

LCB INTERNAL GOVERNANCE POLICY
Revised Oct 27, 2014 per Provost's Recommendations

PURPOSE

This INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of internal governance policies for the Lundquist College of Business (LCB) as required by the University of Oregon as part of the collective bargaining agreement with United Academics. Internal Governance addresses the methods and manners by which policies are set within LCB, inclusive of the requirement to provide for appropriate and equitable representation of faculty members. Policies are developed following the long-standing and highly valued tradition of shared governance at the University of Oregon. This tradition of shared governance rests on the basic tenet that major decisions are reached after broad discussion and consensus. Such consultation and advice can only be meaningful if it takes place in a spirit of transparency and knowledge and involves the appropriate and equitable participation by all faculty. Unless specified in specific policies described below, faculty are defined as: (1) all faculty in the Tenure Track and Tenured Professor classification (TTF), (2) all Career Non-Tenure Track Faculty (NTTF), and (3) all TTF faculty participating in the Tenure Reduction Program. Participating faculty must be holding appointments at the time the policy is developed or revised. Participating faculty include those on sabbatical or leave. At the same time the principle of shared governance assigns responsibilities to the Dean for managing the Lundquist College of Business consistent with the Lundquist College of Business' Mission and the University of Oregon's Mission as a comprehensive research university that is a member of the Association of American Universities. The Internal Governance Policy may be reviewed whenever there is a transition in the Dean's office. The Internal Governance Policy will be reviewed no later than the end of Fall term 2015, according to the principles of Article 4 of the Collective Bargaining Agreement.

1 Internal Governance Policy

1.1 Internal Governance Policy – Internal Governance Policy within the LCB is developed using the process of shared governance. The Dean or designee will provide an opportunity for the faculty, including those on sabbatical or leave, to participate in the development of the Internal Governance Policy. At the outset of policy formulation, the faculty will first consider input provided by the Dean or designee. The Dean will consult with the Academic Council regarding the development and review of the Dean's input to the recommended policy, however the Academic Council serves only in an advisory capacity where it is responsible for representing the collective viewpoints of all faculty in these matters. After reviewing the Dean's input, faculty then provide their recommendations or submit their own recommended policy to the Dean or designee for review. The Dean or designee will provide a written explanation to the faculty and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Dean's input, faculty recommendations and/or recommended policy, and the Dean's explanation will be made available on the LCB intranet so all faculty have access. The Provost or designee will have final authority to establish policy for LCB. The final policy will be made available on the LCB intranet as documentation.

2 Other Governance Policies

2.1 Tenure Track Faculty (TTF) Professional Responsibility Policy – Policy regarding TTF Professional Responsibilities is developed using the process of shared governance. The Dean or designee will provide an opportunity for all TTF, including those on sabbatical or leave, to participate in the

development of the TTF Professional Responsibility Policy. At the outset of policy formulation, TTF will first consider input provided by the Dean or designee. The Dean will consult with the Academic Council regarding the development and review of the Dean's input to the recommended policy, however the Academic Council serves only in an advisory capacity where it is responsible for representing the collective viewpoints of all faculty in these matters. After reviewing the Dean's input, TTF then provide their recommendations or submit their recommended policy to the Dean or designee for review. The Dean or designee will provide a written explanation to TTF and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Dean's input, TTF recommendations and/or recommended policy, and the Dean's explanation will be made available on the LCB intranet so all faculty have access. The Provost or designee will have final authority to establish policy for LCB. The final policy will be made available on the LCB intranet as documentation.

