

## **Cinema Studies Internal Governance and Bylaws**

Adopted: Cinema Studies Program February 2014

Approved by CAS: April 2014<sup>1</sup>

### **CINEMA STUDIES DEPARTMENT INTERNAL GOVERNANCE AND BYLAWS**

**Revised by Department and CAS May 11, 2018**

**Revisions Approved by Office of the Provost May 2019**

#### **1. Mission**

Cinema Studies is a department in the Humanities committed to interdisciplinarity and diversity. We are a community of scholars, filmmakers, and staff dedicated to providing students with a well-rounded study of cinema, television, and other forms of media. Our scholarship, pedagogy, and practice explore a range of media objects and their contexts, including history, artistry, industry, identity, geopolitics, and systems of power. Our shared mission is to use our critical and creative tools to amplify underrepresented voices, interrogate power, drive change, and be at the cutting edge of filmmaking practice and its academic study.

The identity, mission, program, and future directions of the Cinema Studies Department as a whole are determined by the core faculty, based on procedures that those faculty view as appropriate in developing, maintaining, and revising that identity, mission, and department. Below are the bylaws giving the current methods of operation and governing rules that the Cinema Studies Department will follow. These bylaws may be amended or replaced by two-thirds vote of the Cinema Studies core faculty provided a proposed change has been circulated at least two weeks before the meeting at which it is to be taken up. 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 the Provost, 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 Cinema Studies Tenure Track faculty and Career Non-Tenure Track faculty in the development of department policies and practices.

#### **2. Faculty Categories and Responsibilities**

The rest of this document uses different terms to identify the ways faculty can associate with the Cinema Studies Department.

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### **Core Faculty**

This category includes all faculty with specified responsibilities in the Cinema Studies Department. The category of core faculty consists of the Department Head, the Associate Department Head, Graduate Community Liaison, and all dedicated and appointed faculty.

- The **Department Head** is the faculty member appointed by the Dean of CAS to head the Cinema Studies Department.
- The **Associate Department Head** is nominated by the Department Head in consultation with core faculty and appointed by the Head.
- **Dedicated Faculty** includes both tenure-track faculty and career non-tenure-track faculty who hold contractual positions either entirely within the Cinema Studies Department or shared between the Cinema Studies Department and other departments or units in CAS.
- **Appointed Faculty** consists of all faculty (tenure-track or career non-tenure-track) holding positions in other departments or schools and colleges but appointed by the Dean of CAS as Cinema Studies Department “core” faculty for a fixed term. Faculty become appointed faculty based on a nomination followed by a vote of Cinema Studies core faculty. The core faculty then makes a recommendation, and this is followed by appointment by Dean of CAS. Anyone in the core faculty can nominate a faculty member to serve as appointed faculty.

The terms and conditions of such appointment will depend on agreement between faculty member, their home unit, Department Head and CAS. In general, appointment will be for a three-year term that may be renewable once upon agreement among parties listed above.

The number of appointed faculty may be up to but no more than one-third of the dedicated faculty, including tenure-track and career non-tenure-track faculty.

### **Affiliated Faculty**

This category consists of all other (i.e., non-core) faculty (tenure-track and career non-tenure-track) who contribute to accomplishing the mission of the Cinema Studies Department, including but not limited to teaching courses that satisfy undergraduate major course requirements for the Cinema Studies Department. One can become affiliated faculty in two ways: first, by

making a request to the Department Head, with subsequent approval by core faculty; or by invitation from the Department Head that has received approval from core faculty. Any core faculty member can nominate a UO faculty member to serve as affiliated faculty.

Affiliated faculty have no designated assignments within the Department but rather contribute to the Department by teaching courses and engaging in scholarship that connects with the intellectual and interdisciplinary scope of Cinema Studies.

