

Internal Governance Structure and Policies
Dept. of Romance Languages
April 8, 2014; revised July 31, 2015

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 Romance Languages Tenure Track Faculty and Career Non-Tenure Track Faculty in the development of department policies and practices.

I. Administrative Structure

Department Head

The Department Head shall provide leadership in crafting a vision for RL that acknowledges the respective strengths of French, Italian, Portuguese and Spanish; that represents each sector fairly; and that advocates for institutional support for all sectors. The Head shall establish and maintain a clear understanding of the department budget, including clear, timely communication with CAS and faculty about budget issues and policies. The Department Head shall be responsible for the administration of the Department and for implementing department, college, and university policies. The Department Head or his/her delegate shall preside at meetings of the Faculty. At the Department Head's discretion, he or she is ex-officio member of every committee specified below. The department head is also the direct supervisor of one OA (the Assistant to the Dept. Head/Budget Manager). The Head is appointed by the Dean, usually, for a three-year term, following a process of consultation with TTF and Career NTTF by the Advisory Committee (see below, section IV). The Head must be a tenured faculty member, preferably at the rank of Full Professor.

The Department Head coordinates teaching, curriculum, and other assignments for both faculty and graduate students, and provides mentorship and coordination for the work of the faculty in both teaching and research. The Department Head is responsible for implementing the merit review and faculty review processes designed by the RL faculty. The Department Head is responsible for budgetary oversight and shall establish priorities for the purchase of equipment, supplies, contractual services, and space in accordance with policies and goals agreed upon by RL faculty.

The Department Head or designee also directs the Summer Session. As Director of Summer Session, the Department Head makes final decisions regarding summer

teaching assignments. As mandated by the CBA, the faculty will develop a consultative process for selecting summer teaching assignments.

The department head, or a designated individual, is responsible for documenting decisions made by department committees and at department meetings and archiving them appropriately. Access to these decisions will be readily available to all TT and Career NTT faculty members.

Associate Head. The Associate Head bears primary responsibility for scheduling all courses in the department; this entails preparing the course profile for fall, winter, and spring terms (what courses will be offered; how many sections), projecting and tracking enrollments, and making individual teaching assignments to faculty and GTFs, balancing faculty requests with curricular need. The Associate Head may also be asked to fill in for the Head from time to time at college or university meetings or events when the Head is unavailable. The Associate Head is appointed by the Head, with advice from the Advisory Committee, generally for a 3-year term. The Associate Head is compensated with a combination of course release and stipend. The Associate Head must be a tenure-related faculty member.

Director of Graduate Studies (Chair of the Graduate Committee). The DGS, appointed by the Head, directs and coordinates the work of the Graduate Committee, including orientation for incoming graduate students, coordination of the fall forum, graduate admissions and scholarship decisions, communication with the Graduate School, and general advising of graduate students to provide guidance on degree requirements, preparation for exams, and professionalization. The DGS is compensated with a combination of course release and stipend. The DGS must be a tenure-related faculty member.

Director of Undergraduate Studies (Chair of the Undergraduate Committee). As chair of the Undergraduate Committee, the DUS, appointed by the Head, provides broad oversight of undergraduate programs, and works closely with the Director of Language Instruction and the Head Undergraduate Advisors on questions of program articulation and degree requirements. The DUS also acts as liaison for the department on broader, university-wide study abroad questions, consulting with the Office of International Affairs and the relevant Senate faculty committees. The DUS is compensated with a combination of course release and stipend. The DUS must be a tenure-related faculty member.

Affirmative Action Liaison. Chairs the Equity and Inclusion Committee, orients new graduate students regarding Affirmative Action policies, advises search committees, and serves as liaison to the Office of Affirmative Action and Equal Opportunity. The Affirmative Action Liaison may be TTF or NTTF.

