

DEPARTMENT OF COMPARATIVE LITERATURE

Internal Governance

Introduction

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 Department of Comparative Literature Tenure-Track Faculty and Career Non-Tenure-Track Faculty in the development of department policies and practices.

These policies were developed at departmental meetings in which all TTF and NTTF were invited and encouraged to participate. They may be revised as needed through discussion of the faculty at a department meeting. Revisions must be approved by a majority of faculty eligible to vote. Eligibility to vote may vary in accordance with the scope of the policy. For example, NTTF would not be eligible to vote on a policy change affecting TTF only.

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.

Comparative Literature Faculty

The Comparative Literature Faculty is comprised of the following:

“Department Faculty”

TTF with FTE appointment in Comparative Literature, some of whom have joint appointments in other departments

TTF without FTE appointment in Comparative Literature (see below)

Visiting Professors are occasionally hired on a limited term basis to cover the absence of TTF. Their service to the department and participation in governance of the department will be determined at the time of hire.

Career NTTF with appointments in Comparative Literature, who may have joint appointments in other departments.

Adjunct NTTF are appointed for limited terms to teach specific courses as needed by the department.

Post-doctoral teaching scholars are engaged for one year, with possible renewal for a second year.

“Non-COLT FTE Departmental Faculty”

Faculty members whose FTE is entirely in another department but who participate in the executive operation of the Department.

“Participating Faculty”

Participating Faculty members from other departments are involved in the Comparative Literature Department. They teach COLT courses, advise undergraduate and graduate students, and participate in department events. These faculty members represent not only the many literatures taught at Oregon but also such disciplines as anthropology, art history, geography, history, and philosophy.

Participating Faculty do not participate in governance of the department.

Appointment of Non-COLT FTE Department Faculty

Appointment procedure

Appointed by the Dean of the College of Arts and Sciences for a term of three years.

Procedure for recommendation to the Dean

When the faculty determine, in the course of a Department Faculty Meeting, that new (or renewed) rotating non-FTE Department Faculty appointments should be made, the Department Head will initiate a discussion among all FTE department faculty for the purpose of developing a list of possible nominees. Typically, the minimum rank of consideration will be tenured associate professor. Appointments are renewable. A ranking of finalists will be determined by secret ballot, with ties being broken by subsequent ballot. The ranking of names revealed by vote will be forwarded to the Dean, along with a clear recommendation from the Department Head regarding the number of new appointments sought. The Department Head will decide any further relevant matters regarding the appointments, for example term of appointment in the case where a sabbatical or other leave is anticipated.

Term

Non-FTE Department Faculty are appointed for a term of three years with the possibility of renewal.

Responsibilities

See document: “Non-COLT FTE Department Faculty: Duties and Responsibilities”
[document is under development]

Appointment of Participating Faculty

The Department Head invites faculty members (TTF and in exceptional cases Career NTTF) from other departments to join the Comparative Literature Participating Faculty. TTF, NTTF (both Career and Adjunct), and Graduate Students may make recommendation for such invitations to the Department Head.

Term

Appointments are indefinite. Members may request to be deleted from the list at any time.

Responsibilities and Duties

See document: “Participating Faculty Duties and Responsibilities” [under development]

Administrative Roles

Department Head

Appointment procedure

The Department Head is selected by the methods and at the times determined by the College of Arts and Sciences, and is appointed by the Dean of that College according to the administrative procedure of the university.

Department recommendation

1. The procedure for nominating a Department Head commences after the Dean and the Associate Dean for the Humanities have attended a Departmental meeting of TTF and Career NTTF for the purpose of initiating the process.
2. A Department Head Nomination Committee and a chair are chosen at a faculty meeting. TTF and Career NTTF are eligible to participate in choosing and serving on this committee. The committee is comprised of three members, none of whom wishes to be nominated for the position.
3. The committee sends a memo to all Comparative Literature Faculty (TTF, Career NTTF, Adjunct NTFF) stating that Prof. _____ has completed a term as department head and announcing that the committee is inviting nominations, including self-nominations, and including past and current heads. The memo will incorporate any express preferences conveyed by the Dean, such as that senior faculty fill the position. Only TTF with the minimum rank of Associate Professor are eligible for the departmental headship.
4. Responses to the committee's request are collected, and the committee meets and determines a recommended nominee to present at the following faculty meeting.
5. Comparative Literature TTF and Career NTTF vote on this recommendation at the faculty meeting.
6. The committee then reports to the Dean the recommendation of the Comparative Literature Faculty.

Responsibilities

Responsibilities are set forth by the Dean of the College of Arts and Sciences. In addition, by internal governance, certain responsibilities are designated to the Department Head, These include the documentation and archiving of decisions made by department committees and at department meetings. Access to these decisions is readily available to all TTF and Career NTTF members. The Department Head may appoint a designee to take responsibility for this process.