- 2.2 Tenure Track Faculty Review and Promotion Policy – Policy regarding TTF Review and Promotion is developed using the process of shared governance. The Dean or designee will provide an opportunity for all TTF, including those on sabbatical or leave, to participate in the development of the TTF Review and Promotion Policy. At the outset of policy formulation, TTF will first consider input provided by the Dean or designee. The Dean will consult with the Academic Council regarding the development and review of the Dean's input to the recommended policy, however the Academic Council serves only in an advisory capacity where it is responsible for representing the collective viewpoints of all faculty in these matters. After reviewing the Dean's input, TTF then provide their recommendations or submit their recommended policy to the Dean or designee for review. The Dean or designee will provide a written explanation to TTF and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Dean's input, TTF recommendations and/or recommended policy, and the Dean's explanation will be made available on the LCB intranet so all faculty have access. The Provost or designee will have final authority to establish policy for LCB. The final policy will be made available on the LCB intranet as documentation.
- 2.3 Career Non-Tenure Track Faculty (NTTF) Professional Responsibility Policy – Policy regarding NTTF Professional Responsibilities is developed using the process of shared governance. The Dean or designee will provide an opportunity for the faculty, including those on sabbatical or leave, to participate in the development of the NTTF Professional Responsibility Policy. At the outset of policy formulation, the faculty will first consider input provided by the Dean or designee. The Dean will consult with the Academic Council regarding the development and review of the Dean's input to the recommended policy, however the Academic Council serves only in an advisory capacity where it is responsible for representing the collective viewpoints of all faculty in these matters. After reviewing the Dean's input, faculty then provide their recommendations or submit their recommended policy to the Dean or designee for review. The Dean or designee will provide a written explanation to the faculty and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Dean's input, faculty recommendations and/or recommended policy, and the Dean's explanation will be made available on the LCB intranet so all faculty have access. The Provost or designee will have final authority to establish policy for LCB. The final policy will be made available on the LCB intranet as documentation.

2.4 Career Non-Tenure Track Faculty Review and Promotion Policy – Policy regarding NTTF Review and Promotion is developed using the process of shared governance. The Dean or designee will provide an opportunity for the faculty, including those on sabbatical or leave, to participate in the development of the NTTF Review and Promotion Policy. At the outset of policy formulation, the faculty will first consider input provided by the Dean or designee. The Dean will consult with the Academic Council regarding the development and review of the Dean’s input to the recommended policy, however the Academic Council serves only in an advisory capacity where it is responsible for representing the collective viewpoints of all faculty in these matters. After reviewing the Dean’s input, faculty then provide their recommendations or submit their recommended policy to the Dean or designee for review. The Dean or designee will provide a written explanation to faculty and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Dean’s input, faculty recommendations and/or recommended policy, and the Dean’s explanation will be made available on the LCB intranet so all faculty have access. The Provost or designee will have final authority to establish policy for LCB. The final policy will be made available on the LCB intranet as documentation.

2.5 Academic Policy – Policy regarding the establishment, review, and revision of courses as well as establishment of the requirements for earning degrees and certificates within LCB will be set and maintained using a process of shared governance. The Dean or designee will provide an opportunity for the faculty, including those on sabbatical or leave, to participate in the development of the Academic Policy. At the outset of policy formulation, the faculty will first consider input provided by the Dean or designee. The Dean will consult with the Academic Council and appropriate LCB Curriculum Committees regarding the development and review of the Dean’s input to the recommended policy, however the Academic Council and LCB Curriculum Committees serve only in an advisory capacity where they are responsible for representing the collective viewpoints of all faculty in these matters. After reviewing the Dean’s input, the faculty then provide their recommendations or submit their recommended policy to the Dean or designee for review. The Dean or designee will provide a written explanation to the faculty and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Provost or designee will have final authority to establish policy for LCB. The Dean’s input, faculty recommendations and/or recommended policy, and the Dean’s explanation will be made available on the LCB intranet so all faculty have access. Changes to Academic Policy require final approval by a vote of TTF, Career NTTF and TTF faculty participating in the Tenure Reduction Program (TRP). The final policy will be made available on the LCB intranet as documentation.

2.6 Merit Pay and Funds for Professional Development – Policy regarding Merit Pay and Funds for Professional Development is developed using a process of shared governance. The Dean or designee will provide an opportunity for the faculty, including those on sabbatical or leave, to participate in the development of the Merit Pay and Funds for Professional Development Policy. At the outset of policy formulation, the faculty will first consider input provided by the Dean or designee. The Dean will consult with the Academic Council regarding the development and review of the Dean’s input to the recommended policy, however the Academic Council serves only in an advisory capacity where it is responsible for representing the collective viewpoints of all faculty in these matters. After reviewing the Dean’s input, faculty then provide their recommendations or submit their recommended policy to the Dean or designee for review. The Dean or designee will provide a written explanation to the faculty

and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Dean's input, faculty recommendations and/or recommended policy, and the Dean's explanation will be made available on the LCB intranet so all faculty have access. The Provost or designee will have final authority to establish policy for LCB. The final policy will be made available on the LCB intranet as documentation.

