

**University of Oregon**  
**Physical Education Internal Governance Policies & Procedures for Faculty**

Approved by the Office of the Provost and Academic Affairs: November 24, 2016

The Collective Bargaining Agreement (CBA) between the University of Oregon and United Academics provides a process by which departments and faculty will create and update policies. This document specifies how these processes will be followed in the Physical Education department.

**UNDERLYING PREMISES**

Faculty shall have the opportunity to participate in the development of department policy with guidance and review by the department head, director, vice president, Provost, or designee. The Provost or designee has the final authority to establish policy for each department or unit. (CBA-Article 4)

The faculty of the Physical Education department is comprised of Career Non-Tenure Track Faculty (CNTTF) and Pro Tem faculty. The Physical Education department is not a degree-granting department and as such does not employ Tenure Track Faculty or graduate students. Tasks such as developing department policy that would otherwise fall to tenure-track faculty, will be initiated by the leadership of the department and will then be shared with CNTTF and Pro Tem faculty for review and input.

It is important to understand and consider the limited financial resources of the Physical Education department when creating policy as we do not operate under the tuition funding model. The department of Physical Education is funded by assessing students an activity fee at registration which does not generate the financial capacity to operate comparably to other academic departments.

**POLICIES FOR REVIEW and DEVELOPMENT**

- [1] Internal governance
- [2] Assignment of professional responsibilities
- [3] Summer session appointments
- [4] NTTF review and promotion
- [5] Merit raises
- [6] Professional fund distribution

**PROCESS**

- On September 22, 2014, the Physical Education (PE) faculty voted unanimously that policy documents should be drafted by the office of the Associate Director. Said drafts of policy documents will then be sent to all faculty for review and feedback.
- All faculty have the opportunity to participate in the development of policy, which will delineate procedures for specific operations of the department or unit.
- After review of policy drafts, the Faculty submits feedback to PE Leadership, who then submits documents to the appropriate vice president or designee, who will provide the faculty with a written explanation for an opportunity to discuss alterations he or she makes before submission to Provost or designee.
- Provost or designee will have final authority to establish policy for each department or unit.
- Faculty, Department head, VP, Provost or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating this process for policy development.

- The department head will document and track the process to create or update policy and will request that the faculty (via Faculty Advisory Council) document their process as well.

## **[1] INTERNAL GOVERNANCE POLICY**

*The Provost and Academic Affairs require that in developing an internal governance policy each unit consider the following aspects of governance structure:*

### **I. Standing committees**

- A. Leadership Team – the leadership group of the Physical Education and Recreation department oversees the operations of the department which, in addition to Physical Education, includes multiple indoor and outdoor facilities, extensive recreation and intramurals, and youth and family programs. Team membership currently includes, but is not limited to the following:
1. Director
  2. Associate Director for Physical Education
  3. Associate Director for Programs
  4. Associate Director for Facilities
  5. Associate Director for Business Services
- B. Management Team (newly formed) – this group is the decision making body for the department specifically in regard to the budget and marketing. It consists of the following positions currently, which may vary as needs require:
1. Director
  2. Associate Director for Physical Education
  3. Associate Director for Programs
  4. Associate Director for Facilities
  5. Associate Director for Business Services
  6. Accountant
  7. Purchasing Agent
  8. Human Resources Manager
  9. Marketing Coordinator
- C. Physical Education Team – currently comprised of the Associate Director for PE and each Assistant Director\*, but may vary as needs require; membership is per job description. The team has oversight of the department's Operating Manual which houses policies and ensures they are in place and functioning. The PE team will collaborate with the FAC on policies and issues that impact faculty. Team charges include:
1. Recommend and review new course proposals; implement new courses and changes to existing courses.
  2. Maintain balance in variety of course offerings.
  3. Develop policy and procedures related to physical education courses.
  4. Take an active role in maintaining the academic quality of courses.
  5. Collaborate with the Faculty Advisory Council on policy as outlined in the Collective Bargaining Agreement.
  6. Make recommendations to the Marketing Team regarding the promotion of courses to campus.
  7. Make recommendations for the future direction of the instructional program to the Director of PE & Rec and the Leadership Team when appropriate.

8. Determine needs and discuss prioritization of equipment budget for courses.
9. Collaborate in budget development and budget management.
10. Review the Physical Education section of the Risk Management Manual to ensure all the information is accurate and up to date.

\*Assistant Directors (definition): usually full-time faculty who oversee our activity areas (fitness, team sports, Outdoor Pursuits, etc.). They supervise CNTTF and Pro Tem faculty, build the schedule of classes, manage an equipment budget, sit on the PE Team and they teach. These duties are representative, not a complete list. Assistant Directors are not represented by United Academics due to their supervisory responsibilities.

D. Faculty Advisory Council - The faculty will form a Faculty Advisory Council [FAC] which will be comprised of 3-8 PE Career NTTF and/or, Pro Tem faculty.

1. Eligible members will be United Academic represented faculty. The PE department does not employ TTF. The Associate Director is an ex-officio member of the FAC, non-voting, but may be present to provide information where needed on matters of policy.
2. FAC members will be the UA steward, UA representatives for the department, and faculty elected at the yearly department orientation meetings.
3. Term of service is for an academic year and can be repeated if approved by faculty majority vote.
4. The FAC will have a chair who is a voting member of the committee and is responsible for:
  - a. calling meetings
  - b. setting an agenda
  - c. presiding over FAC meetings
  - d. reporting outcomes back to PE faculty and PE leadership
5. The FAC will collaborate with PE leadership on policy as outlined in the Collective Bargaining Agreement.
6. The FAC will gather information/feedback from the faculty as needed and will represent the entire faculty in making decisions that impact the faculty or in consulting with department leadership where appropriate.
7. The faculty will create a set of by-laws for this council including but not limited to: when and how often the council meets; the rules of order; and the terms of membership.
8. The council is formed to consult and advise the leadership regarding issues that impact the faculty, specifically, but not limited to, topics addressed in the CBA.
9. This council does not replace established lines of communication between individual faculty members and their Assistant Directors or the department head. Faculty should directly communicate concerns and questions with their supervisors on a regular basis.
10. Faculty can, and should take 'big picture' issues to their FAC if they want to suggest a change or improvement to department operations or policy.

