

General Sciences Program

Internal Governance Document

April 9, 2014

The organization of the General Science Program differs from that of regular departments in that it has no dedicated TTF, NTTF, or adjunct faculty aside from the Director; nor does the program have dedicated classes. Its personnel currently consist only of the Director, though this may change as the program grows. All course requirements for the major consist of courses offered by other departments within the College of Arts and Sciences. There is not, therefore, the complexity of procedures, committees, communications, and decision-making appropriate to programs/departments with more personnel.

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost, or designee. This document reflects the equitable participation of all Tenure Track Faculty and Career Non-Tenure Track Faculty in the General Science (GS) Program in the development of program policies and practices.

Governance Structure:

Program Director

The Program Director is appointed to three-year terms, subject to contract renewals and the discretion of the Dean. The Director is responsible for the overall administration, budget, and quality of the GS program, and ultimate decisions on these matters lies with the Director in consultation with the Associate Dean and the Advisory Committee. The Director enrolls students in the program, advises all undergraduate GS majors, approves students for graduation, and plans and presides over the GS commencement ceremony. Other responsibilities include, but are not limited to: developing and improving the curriculum of the program, maintaining the GS website, overseeing the GS program budget (with the help of the Biology department staff), attending the regular meetings of department heads and program directors convened by the CAS deans, and maintaining good working relations with deans and departments/programs across campus.

Staff Support

The Biology department provides staff support for the General Science Program, including budget management and minor secretarial duties. Any changes to personnel are done in consultation with and approval of the CAS Dean.

Committees

Due to the small size of General Science Program, issues that might be handled by a separate committee in other units, such as a curriculum committee or colloquium and events committees, are handled by the Program Director in consultation with members of the Advisory Committee.

Ad Hoc Committee

During periods of program restructuring, such as the present, an Ad Hoc Committee is appointed by the Dean to oversee and advise on changes to the program. The Current Ad Hoc Committee consists of TT faculty from the following departments: Biology, Chemistry/Biochemistry, Computer and Information Science, Geological Science, Human Physiology, Mathematics, Physics, and Psychology. The Ad Hoc Committee currently serves the roles outlined for the Advisory Committee (discussed below). In addition, the Ad Hoc Committee plays a vital role in overseeing the establishment of emphasis areas for the program, as well as outlining the responsibilities of the soon to be established Standing Advisory Committee. Ideally the Ad Hoc Committee, including most of its current members, will transition into the Standing Advisory Committee.

Advisory Committee

The Advisory Committee provides oversight and guidance to the GS curriculum in order to ensure its academic integrity. The Committee provides the consultative function that a more traditional department has from its faculty at departmental meetings. Though a consensus is sought to make decisions, a majority vote by the Advisory Committee sets policy for GS. Oversight responsibilities of the Advisory Committee include evaluation of emphasis areas within the GS program, course catalog approval, approval of courses taught under the GS subject code, the addition or removal of courses to the curriculum (to ensure that such changes fit the program's academic purpose) and the rules surrounding completion of the major, such as how many credits in each emphasis, how many upper/lower division credits, how many Pass/Fail credits, how to manage double majors/minors, etc. Members of the Advisory Committee also serve as departmental contacts for the GS Advisor for advising or curricular purposes, e.g., to help identify possible course substitutions when needed for a particular student.

Membership

Members of the Advisory Committee are appointed by the Dean to two-year staggered terms and receive no extra compensation for this service. Members will be selected to avoid committee assignment overlap with planned sabbatical or leave; if overlap cannot be avoided, faculty on short term leave will participate in decisions via email, Skype, or other appropriate means, whereas faculty on long term leave or sabbatical will have a replacement appointed by the Dean. Committee members include the Associate Dean of Natural Sciences, the Associate Dean for Undergraduate Education, and representative faculty of departments/programs that contribute significantly to the GS curriculum. These departments/programs are:

Anthropology, Biology, Chemistry/Biochemistry, Computer and Information Science, Geography, Geological Science, Human Physiology, Mathematics, Physics, and Psychology. Department representatives of the Advisory Committee are can be career NTTF and TTF, with a majority of the committee comprised of TTF. Ideally members of the Advisory Committee will be involved in advising or curricular decisions in their home departments. Because selection of committee members is based on criteria that are relevant to the work the committee does, it is possible that at times the committee will be composed entirely of TTF.

Meetings

The Advisory Committee will meet at least once a year in order to hear a report from the GS Director about the status of the curriculum and students. The committee meets more frequently during times of curriculum restructuring, as deemed necessary by the committee and the GS Director. Decisions made by the Advisory committee will be documented by the GS Director or a designated individual and appropriately archived. Access to these decisions will be readily available to all committee members.