

College of Education (COE) Governance Policy and Process

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Note: In this document, the term “faculty” is used to refer to all officers of instruction and officers of research, including tenure-track, career non-tenure track and Pro Tem employees (see also Section 2, Article 15 of the collective bargaining agreement with United Academics). In this document this term does not include Officers of Administration, who are considered unclassified employees by the University of Oregon, but may be mentioned within this document as a class of employee with rights and responsibilities distinct from the academic faculty classifications.

PREAMBLE. Statement of Principle

In keeping with the College of Education’s (COE) commitment to shared governance, interpretation and implementation of the sections that follow are based on expectations of transparency and inclusivity across all levels of COE governance.

SECTION 1. Documentation of Policy Changes

All decisions resulting in binding college-wide policy changes (typically following a college-wide vote of eligible faculty) shall be documented and disseminated electronically and posted at the College of Education (COE) Governance website:

<http://coe.uoregon.edu/governance>

In addition to all formal mechanisms of equitable and appropriate involvement of faculty in COE internal governance and decision making, the COE values collaboration, listening, and the active engagement of all stakeholder constituents. Prior to formal decision making on policy matters as specified in this document, COE leadership shall routinely create opportunities for engagement and comment through faculty meetings, surveys, listening sessions, and other mechanisms at the discretion of the Dean or the Dean's delegate. Such open engagement opportunities shall not replace formal internal governance practices.

SECTION 2. Participation in Governance

- a. All faculty shall be able to provide feedback and render a vote (electronically) on COE policy decisions as appropriate to their rank and role in the COE (see policy voting matrix at Section 6 of this document). The process for solicitation of this input shall follow the decision-making process, which shall be developed at the level of the department, research or outreach unit, or the college. All research or outreach units will hereafter be referred to as a "unit".
- b. Each department or unit shall develop a policy documenting the scope of participation for all classifications of faculty, classified staff, and officers of administration. This policy shall include the processes and procedures that will be used to solicit feedback from these groups.

With the recognition that the academic offerings of a department are the ultimate responsibility of the tenure-track faculty in that department, "Core Faculty" is defined as the set of all non-retired tenure-track faculty and those Career Track (NTTF) faculty engaged in substantial program direction or administration, or consistent instruction of core or required courses within a given program. Typically, but not always, these activities will require a significant FTE allocation dedicated to the academic mission of the academic department or core research or outreach mission of the unit. The determination of Core Faculty status within an academic department will be made based on participation at the Program level, though in many cases this designation entails rights and responsibilities at the department or college level.

Core Faculty status shall be determined for the upcoming academic year before the start of Fall Term via consultation between the Unit Director or Department Head and Program Directors. The Core Faculty status of all faculty in the unit shall be communicated to the faculty in that unit and to the COE Policy Coordinator, in order to coordinate unit and college governance processes. Any faculty member may request a review of the designated Core Faculty status by the Unit Director or Department Head.

- c. Funding-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.

d. Sabbatical Leave and other Leaves of Absence:

Sabbatical – All opportunities for participation in unit governance shall be extended to faculty on sabbatical. The expectations for participation for each faculty member on sabbatical shall be outlined in a memo between the faculty member and their department or unit head. This memo shall include provisions for at least the following activities:

d.i.1. Promotion and/or Tenure reviews/votes

d.i.2. Curriculum processes

d.i.3. Votes for program changes/additions

d.i.4. Involvement in searches and hires

d.i.5. Student admissions processes

Leave (leave of absence, medical leave, parental) – The expectation is that a faculty member on anything other than sabbatical leave will not participate in governance activities. However, in exceptional circumstances (e.g., On leave from the UO for a governmental appointment) the faculty member may wish to participate in specific governance activities if relevant university leave policies do not disallow such participation. In such a case, a memo shall be prepared according to the conditions outlined in .c.i, 1-5 above.

