UO School of Journalism And Communication
Internal Governance Policy
Revised after Provost review and submitted 8.16.15

PREAMBLE

Internal governance is an integral part of the school's culture and tradition. Effective administrative, faculty, staff and student engagement in shaping the future of the SOJC is essential to the School's success. This policy provides the formal codification of internal governance practices for the School.

All faculty, including part-time and full-time adjunct and career Non-Tenure Track Faculty and all Tenure-Track Faculty, and staff shall be afforded opportunities to meaningfully participate and engage in internal governance of the SOJC.

Internal governance issues are those that deal with the processes by which policies are set, maintained and evaluated within the School. All internal governance policies will provide for appropriate and equitable participation by and/or representation of all SOJC faculty members and staff. Internal governance responsibilities include developing guidelines for:
- assigning professional responsibilities (workload)
- performance and promotion reviews
- merit and equity salary increases
- committee structure and membership
- establishment, review and revision of curricula and degree/program requirements
- appropriate documentation of decisions
- voting eligibility and meeting protocols

The School is one of six professional schools and colleges in the University, which is one of two AAU research universities in the Northwest. The School is accredited by the Accrediting Council on Education in Journalism and Mass Communication and is the only accredited comprehensive journalism and communication program in the Pacific Northwest. The School has locations in Allen Hall, 1715 Franklin Ave. and the Ford Alumni Center on the Eugene campus and in the George S. Turnbull Portland Center in the White Stag Building in Portland. This policy operates with consideration of federal and state laws and regulations, University of Oregon policies and rules, and UO collective bargaining agreements.

MISSION

The SOJC adopted the following mission statement May 29, 2015:

The School of Journalism and Communication (SOJC) is a community of media scholars and professionals dedicated to teaching, research, and creative projects that champion freedom of expression, dialogue, and democracy in service to future generations.
Our home in the Pacific Northwest and the opportunities of our location are reflected in our explorations of media, technology, and the human condition.

Through our undergraduate and graduate programs in media studies, journalism, public relations, and advertising, we conduct research and craft nonfiction stories on such critical and global subjects as the environment, diverse cultures, and international issues. We facilitate relationship building that entails respect for consumer advocacy, transparency, and civic engagement.

By integrating theory and practice, we advance media scholarship and prepare students to become professional communicators, critical thinkers, and responsible citizens in a global society.

Come to Oregon and change the world.

STRUCTURE

The SOJC is led by the Dean, who is appointed by the UO Provost, and other senior administrators appointed by the Dean. Undergraduate and graduate area directors and program coordinators, appointed as appropriate from both non-tenure-track faculty and tenure-track faculty ranks, lead major and program areas in the School. Directors and managers of operations, student services, information technology, instructional services, communication, development and events lead support services of the School. Students participate in SOJC internal governance through the undergraduate Student Advisory Board and the Journalism Graduate Student Association.

PROCESS FOR FORMULATING INTERNAL GOVERNANCE POLICY

At the outset of formulating SOJC internal governance policy, the Dean will provide input to faculty and staff. The faculty and staff will submit their recommended policy to the Dean for review. The Dean will provide a written explanation to all faculty and staff and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Provost or designee will have final authority to establish policy for the School.

The Dean may initiate changes to established policy regarding internal governance of the SOJC by informing the appropriate faculty and staff of the change being

considered, thereby initiating this process for policy development.

All SOJC faculty, including part-time and full-time adjunct and career Non-Tenure-Track Faculty and Tenure-Track Faculty, and staff, shall be afforded an opportunity for appropriate and equitable participation in the determination of SOJC internal governance policy. Decisions regarding SOJC internal governance policy will be documented, archived and accessible to all faculty and staff.

All SOJC faculty, staff and students have the right and responsibility to express ideas and concerns and to propose changes through direct communication with senior administrators or through area, program and/or support leaders in the School. Typically individual proposals and concerns affecting internal governance will be taken to the appropriate SOJC committee for discussion and possible action, either directly from the committee or through referral to the faculty and staff as a whole for discussion and possible recommendation to the Dean. When appropriate, the Dean will recommend action to the Provost or designee.

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.

MEETINGS
The Dean will convene a meeting of all faculty and staff at least one a year, meetings of all faculty and officers of administration at least once a term, and other meetings as needed in order to handle the affairs of the School. All faculty and staff will have the opportunity for appropriate and equitable participation in internal governance of the SOJC. The Dean will provide at least two days' notice regarding any meeting where internal governance topics are addressed as significant items on the meeting agenda. It is understood that time-sensitive situations may arise that do not allow for two days' notice to be given prior to the meeting. In such situations, the Dean will make all reasonable accommodations to ensure that faculty and staff are adequately informed and represented in the meeting.

