

History Department Governance

Approved by faculty vote on April 24, 2014; two revisions were made on October 23, 2014 in response to feedback from the Office of Academic Affairs (see sections III.e and VII.b); multiple revisions were made on June 9, 2015 (see sections I.a.1, I.d.5-6, I.e.2-4, II.a.i, II.c.i, II.c.ii.2, II.f.i, II.f.i.3-4, and II.g.i).

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 Department of History tenure-track (TT) faculty and career non-tenure-track (NTT) faculty in the development of department policies and practices.

I. Department Officers

a. Department Head (DH)

The DH is selected by the methods and at the times determined by the College of Arts and Sciences, and is appointed by the Dean of the College according to the administrative procedure of the University. Within the Department, the Advisory Committee has responsibility for conducting the process of soliciting nominations for the position of DH. When performing this function, it acts without the participation of the sitting DH. The DH will provide leadership for the Department by initiating the consideration of new policies, acting on policies determined by the Department, representing the Department in all its relations with the University at large, keeping the Department informed about all matters pertinent to its welfare, supervising the work of the department, and chairing its meetings. The DH will fulfill the legal responsibilities and obligations of the office.

b. Associate Department Head (ADH)

The ADH is appointed by the DH from among the tenured faculty for a one-year term. The appointment is renewable. The ADH will normally be a tenured member of the Department. The main functions of the ADH are:

- 1) to serve as an ex-officio member of the Undergraduate Curriculum Committee, and to serve as co-chair of that committee with the Director of Undergraduate Studies (DUS);
- 2) to serve as an ex-officio member of the Advisory Committee;
- 3) to schedule and staff the Department's course offerings, both graduate and undergraduate;
- 4) to coordinate the assignment of GTFs to courses, in consultation with the Director of Graduate Studies (DGS); and
- 5) to work with the DH to coordinate and accomplish a variety of departmental management tasks, at the request of the DH.

c. Director of Graduate Studies (DGS)

The DGS is appointed by the DH from among the tenured faculty for a term of one to three years, depending on circumstances. The main functions of the DGS are:

- 1) to oversee the Graduate Program by chairing the Department's Graduate Committee;
- 2) to work together with the ADH to oversee assignment of GTFs to individual courses each term;
- 3) to oversee the progress of graduate students toward the degree, in consultation with graduate students' primary advisors, and to make recommendations for resolving any problems that arise in individual cases;
- 4) to work closely with the Graduate Coordinator (staff position);
- 5) to serve as an ex-officio member of the Advisory Committee;
- 6) to administer Department policy with respect to the graduate program, acting either alone or in concert with the members of the Graduate Committee, according to the particular circumstances involved;
- 7) to plan and oversee the orientation for entering graduate students at the beginning of every academic year; and
- 8) to make recommendations to Department faculty and the DH about the career development and job placement of our graduates.

d. Director of Undergraduate Studies (DUS)

The DUS is appointed by the DH from among the tenured faculty for a term of one to three years, depending on circumstances. The main functions of the DUS are

- 1) to serve as an ex-officio member of the Undergraduate Curriculum Committee, and co-chair that committee with the ADH;
- 2) to serve as an ex-officio member of the Advisory Committee;
- 3) to actively promote the history major and undergraduate courses in the college and university, including honors in history;
- 4) to coordinate any policy or rules changes related to the undergraduate curriculum with the Undergraduate Curriculum Committee;
- 5) to coordinate the Department's responsibilities related to the assessment of learning outcomes; and
- 6) to shepherd proposals for new courses through the approval process required by College- and University-level curriculum committees.

e. Undergraduate Advisor

The Undergraduate Advisor oversees the advising of undergraduate majors and minors, including peer advising, in concert with the members of the Undergraduate Advising Committee and, more broadly, with individual faculty in their capacity as academic advisors to individual undergraduate majors and minors. The Undergraduate Advisor's main tasks are:

- 1) to oversee the progress of undergraduate majors toward the degree and to make recommendations for resolving any problems that arise in individual cases;
- 2) to oversee the process of soliciting nominations and selecting awardees for the Department's undergraduate awards;
- 3) to constitute and chair the Undergraduate Advising Committee; and
- 4) to work closely with the Undergraduate Coordinator (staff position).

f. Summer Session Coordinator

The Summer Session Coordinator is appointed by the DH for a one-year term. The appointment is renewable. The Summer Session Coordinator will normally be a member of the teaching faculty, including both TTF and Career NTT faculty. The main functions of the Summer Session Coordinator are:

- 1) to determine, in close coordination with the ADH and with input from the Undergraduate Curriculum Committee, about which courses, and how many courses, should be offered during summer session; and
- 2) to make recommendations about department policies regarding faculty and graduate student eligibility for summer teaching, the priority given to various ranks of instructional faculty for summer teaching, and the compensation structure for summer teaching.

