

**Internal Governance Policies for The Department of Geography
Adopted by the Geography Faculty, March 2014 (REVISED 10-03-15)**

This document explains the procedures for the internal governance of the Department of Geography. 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 Geography Tenure Track Faculty, and Career Non-Tenure Track Faculty, the Director of the InfoGraphics Lab in the development of department policies and practices.

Faculty administrative roles

This section describes the duties associated with the main stand-alone administrative roles in the Geography Department. The following section describes the duties of committee chairs in the context of summary descriptions of the functions of standing committees. The roles and duties listed may change. Department leaders should update these descriptions of departmental roles and committee responsibilities accordingly.

Department Head

The Department Head is the unit supervisor of the department and oversees all faculty and staff in the Department. The Department Head is the direct supervisor of TTFs, Instructional NTTFs, Research Lab Directors, and the Department Office Coordinator (OA). The Department Head is appointed by the Dean of CAS to direct the Geography Department. The Department Head must designate an Acting Department Head if s/he is unavailable on campus for more than two consecutive weeks. If the Department Head will be unavailable on campus for more than a month, the designation of an Acting Department Head must be voted on by the faculty, which may select that person or an alternative person as Acting Department Head, subject to approval by the Dean of CAS. The Department Head may be removed from office, subject to approval by the Dean of CAS, by a petition signed by two-thirds of all faculty. Should a Department Head be removed from office or choose to step down for other reasons during a term, the faculty shall designate an Acting Department Head, subject to approval of the Dean of CAS, within one month. The faculty shall promptly begin a search for a Department Head, and the Acting Department Head shall serve until a new Department Head can be selected.

The Department Head's duties include: i) overall administration of the Department and implementation of policies approved by CAS and the University, including attending department heads meetings and other administrative meetings and conveying policy and procedural changes and other information from the UO administration back to the department; ii) overall responsibility for determining department course offerings and teaching assignments, including summer session; iii) representing and advocating for the

Department in negotiations with the UO administration; iv) staying abreast of trends, issues, and best practices in the university and in the discipline; v) communicating such trends, issues, opportunities and problems to the faculty in regard to potential impacts on department operations and procedures; vi) overseeing the department's budget and finances, including informing the faculty of the status of the department's budget and consulting with the faculty regarding major allocations of budget and space resources; vii) presiding over faculty meetings; viii) supervising office staff and contingent faculty; ix) maintaining a collegial atmosphere conducive to faculty and student achievement; x) encouraging professional development of faculty, graduate and undergraduate students, including providing letters of recommendation and nominations for awards as appropriate; xi) appointing faculty to departmental committees and other departmental roles, subject to approval of the faculty; xii) fulfilling department head duties specified in promotion and tenure procedures and merit raise procedures; xiii) guiding the hiring process for tenure-related faculty and career non-tenure track faculty and acting on the recommendations of the faculty in new hires, including negotiations with the candidate, as well as negotiating retention offers for current faculty and staff; xiv) overseeing the hiring process for contingent faculty and office staff; xv) hearing disputes and resolving conflicts for students, faculty, and staff; xvi) fulfilling department head duties specified in University grievance procedures. Tenured professors at the rank of Associate Professor or higher are eligible to serve as Department Head.

The Department Head may choose to appoint an Associate Department Head subject to approval by the faculty. The duties of the Department Head and Associate Department Head will be flexible and open to negotiation according to respective needs and skillsets of the Head and the prospective Associate Head.

The following section describes the typical administrative roles in the department that are under the Department Head and are appointed by the department. Under special circumstances such as a shortage of available candidates or financial limitations, one or more of these roles may be temporarily suspended or combined with the duties of another administrative role or committee.

Graduate Program Director

The Graduate Program Director oversees graduate education in the department. Duties include: i) orientation and initial academic advising for incoming graduate students; ii) developing recommendations for any needed changes to the graduate program requirements, which are subject to approval by the faculty, and communicating and implementing those changes; iii) resolving questions or issues about graduate requirements; iv) meeting with the graduate student body to go over program changes or requirements; v) disseminating information as required (usually information that comes from the Graduate School); vi) serving as departmental liaison to the Graduate School in regard to academic requirements; vii) approving individual graduate students for advancement to candidacy and graduation. All tenure-related faculty are eligible to serve as Graduate Program Director, although, owing to the considerable amount of work involved in this position, assignment to pre-tenure faculty should be avoided.

