

Internal Governance Policy
Department of East Asian Languages and Literatures
University of Oregon

(Initially approved by AA October 2015)

Revisions approved by the Office of the Provost November 12, 2019

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 Department of East Asian Languages and Literatures Tenure Track Faculty and Career Non-Tenure Track Faculty as well as pro tem faculty in the development of department policies and practices. It was approved by a simple majority vote of all TT, Career NTT, and pro tem faculty at a department meeting held on November 21, 2014. Internal governance policies can be revised by a simple majority vote of all TT, Career NTT, and pro tem faculty at a departmental meeting.

I. Department Officers

A. The Head

The Head of the Department is selected by the methods and at the times determined by the College of Arts and Sciences and is appointed by the Dean of that College according to the administrative procedure of the University. All Full and Associate Professors in the Department of East Asian Languages and Literatures are eligible for nomination; all Full, Associate, and Assistant Professors, and all Career Non-Tenure Track Faculty are eligible to nominate a candidate.

Responsibilities: The Head represents 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 Department, and chairing its regular meetings. In consultation with the Executive Committee as appropriate, the Head is responsible for the administration of the Department, implementation of policies, oversight of all essential departmental business, including: the budget and financial concerns; recruitment, hiring, and retention; promotions and tenure; NTTF contract renewal, performance reviews on all levels; determination of merit and equity raises; ongoing curricular review; recruitment of students and faculty; graduate and undergraduate program requirements; assessment; office space allocation; invited speakers and conferences; convening and leading Department Faculty Meetings when, in their judgment, and/or at the prompting of the Faculty (TTF and/or Career NTTF), important departmental matters need to be discussed and voted upon. When curricular matters and teaching assignments cannot be decided at the sector level, the Head, in consultation with the Executive Committee, has

the authority to determine course assignments.

The suggested term length for the headship is three years, with the possibility of reappointment.

The Head shall be a non-voting member (except in case of ties) of the Department.

Decisions made by Department Committees and at Department meetings shall be documented by the Department Head or a designated individual and archived on the EALL Department Drive so that they are readily available to all faculty members.

B. Departmental Administrators

The Department Head, with advice from all TT and Career NTT faculty members, will appoint the following administrative officers: Director of Graduate Studies (TTF), Directors of Undergraduate Studies for CJ (TTF), Advisors to the Language Programs for CJK (TTF), Chinese Flagship (CFLG) Co-director or Academic Director (TTF), Language Coordinators for CJK (Career NTTF) and the Japanese Global Scholars Hall (Career NTTF), and the Library Liaison (TTF). Administrative officers serve at the discretion of the Department Head. The usual term length for administrative officer appointments is two years, with the possibility of reappointment. New appointments begin on September 16.

Sector Representatives are elected by each sector for a two-year term. All TTF and Career NTTF may vote for their Sector Representative. The designated sectors are: Chinese, Japanese, Korean, Linguistics, and Career NTT faculty. With the exception of the NTTF sector, only TTF may serve as Sector Representatives. Faculty in Linguistics and Career NTT faculty vote for two Sector Representatives who represent the concerns of their specific constituencies. Responsibilities include serving on the Executive Committee, calling sector meetings as needed to plan and discuss curriculum and staffing, and any other sector-related business. The votes require a simple majority. Sector Representatives will also assign GEs to the content courses in their area in consultation with sector faculty. Faculty who have just finished a term in this position can remove themselves from the ballot in the subsequent voting cycle.

Directors of Undergraduate Studies (CJ; TTF)

The DUS is compensated with an annual course release provided the department has been given the allocation from CAS. The DUS must be a tenure-related faculty member. Responsibilities: advising undergraduate culture and/or linguistics majors; presenting the schedule of each term's course offerings, in consultation with all members of the sector, to the Undergraduate/ Graduate Secretary; serving on the Curriculum Committee.

Director of Graduate Studies

The DGS is compensated with an annual course release provided the department has been given the allocation from CAS. The DGS must be a tenured faculty member, and where possible, not a Sector Representative.