II. Department Standing Committees (listed in alphabetical order)**a. Advisory Committee****i. Membership**

This committee will consist of three elected members of the faculty plus the ADH, DGS, and DUS, who serve as ex-officio members. At least one elected member of the Advisory Committee will be an Assistant Professor, unless none is available to serve in a given year. Career NTT faculty are eligible for election to the second elected position and are encouraged, but not required, to serve. Elections to the Advisory Committee will be conducted by confidential ballot, with ballots submitted to the Department Manager rather than the DH. All TTF except the DH are eligible to vote, as are Career NTT faculty. It is customary for faculty not to be elected to serve in consecutive years, but it is not prohibited. The Advisory Committee is expected to meet monthly during the regular academic year. In general, the DH will call the committee into session, but its members are also empowered to do so.

ii. Functions

The duties of the Advisory Committee are:

1. to consult with and assist the DH on the conduct of department business, at the discretion of the DH; this function includes but is not limited to routine decision-making, discussion of new and changed policies, and the origination of motions and proposals to be presented to the entire faculty;
2. to serve as a channel for members of the department to bring their interests and concerns to the attention of the DH and to the Department at large;
3. to conduct the departmental portion of the process of selecting a new DH, as outlined under section 5 of this document;
4. to advise the DH on the hiring of adjunct faculty and NTT faculty; in the case of one-year visiting appointments, to formulate recommendations to be discussed and voted on at a department meeting; and
5. to conduct, together with the DH, merit reviews of department faculty in accordance with current department, college, and university policy on merit reviews, and to do the same in the case of periodic equity allocations.

b. Graduate Committee**i. Membership**

Ordinarily this committee will consist of four members, appointed by the DH to one-year renewable terms, from the tenure-track faculty. One of these members is the Director of Graduate Studies, who will also chair the Graduate Committee.

ii. Functions

The duties of the Graduate Committee are:

1. to oversee admission to the graduate program by reviewing dossiers and selecting, in consultation with appropriate faculty members and potential advisors, the most qualified applicants;
2. to recommend awards of financial aid to graduate students, including GTFs, and to submit those recommendations to a vote at a faculty meeting;
3. to conduct the process of soliciting nominations and selecting awardees for the Department's graduate student awards, as well as University awards and external awards for fellowships, for which our students may be eligible;
4. to assist the DGS in administering Department policy with respect to the graduate program; and
5. to recommend changes in policy regarding graduate education and curriculum to the Department, either by introducing motions at a Department meeting or by advising the DH.

c. **Post-Tenure Review Committee**

i. Membership

This committee is comprised of tenured faculty and appointed annually by the DH for renewable terms, with the number to be determined by the DH depending on the workload in a given year.

ii. Functions

The duties of the Post-Tenure Review Committee are:

1. to conduct required reviews of tenured faculty each academic year, in accordance with guidelines set out in the relevant College and University policies and procedures; and
2. to conduct or assign whatever peer teaching reviews are required during the year so that all faculty receive biannual reviews, as mandated by the Office of Academic Affairs.

d. **Speakers and Events Committee**

i. Membership

This committee is appointed annually by the DH for renewable terms, and normally consists of three members. The DH will appoint a committee chair. Members of the committee may be drawn from the tenure-track and Career NTT faculty.

ii. Functions

The duties of the Speakers and Events Committee are:

1. to actively promote opportunities for intellectual exchange within the history department through lectures, informal talks or presentations, panels and roundtables by faculty members and graduate students;
2. to determine, with input from other faculty members, departmental events including, but not limited to, invited lectures, colloquia, and work-in-progress talks; and
3. to administer the annual budget for sponsoring departmental events and co-sponsoring events outside the department.

e. **Technology and Media Committee**

i. Membership

The Technology and Media Committee will normally consist of two or three members, appointed by the DH to one-year renewable terms from among the tenure-track or eligible non-tenure-track faculty.

ii. Functions

The duties of the Technology and Media Committee are:

1. to maintain, update, and improve the Department's website, as appropriate, and to make proposals to the department for augmenting or modifying the department's digital, online presence;
2. to maintain the Department's social media presence, including the Department's Facebook page;
3. to administer the Department's annual request for new equipment through the CASIT computer replacement program, at the request of the DH; and
4. to ensure that all Department Faculty are equipped to handle the basic technological requirements of course administration and management: posting syllabi and information in the online class schedule, communicating with students via Blackboard, Canvas, or similar systems, grading and changing grades, accessing information needed to advise students, etc.