Director of Graduate Teaching Fellows

The Director of Graduate Teaching Fellows oversees GTF teaching assignments. Duties and responsibilities include: i) developing course assignments for GTFs each term, subject to approval by the faculty; ii) guiding the faculty in developing a ranking of continuing graduate students for GTF support each year, in consultation with the Graduate Program Director and approved by the faculty (typically in spring term of the preceding year); iii) monitoring the effectiveness of GTFs in their assignments and providing appropriate feedback; iv) serving as department liaison with the Graduate School in regard to GTF appointments. All tenure-related and career instructional NTTFs are eligible for this position.

Undergraduate Program Director

The Undergraduate Program Director is responsible for maintaining and enhancing the overall effectiveness of the undergraduate geography major and minor program and developing strategies for recruiting majors and minors. Duties include: i) setting overall goals and policies for the program, in consultation with the faculty and the Undergraduate Program Coordinator; ii) reviewing the handling of cases of academic misconduct (which generally are received first by the Undergraduate Program Coordinator); iii) overseeing and reviewing course scheduling; iv) serving as liaison to the Dean's office; v) forwarding information about curriculum requirements and change proposals; vi) reviewing curriculum reports issued from the Dean's office to see if any other departments are proposing courses that affect our classes; vii) review curriculum proposals (100-level through 4/500-level courses) submitted by geography faculty; viii) coordinate department assessment activities (including attending relevant university meetings, disseminating information to faculty, coordinating and submitting department assessment related documents to the administration). The undergraduate program director may also help to advertise the major, working with the Undergraduate Program Coordinator. Tenure-related faculty are eligible for this position.

Undergraduate Program Coordinator

The Undergraduate Program Coordinator carries out most of the administrative duties involved in maintaining and building the quality of undergraduate studies and implements strategies to recruit majors and minors to the Department of Geography. Duties include: i) advising undergraduate students; ii) organizing course offerings and teaching schedules for each term in consultation the Department Head; iii) developing and monitoring the undergraduate curriculum, including coordination with other units on campus with attention to shared courses and the potential redesign of the undergraduate track concentrations; iv) making recommendations to the faculty for revisions of major and minor requirements (in consultation with the Undergraduate Program Director); v) overseeing the communication of undergraduate activities to the university, community, and alumni, including the development and management of social media; vi) coordinating the department's major annual outreach activity, Geography Awareness Week (GAW);

vii) overseeing departmental community building among undergraduates (e.g. the Gamma Theta Upsilon honors society activities, trips to conferences, participation in GAW), and the operation of an internship program; viii) organizing recruiting activities, working collaboratively with Admissions and CAS to make the department more visible to incoming and current students; ix) writing grant proposals for curriculum development programs; x) coordinating undergraduate internships; and xi) keeping undergraduate-related content up-to-date on the department web page.

Standing Committees

The committees listed below comprise the standing committees of the Geography Department. For all committees, the committee chair and other members are nominated by the department head and approved by a vote of the faculty. Unless otherwise specified, each committee has a chair and two members. Depending on anticipated workload, the head may appoint additional members to a committee. Committee membership for each academic year is determined during the preceding spring term, although changes and additions in membership may occur at any time, subject to the approval of the faculty. For all committee members and chairs, the term of membership is one academic year, although membership may be renewed for subsequent years. Each committee may constitute subcommittees for specific parts of its duties. The subcommittees normally will consist of committee members, although additional members may be recruited if necessary to accomplish the duties.

Personnel Committee

The Personnel Committee conducts required reviews of tenure-related and instructional career NTTFs, including annual, third-year, and post-tenure reviews. The Personnel Committee plays a key role in conducting departmental tenure and promotion reviews, including selection of external reviewers, review of the candidate's dossier, and development of a department review report making a recommendation on the decision, to be forwarded to the faculty and the department head after faculty vote. The committee may establish subcommittees for specific cases and reviews as needed. The Personnel Committee is also responsible for conducting required peer reviews of faculty teaching. Tenure-track and tenured faculty are eligible to serve on this committee. In cases of NTTF review and promotion, NTTF at or above the rank of the candidate under review or seeking promotion are eligible to serve on the committee.

