

Revision approved by the Office of the Provost January 15, 2020

**Internal Governance Policy for Russian, East European, and Eurasian Studies
(REEES)**

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 Tenure-Track Faculty and Career Non-Tenure Track Faculty in Russian, East European and Eurasian Studies in the development of program policies and practices.

Governance Structure

Faculty associated with REEES are comprised of three main groups:

1. The **Core Faculty** includes tenured and tenure-track faculty (TTF) and Career Non-Tenure Track Faculty (Career NTTF) who have dedicated responsibilities and voting rights within REEES. The Core Faculty is made up of faculty members (both TTF and Career NTTF) who have full or partial FTE appointments in REEES.
2. The **Participating Faculty** includes other tenured or tenure-track faculty members and Career NTTF who serve on the REEES Program Committee and typically teach courses in their own departments that are cross-posted or are of particular relevance to students in REEES and/or have research interests related to REEES. Typically, existing Core and Participating Faculty of REEES suggest a list of potential new Participating Faculty to the REEES Director, who extends an invitation to the potential Participating Faculty. Provided that the faculty member agrees to serve as Participating Faculty, the Director will convey this information to the Dean. Participating Faculty have voting rights in REEES.
3. The **Associated Faculty** includes tenured and tenure-track faculty members and Career NTTF who have identified research interests in REEES. They do not have voting rights in REEES.
4. The **Director** of REEES is typically drawn from either Core or Participating Faculty and is a tenured member of the faculty who is nominated and approved by

the Core and Participating Faculty and whose designation is approved by the Dean and Provost. The Director has voting rights.

5. The **Undergraduate Advisor** for REEES is typically appointed by the REEES Director for a three-year term and is a TTF faculty member drawn from among the Core or Participating Faculty.
6. The **Graduate Advisor** for REEES is typically appointed by the REEES Director for a three-year term and is a TTF faculty member drawn from among the Core or Participating Faculty.

Program Meeting Protocol and Membership

1. Frequency of meetings: Typically at least one meeting per term, dependent on needs and scheduled at a time that least conflicts with teaching responsibilities of Core Faculty.
2. Bringing forth of motions: Any Core or Participating Faculty member may bring up a motion for consideration and all Core and Participating Faculty have voting rights.

Meeting attendance: Attendance is mandatory for Core Faculty and is expected for Participating Faculty. Minutes are taken by the immediate past Director or a substitute, if that person is unable to attend. Minutes are distributed via the reees-faculty listserv and are approved at the beginning of the subsequent faculty meeting. Decisions made by program committees and at program meetings are documented by the Program Director or a designated individual and appropriately archived. Access to these decisions is readily available to all TT and Career NTT faculty members.

3. Meeting structure: An agenda is typically circulated before the meeting via email, with all Core and Participating Faculty able to add items as needed. Votes are usually handled via voice vote, except for selection of the Program Director, which is carried out by secret ballot. Absentee ballots are accepted in writing by the Director prior to meetings.
4. Graduate student attendance: Since REEES has an M.A. program (but not a Ph.D. program where students spend five or more years in the program), graduate students typically do not attend the entire meeting, but are welcome to attend that portion of the meeting devoted to the business of the REEES Diversity Committee (described below). On occasion, graduate students may also be invited to the meeting to address concerns of the graduate students that need to be presented to the entire REEES faculty.

Committees

1. Given the small size of our program, and the fact that most Core and Participating Faculty are already in more than one unit, we do not have standing committees but typically decide important undergraduate, graduate, curriculum, events, diversity initiatives, and so on, as a committee of the whole. According to REEES's GDRS, the Graduate Admissions Committee must consist of the Director, the Language Coordinator, and at least one other faculty member. These meetings have always included the aforementioned, as well as several other members of the Core and Participating Faculty.
2. Consonant with the principles outlined above, the REEES Diversity Committee is imagined as a committee of the entire REEES faculty, as well as all interested students and staff members. Time will be allotted at each REEES Program Meeting for the Committee to convene and discuss its goals and initiatives. Prior to each REEES faculty meeting, the REEES Director will send an email to all REEES students and staff members inviting them to that portion of the REEES Program meeting devoted to the business of the REEES Diversity Committee (SEE APPENDIX A for composition and goals of committee).
3. Search Committees are convened by the Director who designates a chair of a Search Committee as well as at least two other members drawn from Core and Participating Faculty. In the case of a TTF search, the committee would consist of TTF members.
4. Program Director nominations are solicited from Core and Participating Faculty. A committee of at least two people, not including the chair of the committee, is designated at a program meeting and the committee canvases opinions and submits a report. Candidates submit a statement outlining their goals and vision for the unit, which is circulated to all voting members. All final candidates are voted on at a program meeting, in the absence of the candidates for the directorship.
5. REEES faculty and committee meetings are run on a consensus model. The Director or committee chair will facilitate meetings with the aim of building consensus to arrive at a decision. When consensus is not possible, approval of an issue is measured by a majority of those present or wishing to participate via email.

Program Director

Appointment

The Dean of CAS appoints the Director after receiving a recommendation from the REEES faculty and approval from the Provost. If at all possible, the Director should be a tenured Core or Participating Faculty member. A committee that does not include the current Director or anyone who intends to be considered for Director solicits nominations (including self-nominations) for the next Director. Each candidate submits a statement outlining their vision for the unit to the Core and Participating Faculty. The committee calls a meeting of the Core and Participating Faculty to discuss the candidate(s) and seek a consensus-based recommendation to forward to the Dean. In the event that there is more than one candidate and that the faculty does not reach unanimous agreement, then the committee conveys the relative support (expressed through votes) for each candidate to the Dean.