f. **Undergraduate Curriculum Committee**

i. Membership

This committee will be made up of faculty members who represent either geographical fields as currently defined for the undergraduate major (African & Middle Eastern; Asian; European; Latin American; United States) or other groupings that we deem equally or more appropriate in the future. Career NTT faculty are eligible to serve on the committee. This committee will be co-chaired by the ADH and DUS.

ii. Functions

The duties of the Undergraduate Curriculum Committee are:

1. to coordinate course offerings, monitor enrollments, and do curricular planning. It will also monitor our progress toward implementing any and all recommendations adopted from the final report of the Ad Hoc Committee on Enrollments and Curriculum, dated February 18, 2014;
2. to supervise all matters having to do with the department's undergraduate curriculum and to recommend changes in policy concerning the undergraduate education, including requirements for the major, either by introducing motions at a Department meeting or by advising the DH, and to coordinate these activities with the Undergraduate Major and Advising Committee;
3. to recommend changes in policy concerning undergraduate education, including requirements for the major and the minor, either by introducing motions at a Department meeting or by advising the DH;
4. to coordinate the Department's responsibilities related to the assessment of learning outcomes;
5. to assist the teaching faculty in shepherding proposals for new courses through the approval process required by College- and University-level curriculum committees;
6. to communicate with the DGS regarding the enrollment-related planning and staffing needs for graduate teaching fellows; and

7. to report regularly to the faculty on any and all of its functions, as requested by the DH.

g. Undergraduate Advising Committee

i. Membership

This committee will normally consist of two or three members, appointed by the DH in consultation with the Undergraduate Advisor, to one-year renewable terms from among the TT and Career NTT faculty. The Undergraduate Advisor will chair the Undergraduate Advising Committee.

ii. Functions

The duties of the Undergraduate Advising Committee are:

1. to coordinate the Department's advising of undergraduate majors and its participation in IntroDuckion, Week of Welcome, and other outreach activities;
2. to oversee the progress of undergraduate majors toward the degree and resolve issues in individual cases regarding such matters as missing course requirements, low GPAs, and the like, making recommendations for steps that might be taken to remedy such situations;
3. to conduct the process of soliciting nominations and selecting awardees for the Department's undergraduate awards; and
4. to support and advise Phi Alpha Theta, the undergraduate history honors society.

h. Standing Committee Meeting Minutes and Archives

Committee minutes will be taken by each committee chair or a designee, provided to the DH, and appropriately archived within a reasonable period of time.

III. Department Meeting Protocol and Membership

- a) Department meetings will be convened at appropriate intervals by call of the DH.
- b) Meetings will be open to all TT faculty and Career NTT faculty, with the exception that meetings on promotion and other personnel issues will be restricted to subgroups of the department according to rank.
- c) On appropriate occasions, adjunct faculty may also be invited to meetings in order to provide input on relevant departmental matters.
- d) Attendance at all meetings by TT faculty is expected as part of the regular departmental self-governance process. Attendance at meetings by Career NTT faculty is encouraged, but not required. Attendance by Career NTT faculty is expected at meetings during which there will be discussion of governance issues directly pertaining to them, such as guidelines for the performance and promotion reviews of Career NTT faculty.
- e) During terms when TT faculty are on sabbatical or other leave, they may participate in department meetings and meetings on personnel issues for which they are eligible to vote, should they desire to do so. During these terms, votes can be registered via absentee ballot.
- f) Agendas for meetings will be distributed in advance, with notice of specific motions when known to the DH in advance.
- g) Department meetings will follow the procedures set forth in the current edition of Robert's Rules of Order. Meetings will be chaired by the DH or her/his delegate. All TT faculty are eligible to make motions; Career NTT faculty are eligible to make motions on

all departmental matters except those concerning the hiring, evaluation, and promotion of TT faculty. Votes on personnel issues will be conducted by confidential ballot, as may any other vote designated for confidential balloting by a motion and vote of the department.

- h) Absentee ballots may be given to the DH by those whose officially scheduled University functions conflict with Department meetings.
- i) Attendance and minutes will be kept by the DH or her/his delegate, and will be made available within a reasonable period of time.

IV. Ad Hoc Committees

a. Tenure and Promotion Committees

i. Membership

Tenure and Promotion committees will be constituted ad hoc by the DH. They will consist of three members, with one of those members designated as Chair of the committee.