Graduate Admissions Committee

The Graduate Admissions Committee reviews applications of prospective new graduate students and makes admissions recommendations and Graduate Teaching Fellowship recommendations for admitted graduate students (or other financial awards controlled or nominated by the department). The recommendations of the Graduate Admissions Committee are subject to the approval of the faculty. The committee may also make recommendations to the faculty for changes in due dates, application forms, evaluation processes, etc. All tenure-related faculty are eligible to serve on this committee.

Fellowships and Awards Committee

The Fellowship and Awards Committee disseminates award information to students, advertises availability of awards, and selects winners or nominees for competitive graduate and undergraduate awards for students already admitted to the program. This does not include awards for newly-admitted incoming graduate students, which are handled by the Graduate Admissions Committee. Subcommittees may be established for decisions on specific awards as needed. TTFs, career NTTFs, and Officers of Administration (OAs) are eligible to serve on this committee.

Information Technology Committee

The Information Technology Committee oversees the development and effective operation of information technology for the Geography Department including the department's research laboratories. Duties include: i) advising the Department Head and faculty on IT issues; ii) annually reviewing and updating the department-wide computing environment (including all labs) and computer use policy; iii) serving as the departmental liaisons with CASIT; iv) overseeing the department's participation in any programs related to selection of computer support services and acquisition of computer resources. All faculty and Officers of Administration may serve on this committee; (v) identify and review the sources of funding for maintaining labs, infrastructure, etc.

Outreach Committee

The Outreach Committee maintains and establishes important relationships with private parties (including department alumni), businesses, institutions, and others with known or potential interests in contributing to the success of the Geography Department. Duties include maintaining communications and vital relationships with individuals and groups with established interests in the Geography Department (including but not limited to known donors), as well as exploring new opportunities and cultivating new relationships with prospective supporters. All faculty and OAs are eligible to serve on this committee.

Policy Committee

The Policy Committee is responsible for completing or overseeing the amendments to existing policies as well as drafting new policies. Amendments as well as new policies may be generated internally or externally. The process of ratification, amendment, and development of new policies is addressed below. All faculty are eligible to serve on this committee.

Individual and other roles

Other important roles in the department include: i) Tea Seminar Organizer (the Tea seminar may be co-organized with graduate students); ii) Department Web Page Coordinator; iii) Newsletter Editor; iv) Library Representative; v) SSIL Coordinator; v)

UO ASPRS Adviser; and, last but not least, vi) Charitable Fund Drive Coordinator. All faculty are eligible for these roles.

Department Meeting Protocol and Membership

Departmental faculty meetings are typically held from 12:00-1:00 pm on each Wednesday when classes are in session during fall, winter, and spring terms. When there is insufficient business to warrant holding a meeting on a given Wednesday, it can be canceled at the Department Head's discretion. Special meetings at non-regular times may be called by the Department Head when necessary. In addition, a one-to-two day faculty retreat will be organized each academic year.

All regular tenure-track faculty members, career instructional NTTFs, and the Director of the InfoGraphics Lab are expected to attend departmental faculty meetings and retreats, except when a direct conflict arises (in which case the faculty member will inform the Department Head in advance), or in the event of a personal emergency. Career Research NTTFs are encouraged to attend, but their attendance is optional. Those expected to attend faculty meetings should avoid scheduling anything that conflicts with the regularly scheduled Wednesday departmental faculty meetings; this includes jointly-appointed faculty members whose classes and other duties may be scheduled by units outside Geography (faculty with joint appointments should inform staff in other units to avoid scheduling classes and meetings for the faculty member at noon on Wednesdays). The Geography Office Manager is also expected to attend Wednesday faculty meetings. S/he may, but is not expected to, participate in faculty retreats. From time to time the Department Head may invite outsiders to participate in the discussion of specific matters at departmental faculty meetings or during retreats. Decisions made by department committees and at department meetings will be documented by the department head or a designated individual and appropriately archived. Access to these decisions will be readily available to all TT, Career NTT faculty members, and the Director of the InfoGraphics Lab.

