

## **Folklore Program** *Internal Governance Structures and Practices*

### **I. Introduction**

**A.** 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. The faculty retains the right of primary authority over method of instruction, curriculum content and formation, academic standards for admitting students, and standards of student competence in a discipline.

**B.** The stipulations, procedures, and processes articulated in this document may be amended or replaced by a majority vote of the TTF and career NTTF members of the faculty. The proposed changes will be circulated to the faculty in writing at least two weeks before proposed changes to these bylaws are addressed in a meeting.

**C.** Meetings in Folklore are run on a consensus model. The Director or committee chair will facilitate meetings with the aim of building a consensus to arrive at a decision. When consensus is not possible, an issue will be decided by a vote won with a simple majority. Decisions made by committees and at Folklore meetings will be documented by the Director or a designated individual and appropriately archived. Access to these decisions will be readily available to all TTF and career NTTF faculty members.

### **II. Faculty**

Faculty: Folklore Program (FLR) faculty comprises two main groups - Core Faculty and Participating Faculty:

#### **A. Core Faculty:**

In the current structure of the FLR program, no TTF have FTE in the Folklore Program. Core faculty membership is therefore currently based on intellectual fit and through participation in service, teaching, and advising responsibilities on behalf of the program. Membership in FLR core faculty is at the invitation of the Program Director, in consultation with existing core faculty. Core faculty will revisit its membership every three (3) years, or at the Director's discretion, in order to ensure ongoing fit and commitment to the program.

The core faculty includes TTF and career NTTF from a range of academic units on campus that align with academic and disciplinary goals of Folklore, including, but not limited to: English, Arts and Administration, Anthropology, Musicology & Music History, German and Scandinavian Studies, Ethnic Studies, and Religious Studies. Core faculty members serve on the steering committee and on subcommittees related to curriculum, awards and scholarships, and admissions.

Core faculty members should engage in research related to folklore as a complex interdisciplinary field of study; be prepared to take on academic and research advising in support of the program; be

willing to periodically embrace committee work; represent FLR on other UO committees; produce publications and other research expressions in the broader field (including conferences and other national or international gatherings).

The core faculty members constitute the primary decision-making body for FLR. All core faculty members will participate in faculty meetings and help make decisions regarding substantial curriculum changes, budgetary decisions, personnel, governance structure, and other major issues. FLR committees will primarily draw on members of the core faculty, with the occasional substitution of participating faculty when necessary and appropriate. Core faculty members teach the majority of courses that fulfill Folklore degree requirements and are responsible for advising Folklore graduate and undergraduate students.

For members who are on leave or sabbatical, they may continue to participate in 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 will then initiate the process for appointing an interim executive committee member.

### **B. Participating Faculty**

FLR draws on a large and diverse group of faculty whose scholarship touches on issues related to the study of folklore, both within the United States and internationally, and who teach courses that are important to our students.

Participating faculty includes other TTF and career and non-career NTTF members who serve on folklore committees on a voluntary basis, teach courses for Folklore or in their own departments of particular relevance to students pursuing folklore degrees, occasionally advise folklore students, and/or have research interests related to folklore studies.

Although participating faculty members have no designated assignments within FLR, their voluntary involvement is important for the program's success. Likewise, it is important for FLR majors and minors to be able to identify faculty whose interests may match their own and who may serve on academic committees or oversee independent research for them. The University Catalog and FLR web page and brochures will list these faculty members, and they will be included on a participating faculty list server.

Faculty members may become participating members by making a request of the core faculty or FLR can solicit their participation. The core faculty members will assess a potential new participating faculty member based on intellectual and professional fit and reach consensus or vote on whether to accept the faculty member.

### **C. 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.

## **III. Governance Structure**

### **A. Program Director:**

The Dean of CAS appoints the Director ordinarily for a three-year term based on recommendation

by the core faculty. If at all possible, the Director should have experience serving as a core faculty member and should be a current TTF core faculty member of FLR.

The Program Director is the public face of the Folklore program and is responsible for all liaison work with the administration. The Director shall provide leadership for the program by initiating consideration of new policies, acting on policies determined by the program, representing the program in all its relations with the university at large, keeping the program members informed about all matters pertinent to its welfare, supervising the work of the program, and chairing its regular meetings.

