toward that certificate or concentration (no independent studies)
- Be attentive to building up your CV, particularly in areas of publications and professional activities
- Form a writing group with other M.A. thesis writers (this is where the relationship with doctoral emphasis, grad students in other departments, and within FEMST become invaluable)
- Consider attending one of the major conferences in your field or fields to get a broader sense of the status of the field and to present your M.A. thesis work for feedback
- Begin to pay attention to the major journals in your fields; think about where you will pitch your work, including your revised M.A. thesis as a peer-reviewed article, in the future
- Research internal and external grants and meet with Office of Research or GSRC staff; submit at least one application if for no other reason than practice
- Fulfill your language requirement as soon as possible
- Pay attention to other requirements and decide when you want to complete them
- Complete your M.A. thesis/submit/defend; Pay close attention to deadlines and required paperwork—schedule a meeting with the Staff Graduate Advisor at least 2 months in advance to discuss deadlines and paperwork

- Think about what kind of support you will need to write the dissertation and begin investigating grants and apply for some if they have summer deadlines (e.g., Fulbright)
- If you have been encouraged to do so, consider what other aspects of your work can be prepared for publication in journals and book collections, and consider writing for book reviews and encyclopedia entries to gain publication credits

### ***Before Year 3***

- Do reading/writing/thinking and utilize networks you have cultivated within and outside the department, locally, nationally, and internationally to brainstorm your dissertation.
- Think about who you would like to be on that committee. Consider choosing one person who is not in the department and for whom you have forged a relationship in an area that the FEMST department may not be able to currently provide.

### **Year 3:**

- Coursework—choose very carefully as you are taking courses with an eye toward assembling your dissertation committee; take the courses that these professors are teaching and if they are not teaching now may be a good time to approach them about an independent study
- Apply for funding for conferences
- Attend two conferences to present works in progress for your dissertation; tap into networks to form panels for these events
- Get involved with the life of the department. Serve as grad rep? Produce/organize an event? Continue the writing group you've already started? Collaborate within and across departments on intellectual endeavors?
- Get involved with the life of the university to get a better sense of how things work in a more macro sense
- If you think your research will involve human subjects, take CITI training and IRB protocol workshops.
- If you think your research will involve travel (to archives, events, etc.), meet with the Office of Research to discuss
- Begin to put together your dissertation team; start with the chair and ask them; be aware that you are asking someone to support you not only until you graduate but until you have tenure. Choose wisely.
- Meet regularly with that chair to brainstorm the project and your committee

- Assemble that committee by the end of year 3

### ***Before Year 4***

- You should have your dissertation committee assembled and have your reading lists set.
- Read, read, read, and take notes. Start to assess what kind of writer you are, what kind of schedule works best for your process, and delve into some literature/guides that can help you.
- If you need to do an IRB, do this over the summer as well. The summer is slower for the IRB office, and your protocol will get quicker, more thorough attention. Make sure to meet with a rep from the IRB if you have any questions and take their training.

### **Year 4:**

- Coursework—continue to first take classes that are offered and that fill gaps in your knowledge for your coalescing dissertation.
- Attend at least one conference
- Apply for funding for travel (for research and/or conferences)
- Apply now for funding for research phase of your dissertation project next year
- Stay present and involved with the life of the department and the life of the university
- Make any revisions to your readings lists and read from those lists
- Work with your dissertation committee to determine your exam questions
- Take your exams and become ABD!

### ***Before Year 5***

- You should take a BIG rest! But also think about what you will need to do the research next year. It will be too late at this point to apply for funding for next year, so that needs to already be in place. Prepare for the research phase.

### **Year 5:**

- Research, research, research!
- Write, write, write anything, all the time. Get your groove and assess how you work best

- Stay in touch with your committee (always the chair first and then other members)
- Think ahead to next year and what you will need (what support, what funding etc.) to do that research
- Apply for dissertation year fellowships when relevant
- Present dissertation work in progress at a conference or two
- Apply for Fulbright if you need to travel to another country to do that research
- Make sure you are fulfilling any other requirements (e.g., language requirement)
- Attend any professionalization workshops

### ***Before Year 6***

- You should get at least 1 chapter completed in draft form.

### **Year 6:**

- Write, write, write—ideally you will almost complete a draft by the end of this year that you can revise over the summer
- Cultivate groups and gatherings that feed your writing
- Submit one article/chapter you've written for publication
- Stay in touch with your committee
- Begin to think about the job market
- Attend all professionalization workshops and actively participate by submitting materials for feedback if you can

### ***Before Year 7***

- Write as much of your dissertation as possible and prepare your job or postdoctoral materials for the fall. If you can, establish a defense date with your committee for next year. Job committees LOVE to see a defense date at the end of the first paragraph of your cover letter.

### **Year 7:**

- Work with your committee toward completing the dissertation
- Set a defense date if you have not already
- Make sure all your requirements are completed
- Apply for jobs (a full-time job in itself)

- Attend professionalization workshops and participate by submitting materials for feedback
- Defend and become a doctor and a colleague to all PhD's everywhere

From the Graduate Handbook

Normative time for the M.A./Ph.D. program will be seven years. Normative time for students entering with a M.A. will be six years. Students entering without an M.A. should advance to candidacy within four years, and those entering with an M.A. in three years.