

March 7, 2014

Department of Linguistics Internal Governance

Approved by the Office of the Provost and Academic Affairs: June 3, 2017

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 Linguistics Tenure Track Faculty and Career Non-Tenure Track Faculty in the development of department policies and practices.

This document may be reviewed by the faculty as a whole, and re-ratified or amended, whenever a Department Head appointment or renewal is made.

Administrative roles

All administrative positions typically are appointed for 3-year terms. All positions except Director of LTS may be held only by tenure-track faculty in Linguistics. All positions except Department Head are filled by nomination by the Department Head, ratified by the faculty, with the ultimate approval authority residing with the Department Head. The Department Head, or a designated individual, is responsible for documenting decisions made by department committees and at department meetings and for archiving such decisions appropriately. Access to these decisions will be readily available to all faculty.

Department Head: Duties as defined by CAS; Department Head may apportion certain duties to individual faculty or ad hoc committees as appropriate.

Associate Department Head: Substitutes for the Department Head as needed.

Director of Graduate Studies: Duties as defined by the Graduate School; advises Department Head, faculty and graduate students on Graduate School policies and requirements. Chairs the Graduate Admissions Committee and oversees the graduate admissions process.

Undergraduate Advisor: Advises current and potential Linguistics majors, advises Department Head and faculty on curriculum issues, scheduling UG Linguistics classes. This position is typically shared between two faculty.

Director of the SLAT Certificate Program: Advises current and potential SLAT Certificate students, arranges internships as needed for ESL SLAT students, approves transcripts for awarding of SLAT Certificates, calls regular meetings of all SLAT Advisors and Faculty.

Director of Language Teaching Specialization MA program: Has primary responsibility for all LTS MA Program academic operations, including LTS graduate student admissions and advising.

Committees and Governance

On most matters the faculty act as a committee of the whole. Standing and ad hoc committees make recommendations to the faculty.

The faculty meet as needed; normally at least twice a month, but sometimes weekly when necessary. Faculty meetings are called by the Department Head. The agenda is set by the Department Head with input from faculty. Tenure-track faculty are expected to attend all meetings unless they are out of town. NTTF holding appointments within Linguistics are free to attend faculty meetings or not as they choose; if a matter on the agenda requires input from a NTTF, they will be specifically asked by the Department Head to attend.

All TTF, NTTF whose appointment is within Linguistics, and emeritus faculty holding appointments of .50 or greater have voting rights. However, all faculty shall have the opportunity to participate in the development of Linguistics' internal governance policy. Unless individual current or prospective graduate students are being discussed, a representative of the graduate students' association (GLOSS) is invited to faculty meetings. The student representative does not vote. Only tenure-track faculty can vote on hiring decisions, except that the LTS Director may be invited by the faculty to cast a vote in hiring decisions which would directly impact the LTS program.

Meetings do not follow any formal procedures; anyone in attendance has the right to participate in any discussion, or to make any proposal which they may consider relevant. Voting rights are restricted as noted in the preceding paragraph.

Currently the only standing committees are the Graduate Admissions Committee, which reviews graduate applications and makes recommendations concerning admission to the faculty as a whole, and Graduate Research Funding Committee, which meets as needed to consider requests from graduate students for funds for conference or research-related expenses.

Ad hoc committees to deal with specific tasks are appointed by the Department Head with the approval of the faculty at regular faculty meetings. The most important ad hoc committees are those charged with making recommendations to the Department Head concerning promotion and tenure, merit raises, and faculty reviews. Merit raise committees are appointed by the Department Head at regular faculty meetings, with the approval of the faculty. Faculty review and promotion committees are restricted to faculty of appropriate rank – only tenured faculty can consider tenure cases, only full professors can consider promotion to professor. Review committee members must hold equal or higher rank to faculty under review. Since ours is a small department, this often means that the constitution of these committees is determined by who is available.

Faculty who participate in the Language Teaching Specialization MA program may be convened as necessary by the LTS Director as an advisory committee whose charge is to advise the LTS Director on curriculum review and development, monitor student progress, participate in the LTS graduate admissions process, and advise the Director on issues related to the LTS program.

Tenure-track hiring decisions are made by the tenure-track faculty acting as a committee of the whole. A special Search Committee is usually constituted to conduct interviews at the Linguistic Society of America meeting in January. Generally the Committee consists of any faculty who are planning to attend the LSA anyway; if there are too few faculty planning to attend for other reasons, one or two senior faculty may volunteer to attend as well. Hiring decisions are made by majority vote of tenure-track faculty; faculty on sabbatical leave may elect to vote in absentia on hiring decisions.

Curricular governance is ultimately the responsibility of the full faculty. The Department Head may appoint an ad hoc committee to review the undergraduate or graduate curriculum in general or with reference to specific issues; any report or recommendation of such a committee will be reviewed and accepted or rejected by the faculty in a departmental vote.

Appointment of Department Head

In the last year of a faculty member's tenure as Department Head, the Head will, in a department meeting, appoint one faculty member who is not a candidate for Head to privately poll the faculty and produce a list of all potential candidates who are suggested by any faculty. The results will be reported to the faculty who, as a Committee of the whole will make a recommendation to the Dean, who has the ultimate decision-making authority.