Duties and Responsibilities

The program Director makes day-to-day decisions about the operation of the unit, in consultation with the faculty and the deans. They attend the regular meetings of department heads and program directors convened by the CAS deans and ensure that important tasks such as graduate admissions, GE appointments, academic scheduling, proper budgeting, and mandatory peer evaluations of teaching remain on schedule and are performed according to University and CBA policies. Together with the Office Manager and Accounting Technician, the Director oversees REEES's budget and often makes spending decisions in consultation with staff and faculty. The Director also approves graduate and undergraduate majors for graduation, in consultation with the undergraduate and graduate advisors. In addition, the Director makes short-term, pro tem NTTF hires.

The Director also maintains an active presence on campus and serves as a liaison to the community. REEES has outlined the program Director's duties here, but the CAS deans make the final determination on the Director's duties.

Due to the small size of REEES, and the fact that almost all faculty are responsible for duties in more than one unit, issues that might be handled by a separate committee in other units, such as a curriculum committee, graduate and undergraduate committees, colloquium and events committees, and the like are handled by the program Director in consultation with members of the Core and Participating Faculty.

Undergraduate Advisor

Appointed by the REEES Director for a three-year term, the Undergraduate Advisor serves as the primary advisor to students within REEES and as the liaison to the Tykeson Center for Academic Advising. The Undergraduate Advisor will also assist the REEES Director in all matters related to the undergraduate program, including, but not limited to, curriculum, assessment, recruitment, and approval of degrees.

Graduate Advisor

Appointed by the REEES Director for a three-year term, the Graduate Advisor serves as the general graduate advisor in REEES, alongside the graduate students' chosen academic advisor, and will help to ensure that students are making adequate progress. They will also serve as liaison to the Graduate School and will attend meetings convened for Graduate Advisors by the Graduate School Dean or Associate Dean. In addition, the Graduate Advisor will assist the REEES Director in all matters related to the graduate program, including, but not limited to, curriculum, assessment, recruitment, and approval of degrees.

Subcommittees

Search Committees

In the event of a tenure-track search, the Director of REEES or (if a joint appointment, the Director of REEES and the Head/Director of the jointly-appointing unit) will convene a committee of at least three tenure-track faculty members, who will create the job description based on approval of the Dean, post the relevant advertising, and review application files. The composition of the committee will depend in part on what area of expertise is sought. The committee will recommend its top candidates for personal interviews to the Core and Participating Faculty. Upon agreement by the faculty, the committee will interview the applicants and, on the basis of those interviews, narrow the pool of candidates to those few who will be invited to campus. After campus visits, the Search Committee will rank the final candidates and make a recommendation for hiring to the Core and Participating Faculty members of REEES (and those of the jointly appointing unit, if applicable). Upon selection of a finalist, the Director will convey the information to the Dean. If the candidate(s) are approved by the Dean and Provost, the Director will work with them to carry out the necessary steps to hire the candidate.

For full-time or half-time Career NTTF searches, the same procedure applies, except that Career NTTF appointed for at least half-time FTE may participate on the search committee.

For Career NTTF appointments of less than half time, the Director will convene a committee of at least two Core or Participating Faculty members, depending on the area of expertise, including at least one Career NTTF faculty member, to evaluate applications from our existing applicant pool.

Tenure and Promotion Committees

Tenure and Promotion Committees for TTF faculty and promotion committees for Career NTTF faculty include only faculty members of a rank at or above that sought by the

candidate for promotion and/or tenure. Members of personnel committees may be chosen from outside the Core and Participating Faculty, when appropriate. Whenever possible, promotion committees for Career NTTF faculty will include at least one Career NTTF faculty member at or above the rank sought by the candidate.

Merit Review Committees

Merit Review Committees will be convened as necessary by the Director and, in the case of TTF faculty, will consist of two members of the REEES TTF faculty taken from Core and Participating Faculty. In the case of Career NTTF faculty, a similar committee will include at least one Career NTTF faculty member. The procedures and rules are outlined in REEES's Merit Review Guidelines.

APPENDIX A - Diversity Committee

Composition and Goals of the REEES Diversity Committee

1. The REEES Diversity Committee is the name of our committee.
2. The REEES Diversity Committee is a committee of the entire REEES faculty and of all interested students and staff, which will meet regularly over the course of the academic year. Time will be allotted at each REEES Program Meeting for the Committee to convene and discuss its goals and initiatives.
3. Given the small size of our undergraduate and graduate programs, and the inclusive goals of the REEES Diversity Committee, any undergraduates, graduate students, or administrative staff members, who would like to participate in the REEES Diversity Committee are welcome to do so. Prior to each REEES faculty meeting, the REEES director will send an email to all REEES students and OCIAS staff members inviting them to that portion of the REEES Program Meeting devoted to the business of the REEES Diversity Committee.
4. The Chair of the Diversity Committee will be selected from among the REEES Core and Participating Faculty excluding the current REEES Director. The Chair of the Committee will serve in this capacity for the period of a year with the possibility of renewal.
5. The REEES Diversity Committee will work to expand diversity, understood as encompassing diversity of race, ethnicity, gender, sexuality, ability, class, country of origin, and other areas of social equality, within the Program and the University. Following the University's goals of Diversity, Equity, and Inclusion, we will seek to:
 - a) Create a campus climate that values diversity
 - b) Work to develop a culturally responsive community
 - c) Create an equitable climate in the program
 - d) Support diversity related research, teaching, and programming
 - e) Recruit and retain a diverse group of undergraduate and graduate students