

April 9, 2014

**Internal Governance Policy for Russian, East European, and Eurasian Studies
(REEES)**

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 Tenure Track Faculty and Career Non-Tenure Track Faculty in Russian, East European and Eurasian Studies in the development of program policies and practices.

Governance Structure

Faculty associated with REEES are comprised of three main groups:

1. The **Core Faculty** includes tenured and tenure-track faculty (TTF) and Career Non-Tenure Track Faculty (Career NTTF) who have dedicated responsibilities and full voting rights within REEES. The Core Faculty is made up of faculty members (both TTF and Career NTTF) who have full or partial FTE appointments in REEES.
2. The **Participating Faculty** includes other tenured or tenure-track faculty members and Career NTTF who serve on the REEES committee and typically teach courses in their own departments that are cross-posted or are of particular relevance to students in REEES and/or have research interests related to REEES. Typically, existing Core and Participating Faculty of REEES suggest a list of potential new Participating Faculty to the Dean; however, the Dean appoints all Participating Faculty. Participating Faculty have full voting rights in REEES.
3. The **Associated Faculty** includes tenured and tenure-track faculty members and Career NTTF who have identified research interests in REEES. They do not have voting rights in REEES.
4. The **Director** of REEES is typically drawn from either Core or Participating Faculty and is a tenured member of the faculty who is nominated and approved by

the Core and Participating Faculty and whose designation is approved by the Dean. The Director has voting rights.

Departmental Meeting Protocol and Membership

1. Frequency of meetings: Typically at least one meeting per term, dependent on needs and scheduled at a time that least conflicts with teaching responsibilities.
2. Bringing forth of motions: Any Core or Participating Faculty member may bring up a motion for consideration and all Core and Participating Faculty have voting rights.

Meeting attendance: Attendance is mandatory for Core Faculty and is expected for Participating Faculty. Minutes are taken by the immediate past Head or a substitute, if that person is unable to attend. Minutes are distributed via the reees-faculty listserv and are approved at the beginning of the subsequent faculty meeting. Decisions made by program committees and at program meetings are documented by the program Director or a designated individual and appropriately archived. Access to these decisions is readily available to all TT and Career NTT faculty members.

3. Meeting structure: An agenda is typically circulated before the meeting via email, with all Core and Participating Faculty able to add items as needed. Votes are usually handled via voice vote, except for selection of the Program Director, which is carried out by secret ballot. Absentee ballots are accepted in writing by the Director prior to meetings.
4. Graduate student attendance: Since REEES has an M.A. program (but not a Ph.D. program where students spend five or more years in the program), graduate students typically do not attend meetings, but could be invited if a concern of the graduate students needed to be presented to the entire REEES faculty.

Committees

1. Given the small size of our program, and the fact that most Core and Participating Faculty are already in more than one unit, we do not have standing committees but typically decide important undergraduate, graduate, curriculum, events, and so on, as a committee of the whole. According to REEES's GDRs, the Graduate Admissions Committee must consist of the Director, the Language Coordinator, and at least one other faculty member. These meetings have always included the aforementioned, as well as several other members of the Core and Participating Faculty.

2. Search Committees are convened by the Director who designates a chair of a Search Committee as well as at least two other members drawn from Core and Participating Faculty. In the case of a TTF search, the committee would consist of TTF members.
3. Program Director nominations are solicited from Core and Participating Faculty. A committee of at least two people, not including the chair of the committee, is designated at a departmental meeting and the committee canvases opinions and submits a report. Candidates submit a statement outlining their goals and vision for the unit, which is circulated to all voting members. All final candidates are voted on at a program meeting, in the absence of the candidates for the directorship.
4. REEES faculty and committee meetings are run on a consensus model. The Director or committee chair will facilitate meetings with the aim of building consensus to arrive at a decision. When consensus is not possible, approval of an issue is measured by a majority of those present or wishing to participate via email.