The faculty meeting is the basic legislative organ of the Geography Department. Meetings are presided over by the Department Head or his/her designee. Ordinarily, an agenda for each meeting will be emailed to all participants in advance of meetings. Any member of the faculty is entitled to bring forth items to be discussed or propose motions. All TTF and NTTF as well as the Director of InfoGraphics are eligible to vote unless university or departmental policy specifically limits voting privileges on a particular issue to a subset of the faculty. These include: 1) only tenure-related faculty can vote on tenure and promotion decisions; and 2) only tenure-related faculty can vote on tenure-related faculty hires. At the discretion of the Department Head, the Director of InfoGraphics may vote on tenure-related faculty hires where her/his expertise is aligned with the hire. Although NTTFs do not vote in these instances, they must be provided with opportunities for input in the process.

Ad Hoc Committees

The Department Head may appoint ad hoc committees at any time. The purpose of ad hoc committees is to provide the department with timely, informed guidance on issues that arise unexpectedly or on an irregular basis on an as-needed basis. The defining characteristic of ad hoc committees is that they serve only as needed and must not become long-term service obligations—generally no more than a few months, and never more than a year, in which case they should be re-constituted as standing committees, with approval by the faculty. Because timeliness and flexibility are key, eligibility to serve, as well as the duration of the committee assignment, will be determined by the Department Head according to the circumstances. However, all faculty members and OAs with the necessary knowledge and experience and without overwhelming service loads at the time will be expected to step forward for service on such committees as needed. It is the duty of the Department Head to dissolve ad hoc committees at the earliest date when the committee function is no longer required.

Search Committees

TT and Career NTT Instructional Faculty Searches:

In the Geography Department, job descriptions for faculty searches (tenure-related or career non tenure-related) are drafted through the participation of TT and NTT instructional faculty members and the Director of the InfoGraphics Lab. A search plan and outreach plan are then formalized through the request to CAS for authorization to conduct a search (the Notification of Academic or Administrative Position Opening, NAPO, process). If the faculty search is authorized by CAS, the Department Head, in consultation with faculty, will appoint a Search Committee (seeking, so far as possible, to balance diversity of subdisciplines in the department, the AAEO/UO-required gender diversity, and racial or ethnic diversity). The Search Committee, working with staff, will advertise the position nationally through appropriate channels to ensure the best and most diverse possible pool of applicants. After the advertised target date to receive applications, the Search Committee will screen the applications and select an “intermediate” list (usually about 10) of the best-qualified candidates to forward to the faculty as a whole for further consideration.

The Department Head, in consultation with the Search Committee, will then designate a meeting date when all or nearly all faculty can attend to discuss and rank applicants on the intermediate list (if any faculty cannot be physically present they may participate electronically, or at a minimum, should provide written comments and opinions to be read in aloud in the search meeting). A preliminary ranking of faculty opinion may be requested by the Search Committee (usually by e-mail) to assess overall trends in faculty opinions of the candidates as a starting point for discussion. When the Department Head determines that the need for further discussion has been exhausted, s/he may call for a final ranking (in some cases a second meeting may be required). When rankings are done, the Department Head calls for discussion of how many on the list to invite for interviews (this “interview list” usually consists of three candidates, occasionally more). Interviews

usually consist of an entry and exit interview with the Department Head, meetings with faculty and graduate students, a formal job talk, plus social events. When the interviews are done, the Department Head calls a final meeting for a vote (the same expectations regarding attendance and participation in the “interview list” meeting apply). A second vote is usually taken in the same meeting on the question of whether to extend the offer to lower-ranked candidates if the first-choice candidate declines.

Tenure-related faculty are eligible to serve on search committees, and, owing to the complexity and sensitivity of the process (for example, with respect to appropriate procedures for promoting diversity), by tradition the search committee chair is selected from among the more senior and experienced faculty. Graduate student representatives chosen by the faculty and the Search Committee are invited to participate in the search process to provide graduate perspectives (although their views do not officially “count”).

It is important to note that university policies regarding faculty searches are strict and complex, and also change continuously. It is therefore incumbent on the Search Committee Chair to track policy changes and make sure fellow committee members and the faculty as a whole understand and comply with university policies.

