

## Department of Human Physiology

### Governance Overview

(reviewed and approved by all Department Members on 10/31/2014; revised 8/11/2015; revised 11/30/2018)

Revisions approved by Office of the Provost March 2019

The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and of the College of Arts and Sciences, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate dean and the Provost or designee. This document reflects the equitable participation of all Department of Human Physiology tenure-related faculty (TRF) and non-tenure track faculty (NTTF) in the development of department policies and practices.

The Department of Human Physiology has a long history of orderly and collegial governance. It is based on a host of appointed committees tasked to take on specific departmental business. This document describes the current state of governance, including the explicit documentation of the role of NTTF, as required under the CBA.

### Glossary

- CBA – Collective Bargaining Agreement between the UO and United Academics
- TRF – Tenure-related faculty, i.e. tenure-track or tenured officers of instruction
- NTTF – Non-tenure track faculty, which includes
  - CNTTF–Career NTTF officers of instruction (Instructor, Senior Instructor, Lecturer, and Senior Lecturer ranks) and Career NTTF officers of research
  - Pro Tem - Adjunct NTTF (Adjunct Instructors and researchers)
- TRP – Tenure reduction program
- RTRF – Retired or emeritus TRF who are post-TRP or not on a TRP
- RF – Retired faculty
- EF – Emeritus faculty
- GE – Graduate employees

### The General Faculty

**Membership.** All persons having faculty appointments in the Department of Human Physiology who fall into at least one of the following categories will be voting members of the department:

1. All TRF
2. Faculty in the TRP during terms they are under contract
3. All Career NTTF officers of instruction.

It is the responsibility of Department members to attend department meetings or to notify the Department Head if they are unable to attend. Similarly, it is the responsibility of committee

members to attend committee meetings or to notify the committee chair if they are unable to attend. Responsible participation in department governance and assigned committee work is part of the service obligation of Department members.

Department members on sabbatical or leave may participate and vote in department meetings (or committee meetings if they are members of that committee) if they are present. Department members on sabbatical or leave may also participate in any votes or discussions which take place by email.

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.

Only TRF have responsibility for establishing, reviewing, and revising departmental requirements for tenure and promotion in accordance with the tenure and promotion policies of CAS and the university.

### **Administrative Structures**

The Department of Human Physiology (HPHY) is in the Natural Sciences Division in the UO College of Arts and Sciences. The Department is administered by a Head, who is responsible for all aspects of the academic and business affairs of the Department. These affairs include hiring of faculty, overseeing all committees, supervision of personnel matters, including preparation of tenure and promotion files and faculty performance reviews, budgeting faculty and staff salaries, supervision of the Department's staff, and general oversight of the teaching program. The Head is chosen by the Dean of the College of Arts and Sciences in consultation with the Department. The Headship is a three-year term and can be renewed for successive terms.

The department has an Associate Head who typically serves as Acting Head when the Department Head is traveling or otherwise unavailable. This person acts as a sounding board for the Head, and offers advice and wisdom as matters arise. This position is appointed by the Department Head from the pool of senior tenured faculty members.

The Curriculum Director is appointed by the Department Head and organizes the teaching schedule and helps make teaching assignments. The Curriculum Director also chairs the Undergraduate Curriculum Committee, which oversees the state of the curriculum and recommends changes when appropriate. The Curriculum Director also serves as the Summer Session Coordinator, and provides direction, coordination, and execution of undergraduate and graduate course offerings for majors and non-majors during summer sessions. The summer session coordinator works closely with the undergraduate advisors and undergraduate and graduate coordinators to determine course offerings, course scheduling, and other logistics associated with curriculum delivery during the summer sessions.

The Director of Research is appointed by the Department Head and oversees the departmental research development. The Director of Research works with department grant administrator to monitor extramural grant application and management, and serves as a liaison for communication between department research faculty and Offices of Sponsored Projects Services and Research Compliance Services.

