

ART DEPARTMENT INTERNAL GOVERNANCE POLICY
SCHOOL OF ARCHITECTURE AND ALLIED ARTS, UNIVERSITY OF OREGON

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This Departmental Internal Governance Policy provides the formal codification of the development and maintenance of internal governance policies for Art consistent with CBA Article 4 and includes provisions to ensure appropriate and equitable representation of faculty members. This document was created with equitable participation of all Art Department Tenure Track Faculty and both Career and Adjunct Non-Tenure Track Faculty.

I. Faculty Governance Roles

- The primary approach to departmental decision-making is discussion and consensus building by the faculty, as a committee of the whole, during department meetings. Often an issue will first be referred to, or arise from, a standing committee, which will bring forward proposals or iterations for the faculty to consider.
- Eligible Voting Faculty – Unless specified otherwise in this policy, faculty eligible to vote on departmental matters include: all currently appointed tenure-track or tenure-reduced faculty at 0.50 FTE or greater; all career non-tenure-track faculty, post-docs, and research associates with an academic year appointment of 0.50 FTE or greater; and career NTTF, post-docs or research associates with contracts in the department for FTE<0.50 that include administrative service beyond the standard expectation for a teaching faculty member. Other non-tenure-track and adjunct faculty will also be invited to participate in discussions and advisory votes. However, all faculty are eligible to participate in the development of the Art Department’s internal governance policy.
- Tenure track Professional Responsibility – Per the guidance of the University Provost and congruent with the aims of the faculty collective bargaining agreement, some areas of academic governance are the ultimate responsibility of the tenure-track faculty. Thus in these areas, all tenure-track faculty, subject to the preceding paragraph, will have full voting rights and the responsibility to develop and propose policy, though this will not preclude input from and consultation with All Faculty. These areas are:
 - Developing guidelines for TTF tenure and promotion
 - Developing workload for TTF
 - Developing guidelines for merit salary increase for TTF

- Participating in review of TTF for promotion and/or tenure
- Establishing, reviewing and revising departmental curricula
- Establishing requirements for earning degrees and certificates
- In addition, Career Non-Tenure 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. Curricular matters are considered to be a part of the professional responsibilities of career NTTF with instructional responsibilities, who may vote in an advisory capacity on curricular matters.

In all other matters of governance, participation will be based on the processes articulated in this policy.

- 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.

II. Meeting protocols:

The Department schedules faculty meetings twice a term – one midway into the term (2 hours on a Thursday afternoon) and one at the end of the term (3+ hours on the Tuesday afternoon of finals week). At the beginning of the year, prior to the start of Fall term, the faculty engages in a full day retreat (typically off campus) to tackle larger, more strategic topics in preparation for the coming academic year. In addition to the standing faculty meetings (scheduled at the beginning of the year), additional meetings are added for specific tasks, such as graduate admissions.

A call for agenda items goes out to the faculty at least five days prior to the meeting date. Notice of any items on the agenda subject to faculty vote will be made at least three days prior to the meeting.

All tenure track faculty are expected to attend faculty meetings; Career non-tenure track Instructors are invited, but are not obligated to attend. Reasonable efforts are made to ensure that tenure-related faculty do not have scheduled classes on Tuesday and Thursday afternoons after 3:00 to protect this time for departmental business. Faculty who are scheduled to teach during that time may be given other opportunities to participate in faculty discussion through email or smaller group meetings and vote.

Between department meetings, the Head may solicit input on decision-making via email, allowing faculty to weigh in on questions or receive materials for

review in advance of a meeting. In such cases, materials will be sent to all faculty – TTF, career NTTF, pro-tem instructors, and others with a contract.

When either the timing, confidentiality, or scope of a decision necessitates, the Head will consult directly with relevant representatives of the faculty, for example the FAC, standing committees, Directors, Curricular Coordinators or individually affected faculty members in making the appropriate determination. In other cases, due to timing or confidentiality, the Head must make decisions in good faith on behalf of their colleagues, guided by an understanding of the beliefs, priorities and interests of the faculty.

Discussion and vote on NTTF policy will take place at end-of-the-term faculty meetings when possible to ensure the availability of career NTTF. In case of time-sensitive or urgent matters that will lead to discussion and vote on NTTF policy, the department will do its best to find a time without conflict when most career NTTFs are not scheduled to teach, or work with the instructor(s) to make arrangements for a substitute to cover classes for those career NTTFs who wish to attend the meeting.