The duties and responsibilities of the Program Director include, but are not be limited to:

- Establish and oversee core faculty
- Oversee hiring of TTF, career and adjunct NTTF, and program-related staff; evaluations of career and adjunct NTTF (and any tenure-related faculty if FTE opportunities emerge in FLR); summer teaching assignments in consultation with the Executive Committee
- Oversee all budgetary and financial dimensions of the program
- Oversee development and advancement opportunities regarding fundraising activities and communication with other campus development efforts at the college and central level
- Oversee the graduate program with Director of Graduate Studies
- Oversee undergraduate program with Director of Undergraduate Studies
- Oversee the Randall V. Mills Archives of Northwest Folklore
- Serve as or appoint someone to serve as the liaison to the Oregon Folklife Network
- Manage formal grievances transparently and equitably in conjunction with University policies and the CBA
- Ensure that all program and program committee decisions are documented and readily available to all core and participating faculty
- Oversee summer session

To assist the selection process of the Program Director, the core faculty will meet in the winter quarter of the final year of the current Director's term with the Dean of CAS and/or the Associate Dean for Humanities who will detail the process by which a new Director will be appointed. This is also an opportunity to discuss current and forthcoming issues for the program. At this meeting, once the Dean and/or Associate Dean have left, the Executive Committee will appoint a convener to solicit nominations (including self-nominations) for the next Director. The convener will then confer with the nominees to assess interest and will speak with each core faculty member individually. Once a candidate or more than one candidate is identified, the candidate(s) will meet for a conversation with the core faculty. Subsequent to the meeting with the candidate(s), the convener will facilitate a final meeting among the core 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 the core faculty do not reach unanimous agreement, then the convener will convey the relative support (expressed through votes) for each candidate to the dean, together with a recommendation detailing the various strengths and weaknesses of each candidate. The Dean makes the final decision and appointment.

### **B. Director of Graduate Studies**

The Director of Graduate Studies works with the Program Director and core faculty to oversee all aspects of the Graduate Program. This position can be filled by a TTF or career NTTF and is appointed by the Director of the Folklore Program in consultation with the core faculty. There is no

limit to the time a person can serve in this position, and it is possible for the Program Director to also serve in this position. Because graduate studies are such an important part of program activities, the Director of Graduate Studies serves on the Program Executive Committee.

Responsibilities include:

- Coordinate advising of graduate students by assigning academic and research advisers from the core faculty
- Track progress toward degree completion
- Coordinate professionalization activities
- Oversee GTF appointments and other funding allocation, in consultation with Director
- Oversee admissions process
- Oversee changes or additions to curriculum
- Manage graduate student awards

### **C. Director of Undergraduate Studies**

The Director of Undergraduate Studies works with the Program Director and core faculty to oversee all aspects of the undergraduate program. This position can be filled by a TTF or career NTTF and is appointed by the Director of the Folklore Program in consultation with the core faculty. There is no limit to the time a person can serve in this position, and it is possible for the Program Director to also serve in this position. Because undergraduate studies are such an important part of the program, the Director of Undergraduate Studies also serves on the Program Executive Committee. Responsibilities include:

- Supervise undergraduate program
- Oversee undergraduate advising
- Track progress toward degree completion
- Supervise student organization and activity planning
- Oversee changes or additions to curriculum
- Manage undergraduate student awards
- Oversee assessment program

### **D. Manager of Randall V. Mills Archives of Northwest Folklore**

The Archives Manager can be any member of the Folklore community with the expertise required for this position (currently a UO Librarian with FTE in folklore to oversee Archives). The Archives Manager works in consultation with the Program Director to manage and build collections, increase accessibility and visibility of collections, and supervise student archivists.

### **E. Communications Manager**

The Communications Manager will supervise communications promoting degree programs (graduate and undergraduate); updating of web materials; production of annual newsletter (as long as this exists); and promotion of FLR-sponsored events. This position will be appointed by the Program Director through a process of nomination (self or otherwise) and in consultation with core faculty. The position will be one-year renewable, and can be filled by any member of the Folklore community.

### **F. Technology Consultant**

Any member of the Folklore community with expertise in the multiple technologies used for folklore fieldwork and production can serve in this capacity. Works with Program Director, Archivist, and Instructors to maintain equipment and determine needs for new purchases.

## **IV. Committees**

### **A. Executive Committee:**

The Executive Committee is a consulting and decision-making entity designed to assist the Program Director in specific tasks and responsibilities. The Executive Committee's input is required for annual budget allocations and short-term expenditures over \$500. The Committee further will be expected to review, revise, and approve the yearly and multi-year work plans of the Director. Beyond decision-making, the Committee will aid the governance of FLR by smoothing transitions (e.g., as new Directors come in), and help grow the Program intellectually through curricular oversight (e.g. development of degrees, proposals for new courses, or the creation of ad-hoc workgroups around pressing curricular issues). The Executive Committee will generally meet twice per quarter, and as needed, for consultation on program matters.