The Director of Graduate Studies (DGS) is appointed by the Department Head and is the primary resource for ensuring that students understand their academic responsibilities, for

providing them with information on how to access various resources, and for serving as the Chair of the Graduate Curriculum Committee. In addition, the DGS serves as the first point of contact for applicants who have questions about our graduate programs. One of the most important DGS roles is serving as the first point of contact for graduate students that are struggling with some aspect concerning their advisor. The DGS also assists with making GTF assignments in collaboration with the Curriculum Director, the individual Faculty Advisors, instructors of courses, and the Department Head.

The Director of Athletic Training Graduate Program is appointed by the Department Head and oversees the overall operation and development in classroom curriculum and clinical practices and serves as the liaison between the program and Department of Intercollegiate Athletics, Club Sports Program, and Recreational Sports at the University of Oregon where GEs are assigned clinical placement.

### **Executive Committee**

The Department has an Executive Committee that includes the Associate Head, the Curriculum Director, the Director of Research, and the Director of Graduate Studies. The Executive Committee will meet quarterly with the Department Head and will advise the Head on matters relevant to running the department and department policy. It will receive suggestions and complaints from any member of the Department and see that they are considered by the proper authority.

### **Standing Committees**

The Department has ten standing committees that advise the Head and help the Department meet its academic responsibilities. With the exception of the Personnel Committee, all committee members and committee chairs are appointed by the Department Head. Unless otherwise stated, committee membership is appointed on an annual basis, typically near the end of the academic year. Vacancies that occur during the term of service will be filled by a faculty member as appointed by the Department Head. Additional ad-hoc committees (such as search committees) are formed by the Department Head in consultation with the Executive Committee. Decisions made by department committees and at department meetings will be documented by the Department Head or a designated individual and appropriately archived. Access to these decisions will be readily available to all faculty members.

The Department Head is required to constantly monitor committee membership practice and ensure the appropriate and equitable participation of TRF and CNTTF.

The Equity, Inclusion, and Diversity Committee is to promote equitable practices that ensure all members of the Human Physiology Department, including staff, students, and faculty, feel that they belong, are represented, and have a voice. The committee is responsible for all departmental initiatives around this goal and working to fulfill the University objectives related to equity, inclusion, and diversity, as outlined in the IDEAL framework. The committee is comprised of TRF and NTF faculty, at least one staff member, and at least one graduate/undergraduate student. The chair of the committee and its members are appointed annually by the Department Head and the committee meets at least once per quarter.

The Admissions Committee reviews graduate applications that do not meet the recommended department requirement. The committee follows guidelines set out in the "Procedural Outline for the Graduate Student Admission Committee". The committee is composed of the Director of Graduate Studies (DGS), who serves as chair, and three other faculty members of TRF or

CNTTF rank. The Committee is required to meet at least once per quarter, or when called to meet by the DGS.

The Alumni Relations Committee is tasked with developing and maintaining relations with our alumni. The committee will work closely with the University Alumni Relations in outreach and communication. The committee is composed of two faculty members of TRF, CNTTF, TRP, RTRF, TRF, RF, or EF rank. The Committee is required to meet at least once per year.

The Awards and Scholarship Committee reviews applications for undergraduate and graduate departmental scholarships in addition to tracking awards, scholarships, and grants awarded to graduate students and departmental faculty (including local, district, and national recognition). Reasons for selection and history of undergraduate and graduate awardees is maintained by this committee and summarized annually. This committee also maintains a list of internal and external awards for all members of the HPHY faculty. Additionally, members of this committee review and triage scholarship applicants through the College of Arts and Science (CAS), who are Human Physiology majors, providing recommendations for further consideration by the CAS selection committee. The committee is composed of two faculty members of TRF or CNTTF rank. The committee is required to meet once per quarter, and to inform the faculty of any awards during a regular faculty meeting.