Responsibilities:

- General advising of graduate students to provide guidance on degree requirements, preparation for exams, thesis and dissertation preparation, and professionalization
- Oversee the progress of graduate students toward the degree.
- Consult with graduate students' primary advisors and make recommendations for resolving any problems that arise in individual cases.
- Plan and oversee the fall orientation for entering graduate students and GEs
- Coordinate the spring conversation process
- Coordinate an annual meeting of all TTF to discuss graduate student progress
- Teach the following in-load: proseminar (2 credits) as well as a 1-credit writing workshop in fall and spring terms
- Liaison with the Graduate School
- Serve on the Admissions Committee
- Manage a recruitment program for graduate students

Language Coordinators (CJK, NTTF)

Responsibilities for Chinese Language Coordinator A: With the exception of Chinese Flagship GEs and courses, CHN 399 and up, assigning language GEs to courses in consultation with other instructors, according to sector procedures for GE assignments; Consulting with the Flagship Director on the assignments of GEs and instructors to EALL Flagship courses, which will be made according to sector procedures; Sourcing additional language GEs and pro tem instructors as necessary; Coordinating Chinese instructor teaching assignments in consultation with other instructors; Running the training workshop for new language GEs; Mentoring new Chinese language instructors as necessary; Leading annual discussions on curriculum review and overseeing the implementation of any program changes.

Responsibilities for Chinese Language Coordinator B: Handling undergraduate student-related issues such as conducting Chinese language placement interviews; advising Chinese language majors; and responding to student issues and complaints about the Chinese language program.

Responsibilities for Korean Language Coordinator: Assigning language GEs to courses in consultation with other instructors and sourcing additional language GEs and pro tem instructors as necessary; Coordinating Korean instructor teaching assignments in consultation with other instructors; Running the training workshop for new GEs; Coordinating annual classroom observations of GEs; Conducting Korean language placement interviews; Advising Korean language minor; Mentoring new Korean language instructors as necessary; Leading annual discussions on curriculum review and overseeing the implementation of any program changes; Handling student issues and complaints about the Korean language program.

Responsibilities for Japanese Language Coordinator A: Assigning language GEs to courses

in consultation with other instructors (including JGS, in consultation with Sector Representative when needed); Sourcing additional language GEs and pro tem instructors as necessary; Coordinating Japanese instructor teaching assignments in consultation with other instructors (including JGS, in consultation with Sector Representative when needed); Conducting Japanese language placement interviews*: Coordinating advising of Japanese language majors; Advising Japanese majors*; Mentoring new Japanese language instructors as necessary; Leading regular discussions on curriculum review and overseeing the implementation of any program changes; Handling student issues and complaints about the Japanese language program.

Responsibilities for Japanese Language Coordinator B: Running the training workshop for new GEs; Working with the Senshu University practicum students; Sourcing additional language GEs and pro tem instructors as necessary; Coordinating annual classroom observations of GEs; Conducting Japanese language placement interviews*; Advising Japanese language majors*; Mentoring new Japanese language instructors as necessary; Leading regular discussions on curriculum review and overseeing the implementation of any program changes; Handling student issues and complaints about the Japanese language program.

Responsibilities for Japanese Global Scholars Hall Coordinator (NTTF): Teaching JPN 199 for the JSH in Fall term; Assisting the department head with identifying instructors for JPN 199 for Winter/Spring terms; Carrying out administrative tasks associated with GSH including attending GSH instructors/coordinators meetings; Participating in collective GSH projects; And processing applications and registrations.

*Responsibilities marked with an asterisk may also be performed by other senior instructors in Japanese besides the Japanese Language Coordinators.

Summer Language Coordinators (CJ, NTTF)

Responsibilities for Chinese Summer Language Coordinator: Assigning language GEs to courses in consultation with other instructors (if ever needed); Sourcing additional language GEs and pro tem instructors as necessary; Conducting Chinese language placement interviews; Advising Chinese language majors; Coordinating and conducting placement test/interview and advising for IntroDUCKtion; Handling student issues, complaints and inquiries about the Chinese language program

Responsibilities for Japanese Summer Language Coordinator: Coordinating Japanese instructor teaching assignments in consultation with other instructors; Assigning language GEs to courses in consultation with other instructors (in consultation with Sector Representative when needed); Sourcing additional language GEs and pro tem instructors as necessary; Coordinating and conducting Japanese language placement interviews; Coordinating advising of Japanese language majors and advising Japanese language intensive option majors; Coordinating and conducting placement test/interview and advising for IntroDUCKtion; Handling student issues, complaints and inquiries about the Japanese language program

Advisors to the Language Programs (CJK, TTF)

These positions will typically be filled by the CJK linguistics TTF.

