

Internal Governance Policies for the Environmental Studies Program
Adopted by the Environmental Studies Executive Committee, March 7, 2014
Revised April 7, 2014, and October 29, 2014, and Affirmed by the Executive Committee

This document explains the procedures for the internal governance of the Environmental Studies Program. 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 Environmental Studies program's policies and practices.

I. Governance Structure

Faculty are associated with the Environmental Studies Program in a variety of ways.

The Program Director is that faculty member appointed by the Dean of CAS to direct the Environmental Studies Program. The Program Director must designate an Acting Program Director from among the TTF Core faculty if he/she will be unable to be available on campus for more than two consecutive weeks. If the Program Director will be unable to be available on campus for more than a month, the designation of an Acting Program Director must be voted on by the Executive Committee. The Executive Committee may, by majority vote, select that person or an alternative person as Acting Program Director, subject to approval by the Dean of CAS.

The Director may be removed from office, subject to approval by the Dean of CAS, by a petition signed by two-thirds of all Executive Committee members. Should a Director be removed from office or choose to step down for other reasons during a term, the Executive Committee shall designate an Acting Program Director, subject to approval of the Dean of CAS, within one month. The Executive Committee shall promptly begin a search for a Program Director, and the Acting Program Director shall serve until a new Program Director can be selected.

Affiliated faculty includes all faculty (TTF and NTF) associated in any way with the Environmental Studies Program. The category of affiliated faculty consists of all core and participating faculty.

Core faculty includes all faculty with specified responsibilities in the Environmental Studies Program. The category of core faculty consists of the program director and all dedicated and appointed faculty.

Dedicated faculty includes both tenure track faculty and career non-tenure track faculty who hold positions entirely within the Environmental Studies Program or shared between the Environmental Studies Program and other departments or programs.

- Tenure-Track Dedicated Faculty. Faculty become Tenure-Track Dedicated Faculty by virtue of being hired as Environmental Studies Program faculty through applicable University hiring procedures for tenure-track faculty. The details of expectations for Tenure-Track Dedicated Faculty will be delineated in the terms of their contract with the University and in a Memorandum of Understanding written jointly by ENVS and the department or program in which the faculty member has a joint appointment. Generally, however, Tenure-Track Dedicated Faculty are expected to perform teaching, research, and service at a level that is comparable with other faculty in the tenure home department. Annual reports, periodic reviews, and promotion and tenure files will be conducted and prepared by the unit in which the majority appointment is held with input from the unit with the minority appointment.

- o Career Non-Tenure-Track Dedicated Faculty. Faculty become Career Non-Tenure-Track Dedicated Faculty by virtue of being hired into a position in Environmental Studies for which the expectation is that the position will continue for the foreseeable future. Expectations for Career Non-Tenure-Track will be delineated in the terms of their contract with the University.

Appointed faculty consists of all faculty (TTF or Career NTTF) holding positions in other departments but appointed by the Dean of CAS as Environmental Studies Program "core" faculty. Faculty become Appointed Faculty based on a vote by the Environmental Studies Program Executive Committee recommending appointment as "Core Faculty" to the Dean of CAS. The Program Director and any member of the then-current Executive Committee can nominate any current UO faculty member for appointment as Appointed Faculty.

The terms and conditions of such appointment will depend on agreement among the department, the Environmental Studies Program, the faculty member, and CAS. In general, appointments will be for three-year terms which will be renewable if agreed to by the Environmental Studies Program Executive Committee, the appointed faculty member, that faculty member's home department, and CAS.

Selection as appointed faculty depends on several factors, including excellent scholarship and teaching, dedication to the program as demonstrated by service, the needs of the Environmental Studies Program, and the willingness of home departments to enter into agreements related to faculty workload. The Environmental Studies Program expects Appointed Faculty to have balanced representation from the natural sciences, social sciences, humanities, and professional schools.

Appointed Faculty are expected to have part of their normal teaching and/or service load within, or related to, the Environmental Studies Program and to be available to serve on advisory committees of Environmental Studies Program graduate students as needed.

Participating faculty consists of all other (i.e., non-core) faculty who contribute to accomplishing the mission of the Environmental Studies Program, including but not limited to advising graduate students, serving on undergraduate honors or graduate thesis or dissertation committees, and teaching courses related to the themes of the Environmental Studies Program.