When internal governance policy issues are on the agenda, at least three days' written notice will be given. Policy questions, or decisions substantially altering requirements or procedures, will be subject to a vote; other matters will be determined through consensus discussions and if necessary, a faculty member can bring a motion to vote.

A quorum of at least 50% of eligible voting faculty (not including advisory votes) is required to be present to vote on policy decisions. Of those present and eligible to vote, a threshold of 50%+1 is required to pass a vote. Votes may not be cast by proxy. Faculty members on sabbatical or approved leave are eligible to participate in governance and vote on policy when in actual or electronic attendance at relevant faculty meetings, but are not required to do so. Other methods of voting, where employed, will include means for faculty members on sabbatical, approved leave, or whose teaching assignments conflict with faculty meetings, to participate in the vote. Faculty members on full-time leave (0.0 FTE per term) are ineligible to participate in governance and vote on policy until such time that they return from leave.

It is understood, that emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Department Head will make all reasonable accommodations to ensure that faculty are adequately represented in the meeting. It is further understood that such emergency situations are intended to address short-term accommodations, and that these meetings will not be used to discuss or decide upon long-term policy.

III. Appropriate Documentation of Decisions

To document decisions, formal meeting minutes will be kept. Minutes will serve as a record of those discussions and decisions, and will be distributed in a timely fashion via email to all faculty following the meetings.

Where the School or University administrations have the need to respond to formal proposals or requests, they will deliver a written response to the Department Head. Those written responses will be incorporated into the next available faculty meeting and the responses will be entered into the formal meeting minutes.

IV. Standing Committees:

The Art Department maintains a number of standing committees, with distinct areas of purview, in service of the faculty as a whole. The nature of the committees needed are the result of faculty discussion; new committees are formed or waning committees are downsized to reflect changing conditions and the current needs and priorities of the department. The following list reflects the current Committee structure:

Elected committees:

Faculty Advisory Committee (FAC)

The FAC is an elected body in the Art Department. At the final faculty meeting of the academic year, members are elected for the coming year. Four members, three tenure-related faculty (consisting of at least two tenured members if possible) and one Career NTTF, are elected by secret ballot. The NTTF representative participates in NTTF policy issues, but not tenure-related policy issues. Faculty can serve up to two years in a row. In the first round of voting, one tenured faculty from the previous year's FAC will be elected for a second year of service, as the continuing member of the committee. Faculty are ineligible for the FAC if they have served for the previous two years, are going on leave (of more than one term) or have been elected to serve on the FPC. The election of the FAC and FPC occur sequentially, with the FPC election first. The senior faculty member with the highest number of votes is named the chair.

As the elected representatives of the faculty, the FAC serves as an advisory council to the Department Head, bringing issues to the attention of the Head for consideration, and working with the Head on a wide range of policy questions and departmental affairs. In its relations with the Head and the faculty, the FAC shall act either on request or on its own initiative.

The development of critical departmental policies guiding decisions are undertaken by the Head and the FAC, as elected representatives of the faculty. Draft policies are shared with the faculty, as a committee of the whole for review and discussion.

Faculty Personnel Committee (FPC)

To manage the new personnel responsibilities for performance reviews, NTTF promotions, as well as promotion and tenure reviews, a second elected committee will be formed to focus on these critical departmental functions.

At the final faculty meeting of the academic year, members are elected for the coming year. Four members, three tenure-related faculty (consisting of at least two tenured members if possible) and one Career NTTF, are elected by secret ballot. The NTTF representative participates in NTTF personnel issues, but not tenure-related personnel issues. Faculty can serve up to two years in a row. In the first round of voting, one tenured faculty from the previous year's FAC will be elected for a second year of service, as the continuing member of the committee. Faculty are ineligible for the FPC if they have served for the previous two years, are going on leave (for more than one term), are up for tenure and/or promotion or have been elected to the FAC. The election of the FAC and FPC occur sequentially, with the FPC election first. Voting on promotion is restricted to committee members in the same rank to be attained or higher.

The senior faculty member with the highest number of votes is named the chair. If a promotion and tenure case is pending for the coming year, the committee requires three tenured members; if one of the elected tenure-related faculty members is an untenured assistant professor, an additional round of balloting is conducted to elect an alternate member from among the senior faculty only to participate in the promotion and tenure process in place of the junior member. If a Career NTTF promotion case is pending, the committee requires at least one Career NTTF at or above the rank sought by the candidate.

In the event of a promotion to full professor case, the FPC and the Department Head will work with the Dean to constitute an appropriate personnel committee, should there not be enough full professors within the Department eligible to vote.