Membership on tenure or promotion committees is open only to members of the Department at a rank higher than that of the candidate for promotion. Career NTT are eligible to serve on promotion committees for fellow Career NTT. If possible, the promotion committee for any Career NTT faculty should include at least one Career NTT faculty member whose rank is at or above the rank sought by the candidate. Career NTT faculty are not eligible to serve on the promotion committees of TT faculty.

ii. Functions

The duties of a promotion or tenure committee are:

1. to develop a list of names of prospective outside reviewers for a case, in consultation with the DH, and to solicit and obtain an appropriate number of promotion reviews;
2. to prepare a report addressed to members of the department at the appropriate rank(s), based on a review of the candidate's entire dossier; and
3. to make a recommendation about promotion, to be voted on at a meeting of faculty members in the department at a rank higher than that of the candidate for promotion.

b. Contract Renewal Committees

i. Membership

Contract renewal committees will be appointed by the DH. Membership on contract renewal committees is open only to members of the department at a rank higher than that of the candidate for a contract renewal. Career NTT faculty are eligible to serve on contract renewal committees for fellow Career NTT faculty. Career NTT faculty are not eligible to serve on the contract renewal committees of TT faculty.

ii. Functions:

The duties of a Contract Renewal Committee are:

1. to prepare a report addressed to members of the department at the appropriate rank(s), based on a review of the candidate's entire dossier; and
2. to make a recommendation about contract renewal, to be voted on at a meeting of faculty members in the department at a rank higher than that of the candidate for promotion.

c. Search Committees

i. Membership

All TT faculty, including Assistant Professors, are eligible for service on search committees for TT faculty. Career NTT faculty are eligible for service on search committees for NTT faculty, including adjuncts. Members and chairs of Search Committees will be appointed by the DH. Committees will normally consist of four members of the TT faculty. In addition, an advanced doctoral student may be invited to serve as a voting member provided that one is available whose expertise is in an appropriate field. Such graduate student members will be appointed by consultation among the DH, the DGS, and the student's dissertation advisor.

ii. Functions:

The duties of a Search Committee are:

1. to oversee the process of gathering and reviewing the dossiers of candidates who apply for TTF positions, and selecting the most qualified applicants;
2. to recommend for vote at a department meeting a list of candidates, in keeping with the department's established procedures and the circumstances of a given search, with whom to conduct preliminary interviews;
3. to conduct preliminary interviews with candidates once that has been approved by the department;
4. to recommend to the department candidates as finalists to be invited for campus visits, with the proviso that the CAS Dean's office must also approve, in advance, candidates for campus visits;
5. to organize and coordinate candidates' campus visits, including the candidate's talk, department colloquium, meals, meetings with department faculty, graduate students, and interested faculty and graduate students outside the department, and other appropriate activities; and, following campus visits,
6. to recommend to the department a ranked list of candidates to be offered a position, or else to recommend that one or more not candidates be offered a position (The functions of a search committee do not include selection of the candidate to be offered a position; its recommendations are advisory to a meeting and vote of the TTF at large, and to the CAS Dean's office, which must approve all job offers).

d. **Other Committees, Including Ad Hoc Committees**

Ad hoc committees may be created by two means: either by decision of the DH or by a motion and vote of approval at a department meeting. As a rule, they will be created in cases where an issue arises that is not clearly within the purview of a standing committee or that is of such general importance to the department that it is deemed inadvisable to assign it to a standing committee. Ad hoc committees will include search committees convened to appoint adjunct faculty other than TT faculty in cases where such a committee is required, including one-year visiting appointments. The size, composition, and duration of ad hoc committees will be determined either by the DH or by a motion and vote of approval at a Department meeting, depending on which of those paths led to the formation of a given committee. Eligible to serve are all members of the TT faculty and, at the discretion of the TT faculty on individual occasions, Career NTT faculty.

V. Department Head Nomination

The process of nominating candidates for DH to the CAS Dean's office will be supervised by the Department's Advisory Committee. It is understood that the authority to appoint the DH resides with the CAS Dean.

VI. Career Non-Tenure Track Faculty

Career NTT faculty in the History Department are responsible for working with the TT faculty to develop guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for the Career NTT faculty ranks, and for adjunct NTT faculty as necessary, and will participate in the evaluation process as appropriate by rank. In exceptional circumstances, an alternative voting process may be proposed to the Provost or designee. Voting on promotion is restricted to those in the same rank to be attained or higher. NTT faculty will also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools of the university, if this is part of their professional responsibilities.

Note: this paragraph is reproduced verbatim from the section "Provost and Academic Affairs Guiding Principles" in the document "CBA Governance Implementation Guide."

VII. Funding Contingent Faculty

Time spent by funding contingent faculty members on service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored project and all federal and state laws and regulations.

VIII. Amendments to this Governance Document

- a. This governance document may be amended at a department meeting by a vote of a majority of those present and eligible to vote. Proposed amendments should be circulated in writing at least one week ahead of the department meeting at which the vote is taken.
- b. This Governance Document, as well as other department policies, are subject to the Collective Bargaining Agreement between the University of Oregon and the United Academics of the University of Oregon. The Department agrees to amend its provisions accordingly.