

1 **College of Education (COE) Governance Policy and Process**

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14

15 Note: In this document, the term “faculty” is used to refer to all officers of instruction and
16 officers of research, including tenure-track, career non-tenure track and Pro Tem
17 employees (see also Section 2, Article 15 of the collective bargaining agreement with
18 United Academics). In this document this term does not include Officers of
19 Administration, who are considered unclassified employees by the University of Oregon,
20 but may be mentioned within this document as a class of employee with rights and
21 responsibilities distinct from the academic faculty classifications.

22 **PREAMBLE. Statement of Principle**

23 In keeping with the College of Education’s (COE) commitment to shared governance,
24 interpretation and implementation of the sections that follow are based on expectations
25 of transparency and inclusivity across all levels of COE governance.

26 **SECTION 1. Documentation of Policy Changes**

27 All decisions resulting in binding college-wide policy changes (typically following a
28 college-wide vote of eligible faculty) shall be documented and disseminated
29 electronically and posted at the College of Education (COE) Governance website:
30 <http://coe.uoregon.edu/governance>

31 In addition to all formal mechanisms of equitable and appropriate involvement of faculty
32 in COE internal governance and decision making, the COE values collaboration,
33 listening, and the active engagement of all stakeholder constituents. Prior to formal
34 decision making on policy matters as specified in this document, COE leadership shall
35 routinely create opportunities for engagement and comment through faculty meetings,
36 surveys, listening sessions, and other mechanisms at the discretion of the Dean or the
37 Dean's delegate. Such open engagement opportunities shall not replace formal internal
38 governance practices.

39 **SECTION 2. Participation in Governance**

- 40 a. All faculty shall be able to provide feedback and render a vote (electronically) on
41 COE policy decisions as appropriate to their rank and role in the COE (see policy
42 voting matrix at Section 6 of this document). The process for solicitation of this
43 input shall follow the decision-making process, which shall be developed at the
44 level of the department, research or outreach unit, or the college. All research or
45 outreach units will hereafter be referred to as a "unit".
- 46 b. Each department or unit shall develop a policy documenting the scope of
47 participation for all classifications of faculty, classified staff, and officers of
48 administration. This policy shall include the processes and procedures that will
49 be used to solicit feedback from these groups.

50 With the recognition that the academic offerings of a department are the ultimate
51 responsibility of the tenure-track faculty in that department, "Core Faculty" is
52 defined as the set of all non-retired tenure-track faculty and those Career Track
53 (NTTF) faculty engaged in substantial program direction or administration, or
54 consistent instruction of core or required courses within a given program.
55 Typically, but not always, these activities will require a significant FTE allocation
56 dedicated to the academic mission of the academic department or core research
57 or outreach mission of the unit. The determination of Core Faculty status within
58 an academic department will be made based on participation at the Program
59 level, though in many cases this designation entails rights and responsibilities at
60 the department or college level.

61 Core Faculty status shall be determined for the upcoming academic year before
62 the start of Fall Term via consultation between the Unit Director or Department
63 Head and Program Directors. The Core Faculty status of all faculty in the unit
64 shall be communicated to the faculty in that unit and to the COE Policy
65 Coordinator, in order to coordinate unit and college governance processes. Any
66 faculty member may request a review of the designated Core Faculty status by
67 the Unit Director or Department Head.

- 68 c. Funding-Contingent Faculty:

69 Time spent by funding-contingent faculty members on service to the University,
70 including shared and internal governance, must comply with the terms and
71 conditions of their sponsored project and all federal and state laws and
72 regulations.

73 d. Sabbatical Leave and other Leaves of Absence:

74 *Sabbatical* – All opportunities for participation in unit governance shall be
75 extended to faculty on sabbatical. The expectations for participation for each
76 faculty member on sabbatical shall be outlined in a memo between the faculty
77 member and their department or unit head. This memo shall include provisions
78 for at least the following activities:

79 d.i.1. Promotion and/or Tenure reviews/votes

80 d.i.2. Curriculum processes

81 d.i.3. Votes for program changes/additions

82 d.i.4. Involvement in searches and hires

83 d.i.5. Student admissions processes

84 *Leave* (leave of absence, medical leave, parental) – The expectation is that a
85 faculty member on anything other than sabbatical leave will not participate in
86 governance activities. However, in exceptional circumstances (e.g., On leave
87 from the UO for a governmental appointment) the faculty member may wish to
88 participate in specific governance activities if relevant university leave policies do
89 not disallow such participation. In such a case, a memo shall be prepared
90 according to the conditions outlined in .c.i, 1-5 above.