These meetings provide a forum wherein individual viewpoints, as well as motions from School committees, can be expressed and considered. The Dean may choose to call for formal votes during these meetings, either as a way to determine policy or to determine faculty or staff preference on policy or guiding principles.

When formality is called for, meetings will operate according to "Bob's Rules of Order" (see below), a simplified version of *Robert's Rules of Order*, and according to SOJC Voting Procedures (see below). Formal meeting minutes will be kept for each school-wide faculty/staff meeting. Minutes will be distributed to all active

faculty and staff via email and will be available in an archive accessible by faculty and staff.

Committees are convened as appropriate by the committee chair or the Dean.

BOB'S RULES OF ORDER

For most small organizations, "Bob's Rules of Order" suffice to run meetings in a friendly yet efficient manner – without needing to know parliamentary procedure and its hundreds of specific, obscure rules. These have been lightly adapted to suit the University of Oregon School of Journalism and Communication. In most cases, the "rules" listed here effect the same results as following Robert's Rules of Order, but with less clutter.

It behooves all SOJC voting members to familiarize themselves with these simple rules of conducting meetings so that there is no confusion as to process.

Speaking at Meetings

To speak at a meeting, a person must be recognized by the meeting's chair. Only one person can be recognized at a time. Only one person shall speak at a time (i.e., no whispered sidebar conversations, please). Kibitzing is allowed as long as it's relatively subdued and not derogatory.

School-wide meetings typically are accompanied by an agenda in which approximate times are allotted for specific agenda items. Although it is understood that these are *approximate*, meeting members should try to adhere to them. Meeting members will always be allotted reasonable time to speak; however, they should strive to meet the time limit suggestion offered in the agenda and below.

- Invited presenters may speak for an agreed-upon number of minutes, generally not exceeding 30. Those who run out of time may ask the meeting chair for additional time, amount to be determined by the chair. If the chair does not grant the extension, discussion immediately begins on that presentation or the meeting proceeds to the next scheduled presentation.
- Committee chairs reporting to the department should strive to limit their reports to the time allotments noted in the meeting agenda (generally 10–15-minutes). If they run out of time, they may request an extension, amount to be determined by the chair. If the chair does not grant the extension, discussion immediately begins or proceeds to the next scheduled presentation.
- Members who wish to introduce "new business" not listed on the official meeting agenda may speak for 2 minutes. If they have more to say, they may request an extension, amount to be determined by the chair.

- At any time, in order to facilitate discussion, the chair may temporarily suspend the time restrictions listed here. The chair will announce when the Rules are suspended and when they resume. Members agree to speak courteously and professionally. Members who speak out of turn or disrupt the meeting in any way may be found "out of order" by the Dean.

Motions

With the exception of committee-generated motions, a main motion must be made and seconded before beginning discussion on any proposal for action. Only three things can happen to a main motion: It may be (1) amended, (2) tabled, or (3) either adopted, rejected, or referred back to a committee.

1. An amendment can be debated, further amended, and finally adopted or rejected by a majority vote of those voting. If it is adopted, it becomes part of the main motion. If it is rejected, the discussion returns to the main motion.
2. A motion to table requires a majority vote of those eligible to vote. If a main motion is tabled, it cannot be raised again at that meeting.
3. A main motion (as amended) can be adopted, rejected, or referred back to a committee by a majority vote of those eligible to vote. A motion may be referred to a committee for further review if a majority of voting members determines that further research is required. The committee chair is required to either take action or report progress at the next regular meeting. Once a main motion has been voted upon, no one may discuss it further at that meeting.

Discussion on a motion, an amendment to a motion, or a motion as amended ends when someone "calls the question" to end discussion and proceed to a vote. This can be done either "informally" or "formally."

- Informally, the chair asks if everyone is ready to vote. If no one objects, an immediate vote is taken, with no discussion allowed.
- If anyone objects to ending the discussion, discussion may continue, or any eligible voting member may formally "call the question." Once the question is called, no further discussion is allowed, and an immediate vote is taken on whether to end discussion. If a majority of those at the meeting wish to end discussion, then no more discussion is allowed. If there is less than majority support to end discussion, then discussion continues until someone else calls the question again.

  A motion and a second by voting members to adjourn a meeting can be made at any time. There is an immediate vote, with no discussion allowed. If a majority wishes to adjourn, then the meeting is over. If less than a majority wish to adjourn, then the meeting continues.

Other Issues

Under "Bob's Rules of Order" all other questions regarding how to run a meeting should be decided by the chair using common sense, or, if necessary by referring to the "official" Robert's Rules of Order. If anyone objects to any decision by the chair, that person can "challenge the ruling of the chair." When this occurs, each voting participant, including the chair, can speak to the challenge once and for only 1 minute. Then discussion is ended and a vote is taken immediately to either uphold or reject the chair's decision. If the majority of those voting uphold the chair's decision, then the meeting proceeds. If the majority votes to reject the chair's decision, then the chair must announce a different decision, which can also be challenged if it is not acceptable.

