

UO Department of Earth Sciences Internal Governance Procedures (updated August 10, 2015)

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Introduction

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 requirements of the Collective Bargaining Agreement (CBA) 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 describes the terms and guidelines for the equitable participation of all Department of Earth Sciences Tenure Track Faculty (TTF) and Career Non-Tenure Track Faculty (NTTF) in the development of department policies and practices. In the following pages, the terms “faculty” and “full faculty” include all TTF and Career NTTF instructors and officers of research, as defined in Article 2 of the CBA.

Decisions made by department committees and at department meetings are preserved by the department head or a designated individual and appropriately archived. Access to these decisions is readily available to all TTF and Career NTTF faculty members.

(1) Faculty Administrative Roles

Department Head. Potential candidates for the position of Head of the Department are selected through an internal nomination process coordinated by a senior tenured faculty member holding the rank of associate or full professor. The Head is chosen from these candidates by the faculty via discussion and consensus (no formal vote), and appointed by the Dean of the College of Arts and Sciences after further discussion. The normal term length is three years. The Head provides leadership by initiating the consideration of new policies, acting on policies determined by the Department and the University, representing the Department in its relations with the University at large, keeping the Department faculty informed about matters pertinent to its welfare, supervising the work of the Department, and chairing its meetings.

Associate Department Head. The Associate Head is a TTF or Career NTTF appointed by the Department Head. The normal term length is three years. The duties of Associate Head may vary as needed, and shall include administrative support in areas such as: chair of the Curriculum Committee; coordinate faculty teaching schedules and GE teaching assignments; plan and coordinate the annual faculty fall retreat; and serve as Acting Department Head when the Department Head is off campus. The Associate Head also serves in an advisory role to help the Department Head with decisions that may fall outside of normal committee or voting procedures.

(2) Department Meetings

Department meetings are held as needed, with agendas prepared by the Department Head with input from other faculty. Except as noted below, all TTF and NTTF, including adjunct instructors and research staff, are eligible to attend department meetings.

Voting: All TTF and Career NTTF employed at or above 0.5 FTE (during that term), and faculty in the Tenure Reduction Plan employed at or above 0.5 FTE during terms they are under contract, are eligible to vote¹. In rare cases, TTF with <0.5 appointment in the Department of Earth Sciences who maintain an active research program in the Department (i.e. research lab, advising graduate students, regular research activities, etc.) may also be eligible to vote².

Decisions at meetings will be made through discussion that leads to consensus. Votes are taken: (1) when a vote is required by UO policy, as in decisions on faculty contract renewals and promotions; (2) other topics central to the functions of the Department such as decisions about faculty hires, faculty fellowships, long-range planning, etc.; and (3) in cases where a consensus cannot be reached. When voting, decisions are approved by majority vote of voting-eligible members (including absent faculty, see below). In rare cases the Department Head will make the final decision if necessary to resolve a tied vote or if a majority of the faculty present specifically ask the Department Head to make a final decision. If there is no consensus regarding what matters require a vote, a decision on this question will be made by the Department Head in consultation with the Promotion and Tenure Committee (serving in an ad-hoc advisory role).

Motions may be brought forward by voting members and voted on if necessary after discussion. Meetings to consider tenure and promotion cases are attended only by faculty at a rank equal to or higher than that for which the person under review is being considered for promotion. The Graduate Student Representative may attend meetings except those that deal with personnel matters related to graduate students, and meetings to discuss faculty tenure and promotion cases. The Graduate Student Representative may not vote on faculty tenure and promotion cases.

Faculty members who are absent for travel or sabbatical or other leave may participate in decision-making and voting if they wish. In order to submit a vote, an absent faculty member must be fully informed of the issues and related discussion via skype, email, or telephone conversation with at least one attending faculty member. The absent faculty member may convey their opinion and/or vote to the Department Head via email.

