

# **Internal Governance Policy**

## **Department of Philosophy**

### **University of Oregon**

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#### **I Introduction**

This Operating Paper for the Philosophy Department supplements, and is 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 Philosophy Tenure Track Faculty and Career Non-Tenure Track Faculty in the development of department policies and practices.

This policy was developed by a faculty committee of tenure-track and non-tenure track faculty, was reviewed and discussed by all department faculty, and was approved by a vote of the Faculty Committee.

- A. This Internal Governance Policy may be amended or replaced by two-thirds vote of the Faculty Committee, provided a proposed change has been circulated at least two weeks before the meeting at which it is to be taken up, and submitted to the Dean of the College of Arts and Sciences for approval.
- B. Any vote taken by the Committee of the Whole (as defined in IV below) can be overridden by a majority vote of the Faculty Committee (as defined in IV below), provided that the vote to override is taken in a Faculty Committee meeting scheduled subsequent to the Committee of the Whole meeting in which the original vote was taken. To initiate this process, any voting member of the Faculty Committee may request a Faculty Committee discussion of, and possible vote on, the vote taken in the Committee of the Whole. This request can occur either in the Committee of the Whole meeting, or by contacting the Department head subsequent to the meeting. The Department Head will then convene, as soon as possible, a Faculty Committee meeting to discuss the earlier vote and possibly to vote on whether to override that vote.
- C. Execution of charges detailed below should promote equity and inclusiveness within the Department. All departmental matters should seek to minimize implicit or explicit bias, attend to departmental climate, address the “leaking pipeline” (attrition of underrepresented groups) at every level and rank, and seek greater representation of underrepresented groups in curriculum, colloquia, and departmental leadership.

#### **II Office of the Department Head**

A. Nomination, Selection, and Appointment of the Department Head

1. The College of Arts and Sciences specifies the following procedure for the selection of the Department Head: “To initiate the selection of a department head, the dean and appropriate associate dean meet with the department faculty. After this meeting, a departmental committee (typically the standing personnel or executive committee, but this varies according to departmental policies and traditions) solicits names of faculty members interested in serving as the department head, surveys faculty sentiment, and presents a written summary of the results to both the dean and the department faculty. At this point, faculty members are invited to write directly to the dean concerning their views and recommendations. In small departments, or other instances where this procedure is inappropriate or cumbersome, the department should discuss possible alternative selection procedures with the dean. After receiving the departmental committee report and advice of individual faculty members, the dean usually interviews more than one candidate. In all cases, the final decision regarding the department head is made by the dean, in consultation with the provost and president.”
2. After meeting with the dean and associate dean, the Philosophy Faculty Committee will elect a three-member Nominating Committee consisting of faculty members from more than one rank and, when possible, including at least one full professor. The Nominating Committee will be selected by secret ballot from a slate of faculty nominees. Members of the Nominating Committee will not be eligible for nomination as Department Head. The Nominating Committee will select their own chair.
3. The Nominating Committee will solicit nominations, including self-nominations, of candidates for the position of Department Head. Nominations will be solicited no later than five months before the new Headship is to begin (or as soon as possible if fewer than five months remain after the initial meeting with the Dean), and the nomination period will be open for a minimum of two weeks. Candidates who accept nomination will be asked to submit a current CV and a brief statement of the nominee’s vision for the department. The Nominating Committee may choose to request additional materials to aid in the selection of the new Head. These materials will be shared with the Faculty Committee and all current graduate students.
4. After nominations are closed and materials from candidates have been distributed, the graduate students may request to meet as a group with each candidate. The graduate representatives may choose to prepare a report to the Nominating Committee identifying relevant strengths and

weaknesses of each candidate from the perspective of the graduate student body.

