KNIGHT CAMPUS FOR ACCELERATING SCIENTIFIC IMPACT
INTERNAL GOVERNANCE POLICY

Approved by the Office of the Provost and Academic Affairs: December 6, 2017

Preamble

The Knight Campus was created in October 2016 to house and support new research and educational activities geared toward increasing the university's scientific impact within the state and nation. This internal governance document is drafted in the context of the development of a new academic unit whose path is still being charted and which at the point of initiation has no faculty to form or be subject to these governance policies. As such, the initial policy is intended to provide preliminary guidance to build the faculty base with the expectation that there will be review and possible revision in the years to come following the requirements of Article 4. Specifically, *no later than the fall of 2020 a review of this policy will be initiated by the Director (functioning as dean for purposes of Article 4) with a goal of changes to the policy taking effect September 2021.*

Due to the circumstances of building a new academic unit from scratch, for a period of time the Internal Advisory Board (IAB) will serve as the basis for the Leadership Committee described herein. The Internal Advisory Board has members from established CAS science departments and representational members including the CAS Associate Dean for Science, the Vice President for Research and Innovation, the Graduate School Dean, a College of Education representative, a Lundquist College of Business representative and a member of the Senate leadership team. The IAB will remain in effect for a period of time while the initial faculty are recruited and established at the UO. During the period that this policy is in effect, the Leadership Committee will consist of the IAB members and any new tenure related and career research professors appointed to the Knight Campus. A membership line will be available for a representative career NTTF (not career research professor series, they are automatically added per the policy) to join the Leadership Committee beginning in fall FY2018 to assure a meaningful role in governance. The IAB is charged to provide counsel to the Director and President that is broader than the Leadership Committee responsibilities outlined below.

This internal governance policy provides guidance to the development and maintenance of internal governance policies for the Knight Campus not including the Graduate Internship Program whose internal governance policy is separately established (see https://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/cas_gip_int ernal_gov_final_10-12-2015_-_revised_for_reposting.pdf). Internal governance issues are limited to those that deal with the methods and manners by which policies are set within the Knight Campus, inclusive of the requirement to provide for appropriate and equitable representation of faculty. This policy conforms to the Collective Bargaining Agreement

(CBA) with United Academics in existence at the time the initial policy was formulated and approved and university policy. To the extent there is a conflict between university policy or the CBA, university policy and the CBA control.

Policy

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

   The following areas constitute major categories of internal governance within the Knight Campus.   Appropriate and equitable faculty governance participation is provided in each area as follows. *Unless otherwise specified, faculty votes are decided on a majority basis and result in a recommendation to the Director. All decisions may be subject to review and approval by the Provost. The process described below is subject to approval by the Provost and consistent with general faculty governance principles and the process established by Article 4 of the CBA. In establishing policies, the Leadership Committee will review and recommend the resulting policy to the Director (functioning as dean for purposes of Article 4). With respect to a given policy, the Leadership Committee will provide the relevant faculty group an opportunity to provide input and discuss the proposed policy before submitting the policy to the Director. The review process for key policies is described in detail in Section 10.*

   1.1. Internal Governance Policy – Review of the initial internal governance policy may be initiated by the faculty, Leadership Committee, Director, or Provost or designee (see sections 11 and 12 below). Revisions of the policy will be developed by the Knight Campus faculty (as defined in section 4) and recommended by the Leadership Committee on behalf of the faculty to the Director. Policies will be discussed at meetings set per section 2 where faculty will have opportunity to provide feedback on governance policy. The Director will call for formalized votes on internal governance policy decisions.

   1.2. Merit Increase Policy – Policy regarding merit increases is to be established and amended by the faculty and recommended by the Leadership committee on behalf of the faculty to the Director.

   1.3. Tenure Track Faculty Professional Responsibility Policy – Policy regarding tenure track faculty professional responsibilities is to be drafted by tenure related faculty and recommended by the Leadership Committee on behalf of the tenure track faculty to the Director.