Language Sectors:

1. The department of Romance Languages is composed of sectors that correspond to the languages, literatures and cultures of the Romance world that we teach. At the present time there are four sectors: French, Italian, Portuguese and Spanish. Each sector is composed by all TTF and NTTF teaching as faculty in that sector.
2. Each sector has different needs and challenges because of different factors such as number of students and teaching staff. The Department recognizes this diversity and allows each sector relative autonomy in identifying major areas of development for their academic programs, and in defining the best ways to change and improve those programs.
3. A sector does not replace standing committees such as the Undergraduate Committee and the Graduate Committee. These committees will consider a sector's recommendations, adjusting them to the general department structure, and then making formal proposals to the department. The recommendations of a sector should be very carefully evaluated and respected if they do not present a conflict with the wider goals and academic mission of the department.
4. Romance Languages is a single department, and one of our most important academic goals is to provide students wherever possible with an education that is RL-oriented. This means that we aim to provide students with a view of their primary target language in the wider context of the RL world.
5. Because we are a single department, any administrative decision that affects any program has to be evaluated and approved by the department faculty and by the Head.

Sector Chairs. One for each language sector, elected by the faculty of that sector for a two-year term. The sector chair calls sector meetings, leads those meetings, and acts as a liaison with the Head and the Associate Head regarding staffing or other sector issues. Sector Chairs may be TTF or Career NTTF.

1. Each sector elects a Chair for a two-year period. The Chair is in charge of calling meetings, providing a discussion agenda, and reporting the sector's deliberations to the Head of the department and the department faculty.
2. A small sector with few faculty members may opt to join the sector closest in cultural and historical background.
3. The Chair of a sector is not an administrative position, but a representative position.
4. It is understood that final authority of the Department rests with the Head appointed by the Dean's office.

The following positions play an important role in departmental administration but do not rotate in the same fashion as the positions listed above. They are listed here for clarity of definition; the following do not constitute complete position descriptions and position responsibilities may be reconfigured according to department needs without amendment to this document.

Director of Language Instruction. The DLI takes a leadership role departmental pedagogical initiatives and policies and in the pedagogical training of GTFs, and coordinates the work of first-, second-, and third-year supervisors in French, Italian, Portuguese, and Spanish.

Two Head Undergraduate Advisors (Senior Instructors)
The Advisors' duties include: hold regularly scheduled, drop-in office hours, meet with prospective majors and minors at the time of declaration to explain program requirements and their rationale, assign faculty advisors to new majors/minors, coordinate with the DUS and serve ex-officio on the Undergraduate Committee, provide regular advising updates to faculty, and circulate overseas course equivalencies forms to RL faculty.

Director of Spanish Heritage Language program. Takes a leadership role in design, coordination, and development of the department's program in Spanish as a Heritage Language (SHL). Chairs the SHL Committee.

SHL Program Advisor Handles academic advising, placement, and coordination for students enrolling in SHL courses.

Director of French Language Instruction Collaborates with French sector colleagues to articulate curricular goals from 1st-year to 4th-year. Is active in departmental outreach efforts, including those directed toward local high schools.

Language Teaching Supervisors Staff appointments overseeing multi-section courses at the first-, second-, and third-year. Work closely with DLI, the Associate Head (as chair of Curriculum Committee), and the Undergraduate Committee.

II. STANDING COMMITTEES

A. Elected Committees

Advisory Committee. The RL Advisory committee is comprised of three tenured TTF members (ideally drawn one each from French, Italian, and Spanish) and one Senior NTTF member. There is no graduate or undergraduate student representation.

Members of the Advisory Committee are elected by all TTF and NTTF for two-year terms. TTF members are elected by TTF; the NTTF representative is elected by NTTF. No member shall serve consecutive terms.

The committee reviews all requests for travel funds for TTF and NTTF, reviews guest speaker requests, and advises the Department Head on matters of policy and finance. The committee also makes merit evaluation (and merit salary increase) recommendations to the Head. Where the head's decisions diverge, he or she will explicitly explain them and their rationale. The Advisory Committee also has primary responsibility for conducting post-tenure reviews; in years when there are many reviews to complete, the assignments may be distributed to other faculty.