5. Nominees will have an opportunity to present and discuss their case at a special meeting of the Faculty Committee, after which the Faculty Committee will meet without the nominees present to determine their recommendation. The chair of the Nominating Committee will preside over this meeting. At this meeting, the Nominating Committee will share any report of the graduate representatives. The Faculty Committee's recommendation will be decided by a majority vote or, in the case that no candidate wins a majority on the first ballot, by a run-off election of the top two candidates from the first ballot. The Faculty Committee vote will serve as a recommendation to the Dean of CAS as to who should serve as Department Head for the next three-year term.
6. Within two weeks of the special meeting of the Faculty Committee, the Nominating Committee will prepare a report summarizing the search process. This report will include the names of all nominees, the recommendation of the Faculty Committee, and a ranking of remaining nominees based on the Faculty Committee vote. The report may also include a summary of the strengths and weakness of each nominee. This report will be submitted to the Dean of CAS and to the members of the Faculty Committee.
7. Subsequent to the distribution of the Nominating Committee's report, faculty members may write directly to the Dean concerning their views and recommendations.

**B. Responsibilities of the Department Head**

1. At the Department Head's discretion he /she, or the Associate Head, is an ex-officio member of every committee specified in V. below.
2. The Department Head shall be responsible for the administration of the Department, including legal responsibility for overseeing the budget. She/he is responsible for implementing policies approved by the Graduate School and the Philosophy Department Faculty Committee and the Committee of the Whole, in collaboration with the Associate Head. She or he is responsible for representing the Department in the wider University (for example by attending Department Head's Meetings) and publicly.

3. The Department Head assigns faculty to serve on the various standing and ad hoc committees and appoints the heads of the various committees. The Department Head appoints the Associate Head, and makes an agreement with the Associate Head as to appropriate duties.
4. At the Department Head's discretion, and with his/her collaboration, it will generally be the responsibility of the Associate Head to coordinate teaching schedules and oversee implementation of curriculum in accordance with program needs for both faculty and graduate students (see Associate Head responsibilities).
5. The Department Head provides encouragement and coordination for the work of the faculty in both teaching and research. The department head is responsible for implementing all aspects of the merit review and faculty review processes, including regular peer reviews of teaching.
6. The Department Head manages the staffing of the administrative offices and supervises the office staff. He/she shall establish priorities for the purchase of equipment, supplies, contractual services, and rented space in accordance with agreed upon policies and goals. He/she is responsible for assigning office space to faculty, graduates, and staff. At her discretion, the Department Head may assign non-budgetary responsibilities in this category to the Associate Head.
7. The Department Head handles Level I grievances and is responsible for informal management of conflicts within the department that do not result in grievances.
8. On matters pertaining to new appointments, promotion, tenure, and salary, the Department Head shall act:
  - a. On new appointments according to the vote of the faculty.
  - b. On promotions according to the vote of faculty members who are senior in rank to the candidate, and in accordance with University, College, and Department Promotion and Tenure Guidelines.
  - c. On tenure according to the vote of the tenured faculty members, in accordance with procedures and criteria set forth in University, College, and Department Promotion and Tenure Guidelines.
  - d. On salaries according to University, College, and Department policies.

9. The Department Head or his/her delegate shall preside at meetings of the Faculty and of the Committee of the Whole.
10. The Department Head, or a designated individual, is responsible for documenting decisions made by Department committees and at Department meetings and archiving them appropriately. Access to these decisions will be readily available to all TT and Career NTT faculty members.

### **III Other Administrative Officers**

#### **A. Associate Head**

1. The Department Head appoints the Associate Head from among the tenure track faculty, and makes an agreement with the Associate Head as to appropriate duties.
2. Duties will generally include the following:
  - a. Serving as acting Department Head in the Department Head's absence.
  - b. Responsibility for commencement and convocation.
  - c. She/he or the Department Head will serve as an ex-officio member of every committee specified in V. below.
  - d. He/she, in collaboration with the Department Head and at his/her discretion, will coordinate term-by-term teaching schedules, curriculum, and other assignments for both faculty and graduate students.
  - e. She/he may be assigned responsibilities related to management of administrative staff, space and equipment as appropriate.
  - f. Other responsibilities as assigned/agreed upon in conversation with the Department Head.
  - g. The Associate Head has no ongoing supervisory responsibilities.

