



## PPPM INTERNAL GOVERNANCE POLICY

Approved by PPPM Faculty:	March 7, 2014
Amended by AAA Dean's office:	February 10, 2017
<b>Approved by the Office of the Provost and Academic Affairs: May 3, 2017</b>	

### Purpose

This PPPM Internal Governance Policy provides the formal codification of the development and maintenance of policies for Department of Planning, Public Policy and Management (PPPM). This document is meant to provide guiding principles for faculty governance and was created with equitable participation of all PPPM Tenure Track Faculty and both Career and Adjunct Non-Tenure Track Faculty.

#### 1. Faculty Governance Roles

- 1.1. Participation– Policies will be discussed at meetings set per Section 2, Meeting Protocol. The Department will also strive to encourage widespread participation through email and meetings to ensure all perspectives are heard.
- 1.2. Eligible Voting Faculty – Unless specified otherwise in this policy, faculty eligible to vote include: all currently appointed tenure-track or tenure-reduced faculty at 0.50 FTE or greater; career non-tenure-track faculty with an appointment of 0.50 FTE or greater, post-docs, and research associates with an academic year appointment of 0.50 FTE or greater; and career NTTF, post-docs or research associates with contracts in the department for FTE<0.50 that include administrative service beyond the standard expectation for a teaching faculty member. Other non-tenure-track and adjunct faculty will also be invited to participate in discussions and advisory votes. The Department of PPPM uses an FTE restriction for career non-tenure track faculty because it employs many full-time professionals to teach one or two classes per year. These classes enhance the ability of our programs to prepare students for professional careers, but because their primary job duties are for another organization it is not appropriate for them to have equal input into the governance of the department.
- 1.3. Tenure track Professional Responsibility– 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 Track 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.

## 2. Meeting Protocol

- 2.1. Notification – The Department Head will make all reasonable efforts to set the Department meeting schedule prior to each term, and set the schedule to avoid major disciplinary conferences. Faculty are responsible for honoring this schedule except when special circumstances arise, and should assume that Department meetings may involve decisions or votes on matters of importance to the Department. The Department Head will provide three days' notice regarding any meeting where Governance topics are addressed as significant items on the meeting agenda.
- 2.2. Emergency Situations – 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 faculty is 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.
- 2.3. Quorum – Unless specifically stated otherwise, 50% of eligible voting faculty in attendance at a meeting (not including advisory votes) is required to pass a policy. Other methods of voting, where employed, must offer reasonable access for all eligible voting faculty to provide input.

- 2.4. Attendance – All faculty wanting to participate and vote are expected to attend Department meetings. If faculty cannot attend a meeting it is the responsibility of the faculty member to make alternative arrangements, and they cannot be guaranteed participation nor must decisions be delayed because alternative participation arrangements are not successful. Alternative arrangements may include conference call, video link or other electronic means. Votes must be clearly articulated by the participant through verbal or electronic communication.
- 2.5. Proxy voting – Proxy votes will only be allowed when the proposed policy or motion is available in advance and does not substantially change during the course of discussion at the meeting.
- 2.6. Attendance and Leave – Faculty members on sabbatical or approved leave are eligible to participate in governance and vote on policy when in attendance of relevant faculty meetings. 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.
- 2.7. Policy Approval – In undertaking its deliberations, the Department will seek consensus on major decisions among all faculty (TTF, career NTTF and pro-tem). Consensus is defined as the absence of a significant objection. In the event that consensus cannot be reached, the Department will use the following policy approval procedures (unless specified elsewhere in this policy). The Department Head (or other director) may call for an advisory vote from all participating faculty. Unless stated otherwise, 51% of eligible voting faculty (defined in 1.2) in attendance (as defined in 2.4) is required to pass policy.
3. Appropriate Documentation of Decisions
- 3.1 Meeting Minutes – Meeting minutes will be kept for each department 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 by request from Department staff.

Where the UO Administration has need to respond to formal proposals or requests, the UO 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

All tenure track faculty members serve on the Masters program committee. Career non-tenure-track faculty input will also be solicited through participation in committee meetings and discussion on committee actions and policies at Department meetings. All faculty will also have the opportunity for input at Department meetings where department wide issues will be discussed. For committees requiring career NTTF membership, the Department Head or relevant Program Director will solicit nominations and self-nominations. Career NTTF members will be determined by a majority vote of the tenure track committee members. Selection of members is defined under each committee.

