

## **Northwest Indian Language Institute**

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Northwest Indian Language Institute (NILI). .

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

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

- 1.1. Internal Governance Policy** – Internal Governance Policy within NILI is developed by NILI faculty (as defined in section 4), after receiving input from the Provost/Academic Affairs and the NILI Director. Policies will be discussed at meetings set per section 2, Meeting Protocol, where faculty (as defined in section 4) will have opportunity to shape 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 the leadership committee, with input from NILI faculty.
- 1.3. Non-Tenured Professional Responsibility Policy** - Policy regarding non-tenured professional responsibilities are to be established and amended by the leadership committee, with input from NILI faculty.
- 1.4. NTTF Performance Review and Promotion Policy** - Policy regarding non-tenured professional responsibilities are to be established and amended by the leadership committee, with input from NILI faculty.
- 1.5. Professional Development Policy** – Policy regarding professional development are to be established and amended by the leadership committee, with input from NILI faculty.

The NILI 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 NILI director will provide a minimum of three days' notice to NILI 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 of NILI faculty 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. In the case of a tied vote, the Director will make the final decision.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the NILI 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**

Formal meeting minutes will be kept for each NILI meeting that discusses or decides on issues pertaining to participatory governance. Formal records will be kept of all such votes. Meeting minutes and voting records will be distributed to all NILI faculty members via email, and will also be available on the NILI hard drive.

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

### **4. Definition of “NILI faculty” in the institute/center context**

- 4.1.** “NILI faculty” includes those who have been employed for a year at greater than .25 FTE on NILI projects and contracts, including TTF, career NTTF, post docs, adjunct faculty, and the NILI director. “NILI Faculty” includes both faculty who are members of the bargaining unit and those who are not.
- 4.2.** All NILI Faculty have voting rights.
- 4.3.** NILI Faculty on leave or sabbatical may participate in policy development and voting, assuming they still qualify as NILI faculty, or have been NILI faculty for at least two years immediately prior to going on leave. Faculty will be notified of meetings via email. Meetings will include opportunities for faculty to participate via telephone or other means of remote access, as stated in Section 2.

### **5. Standing Committees**

#### **5.1. Leadership Committee**

- 5.1.1. The leadership committee has authority to work with the NILI director on behalf of all faculty in matters as defined in Section 1.
- 5.1.2. The leadership committee will be composed of 1-2 associate directors and one other faculty member. The composition of the committee provides for appropriate and equitable faculty participation. The Institute Director is a member of the Leadership Committee.
- 5.1.3. Leadership committee members will be determined by self-nominations from the group of NILI faculty, aside from the Director, and the Director will appoint membership to represent the diversity of faculty, providing for appropriate and equitable faculty participation. In the case that TTF are NILI faculty, the committee will include at least one TTF and one NTTF. (Currently there are no TTF.)

5.1.4. Leadership committee members will serve a term of two years, and can serve up to three consecutive terms.

5.2. Other Standing Committee(s) – The Northwest Indian Language Institute currently has no additional standing committees.

## **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. The Director will appoint membership to represent the diversity of faculty, providing for appropriate and equitable faculty participation. In the case that TTF are NILI faculty, the committee will include at least one TTF and one NTTF. (Currently there are no TTF.)

## **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. If an outside search is needed, a hiring pool will be opened and the search conducted to meet AAEO requirements. The Director will appoint membership to represent the diversity of faculty, providing for appropriate and equitable faculty participation. In the case that TTF are NILI faculty, the committee will include at least one TTF and one NTTF. (Currently there are no TTF.)

## **8. Institute/Center Director Nomination Participation**

At the time Director leaves (or declares an intent to leave the University), the Institute will engage in the following process:

1. The Vice President for Research and Innovation will ask NILI's Leadership Committee, Board of Advisors and faculty members in the Department of Linguistics who have a working relationship with NILI for comment on filling the vacancy.
2. If an internal appointment (UO faculty or NTTF) is recommended, the Vice President's office shall follow university policy to accomplish such an action.
3. If there is no UO employee recommended to fill the role, the position will be open for a regional search and will follow university hiring and recruitment policy. Search committee members must include: a representative from the UO Vice President for Research and Innovation office, a representative from the department of Linguistics who has a working relationship with NILI, a member of the Advisory Board,

a member of NILI's Advisory Committee, NILI's Associate Directors, and at least one NILI faculty member (defined in section 4) and one GTF. 1-2 additional committee members may be nominated at the discretion of the Vice President for Research and Innovation.

**9. Faculty Administrative Roles in the RIGE research Center or Institute**

Currently, NILI has the following administrative positions within the Institute:

Institute Director

Associate Director of Instructional Technology

Associate Director of Project Development and Coordination

Appointments are determined by Institute Director (for appointment of Institute Director see Section 8) and do not have a term limit.

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 Center/Institute Policies**

The RIGE research Center/Institute will use the following processes to develop policies regarding merit policies, NTTF professional responsibilities, NTTF performance review and promotion, and professional development funds:

**10.1. Merit Increase Policies**

- 10.1.1. Vice President for Research & Innovation or designee will provide guiding principles regarding merit policies to the NILI director.
- 10.1.2. Using these materials, the leadership committee will draft the recommended policy.
- 10.1.3. The leadership committee will solicit feedback from NILI faculty where individuals can provide input into the draft policy. The leadership committee will make revisions based on feedback.
- 10.1.4. NILI Faculty will vote on the proposed final policy. Formal records will be kept of all such votes and will be made available as per Section 3.
- 10.1.5. The NILI 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 (s)he makes before submission to provost or designee.

**10.2. Professional Responsibilities Policies**

- 10.2.1. Vice President for Research & Innovation or designee will provide guiding principles regarding professional responsibility policies to the NILI director.
- 10.2.2. Using these materials, the leadership committee will draft recommended policy.

- 10.2.3. The leadership committee will solicit feedback from NILI faculty where individuals can provide input into the draft policy. The leadership committee will make revisions based on feedback.
- 10.2.4. NILI Faculty will vote on the proposed final policy. Formal records will be kept of all such votes and will be made available as per Section 3.
- 10.2.5. The NILI 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 (s)he makes before submission to provost or designee.

**10.3. NTTF Performance Review and Promotion Policies**

- 10.3.1. Vice President for Research & Innovation or designee will provide guiding principles regarding performance review and promotion to the NILI director.
- 10.3.2. Using these materials, the leadership committee will draft recommended policy.
- 10.3.3. The leadership committee will solicit feedback from NILI faculty where individuals can provide input into the draft policy. The leadership committee will make revisions based on feedback.
- 10.3.4. NILI Faculty will vote on the proposed final policy. Formal records will be kept of all such votes and will be made available as per Section 3.
- 10.3.5. The NILI 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.

**10.4. Professional Development Funds Policies**

- 10.4.1. Vice President for Research & Innovation or designee will provide guiding principles for professional development funds policy to the director.
- 10.4.2. Using these materials, the leadership committee will draft recommended policy.
- 10.4.3. The leadership committee will solicit feedback from NILI faculty where individuals can provide input into the draft policy. The leadership committee will make revisions based on feedback.
- 10.4.4. NILI Faculty will vote on the proposed final policy. Formal records will be kept of all such votes and will be made available as per Section 3.
- 10.4.5. The NILI 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 (s)he makes.

- 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 NILI 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** NILI 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.