

DEPARTMENT OF LANDSCAPE 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

PREAMBLE

First and foremost the department aspires to achieve collaborative decision-making toward consensus wherever appropriate and possible. We seek to minimize the need for rule-based governance by mutual respect, open discourse, building and maintaining trust regarding shared concerns and needs, and inclusive consultation with all those affected by decisions – especially students, other UO units and curricula, clients and alumni. Our aim is to maximize and sustain a collegial culture as much as possible as our first principle of governance.

PURPOSE

This DEPARTMENTAL INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of internal governance policies for LANDSCAPE ARCHITECTURE 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 Department of Landscape Architecture Tenure Track Faculty and both Career and Adjunct Non-Tenure Track Faculty.

In this policy document the two types of faculty are defined as follows:

The “Core Faculty” includes all currently appointed tenure-track faculty and Career NTTF at 0.4 FTE or above. “All Faculty” includes, in addition to the Core Faculty, all other faculty on active assignment in the department.

Faculty Governance Roles

- 1.1. Participation – Policies will be discussed at meetings set per Section 2, Meeting Protocol, where the Core Faculty (defined above) will have opportunity to vote. Regardless of their classification and rank, all faculty are eligible to participate in the development of the Department’s internal 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 Core Faculty. All Faculty will be invited to participate in discussions and advisory votes.
- 1.3. Tenure track Professional Responsibility– Policies 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 Track 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 or their designee will provide at least 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 voiced or submitted for consideration. The Department Head may choose to call for formal majority votes of a majority quorum during these meetings either as a way to determine policy, or determine faculty preference on policy or guiding principles. A quorum shall consist of the majority of the faculty not on-leave or on tenure reduction appointments. Notice of invitation to such meetings will go to All Faculty, unless a meeting only deals with responsibilities and status of tenure track faculty. Meetings regarding the choice of new tenure-track faculty members will be open to all Core Faculty members. At such meetings a consensus will be sought. Lacking that, non-tenure related members may cast advisory votes, but only the votes of tenure-related faculty will be counted toward advising the department head as to whom to recommend to the AAA Dean. If a faculty meeting agenda items can in any way affect the status and responsibilities, then or in the future, of a faculty member not in the core faculty, they must be included, if present, and allowed to vote. If they are not present, the department head must meet with them in person, by phone or digital communication about the matter before making a final decision.

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 or his/her designee will make all reasonable accommodations to ensure that faculty is 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.

Faculty members on sabbatical, research, or other approved leave are eligible to participate in governance and vote on policy when in attendance of relevant faculty meetings, however their participation is not required. Upon approval of the Core Faculty, and as necessary to provide reasonable accommodations, other methods of voting, where employed, will include means for faculty members on sabbatical or research leave 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, as listed in Section 1 above. Meeting Minutes will document final decisions only in such matters, and not the full detail of the discussion leading to such decisions. Minutes will be distributed to All Faculty members via email, with a limited-time opportunity to submit corrections to the department head or his/her designee. Minutes will also be available upon request to inactive adjunct faculty, students and AAA or University administration.

Where University Administration has need to respond to formal proposals or requests for information from the department on governance matters or guiding principles, University Administration will do so by delivering written responses to the Department Head. Those written responses will be communicated and discussed at the next available meeting of the Core Faculty, and the sense of, or majority vote of, that faculty regarding these matters will be entered into the Formal Meeting Minutes.

4. Standing Committees

4.1. Curriculum and Academic Advisory Committee

- 4.1.1. The Curriculum Committee has authority to work with the Department Head or his/her designee on behalf of the Core Faculty in matters of Academic Policy as defined in Section 1.5.
- 4.1.2. This committee will consist of two members of the Core Faculty as appointed by the Department Head. All recommendations from this committee shall be submitted for consideration to all members of the Core Faculty at a meeting and/or by email. No significant changes to the curriculum will be adopted by the Department Head until after all members of the Core Faculty have had reasonable opportunity for comment. Final decisions must be made by a meeting of the Core Faculty, which must reach a consensus or, lacking that, a majority vote.
- 4.1.3. The Curriculum Committee will include at least one career NTTF member with instructional responsibilities. The Department Head shall make this appointment in consultation with the Core Faculty.
- 4.1.4. Curricular matters and degree requirements for the department's PhD program will be determined by the department's PhD committee in consultation with the Curriculum and Academic Advisory Committee and the Core Faculty. Before making other decisions referred by the Curriculum and Academic Advisory Committee, the Core Faculty must consider advice from the PhD committee.
- 4.1.5. Appointments to the Curriculum Committee shall be for the term of one academic year.

