

INTERNAL GOVERNANCE POLICY FOR THE INSTITUTE OF ECOLOGY AND EVOLUTION (IE²), UNIVERSITY OF OREGON

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the INSTITUTE OF ECOLOGY AND EVOLUTION (IE²). Internal governance issues are limited to those that deal with the methods and manners by which policies are set within this R&I research 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 IE², as mandated by the Collective Bargaining Agreement (CBA).

- 1.1. Internal Governance Policy – Internal Governance Policy within the Institute is developed by all faculty in the Institute(as defined in section 4). Policies will be discussed at meetings set per section 2, Meeting Protocol, where faculty will have opportunity to provide feedback on governance policy. In order to inform the direction of internal governance policy decisions, the IE² Director may call for formalized votes to ensure that the faculty perspectives will be represented accurately to the Office of the Vice President for Research and Innovation.
- 1.2. Merit Increase Policy -- Policy regarding merit increases is established and amended via interaction between the IE² Director and the Leadership Committee, with input from the faculty employed in IE² and formalized by a vote of the Leadership Committee.
- 1.3. Non-Tenure Track Faculty Performance Review and Promotion Policy - Policy regarding NTTF performance review and promotion is drafted by the Leadership Committee, with input from the faculty employed in IE²and formalized by a vote of the Leadership Committee.
- 1.4. Professional Development Policy – Policy regarding professional development is to be established and amended via interaction between the IE² Director and the Leadership Committee, with input from the faculty employed in IE²and formalized by a vote of the Leadership Committee.

The IE² Director will make all reasonable attempts to adhere to the policies in the 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 IE² Director will provide a minimum of three days notice to IE² faculty via email regarding any all-faculty 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, including faculty on leave or sabbatical who choose to participate. Faculty unable to attend may provide written input to the Director prior to 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.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the IE² Director will make all reasonable accommodations to ensure that faculty are represented in the meeting. It is 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 IE² meeting during which discussions or decisions occur on issues pertaining to participatory governance. Meeting minutes will be distributed to all IE² faculty via email, and will also be available by a secure University of Oregon website that will be accessible to IE² faculty.

Written responses from a provost, vice president, or designee to IE² in response to proposed unit policies will be delivered to the IE² Director. The IE² Director or designee will circulate responses to all IE² faculty in a timely manner via email.

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

All faculty includes TTF, NTTF, post docs, adjunct faculty, and the IE² Director, as well as those faculty who are actively involved in IE² such as by running a laboratory with an active extramurally funded research program, advising postdocs, graduate and undergraduate students and serving on IE² committees. “Faculty” includes both faculty who are members of the bargaining unit and those who are not.

5. **Standing Committees**

5.1. Leadership Committee

5.1.1. The Leadership Committee has authority to work with the IE² Director on behalf of all faculty in matters as defined in Section 1. **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.**

5.1.2. The IE² Leadership Committee comprises members of the PI Committee and a representative member from the classification of Research Associate. Additionally, the classifications of Postdoctoral Scholar and Career Research Assistant each have the opportunity to have representation by a single individual, but are not required to exercise this right to representation. Each representative member is elected annually in September for a one year term by the constituents of their group.

5.1.3. The Leadership Committee will consult regularly with the entire IE² faculty and other stakeholder groups (e.g. graduate students and staff) when applicable for input on matters of governance.

5.2. Other Standing Committee(s) – IE² has three standing committees that are unique to the research mission of the Institute. The IE² Director will consult with all constituencies of the Institute regarding the mission of the committees, and include representation from these groups as is appropriate and feasible.

- 5.2.1. Seminar Committee - The purpose of this committee is to organize the weekly seminar series in IE². The representatives to this committee are chosen each year by the IE² Director.
- 5.2.2. Retreat Committee - The purpose of this committee is to help organize the yearly IE² retreat to discuss Institute issues and directions. The representatives to this committee are chosen each year by the IE² Director.
- 5.2.3. Principal Investigator (PI) Committee – The purpose of this committee is to oversee the scientific operations of IE². The PI Committee comprises TTF and Career NTTF scientists who serve as heads of active research programs within the Institute. Membership on the PI Committee is determined by a supermajority ($\frac{3}{4}$) vote of the existing members of the PI Committee. The PI Committee is responsible for determining the scientific direction of IE², as well as consulting with the IE² Director on such issues as the use of Institute discretionary funds, recommending admission of new IE²-related graduate students to their respective departments, coordinating course offerings by IE² members, evaluating recommendations from the seminar and retreat committees, as well as other similar issues of IE² scientific direction. Only the TTF members of the PI Committee will make recommendations on promotion and tenure to the tenure-home department of IE² TTF faculty.

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 cases, the formation of an *ad hoc* 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.

7. **Search Committees**

For faculty to be hired to perform work on projects sponsored by an external entity, the IE² 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 a minimum, search committees must meet standard AAEO rules.

8. **Institute Director Nomination Participation**

When it is necessary to appoint (or reappoint) an IE² Director, the PI Committee will discuss an appropriate timetable for implementing a formal procedure for identifying candidate(s) to be recommended to the Vice President for Research. Usually, this will follow discussions beginning in the fall of the last year of a Director's three-year term, and involve formal nominations and voting no later than April of that year. These discussions will also occur as expeditiously as possible at other times of the year should a Director's service be completed before the end of a full term. The PI Committee will set the date by which nominations must be received. An *ad hoc* committee may be appointed to facilitate discussion and communication. An objective, non-voting, and relatively uninvolved person with experience in faculty governance receives nominations over a determinate period of time (approximately one week) and contacts the nominees to see if they are willing to be considered. Nominees will have a fixed period of time (approximately one week) to accept or reject their nomination. Once all nominations have been received, the Leadership Committee will vote to

create a ranked slate of nominees that will be recommended to the Vice President for Research and Innovation.

9. Faculty Administrative Roles in the RIGE research Institute

Not Applicable

10. Development of Key Collective Bargaining Agreement Institute Policies

IE² will use the following processes to develop CBA mandated policies:

- 10.1.1. Vice President for Research and Innovation or designee will provide guiding principles regarding merit policies to the IE² Director.
 - 10.1.2. Using these materials, the Leadership Committee and IE² Director will draft the recommended policy.
 - 10.1.3. Representative members of the Leadership Committee will solicit feedback from their constituencies on the draft policy.
 - 10.1.4. The Leadership Committee will vote on the proposed final policy. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3.
 - 10.1.5. The IE² Director will submit recommended policy for review to the Vice President for Research and Innovation or designee, who will provide the faculty with a written explanation for, and an opportunity to discuss, any alterations she or he makes before submission to provost or designee.
11. 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 IE² 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 and Innovation or designee.
 12. The IE² Director, Vice President for Research and Innovation, Provost or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating this process for policy development.