See document: "Department Head Duties and Responsibilities" [under development]

Director of Graduate Studies

Eligibility

TTF are eligible to serve as the Director of Graduate Studies.

Appointment procedure

The Director of Graduate Studies is appointed by Department Head.

Term of Appointment

The term of appointment is for three years. Should the appointee take a leave of absence during the term of appointment, the Department Head will appoint an interim Director of Graduate Studies for that period.

Responsibilities

See document: “Director of Graduate Studies: Duties and Responsibilities”

Director of Undergraduate Studies

Eligibility

Only TTF are eligible to serve as the Director of Undergraduate Studies.

Appointment procedure

The Director of Undergraduate Studies is appointed by the Department Head.

Term of appointment

The term of appointment is for three years. Should the appointee take a leave of absence during the term of appointment, the Department Head will appoint an Interim Director of Undergraduate Studies for that period.

Responsibilities

Refer to document: “Director of Undergraduate Studies: Duties and Responsibilities”
[document is under development]

Director of Pedagogy

Eligibility

TTF who have taught a large lecture course employing teaching assistants are eligible to serve as the Director of Pedagogy.

Appointment procedure

The Director of Pedagogy is appointed by the Department Head.

Term of appointment

The term of appointment is for three years. Should the appointee take a leave of absence during the term of appointment, the Department Head will appoint an Interim Director of Pedagogy for that period.

Responsibilities

Refer to document: “Director of Pedagogy: Duties and Responsibilities”

Standing Committees

Graduate Committee

Composition

Director of Graduate Studies (chair); Department Head; Department Faculty (one or more members of the Tenure-Track Department Faculty)

Appointment procedure

Appointed by Department Head following discussion at faculty meeting for 2 year term

Responsibilities and Duties

Reference: “Graduate Committee Duties and Responsibilities”

Graduate Admissions Committee

Composition

All Tenure-Track department faculty, including non-FTE department faculty, who are not on leave during Winter term.

Responsibilities and Duties

Committee members are expected to read the files of all applicants and to attend the meeting at which a list of admittees is determined. They are also expected to participate in recruitment efforts, which may mean contacting candidates by phone or helping to host candidates who visit campus.

GTF Appointments Committee

Composition

All Tenure-Track department faculty, including non-FTE department faculty

Responsibilities and Duties

Reference: “GTF Appointments Committee Duties and Responsibilities”

Scholarships Committee

Composition

All Tenure-Track Comparative Literature department Faculty

Responsibilities and Duties

Reference: “Scholarship Committee Duties and Responsibilities”

Ad Hoc Committees

Search Committees

Composition

In the event of a tenure-track search, the Department Head appoints members of the search committee on which he/she may or may not serve. The committees are composed of TTF, including possibly non-COLT FTE department Faculty, but also, when needed and available, members of other departments.

A graduate student representative, selected by the department faculty, may also be invited to participate in the search, but will have an advisory role only, per UO and College of Arts and Sciences policy.

For full- or half-time Career NTTF searches, the Head appoints a search committee composed of two TTF (which may include the Head) and one Career NTTF appointed for at least .5 FTE, provided one is available.

For Career NTTF appointments of less than .5 FTE, the Head appoints a committee of at least two faculty members, including one Career NTTF faculty member (provided one is available), to evaluate applications.

Responsibilities

Committee members are expected to participate in all phases of the search.

Tenure and Promotion Committees

Appointment Procedure

The Head appoints three members of the TTF to committees evaluating members for tenure or for promotion to the rank of full professor. These committee members may include non-COLT FTE department faculty, but also, when needed and available, TTF of other departments. Committee members should be at or above the rank to which the colleague in question is being promoted.

The Head appoints faculty to committees evaluating Career NTTF faculty for promotion. Whenever possible, promotion committees for Career NTTF will include at least one Career NTTF member at or above the rank sought by the candidate.

Merit Review Committees

Appointment Procedure

The Department Head will appoint a committee consisting of two tenured members of the department faculty to advise the Department Head in merit reviews of TTF and NTTF (both Career and Adjunct). Provided these faculty are themselves eligible for merit increases within Comparative Literature, they will be evaluated by the Department Head. For faculty with joint appointments in other departments, merit recommendations will be subject to any guidelines specified in the Memorandum of Understanding governing that joint appointment.

Reference: “Department of Comparative Literature TenureTrack Faculty Merit Review Procedures”

Curriculum Committees

Graduate Curriculum

Members of the Graduate Committee constitute the Graduate Curriculum Committee.

