

# KNIGHT CAMPUS FOR ACCELERATING SCIENTIFIC IMPACT INTERNAL GOVERNANCE POLICY

Revisions Approved by the Office of the Provost Feb. 24, 2021

## Preamble

This internal governance policy provides the formal codification of the process for the development and maintenance of internal governance policies for the Knight Campus for Accelerating Scientific Impact (Knight Campus). The policies and procedures described in this document are intended to be consistent with the policies of the University of Oregon, as posted by the Office of Academic Affairs, and with the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon. It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate Vice President/Dean and the Provost or designee. This document reflects the equitable participation of all Knight Campus tenure-related faculty (TRF) and Career faculty in the development of policies and practices.

The Knight Campus was created in October 2016 to house and support new research, innovation and educational activities geared toward increasing the university's scientific impact within the state and nation. This internal governance policy is being developed and codified in the context of the development of an academic unit that is still charting its novel path. *No later than the fall of 2024 the policy will be reviewed and recommendations made for any changes made during the subsequent winter quarter with a goal of changes to the policy taking effect September 2025. Notwithstanding that planned review, faculty members, unit heads or the Provost or designee may call for changes to the policy by following the process outlined in Article 4 of the collective bargaining agreement between the university and United Academics.*

## Glossary

- CBA – Collective Bargaining Agreement between the UO and United Academics
- TRF – Tenure-related faculty, i.e. tenure-track or tenured officers of instruction
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- Career – a non-tenure track paid position that is ongoing. Includes career officers of instruction (Instructor, Senior Instructor, Lecturer, and Senior Lecturer ranks) and Career officers of research
- Pro Tem - non-tenure track paid appointment of intermittent or of limited duration (Pro Tem Instructors and researchers)

- TRP – Tenure reduction program
- RTRF – Retired or emeritus TRF who are post-TRP or not on a TRP
- RF – Retired faculty
- EF – Emeritus faculty
- OA – Officer of Administration
- GE – Graduate employees

This document describes the current state of governance, including the explicit documentation of the role of Career and Pro Tem, as required under the CBA.

## **The General Faculty**

### **Membership**

All persons having faculty appointments in the Knight Campus who fall into at least one of the following categories will be voting members:

1. All TRF
2. Faculty in the TRP during terms they are under contract
3. All Career officers of instruction
4. Career Officers of Research as long as allowed under the terms and conditions of any sponsored projects, and federal and state laws and regulations regarding funding contingent faculty. It is the responsibility of Knight Campus Faculty to attend meetings or to notify the Vice President if they are unable to attend. Similarly, it is the responsibility of committee members to attend committee meetings or to notify the committee chair if they are unable to attend. Responsible participation in internal governance and assigned committee work is part of the service obligation of faculty members. Faculty members on sabbatical or leave may participate and vote in meetings. Faculty members on sabbatical or leave may also participate in any votes or discussions which take place by email. 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.

Only TRF have responsibility for establishing, reviewing, and revising unit requirements for tenure and promotion in accordance with the tenure and promotion policies of the Knight Campus and the university.

### **Administrative Structures**

The Knight Campus is a degree and tenure granting, academic unit at the University of Oregon. The Knight Campus is administered by an executive team led by the Vice President and Executive Director who has internal authorities for all academic, administrative and financial affairs related to the Knight Campus, subject to the direction of the Provost on academic matters and President for all other affairs. The Vice President and Executive Director is chosen through a search process, initiated by the President of the University.

The executive team's Associate Vice Presidents represent management positions over the three major priority areas for the campus: Academics/Research, Innovation/Entrepreneurship, and Administration/Finance.

### **Faculty Leadership Committee**

The Faculty Leadership Committee will consist of the chairs/co-chairs of standing committees.

The Faculty Leadership Committee will meet at least twice a year to provide advice and counsel to the Executive team on matters relevant to running the research and academic programs within the Knight Campus. Members will provide updates on the work to date of the committees they represent. It will receive suggestions and complaints from any member of the Knight Campus and provide an avenue for fair and considered review by the proper authority.

### **Standing Committees**

As of Fall 2020 there are seven standing faculty committees that support the mission and goals of the Knight Campus. All assignments to committees are made by the Executive Director or designee. Assignments are typically on an annual basis with membership beginning in early fall. Vacancies that occur during the term of service will be filled by a faculty member appointed by the Executive Director or designee as needed. Additional ad hoc committees will be formed as needed and assignment will be made by the Executive Director or designee.

Personnel Committee – advises the Executive Director on performance evaluations and the annual reviews of all faculty. Additionally the Committee has a role in cases of promotion to the rank of Professor, Associate Professor with tenure, Senior Instructor and Lecturer. This committee also has a role in recommending changes to review guidelines for tenure and promotion policy, workload, and merit salary policy for both TRF and Career faculty. In

addition, the committee can be called on by the Executive Director to assist as needed if issues concerning a faculty member arise. The Personnel Committee will meet once a quarter if there are agenda items to consider, and more if multiple cases require additional meetings.

The Committee is composed of at least two faculty at the Professor or Associate Rank and at least one Career faculty member. The Committee may include faculty of Professor or Associate rank from other, related, scientific departments at the University of Oregon. Additionally, the Committee may bring in TRF from other units for specific promotion cases with approval from the Executive Director or designee. The outside TRF must be at or above the rank of the candidate under review.

Under the circumstance when a Career candidate is being reviewed or considered for promotion, additional Career faculty at, or above, the rank sought by the candidate will be appointed by the Executive Director as ad hoc committee member(s) to participate in that evaluation process as needed. Members of the review committee may come from relevant units outside the Knight Campus.

