

Cinema Studies Internal Governance and Bylaws

Adopted: Cinema Studies Program February 2014

Approved by CAS: April 2014¹

1. MISSION

The identity, mission, program, and future directions of the Cinema Studies Program as a whole are determined by the involved faculty, based on procedures that those faculty view as appropriate in developing, maintaining, and revising that identity, mission, and program. Below are the bylaws giving the current methods of operation and governing rules that the Cinema Studies Program will follow. These bylaws may be amended or replaced by two-thirds vote of the Cinema Studies Program Faculty provided a proposed change has been circulated at least two weeks before the meeting at which it is to be taken up. 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 Cinema Studies Tenure Track Faculty and Career Non-Tenure Track Faculty in the development of program policies and practices.

2. FACULTY CATEGORIES AND RESPONSIBILITIES

The rest of this document uses different terms to identify the different ways in which faculty can associate with the Cinema Studies Program. 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.

- **Affiliated faculty** includes all faculty associated in any way with the Cinema Studies Program. The category of Affiliated Faculty includes of all Core and Participating Faculty.
 - **Core faculty** includes all faculty with specified responsibilities in the Cinema Studies Program. The category of Core Faculty consists of the Program Director, the Associate Director and all Dedicated, and Program Faculty.
 - The **Program Director** is that faculty member appointed jointly by the Deans of CAS, SOJC and AAA to direct the Cinema Studies Program.
 - The **Associate Director** is nominated by the Director and appointed jointly by the Deans.
 - Program faculty** consists of the Executive Committee, all Dedicated Faculty, and additional faculty holding positions in other departments or units but who have been appointed and approved as holding “Program” status. Terms of appointment will differ for appointed faculty based on agreements among the Cinema Studies Program, the home department or unit, and appropriate Deans.
 - The **Executive Committee** is composed of seven faculty members, three from CAS, two each from SOJC and AAA, each appointed by the appropriate college Deans.
 - Dedicated faculty** includes both tenure track faculty and career instructional faculty who hold contractual positions either entirely within the Cinema Studies Program or shared between the Cinema Studies Program and other departments or units.
 - **Participating faculty** consists of all other (i.e., non-Core) faculty who contribute to accomplishing the mission of the Cinema Studies Program, including but not limited to teaching courses that satisfy undergraduate major course requirements for the Cinema Studies Program.

Program Director

Appointment: The program will be managed by an appointed Program Director who is a member of the faculty in one of the three colleges, AAA, CAS and SOJC, and who will be appointed by the three Deans after a nomination process by the Executive committee and the rest of the Program faculty.

Expectations: The Director shall provide leadership for this program by initiating the consideration of new

¹ Page numbers corrected 02/13/2017

UNIVERSITY OF OREGON: Cinema Studies Program Internal Governance and Bylaws

policies, acting on policies determined by the program, representing the program in all its relations with the University at large, keeping the program informed about all matters pertinent to its welfare, supervising the work of the program, and chairing its regular meetings. The Director shall be a voting member of the Executive Committee and will serve as Chair of this committee. The term length for the Director is typically three years, with the possibility of re-appointment.

2. FACULTY CATEGORIES AND RESPONSIBILITIES *CONTINUED*

Associate Director

Appointment: The Program Director, in consultation with the Executive Committee, will nominate an Associate Director to be jointly appointed by the CAS, SOJC and AAA Deans. The Associate Director serves at the discretion of the Program Director typically for a term of three years, with the possibility of re-appointment.

Expectations: The Associate Director shall support the Director to provide leadership for this program. In particular, the Associate Director's primary responsibility will be to curricular matters related to the success of the program including but not limited to course development and scheduling. As such, the Associate Director acts as voting Chair of the program's curriculum committee.