SECTION 3. Meeting Protocols

a. Protocols for planning, conducting and reporting on all College-wide meetings:

- 1) The scheduling of and development of an agenda for all college-wide assemblies shall be set by the Dean.
- 2) Any faculty or staff member may submit agenda items for consideration at a regularly scheduled meeting of the college. Inclusion of these items is at the discretion of the Dean. Notice about the inclusion or exclusion of the item and a brief explanation if excluded from the agenda will be provided to faculty by the Dean.
- 3) Agendas shall typically be distributed by the Dean's office three to five days in advance of the meeting.
- 4) The Dean shall provide a minimum of seven days' notice to faculty via email regarding any meeting where policy or governance topics are addressed.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Dean shall attempt to make reasonable accommodations to ensure that all faculty members are represented in the meeting, including options for remote participation. It is further understood that such emergency situations are intended to address atypical short-term accommodations, and that this approach shall not be used regularly.

5) Faculty unable to attend a meeting may provide written input prior to the meeting. Minutes from college-wide meetings shall be posted to the COE Governance website typically 1 week following the meeting.

6) Some issues, such as college-wide approval of curricular changes, or changes to college or unit policy, shall require formal documentation and a vote shall be solicited electronically. All policy decisions, including the relevant department and unit policies, are subject to the COE policy (Section 6 of this document) on voting authority. In the event of a vote, a simple majority shall suffice for the item to pass and be considered approved

b. Each department or unit shall develop policies and protocols for planning, conducting and reporting on department or unit meetings in accordance with the principles of transparency and inclusion.

SECTION 4. Committees

Four types of committees may be established as COE committees: 1) Administrative Committees, 2) Advisory Committees, 3) Governance Committees, and 4) Ad Hoc Committees. These committees will be established at the discretion of the Dean and in consultation with the Administrative Leadership Council, and/or the Research and Outreach Council (ROC). Individual department/unit committees may also be established at the discretion of the department head/unit director.

The criteria for membership in standing committees vary. Membership is determined based on a) administrative/coordination position, b) self-nomination and appointment or c) self-nomination and election. Criteria for membership in each committee are described below. Documentation of all standing college-level committees, including charge, current-year membership, and meeting minutes shall be made available on the COE Governance website.

1. *Administrative Committees* are distinguished by their role in enhancing information flow and exchange, engaging in strategic planning, managing and advancing the resources of the COE, coordinating workflow across departments, and improving cross-department collaboration and communication.

2. *Advisory Committees* are designed to “advise” the Dean and the Dean’s Office. Thus, these committees are distinguished by their role in providing input to the Dean

and Dean's Office, responding to concerns from the Dean, or to raise critical issues on behalf of the COE faculty to the Dean for consideration.

3. *Governance Committees* are distinguished by their persistent character and cyclical administrative or organizational functions designed to implement the teaching, research and service responsibilities of the COE and its faculty.

4. *Ad Hoc Committees* (e.g., merit, promotion, workload) are distinguished by the limited (usually in duration or scope) character of their mission. The Dean or department head/unit director shall determine the mechanism by which a Chair will be selected for each ad hoc committee. In consultation with the Dean or department head/unit director, the committee shall be responsible for establishing and revising as necessary the mission, membership, duration, and procedures applicable to that committee. For college-wide committees, this information shall be conveyed to the Executive Assistant to the Dean for record-keeping. For department/unit committees, this information shall be conveyed to the department head/unit director, (or designee) for record-keeping. An ad hoc committee may be converted to a committee (e.g., Governance, Administrative, or Advisory) when circumstances warrant.

In the interest of transparency and inclusivity, all openings on college-wide committees shall be announced via email to all faculty, who shall submit a nomination including self-nominations to their department head/unit director/program director or to the Executive Assistant to the Dean when relevant. The department head/unit director or the Executive Assistant to the Dean shall forward names for consideration by the chair of that committee. This process is also recommended for all department or unit-level committees.

Any COE committee can propose the need for policy to the Dean who can begin the COE policy development process as outlined in Section 7.

Administrative Committees

Dean's Management Team (DMT) consists of the individuals who serve in administrative roles in the Dean's office with direct administrative oversight by the Dean.

Charge: To provide the Dean with regular counsel on a wide range of COE and University affairs. **Membership:** Membership is determined by administrative positions affiliated with the Dean's Office (e.g., Dean, Associate Deans, Directors, the Executive Assistant to the Dean). Individuals are appointed by the Dean and serve at the Dean's discretion. Meeting schedules will be posted.

