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1                            **Department of Education Special Education & Clinical Sciences Governance**  
2                            **Policies<sup>1</sup>**

3            **1.** All SPECS governance policies will conform to College of Education (COE) and University  
4                            of Oregon (UO) governance policies. Where there is a divergence, UO and COE policies  
5                            will take precedence.

6            **2. Participation in Department Governance**

7                            *Solicitation of Feedback.* All faculty will be given an opportunity to provide feedback on  
8                            all policy decisions affecting them as specified in the SPECS voting matrix (see page 7).  
9                            Feedback will be solicited at faculty meetings or through on-line means such as email or  
10                            Qualtrics surveys. When the department head determines it is appropriate, classified  
11                            staff feedback will also be solicited and considered. Time spent by funding contingent  
12                            faculty members on service to the university, including shared and internal governance,  
13                            must comply with the terms and conditions of their sponsored project and all federal  
14                            and state laws and regulations.

15                            *Voting Rights.* Faculty will be accorded voting rights on departmental matters as  
16                            specified in the SPECS voting matrix on issues related to curriculum, promotion of TTF  
17                            and NTTF, and Departmental Committees and policies. Each *program* will specify voting  
18                            rights related to the following issues: substantive changes in doctoral or masters-level  
19                            programs/courses, masters/capstone/thesis issues, advancement to candidacy, and  
20                            dissertation. All graduate programs must maintain compliance with UO Graduate School  
21                            Policy.

22                            a. Sabbatical and Leaves:

23                            *Sabbatical* – All opportunities for participation in unit governance participation  
24                            in unit governance shall be extended to faculty on sabbatical. The expectations  
25                            for participation for each faculty member on sabbatical shall be outlined in a  
26                            memo between the faculty member and his/her department or unit head. This  
27                            memo shall include provisions for at least the following activities:

28    a.i.1.            Promotion and/or Tenure reviews/votes

29    a.i.2.            Curriculum processes

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<sup>1</sup> Track changes appearing in the document were accepted and “Proposed Policies” removed from header  
02/10/17

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- 30 a.i.3. Votes for program changes/additions
  - 31 a.i.4. Involvement in searches and hires
  - 32 a.i.5. Student admissions processes

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

### 40 **3. Department Meeting Protocols**

- 41 a) SPECS will have at least two meetings of the entire faculty per year.
- 42 b) The purpose of Department meetings is to distribute information, solicit input  
43 from faculty and programs, as well as initiate needed policy changes.
- 44 c) Any faculty or staff member may submit agenda items for consideration at a  
45 regularly scheduled meeting, as appropriate. Inclusion of these items is at the  
46 discretion of the Department Head as well as in response to pressing issues and  
47 priorities. Notice about the inclusion or exclusion of the item and a brief  
48 explanation if excluded from the agenda will be provided to faculty by the  
49 Department Head.
- 50 d) Agendas shall typically be distributed by the Department Head 3-5 days in  
51 advance of the meeting.
- 52 e) The Department Head shall provide a minimum of seven days' notice to faculty  
53 via email regarding any meeting where policy or governance topics are  
54 addressed. Emergency situations may arise that do not allow for the agreed  
55 upon notice to be given prior to the meeting. In such situations, the Department  
56 Head will attempt to make reasonable accommodations to ensure that faculty  
57 are represented in the meeting. It is further understood that such emergency  
58 situations are intended to address short-term accommodations, and that this  
59 approach will not be used to regularly.

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- 60 f) Faculty unable to attend a meeting may provide written input prior to the  
61 meeting. Department meeting minutes shall be emailed to faculty 1 week following  
62 the meeting.  
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- 64 g) Decision-making at the department level will be done via simple majority  
65 according to the developed SPECS voting matrix. Programs will also use a simple  
66 majority of faculty who have voting rights on relevant issues. All these decisions  
67 are subject to the COE policy on voting authority.

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#### 69 **4. Committees**

70 Two types of committees may be established within the department at the discretion of the  
71 Department Head: 1) Governance Committees, and 2) *Ad Hoc* Committees.

72 1) Governance Committees are distinguished by their persistent character and  
73 cyclical administrative functions. The Department Head, after consulting with  
74 constituent faculty, will appoint a Chair for each governance committee. The  
75 mission (charge) and membership of each committee will be established by the  
76 Department Head in consultation with (a) the program director most directly  
77 associated with the committee formed, and (b) the committee chair. In cases  
78 where the committee crosses programmatic boundaries and/or includes all  
79 programs in the department, the SPECS leadership team will work with the  
80 Department Head to determine mission and membership.