Appointed Committees

These committees are appointed by the Department Head. Committees may be combined or their oversight expanded as needed, depending on the number of faculty available to serve and the fluctuating needs of the department. This oversight excludes faculty elected committees such as the FAC and the FPC, except as agreed upon by the committees. Prior to the start of the academic year, the Head will solicit faculty preferences for committee assignments, with the understanding that needs may dictate other assignments. Tenure-related and Career NTTF faculty are eligible for service and may serve for one or two years. One goal is to have some continuity on these committees, to allow for long-term planning and projects. Ideally appointments are staggered two-year appointments, so that some members are rotating on and off each year. However, to balance leaves, other service commitments and committee makeup, some flexibility and one-year appointments are necessary.

The guiding principles for the appointment of each committee includes rotating responsibilities over time, representing a diversity of viewpoints and expertise and balancing individual service demands. Typically, each committee has three members, but at times might have more to offset partial leaves or changes in teaching appointments, or fewer, if there are an insufficient number of faculty available.

Typically, the Head meets with each committee at the beginning of the year to discuss potential projects and issues to focus on for the year. Thereafter, the committees set their own schedules and agenda. Often, committees will make reports to the full faculty during department meetings, to update on progress or present proposals for consideration.

Duties & responsibilities

Curriculum & Scholarship Committee

This committee is responsible for reviewing curriculum change proposals and taking the lead on developing curricular initiatives for the department. They review and select proposals for the Dave Foster Experimental class and the New York trip, and they advise on curriculum planning for summer session. The committee is also responsible for reviewing and deciding on department-wide student scholarship applications.

Exhibition Committee

The exhibition committee's primary responsibility is to provide oversight and consultation for the Laverne Krause Gallery and its Gallery Director. As the student exhibition opportunities have expanded to other sites, both on and off campus, they provide guidance to the Gallery Director for these initiatives.

Graduate Committee

The graduate committee works with the Graduate Director on issues related to the MFA program, including curriculum and processes. They serve as the review committee for GTF assignments and for the Singer Fellowship.

Development/Outreach Committee

The newest committee in the department, development & outreach works on initiatives to improve our outreach to external constituents, including alumni and the professional community.

Ad Hoc Committees

Ad Hoc committees may be formed to tackle shorter duration projects, which require faculty oversight. They may be constituted by faculty members volunteering to participate or by request. One example of a past ad hoc committee was the faculty exhibition task force.

Search Committees

Faculty search committees are appointed by the Head. Tenure-track faculty search committees typically consists of three tenure-related faculty members. In rare cases, a fourth may be included, if necessary, to add more breadth to the committee. A student representative may be included in the committee, but they are not eligible to vote. NTTF search committees are similarly comprised, but will whenever possible also include at least one career NTTF member.

The incumbent in the position is not eligible to serve. At least one, but no more than two, faculty from the immediate curricular area serve on the committee, where applicable. The constitution of the committee is made with the goal of including a range of faculty perspectives and backgrounds and representing the broad interests of the faculty.

Search committees work on behalf of the faculty to draft the position job description, review applications, conduct interviews, present a short list to the faculty for discussion, play a lead role in campus visits and put forward a recommendation to the Head.

V. Faculty Administrative Roles

The Dean may add other positions and make adjustments to faculty administrative roles and assignments as needed, provided that doing so is consistent with the CBA's requirements.

A. Department Head

Department Head Guiding Principles - As both a leader and as the chief liaison between faculty and administration, it is recognized that the role of the head includes a measure of concentration of authority. The head recognizes the necessity to honor the trust and authority placed in him or her by operating in good faith in a consultative and collegial manner, and adhering to the guiding principles of transparency, equity, parity, and inclusiveness whenever acting on behalf of the faculty.

Department Head Nomination Participation - When the position is vacated, the FAC, on behalf of the faculty, solicits confidential nominations from the full faculty (both the tenure-track and career non-tenure track). The FAC is charged with following up with those individuals nominated to explore their interest. As the elected representatives, the FAC manages a forum for the discussion of individual candidacies by the full faculty. They are additionally charged with making a recommendation to the Dean, on behalf of their colleagues.

Should no candidate come forward, the FAC and Department Head will work with the Dean to shape alternatives for the search and appointment of a new Head.

B. Other Faculty Administrative Roles

The Art Department currently has three faculty administrative positions: the Associate Head, the Graduate Director, and the Digital Arts Director, focused on particular areas of the curriculum requiring substantial oversight, as well as eight Curricular Coordinators. Unless otherwise indicated, these administrative roles are assigned to tenure-track faculty members.