Administrative Leadership Council (ALC) consists of the members of the Dean's Management Team, the academic department heads, communications, COE and department coordinators of finance and business operations and two at large faculty members. The Associate Dean for Academic Affairs or the Dean's designee provides direct oversight of the committee. **Charge:** To provide broad academic, fiscal, and administrative leadership to the COE on the use of its academic and research resources

related to the governance of the COE academic programs. In addition, the ALC is charged with maximizing communication, and management of resources and assets to enhance the academic mission of the COE. The ALC will communicate with departmental faculty on matters of common concern across the college, bring forth issues from departments to the ALC that may be of concern to the college as a whole, and communicate back to department faculty on developments and concerns of the ALC. The ALC will collaborate with the Research and Outreach Council on matters of common concern. This process shall include consultation/collaboration across Department Heads to include input/suggestions from departmental faculty.

Membership: Membership is determined by position (e.g., Department Head, Business Managers, Administrative positions in Dean's Office, etc.). There are two at-large elected faculty members; a NTTF and a TTF position with each serving a one-year term with renewability. Other individuals are appointed by the Dean and serve at the discretion of the Dean. Meeting schedules will be posted.

Research and Outreach Council (ROC) consists of the unit heads (or delegates) and coordinators of finance and operations for all Research and Outreach Units affiliated with the COE, the Dean, Associate Dean for Research and Faculty Affairs (ADRFA), Director of Finance and Operations, and Department Heads. The Associate Dean for Research and Faculty Affairs (ADRFA) or the Dean's designee will provide direct oversight of the ROC. **Charge:** To provide leadership on the research commitments and investments in the COE, including the development and coordination of research and outreach governance policies, and to collaborate with the Academic Leadership Council on matters of common concern. The ROC will also serve to coordinate efforts among research and outreach units, and disseminate information to units on matters of common concern across the college. **Membership:** Membership is determined by position held (e.g., unit heads or delegates, coordinators of finance and operations). Individuals are appointed by the Dean and serve at the discretion of the Dean. Meeting schedules will be posted.

Advisory Committees

Department Heads Council (DHC) consists of the Dean and the academic department heads. The Dean or the Dean's designee provides direct oversight of the DHC. **Charge:** To manage the resources and assets of the academic departments; to coordinate policy related to the governance of the COE academic programs, and to collaborate with the Research and Outreach Council (ROC) and other governance COE committees as necessary on matters of common concern. In addition, to maximize communication and collaboration, the DHC will communicate with departmental faculty on matters of common concern across the college, bring forth issues from departments to the DHC that may be of concern to the college as a whole, and to communicate back to department faculty on developments and concerns of the DHC. The DHC shall include consultation/collaboration across Department Heads including input/suggestions from departmental faculty. **Membership:** is determined by position in the department

(i.e., department heads). The Dean may designate additional Ad Hoc attendees as appropriate to address the needs of the DHC. Meeting schedules will be posted.

Community Diversity Advisory Board (CDAB) consists of community members, the Dean, the Associate Deans, and the Executive Assistant to the Dean. The Dean provides direct oversight of this committee. **Charge:** To provide counsel and recommendations to the Dean regarding the COE's efforts to improve diversity and promote inclusivity within both the COE and the broader educational and social service community. **Membership:** COE membership is determined by position (e.g., Dean, Associate Deans, faculty, department heads). Community membership is based on nominations from community members and faculty. Appointment is at the Dean's discretion.

Alumni Outreach Council consists primarily of COE alumni the Director of Special Events, or the Dean's designee provides direct oversight of this committee. **Charge:** To provide nominations for Outstanding Alumni Awards to the Dean, and to provide counsel to the Dean on strengthening or expanding relations with alumni. **Membership:** Membership is determined by position (e.g., Director of Special Events). The Dean appoints external members to this committee.

Dean's Student Advisory Board (DSAB) consists of student representatives from each COE program and degree level, the Dean, and the Director for Institutional Effectiveness. The Director of Institutional Effectiveness or the Dean's designee provide direct oversight of this committee. **Charge:** To strengthen a sense of community, foster diversity initiatives, and promote communication between COE students and leadership. **Membership:** Faculty members within each program and degree level nominate students to each department head. Each department head selects and appoints at least one student to the committee. Additional membership is also based on administrative position (i.e., Dean, Associate Dean).