Committee decisions are communicated in writing via memos to the Head. Occasionally the committee takes decisions via group email exchanges, in which case the emails serve as the record of the committee's decision. Recommendations on merit evaluations or faculty reviews are made in writing to the Head. The Head or the Assistant to the Head will maintain a file containing those decisions.

The committee meets on an as-needed basis, as requested by the Head. The Advisory Committee may choose to meet independently of the department Head as necessary. Individual faculty members may also bring concerns to members of the Advisory Committee.

NTTF Advisory Committee. Three members drawn from the NTTF as a whole. Elected by NTTF only, for staggered, two-year terms. The NTTF Advisory Committee is responsible for seeking and synthesizing NTTF input on department policies and communicating that information to the Head. The NTTF Advisory Committee coordinates NTTF participation in the development of guidelines for performance and promotion reviews, workload, and merit salary increase for the Career NTTF ranks, and for adjunct NTTF as necessary. The NTTF Advisory Committee also reviews activity reports and makes recommendations to the Head on NTTF merit evaluations and salary increases. Finally, one or more members of the NTTF Advisory Committee attend all department meetings. Committee decisions and recommendations are communicated in writing via memos to the Head. No member shall serve consecutive terms.

B. Appointed Committees

The Head appoints the following standing committees. Members of the Graduate and Undergraduate committees are appointed for staggered two-year terms. Members of other committees are appointed for one-year terms.

Barring extraordinary circumstances, and subject to budgetary constraints, it is understood that the Head will respect the recommendations of the appointed standing committees with regard to scholarship awards, graduate admissions, and other matters that fall within the purview of those committees. Where the Head's decisions diverge, he or she will explicitly explain them and their rationale.

Graduate Committee: Assists the department in advertising the program and recruiting graduate students; evaluates and selects the candidates for graduate studies in the Master of Arts program and the Doctoral program; determines recipients of graduate teaching fellowships; enforces the general requirements for completion of the Masters and Ph.D. degrees; discusses and makes recommendations concerning amendments to M.A. and Ph.D. requirements; rules on graduate student petitions regarding special circumstances; recommends to the Department Head approval of funding for travel to conferences by graduate students; nominates graduate students for special awards and scholarships.

Graduate Committee Membership consists of the DGS as chair of the committee and at least one TTF representative from each sector. Members are chosen by Department Head for two-year terms. Two graduate student representatives attend most meetings for the first ½ hour and help to set the agenda for that portion of the meeting but are not formal members of the Graduate Committee. Graduate Committee members come to consensus on policy recommendations, rather than casting formal votes. All regular members of the committee may vote on issues that fall within the scope of the committee's decision-making responsibilities: admissions decisions student petitions, scholarship recommendations. When consensus cannot be reached or further action is required, DGS brings the matter to the Department Head, Associate Head and Advisory Committee as appropriate.

Decisions are documented in meeting minutes and/or emails. Committee takes a leadership role in supporting graduate student initiatives (fall forum, works-in-progress, graduate conference, mock interviews and other professionalization matters) and advises DGS on policy and procedures. The Graduate Committee regularly consults with sector chairs, the Director of Language Instruction, Language Teaching Supervisors and graduate faculty on matters of concern to the graduate program.

Undergraduate Committee. The Undergraduate Committee is made up of a minimum of 3 TTF and 3 career NTTF members, with all four language sectors represented. The Director of Language Instruction is also a member of this committee. Two Head Undergraduate Advisors are *ex officio* members of this committee. Members are appointed by the department Head for two-year terms. The Director of Undergraduate Studies is the chair of this committee.

The committee is responsible for decisions and/or advising on all undergraduate issues, including curricular review and changes. The committee also reviews student petitions for exceptions to RL degree requirements, and makes recommendations to the Head for undergraduate scholarships. The committee regularly consults with sector chairs, the Director of Language Instruction, the Language Teaching Supervisors and faculty on matters of concern to the undergraduate program. On policy recommendations, committee members do not cast formal votes but come to consensus. When consensus cannot be reached or further action is required, the DUS brings the matter to the Department Head, Associate Head

and Advisory Committee as appropriate. Decisions are documented in meeting minutes and/or emails.

