

## **Global Studies Institute** *Internal Governance*

The Global Studies Institute vision statement, supporting internationally-oriented research centers, programs, and initiatives to enhance faculty research, enrich the student experience, and promote the University of Oregon's academic excellence at home and with partners around the world, serves as a scaffold that informs the internal governance structure of our affiliate units. The current member units include: the Center for Applied Second Language Studies, the Center for Asian and Pacific Studies, the Confucius Institute, the Gabon-Oregon Center, the UNESCO Crossings Institute, the UO Global Justice Program, and the Center for Global Health.

The purpose of this document is to clearly outline the process for the development and maintenance of internal governance policies. A key value of GSI is equitable representation and participation as well as a strategic vision from the Vice Provost for International Affairs, who agrees to act in the best interests of the centers. This document seeks to accurately represent that vision.

### ***1. Appropriate and Equitable Faculty Governance Participation***

The following areas constitute major areas of internal governance within GSI. Appropriate and equitable faculty governance participation is provided for in each area as follows:

1.1. *Internal Governance Policy*: This internal governance policy is developed by bargaining unit members with input from non-bargaining unit members. Policies will be discussed at meetings following the guidelines in section 2. The Assistant or Associate Director of each member unit facilitates these meetings and encourages consensus so that faculty perspectives will be represented accurately. For the purposes of this document, consensus is defined as "reasonable general agreement by all as determined through open discussion." In instances where a consensus cannot be reached, an official vote will be taken. Policy recommendations will be made to the Unit Director, who will have the ultimate authority within the unit to make the final decision concerning the unit's recommendations. As per the CBA, the Provost or designee has final authority to establish policy for each department or unit. This applies to sections 1.1-1.7.

1.2. *Merit Increase Policy*: All faculty and staff within GSI units have the opportunity to participate in meetings, following the guidelines in section 2, to establish and amend policies regarding merit increases for faculty with input from the Associate Director. The Associate Director of each member unit facilitates these meetings and encourages consensus so that all perspectives will be represented accurately. However, for matters only affecting NTTF faculty, staff do not have a decision making role.

Policy recommendations will be made to the Unit Director, who will have the ultimate authority within the unit to make the final decision. See section 10.1.

1.3. *Non-Tenure Track Professional Responsibility Policy:* All faculty and staff within GSI units have the opportunity to participate in meetings, following the guidelines in section 2, to make recommendations to establish and amend policies regarding non-tenure track faculty professional responsibility. The Associate Director of each member unit facilitates these meetings and encourages consensus so that all perspectives will be represented accurately. However, for matters only affecting NTTF faculty, staff do not have a decision making role.

Policy recommendations will be made to the Unit Director, who will have the ultimate authority within the unit to make the final decision. See section 10.2.

1.4. *Non-tenure Track Faculty Performance Review and Promotion Policy:* All faculty and staff within GSI units have the opportunity to participate in meetings, following the guidelines in section 2, to make recommendations to establish and amend policies regarding non-tenure track faculty performance review and promotion. The Associate Director of each member unit facilitates these meetings and encourages consensus so that all perspectives will be represented accurately. Policy recommendations will be made to the Unit Director, who will have the ultimate authority within the unit to make the final decision. See section 10.3.

1.5. *Professional Development Policy:* All faculty and staff within GSI units have the opportunity to participate in meetings, following the guidelines in section 2, to establish and amend policies regarding professional development for faculty. The Associate Director of each member unit facilitates these meetings and encourages consensus so that all perspectives will be represented accurately. However, for matters only affecting NTTF faculty, staff do not have a decision making role. Policy recommendations will be made to the Unit Director, who will have the ultimate authority within the unit to make the final decision. See section 10.5.

1.6. *Leave and Sabbatical:* All faculty and staff within GSI units, who are on leave or sabbatical, may participate in any and all matters at the discretion of the member on leave in consultation with the Unit Director or Associate Director. Participation will be arranged as is convenient for the unit and the faculty/staff member. This is not an expectation and the choice to participate, or not to do so, will not be considered in any merit or evaluation decisions. It is generally understood that activity will not be suspended to accommodate a faculty or staff member on leave or sabbatical. Staff will be kept reasonably apprised of activities so choice of participation can be determined.

1.7. *Role of GSI Unit Director:* The GSI Unit Director will make all reasonable attempts to adhere to the policies set forth in this document and act in the best interests of the center. Should, at any time, the faculty and staff feel the Unit Director is not representing the best interests of GSI in the spirit intended in this policy, they can agree, through unanimous vote, to consult with the Vice Provost for International Affairs and the Unit's Advisory Board.

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.

## ***2. Meeting Protocol***

The Associate Director of each member unit will provide reasonable notice to all faculty and staff of the GSI unit regarding any meeting where governance topics will be addressed. These meetings provide a forum where individual viewpoints can be put forth for consideration. As practicable, meetings will include opportunities for faculty and staff to participate using telecommunication means if an employee cannot physically attend. Those unable to attend may also provide written input to the unit's Associate Director before the meeting. The unit's Associate Director may call for formal votes during these meetings, if consensus cannot be reached, as either a method to determine policy or to determine employee preference on a policy.

Emergency situations may arise that do not allow for a reasonable amount of notice to be given prior to the meeting. In these situations, the unit's Associate Director will make accommodations to ensure that employees are represented in the meeting. It is further understood that such emergency situations are intended to address short-term accommodations and that these meetings will not be used to discuss or decide upon long-term policy.

