CREATIVE WRITING PROGRAM

GOVERNANCE POLICIES
AND PROCEDURES

Fall 2014 (Revised 9/14/2015)

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Definitions

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Creative Writing Program...CRWR **or** the Program
Creative Writing Program Director ....Program Director
Creative Writing Program Business Manager ....Business Manager
Tenure-Track Faculty / Professorial Faculty ....TTF
Non-Tenure-Track Faculty (Career NTTF, Instructor, Adjunct)................NTTF
TTF and NTTF ....Program Faculty
Kidd Tutorial Program...Kidd Program
Kidd Tutorial Program Director...Kidd Director

Section 1. 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. The Program policies and practices described in this document reflect the equitable participation of all Creative Writing Program TTF and Career NTTF. Adjunct NTTF who taught within the program during the 2012-13 and 2013-14 academic years also participated in the discussions that led to the creation of this document.

Section 2. Program Faculty

Program Faculty consists of TTF and Career NTTF with appointments in the Program.

Section 3. Program Meetings

3.1   Schedule

The CRWR Program Faculty will meet at least once each term, with the meeting(s) scheduled by the Program Director in consultation with Program Faculty.

3.2   Attendance

Adjunct and/or visiting faculty who are teaching during the term a given meeting occurs may also attend, although they cannot vote on motions brought before that meeting.

3.3   Policy and Procedure Emendations

Changes or additions to these policies and procedures may be made by a two-thirds vote of Program Faculty as defined in Section 2 above, provided that any proposed change or changes are circulated in writing among Program Faculty at least two weeks prior to the meeting in which

they are to be discussed and voted upon. As stated in Section 1, any such changes are also subject to the approval of the appropriate Dean and the Provost or designee.

3.4   Motions

Any faculty member may bring a motion at a Program Meeting, provided:

- the motion has been made available in writing to all Program Faculty at least two weeks prior to the meeting; and

- the motion is seconded at the meeting.

The requirements for notice in 3.3 and 3.4 may be waived by a majority vote of Program Faculty present.

3.5   Absentee Votes

Should a faculty member not be able to attend a meeting due to a conflict, she or he may submit an absentee ballot.

A faculty member on sabbatical also has the option of voting on all motions brought forward for approval during the term or terms in which they are not in residence. In such cases, the Program Director will make every effort to provide whatever materials or information are required in order for the absent faculty member to make an informed decision. The faculty member's vote, as well as any comments the faculty member may wish to provide regarding the motion under consideration, must be conveyed to the Program Director in writing, and no later than twenty-four hours before the motion being considered is discussed and voted upon at a meeting of Program faculty.

If the substance of a motion on which the absent faculty member has submitted a vote is altered during the Program meeting at which it is discussed and voted upon, the absent faculty member will be informed of the change by the Program Director and given forty-eight hours to reconsider her or his vote.

3.6   Meeting Records

The Business Manager will record the minutes of each meeting. After review by the Program Director, they will be submitted to faculty for approval at the next scheduled meeting. Decisions made by Program committees and at Programs meetings will be documented by the Program Director or a designated individual and appropriately archived. Access to these decisions will be readily available to all TTF and Career NTTF.

Section 4.   Administrative Positions

4.1   Program Director

The Program Director is selected by the methods of, 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 procedures of the University. The Program Director shall provide leadership for the Program by:

- initiating the consideration of new policies;

- acting on policies determined by Program Faculty;

- representing the Program in all its relations with the University at large;

- informing the Program about all matters related to its welfare;

- supervising the work of Program Faculty;

- chairing its regular meetings; and

- documenting and archiving Program decisions and policies and making them accessible to TTF and NTTF faculty.

Program Directors typically serve for three years, with the possibility of an additional three years of service if the Program Director's performance is judged to be satisfactory by both the Dean of the College of Arts and Sciences and Program Faculty. Internal candidates for Program Director will be nominated by Program Faculty during the last year of the outgoing Program Director's term of appointment. Only tenured associate and full professors are eligible, with priority given to full professors.