Responsibilities: While all decisions pertaining to day-to-day operations and management of the Language Programs are made by Instructors and Coordinators, the Advisors consult with Instructors, Coordinators, and the Head with regards to all aspects of the Language Programs when needed. The Advisors to the Language Programs contribute to professional development in the respective Language Programs in ways consistent with the program's specific needs. They also advocate for the needs of the Language Programs at the TTF level.

CFLG Co-director or Academic Director (TTF)

EALL Faculty designated as CFLG co-director or academic director is responsible for CFLG curriculum design, program development and articulation, as well as evaluation of CFLG language and content instruction and sourcing GEs as necessary.

Library Liaison (TTF)

The Library Liaison is responsible for coordinating communication between the department and librarians, especially librarians in charge of the Asian Collection at Knight Library. The Library Liaison meets on an as-needed basis with the librarians; Communicates faculty requests or ideas to the librarians; Communicates important library-related announcements to faculty members; Assists faculty members and librarians as needed in making requests for library acquisitions; Strategizes with faculty members and librarians about how best to utilize library resources in courses and research.

C. Executive Committee

The Executive Committee is an advisory body elected by the members of the Department according to sector. Its role is to ensure an open flow of advice and communication in the department by mediating between the Department Head, the Department Standing Committees, and the Department as a whole.

Membership:

The Executive Committee will consist of five elected members, in addition to the Department Head. One delegate will be elected to represent each of the following sectors: Chinese, Japanese, Korean, Linguistics, and Career NTT. Each delegate will also function as Sector Representative. The usual term length for Executive Committee members is two years, with the possibility of reappointment. Elections take place at the end of spring term.

Functions:

The Executive Committee will perform the following functions:

1. Consult with and advise the Department Head.
2. Preview notices of motion and make recommendations revising or endorsing them.
3. Discuss matters of concern brought to the Executive Committee's attention and make recommendations when suitable.
4. Represent notices of motion and other matters of concern with the Executive Committee's recommendations to the Department.
5. Regularly assess instructional staffing needs and resources and report its hiring recommendations to the full Department.
6. Review the departmental budget and vote on *ad hoc* funding requests for sums exceeding \$200.
7. Represent the Department to the CAS in case of any concerns over the performance of the Head.
8. Ensure that there is regular curriculum review within each of the sectors.

II. Department Meetings

Typically, department meetings are held once a month, but this may vary depending on need. An agenda is prepared by the Head and distributed in advance of the meetings. Notices of motions must be served at least one week in advance of a regular meeting although exceptions may be made to this rule, in emergencies, by the Head.

Regular Department meetings will be open to all faculty, staff, and the Graduate Student Representative. The Graduate Student Representative is elected each fall by EALL graduate students. This position is advisory only and has no voting privileges. Faculty on leave or sabbatical are considered eligible members of the Department and may participate in departmental meetings in person or via electronic means (Skype, etc.). Depending on the natures of motions discussed, certain portions of meetings may be restricted to appropriate members of the Department. Details on meeting attendance and eligibility for voting practices are outlined in the attached Meeting Attendance Practices chart (see end of document). Notices of motion will be distributed by the Department office staff via e-mail.

When a vote is required, each eligible member has one vote. All TTF and Career NTTF are eligible to vote on general policies concerning the administration of the Department. Faculty in the Tenure-Reduction Program (TRP) are eligible to vote on issues in which they have been actively involved, excluding searches, during the term(s) they are teaching. When merit-based salary increases are available, faculty in the TRP may vote on the Merit Committee regardless of which term(s) they are teaching. Only TTF may vote for TT hires. Only TTF at or above the rank sought may vote in tenure and promotion cases (Full and Associates for promotion to Associate; Full for promotion to Full). Only TTF (all ranks) and Career NTTF at or above the rank sought may vote in Career NTTF promotion cases (Senior Instructors I and II for promotion to Senior Instructor I; Senior Instructors II for promotion to Senior Instructor II). Eligible members vary depending on the natures of the motions. Votes concerning tenure and promotion are

to be held by secret ballot. All other votes may be conducted by secret ballot at the discretion of the Department Head. Absentee votes may be given to the Department Head prior to the meeting by those whose official University business or unanticipated emergencies conflict with Department meetings, or those on leave or sabbatical. Those submitting absentee ballots are expected to consult with relevant colleagues and read relevant reports to inform themselves about the issue up for vote before casting a ballot. A simple majority is required in all department votes.

