

DEPARTMENT OF ARCHITECTURE INTERNAL GOVERNANCE POLICY

SCHOOL OF ARCHITECTURE AND ALLIED ARTS, UNIVERSITY OF OREGON

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PURPOSE

This DEPARTMENTAL INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of internal governance policies for the Department of Architecture consistent with CBA Article 4 and includes provisions to ensure appropriate and equitable representation of faculty members. This document was created with equitable participation of all Department of Architecture Tenure Track Faculty and both Career and Adjunct Non-Tenure Track Faculty.

1. Faculty Governance Roles

1.1 Participation – Within the scope of authority granted to department faculty, Internal Governance and Curriculum in Architecture are created and adopted by the Department Faculty (defined below) in regularly scheduled meetings of the group acting as a whole. Excepting specific areas of responsibility outlined below, necessary changes to Internal Governance and Curriculum are identified by the Department Head and delegated to appropriate standing committees for development. Where a standing committee is not available or appropriate, the Department Head may appoint an Ad Hoc Committee specific to this effort. The Ad Hoc Committee will hold open work sessions as required to ensure that all faculty positions will be accurately considered. Policies will be brought forward as motions to meetings of the whole faculty as set forth in Section 2, Meeting Protocol.

For the purposes described in this document the Department Faculty is defined as the Tenure Track Faculty (TTF) and the Career Instructor Non Tenure Track Faculty (Career NTTF). Some, but not all, Career NTTF hold appointments that include the expectation of administrative service. The privileges and responsibilities of this sub group are noted where relevant. The Department draws upon the professional community for additional affiliated faculty who hold short term pro-tem NTTF appointments for teaching only. Due to the demands of their professional engagements, these faculty are not expected to attend faculty meetings and have limited, prescribed roles in governance. Research NTTF employed in Department laboratories and centers have a similar status. Regardless of their roles, all faculty are eligible to participate in the development of the Department of Architecture's internal governance policy.

1.2 Eligible Voting Faculty – Unless otherwise stipulated by a formally adopted policy, faculty eligible for voting on formal changes to policy and curriculum will be defined as all currently appointed tenure-track or tenure-reduced faculty and all career non-tenure-track faculty, as well as emeritus faculty who have academic appointments at the time of the vote.

Advisory votes to determine faculty preferences in policy development may also include pro-tem instructional NTTF, Research NTTF, and post-docs.

Faculty on sabbatical or approved leave continue to be eligible participating members of the relevant faculty group, but are not required to participate in any governance activities during this leave. Faculty on full time leaves (0.0 FTE for the term) are not eligible to vote.

1.3 Tenure track Professional Responsibility

Per the guidance of the University Provost and congruent with the aims of the faculty collective bargaining agreement, some areas of academic governance are the ultimate responsibility of the tenure-track faculty. Thus in these areas, all tenure-track faculty, subject to section 1.2, will have full voting rights and the responsibility to develop and propose policy, though this will not preclude input from and consultation with All Faculty. These areas are:

- Developing guidelines for TTF tenure and promotion
- Developing workload for TTF
- Developing guidelines for merit salary increase for TTF
- Participating in review of TTF for promotion and/or tenure
- Establishing, reviewing and revising departmental curricula
- Establishing requirements for earning degrees and certificates
- In addition, Career Non-Tenure Tack faculty also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools and of the university, if this is part of their professional responsibilities. Curricular matters are considered to be a part of the professional responsibilities of career NTTF with instructional responsibilities, who may vote in an advisory capacity on curricular matters.

In all other matters of governance, participation will be based on the processes articulated in this policy.

1.4 Contingent Faculty – Time spent by funding contingent faculty members 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.

1.5 Administration of Departmental Policies and Guiding Principles - Governance policy originating at the department level may be codified in formal Policies and/or Guiding Principles as a means to represent the interests of the faculty. In the case of recurring conflicts it is the responsibility of the Department Head to initiate reconsideration of the Policies or Guiding Principles following the procedure of section 2 below.

2. Meeting Protocol

Regular meetings of the Faculty are scheduled and announced prior to the opening of each academic term. The Department Head will provide three days' notice regarding any additional

meetings in which Governance topics are addressed as significant items on the meeting agenda. These meetings provide a forum where individual viewpoints can be brought forward for consideration. The Department Head may choose to call for formal votes during these meetings to determine faculty preference in the development of policy or guiding principles. Votes concerning formal changes to policy and curriculum will be subject to a Notice of Motion that is presented at least two weeks in advance of the meeting. Notice of all meetings will be sent to the entire faculty community, inclusive of TTF, Career Instructor NTTF, Pro-tem Instructional NTTF and Research NTTF. A quorum must be present for binding votes on changes to policy and curriculum with that quorum consisting of a majority of all eligible voting faculty, exclusive of those on leaves. Approval of motions requires a majority of the eligible faculty in attendance at the meeting.

