

## Latin American Studies Program Internal Governance Policies

### Introduction

The Latin American Studies program (LAS) is an interdisciplinary program that draws faculty from various departments within the College of Arts and Sciences (CAS), different professional schools, and other units across campus. Faculty participation is voluntary except for future hires that have FTE in our program. LAS shares administrative staff with other units under the umbrella of the Oregon Consortium for International and Area Studies (OCIAS). LAS operates administratively within the College of Arts and Sciences (CAS) and the office of the Associate Dean of Social Sciences.

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 Tenure Track Faculty and Non-Tenure Track Faculty in the development of the internal governance policy for the Latin American Studies program.

### Program Director

#### *Process of appointment*

The Program Director is appointed by the Dean of CAS following the regular procedures established by the College. LAS faculty make a recommendation, but the final decision is made by the Dean.

#### *Term of appointment*

The Program Director is appointed for three years and his/her tenure is renewable if, based upon LAS faculty recommendation, the parties (CAS and the incumbent program director) agree. An Acting Director is appointed by the Dean if the Program Director takes a leave of absence during the regular academic year or is away from campus for more than two weeks during summer session.

#### *Program Director Responsibilities*

The Program Director chairs all LAS general faculty meetings, provides leadership for the program on a number of curricular and programmatic issues, represents the program before all university administrators and units (CAS, Provost's Office, OCIAS, OIA, and others), makes decisions about agreements with other units (cluster hires, grant proposals), handles the distribution and scheduling of LAS courses, conducts periodical reviews of LAS instructors, advises LAS majors and minors, coordinates and presides over the annual commencement ceremony, administers the Program budget, makes decisions about requests for co-sponsorships, coordinates public activities (annual Las Casas Lecture, guest speakers), and oversees the program's summer session.

### Faculty

Faculty from across campus whose expertise falls within the fields of Latin American and Latino/a Studies are invited to become part of the LAS participant faculty roster. This participation is voluntary. LAS faculty may include tenure-track faculty and career NTTF. All LAS participant faculty agree to have their names listed on the Program's web site and the University catalog, and they have voting rights at LAS faculty meetings. Visiting faculty are invited to be part of the LAS community, but are not regular members of its faculty and do not have voting rights. LAS faculty who serve on program committees get a formal recognition from the Director in the form of a letter sent to each individual faculty and his/her Department Head or Dean.

### Advisory Committee (AC)

A three-member advisory committee is chosen every year. Faculty members are invited to submit nominations. The Program Director contacts all nominees to ask for their willingness to serve on the AC. The director, in consultation with the entire faculty, appoints the three members of the AC using various criteria: diversity of rank, gender, fields and regional specialization, as well as previous service in the same position (if any), trying if possible to avoid asking faculty to serve on the AC more than once in any three-year period.

The Advisory Committee offers advice to the Program Director on the following matters:

- Curricular issues
- Appointment of instructors to teach LAS courses
- Organization of major events
- Preparation of grant proposals
- Possible agreements or collaboration with other units on cluster hires, co-sponsored grant proposals, exchange programs, and other such initiatives.
- Fund-raising strategies

In addition, the Advisory Committee carries out the process of consultation and voting whenever a new Program Director has to be chosen.

### Committees

When the circumstances arise, the Program Director, in consultation with the Advisory Committee, will appoint temporary or permanent committees charged with specific duties. These committees may include, but will not be limited to, the following:

- Curriculum Committee: To study and suggest possible curricular changes and to review course proposals.
- Search committees: To carry out faculty searches, either on our own or in joint searches with other units.
- Speakers and events: To coordinate and organize events, such as lectures, film series, exhibits, etc.
- Other ad-hoc committees that the Program Director considers necessary.

The Program Director is an ex officio member of all these committees.

### General Faculty meetings

The Program Director will call at least one general faculty meeting per term. If needed, he/she will call additional meetings. Attendance of LAS faculty members who do not have FTE in the program is not mandatory, but it is expected as part of their commitment to the program. All regular LAS participant faculty, regardless of rank or status, have voting rights at these meetings. Visiting faculty who are affiliated with the program could participate in faculty meetings but do not have voting rights. An agenda for each meeting will be distributed in advance and faculty will be notified when a vote will take place. A simple majority of faculty members present at a meeting is required to approve or deny any motion, unless the Program Director considers that the number of attendees is not representative of the entire faculty and the importance of the issue being voted requires a larger quorum. Faculty on sabbatical or other approved leave may participate in discussions virtually, and they may vote. Minutes of each general faculty meeting and decisions made by program committees and at program meetings will be documented by the department head or a designated individual and appropriately archived within OCIAAS. Access to these decisions will be readily available to all TT and Career NTT faculty members.

### Amendments to this document

This document could be amended after discussion at a LAS faculty meeting and if the majority of faculty present at the meeting vote in favor of the amendments. Proposals for amendments

may be submitted at any time and by any faculty member, the Program Director, or the Advisory Committee.