*2.1. Weekly Staff Meetings:* Weekly staff meetings are currently held once per week. The day and time of the staff meetings may change based on a discussion during the staff meeting if all staff agree to a new date and time. All employees are encouraged to attend the staff meeting. Agenda items are emailed to staff members the day before the meeting. Staff members may submit agenda items to the meeting organizer.

*2.2. Annual Meetings:* We will host one annual meeting with the chief purpose of planning for the coming year. These meetings are typically held in the fall. The Unit Director and Associate Director plan and organize the meeting for their Unit. Staff members wishing to be involved in the planning and organizing should notify the Unit Director.

*2.3. Sample Documentation:* Sample documentation includes annual agenda, minutes, document outlining action items. Documentation to be stored on the file server.

## ***3. Appropriate Documentation of Decisions***

The Unit Associate Director or designee will take meeting minutes for each meeting that discusses or decides on issues pertaining to governance. The Unit Associate Director or designee will distribute the minutes to all employees via email. They will also be available on the server in Admin>Internal Governance.

Written responses from a provost, vice provost, or designee to each GSI Unit to propose Unit policies will be delivered to the Unit Associate Director. The Unit Associate Director will circulate the responses to all employees in a timely manner via email.

#### ***4. Who is Included in a GSI Unit***

4.1. *Definition of Faculty:* Faculty in GSI Units refers to all of the faculty employed at GSI Units, including tenure-track faculty/researchers, career non-tenure-track faculty/researchers, research assistants, research associates, post docs, and adjunct faculty/researchers.

#### ***5. Standing Committees***

5.1. *GSI Unit Advisory Board:* The GSI Unit Advisory Board provides guidance, advice, and support to the GSI Unit Director and staff. The board will not have authority over personnel or other administrative decisions. The board may, in case of serious concerns regarding the GSI Unit, communicate those concerns to the Vice Provost for International Affairs.

5.1.1. *GSI Unit Advisory Board Members:* The Advisory Board consists of at least two faculty members (can be of TTF or NTTF classification), at least one officer of administration, and two stakeholders from outside the university. Advisory board members serve either two- or three-year terms. The CASLS Director nominates advisory board members.

5.1.2. *Advisory Board Meeting Protocol:* The GSI Unit Director is a non-voting member and will, in consultation with board members, set the agenda and conduct meetings. The board will meet at least once each term through the regular academic year and may meet more often if necessary.

5.1.3. *Advisory Board Scope:* The advisory board is called upon to make recommendations to the GSI Unit Director related to strategic directions of the center. They will not directly be involved with merit allocation, personnel decisions, promotion, or policy making. In this capacity, best efforts are made for equal representation across personnel categories. However, due to the limited scope of work, it has been determined that representation from each classification is not necessary every year.

#### ***6. Ad Hoc Committees***

The GSI Unit Director or Associate Director may form ad hoc committees as needed or requested by employees. In such situations, the formation of the committee will be discussed in a regular staff meeting, following the guidelines in section 2. Staff members should bring the interest of forming a committee to the attention of the Director and/or Associate Director. The initial meeting of an ad hoc committee will set forth the committee's scope and authority.

## **7. Search Committees**

7.1. *Student Searches*: Each PI and/or project lead is responsible for conducting a search and hiring students as necessary to complete a funded project. PIs should check with the financial coordinator to be sure that there is a line item budgeted for students' work.

7.2. *GTF Searches*: Each PI and/or project lead is responsible for conducting a search and hiring students as necessary to complete a funded project. PIs should check with the financial coordinator to be sure that there is a line item budgeted for students' work. Search protocols must follow the department's GDRS.

7.3. *Research Assistant/Associate Searches*: There must be a search committee of at least three GSI Unit staff members for hiring research assistants/associates. The Director selects committee members based on their experience and professional knowledge.

7.4. *Pool Searches*: There must be a search committee of at least two staff members for hiring pool positions. The Unit Director selects committee members based on their experience and professional knowledge. The staff members will review applications received in the pool and invite applicants for interviews.

7.5. *Officers of Administration Searches*: There must be a search committee of at least three staff members for hiring officers of administration. The Unit Director selects committee members based on their experience and professional knowledge.

7.6. *Director Search*: See section 8.

## **8. GSI Center Director Search**

The Unit Associate Director will lead and coordinate the search for a Unit Director. The Associate Director will involve the Vice Provost for International Affairs and their Advisory Board. The search committee will consist of at least three members: one must be a GSI Unit staff member, one Advisory Board member, and the Vice Provost for International Affairs or designee.

## **9. Faculty Administrative Roles in GSI Units**

From time to time, faculty may need to perform administrative roles as they relate to specific deliverables of a grant- or contract-funded project. Faculty members may request administrative support from the Unit Associate Director and/or the business and financial development coordinator.

## **10. Policy Development Provisions**

Each GSI Unit acknowledges the urgency of policy development and accepts responsibility for meeting deadlines. In the event that faculty and/or committees miss a deadline, the Unit Director maintains the ability to make unilateral decisions on affected subject matters.

10.1. *Changes:* The GSI Unit Director, Vice Provost for International Affairs, or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating this process for policy development. In addition, unit faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to established internal policies by notifying the faculty, or department or unit head, of a change to be considered, thereby initiating the CBA process of policy review and possible revision.

10.2 consistent with Article 4, Sec. 1 of the CBA, The Provost or designee will have the final authority to establish policy for each unit.