Executive Committee

Membership:

The Program Director will be advised by an Executive Committee composed of seven faculty members, three from the College of Arts and Science and two each from the Schools of AAA and SOJC. If a unit cannot at any one particular time provide its ratio of membership in the committee, the position(s) will remain open until they can be appropriately filled with faculty from that unit. Executive committee members are nominated by the Program Faculty and appointed by his or her appropriate unit Dean. Executive Committee members typically serve a three-year term. Committee members can be appointed to consecutive terms.

Responsibilities:

The Executive Committee serves as the primary advisory group to the Program Director for the Cinema Studies Program policy. Its role is to ensure an open flow of advice and communication within the program, mediating between the program's participating units, the Program Director, the Program's standing committees and the program as a whole. The Executive Committee performs the following functions:

1. Consult with and advise the Program Director.
2. Preview notices of motion and make recommendations revising or endorsing them.
3. Discuss other matters of concern brought to the Committee's attention, and make recommendations where suitable.
4. Represent notice of motion and other matters of concern with the Committee's recommendations to the Program Faculty.

Dedicated Faculty

Tenure Track Dedicated Faculty

Appointment: Faculty become tenure track Dedicated Faculty by virtue of being hired as Cinema Studies Program Faculty through applicable University hiring procedures for tenure-track faculty. Dedicated Faculty members do not have to have their entire position line held by Cinema Studies in order to be designated as "Dedicated."

Expectations: The details of expectations for tenure track Dedicated Faculty will be delineated in the terms of their contract with the University, the Collective Bargaining Agreement and in the case of a joint position, a Memo of Understanding (MOU) written jointly by CINE and the department or unit in which the faculty member has a joint appointment. Generally, however, tenure track Dedicated Faculty are expected to perform teaching, research, and service at a level that is comparable with the percentage of their line held by CINE. Annual reports, periodic reviews, and promotion and tenure files will be conducted and prepared by the tenure home program or department with input from Cinema Studies as defined in the faculty member's MOU and in alignment with the Collective Bargaining Agreement.

Career Instructor Dedicated Faculty

Appointment: Faculty become Career Instructor Dedicated Faculty by virtue of being hired into a position in Cinema Studies that has been determined to have career status.

Expectations: Expectations for Career Instructor Dedicated Faculty will be delineated in the terms of their contract with the University and the Collective Bargaining Agreement. Career Instructor Dedicated Faculty will have annual performance reviews conducted by the program's NTTF Instructor Committee.

2. FACULTY CATEGORIES AND RESPONSIBILITIES *CONTINUED*

Program Faculty

Appointment: If Faculty members are not already members of the Executive Committee or Dedicated Faculty, they may become Program Faculty based on a majority vote by the current Cinema Studies Program Faculty. The Program Director and any member of the then-current Program Faculty can nominate any current UO faculty from one of these three unit participants for appointment as Program Faculty. The terms and conditions of such appointment will depend on agreement among the home department or unit, the Cinema Studies Program, and the faculty member. Selection as Program Faculty depends on several factors, including scholarship and teaching, dedication to the program as demonstrated by service, the needs of the Cinema Studies Program, and the willingness of home departments or units to enter into agreements related to faculty workload.

Expectations: Although expectations will vary all Program Faculty are expected to have part of their normal service load within or related to, the Cinema Studies Program and as such will annually serve on Program Committees, whether standing or ad hoc.

Participating Faculty

Appointment: Any UO faculty member can become Participating Faculty either by having a request to be Participating Faculty approved by the Program Faculty or by accepting an invitation from the Program Director that has been approved by the Program Faculty. The Program Director shall regularly review the list of Participating Faculty to ensure it includes UO faculty who contribute to accomplishing the mission of the Cinema Studies Program.