All regular members of the committee (but not the two *ex officio* members) may vote on issues that fall within the scope of the committee's decision-making responsibilities: student petitions, scholarship awards. Decisions are documented in writing and records are maintained by the committee chair (who is also the Director of Undergraduate Studies).

Curriculum Committee. Responsible for the implementation of curricular decisions made by the department. Chief among these responsibilities are course scheduling and the final submission of new course proposals. The Curriculum Committee is chaired by the Associate Department Head and includes 4-5 members, including TTFs from different sectors and NTTFs who hold a supervisory position. Committee members are chosen by the Department Head.

The Committee's principal duties are to 1) advise the Associate Head on teaching assignments for all courses to all NTTFs, TTFs, and GTFs for each quarter of the regular academic year; 2) ensure a coherent curriculum that will address the various needs of majors, minors, M.A. and PhD students; 3) assist with new course proposals, 4) communicate regularly with colleagues about curricular matters.

The Associate Department Head works closely with committee members to meet deadlines for quarterly schedule building, quarterly staffing of all classes, and new course proposals. Because the duties involve very different aspects of the running of RL, the Associate Head may meet separately with different committee members to establish, for example, quarterly staffing in Spanish (NTTF and GTF assignments), teaching assignments for TTF, or to assist with course proposals.

Spanish Heritage Language Committee: Chaired by the Director of the Spanish for Heritage Learners program (SHL). SHL Advisor serves *ex-officio*. Generally composed of 3-4 additional members, NTTF and TTF, appointed by the Head, in consultation with the SHL Director.

Committee Responsibilities: Establish program priorities, propose program revisions to the Spanish sector or the Undergraduate Committee, develop course proposals, disseminate heritage language pedagogical material to the department as a whole, facilitate communication with other relevant entities on campus. Oversee program promotion and student recruiting. Facilitate coordination of SHL curriculum with other course offerings in Spanish and across RL.

Equity and Inclusion Committee (chaired by Affirmative Action liaison)

The Head appoints an Affirmative Action officer who serves as liaison with the Office of Affirmative Action. The Head appoints two additional members to the Equity and

Inclusion Committee. TTF and NTTF may serve. While principles of equity and inclusion inform the work of all departmental committees, the purpose of this committee is to provide relevant training or information on Affirmative Action requirements and other diversity policies or initiatives of the university, and to advise other departmental committees and the Head on matters relating to equity, inclusion, and diversity (including salary).

Study Abroad Committee: Three or four members, may be TTF or NTTF. The Head Undergraduate Advisors serve *ex officio*. Work with the Office of Study Abroad and other relevant groups on campus to coordinate program offerings with the department's curricular needs; advocate for department priorities in the design and delivery of study abroad opportunities; update the department on study abroad changes affecting our students. Provide guidance to students applying for international school assistant programs (e.g. French Lycée).

Development Committee. In charge of developing the visibility of the department in the university as well as beyond our institution. Responsible for producing the department newsletter, supervising the webpage, and assisting the UO Foundation and CAS in reaching alumni and other donors.

Library Liaison. The Library Liaison works with the Knight Library staff to ensure that departmental needs are met despite permanent severe budgetary constraints. Assists RL faculty in ordering books, and balances diverse faculty interests.

C. Ad hoc committees

Ad hoc committees are formed for search committees and occasionally for special projects. Ad hoc committees are also formed for promotion and tenure reviews.

Search committees

Search committees are appointed by the Head. For both TTF and NTTF searches, a committee's responsibilities include reviewing all applications; selecting candidates for interviews; and making a recommendation once all interviews are concluded. In the case of a TTF search, the committee will recommend finalists to bring to campus following preliminary interviews (at MLA, via phone or internet conference); review each finalist's campus visit, and present a recommendation to the tenure-related faculty. The Head is not a member of the search committee, but may participate in preliminary interviews and selection of finalists. The deliberation and recommendation of the committee shall be made independently of the Head. The department discusses the committee recommendation and then votes. All tenure-related faculty are eligible to vote. The Head does not vote, but makes the final hiring recommendation to the Dean.

