

Bylaws For The Environmental Studies Program

Adopted by the Environmental Studies Executive Committee, May 3, 2007

1. Mission

The identity, mission, program, and future directions of the Environmental 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 Environmental Studies Program will follow. These bylaws may be amended or replaced by two-thirds vote of the Environmental Studies Program Executive Committee provided a proposed change has been circulated at least two weeks before the meeting at which it is to be taken up. These bylaws supplement, and are intended to be consistent with, the Rules and Regulations of the Oregon State System of Higher Education, the University of Oregon Faculty Handbook, and the policies set by the College of Arts and Sciences. Where conflicts arise, these higher level rules and policies will apply.

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 Environmental Studies Program.

- **Affiliated faculty** includes all faculty associated in any way with the Environmental Studies Program. The category of affiliated faculty consists of all core and participating faculty.
 - **Core faculty** includes all faculty with specified responsibilities in the Environmental Studies Program. The category of core faculty consists of the director and all dedicated, appointed, and contingent faculty.
 - The **Program Director** is that faculty member appointed by the Dean of CAS to direct the Environmental Studies Program.
 - **Dedicated faculty** includes both tenure track faculty and career non-tenure track faculty who hold positions entirely within the Environmental Studies Program or shared between the Environmental Studies Program and other departments or programs.
 - **Appointed faculty** consists of all faculty holding positions in other departments but appointed by the Dean of CAS as Environmental Studies Program "core" faculty. Terms of appointment will differ for appointed faculty based on agreements among the Environmental Studies Program, the home department, and appropriate deans.
 - **Contingent faculty** consists of all other faculty with specified responsibilities in the Environmental Studies Program. This includes adjunct and visiting faculty.
 - **Participating faculty** consists of all other (i.e., non-Core) faculty who contribute to accomplishing the mission of the Environmental Studies Program, including but not limited to advising graduate students, serving on undergraduate honors or graduate thesis or dissertation committees, and teaching courses related to the themes of the Environmental Studies Program.

Program Director

Appointment of and expectations for the Program Director are sufficiently extensive that they are delineated in a separate section below.

Dedicated Faculty

Tenure Track Dedicated Faculty

Appointment: Faculty become tenure track Dedicated Faculty by virtue of being hired as Environmental Studies Program faculty through applicable University hiring procedures for tenure-track faculty.

Expectations: The details of expectations for tenure track Dedicated Faculty will be delineated in the terms of their contract with the University and in a Conditions of Appointment Document written jointly by ENVS and the department or program 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 other faculty in the tenure home department. A majority of the teaching and service work will be done in Environmental Studies. Annual reports, periodic reviews, and promotion and tenure files will be conducted and prepared by the tenure home program or department with input from Environmental Studies.

Career Non-Tenure Track Dedicated Faculty

Appointment: Faculty become Career non-tenure track Dedicated Faculty by virtue of being hired into a position in Environmental Studies for which the expectation is that the position will continue for the foreseeable future.

Expectations: Expectations for Career non-tenure track Dedicated Faculty will be delineated in the terms of their contract with the University. Annual performance reviews will be conducted of Career non-tenure track Dedicated Faculty by the Program Director or by a committee appointed by the Director.

Appointed Faculty

Appointment: Faculty become Appointed Faculty based on a vote by the Environmental Studies Program Executive Committee recommending appointment as "Core Faculty" to the Dean of CAS. The Program Director and any member of the then-current Executive Committee can nominate any current UO faculty member for appointment as Appointed Faculty. The terms and conditions of such appointment will depend on agreement among the department, the Environmental Studies Program, the faculty member, and CAS. In general, appointments will be for three-year terms which will be renewable if agreed to by the Environmental Studies Program Executive Committee, the appointed faculty member, and that faculty member's home department. Selection as appointed faculty depends on several factors, including excellent scholarship and teaching, dedication to the program as demonstrated by service, the needs of the Environmental Studies Program, and the willingness of home departments to enter into agreements related to faculty workload. At any point in time, the Environmental Studies Program expects Appointed Faculty to consist of approximately 10 faculty with balanced representation from the natural sciences, social sciences, humanities, and professional schools.

