

I Introduction

- A. 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 Religious Studies Tenure Track Faculty and Career Non-Tenure Track Faculty in the development of department policies and practices. Both NTTF and TTF were invited to participate in the development of the first draft of this document during Spring 2014, and both were involved in the detailed discussions over the policy that term. Any proposed changes in this policy have to be ratified by a two-thirds majority of the collective NTTF and TTF members of the department assembled at a meeting of the Faculty Committee, as described below in I.B.
- B. This internal governance document may be amended or replaced in the following fashion. If a proposed revision is circulated at least two weeks before the meeting at which it is to be considered by the Faculty Committee (composed of both TTF and Career NTTF members of the department), and such a revision is supported by two-thirds vote of the Faculty Committee, the proposed revision will be forwarded for the input of, and potential approval of, the appropriate dean and the Provost or designee. The same process will be followed in the case of future policies to be developed for the department's Internal Governance as required by the CBA.
- C. Should funding contingent faculty members be added to the department at any time, the 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.

II Governance Structure

Faculty associated with Religious Studies consist of two main groups:

- A. The **Core Faculty** includes tenured and tenure-track faculty (TTF) and Career Non-Tenure Track Faculty (Career NTTF) who have dedicated responsibilities and full voting rights within Religious Studies. The Core Faculty is made up of faculty members (both TTF and Career NTTF) who have full or partial FTE appointments in Religious Studies.

- B. The **Affiliated Faculty** includes other tenured or tenure-track faculty members and Career NTTF who serve on the Religious Studies committee and typically teach courses in their own departments that are cross-posted or are of particular relevance to students in Religious Studies and/or have research interests related to Religious Studies. Typically, existing Core Faculty of Religious Studies suggest a list of potential new Affiliated Faculty to the Dean; however, the Dean appoints all Affiliated Faculty. Affiliated Faculty have full voting rights in Religious Studies.

III Office of the Department Head

A. Nomination, Selection and Appointment of the Department Head

1. The College of Arts and Sciences specifies the following procedure for the selection of the Department Head: “To initiate the selection of a Department Head, the Dean and appropriate Associate Dean meet with the department faculty.” After this meeting, a departmental committee (typically the standing personnel or executive committee, but this varies according to departmental policies and traditions) solicits names of faculty members interested in serving as the Department Head, surveys faculty sentiment, and presents a written summary of the results to both the dean and the department faculty. At this point, faculty members are invited to write directly to the dean concerning their views and recommendations. In small departments, or other instances where this procedure is inappropriate or cumbersome, the department should discuss possible alternative selection procedures with the dean. After receiving the departmental committee report and advice of individual faculty members, the Dean usually interviews more than one candidate. In all cases, the final decision regarding the Department Head is made by the Dean, in consultation with the Provost and President.”
2. The procedure in Religious Studies, a small department, differs only slightly from the above. A faculty nominating committee made up of those who do not wish to serve as Department Head speaks to other department members about their willingness to serve. The committee then surveys faculty sentiment about potential nominees and makes a recommendation to the Dean. Department members may also communicate their individual opinions to the Dean either in writing or in a meeting. The Dean will interview the potential candidate(s) and then make a decision.
3. Nominations will be solicited no later than five months before the new Headship is to begin (or as soon as possible if fewer than five months remain after the initial meeting with the Dean).

B. Responsibilities of the Department Head

1. At the Department Head’s discretion, he or she is an ex-officio member of every committee specified in section VI below.

2. The Department Head shall be responsible for the administration of the Department and for implementing policies approved by the College, by the Provost's Office, by the Graduate School, and by the Faculty Committee.
3. Under broad policy guidance, the Department Head coordinates teaching, curriculum, and other assignments for both faculty and graduate students and provides encouragement and coordination for the work of the faculty in both teaching and research. The Department Head also directs the Summer Session.
4. The Department Head is responsible for implementing the merit review and faculty review processes.
5. The Department Head shall establish priorities for the purchase of equipment, supplies, contractual services, and space in accordance with agreed upon policies and goals.
6. On matters pertaining to new appointments, promotion, tenure, and salary, the Department Head shall act:
 - a. On new appointments according to the vote of the Faculty Committee and the Search Committee (see section VI below).
 - b. On promotions according to the vote of faculty members who are senior in rank to the candidate, and in accordance with University, College, and Department Promotion and Tenure Guidelines.
 - c. On tenure according to the vote of the tenured faculty members, in accordance with procedures and criteria set forth in University, College, and Department Promotion and Tenure Guidelines.
 - d. On salaries according to University, College, and Department policies.
7. The Department Head or her/his delegate shall preside at Departmental meetings of the Religious Studies faculty.
8. The Department Head, or a designated individual, is responsible for documenting decisions made by Department committees and at Departmental meetings and for ensuring that such decisions are appropriately archived. The Department Head must ensure that access to these decisions is readily available to all TT and Career NTT faculty members

IV Other Administrative Officers

A. Undergraduate Advisor

1. The Undergraduate Advisor is appointed by the Department Head.

2. The Undergraduate Advisor shall carry out the following responsibilities: (i) to oversee a shared advising program for undergraduate majors and minors, in which advisees are distributed among instructional faculty; (ii) to disseminate undergraduate information pertinent to available courses, requirements, policies, the honors program, etc.; (iii) to assist the Department Head with the undergraduate program; (iv) in conjunction with other faculty, to mentor majors concerning preparation for and application to graduate programs.