III. Department Committees

A. Make-up of Committees:

The Department Head, with advice from all TT and Career NTT faculty members, will appoint faculty members to departmental committees; TT, Career NTT, and pro tem faculty are eligible to fill faculty assignments on committees. Faculty members on leave or sabbatical may serve on committees, but are not required to do so. Some committees may allow for faculty members on leave or sabbatical to participate via electronic means (Skype, email, etc.), but this will be decided at the discretion of the Head in consultation with the relevant committee chair. Faculty in the TRP may also be asked to serve on committees at the discretion of the Head, but are not required to do so.

B. Committee Structure and Administration:

1. Faculty members of each committee will normally serve for one year after appointment by the Head.
2. The Head, in consultation with the faculty, appoints committee chairs.
3. Committee chairs normally serve for a one-year term, which can be extended at the discretion of the head.

C. Duties of Committees:

Following a notice of motion, the Department Head will refer the motion to the appropriate committee. That committee may redraft the proposed motion (after consultation with the original proposer) and bring the revised version before the Department without the formality of amendment or simply advise the Department 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 at the Department Meeting giving the usual notice of motion. On appropriate occasions, or by invitation, committees may advise the Department Head or the Executive Committee directly on specific matters; similarly, committees may request that the Department Head or the Executive Committee give them special charges to handle.

The standing committee structure is designed to carry out the regular business of the Department as well as conduct the oversight and regular review of curricula and policies on admission and assessment as required.

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 Department. This decision, after consideration by the Executive Committee, will be presented for ratification at the next department meeting.

D. Non-Conflict Proviso

On committees where conflict of interest votes may arise (including matters affecting one's own individual position in the Department or on matters relating to one's own professional or academic advancement), committees must define the nature of the issue and reconstitute themselves accordingly to remove or resolve the conflict of interest. If necessary, the Executive Committee may arbitrate for the purpose of removing or resolving the conflict of interest.

E. Standing Committees (in alphabetical order)

1. Curriculum

Membership:

Three TT faculty (Director of Graduate Studies, Directors of Undergraduate Studies) and one NTT faculty. One of the DUSs will serve as the CAS Curriculum Coordinator in order to better coordinate departmental curricular needs with the CAS Curriculum Committee. Course proposals will get approved at the sector level before going to this committee.

Functions:

- (a) to process course changes in consultation with the Department;
- (b) to review Department offerings and requirements, including undergraduate major and minor requirements.

2. Diversity Committee

Membership:

One TTF (chair and representative), 1 NTTF, 1 staff member, 1 graduate student, 1 undergraduate student

Functions:

- (a) to meet regularly and discuss diversity-related issues for the department, as well as assist in implementing initiatives, surveys, etc. that enhance departmental diversity. This includes consulting with search and admissions committees.
- (b) to draft and maintain the departmental mission statement on diversity
- (c) to serve as a point of contact for any diversity-related concerns in the department. The committee will refer issues beyond their purview to the DH and/or to the appropriate office on campus.
- (d) to report to the department on diversity-related issues at regularly scheduled department meetings
- (e) the TTF member will participate in University and CAS-level diversity-related activities

3. Graduate Admissions

Membership:

At least four TT faculty (Chinese, Japanese, Korean and Linguistics).

Functions:

- (a) to review all graduate applications and assign TT faculty to further review the files;
- (b) to recommend the most qualified applicants from all graduate degree programs for assistantships and fellowships. ;
- (c) to notify the Department of all appointment recommendations, when made, and of subsequent action by the Head when taken.

4. Scholarship & Awards

Membership:

Three TT faculty and one Career NTTF from the Japan sector since currently all EALL scholarships are Japan related. The committee will have an annual meeting at the beginning of fall term with the DH and Office Manager to review the limitations on the various funds, application forms, and to field any questions that need to be directed to the Development office.

Functions:

- (a) to publicize criteria for appointment and reappointment;
- (b) to circulate calls for nominations for faculty and student awards
- (c) to nominate faculty and students for awards and compile necessary dossiers
- (d) to review and recommend the most qualified applicants for each scholarship;(c)to notify the Department of all recommendations, when

- made, and of subsequent action by the Head when taken.
- (f) forward dossier to the DH for approval and DH support letter when necessary

F. Occasional Committees

1. Search Committees

Membership:

Search committees for tenure-track positions consist of three TTF. Search committees for non-tenure-track positions consist of three faculty, at least one of whom must be TTF; the others may be TTF or Career NTTF. Search committees shall be appointed by the Department Head, typically in consultation with faculty in research areas relevant to the proposed hire.