91 **SECTION 3. Meeting Protocols**

92 a. Protocols for planning, conducting and reporting on all College-wide meetings:

93 1) The scheduling of and development of an agenda for all college-wide
94 assemblies shall be set by the Dean.

95 2) Any faculty or staff member may submit agenda items for consideration at a
96 regularly scheduled meeting of the college. Inclusion of these items is at the
97 discretion of the Dean. Notice about the inclusion or exclusion of the item and
98 a brief explanation if excluded from the agenda will be provided to faculty by
99 the Dean.

100 3) Agendas shall typically be distributed by the Dean's office three to five days
101 in advance of the meeting.

102 4) The Dean shall provide a minimum of seven days' notice to faculty via email
103 regarding any meeting where policy or governance topics are addressed.

104 Emergency situations may arise that do not allow for the agreed upon notice
105 to be given prior to the meeting. In such situations, the Dean shall attempt to
106 make reasonable accommodations to ensure that all faculty members are
107 represented in the meeting, including options for remote participation. It is
108 further understood that such emergency situations are intended to address
109 atypical short-term accommodations, and that this approach shall not be used
110 regularly.

111 5) Faculty unable to attend a meeting may provide written input prior to the
112 meeting. Minutes from college-wide meetings shall be posted to the COE
113 Governance website typically 1 week following the meeting.

114 6) Some issues, such as college-wide approval of curricular changes, or
115 changes to college or unit policy, shall require formal documentation and a
116 vote shall be solicited electronically. All policy decisions, including the
117 relevant department and unit policies, are subject to the COE policy (Section
118 6 of this document) on voting authority. In the event of a vote, a simple
119 majority shall suffice for the item to pass and be considered approved

120 b. Each department or unit shall develop policies and protocols for planning, conducting
121 and reporting on department or unit meetings in accordance with the principles of
122 transparency and inclusion.

123 **SECTION 4. Committees**

124 Four types of committees may be established as COE committees: 1) Administrative
125 Committees, 2) Advisory Committees, 3) Governance Committees, and 4) Ad Hoc
126 Committees. These committees will be established at the discretion of the Dean and in
127 consultation with the Administrative Leadership Council, and/or the Research and
128 Outreach Council (ROC). Individual department/unit committees may also be
129 established at the discretion of the department head/unit director.

130 The criteria for membership in standing committees vary. Membership is determined
131 based on a) administrative/coordination position, b) self-nomination and appointment or
132 c) self-nomination and election. Criteria for membership in each committee are
133 described below. Documentation of all standing college-level committees, including
134 charge, current-year membership, and meeting minutes shall be made available on the
135 COE Governance website.

136 1. *Administrative Committees* are distinguished by their role in enhancing information
137 flow and exchange, engaging in strategic planning, managing and advancing the
138 resources of the COE, coordinating workflow across departments, and improving
139 cross-department collaboration and communication.

140 2. *Advisory Committees* are designed to “advise” the Dean and the Dean’s Office.
141 Thus, these committees are distinguished by their role in providing input to the Dean

142 and Dean's Office, responding to concerns from the Dean, or to raise critical issues
143 on behalf of the COE faculty to the Dean for consideration.

144 3. *Governance Committees* are distinguished by their persistent character and cyclical
145 administrative or organizational functions designed to implement the teaching,
146 research and service responsibilities of the COE and its faculty.

147 4. *Ad Hoc Committees* (e.g., merit, promotion, workload) are distinguished by the
148 limited (usually in duration or scope) character of their mission. The Dean or
149 department head/unit director shall determine the mechanism by which a Chair will
150 be selected for each ad hoc committee. In consultation with the Dean or department
151 head/unit director, the committee shall be responsible for establishing and revising as
152 necessary the mission, membership, duration, and procedures applicable to that
153 committee. For college-wide committees, this information shall be conveyed to the
154 Executive Assistant to the Dean for record-keeping. For department/unit committees,
155 this information shall be conveyed to the department head/unit director, (or designee)
156 for record-keeping. An ad hoc committee may be converted to a committee (e.g.,
157 Governance, Administrative, or Advisory) when circumstances warrant.

158 In the interest of transparency and inclusivity, all openings on college-wide
159 committees shall be announced via email to all faculty, who shall submit a
160 nomination including self-nominations to their department head/unit director/program
161 director or to the Executive Assistant to the Dean when relevant. The department
162 head/unit director or the Executive Assistant to the Dean shall forward names for
163 consideration by the chair of that committee. This process is also recommended for
164 all department or unit-level committees.

165 Any COE committee can propose the need for policy to the Dean who can begin the
166 COE policy development process as outlined in Section 7.