81 2) *Ad Hoc* Committees are distinguished by the limited (usually by duration or  
82 scope) character of their mission. The Department Head will, after consulting  
83 with faculty, appoint a Chair for each *ad hoc* committee responsible for  
84 establishing and revising as necessary the mission, membership, duration, and  
85 procedures applicable to that committee. An *ad hoc* committee may be  
86 converted to a governance committee when circumstances warrant, at the  
87 Department Head's discretion. The Chair of the committee must submit a  
88 request to the Department Head to convert the committee, explaining the  
89 circumstances necessitating the change and any accompanying changes to  
90 mission, membership, and procedures for the committee.

#### 91 **Governance Committees:**

92 *SPECS Leadership Team*—This group consists of the Department Head, Program  
93 Head/Directors, and the Departmental Coordinator of Finance and Operations. This  
94 group meets monthly and is overseen by the Department Head. **Charge:** To manage

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95 the daily operations of degree programs and provide the Department Head with  
96 counsel on a wide range of COE and University affairs. Program Directors will solicit  
97 feedback and input from all faculty to support potential policy changes. Meeting  
98 minutes will be distributed to the faculty via email 1 week after the meeting.

99 *Department-Level Curriculum Team*—This group consists of the Program Heads and  
100 licensing/program coordinators/faculty across each program in SPECS. Both NTT and  
101 TT faculty must be represented on this committee. If not, the Department will elect  
102 the missing faculty type to participate in the group. This group will meet when  
103 necessary to review new courses, revise courses, as well as to make changes to  
104 existing Department degrees/certifications/specializations. Charge: To review  
105 proposals and provide a recommendation to the Department Head as to whether  
106 the proposal is ready for a Department vote or sending on to the COE Curriculum  
107 Committee.

#### 108 **Department Ad Hoc Committees:**

109 *Ad hoc* committees (e.g., merit, promotion, workload, etc.) are formed at the  
110 discretion of the Department Head, who shall determine their charge and duration.  
111 All *ad hoc* committees should report out at each Department meeting.

112 *Search Committees*—Search committees exist to fill faculty or staff vacancies of all  
113 types (TTF, NTT, classified, and OA) and are considered *ad hoc* committees,  
114 convened and composed as needed by the Department Head, in accordance with  
115 COE policy, and approved by the Dean. All searches are also governed by the  
116 University of Oregon’s Affirmative Action and other hiring procedures and  
117 regulations when conducting a search for all positions. **Charge:** Establish search  
118 processes, review applications, and make hiring recommendation(s) to the hiring  
119 authority that has convened the committee.

### 120 **5. Selection and Appointment of Leadership Roles**

#### 121 *1) Department Head*

122 In accordance to the COE Policy, all career TTF and NTT faculty for the Department  
123 may nominate individuals to the Dean and provide feedback on candidates for this  
124 role, but the appointment of the Department Head is made by the Dean. The  
125 Department Head will have a 3-year appointment, but the duration of the  
126 appointment is at the discretion of the Dean and must have support from the  
127 Department faculty.

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128 Department Heads will receive an annual performance review, performed by the  
129 Dean, based on their Department Head responsibilities. The Dean will solicit input  
130 from Department faculty and staff (e.g., electronic, meeting, etc.) within this  
131 process. These reviews shall be completed before the beginning of the fall term and  
132 address service during the prior academic year.

133 *2) Program Head/Director*

134 The Department Head will solicit nominations for the Program Director from  
135 respective career TTF and NTTF program faculty. Faculty can provide feedback on  
136 candidates, but the appointment of specific Program Directors is made by the  
137 Department Head. The Program Director will have a 3-year appointment, but the  
138 duration of the appointment is at the discretion of the Department Head, and must  
139 have support from the program faculty.

140 Program Directors will receive an annual performance review, performed by the  
141 Department Head, based on their responsibilities. The Department Head will solicit  
142 input from the program faculty and staff within this process. These reviews shall be  
143 completed before the beginning of the fall term and address service during the prior  
144 academic year.

