

Center on Teaching & Learning Governance Policy

May 31, 2022

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Center on Teaching & Learning, (CTL). 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 CTL, as mandated by CBA. Appropriate and equitable faculty governance participation is provided for in each area as follows.

1.1. Internal Governance Policy

The CTL CBA-represented faculty voted on 7/22/15 to have the CTL Executive Leadership Team represent the faculty in the development of Internal Governance Policy for CTL, with input from CTL faculty (as defined in Section 4) and the CTL Director. Where appropriate, the director or designee will call for formalized votes on internal governance policy decisions, such that faculty perspectives will be represented accurately.

1.2. Merit Increase Policy

CTL merit increase practice will align with the College of Education's (COE's) merit policy.

1.3. CTL performance review and promotion practice will align with the College of Education's (COE's) posted policies.

1.4. The CTL Director and Associate Director will make all reasonable attempts to adhere to the internal governance policies in those areas served by those policies. In cases where internal governance policies conflict with federal, state, or university policy, those federal, state, or university policies will override internal governance policies. 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 CTL Director and Associate Director shall provide a minimum notice of one week to inform CTL 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.

The CTL Director and Associate 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.

Meetings may occur virtually via email, telephone, or video conference. 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 CTL Director and Associate Director, prior to the meeting.

Emergency situations may arise that do not allow for one week's notice to be given prior to the meeting. In such situations, the CTL Director and Associate 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 accommodations for acute crises or otherwise time-sensitive issues and that these meetings will not be used to discuss or decide upon long-term policy, including internal governance policies.

3. Appropriate documentation of decisions

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

Written responses from the Provost, a Vice Provost, Dean, or another designee regarding proposed unit policies will be delivered to the CTL Director and Associate Director. The CTL Director and Associate Director, or a designee will circulate these written responses to all CTL members in a timely manner via email.

4. Membership and voting rights

4.1. All Faculty

“CTL faculty” in the center means all the unclassified personnel employed at CTL or affiliated with CTL and actively involved at the Center, including TTF, career and adjunct NTTF, post docs, the center director, as well as Officers of Administration. Therefore, “CTL Faculty” includes both faculty who are members of the bargaining unit and those who are not.

4.2. Full members of CTL are TTF, Career Faculty (Research Professors, Research Associates, Research Assistants), and Adjunct NTTF at .5 or greater FTE on CTL indexes. Postdoctoral Scholars employed at CTL for more than 1 year above 0.3 FTE are also considered full members of CTL. Full members are those who direct the main part of their efforts to fulfilling the mission of CTL, including participation in center activities such as administration and seminars. CTL faculty in the center means all personnel employed at CTL or affiliated with

CTL and actively involved at the center, including the center director, as well as Officers of Administration and classified staff. Therefore, “CTL Faculty” includes both faculty & staff who are members of the bargaining unit and those who are not.

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 CTL. Individuals interested in becoming members should consult with the CTL Director, Associate Director, and Research Director. Proposed new members will be evaluated by the CTL Director, Associate Director, and Research 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 CTL matters.

- 4.3. Associate members of CTL are TTF and Career Faculty who direct part of their efforts to fulfilling the purpose of CTL and participate in some unit activities but who are not employed directly in CTL. Associate members do not have voting rights on the CTL matters.
- 4.4. Affiliate Members of CTL are other non-UO employees who spend part of their efforts fulfilling the purpose of CTL and participate in some unit activities but who are not employed directly in CTL. Affiliate members do not have voting rights on CTL matters.
- 4.5. A two-thirds majority of the full members (excluding the person under consideration if a full member) is required for approval or termination of any member. Votes may be cast in person or in writing.
- 4.6. All other decisions of CTL (related to governance or otherwise) shall be made by a simple majority of those voting, provided at least half of the full members of CTL vote. Votes may be cast in person or in writing.
- 4.7. Full members of CTL 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 Director and Associate Director.
- 4.8. CTL does not allow voting rights for students serving CTL in any capacity (e.g., Graduate Employee, Research Assistant) on faculty appointments/hiring final decisions, nor student involvement in faculty promotion decisions.