The MCRP and MPA/MNM committees will have autonomy in setting policies and determining their curriculum in accordance with the expectations of professional accreditation organizations. Decisions involving other programs, faculty or significant resources will require the approval of the appropriate committees and Department Head.

#### 4.1. Curriculum Committee

4.1.1. Academic matters, including establishment, review, and revision of curricula as well as establishment of the requirements for earning degrees and certificates within the department will be set and maintained via interaction between the Department Head and the Curriculum Committee. The Curriculum Committee is responsible for representing the collective viewpoints of the all tenure track and non-tenure-track faculty in these matters. All tenure track and career non-tenure-track faculty will have the opportunity to provide input on these policies.

4.1.2. The Curriculum Committee has the authority to work with the Department Head on behalf of all faculty in matters of Academic Policy and Summer Session Policy (as outlined in Section 1.4 and 1.5) with the exception of curriculum matters that apply only to the MPA, MNM or MCRP core coursework.

4.1.3. The Curriculum Committee will consist of the Department Head and the heads of the MCRP, MPA, MNM and undergraduate programs. If the head of the undergraduate programs committee is not an NTTF, then a career instructional NTTF member will be appointed to the Curriculum Committee by the Department Head. Appointment to these positions is outlined in Section 8.

#### 4.2. NTTF Personnel Committee

4.2.1. The NTTF Personnel Committee is responsible for the review and reappointment of all career non-tenure track faculty.

4.2.2. The NTTF Personnel Committee has the authority to coordinate peer reviews of teaching and review career NTTF for reappointment.

4.2.3. The NTTF Personnel Committee will consist of the Department Head and the heads of the MCRP, MPA, MNM and undergraduate programs. Appointment to these positions is outlined in Section 8. If one of the committee members listed above is not a career NTTF, the Department head will appoint an additional member who is a career NTTF instructor to ensure representation.

#### 4.3. Master of Community and Regional Planning Program Committee

4.3.1. The MCRP committee consists of all of the tenure-track Planning faculty members and is chaired by the MCRP program director.

4.3.2. The MCRP committee may also invite full or ex-officio membership of career NTTF faculty.

4.3.3. The MCRP committee has autonomy to decide curricular issues affecting MCRP core classes and to develop recommendations regarding admissions, degree requirements, and content of the coursework

#### 4.4. Master of Public Administration and Master of Nonprofit Management Program Committee

- 4.4.1. The MPA/MNM committee consists of all of the tenure-track Public Administration and Nonprofit Management faculty members and is chaired by either the MPA or MNM program director.
- 4.4.2. The MPA/MNM committee may also invite full or ex-officio membership of career NTTF faculty.
- 4.4.3. The MPA/MNM committee has autonomy to decide curricular issues affecting MPA/MNM core classes and to develop recommendations regarding admissions, degree requirements, and content of the coursework

#### 4.5. Undergraduate Program Committee

- 4.5.1. The Undergraduate Program Committee will consist of two tenure track faculty from any program area, the Undergraduate Program Director and/or Coordinator, and may also include one career non-tenure-track faculty member. The Undergraduate Advisory GTF will serve in an ex-officio role and the committee may invite participation from career NTTF and Adjunct faculty.
- 4.5.2. The Undergraduate Program Committee is responsible for recommending policies for the program, reviewing special exceptions and requests, and assisting the Program Coordinator with admissions and scholarship decisions.
- 4.5.3. Undergraduate Program Committee members will be appointed by the Department Head in consultation with the Undergraduate Program Director and/or Coordinator.

#### 4.6. Graduate Certificate in Nonprofit Management Program Committee

- 4.6.1. The Nonprofit Management Program Certificate Committee will provide advice to the Director of the Nonprofit Certificate regarding admissions decisions, program policies, and other issues related to the program.
- 4.6.2. The Nonprofit Management Program Certificate Committee will consist of the Director of the Nonprofit Certificate and two to three faculty members who teach in the Nonprofit Management Program (including career non-tenure-track faculty). The Director may choose to use the membership of the MPA/MNM Program Committee in place of a separate committee.
- 4.6.3. The Nonprofit Program Certificate Committee will be appointed annually by the Director of the Nonprofit Certificate subject to the approval of the Department Head.

### 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 an evaluation and recommendation to the Department Head.

## 6. Search Committees

- 6.1. Tenure track faculty. For tenure track faculty hires, the Department Head will work in concert with the tenure track faculty 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 to the next available faculty meeting.