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

1. The Director of Graduate Studies is appointed by the Department Head.
2. The Director of Graduate Studies has the responsibility of administering the graduate program. This includes duties of five general sorts: (i) to oversee the day-to-day operations of the graduate program, including advising, monitoring thesis and dissertation preparation; (ii) with the approval of the Graduate Committee, to make recommendations to the Faculty concerning graduate admissions and scholarship or fellowship awards, when such exist; (iii) to implement the Graduate Duties and Responsibilities; (iv) to manage the recruitment program for prospective graduate students; and (v) to help to organize the Graduate Student Organization.
3. He/she shall serve as Chairperson of the Graduate Committee.
4. Only tenure-track faculty are eligible to serve as Director of Graduate Studies.

C. Director of Undergraduate Studies

1. The Director of Undergraduate Studies is appointed by the Department Head.
2. The Director of Undergraduate Studies shall carry out the following responsibilities: (i) to conduct an advisement program for undergraduate majors and minors, (ii) to disseminate to undergraduates information pertinent to available courses, requirements, policies, etc., (iii) to establish and advise an undergraduate organization, (iv) to assist the Department Head with the undergraduate program, (v) to supervise the honors program, (vi) to supervise the Graduate Teaching Fellows who serve as undergraduate advisers, (vii) to mentor majors concerning preparation for and application to graduate programs, and (viii) to supervise assessment of the undergraduate program.
3. Tenure-track and non-tenure track faculty are eligible to serve as Director of Undergraduate Studies.

D. Library Representative

1. The Library Representative is appointed by the Department Head.
2. The Library Representative shall be responsible for soliciting from faculty members requests for book purchases, journal subscriptions, computer software and CD-Rom purchases, and other library materials. These recommendations are to be passed on to the appropriate Library staff who are in charge of making purchases pertaining to philosophy.
3. Tenure-track and non-tenure track faculty are eligible to serve as Library Representative.

**IV Faculty Committee and Committee of the Whole**

A. Faculty Committee

1. Members of the Philosophy Faculty Committee with full voting rights include all tenure-related officers of instruction and all career non-tenure track officers of instruction in the Philosophy Department. Faculty members retain full voting rights while on leave or sabbatical and may choose to attend Faculty Committee and Committee of the Whole meetings. Emeriti in the Philosophy Department may participate in Faculty Committee (and Committee of the Whole) meetings, but they are not voting members. A Secretary shall be appointed for the Faculty Committee by the Department Head and shall prepare minutes, copies of

which shall be available to the members and be deposited in the Departmental files. As noted above, the department head, or a designated individual, is responsible for documenting decisions made by department committees and at department meetings and archiving them appropriately. Access to these decisions will be readily available to all TT and Career NTT faculty members. The Faculty Committee will meet at least once each quarter of the regular academic year.

2. Unless otherwise specified, all Faculty Committee meetings are private.
3. Responsibilities: All matters of academic policy and faculty appointment fall solely within the purview of the Faculty, and are, therefore, not subject to approval of the Committee of the Whole. Such matters include, but are not limited to: (i) decisions concerning student admission to the program, (ii) academic requirements (such as those for the undergraduate program and for master's and doctoral degrees), (iii) faculty hiring (See Search Procedures under V.4.B), and (iv) tenure and promotion. The Faculty Committee shall also decide all Graduate Teaching Fellowship awards. If, upon approval of policy concerning M.A. or Ph.D. requirements, the Faculty Committee proposes substantial revisions to the original formulation, the proposed policy will be returned to the Graduate Committee for discussion and resubmission to the Faculty Committee.