Any UO faculty member (TTF or NTTF) can become Participating Faculty either by having a request to be Participating Faculty approved by the Executive Committee or by accepting an invitation from the Program Director that has been approved by the Executive Committee.

Participating Faculty have no designated assignments within the Environmental Studies Program. Part of the Environmental Studies Program's success depends on the voluntary involvement of the large and diverse group of faculty whose scholarship touches on environmental issues, who teach courses that are important for our students, and who occasionally volunteer to serve on student advisory committees and program committees. In particular, Participating Faculty make it possible for Environmental Studies Program undergraduate and graduate students to identify faculty whose interests match their own. Participating Faculty are expected to allow their names to be listed on the Environmental Studies Program web page and brochures and to belong to the environmental studies faculty listserv.

Participating Faculty who desire to become more active participants in the Environmental Studies Program are encouraged to make a request to the Program Director to become Appointed Faculty. The Program Director is encouraged regularly to recruit non-Affiliated Faculty to become Participating Faculty and regularly to recruit Participating Faculty to become Appointed Faculty.

Other Positions. The Environmental Studies Program also may choose to accommodate other appointments and relationships including:

- Visiting Member: a nonpermanent, visiting research scholar with appropriate qualifications and engaged in research related to the Environmental Studies Program. A Visiting Member does not hold voting privileges and has limited privileges and access to Environmental Studies Program resources as decided by the Program Director in consultation with the Executive Committee.
- Postdoctoral Research Associate: a nonpermanent researcher with a PhD degree and engaged in research related to the Environmental Studies Program and having a faculty mentor among core or participating faculty. A Postdoctoral Research Associate has no voting privileges nor access to resources other than through her or his faculty mentor.

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.

Appointments to these, and similar, positions will be made by the Program Director with such appointments being renewed annually and requiring approval by the Executive Committee.

II. Executive Committee membership and meetings

The Environmental Studies Program Executive Committee consists of: the Program Director; all Dedicated Faculty including both Tenure-Track and Career Non-Tenure-Track; all Appointed Faculty; and one representative of Environmental Studies graduate students, as elected by the Graduate Student Organization. Participating Faculty can become members of the Executive Committee only by first becoming Dedicated or Appointed Faculty.

The Executive Committee serves as the primary advisory group to the Program Director for the Environmental Studies Program policy. For most decisions, agreement through consensus is the goal, but when there is not consensus, the full Executive Committee will make their recommendation to the Program Director by way of a majority vote of those present.

For all decisions related to hiring of faculty, Executive Committee voting will be limited to Executive Committee faculty members, i.e., excluding Graduate Student Representatives. Meetings concerning promotion and other personnel issues will be restricted to subgroups of the Executive Committee according to rank. Attendance at meetings by Career NTTF is expected, including meetings during which there will be discussion of governance issues directly pertaining to them, such as guidelines for the performance and promotion reviews of Career NTTF. On appropriate occasions, adjunct faculty may also be invited to meetings in order to provide input on relevant departmental matters. Faculty members of the Executive Committee who are on leave or sabbatical are encouraged, but not expected, to attend meetings and vote either in person, electronically, or by absentee ballot.

The Executive Committee may advise the Program Director either through discussion or by voting on:

- appointments to and termination of Core Faculty affiliations.
- recommendations to the relevant home departments and University officials concerning faculty appointments and promotions or other changes of employment status of individuals who are or are likely to become Dedicated Faculty or Contingent Faculty.
- establishment, review, and revision of curricula, and establishment of requirements for earning degrees and certificates
- policies for the appropriate use of discretionary funds.
- recommendations to the University regarding acquisition and use of facilities required for the effective operation of the Environmental Studies Program.
- establishment of *ad hoc* and continuing committees from among Core Faculty for the formulation and implementation of Environmental Studies Program policies, including personnel

matters, admissions to the masters and doctoral graduate programs, awards for graduate and undergraduate students, and similar aspects of governance of the Environmental Studies Program.

Executive Committee meetings will be scheduled to take place monthly and the proposed dates announced at the beginning of each year. Additional meetings may be called, when needed, and meetings may be cancelled and business done via email, when appropriate. The expectation is that there will be nine Executive Committee meetings per year.