VOTING PROCEDURES

Regardless of the composition of the voting body, all votes are *advisory* to the next level, until a final decision is made by the appropriate academic administrator (i.e., dean, provost).

1) <u>**Voting Eligibility**</u>
   Those eligible to vote on issues relating to any aspect of governance within the SOJC will include both officers of instruction and officers of administration.

   a) **Eligible Faculty**
      - Tenure-line officers of instruction appointed at .50 FTE or greater per term*
      - Career Non-Tenure-Track (NTTF) officers of instruction at .50 FTE or greater per term*
      - Visiting officers of instruction appointed on one-year full-time contracts at .50 FTE or greater per term*
      - Adjunct faculty appointed at .50 FTE or greater per term*
      - Tenure-line and career NTTF officers of instruction at .50 FTE or greater on split appointments with multiple units per term*
      - Tenure Reduction Program (TRP) officers of instruction
      - Emeritus officers of instruction
      - Associate Deans and Center Directors who hold faculty appointments

      * The SOJC is composed of primarily full-time faculty (TTF and NTTF) at .50 FTE or above, calculated per term. In addition, we employ a small number of one-year visiting professors and post-doctoral students as well as a limited number of working professionals who teach infrequently as adjuncts in specialized areas, often in a workshop format. A small percentage of total officers of instruction are below .50 FTE. Although we value and invite the input of *all* our instructional faculty, only officers of instruction who hold

positions at .50 FTE or above, are eligible to vote. Officers of instruction below .50 FTE during the term in which the vote is taken are not eligible to vote.

NOTE: FTE will be calculated for all officers of instruction per academic term and a list of eligible voters, designating FTE, will be presented to the voting body at the beginning of each term. (See Appendix A)

b) Eligible Officers of Administration
All officers of administration appointed at .50 FTE or greater

c) Dean's Eligibility
As a member of the faculty, thus of the voting body, the dean has the same rights and privileges as all other members have, including the right to make motions, to speak in debate, and to vote on all questions. This is especially true whenever his or her vote will affect the result. If a majority vote is required and there is a tie, the dean may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, the dean can create a tie by voting in the negative to cause the motion to fail.

2) Quorum
a) 50 percent plus one of all eligible officers of instruction must be present to have a quorum. The following are not included in determining the total number of eligible officers of instruction required for a quorum:
*   Dean of the School
*   Faculty on sabbatical or leave
*   TRP faculty
*   Emeritus faculty
*   Officers of Administration

b) TRP and Emeritus officers of instruction who are present at a faculty meeting may vote; however, they are not counted in determining the number of faculty required to achieve a quorum. That number will be constituted of Tenure-line officers of instruction appointed at .50 FTE or greater, Career Non-Tenure-Track (NTTF) officers of instruction appointed at .50 FTE or greater, and Visiting officers of instruction appointed on one-year, contracts at .50 FTE or greater. The rationale here is that voting, especially on curricular and personnel matters, most clearly affects current faculty at .50 FTE or greater; thus, their presence as a determining factor in calculating a quorum is vital (as also noted in the footnote to section 1) a).

1. The dean shall present the list of eligible officers of instruction and the quorum requirement for the academic year at the first faculty meeting of the

academic year. (See Appendix A for current list of eligible officers of instruction and quorum requirement for current term.)

2. Absentee ballots count toward the quorum requirements for a meeting only for the vote for which the ballots are being cast. If there are not enough designated voter representatives literally present at a meeting on which a new issue comes up, the absentee ballot cannot be counted toward a quorum on that issue.

2) **Absentee Voting:**
   An eligible member of the voting body may cast an absentee vote by giving the dean a signed ballot or sending an email from the faculty member's e-mail account clearly stating his or her vote on a specific motion prior to the meeting at which the motion is discussed and voted on. Should the motion be subject to substantive amendment prior to the vote, the absentee vote shall be voided.

3) **Notice of Motion**
   In order to facilitate voting and to allow time for careful consideration of motions, all motions should to be forwarded to the presiding officer (i.e., dean) and to the voting body no later than 48 hours prior to the scheduled meeting. In the case of time-sensitive matters, motions may be moved forward at the discretion of the dean without 48 hours notice.