Expectations: Participating Faculty have no designated assignments within the Cinema Studies Program. The Cinema Studies Program's success depends on the voluntary involvement of the large and diverse group of faculty whose scholarship touches on the overlapping fields that combine to form Cinema Studies, who teach courses that are important for our students, and who occasionally volunteer to serve on Program committees. In particular, Participating Faculty make it possible for Cinema Studies Program undergraduate students to identify faculty whose interests match their own. Participating Faculty are expected to allow their names to be listed in the UO Bulletin and on the Cinema Studies Program web page and related promotional materials and to belong to the Cinema Studies faculty listserv. Participating Faculty who desire to become more active participants in the Cinema Studies Program are encouraged to make a request to the Program Director to become Program Faculty. The Program Director is encouraged regularly to recruit faculty to become Participating Faculty and regularly to recruit Participating Faculty to become Program Faculty.

3. PROGRAM MEETINGS

The Program will hold two types of meetings, Core and Open:

Core Program meetings: typically held 1-2 times a term, with an agenda prepared by the Director and distributed a week in advance of the meeting. Notices of motions must be served at least two weeks in advance of a regular meeting although the Executive Committee may make exceptions to this rule, in emergencies. All Core faculty are expected to attend regular meetings.

Open Program meetings: typically held once a year, with an agenda prepared by the Director and distributed a week in advance of meeting. All Affiliated faculty and undergraduate majors may attend open program meetings.

Details on meeting attendance and voting practices are outlined in the attached Meeting Attendance Practice chart. Each eligible member has one vote. A vote of 60% of Core Faculty present at a meeting or in proxy shall be required to carry all motions involving curricular and program changes.

Proxy votes may be given to the Program Director prior to the meeting by those faculty who's officially scheduled University functions conflict with Program meetings. Proxy votes cannot be used for substitute motions.

All Program meetings shall follow the rules set forth in the current edition of *Robert's Rules of Order* save that the motion to lie on the table shall require a two-thirds majority.

4. PROGRAM COMMITTEES

Personnel Structure: An appropriate committee and personnel structure will be maintained to help the Program Director administer the Cinema Studies Program. Personnel appointments and committee memberships shall be selected by the Program Director, subject to the consent of the nominee and approval of the Executive Committee. If the Program Director chooses not to appoint a chairperson for any committee, the members of that committee shall elect their own chairperson.

1. Faculty members of each committee will normally serve for three years by the Program Director with possibility of reappointment.
2. Each committee will elect its own chair at its first meeting of the year, except as specified below.
3. Committee chairs shall be elected for a term of one year. (Re-election by committee not prohibited.)
4. The Program Director, prior to making appointments, is required to solicit committee preferences from all eligible faculty and to consider their preferences in making appointments.
5. Vacancies and Eligibility: The Director will make appointments to fill vacancies in unexpired faculty terms. Any faculty member who is absent from campus on authorized leave for two quarters or more shall be relieved from his/her committee assignments. The Director shall appoint a successor to fill the unexpired term.

Duties of Committees: Following a notice of motion, the Program Director will refer the motion to the appropriate committee. It may redraft the proposed motion (after consultation with the original proposer) and bring the revised version before the Program without the formality of amendment or simply advise the Program of its recommendation on the motion when it comes up at a meeting.

Each committee on its own initiative may undertake study and action on any matters falling within its policy area (see particular charges in the descriptions of each committee, below) and propose legislation through the Executive Committee giving the usual notice of motion. On appropriate occasions, or by invitation, committees may advise the Program Director and/or the Executive Committee directly on specific matters; similarly, committees may request that the Program Director give them special charges to handle.

The standing committee structure is designed to help conduct the oversight and regular review of our curricula and policies on assessment.

Since committees will often be acting, at least temporarily, for the Program as a whole, adequate notice of substantive matters under consideration is to be given, opinions solicited, and, finally, any committee decision affecting the Program as a whole must be filed in writing and distributed to the Program. This decision, after consideration by the Executive Committee, will be presented for ratification at the next Program meeting.

4. PROGRAM COMMITTEES *CONTINUED*

Standing Committees:

Curriculum

Membership: Four Program Faculty, including the Associate Director (ex officio), which may include one member of the Designated Career Instructional Faculty.