All core faculty (both TTF and NTTF) are invited to participate in and vote at Executive Committee meetings. Proposed agenda items may be suggested by any core faculty member or graduate student representative and should be sent to the Program Director at least one week prior to the scheduled meeting. Decisions made by department committees and at department meetings will be documented by the department head or a designated individual and appropriately archived, in the latter case through minutes shared with all core faculty via email following each meeting. Access to these decisions will be readily available to all TT and Career NTT faculty members.

All core faculty are expected to attend Executive Committee meetings unless professional obligations (e.g. teaching, travel) prohibit. Attendance will be noted in the minutes. Appointed core faculty who miss more than half of the faculty meetings in a year without cause (excluding leaves or sabbaticals) may be converted to participating faculty status.

Core faculty who are participating in the Tenure Reduction Program and retired faculty who served as Core faculty at the time of their retirements and who continue to remain active participants in the Environmental Studies Program (as evidenced by attendance at Executive Committee meetings, service on program committees, teaching of courses relevant to the program, advising and mentoring of graduate students, or other relevant activities) are considered full voting members of the Executive Committee.

Career NTTF are responsible for working with the TTF to develop guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for the Career NTTF ranks, and for adjunct NTTF as necessary, and will participate in the evaluation process as appropriate by rank. In exceptional circumstances, an alternative voting process may be proposed to the Provost or designee. Voting on promotion is restricted to those in the same rank to be attained or higher. NTTF will also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the Colleges and Schools of the University, if this is part of their professional responsibilities.

III. Committees

An appropriate committee and personnel structure will be maintained to help the Program Director administer the Environmental Studies Program. Personnel appointments and committee memberships shall be selected by the Program Director, subject to the consent of the nominee. If the Program Director chooses not to appoint a chairperson for any committee, the members of that committee shall elect their own chairperson. Meetings of each committee may be called by its chairperson or by one-third of the members of the committee. Career NTTF are eligible to serve as members of all committees, as appropriate to their professional responsibilities. Core faculty who are participating in the Tenure Reduction Program and retired faculty who remain active members of the program are also eligible to serve as members of committees.

Standing Committees

- **Steering Committee**
 - Charge: provide advice to the Program Director at the Program Director's request on matters that the Program Director considers as appropriately and effectively addressed without consulting the Executive Committee, within the requirements of these policies.

- Membership: At the discretion of the Program Director but usually to include at least four dedicated core faculty who collectively represent social sciences, natural sciences, humanities, undergraduate advising and affairs, and graduate affairs. At least one member will be Career NTTF.
- Length of Term: At the discretion of the Program Director.
- Personnel Committee
 - Charge: Advise the Program Director on salary issues and issues related to development of individual faculty.
 - Membership: at least two core tenure-track faculty members and one Career NTTF in addition to the Program Director. Matters related to tenure-track salary and personnel issues will be restricted to tenure-track members of the committee.
 - Length of Term: one year, but with efforts made to continue at least some appointments to foster interannual continuity.
- Undergraduate Program Committee
 - Charge: review and make recommendations to the Program Director and the Executive Committee regarding all issues related to the Undergraduate Curriculum; advise the coordinators of the Environmental Leadership Program. Establish, review, and recommend to the entire executive committee revisions of undergraduate curricula, academic standards and processes, and requirements for undergraduate degrees, minors, and certificates.
 - Membership: At least three Core Faculty, including at least one Career NTTF and one TTF.
 - Length of Term: one year, but with efforts made to continue at least some appointments to foster interannual continuity.
- Graduate Admissions and Recruitment Committee
 - Charge: develop effective recruiting strategies; review graduate applications and make recommendations to Executive Committee for admission.
 - The Program Director will designate a Director of Graduate Studies from among the tenure-track Core faculty who will serve as chair of the committee.
 - Membership: Three Core Faculty, including the Director of Graduate Studies and two Graduate Students nominated by the Program Director (subject to the consent of the nominees).
 - Length of Term: one year, but with efforts made to continue at least some appointments to foster interannual continuity. One year terms for graduate students.
- Graduate Program Committee
 - Charge: Establish, review, and recommend to the entire Executive Committee revisions of graduate curricula, academic standards and processes, and requirements for undergraduate degrees, minors, and certificates; evaluate progress of first-year graduate students; advise Program Director on GTF assignments.
 - The Director of Graduate Studies will serve as chair of the committee.
 - Membership: For all issues related to evaluating graduate student progress and GTF assignments, this committee shall consist of three Core Faculty, including the Director of Graduate Studies.
 - Length of Term: Length of Term: one year, but with efforts made to continue at least some appointments to foster interannual continuity.
- Seminar and Events
 - Charge: Organize and coordinate faculty research series, joint campus conference, other community building events.
 - Membership: At least one Core Faculty, and one Graduate Student nominated by the Program Director (subject to the consent of the nominees).

