Center for Equity Promotion
Center for the Prevention of Abuse and Neglect
Faculty Governance Policy

October, 2022
Approved by the Office of the Provost March 17, 2023

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Center for Equity Promotion (CEQP) and the Center for the Prevention of Abuse and Neglect (CPAN)[1]. Internal governance issues are limited to those that deal with the methods and manners by which policies are set within this research and outreach institute, inclusive of the requirement to provide for appropriate and equitable representation of faculty as defined in the Collective Bargaining Agreement (CBA).

1. **Appropriate and equitable faculty governance participation**
   The following sections constitute major areas of internal governance within the CEQP and CPAN, as mandated by CBA. Appropriate and equitable faculty governance participation is provided for in each area as follows.

   1.1. Internal Governance Policy
   Internal Governance Policy within CEQP and CPAN is developed and approved by the voting membership (as defined in section 4). Policies will be discussed at meetings set per section 2, where faculty will have opportunity to provide feedback on governance policy. Where appropriate, the Directors or Associate Directors will call for formalized votes on internal governance policy decisions, such that faculty perspectives will be represented accurately.

   1.2. Merit Increase Policy. CEQP and CPAN merit increase practice will align with the College of Education's (COE's) merit policy.

   1.3. CEQP and CPAN performance review and promotion practice will align with the College of Education's (COE's) posted policies.

   The CEQP and CPAN Directors 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, or university policy, those federal, state, or university policies will have priority. Any time spent by funding contingent faculty members in service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored projects and all federal and state laws and regulations.

2. **Meeting protocol**
   The Directors shall provide a minimum notice of one week to inform CEQP and

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[1] The CEQP is CPAN's Grant Management Unit.

CPAN faculty via email regarding any faculty meetings 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 and discussion. 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 pertinent Director or Associate Director prior to the meeting. Meetings may occur virtually via email, telephone, or video conference. The Directors or Associate Directors may choose to call for formal votes during these meetings, as either a method to determine policy or to determine voting membership 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 Director or Associate Director will make all reasonable accommodations to ensure 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**
   Meeting minutes will be kept for each CEQP and CPAN meetings that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all CEQP and CPAN members via email and will also be kept on record by the CEQP and CPAN administrative office.

   Written responses from the Provost, a Vice Provost, Dean, or other designee regarding proposed unit policies will be delivered to the CEQP and CPAN Directors. CEQP and CPAN's Director or a designee will circulate them to all faculty in a timely manner via email.

4. **Membership and voting rights**
   4.1. All Faculty
      "All faculty" in CEQP and CPAN means all members of CEQP and CPAN together with others who are employed in a scientific capacity to work on research and outreach consistent with CEQP and CPAN's mission. These include TTF, retired TTF, Career Faculty, Pro Tempore faculty, and postdocs who are supervised by a member. "Faculty" includes both faculty who are members of the bargaining unit and those who are not.

   4.2. Full faculty members of CEQP and CPAN are TTF and Career Faculty employed in the CEQP and CPAN. Postdoctoral Scholars employed in CEQP and CPAN for more than 1 year above 0.3 FTE are also considered full members of CEQP and CPAN. Full members are those who direct the main part of their efforts to fulfilling the mission of CEQP and CPAN, including participation in unit activities such as administration and seminars.

      New memberships are typically sponsored by one or more existing voting

members. Membership may be granted to TTF, Career Faculty, and other UO employees deemed suitable for advancing the mission of CEQP and CPAN. Individuals interested in becoming members should consult with the pertinent Director or Associate Director. Proposed new members will be evaluated by the CEQP and CPAN Management Team and, if the evaluation is favorable, a recommendation on membership will be forwarded to the voting members for approval. Approved members have voting rights on CEQP and CPAN matters.

4.3. Associate faculty members of CEQP and CPAN are TTF and Career Faculty who direct part of their efforts to fulfilling the purpose of CEQP and CPAN and participate in some unit activities but who are not employed directly in CEQP and CPAN. Associate members do not have voting rights on the unit's matters.

4.4. AFFILIATE FACULTY MEMBERS of CEQP and CPAN are other non-UO employees who spend part of their efforts fulfilling the purpose of CEQP and CPAN and participate in some unit activities but who are not employed directly in CEQP and CPAN. Affiliate members do not have voting rights on unit matters.

4.5. Two-thirds majority of the full members (excluding the person under consideration if a full member) is required for an election or termination of any member. Votes may be cast in person or in writing.

4.6. All other decisions of CEQP and CPAN (related to governance or otherwise) shall be made by a simple majority of those voting, provided at least half of the full members of CEQP and CPAN vote. Votes may be cast in person or in writing.

4.7. Full faculty members of CEQP and CPAN may participate in policy development and in voting while on leave or on sabbatical. Meetings will include opportunities for absent faculty to participate via telephone or other means of remote access. Absent faculty can also provide written input to the Director or Associate Director.