#### Appointments and Responsibilities:

- **Department Head**

Appointment: The department will be managed by an appointed Head who is a member of the core faculty, and who will be appointed by the Dean of CAS after a nomination process by the core faculty. All Full and Associate Professors in the Department of Cinema Studies are eligible for nomination; all Full, Associate, Assistant Professors, and all Career Non-Tenure Track Faculty are eligible to nominate a candidate.

Process: Procedures for nominating and electing the Department head are intended to be consistent with procedures specified in the College of Arts and Sciences College Handbook (2011), namely: "To initiate the selection of a department head, the dean and appropriate divisional dean meet with the department faculty. After this meeting, an ad hoc committee is to be formed by the outgoing head to manage the nomination process. The ad hoc committee will seek nominations, assess the willingness of nominees to serve, schedule presentations from one or more nominees to core faculty, who in turn vote to make a recommendation. The results of this process are then reported to the dean. In all cases, the final decision regarding the department headship is made by the dean, in consultation with the provost and president."

Expectations: The Department Head shall provide leadership for this department by initiating the consideration of new policies, acting on policies determined by the faculty, 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 program, conducting personnel reviews, coordinating and overseeing outreach and advancement, and chairing regular meetings. The term length for the Department Head is typically three years, with the possibility of reappointment for no more than two consecutive 3-year terms.

- **Associate Department Head**

Appointment: The Department Head, in consultation with the core faculty, will appoint an Associate Department Head from the core faculty. The Associate Department Head serves at the discretion of the Department Head, typically for a term of three years, with the possibility of reappointment for one additional 3-year term. All Full and Associate Professors in the Department of Cinema Studies are eligible for this position. The Cinema Studies Department is committed to the successful tenure of its TT faculty; therefore, if needed, only Assistant Professors who have demonstrated sufficient progress toward tenure will be considered for this position.

Expectations: The Associate Department Head shall support the Department Head to provide leadership for the department and serve as the Department Head in absentia. Among the Associate Head's responsibilities will include overseeing curricular matters, with the Curriculum Committee, related to the success of the department including course development and scheduling. The Associate Head will also serve as the primary liaison for the career non-tenure-track faculty. These duties will include advising the Department Head on career non-tenure-track faculty policy, coordinating with the NTTF Committee peer evaluations for each dedicated career non-tenure-track faculty member during the period of their appointment, administering promotion reviews for career non-tenure-track faculty eligible for promotion to Senior Instructor I and II, proposing pro tem or career appointments (or elimination of appointments) as appropriate, and overseeing national searches to fill approved dedicated career non-tenure-track faculty appointments.

- **Graduate Community Liaison**

Appointment: The Department Head, in consultation with the core faculty, will appoint a Graduate Community Liaison. The Graduate Community Liaison is a short-term appointment and serves at the discretion of the Department Head for a term of one year, with the possibility of reappointment for one additional one-year term.

Expectations: The Graduate Community Liaison will facilitate graduate student community connections with the Cinema Studies Department in the following ways: consolidating and making course offerings from across campus visible to graduates studying cinema; continuing to facilitate faculty and peer mentorship opportunities, such as mock-conference presentations or writing workshops, for graduate students studying cinema across campus; etc.

- **Tenure-Track Dedicated Faculty**

Appointment: Faculty become tenure track dedicated faculty by virtue of being hired as Cinema Studies Department faculty through applicable University hiring procedures for tenure-track faculty. Dedicated faculty members do not have to have

their entire position line held by Cinema Studies in order to be designated as “dedicated.”

Expectations: The details of expectations for tenure track dedicated faculty will be delineated in the terms of their contract with the University, the Collective Bargaining Agreement, and, in the case of a joint position, a Memo of Understanding (MOU) written jointly by the Cinema Studies Department, CAS, and the department or unit in which the faculty member has a joint appointment. Generally, however, tenure-track dedicated faculty are expected to perform teaching, research, and service at a level that is comparable with the percentage of their line held by the Cinema Studies Department. Annual reports, periodic reviews, and promotion and tenure files will be conducted and prepared by the Cinema Studies Department, or, in the case of joint hires, the tenure home program or department with input from Cinema Studies, as defined in the faculty member’s MOU and in alignment with the Collective Bargaining Agreement.