167 **Administrative Committees**

168 *Dean's Management Team (DMT)* consists of the individuals who serve in
169 administrative roles in the Dean's office with direct administrative oversight by the Dean.
170 **Charge:** To provide the Dean with regular counsel on a wide range of COE and
171 University affairs. **Membership:** Membership is determined by administrative positions
172 affiliated with the Dean's Office (e.g., Dean, Associate Deans, Directors, the Executive
173 Assistant to the Dean). Individuals are appointed by the Dean and serve at the Dean's
174 discretion. Meeting schedules will be posted.

175 *Administrative Leadership Council (ALC)* consists of the members of the Dean's
176 Management Team, the academic department heads, communications, COE and
177 department coordinators of finance and business operations and two at large faculty
178 members. The Associate Dean for Academic Affairs or the Dean's designee provides
179 direct oversight of the committee. **Charge:** To provide broad academic, fiscal, and
180 administrative leadership to the COE on the use of its academic and research resources

181 related to the governance of the COE academic programs. In addition, the ALC is
182 charged with maximizing communication, and management of resources and assets to
183 enhance the academic mission of the COE. The ALC will communicate with
184 departmental faculty on matters of common concern across the college, bring forth
185 issues from departments to the ALC that may be of concern to the college as a whole,
186 and communicate back to department faculty on developments and concerns of the
187 ALC. The ALC will collaborate with the Research and Outreach Council on matters of
188 common concern. This process shall include consultation/collaboration across
189 Department Heads to include input/suggestions from departmental faculty.
190 **Membership:** Membership is determined by position (e.g., Department Head, Business
191 Managers, Administrative positions in Dean's Office, etc.). There are two at-large elected
192 faculty members; a NTTF and a TTF position with each serving a one-year term with
193 renewability. Other individuals are appointed by the Dean and serve at the discretion of
194 the Dean. Meeting schedules will be posted.

195 *Research and Outreach Council (ROC)* consists of the unit heads (or delegates)
196 and coordinators of finance and operations for all Research and Outreach Units affiliated
197 with the COE, the Dean, Associate Dean for Research and Faculty Affairs (ADRFA),
198 Director of Finance and Operations, and Department Heads. The Associate Dean for
199 Research and Faculty Affairs (ADRFA) or the Dean's designee will provide direct
200 oversight of the ROC. **Charge:** To provide leadership on the research commitments and
201 investments in the COE, including the development and coordination of research and
202 outreach governance policies, and to collaborate with the Academic Leadership Council
203 on matters of common concern. The ROC will also serve to coordinate efforts among
204 research and outreach units, and disseminate information to units on matters of common
205 concern across the college. **Membership:** Membership is determined by position held
206 (e.g., unit heads or delegates, coordinators of finance and operations). Individuals are
207 appointed by the Dean and serve at the discretion of the Dean. Meeting schedules will
208 be posted.

209 **Advisory Committees**

210 *Department Heads Council (DHC)* consists of the Dean and the academic
211 department heads. The Dean or the Dean's designee provides direct oversight of the
212 DHC. **Charge:** To manage the resources and assets of the academic departments; to
213 coordinate policy related to the governance of the COE academic programs, and to
214 collaborate with the Research and Outreach Council (ROC) and other governance COE
215 committees as necessary on matters of common concern. In addition, to maximize
216 communication and collaboration, the DHC will communicate with departmental faculty
217 on matters of common concern across the college, bring forth issues from departments
218 to the DHC that may be of concern to the college as a whole, and to communicate back
219 to department faculty on developments and concerns of the DHC. The DHC shall
220 include consultation/collaboration across Department Heads including input/suggestions
221 from departmental faculty. **Membership:** is determined by position in the department

222 (i.e., department heads). The Dean may designate additional Ad Hoc attendees as
223 appropriate to address the needs of the DHC. Meeting schedules will be posted.

224 *Community Diversity Advisory Board (CDAB)* consists of community members,
225 the Dean, the Associate Deans, and the Executive Assistant to the Dean. The Dean
226 provides direct oversight of this committee. **Charge:** To provide counsel and
227 recommendations to the Dean regarding the COE's efforts to improve diversity and
228 promote inclusivity within both the COE and the broader educational and social service
229 community. **Membership:** COE membership is determined by position (e.g., Dean,
230 Associate Deans, faculty, department heads). Community membership is based on
231 nominations from community members and faculty. Appointment is at the Dean's
232 discretion.