Functions:

1. to process course changes and new courses in consultation with the Program;
2. to review Program offerings and requirements, including the evaluation of courses offered in other units that may count towards Cinema Studies major requirements;
3. to evaluate transfer and study-abroad courses that may count towards the Cinema Studies major.

Technology

Membership: At least four members, including the Multimedia Supervisor (ex officio) and a member of the Library Faculty or Staff.

Functions:

1. to evaluate and make recommendations about technology issues as they affect the program, including course-related equipment and software;
2. to coordinate technological-related issues with equivalent committees or staff in Cinema Studies partner units.

Scholarly Events

Membership: At least three members which may include one member of the Designated Career Instructional Faculty.

Functions:

1. To develop and coordinate Cinema Studies sponsored events, in particular screening series and events involving scholars;
2. To review and approve applications for support for events related to Cinema Studies occurring in other units across campus.

Non Tenure Track Faculty (NTTF) Committee

Membership: Two Program Faculty members, in addition to the Program Director (ex officio), at least one of which is a member of Career Instructional Faculty.

Function:

To advise the Program Director on NTTF policy; to conduct an annual evaluation of each Career Instructional Faculty member during the period of his/her appointment; to administer promotion reviews for NTTF who are eligible for promotion to Senior Instructor I and II; to propose adjunct or career appointments (or elimination of appointments) as appropriate; to conduct national searches to fill approved Career NTTF appointments.

Recommendations of the NTTF Committee will be advisory to the Program Director.

PROGRAM COMMITTEES *CONTINUED*

Occasional and Ad Hoc Committees

1. Search Committees

Membership: For searches involving dedicated TTF joint hires membership will be determined in accordance with the MOU created for the position between Cinema Studies and home unit. For searches involving dedicated NTTF positions, search committees will include at least two Core faculty members, of which at least one must be a Career Program Instructor.

Function: To conduct searches for candidates for all full-time, unclassified vacancies within the department. The search committee will develop language for the advertisement of vacant positions; will strive to encourage applications from traditionally underrepresented groups through intentional outreach and efforts at inclusion; will conduct the screening and interview of candidates; will host on-campus visits for finalists; and will submit a hiring recommendation to be considered at a Core Program meeting. Each member of the committee will have one vote in deciding the ranking of candidates for the hiring recommendation.

2. Ad Hoc Committees

Membership:

To be determined by the Program Director, in consultation with the Executive Committee.

Function:

To address specific problems or tasks not adequately covered within the regular remit of any of the standing committees.

5. AMENDMENTS

This Constitution may be amended at a Core Program meeting by a vote of two-thirds of those eligible to vote. Proposed amendments must be circulated in writing at least one month ahead of the meeting at which the vote is to be taken, except in extraordinary cases, which will require a program vote approving accelerated consideration.

MEETING ATTENDANCE PRACTICES

KINDS and/or PARTS OF MEETINGS	ATTENDANCE		VOTING	
	EXEC FACULTY	PROGRAM FACULTY ¹	EXEC FACULTY	PROGRAM FACULTY ¹
Core Program Meetings	X	X	X	X
Executive Meetings	X	X	X	X
Discussion of curriculum				
Program Director Nomination to Deans	X	X	X	X
Meetings to determine area of Faculty Hire	X	X	X	X
Faculty Hire Decisions	X	X	X	X
Committee ²	MOC ³	MOC	MOC	MOC
Tenure/Promotion Meetings ⁴	X	X	X	X
Merit Review, Professorial	MOC	MOC	MOC	MOC
Merit Review, Instructor	MOC	MOC	MOC	MOC
Senior Instructor, Review	MOC	MOC	MOC	MOC

¹ Includes all Core faculty.

² Includes standing, ad hoc, and Executive; non-MOC may request permission from committee chair to attend specific meetings.

³ MOC = if member of the / a committee

⁴ Only tenured faculty may attend and vote at meetings on tenure track promotion and tenure review; only full professors attend and vote at meetings on promotion to full professor.