4.2   Kidd Tutorial Program Co-Directors (Two, One in Each Genre)

Two CRWR faculty members—one in fiction and one in poetry—will be selected by the Director, after consultation with Program Faculty, to serve as Co-Directors of the Kidd Program. Each Co-Director will typically serve for three years; however, the appointment may be renewed for up to three additional years with the approval of the Program Director, Program Faculty, and the faculty member under consideration. Both TTF and NTTF are eligible for these positions. A TTF who serves as Co-Director will receive a one-course teaching reduction for each year of service in this role. A Career NTTF whose current appointment is less than 1.0 FTE will be remunerated at a level equivalent to the payment received for teaching one course for each year she or he serves in this role. A Career NTTF with a current appointment at 1.0 FTE will receive a one-course teaching reduction for each year of service.

The responsibilities of both Co-Directors during the academic year include:

- managing the academic operations, organization, and development of the Kidd Program;

- serving as liaison between the Kidd Program and CRWR;

- suggesting to Program Faculty revisions, as needed, in the Kidd Core Curriculum;

- coordinating the content of, hosting, and introducing Kidd Talks;

- coordinating with the Business Manager the execution of the Kidd Memorial Writing Competition and other awards as may be deemed appropriate;

- identifying, in consultation with the Program Director and/or admissions faculty, potential Kidd Tutors among first-year MFA candidates;

- training, supervising, and evaluating (in CRWR 608, Kidd Pedagogy, as well as other appropriate means) the Kidd Tutors;

- managing the Kidd Program undergraduate application/recruitment process, including advertising the program in appropriate venues and coordinating the Kidd Program Open House;

- supervising the maintenance of Kidd Program social media (CRWR website and Facebook) and Kidd Program's contribution to CRWR's annual newsletter; and

- screening submissions for the Kidd Writing Contest prizes.

4.3 CRWR 230/240 Pedagogy Mentors (Two, One in Each Genre)

Each TTF will serve as a Pedagogy Mentor—one in fiction and one in poetry—on a rotating basis. The time committed to this position should be approximately 45 hours (including preparation and contact hours). A TTF occupying one of these two positions will receive a one-course reduction in his or her teaching load during the second year as Pedagogy Mentor. At the discretion of the Program Director in consultation with TTF, Career NTTF may also serve as a Pedagogy Mentor in the appropriate genre. If a Career NTTF with an appointment of less than 1.0 FTE serves in this position, she or he will be remunerated during fall term at a level equivalent to the payment received for teaching one half-course. A Career NTTF with an appointment at 1.0 FTE will receive a single course release for every two years she or he serves in this position.

(Note: The Program Director or Program faculty members (other than one of the Pedagogy Mentors) designated by the Director will visit a class session of each course taught by a CRWR GTF during winter term. The faculty visitor will prepare, and discuss with the student involved, a written summary of that visit. The summary will also be included in the student's file.)

The responsibilities of each Pedagogy Mentor include:

- corresponding with incoming Intro GTFs during the spring prior to their arrival;

- syllabus preparation and initial pedagogy training during Week of Welcome;

- 4–5 group meetings during fall term;

- individual conferences (at least one/GTF) during fall term;

- class visitations during fall term if necessary; and

- meetings with individual GTFs (as necessary) to deal with potential problems.

Section 5. Standing Committees

5.1 Curriculum Committee

The Curriculum Committee is comprised of Program Faculty as defined in Section 2 of this document, any of whom may propose changes to the CRWR curriculum, provided that a description of, and rationale for, the proposed revisions are circulated in writing at least two weeks prior to the meeting in which they are to be discussed and voted upon. (This requirement for notice may be waived by a majority vote of Program Faculty present.)

Changes to the Program curriculum (including the Kidd Tutorials) must be approved by a majority of the Program Faculty, with the additional requirement that any such majority include faculty from both poetry and fiction. Both TTF and Career NTTF are eligible to vote on changes to the Program's undergraduate offerings; only TTF are eligible to vote on changes to the graduate curriculum. If the Program Director's tenure home is a unit other than Creative Writing, she or he may vote only if a vote of the Program Faculty results in a tie.