Governance Committees

Curriculum Committee (CC) consists of primarily of a representative selection of instructional faculty with representation from each academic department in the COE. The Associate Dean for Academic Affairs or the Dean's designee provides direct oversight of this committee. **Charge:** Responsibility for oversight, review and initial approval of all proposed curricular changes within the COE. The committee also is charged with forwarding all curriculum changes to the faculty for comment and approval via a college-wide faculty vote. **Membership** Any instructional faculty member (both TTF/Career NTTF) within a COE academic department can be nominated or self-nominate. Nominations are made to the department head. Nominated individuals will be placed on a ballot for a college-wide vote and serve for a three-year term. Two representatives from each department will be elected. If a department has no self-nominations, a department head may appoint qualified faculty to be listed on the ballot. Mid-term vacancies shall be filled by department head appointment.

Faculty Personnel Committee for Tenure/Tenure Track Faculty (FPC) consists of tenure-track faculty representatives. The Associate Dean for Research and Faculty Development or the Dean's designee provides direct oversight of this committee.

Charge: Review of all tenure and promotion cases of tenure-line faculty in the COE. The committee will make recommendations to the Dean on tenure and promotion cases.

Membership: Faculty who hold the rank of Tenured Associate or Full Professor in COE. Faculty are nominated (including self-nominations) within each Department. Faculty representatives from a Department are approved by the department head and forwarded to the Dean for review. The membership of the committee will include representation of all academic departments.

Faculty Personnel Committee for Non-Tenure Track Faculty (FPC-NTTF) consists of Career-NTTF (at or above "Senior I" rank within any classification; serving as core faculty within academic departments and/or research and outreach units) and tenure-track faculty representatives (at any rank) in the COE. The Associate Dean for Research and Faculty Affairs or the Dean's designee provides direct oversight of this committee. No less than 50% of the membership of this committee will include Career NTTF with representation from across the COE and the COE research and outreach units. **Charge:** Review of all promotion cases for eligible Career-NTTF faculty in the COE. The committee will make recommendations to the Dean and relevant department head/unit director on promotion cases. **Membership:** Career-NTTF (at or above "Senior I" rank within any classification in the COE; serving as core faculty within academic departments and/or research and outreach units) and tenure-track faculty at any rank can be nominated (or self-nominate) from each unit or department. Members will be appointed by the Dean based on nominations received from department heads and unit directors. The membership will include representation from all academic departments and selected research and outreach units.

Faculty and Staff Awards Committee consists of tenure and non-tenure track faculty, classified staff, and Officers of Administration (OAs) from all COE units. **Charge:** To solicit and review nominations for faculty and staff awards. **Membership:** Any COE member can self-nominate for this committee. A college-wide election will held to determine representation on the committee. If a department has no self-nominations, a department head may appoint qualified faculty to be listed on the ballot. Representation across all employee classifications is required.

COE Consortium for the Improvement of Professional Education consists of primarily of representatives from the College of Education licensure programs, as well as current and retired educational professionals from the community. The Associate Dean for Academic Affairs or the Dean's designee provides direct oversight of this committee. **Charge:** To discuss the design, evaluation, and programmatic elements necessary for improving the professional education programs in the COE. The Consortium plays an integral role in the accreditation and review process of COE academic and licensure programs. **Membership:** The Associate Dean for Academic Affairs appoints members to

this committee. Membership must include representatives from the COE licensure programs, as well as professionals from the field.

Teacher Standards and Practices Commission (TSPC) Program Coordinators Committee consists of the TSPC licensure program coordinators and the COE licensure records coordinator. The Associate Dean for Academic Affairs or the Dean's designee provides direct oversight of this committee. **Charge:** To coordinate continuous program improvement efforts for TSPC licensure programs, and to share information about TSPC licensure and program approval issues that affect COE programs. **Membership:** Membership is determined by position held (e.g., TSPC licensure program coordinators, COE licensure records coordinator, Director for Institutional Effectiveness) and designed to gain representation from all programs under TSPC oversight.

