

Internal Governance Document- April 9th, 2014
Department of Classics
University of Oregon

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 Classics Tenure Track Faculty and Career Non-Tenure Track Faculty in the development of department policies and practices.
- B. This internal governance document may be amended or replaced by two-thirds vote of the Faculty Committee provided a proposed change has been circulated at least two weeks before the meeting at which it is to be taken up.

II 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 Classics, 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 V 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 Classics faculty.

8. Decisions made by Department committees and at Departmental meetings shall be documented by the Department Head or a designated individual and appropriately archived. Access to these decisions shall be readily available to all TT and Career NTT faculty members (see below, IV.C.5).

III Other Administrative Officers

A. Graduate Advisor

1. The Graduate Advisor is appointed by the Department Head

2. The Graduate Advisor has the responsibility of administering the graduate program. This includes duties of three general kinds: (i) to oversee the day-to-day operations for the graduate program, including advising graduate students, monitoring MA exams, and monitoring MA thesis and portfolio preparation; (ii) to implement the Graduate Duties and Responsibilities as articulated by the Graduate School; (iii) to manage the recruitment program for prospective graduate students.

B. Undergraduate Advisor

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

2. The Undergraduate Advisor shall carry out the following responsibilities: (i) to conduct an advising program for undergraduate majors and minors; (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.

C. 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 Classics.
3. The Library Representative shall keep current with and pursue other opportunities, beneficial to the department, that are offered by the UO Library and the acquisitions librarian for Classics.

D. Graduate Student Representative

1. The Classics MA students shall elect their own representative each year.
2. The Graduate Student Representative shall be responsible for representing issues of concern to the graduate students. He or she will be invited to give a report and present any such concerns at meetings of the Faculty committee at least once per quarter.

IV Faculty Committee

A. Membership

Members of the Classics 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 Classics Department. Emeriti in the Classics 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 and graduate programs; (ii) academic requirements (such as those for the undergraduate program and for the Master of Arts program); (iii) curricular issues; (iv) faculty hiring (see Search Procedures under section VI); (v) Decisions regarding Graduate Teaching Fellowship awards.

C. Conduct of Meetings for the Faculty Committee

1. All Faculty Committee meetings shall be conducted according to *Robert's Rules of Order*.
2. A majority of the voting members shall constitute a quorum, and action shall be decided by the majority of those present.
3. 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.
4. Unless otherwise specified, all Faculty Committee meetings are private.
5. A Secretary shall be appointed by the Department Head for each Faculty Committee meeting and shall prepare minutes, copies of which shall be available to the members and be deposited in the Departmental files.

V 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.

A. Graduate Admissions

The department as a 'committee of the whole' reviews, discusses, and votes on all applicants to the MA program.

B. Curriculum

The department as a 'committee of the whole' discusses all curriculum matters and changes.

C. Promotion, Tenure, and Merit Reviews

Ad hoc committees, appointed by the department head, conduct third-year, tenure, sixth-year post-tenure, and promotion reviews. A two-person ad hoc committee, consisting of the department head and a senior non-FTE voting member of the department, conducts merit reviews. When such a senior non-FTE voting member is not available, the department head conducts the merit review in consultation with the head of an outside program or department.

VI Faculty Searches

A. Search Committee for Tenure-Track and Visiting Faculty

1. Responsibilities: To search for, to evaluate, and to recommend to the Faculty Committee candidates for new appointments as tenure-track or visiting faculty.

2. Members:

- a. three to four full-time tenure-track members of the faculty, including the Department Head
- b. a member outside of the Classics Department may also be appointed, at the discretion of the Department Head

B. Search Procedures for Tenure-Track and Visiting Faculty

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 Skype.

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 Department Head calls a meeting of the Faculty Committee to discuss, evaluate, and vote on the finalists. At this meeting, the graduate student representative will be asked to present the opinions of the graduate students concerning the candidates. All voting members of the Faculty Committee can vote on a tenure-track search, but when the appointment is at a senior level, the votes should be tallied by rank.

4. In the case of a visitor search, typically there are interviews of a short list of candidates via video-conferencing 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.

C. Search Committee and Procedures for Career Non-Tenure-Track Faculty

1. Responsibilities: To search for, to evaluate, and to recommend to the Faculty Committee candidates for new career non-tenure-track appointments.
2. Committee Members: Two full-time tenure-track members of the faculty, including the Department Head, and one Career non-tenure-track faculty member (at .5 FTE or higher) of Classics. If no such Career NTTF is currently on the faculty, then three tenure-track members will be appointed.
3. Search Procedures: The Department Head and other committee members will review applications submitted for a nationally advertised position, conduct preliminary and final interviews as appropriate, and present final candidates to the Faculty Committee. The Faculty Committee will vote to recommend a candidate to be hired.
4. Each department's or unit's promotion process will include a promotion review committee which should include tenure-track and tenured faculty and, where possible, NTTF at or above the rank sought by the candidate.

D. Search Committee and Procedures for Adjunct Faculty:

After a regional or local search has yielded a strong pool of qualified and diverse applicants, the Department Head, in consultation with the Faculty Committee, will appoint adjunct faculty on either a course-by-course basis or as a 1.0 FTE faculty replacement, as the need arises.

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.