

DEPARTMENT OF POLITICAL SCIENCE

INTERNAL GOVERNANCE

August 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 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 Political Science Tenure Track Faculty and Career Non-Tenure Track Faculty in the development of department policies and practices.

FACULTY ADMINISTRATIVE ROLES

Department Head (See Appendix for Selection of Department Head)

Term: Three calendar years with possible renewal

Responsibilities:

Annual reviews of TTF, NTTf, and OA

Third-year Post Tenure Review

Coordination of Contract Renewals, Promotion and Tenure Reviews, and Sixth-Year Post Tenure Review

Appointment and Oversight of Departmental Committees and Administrative Positions

Budget Authority

Course Schedule

Approval of External Applications

Coordination of Donor Relations with CAS Development Office

Approval of Travel and Computer-Purchases

Complaints and Grievances

The Department Head consults frequently with the elected Personnel Committee (see below), as necessary. Administrative Positions, below, will be appointed after soliciting statements of interest and in full consultation with the Personnel Committee. There should be some consideration and attempt to rotate these positions, similar to the rotation of all other service. Only tenured faculty are eligible for this position.

Associate Department Head

Term: One academic year; the position does not include summer responsibilities with the exception of any period of time in which the department head is out of email or phone contact during the summer, not to exceed two weeks.

The Associate Department Head is appointed by the Department Head, and also serves as an ex officio member of the Personnel Committee. The other responsibilities of this position are negotiated at the time of appointment. Only tenured faculty are eligible for this position.

Director of Graduate Studies

Term: Two academic years; this appointment does not include summer responsibilities

Responsibilities: advise graduate students, respond to prospective students, interpret and apply established policies and procedures, work with the Graduate Coordinator to communicate student status and progress, oversee program requirement and curriculum changes, seek updates on whereabouts of graduate alums, serves as a non-voting ex officio member of the Admissions and Awards Committee, and provides input concerning GTF funding decisions. Only tenured faculty are eligible for this position.

Speaker Series Coordinator

Term: One academic year

Responsibilities: invite and coordinate visits from distinguished experts and political leaders, work with the Department Head to determine honorariums and event dates, serve as host and arrange an itinerary for the guest, and coordinate event details and marketing plans with the Office Manager and Undergraduate Coordinator. All tenured and tenure-track faculty are eligible for this position.

Undergraduate Internships Coordinator

Term: One academic year

Responsibilities: approve PS 406 Field Studies/Internship forms, grade all associated course credits, and serve as faculty sponsor for IE3 program students. All Career NTTF and TTF are eligible for this position.

STANDING COMMITTEES

The committee membership, including the chair, is determined each fall by department head, after soliciting preferences from faculty. Elected committees will be determined by approval voting; the Department Chair votes if there is a tie. Untenured faculty should not be expected to serve as a chair of any of these committees.

Admissions and Awards

The Admissions & Awards Committee recommends admission and graduate student award recipients to the Department Head, who will make final decisions. Committee is comprised of a chair and no less than two members; all tenure track faculty, appointed by the department head for one academic year.

Curriculum

The Curriculum Committee ensures cohesiveness of department undergraduate and graduate curriculum and should be aware of curriculum timetables, submission deadlines, and review reports that summarize the decisions of the college and university-level curricular committees for any given term. The committee recommends curriculum decisions to the entire department for review and approval. The committee is comprised of a chair and no less than two members, appointed by the department head for one academic year. At least one of the members must be a tenure-related faculty; however a Career NTTF may be a member of this committee.

Honors and Awards

The Undergraduate Honors and Awards Committee recommend award recipients to the Department Head, who will make final decisions. Committee is comprised of a chair and no less than two members; tenure track and career faculty, appointed by the department head for one academic year.

Merit Pay

The Merit Pay Committee is elected when there is a round of merit increases. The committee consists of the department head and three faculty members. Tenured and tenure-track members are eligible to serve. The committee reviews submitted merit materials and implements the Merit Evaluation Plan.

Peer Review

The Peer Review Committee completes peer reviews for instructional faculty. The committee is comprised of a chair and no less than two members (all tenure track faculty) appointed by the department head for one academic year.

Personnel

The Personnel Committee is elected annually. Assistant professors, Career NTTF, and NTTF do not serve on this committee. The committee conducts sixth-year post tenure reviews. This committee advises the department head on sensitive personnel matters, as well as proposed changes to departmental rules, guidelines, or course scheduling that are then discussed at a subsequent departmental meeting.

Subfield

There are six subfields of study within the department: Comparative Politics, Formal Theory and Methodology, International Relations, Political Theory, Public Policy, and United States Politics. Each subfield is guided by a committee, consisting of those tenure track faculty members who teach in the area. Each committee oversees curriculum in that field.

AD HOC COMMITTEES

The Department Head appoints committees to conduct contract renewal and promotion and tenure reviews, after consultation with the faculty member under review. When the promotion of a Career NTTF is being considered, at least one other career NTTF member will be included on the review committee, if possible.

Other ad hoc committees are appointed and instructed by the Department Head as needs arise.

SEARCH COMMITTEES

Search Committee members are appointed by the department head, and all tenured or tenure-track faculty are eligible. Searches for non-tenure-track faculty are conducted by the Department Head and the Personnel Committee.

Step by step instructions to help search committees and their chairs organize the search process can be found on the UO's Academic Appointments website.

