

Clark Honors College Internal Governance Policy

November 14, 2017

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This INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of internal governance policies for the Robert D. Clark Honors College (CHC) as required by the University of Oregon as part of the collective bargaining agreement with United Academics. Internal Governance addresses the methods and manners by which policies are set within the CHC, inclusive of the requirement to provide for appropriate and equitable representation of faculty members. Policies are developed following the long-standing and highly valued tradition of shared governance at the University of Oregon. This tradition of shared governance rests on the basic tenet that major decisions are reached after broad discussion and consensus. Such consultation and advice can only be meaningful if it takes place in a spirit of transparency and knowledge and involves the appropriate and equitable participation by all faculty.

The **Dean** is responsible for the administration of the college and, in conjunction with the **Faculty**, determines its priorities; the **Faculty** is responsible for implementing those priorities through their teaching, research, and service. **The CHC Faculty** includes all Core Faculty as well as the Associate Deans and the Director of Undergraduate Advising. The authority over the content of the CHC curriculum is assigned to the Faculty.

Core Faculty are defined as all Resident Faculty and Faculty-In-Residence in the Clark Honors College. Resident Faculty are those faculty members including teaching OAs whose appointments are entirely within the Clark Honors College, while Faculty-In-Residence have their appointments outside the CHC, but have Memoranda of Understanding (MOUs) that designate them Faculty-In-Residence in the CHC based on their participation in CHC teaching and other college activities including standing committee service and advising.

The College will maintain records for all standing committees and a file of CHC Faculty meeting agendas and minutes, which any TTF and NTF faculty member can request and access to the extent permitted by institutional regulations governing confidentiality. All documents will also be readily available online where possible and permissible.

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:

I. College Leadership Positions

The CHC Dean

1. The CHC Dean is appointed by the university President and Provost following a search process initiated by the Provost's office. The Dean is responsible for the CHC's agenda, budget, personnel, and donor relations.
2. The Dean is an Ex officio member of the CHC Executive Committee and communicates regularly with it.
3. The Dean is a non-voting member of the College except in the case of ties.

CHC Associate and Assistant Deans

Associate and Assistant Deans assist with administration of the college. Associate and Assistant Deans are appointed by the Dean following a search process initiated by the Dean, in accordance with university protocols and policies regarding officer of administration (OA) searches, to the extent the appointment is an OA appointment. If the appointment is part of a faculty appointment, the appointment will be made by the Dean after a meaningful search process that will generally include at least an open request for internal CHC applicants and may include a search for candidates external to CHC. The Dean will consult with core faculty and the Executive Committee as part of the search process. The terms of their appointment, including any renewal process, are set by the Dean at the time of appointment in accordance with university protocols and policies regarding officer of administration appointments or faculty appointments, to the extent the appointment is a faculty appointment. Assistant and Associate Deans serve at the discretion of the dean.

The Associate Dean for Faculty assists the Dean in matters related to faculty management, workload, and evaluation, as well as serving as a conduit between the faculty and the Deans' office, bringing the perspectives of the CHC faculty into administrative work.

The Associate Dean for Faculty is a member of faculty merit committee and provides input for the merit evaluations of Officers of Administration.

The Associate Dean for Faculty is an Ex officio member of the CHC Executive Committee.

The Associate Dean for Undergraduate Studies assists the Dean in matters related to CHC students, as well as serving as a conduit between students and staff and the Deans' office, bringing the needs of students into administrative work. The Associate Dean for Undergraduate Studies is a member of the CHC Curriculum and College Life Committees.

The establishment of future associate or assistant deans positions are at the discretion of the Dean, with consultation of the faculty and Executive Committee. Any such future positions will be appointed as described above. Consistent with applicable university policies and procedures, the dean also has the discretion to initiate and develop performance evaluation processes for assistant and associate deans related to their administrative duties.

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

The CHC Core Faculty oversees the CHC curriculum in accordance with and subject to University policy. The Faculty advise the CHC Dean on the college's agenda, procedures, and organization in a manner consistent with the CBA.

CHC Standing Committees: Faculty assignments to Standing Committees (except Section Committees) are for two year terms; after two years of service on a particular committee, faculty rotate to new committees. Committee assignments are made by the Dean in close consultation with the Executive Committee and the Associate Dean for Faculty, taking into account faculty preferences.

Career NTTF and teaching OAs are eligible to serve on committees and will be appointed by the Dean by the process described above to participate on a regular basis to the degree possible, seeking to maintain as much as possible the same criteria of representation and term limits as described above with respect to TTF.