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.

2.7 Summer Session Appointment Policy – Policy regarding Summer Session Appointments is developed using the process of shared governance. The Dean or designee will provide an opportunity for the faculty to participate in the development of the Summer Session Appointment Policy. At the outset of policy formulation, the faculty, including those on sabbatical or leave, will first consider input provided by the Dean or designee. The Dean will consult with the Academic Council regarding the development and review of the Dean's input to the recommended policy, however the Academic Council serves only in an advisory capacity where it is responsible for representing the collective viewpoints of all faculty in these matters. After reviewing the Dean's input, faculty then provide their recommendations or submit their recommended policy to the Dean or designee for review. The Dean or designee will provide a written explanation to the faculty and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to the Provost or designee. The Dean's input, faculty recommendations and/or recommended policy, and the Dean's explanation will be made available on the LCB intranet so all faculty have access. The Provost or designee will have final authority to establish policy for LCB. The final policy will be made available on the LCB intranet as documentation.

3 Internal Governance Policy Meetings and Documentation Protocol

The Dean or designee will email a meeting agenda to the faculty, including those on sabbatical or leave, with a minimum of two weeks notice regarding any meeting with the faculty or with the Academic Council where proposed changes to internal governance policies will be discussed. The purpose of these meetings is to use the process of shared governance to allow opportunities for broad discussion. The Dean will consult with the Academic Council regarding the development, review and proposed revision of those policies listed under sections 1 and 2 of this document. However, the Academic Council serves only in an advisory capacity where it is responsible for representing the collective viewpoints of all faculty in these matters. Formal meeting minutes will be kept for each meeting with the faculty and each Academic Council meeting that discusses changes to governance issues listed under sections 1 and 2 of this document. In Academic Council meetings where discussion of changes to governance policies listed under sections 1 and 2 are on the agenda, an advisory vote of department heads and the two Career NTTF representatives will be taken on any proposal to amend the governance policies. The results of this advisory vote will be included the minutes. Meeting minutes will be available on the LCB intranet within one week of the date of the meeting. The Dean or designee will provide a meeting agenda with a minimum of one-week notice for any meeting of the Academic Council. Academic Council meeting minutes will be available on the LCB intranet within one week of the

date of the meeting. The Academic Council can go into executive session when sensitive topics require confidential discussion. Any member can request an executive session during a meeting. The meeting minutes will reflect only that the Academic Council went into executive session. In executive session when the potential for conflict of interest exists with a member of the Academic Council, that member will be excused. Policies listed under sections 1 and 2 of this document that have been approved by the Provost or designee will be available on the LCB intranet.

4 Staff and Faculty Meetings

At least once each term, LCB holds a Faculty/Staff Meeting. All LCB staff, officers of administration and faculty are expected to attend. An agenda will be distributed with a minimum of one-week notice to all staff, officers of administration and faculty and minutes are taken and approved by a vote of eligible TTF, NTTF and TTF participating in TRP at the subsequent meeting. The purpose of these meetings is three-fold: (1) it provides a forum where faculty, officers of administration and staff can provide their opinion and offer counsel on the wide range of college affairs not addressed by meetings scheduled under sections 1 and 2, (2) it provides a forum to communicate developments within LCB to faculty, officers of administration and staff, and (3) when making changes to the curricula, a vote of TTF, Career NTTF and TTF in the TRP will be taken to approve any changes to the curricula. Meetings are conducted following Robert's Rules of Order.