4.2. Advisory Committee

4.2.1. The Advisory Committee of the Department of Landscape Architecture regarding departmental governance will consist of the whole of the Core Faculty, as defined above. Participation in these meetings will follow the protocol described above in Section 2. When non-core faculty are allowed to be present at meetings, they may freely participate in deliberations but may not vote, nor may their dissent about any decision be interpreted as preventing consensus. However, if a faculty meeting agenda items can in any way affect the status and responsibilities of non-core faculty members, then or in the future, they must be included, if present, and allowed to vote.

4.3. Other Standing Committees

The table below describes the department’s normal standing committees and their governance attributes:

Committee Title and Scope	Appointment Duration	Appointment By:			Eligibility for Appointment:		
		Dept. Head	Elect. by Core Fac.	Comm. Size	Tenure-Track Fac.	Career NTTF	Students & Adjunct Fac.
<u>PhD Program</u> Committee (Manages admissions, curriculum, policies and student reporting and progress.)	indefinite	X		4-6	X	X	
<u>Master's Program</u> Committee (Manages curriculum, policies, advising, student projects and progress.)	academic year	X		1-2	X	X	
<u>Bachelor's Program</u> Committee (Manages curriculum, policies, advising, student projects and progress.)	academic year	X		1-2	X	X	
<u>Master's Admissions</u> Committee (Sets standards, process, and reviews applications to select admittees.)	academic year	X		2-4	X	X	X
<u>Bachelor's Admissions</u> Committee (Sets standards, process, and reviews applications to select admittees.)	academic year	X		2-4	X	X	X
<u>Urban Farm</u> Committee (Sets policy and directs planning and management of farm curricula and grounds.)	indefinite	X		1-3	X	X	X
<u>Undergraduate Recruitment and Advising</u> Committee (Coordinates & develops methods and activities.)	academic year	X		1-2	X	X	
<u>Special Studio Enrollments</u> Committee (Sets standards for and approves practica & alternative design training.)	academic year	X		1-2	X	X	X
<u>Overlook Program</u> Committee (Develops curricula, directs field school & Eugene events and classes.)	indefinite	X		1-2	X	X	
<u>Kyoto Program</u> Committee (Develops curricula, directs field school & Eugene events and classes.)	indefinite	X		1-2	X	X	
<u>Lectures</u> Committee (Identifies and recruits lecturers & coordinates their visits and associated events.)	academic year	X		1-2	X	X	X
<u>Scholarships</u> Committee (Sets standards, process, and reviews applications to select recipients.)	academic year	X		2-4	X	X	X
<u>Studio Reviews & Special Events</u> Committee (Coordinates assignment of reviewers to classes and other events.)	academic year	X		1-2	X	X	X
<u>Accreditation</u> Committee (Manages data & documentation of compliance with LAAB accreditation standards.)	academic year	X		1-8	X	X	X

Important Notes:

- Only Core Faculty members and not pro-tem faculty or students, may chair any of these committees.

- Eligibility of tenure-reduced faculty to serve will be the same as for tenure-track faculty members.
- Tenure-reduced faculty, Career NTTF faculty whose contracts do not include administrative service, students, and adjunct faculty may only volunteer to serve on committees and may not be appointed by the head.
- Career NTTF faculty with contracts that do include administrative service are eligible as indicated above.
- Post-doc or research associates under contract with the department to teach at any FTE level, and with a contract that does not include administrative service, may be eligible to serve on a committees as indicated above, but only if doing does not conflict with their professional responsibilities or any rules or regulations governing the terms or conditions of their employment.
- A post-doc or research associate employed by the department at any FTE level, and with a contract that does include administrative service, would be eligible to serve on the number of committees stipulated by their contract, and would be eligible as indicated above for NTTF faculty.