The Associate Head and Director positions are appointed by the Head, with input through informal consultation with relevant faculty. For example, each of the digital arts faculty is consulted individually about Director appointments for the area. The guiding principles for these appointments are the selection of individuals who will best represent the interests and priorities of the faculty as a whole at that time.

The *Associate Head* supports the Head in a range of capacities, as determined by the Head and agreed upon by mutual consent. Responsibilities include assuming significant oversight in managing the department, and taking a lead role on strategic initiatives. The Associate Head also acts as advisor to the Head on departmental matters. The Associate Head may preside over faculty meetings and fill in for the Head when the Head is unavailable.

The *Graduate Director* has primary responsibility for the oversight and management of the MFA program, working in collaboration with the Head. On behalf of, and in consultation with, the tenure-related faculty, the Graduate Director leads initiatives on graduate curriculum, facilities and recruitment efforts. With support from the office staff and the graduate committee, the Director organizes graduate admissions, orientations, GTF assignments, reclassification reviews and thesis procedures. The Director oversees exhibitions and events such as Graduate Reviews and the MFA exhibition, including the MFA catalogue and promotional materials.

The *Digital Arts Director* has primary responsibility for the oversight and management of the Digital Arts program, working in collaboration with the Head. The Digital Arts Director has many duties that are parallel to the Curricular Coordinator in other areas, but given the separate undergraduate degrees, the number of students, faculty and courses, it is a larger job with different recognition. The Director leads efforts on behalf of Digital Arts faculty, conducting regular meetings, overseeing curriculum and requirements for the Digital Arts majors and the Multimedia Design Minor, managing facilities, equipment and the BFA program in Portland, in addition to leading recruitment and promotion efforts.

The *Curricular Coordinators* provide leadership and management within the specific curricular areas (printmaking, CORE, painting/drawing, sculpture, ceramics, jewelry and metalsmithing, fibers, photography). The Curricular Coordinator is selected by the area faculty in consultation with the Head. The Coordinator oversees area operations such as technical staffing, adjunct recommendations, GTF supervision, facilities and equipment needs, and curricular changes. They represent the curricular area in department operations such as academic schedule planning, MFA admissions, defining GTF positions and budget requests. In curricular areas where there are multiple faculty, area faculty share duties and responsibilities, but the Curricular Coordinator takes the lead as the point person representing the curricular area. When there are multiple faculty, the position typically rotates among the tenured faculty. In some situations, (such as one-person areas with the tenured faculty member on leave) a Career NTTF may be appointed as the interim Curricular Coordinator with added FTE in recognition of these service responsibilities.

VI. Development of Key Collective Bargaining Agreement Provisions

Any policy development processes undertaken as a result of faculty Collective Bargaining Agreement requirements will follow the relevant policy development process outlined in the CBA.

VII. Curriculum & Degree Requirements

The establishment, review and revision of the curriculum is vested in the tenure-track faculty, who have the knowledge and expertise and are charged with shaping and implementing the curriculum. See paragraph I of this policy concerning when it is appropriate for Career NTTF to participate in establishing, reviewing, and revising department curricula. Any changes to curriculum are initiated either by curricular areas or, in the case of program-wide or degree-wide issues, from discussions of the faculty as a whole. Changes to the graduate curriculum may be brought forward by the Graduate Director and/or graduate committee for review by the faculty as a whole and require a faculty vote with adequate notice of motion.

Any course changes are reviewed by the Department Head and the curriculum committee, before being submitted to the School and University committees for review and approval. Changes to degree requirements require a faculty vote with adequate notice of motion. Given the accreditation of our degree programs by the National Association of Schools of Art and Design (NASAD), changes must be consistent with those national standards as well as university standards. Substantial changes to our degree programs require review and approval by NASAD, in order to retain the professional accreditation of those degrees.

VIII. Revisions to Policy:

Committee members and faculty acknowledge the urgency of policy development and accept responsibility for meeting implementation and deliverable deadlines. In the event that a committee misses an implementation or deliverable deadline, the Department Head maintains the ability to make unilateral decisions in the interim until the policy work has been completed and approved by the Provost.

Other policy development will follow the guidelines in Section 3, above.

Faculty may call for changes to established internal governance policies through a governance committee or at a regular faculty meeting consistent with CBA Article 4, Sec. 4 and will strive to inform the dean of any desired changes once per academic year.