PRODUCT DESIGN INTERNAL GOVERNANCE POLICY

SCHOOL OF ARCHITECTURE AND ALLIED ARTS, UNIVERSITY OF OREGON

As amended and approved by PD Faculty: 11/05/14

As amended by the AAA Dean: February 2017

Approved by the Office of the Provost and Academic Affairs: May 4, 2017

PURPOSE

This DEPARTMENTAL INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of policies for Product Design (PD). This document is meant to provide guiding principles for faculty governance and was created with equitable participation of all Product Design Tenure Track Faculty and both Career and Adjunct Non-Tenure Track Faculty.

1. **Faculty Governance Roles**

1.1. <u>Participation</u> – Policies will be discussed at meetings set per Section 2, Meeting Protocol, where All Faculty – defined as all TTF, Career NTTF, and tenure-reduced faculty – will have opportunity to provide feedback. Pro tem NTTF will also be invited to participate in discussions of Product Design's internal governance policy. Where appropriate, the Department Head will call for formalized votes on Policy decisions, such that the faculty position will be accurately represented.

1.2. <u>Eligible Voting Faculty</u> – Unless specified otherwise in this policy, faculty eligible to vote include the Committee of the Whole (defined below, Section 4). Other career non-tenure-track and pro-tem faculty will also be invited to participate in discussions and advisory votes.

1.3. <u>Tenure track Professional Responsibility</u> – Policy regarding tenure track faculty are established and amended via interaction between the Department Head and the tenure-track faculty.

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. 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.

2. **Meeting Protocol**

The Department Head will provide three days' notice regarding any meeting where Governance topics are addressed as significant items on the meeting agenda. These meetings provide a forum where individual viewpoints can be forwarded for consideration. The Department Head may choose to call for formal votes during these meetings as either a way to determine policy, or determine faculty preference on policy or guiding principles.

Unless specifically stated otherwise, at least 51% of eligible voting faculty (not including advisory votes) must be in attendance for the meeting to include a policy vote. Other methods of voting, where employed, must offer reasonable access for all eligible voting faculty to provide input.

Faculty members on sabbatical are eligible to participate in governance and vote on policy when in attendance of relevant faculty meetings. Other methods of voting, where employed, will include means for faculty members on sabbatical or approved leave to participate in the vote. Faculty members on full-time leave (0.0 FTE) are ineligible to participate in governance and vote on policy until such time that they return from leave.

A quorum of at least 51% of eligible voting faculty (not including advisory votes) is required to pass a policy vote. Votes may not be cast by proxy.

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 all faculty 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.

3. **Appropriate Documentation of Decisions**

Formal Meeting Minutes will be kept for each program meeting that discusses or decides upon an area of participatory governance. Meeting Minutes will be distributed to all active faculty members via email, and will also be available in printed form in the program office.

Where Administration has need to respond to formal proposals or requests, Administration 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 of the Whole
    4.1.1. The Committee of the Whole has authority to work with the Department Head on behalf of all TTF in matters of Academic Policy as defined in Section 1.
    4.1.2. The Committee of the Whole includes all currently appointed tenure-track faculty at FTE≥0.40, Career NTTF with contracts in the department for FTE≥0.40 (averaged across the academic year), other NTTF or post-docs or research associates with contracts in the department for FTE<0.40 that include substantial administrative service, and tenure-reduced faculty. On matters where the Department Head deems appropriate, Career NTTF with FTE<0.40 and Pro-tem faculty may cast votes in an advisory capacity to the Committee of the Whole to establish viewpoints and preferences.

5. **Ad Hoc Committees**
The Department Head may form Ad Hoc Committees for dealing with situations or requests where Standing Committees are not appropriately positioned to equitably address those 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.

One recurring and common form of Ad Hoc committee is the Promotion Review Committee, which will consist of all departmental Tenure-Track and Career NTTF eligible to vote on a promotion or tenure review case, according to the criteria established in the A&AA Promotion policy governing the case. The charge of this committee will be to provide a vote to the Department Head recommending whether to allow the case to advance or not.

6. **Search Committees**
The Department Head will work in concert with the Committee of the Whole to determine the appropriate composition and appointment of any departmental search committees. Decisions regarding the composition and appointment of Search Committees will be discussed and entered as Formal Meeting Minutes at the next available faculty meeting.

7. **Program Director Nomination Participation**

The Department Head is appointed by the Dean (typically for a three-year term). The Dean solicits nominations from the All Faculty, solicits faculty opinion about the nominees, meets with nominees, and then makes an appointment.

If the Dean elects to perform an outside search for a department head, the Dean will appoint a search committee with the advice of the Committee as a Whole and Department Head. That search committee will conduct a search that may include internal candidates. The search committee will discusses semi-final and the final short-listed candidates with the Committee of the Whole, and the

final short list at another meeting of All Faculty and students while preserving the anonymity of the candidates. The short-list will then be ranked by the search committee, with explanations, and sent to the Dean. The Dean then makes an appointment.

8. **Faculty Administrative Roles**
   There are no currently identified Faculty Administrative Roles.

9. **Future Policy Development**
   In order to ensure that subsequent implementations can occur in a timely and orderly fashion, the following methods will be set forth for implementation of the respective policies:

   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. Other policy development will follow the guidelines in Section 2, above.

   9.3. Committee members and All Faculty 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.

   9.4. Faculty may petition the Dean to revise and amend this policy once per academic year. If approved, the Dean will provide procedures and timelines by which the policy can be amended.

   9.5. 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.