5. Standing Committees

- 5.1. Executive Leadership Team

- 5.1.1. The Executive Leadership Team has the authority to work with the CTL Director, and Associate Director on behalf of all faculty in matters as defined in Section 1.

The Executive Leadership Team will include the CTL Director, Associate Director, and Research Director, and a representative from the Administrative Group. The Executive Leadership Team also includes representation of TTF and NTTF across classifications, barring prohibitive or overly burdensome circumstances (e.g., no more than one faculty member at one or more levels). All Executive Leadership Team members are selected and appointed by the CTL Director or their designee.

- 5.1.2. The term of service for each member of the Executive Leadership Team is a two-year period with the possibility of renewal based on annual performance evaluations. The only exception is when a member of the CTL ELT leaves that position, at which point the seat filled by the member leaving the group leadership position is taken over by the succeeding group leader.

5.2. Other Standing Committees

- 5.2.1. The Executive Management Team includes the CTL Director, Associate Director, Business Manager, and Office Manager. The Executive Management Team is charged with managing human resources and other administrative and operating issues.

- 5.2.2. Other standing committees will be created as needed.

6. Ad hoc committees

The CTL Director and Associate Director may form ad hoc committees for addressing issues where the Executive Leadership Committee or other standing committees are not appropriately positioned to equitably address these situations. In such situations, the formation of ad hoc committees 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 to provide appropriate and equitable participation of CTL faculty. The minutes from this meeting will document the charge and intended membership of the committee, as well as whether a chair is required.

7. Search committees

The hiring process for CTL faculty and staff shall follow university and college guidelines for best practices to ensure broad and inclusive searches. For faculty or staff hired to perform work on CTL-related activities, the principal investigator (PI) shall work with the CTL Director and Associate Director to determine an appropriate search strategy and search committee composition. The search committee will be structured 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. CTL Director

The ~~current~~ CTL Director was appointed by, and serves at the discretion of, the College of Education Dean. This appointment is for a three-year term and is renewable. ~~For future director appointments, the following process will be enacted.~~ During the final twelve months of the Director's term, but not less than six months before the expiration of the term, the Executive Leadership Committee shall discuss possibilities for a successor with the CTL Director and seek input from all faculty. If it becomes apparent that a member of the Executive Leadership Committee is a candidate for the Director position, they will recuse themselves from further deliberations. The issue will then be discussed in a meeting of all faculty excluding the proposed candidate. After that meeting, the Executive Leadership Committee members will nominate a directorship candidate or note whether an external search is recommended. The Executive Leadership Committee shall communicate their recommendation to the College of Education Dean. In special situations (e.g., if an external director appointment becomes advisable, the Director steps down with little or no notice) the Dean may modify this nomination process as appropriate.

9. The Associate Director and Research Director are appointed by the CTL Director. The term of appointment is for three years and is renewable. When someone steps down or leaves, the director selects a new Associate Director or Research Director, and that individual fulfills the remaining **time of the term**. The general role of the Associate Director is to assist the Director in all aspects of CTL management. The general role of the Research Director is to lead and assist the Director in all aspects related to CTL research.

10. Faculty administrative roles in CTL

The CTL Director in consultation with the CTL Executive Leadership Team may appoint other important management roles within the center to lead various CTL groups. Candidates will be drawn from CTL faculty or staff. A national or regional search may be conducted if necessary. Administrative tasks, such as organizing seminars, serving as content experts on Center products, serving on committees, and representing CTL at external events, shall be assigned to faculty by the Director and Associate Director, as appropriate and in consultation with the faculty member.

11. Development of key Collective Bargaining Agreement Institute policies

CTL 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 CTL Director and Associate 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 Executive Leadership Committee will hold at least one meeting open to faculty in CTL where individuals can provide input on the draft policy. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 2.
- The CTL Director, and Associate Director, will submit recommended policy for review to the College of Education Dean or designee, who will provide the faculty with a written explanation and an opportunity to discuss any alterations made before submission to the Provost or a designee.

12. Deadlines

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

13. Policy changes

CTL Director and Associate Director, College of Education Dean, Provost, or designee may initiate changes to the established policy by informing faculty of changes being considered, thereby initiating the process for policy development described in this document.