(3) Standing Committees. Standing Committees are appointed by the Department Head at the start of each academic year. Duties and responsibilities may change over time in response to changing needs of the Department, and are listed in the following pages. Standing Committees are authorized to make decisions on matters that they deem to be of relatively minor impact to the department, and/or of a largely mechanical nature. For decisions regarding more important matters, such as major revisions to curriculum or degree requirements, standing committees shall meet to formulate a recommendation that they then bring to a faculty meeting for discussion and decision by consensus or a vote of the full faculty.

(4) Search Committees. Search committees for TTF faculty and NTTF instructors have three or four faculty members (may include Career NTTF), including a chair, and are appointed by the Department Head. They organize job applications, present summaries of top applicants to the

¹ **Rationale:** Career NTTF employed at or above 0.5 FTE are a group of people who have chosen to make working in the Earth Sciences Department a major focus of their present professional life. As such they have a role parallel to that of tenure-related faculty, who have made a similar commitment.

² **Rationale:** TTF faculty may be 1.0 FTE in another program, but do their primary research and some teaching in Earth Sciences, and thus have a role parallel to that of our tenure-related faculty.

faculty, and plan interview visits. Search committee members have the same voting privileges as other faculty members. In faculty hiring decisions the Graduate Student Representative has one non-binding advisory vote that reflects the consensus of graduate students in the Department.

(5) Ad Hoc Committees. Ad-hoc committees are appointed by the Department Head, as needed. In particular, the Department Head shall appoint an ad-hoc committee consisting of three tenured TTF at the rank of associate or full professor to provide recommendations on merit-based salary increases for all TTF and NTTF faculty including adjuncts. Recommendations made by the ad-hoc committee are advisory in nature and subject to modification by the Department Head based on additional personnel information, as explained in detail in the Department of Earth Science Merit Review Procedures document. All voting-eligible TTF and Career NTTF may participate in the drafting and approval of policies and criteria for merit review.

(6) Standing Committees are appointed by the Department Head at the start of each academic year. Committee duties and responsibilities may change over time in response to changing needs of the Department. Except where noted below, all TTF and NTTF faculty and instructors (including adjuncts) are eligible to serve on standing committees. Standing Committees, and their duties and responsibilities, are listed below:

1. Student Advising and Affairs Committee. This committee is appointed by the Department Head and serves in support of undergraduate and graduate students, as described below. This committee typically has three members; the roles of Head Undergraduate Advisor and Upper-Division Undergraduate Advisor are normally filled by one person.

Graduate Advisor: provides advice and guidance to graduate students to help them understand and fulfill degree requirements; assists the Department Head in formulation of Department policy on internal degree requirements; coordinates and teaches new graduate student seminar series (details determined in consultation with the Department Head).

Head Undergraduate Advisor: provides advice and guidance to undergraduate students to help them understand and fulfill degree requirements; assists the Curriculum Committee and Department Head in formulation of program degree requirements and policies; approves completion-of-degree paperwork.

Upper-Division Undergraduate Advisor: provides advice and guidance to upper-division undergraduate students to help them understand and fulfill degree requirements. Assists students with degree audits.

Lower-Division Undergraduate Advisor and Faculty Liaison: provides advice and guidance to lower-division undergraduate students to help them understand and fulfill degree requirements. Facilitates relations between undergraduate students and faculty.

2. Admissions and Awards Committee. This committee has three tenure-related faculty members, including a chair, and is appointed by the Department Head. The committee coordinates applications to the graduate program with support from the Graduate Coordinator. They solicit input from faculty members on graduate admission decisions, and coordinate the annual graduate-recruiting weekend. Graduate admissions are decided the faculty with help from this committee. Final offers are made by the Department Head. This committee also

coordinates faculty recommendations to the Department Head for student scholarship awards, for both undergraduate and graduate students, typically in spring term of each year.

