

## Department of Linguistics Internal Governance

Approved by the Office of the Provost and Academic Affairs: June 3, 2017

Revisions approved by the Office of the Provost March 17, 2021

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 Linguistics Tenure Track Faculty and Career Faculty in the development of department policies and practices.

This document must be reviewed by the faculty as a whole, and re-ratified or amended, whenever a Department Head appointment or renewal is made; that is, every 3 years. It may also be reviewed by the faculty as a whole as needed.

### Administrative roles

All administrative positions are typically appointed for 3-year terms. All positions except Director of LTS may be held only by tenure-track faculty in Linguistics. All positions except Department Head are filled by nomination by the Department Head, ratified by the faculty, with the ultimate approval authority residing with the Department Head. The Department Head, or a designated individual, is responsible for documenting decisions made by department committees and at department meetings and for archiving such decisions appropriately. Access to these decisions will be readily available to all faculty.

**Department Head:** Duties are as defined by CAS. In addition, Department Head may apportion certain other duties to individual faculty or ad hoc committees as appropriate.

**Associate Department Head:** Substitutes for the Department Head as needed.

**Director of Graduate Studies:** Duties are as defined by the Graduate School. In addition, the DGS advises the faculty and graduate students on Graduate School policies and requirements, chairs the Graduate Admissions Committee and oversees the graduate admissions process.

**Director of Undergraduate Studies:** Advises current and potential Linguistics majors and helps them monitor degree progress. In addition, the DUGS serves as the Tykeson liaison, advises faculty on curriculum issues, and advises the Department Head on scheduling UG Linguistics classes.

**Director of the SLAT Certificate Program:** Advises current and potential SLAT Certificate students, arranges internships as needed for ESL SLAT students, approves transcripts for awarding of SLAT Certificates, calls regular meetings of all SLAT advisors and faculty.

**Director of Language Teaching Studies MA program:** Has primary responsibility for all LTS MA Program academic operations, including LTS graduate student admissions and advising.

## **Governance**

The faculty meet as needed. Faculty meetings are called by the Department Head. The agenda is set by the Department Head with input from faculty. Tenure-track faculty are expected to attend all meetings unless they are out of town. Career faculty holding appointments within Linguistics are free to attend faculty meetings or not as they choose. If a matter on the agenda requires input from a career faculty, they will be specifically asked by the Department Head to attend.

All TTF, Career faculty, and emeritus faculty holding appointments of .50 or greater have the opportunity to participate in the development of Linguistics' internal governance policy, including curricular governance. Unless individual current or prospective graduate students are being discussed, a representative of the graduate students' association (GLOSS) is invited to faculty meetings. The student representative does not vote. Only tenure-track faculty can vote on hiring decisions, except that the LTS Director may be invited by the faculty to cast a vote in hiring decisions which would directly impact the LTS program. Hiring decisions are made by majority vote; tenure-track faculty on sabbatical leave may elect to vote in absentia on hiring decisions.

## **Committees**

Standing committees include: the Committee for Inclusion, Diversity, and Equity in Linguistics (CIDEL), charged with developing, implementing, and assessing progress in the Diversity Action Plan for Linguistics; the Graduate Admissions Committee, which reviews graduate applications and makes recommendations concerning admission to the faculty as a whole; and the Graduate Research Funding Committee, which meets as needed to consider requests from graduate students for funds for conference or research-related expenses.

Ad hoc committees to deal with specific tasks are appointed by the Department Head with the approval of the faculty at regular faculty meetings. The most important ad hoc committees are those charged with making recommendations to the Department Head concerning hiring, promotion and tenure, merit raises, and faculty reviews. The Department Head may also appoint ad hoc committees to review the undergraduate or graduate curriculum in general or with reference to specific issues.

- Tenure-track hiring decisions are ultimately made by the tenure-track faculty acting as a committee of the whole; however, a subset of faculty first serve on the hiring search committee. This committee is charged with taking a first pass through the applications and with conducting preliminary interviews.
- Merit raise committees are appointed by the Department Head in consultation with the faculty. Faculty review and promotion committees are restricted to faculty of appropriate rank – only tenured faculty can consider tenure cases, only full professors can consider promotion to professor. Review committee members must hold equal or higher rank to faculty under review.
- Curricular committees report or recommend changes to the curriculum. These are then open to discussion by the full faculty, which results in revision, acceptance, or rejections of the recommendation by departmental vote.

Faculty who participate in the Language Teaching Specialization MA program may be convened as necessary by the LTS Director as an advisory committee whose charge is to advise the LTS Director

on curriculum review and development, monitor student progress, participate in the LTS graduate admissions process, and advise the Director on issues related to the LTS program.

### **Appointment of Department Head**

In the last year of a faculty member's tenure as Department Head, they will appoint one faculty member who is not a candidate for Department Head to privately poll the faculty and produce a list of all potential candidates who are suggested by any faculty. The results of the poll will be reported to the Dean's office, where the ultimate decision-making authority resides.

## Linguistics Meeting Attendance and Voting Summary

Meeting Content	Attendance		Voting <sup>1,2</sup>	
	TTF <sup>3</sup>	Career Faculty	TTF <sup>3,4</sup>	Career Faculty
Announcements, updates, strategic planning	X	X	X	X
Curricular discussions	X	X	X	X
Governance discussions	X	X		
Department Head selection	NA	NA	X	X
Amendment to curriculum	X	X	X	X
Amendment to governance <sup>5</sup>	X	X	X	X
TTF hiring decision	X	X	X	
Career Faculty hiring decision	X	X	X	X
TTF tenure/promotion <sup>6</sup>	X		X	
Career Faculty promotion <sup>6</sup>	X	X	X	X
Scholarship & award nominations	X	X		
Committee meetings <sup>8,9</sup>	MOC	MOC	MOC	MOC

NB. TTF are expected to attend all faculty meetings absent an approved excuse; Career faculty are invited to attend all meetings, but are not required to do so; a graduate student representative is also invited to attend all meetings except those where graduate students are discussed (e.g, student review or admissions). TTF and Career faculty have voting rights (see above); the graduate student representative does not.

<sup>1</sup> TTF and Career faculty may propose a motion.

<sup>2</sup> Quorum: 60% of TTF not on leave shall constitute a working body.

<sup>3</sup> Includes faculty in the Tenure Reduction Program during a term in which they are teaching.

<sup>4</sup> All TTF and Career faculty are eligible to participate in faculty governance as stipulated in this chart, even when they are on leave, but they must be present for deliberations at meetings in order to vote on policies and faculty hires (unless they have made arrangements to vote by absentee ballot because of a conflict with other University business). Those voting by absentee ballot must provide documentation of the conflict to the head and consult with the appropriate committee chairs about the committee recommendations in advance of the meeting.

<sup>5</sup> Career faculty vote on amendments that affect their classification and/or rank

<sup>6</sup> Only faculty at or above the rank the candidate aspires to may attend tenure and/or promotion meetings.

<sup>7</sup> Only faculty at or above the rank the candidate aspires to may attend promotion meetings.

<sup>8</sup> Includes standing and ad hoc committees. Non-MOC may request permission from committee chair to attend specific meetings.

<sup>9</sup> MOC = Member of Committee.