

International Studies Internal Governance

April 9, 2014

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Introduction

The Department of International Studies (IS) consists of faculty from a range of social science disciplines. It shares administrative staff with other units under the umbrella of the Oregon Consortium for International and Area Studies (OCIAS). IS operates administratively within the College of Arts and Sciences (CAS) and the office of the Associate Dean of Social Sciences. 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 International Studies Tenure Track Faculty and Career Non-Tenure Track Faculty in the development of department policies and practices.

Core Faculty

All tenure-related faculty members with part of their official university appointment (full or partial FTE) in International Studies are Core faculty members. In addition, Career Non-Tenure Track faculty who either have an appointment in International Studies at 0.5 FTE or higher or whose home department is designated as International Studies, are Core faculty members.

Core faculty constitute the voting members and the primary decision-making body of the Department of International Studies. They are expected to attend faculty meetings and each core faculty member has an equal vote and voice in governance, regardless of rank or the level of appointment (except where noted elsewhere). Core faculty members participate in making decisions regarding substantial curriculum changes, personnel, governance structure, and other major issues, and may serve on the standing and ad hoc committees of the department.

Faculty Administrative Roles

Department Head

The Department Head typically serves a three-year term, appointed by the CAS dean with input from International Studies Tenure Track Faculty (TTF). The Head is the department's representative to the UO Administration. The Head provides the department with its academic direction, supervises and evaluates faculty, leads faculty meetings, is responsible for the department's financial accounts, and makes adjunct and GTF hiring decisions with input from core

International Studies faculty. The Department Head also coordinates course offerings each year and determines the summer schedule.

Graduate Studies Director

The Graduate Studies Director (GSD) typically serves a three-year appointment, generally concurrent with the term being served by the Department Head. The GSD helps develop and implement a recruiting strategy for future graduate students and supervises the graduate student application and evaluation process. The GSD serves as the departmental liaison to existing and prospective students as well as the Graduate School. The Graduate Director makes recommendations to the IS faculty for new graduate courses and changes to the graduate curriculum, which are voted on at a faculty meeting, and teaches the Fall Core Seminar.

Undergraduate Studies Director

The Undergraduate Studies Director (USD) typically serves a three-year appointment, generally concurrent with the term being served by the Department Head. The USD leads the process and makes recommendations to the IS faculty to develop and change requirements for the undergraduate major as well as for new required undergraduate courses and changes to the undergraduate curriculum, which are voted on at a faculty meeting. The USD supervises the Undergraduate Advising GTFs, reviews and approves Senior Honors Theses, makes decisions to admit undergraduate applicants to the major with the assistance of the undergraduate advising GTFs, reviews applicants for graduation, and organizes the new major reception each term. As there are no undergraduate advising GTFs in the summer, the USD manages all undergraduate advising in the summer.

Internship Coordinator

An Internship Coordinator, typically a Career NTTF, may be appointed as needed and as resources permit. This position focuses on assisting Undergraduate students locate and apply for internships directly related to the International Studies major.

Standing Committees

There are three standing committees in International Studies, whose members are appointed by the Department Head:

- 1) Awards: Selects recipients of all department undergraduate and graduate awards, including Judy Fosdick Oliphant scholarships (undergraduate) and Slape fellowships (graduate). This 3-member committee consists of the GSD, USD and one other core faculty member.
- 2) Graduate admissions: Provides the initial review of graduate applications and determines which applicant files should be reviewed by other TTF. This 3-member committee is led by the GSD and consists of two other core faculty members.

- 3) Merit review: Evaluates TTF and all NTTF for periodic merit review increases. This 3member committee is led by the Department Head and consists of two other tenured TTF.

