

HISTORY OF ART & ARCHITECTURE INTERNAL GOVERNANCE POLICY

SCHOOL OF ARCHITECTURE AND ALLIED ARTS, UNIVERSITY OF OREGON

As amended and approved by AAA Dean: February 2017

Approved by the Office of the Provost and Academic Affairs: May 4, 2017

PURPOSE

This DEPARTMENTAL INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of internal governance policies for HA&A consistent with CBA Article 4 and includes provisions to ensure appropriate and equitable representation of faculty members. This document was created with equitable participation of all History of Art and Architecture Tenure Track Faculty and both Career and Adjunct Non-Tenure Track Faculty.

1. Faculty Governance Roles

- 1.1. Participation – Policies will be discussed at meetings set per Section 2, Meeting Protocol, where the Committee of the Whole (defined below, Section 4) will have opportunity to vote on governance policy. The Department will also strive to encourage widespread participation through email and meetings to ensure all perspectives are heard.
- 1.2. Eligible Voting Faculty – Unless specified otherwise in this policy, faculty eligible to vote include the Committee of the Whole (defined below, Section 4). Other faculty will also be invited to participate in discussions and advisory votes.
- 1.3. Tenure track Professional Responsibility – Policy regarding tenure track faculty are established and amended via interaction between the Department Head and the tenure track faculty.

Per the guidance of the University Provost and congruent with the aims of the faculty collective bargaining agreement, some areas of academic governance are the ultimate responsibility of the tenure-track faculty. Thus in these areas, all tenure-track faculty, subject to section 1.2, will have full voting rights and the responsibility to develop and propose policy, though this will not preclude input from and consultation with All Faculty. These areas are:

- Developing guidelines for TTF tenure and promotion
- Developing workload for TTF
- Developing guidelines for merit salary increase for TTF
- Participating in review of TTF for promotion and/or tenure
- Establishing, reviewing and revising departmental curricula
- Establishing requirements for earning degrees and certificates
- In addition, Career Non-Tenure Tack faculty also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools and of the university, if this is part of their professional responsibilities. Curricular matters are considered to be a part of the professional responsibilities of career

NTTF with instructional responsibilities, who may vote in an advisory capacity on curricular matters.

In all other matters of governance, participation will be based on the processes articulated in this policy.

- 1.4. 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 Department Head will provide three days' notice 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 forwarded for consideration. The Department Head may choose to call for formal votes during these meetings as either a way to determine policy, or determine faculty preference on policy or guiding principles.

It is understood, that emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Department Head will make all reasonable accommodations to ensure that all faculty are adequately 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.

A quorum of at least 50% of eligible voting faculty (not including advisory votes) is required to pass a policy vote. Votes may not be cast by proxy. Unless specifically stated otherwise, 51% of eligible voting faculty in attendance in a meeting (not including advisory votes) is required to pass policy. Faculty members on sabbatical, research leave, or other approved leaves are eligible to participate in governance and vote on policy when in attendance of relevant faculty meetings, or consistent with other arrangements made as a reasonable accommodation. In addition, upon approval of the Faculty, other methods of voting, where employed, will include means for faculty members on sabbatical, research, or other approved leaves to participate in the vote.

3. Appropriate Documentation of Decisions

Formal Meeting Minutes will be kept for each department meeting that discusses or decides upon an area of participatory governance. Meeting Minutes will be distributed to all active faculty members via email, and will also be available in printed form in the department office.

Where Administration has need to respond to formal proposals or requests, Administration will deliver written responses to the Department Head. Those written responses will be incorporated into the next available faculty meeting, and the responses will be entered into the Formal Meeting Minutes.

4. Standing Committees

4.1. Committee of the Whole

- 4.1.1. The Committee of the Whole is the main governing body of the department, and works in concert with the Department Head to establish key departmental practices and policies.
- 4.1.2. The Committee of the Whole includes all currently appointed tenure-track faculty, Career NTTF, post-docs and research associates with contracts in the department for $FTE \geq 0.4$ (averaged across the academic year); other TTF, NTTF or post-docs or research associates with contracts in the department for $FTE < 0.40$ that include substantial administrative service; and tenure-reduced faculty. On matters where the Department Head deems appropriate, NTTF with $FTE < 0.39$ may cast votes in an advisory capacity to the Committee of the Whole to establish viewpoints and preferences. Regardless of their classification and rank, all faculty are eligible to participate in the development of the Department's internal governance policy. In addition, as the Department head deems appropriate, they may seek advisory input from faculty not included in the Committee of the Whole.