233 *Alumni Outreach Council* consists primarily of COE alumni the Director of Special
234 Events, or the Dean's designee provides direct oversight of this committee. **Charge:** To
235 provide nominations for Outstanding Alumni Awards to the Dean, and to provide counsel
236 to the Dean on strengthening or expanding relations with alumni. **Membership:**
237 Membership is determined by position (e.g., Director of Special Events). The Dean
238 appoints external members to this committee.

239 *Dean's Student Advisory Board (DSAB)* consists of student representatives from
240 each COE program and degree level, the Dean, and the Director for Institutional
241 Effectiveness. The Director of Institutional Effectiveness or the Dean's designee provide
242 direct oversight of this committee. **Charge:** To strengthen a sense of community, foster
243 diversity initiatives, and promote communication between COE students and leadership.
244 **Membership:** Faculty members within each program and degree level nominate
245 students to each department head. Each department head selects and appoints at least
246 one student to the committee. Additional membership is also based on administrative
247 position (i.e., Dean, Associate Dean).

248 **Governance Committees**

249 *Curriculum Committee (CC)* consists of primarily of a representative selection of
250 instructional faculty with representation from each academic department in the COE.
251 The Associate Dean for Academic Affairs or the Dean's designee provides direct
252 oversight of this committee. **Charge:** Responsibility for oversight, review and initial
253 approval of all proposed curricular changes within the COE. The committee also is
254 charged with forwarding all curriculum changes to the faculty for comment and approval
255 via a college-wide faculty vote. **Membership** Any instructional faculty member (both
256 TTF/Career NTTF) within a COE academic department can be nominated or self-
257 nominate. Nominations are made to the department head. Nominated individuals will be
258 placed on a ballot for a college-wide vote and serve for a three-year term. Two
259 representatives from each department will be elected. If a department has no self-
260 nominations, a department head may appoint qualified faculty to be listed on the ballot.
261 Mid-term vacancies shall be filled by department head appointment.

262 *Faculty Personnel Committee for Tenure/Tenure Track Faculty (FPC)* consists of
263 tenure-track faculty representatives. The Associate Dean for Research and Faculty
264 Development or the Dean's designee provides direct oversight of this committee.
265 **Charge:** Review of all tenure and promotion cases of tenure-line faculty in the COE. The
266 committee will make recommendations to the Dean on tenure and promotion cases.
267 **Membership:** Faculty who hold the rank of Tenured Associate or Full Professor in COE.
268 Faculty are nominated (including self-nominations) within each Department. Faculty
269 representatives from a Department are approved by the department head and forwarded
270 to the Dean for review. The membership of the committee will include representation of
271 all academic departments.

272 *Faculty Personnel Committee for Non-Tenure Track Faculty (FPC-NTTF)*
273 consists of Career-NTTF (at or above "Senior I" rank within any classification; serving as
274 core faculty within academic departments and/or research and outreach units) and
275 tenure-track faculty representatives (at any rank) in the COE. The Associate Dean for
276 Research and Faculty Affairs or the Dean's designee provides direct oversight of this
277 committee. No less than 50% of the membership of this committee will include Career
278 NTTF with representation from across the COE and the COE research and outreach
279 units. **Charge:** Review of all promotion cases for eligible Career-NTTF faculty in the
280 COE. The committee will make recommendations to the Dean and relevant department
281 head/unit director on promotion cases. **Membership:** Career-NTTF (at or above "Senior
282 I" rank within any classification in the COE; serving as core faculty within academic
283 departments and/or research and outreach units) and tenure-track faculty at any rank
284 can be nominated (or self-nominate) from each unit or department. Members will be
285 appointed by the Dean based on nominations received from department heads and unit
286 directors. The membership will include representation from all academic departments
287 and selected research and outreach units.

288 *Faculty and Staff Awards Committee* consists of tenure and non-tenure track
289 faculty, classified staff, and Officers of Administration (OAs) from all COE units. **Charge:**
290 To solicit and review nominations for faculty and staff awards. **Membership:** Any COE
291 member can self-nominate for this committee. A college-wide election will held to
292 determine representation on the committee. If a department has no self-nominations, a
293 department head may appoint qualified faculty to be listed on the ballot. Representation
294 across all employee classifications is required.

295 *COE Consortium for the Improvement of Professional Education* consists of
296 primarily of representatives from the College of Education licensure programs, as well as
297 current and retired educational professionals from the community. The Associate Dean
298 for Academic Affairs or the Dean's designee provides direct oversight of this committee.
299 **Charge:** To discuss the design, evaluation, and programmatic elements necessary for
300 improving the professional education programs in the COE. The Consortium plays an
301 integral role in the accreditation and review process of COE academic and licensure
302 programs. **Membership:** The Associate Dean for Academic Affairs appoints members to

303 this committee. Membership must include representatives from the COE licensure
304 programs, as well as professionals from the field.