Career NTT Research Faculty Searches:

Searches for NTT Research Faculty Searches will follow the “New Appointment unclassified appointment process” as described on the Unclassified Personnel Services Website: <http://ups.uoregon.edu/content/new-appointments>. Job descriptions for Career NTT Research Faculty searches are drafted by the Research Program or Lab Director, with those associated with the research program or lab, and consultation and approval by the Department Head. A search plan and outreach plan are then formalized through the request to CAS for authorization to conduct a search (the Notification of Academic or Administrative Position Opening, NAPO, process). If the faculty search is authorized by CAS, then the Research Program or Lab Director, in consultation with and approval of the Department Head, will appoint a Search Committee (seeking, so far as possible, to balance the AAEO/UO-required gender diversity, and racial or ethnic diversity). The Search Committee, working with office staff, will advertise the position nationally through appropriate channels to ensure the best and most diverse possible pool of applicants. After the advertised target date to receive applications, the Search Committee will screen the applications and select a “short” list of the best-qualified candidates to interview. The Search Committee conducts interviews and makes its recommendation to the Program/Lab Director and Department Head. All TTF and NTTF are invited to participate and vote in a meeting at which final interview and selection decisions are made. The chair of the Search Committee will contact and invite all eligible faculty to these meetings.

All faculty and lab directors, are eligible to serve on research NTTF search committees, and, owing to the complexity and sensitivity of the process (for example, with respect to appropriate procedures for promoting diversity), the search committee chair is appointed by the Department Head, in consultation with the lab director under which the NTTF position is being sought.

It is important to note that university policies regarding faculty searches are strict and complex, and also change continuously. It is therefore incumbent on the Search Committee Chair to track policy changes and make sure fellow committee members and the participating faculty and OAs as a whole understand and comply with university policies.

Department Head Nomination

The department head will be a tenured professor at the rank of Associate Professor or higher (with preference for a Full Professor), and the term of office is three years. When the end of a department head's term is reached or a vacancy occurs for other reasons, eligible department members vote and recommend to the CAS Dean a new Department Head. The vote takes place in February of the last year of the existing Department Head's term. The new Department Head's duties commence on July 1st or on another date negotiated with the outgoing and incoming Department Heads and the CAS Dean.

To initiate the selection of department head, the Associate Dean and/or Dean of CAS meets with the faculty to discuss issues surrounding the Department Head position. After this meeting, the faculty meet briefly to select one or two people who will survey sentiment among all faculty in one-on-one meetings. All faculty eligible for Department Head are considered in these discussions. This survey period shall take place over two weeks or less. Strengths and weaknesses of individuals may be discussed, and faculty may wish to express desire for their comments to remain anonymous. At a subsequent meeting, the results of the survey are presented informally as a means to advance discussion around the most suitable choices. Additional meetings may be needed if there is no clear choice. A vote is taken for a Department Head in which a vote is made for all eligible faculty. All TTF and career NTTF are eligible to participate in the vote for the new head. The Geography Office Manager supervises the election. The winner of the election confirms if s/he is willing to be the next Department Head. The results of the search process and vote are conveyed to the CAS Dean for approval with a narrative, prepared by the faculty who surveyed the faculty, about the relative merits of the nominee(s). If there is no clear winner or the vote is very close, multiple nominees can be submitted to the Dean.

Other Guidelines and Processes

Statement of commitment to shared governance: The Geography Department is committed to shared governance, including the appropriate documentation of decisions and the appropriate and equitable participation of faculty in the tenure track and tenured professor classification, career NTTFs, and Officers of Administration in the development and exercise of departmental policies. Decisions made by department committees and at department meetings will be documented by the department head or a designated individual and appropriately archived. Access to these decisions will be

readily available to all TT and Career NTT faculty members and Officers of Administration.

By-law Ratification, Amendment, and new Policies: Amendments to existing policies as well as drafts of new policies will be submitted to the Policy Committee and distributed to voting members for a required first reading at least one week prior to a vote. All NTTF and TTF are eligible to vote on all policy decisions, with one exception: only TTF are eligible to vote on policy decisions that exclusively address TTF. Ratification, amendment, or new policy adoption will be accomplished by secret ballot. A two-thirds majority of voting members with a two-thirds quorum present for the vote will be required for ratification, amendments, or new policies to pass.

Sabbatical Participation: Faculty who are on Sabbatical or other leave are not required to participate in department activities or service as outlined above. However, if they choose, they may participate fully or in-part. Their participation on standing or ad-hoc committees requires the approval of the department head.

Funding-Contingent Faculty: 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.

Review and Revision of Curriculum: Tenure-track faculty always have responsibility for establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools and of the university, as well as establishing the requirements for earning degrees and certificates.

Nontenure track faculty also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools and of the university, if this is part of their professional responsibilities.