

**Prevention Science Institute
Faculty Internal Governance Policy**

Revised August 10, 2015

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Prevention Science Institute. Internal governance issues are limited to those that deal with the methods and manners by which policies are set within this 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 the research institute, as mandated by the Collective Bargaining Agreement (CBA).

- 1.1. Internal Governance Policy – Internal Governance Policy within the institute is developed by the leadership committee (as defined in section 5.1) and approved by the faculty (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. 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 to be drafted and amended by the leadership committee, with input from all PSI faculty.
- 1.3. NTTF Performance Review and Promotion Policy - Policy regarding non-tenured performance review and promotion are to be drafted and amended by the leadership committee, with input from all PSI faculty.
- 1.4. Professional Development Policy – Policy regarding professional development are to be drafted and amended by the leadership committee, with input from the career NTTF and those who supervise career NTTF in the institute.

The institute 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

Institute director will provide a minimum of three days' notice to institute faculty via email regarding any 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. Faculty unable to attend may provide written input to

the director prior to the meeting. Faculty on leave may participate in meetings regarding governance, via remote access or they 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. Formal votes will be decided by a simple majority.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the institute director will make all reasonable accommodations to ensure that all PSI 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 institute meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all institute faculty members via email.

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

4. Faculty Membership

4.1. “All faculty” in the institute means all of the faculty employed by the University of Oregon Prevention Science Institute, including TTF, career NTTF, post docs, adjunct faculty, and institute director, as well as Principal Investigators with active grants that are managed by the PSI. “Faculty” includes both faculty who are members of the bargaining unit and those who are not. Principal investigators include faculty who are listed as the principal investigator (PI) in our university system and manage their grants through the PSI. TTF faculty associated with the PSI are appointed in academic units across campus.

5. Standing Committees

5.1. Leadership Committee (Staff Council)

5.1.1. The leadership committee has authority to develop policies on behalf of all faculty in matters as defined in Section 1.

5.1.2. The leadership committee (internally referred to as “Staff Council”) is made up of, at a minimum, representatives from each of the active grants with staff managed by the PSI. Committee members can be TTF, career NTTF, adjunct faculty, officers of administration, or classified staff. The Institute Director is a member of the Leadership Committee.

5.1.3. In September of each year, the members of active grants and core service teams vote to select a representative from the project to participate in the committee. Voting members include faculty as defined in Section 4.1. Members funded by more than one team may vote with one or more of the teams on which they are funded.

- 5.1.4. Committee members serve a year at a time, with the possibility of yearly renewal. Renewals follow the same process as outlined in Section 5.1.3.

5.2. Other Standing Committee(s)

- 5.2.1. The Project Coordinators Committee meets monthly to discuss upcoming grants, shared resources, and administrative topics that affect their projects. Members include the project coordinator and/or assessment coordinator from each active grant and representatives from the PSI administrative group (data team, IT team, editors, and business managers). If an active grant does not have a project coordinator and/or assessment coordinator, the PI of that grant may choose to join the committee or appoint another representative from his or her project.
- 5.2.2. The Principal Investigator Committee meets monthly to discuss institute-wide issues including: staffing across projects, institute budgets and projections, indirect spending priorities, and space allocation between projects. Committee members include the Director, Associate Director, directors of all Centers within the PSI, and principal investigators who currently have actively-funded research within the PSI and are listed as the PI within the UO grants management system.
- 5.2.3. The Executive Committee includes representative faculty that interface with the larger university community, including the VPRI. For example, the executive committee communicates with university development, develops the annual report, and makes decisions about membership within the PSI. The committee meets as needed to discuss broader institute-wide topics. Executive Committee members include the Director, Associate Director, and directors of all Centers within the PSI or other representative principal investigators as appointed by the Director and Associate Director.

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 employees 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. Institute Director Nomination Participation

The Director is appointed by the VPRI for a three-year term. The Principal Investigator Committee of the PSI will identify candidates who are interested in the position and determine the level of support

within PSI for various candidates by consulting with the Leadership Committee. The Principal Investigator Committee will report the results to the VPRI to inform his/her decision concerning the Director.

9. Faculty Administrative Roles in the research Institute

Associate Directors for both the PSI and Centers within the PSI are appointed by the Director for three-year terms.

10. Development of Key Collective Bargaining Agreement Institute Policies

The PSI will use the following processes to develop CBA-mandated policies.

- 10.1.1. Vice President for Research & Innovation or designee will provide guiding principles regarding merit policies to the institute director.
- 10.1.2. Using these materials, the leadership committee will draft the recommended policy.
- 10.1.3. The leadership committee will hold at least one meeting open to all faculty in the institute, where individuals can provide input into the draft policy. Meeting minutes will be kept of all such meetings and will be made available as per Section 3.
- 10.1.4. Institute 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.

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 institute 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