B. Library Representative

1. The Library Representative is appointed by the Department Head.
2. The Library Representative shall be responsible for soliciting from faculty members requests for book purchases, journal subscriptions, computer software and CD-ROM purchases, and other library materials. These recommendations are to be passed on to the appropriate Library staff who are in charge of making purchases pertaining to Religious Studies.

V Faculty Committee

A. Membership

Members of the Religious Studies Faculty Committee with full voting rights will be all tenure-related officers of instruction and all career non-tenure track officers of instruction in the Religious Studies Department. Emeriti in the Religious Studies Department may also participate as members of the Faculty Committee with full voting rights as long as he or she is on the university payroll and serving actively in an instructional or research capacity. The Department may, if it wishes, grant such rights to emeritus faculty at other times.

B. Responsibilities

All matters of academic policy and faculty appointment fall solely within the purview of the Faculty Committee. Such matters include, but are not limited to: (i) decisions concerning student admission to the undergraduate major and minor; (ii) academic requirements (such as those for the undergraduate major and minor); (iii) curricular issues; (iv) faculty hiring (see Search Procedures under section VI); (v) Decisions regarding Graduate Teaching Fellowship appointments.

C. Conduct of Meetings for the Faculty Committee

1. A majority of the voting members shall constitute a quorum, and action shall be decided by the majority of those present.
2. Meetings of the Faculty Committee shall be at the call of the Department Head or one-fourth of the voting members. There shall be at least one Faculty Committee meeting per quarter, but often with greater frequency, dependent on needs and scheduled at a time that least conflicts with teaching responsibilities.

3. Attendance is mandatory for Core Faculty. Minutes are taken by a person designated by the Department Head and distributed in a timely manner. This process assures documentation of all decisions that affect the unit and its employees and students.
4. An agenda is typically circulated before the meeting via email, with all Core Faculty able to add items as needed. Votes are usually handled via voice vote. Absentee ballots are accepted in writing by the Department Head prior to meetings.
5. Faculty who are on research leave should attend all meetings of the Faculty Committee either in person or through conference-call or video-conferencing, when possible. Faculty who are on sabbatical or personal leave are invited to attend all meetings of the Faculty Committee either in person or through conference-call or video-conferencing, when possible. Faculty on leave, on sabbatical, or traveling (e.g. away at a conference) retain full voting rights, and may vote at the meeting itself (while physically or virtually present) or via absentee ballot as described above.

D. Meeting Provisions for REL and ARB

1. The Department of Religious Studies is distinctive in having the Arabic Language and Culture component as a distinctive financial and curricular entity within its structure. There may be occasions when ARB and REL will meet separately, such as in matters related to instructor and/or GTF training, curriculum, group events for students (especially for ARB), major and minor advising, speaker events and the like.
2. Despite the distinctive entities that will determine specific issues that ARB and REL will meet on separately from time to time, it will nevertheless be a common practice in the department for the Head to call periodic meetings of the entire faculty (ARB and REL, TTF and NTTF) to serve as a Faculty Committee, and such meetings should normally take place at least once per term during the academic year.

VI Standing and Ad-Hoc Committees

Since the department has historically been small, all committee work has been done by the department acting as a 'committee of the whole' or in the form of 'ad hoc' committees to deal with specific issues. When special issues or circumstances arise not covered below in sections A and B, the Head may decide whether to deal with these issues in the 'committee of the whole' or in an ad-hoc committee, of limited duration, that the Head appoints.

A. Curriculum

The department as a 'committee of the whole' discusses all curriculum matters and changes except where REL and ARB faculty address their own curricula separately as appropriate. The Department Head is responsible for guiding new curricular proposals and changes through the appropriate processes.

B. Promotion, Tenure, and Merit Reviews

Ad hoc committees, appointed by the Department Head, conduct third-year, tenure, and promotion reviews. Merit reviews are conducted by the Department Head in consultation with appropriate Core Faculty according to category (TTF, NTTF, REL, ARB, and the like). The merit pay increase recommendations are reviewed by the head of an outside program or department, as agreed upon by the Core Faculty.

VII Faculty Searches

A. Search Committee

1. Responsibilities: To search for, to evaluate, and to recommend to the Faculty Committee candidates for new appointments.
2. Members: In addition to the Department Head, at least three full-time tenure-track members of the faculty or, at the discretion of the Head, at least two full-time tenure-track members of the department together with an additional member outside of the Religious Studies Department.

B. Search Procedures

1. After the application deadline posted in the position announcement, the members of the search committee review all the submitted applications and select candidates for a short list to be interviewed either at the annual conference or via videoconference.
2. In the case of a tenure-track position search, two to four candidates from that short list are invited back for on-campus interviews. Such interviews consist of meetings with the Faculty Committee, opportunities to meet and/or have lunch with the graduate students, presentations, the teaching of a class, meeting with the Associate Dean, and dinners with faculty.
3. After all the fly-back candidates have had their on-campus interviews, the search committee meets to determine a recommendation of appointment to the Department Head. The Department Head calls a meeting of the Faculty Committee, at which the search committee submits its recommendation. Based on this, the Faculty Committee discusses, evaluates, and votes on the finalists. All voting members of the Faculty Committee can vote on a tenure-track search.
4. In the case of an NTTF or visitor search, typically there are interviews of a short list of candidates via Skype but no on-campus interviews. For this reason,

only the search committee, typically consisting of the tenure-related faculty of the department, will meet and cast their vote on the finalists.

5. For both a tenure-track and a visitor search, the Department Head then forwards to the Dean a summary of faculty assessments of the candidates, including an accounting of the vote taken. This report is advisory to the Dean, and eventually the Provost, who must approve all faculty hiring.