- **Career Non-Tenure-Track Dedicated Faculty**

Appointment: Faculty become career non-tenure-track dedicated faculty by virtue of being hired into a position in Cinema Studies that has been determined to have career status.

Expectations: Expectations for career non-tenure-track dedicated faculty will be delineated in the terms of their contract with the University and the Collective Bargaining Agreement. Career non-tenure-track dedicated faculty will have contract renewal performance reviews overseen by the Associate Head.

- **Appointed Faculty**

Appointment: Faculty (tenure-track and career non-tenure-track faculty) become appointed faculty for a maximum of two- three-year terms through a process of nomination and election. Any dedicated faculty member can nominate any current UO faculty to be considered as appointed faculty. The nominee will then have to be voted in through a majority of core faculty. The terms and conditions of such appointment will depend on agreement among the home department or unit, the Cinema Studies Department, and the faculty member. Selection as appointed faculty depends on several factors, including scholarship and teaching, dedication to the program as demonstrated by service, the needs of the Cinema Studies Department, and the willingness of home departments or units to enter into agreements related to faculty workload.

Expectations: Although expectations will vary, all appointed faculty are expected to have part of their normal service load within or related to the Cinema Studies Department, and as such will annually serve on Department Committees, whether standing or ad hoc.

- **Affiliated Faculty**

Appointment: Any UO faculty member can become affiliated faculty either by having a request to be affiliated faculty approved by the core faculty or by accepting an invitation from the Department Head that has been approved by the core faculty. The Department Head shall regularly review the list of affiliated faculty to ensure it includes UO faculty who contribute to accomplishing the mission of the Cinema Studies.

Expectations: Affiliated faculty have no designated assignments within the Cinema Studies Department. The Cinema Studies Department's intellectual commitment to interdisciplinarity depends on the voluntary involvement of the large and diverse group of faculty whose scholarship touches on the overlapping fields that combine to form Cinema Studies, who teach courses that are important for our students and count towards the major, and who occasionally volunteer to serve on department committees. In particular, affiliated faculty make it possible for Cinema Studies undergraduate students to identify faculty whose interests match their own. Affiliated faculty are expected to allow their names to be listed in the UO Bulletin and on the Cinema Studies Department web page and related promotional materials and to belong to the Cinema Studies faculty listserv. Affiliated faculty who desire to become more active participants in the Cinema Studies Department are encouraged to make a request to the dedicated faculty to be nominated as appointed faculty.

### 3. Department Meetings

The Cinema Studies Department will hold two types of meetings, Core and Open.

- **Core Faculty Meetings**

Core faculty meetings will be held a few times a term, with an agenda prepared by the Department Head and distributed a week in advance of the meeting. Notices of motions must be served at least two weeks in advance of a regular meeting although a majority of core faculty may vote to make exceptions to this rule, in emergencies. All core faculty are expected to attend core faculty meetings.

- **Open Department Meetings**

Open Department Meetings will be held annually at the start of every year, with an agenda prepared by the Department Head and distributed a week in advance of the meeting on the department website with an email announcing the meeting sent to all undergraduate majors core and affiliated faculty. All core and affiliated faculty and undergraduate majors may attend open department meetings.

Details on meeting attendance and voting practices are outlined in the attached Meeting Attendance Practice chart.

Each eligible member has one vote. Quorum for a vote is 60% of core faculty present at a meeting or in proxy. Quorum shall be required to carry all motions involving curricular, hiring, promotion, and other departmental matters.

Proxy votes may be given to the Department Head prior to the meeting by those faculty whose officially scheduled University functions conflict with department meetings. Proxy votes cannot be used for substitute motions.

All department meetings shall follow the rules set forth in the current edition of *Robert's Rules of Order* save that the motion to lie on the table shall require a two-thirds majority.