Department Meeting Participation and Decision-making Protocol

The Department holds faculty meetings every other week. All core faculty members have the right to request a motion or agenda item. All core International Studies faculty have the right to vote consistent with this policy. Attendance is required in that it is a Service obligation, however there are no minimum or maximum attendance thresholds. Attendance is logged on the meeting minutes, which are recorded by a member of the OCIAS staff. Upon conclusion of the meeting, the staff member who took the notes will send the notes to the Department Head who will then distribute them to faculty who attended the meeting for their input. Once the attending faculty members have had a chance to make corrections/adjustments, the notes are saved to the OCIAS server. Meeting minutes are available to all faculty upon request. The meetings follow an agenda distributed by the Department Head, who solicits input into the agenda in advance of the meeting. Items may also be added to the agenda if time allows. Agenda items may include general departmental discussion, finalizing new policy decisions, financial decisions, as well as such periodic items as search committee formation and reporting. Currently most decisions are made on a majority vote basis; the quorum to determine the majority consists of faculty present at the meeting. However, for major decisions (e.g., searches, promotions, and major financial expenditures), we seek to have consensus of all core faculty, even if decisions must be delayed. For all changes involving curricular matters and degree requirements, in accordance with the Provost's recommendation, these must have the support of the majority of TTF in International Studies. For all changes involving personnel issues, only those TTF at or above the level of the candidate being voted on can cast votes. The Head does not vote on Tenure and Promotion decisions, but instead the Head's recommendation is included in the Head's Report.

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 faculty members.

Ad Hoc Committees

On an as needed basis, the Department has three frequent ad Hoc Committees, whose members are appointed by the Department Head:

- 1) Tenure and promotion: a new committee is constituted each time an International Studies TTF is reviewed for tenure and promotion. It is led by a tenured faculty member and consists of two other tenured faculty members. Generally at least one of the other faculty members is from the candidate's discipline or region of expertise, but this is not mandatory. The department head never serves as a member of this committee. As per the UO Provost's policies, only tenured TTF can vote on tenure cases; only full professors can vote on promotion to full professor cases.
- 2) Six year post-promotion review: a new committee is constituted each time an International Studies TTF comes up for a six year post-promotion review. It is led by a tenured faculty member and consists of two other tenured faculty members. Generally at

least one of the other faculty members is from the candidate's discipline or region of expertise, but this is not mandatory. The department head never serves as a member of this committee.

- 3) Search committees: a new committee is constituted each time the department is authorized to conduct a search for a new TTF position. It is led by a tenured faculty member and consists of two other TTF, one of whom may be from outside of the department. The department head never serves as a member of this committee.

Selection of Faculty for Administrative Positions

The Department of International Studies has a transparent, inclusive process for selecting faculty to be appointed to its three administrative positions. International Studies core faculty make recommendations to the CAS Dean for Department Head; final authority to appoint the head resides with the CAS Dean. Faculty make recommendations to the International Studies Department Head for the GSD and USD positions; final authority to appoint both positions resides with the Department Head.

Process for Recommending the Department Head

1. All core faculty are eligible to nominate a tenured International Studies faculty member by means of email to the Associate Dean for the Social Sciences in CAS. The Associate Dean will contact each nominee individually to see if s/he is willing to serve. Those nominees who are willing to serve will then be compiled into a master list of candidates.
2. All candidates are asked to write a statement of their philosophy and goals of being the Department Head, which is distributed to all International Studies core faculty. Candidates are to attend a faculty meeting, where they will be interviewed by the International Studies core faculty.
3. Candidates are then asked to leave the meeting. The International Studies core faculty will then submit confidential votes to the OCIAS OA. The OCIAS OA will present the ballot results, as well as a written report on the decision-making process, to the CAS Associate Dean, who will confer with the CAS dean as they make the final selection of the department Head.

Process for Selecting GSD and USD

1. All core faculty are eligible to nominate a tenured faculty member by means of email to the International Studies Department Head. The Head will contact each nominee individually to see if s/he is willing to serve. Those nominees who are willing to serve will then be compiled into a master list of candidates. In the event the current Head is stepping down at the end of that academic year, this process is to occur after the new Head is selected, who will run the process noted below.
2. All candidates are asked to write a statement of their philosophy and goals of being the GSD or USD, which is distributed to all core faculty.

3. The core faculty will discuss the candidates at a department meeting (*not* attended by the candidates). The Head (or incoming new Head) will make the final selection of GSD and USD. The tenure of the GSD and the USD are to be concurrent with the tenure of the department Head.