145 **5b. Leadership Roles and Responsibilities**

146 *1) Department Heads*

147 Department Heads are responsible for all curricula, program development,  
148 promotion and tenure/tenure track activities within their department. It is also their  
149 responsibility to be responsive to faculty, staff and student issues and concerns.

150 *2) Program Heads/Directors*

151 Program Directors are responsible for delivery of the program including staffing  
152 courses, management of the program budget, and evaluation of non-tenure track  
153 instructors and lecturers. It is also their responsibility to be responsive to faculty,  
154 staff and student issues and concerns and coordinate efforts with the Department  
155 Head.

156 **6. Faculty Voting Authority**

157 See Voting Matrix. (see page 7)

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158 **7. Amendment of Department-Level Policies**

159 1. When a new Department policy is requested or warranted based on input from  
160 program directors and/or specific faculty, the Department Head shall prepare input  
161 for consideration by the faculty. An *ad hoc* committee may be created (per SPECS  
162 governance rule specified earlier). The faculty or *ad hoc* committee will submit their  
163 recommended policy to the Department Head for review. The Department Head will  
164 provide a written explanation to the faculty and an opportunity to discuss any  
165 alterations he or she makes to the recommended policy before submitting the  
166 revision for Departmental vote.

167 2. If an amendment is solely to bring SPECS policy into compliance with new or  
168 changed university, COE, state or federal policy/law, or updated collective  
169 bargaining agreement language, consultation with SPECS Leadership team will  
170 suffice for an amendment to proceed.

171 3. Amendment of, or addition to, SPECS policies shall not create a conflict with  
172 existing COE or external policy and/or law.

173 4. All SPECS Policies should be reviewed and voted upon by representative faculty  
174 at least every 3 years.

175 5. All adopted SPECS policies will be emailed to faculty within 30 days and then  
176 posted in the COE shared electronic SPECS Department policy folder. Policies not  
177 posted within 30 days are not valid.

**Voting Rights for SPECS within the COE**

<b>Rank</b>	<b>Curriculum, Degree, &amp; Certification<sup>1</sup></b>	<b>Tenure-line Promotion</b>	<b>NTTF Promotion</b>	<b>Department Committees and Policies<sup>2</sup></b>
Adjunct Faculty	No	No	No	No
Assistant Clinical Professor	Yes	No	No	Yes
Associate Clinical Professor & Clinical Professor	Yes	No	Yes, with rank equal or greater to case at hand, internal to COE	Yes
Instructor	Yes	No	No	Yes
Senior Instructor I & II	Yes	No	Yes, with rank equal or greater to case at hand, internal to COE	Yes
Lecturer	Yes	No	No	Yes
Senior Lecturer I & II	Yes	No	Yes, with rank equal or greater to case at hand, internal to COE	Yes
Research Assistant	No	No	No	Yes
Senior Research Assistant I & II	No	No	Yes, with rank equal or greater to case at hand, internal to COE	Yes

Research Associate <sup>1</sup>	No <sup>1</sup>	No	Yes, with rank equal or greater to case at hand, internal to COE	Yes
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Senior Research Associate I & II <sup>1</sup>	No <sup>1</sup>	No	Yes, with rank equal or greater to case at hand, internal to COE	Yes
Assistant Research Professor	No <sup>1</sup>	No	Yes, with rank equal or greater to case at hand, internal to COE	Yes
Associate Research Professor & Research Professor	No <sup>1</sup>	No	Yes, with rank equal or greater to case at hand, internal to COE	Yes
Tenure-line Faculty <sup>3</sup>	Yes	Yes with rank equal or greater to case at hand	Yes	Yes

1. This policy provides voting rights for NTTF Officers of Instruction for curricular matters and not for NTTF Officers of Research as is *implied* but not always explicitly stated in the college NTTF policy. However, any NTTF member who is engaged in instruction as evidenced by regular instructional assignments and interaction with the program or departmental faculty and regular participation in program/department meetings and business can submit a petition to the Department Head asking for voting rights. The petition should include documentation of participation and official support from the program head/director. Voting rights will be reviewed annually by the program head/director and the Department Head.

2. In order to vote on degree program or department policy a NTTF member must be a regular and full participant in program or department business as evidenced by regular interaction with the program or departmental faculty and regular participation in program/department meetings and business.

3. For faculty having a historical rank of dual title that includes the title of assistant or associate professor, they will have the same voting rights as tenure-line faculty.