

Clark Honors College Governance Policies

June 2015

This document outlines the internal governance procedures for the Robert D. Clark Honors College (CHC). The **Dean** is responsible for the administration of the college; the **Faculty** is responsible for its curriculum. The Dean has authority over the CHC budget and development. The Dean, in collaboration with the faculty, also establishes the college's agenda. The authority for managing the CHC curriculum is assigned to the Faculty.

This document may be amended by the Dean and the Faculty following the regular voting procedures outlined below. For purposes of clarity, the following roles, based on the CBA, are defined:

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.

I. CHC Administration

1. Dean: sets college agenda; is responsible for budget and personnel
2. Associate Dean: assists the Dean

II. CHC Faculty: includes all CHC Tenure Track Faculty and Career Non-Tenure Track Faculty

1. Tenure Track Faculty (TTF):
 - a. Senior Faculty (tenured associate and full professors)
 - b. Probationary Faculty (untenured assistant professors)
 - c. Faculty in Tenure Reduction Program (TRP) during terms when they are under contract
2. Career Non-Tenure Track Faculty (Career NTTF)
 - a. Professors of Practice
 - b. Instructors
3. Non-Career Non-Tenure Track Faculty (NTTF):
 - a. Instructors
 - b. Visiting Faculty
 - c. Post-Doctoral Fellows

I. Responsibilities and Authority of CHC Administration

The CHC Dean

1. The CHC Dean is delegated by the university President and Provost. S/he is responsible for the CHC's agenda, budget, and personnel. The Dean represents the CHC in its relations with the University at large. As one of the University's eight Academic Deans, the CHC Dean participates as a member of the University leadership. S/he works with the Provost to establish academic priorities for the University and serves as the liaison

between the CHC and the Provost's office for the University's mission-based Academic Plan.

2. The Dean sets the agenda for the CHC. S/he translates the university's mission, the university's academic plan, priorities of the President, Provost, academic leadership, the CHC academic plan, and the CHC faculty into a set of short and long-term objectives.
3. The Dean is responsible for the budget. S/he has authority over issues pertaining to CHC funding, budget, and expenditures.
4. The Dean is responsible for CHC personnel. S/he has authority over the hiring, support, and supervision of faculty and staff.
5. The Dean oversees and works with development to secure private funding.
6. The Dean sustains and cultivates relationships with alumni and advisory groups.

CHC Associate Dean

The Associate Dean is appointed by the Dean from among the TTF. The duration of service is normally two years, with the possibility of a third-year renewal at the discretion of the Dean and the agreement of the Associate Dean. S/he assists and represents the Dean and the CHC in college projects and in the following areas:

1. CHC agenda: establishing priorities based on the CHC academic plan and the input of faculty and stakeholders.
2. Administration: oversight of staff and personnel, management of the college, and, when the Dean is unavailable, serves as acting Dean.
3. University administration: Represents the Dean and CHC as necessary in University Leadership; liaison with other associate deans, other colleges, departments, and units.
4. Alumni relations: sustains and cultivates relationships with alumni and advisory groups.
5. Development: fulfills fundraising agenda and cultivating donor base in collaboration with development staff.
6. Student Affairs: academic oversight of admissions, student progress, advising and mentoring, student records, and graduation.
7. Academic oversight of annual cycle including major events, committees, classes, and academic calendar.

II. Responsibilities and Authority of the CHC Faculty (TTF and Career NTTF)

The CHC Faculty (TTF and Career NTTF) has authority over the CHC curriculum and for advising the CHC Dean on the college's agenda.

CHC Standing Committees: Membership of Standing Committees is rotated among the Faculty. Each committee will consist of faculty members who have not served in the committee in the last two years. The Executive Committee may recommend committee appointments by taking into account relevant expertise and interest. The Executive Committee is elected by faculty vote as follows: untenured faculty elect an untenured faculty member among those who have not served in the committee in the last two years; tenured faculty elect a tenured faculty member among those who have not served in the committee in the last two years.

Career NTTF are eligible and will be appointed by the Dean to participate on a regular and rotating basis to the degree possible.

Faculty will serve for a maximum of two years on the Standing Committee(s). Committees meet at least once per term. Given Faculty leaves, sabbaticals, etc., the Executive Committee may, in collaboration with the Faculty, make committee reassignments. Significant changes in policy sought by the committees should be brought to a vote of the Faculty.

1. Executive Committee

- a. **Mission:** To represent Faculty in the governance of the CHC.
- b. **Jurisdiction:** Budget review, CHC agenda review, advisory to the Dean. Conducts merit reviews and equity allocation. Individual faculty may bring concerns to Executive Committee. Other committees may bring concerns to the Executive Committee. Committee presents proposals to Faculty as a whole.
- c. **Membership:** Dean, Associate Dean, and two members from among the TTF consisting of one untenured faculty member and one tenured faculty member and one Career NTTF. - . Maximum two-year rotation. Dean calls meetings at least once each term. Staffed by Executive Assistant to the Dean.