Hiring of tenure track faculty will involve the participation and advisory votes of all tenure track faculty, but Department acknowledges the importance of programmatic autonomy for the purposes of professional accreditation. For this reason, tenure track faculty hires designated as either (1) MPA/MNM program core faculty or (2) CRP program core faculty will be decided by a majority vote of the core faculty in the program. In the case that the faculty is a joint hire of both programs, the hiring decision will be made by a majority vote of all tenure track faculty. The Department Head will also invite input from career non-tenure track faculty.

- 6.2. Non-Tenure-track faculty. For non-tenure-track pro tem faculty hires through the application pool process, the Department Head work with the program director to appoint a committee and follow standard University procedures. For non-tenure track faculty hires involving a separate search committee, the Department Head will work in concert with the appropriate program director to determine the appropriate composition and appointment of the search committees. The Department Head will also invite input from non-tenure track faculty and may appoint either tenure track or non-tenure-track faculty to any non-tenure-track search committee.

## 7. Department Head Nomination Participation

The Department Head serves three year terms and is appointed by the Dean of the School of AAA. The position is renewable without term limits. In Winter term of the third year of appointment, the Dean will call for nominations or self-nominations for the position of Department Head. If there are multiple nominees for the position, the Dean will consult with the faculty to seek their assessment or preferences. This may be conducted via individual meetings, group meetings or email correspondence.

If the situation arises whereby the Department can conduct a search for a new faculty member who would also serve as Department Head, the Department will follow the tenure track hiring process. The faculty will retain the power to recommend making an offer and the Dean will retain the right to offer the position of Department Head using the process outlined above.

## 8. Faculty Administrative Roles

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.

### Department Head

- See Department Head nomination process in Section 7 for appointment process and terms

- The Department Head position and responsibilities are defined by the Dean of the School of Architecture and Allied Arts

#### MPA Program Director

- The Director of the Master of Public Administration Program is responsible for setting the standards and curriculum of the program in collaboration with the faculty. As the leaders of an accredited program, the Director together with the MPA/MNM faculty committee have autonomy over program-specific decision making.
- The Director of the Master of Public Administration Program serves a 3 year term, which is renewable without term limits.
- TTF are eligible for service in this position.
- Nominations for the Director position are called for by the Department Head and presented to the Public Administration/Nonprofit Management tenure track faculty, who vote on nominees. A tie vote will be broken by the vote of all tenure track faculty. In the event of a tie for both votes, the Department Head will make the final decision.

#### MNM and Nonprofit Certificate Program Director

- The Director of the Master of Nonprofit Management (MNM) and Nonprofit Certificate Programs serves a 3 year term, which is renewable without term limits.
- The Director of the Master of Nonprofit Management Program is responsible for setting the standards and curriculum of the program in collaboration with the faculty. As the leaders of a professional program, the Director together with the MPA/MNM faculty committee have autonomy over program-specific decision making.
- TTF are eligible for service in this position.
- Nominations for the Director position are called for by the Department Head and presented to the Public Administration/Nonprofit Management tenure track faculty, who vote on nominees. A tie vote will be broken by the vote of all tenure track faculty. In the event of a tie for both votes, the Department Head will make the final decision.

#### MCRP Program Director

- The Director of the Master of Community and Regional Planning Program is responsible for setting the standards and curriculum of the program in collaboration with the faculty. As the leaders of an accredited program, the Director together with the MCRP faculty committee has autonomy over program-specific decision making.
- The Director of the Master of Community and Regional Planning (MCRP) Program serves a 3 year term, which is renewable without term limits.
- TTF are eligible for service in this position.
- Nominations for the Director position are called for by the Department Head and presented to the Master of Community and Regional Planning tenure track faculty, who vote on nominees. A tie vote will be broken by the vote of all tenure track faculty. In the event of a tie for both votes, the Department Head will make the final decision.

#### Undergraduate Program Director

- The Director of the Undergraduate Program serves a three year term, which is renewable without term limits.
- TTF and NTTF are eligible for service in this position.
- Nominations for the Director position are called for by the Department Head and presented to the tenure track faculty, who vote on nominees. In the event of a tie, the Department Head will make the final decision.
- Non-tenure-track faculty serving in the role of Undergraduate Program Director shall be supervised by the Department Head, who is also responsible for contract renewal and performance evaluations.

## 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 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. The UO 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 follow the guidelines in Section 3, above.

9.4 Policy Revisions – 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.