4) **Manner of Voting:**
   a) In general practice, with the exception of personnel matters, all votes will be by voice vote or where a voice vote may be inconclusive, by a show of hands. At the request of any member of the voting body and with general consensus from the body, paper ballots and email (in the case of simultaneous distance voting) may be used. Emails will be delivered directly to the Executive Assistant to the Dean or designee at the time of voting.

   b) On some issues, voting may occur outside of School-wide or area meetings, via email or paper ballot (e.g., DAC elections), with the Executive Assistant to the Dean (for School-wide issues) or designee and Area Directors (on area-specific issues) tallying votes. In the case of DAC elections, the current chair of the DAC will be responsible for tallying the vote. These may include issues formulated either in School-wide or area meetings or revised according to guidance from such meetings (e.g., policies, position descriptions, course descriptions, etc.).

6) **Record of Voting:**
   All votes taken in any committee of the part (area-specific votes) or of the entire, eligible voting body, will be tallied as specified in section 5) b) and recorded in

meeting minutes filed at the appropriate level. These minutes are available to the entire voting body.

7) **Determining a Majority**
   In both *Parliamentary Procedure* and *Robert's Rules of Order*, the term "majority" refers to "more than half." As it relates to a vote, a majority is more than half of *all* the votes cast (noting that an abstention is simply the refusal to vote and not a vote). The SOJC has adopted this definition as the simplest method of determining a majority for purposes of voting. In all instances, a majority vote either carries or denies the motion. If there is no majority vote on a motion (i.e., a tie), then the motion automatically fails.

8) **Personnel matters:**
   All votes on personnel matters shall be by written, signed ballot (with exceptions as noted above) designed so that the name of the person voting cannot be immediately viewed. Ballots are to be collected by the Dean's Executive Assistant or designee and tallied immediately.

9) **Faculty hiring, curricular matters, degree requirements:**
   These include votes to recommend search criteria, votes to recommend candidates to be brought in for interviews, votes to recommend candidates for hire, and votes to recommend changes related to curricular matters and degree requirements. All eligible officers of instruction as well as officers of administration may vote on these issues; however, the votes of officers of instruction will have priority in recommendations to the dean. The votes of officers of instruction and officers of administration will be tabulated and recorded separately on these issues. In the interest of protecting the public anonymity of officers of administration when paper ballots are required, the total of all votes will be announced. Separate vote tallies will be maintained for the record in the dean's office, along with paper ballots for personnel votes, and will be announced or recorded in the minutes only if the priority of faculty votes is an issue.

10) **Changes to policy:**
   Revisions or amendments to this policy will be determined by the appropriate voting body following established rules of order and procedures for voting and recording votes as set down in sections 5 and 6.

DEAN'S ADVISORY COUNCIL
   The Dean's Advisory Council was created by a vote of the faculty in November 1995. Under the initial legislation, the membership included five elected full-time regularly appointed instructional faculty, three from the tenured ranks and two from the untenured ranks. This revised document clarifies that three

members will be elected from tenure-related faculty and two members will be elected from non-tenure-related faculty. All members served two-year terms.

In Spring 2000, the faculty approved a new membership plan for the DAC. Five members of the full-time teaching faculty served concurrent two-year terms. A faculty member could serve two consecutive two-year terms but was ineligible for nomination in the next election.

To provide continuity, this document has been amended so that DAC terms are now staggered. Of the five members of the DAC, two rotate off one year and the other three the next. The two-consecutive-term limit remains in place. Faculty who also hold Officer of Administration appointments (e.g. Associate Dean) are exempt from serving on the DAC, as are faculty holding appointments of less than .5 FTE.

The DAC will elect a chair from among its members whose responsibilities include conducting the nomination and election process.

The DAC's role is "not intended to be one of policy-making or of grievance resolution but rather to be a consultative body that reflects the interests and concerns of a broadly constituted faculty" (motion for adopted at faculty meeting of November 29, 1995). The role of the DAC is advisory only, both as a conduit for faculty issues and as a sounding board for the dean in addressing areas of School-wide concern and proposing possible solutions. As such, DAC members are not authorized to make motions or take votes on issues.

In their role as faculty representatives, prior to scheduled meetings with the dean, the members of the DAC will seek input from all faculty in all units/locations (including the Turnbull Center). The council will report to the faculty as a whole at the end of each term. No later than the end of spring term each academic year, the DAC chair will prepare a written annual report of its activities to the faculty to include issues discussed and results attained through DAC members' role as advisors to the SOJC dean.

AREA DIRECTORS AND COORDINATORS
This policy articulates selection and review processes, as well as appointment terms, for undergraduate and graduate Area Directors, Honors Program Coordinator and Gateway Coordinator. Descriptions of responsibilities and authority of these positions are listed in the Appendix to this document.