Program Director

Appointment

The Dean of CAS appoints the Director after receiving a recommendation from the REEES faculty. If at all possible, the Director should be a tenured Core or Participating Faculty member. A committee that does not include the current Director or anyone who intends to be considered for Director solicits nominations (including self-nominations) for the next Director. Each candidate submits a statement outlining his/her vision for the unit to the Core and Participating Faculty. The committee calls a meeting of the Core and Participating Faculty to discuss the candidate(s) and seek a consensus-based recommendation to forward to the Dean. In the event that there is more than one candidate and that the faculty does not reach unanimous agreement, then the committee conveys the relative support (expressed through votes) for each candidate to the Dean.

Duties and Responsibilities

The program Director makes day-to-day decisions about the operation of the unit, in consultation with the faculty and the deans. They attend the regular meetings of department heads and program directors convened by the CAS deans and ensures that important tasks such as graduate admissions, GTF appointments, academic scheduling, proper budgeting, and mandatory peer evaluations of teaching remain on schedule and are performed according to University and CBA policies. Together with the Office

Manager and Accounting Technician, the Director oversees REEES's budget and often makes spending decisions in consultation with staff and faculty. The Director also approves graduate and undergraduate majors for graduation, in consultation with their advisers. In addition, the Director makes short-term, adjunct NTTF hires.

The Director also maintains an active presence on campus and serves as a liaison to the community. They also serve as Director of Graduate Studies for REEES and attend DGA meetings or appoints a substitute in the event of a conflict. REEES has outlined the program Director's duties here, but the CAS deans make the final determination on the Director's duties.

Due to the small size of REEES, and the fact that almost all faculty are responsible for duties in more than one unit, issues that might be handled by a separate committee in other units, such as a curriculum committee, graduate and undergraduate committees, colloquium and events committees, and the like are handled by the program Director in consultation with members of the Core and Participating Faculty.

Subcommittees

Search Committees

In the event of a tenure-track search, the Director of REEES or (if a joint appointment, the Director of REEES and the Head/Director of the jointly-appointing unit) will convene a committee of at least three tenure-track faculty members, who will create the job description based on approval of the Dean, post the relevant advertising, and review application files. The composition of the committee will depend in part on what area of expertise is sought. The committee will recommend its top candidates for personal interviews to the Core and Participating Faculty. Upon agreement by the faculty, the committee will interview the applicants and, on the basis of those interviews, narrow the pool of candidates to those few who will be invited to campus. After campus visits, the Search Committee will rank the final candidates and make a recommendation for hiring to the Core and Participating Faculty members of REEES (and those of the jointly appointing unit, if applicable). Upon selection of a finalist, the Director will convey the information to the Dean and carry out the necessary steps to hire the candidate.

For full-time or half-time Career NTTF searches, the same procedure applies, except that Career NTTF appointed for at least half-time FTE may participate on the search committee.

For Career NTTF appointments of less than half time, the Director will convene a committee of at least two Core or Participating Faculty members, depending on the area of expertise, including at least one Career NTTF faculty member, to evaluate applications from our existing applicant pool.

Tenure and Promotion Committees

Currently all tenure-track faculty are appointed in units other than REEES. In the event of a TTF hire within REEES, a Tenure and Promotion Committee will be formed as needed. Tenure and Promotion Committees for TTF faculty and promotion committees for Career NTTF faculty include only faculty members of a rank higher than the candidate for promotion and/or tenure. Members of personnel committees may be chosen from outside the Core and Participating Faculty, when appropriate. Whenever possible, promotion committees for Career NTTF faculty will include at least one Career NTTF faculty member.

Merit Review Committees

Merit Review Committees will be convened as necessary by the Director and, in the case of TTF faculty, will consist of two members of the REEES TTF faculty taken from Core and Participating Faculty. In the case of Career NTTF faculty, a similar committee will include at least one Career NTTF faculty member. The procedures and rules are outlined in REEES's Merit Review Guidelines.