

HEDCO Institute for Evidence-Based Educational Practice Governance Policy

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This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the HEDCO Institute for Evidence-Based Educational Practice (HIEP). Internal governance issues are limited to those that deal with the methods and manners by which policies are set within this research and outreach institute, inclusive of the requirement to provide for appropriate and equitable representation of faculty as defined in the Collective Bargaining Agreement (CBA).

1. Appropriate and equitable faculty governance participation

The following sections constitute major areas of internal governance within the HIEP, as mandated by CBA. Appropriate and equitable faculty governance participation is provided for in each area as follows.

1.1. Internal Governance Policy

Internal Governance Policy within the Institute is developed and approved by the voting membership (as defined in section 4). Policies will be discussed at meetings set per section 2, where faculty will have opportunity to provide feedback on governance policy. Where appropriate, the executive director will call for formalized votes on internal governance policy decisions, such that faculty perspectives will be represented accurately.

1.2. Merit Increase Policy

HIEP merit increase practice will align with the College of Education's (COE's) merit policy. In the absence of a COE policy or guidelines, HIEP policy regarding merit increases is to be established and amended by the leadership committee, with input from all HIEP faculty.

1.3. HIEP performance review and promotion practice will align with the College of Education's (COE's) posted policies. In the absence of a COE policy or guidelines, HIEP performance review and promotion policy for Career Faculty is to be established and amended by the leadership committee, with input from all HIEP faculty.

The Institute executive director will make all reasonable attempts to adhere to the policies in those areas served by those policies. In cases where policies conflict with federal, state, or university policy, those federal, state, or university policies will have priority. Any time spent by funding contingent faculty members in service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored projects and all federal and state laws and

regulations.

2. Meeting protocol

The executive director shall provide a minimum notice of one week to inform Institute faculty via email regarding any faculty meetings where governance topics are addressed as significant items on the meeting agenda. These meetings provide a forum where individual viewpoints can be put forth for consideration and discussion. As practicable, meetings will include opportunities for faculty to participate via telephone or other means of remote access. Faculty unable to attend may provide written input to the executive director prior to the meeting. Meetings may occur virtually via email, telephone, or video conference. The executive director may choose to call for formal votes during these meetings, as either a method to determine policy or to determine voting membership preference on policy. Formal votes will be decided by a simple majority.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the executive director will make all reasonable accommodations to ensure faculty are represented in the meeting. It is understood that such emergency situations are intended to address short-term accommodations, and that these meetings will not be used to discuss or decide upon longer-term policy.

3. Appropriate documentation of decisions

Meeting minutes will be kept for each Institute meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all Institute faculty members via email and will also be kept on record by the HIEP administrative office.

Written responses from the Provost, a Vice Provost, Dean, or other designee regarding proposed unit policies will be delivered to the Institute executive director. The Institute executive director or a designee will circulate them to all faculty in a timely manner via email.

4. Membership and voting rights

4.1. All Faculty

“All faculty” in the Institute means all members of the Institute together with others who are employed in a scientific capacity to work on research and outreach consistent with the Institute's mission. These include TTF, retired TTF, Career Faculty, Pro Tempore faculty, and postdocs who are supervised by a member. “Faculty” includes both faculty who are members of the bargaining unit and those who are not.

4.2. Full members of the Institute are TTF and Career Faculty employed in the HIEP, and the five core College of Education faculty who were deemed full members at the time this policy took effect. Postdoctoral Scholars employed in the Institute

for more than 1 year above 0.3 FTE are also considered full members of the Institute. Full members are those who direct the main part of their efforts to fulfilling the mission of the Institute, including participation in Institute activities such as administration and seminars.

New memberships are typically sponsored by one or more existing voting members. Membership may be granted to TTF, Career Faculty, and other UO employees deemed suitable for advancing the mission of the Institute. Individuals interested in becoming members should consult with the executive director. Proposed new members will be evaluated by the executive director and, if the evaluation is favorable, a recommendation on membership will be forwarded to the voting members for approval. Approved members have voting rights on Institute matters.

