

Museum of Natural & Cultural History Internal Governance Policy

Approved by the Office of the Provost & Academic Affairs: May 2, 2017

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Museum of Natural & Cultural History (MNCH)

1. Appropriate and Equitable Faculty Governance Participation

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

- 1.1. Internal Governance Policy** – Internal Governance Policy within the MNCH is developed by the MNCH full members (as defined in section 4) and other faculty employed in the MNCH. 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 MNCH full members and faculty employed in the MNCH, and put to a vote by the MNCH 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 MNCH full members, and put to a vote by the MNCH full members.
- 1.4. Professional Development Policy**– Policy regarding professional development are drafted by leadership committee, with input from MNCH full members, and put to a vote by the MNCH full members.

2. Meeting Protocol

MNCH director will provide a minimum of three days' notice to MNCH 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 of those voting 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 MNCH 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 MNCH meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all MNCH faculty members via email, and will also be kept in hard copy in the MNCH administrative office.

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

4. Membership and voting rights

- 4.1.** Full members of the MNCH include career NTTF employed in the MNCH; post docs and adjunct faculty who have been employed for a year at greater than .3 FTE; MNCH director; Division Heads, and TT faculty who are principal investigators who have had at least one funded grant in the MNCH during the past 12 months. Full members include both faculty who are members of the bargaining unit and those who are not.
- 4.2.** Associate members of the MNCH include faculty from other units that have intellectual interest the work of the MNCH, co-investigators on MNCH grants who are not otherwise full members, MNCH courtesy faculty, and adjunct faculty and post docs that have been employed in the MNCH for less than a year, or less than .3 FTE.
- 4.3.** Researchers interested in becoming full or associate members of the MNCH should consult the MNCH director. The MNCH director may consult with the leadership committee before accepting researchers as full or associate members.
- 4.4.** The director may revoke an associate member's membership after consulting with the leadership committee.
- 4.5.** Full members have voting rights in the MNCH; associate members do not.
- 4.6.** Full members of the MNCH 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. Leadership Committee

- 5.1.1.** The leadership committee has authority to work with the MNCH director on behalf of all faculty in matters as defined in Section 1.
- 5.1.2.** The leadership committee will be made up of 2-4 MNCH full members (defined in section 4) The MNCH director is a member of the Leadership Committee.
- 5.1.3.** Annually, the MNCH director will solicit self-nominations from the group of MNCH full members, and will appoint membership to represent the diversity of faculty in the MNCH. Barring prohibitive circumstances (e.g., insufficient members available at one or more levels) we will strive to have at least 1 career NTTF, and 1 adjunct or post doc member on the committee.

5.1.4. Leadership committee members will serve staggered 2-year terms. Members may be reappointed.

6. Ad Hoc Committees

The Director may form ad hoc committees for addressing issues where the leadership committee is 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. Promotion committees will also be ad hoc committees, formed as needed, depending on the particulars of the people being considered for promotion. Our review and promotion policy describes the make up of these committees.

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. At minimum, search committees must meet standard University Affirmative Action & Equal Opportunity rules.

8. Development of Key Collective Bargaining Agreement MNCH Policies

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

- 8.1.** Vice President for Academic Affairs or designee will provide guiding principles regarding policies to the MNCH director.
- 8.2.** Using these materials, the leadership committee will draft the recommended policy.
- 8.3.** The leadership committee will solicit feedback from full members on the draft. In cases where policies will affect MNCH employees who are not full members, their feedback will be sought as well. The leadership committee will make revisions.
- 8.4.** 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.
- 8.5.** MNCH director will submit recommended policy for review to the Vice President of Academic Affairs or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations he or she makes before submission to provost or designee.

- 9.** 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.

- 10.** The MNCH 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. Faculty may call for changes to established policy as well.