Process for application and selection
The Dean will appoint Undergraduate Area Directors, Graduate Area Directors, Honors Program Coordinator and Gateway Coordinator in consultation with TTF

and NTTF faculty members of correspondent areas, with the senior associate dean for academic affairs, and, in the case of Turnbull-based programs, with the director of the Turnbull Center. A month before making appointments, the Dean will invite nominations of and/or applications from TTF and NTTF faculty members appointed at .5 FTE or greater in the correspondent areas.

Term of appointment and process for review
The term of appointment is 3-5 years, and incumbent Area Directors and Coordinators may be reappointed for successive term(s). The Dean will conduct performance reviews annually as part of the regular faculty portfolio process and will invite feedback via individual and group meetings with area faculty in the third year of an area director's/coordinator's service. Formal reviews will occur at the discretion of the Dean or in cases where the director/coordinator seeks reappointment after a five-year term. The Dean will appoint a committee drawn from area faculty and the relevant associate dean to serve in an advisory capacity for the five-year review.

Periodic review of need for Area Director(s) and Coordinator(s) positions
Every five years, the Dean, in consultation with the faculty of specific areas and with the director or coordinator of the area, will assess the ongoing need for the director(s) or coordinator position(s), and will make amendments according to the needs of the specific area and the School as a whole.

STANDING AND AD HOC COMMITTEES

General Policies
To initiate proposals or address concerns, SOJC students, faculty and staff typically consult with the appropriate committee chair or any committee member or faculty colleague and also may consult directly with the senior administrators or through area, program and/or support leaders in the School, who will advise them regarding appropriate channels for vetting proposals and concerns and bringing them to the attention of their colleagues. Students, faculty and staff also may appeal to the appropriate university unit (i.e., Office of Student Conduct, Academic Affairs) or union.

In consultation with appropriate faculty and staff, the Dean appoints members to standing and ad hoc committees except for those requiring election. Guiding principles for committee appointments are appropriate and equitable representation, inclusivity and fair rotation of all TTF, Adjunct and Career NTTF, Officers of Administration (OAs), and staff as appropriate to individual expertise and committee functions. Faculty, OAs and staff may volunteer to be considered for appointments to non-elected committees. In consultation with faculty, OAs and staff (as appropriate), the Dean may choose to form committees by election.

TTF and career NTTF and staff committee members of .5 FTE or above vote equally.

The Dean, associate deans, faculty and staff will make every effort to engage committee work in a spirit of collegiality and mutual support of committee purposes and the mission of the school. Should a committee become deadlocked or ineffective, the dean may reconstruct the committee membership in consultation with faculty and staff.

All standing and ad hoc committees will report once a term, or when appropriate, to faculty and officers of administration about activities and progress. Reports will be recorded in meeting minutes and filed in the Dean's Office.

Standing Committees

Undergraduate Affairs Committee (UAC) and Graduate Affairs Committee
    The Undergraduate Affairs Committee (UAC) and the Graduate Affairs Committee (GAC) (see membership below) have primary responsibility for overseeing undergraduate and graduate programs, respectively, including curriculum, admission and graduation requirements, and vetting new course proposals, monitoring policies and reviewing petitions, policy exceptions and student conduct concerns.

New Course Approval Process
1. The only courses that need to be officially approved by the UAC/GAC *and the faculty as a whole* are those that also require approval by the University of Oregon Committee on Courses. This would include:
   * proposals for new courses requiring new course numbers
   * proposals for changes to courses, including name, content, credit, prerequisites, etc.
   * proposals to drop existing courses

These courses will be submitted to the UAC, and where appropriate, the GAC. Once approved by the appropriate committee(s), proposals will be taken to the faculty and staff for a vote and moved forward to the UOCC for final approval.

2. Proposals for workshops, courses that fall under existing topics (4/5xx), and experimental courses (J4/510 and J610) either within a program or as part of the context curriculum, will need to be approved only by the appropriate Associate Dean (in consultation with the Assistant Dean for Student Operations, director of Student Services, instructional technology coordinator, and/or Turnbull director when needed) and the relevant Area Director (AD). In the case of

context course topics, that would be the MS Area Director. ADs may also wish to consult with appropriate faculty in their areas. If the course will include graduate students, the approval would include the Graduate Director. No further approval would be required beyond this level. Guidelines for submission are attached as an appendix.

3. To be considered, proposals should be complete. See Appendix X for guidelines.

In order to keep both the UAC and GAC up to date on number and content of workshops and topics for planning purposes, a list will be provided to both committees prior to the scheduling of each term.

Undergraduate Affairs Committee (UAC)
        The Undergraduate Affairs Committee facilitates excellent and efficient instruction throughout the SOJC's undergraduate curriculum in line with the school's mission.