SECTION 4B. Ad hoc Search Committees

Search committees exist to fill faculty or staff vacancies of all types (TTF, NTTF, classified and OA) and are considered *ad hoc* committees, convened and composed as needed by the relevant hiring authority within a department or research or outreach unit based on the position being filled. **Charge:** Establish search processes, review applications and make hiring recommendation(s) to the hiring authority which has convened the committee. **Membership (appointment):** Membership is selected and appointed by department head/unit director or Dean (see next sections).

College policy follows the University of Oregon's Affirmative Action and other hiring procedures and regulations when conducting a search for all positions. The guidelines presented here supplement those established policies and procedures.

Tenure-Track Faculty Search Committee Policy:

The College of Education (COE) is committed to having clear policy and procedures on hiring faculty. COE searches for *TTF* positions shall adhere to the following guidelines:

Chair of the Search Committee— In consultation with the Dean, the relevant department head shall select the chair for a TTF search committee. The committee chair should be a tenured associate or full professor in the program in which the position is to be located. If the program does not have an available tenured faculty at either rank, a tenured faculty member from another program in the department will be selected. The search committee chair will use methods of their choice to formally document input from all committee members and other participants in the search process and include that input in the recommendation submitted to the Dean and the Assistant Director of Human Resources for extending invitations for campus interviews.

Faculty Composition of the Search Committee— In consultation with the Dean, the relevant department head will select members of the search committee. The committee shall consist of a minimum of four members including the chair: two

shall be faculty from the program or department, and one shall be faculty from a UO department other than the one in which the position is to be located. One of these three faculty may be non-tenure-track faculty. If the opening is for a senior faculty member, at least one of the committee members from the home department shall be at the rank of full professor. Each of the four committee members will have the right to vote on the committee's recommendation(s) for invitation for campus interviews.

Additional Members of the Search Committee - For some searches it may make sense to include additional member(s) who bring additional relevant experience or perspective to the search process (e.g., community member, student). This member need not be a part of the faculty, and may have input into the search and selection process, but will not vote on the committee's final recommendation.

Non-tenure track Faculty Search Committee Policy

The College shall abide by all University, federal and state policy and law regarding searches and hires of non-tenure track faculty. Detailed information on UO guidelines are available at: <http://ups.uoregon.edu/content/new-appointments>

Additionally, searches for NTTF shall adhere to the following:

Chair of the Search Committee— The relevant department head/unit director will select the chair for a NTTF search committee. The committee chair should be at the rank of Associate Professor or higher, or if Career NTTF, at the “Senior I” rank or higher. If the program does not have an available faculty member at this rank, the department head/unit director could appoint a TTF at or above the equivalent rank for the position being searched for or chair the search committee personally. The search committee chair will use methods of their choice to formally document input from all committee members and other participants in the search process.

Composition of the Search Committee— In conjunction with the department head/unit director, the committee chair will select members of the search committee. The committee shall consist of at least four members and should include at least one non-tenure track (Career or Pro Tem) faculty.

Additional Members of the Search Committee - For some searches it may make sense to include additional member(s) who bring additional relevant experience or perspective to the search process (e.g., community member, student, OAs). This member need not be a part of the faculty, and may have input into the search and selection process, but will not vote on the committee's final recommendation.

Classified Staff and Officer of Administration Search Committee Policy

The College shall abide by all University, federal and state policy and law regarding searches and hires of classified staff and Officers of Administration.

Classified search information for the UO is available at:

<http://hr.uoregon.edu/recruit/recruitment-and-selection>

Information for the UO regarding Officer of Administration searches is available at:

<http://ups.uoregon.edu/content/new-appointments>

Chair of the Search Committee— The relevant department head/unit director or unit Coordinator of Finance and Operations/Business Manager will select the chair for a classified or OA search committee. It is recommended that the chair of the committee be the direct supervisor for the position being filled, unless that individual has been working with the unit for less than one year, in which case they shall serve as a co-chair and an experienced chair appointed. Because of this limitation, Classified Staff shall not serve as chairs of search committees except in unusual circumstances (where experienced OA or faculty representation from the unit is not available).