4.2. Undergraduate Committee

- 4.2.1. The Undergraduate Committee has authority to work with the Department Head on matters of Academic Policy as defined in Section 1.
- 4.2.2. The Undergraduate Committee is appointed annually by the Department Head in consultation with the Director of Undergraduate Studies, and taking into account the equitable distribution of faculty service loads. This committee includes TTF and, whenever possible, NTTF with instructional responsibilities.

4.3. Graduate Committee

- 4.3.1. The Graduate Committee has authority to work with the Department Head on matters of Academic Policy as defined in Section 1.
- 4.3.2. The Graduate Committee is appointed annually by the Department Head in consultation with the Director of Graduate Studies, and taking into account the equitable distribution of faculty service loads.

5. Ad Hoc Committees

The Department Head may form Ad Hoc Committees for dealing with situations or requests where Standing Committees are not appropriately positioned to equitably address those 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.

One recurring and common form of Ad Hoc committee is the Promotion Review Committee, which will consist of all departmental Tenure-Track and Career NTTF eligible to vote on a promotion or tenure review case, according to the criteria established in the A&AA Promotion policy governing the case. The charge of this committee will be to provide a vote to the Program Director

recommending for or against promotion. Voting on promotion is restricted to committee members in the same rank to be attained or higher.

6. Search Committees

The Department Head will work in concert with the Committee of the Whole to determine the appropriate composition and appointment of any departmental search committees. Decisions regarding the composition and appointment of Search Committees will be discussed and entered as Formal Meeting Minutes at the next available faculty meeting.

7. Department Head Selection Process

The Department Head is appointed by the Dean (typically for a three-year term). The Dean solicits nominations from the faculty, solicits faculty opinion about the nominees, meets with nominees, and then makes an appointment.

If the Dean elects to perform an outside search for a department head, the Dean will appoint a search committee with the advice of the Committee as a Whole and Department Head. That search committee will conduct a search that may include internal candidates. The search committee will discuss semi-final and the final short-listed candidates with the Committee of the Whole, and the final short list at another meeting of All Faculty and students while preserving the anonymity of the candidates. The short-list will then be ranked by the search committee, with explanations, and sent to the Dean. The Dean then makes an appointment.

8. Faculty Administrative Roles

The Dean may add other positions and make adjustments to faculty administrative roles and assignments as needed, provided that doing so is consistent with the CBA's requirements.

8.1. Director of Graduate Studies.

Director of Graduate Studies is appointed by the Department Head for a 2-year renewable term. The Director of Graduate Studies convenes meeting of the Graduate Committee (which is responsible for reviewing curricular and other issues pertaining to the graduate program), organizes orientation sessions for incoming students, answers queries from prospective students, informs current students about departmental policies and other relevant issues, oversees the graduate admissions process, oversees graduate travel/research awards, oversees other graduate prizes and awards, and addresses other issues related to the graduate program as they arise.

8.2. Director of Undergraduate Studies

Director of Undergraduate Studies is appointed by the Department Head for a 2-year renewable term. The Director of Undergraduate Studies convenes meeting of the Undergraduate Committee (which is responsible for reviewing curricular and other issues pertaining to the undergraduate program), advises prospective majors, assigns faculty advisors for majors, informs current students about departmental policies and other relevant issues, oversees undergraduate travel/research

awards, oversees other undergraduate prizes and awards, and addresses other issues related to the undergraduate program as they arise.

9. Future Policy Development

In order to ensure that subsequent implementations can occur in a timely and orderly fashion, the following methods will be set forth for implementation of the respective policies:

- 9.1 Any policy development processes undertaken as a result of faculty Collective Bargaining Agreement requirements will follow the relevant policy development process outlined in the CBA.
- 9.2 Other policy development will follow the guidelines in Section 2, above.
- 9.3 Committee members and All Faculty acknowledge the urgency of policy development, and accept responsibility for meeting implementation and deliverable deadlines. In the event that a committee misses an implementation or deliverable deadline, the Department Head maintains the ability to make unilateral decisions on affected subject matters, consistent with past practices, until such time that the committee completes assigned tasks and affected deliverables are approved by the Provost. Administration will provide guidance on implementation of subsequent Key Collective Bargaining Agreement Provisions as Provost Guidelines and timelines become available.
- 9.4 Faculty may call for changes to established internal governance policies through a governance committee or at a regular faculty meeting consistent with CBA Article 4, Sec. 4 and will strive to inform the dean of any desired changes once per academic year.