305 *Teacher Standards and Practices Commission (TSPC) Program Coordinators*
306 *Committee* consists of the TSPC licensure program coordinators and the COE licensure
307 records coordinator. The Associate Dean for Academic Affairs or the Dean's designee
308 provides direct oversight of this committee. **Charge:** To coordinate continuous program
309 improvement efforts for TSPC licensure programs, and to share information about TSPC
310 licensure and program approval issues that affect COE programs. **Membership:**
311 Membership is determined by position held (e.g., TSPC licensure program coordinators,
312 COE licensure records coordinator, Director for Institutional Effectiveness) and designed
313 to gain representation from all programs under TSPC oversight.

314 **SECTION 4B. Ad hoc Search Committees**

315 Search committees exist to fill faculty or staff vacancies of all types (TTF, NTTF,
316 classified and OA) and are considered *ad hoc* committees, convened and composed as
317 needed by the relevant hiring authority within a department or research or outreach unit
318 based on the position being filled. **Charge:** Establish search processes, review
319 applications and make hiring recommendation(s) to the hiring authority which has
320 convened the committee. **Membership (appointment):** Membership is selected and
321 appointed by department head/unit director or Dean (see next sections).

322 College policy follows the University of Oregon's Affirmative Action and other hiring
323 procedures and regulations when conducting a search for all positions. The guidelines
324 presented here supplement those established policies and procedures.

325 **Tenure-Track Faculty Search Committee Policy:**

326 The College of Education (COE) is committed to having clear policy and procedures on
327 hiring faculty. COE searches for *TTF* positions shall adhere to the following guidelines:

328 *Chair of the Search Committee*– In consultation with the Dean, the relevant
329 department head shall select the chair for a TTF search committee. The
330 committee chair should be a tenured associate or full professor in the program in
331 which the position is to be located. If the program does not have an available
332 tenured faculty at either rank, a tenured faculty member from another program in
333 the department will be selected. The search committee chair will use methods of
334 their choice to formally document input from all committee members and other
335 participants in the search process and include that input in the recommendation
336 submitted to the Dean and the Assistant Director of Human Resources for
337 extending invitations for campus interviews.

338
339 *Faculty Composition of the Search Committee*– In consultation with the Dean,
340 the relevant department head will select members of the search committee. The
341 committee shall consist of a minimum of four members including the chair: two

342 shall be faculty from the program or department, and one shall be faculty from a
343 UO department other than the one in which the position is to be located. One of
344 these three faculty may be non-tenure-track faculty. If the opening is for a senior
345 faculty member, at least one of the committee members from the home
346 department shall be at the rank of full professor. Each of the four committee
347 members will have the right to vote on the committee's recommendation(s) for
348 invitation for campus interviews.

349
350 *Additional Members of the Search Committee* - For some searches it may make
351 sense to include additional member(s) who bring additional relevant experience
352 or perspective to the search process (e.g., community member, student). This
353 member need not be a part of the faculty, and may have input into the search
354 and selection process, but will not vote on the committee's final recommendation.

355 **Non-tenure track Faculty Search Committee Policy**

357 The College shall abide by all University, federal and state policy and law regarding
358 searches and hires of non-tenure track faculty. Detailed information on UO guidelines
359 are available at: <http://ups.uoregon.edu/content/new-appointments>

360 Additionally, searches for NTTF shall adhere to the following:

361 *Chair of the Search Committee*— The relevant department head/unit director will
362 select the chair for a NTTF search committee. The committee chair should be at the
363 rank of Associate Professor or higher, or if Career NTTF, at the “Senior I” rank or
364 higher. If the program does not have an available faculty member at this rank, the
365 department head/unit director could appoint a TTF at or above the equivalent rank
366 for the position being searched for or chair the search committee personally. The
367 search committee chair will use methods of their choice to formally document input
368 from all committee members and other participants in the search process.

369
370 *Composition of the Search Committee*— In conjunction with the department head/unit
371 director, the committee chair will select members of the search committee. The
372 committee shall consist of at least four members and should include at least one
373 non-tenure track (Career or Pro Tem) faculty.

374
375 *Additional Members of the Search Committee* - For some searches it may make
376 sense to include additional member(s) who bring additional relevant experience or
377 perspective to the search process (e.g., community member, student, OAs). This
378 member need not be a part of the faculty, and may have input into the search and
379 selection process, but will not vote on the committee's final recommendation.

380 **Classified Staff and Officer of Administration Search Committee Policy**

382 The College shall abide by all University, federal and state policy and law regarding
383 searches and hires of classified staff and Officers of Administration.