5.2 MFA Admissions Committees (Two, One in Each Genre)

The Program's two MFA Admissions Committees—one in fiction and one in poetry—evaluate applications for acceptance into the CRWR MFA Program. Each committee consists of all available TTF members in the applicable genre. In most cases, the members of each committee will consist of TTF. However, at the request of TTF, and with the approval of the Program Director, Career NTTF in the relevant genre may also serve on one of the Program's MFA Admission Committees. If a Career NTTF with an appointment at less than 1.0 FTE takes part in this process, that faculty member will be remunerated (during winter term) at a level equivalent to the payment received for teaching one course. A Career NTTF with an appointment at 1.0 FTE will receive a single course release each year she or he serves on this committee.

Each committee will be chaired by a TTF, with the expectation that the leadership of each committee will alternate on a yearly basis among the TTF in a given genre. The responsibilities of the committee chair include:

- determining, in consultation with the other committee members, the schedule for evaluating student applications;

- scheduling any necessary committee meetings;

- determining with the two other committee members the ranking of applicants and a list of students to whom offers of admission will initially be made, as well as a waiting list (if appropriate) of applicants who may be offered admission later;

- initiating, when appropriate, an application (or applications) for awards offered by the Graduate School (e.g., the Promising Scholar Award); and

- delegating notification of successful applicants among the members of the committee.

5.3   MFA Exam Committees (Two, One in Each Genre)

The Program's two MFA Exam Committees—one in fiction and one in poetry—oversee the creation, implementation, and grading of the MFA exam required of all second-year students in the Program. Each committee is comprised of all available TTF members in fiction or poetry, one acting as committee chair, a position that rotates among the faculty in a given genre on a yearly basis. The responsibilities of the committee chair include:

- compiling materials from genre faculty and developing the exam;

- coordinating with the Business Manager exam distribution and collection;

- collaborating with committee members to determine each student's grade for the exam (high pass, pass, low pass, fail);

- arranging for any exam retakes that may be necessary; and

- coordinating with the Business Manager the process by which students are notified of exam results.

Section 6.   Ad Hoc Committees

6.1   Sixth-Year Post-Tenure Reviews

Sixth-year post-tenure reviews will be conducted by a two-person committee appointed by the Program Director. All members of a sixth-year post-tenure review must themselves be tenured TTF, with at least one of the committee members a representative of the genre of the faculty member under review.

6.2 Search Committees

6.2.1 Tenure-Track Faculty

Searches at the TTF level will be conducted by a committee comprised of three TTF members appointed by the Program Director in consultation with Program Faculty. In most cases, the committee will consist of two faculty members in the genre in which the search (e.g., fiction) is being conducted and a third member from the other genre represented in the Program (e.g., poetry). Only TTF members will vote on potential tenure-track appointments to the Program.

In the event of a conflict, a faculty member not be able to attend the meeting in which a potential appointment is discussed and voted upon may submit an absentee ballot. Faculty members on sabbatical also have the option of voting on all tenure-track appointments during the term or terms in which they are not in residence. In such cases, the Program Director will make every effort to provide whatever materials or information are required in order for the absent faculty member to make an informed decision. The faculty member's vote, as well as any comments the faculty member may wish to make regarding a candidate or candidates, must be conveyed to the Program Director in writing, and no later than twenty-four hours before the meeting at which Program faculty in residence vote on the appointment.

6.2.2 Career Non-Tenure-Track Faculty

Searches to fill Career NTTF positions in CRWR will be conducted by the Program Director and at least one TTF member with an appointment in the genre in which the search is being conducted. Career NTTF may also serve on this committee. Appointment of a Career NTTF requires a positive by a majority of Program Faculty as defined in Section 2. Absentee ballots will be considered in the manner outlined in Section 6.2.1.

Section 7. Other Recurring Service

7.1 Student Affairs (Two, One in Each Genre)

The responsibilities of these positions include:

- judging submissions for the various prizes offered by the Program

    - in fiction: the Logsdon and Wilkes Prizes

    - in poetry: the Ford, Starlin, Wilkes, and Shepherd Prizes;

- coordinating with the Business Manager the notification process for the above; and

- preparing and presenting a 10–15 minute talk at the Program Commencement Ceremony.

These positions are limited to TTF and, in most cases, will be held by the faculty member in each genre who is not chairing either the MFA Admissions or Exam Committee. As is the case with the chairmanship of the MFA Admissions and Exam Committees, this position will rotate annually among the TTF in each genre.

Note: 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.