Candidates for NTTF positions are not routinely invited for campus visits. In NTTF searches, the committee makes a recommendation to the Head, who then makes the final hiring recommendation.

Promotion and Tenure Review Committees

In the case of TTF, review committees are drawn from the tenured faculty, appointed by the Head. NTTF promotion review committees include both NTTF (Senior I Instructor/Lecturer rank or higher) and tenured TTF.

D. Committee Service and Sabbatical leave: when a faculty member begins a sabbatical leave, any committee term in progress is concluded at the beginning of the leave. Replacement appointments will be made by the Head. In the case of elected positions, a replacement will be elected by the designated voting body. The replacement term shall be of standard length.

E. 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.

III. Department meeting protocol & membership

The department faculty generally meets twice each month, with additional meetings called on an as-needed basis. Meetings are open to all faculty, including Adjunct faculty. All TTF and elected NTTF representatives are expected to attend all faculty meetings. The Office Manager keeps a record of attendance. Voting bodies may meet in closed session.

Voting: a vote is required for tenure-related hires, tenure-related contract renewals, tenure and promotion. Curricular or program revisions are generally first proposed and developed in the relevant committees (e.g. Undergraduate, Graduate, Curriculum) before being brought to the faculty for consideration. Decisions on curricular and program matters are generally reached by discussion and consensus, but may be reached by a vote. Any member of the faculty may bring forward a motion, including a motion to vote on a particular matter. If a vote is required or anticipated, it will be announced in an agenda distributed prior to the meeting. Faculty members unable to attend a scheduled vote (due to teaching schedules or other professional responsibilities) may submit comments and a vote to the Head in writing prior to the meeting. Faculty members must be present to vote on TTF hires. Except as specified below (Section V), a vote will carry with a simple majority.

Eligibility to vote: All TTF and career NTTF may vote on curricular or program matters. All tenure-related faculty are eligible to vote on tenure-related hires. All tenured faculty vote on tenure-related contract renewals (third-year reviews). Only associate and full professors are eligible to vote on tenure and promotion to associate professor and only full professors are eligible to vote on promotion to full professor. In exceptional

circumstances, an alternative voting process may be proposed to the Provost or designee.

NTTF promotion votes: All tenure-related faculty and NTTF, as appropriate by rank, are eligible to vote on promotions to Senior I Instructor/Lecturer. For Senior II Instructor/Lecturer promotions, associate and full professors and Senior II Instructor/Lecturers are eligible to vote.

Minutes are taken by the department office manager and kept on file in the department office.

Sector meetings: all faculty in the sector (TTF and NTTF, including Adjunct faculty) are invited to sector meetings.

IV. Department Head nomination

The authority to appoint the Head resides with the college dean. To initiate the selection of a department head, the dean and appropriate associate dean meet with the department faculty. After this meeting, the Advisory Committee solicits names of faculty members interested in serving as the department head, surveys faculty sentiment (TTF and NTTF), and presents a written summary of the results to the dean. At this point, faculty members are also invited to write directly to the dean concerning their views and recommendations.

After receiving the departmental committee report and advice of individual faculty members, the dean may interview 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.

V. Modifications to governance document

Modifications to this governance document are to be expected given the timing of its drafting. The process for modifying it should be inclusive, deliberate, and no unwieldy.

All department faculty, TTF and NTTF (including Adjunct faculty), may propose changes to the Internal Governance Policy document. Proposals for changes should be forwarded to the Advisory Committee where they will be discussed with the Head. Once each term the Advisory Committee will bring a list of all proposed changes to a department meeting for discussion and consideration. A 60% majority vote (including vote by e-mail) is required for changes to the IG policy document.