Membership
UAC members are the associate dean or director in charge of undergraduate affairs (chair) and area directors (TTF or NTTF appointed by the Dean – see below for policy regarding area directors). Ex officio members are the SOJC liaison to the University Committee on Courses (UOCC) if not an area director, assistant dean for student operations, director of student services, instructional services manager and instructional technology coordinator. The term of service for area directors is for as long as they remain in their positions. If needed, the Dean will adjust the make-up of the committee in consultation with UAC members to ensure participation by both TTF and NTTF.

Responsibilities
The UAC has primary responsibility for the ongoing technical review and revision of courses, vetting new course proposals, monitoring undergraduate policies and reviewing petitions and student conduct concerns. The committee:
1) Provides leadership in undergraduate programs, serving as a visionary group for SOJC undergraduate education.
2) Monitors policies for admission to and completion of the UO School of Journalism and Communication undergraduate program. Policies include requirements for admission to the school, curricular requirements inside and outside SOJC, petitions for policy exceptions, portfolio requirements, graduation requirements and student conduct. The UAC reviews policies periodically and recommends changes to the faculty as appropriate.
3) Acting on behalf of the faculty, the UAC works with the associate dean or director responsible for undergraduate affairs to review undergraduate petitions for exceptions to admissions, curricular and graduation requirements, and reviews student conduct issues as needed.

4) Assists the associate dean or director for undergraduate affairs in curriculum coordination. When appropriate, the UAC works with the SOJC Graduate Affairs Committee in regard to course planning. Duties include preparing annual course flow plans for each area, requesting area classes on a term-by-term basis, and reviewing new course proposals. The UAC reviews the curriculum periodically and recommends changes to the faculty as appropriate.

5) Collaborates with the assessment director to coordinate regular assessment of undergraduate areas or programs, which include the premajor, minor, major, context, elective and portfolio requirements. Based on assessment results, the UAC recommends revisions to the faculty for further review.

The UAC will invite the faculty once a year to develop/propose new courses. Course proposals should be fully developed for consideration.

The UAC will have an open meeting at the beginning of the academic year and at the end of the academic year with SOJC undergraduate student representatives and other interested SOJC community members to discuss issues of concern to undergraduate students.

Graduate Affairs Committee (GAC)
The Graduate Affairs Committee facilitates excellent and efficient instruction throughout the SOJC's graduate curriculum in line with the school's mission.

Membership
GAC members are the associate dean or director responsible for graduate-affairs (chair), the area directors of the graduate programs, and appropriate TTF or NTTF appointed by the Dean in consultation with chair of the committee. The director of Turnbull Center and an elected graduate representative serve ex officio. The terms of service for the chair and the directors of the graduate programs are for as long as they remain in their positions. The terms of service for other appointees are reviewed annually with the possibility of re-appointment. If needed, the Dean will adjust the make-up of the committee in consultation with GAC members.

Responsibilities
The GAC has the primary responsibility for the ongoing technical review and revision of graduate curriculum, recruiting and advancement, admissions, and graduation requirements, vetting new course proposals, monitoring graduate policies and reviewing policy exceptions and student conduct concerns. The committee:

1) Provides leadership in graduate programs, serving as a visionary group for SOJC graduate education.
2) Monitors policies for admission to and completion of the UO School of

Journalism and Communication graduate program. Policies include requirements for admission to the school's graduate programs, curricular requirements inside and outside SOJC, petitions for policy exceptions, graduation requirements (e.g. thesis, dissertation, and terminal project(s)) and student conduct. The GAC reviews policies periodically and recommends changes to the faculty as appropriate.
3) Acting on behalf of the faculty, the GAC works with the associate dean or director for graduate affairs to review graduate petitions for exceptions to admissions, curricular and graduation requirements, and reviews student conduct concerns as needed.
4) Assists the associate dean or director for graduate affairs in curriculum coordination. When appropriate, the GAC works with the Undergraduate Affairs Committee in regard to course planning. Duties include preparing annual course flow plans for each area, requesting area classes on a term-by-term basis, and reviewing new course proposals. The GAC reviews the curriculum periodically and recommends changes to the faculty as appropriate.
5) Collaborates with the assessment director to coordinate regular assessment of graduate areas or programs. Based on assessment results, the GAC recommends revisions to the faculty for further review.

The GAC will invite the faculty once a year to develop/propose new courses. Course proposals should be fully developed for consideration.

The elected graduate representative is excused during discussions of personnel issues.

