

**Internal Governance Document**  
**Judaic Studies Program, University of Oregon**  
**Adopted by faculty vote on March 21, 2014**

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 Judaic Studies Program Tenure Track Faculty and Non-Tenure Track Faculty in the development of program policies and practices.

Both NTTF and TTF were invited to participate in the development of the first draft of this document during Spring 2014, and both were involved in the detailed discussions over the policy that term. Any proposed changes in this policy need to be ratified by a two-thirds majority of the collective career NTTF and TTF members of the Program assembled at a meeting of the Judaic Studies Executive Committee. Proposed amendments must be circulated at least two weeks before the meeting at which they will be voted. Following the vote of approval, the proposed revision will be forwarded for the input of, and potential approval of, the appropriate dean and the Provost or designee. The same process will be followed in the case of future policies to be developed for the Program's Internal Governance as required by the CBA.

### **Governance Structure**

**Faculty** associated with Judaic Studies are comprised of three main groups:

1. The **Core Faculty** includes tenured and tenure-track faculty (TTF) and Non-Tenure Track Faculty (NTTF) who have dedicated responsibilities and full voting rights within JDST. The Core Faculty is made up of faculty members (both TTF and NTTF) who have full or partial FTE appointments in JDST, and/or who are appointed by the Dean on the basis that their usual teaching assignment is part or entirely listed in Judaic Studies.
2. The **Participating Faculty** includes tenured and tenure-track faculty members and NTTF who have identified teaching and research interests in JDST. They do not have full voting rights in JDST unless they are serving on the Executive Committee.
3. The **Executive Committee** includes the Core Faculty and some members of the Participating Faculty. The latter are appointed annually by the Dean, and include members who teach courses that are cross-posted or are of particular relevance to students in JDST and/or have research interests related to JDST. Typically, the

Director, in consultation with the existing Core and Participating Faculty of JDST, suggests a list of potential Executive Committee members to the Dean; however, the Dean appoints all members of the Executive Committee.

4. The **Director** of JDST is typically drawn from either Core or Participating Faculty and is a tenured member of the faculty who is recommended to the Dean by the Core and Participating Faculty. The Director, who is appointed by the Dean, has voting rights.

### **Executive Meeting Protocol and Membership**

1. Frequency of meetings: Typically at least one meeting is held per term, dependent on needs, and scheduled at a time that least conflicts with members' 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. Motions should be circulated at least one week in advance of meeting in which motion will be voted.
3. Meeting attendance: Attendance is mandatory for Core Faculty and is expected for Participating Faculty. Nevertheless, 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.

It is the Director's responsibility to ensure that minutes are taken during the meeting, that these are distributed via email, and that they are approved at the beginning of the subsequent faculty meeting. The Program Director, or a designated individual, is responsible for documenting decisions made at department meetings and archiving them appropriately. Access to these decisions is readily available to all Core and Participating faculty members.

4. 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. Absentee ballots are accepted in writing by the Director prior to meetings.

### **Committees**

1. Given the small size of this program, and the fact that most Core and Participating Faculty are already in more than one unit, Judaic Studies does not have standing committees. Rather, the Executive Committee makes major decisions regarding undergraduate and graduate matters, curriculum, events, and so on, as a committee of the whole.
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

- at least two or three TTF members.
3. Program Director nominations are solicited from Core and Participating Faculty. Candidates submit a statement outlining their goals and vision for the program, which is circulated to all. A committee of at least two people is designated at an Executive Committee meeting and this committee canvases opinions and submits a report to the Dean and to Program members. The Dean appoints the Program Director.
  4. JDST Executive Committee meetings are run on a consensus model. When consensus is not possible, approval of an issue is decided by a majority of those present or wishing to participate via email.
  5. Faculty who are on research leave should attend all meetings of the Executive Committee either in person or through conference-call or video-conferencing, when possible. Faculty who are on sabbatical or personal leave are invited to attend all meetings of the Executive Committee either in person or through conference-call or video-conferencing, when possible. Faculty on leave, on sabbatical, or traveling (e.g., away at a conference) retain full voting rights, and may vote at the meeting itself (while physically or virtually present) or via absentee ballot, sent in writing to the Director.

## **Program Director**

### *Duties and Responsibilities*

The program Director makes day-to-day decisions about the operation of the Judaic Studies, in consultation with the faculty Executive Committee and the deans. S/he attends the regular meetings of department heads and program directors convened by the CAS deans and ensures that important tasks such as academic scheduling, proper budgeting, and mandatory peer evaluations of teaching are performed on schedule and according to University and CBA policies. Together with the Office Manager, the Director oversees JDST's budget and often makes spending decisions in consultation with staff and faculty. The Director also approves undergraduate majors for graduation, in consultation with the Undergraduate Adviser. In addition, the Director makes short-term, *pro tem* NTTF hires.

The Director also maintains an active presence on campus and serves as a liaison to the community.

## **Undergraduate Adviser**

The Undergraduate Adviser is appointed by the Director from among the Core Faculty (TTF and NTTF are eligible).

The Undergraduate Adviser is responsible for the following: (i) to conduct an advising program for undergraduate majors and minors; (ii) to disseminate undergraduate information pertinent to available courses, requirements, policies, the honors program, etc.; (iii) to assist the Director with the undergraduate program; (iv) in conjunction with

other faculty, to mentor majors concerning preparation for and application to graduate programs.

## **Subcommittees**

### *Search Committees*

In the event of a tenure-track search, the Director of JDST or (if a joint appointment, the Director of JDST 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 from 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 Search 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 JDST (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 NTTF searches, Judaic Studies follows the same procedure, except that NTTF appointed at 0.5 FTE or higher may participate on the search committee.

For 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 NTTF faculty member, to evaluate applications from the existing applicant pool.

### *Tenure and Promotion Committees*

Currently all tenure-track faculty have their tenure home in units other than JDST. In the case of TTF faculty with part-FTE appointment in JDST, the promotion and tenure process will be conducted within the faculty member's tenure home unit according to the guidelines of that unit, with a tenured member of the JDST Participating Faculty of appropriate rank serving on the Tenure and Promotion Committee. In the event of a TTF hire within JDST, a Tenure and Promotion Committee will be formed as needed. Tenure and Promotion Committees for TTF faculty and promotion committees for 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 NTTF faculty will include at least one 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 JDST TTF faculty taken from Core

and Participating Faculty. In the case of NTTF faculty, a similar committee will include at least one NTTF faculty member. The procedures and rules are outlined in JDST's Merit Review Guidelines.

**Non-Tenure Track Faculty**

*(note: this paragraph is reproduced verbatim from the section "Provost and Academic Affairs Guiding Principle" in the document "CBA Governance Implementation Guide")*

NTTF in JDST are responsible for working with TTF to develop guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for the NTTF ranks, including adjuncts, 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 of JDST curricula in accordance with the curriculum systems of the Colleges and Schools of the University, if this is part of their professional responsibilities.