2. Admissions Committee

- a. **Mission:** To represent Faculty in the admissions process.
- b. **Jurisdiction:** Establishes criteria for admissions, reads admissions files, participates in equity process.
- c. **Membership:** Faculty members, TTF and NTTF. Appointments are made by the Dean, normally from among the TTF. Career NTTF are eligible to serve, dependent on CHC needs. Reappointments are contingent on effective performance during the term of service. Staffed by the Director of Admissions and Admissions staff.

3. Sections Committees (Social Sciences, Humanities, Natural Sciences)

- a. **Mission:** To establish and oversee the curriculum in the social sciences, humanities, and natural sciences.
- b. **Jurisdiction:** Course and curriculum planning, review and recommendations of Post-Doctoral Fellows.

Membership: All TTF Faculty are members of the Section Committee of their academic field. NTTF, including Post-Doctoral Fellows, are eligible, but not required, to participate.

4. Curriculum Committee

- a. Mission:** To help establish and oversee the CHC Liberal Arts curriculum.
- b. Jurisdiction:** Considers issues related to CHC curriculum. Preliminary selection of affiliated faculty course proposals. Thesis courses and thesis preparation. Questions of academic dishonesty.
- c. Membership:** Three TTF Faculty, including one untenured and one tenured faculty member. In addition to the TTF members, Career NTTF are eligible, but not required, to participate. Maximum two-year rotation. Committee presents proposals to the Faculty as a whole. Staffed by Executive Assistant to the Dean or designee.

5. College Life Committee

- a. Mission:** To oversee community and extracurricular issues and programming in the college.
- b. Jurisdiction.** College climate, advising, and mentoring. Work with student association and other clubs and activities. CHIP program and NSO.
- c. Membership:** Two TTF Faculty, including one untenured and one tenured faculty member. In addition to the TTF members, Career NTTF are eligible, but not required, to participate. Maximum two-year rotation. Staffed by Executive Assistant to the Dean or designee.

6. Undergraduate Studies Committee

- a. Mission:** Oversees rules and student academic issues other than curriculum.
- b. Jurisdiction:** Petition review, scholarship application review, probation review.
- c. Membership:** Three TTF Faculty, including one untenured and one tenured faculty member. In addition to the TTF members, Career NTTF are eligible, but not required, to participate. Maximum two-year rotation. Committee decisions are final, but when in doubt the Committee can present questions to the Executive Committee or to the Faculty as a whole, depending on their judgment. Staffed by the Academic Coordinator.

7. Standing Committee Meeting Minutes and Archives

- a.** Committee minutes will be taken by each committee chair or a designated individual, provided to the Dean, and appropriately archived.

8. Other committees, including Ad Hoc Committees

- a.** Ad hoc committees may be created by a motion and vote of approval at a faculty meeting. The size, composition, and duration of the committee will be determined by a motion and vote of approval. Eligible to serve are all TTF faculty and, at the discretion of the TTF on individual occasions, Career NTTF.

III. Meeting Agendas, Membership, and Protocol

The Dean is responsible for setting the agenda for faculty meetings. When topics of general concern are on meeting agendas or if there is a need to share general information, meetings will be open to all TTF and NTTF. In addition, all meetings that include discussions on curriculum and/or decisions will be open to all TTF and Career NTTF. The Dean may call faculty meetings restricted to TTF if the agenda is limited to the responsibilities assigned to the TTF, in accordance

with the CBA Governance Implementation Guide. The Dean will make use of the principle of maximum inclusion in determining who should be present at faculty meetings. In addition to the Dean, the Faculty may also call meetings.

Meetings for TTF, including faculty on TRP during terms when they are under contract.

The Dean will call meetings limited to TTF (including CHC faculty on TRP when the agenda consists of the responsibilities assigned to TTF in accordance with the CBA Governance Implementation Guide. These include:

- a. The development and review of guidelines for tenure and promotion.
- b. Workload for the tenure-track ranks.
- c. Merit salary increase guidelines for tenure-track ranks.
- e. Review of TTF as appropriate by rank. Only associate and full professors are eligible to vote on tenure and promotion to associate professor and only full professors are eligible to vote on promotion to full professors.