5 Standing Committees

5.1 Academic Council

- 5.1.1 The Academic Council shall be responsible for providing the Dean and other administrative officials with advice on matters of academic, financial and managerial import. The Academic Council shall serve as a voice of the faculty, consider governance policies listed under sections 1 and 2 of this document and make recommendations thereon, work with the Dean on development and implementation of the college's strategy, and communicate with the faculty on matters of academic, financial and managerial import. The Academic Council does not determine policies listed under sections 1 and 2 of this document. Rather, it advises the Dean on the Dean's input to the creation and revision of policies listed under sections 1 and 2 of this document. The Dean then provides input to faculty according to the process of shared governance as described in sections 1 and 2 of this document
- 5.1.2 The Academic Council consists of (1) department heads of Accounting, Decision Sciences, Finance, Management and Marketing, (2) two Career NTTF, (3) Program Directors, (4) the Assistant Dean for Centers or his/her designee, and (5) the Dean and Associate Deans. Department heads are responsible for representing the collective viewpoints of the faculty within their respective departments and the Career NTTF are responsible for representing the collective viewpoints of NTTF.
- 5.1.3 TTF members are eligible to be department heads of Accounting, Decision Sciences, Finance, Management and Marketing. After consultation with department faculty and the Academic Council, the Dean or designee appoints department heads. Career NTTF members are eligible for membership on the Academic Council. After consultation with the Academic Council, the Dean or designee appoints the Career NTTF members.

- 5.1.4 Appointment is for one year and is renewable by the Dean or designee. Department heads will be reviewed by the Dean or designee at least once every two years and the review will include consultation with department faculty. The Career NTTF members will be reviewed by the Dean or designee at least once every two years and the review will include consultation with Career NTTF.
- 5.2 Curriculum Committees
- 5.2.1 The Curriculum Committees are responsible for providing faculty oversight into matters that affect undergraduate and graduate education, and to advocate and steward those programs. This includes reviewing and revising curricula and making recommendations to Faculty regarding revisions to curricula as well as establishment of the requirements for admission to programs, and earning degrees and certificates within LCB. TTF, Career NTTF and TTF in TRP are eligible to vote on all changes to curricula.
- 5.2.2 The Undergraduate Program Committee (UGPC) consists of one faculty representative from each of the academic departments, the Assistant Dean for Undergraduate Programs (ex-officio), two officers of administration (ex-officio), the Assistant Dean for Centers, or his/her designee (ex-officio) and the Associate Dean for Academic Affairs (ex-officio). At least one of the faculty representatives must be a career NTTF. The Master's Programs Committee (MPC) consists of one faculty representative from each of the academic departments, the Assistant Dean MBA program (ex-officio), Director of the MAcc program (ex-officio), the Assistant Dean for Centers, or his/her designee (ex-officio), and Associate Dean for Academic Affairs (ex-officio). The PhD Program Committee (PhD PC) consists of the five academic department PhD coordinators, the PhD Program Director (ex-officio), a PhD student representative and the Associate Dean for Academic Affairs (ex-officio).
- 5.2.3 TTF, Career NTTF, TTF on TRP, OA (0.5 FTE and above) are eligible to serve on the UGPC and the MPC. Only TTF are eligible to serve on PhD PC. A PhD student making satisfactory progress in the PhD program is eligible to serve on the PhD PC. Ideally, membership on the UGPC and MPC would be representative of those faculty with teaching experience at the appropriate undergraduate or graduate levels, however the small size of some departments and the goal of limiting the service obligations of untenured TTF may constrain membership. Department heads will consult with departmental faculty and recommend faculty to the Associate Dean for Academic Affairs for membership. Efforts will be made to equitably and fairly distribute committee membership assignments across all departmental faculty. The Associate Dean for Academic Affairs will consult with department heads and program directors for membership on the UGPC and MPC and make appointments. For the PhD PC, department heads consult with TTF and recommend PhD Coordinators who are approved by the Associate Dean for Academic Affairs. The PhD Program Director recommends a PhD Student representative who is approved by the Associate Dean for Academic Affairs.
- 5.2.4 Appointments to the curricula committees are for 2 years and are renewable.
- 5.3 Promotion and Tenure Committee
- 5.3.1 The Promotion and Tenure Committee (P&T) reviews all promotion and tenure decisions for TTF and all promotion decisions for NTTF and makes recommendations to the Dean.