   1.4. Non-Tenure Track Faculty Professional Responsibility Policy – Policy regarding non-tenure track faculty professional responsibilities is to be drafted by the non-tenure track faculty (NTTF) with input from those who supervise NTTF in the Knight Campus and recommended by the Leadership Committee on behalf of the NTTF to the Director.

   1.5. Tenure Track Promotion, Tenure and Post Tenure Review Policy – Policy regarding tenure track promotion and tenure and any subsequent amendments to said policy

will be drafted by tenure related faculty and recommended by the Leadership Committee on behalf of the tenure related faculty to the Director.

1.6. <u>Non-Tenure Track Faculty Performance Review and Promotion Policy</u> - Policy regarding non-tenure track professional responsibilities is to be drafted by the NTTF faculty with input from those who supervise NTTF and recommended by the Leadership Committee on behalf of the foregoing faculty to the Director.

1.7. <u>Professional Development and Sabbatical Policy</u>– Policy regarding professional development and sabbatical policy for TTF and research professors is to be drafted by the faculty and recommended to the Director by the Leadership Committee.

1.8. <u>Professional Development and Sabbatical Policy for Non-Tenure-Track Faculty</u> – Policy regarding professional development is to be drafted by the NTTF and those who supervise NTTF in the Knight Campus and recommended by the Leadership Committee on behalf of the foregoing faculty to the Director.

2. **Meeting Protocol**

The Knight Campus Director will provide a minimum of three days' notice to the Knight Campus faculty and the Leadership Committee 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. Except in cases where there are specific voting rights established at the committee level (i.e. tenure review and promotion voting in the Personnel Committee), all members of the faculty and the Leadership Committee have the right to vote on governance topics. Voting may occur in person or in absentia via email or other established electronic method. However, all votes and input must be made or received in the period prescribed by the Director.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Director will make all reasonable accommodations to ensure that faculty 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 longer-term policy.

3. **Appropriate Documentation of Decisions**

Formal meeting minutes will be kept for each Knight Campus meeting that discusses or decides on issues pertaining to participatory governance. The results of all votes taken during meetings or outside regular meetings by email or other methods will also be recorded in the minutes of the meeting where the vote is called for. Meeting minutes will be distributed to all Knight Campus faculty and Leadership Committee members via

email and will also be in the Knight Campus administrative offices and will be accessible to Knight Campus faculty.

Written responses from a Provost, vice president, or designee to proposed unit policies will be delivered to the Director. The Director or designee will circulate them to all the Knight Campus faculty and Leadership Committee members in a timely manner via email.

4. **Who is included in "the unit" in the institute context?**

"All faculty" in the Knight Campus means all of the faculty, as defined by the Collective Bargaining Agreement (CBA) with United Academics (UA), who are employed in the unit including: TTF, NTTF, post docs, pro tem faculty, and the Director. "Faculty" includes both faculty who are represented by the UA and those who are not. University of Oregon academic rank and classification definitions in the UA CBA Article 15 and are found on the Academic Affairs website: https://academicaffairs.uoregon.edu/sites/academicaffairs2.uoregon.edu/files/article_15_1.pdf

The Knight Campus also includes undergraduates, graduate students, administrators and staff, as well as other members of the University community who are not employed in one of the categories in UA CBA article 15; thus, they are not included in the definition of "faculty" as defined above.

5. **Standing Committees**

5.1. Leadership committee

5.1.1.   The Leadership Committee has authority to work with Knight Campus Director on behalf of all faculty in matters as defined in Section 1.

5.1.2.   Upon adoption of this governance document, the Knight Campus Internal Advisory Board will serve as the leadership committee. As noted above, any new tenure related and career research professors appointed to the Knight Campus during the effective period of this policy will automatically join the leadership committee. A membership line will be available for a representative career NTTF (not career research professor series) to join the Leadership Committee beginning in fall FY18. Moving forward in the document we will only use the term "leadership committee," in which the Internal Advisory Board is subsumed.

5.1.3.   The Leadership Committee will consult regularly with the entire Knight Campus faculty and other stakeholder groups (e.g. graduate students, staff, or others, when applicable) for input on matters of governance as the campus develops.