B. Committee of the Whole

1. Membership: The Committee of the Whole shall consist of the Faculty Committee, two graduate student representatives, and one undergraduate representative. Graduate student representatives shall be elected by the graduate student organization. There shall be at least two graduate student representatives and one alternate. The alternate may attend meetings, but may vote only in the absence of one of the regular representatives. The undergraduate student representative shall be appointed by the Department Head and shall serve in an advisory capacity.
2. Secretary of the Committee of the Whole shall be appointed by the Department Head and shall prepare minutes, copies of which shall be available to the members and be deposited in the Departmental files.
3. Responsibilities: The Committee of the Whole shall formulate departmental objectives, policies and operating principles, except those specified as under the purview of the Faculty Committee alone. The Committee of the Whole shall adopt its own agenda, which may include, in addition to items specified elsewhere in this document, deliberation on any matter of importance to the Department.
4. The Philosophy Club, which includes the Graduate Student Organization and the Undergraduate Student Organization, shall file a copy of their

ASUO bylaws with the Committee of the Whole, whenever any changes have been made to their bylaws.

C. Conduct of Meetings for the Faculty Committee and Committee of the Whole

1. All Faculty and Committee of the Whole meetings shall be conducted according to *Robert's Rules of Order*.
2. For both the Faculty Committee and the Committee of the Whole a majority of the voting members shall constitute a quorum, and action shall be decided by the majority of those present.
3. Meetings of the Committee of the Whole and of the Faculty shall be at the call of the Department Head or one-fourth of the voting members. There shall be at least two Committee of the Whole meetings per academic year.

V. **Committees**

A. Appointments of the members and chairs for each committee shall be made by the Department Head, with the consent of the nominees. The term of office is one year. The members of the various committees so selected shall serve for the following year beginning with the Fall Term. Meetings of each committee may be called by its chairperson or by one-third of the members of the committee.

B. Graduate Committee

1. Responsibilities: formulation of policy on requirements for the master's and doctoral degrees, subject to the approval of the Faculty Committee; graduate course offerings in coordination with the Undergraduate Committee; curriculum planning and assessment. An Admissions Subcommittee shall be formed, consisting only of the faculty members on the Graduate Committee. The purpose of this subcommittee is to read the graduate applications and advise the Faculty Committee on graduate admissions.
2. The Director of Graduate Studies shall also approve M.A. and Ph.D. committees in accordance with University and Department policy. In the event that an issue arises concerning the makeup of a Master's or Doctoral committee, the decision shall be made by the Graduate Committee. Any decisions concerning academic policy shall be submitted to the Faculty Committee for approval.
3. Members:
  - a. Two faculty members one of whom may be a career non-tenure track lecturer. Members should be of different ranks when possible.
  - b. Two graduate students elected by the Graduate Student Organization.

- c. Director of Graduate Studies, Chairperson of the Committee.
- d. Department Head or Associate Head.

C. Undergraduate Committee

- 1. Responsibilities: (a) planning of course offerings in coordination with the Graduate Committee; (b) requirements for the major; (c) advising; (d) planning of honors courses; (e) awarding of honors; (vi) curriculum assessment. (b) and (e) are subject to approval of the Faculty Committee.
- 2. Members:
  - a. Two members of the faculty, when possible from different classifications and ranks.
  - b. One undergraduate student elected by the Undergraduate Student Organization, or, if such is not functioning, appointed by the Department Head.
  - c. Director of Undergraduate Studies, Chairperson of the Committee.
  - d. Department Head or Associate Head.

D. Colloquium and Special Events Committee

- 1. Responsibilities: Planning of the colloquium programs and selection of speakers; planning for accommodations and entertainment of visiting speakers.
- 2. Members:
  - a. Two members of the faculty, when possible from two different classifications or ranks.
  - b. One graduate student elected by the Graduate Student Organization.
  - c. Department Head.

E. Graduate Placement Committee

- 1. Responsibilities: To aid graduate students in their search for employment.
- 2. Members:
  - a. Two members of the faculty one of whom may be a career non-tenure track lecturer. Members should be of different ranks when possible.
  - b. Director of Graduate Studies.
  - c. One graduate student elected by the Graduate Student Organization.
  - d. Department Head or Associate Head.

F. Graduate Teaching Fellow Appointment Committee

- 1. Responsibilities: To make specific assignments to Graduate Teaching Fellows for all teaching, research, and administrative appointments in

accordance with the policies of the Graduate School and the General Duties and Responsibilities Statement for the Department of Philosophy.