- 4.3. Associate members of the Institute are TTF and Career Faculty who direct part of their efforts to fulfilling the purpose of the Institute and participate in some Institute activities but who are not employed directly in the Institute. Associate members do not have voting rights on Institute matters.
- 4.4. AFFILIATE MEMBERS of the Institute are other non-UO employees who spend part of their efforts fulfilling the purpose of the Institute and participate in some Institute activities but who are not employed directly in the Institute. Affiliate members do not have voting rights on Institute matters.
- 4.5. Two-thirds majority of the full members (excluding the person under consideration if a full member) is required for an election or termination of any member. Votes may be cast in person or in writing.
- 4.6. All other decisions of the Institute (related to governance or otherwise) shall be made by a simple majority of those voting, provided at least half of the full members of the Institute vote. Votes may be cast in person or in writing.
- 4.7. Full members of the Institute may participate in policy development and in voting while on leave or on sabbatical. Meetings will include opportunities for absent faculty to participate via telephone or other means of remote access. Absent faculty can also provide written input to the executive director.
- 4.8. The Institute does not allow voting rights for students in faculty appointments/hiring final decisions, nor student involvement in faculty promotion decisions.

5. Standing committees

5.1. Leadership Committee

- 5.1.1. The leadership committee has responsibility to work with the Institute executive director on behalf of all faculty in matters as defined in Section 1.

5.1.2. The leadership committee will be comprised of all full members of HIEP including the Institute executive director and partnerships director.

5.2. Other Standing Committees

HIEP has no standing committees currently. Other standing committees will be created as needed.

6. Ad hoc committees

The executive director may form ad hoc committees for addressing issues where the leadership committee or standing committees are not appropriately positioned to equitably address these situations. In such situations, the formation of such a committee will be discussed in the earliest available faculty meeting. At this faculty meeting, all faculty can provide feedback regarding the committee, including how the committee can be structured so as to provide appropriate and equitable participation of both TTF and Career Faculty. The meeting minutes will document the scope and authority of the committee.

7. Search committees

The hiring process for Institute faculty and staff shall follow university and college guidelines for best practices to ensure broad and inclusive searches. For faculty or staff to be hired to perform work on Institute-related activities, the principal investigator (PI) shall work with the executive director to determine an appropriate search strategy and search committee composition. The search committee will be structured so as to provide appropriate and equitable participation of both TTF and Career Faculty. Normally, it is not appropriate for current postdoctoral research associates to participate in hiring a new postdoctoral research associate, but the PI could recommend the participation of a current postdoctoral research associate or other career or pro tempore faculty with exceptional expertise relevant to the search. The PI will normally chair the search committee, although this can be delegated to a co-PI or other senior investigator.

8. Institute director

The executive director is appointed by, and serves at the discretion of, the College of Education Dean. These appointments are for a five-year term, and these appointments are renewable. During the final twelve months of the executive director's term, but not less than six months before the expiration of the term, the leadership committee shall discuss possibilities for a successor with the director and seek input on this issue from all faculty. If it becomes apparent that a member of the leadership is a candidate for the next executive directorship, they will recuse themselves from further deliberations. The issue will then be discussed in a meeting of all faculty. After that meeting, the members will nominate directorship candidates and note whether an external search is recommended. The leadership committee shall tally these nominations and communicate the recommendation to the College of Education Dean. In special situations, e.g., if an external director appointment is necessary or advisable, the Dean may modify this nomination process as appropriate.

9. Faculty administrative roles in the Institute

Administrative tasks, such as organizing seminars, serving as content experts on Institute products, serving on committees, and representing the Institute at external events, shall be assigned to faculty by the executive director as appropriate and in consultation with the faculty member.

10. Development of key Collective Bargaining Agreement Institute policies

The Institute will use the following processes as needed, if developing independent policies regarding merit, Career Faculty professional responsibilities, and Career Faculty performance review and promotion:

- The College of Education Dean or designee will provide guiding principles regarding CBA-mandated policies to the Institute executive director.
- Using these materials, the leadership committee will draft the required policy, with input from all faculty who may be affected by the policy.
- The leadership committee will hold at least one meeting open to faculty in the Institute where individuals can provide input into the draft policy. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 2.
- The Institute executive director will submit recommended policy for review to the College of Education Dean or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations made before submission to the Provost or a designee.

11. Deadlines

The leadership committee and all faculty acknowledge the urgency of policy development and accept responsibility for meeting deadlines. In the event that a committee misses a deadline, the director maintains the ability to make executive decisions on affected subject matters until such time that the leadership committee completes assigned tasks and affected deliverables are approved by the College of Education Dean or designee.

12. Policy changes

The Institute executive director, College of Education Dean, Provost, or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating the process for policy development described in this document.