Functions:

To conduct searches for candidates for all full-time, instructional 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 interviewing of candidates; Will coordinate and host on-campus visits for finalists; And will submit a hiring recommendation to be considered at a department meeting. Each faculty member of the committee will have one vote in deciding the ranking of candidates for the hiring recommendation.

2. Personnel Review Committees

Membership:

Personnel Review Committees for tenure-track positions consist of three tenured professors. For non-tenure-track positions, three faculty are required, at least one of whom must be tenure track; the other members will include Career NTTF where possible. The committees shall be appointed by the Department Head, typically in consultation with the Executive Committee. Depending on the need, faculty from outside of the Department may be asked to participate in the personnel review committees for tenured positions and tenure-track positions. The outside members must be at the proper ranks required of the members of the respective committees.

Functions:

To conduct reviews according to departmental guidelines for promotion and post-tenure (for tenured professors), mid-term contract renewal, promotion and tenure (for tenure-track professors), and promotion to senior instructor (for Career NTTF), in accordance with University and Departmental policy. Each personnel review committee will submit a recommendation to be considered and voted on at

a department meeting comprised of faculty at the appropriate rank (for tenured positions, full professors; for tenure-track positions, tenured professors; for non-tenure-track positions, TTF of all ranks and Career NTTF at a higher rank than the candidate), when required by Departmental or University policies.

3. Merit Committee

Membership:

The Merit Committee for TTF includes four TTF members (CJK and Linguistics). The Merit Committee for NTTF includes four TTF members (CJK and Linguistics) and one Career NTTF member. Committee members will be elected each time merit-based salary increases are available. While all TTF and all Career NTT faculty are eligible to serve on the Merit Committee and vote for the members, the election of the Merit Committee must be in keeping with the Non-Conflict Proviso. Ballots will include the names of all eligible faculty, according to sector, and each voting faculty member chooses one representative from each sector. Votes will be decided by a simple majority.

Functions:

To review the files of all TT, Career NTT, and pro tem faculty and make recommendations, in accordance with departmental guidelines, to the Head concerning merit pay.

IV. 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.

MEETING ATTENDANCE ELIGIBILITY

Kinds and/or Parts of Meetings	ATTENDANCE				VOTING			
	TTF ¹	Career NTTF	AF ²	GSR ³	TTF ⁴	Career NTTF	AF	GSR
Department Meetings	✓	✓	✓	✓	✓	✓		
• Discussion of policy concerning dept. administration	✓	✓	✓	✓	✓	✓		
• Determining area of faculty hire	✓	✓	✓	✓	✓			
• Faculty hire decisions (TTF)	✓	✓			✓ ⁵			
• Drafting and revision of Internal Governance Document	✓	✓	✓	✓	✓	✓	✓	
• Selection of Merit Committee	✓	✓			✓ ⁶	✓		
• Discussion of TTF policy	✓ ⁷				✓			
• Discussion of NTTF policy	✓	✓	✓		✓	✓	✓	
• Curriculum review and revision ⁸	✓	✓	✓		✓	✓		
TTF Tenure/Promotion meeting ⁹	✓				✓			
Career NTTF Promotion meeting ¹⁰	✓	✓			✓	✓		

FACULTY RANKS

The following is a list of faculty ranks in hierarchical order from highest to lowest. This chart

¹ Includes faculty in the Tenure Reduction Program (TRP).

² Pro tem Faculty

³ Graduate Student Representative

⁴ Typically speaking, faculty in the TRP may only vote on issues in which they have been actively involved during the term(s) they are teaching.

⁵ Faculty in the TRP may not vote on faculty hires.

⁶ Faculty in the TRP may vote on the Merit Committee regardless of which term(s) they are teaching.

⁷ While all TTF may be involved in discussion, tenured faculty are responsible for initiating the process of developing TTF policy.

⁸ NTTF may vote on undergraduate curricular matters in NTTF teaching areas

⁹ Only faculty at or above the rank the candidate aspires to may attend tenure and/or promotion meetings.

¹⁰ Only faculty at or above the rank the candidate aspires to may attend promotion meetings.

may be referred to when determining whether a rank is “above” that of another.

Professor

Associate Professor

Assistant Professor

Senior Instructor II or Senior Lecturer II

Senior Instructor I or Senior Lecturer I

Career Instructor

Pro tem Instructor, Pro tem Assistant Professor, Visiting Professor