

European Studies Program Governance

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 European Studies (EURO) program's policies and practices.

Structure of European Studies Program

Program Director: a tenured faculty member who is nominated and voted upon by all EURO affiliated faculty and appointed by the Deans. The Director serves a 3-year term.

The Director is responsible for encouraging the study of Europe on campus through the activities of the European Studies Program. S/he oversees the instructional mission of the Program, and provides oversight for all parts of the minor program and academic curriculum. The duties of the Director include attendance at campus and community events, publicizing activities sponsored by the Program and by other allied units on campus. The Director, in consultation with the Executive Committee, will help generate ideas for new activities. The Director is expected to represent the interests of European Studies and its affiliated faculty through involvement in university initiatives and active membership on campus committees such as Heads and Director's Meetings. The Director is responsible for overseeing the listing and cross-listing of EURO courses each quarter and organizing UO participation in the annual Model European Union simulation at the University of Washington. The Director may make minor allocations of EURO funds (up to \$200) to support Program-related activities. S/he consults with the Executive Committee to make decisions about larger disbursements of funds. The Director is also responsible for advocating for the interests of European Studies via annual budget requests to the Deans as necessary.

Executive Committee: a 3-person committee composed of tenure-related or career NTT faculty who are nominated and voted upon by all EURO affiliated faculty. Members serve 3-year terms (except in the event of terms interrupted by sabbaticals—see below).

The Executive Committee will consult in a timely manner with Director on matters where s/he needs broader input, including on decisions about which matters call for a full meeting of affiliated faculty and non-faculty affiliates. Beyond decision-making, the Committee will aid the governance of European Studies by smoothing transitions (e.g., as new Directors come in), and help grow the program intellectually (e.g., through

development of the minor, development of programming beyond the minor, proposals for new courses, or the creation of ad-hoc workgroups around pressing issues).

The Executive Committee will generally meet once per quarter or as needed for consultation. Although these meetings will be considered closed sessions, any EURO faculty member or affiliate may request to attend. Each request will be voted on by the Executive Committee members and the Director by simple majority. In the event of a split vote (2-2) the issue will be referred to all EURO affiliated faculty for a vote. Minutes from these meetings will be circulated to all EURO affiliated faculty within two weeks.

Faculty may not serve on the Executive Committee during a sabbatical. If a member of the committee takes a one- or two-quarter sabbatical during his/her term, the Director and other members of the Executive Committee may ask another EURO affiliated faculty member to serve in an interim capacity (voting by majority on candidates if necessary). If a member of the committee takes a full-year sabbatical during his/her term, an election must be held, with the standard nomination procedure and all EURO affiliated faculty voting, for another person to serve a one-year replacement term.

Affiliated Faculty: all UO TTF and career NTTF who have teaching or research interests related to Europe may participate in the Program as affiliated faculty. TTF and NTTF may be asked to join the list of affiliated faculty by the Director or may request membership of their own accord. If the Director or any member of the Executive Committee perceives uncertainty about whether a potential member counts as having interests sufficiently “related to Europe,” the Executive Committee and Director will vote by simple majority on approval of membership.

The status of EURO affiliated faculty is presumed to be permanent. Faculty members retain this status even when not teaching during a particular quarter or when on sabbatical. Affiliated faculty members on sabbatical will continue to receive information sent to all affiliated faculty and may participate in meetings or votes at their discretion.

Non-faculty affiliates: staff and other professional members of the university community may request permission to participate in the program, attend meetings, etc. They do not vote.

Contingent Faculty: While there is currently no contingent faculty funding associated with European Studies, it is understood that, should there be, time spent by 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.

Meetings and Decision-Making Procedures

- General European Studies faculty meetings will occur at least twice per academic year, and are open to all EURO affiliated faculty members and non-faculty affiliates. Meeting days and times are selected based on the availability of Program leadership and with attention to general faculty availability.
- Meeting agendas will be drafted by the Director in consultation with the Executive Committee. Prior to the meeting, the Director will make an open call to all affiliated faculty and non-faculty affiliates for any further agenda items. At least one time per year, a full overview of the Program's budget will be shared with all affiliated faculty and non-faculty affiliates.
- When items require a vote, all affiliated faculty votes will be counted equally (except for items in the next bullet). A simple majority of affiliated faculty present at a given meeting will suffice to pass a motion or a vote; no quorum is necessary.
- Minutes will be circulated to all affiliated faculty and non-faculty affiliates within 2 weeks of the meeting for editing or comments, and to document or publicize the proceedings and resolutions.
- Expenditures up to \$200 can be decided by the Director. Expenditures above \$201 but below \$500 (except for regular annual spending relating to Model EU participation) require approval by the Executive Committee by majority vote.. Expenditures over \$500 other than Model EU costs require approval by the full faculty voting by simple majority.
- This governance document may be modified in the future after discussion at an EURO general faculty meeting, and with a vote (in person or electronically) by simple majority with at least 50% of all affiliated faculty members participating.

Process for Selecting a Program Director

1. During late Winter or early Spring term of the final year of a Director's appointment, the Associate Dean for Social Sciences will attend a meeting to which all EURO affiliated faculty are invited to discuss the directorship. At this meeting one faculty member will be designated as a neutral party to manage the election.
2. After this meeting program faculty will nominate tenured faculty members for the directorship by means of email to the designated manager. All affiliated faculty are eligible to make nominations, including self-nominations from tenured faculty members.
3. If there is more than one interested and available candidate, the full EURO affiliated faculty will be invited to meet to discuss the candidates. Nominees will not be present for this discussion.

4. Following the meeting, the election manager will send out an email ballot to all EURO affiliated faculty. All EURO affiliated faculty are encouraged to participate and all count equally. Members will return ballots with their vote for one candidate within 5 working days of the meeting. The manager will report the results of the rankings to the current Director and the Associate Dean of the Social Sciences, but will maintain confidentiality with regard to how individual members voted.
5. The manager will present the ballot results and a written report on the decision-making process to the Deans, who will make the final selection of a Director.

Process for Selecting Executive Committee Members

1. During late Winter or early Spring of the final year of the appointment of a member of the Executive Committee, the Director will seek nominations from all EURO affiliated faculty for the next term (including the possibility of renewals).
2. All EURO affiliated faculty are eligible to nominate affiliated faculty members for the Executive Committee by email to the Director.
3. The Director will contact each nominee individually to see if s/he is willing to serve. Those nominees who are willing to serve will be compiled into a master list of candidates.
4. The Director will manage a process of confidential electronic voting. All EURO affiliated faculty are encouraged to participate and votes all count equally. The winner will be the person who receives the most votes. If two Executive Committee positions are open the top two candidates will be elected, and if three positions are open then the top three. Results will be announced by email.