

# DEPARTMENT OF POLITICAL SCIENCE

## INTERNAL GOVERNANCE

June 2017

*Approved by the Office of the Provost & Academic Affairs: January 10, 2018*

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, 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

Coordinates Speaker Series

The Department Head consults frequently with the elected Personnel Committee (see below), as necessary. Administrative Positions, below, will be appointed by the department head 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.

An Associate Department Head may be appointed by the Department Head. The Associate Department Head 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, collect annual updates from subfield committees, coordinate recruitment and orientation, and serve as jobs coordinator. The DGS also serves as Chair of the Admissions and Awards Committee. Only tenured 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 by the Department Head, after soliciting preferences from faculty. Generally, committees are determined in September, unless otherwise noted below, and serve for one academic year. Elected committees will be determined by approval voting; the Department Chair votes if there is a tie. Untenured faculty are not expected to serve as a chair of any of these committees. Standing committees may make decisions within their mandates by majority vote of their voting membership.

#### 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 the quality and cohesion 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 considers faculty proposals for change to individual classes or program requirements and 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.

#### Equality and Inclusion

The Committee is charged with working to fulfill and deepen the University of Oregon's stated goal of providing a representative, inclusive, empowering and safe campus, recognizing that this is an institutional priority and an integral component of academic success. A full description of the committee mission and ongoing primary responsibilities are available on the Faculty Net.

The Equality and Inclusion Committee is comprised of three faculty, reflecting where possible different career stages, and one graduate student who serves as an ex officio member. At the discretion of the committee and in consultation with the Department Head, the committee chairperson will serve as liaison with inclusion initiatives in other departments or units.

#### 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.

#### 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 during the Spring term. Committee members serve a full year, beginning July 1 and ending June 30. 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. Election to the Personnel committee does not replace a faculty member's requirement to serve on a standing committee, but can be taken into consideration as a service burden in making standing-committee assignments.

### 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 creates and evaluates comprehensive examinations and contributes to a subfield webpage on the departmental site and updates it as necessary. For fields with explicit reading lists, the committee updates the list regularly. In advance of curriculum scheduling for each year, each committee presents to the Department Head a plan for coverage of its core graduate seminars.

### *AD HOC COMMITTEES*

#### 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 faculty members are eligible to serve. The committee reviews submitted merit materials and implements the Merit Evaluation Plan. Serving on the Merit Pay committee is counted as extraordinary service and is not considered service on a regular standing committee.

#### Other 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 tenure-track faculty 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 tenure-track faculty 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 backup choices 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. This process will be repeated, dropping one approved candidate from the vote each time, until no remaining candidates receive 50% approval for a job offer.

\* May involve only one candidate

## *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 in addition to the applicable policies.

## 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 Divisional 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 are advisory to the Dean, and the Dean or Dean's designee will make the appointment decision.

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*

Proposals for professional activities that involve department resources, course release, or leaves must be presented to the Department Head one month prior to applicable application deadlines. All proposals with such resource implications, internal or external, must have prior approval. The Department Head will consult relevant department committees, as needed. In cases of programmatic or curricular change, it is typically necessary to consult the full department.

The department has a TTF merit pay policy can be amended prior to each round of merit review. There is a separate policy for Career NTTF. All policy revisions are subject to final approval by the Provost or the Provost's designee.

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.