

General Social Sciences

Departmental Internal Governance Document

October 12, 2015

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 administration of the University of Oregon. 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 the GSS Director and the Advisor and Coordinator.

Personnel, Faculty (TTF and NTTF), and Courses

All courses for the General Social Sciences Program (GSS) come from the courses offered by other departments throughout the university. GSS, therefore, has no dedicated faculty or courses. The program's personnel consist only of the Director, the Advisor and Coordinator, and an additional part-time academic adviser. There is not, therefore, the complexity of procedures, committees, communications, and decision-making appropriate to programs/departments with more personnel. Because three people run the operation, many of the procedures are quite informal and follow their working relationship more than a set of specific guidelines.

There are currently no personnel who serve GSS as faculty, though some personnel have TTF or NTTF appointments in other areas of their worklife. For instance, the current Director has a TTF appointment in History and a part-time advisor has a NTTF appointment in Geography. However, there are no TTF or NTTF appointments per se in GSS. In the event that GSS hires or works with TTF or NTTF, we will at that time draw up policy on professional duties and responsibilities, as well as review and promotion criteria. 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.

Faculty Administrative Roles

The working relationship and division of responsibilities between the Director and Advisor/Coordinator will obviously evolve depending on the specific people in those roles and if more personnel join GSS. Under its current personnel the responsibilities are as follows:

The Director

The Director is responsible for the overall administration, budget, daily operations, and quality of the GSS program. The Director implements daily operational decisions, but

requires the approval of the Faculty Guidance Committee (FGC, see below) on curricular changes and the approval of the deans office on major curricular or personnel changes. Responsibilities include, but are not limited to: developing and improving the curriculum of the program, academic advising to majors, and maintaining good working relations with deans and departments/programs across campus. Other responsibilities may include promoting the program, working with development, and cultivating alumni relations, as appropriate.

Appointment: The current Director is, by contract, the Director of GSS, subject to review by the dean and continued good performance. When it comes time to select a new Director, the dean will determine how to do so. If the Director takes leave or sabbatical, the dean will appoint an interim Director.

Advisor and Coordinator

The Advisor/Coordinator assists the Director in all the responsibilities listed above, with the Director in a supervisory role. The Advisor/Coordinator works with the Director on all curricular, programmatic, and organizational matters, though the ultimate decisions on those matters rest with the Director. Ideally, the Advisor/Coordinator is familiar with all aspects of the program so that, if the Director were absent for any reason, the Advisor/Coordinator could run the program at least for a short interim. Therefore, it is advisable that the Director include the Advisor/Coordinator in communication and meetings with the FGC, the deans office, and other departments and offices, as is appropriate. In addition to the responsibilities of the Director, the Advisor/Coordinator is responsible for administrative/paperwork matters that relate to enrolling students in the program, event planning, website maintenance, purchasing, and accounting duties (e.g., Commencement planning, use of WordPress, Banner, Student Data Warehouse, etc.).

As the Director is part-time in GSS and the Advisor/Coordinator is fulltime in GSS, a larger load for daily operations falls to the Advisor/Coordinator. Personnel in both positions should be competent to build curriculum, relationships across campus, and additional undergraduate programming as appropriate.

Academic Advisors

Academic Advisors assist with advising responsibilities and do not participate in other aspects or running the department, setting policy, or making operating decisions.

Meetings

The Director and Advisor/Coordinator meet and divide responsibilities as needed.

Adding, changing, subtracting personnel

The GSS Director will add and subtract personnel only with approval of the Dean's Office and in consultation with Human Resources.

Standing Committees

Faculty Guidance Committee

The Faculty Guidance Committee (FGC) provides oversight and guidance to the GSS curriculum in order to ensure its academic integrity. The FGC provides the consultative function that a more traditional department has from its faculty at departmental meetings. All members of the FGC get an equal vote. A majority vote of the entire FGC or of a subcommittee, with the GSS Director casting a tie-breaking vote when necessary, makes decisions. When the FGC makes decisions that relate to daily operations and minor curricular changes, such as adding/deleting courses listed in a curriculum's electives, the Director may implement them directly. When the FGC makes decisions that involve personnel changes or major curricular changes, such as changing a curriculum's required credits or its core courses, the Director must also receive approval from the dean or designee and Academic Affairs.

Oversight responsibilities of the FGC include the addition or removal of courses to the curriculum (to ensure that such changes fit the program's academic purpose) and the rules surrounding completion of the major, such as how many credits in each track, how many upper/lower division credits, how many Pass/Fail credits, how to manage double majors/minors, etc. Members of the FGC also serve as departmental contacts for the GSS personnel for advising or curricular purposes, e.g., to help identify possible course substitutions when needed for a particular student.

Membership

Members of the FGC include the heads and/or their designees from departments that contribute significantly to the GSS curricula, i.e., those departments that provide several courses and pedagogical themes to a GSS track. Currently, those departments are: Sociology, Political Science, History, Geography, Economics, the Business School, and the School of Education. The department head may appoint a designee or an additional member of the FGC, with the agreement of the Director of GSS. For instance, currently NTTF undergraduate advisors in Political Science and Sociology sit on the FGC in addition to the department heads, and the representative from the Business School is an NTTF instructor.

There are four subcommittees in the FGC, corresponding to each of the four GSS tracks. Members on the subcommittees come from the following departments:

- 1) Applied Economics, Business, and Society track: Economics Department and the Business School
- 2) Crime, Law, and Society track: Sociology Department and Political Science Department
- 3) Globalization, Environment, and Policy track: Geography Department and Political Science Department
- 4) Social Studies Teaching track: History Department and School of Education

Appointment to the FGC

Department heads automatically become members of the FGC. If a department head and the GSS Director agree, another member of the department can serve on the FGC instead of or in addition to the department head.

Meetings:

The full FGC should meet at least once a year in order to hear a report from the GSS program about the status of the curriculum and students. This meeting is also a time to discuss any curricular issues that relate to the entire GSS program and not just to one track.

Throughout the rest of the year, the GSS personnel can meet with subcommittees to discuss issues that relate to one track at a time. For instance, if GSS wants to add courses to the Crime track, it may consult with the corresponding sub-committee (representatives from Sociology and Political Science) and does not need to consult with the entire FGC. Communication can occur in meetings, email, telephone, etc., as deemed appropriate by the Director.