5.1.4.   As further governance policies are developed by the leadership committee, categories of membership in the Knight Campus will be further defined in terms of rights and responsibilities. Tenure track faculty whose home appointments are in the Knight Campus will have the responsibility and obligation to

participate in governance of the Knight Campus. All other faculty may have responsibilities dependent on individual context.

Other Standing Committee(s) – The Knight Campus has six additional standing committees that are unique to its current context and mission. The Director has the ability to change the composition or makeup of a committee on an interim basis due to extenuating circumstances. In that event, the Director will provide three days' notice to the committee and any impacted faculty members of the change. A change implemented by the Director will have a limited duration, six months or less. Permanent changes to the committees must be approved through the process of described in 1.1. The below committees are generally advisory to the Leadership Committee and/or the Director.

5.1.5.   TTF Personnel Committee - The purpose of this committee is to provide review and recommendations on promotion and tenure cases per unit policies for TTF. The committee is comprised of tenured faculty selected from the Leadership Committee and a select number of tenured faculty from relevant science departments. The Director appoints members of the TTF Personnel Committee, following a canvassing of Knight Campus TTF for input on who should be appointed.

5.1.6.   NTTF Promotion Committee – The purpose of this committee is to provide review and recommendations on promotion cases per unit policies for NTTF. The committee is comprised of individuals from the Leadership Committee and a select number of career NTTF faculty in the Knight Campus and relevant university facilities/institutes/centers/departments/schools and may include TTF from outside the Knight Campus. The Director appoints the members of the NTTF Promotion Committee.

5.1.7.   Building User Group Committee - The purpose of this committee is to provide guidance and counsel to the design and construction of the initial buildings of the Knight Campus, as well as space use and allocation policies, and space use recommendations to the Director. The representatives to this committee are appointed and charged by the Director and the President.

5.1.8.   Curriculum Committee – The purpose of this committee is to provide guidance and evaluation of curricular development in the Knight Campus, changes or eliminations and to solicit and make recommendations on teaching assignments for Knight Campus faculty. The representatives on this committee must include tenure related faculty and may include career NTTF and are appointed and charged by the Director.

5.1.9.   Equity, Inclusion, and Outreach Committee – The purpose of this committee is to consider and promote equity and inclusion in the working environment, monitor implementation of and adherence to the Knight Campus diversity plan, and provide advice and counsel to the Leadership Committee and Director on outreach activities to provide enhanced pathways for access and success to underrepresented communities in the sciences. The membership of this committee will include a mix of individuals on the leadership team, student

groups and faculty from outside the Knight Campus. The members are appointed and charged by the Director.

     5.1.10. Safety Committee – The purpose of this committee is initially to develop general safety protocols for the KC laboratories and working environment. The duties of this committee will develop over time as the building and laboratories are occupied. Membership will be appointed by the Director and will include Leadership Committee members, faculty, staff and an ex officio representative from the office of environmental health and safety.

6. **Ad Hoc Committees**

The Director may form ad hoc committees for addressing issues where existing 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 Leadership Committee and faculty meeting, where all faculty can provide feedback regarding the committee and its membership, and formal meeting minutes will document the scope and authority of the committee. The committee will generally be created by a charging document issued by the Director that describes the composition, purpose, duration and function of the committee, as determined by the Director in consultation with the faculty.

7. **Search Committees**

For TTF positions, the Director will appoint search committees from existing tenure related faculty, drawn from both within and outside of the Knight Campus as appropriate, that are appropriate to recruit and review applications from candidates in the specific fields sought to build out the Knight Campus. The Director may choose to chair search committees or delegate such responsibility.

Recommendations for candidates for TTF positions will be made by the search committee to the Leadership Committee, who will then provide an up or down vote on making a conditional offer to that candidate(s). The Director or their designate is then charged with handling negotiations and further communication with the candidate(s) and obtaining Provost Approval prior to completing the hiring process.

For faculty to be hired to perform work on projects sponsored by an external entity, the Director will work with faculty and with the principal investigator (in the cases of NTTF positions) to determine the appropriate search committee composition. The Director will appoint the search committee. The PI may chair the search committee for NTTF in a single lab setting.