Space Advisory Committee - The purpose of this committee is to provide guidance and counsel to the Executive Director on space use and allocation policies including but not limited to the drafting of laboratory safety protocols and other safety protocols and procedures. The committee will serve as a review mechanism for research/instructional space in the building that have use restrictions or application processes in place (i.e. imaging facility and faculty maker space facility). The committee is expected to meet two times per year.

Safety Committee – The purpose of this committee is to develop general safety protocols for the KC laboratories, research areas and working environment. The committee will review general and individual protocols and provide recommendations for action to the Executive Director. Membership will include TRF, Career faculty, staff and may include ex officio representatives from other units including but not limited to the office of environmental health and safety. *Until this policy is revised for fall 2023, this committee will be comprised of the members of the Space Use Committee.* The committee meets when necessary to meet safety requirements.

Curriculum Committee – The purpose of this committee is to provide guidance and evaluation of curricular development in the Knight Campus, changes or eliminations and to solicit and make recommendations on teaching assignments for Knight Campus faculty. The representatives on this committee will include TRF and instructional Career faculty. The curriculum committee meets a minimum of three times a year, and more frequently as needed.

Recruitment and Admissions Committee – This committee coordinates with Oregon State University admissions representatives on the joint PhD program as it relates to recruitment, admission and enrollment of PhD students in the joint program. Committee membership consists of TRF and may include Career. The committee meets as often as needed but no less than three times per year.

Program Executive Committee – This committee is responsible for overarching policy and programmatic direction setting for the joint PhD program with Oregon State University.

Committee membership consists of TRF and may include Career. The committee meets as needed.

Inclusion, Diversity, and Outreach Committee – The purpose of this committee is to consider and promote diversity and inclusion in the working environment, monitor implementation of, and adherence to, the Knight Campus diversity plan and strategic plan, and provide advice and counsel to the Executive Team on outreach activities to provide enhanced pathways for access and success to underrepresented communities in the sciences. The Committee will be comprised of members from the Executive team, TRF and Career faculty and may include students and members from other UO units. The committee is expected to meet three times per year, and more frequently as desired by the committee members and work requires.

Ad Hoc Committees - The Executive Director may form ad hoc committees for addressing issues where existing committees are not appropriately positioned to equitably address the situation. In such situations, the formation of such committee will be discussed in the earliest available executive Committee and faculty meeting, where all faculty can provide feedback regarding the committee and its membership, and formal meeting minutes will document the scope and authority of the committee. All faculty are eligible to serve on Ad Hoc committees and are appointed depending on expertise and committee responsibilities. The most common of these are search committees. Members are chosen on an as needed basis to oversee the search committee process. For a TRF search, the chair must be a TRF faculty member unless under special circumstances. In some cases, the Executive Director will draw from faculty from outside the unit for membership on a committee, including search committees.

### **Staff Organization**

The administrative staff of the Knight Campus reports to the Associate Vice President and Chief of Staff. The staff provide support to all activities and programs run by the Knight Campus, including staffing for individual faculty and faculty led programs.

### **Voting Privileges**

#### Voting

In general, all members of the general faculty are eligible to participate in meetings by providing input to these and other policies. The Knight Campus will make no distinction between faculty members according to their membership in the faculty union. For non-personnel related motions, all TRF and Career officers of instruction and officers of research, as allowed under terms and conditions of grant, are eligible to vote. Significant policy changes and many personnel decisions are taken by votes of the general faculty. Decisions are by majority vote of all votes cast by the eligible general faculty.

In general, votes on personnel issues are restricted to faculty of higher rank. Specifically,

- Promotion of tenure-related faculty can only be voted on by tenure-related faculty of higher rank. This includes faculty currently on TRP, but does not include RF.
- Tenure cases can only be voted by tenured faculty, including faculty currently on TRP, but not RF.

- Official voting to offer tenure-related faculty positions can only be voted on by other TRF, including those currently on TRP, but not RF.
- For Career officers of instruction hires and promotion, TRF and Career officers of instruction are eligible to vote.
- For Career officers of research hires and promotion, TRF and Career officers of research are eligible to vote (as long as allowed under terms and conditions of grant).

#### Meeting attendance of the general faculty

All TRF and Career officers of instruction are expected to attend regularly scheduled meetings. Career officers of research are invited and may vote as appropriate and in accordance with funding contingent limitations. Pro Tem can be invited as appropriate and in accordance with the CBA, but do not have voting privileges.

### **Procedures**

#### Selection of Executive Director

The Executive Director reports to the President of the University. The President of the University initiates any search for a vacancy in the position of Executive Director. The President will consult with the Knight Campus personnel committee on search committee membership. Executive Director search committee membership must be significantly weighted to Knight Campus TRF but may include members from other units.

#### Changes to this governance document

The Knight Campus is responsible for the content of this document with the ultimate approval by the Provost. The Executive Director is responsible for bringing suggested changes to the Provost for approval. It is expected that changes will be needed on an ongoing basis, and all members of the General Faculty will have an opportunity for appropriate and equitable participation and input in the development of future unit policies and revisions to this governance policy. Knight Campus faculty meetings are one method in which this participation could be solicited. Approval by voting will be sought.

#### Documentation

The current document will be made readily available to all members of the faculty. Documented decisions or actions made by committees and at meetings are preserved by the Executive Director or a designated individual and appropriately archived in a way that makes them accessible to the Knight Campus faculty and protects personal and confidential information. This governance document will be made available to all members of the UO Knight Campus faculty.