It is understood that emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Department Head will make all reasonable accommodations to ensure that the full range of faculty members are adequately 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 long-term policy.

It is the opportunity, and responsibility of the voting faculty to participate in the discussion of policies and proceed toward a timely vote on their acceptance, or referral for further development.

3. Appropriate Documentation of Decisions

Formal Meeting Minutes will be kept for each department meeting that discusses or decides upon an issue of participatory governance. Meeting Minutes will be distributed to all active faculty members via email, and will also be available by consulting a printed record of the Minutes to be held in the Department of Architecture office.

Where the School or University Administrations have the need to respond to formal proposals or requests, they will deliver written responses to the Department Head. Those written responses will be incorporated into the next available faculty meeting, and the responses will be entered into the Formal Meeting Minutes.

4. Standing Committees

4.1 Committee Membership –Unless otherwise provided in this policy, Tenure-track faculty, Career NTTF, and Pro-tem faculty with administrative service appointments self-nominate for all committees except the Personnel Committee and are asked to do so in February of each academic year, for the following academic year. The Department Head appoints the committee members based on these self-nominations, in consultation with the Administrative Work Group. Except as expressly provided below, the number of faculty assigned to a committee will be based on the anticipated workload and the availability of personnel in a given academic year. Committee members typically serve for two to three year terms, with these terms overlapping to maintain continuity. The Department Head designates an

appointed member responsible for calling the first meeting and at that meeting the committee elects a chair. Student members are invited to join by the committee.

- 4.2 Personnel Committee – The Personnel Committee conducts required TTF and NTTF evaluations and reviews cases for promotion and tenure according to Departmental Criteria. Voting on promotion is restricted to committee members in the same rank to be attained or higher. The committee is responsible for the review of tenure and promotion policies with the revisions brought forward to the Faculty for review and approval. The committee develops and maintains Guiding Principles, with changes brought forward to the Faculty for review and approval. The committee is composed of a minimum of four tenured faculty members who are elected by tenure-related faculty, serving serve two-year terms overlapping for continuity. For academic years when cases of promotion to full professor are scheduled, the TTF faculty will elect additional members as required to provide a minimum of three full professors on the committee. When reviews and promotions of NTTF faculty are scheduled, and/or discussion and development of policy that affects NTTF, the Department faculty, as defined in 1.1 above, will elect an additional committee member from among the Career Instructor NTTF with service appointments. That person will join the committee for the duration of these considerations.
- 4.3 Curriculum Committee – The Curriculum Committee has the authority to work on behalf of all faculty members, including the Department Head and faculty directors in matters of Academic Policy and curriculum development and revision. The committee will actively solicit feedback from TTF and NTTF to ensure a diversity of viewpoints are represented. A minimum of four eligible faculty members, including TTF and career NTTF with instructional responsibilities whenever possible, serve on this committee, chosen to represent the breadth of the department curriculum.
- 4.4 Graduate Studies Committee – The Graduate Studies Committee is chaired by the Director of Graduate Studies and has the responsibility to implement departmental Academic Policy and curricula as they pertain to the graduate programs. The committee develops policy required to facilitate the operation of programs and reports changes to the Faculty for review and approval. Formal changes to Academic Policy regarding graduate students are forwarded to the Curriculum Committee for review, and thereafter to the Faculty.
- 4.5 Design Committee – This committee coordinates and develops the content of the design studio programs. The committee is responsible for the implementation of policy governing student progress through the design curriculum. Suggested changes to that policy, or formal changes to Academic Policy regarding design studios are forwarded to the Curriculum Committee for review, and thereafter to the Faculty. This committee is composed of faculty who, by virtue of their teaching assignments, are positioned to represent the various levels of the design curriculum, and provide a point of contact for other faculty teaching in those areas.
- 4.6 GTF/GRF Screening Committee – This committee is chaired by the Director of Graduate Studies and has a minimum of two additional faculty members. The committee has responsibility for screening applicants for the recurring, open GTF and GRF positions advertised by the Department. The committee consults individual faculty members who oversee open positions as well as faculty groups engaged with the admission of new students who have been identified

for consideration. The Screening Committee forwards to the Department Head recommendations for appointments that are consistent with faculty interests and program needs. The committee works with the Department Head to develop and maintain guidelines for the management of GTF/GRF resources that meet the requirements of the Graduate School. Formal changes to these guidelines are brought forward to the Faculty for review and approval.