1. Meetings for all CHC TTF and Career NTTF.

The Dean will call meetings for all CHC TTF and NTTF when the agenda includes general discussions of curriculum, information for all faculty, contract renewal of NTTF faculty, the development and refinements of guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for the Career NTTF ranks, and for adjunct NTTF. Attendance at all meeting by TTF is required as part of the regular self-governance process of the College. Attendance at meetings by Career NTTF is encouraged, but not required. Attendance by Career NTTF is expected at meetings during which there will be discussion of governance issues directly pertaining to them, such as guidelines for the performance and promotion reviews of Career NTTF.

2. Protocol:

- a. Chair. The Dean or the Dean's designee shall chair all meetings.
- b. Meeting Frequency: Yearly meetings begin with a meeting during Week of Welcome, and regular meetings called as necessary thereafter through June, ending with the awards meeting. Faculty members may propose agenda items to the Dean no later than ten days prior to an announced meeting. The Dean will issue each meeting's agenda one week before the meeting. Minutes, consisting of action items, will be distributed within one week of each meeting. The Executive Assistant to the Dean will record all policy decisions, maintain an archive of these decisions, and distribute them to them to the faculty and other parties as appropriate. Staffed by the Executive Assistant to the Dean.

3. Voting:

- a. All members of the TTF and Career NTTF may bring up a motion for consideration and all members of the TTF and Career NTTF have voting rights.
- b. Motions: Any motion affecting the policy of the College requires notice. Notice of motion can be given in two ways: (a) by reading the motion at a meeting prior to the regular meeting at which action is desired. (When such notice is given, a copy of the motion is to be provided for by the Executive Assistant to the Dean); (b) by distribution of a copy of the motion to each member of the College at least one week prior to the meeting at which action is desired. Motions are decided by majority vote of all College members.
- c. TTF, including faculty on TRP who are under contract are eligible to vote on policies assigned to the TTF as enumerated above.

d All matters – not included in the Provost’s guidelines may be voted on by all members of the faculty. --

e If the faculty are not in consensus on the decisions it must make, a simple majority vote of those voting will be taken. The Executive Assistant to the Dean will count and report on the votes. The Dean or any member of the faculty may call for a secret ballot.

IV. Faculty and Staff Search Committees and Procedures

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

Selection of Search Committees

TTF Searches: The Dean, advised by the Executive and Section Committees, will choose the head of search committees, and after consultation with CHC TTF and appropriate departmental colleagues, select the committee members. Search committees will include at least one faculty member of an outside department or school relevant to the search area. Search committees may include a student member.

NTTF Searches: The Dean, advised by the Executive and Section Committees, will choose the head of search committees, and after consultation with CHC faculty and appropriate departmental colleagues, select the committee members. Search committees will include when possible one faculty member of an outside department or school relevant to the search area. Search committees may include a student member. Career NTTF are eligible for service on search committees for NTTF.

Staff Searches. The Dean, advised by the Executive Committee and appropriate senior staff, will choose the head of search committees and determine the composition of the search committees. TTF or NTTF may serve on these committees.

Search Process: The Search Committee reports to the Faculty (TTF and Career NTTF) on its recommendations at a faculty meeting. The search committee will indicate the “acceptable” candidates and provide a rank order. Members of the TTF vote as a whole to support or oppose the recommendations on Tenure-Track appointments. NTTF will vote on Non-Tenure Track hiring recommendations. The Dean will give significant weight to the recommendations offered by the search committee and the vote offered by the Faculty before making a job offer.

V. Career Non-Tenure Track Faculty

(note: this paragraph is reproduced verbatim from the section “Provost and Academic Affairs Guiding Principle” in the document “CBA Governance Implementation Guide”

Career NTTF in the CHC are responsible for working with TTF to develop guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for the Career NTTF ranks, and for adjunct NTTF as necessary, and will participate in the evaluation process as appropriate by rank. In exceptional circumstances, an alternative voting process may be proposed to the Provost or designee. Voting on promotion is restricted to those in the same rank to be attained or higher. NTTF will also participate in establishing, reviewing, and revising

of CHC curricula in accordance with the curriculum systems of the Colleges and Schools of the University, if this is part of their professional responsibilities.

VI. Faculty on Sabbatical Leave or Authorized Leave of Absence

Faculty on sabbatical leave or authorized leave of absence are relieved of all academic responsibilities and are not required to participate in CHC governance during the period of their leave. However, faculty on leave may choose to participate at their own discretion by determining the extent and method of participation. Every effort will be made by the College to provide faculty on leave with necessary information. Faculty on leave may participate and vote in faculty meetings and relevant committee meetings in person or by conference call. They may participate in any votes or discussions by e-mail.

VII. Amendments to this document

This CHC Internal Governance document may be amended at a CHC faculty meeting by a vote of a majority of those eligible to vote. Proposed amendments should be circulated in writing at least one week ahead of the meeting at which the vote is taken.