

DEPARTMENT OF THEATRE ARTS – INTERNAL GOVERNANCE

Revised and approved by TA Faculty, 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 unity and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee.

This document was produced by faculty consensus following guidelines communicated by the Department Head as directed by the Office of Academic Affairs and College of Arts and Sciences. Any future modifications of this document may be proposed by the Department Head in response to ongoing developments with the Collective Bargaining Agreement and United Academics at the University of Oregon. All faculty must be notified by the Department Head when changes are necessary. All changes must be approved by consensus of the Theatre Arts faculty (See “Process for Development of Future Policy” below.)

The Department of Theatre Arts faculty and staff meet as a Committee of the Whole every other week, except for weeks when a production is in dress rehearsal and about to open. Additional meetings are held when necessary (for searches, or major or unexpected departmental business). Regular responsibilities include ongoing Curriculum review and Assessment planning, Graduate admissions, Graduate and Undergraduate proposals for financial support, annual Scholarships, annual review of Graduate students’ academic progress, Commencement planning, and University Theatre Season Selection. Tenured and tenure-track Faculty, and Non-Tenure Track Career Instructors (on a voluntary basis) are eligible to vote on department matters. The Office Manager keeps minutes of the meetings and may advise but does not vote. The Marketing Coordinator attends when the agenda includes discussion of University Theatre production matters and may advise but does not vote.

The department invites 1 Graduate student representative and 1 Undergraduate student representative to join our meetings but reserves the right to excuse them when topics require confidentiality or discussion of CAS or University policies and procedures not directly relevant to students. Student representatives may be asked to join in Search interviews and demonstrations, and may advise faculty, but are not allowed to vote on any hiring decisions, including summer course assignments. Student representatives are not allowed to participate in committee meetings for cases of tenure and promotion or contract renewal.

Minutes for Committee of the Whole meetings are taken by the Office Manager and printed out and placed in binders accessible to faculty and staff. The Department Head, or a designated individual, is responsible for documenting all decisions made by department committees and at department meetings and archiving them appropriately.

There are two exceptions to Committee of the Whole governance. The Personnel Committee for mid-term and tenure/promotion reviews includes only tenured full-time faculty. Emeritus faculty may participate and vote if they are still teaching at least two courses in the school year when the review occurs. *For Career NTT faculty promotion review will be conducted by a committee that includes tenure-track and tenured faculty and, where possible, NTTF at or above the rank sought by the candidate.*

The annual University Theatre Budget Committee is coordinated by the Office Manager and restricted to TT and Career NTT faculty and staff who have oversight or are directly involved in purchases and scheduling for the University Theatre season.

From time to time, TT and Career NTT faculty and staff may individually volunteer or serve on ad hoc committees to work on projects the Department Head assigns. Their work must always be given to the full faculty and staff "Committee of the Whole" for final review and approval. Doctoral faculty have the priority in any revision to M.A. and Ph.D. programming; M.F.A. faculty have the priority in oversight of the M.F.A. program. Playwriting faculty coordinate the "New Voices" short play contest and convene a selection committee consisting of 1 other faculty (either TT or NTT), 1 graduate student, and 1 undergraduate student.

Typically for full Committee of the Whole meetings, the Department Head seeks consensus from those in attendance. For decisions which require special allocations (student travel requests, co-sponsoring events on campus), the Department Head calls for a motion, which is seconded and approved by show of hands. If discussion does not easily tend towards consensus or by motion, the Department Head may call for a vote by a signed secret ballot. In most such cases the Department Head should not vote, especially when one vote could make or break a "tie." If votes yield only a simple majority opinion, the Department Head may reopen the issue for discussion or defer further discussion to a later meeting, giving faculty time for further review or study towards a future vote.

Review and Revision of Curriculum

For all curriculum matters pertaining to the mission and structure of the Theatre Arts major and minor requirements, the Committee of the Whole votes after proposals and discussion. For review and revision of the M.F.A. degree, Design-area TTF and Career NTTF hold separate meetings, led by the Director of Graduate Studies or Department Head. For review and revision of the M.A. and Ph.D. programs, Ph.D. TTF and NTTF who teach courses related to the M.A. or Ph.D., hold separate meetings, led by the Director of Graduate Studies. Curriculum Review for the undergraduate major and minor degrees occurs on an ongoing basis determined by changing needs and trends brought forward for discussion to our regular committee of the whole meetings by any faculty member in contacting the Department Head to schedule for the next available meeting agenda. The Department Head may propose language or ad hoc subcommittees to compose curricular revisions, for full faculty discussion and approval. Curriculum review/revision for our Graduate Programs typically occurs every two-three years during review of the MFA and Graduate Program Handbooks for Theatre Arts. The Director of Graduate Studies may propose language for faculty discussion and approval.

Academic Standards

Academic standards for the department are developed and reviewed by the Committee of the Whole, in most cases, including curricular and assessment concerns and requirements for degrees and scholarships. The Department Head, however, handles all requests for course evaluation/credits from the Study Abroad office. Waiver of course requirements for Transfer students who bring evidence of equivalent prior coursework is monitored and documented by the Department Head in consultation with the Undergraduate Coordinator or appropriate faculty advisor.

Faculty on Sabbatical or Leave

It is up to each faculty member taking sabbatical or medical/family leave to clarify in writing for the Department Head and Office Manager, prior to the start of their leave, the extent to which they prefer to participate in faculty governance during their leave, including the extent to which they wish to be notified of faculty meeting agenda and minutes and other departmental events or projects during their leave.