- 4.7 Admissions Committee – This committee is most active during the winter quarter. It assists the Department Head, Associate Head for Student Affairs, Director of Graduate Studies and Director of Interior Architecture with the implementation of the admissions process. The committee is responsible for representing the interests of the faculty as a whole in the collaborative development of matriculation goals and admission standards for a given academic year. The committee brings requests for formal changes to admissions policy to the Faculty for review and approval.
- 4.8 Scholarships Committee - This committee evaluates applications for scholarships. It is composed of the Directors of Student Affairs, Interior Architecture and the Portland Program, and two additional TT faculty members.
- 4.9 Lectures and Exhibitions Committee – This committee is responsible for organizing department lecture series and exhibitions. In any academic year, the responsibilities of the committee extend to planning for the fall term of the subsequent year. The committee consists of a minimum of three tenure-related faculty, two from Eugene and one from Portland.

5. Ad Hoc Committees and Work Groups

Ad Hoc Committees

- 5.1 The Department Head, in consultation with the Administrative Work Group, may form Ad Hoc Committees to engage the implementation of policy in situations that Standing Committees are not appropriately positioned to equitably address. Faculty members will be given the opportunity to self nominate for such committees.
- 5.2 The formation of Ad Hoc Committees will be reported in the earliest available faculty meeting, where all faculty members can provide feedback regarding the committee charge and terms of service. Meeting Minutes will document the scope and authority of the committee.
- 5.3 The development of new policy in situations that standing committees are not appropriately positioned to equitably address will be assigned to Ad Hoc Committees that are elected by the Faculty. This will include amendments to the Departmental Internal Governance Policy. Election of such Ad Hoc Committees will occur at regularly scheduled meetings of the faculty with prior notice given through the circulated agenda. Policies developed by the Ad Hoc Committee will be brought forward to the Faculty as a whole for review and approval.

Work Groups

- 5.4 Membership – Work groups are faculty teams defined by common assignments of duty and responsibility with respect to department programs. Terms of service continue as the qualifications and assignments remain in effect.
- 5.5 Administrative Work Group - The Administrative Work Group consists of the Department Head, the Associate Head for Student Affairs, and the Directors of Graduate Studies, Interior Architecture and Portland Programs. This group meets regularly, along with lead staff, to assist the Department Head with the interpretation and implementation of policies and guidelines governing the faculty, students and programs. The Department Head may seek appropriate advice from the group regarding decisions that fall within the Department Head’s scope of authority. Members of the group report to the Head on all issues of concern arising from their respective areas of responsibility. Members solicit feedback from TTF and NTTF to ensure that all viewpoints are represented in meetings of the work group.
- 5.6 Interior Architecture Faculty – This work group consists of all faculty with regular, current assignments in the Interior Architecture Program. The group is charged to advise and assist the Director of Interior Architecture with the implementation of policies governing the Program. Formal changes in policy required by the program are brought forward through the appropriate standing committees and then on to the Faculty for review and approval.
- 5.7 Portland Faculty - This work group consists of all faculty with regular, current assignments in the Portland Program. The group is charged to advise and assist the Director of Portland Programs with the implementation of policies governing the Program. Formal changes in policy required by the program are brought forward through the appropriate standing committees and then on to the Faculty for review and approval.
- 5.8 PhD Committee - This work group consists of tenure-related faculty with PhD’s and additional faculty formally identified for participation with the group. The group is charged with the implementation of policies governing the PhD Program. It is responsible for bringing requests and recommendations to the Department Head for resolution consistent with the governance processes of Section 1.
- 5.9 Baker Lighting Lab – This work group is self-nominated from tenure-related faculty with substantial teaching and/or research commitments in lighting. The group is responsible for the administration of the Baker Lighting Lab and activities that support the teaching of lighting in the department. The work group makes recommendations to the Department Head relative to expenditures needed to further this mission.
- 5.10 Burke Housing Program – This work group is self-nominated from tenure-related faculty with substantial teaching and/or research commitments in housing. The group is responsible for activities that support the teaching of housing in the department. The work group makes recommendations to the Department Head relative to expenditures needed to further this mission.