The Commencement Committee organizes the program delivered during the Human Physiology Department's Commencement Ceremony in June. This included assigning roles to each of the faculty including Master of Ceremonies, and other speaking roles. The Commencement Committee coordinates with the Awards Committee, the Business Manager and individual award winners to ascertain who will be recognized at commencement, and coordinates with the Undergraduate & Graduate Coordinator regarding which awards should be listed in the printed program. The committee is composed of faculty of any rank and staff members. The committee is required to meet at least twice in Spring quarter.

The Graduate Curriculum Committee provides the vision for and oversight of the Research-Intensive MS/PhD graduate major program as well as graduate course offerings for this program. The graduate curriculum committee is required to meet at least once a term to address issues that arise and to plan for scheduled offerings, create curriculum policies, and review/revise the curriculum as needed. The committee is composed of the Director of Graduate Studies (DGS), who serves as chair, and three other faculty members of TRF or CNTTF rank (two of which must be of TRF rank). The committee has autonomy over small, routine curriculum changes, but presents larger changes with broader department impacts to the department for approval. Consistent with departmental culture of inclusion, voting on graduate curriculum issues is open to all TRF and CNTTF. Due to the unique nature of the Athletic Training MS program and its credentialing, oversight of that program is assigned to the Director of the Athletic Training Program by the Department Head. However, any changes to the curriculum must be voted on and approved by the Graduate Curriculum Committee and the Department Head.

The Library Liaison facilitates library subscription selections for the department. Current activities include meeting with librarians assigned to HPHY each quarter to help determine library budgets and to assist in the selection of subscriptions specific to our department and to meet and problem solve as it pertains to library access and library issues. The UO is currently developing plans for a new science library so the job of the Library Liaison will likely evolve with that of new library offerings. This position will report to the faculty at least once per quarter.

The Personnel Committee advises the Department Head with performance evaluations and the annual reviews of all faculty, helps on cases of promotion to the rank of Professor, Associate Professor with tenure, Senior Instructor and Lecturer. This committee also is responsible for recommending changes to review guidelines for tenure and promotion policy, workload, and merit salary policy for both TRF and NNTF. In addition, the committee will assist the Department Head as needed when issues concerning a faculty member arise. The Committee is required to meet at least once per quarter. The Committee is composed of at least two faculty at the Full Professor rank, elected by the TRF and NNTF. In the event that two Full Professors are not able to fill the positions, then a TRF with Associate Professor rank can be appointed by the Department Head. Under the circumstance when a NNTF candidate is being reviewed or considered for promotion, a NNTF at or above the rank sought by the candidate, will be appointed by the Department Head as the ad-hoc committee member to participate in the evaluation process.

The Teaching Effectiveness Committee provides the undergraduate teaching assistants, GTFs, ANNTFs, and full time faculty in the Department of Human Physiology with current, evidence-based information about teaching and learning and develops (and updates) the process by which adjunct instructors are evaluated. The committee also organizes the annual Teaching Academy and is required to meet at least twice per academic year. The committee is composed of two NNTF, two TRF, and the Curriculum Director.

The Undergraduate Curriculum Committee provides the vision for and oversight of the undergraduate major program as well as undergraduate course offerings for majors and non-majors. The committee is composed of the Curriculum Director, who serves as chair, and at least three other faculty members, two of which must be TRF and one NNTF, plus an ex-officio member (undergraduate advisor). The committee has autonomy over small changes within minimal wide-ranging impacts, but presents larger changes with broader impacts to the department for approval and vote. The committee is required to meet at least once a term to address issues that arise and to plan for scheduled offerings, course enrollments, create curriculum policies, and review/revise the curriculum as needed.

The Website Committee supervises the maintenance of the department website (physiology.uoregon.edu) and is composed of one faculty of TRF or NNTF and one staff member. The committee meets at least once per quarter.