Composition of the Search Committee— In conjunction with the department head/unit director or unit Coordinator of Finance and Operations/Business Manager, the committee chair shall select members of the search committee pending approval by the department head/unit director. The committee shall consist of at least four members and may include tenure or non-tenure track faculty as well as classified staff and OAs as appropriate.

SECTION 5. Selection, Appointment and General Responsibilities of Leadership Roles

For more specific information on tasks and concrete duties, Position Descriptions for each of these roles are available.

a. Department Heads

One department head shall be selected for each academic department, serving as the chief executive for that unit during the term of service. Department heads are responsible for the department budget, all curricula, program development, implementation of shared governance policies and processes, and promotion and tenure activities within their department. It is also their responsibility to be responsive to faculty, staff and student issues and concerns. In addition, the department head shall bring forward COE policy suggestions/changes on behalf of department members to be discussed with the DHC and report back to faculty the response.

Term of service shall be three (3) years, beginning on September 16 and ending September 15. The Dean, in consultation with the department head and/or constituent faculty, may shorten the appointment term, but may not extend it other than by renewal of the appointment.

A department head may serve any number of consecutive or non-consecutive terms, so long as s/he is selected for each term according to the process below.

The dean shall make the department head's appointment. Each department shall develop a process that includes all categories of faculty to submit a recommendation(s) for department head to the dean. Then, the dean shall formalize an appointment or seek further nominations at their discretion and announce the appointment to the COE faculty and staff.

Department heads shall receive an annual performance review, performed by the Dean, based on their department head responsibilities. The dean shall solicit input from department faculty and staff (e.g., electronic, meeting), and within this process shall consider inclusion of key stakeholders and programs/entities who collaborate with department and/or unit faculty. These reviews shall be completed before the beginning of the fall term and address service during the prior academic year.

Department heads shall receive compensation according to the details laid out in the COE policy on compensation for administrative appointments.

b. Associate Deans

There are three Associate Deans in the College of Education: Associate Dean for Research and Faculty Development, Associate Dean for Academic Affairs and the Associate Dean for Service and Outreach.

The Associate Dean for Research and Faculty Development (ADRFD) is responsible for overseeing, guiding, and promoting the COE research efforts, and is responsible for integration of the academic and research enterprises of the COE. Additionally, the ADRFD coordinates all faculty promotion and tenure processes, and offers professional development activities that foster faculty success.

The Associate Dean for Academic Affairs (ADAA) is responsible for overseeing and guiding the academic mission and providing oversight of academic processes and policies in the COE, including curriculum, and faculty/student grievances. In addition, the ADAA provides leadership to and supports the integration of the academic and research enterprises within the academic programs.

The Associate Dean for Service and Outreach (ADSO) is responsible for overseeing and guiding the work of all COE clinics, including those in HEDCO and the Clinical Services building, outreach operations that provide services to Lane County, Oregon, and other communities, and community relations to local groups, governmental bodies, and other institutions that work closely with the COE. The ADSO also serves as the primary liaison of the COE to State of

Oregon government, school districts, and other institutions, and coordinates all arrangements for applied experiences of students in schools and other settings.

The Associate Deans shall be selected by the Dean from COE career faculty members at the rank of Associate Professor or higher. In the case of the Associate Dean for Service and Outreach, and the Associate Dean for Research and Faculty Development, a nominee at the rank of either Senior Research Associate I or Associate Research Professor or higher may be appointed. The Dean shall solicit and consider nominations from representative faculty. Preference for both of these positions shall be given to candidates with the rank of full Professor, Senior Research Associate II or Full Research Professor and relevant University level experience. The Dean shall consult with constituent faculty (i.e., department heads, unit directors, Program Directors) in the final decision making process.

An Associate Dean is appointed at 0.50 FTE for three years, beginning September 16 and ending September 15. The Associate Deans shall receive annual performance reviews, performed by the Dean, based on their responsibilities. The Dean shall solicit input (e.g., electronic, meeting) from representative faculty and staff within this process. These reviews shall be completed before the beginning of the fall term and address service during the prior academic year.

A faculty member may serve any number of consecutive or non-consecutive terms as Associate Dean at the discretion of the Dean based on assuming satisfactory annual performance reviews. It is permissible in circumstances of specific need for the Dean to appoint a single individual to both Associate Dean positions simultaneously if that individual possesses adequate qualifications in both areas.