#### **4. Committees**

- **Personnel Structure**

An appropriate committee and personnel structure will be maintained to help the Department Head administer the Cinema Studies department. Personnel appointments and committee memberships shall be selected by the Department Head, subject to the consent of the nominee. If the Department Head chooses not to appoint a chairperson for any committee, the members of that committee shall elect their own chairperson.

- 1) Faculty members of each committee will normally serve for three years with possibility of reappointment by the Department Head, except as specified below.
- 2) Each committee will elect its own chair at its first meeting of the year, except as specified below.
- 3) Committee chairs shall be elected for a term of one year. Reelection by committee is not prohibited.
- 4) The Department Head, prior to making appointments, is required to solicit committee preferences from all eligible faculty and to consider their preferences in making appointments.
- 5) Vacancies and Eligibility: The Department Head will make appointments to fill vacancies in unexpired faculty terms. Any faculty member who is absent from campus on authorized leave for two quarters or more shall be relieved from their committee assignments. The Department Head shall appoint a successor to fill the unexpired term.

- **Duties of Committees**

Following a notice of motion, the Department Head will refer the motion to the appropriate committee. It may redraft the proposed motion (after consultation with the original proposer) and bring the revised version before the core faculty without the formality of amendment or simply advise the core faculty of its recommendation on the motion when it comes up at a meeting.

Each committee on its own initiative may undertake study and action on any matters falling within its policy area (see particular charges in the descriptions of each committee, below) and propose legislation giving the usual notice of motion. On appropriate occasions, or by invitation, committees may advise the Department Head directly on specific matters; similarly, committees may request that the Department Head give them special charges to handle.

The standing committee structure is designed to help conduct the oversight and regular review of our curriculum and policies on assessment.

Since committees will often be acting, at least temporarily, for the department as a whole, adequate notice of substantive matters under consideration is to be given, opinions solicited, and, finally, any committee decision affecting the department as a whole must be filed in writing and distributed to the core faculty. This decision will be presented for ratification at the next core faculty meeting.

- **Standing Committees**

- 1) **Curriculum**

Membership

Two core faculty, one of whom may be designated as dedicated career non-tenure-track.

The Associate Department Head will have a standing *ex officio* appointment.

Functions

- To process course changes and new courses in consultation with the core faculty;
- To review department course offerings and requirements, including the evaluation of courses offered in other units that may count towards Cinema Studies major requirements;

- To evaluate transfer and study-abroad courses that may count towards the Cinema Studies major.

## 2) Production

### Membership

At least two core faculty, one of whom may be designated as dedicated career non-tenure-track.

The Multimedia Supervisor and a member of the Library faculty or Staff will have standing *ex officio* appointments.

### Functions

- To evaluate and make recommendations about technology issues as they affect the department, including course-related equipment and software;
- To coordinate technological-related issues with equivalent committees or staff in Cinema Studies partner units.

## 3) Events and Outreach

### Membership

At least three core faculty, one of whom may be designated as dedicated career non-tenure-track.

### Functions

- To develop and coordinate Cinema Studies-sponsored events, such as screening series and events involving invited scholars;
- To review and approve applications for support for events related to Cinema Studies occurring in other units across campus;
- To work in conjunction with the Department Head to identify opportunities across campus to publicize the Cinema Studies Department to potential undergraduate students;
- To work in conjunction with the Department Head to coordinate and develop outreach events and links to the community.
- To develop and coordinate event co-sponsorships for CINE events across campus.

#### **4) TTF Merit Review**

##### Membership

Two core faculty, These two members will be elected annually by the TTF core faculty by written ballot during the first core faculty meeting of Fall term.

##### Functions

- To review the CVs and self-assessments submitted by the TTF faculty for that review period and evaluate the scoring and activity reports based on the department's merit review policy.
- To meet as necessary to discuss and compare their assessments and make final recommendations for each faculty member.

