

Institute of Molecular Biology Governance Policy Final 10/29/14

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the University of Oregon Institute of Molecular Biology (IMB).

1. Appropriate and Equitable Faculty Governance Participation

The following areas constitute major areas of internal governance within the IMB, as mandated by the Collective Bargaining Agreement (CBA).

- 1.1. Internal Governance Policy – Internal Governance Policy within the IMB is developed by the IMB full members (as defined in section 4) and other faculty employed in the IMB. Policies will be discussed at meetings set per section 2 (Meeting Protocol), where faculty will have opportunity to provide feedback on governance policy. Where appropriate, the director will call for formalized votes on internal governance policy decisions, such that the faculty perspectives will be represented accurately.
- 1.2. Merit Increase Policy -- Policy regarding merit increases are drafted by leadership committee, with input from IMB full members and faculty employed in the IMB, and put to a vote by the IMB full members.
- 1.3. NTTF Performance Review and Promotion Policy - Policy regarding non-tenured performance review and promotion is drafted by leadership committee, with input from IMB full members, and put to a vote by the IMB full members.
- 1.4. Professional Development Policy – Policy regarding professional development are drafted by leadership committee, with input from IMB full members, and put to a vote by the IMB full members.

The IMB director will make all reasonable attempts to adhere to the policies in those areas served by those policies. In cases where policies conflict with federal, state, and university policy, those federal, state, and university policies will have priority.

2. Meeting Protocol

The IMB director will provide a minimum of three days' notice to IMB faculty via email regarding any meeting where governance topics are addressed as significant items on the meeting agenda. These meetings provide a forum where individual viewpoints can be put forth for consideration. As practicable, meetings will include opportunities for faculty to participate via telephone or other means of remote access. Faculty unable to attend may provide written input to the director prior to the meeting. Meetings may occur virtually via email, telephone, or video conference. The director may choose to call for formal votes during these meetings, as either a method to determine policy or to determine faculty preference on policy. In cases of a vote, a simple majority will lead to a passage of a motion.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the IMB director will make all reasonable accommodations to ensure that faculty are represented in the meeting. Such emergency situations are intended to address short-term accommodations; these meetings will not be used to discuss or decide upon longer-term policy.

3. Appropriate Documentation of Decisions

Meeting minutes will be kept for each IMB meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all IMB faculty members via email, and will also be kept in hard copy in the IMB administrative office.

Written responses from a provost, vice president, or designee to IMB to proposed unit policies will be delivered to the IMB director, who will circulate them to all faculty in a timely manner.

4. Membership and voting rights

4.1. "All faculty" in the IMB means TTF, career NTTF, and post docs, including both faculty who are members of the bargaining unit and those who are not. Certain faculty within IMB are designated as "Full" or "Associate" members, as described below.

4.1.1. *Full IMB Members.* The "members" of the Institute are faculty recognized by the Leadership Committee by virtue of their engagement in research in molecular biology. Members may include TTF and retired TTF and includes both faculty (TTF and career NTTF) who are members of the bargaining unit and those who are not.

4.1.2. *Associate IMB Members.* The "associate members" of the Institute are faculty recognized by the Leadership Committee by virtue of their engagement in research in areas peripherally related to molecular biology. Members may include TTF and retired TTF as well as other university employees and includes both faculty who are members of the bargaining unit and those who are not.

4.2. Full or associate IMB membership can be granted or withdrawn at any time by a consensus vote of full IMB members (not including the individual whose membership is under consideration).

4.3. Of the IMB faculty, only full members have voting rights.

4.4. Full members of the IMB may participate in policy development and in voting while on leave or sabbatical, assuming that they still qualify for full membership based on the criteria described above.

5. Standing Committees

5.1. Advisory committee

5.1.1.1. The IMB advisory committee provides advice on the strategic direction of the IMB. As needed, the director may solicit this advice informally through individual consultation or by convening meetings of the committee.

5.1.1.2. The IMB advisory committee is composed of four full IMB members (if possible including at least one member each at the level of assistant, associate, and full professor).

5.1.1.3. The members of the advisory committee are nominated and elected by the full IMB members and serve overlapping two-year terms. Members may be reappointed.

5.2. Leadership Committee

5.2.1. The leadership committee has authority to work with the IMB director on behalf of all faculty in matters as defined in Section 1.

5.2.2. The leadership committee is composed of the IMB advisory committee (described above) and at least 1 career NTTF and 1 postdoc from IMB.

5.2.3. When an opening occurs, the IMB director will ask career NTTF and postdocs to provide their representative to the leadership committee.

5.2.4. Postdoc and NTTF leadership committee members will serve two-year terms. Members may be reappointed.

6. Ad Hoc Committees

The Director may form ad hoc committees for addressing issues where the leadership committee or standing committees are not appropriately positioned to equitably address these situations. In such situations, the formation of such committee will be discussed in the earliest available faculty meeting, where all faculty can provide feedback regarding the committee and formal meeting minutes will document the scope and authority of the committee.

7. Search Committees

For faculty to be hired to perform work on projects sponsored by an external entity, the director will work with the principal investigator (PI) to determine the appropriate search committee composition. The director will appoint the search committee. The PI may chair the search committee. The search committee must meet standard AAEO rules.

8. IMB Director Nomination Participation

All faculty are eligible to submit nominations for IMB director. Any tenured, full IMB member is eligible for nomination. The selection will consist of a vote from the list of nominees by full members of IMB. The Leadership Committee will forward a ranked list of the names of the recommended candidate(s) who are willing to serve to the U of O Vice President for Research, who is responsible for making the formal appointments. The director serves a three-year term and can be reappointed.

9. Faculty Administrative Roles in IMB

All individual faculty members are responsible for their sponsored research programs. 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.

10. Development of Key Collective Bargaining Agreement IMB Policies

The IMB will use the following processes to develop policies CBA-mandated policies:

- 10.1. Vice President for Research & Innovation or designee will provide guiding principles regarding merit policies to the IMB director.
- 10.2. Using these materials, the leadership committee will draft the recommended policy.
- 10.3. The leadership committee will solicit feedback from full members on the draft. In cases where policies will affect IMB employees who are not full members, their feedback will be sought as well. The leadership committee will make revisions.
- 10.4. The full membership will vote on the proposed final policy. Formal records will be kept of the outcome of the vote and will be made available as per Section 3.
- 10.5. IMB director will submit recommended policy for review to the Vice President for Research & Innovation or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations made before submission to provost or designee.

11.0 The leadership committee and all faculty acknowledge the urgency of policy development, and accept responsibility for meeting deadlines. In the event that a committee misses a deadline the director maintains the ability to make unilateral decisions on affected subject matters until such time that the Leadership Committee completes assigned tasks and affected deliverables are approved by the Vice President for Research & Innovation or designee.

- 12.0** The IMB director, VP, Provost or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating this process for policy development

- 13.0** IMB faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to established internal policies by notifying the Director of a change to be considered, thereby initiating the process for policy review and possible revision.