384 Classified search information for the UO is available at:
385 <http://hr.uoregon.edu/recruit/recruitment-and-selection>

386 Information for the UO regarding Officer of Administration searches is available at:
387 <http://ups.uoregon.edu/content/new-appointments>

388 *Chair of the Search Committee*– The relevant department head/unit director or unit
389 Coordinator of Finance and Operations/Business Manager will select the chair for a
390 classified or OA search committee. It is recommended that the chair of the committee
391 be the direct supervisor for the position being filled, unless that individual has been
392 working with the unit for less than one year, in which case they shall serve as a co-
393 chair and an experienced chair appointed. Because of this limitation, Classified Staff
394 shall not serve as chairs of search committees except in unusual circumstances
395 (where experienced OA or faculty representation from the unit is not available).

396
397 *Composition of the Search Committee*– In conjunction with the department head/unit
398 director or unit Coordinator of Finance and Operations/Business Manager, the
399 committee chair shall select members of the search committee pending approval by
400 the department head/unit director. The committee shall consist of at least four
401 members and may include tenure or non-tenure track faculty as well as classified
402 staff and OAs as appropriate.

403

404 **SECTION 5. Selection, Appointment and General Responsibilities of Leadership**
405 **Roles**

406 For more specific information on tasks and concrete duties, Position Descriptions for
407 each of these roles are available.

408 a. Department Heads

409 One department head shall be selected for each academic department, serving
410 as the chief executive for that unit during the term of service. Department heads
411 are responsible for the department budget, all curricula, program development,
412 implementation of shared governance policies and processes, and promotion
413 and tenure activities within their department. It is also their responsibility to be
414 responsive to faculty, staff and student issues and concerns. In addition, the
415 department head shall bring forward COE policy suggestions/changes on behalf
416 of department members to be discussed with the DHC and report back to faculty
417 the response.

418 Term of service shall be three (3) years, beginning on September 16 and ending
419 September 15. The Dean, in consultation with the department head and/or
420 constituent faculty, may shorten the appointment term, but may not extend it
421 other than by renewal of the appointment.

422 A department head may serve any number of consecutive or non-consecutive
423 terms, so long as s/he is selected for each term according to the process below.

424 The dean shall make the department head's appointment. Each department shall
425 develop a process that includes all categories of faculty to submit a
426 recommendation(s) for department head to the dean. Then, the dean shall
427 formalize an appointment or seek further nominations at their discretion and
428 announce the appointment to the COE faculty and staff.

429 Department heads shall receive an annual performance review, performed by the
430 Dean, based on their department head responsibilities. The dean shall solicit
431 input from department faculty and staff (e.g., electronic, meeting), and within this
432 process shall consider inclusion of key stakeholders and programs/entities who
433 collaborate with department and/or unit faculty. These reviews shall be completed
434 before the beginning of the fall term and address service during the prior
435 academic year.

436 Department heads shall receive compensation according to the details laid out in
437 the COE policy on compensation for administrative appointments.

438 b. Associate Deans

439 There are three Associate Deans in the College of Education: Associate Dean for
440 Research and Faculty Development, Associate Dean for Academic Affairs and
441 the Associate Dean for Service and Outreach.

442 The Associate Dean for Research and Faculty Development (ADRFD) is
443 responsible for overseeing, guiding, and promoting the COE research efforts,
444 and is responsible for integration of the academic and research enterprises of the
445 COE. Additionally, the ADRFD coordinates all faculty promotion and tenure
446 processes, and offers professional development activities that foster faculty
447 success.

448 The Associate Dean for Academic Affairs (ADAA) is responsible for overseeing
449 and guiding the academic mission and providing oversight of academic
450 processes and policies in the COE, including curriculum, and faculty/student
451 grievances. In addition, the ADAA provides leadership to and supports the
452 integration of the academic and research enterprises within the academic
453 programs.

454 The Associate Dean for Service and Outreach (ADSO) is responsible for
455 overseeing and guiding the work of all COE clinics, including those in HEDCO
456 and the Clinical Services building, outreach operations that provide services to
457 Lane County, Oregon, and other communities, and community relations to local
458 groups, governmental bodies, and other institutions that work closely with the
459 COE. The ADSO also serves as the primary liaison of the COE to State of

460 Oregon government, school districts, and other institutions, and coordinates all
461 arrangements for applied experiences of students in schools and other settings.

