

TECHNICAL ASSISTANCE & CONSULTING SERVICES (TACS) GOVERNANCE POLICY AND PROCESS

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1. Documentation of Policy Changes

All decisions resulting in substantial changes to TACS policy will be documented in the TACS Policy and Procedure Manual.

2. Participation in Governance

All TACS faculty are encouraged to provide feedback on decisions that affect unit policies, procedures, and practices. Input from all staff on governance practices and protocol is sought on a regular basis (e.g., *TACS Group Agreements Survey* attached).

3. TACS Meeting Protocols

TACS holds monthly staff meetings. The entire staff (i.e., administrative support and faculty) meets for the first section to discuss issues that are applicable to the unit as a whole. Faculty and key program staff meet subsequently for a planning meeting to discuss program specific agenda items. Unit budgetary updates are provided quarterly, or more frequently as needed. The planning meeting is open to administrative support staff to attend at their discretion. Any faculty or staff member may submit agenda items for consideration at these meetings. Policy decision-making at TACS is done through consensus where appropriate.

4. Committees

TACS employs *ad hoc* committees as appropriate to address operations and governance issues. In addition, all TACS staff members are invited to participate in a periodic survey designed to elicit input and feedback on unit policies and practice. Search committees exist to fill faculty or staff vacancies of all types (NTTF, classified, and OA) and are also employed as *ad hoc* committees. Search committees are convened and composed as needed by the relevant hiring authority within TACS based on the position being filled.

TACS follows the University of Oregon's Affirmative Action and other hiring procedures and regulations when conducting a search for all positions.

Non-tenure track Faculty Search Committee Policy

TACS abides by all University, federal and state policy and law regarding searches and hires of non-tenure track faculty. Detailed information on UO guidelines is available at: <http://ups.uoregon.edu/content/new-appointments>

Additionally, searches for NTTF adhere to the following:

Chair of the Search Committee– TACS Director will select the chair for an NTTF search committee. The search committee chair will use methods of his or her choice to formally document input from all committee members and other participants in the search process.

Composition of the Search Committee– In conjunction with TACS Director, the committee chair will select members of the search committee. The committee may include faculty as well as classified staff and OAs as appropriate.

Staff and Officer of Administration Search Committee Policy

TACS will abide by all University, federal and state policy and law regarding searches and hires of classified staff and Officers of Administration.

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

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

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

Composition of the Search Committee– In conjunction with TACS director or unit Coordinator of Finance and Operations/Business Manager, the committee chair will select members of the search committee. The committee may include faculty as well as classified staff and OAs as appropriate.

5. Selection and Appointment of Leadership Roles

The Dean of the College of Education, along with the Associate Dean for Research, Outreach, and Academics appoints the TACS Director in consultation with a designated TACS search committee.

TACS faculty assume administrative and leadership responsibility on various projects as assigned by the unit director. The following list is illustrative, not exhaustive, and roles are subject to modification based on the needs of a particular project, as well as directives from the project funder.

- Priority Area Leads-Regional Resource Center Program
 - Priority Area Leads are responsible for representing the Western Regional Resource Center in working with the other five regional resource centers and OSEP staff to manage and coordinate cross regional work in their assigned topical area. Priority Area Leads advise the RRCP Leadership Team on various policy and practice matters.
- Project Managers-TACS grants and contracts. TACS Project managers are assigned *ad hoc*, based on areas of expertise, as well as the requirements of the funder for any particular project. Duties of the project managers include the following:
 - Oversee timely completion of all project activities and deliverables
 - In collaboration with TACS Director, act as primary contact for communicating with clients.

- Regularly assess work progress, and proposed any needed adjustments.
- Monitor staff/consultant FTE as work progresses, and make recommendations to TACS Director and/or TACS Coordinator of Finance & Operations as appropriate.
- Maintain documentation of all work done on the project, and submit quarterly progress reports to Director and client for review.
- Provide staff meeting team updates and keep TACS staff apprised of the work.

6. Faculty Voting Authority

TACS follows College of Education policies and procedures with regard to voting.

7. Amendment of TACS Policies

The TACS director is responsible for ensuring all unit policies and practices comply with those required by the College of Education and University of Oregon. TACS maintains a unit level policy and procedure manual. As policies are revised, or new policies develop, TACS unit policies and procedures will be updated accordingly. TACS faculty will be involved with policy development using the existing TACS staff meeting and survey protocols described herein.

8. List of TACS Policies

TACS policy and procedure manual is updated to comply with COE and UO policies as they are revised, or new policies are developed. TACS faculty is involved with policy development using the existing TACS staff meeting and survey protocols described herein.

Policy Development Status

- Policy on Merit Increases: Under development
- Policy on Performance Review and Promotion (Non Tenure-Track): TACS follows the College of Education and University of Oregon policies and procedures for NTTF promotion.
- Annual Review Policy: TACS maintains an annual review policy for all faculty members. This is found in TACS policy and procedures manual, and is available upon request. A summary description is included below for ease of reference:
 - TACS employs a “360” style annual review process. All unit staff are asked to provide input on each other across three broad job performance domains—knowledge/skills, customer service, and internal accountability. In addition, key clients, partners, and stakeholders are asked to provide input for each faculty member based on their work on particular grants, contracts, or other projects. This information is compiled, and the TACS director meets with each faculty member. The director shares the information with the faculty member, reviews their current position description to ensure accuracy, and consults with the faculty member on their individual goals for the year forthcoming.