Undergraduate Curriculum

Periodically, the Department Head may also create an ad-hoc committee for recommending changes to the undergraduate curriculum, which may be comprised of TTF, one Career NTTF if available, , and, at the discretion of the Department Head, one Adjunct NTTF

Other Ad Hoc Committees

Overview

Purpose

Ad hoc committees may be formed to address a specific issue or problem and are dissolved when the specific issue or problem has been addressed or resolved.

Current status

Currently, there are no department ad hoc committees. Examples of recent ad hoc committees include: Curriculum, Event Planning, Major requirements.

Procedures

Composition

Members of ad hoc committees may include any of the following, as determined by the Department Head, in consultation with department faculty:

- Tenure Track department faculty
- Career Non-Tenure-Track department faculty
- Adjunct Instructors
- Graduate Students
- Participating faculty

Appointment procedure

Members of ad hoc committees are appointed by the Department Head, typically, but not necessarily, following discussion at a department faculty meeting.

Duties and Responsibilities

Duties and responsibilities for ad hoc committees are communicated at the time of appointment to the committee.

Term of service

Terms of service are dictated by the duties and responsibilities communicated at the time of appointment to the committee.

Department Meetings

Frequency

Faculty meetings are scheduled as needed by the Department Head. Meetings are typically held on the first Friday of each month, October through June, from 2-4 p.m.

Details on meeting attendance and voting practices are outlined in the attached Meeting Attendance and Voting chart.

Attendance

Tenure-Track Faculty

TTF not on leave are expected to attend faculty meetings unless professional conflicts arise. Attendance will be recorded. TTF not able to attend a faculty meeting should notify the Department Head.

Non-Tenure-Track Faculty

Both Career NTTF and Adjunct NTTF will be invited to faculty meetings. In addition, faculty meeting agendas will be distributed to Career and Adjunct NTTF prior to the meeting. Career and Adjunct NTTF may contact the Department Head when they wish to bring a matter to a faculty meeting .

Post-doctoral Teaching Scholars

Because Post-doctoral Teaching Scholars are recent graduates of the graduate program, they will be excused when current graduate students are the topic of discussion

Participating Faculty

At the discretion of the Department Head, participating faculty may be invited to a department faculty meeting to participate in discussion of a topic of concern. More

typically, participating faculty meetings are separate from department faculty meetings (see “Participating Faculty Duties and Responsibilities”).

Executive Session

Executive sessions of the full-time faculty may be called, in which participation is limited to TTF and Career NTTF, or to TTF, depending on the business at hand. An executive session may be only part of a regular faculty meeting.

Motions

Motions may be brought forth by TTF and NTTF (Career and Adjunct), with one week’s prior notification to the Department Head.

Voting

60% of eligible faculty excluding faculty on leave will constitute a working body.

Votes will be decided by a simple majority.

Details on meeting attendance and voting practices are outlined in the attached Meeting Attendance and Voting chart.

Minutes

Faculty meeting minutes are recorded by the office staff or a faculty member, as designated by the Department Head. Minutes of executive sessions are available to TTF on the Department server. The non-executive portion of the minutes will be emailed to TTF, Career and Adjunct NTTF each month.

Meeting Structure

The Department Head sets the meeting agenda. The agenda is distributed via e-mail prior to the meeting.

Comparative Literature Meeting Attendance and Voting

Meeting Content	Attendance			Voting ^{1,2}		
	TTF ³	Career NTTF	Adjunct NTTF	TTF ^{3,4}	Career NTTF ⁴	Adjunct NTTF ⁵
Announcements, updates, events	X	X	X	X	X	X
Discussion of undergrad curriculum	X	X	X	X	X	X ⁹
Discussion of grad curriculum	X	X	X	X		
Department Head selection	X	X	X	X	X	
Discussion of area for faculty hire	X	X	X	X		
Faculty hire decisions	X	X	X	X		
Career NTTF hire decisions	X	X	X	X	X	
Amendment to Governance Policy	X	X	X	X	X ¹⁰	X ¹⁰
TTF Tenure/Promotion Meeting ⁶	X			X		
NTTF Promotion Meeting ⁷	X	X		X	X	
Committee Meetings ⁸	MOC ¹¹	MOC	MOC	MOC	MOC	MOC
Merit Review, TTF	MOC					
Merit Review, Career NTTF	MOC	MOC		MOC	MOC	
Career NTTF Review	MOC	MOC		MOC	MOC	
Scholarships & Awards	X	X	X	X		

¹ TTF, Career NTTF, and Adjunct NTTF may propose a motion.

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

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

⁴ All TTF and Career NTTF 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.

⁵ Adjunct NTTF must be on payroll during the term that the vote is held.

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

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

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

⁹ Adjunct NTTF vote on curricular changes that have a direct bearing on their teaching.

¹⁰ Career and Adjunct NTTF Faculty vote on amendments that affect their rank

¹¹ MOC = Member of Committee