

Ethnic Studies Department Governance Document adopted by faculty vote on October 24, 2014¹

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

I. Governance Structure

Faculty associated with Ethnic Studies (ES) are comprised of:

- (1) **Tenure-Track ES Faculty (ES-TTF)** include the tenure-track faculty members who have full or partial FTE appointments in ES. They hold dedicated responsibilities and full voting rights within ES.
- (2) **Non-Tenure Track Faculty (NTTF)** include career non-tenure-track-faculty, adjunct instructors, visiting instructors, and visiting professors. Career NTTF are voting members in the department with the exception of TTF personnel and hiring cases, and NTTF cases of higher rank. Non-career NTTF are not expected to participate in department governance or service beyond what is outlined in their contract.
- (3) **Participating Faculty** include tenure-track and career tenure-track faculty members from other departments whose research is closely aligned with ES. They may be invited to serve on ES committees on a voluntary basis, serve on personnel and search committees in their area of specialty, collaborate on ES programming, and often teach cross-listed courses within their own departments that are of particular interest to students in Ethnic Studies.

I.A. Tenure-Track Faculty (ES-TTF)

The tenure-track faculty members (ES-TTF) are Ethnic Studies faculty who have any portion of their FTE appointment in Ethnic Studies. Each ES-TTF has an equal vote and voice in governance, regardless of level of appointment. All ES-TTF will participate in faculty meetings and help make decisions regarding curriculum, personnel, review guidelines for tenure and promotion, governance structure, roles and responsibilities, workload, and other major issues.

¹ All text color changed to black 02/10/2017

ES-TTF will serve as members of personnel committees and provide input and recommendations to the ES Head and the appropriate Dean regarding merit review, promotion, and tenure.

I.B. Non-Tenure-Track Faculty

a. **Career NTTF** will have equitable participation in the development of policies and practices involving, curriculum, curricular programming, events, and departmental governance. Career NTTF's attend department meetings not involving ES-TTF personnel decisions, and they may serve on the curriculum committee, work closely with ES-TTF on decisions regarding curriculum changes, department governance structure, policies, and other major issues that are not ES-TTF personnel matters. Career NTTF may serve on other NTTF personnel committees and reviews for NTTF who are equal or lesser in rank.

b. **Non-Career NTTF** include adjunct instructors, temporary visiting instructors, or visiting professors. Non-career NTTF are not expected to participate in department governance or service beyond what is outlined in their contract. Their time is usually temporary to fulfill a teaching need in the department, but they are welcome to participate in programming discussions and decisions.

I.C. Participating Faculty

Ethnic Studies draws on the large and diverse group of TTF and career NTTF faculty whose scholarship touches on issues of race and ethnicity, both within the United States and internationally. These faculty members teach courses that are important for our students and may serve on ES committees. Given their areas of expertise, we have come to expect their participation in our campus programs, faculty searches, personnel reviews, and development of a graduate program.

Although participating faculty members have no designated FTE appointments within ES, their voluntary involvement is important for its success. Likewise, it is important for ES majors and minors to be able to identify faculty whose interests may match their own. Consequently, the University Catalog and ES web page and brochures will list these faculty members, and they are included on a participating faculty listserve.

Any University of Oregon TTF or career NTTF faculty member may request to be a member of the participating faculty. The ES-TTF and career NTTF reviews requests, which three-fourths must approve. ES-TTF and career NTTF faculty may also solicit faculty members for inclusion to the participating faculty. At least every two years the ES-TTF and career NTTF reviews the entire list, requesting from participating faculty members a one-page summary of their activities. At the end of each year, the ES DH sends a letter outlining their activities in ES to each participating faculty member and their department head, so their work can be documented by their home departments.

I.D. Department Head

The DH is selected by the methods and at the times determined by the College of Arts

and Sciences, and is appointed by the Dean of the College according to the administrative procedure of the University. To assist in the selection process, a tenured ES or ES participating faculty member is appointed to survey all ES tenured faculty regarding availability, desire, and nominations to serve as department head. All faculty members should be consulted for nominations (including self-nominations), and feedback on potential nominees. The convener then compiles nominations, and disseminates a general report to the ES-TTF faculty and career NTTF detailing the top nominees for the position. The ES-TTF and career NTTF faculty should then convene for a meeting, where the nominee(s) is (are) granted the opportunity to speak to the department about their goals, vision, and leadership style, as well as field any questions from their colleagues. Following this meeting the remaining faculty should consult with each other and then vote and rank their recommendations to the CAS Deans. The convener sends a detailed report with the voting results to the Deans. No department head should serve more than two terms consecutively. If possible, the faculty recommendation should be unanimous. If a unanimous recommendation is not possible, then the recommendation to the Dean should reflect multiple candidates and the level of support among the ES-TTF and career NTTF for each.

