

Research Unit-Level Governance Policy and Process Addendum

Center for Equity Promotion (CEQP)

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This document describes internal governance for the Center for Equity Promotion (CEQP) research unit with the College of Education (COE).

1. DOCUMENTATION OF POLICY CHANGES

All CEQP governance policies will conform to COE and UO governance policies. Where there is a divergence, UO and COE policies will take precedence.

All decisions resulting in binding unit-wide policy changes will be documented in new or revised policy documents in a specified electronic folder on COE servers, accessible to all CEQP faculty and staff, and personnel from the Office of the Dean. Currently: COE Share Server\CEQP\CEQP Governance.

2. PARTICIPATION IN GOVERNANCE

CEQP Faculty. For the purposes of this document, “CEQP faculty” includes the Director, Associate Director, Project Manager, and all individuals employed on grants and projects within CEQP in the following roles: Career-NTTF research faculty in any rank, TTF faculty.

Faculty Engagement. Per COE policy, in addition to all formal mechanisms of equitable and appropriate involvement of faculty in COE internal governance and decision making, the COE values collaboration, listening, and the active engagement of all stakeholder constituents. Prior to formal decision making on policy matters as specified in this document, COE leadership shall routinely create opportunities for engagement and comment through faculty meetings, surveys, listening sessions, and other mechanisms at the discretion of the Dean or her/his delegate. Such open engagement opportunities shall not replace formal internal governance practices.

Within CEQP and as outlined below as part of the formal decision-making process, all faculty members shall be able to participate in all policy decisions affecting them. Participation will be solicited at center faculty meetings and/or through on-line means such as email, Qualtrics surveys, or other means at the discretion of the Director or her/his delegate.

Participation of Faculty during Sabbaticals and Leaves. CEQP will adhere to COE policy regarding participation of faculty during sabbaticals and leaves.

Participation in University Service. Time spent by funding contingent faculty members (i.e., research NTTF) 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. Considerations regarding service must be balanced with the workload and tasks required by specific projects (e.g., grants, contracts, licenses). Prior to adding new service responsibilities, decisions regarding service will be negotiated between each individual and the project's director.

Decision Making:

Consensus. To the extent feasible and when appropriate, departmental decisions will be made via consensus. The Director will provide expected timeframes for making key decisions and avenues for providing input on decision items so that the faculty may reach consensus if possible, and elicit majority and minority opinions on an issue before votes are taken if voting is necessary on a particular issue. Some issues, such as changes to internal governance policies, shall require formal documentation and a vote shall be solicited. All of these decisions are subject to the COE policy on voting authority.

Voting. When voting is needed, it will be conducted electronically when possible and may occur in Center meetings when issues have been vetted and available for review by CEQP faculty members for a minimum of 7 calendar days. On rare occasions, a shorter timeline for voting may be utilized by the Director in order to respond to an urgent matter. In this case, the rationale for the urgent vote must be provided to faculty in the request for a vote. Input and commentary will typically be sought through multiple formats (faculty work groups, meetings, email exchanges, Qualtrics surveys, etc.) before issues are brought to a faculty vote. Votes, either electronically or in-person votes in meetings, will always be recorded and part of the record.

3. **UNIT MEETING PROTOCOLS**

The Director will set the scheduling of and the agenda for all Center meetings in collaboration with the Administrative Leadership Team. Any faculty or staff member may submit agenda items for consideration at these meetings. Inclusion of these items is at the discretion of the Director. The Director will provide timely notice of the inclusion of any policy-related agenda items to all members of the faculty. Any items with a request for action/decision will be so noted on the meeting agenda in advance of the meeting. All minutes shall be posted in the CEQP network drive in a folder accessible by all CEQP faculty and staff.

Administrative Leadership Team: Typically meets at least one time per month.

Center Faculty: Typically meets at least once each quarter.

4. **COMMITTEES**

The CEQP Director, in conjunction with the Administrative Leadership Team, will appoint ad hoc committees as necessary. Typically, the Administrative Leadership Team will solicit volunteers from the CEQP faculty and then appoint a lead to the committee.

Standing Committees:

CEQP Administrative Leadership Team – This group shall be composed of the CEQP Director, CEQP Associate Director, CEQP Project Manager, and anyone who is PI or Co-PI of an externally-funded project. CEQP staff members who have been a project PI but are currently not a PI (e.g., project funding has ended) may continue on the CEQP Administrative Group while pursuing funding for future projects within CEQP. **Charge:** To develop and coordinate policies related to the governance of CEQP; to make recommendations to the Director on allocation of resources in keeping with long-term planning; to discuss ongoing or upcoming issues regarding CEQP management.

CEQP Search Committees – CEQP policy and procedures shall follow all COE and University policy and hiring procedures, as described in their internal governance policies. The relevant head for CEQP is the CEQP Director. For faculty to be hired to perform work on projects sponsored by an external entity, the Director will work with the relevant PI(s) to determine the appropriate search committee composition. The Director may appoint the PI to chair the search committee. Search committees may include any CEQP staff, including classified staff, NTTF, and TTF, and represented and unrepresented faculty.

5. SELECTION AND APPOINTMENT OF LEADERSHIP ROLES

CEQP Director – The CEQP Director is appointed by a recommendation vote of the CEQP Administrative Team, with approval of the COE Dean. The Director represents CEQP within the COE and University. The Director has budgetary authority for funds within CEQP, and is responsible for personnel management and support for all individuals employed within CEQP.

CEQP Associate Director – If desired, the CEQP Director may appoint an Associate Director. The CEQP Associate Director serves at the discretion of the Director. The CEQP Associate Director assists the Director in daily operations and planning.

6. AMENDMENT OF UNIT-LEVEL POLICIES

The CEQP Director is responsible for ensuring all unit policies and practices comply with those required by the College of Education and University of Oregon.

Any CEQP member may submit proposed amendments to CEQP policy to the CEQP Administrative Team. All CEQP faculty and staff members will be given written notification via email of proposed changes to any CEQP policies for a review period of at least 5 business days prior to any adoption of or vote on a proposal. Submitted amendments to policy changes will be reviewed and approved by the CEQP Administrative Team, then submitted to the COE Dean and Provost.