Curriculum Committee
There is no curriculum committee per se in the SOJC. Curriculum development (including review and revision) is accomplished in stages and at various levels. The process, which is inclusive of TTF and NTTF, is as follows:

1. Courses (or course revisions) are suggested by individual faculty as a draft idea, which are considered first by the relevant Area Director.
2. Area approval is acquired by the Area Director in consultation with area faculty including TTF and NTTF.
3. Proposals then go to the Undergraduate and/or Graduate Affairs Committee for discussion and approval.
4. If approved by one and/or both of the committees, the person who suggested the course then completes requisite curriculum forms. These are submitted, along with a justification for the new course (or changes to an existing course), a sample syllabus, and student engagement inventory, to the Curriculum Coordinator, who makes a motion on behalf of the appropriate committee (UAC, GAC, or both).
5. The motion is then open to the entire faculty (TTF and NTTF), in a faculty meeting, for approval or modification.

6. When approved, the submission is compiled by the Curriculum Coordinator for submission to UOCC.
7. Prior to submission to the UOCC, the proposal is approved by the dean of the School.
8. It is then submitted by the Curriculum Coordinator, who will be the contact for the UOCC until the submission is approved at the University level. If revisions or clarification are required, the Curriculum Coordinator will request the needed information from the appropriate Area Director, who will then query the originator of the proposal.

Diversity Committee

The Diversity Committee oversees implementation of the SOJC Diversity Plan.

Membership

The Dean appoints a full-time TTF or NTTF faculty member as the chair and other members of the committee from among TTF, NTTF and staff. The term of service is two consecutive academic years. Members may serve for more than one term in consultation with the Dean and the faculty and staff.

Faculty Personnel Committee

The SOJC Faculty Personnel Committee includes all tenure-related and career nontenure-track faculty with appointments of at least .5 FTE (see Voting Procedures above for rationale regarding FTE eligibility). The committee is responsible for midterm and promotion review of all tenure-related (TTF) and career nontenure-track (NTTF). In consultation with senior faculty and associate dean for academic affairs, the dean appoints the chair of SOJC's FPC.

The FPC monitors policies regarding promotion and tenure (current policy is under review). When changes to such policies are needed, the FPC reviews concerns and recommends revisions to the faculty as a whole and to the Dean.

Appropriate subcommittees conduct formal mid-term and sixth-year reviews of TT and NTT faculty being considered for tenure and/or promotion.
- A subcommittee of all full professors reviews performance of all candidates for promotion from associate to full professor rank.
- A subcommittee of tenured associate and full professors conducts mid-term, promotion and tenure reviews of all assistant professors.
- A subcommittee of tenure-track faculty, senior instructors and associate and full professors of practice conducts mid-term and promotion reviews of instructors.
- A subcommittee of tenured associate and full professors, instructors and

associate and full professors of practice conducts mid-term and promotion reviews of assistant and associate professors of practice.
- A subcommittee of tenured associate and full professors, senior instructors and full professors of practice conducts mid-term and promotion reviews of associate professors of practice.
- Reviews at all ranks are facilitated by case preparation committees consisting of 2-3 rank-appropriate faculty members appointed by the FPC chair in consultation with the Dean and senior faculty.

Instructional Technology Committee

The Instructional Technology Committee advises the Dean and faculty on the use of instructional technology in the school (e.g. software, hardware, photo, video and audio gear) and on the role of technology in the curricular, scholarly and outreach missions of the school.

Membership

The optimum committee composition will have representation from across the School. The chair and members are appointed by the Dean in consultation with the faculty, staff and associate dean for academic affairs. The committee may be chaired by faculty—TTF or career NTTF—or by officers of administration who are familiar with technology and technology-related areas (e.g. the director of IT).

The committee meets at least once a term to discuss technology-related concerns, assess technological needs for the School and provide recommendations to the Dean and/or faculty as appropriate.

The term of service in the Instructional Technology Committee is three years. Members may serve for more than one term in consultation with the Dean and the faculty.

Ad Hoc Committees

The Dean appoints ad hoc committees as-appropriate to address specific needs in the school. The Dean will draw from TTF, NTTF, officers of administration (OA) and/or the staff to form ad hoc committees as appropriate. Ad hoc committees operate as long as needed.

International Studies Committee

The International Studies Committee advises the dean and faculty on the School's international programs and initiatives.

Membership

The committee is composed of full-time TTF and NTTF ~~faculty~~. The Dean appoints the chair and the members of the committee in consultation with the senior associate dean for academic affairs and senior faculty. The term of service in this committee is two years. Members may serve for more than one term in consultation with the Dean and the faculty.

The committee meets as needed to consider issues as they arise and makes recommendations to the Dean and/or faculty as appropriate.

Internal Relations Committee

The Internal Relations Committee serves to stimulate a sense of community and mutual understanding within the School of Journalism & Communication.

Membership
The committee consists of TTF, NTTF, OAs and staff. Membership is voluntary. The term of service typically is two years, though members may serve longer.

Faculty Search Committee(s)

Faculty Search Committee(s) serve to recruit, search for, evaluate and recommend to the faculty candidates for new appointments. The faculty then recommends to the Dean. TTF and career NTTF members in a faculty search committee vote equally.