The Executive Committee comprises three people (TTF or career NTTF): the Program Director, Director of Undergraduate Studies, and the Director of Graduate Studies. In the event that the Program Director is also serving in one of the other positions, another member of the core faculty will serve as the third member. The selection will be through a process of nomination (self or other) after which the core faculty will vote.

### **B. Standing committees:**

#### ***Introduction: Conditions of Appointment***

1. All standing committees are appointed by the Program Director, in consultation with the appointed faculty.
2. Multiple terms of service are understood to be at the discretion of the Program Director in consultation with the faculty.

#### ***Admissions Committee:***

- Annual appointment by Program Director to review applications and determine admits to Folklore's graduate program
- Comprised of Program Director, Director of Graduate Studies, and one more core career NTTF or TTF faculty member
- Core and participating faculty may be consulted on cases that are relevant to them
- Policy: Committee looks at all files, invites feedback, and selects candidates for admission

#### ***Student Awards Committee:***

- Two members drawn from core faculty
- Charged with reviewing application materials and selecting awardees for all FLR-sponsored awards
- Meet on an annual basis and as needed
- One-year appointment, by Director

### **C. Ad hoc committees:**

The Program Director will establish ad hoc committees in consultation with Executive Committee in order to oversee emergent or temporary program business.

## **V. NTTF Hiring, Promotion, and Review**

The Executive Committee (with the added inclusion of career NTTF at or above the rank sought by the candidate) under the leadership of the Program Director will be charged with overseeing the hiring of career and non-career NTTF and the review of career NTTF for promotion and merit. In the event that a career NTTF on the Executive Committee is under review for promotion or merit, they will recuse themselves from the promotion or merit review process.

The Executive Committee will:

- Conduct an evaluation of each career NTTF during the period of their appointment
- Administer promotion reviews for career NTTF who are eligible for promotion to Senior Instructor I and II
- Propose adjunct or career appointments (or elimination of appointments) as appropriate
- Oversee national searches to fill approved career NTTF appointments

## **VI. Meeting protocol**

- Minimum one meeting per term of full faculty (core and participating) called by Director at least three weeks prior to date
- Agenda: determined by Program Director in consultation with Executive Committee, with adequate time for participants to communicate agenda items (distributed at least three days prior to date)
- Decision-making procedure: decisions are made by consensus, whenever possible; if consensus is not possible, a simple majority vote will be sought; Director calls for vote on important issues
- With regards to major decisions (defined at the discretion of faculty present at a faculty meeting), a vote will be opened to the larger body of core faculty (i.e. those not in attendance at said meeting)
- In relevant cases, participating faculty will be consulted on issues/decisions in which they have expertise or interests
- Minutes: to be kept by FLR secretary/administrative assistant or someone else present and distributed by Program Director to all faculty
- Faculty should have opportunity to respond to minutes with corrections/additions
- Should be approved at subsequent meeting in order to become official record
- Decisions made by committees and at FLR meetings, as well as minutes of meetings, will be documented by the Director or a designated individual and appropriately archived. Access to these decisions will be readily available to all TT and career NTT faculty members.

## **VII. Curriculum and Academic Standards**

The core faculty, including all TTF and career NTTF, is responsible for developing all academic standards and processes, including the development of curriculum and review of new course and curricular changes.

The core faculty will review degree requirements for the undergraduate and graduate curricula every three years. When significant changes are deemed necessary, one or more ad hoc curriculum committees will be formed comprised of any three members of the core faculty invested in the curriculum under consideration. (e.g. a separate committee could be formed to review the undergraduate curriculum and the public sector track of the master's degree program). The

committee will invite discussion among the core faculty of possible changes and subsequently propose new degree requirements. Core faculty will be invited to vote on the new curriculum. When a majority of the core faculty members are in agreement, the curriculum will be submitted through the university review process by the Program Director.

Any faculty members (TTF or NTTF) developing new courses will submit drafts of their proposals to the Program Director who will review the syllabus for its relevance to the program's instructional needs. The proposal will then be shared with the core faculty. When a majority approves the proposal, it will be ushered through the university review process by the Program Director.

The core faculty is responsible for developing an assessment plan for the program. They will collaborate to create learning outcomes and a system for evaluating the success of the degree programs in meeting these outcomes. The Program Director will ensure that the assessment procedures are reviewed every three years by organizing opportunities for the core faculty to review and discuss them and will create ad hoc committees when significant changes are needed. A majority vote by core faculty will determine acceptance of new outcomes or evaluation system.

#### **VIII. Process for Changing Policy and Internal Governance Structure**

Recognition that this document is dynamic and will necessarily undergo change as the FLR program develops. Changes in policy/structure may be suggested by Director or core faculty, with input from ALL faculty as needed.