Center on Brain Injury Research and Training [CBIRT]

Internal Governance Policy

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Center on Brain Injury Research and Training [CBIRT]. Internal governance issues are limited to those that deal with the methods and manners by which policies are set within this RIGE research center, 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 RIGE research center. Appropriate and equitable faculty governance participation is provided for in each area as follows.

    1.1. Internal Governance Policy – This Internal Governance Policy was developed by all CBIRT faculty (as defined in section 4) and approved by the center director. New and revised policies will be discussed at meetings set per section 2, Meeting Protocol. 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 -- Policies regarding merit increases are to be established and amended via interaction among the center director, the leadership committee, and the tenure-track and career non-tenure-track faculty.

    1.3. Non-Tenured Professional Responsibility Policy - Policy regarding non-tenured professional responsibilities are to be established and amended via interaction among the center director, the leadership committee, the career non-tenure track faculty (NTTF), and faculty who supervise NTTF in the center.

    1.4. NTTF Performance Review and Promotion Policy - Policy regarding non-tenured professional responsibilities are to be established and amended via interaction among the center director, the leadership committee, and the tenure-track and career non-tenure-track faculty.

    1.5. Professional Development Policy – Policy regarding professional development are to be established and amended via interaction among the center director, the leadership committee, the career NTTF, and those who supervise career NTTF in the center.

    The center 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**
    The Center Director will provide a minimum of three days' notice to center 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. Faculty unable to attend 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. Except in cases where there are specific voting rights established at the committee level, all members of the faculty have the right to vote on governance topics. Voting may occur in person or in absentia via email or other established electronic method. A simple majority vote is required. Faculty on sabbatical or other approved leave may participate in discussions virtually, and they may vote.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the center director will make all reasonable accommodations to ensure that faculty are represented in the meeting. It is further 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 center meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all center faculty members via email, and will also be available on the Dropbox server.

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

4. **Who is included in "the unit" in the center context?**

4.1. "All faculty" in the center means all of the faculty employed in the unit, including TTF, career NTTF, post docs, adjunct faculty, and center director as well as those faculty who are actively involved in the center, such as those with active grants that are managed by CBIRT. "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 CBIRT.

5. **Standing Committees**

5.1. Leadership Committee
    5.1.1. The leadership committee has authority to work with the center director 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 active grants with staff managed by CBIRT. Committee members can be TTF, career NTTF, adjunct faculty, graduate teaching fellows, 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 will vote to select a representative from the project to serve on the committee.

5.1.4. Committee members serve a year at a time, with the possibility of yearly renewal.

5.2 Other Standing Committee(s) –

5.2.1 The Principal Investigator Committee meets monthly to discuss institute-wide issues including: staffing across projects, institute budgets and projections, and space allocation between projects. Committee members include the Director, Co-Director, and all principal investigators who currently have actively-funded research within CBIRT.

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.

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. Center Director Nomination Participation

The Director is appointed by the Vice President of Research and Innovation (VPRI) for a three-year term. The Principal Investigator Committee of CBIRT will identify candidates who are interested in the position and determine the level of support within CBIRT 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 RIGE Research Center

The Associate Director for CBIRT is appointed by the Director for a three-year term.

10. Development of Key Collective Bargaining Agreement Center Policies

The RIGE research Center will use the following processes to develop policies regarding TTF and NTTF professional responsibilities, NTTF performance review and promotion, and professional development funds:

10.1. Merit Increase Policies

10.1.1. Vice President for Research & Innovation or designee will provide guiding principles regarding merit policies to the center director.

10.1.2. Using these materials, the leadership committee and center director will draft the recommended policy.

10.1.3. The leadership committee will hold at least one meeting open to all faculty in the center, 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 3.

10.1.4. Center 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.

10.2.   Professional Responsibilities Policies

10.2.1. Vice President for Research & Innovation or designee will provide guiding principles regarding professional responsibility policies to the center director.

10.2.2. Using these materials, the leadership committee and center director will draft recommended policy.

10.2.3. The leadership committee will hold at least one meeting open to faculty who supervise NTTF in the center 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 3.

10.2.4. Center 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.

10.3.   NTTF Performance Review and Promotion Policies

10.3.1. Vice President for Research & Innovation or designee will provide guiding principles regarding performance review and promotion to the center director.

10.3.2. Using these materials, the leadership committee and center director will draft recommended policy.

10.3.3. The leadership committee will hold at least one meeting open to all faculty. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3.

10.3.4. Center 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.

10.4.   Professional Development Funds Policies

10.4.1. Vice President for Research & Innovation or designee will provide guiding principles for professional development funds policy to the center director.

10.4.2. Using these materials, the leadership committee and center director will draft recommended policy.

10.4.3. The leadership committee will hold at least one meeting open to career NTTF and those who supervise career NTTF in the center where individuals can provide

feedback on draft policies. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3.

10.4.4. Center 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.

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 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. The center 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

13. CBIRT faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to established internal policies by notifying the Director of a change to be considered, thereby initiating the process for policy review and possible revision.