462 The Associate Deans shall be selected by the Dean from COE career faculty
463 members at the rank of Associate Professor or higher. In the case of the
464 Associate Dean for Service and Outreach, and the Associate Dean for Research
465 and Faculty Development, a nominee at the rank of either Senior Research
466 Associate I or Associate Research Professor or higher may be appointed. The
467 Dean shall solicit and consider nominations from representative faculty.
468 Preference for both of these positions shall be given to candidates with the rank
469 of full Professor, Senior Research Associate II of Full Research Professor and
470 relevant University level experience. The Dean shall consult with constituent
471 faculty (i.e., department heads, unit directors, Program Directors) in the final
472 decision making process.

473 An Associate Dean is appointed at 0.50 FTE for three years, beginning
474 September 16 and ending September 15. The Associate Deans shall receive
475 annual performance reviews, performed by the Dean, based on their
476 responsibilities. The Dean shall solicit input (e.g., electronic, meeting) from
477 representative faculty and staff within this process. These reviews shall be
478 completed before the beginning of the fall term and address service during the
479 prior academic year.

480 A faculty member may serve any number of consecutive or non-consecutive
481 terms as Associate Dean at the discretion of the Dean based on assuming
482 satisfactory annual performance reviews. It is permissible in circumstances of
483 specific need for the Dean to appoint a single individual to both Associate Dean
484 positions simultaneously if that individual possesses adequate qualifications in
485 both areas.

486 Associate Deans shall receive compensation according to the details laid out in
487 the COE policy on compensation for administrative appointments.

488 There are two Directors in the College of Education Dean's Office: Director of
489 Finance and Operations and Director of Institutional Assessment.

490 The Director of Finance and Operations shall be, apart from the Dean, the
491 primary responsible fiscal and operational party within the College. The Director
492 shall oversee issues regarding budget, facilities, and OA/Classified personnel
493 issues within the college, but the Dean will have ultimate oversight of the COE
494 budget.

495 The Director of Institutional Assessment shall be the primary authority overseeing
496 licensure and accreditation activities at the college level, coordinating efforts
497 between licensing programs within the college, managing and developing
498 resources to support student effectiveness and achievement, student learning

499 outcome assessment, and assisting faculty in all aspects of continuous
500 improvement of academic programs.

501 Director positions shall be filled in accordance with all policies governing Officer
502 of Administration recruitment. Hiring authority shall reside with the Dean for these
503 positions. The Directors shall receive annual performance reviews, performed by
504 the Dean or relevant Associate Dean, based on their responsibilities. The Dean
505 shall solicit input from the representative faculty and staff as part of this process.
506 These reviews shall be completed before the beginning of the fall term and
507 address performance during the prior academic year.

508 c. Other Leadership Roles

509 1. Research and Outreach Unit Directors. Unit directors are responsible for
510 directing all grant, research, and outreach activities as well as evaluation and
511 promotion of research faculty for their research Unit. It is also their responsibility
512 to be responsive to faculty and staff relative to their unit and coordinate efforts
513 with the ADRFA. Unit director's positions shall be filled by that Unit's established
514 internal practices. The unit director shall receive an annual performance review
515 performed by the Associate Dean for Research and Faculty Affairs (ADRFA). The
516 ADRFA shall solicit input from the representative faculty and staff within this
517 process.

518 2. Program Heads. Program heads are responsible for delivery of the program in
519 consultation with program faculty including staffing courses, management of the
520 program budget, and evaluation of non-tenure track instructional faculty. It is
521 also their responsibility to be responsive to faculty, staff and student issues and
522 concerns and coordinate efforts with the department head. Program head
523 positions shall be filled by department heads according to their department's
524 internal practices, which must be established and documented by the department
525 or unit. Program heads shall receive annual performance reviews, performed by
526 the department head, based on their responsibilities. The department head shall
527 solicit input from all program faculty and staff within this process. These reviews
528 shall be completed before the beginning of the fall term and address service
529 during the prior academic year.

530 **SECTION 6. Voting Authority**

531 Each department or unit shall develop a matrix describing the voting authority of all
532 classes of employee on policy, committees, and promotion and/or tenure review.

533 The matrix below outlines voting rights on college-wide policy issues for all classes of
534 employee. Please note that voting on promotion and/or tenure cases is controlled by the
535 relevant policies on tenure and non-tenure track promotion and/or tenure and not an
536 element of this document.