2. Members:
  - a. Director of Graduate Studies.
  - b. Director of Undergraduate Studies.
  - c. Department Head or Associate Head.

G. Development and Publicity Committee

1. Responsibilities: To develop opportunities for gifts and external funding to support the department, cultivate long-term relationships with alumni and donors, and pursue publicity opportunities on and off campus. Coordinates with the College and University Development staff when appropriate and supervises the publication of *The Thinking Duck*.
2. Members:
  - a. Three faculty members.
  - b. One graduate student elected by the Graduate Student Organization.
  - c. Department Head or Associate Head.

H. Committee on Diversity and Inclusiveness

1. Responsibilities: To monitor the status of underrepresented groups within the department and its programs, to make recommendations to the faculty concerning best practices of equity and inclusion, and to update and oversee the implementation of the department's Strategic Action Plan on Diversity.
2. Members:
  - a. Three faculty members.
  - b. One graduate student elected by the Graduate Student Organization.
  - c. One undergraduate student appointed by the Department Head.
  - d. Department Head or Associate Head.

I. Merit Raise Committee

1. Responsibilities: To recommend merit raise amounts for all Tenure Track and Career Non-Tenure Track Faculty to the Department Head based on merit reviews and other guidelines provided by the Department Head, the College, and the University administration.
2. Members: The committee will consist of two elected members of the faculty and the Department Head. All members of the faculty committee (IV, A, 1) are eligible to be nominated for the committee. Election will be held at the first Faculty Committee of the fall quarter. The term of office

is two years. During the initial election, one member will be elected to a two-year term and the second to a one-year term.

J. Ad hoc committees

1. As need be, ad hoc committees may be established by the head of the department, by the faculty, or by the COTW. In cases where faculty or the COTW establish the committee, a majority vote is required. In forming the committee, a member of the committee is to be assigned as its chair, who will have all the normal responsibilities of chair for that committee. The formation of all ad hoc committees requires a clear statement of its task and a time period within which that task is to be carried out.
2. Ad hoc committees (with representation from each rank if possible) will be established by the head of the department to draft new policies required by the Collective Bargaining Agreement including, but not limited to:
  - a. Assignment of professional responsibilities (TT and NTT).
  - b. Guidelines for tenure and promotion (TTF).
  - c. Guidelines for review and promotion (NTTF).
  - d. Guidelines for merit increases (TT and NTT).
  - e. Summer Session appointments and assignments.
  - f. Funds for professional development.
3. Performance, promotion, workload, and merit guidelines developed and revised on an ongoing basis will be drafted by an ad hoc committee consisting of at least three faculty members, at least one of whom is a career non-tenure track faculty member (if one is available).

Once policies are drafted by the ad hoc committee assigned to the task, the drafts will be reviewed, finalized, and approved by the Faculty Committee.

## **VI Curriculum Development**

- A. Each fall term and as needed, the Director Undergraduate Studies and the Director Graduate Studies, in coordination with the Associate Head, will conduct reviews of department curricula in light of program needs, enrollment trends, rotation of course offerings, diversity considerations, and distribution of faculty teaching assignments. These reviews will culminate in a recommendation to the Associate Head concerning course planning for the following year, which may include suggestions of new courses to be developed, changes in current courses (including rotation, term of offer, enrollment, General Education status, etc.), changes in distribution of faculty assignments, development of new programs, or other suggestions relevant to course planning.
- B. Tenure track faculty have primary responsibility for the oversight of courses and degree requirements in Philosophy through their service on the Undergraduate and Graduate Studies Committees, the Curriculum Committee, and on the Faculty

Committee. Career non-tenure track faculty participate in that oversight through their service on these committees if that is part of their professional responsibilities. The Faculty Committee is responsible for approving new courses, new programs (including minors, majors, certificates, etc.), and changes to current courses and programs.