4.8. CEQP and CPAN do not allow voting rights for students in faculty appointments/hiring final decisions, nor student involvement in faculty promotion decisions.

5. Standing committees
   5.1. Leadership Committee
      5.1.1. The leadership committee has responsibility to work with the pertinent CEQP and CPAN Director and Associate Director on behalf of all faculty in matters as defined in Section 1.

5.1.2. CEQP and CPAN each have their own leadership committees. Each committee will be comprised of all full members of each unit, including Directors, Associate Directors, and all investigators (PI, Co-Is).

5.2. Other Standing Committees
CEQP has one (1) standing committee currently, the Management Team consisting of the Director, Associate Director, Business Manager, and Operations Manager. CPAN has one standing committee, the 'Design Team,' comprised of the Director, Associate Director, Community Engagement Coordinator, Equity Advisor, and DEI-AR Lead. Other standing committees will be created as needed.

6. **Ad hoc committees**
The Director or Associate 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 a committee will be discussed in the earliest available faculty meeting. At this faculty meeting, all faculty can provide feedback regarding the committee, including how the committee can be structured so as to provide appropriate and equitable participation of both TTF and Career Faculty. The meeting minutes will document the scope and authority of the committee.

7. **Search committees**
The hiring process for CEQP and CPAN faculty and staff shall follow university and college guidelines for best practices to ensure broad and inclusive searches. For faculty or staff to be hired to perform work on CEQP and CPAN-related activities, the principal investigator (PI) shall work with the Management Team to determine an appropriate search strategy and search committee composition. The search committee will be structured so as to provide appropriate and equitable participation of both TTF and Career Faculty. Normally, it is not appropriate for current postdoctoral research associates to participate in hiring a new postdoctoral research associate, but the PI could recommend the participation of a current postdoctoral research associate or other career or pro tempore faculty with exceptional expertise relevant to the search. The PI will normally chair the search committee, although this can be delegated to a co-PI or other senior investigator.

8. **CEQP Director**
The Director is appointed by a recommendation vote of the CEQP Management Team, with approval of the COE Dean, and serves at the discretion of the College of Education Dean. These appointments are for a five-year term, and these appointments are renewable. During the final twelve months of the Director's term, but not less than six months before the expiration of the term, the leadership committee shall discuss possibilities for a successor with the Director and seek input on this issue from "all faculty." If it becomes apparent that a member of the leadership team is a candidate for the next Director position, they will recuse themselves from further deliberations. The issue will then be discussed in a meeting of all faculty. After that

meeting, the members will nominate directorship candidates and note whether an external search is recommended. The leadership committee shall tally these nominations and communicate the recommendation to the College of Education Dean. In special situations, e.g., if an external Director appointment is necessary or advisable, in consultation and approval with CEQP voting members, the Dean may modify this nomination process as appropriate.

CPAN Director
The current CPAN Director is the founder of The Center for the Prevention of Abuse and Neglect, with approval from the COE Dean in April 2012. The CPAN Director serves at the discretion of the College of Education Dean. The CPAN Director will remain in this role indefinitely, assuming ongoing effective leadership. Any change in leadership will follow COE and UO Human Resources and Governance policy.

9. **Faculty administrative roles in CEQP and CPAN**
   Administrative tasks, such as organizing seminars, serving as content experts on Institute products, serving on committees, and representing CEQP and CPAN at external events, shall be assigned to faculty by the Management Team as appropriate and in consultation with the faculty member.

10. **Development of key Collective Bargaining Agreement Institute policies**
    The CEQP and CPAN will use the following processes as needed, if developing independent policies regarding merit, Career Faculty professional responsibilities, and Career Faculty performance review and promotion:

    ▪ The College of Education Dean or designee will provide guiding principles regarding CBA-mandated policies to the CEQP and CPAN Directors.
    ▪ Using these materials, the leadership committee will draft the required policy, with input from all faculty who may be affected by the policy.
    ▪ The leadership committee will hold at least one meeting open to faculty in CEQP and CPAN where individuals can provide input into the draft policy. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 2.
    ▪ The CEQP and CPAN Directors will submit recommended policy for review to the College of Education Dean or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations made before submission to the Provost or a designee. If the COE Dean or designee has amended the faculty-approved policy, they will send both their amended policy and the faculty-approved policy to the Office of the Provost for review. The dean-amended policy should be done in track changes so that changes from the faculty-approved version are clearly identified.

11. **Deadlines**
    The leadership committees 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 executive

decisions on affected subject matters until such time that the leadership committee completes assigned tasks and affected deliverables are approved by the College of Education Dean or designee.

12. Policy changes

The CEQP and CPAN Directors, College of Education Dean, Provost, or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating the process for policy development described in this document.

Department or unit faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to an established unit-level policy by notifying the faculty, or department or unit head, of a change to be considered. Calls for revision of a department or unit policy will be assigned to a governance committee or considered at a regular faculty meeting within 120 days of the notification of the proposed change.