Rank	Curriculum	Tenure-line Promotion and Tenure Policy ⁴	NTTF Promotion Policy ⁴	Other College Committees and Policies
Instructor	Yes	No	Yes	Yes
Senior Instructor I & II	Yes	No	Yes	Yes
Lecturer	Yes	No	Yes	Yes
Senior Lecturer I & II	Yes	No	Yes	Yes
Research Assistant	No	No	Yes	Yes
Senior Research Assistant I & II	No	No	Yes	Yes
Research Associate ¹	No ¹	No	Yes	Yes
Senior Research Associate I & II ¹	No ¹	No	Yes	Yes
Tenure-line Faculty ²	Yes	Yes	Yes	Yes
Officers of Administration	No	No	No	Yes ³
Classified Staff	No	No	No	Yes ³

537
538 N.B. All employees must be “Core Faculty”, or be a non-faculty employee at .50 FTE or greater to cast a vote on any
539 matter in the college.
540

541 1. A research NTTF member who is engaged in instruction as evidenced by regular instructional assignments and
542 interaction with the program or departmental faculty and regular participation in program/department meetings and
543 business can submit a petition to the department head requesting for the right to vote on curricular matters, or for
544 Core Faculty status in that unit. The petition shall include documentation of participation and official support from the
545 program head/director. Voting rights, as with Core Faculty status, shall be reviewed annually by the program
546 head/director and the department head.
547

548 2. Faculty with a historical dual-title rank including a designation as assistant, associate or full professor shall have
549 the same voting rights as tenure-line faculty.
550

551 3. OAs and Classified Staff may vote on matters or as part of committees that affect their work.

552 4. Voting on promotion cases, rather than policy, is determined by the UO and COE policies governing promotion
553 and/or tenure.
554

555 SECTION 7 New Policy Proposals

556 When new college-wide policy is requested or warranted based on input from Academic
557 Affairs or other university governance bodies, from the COE Office of the Dean, or faculty
558 through existing governance structures at the college, department or unit (e.g., COE
559 Governance Committees, COE Faculty meetings, Ad hoc Committees), the Dean, Associate

560 Deans, Directors, Unit Directors and/or Department Heads shall prepare input for consideration
561 by the faculty. In addition, a college-wide ad hoc faculty committee will be formed according to
562 Section 4 of this policy. Membership on the ad hoc faculty committee will include members from
563 relevant constituent groups directly affected by the policy, including NTTF and TTF, as well as
564 research and instructional. The faculty will submit their recommended policy to the appropriate
565 dean or designee for review. The Dean or designee will provide a written explanation to the
566 faculty and an opportunity to discuss any alterations he or she makes to the recommended
567 policy before submitting it to other university governance structures or putting it into policy in
568 COE. Each department and unit must have a similar process for establishment of department or
569 unit policy regarding internal governance that informs the appropriate faculty of the change
570 being considered, hereby initiating this process for policy development¹.

571 **SECTION 8. Amendment of College-Level Policies**

- 572 a. Amendment of COE policies must follow the COE governance policy and include
573 notification, solicitation of input, and voting from representative faculty as
574 specified in this document. Amendment of college-level policies shall not create
575 a conflict with existing COE or university policy, collective bargaining agreements,
576 or other applicable laws or regulations.
- 577 b. Proposed amendments can be proposed by any member of the COE. After being
578 vetted through department or unit governance process that includes equitable
579 representation it shall be submitted to the Administrative Leadership Council
580 and/or Research and Outreach on a rolling basis to determine the impact of
581 these proposals on constituent units and recommend proposals to be forwarded
582 to the college for review and input on a semi-annual basis.
- 583 c. Normally, a notification shall be sent to all faculty and staff within 30 days of any
584 policy changes informing faculty of the change. In addition input will be solicited
585 prior to voting. This timeline, however, may be revised by the Dean in order to
586 comply with a specific University timeline. When this occurs, the Dean shall
587 provide a written rationale for the truncated timeline in the solicitation of input and
588 request for votes. In all cases, proposals shall be presented for electronic
589 ratification based on the college policy voting matrix. It is assumed that such the
590 need for a truncated timeline and rationale from the Dean will be necessary only
591 under rare circumstances.
- 592 d. If such amendment is solely to bring COE policy into compliance with new or
593 changed university, state or federal policy/law, or updated collective bargaining
594 agreement language, consultation with DHC and/or ROC depending on the

¹ During 2014-2015 the College has established two committees to address the development of guidelines for tenure and promotion of TTF and to address the guidelines for performance and promotion of NTTF. The college will also establish a college-wide committee of NTTF and TTF to develop workload and merit salary increases for NTTF (including Pro Tem faculty as necessary).

- 595 nature of the change, without full faculty review and ratification, shall suffice for
596 amendment to proceed.
- 597 e. COE Policies shall be reviewed and voted upon by representative faculty at least
598 every 3 years.
- 599 f. All COE policies shall be posted to the COE Governance website at
600 <http://coe.uoregon.edu/governance>. Policies and policy changes must be posted
601 within 30 days of adoption.
- 602