- 5.3.2 When considering a TTF member, the P&T Committee consists of a TTF member from Accounting, Decision Sciences, Finance, Management and Marketing with rank above the individual being considered for promotion or tenure. When Career NTTF are considered for promotion, a Career NTTF member with rank above the individual being considered for promotion is added to the committee.
- 5.3.3 TTF and Career NTTF are eligible. Department heads nominate faculty with appointment by the Dean or designee.
- 5.3.4 Appointment is for two years and is renewable.

6 **Ad Hoc Committees**

Situations can arise where Standing Committees are not appropriately positioned to equitably address the problem or topic. The Dean or designee may form Ad Hoc Committees for dealing with those issues or topics. In addition, the faculty can request the formation of a LCB Ad Hoc Committee independent of the Dean. The Dean can form an Ad Hoc Committee following a faculty request, or the Dean can respond in writing as to why such a committee is not needed. Ad Hoc committees will make available minutes of meetings within one week of the date of the meeting.

7 **Search Committees**

Recruitment of TTF: The Dean or designee will create a department search committee. The appropriate department head will consult with the faculty and recommend faculty members for membership. An Academic Associate Dean appoints the committee. Composition will include appropriate department TTF and one TTF from another department to serve on the search committee. When there is a direct connection between the appointment and a Center of Excellence, the Assistant Dean for Centers or his/her designee should be consulted as part of the hiring process.

Recruitment of NTTF: The Dean or designee will create a department search committee. The appropriate department head will consult with the faculty and recommend faculty members for membership. An Academic Associate Dean appoints the committee. Composition will include a minimum of one Career NTTF and a minimum of one TTF to serve on the search committee. When there is a direct connection between the appointment and a Center of Excellence, the Assistant Dean for Centers or his/her designee should be consulted as part of the hiring process.

8 **Department Head Appointment and Review**

Each department head is responsible for administration of one of the college's departments and for implementing college policies in a manner consistent with the Lundquist College of Business' Mission. The department head coordinates teaching, curriculum and other assignments for faculty, and provides counsel for the coordination of faculty in research and teaching. The department head is responsible for implementing the merit and faculty review processes as defined by the college, including leading the activities related to departmental faculty who are involved in promotion, tenure and salary decisions. A key responsibility is to accurately represent the collective viewpoints of TTF and Career NTTF departmental faculty. Given the essential role of the department head, the Dean or designee

consults with appropriate TTF and Career NTTF department faculty and appoints the department head. TTF and TTF on TRP are eligible to be appointed as department heads in the five academic departments. The Dean is responsible for ensuring that the department head accurately represents the collective viewpoints of departmental faculty. Department heads are to be reviewed at least once every two years. The Dean will consult with TTF and Career NTTF department faculty members to provide an opportunity for input.

9 **Faculty Administrative Roles**

Other than department heads, Academic Associate Deans hold faculty administrative roles. Academic Associate Deans are responsible for assisting the Dean in managing the Lundquist College of Business consistent with the Lundquist College of Business' Mission and the University of Oregon's research mission as a member of the Association of American Universities. Given the essential role of Academic Associate Deans, the Dean consults with the faculty and appoints Academic Associate Deans. TTF members are eligible. Appointments are for two years and are renewable. Associate Deans are to be reviewed at least once every two years. The Dean will consult with the Academic Council and form a committee consisting of one department head, one TTF, one Career NTTF, and one Officer of Administration. This committee will gather feedback from faculty, officers of administration and staff in the preparation of the review.

In addition to the five-year comprehensive review of the Dean conducted by the Provost, the faculty will have an opportunity to provide input to the Provost's annual review of the Dean every year. The Dean will invite the Provost, or designee, to attend a meeting of the Academic Council. Faculty will have an opportunity to provide input to their department head and to the Career NTTF members on the Academic Council. The Academic Council will communicate to the Provost, or designee, the collective voice of the faculty regarding the Dean's use of the highly valued tradition of shared governance and the Dean's adherence to the LCB Internal Governance Policy and other governance policies.