C. Proposals for new or changed courses:

1. Proposals for new or changed courses should be proposed by the faculty members (tenure-track and career non-tenure track) responsible for oversight of the content and pedagogy of the course. The faculty member is encouraged to consult with the department head regarding the department's ability to offer the course regularly and the Undergraduate and/or Graduate Studies Committee about the purpose of the course and how it will fit with current and planned programs. Once the consultation is complete, a course proposal including a syllabus and the course submission materials required by the College of Arts and Sciences should be submitted to the Undergraduate and/or Graduate Studies Committee for approval. Once the course proposal is approved by the appropriate committee(s), it will be submitted to the Faculty Committee for review.
2. The Faculty Committee will review the course proposal and decide whether or not to approve the course by majority vote. If the course is approved, it will be sent to the department head who will submit the course for administrative approval.

D. Proposal for New or Changed Programs

1. Proposals for new or changed programs begin in the Undergraduate or Graduate Studies Committee. Working with the faculty and in consultation with the committee student representatives, the committee will develop a plan for the new or changed program and a memorandum to explain and justify the program. This material will be submitted to the Faculty Committee.
2. The Faculty Committee will review the proposed new program or changes to existing programs and decide whether or not to approve the program by majority vote. The proposal will be forwarded to the department head who will seek appropriate administrative approval.

## **VII Faculty Searches**

A. Search Committee (Tenure-Track)

1. Responsibilities: To search for, to evaluate, and to recommend to the Faculty Committee candidates for new tenure-track appointments, except for the Search Committee for Department Head, as described in Section II-A above.
2. Members:

- a. Three tenure-track members of the faculty, with no more than two from any one rank, selected by the Department Head.
- b. One graduate student appointed by the Department Head.
- c. Department Head.
- d. Any faculty member may request a faculty vote on the constitution of the committee, prior to the submission of the search approval request to the College, in which case the constitution of the search committee will be subject to the approval of the faculty.

B. Search Procedures (Tenure-Track)

- 1. Graduate students are represented by one member on the Search Committee, and they also have input on job candidates through discussions in the Committee of the Whole. However, voting on new faculty hires is limited to all tenure-related and career non-tenure track officers of instruction.
- 2. The Graduate representative on the Search Committee has a vote, if any is taken, regarding which candidates are recommended to the Faculty Committee for on-campus interviews.
- 3. During candidate on-campus interviews, a group meeting is scheduled for interested graduate students to interview each candidate. Graduate students can also attend candidate presentations, and some may have opportunities to attend meals with the candidate.
- 4. At a Committee of the Whole meeting prior to Faculty voting on the candidates, the graduate representatives will present a summary of graduate student views of each candidate, and may, if desired, present any graduate student vote that might have been conducted. At this Committee of the Whole meeting, students who are not the representatives may attend and voice their opinion of any job candidate, especially if they think their view is not adequately presented in the graduate student report.
- 5. After this Committee of the Whole meeting, a Faculty meeting is held for faculty discussion and a vote on candidates. All voting members of the Faculty Committee including tenure track and career non-tenure track faculty can vote on any hire. The votes shall be tallied by classification and rank.
- 6. The Department Head then forwards to the Dean a summary of faculty assessments of the candidates, either in writing or orally, including (in writing) an accounting of the vote taken. This report is advisory to the Dean, and eventually the Provost, who must approve all faculty hiring.

C. Search Committee (Career Non-Tenure-Track)

1. Responsibilities: To search for, to evaluate, and to recommend to the Faculty Committee candidates for new career non-tenure-track appointments.
2. Members:
  - a. Two members of the faculty, including one career non-tenure track faculty member if one is available, with no more than one from any one rank, selected by the Department Head. Any faculty member may request a faculty vote on the constitution of the committee, prior to the submission of a search approval request to the College, in which case the constitution of the search committee will be subject to the approval of the faculty.
  - b. Department Head.
3. Procedure: The Department Head and committee will establish a process for considering applications, conducting preliminary and final interviews as appropriate and presenting final candidates to the Faculty Committee. The Faculty Committee will vote to recommend a candidate to be hired.

*This Internal Governance Policy was approved by unanimous vote of the Faculty Committee on November 13, 2014.*