Associate Deans shall receive compensation according to the details laid out in the COE policy on compensation for administrative appointments.

There are two Directors in the College of Education Dean's Office: Director of Finance and Operations and Director of Institutional Assessment.

The Director of Finance and Operations shall be, apart from the Dean, the primary responsible fiscal and operational party within the College. The Director shall oversee issues regarding budget, facilities, and OA/Classified personnel issues within the college, but the Dean will have ultimate oversight of the COE budget.

The Director of Institutional Assessment shall be the primary authority overseeing licensure and accreditation activities at the college level, coordinating efforts between licensing programs within the college, managing and developing resources to support student effectiveness and achievement, student learning

outcome assessment, and assisting faculty in all aspects of continuous improvement of academic programs.

Director positions shall be filled in accordance with all policies governing Officer of Administration recruitment. Hiring authority shall reside with the Dean for these positions. The Directors shall receive annual performance reviews, performed by the Dean or relevant Associate Dean, based on their responsibilities. The Dean shall solicit input from the representative faculty and staff as part of this process. These reviews shall be completed before the beginning of the fall term and address performance during the prior academic year.

c. Other Leadership Roles

1. Research and Outreach Unit Directors. Unit directors are responsible for directing all grant, research, and outreach activities as well as evaluation and promotion of research faculty for their research Unit. It is also their responsibility to be responsive to faculty and staff relative to their unit and coordinate efforts with the ADRFA. Unit director's positions shall be filled by that Unit's established internal practices. The unit director shall receive an annual performance review performed by the Associate Dean for Research and Faculty Affairs (ADRFA). The ADRFA shall solicit input from the representative faculty and staff within this process.
2. Program Heads. Program heads are responsible for delivery of the program in consultation with program faculty including staffing courses, management of the program budget, and evaluation of non-tenure track instructional faculty. It is also their responsibility to be responsive to faculty, staff and student issues and concerns and coordinate efforts with the department head. Program head positions shall be filled by department heads according to their department's internal practices, which must be established and documented by the department or unit. Program heads shall receive annual performance reviews, performed by the department head, based on their responsibilities. The department head shall solicit input from all program faculty and staff within this process. These reviews shall be completed before the beginning of the fall term and address service during the prior academic year.

SECTION 6. Voting Authority

Each department or unit shall develop a matrix describing the voting authority of all classes of employee on policy, committees, and promotion and/or tenure review.

The matrix below outlines voting rights on college-wide policy issues for all classes of employee. Please note that voting on promotion and/or tenure cases is controlled by the relevant policies on tenure and non-tenure track promotion and/or tenure and not an element of this document.

Rank	Curriculum	Tenure-line Promotion and Tenure Policy⁴	NTTF Promotion Policy⁴	Other College Committees and Policies
Instructor	Yes	No	Yes	Yes
Senior Instructor I & II	Yes	No	Yes	Yes
Lecturer	Yes	No	Yes	Yes
Senior Lecturer I & II	Yes	No	Yes	Yes
Research Assistant	No	No	Yes	Yes
Senior Research Assistant I & II	No	No	Yes	Yes
Research Associate ¹	No ¹	No	Yes	Yes
Senior Research Associate I & II ¹	No ¹	No	Yes	Yes
Tenure-line Faculty ²	Yes	Yes	Yes	Yes
Research Professor	No ¹	No	Yes	Yes
Assistant Research Professor, Associate Research Professor	No ¹	No	Yes	Yes
Clinical Professor	No ¹	No	Yes	Yes
Assistant Clinical Professor, Associate Clinical Professor	No ¹	No	Yes	Yes
Professor of Practice	No ¹	No	Yes	Yes
Officers of Administration	No	No	No	Yes ³
Classified Staff	No	No	No	Yes ³

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N.B. All employees must be "Core Faculty*", or be a non-faculty employee at .50 FTE or greater to cast a vote on any matter in the college.