The DH will provide leadership for the Department by initiating the consideration of new policies, acting on policies determined by the Department, representing the Department in all its relations with the University at large, keeping the Department informed about all matters pertinent to its welfare, supervising the operations of the Department, and chairing its meetings. The DH will fulfill the legal responsibilities and obligations of the office.

I.E. Committees

Department committees include the following: (1) the curriculum committee, (2) the merit-review committee, (3) personnel committees (review, tenure, and promotion), and (4) search committees (5) the travel and research fund, (6) any additional ad-hoc committees required, as necessary.

1. The curriculum committee consists of an ES-TTF chair, and at least two other faculty members who may include ES-TTF, career NTTF or non-career NTTF and participating TTF and career NTTF. Per provost guidelines career NTTF are guaranteed representation on this committee.
 - a. This committee evaluates curricular needs, class sizes, and the content of the major and minor. Each year they assess the major and minor requirements for earning degrees. Any major changes to the curriculum (e.g., changes to major requirements or new course proposals) developed within the curriculum committee are subject to approval by the ES-TTF and career NTTF.
 - b. The committee assists the teaching faculty in shepherding proposals for new courses through the approval process required by College- and University-level curriculum committees
 - c. The committee also advises the DH on the hiring of non-career NTTF, such as

- adjuncts, visiting instructors, or visiting professors; in the case of one-year (or less) visiting appointments, to formulate recommendations to be discussed and voted on at a Department meeting
- d. The curriculum committee is responsible for administration of undergraduate scholarships and awards in Ethnic Studies.
 - e. Service on this committee is two years, with renewable terms.
2. Merit review committee will consist of the Department Head and one other ES tenured faculty member, and one tenured participating faculty member. Faculty members will rotate, starting with the faculty member with the most advanced rank. Service on this committee is for one year.
 3. Personnel committees for ES-TTF include three members chosen by the Head in consultation with the ES-TTF up for review and subject to the Dean's approval when necessary. Tenure and promotion committees include only faculty members of rank above the candidate for promotion and/or tenure. Members of ES-TTF personnel committees may be chosen from the ES-TTF and Participating TTF whose area of expertise is appropriately considered. Personnel or review committees for career NTTF may include ES-TTF and career NTTF with equal or greater rank, or participating faculty members whose area of expertise and rank are appropriate. Personnel committees are established on a case-by-case basis depending on the ES-TTF or career NTTF's area of specialty, thus each committee serves for the duration of the review period.
 4. Search committees for ES-TTF lines consist of 3 faculty members, and may be constituted with ES-TTF and Participating Faculty TTF members based upon area of expertise. Search committees for NTTF positions may also include career NTTF faculty members. Search committee's for ES-TTF and NTTF positions serve for the duration of the search period.
Graduate Teaching Fellow Selection Committee will consist of at least 2 ES-TTF or career NTTF members and the Department Head, or 3 ES-TTF or career NTTF members, one who is appointed the chair. The Department Head is responsible for the call, constituting the committee, and communicating with the applicants. The duration of the GTF search committee is one year, with eligibility for renewal.
 5. The Travel and Research Fund committee consists of two ES-TTF or career NTTF, for one-year appointments with eligibility for renewal. This committee reviews and decides on funding requests for research and travel from summer session dividends.
 6. The Head and other ES-TTF and career NTTF will determine the composition of other ad-hoc committees as needed and appropriate.

II. Ethnic Studies Policy for Faculty Searches and Hiring

All hiring for the Department will comply with College and University policies and regulations and with state and federal laws. Nothing in the ES internal governance should contravene those

policies, regulations, and laws.

II.A. Tenure-Track Positions

The ES-TTF is an essential body in determining how best to fill open tenure-track faculty lines. ES-TTF should approve recommendations to the Dean regarding advertisements for tenure-related faculty positions and the composition of hiring committees (in cases of joint hires, the ES recommendation only applies to the portion of the search committee reflecting ES representatives). In the course of a tenure-related faculty search, candidates must receive the support of at least three fourths of the ES-TTF to be acceptable for an on-campus interview, although the Dean makes the final decision to invite a candidate.

