African 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.

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

The Director is responsible for encouraging the study of Africa on campus through the activities of the African 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 Assistant Director and Executive Committee, will help generate ideas for new activities. The Director is expected to represent the interests of African Studies and its affiliated faculty through involvement in university initiatives, and active membership on campus committees such as Heads and Director's Meetings and other relevant meetings. The Director supervises the Assistant Director, and is responsible for hiring both the Assistant Director and the GTF. The Director is responsible for drafting the annual budget (in consultation with the Assistant Director) and may make minor allocations of African Studies funds (up to $200) to support Program-related activities and, in consultation with the Executive Committee, will oversee decisions about larger disbursements of funds. The Director is also responsible for advocating for the interests of African Studies via annual budget requests to the Deans.

Executive Committee: a 3-person committee composed of tenure-related (TT) or non-tenure track (NTT) faculty (Career and Adjunct) who are nominated and voted upon by all African Studies faculty. Members serve 3-year terms.

The Executive Committee will consult in a timely manner with Director and Assistant Director on matters where they need broader input, but not at the level of a full meeting of Program faculty and affiliates. At the request of the Director, the Executive Committee members may be asked to assist with personnel issues including selection and hiring of the Assistant Director or the GTF. The Executive Committee will provide feedback to the Director and Assistant Director in regards to the annual budget allocations and short-term expenditures above $201, or not directly related to the Lecture Series. The Committee further will be expected to review, revise, and approve the yearly and multiyear work plans of the Director and Assistant Director. Beyond decision-making, the Committee will aid the governance of African 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, and as needed for consultation on more urgent matters. Although these meetings will be considered closed sessions, any AFR faculty member or affiliate may request to attend. Each request will be voted on by the Executive Committee members, the Director, and Assistant Director, and a majority vote will allow the person to attend. All decisions will be documented in the meeting minutes that will then be circulated to the larger set of AFR faculty and affiliates within two weeks.

Assistant Director: an appointed position to support the work of the Director and Executive Committee, selected by the Director in consultation with the Executive Committee and the Deans.

The Assistant Director is responsible for day-to-day administration of the Program, including budgeting, identifying funding opportunities, and organization of intellectual activities that support the growth and ongoing vitality of the Program. The Assistant Director supervises the work of the GTF(s) and is active in student advising and in encouraging new Africa-content courses and activities on campus. Other responsibilities may include developing new student opportunities in Africa. The Assistant Director participates in all Executive Committee meetings, and works in close collaboration with the Director. All tasks of the Assistant Director may be performed by the Director.

Faculty Members: all faculty members (defined as both TTF and Career and Adjunct NTTF) who have teaching or research interests related to Africa may participate in the Program and vote.

TTF and NTTF may request membership with the African Studies Program, and it will be voted on by the Executive Committee, Assistant Director, and Director. Affiliation is presumed to be permanent, and allows a faculty member to maintain connection with our program even if s/he is not teaching a particular quarter. For members who are on leave or sabbatical, they may continue to participate on online voting and sharing feedback electronically. Executive committee members must step down from the committee if they are taking a leave of absence, will be on sabbatical, or will otherwise be outside of Eugene for a majority of the academic year. The Director or Assistant Director will then initiate the process for electing a new Executive Committee Member as outlined below.

Affiliates: staff and other professional members of the university and larger community may request permission to participate in the Program, attend meetings, etc. They may not vote.

Meetings and Decision-Making Procedures
- General African Studies faculty meetings will occur at least twice per academic year, and are open to all faculty members and affiliated staff. Meeting days and times are selected based on the availability of Program leadership and with attention toward general faculty availability.

- Meeting agendas will be drafted by the Director and Assistant Director in consultation with the Executive Committee. Prior to the meeting, the Director or Assistant Director will make an open call to all faculty and 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 faculty and affiliates.
- When items require a vote, all tenure track and non-tenure-track Program faculty votes will be counted equally. A simple majority of faculty members present at a given meeting will suffice to pass a motion or a vote; no quorum is necessary. Curricular degree-related matters will be voted on by both TTF and NTTF.
- All decisions will be documented in meeting minutes. Minutes will be circulated to all faculty members within 2 weeks of the meeting for editing or comments, and to document or publicize the proceedings and resolutions.
- Expenditures up to $200 will be reviewed, and be approved, by the Program Director. Expenditures above $201 will be reviewed by the Executive Committee in consultation with the Director and the Assistant Director. A simple majority of the 5 person-voting group will suffice to approve an expenditure. The only exception to this rule are expenditures related to a specific programmatic activity where the Executive Committee and Director may approve an entire program, create a spending cap, and then delegate spending to the Assistant Director or other named individual. (Example: the Assistant Director may be approved to spend up to $XXX per African Studies Lecture Series event without seeking approval for each specific expenditure.)
- This governance document may be modified in the future after discussion at an AFR general faculty meeting, and with a majority electronic vote with at least 50% of faculty members participating.

Ad-hoc Subcommittees
- When there is a need, the Director may appoint ad-hoc committees or workgroups with the approval of the Executive Committee. Membership on these groups is voluntary, and open to all AFR affiliates (including staff members). Committees will function for up to one academic year unless renewed with consent.
- Subcommittees will only make recommendations, not decisions, to be followed up by the Executive Committee or to be voted on by the full faculty group.

Process for Selecting a Program Director
1. All Program faculty are eligible to nominate a tenured faculty member by means of email to the Assistant Director or other designated neutral party managing the election.

2. The Assistant Director or other designated neutral party managing the election will contact each nominee individually to see if s/he is willing to serve. Those nominees who are willing to serve will then be compiled into a master list of candidates.

3. There will be a process of confidential electronic voting managed by the Assistant Director or other neutral party appointed by the Executive Committee or Director (such as the OCIAS office manager). All AFR faculty (tenure track, non tenure track) are encouraged to participate and votes will all count equally. The winner will be the

person who receives the most votes. Results will be announced by email.

4. The Assistant Director or other designated neutral party managing the election will present the ballot results, as well as 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. All Program faculty are eligible to nominate a tenure-track or non tenure track faculty member for the Executive Committee, by means of email to the Assistant Director or other designated neutral party managing the election.

2. The Assistant Director, Director or other designated neutral party managing the election, will contact each nominee individually to see if s/he is willing to serve. Those nominees who are willing to serve will then be compiled into a master list of candidates.

3. There will be a process of confidential electronic voting managed by the Assistant Director or other neutral party appointed by the Executive Committee or Director (such as the OCIAS office manager). All AFR faculty (tenure track, non tenure track) are encouraged to participate and votes will all count equally. The winner will be the person who receives the most votes. Results will be announced by email.

Policy and Curriculum Development

1. Future policies will be developed in the following way: initial drafting of language will be carried out by the Director and Assistant Director, and feedback provided by the Executive Committee. All draft policies will be circulated to all AFR faculty members via email for a period of open commentary (minimum one week). The Assistant Director and Director will revise the document accordingly, and re-circulate to the entire faculty group. An electronic vote will be taken on the final document, with a simple majority of those voting determining whether or not to approve.
2. Academic standards, including the requirements for the minor, review and revision of AFR curriculum follow the same practice as outlined above. All initial drafting will be the responsibility of the Director and Assistant Director, in collaboration with any relevant subcommittees and with feedback from the Executive Committee. All changes will be circulated to AFR faculty for feedback, and a new document created based on that feedback. The final document (and recommended policies) will be voted on by the entire AFR faculty group in an electronic vote where a simple majority will decide the outcome.

Funding 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