At a minimum, search committees must meet standard Human Resource and AAEO rules and procedures.

8. **Director Selection**

The Director selection is made by the University president after an international search and consultation with faculty.

9. **Faculty Administrative Roles**

Service is an important element of the Knight Campus community. Service must be balanced by other duties, expectations and sponsored research regulations.

10. **Development of Key Collective Bargaining Agreement Policies**
The Knight Campus will use the following processes to review and amend policies regarding TTF review and promotion, merit policy, TTF workload, NTTF professional responsibilities, NTTF performance review and promotion, and professional development funds. *Note, policies will be developed and approved over time as faculty are hired and appointed in the Knight Campus.*

10.1. Merit Increase Policies

10.1.1. Faculty will draft the recommended policy after inviting input from the Director and the Leadership Committee.

10.1.2. The faculty will submit the draft policy to the Leadership Committee and the committee is responsible for submitting a draft to the Director on behalf of the faculty.

10.1.3. The Director will review, make any changes and provide the Leadership Committee and faculty with a draft version with comment for a minimum of 7 business days of consideration and comment. The director will review the responses received from the faculty and/or the leadership committee after such comment period. The director is responsible for submitting a final draft version to the Provost or designee for review.

10.2. TTF Professional Responsibilities Policies

10.2.1. The faculty will draft recommended policy after inviting input from the Director.

10.2.2. The Leadership Committee will hold at least one meeting to discuss the draft. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3. The Leadership Committee is responsible for submitting a draft to the Director.

10.2.3. The Director will review, make any changes and provide the Leadership Committee and faculty with a draft version of the document via email for a minimum of 7 business days of consideration and comment. The Director is responsible for submitting a final draft version to the Provost or designee for review.

10.3. NTTF Professional Responsibilities Policies

10.3.1. The NTTF faculty will draft recommended policy after inviting input from the Director and supervisor of NTTF in the Knight Campus.

10.3.2. The Leadership Committee will hold at least one meeting to discuss the draft. All Knight Campus faculty will be invited to this meeting. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3. The Leadership Committee is responsible for submitting a draft to the Director.

10.3.3. The Director will review, provide the faculty with any comment or changes to the document via email for a minimum of 7 business days of consideration and comment. The Director is responsible for the submission of a final draft version to Provost or designee for review.

10.4. TTF Promotion and Tenure Review Policies

10.4.1. The tenure related faculty will draft recommended policy after inviting input from the Director.

10.4.2. The Leadership Committee will hold at least one meeting to discuss the draft. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3. The Leadership Committee is responsible for submitting a draft to the Director.

10.4.3. The Director will review, provide the faculty with any comment or changes via email for a minimum of 7 business days of consideration and comment. The Director is responsible for the submission of a final draft version to Provost or designee for review.

10.5. NTTF Performance Review and Promotion Policies

10.5.1. The faculty will draft a policy after inviting input from the Director and supervisors of NTTF in the Knight Campus.

10.5.2. The Leadership Committee will hold at least one meeting to discuss the draft. All Knight Campus faculty will be invited to this meeting. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3. The Leadership Committee is responsible for submitting a draft to the Director.

10.5.3. The Director will review the draft, provide the faculty with any comments or edits to the draft via email for a minimum of 7 business days of consideration and comment. The Director is responsible for the submission of a final draft version to the Provost or designee for review.

10.6. Professional Development Funds Policies

10.6.1. The faculty will draft recommended policy after inviting input from the Director.

10.6.2. The Leadership Committee will hold at least one meeting to discuss the draft. All Knight Campus faculty will be invited to this meeting. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3. The Leadership Committee is responsible for submitting a draft to the Director.

10.6.3. The Director will review, provide any comment or edits to the faculty via email for a minimum of 7 business days of consideration and comment. The Director is responsible for submitting a final draft version to Provost or designee for review.

11. The Director, Provost or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating this process for policy development.

12. Knight Campus 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 and voting in favor of considering a change, thereby initiating the process for policy review and possible revision.