Ad-Hoc Committees are created by the Department Head, as are appointments to these committees. All faculty members may be eligible to serve on Ad-Hoc committees and are appointed depending on faculty expertise and committee responsibilities. The most common of these are faculty search committees. Members are chosen on an as-needed basis to oversee the search process for TRF (typically 3 members) or NNTF (typically 3 members; at least one of which is a NNTF). The chair must be a TRF faculty member unless under special circumstances. In these situations, the Department Head will appoint a NNTF.

## **Staff Organization**

The administrative support staff of the department totals six FTE (full time equivalents) and consists of two Officers of Administration and four classified staffs. The six full time positions are as follows: the **Office and Business Manager**, the **Undergraduate and Graduate Coordinators** who provide curriculum support, supervises student workers, and assists the undergraduate and graduate students on issues related to course planning and class

enrollment, the **Undergraduate Advisor** who provides daily undergraduate advising to assist students in developing course and graduation plans and supervises the peer advising program, the **Grants Administrator** who assists the faculty in both pre-award and post-award grant processes and acts as a liaison between the research faculty and the Sponsored Projects Services Office on campus, the **Accountant** is responsible for the fiscal department activity including purchasing, contracting services, reconciling departmental accounts, budgeting and financial reporting, the **Accounting Technician** provides back up support to all staff and assists in invoice processing, cash handling, purchasing and travel.

### **Voting and Meeting Attendance Privileges**

Significant policy changes and many personnel decisions are taken by votes of the faculty. Decisions are by majority vote of all faculty members present. In general, all faculty members are eligible to participate in meetings by providing input to these and other policies. The department will make no distinction between faculty members according to their membership in the faculty union. Departmental voting, however, will be restricted as follows:

In general, votes on personnel issues are restricted to faculty of higher rank. Specifically,

- Promotion of tenure-related faculty can only be voted on by tenure-related faculty of higher rank. This includes faculty currently on TRP, but does not include RF.
- Tenure cases can only be voted by tenured faculty, including faculty currently on TRP, but not RF.
- Official voting to offer tenure-related faculty positions can only be voted on by other TRF, including those currently on TRP, but not RF. However, the current departmental practices engage and account for CNTTF officers of instruction and their recommendations in the decision-making process.
  - For CNTTF officers of instruction hires and promotion, all TRF and CNTTF officers of instruction are eligible to vote.

For non-personnel related motions, all TRF and CNTTF officers of instruction are eligible to vote.

Faculty meeting attendance: All TRF and CNTTF officers of instruction are required to attend regularly scheduled meetings. CNTTF officers of research and Pro Tem can be invited as appropriate, to be determined by the Department Head and in accordance with the CBA, but would not be given voting privilege.

## **Procedures**

### **A. Selection of Department Head**

The HPHY Department Head effectively works for the CAS, and the terms of the Department Head appointment are determined by the CAS. The term of office is 3 years, renewable. The selection process is initiated by the CAS, usually 1-2 academic terms before the end of the incumbent Department Head's 3-year term. The HPHY Personnel Committee is consulted and asked to appoint an ad hoc committee, generally composed of two to three tenured faculty. The committee will consult with all HPHY TRF and CNTTF officers of instruction to identify

prospective tenured faculty, preferable at the rank of Full Professor, as Department Head candidates for selection consideration by the CAS.

### **B. Changes to this governance document**

The Department is responsible for the content of this document with the ultimate approval by the Provost. The Department Head is responsible for bringing suggested changes to the Provost for approval. It is expected that changes will be needed on an ongoing basis, and all TRF and CNTTF will have an opportunity for appropriate and equitable participation and input in the development of future departmental policies and revisions to this governance policy.

Departmental faculty meetings are one method in which this participation could be solicited. A departmental approval by voting will be sought. The current document will be made readily available to all faculty.

### **C. Documentation**

Decisions made by department committees and at department meetings are preserved by the department head or a designated individual and appropriately archived in a way that makes them accessible to the HPHY TRF and CNTTF officers of instruction and protects personal and confidential information. This governance document will be made available to all members of the UO HPHY faculty.