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.

Committees (except Section Committees) meet at least once per term and report periodically to the full faculty during general meetings. Given faculty leaves, sabbaticals, etc., the Dean may, in collaboration with the faculty involved, make substitute committee reassignments. Significant changes in policy sought by the committees should be brought to a vote of the faculty, as per item VII below. All Committee minutes will be taken by each committee chair or a designated individual, provided to the Dean, and appropriately archived, accessible to all CHC faculty.

Executive Committee

1. **Mission:** To represent Core Faculty in the governance of the CHC, specifically to generate and advise on revisions to established policies.
2. **Jurisdiction:** Advisory to the Dean on budget review, CHC agenda review, faculty and staff hiring and performance reviews. May request reports from the Dean to discharge their duties. Participates in defining principles and guidelines for the College. Liaison between faculty and the Deans. Individual faculty may bring concerns to the Executive Committee. Receives and considers concerns from other committees. Presents proposals to faculty as a whole.
3. **Membership:** Dean and Associate Dean for Faculty as Ex officio members, three members appointed from among the Core Faculty of the College. Of the three appointed members, at least one must be tenured, and at least two must be TTF. All effort will be made to ensure that faculty members each get an opportunity to serve on the executive committee, avoiding repeat service wherever possible while accounting for which faculty are available to serve in a given year, as well as fairness of workload allocation. When the executive committee is constituted, the members will vote on whether to have a chair, and, if they do, who should hold that position. Staffed by the Executive Assistant to the Dean.

Curriculum Committee

1. **Mission:** To help establish and oversee the CHC Curriculum.
2. **Jurisdiction:** Considers all issues related to CHC curriculum. Preliminary selection of affiliated faculty course proposals. Committee presents proposals to the Faculty as a whole. Oversight of thesis courses and thesis preparation.
3. **Membership:** Three faculty, usually chaired by a tenured member, and the Associate Dean for Faculty. The Associate Dean for Undergraduate Studies is a non-rotating member of the committee.

College Life Committee

1. **Mission:** To oversee the CHC community and extracurricular issues and programming in the college.
2. **Jurisdiction.** College climate, advising, and mentoring. Work with student association and other clubs and activities. CHIP program and New Student Orientation. Reviews admissions process annually.
3. **Membership:** Three faculty members, usually chaired by a tenured faculty member and the Associate Dean for Undergraduate Studies The Associate Dean for Undergraduate Studies is a non-rotating member of the committee.

Undergraduate Studies Committee

1. **Mission:** Oversees rules and student academic issues other than curriculum.
2. **Jurisdiction:** Reviews petitions, scholarship applications, and thesis research grants. Adjudicates questions of academic dishonesty in coordination with the Office of Student Conduct.
3. **Membership:** Three faculty, usually chaired by a tenured faculty member, and the Director of Undergraduate Advising. The Director of Undergraduate Advising is a non-rotating member of the committee. .

Other committees

1. **Merit Review Committee:** Merit and equity reviews for TTF and NTTF will be conducted by a committee composed of tenured members of the Executive Committee plus the Associate Dean for Faculty. If either the Associate Professor or Full Professor rank is not represented by this group, a member will be added to represent that rank. All members of this committee vote in the recommendations to the Dean for salary increases. For the details of the merit review process, see CHC Merit Raise Policy.
2. **Ad Hoc Committees:** Ad hoc committees may be created by a faculty motion or request of the Dean 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 TT

faculty, members of the Administration, teaching OAs, and Career NTTF as appropriate to the mission of the committee.

III. Meeting Agendas, Membership, and Protocol

The Dean is responsible for setting the agenda for faculty meetings. They are assisted by the Executive Committee. Meetings will be open to all Core Faculty, including Associate and Assistant Academic Deans and the Director of Undergraduate Advising subject to the content of the meeting (see voting chart below). The Dean will make use of the principle of maximum inclusion in determining who should be present at faculty meetings (see table below). In addition to the Dean, the CHC faculty can also call meetings.

1. Meetings for all CHC Core Faculty

The Dean will call meetings for all CHC Core Faculty, including the Associate and Assistant Academic Deans and the Director of Undergraduate Advising 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 pro tem NTTF.

Attendance at all meeting by Tenure-related Core Faculty is required as part of the regular self-governance process of the College. Attendance at meetings by Core Faculty who are Pro Tem and Career NTTF and teaching OAs is encouraged, but not required. Attendance by Career NTTF Core Faculty 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 are called as necessary thereafter through June. 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 prior to the beginning of the following meeting. The Executive Assistant to the Dean will record all policy decisions, maintain an archive of these decisions, and distribute them to the faculty and other parties as appropriate. Minutes will be available to faculty members. Staffed by the Executive Assistant to the Dean.