The department has created a Job Candidate Data Sheet to help the search committee in determining the most qualified candidates.

Department Voting Rules on Candidates:

1. Short List to Interview:

Approval voting -- Each departmental member identifies those candidates which he/she "approves of." Number of votes per departmental member therefore varies from 0 to N (total number of candidates). Top vote-getters (2 or 3, depending on number of interviews allowed by dean) are identified; if tie results, runoff between such candidates is conducted with each departmental member having one vote.

2. Interview to Job Offer:

Preference Voting with "Majority" or 50% Rule –

A. Each departmental member casts a single vote for his/her most preferred candidate, or “none of the above.” The job candidate with greatest number of votes “wins,” provided that he/she has received at least 50% of the votes cast, including the “none of the above” votes. If no candidate receives 50% of the votes, the candidate with the least number of votes will be eliminated, and a second vote will be held with the remaining candidate(s)*. After this step, if no candidate receives 50% of votes cast, then the department will decide whether to conduct more interviews or cancel the search. In-absentia votes can be cast.

B. In order to provide for a second choice in the event that the first candidate turns down a job offer, an additional vote will be held among the remaining candidate(s)*. Again each faculty member will have one vote, or a “none of the above” option, and 50% of the votes are required before a candidate is designated as the second choice.

C. If all interviewees, as identified in step # 1, decline or are no longer available, approval voting of remaining short list candidates is repeated.

* May involve only one candidate

Should a protected group candidate emerge as one of the top finalists, the faculty would need to consider the applicability of University of Oregon Policy Statement 3.140.

DEPARTMENTAL MEETINGS AND PARTICIPATION IN POLICY MAKING

The Department follows “Robert’s Rules of Order” in the conduct of its business (2011, 11th Edition).

Department meetings are held periodically throughout the academic year, at least one per term, and as needs arise. Motions and agenda items are channeled to the department head, who determines meeting dates and circulates agenda in advance. Attendance and meeting minutes are taken by the Office Manager. After minutes are approved by the Department Head, they are posted on the Faculty Net webpage.

Voting rules: TTF and Career NTTF have full voting rights at all departmental meetings unless the agenda involves personnel matters of a person at a higher rank. Emeritus serving in an instructional capacity may attend and vote. TTF and Career NTTF on leave or sabbatical retain all of their rights and privileges related to faculty governance, according to their own preferences. However, it is the responsibility of the faculty member to make individual arrangements as to accessibility and communication without undue burdens on staff or colleagues.

Policy changes and decisions, including future policies subject to the CBA, are discussed and voted on by both Career NTTF and TTF (with the exception of the TTF personnel issues), and will be documented by the department head or a designated individual and appropriately archived. Access to these decisions will be readily available to all TTF and Career NTTF faculty members

Career NTTF participate when it is appropriate and equitable for them to do so. They are involved in all departmental decisions, excepting personnel decisions involving the evaluation, hiring, tenure, and promotion of tenure-track and tenured faculty. However, Career NTTF do participate in any departmental personnel policies involving performance and promotion reviews, workload, and merit salary increases for the NTTF rank.

Review guidelines for TTF tenure and promotion are developed and voted on by the entire TTF. Reviews of TTF and NTTF faculty follow CAS guidelines and schedule.

APPENDIX

DEPARTMENT HEAD NOMINATION

As early as possible in Winter Term of the academic year in which a new department head is to be chosen, but no later than February 15, all department faculty will meet with the Dean and Associate Dean to discuss the process of selecting the department head.

Following this meeting, nominations and applications for the position of department head will be solicited by and sent to the chair of the personnel committee within 2 weeks of the meeting with the deans. The committee chair, in consultation with the other members, will ascertain the interest and availability of those nominated and/or of those who have applied.

Once nominations and applications have been received, the department will meet to discuss its current expectations of a department head and whether the candidates meet those expectations. The nominees and applicants do not attend this meeting. Following this meeting, the chair of the personnel committee, in cooperation with the department manager, will send out an e-mail ballot listing the names of the candidates. Voting members of the department will then indicate the candidates of whom they approve, and will return these ballots to the department manager within 5 working days of the meeting. The department manager will report the results of the vote to the chair of the personnel committee, but will maintain confidentiality with regard to how individual members voted. The chair of the personnel committee will then report the results of the election to the members of the department and to the dean and associate dean (this must occur within 30 days of the meeting with the deans). The election results will be the basis of any further discussions between the deans and members of the department.

Should one or more members of the personnel committee be candidates, they will recuse themselves from participation in these procedures. Should the incumbent department head be a candidate for a second term, the chair of the personnel committee will preside at the department meeting at which expectations and qualifications are discussed. Should the chair of the personnel committee also be a candidate, another member of the personnel committee who is not a candidate will chair the meeting in accordance with the procedures described above.

OTHER GUIDELINES AND PROCESSES

The department faculty currently consists of twenty 1.0 TTF, one .2 FTE TTF, one .4 FTE TTF, and one 1.0 FTE Career NTTF whose FTE is divided evenly between teaching and advising responsibilities.

The department has a TTF merit pay policy on file with the CAS Dean's Office, and can be amended prior to each round of merit review. There is a separate policy for Career NTTF.

Academic standards and process are established, reviewed and revised by the entire department, as are the requirements for the major and minor in Political Science, and graduation with honors.

Administrative procedures and meeting minutes are available on the Faculty Net.

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.