Membership
The Dean appoints Faculty Search Committees members and chairs as appropriate to specific searches. Typically, committees should include at least three full-time faculty members, with consideration given to fair and appropriate distribution of members by rank. The Dean, in consultation with the chair of the committee and the associate dean for graduate affairs, will appoint one non-voting graduate student to serve on the committee.

Officers of Administration Search Committee(s)

OA Search Committee(s) serve to recruit, search for, evaluate and recommend to the Dean candidates for new appointments.

Membership
The Dean appoints the members and chair of OA search committees. The committee will consist of OA and staff as appropriate or needed. The committee may include, depending on the search, a faculty member (TTF or NTTF).

FACULTY MERIT AND EQUITY SALARY ALLOCATION

The School of Journalism and Communication (SOJC) Procedures for Merit and Equity Salary Allocation prescribe a fair and transparent process for the allocation of funds available for faculty merit and equity allocations. The school is committed to the guiding principles for merit and equity review set forth by the Provost.

These processes are likely to have substantial impact on faculty members. The faculty rely upon the academic judgment of the dean to differentiate between relative levels of meritorious contribution of faculty members and to determine equitable salary adjustments within the resources allotted. It is incumbent that these evaluations be made in good faith, in a collegial manner, adhering to the guiding principles of equity, parity and inclusiveness.

Merit Salary Review

The following process will be followed to determine individual raises using allocations made available to SOJC for May/June 2014 review. The procedures apply to merit allocations only, and not to other salary increments for retention, equity, compression, marketplace factors or similar purposes.

Note the following:
- All faculty must be evaluated for merit. It is not permitted to opt out.
- Regardless of type of appointment or FTE, each faculty member is eligible for consideration for the highest merit rating.
- The evaluation for merit includes an annual performance review.
- Performance must meet or exceed expectations to qualify for a merit raise.

Faculty Submission Process
Each member of the faculty, which includes all tenure-related, career non-tenure-related and adjunct non-tenure-related faculty, will submit an updated CV and portfolio report of activity following the report template provided by the dean. The report summarizes the faculty member's teaching and advising, research/creative/professional work, and service (school, university and external) and includes a two-page qualitative self-assessment of performance since the previous merit review.

Assessment Process
The dean, on the basis of individual portfolio reports and other information of record, assigns a score of 0—5 to each area of activity (teaching, research/creative/ professional work, service). Scores indicate whether the faculty member's performance:
-- exceeds expectations (4-5), defined as achievement clearly beyond expectation
-- meets expectations (2-3), defined as consistently fulfilling expectations
-- does not meet expectations (0-1), defined as inconsistent performance with

expectations only partially achieved.

Those scores are averaged to produce a net assessment score for each individual, ranging from 0—5, indicating whether overall performance was assessed as exceeding expectations (4-5), meeting expectations (2-3) or not meeting expectations (0-1). These net indicator scores are then mapped onto the budget for merit raises, the total sum of which is determined by the University and CBA. The Dean will use the attached form to give feedback to each faculty member.

Detailed criteria for assessment review are established in the SOJC Tenure and Promotion Policy (for TTF) and the SOJC NTTF Evaluation and Promotion Policy.[1] NTTF policies include all adjunct and Career NTTF classifications. Although part-time adjunct faculty are encouraged to report all relevant activity, performance expectations focus on teaching responsibilities.

Equity Adjustments

The ad hoc Faculty Assessment Committee, elected as described above, should a majority vote of eligible faculty not be achieved, will advise the dean regarding equity adjustments using funds and processes designated by UO Academic Affairs. This work is separate from the work of merit allocations.

This equity increase is intended to address inequities in base salary caused by salary inversion and/or salary compression. *Salary inversion* is defined as the condition in which a faculty member who has less relevant service or who holds a lower academic rank is earning a higher salary than a faculty member who has more relevant service and/or who holds a higher academic rank. *Salary compression* is defined as the condition in which the range of salaries among full-time faculty at the same academic rank does not vary appropriately in relation to years of relevant service. It is understood that, although other types of salary inequities may exist, this process is prohibited from giving those types of inequities consideration. Based on the equity pool, inversion inequity will be addressed first. Then compression ratios will be calculated to determine the distribution of additional equity funds. One hundred percent of funds available will be used to support equity adjustments within the SOJC.

Faculty will be notified individually of any equity raise assigned. Faculty who has concerns about their allocations should consult with the dean.

Equity adjustments for bargaining unit members will be made in alignment with the university's contract with the bargaining unit. The school is committed to following the guidelines agreed upon by the Joint Committee on Equity and Floors.

[1] Under review in compliance with Collective Bargaining Agreement.