- 542
- 543 1. A clinical or research NTTF or Professor of Practice member who is engaged in instruction or supervision
- 544 within an academic unit as evidenced by regular instructional or supervisory assignments within an academic
- 545 program or department and regular interaction with departmental faculty including regular participation in
- 546 program/department meetings and business, may vote on approved topics as noted above without the need
- 547 to submit a petition. (*Alternatively, a clinical or research NTTF or Professor of Practice may petition to the
- 548 Department Head to participate as Core Faculty in a Department, with all the rights associated with Core
- 549 Faculty Status. Core Faculty status shall be reviewed annually by the program head/director and the
- 550 department head.)
- 551
- 552 2. Faculty with a historical dual-title rank including a designation as assistant, associate or full professor shall have
- 553 the same voting rights as tenure-line faculty.
- 554
- 555 3. OAs and Classified Staff may vote on matters or as part of committees that affect their work.
- 556 4. Voting on promotion cases, rather than policy, is determined by the UO and COE policies governing promotion
- 557 and/or tenure.
- 558

559 **SECTION 7 New Policy Proposals**

560 When new college-wide policy is requested or warranted based on input from Academic

561 Affairs or other university governance bodies, from the COE Office of the Dean, or faculty

562 through existing governance structures at the college, department or unit (e.g., COE

563 Governance Committees, COE Faculty meetings, Ad hoc Committees), the Dean, Associate

564 Deans, Directors, Unit Directors and/or Department Heads shall prepare input for consideration

565 by the faculty. In addition, a college-wide ad hoc faculty committee will be formed according to

566 Section 4 of this policy. Membership on the ad hoc faculty committee will include members from

567 relevant constituent groups directly affected by the policy, including NTTF and TTF, as well as

568 research and instructional. The faculty will submit their recommended policy to the appropriate

569 dean or designee for review. The Dean or designee will provide a written explanation to the

570 faculty and an opportunity to discuss any alterations he or she makes to the recommended

571 policy before submitting it to other university governance structures or putting it into policy in

572 COE. Each department and unit must have a similar process for establishment of department or

573 unit policy regarding internal governance that informs the appropriate faculty of the change

574 being considered, hereby initiating this process for policy development¹.

575 **SECTION 8. Amendment of College-Level Policies**

- 576 a. Amendment of COE policies must follow the COE governance policy and include
- 577 notification, solicitation of input, and voting from representative faculty as
- 578 specified in this document. Amendment of college-level policies shall not create

¹ During 2014-2015 the College has established two committees to address the development of guidelines for tenure and promotion of TTF and to address the guidelines for performance and promotion of NTTF. The college will also establish a college-wide committee of NTTF and TTF to develop workload and merit salary increases for NTTF (including Pro Tem faculty as necessary).

579 a conflict with existing COE or university policy, collective bargaining agreements,
580 or other applicable laws or regulations.

581 b. Proposed amendments can be proposed by any member of the COE. After being
582 vetted through department or unit governance process that includes equitable
583 representation it shall be submitted to the Administrative Leadership Council
584 and/or Research and Outreach on a rolling basis to determine the impact of
585 these proposals on constituent units and recommend proposals to be forwarded
586 to the college for review and input on a semi-annual basis.

587 c. Normally, a notification shall be sent to all faculty and staff within 30 days of any
588 policy changes informing faculty of the change. In addition input will be solicited
589 prior to voting. This timeline, however, may be revised by the Dean in order to
590 comply with a specific University timeline. When this occurs, the Dean shall
591 provide a written rationale for the truncated timeline in the solicitation of input and
592 request for votes. In all cases, proposals shall be presented for electronic
593 ratification based on the college policy voting matrix. It is assumed that such the
594 need for a truncated timeline and rationale from the Dean will be necessary only
595 under rare circumstances.

596 d. If such amendment is solely to bring COE policy into compliance with new or
597 changed university, state or federal policy/law, or updated collective bargaining
598 agreement language, consultation with DHC and/or ROC depending on the
599 nature of the change, without full faculty review and ratification, shall suffice for
600 amendment to proceed.

601 e. COE Policies shall be reviewed and voted upon by representative faculty at least
602 every 3 years.

603 f. All COE policies shall be posted to the COE Governance website at
604 <http://coe.uoregon.edu/governance>. Policies and policy changes must be posted
605 within 30 days of adoption.

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