Expectations: Although expectations will vary, Appointed Faculty are expected to have part of their normal teaching and/or service load within, or related to, the Environmental Studies Program and to be available to serve on advisory committees of Environmental Studies Program graduate students as needed.

Contingent Faculty

Appointment: Faculty become Contingent Faculty by virtue of being hired into a position in Environmental Studies for which the expectation is that the position will be for a limited duration, including adjunct and visiting faculty.

Expectations: Expectations for Contingent Faculty will be delineated in the terms of their contract with the University.

Participating Faculty

Appointment: Any UO faculty member can become Participating Faculty either by having a request to be Participating Faculty approved by the Executive Committee or by accepting an invitation from the Program Director that has been approved by the Executive Committee. 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 Environmental Studies Program.

Expectations: Participating Faculty have no designated assignments within the Environmental Studies Program. The Environmental Studies Program's success depends on the voluntary involvement of the large and diverse group of faculty whose scholarship touches on environmental issues, who teach courses that are important for our students, and who occasionally volunteer to serve on student advisory committees and program committees. In particular, Participating Faculty make it possible for Environmental Studies Program undergraduate and graduate 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 Environmental Studies Program web page and brochures and to belong to the environmental studies faculty listserv. Participating Faculty who desire to become more active participants in the Environmental Studies Program are encouraged to make a request to the Program Director to become Appointed Faculty. The Program Director is encouraged regularly to recruit non-Affiliated Faculty to become Participating Faculty and regularly to recruit Participating Faculty to become Appointed Faculty.

Other Positions

The Environmental Studies Program also may choose to accommodate other appointments and relationships including, inter alia

- Visiting Member: a nonpermanent, visiting research scholar with appropriate qualifications and engaged in research related to the Environmental Studies Program. A Visiting Member does not hold voting privileges

and has limited privileges and access to Environmental Studies Program resources as decided by the Program Director in consultation with the Executive Committee.

- Postdoctoral Research Associate: a nonpermanent researcher with a PhD degree and engaged in research related to the Environmental Studies Program and having a faculty mentor among core or participating faculty. A Postdoctoral Research Associate has no voting privileges nor access to resources other than through her or his faculty mentor.

Appointments to these, and similar, positions will be made by the Program Director with such appointments being renewed annually and requiring approval by two-thirds vote of the Executive Committee.

3. Executive Committee

Membership

The Environmental Studies Program Executive Committee consists of the Program Director, all Dedicated Faculty (both Tenure-Track and Career Non-Tenure Track), all Appointed Faculty, and one representative of Environmental Studies graduate students, as elected by the Graduate Student Organization. Participating Faculty can become members of the Executive Committee only by first becoming Appointed Faculty (see above).

Responsibilities

The Executive Committee serves as the primary advisory group to the Program Director for the Environmental Studies Program policy. The full Executive Committee will vote on relevant policy and personnel issues, with the exception of votes related to the choice of the Program Director (see below), to tenure and promotion of Dedicated Faculty, and any other votes deemed by the Executive Committee or University policy to be inappropriate for such voting rules.

Among other duties, the Executive Committee may advise the Program Director, as appropriate, either through discussion or by voting on:

- appointments to and termination of Core Faculty affiliations.
- recommendations to the relevant home departments and University officials concerning faculty appointments and promotions or other changes of employment status of individuals who are or are likely to become Dedicated Faculty or Contingent Faculty.
- policies for the appropriate use of discretionary funds.
- recommendations to the University regarding acquisition and use of facilities required for the effective operation of the Environmental Studies Program.
- establishment of ad hoc and continuing committees from among Core Faculty for the formulation and implementation of Environmental Studies Program policies, including personnel matters, admissions to the masters and doctoral graduate programs, awards for graduate and undergraduate students, and similar aspects of governance of the Environmental Studies Program.