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 Department Head recommending whether to allow the case to advance or not. Voting on promotion is restricted to committee members in the same rank to be attained or higher.

6. Search Committees

The Department Head will consult with the Core Faculty to determine the appropriate composition and appointment of any departmental search committees to advise the selection of new tenure-track or NTTF faculty hires. Decisions regarding the composition and appointment of Search Committees will be discussed and entered as Formal Meeting Minutes to the next available faculty meeting. The Department Head shall make appointments to pro-tem faculty positions, including visiting faculty, in consultation with the Core Faculty.

7. Department Head Nomination Participation

7.1 When a change in Department Head is anticipated, the Dean meets with TTF and Career NTTF to discuss the process, the interests of the faculty, and to determine if the search will be internal or external. External searches are subject to budget priorities and approval from The Office of the Provost and Academic Affairs and may include internal candidates. When a choice is available, eligible faculty will vote for an internal or external search, using sealed ballots that are identified by rank and delivered directly to the Dean for consideration.

7.2 Internal Search – The Dean appoints a steering group to manage the participatory process. The steering group contacts all eligible faculty and forms a list of those willing to serve as Department Head. The faculty meets as a committee of the whole to interview the candidates and to deliberate on their qualifications. The Dean is present or represented in these sessions. The faculty votes using sealed ballots identified by rank and these votes are forwarded to the

Dean as the recommendation of the whole. Faculty on sabbatical or other approved, part-time leaves are invited to attend the meeting with full voting privileges. The Dean makes the appointment.

7.3 External Search – The Dean appoints a search committee consisting of department faculty, a senior academic representative from outside the department and a professional representative with knowledge of the Department. The search committee receives administrative support from the Dean’s office. The search committee works with the faculty to solicit internal and external candidates. The faculty reviews dossiers and forwards written evaluations to the search committee. The search committee meets with the faculty as a whole to discuss the candidates prior to forming a short list. Finalist interviews with the faculty, meeting as a group of the whole, will be a part of the process. The search committee meets with the faculty following the campus visits to discuss the strengths and weaknesses of each finalist. At the wish of the faculty, an advisory vote as to the qualification of each candidate may be collected using sealed ballots identified by rank. Faculty on sabbatical or other approved, part-time leaves are invited to attend the meeting with full voting privileges. Individual letters from the faculty, the collected ballots, and summary evaluations by the search committee are forwarded to the Dean for consideration. The Dean makes the appointment.

8. Faculty Administrative Roles

8.1 Administrative faculty positions within the Department of Landscape Architecture include the Department Head, the Associate Head for Student Affairs, and the Director of Graduate Studies. 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.

8.2 When a position becomes vacant, the Department Head will review and revise the position description as necessary and present it to the faculty for discussion. The faculty will then be given the opportunity to nominate or self-nominate candidates for consideration of appointment to the position as described. The Department Head solicits input from the faculty, reviews the nominees and makes the appointment.

8.3 The Associate Head and the Director each serve three-year terms that are renewable based on a performance review conducted by the Department Head with solicited input from the faculty.

9. Future Policy Development

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. In such cases, the Department Head or his/her designee will be responsible for developing other departmental policies. Consensus or, lacking that, a majority vote of the Core Faculty will adopt these policies.

- 9.3. Academic policies regarding curricula and granting of degrees will be developed by the department's Curriculum and Academic Advisory and PhD Committees, as described in Section 4.1.
- 9.4. Committee members and All Faculty acknowledge the urgency of policy development, and accept responsibility for pursuing implementation and deliverable deadlines. In the event that the department misses an implementation or deliverable deadline, the Department Head maintains the ability to make unilateral decisions on affected subject matters until such time that the department completes assigned tasks and the Provost approves the affected deliverables. AAA and UO administration will provide guidance on implementation of subsequent Key Collective Bargaining Agreement Provisions as Provost Guidelines and timelines as these become available.
- 9.5. 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.