- Length of Term: one year, but with efforts made to continue at least some appointments to foster interannual continuity. One year terms for graduate students.
- Scholarship and Awards
 - Charge: Advise Director on appropriate distribution of graduate awards (Barker) and undergraduate scholarships, when available.
 - Membership: At least three Core Faculty
 - Length of Term: one year, but with efforts made to continue at least some appointments to foster interannual continuity.
- Publicity and Publications
 - Charge: Provide Director and Ecotone staff guidance about Ecotone and newsletter (ReNews) publication. Help develop guidelines for CAS Development efforts for the program. Help develop news stories and featured items for website.
 - Membership: At least one Core Faculty, and one Graduate Student nominated by the Program Director (subject to the consent of the nominees).
 - Length of Term: one year, but with efforts made to continue at least some appointments to foster interannual continuity. One year term for graduate student.
- Community Building and Diversity
 - Charge: Participate in and provide feedback on university-wide diversity initiatives. Advise Program Director on other issues and activities related to community building and diversity.
 - Membership: At least one Core Faculty, and one Graduate Student nominated by the Program Director (subject to the consent of the nominees).
 - Length of Term: one year, but with efforts made to continue at least some appointments to foster interannual continuity. One year term for graduate students.

Search Committees

Faculty Search Committees will typically consist of core faculty members of Environmental Studies and faculty members of another unit as most of our faculty hires will be joint hires. The make-up of the committee will accommodate the culture of the joint-hire unit, but will have at the minimum, two core ENVS faculty. These faculty will be appointed by the Program Director. Career NTTF are eligible for service on search committees for NTTF. When consistent with joint-hire unit policies, a graduate student from the ESSP program will be recruited to serve on the search committee and appointed by the Program Director. That student will take part in selection of finalists and interviews, but will not vote on hiring.

Ad hoc Committees

The Program Director may appoint *ad hoc* committees at any time. These may include, committees for research collaborations (e.g. Environmental Science, Environmental Humanities), programmatic initiatives (e.g. Food Studies) or promotion and tenure review cases. Career NTTF are eligible for appointment to *ad hoc* committees, excluding promotion and tenure committees of TTF, when consistent with their professional responsibilities. *Ad hoc* committees may be dissolved when the task is completed, or may remain in effect up to one academic year.

IV. Program Director Nomination

The Program Director, the chief executive and official spokesperson for the Environmental Studies Program, is appointed by the Dean of the College of Arts and Sciences after recommendation of the Executive Committee, typically for a term of three years. In appointing the Program Director, the Dean may wish to consider both the recommendation of the Executive Committee and the vote of such

ad hoc search committee as may be established by the Dean. Upon recommendation of the Executive Committee and with the approval of the Administration, successive terms may be served.

Procedures for nominating and electing the Program Director are intended to be consistent with procedures for selecting a department head, as specified in the College of Arts and Sciences College Handbook (2011), namely:

“To initiate the selection of a department head, the dean and appropriate associate dean meet with the department faculty. After this meeting, a departmental committee (...) solicits names of faculty members interested in serving as the {Program Director}, surveys faculty sentiment, and presents a written summary of the results to both the dean and the department faculty. At this point, faculty members are invited to write directly to the dean concerning their views and recommendations.”

After receiving the committee’s report and advice of individual faculty members, the dean usually interviews more than one candidate. In all cases, the final decision regarding the program directorship is made by the dean, in consultation with the provost and president.