

Asian Studies Program, Internal Governance Document
Submitted by Bryna Goodman, Program Director (3/6/2014)

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

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 Career Non-Tenure Track Faculty in the development of the Asian Studies program's policies and practices.

I. Governance Structure

• *Participating Faculty*

All tenure-related and NTTF faculty who teach courses about Asia that are relevant for Asian Studies students are considered participating faculty in the Asian Studies Program. Relevant Asia area groupings include East Asia (China, Taiwan, Japan, Korea); South Asia (India, Pakistan, Bangladesh, Nepal, Afghanistan, Bhutan, etc.), Southeast Asia (Vietnam, Laos, Cambodia, Thailand, Malaysia, Indonesia, Singapore, Philippines, etc.), and Pacific Islands.

This is a large and interdisciplinary group that normally includes more than 50 faculty, dispersed in the Social Sciences (History, Geography, Political Science, Sociology, Linguistics, Anthropology), Humanities (Religious Studies, East Asian Languages and Literatures, Art History, Theater, Film, English, COLT), Honors College and the professional schools.

The University Catalog lists all tenure-related participating faculty. The Asian Studies web page includes other participating faculty, including NTTF teaching Asian Studies classes.

The participation of faculty is solicited at times of major policy-making (for example, nominations for a new Asian Studies director, and discussion of a new geographic minor within Asian Studies, discussion of new bylaws). The participating faculty group is also apprised of major events and funding opportunities through an e-mail list, and members are encouraged to send comments and proposals, as relevant, to the Advisory Committee. Participating faculty may recommend speakers, apply for event funding, raise issues, make suggestions, or forward motions for consideration by the Asian Studies Advisory Committee.

• *Asian Studies Advisory Committee*

Because of the numbers and the dispersal of the participating faculty in other tenure homes, which generally dominate their service responsibilities, normal Program business is conducted through the Asian Studies Advisory Committee. This is a 5-6-member group, appointed by the Director.

The Advisory Committee is constituted to include faculty from the major geographic units of curricular concentration (normally China, Japan, Korea, South Asia and Southeast Asia), as well as key departments or disciplinary areas for the Asian studies curriculum (EALL, History, Geography, Political Science, etc.). This group normally includes both senior and junior faculty.

Committee membership should ideally rotate 1-2 members each year to distribute administrative burdens among the Asia faculty, broaden understanding of the program across the faculty, and to help keep the committee fresh. At least half of the committee should carry over each year to ensure sufficient familiarity with program operations and to conserve program memory. Selection for service on the Advisory Committee depends on several factors, including strong research, scholarly and/or teaching interests relevant to the Asia focus and interdisciplinary character of the program, service reliability and participation in the Asian Studies Program, and the desirability of diverse ranks and scholarly interests on the committee. Because the Committee meets as a whole, members who miss essential meetings are likely to be replaced by the director.

Regular business (curricular modifications, graduate admissions, scholarship nominations, management of the major and minor programs, new budgetary initiatives, policy development/change) is conducted by the Advisory Committee and the Director. The committee normally meets as a whole for regular business.

When the need arises, ad hoc subcommittees (which may include members of the broad Participating Faculty) are formed for the purposes of conference organization, personnel review, searches, geographic area concerns, or other tasks, selected by the Director on the basis of relevant expertise and field representation.

All members of the committee, together with the Director, review graduate applications, present their rankings of applicants, and participate in graduate admission decisions.

In other matters, the Advisory Committee aims to work consensually. Votes may be used as necessary to resolve differences by the majority, should the committee meet an impasse. All members of the Advisory Committee are eligible to vote. The Director normally does not vote, but may vote to break a tie.

Although the Advisory Committee includes representative faculty from various geographic subgroups within Asian Studies, there are no standing directors or committees for geographic subgroups. Faculty for the different geographic areas are encouraged to meet on equal terms, as necessary, to consider the curricular concerns for their area. Normally such issues would not come before the Advisory Committee unless faculty have questions or concerns about specific requirements for Asian Studies majors or minors relevant to that geographic area.

Decisions made at Advisory Committee meetings and new policy documents are recorded and filed with relevant office staff (Office Manager, Undergraduate or Graduate Coordinator, depending on the nature of the document) and in the Director's Office.

At the time for the nomination of a new Program Director, the Advisory Committee meets with the Deans without the participation of the sitting Director, and provides input to the Dean regarding recommended candidates. The Dean has the ultimate decision-making authority to appoint a program director.

At present, only tenure-related faculty members are eligible for service on the Advisory Committee. Should the Asian Studies Program hire career NTTF, a representative would be invited for service on the Advisory Committee.

- *Asian Studies Program Director*

The selection of a new Asian Studies Program Director begins with a call for nominations from the Asian Studies Participating Faculty. The nominations are sent to the Asian Studies Advisory Committee, which deliberates and makes a recommendation to the CAS dean, who determines the final appointment. The normal term of appointment is 3 years.

The Asian Studies Program Director is responsible for teaching ASIA 611; ensuring appropriate staffing of ASIA 612 and ASIA 350; managing undergraduate and graduate advising; assigning GTFs; appointing ad hoc committees; managing summer school; and calling meetings of the Advisory Committee as needed (minimally one each term). The Director also organizes graduate admissions, aligns graduate recruitment in accordance with the possibilities and constraints of the GTF budget; initiates personnel reviews as needed; oversees program publicity (brochures, receptions, etc.); initiates scholarship reviews; manages events; responds to alumni and donors; oversees the website; reviews the budget; interfaces with office staff; accommodates requests by outside units for personnel evaluations for Asia-related faculty; actively represents Asian Studies when departments are recruiting faculty with Asia-related research interests; updates the catalog; serves on the CAPS Board and FLAS selection committees, responds to CAS mandates for program documentation and assessment; represents the Program to CAS and the university community; and oversees day-to-day business. Finally, the Asian Studies Program Director is responsible for arranging a graduation speaker every other year (alternating with the Chair of East Asian Languages and Literatures).

II. *Amendments to this Governance Document*

This policy is approved by the Advisory Committee, after circulation for comment by the broad Asian Studies Participating Faculty. This policy may be revised consistent with the provisions of the CBA.