#### **5) Committee for Media Change (Diversity Committee)**

##### Membership

Two dedicated tenure-track faculty members appointed by the Department Head on a one-year, rotating basis until all tenure-track core faculty have served on the committee, at which time the appointment process begins again. All Core Faculty are expected to attend, participate in, or otherwise support events and initiatives led by the Diversity Committee for Media Change.

One dedicated career non-tenure-track faculty member, on a voluntary basis, will be approved by Department Head.

The Student Services Director will have a standing appointment. In the event that they are unable to serve, the Department Head will approve another voluntary member of the staff.

One undergraduate representative on a volunteer basis and approved by the Department Head after consultation with the core faculty. Students can self-nominate or be nominated by affiliated faculty, peers, or Cinema Studies Department staff.

##### Functions

- Identify specific, goal-oriented initiatives that reflect ongoing diversity commitments of the department including, but not limited to,

equitable representation of first-generation, underrepresented, LGBTQ, women, veteran, and international students in academia and in the media industries.

- Lead the Cinema Studies community in fostering an inclusive and equitable departmental climate by advocating on behalf of students, faculty, and staff;
- Develop best practices for the recruitment and retention of students, faculty, and staff from historically underrepresented groups;
- Promote and support diversity and social justice related teaching, research, and creative work;
- Connect faculty, staff, and students to resources related to diversity and inclusivity in teaching, research, learning, and media production;
- Create opportunities for the department to discuss diversity and inclusivity through various forums, including but not limited to screenings, workshops, visiting scholars and filmmakers, town hall meetings, and community outreach and events.

## 6) Career Non-Tenure-Track Faculty

### Membership

Two core faculty members, one of whom is designated as career non-tenure-track.

The Associate Department Head will have a standing *ex officio* appointment.

### Function

- To advise the Associate Department Head on dedicated non-tenure-track faculty policy;
- to conduct an evaluation of each dedicated career non-tenure-track faculty member during the period of their contract;
- To review the CVs and self-assessments submitted by the faculty for the merit review period and evaluate the scoring and activity reports based on the department's merit review policy.

- to administer promotion reviews for dedicated career non-tenure-track faculty members who are eligible for promotion to Senior Instructor I and II;
  - to propose dedicated career non-tenure-track faculty appointments (or elimination of appointments) as appropriate;
  - to conduct national searches to fill approved dedicated career non-tenure-track faculty appointments.
- **Occasional and Ad-Hoc Committees**

### 1) Search Committees

#### Membership

For searches involving dedicated tenure-track faculty hires, the Department Head will appoint a three-member committee (comprised of at least two dedicated and up to one appointed faculty). For searches involving dedicated career non-tenure-track faculty positions, search committees will include at least two core faculty members, of which at least one must be a career non-tenure-track faculty member. In case of joint appointments, the makeup of the committee will accommodate the culture of the joint-hire unit, but will have at the minimum two core cinema faculty. These faculty will be appointed by the Department Head.

#### Function

To conduct searches for candidates for all full-time, unclassified vacancies within the department. The search committee will develop language for the advertisement of vacant positions; will strive to encourage applications from traditionally underrepresented groups through intentional outreach and efforts at inclusion; will conduct the screening and interview of candidates; will host on-campus visits for finalists; and will submit a hiring recommendation to be considered at a department meeting. Each member of the committee will have one vote in deciding the ranking of candidates for the hiring recommendation.

### 2) Ad-Hoc Committees

#### Membership

To be determined by the Department Head as needed but must reflect the ratios of dedicated and appointed faculty outlined above.

#### Function

To address specific problems or tasks not adequately covered within the regular remit of any of the standing committees.

## **5. Amendments**

This Constitution may be amended at a core department meeting by a vote of two-thirds of those eligible to vote. Proposed amendments must be circulated in writing at least two weeks ahead of the meeting at which the vote is to be taken, except in extraordinary cases, which will require a department vote approving accelerated consideration.