3. Voting

- a. All members of the Core Faculty, may bring up a motion for consideration and have voting rights in meetings, with the exception of promotion decisions (which are limited to those at or above the rank to which the candidate seeks promotion) and governance policy decisions (which are limited to the ranks to which the policy applies).

b. Motions: The Dean or any of the CHC faculty are eligible to make motions, although only the TT faculty can make motions concerning the hiring, evaluation, and promotion of TT faculty. Votes on Hiring, promotion, and tenure will be conducted by secret ballot.

c. NTTF and teaching OAs, including faculty on TRP who have relinquished tenure, are eligible to vote on matters of curriculum and college governance as stipulated in the voting chart below.

d. If the faculty are not in consensus on the decisions they 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.

Selection of Search Committees

Faculty-in-Residence Searches: The Dean will form a search committee including both Core Faculty from within the CHC and UO faculty from outside the CHC from disciplines targeted by the Faculty-in-Residence recruitment. This committee will read and evaluate the materials submitted by candidates for Faculty-in-Residence positions and present their recommendations for a short list to the Core Faculty and the Dean. Those candidates will then give public presentations open to the CHC faculty, staff, and students. After all the presentations are concluded, the CHC faculty will vote on which candidates should be offered Faculty-in-Residence positions, advisory to the decisions of the Dean and the Provost.

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 area 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 non-voting student member. From Fall 2018, this clause related to TTF searches is suspended because all hiring into the CHC will be via MOU for Faculty-In-Residence.

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

Search Process for Faculty searches: The Search Committee convened as described previously reports to the CHC Faculty on its recommendations at a faculty meeting. The search committee will indicate the “acceptable” candidates and provide a rank order. Following discussion, 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 only. The Dean will give significant weight to the recommendations offered by the search committee and the vote offered by the faculty and bring his recommendation to the Office of the Provost. If the Dean offers the Provost a recommendation different from that of the faculty, the Dean will provide the faculty with an explanation of their recommendation.

Staff Searches. The Dean, advised by the Executive Committee and appropriate OAs, will determine the composition of the search committees. It is recommended that TTF, NTTF, or teaching OAs serve on these committees.

V. Career Non-Tenure-Track Faculty

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 pro tem 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 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. 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.

VII. Amendments to this document

Proposed changes to this CHC Internal Governance document may be made at a CHC faculty meeting by a vote of a majority of those eligible to vote. Proposed changes should be circulated in writing or email at least one week ahead of the meeting at which the vote is taken. Recommended changes then follow the policy revision process described in the CBA, which includes Dean and Provost approval. Changes may also be initiated by the Provost's office, as set forth in the CBA.

MEETING ATTENDANCE AND VOTING PRACTICES
for Clark Honors College Core Faculty

KINDS and/or PARTS OF MEETINGS	ATTENDANCE			VOTING		
	TTF ¹	NTTF	Teaching OA	TTF	NTTF ²	Teaching OA
College Meetings	X	X	X			
Curriculum	X	X	X	X	X	X
Governance Policies	X	X	X	X	X ¹	X ³
Faculty-in-Residence searches	X	X	X	X	X	X
Meetings to determine area of TTF hire	X	X	X	X		
TTF hire decisions	X	X	X	X		
TTF Midterm, Tenure, Promotion meeting	X			X		
NTTF Promotion meeting	X	X		X	X	
NTTF Contract Review	MOC	MOC		MOC	MOC	
Committee ⁴	MOC	MOC	MOC	MOC	MOC	MOC
Merit Review, TTF	MOC					
Merit Review, NTTF	MOC	MOC				

MOC = Members of Committee

¹ Includes faculty in the Tenure Reduction Program during a term in which they are teaching. TRP faculty who have reduced tenure may not vote on TTF personnel decisions. Their voting rights will parallel NTTF voting rights when they are on contract. TRP faculty are operating with reduced tenure when they enter the 600 hours program.

² NTTF must be on payroll to vote during the term that a vote is held.

³ Teaching OAs and Career NTTF can only vote on governance policies that apply to that group; they do not, for example, vote on policies that apply only to TTF.

⁴ Includes standing, ad hoc, and executive committee; non-MOC may request permission from committee chair to attend specific meetings. Student members of search committees are non-voting.