

## **Center on Teaching and Learning**

### **Internal Governance Policy**

*Revised 11/5/14 by CTL Executive Leadership Team; Revised 7/23/15 per Academic Affairs*

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Center on Teaching and Learning (CTL). Internal governance issues are limited to those that are specific to the methods and manners by which policies are set within CTL as a RIGE research center/institute, inclusive of the requirement to provide for appropriate and equitable representation of faculty.

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

The following areas constitute major areas of internal governance within the RIGE research institute/center. Appropriate and equitable faculty governance participation is provided in each area as follows.

- 1.1. Internal Governance Policy** –The CTL CBA-represented faculty voted to have the CTL Executive Leadership Team represents the faculty in the development of Internal Governance Policy for CTL, with input from CTL faculty (as defined in Section 4) and the CTL Director. Where appropriate, the director or designee 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 increase is developed by the CTL Executive Leadership Team with input from CTL faculty and the CTL Director.
- 1.3. Non-Tenured Professional Responsibility Policy** – Policy regarding non-tenured professional responsibility is developed by the CTL Executive Leadership Team with input from CTL faculty and the CTL Director.
- 1.4. NTTF Performance Review and Promotion Policy** – Policy regarding non-tenured performance review and promotion is developed by the CTL Executive Leadership Team with input from CTL faculty and the CTL Director.
- 1.5. Professional Development Policy** – Policy regarding professional development is developed by the CTL Executive Leadership Team with input from CTL faculty and the CTL Director.

The CTL 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.

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**

- 2.1** The CTL Director will provide a minimum of three days' notice to CTL faculty via email regarding any meeting where governance topics are addressed as a primary and significant item on the meeting agenda. These meetings provide a forum where individual viewpoints can be put forth for consideration. CTL faculty may provide written input to the Executive

Leadership Team members prior to the meeting. Meetings may occur virtually via email, telephone, or videoconference. Where appropriate, the director or Executive Leadership Team designee will call for formalized votes from the Executive Leadership Team on internal governance policy decisions, such that the faculty perspectives will be represented accurately. A simple majority of Executive Leadership Team responding voters will be considered support for or against the proposed action or policy.

**2.2** Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the CTL Director will make all reasonable accommodations to ensure that faculty is 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**

**3.1** Formal meeting minutes will be kept for each Executive Leadership Team meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be available by contacting the CTL Office Manager or by accessing a CTL faculty shared folder on the server.

**3.2** Written responses regarding participatory governance from a provost, vice president, or designee to CTL will be delivered to the CTL Director. The CTL Director or designee will circulate them to the Executive Leadership Team in a timely manner via email or other appropriate mechanisms.

### **4. Who is included in “the unit” in the institute/center context?**

**4.1 “CTL members”** include unclassified personnel, classified staff, graduate teaching fellows, and temporary employees, employed at or affiliated with CTL and actively involved at the Center.

**4.2 “CTL faculty”** in the center means all of the unclassified personnel employed at CTL or affiliated with CTL and actively involved at the Center, including TTF, career and adjunct NTTF, post docs, the center director, as well as Officers of Administration. Therefore, “CTL Faculty” includes both faculty who are members of the bargaining unit and those who are not.

**4.3 “CTL voting members”** are TTF and NTTF who hold an FTE appointment of .50 or greater and have a demonstrated and sustained commitment to interdisciplinary research and education aligned with CTL research investments. Voting members may participate in policy development and voting while on leave or sabbatical.

**4.3.1** Furthermore, it is the expectation that CTL voting members who hold the appointments of Research Associates or Research Professors will: (a) have grants administered by CTL, (b) remain actively engaged in pursuing such funding (e.g., 1-2 grant proposal submission per year), (c) share in service commitments to CTL, and (d) actively participate in interdisciplinary graduate education. Inactivity in terms of grant writing or research over two successive academic years (e.g., less than two refereed publications per year) may be grounds for removal of voting status.

**4.3.2** It is the expectation that voting members who hold the appointment of Research Assistants will: (a) remain actively engaged in assisting with CTL research

implementation, product development, or technical support, and (b) share in the service commitments to CTL. Inactivity in terms of research implementation, product development, or technical support over two successive academic years may be grounds for removal of voting status.

5. **4.4 “Affiliated faculty”** share research interests in learning and instructional science and education and wish to collaborate with CTL faculty, but choose to maintain their primary research allegiance with another academic unit. **Standing Committees**

**5.1. Executive Leadership Team**

- 5.1.1. As determined by a vote of CTL faculty, the Executive Leadership Team has authority to work with the institute/center director on behalf of all CTL faculty in matters as defined in Section 1.
- 5.1.2. The Executive Leadership Team includes representation of TTF and NTTf across classifications (e.g., researcher, professor, instructor) and rank (Assistant, Associate, Full, Senior I, Senior II, OA), barring prohibitive circumstances (e.g., insufficient members at one or more levels).
- 5.1.3. The Executive Leadership Team is comprised of a faculty or staff representative from each of the major administrative groups in CTL. Members are selected and appointed to the Executive Leadership Team based on their function as a director or manager of a major group in CTL.
- 5.1.4. The term of service for each member of the Executive Leadership Team is based on his or her appointment in a leadership (Director or Manager) role of a major group in CTL. These appointments are for a two-year period with the possibility of renewal based on annual performance evaluations.