3. Curriculum Committee: This committee has three members (may be any combination of TTF and NTTF), including a chair, and is appointed by the Department Head. The Curriculum Committee is responsible for development and administration of undergraduate curriculum in the Department. Duties may include: assist faculty members in submitting proposals for new courses and course revisions to the CAS Curriculum Committee; provide guidance to Department faculty on development and revision of degree requirements; update undergraduate degree tracking sheets; work with the Head Undergraduate Advisor on matters related to administration of degree policies.
4. Promotion and Tenure Committee: This committee consists of three tenured TTF faculty members including a chair, and is appointed by the Department Head. The committee reviews files of faculty members who are being considered for tenure and other significant promotions such as the third-year contract-renewal review for pre-tenure TTF, 6th-year post-tenure reviews of tenured TTF, and promotions to Full Professor, Senior Instructor I, Senior Instructor II. For promotion reviews of NTTF faculty, if possible, an NTTF at or above the rank sought by the candidate will be included on the committee. The committee meets to discuss each case, they write a thorough report to the Department Head, and they make a recommendation to the Department on all significant promotion and tenure cases. Their work is carried out in compliance with University policy and the policies of the CBA on a schedule prescribed by the College of Arts and Sciences.

Other, more minor reviews such as annual reviews of pre-tenure TTF (excluding the third-year contract-renewal review), Career NTTF, adjunct instructors, research staff, and third-year post-tenure reviews of TTF, are carried out by the Department Head with input from the relevant supervisor if/as appropriate.

5. Peer Teaching Reviews Committee: This committee may have two or three members (may be any combination of TTF and NTTF) and is appointed by the Department Head. There is no chair. The Committee is responsible for conducting and coordinating peer reviews of teaching by tenure-related and NTT faculty. The Department Head shall inform this committee of their review assignments in the fall of each academic year. Peer reviews of teaching are carried out in accordance with the rules and guidelines of the University of Oregon and the UAUC Collective Bargaining Agreement.
6. Seminar and Outside Speaker Committee: This committee typically has three members (may be any combination of TTF and NTTF) and is appointed by the Department Head. There is no chair. One person is typically responsible for one term per academic year, though there is ample room for flexibility to include sharing and trading of responsibilities. Duties include scheduling and inviting speakers for the weekly department seminar series, and ensuring that guest speakers are provided with appropriate transportation, lodging and meals.
7. Meierjurgan Fellowship Committee: This committee has three tenure-related faculty members, including a chair, and is appointed by the Department Head. The Committee writes the position description in consultation with the Department Head. They make sure that the position is advertised in public media, such as EOS, with support of the Department Office

Manager. The Committee is responsible for sorting and reviewing applications and bringing the files to the full faculty (any combination of TTF and NTTF) for consideration and a vote.

8. Computing and Webpage Committee: This committee has three members (may be any combination of TTF and NTTF), including a chair, and is appointed by the Department Head. The Committee makes recommendations to the Department Head on all matters related to computing needs and resources in the Department, is responsible for administering and maintaining the department web page.
9. Field Camp and Field Equipment Committee: This committee has two members (may be any combination of TTF and NTTF), including a chair, and is appointed by the Department Head. The Committee maintains, services and replaces equipment used for the Geology Field Camp and other departmental purposes.
10. GEODES: Geoscientists Encouraging Openness and Diversity in the Earth Sciences: GEODES is the department's Diversity Committee. This committee has six members, including one each of staff, graduate students, and NTTF, along with three TTF. The core mission of GEODES is to foster an inclusive environment across the Department of Earth Sciences, including both undergraduate and graduate students, faculty, research staff, and office staff. The committee aims to understand the current climate surrounding diversity and equity issues within the department and engage with all members to discuss any issues and develop appropriate solutions.
11. Other Responsibilities (unless indicated otherwise, may include TTF and/or NTTF)
 - Alumni Relations/Newsletter
 - Comprehensive Exam Coordinator (TTF only)
 - Condon Collection
 - Department Collections and Displays
 - Equity, Inclusion, and Diversity
 - Geology Club Liaison
 - GE Assignments
 - Library
 - Microscopes
 - Rock Crushing, Mineral Separation
 - Safety Representative
 - Surveying Equipment
 - XRD Supervisor

Note: 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.