

Institute for a Sustainable Environment

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Institute for a Sustainable Environment (ISE).¹

1. Appropriate and Equitable Faculty Governance Participation

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

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

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.

The ISE 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

ISE director will provide a minimum of three days' notice to ISE 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

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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 ISE 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 ISE meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all ISE faculty members via email, and will also be kept in hard copy in the ISE administrative office.

Written responses from a provost, vice president, or designee to ISE to proposed unit policies will be delivered to the ISE director. ISE 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 ISE include career NTTF employed in the ISE; post docs and adjunct faculty who have been employed for a year at greater than .3 FTE; ISE director; and TT faculty who are principal investigators who have had at least one funded grant in the ISE 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 ISE include faculty from other units that have intellectual interest the work of the ISE, co-investigators on ISE grants who are not otherwise full members, ISE courtesy faculty, and adjunct faculty and post docs that have been employed in the ISE for less than a year, or less than .3 FTE.
- 4.3.** Researchers interested in becoming full or associate members of the ISE should consult the institute director. The ISE director may consult with the leadership committee before accepting researchers as full or associate members.
- 4.4.** The director may revoke the membership of any member after consulting with the leadership committee.
- 4.5.** Full members have voting rights in the ISE; associate members do not.
- 4.6.** Full members of the ISE 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 ISE director on behalf of all faculty in matters as defined in Section 1.
- 5.1.2. The leadership committee will be made up of 2-7 ISE full members (defined in section 4) The ISE director is a member of the Leadership Committee.
- 5.1.3. Annually, the ISE director will solicit self-nominations from the group of ISE full members, and will appoint membership to represent the diversity of faculty in the ISE. Barring prohibitive circumstances (e.g., insufficient members available at one or more levels) we will strive to have at least 1 TTF, 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.

5.2. Other Standing Committee(s)

5.2.1. ISE Advisory committee.

- 5.2.1.1. Formerly known as the ISE executive committee, the ISE advisory committee provides advice on the strategic direction of the ISE. As needed, the director may solicit this advice informally through individual consultation or by convening meetings of the committee.
- 5.2.1.2. ISE advisory committee members may include UO faculty and people external to the UO who have expertise and interest related to the ISE.
- 5.2.1.3. The ISE director solicits nominees to the advisory committee; the leadership committee votes on advisory committee membership.
- 5.2.1.4. Advisory committee members are appointed for renewable three-year terms.

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. 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 AAEO rules.

8. ISE Director Nomination Participation

- 8.1. The leadership committee is responsible for leading the process to recommend a new director to the VPRI. In general, it is expected that directors will be appointed from the group of ISE full members, although there may be exceptions. The leadership committee solicits

recommendations for possible candidates from the full members, associate members, and advisory committee of ISE full members. The leadership committee reviews possible candidates and recommends to the VPRI 1-2 candidates, which may be ranked in order of preference.

- 8.2. In the event that there is no appropriate candidate for director from within the membership of the ISE, the leadership committee may recommend holding an external search for director. In the event of an external search, the search committee will include diverse representation of the leadership committee, full members, associate members, and the advisory committee. The search committee will ensure that ISE members have an opportunity to provide input into the search committee about candidates. The search committee makes a recommendation to the VPRI, who appoints the director.

9. Faculty Administrative Roles in the ISE

- 9.1. From time to time, the ISE may have an associate director who works closely with the director to administer the ISE. If the director or leadership committee wants to have an associate director, the director will solicit nominations, the leadership committee will review those nominations, and make a recommendation to the director about who they believe should be appointed. The director appoints the associate director. The associate director serves renewable three-year terms.

10. Development of Key Collective Bargaining Agreement ISE Policies

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

- 10.1. Vice President for Research & Innovation or designee will provide guiding principles regarding merit policies to the ISE director.
 - 10.2. Using these materials, the leadership committee will draft the recommended policy.
 - 10.3. The leadership committee will solicit feedback from full members on the draft. In cases where policies will affect ISE employees who are not full members, their feedback will be sought as well. The leadership committee will make revisions.
 - 10.4. 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.
 - 10.5. ISE 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 he or she makes before submission to provost or designee.
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- 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 ISE 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