Untenured TT faculty granted one term of course release (in support of their research agenda) are expected to attend faculty meetings and production meetings if their leave coincides with preparation for a production they are designing or directing. Faculty on course release are also expected to continue regular graduate and undergraduate advising responsibilities. If an untenured faculty member is on course release and must travel for research or conference participation, they are not expected to attend campus meetings during that time.

Faculty Searches

Faculty Search procedures start with the Committee as a Whole discussing, revising, and approving language, initially proposed by the Department Head, which defines the position in accordance with departmental needs and in full compliance with University requirements. The Office Manager processes advertisements through national job listings such as ArtSearch. Faculty are sometimes called on to assist with the recruitment phase by contacting professional associations and colleagues who might help to forward the best applicants. The application pool is open for review to all TT and Career NTT faculty, as applications come in. Following the deadline for applications, the Department Head opens discussion, usually first identifying any applications which do not meet the advertised requirements. Faculty identify applicants they wish to “short list” and time is taken to further review files to narrow the list to a manageable number for possible telephone or e-mail inquiries, as well as further checks on references. The next step is to decide on a list of candidates to bring to campus for on-site interviews. The usual number is three, but in some cases this number (at department expense) may be increased to four. The Department Head schedules each interview day to include lecture/classroom demonstrations, 30-40 minutes with each TT and Career NTT faculty participating in the search, time to meet with groups of undergraduate and graduate students, and one full “Committee of the Whole” question-and-answer session. Faculty questions must be agreed upon by the “Committee of the Whole” and should be consistent for every interview. The interview schedule must be coordinated with the CAS Dean’s office, to include one half-hour with the Associate Dean for Humanities. After all interviews have been completed, TT and Career NTT faculty meet to discuss the candidates and to vote. The Department Head participates in this vote.

Once a candidate has been approved by vote, the Department Head notifies the Dean’s office and the Dean gives the Department Head instruction on details of the offer. In some cases the Department Head may recommend conditions for the Dean’s approval, but in cases where the candidate wants to negotiate further, such negotiation is more directly between the candidate and the CAS Dean’s office.

Career NTTF searches are conducted without formal interview by the “Committee of the Whole,” with priority of review, interviews, and recommendation given to TT faculty from the particular area of expertise or specialization relevant to the position in consultation with the Department Head. After a hire decision is reached, a recommendation is then forwarded by the Department Head to the Dean’s office for approval. For temporary adjunct NTTF or GTF hires, the Department Head may consult with relevant faculty members and draw from applicants who have submitted their materials to the University’s office of Human Resources (“general pool”).

“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.

Process for Development of Future Policy

In accordance with CBA requirements for future policy, the faculty Committee of the Whole (not including student representatives or staff) will work together from guidelines forwarded by the Department Head, on reviewing and revising department policy for merit increase, tenure review and promotion, summer session, as well as professional responsibility and development policies. The Department Head may propose language to meet policy requirements or appoint a sub-committee willing to propose language for policy revision.

Department Head – assignment, terms, and duties are determined by the Dean of the College of Arts and Sciences on recommendation from the Associate Dean for the Humanities and recommendation from department faculty and staff. The CAS Dean and Associate Dean for Humanities meet with faculty and staff near the end of each three-year term to discuss appointment or reappointment of the Department Head. The current Department Head, departing or continuing, does not attend this meeting. The Department Head must be tenured and at associate or full professor rank.

Office Manager – (OA) – assignment, terms, and duties are determined by the College of Arts and Sciences relevant to the department’s needs and in compliance with University operations. The Department Head completes an annual evaluation of job performance as set by the College of Arts and Sciences.

Director of Graduate Studies – selected by the Department Head from the TTF; attends Graduate School workshops and other meetings relevant to our graduate programs and communicates new issues or opportunities from the Graduate School to the faculty as a whole. The DGS also communicates questions or issues from the department to the Graduate School. The DGS responds to and coordinates visits from prospective applicants, when feasible. The DGS also plans and coordinates our September Week of Welcome advisory meetings for all graduate students starting or continuing coursework for the coming year. With the Department Head, the DGS is responsible for annual revision (as necessary) of the GDRS. The DGS also coordinates annual faculty assessment of GTF teaching. The director must be tenured and at associate or full professor rank.

Undergraduate Coordinator – selected by the Department Head from the TTF; advises during IntroDucktion advising sessions throughout the year, and meets with new undergraduates who have declared interest in the major, as well as visiting

prospective undergraduates, coordinates the September Week of Welcome Theatre event welcoming all new students interested in Theatre and our upcoming season, advises new majors across the school year, and with the department head coordinates advising for all transfer students into the major. The UGC must be tenured and at associate or full professor rank.

Mid-term Review and Tenure/Promotion Personnel Committee Chair – the most senior faculty member or faculty with the highest rank takes the responsibility for chairing Personnel Committee reviews, including composing the committee’s evaluation and report, coordinating timely procedures towards a final vote by signed ballot and report of recommendation. The Department Head, in keeping with the CAS Dean’s scheduling of deadlines, sets the key dates for materials and deadline for the Personnel Committee’s votes and reports, but is not involved in Personnel Committee review or deliberations until it is time for the Committee’s vote.

University Theatre Production Manager – selected by the Department Head from the TTF; sets the season’s performance schedule, coordinates space allocation for production rehearsals, schedules production meetings on a set and regular basis, coordinates the scheduling for non-University Theatre events where possible, posts student production positions for production credit (required of the majors). The Production Manager should have completed at least three years of service to the department and University Theatre.