**5.2. Other Standing Committee(s)**

**5.2.1. Executive Management Team**

The Executive Management Team includes the CTL director, associate director, business manager, and office manager. The Executive Management Team is charged with managing human resources and other administrative and operating issues.

**5.2.2. Research Investment Scientific Council (RISC)**

- 5.2.2.1. The Research Investment Scientific Council (RISC) is designed to advise the CTL Director on major fiscal and budgetary investments to be made in scientific and research initiatives that are likely to lead to increasing CTL research scientific and outreach portfolio and presence in the national and international research and marketplace.
- 5.2.2.2. The RISC is comprised of faculty or staff members from each of the major operational groups in CTL as well as one Research Associate and one Research Assistant Professor, both of whom must be Principal Investigators of current externally funded research grant awards.

- 5.2.2.3. The CTL Director appoints each member of the RISC for a fixed two-year period with the possibility of renewal based on annual performance evaluations.

### **5.2.3. CTL External Advisory Board**

A minimum of two non-UO researchers and two UO researchers will be appointed by the VPRI, in consultation with the CTL Director, to provide guidance to the VPRI regarding the impact and operation of the Center and to advise to the CTL Director regarding the intellectual pursuits of the CTL. Board members shall be invited to attend an annual meeting, provide input to the CTL in achieving its goals, and participate in the formal evaluation of CTL as a research entity under the auspices of the VPRI every five years.

## **6. Ad Hoc Committees**

The CTL Director may form ad hoc committees for addressing issues where the Executive Leadership Team 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 all staff meeting, where all CTL members may provide feedback regarding the committee and formal meeting minutes will document the scope and authority of the committee.

## **7. Search Committees**

For faculty to be hired to perform work on projects sponsored by an external entity, the CTL Director will work with the principal investigator (PI) or other CTL staff as appropriate to determine the appropriate search committee composition. The CTL Director will appoint the search committee. The PI or another CTL faculty or staff member may chair the search committee. At minimum, search committees must meet standard AAEO rules.

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

The Executive Leadership Team in collaboration with the Research and Scientific Investment Council (RISC), the CTL External Advisory Board, and with input from all members of CTL will identify candidates who are interested in the position, determine the level of support within CTL for various candidates, and report the results to the VPRI to inform his/her decision to appoint a CTL Director.

## **9. Faculty Administrative Roles in CTL**

The CTL Director will appoint an Associate Director, if appropriate, and will work collaboratively with the Associate Director on leadership tasks. In addition, the CTL Director in consultation with the CTL Executive Leadership Team may appoint other important management roles within the center to lead various CTL groups (e.g., Research Group, Software Development Group, Product Development Group). Candidates will be drawn from CTL faculty or staff. A national or regional search may be conducted if necessary.

## **10. Development of Key Collective Bargaining Agreement Center/Institute Policies**

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

**10.2.** Vice President for Research & Innovation (VPRI) or designee will provide guiding principles regarding policies to the CTL Director.

**10.3.** CTL Director or designee will distribute the guiding principles to CTL faculty at least three days prior to the Executive Leadership Team meeting (per Section 2). In cases where policies will affect CTL members who are not CTL faculty, their feedback will be sought as well.

**10.4.** Using the VPRI guiding principles and input derived from 10.1.2, the Executive Leadership Team with input from CTL Director will develop the draft policy.

**10.5.** The Executive Leadership Team will circulate the draft policy to voting members. Formal records will be kept of the outcome of the vote along with any comments and will be made available per Section 3.

**10.6.** Based on the guidance from VPRI, the perspectives of the voting members as (represented by their vote and comments) and the mission and vision of the CTL organization, the Executive Leadership Team will make final revisions to the policy and submit the recommended policy to the CTL Director.

**10.7.** The CTL Director will submit recommended policy for review to the Vice President for Research & Innovation (VPRI) or designee, who will provide the CTL Director with a written explanation for and an opportunity to discuss any recommended changes before submission to provost or designee. Depending on the nature of the recommended change, the policy may be revisited by the Executive Leadership Team and resubmitted to the VPRI.

**11.0** The Executive Leadership Team and CTL members acknowledge the urgency of policy development, and accept responsibility for meeting deadlines. In the event that the Executive Leadership Team misses a deadline, the director maintains the ability to make unilateral decisions on affected subject matters until such time that the Executive Leadership Team completes assigned tasks and the VPRI or designee approves affected deliverables.

**12.0** The CTL 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.