6. Search Committees

- 6.1 When a new faculty position is authorized by the Dean, the Department Head appoints a Faculty Search Committee from the Faculty (as defined above), with advice from the Administrative Work Group regarding the appropriate composition of the committee relative to the qualifications being sought.
- 6.2 The Committee and the Department Head, together with lead staff, will develop the search materials and protocols, consistent with University requirements.
- 6.3 The decisions on staffing the Search Committee and the protocols for the search are presented to the Faculty for discussion at the next available faculty meeting.
- 6.4 At the conclusion of the search process, the findings of the Search Committee are presented for discussion in a meeting of the TTF and Career NTTF. Votes of the eligible voting faculty in attendance are collected using sealed ballots identified by rank and they become part of the report that the committee prepares for the Department Head and subsequently for the Dean. Faculty on sabbatical or other approved, part time leaves are invited to attend the meeting with full voting privileges.

7. Department Head Succession

- 7.1 When a change in Department Head is anticipated, the Dean meets with TTF and Career NTTF to discuss the process, the interests of the faculty, and to determine if the search will be internal or external. External searches are subject to budget priorities and approval from the Office of the Provost and Academic Affairs and may include internal candidates. When a choice is available, eligible faculty will vote for an internal or external search, using sealed ballots that are identified by rank and delivered directly to the Dean for consideration.
- 7.2 Internal Search – The Dean appoints a steering group to manage the participatory process. The steering group contacts all eligible faculty and forms a list of those willing to serve as Department Head. The faculty meets as a committee of the whole to interview the candidates and to deliberate on their qualifications. The Dean is present or represented in these sessions. The faculty votes using sealed ballots identified by rank and these votes are forwarded to the Dean as the recommendation of the whole. Faculty on sabbatical or other approved, part-time leaves are invited to attend the meeting with full voting privileges. The Dean makes the appointment.
- 7.3 External Search – The Dean appoints a search committee consisting of department faculty, a senior academic representative from outside the department and a professional representative with knowledge of the Department. The search committee receives administrative support from the Dean’s office. The search committee works with the faculty to solicit internal and external candidates. The faculty reviews dossiers and forwards written evaluations to the search committee. The search committee meets with the faculty as a whole to discuss the candidates prior to forming a short list. Finalist interviews with the faculty, meeting as a group of the whole, will be a part of the process. The search committee meets with the faculty following the campus visits to discuss the strengths and weaknesses of each finalist. At the wish of the faculty, an advisory vote as to the qualification of each candidate may be collected using sealed ballots identified by rank. Faculty on sabbatical or other approved, part-time

leaves are invited to attend the meeting with full voting privileges. Individual letters from the faculty, the collected ballots, and summary evaluations by the search committee are forwarded to the Dean for consideration. The Dean makes the appointment.

8. Faculty Administrative Roles

- 8.1 Administrative faculty positions within the Department of Architecture include the Associate Head for Student Affairs, Director of Graduate Studies, Director of Interior Architecture, and Director of Portland Programs. The Dean may add other positions and make adjustments to faculty administrative roles and assignments as needed, provided that doing so is consistent with the CBA's requirements.
- 8.2 When a position becomes vacant, the Department Head will review and revise the position description as necessary and present it to the faculty for discussion. The faculty will then be given the opportunity to nominate or self-nominate candidates for consideration of appointment to the position as described. The Department Head solicits input from the faculty, reviews the nominees and makes the appointment.
- 8.3 The Associate Head and the Directors each serve three-year terms that are renewable based on a performance review conducted by the Department Head with solicited input from the faculty.

9. Future Policy Development

- 9.1 Any policy development processes undertaken as a result of faculty Collective Bargaining Agreement requirements will follow the relevant policy development process outlined in the CBA.
- 9.2 Timely Progress on Policy Development – Committee members and all Faculty members acknowledge the urgency of policy development, and accept responsibility for meeting implementation and deliverable deadlines. In the event that a committee misses an implementation or deliverable deadline, the Department Head maintains the ability to make unilateral decisions on affected subject matters until such time that the committee completes assigned tasks and affected deliverables are approved by the Provost. Administration will provide guidance on implementation of subsequent Key Collective Bargaining Agreement Provisions as Provost Guidelines and timelines become available.
- 9.3 Other policy development will be consistent with the provisions of this policy.

Faculty may call for changes to established internal governance policies through a governance committee or at a regular faculty meeting consistent with CBA Article 4, Sec. 4 and will strive to inform the dean of any desired changes once per academic year.