The decision to extend an offer for a tenure-track appointment takes place at the conclusion of a normal faculty search and on-campus interview process. Members of the ES-TTF will deliberate the merits of the candidates' research and teaching and appropriateness to the interdisciplinary and scholarly mission of ES. After an attempt at reaching consensus on the candidates, the ES-TTF will vote on the acceptability of candidates and determine a ranked order of those candidates who are acceptable. Given our small size, it is important that hiring processes go forward with the consent of as many members as possible. Therefore, to go forward as a recommendation to the Dean, a candidate should receive the support of at least three-fourths of the ES-TTF.

II.B. Non-Tenure-Track Positions

Search committees for NTTF positions should include three faculty members: one ES-TTF member and two additional members from either the ES or participating faculty TTF or career NTTF. The Head in consultation with the ES-TTF and career NTTF will submit the NAPO to the Dean's based upon established teaching needs. The Head will consult with the hiring committee, and take responsibility for advertisements and negotiating offers. For national or regional searches, the committee reviews all of the files, and narrows down to a small shortlist. Interviews are then conducted, and a report is made to the Department Head with the ranked recommendations. The Department Head and NTTF search committee decide on the NTTF to hire, and the recommendation is sent to the Deans for approval.

III. Career Non-Tenure Track Faculty

a. Note: this paragraph is reproduced verbatim from the section "Provost and Academic Affairs Guiding Principles" in the document "CBA Governance Implementation Guide"

b. Career NTTF in the Department are responsible for working with the TTF to develop guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for the Career NTTF ranks, and for adjunct NTTF as necessary, and will

participate in the evaluation process as appropriate by rank. In exceptional circumstances, an alternative voting process may be proposed to the Provost or designee. Voting on promotion is restricted to those in the same rank to be attained or higher. NTTF will also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the Colleges and Schools of the University, if this is part of their professional responsibilities.

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.

IV. ES Meeting Protocol

- a. Department meetings will be convened at appropriate intervals by call of the DH.
- b. Meetings will be open to all ES-TTF and Career NTTF, with the exception that meetings on promotion and other personnel issues will be restricted to subgroups of the Department according to rank.
- c. At the discretion of the ES-TTF and career NTTF, adjunct faculty may also be invited to meetings in order to provide input on relevant departmental matters.
- d. Attendance at all meetings by ES-TTF is expected as part of the regular departmental self-governance process.
- e. Attendance at meetings by Career NTTF is encouraged, but not required.
- f. Attendance by Career NTTF is expected at meetings during which there will be discussion of governance issues directly pertaining to them, such as guidelines for the performance and promotion reviews of Career NTTF.
- e. Agendas for meetings will be distributed in advance, with notice of specific motions when known to the DH in advance.
- f. Meetings *do not* run according to Robert's Rules of Order unless specified at the start of the meeting. The ES Head or committee chair will facilitate meetings with the aim of building consensus around the issue or decision under deliberation. When consensus is not possible, approval of an issue requires a two-thirds majority of votes cast, excluding abstentions (unless otherwise established), rather than a simple majority.
- g. As a rule, the ES-TTF and career NTTF and the Curriculum Committee should each meet at least once per term (although normal business will usually require more frequent meetings).

IV.A. Quorum for Meetings

Quorum for a vote of the faculty is 60% of the ES-TTF and career NTTF faculty not on leave, although absentee votes can count toward meeting quorum. Absentee votes must be cast before the start of the meeting. Abstentions do not count as either yes or no votes, but do count toward meeting quorum. ES TTF or career NTTF members away from campus can participate in meetings via skype or conference call, and can vote verbally in public votes, and for confidential voting can email their votes to the department manager or department head with a follow-up hard-copy signed vote upon return or via mail.

Minutes of all committee and faculty meetings remain on file in the ES office. When the ES Office Manager is not available to take minutes, responsibility for minutes will rotate among the committee members and/or TTF and career NTTF. The minutes-taker will distribute the minutes to committee members and/or ES TTF and career NTTF before the subsequent meeting and will submit a copy to the ES Office Manager for filing.

IV.B. Faculty Members on Leave or Not Voting

Numbers for consensus and percentage votes typically include only members of the ES-TTF and career NTTF who are not on leave. ES-TTF and career NTTF members on leave retain voting privileges; however, should they not vote, they are not counted toward consensus or a percentage vote. Faculty voting while on leave shall submit their votes to the office manager or department head via signed hard copy. In case of absence from the UO, votes can be sent via email, with signed hard copies to follow to keep for records.

Faculty members not on leave but neither voting nor abstaining do not figure into percentage counts, but do count for or against meeting quorum.

V. Amendments to this Governance Document

a. This Governance Document may be amended at a Department meeting by a vote of a two-thirds majority of those eligible to vote. Proposed amendments should be circulated in writing at least one week ahead of the Department meeting at which the vote is taken.