For all decisions related to hiring and promotion of tenure-track Dedicated Faculty, Executive Committee voting will be limited to tenure-track Executive Committee members, i.e., excluding Career non-tenure-track Dedicated Faculty and any Graduate Student Representatives. Other issues may arise on which, because of University policy or for other reasons, the Program Director deems it advisable to limit Executive Committee meetings and voting to tenure-track Executive Committee members. This is expected to be a relatively rare event. In such instances, the Program Director will consult with tenure-track Executive Committee members before making a decision to exclude Career non-tenure-track Dedicated Faculty and any Graduate Student Representatives from the Executive Committee meetings and voting.

4. Director

Appointment

The Program Director, the chief executive and official spokesperson for the Environmental Studies Program, is appointed by the Dean of the College of Arts and Sciences after recommendation of the Executive Committee, typically for a term of three years. In appointing the Program Director, the Dean may wish to consider both the recommendation of the Executive Committee and the vote of such ad hoc search committee as may be established by the Dean. Upon recommendation of the Executive Committee and with the approval of the Administration, successive terms may be served.

Procedures for nominating and electing the Program Director are intended to be consistent with procedures for selecting a department head, as specified in the College of Arts and Sciences Owner's Manual (2004), namely: "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 . . . solicits names of faculty interested in serving as the department head, surveys faculty sentiments, and presents a written summary of the results to both the Dean and the department faculty. . . . After receiving the departmental committee report and advice of individual faculty, 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." (p. 7).

- An ad hoc Search Committee of at least three faculty members and one graduate student will be elected by the Executive Committee to identify nominees for Program Director. Faculty Search Committee members will be selected by secret ballot from a slate of faculty nominees. The graduate student member will be selected by the Executive Committee from nominations from the Graduate Student Organization. The Dean may appoint an additional member of the committee, who may be outside the Environmental Studies Program. Under extreme and unusual circumstances, the Dean may appoint the Search Committee after consultation with individual members of the Environmental Studies Program.
- The Search Committee will invite nominations no later than 5 months before the new Directorship term is to begin. Although it is expected that nominations will usually be of Core Faculty or Participating Faculty, nominations can be of any person with an appropriate University of Oregon affiliation.
- All nominees willing to serve will provide, no later than 3 months before the new Directorship term is to begin, relevant materials as requested clarifying the nominee's goals for the Environmental Studies Program to aid the Executive Committee and other decision-makers in selecting the Director.
- The Executive Committee will discuss the qualifications of all nominees and identify their recommendation for a new Director 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 Executive Committee vote will serve as a recommendation to the Dean of CAS as to who should serve as Environmental Studies Program Director for a term of three years, starting July 1st.
- The Program Director serves at the discretion of the dean. There is no limit on the number of terms that an individual may serve as Program Director, nor is there any expectation of reappointment in that capacity. Reappointment will be based on a vote of the Executive Committee regarding whether to recommend reappointment to the Dean of CAS.

Responsibilities

- The Program Director shall be responsible for the administration of the Program and for implementing policies approved by the Graduate School and the Directors of Graduate and Undergraduate Studies.
- With broad policy guidance from the Executive Committee, the Program Director coordinates teaching and other assignments for faculty and graduate students and provides encouragement and coordination for faculty teaching and research. The Program Director will consult with the Executive Committee on all substantive matters before committing to particular courses of action and will implement policies recommended by the Executive Committee in a manner consistent with UO policy.
- The Program Director shall keep the Executive Committee informed in a timely fashion about all substantive developments potentially affecting the Environmental Studies Program. In addition, the Program Director is responsible for providing an annual report to the Executive Committee, no later than November 1 of each year. This report will, at a minimum, provide a brief review of the status of the program, including relevant budget and personnel matters. In addition and as necessary, this report shall identify any and all changes to existing policies and procedures that are needed to ensure that the Environmental Studies Program consistently operates in line with relevant University policies and guidance provided by the Executive Committee.
- The program director has authority for all budget decisions for the Environmental Studies Program, including both the general fund (instruction) budget and other funds such as ICC return, summer session dividends, gifts and endowments, etc. The Program Director shall establish priorities for the purchase of equipment, supplies, contractual services, and space in accordance with relevant University and Environmental Studies Program policies and goals.
- On matters pertaining to new appointments, tenure, and promotion of Dedicated Faculty, the Program Director shall act:

- on new appointments, according to the vote of the tenure-track Executive Committee members on recommendation of an ad hoc search committee.
- on tenure and promotion, according to the vote of the tenure-track Executive Committee members who are senior in rank to the candidate, but shall consult the rest of the Executive Committee and shall be guided by University Promotion and Tenure Guidelines.
- on salaries according to University general policy.
- The Program Director shall have full discretion regarding appointments and re-appointments of Contingent Faculty, although the Program Director is encouraged to consult with relevant Core Faculty as needed.
- The Program Director shall provide written evaluations of all Dedicated Faculty's and Contingent Faculty's teaching and service in accordance with relevant University policies.
- The Program Director or his/her delegate shall preside at meetings of the Executive Committee.
- The Program Director is an ex-officio member of all committees specified below.
- The Program Director may designate a substitute to represent him/her on other committees.

The Program Director must designate an Acting Program Director if he/she will be unable to be available on campus for more than two weeks. If the Program Director will be unable to be available on campus for more than a month, the designation of an Acting Program Director must be voted on by the Executive Committee. The Executive Committee may, by majority vote, select that person or an alternative person as Acting Program Director, subject to approval by the Dean of CAS.

The Director may be removed from office, subject to approval by the Dean of CAS, by a petition signed by two-thirds of all Executive Committee members. Should a Director be removed from office or choose to step down for other reasons during a term, the Executive Committee shall designate an Acting Program Director, subject to approval of the Dean of CAS, within one month. The Executive Committee shall promptly begin a search for a Program Director, and the Acting Program Director shall serve until a new Program Director can be selected according to the procedures outlined above.

5. Committee and Personnel Structure

An appropriate committee and personnel structure will be maintained to help the Program Director administer the Environmental 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. Meetings of each committee may be called by its chairperson or by one-third of the members of the committee.

- Steering Committee
 - Mandate: provide advice to the Program Director at the Program Director's request on matters that the Program Director considers as appropriately and effectively addressed without consulting the Executive Committee, within the requirements of these bylaws.
 - Membership: At the discretion of the Program Director but usually to include all Tenure-Track Dedicated Faculty and, if desired, one or more additional members from the Core Faculty.
 - Length of Term: At the discretion of the Program Director.
- Undergraduate Program Committee
 - Mandate: review and make recommendations to the Undergraduate Studies Director and the Executive Committee regarding all issues related to the Undergraduate Curriculum; advise the coordinators of the Environmental Leadership Program
 - The Program Director will designate an Undergraduate Studies Director who will serve as chair of the committee.
 - Membership: Three Core Faculty, including the Undergraduate Studies Director.
 - Length of Term: Two year terms, with efforts made to stagger appointments to foster interannual continuity. Additional terms possible if agreed to by the Program Director and the relevant faculty member.
- Graduate Admissions Committee

- Mandate: develop effective recruiting strategies; review graduate applications and make recommendations to Executive Committee for admission
 - The Program Director will designate a Graduate Admissions Director who will serve as chair of the committee.
 - Membership: Three Core Faculty, including the Graduate Admissions Director, and two Graduate Students nominated by the Program Director (subject to the consent of the nominees).
 - Length of Term: Two year terms, with efforts made to stagger appointments to foster interannual continuity. Additional terms possible if agreed to by the Program Director and the relevant faculty member. One year terms for graduate students.
- Graduate Program Committee
 - Mandate: review and make recommendations to the Graduate Studies Director and the Executive Committee regarding all issues related to the Graduate Curriculum; evaluate progress of first-year graduate students; advise Program Director on GTF assignments.
 - The Program Director will designate a Graduate Studies Director who will serve as chair of the committee.
 - Membership: For all issues related to evaluating graduate student progress and GTF assignments, this committee shall consist of three Core Faculty, including the Graduate Studies Director. For all other issues, this committee shall also include one Graduate Student nominated by the Program Director (subject to the consent of the nominees).
 - Length of Term: Two year terms, with efforts made to stagger appointments to foster interannual continuity. Additional terms possible if agreed to by the Program Director and the relevant faculty member. One year terms for graduate students.
- Such other committees as the Program Director, with the approval of the Executive Committee, deems appropriate.