E. Promotion Review Committee - Eligible members include faculty who hold the rank being sought by the case for promotion or higher. When an instructor is eligible for promotion the Associate Director will assemble a review committee of at least three members.

Faculty eligible to serve on the committee may propose a system for selection of members of this committee.

## II. Department meeting protocol

- A. Agendas and minutes documenting conversations and decisions are kept electronically by the team chair and distributed to members of each committee.
- B. Leadership Team protocol is developed by the Director who compiles meeting agendas. Members of the team may add items to the agenda as needed. Any department staff member may attend meetings unless confidential issues must be addressed by the leadership group. Decisions are made multiple ways - some topics are put to a vote, and some are up for comment, conversation and/or suggestion though the Director will make the ultimate decision. There are no official 'rules' in effect in these meetings.
- C. PE Team meetings are called by the Associate Director and held as needed. The department head compiles an agenda though assistant directors are welcome to request topics for discussion. No official 'rules' are in place; decisions are made through cooperative conversation and occasionally by the Associate Director alone.
- D. Faculty Advisory Council protocol: Meetings can be called by any member of the FAC. The person who calls the meeting compiles and distributes the agenda.
  - a. Agenda topics can be submitted by PE faculty, PE leadership or United Academics. When the FAC meets the rules of order are unofficial. When the full faculty meets formal rules (Roberts Rules of Order) may be employed.
  - b. FAC members may communicate to the larger faculty via phone calls, emails and postings in the PE Faculty Hub.
  - c. Voting:
    - i. All United Academic represented faculty are eligible to vote on issues. Most meeting topics will be vetted by the full faculty for feedback and possible vote, however, on September 22, 2014 the faculty voted to give the FAC the power to make decisions on behalf of the full faculty when necessary.
    - ii. The faculty must vote in the majority to pass recommendations on to department leadership. Faculty who are on contract during a given academic year, but who are on leave, may send their input and/or vote to the FAC electronically.
    - iii. A FAC member will keep meeting minutes and a record of voting outcomes on all faculty governance business. A binder will be kept for historical record. The binder will be kept in a locker in the PE Faculty Hub.
    - iv. PE faculty will vote on:
      1. development of department policy
      2. issues that affect faculty members
- E. Promotion Review committee protocol
  1. Read and review promotion dossiers.
  2. Each member will give a 'yes or no' recommendation in writing to the Associate Director for PE regarding the candidate's qualification for promotion.
3. Submit a committee report regarding the vote to be included \_\_\_\_\_ in the candidate's promotion file.

## III. Search committees

A. Used for replacing the department head (OA) and full-time assistant directors (non-bargaining unit members). Committee members are appointed by the Director or designee and University procedures are followed. [Membership could include CNTTF].

B. CNTTF and Pro Tem are hired via Unclassified Personnel Services' rules and regulations.

IV. **Department head** – The department head of Physical Education is an OA and an Associate Director of a larger department, Physical Education and Recreation. This position is not a nominated or rotating faculty opportunity. Since it is not a faculty position there is not a process for faculty input other than possibly sitting on a search committee.

V. **Faculty administrative roles** – Assistant Directors [AD] are CNTTF faculty or OAs who hold administrative FTE and responsibilities in addition to their teaching responsibilities. These positions were designed as a hybrid of teaching and administration and are not 'rotating opportunities' for faculty. Compensation is determined by the Director in consultation with the Leadership Team of Physical Education and Recreation when a search is initiated. Assistant Directors are reviewed yearly by the department head.

ADs supervise from 6 to 18 instructors who teach in their area(s). They are responsible for the hiring and mentoring of instructors which includes teaching observation and evaluation. ADs schedule classes, order equipment, collaborate on facilities oversight, lead in-service training, provide instructional materials, program assessment, manage budgets, oversee Risk Management policies in their area(s), including equipment inspection; and perform other duties as assigned.

VI. **Curriculum** – Courses in the PE department are designed and developed according to current best practices in the discipline, from student interest, and from the specific interests of instructors. PE faculty may submit a proposal for a new course to the PE Team at any time.

VI. **Adding and dropping** courses is always a financial decision due to our funding model and, so, is a management decision. The PE Team will accept or reject a course based on student demand, activity and enrollment trends, facility availability, and financial viability. Because of this, faculty may participate in the establishment and revision of curriculum, but the review process [retaining or cutting courses] is done by management.

We do not offer a degree program so the success of PE courses is not defined by graduates but by enrollment and revenue generation. We occasionally choose to offer courses that have inherent small enrollments due to the service they provide to students, (e.g. Learn to Swim) or because we assess a higher fee to enable the course to generate adequate revenue (e.g. Mountaineering Outing); or if they support our curriculum in practical ways (e.g. Lifeguard Certification).

Courses are added to and deleted from the curriculum based on a combination of student demand, activity trends, facility and instructor availability, and financial viability. Course content is developed at the time the course is added to the curriculum and is to be delivered by all instructors who teach the same title. However, instructors can, and should, bring their own strengths, styles, and personality to the content.

The Physical Education department participates in the University's curriculum system and Fees, Fines and Penalties process and abides by all regulations therein.

**VII. Academic Standards** - Academic standards in Physical Education were developed with direction from the Provost's office in the mid 1990's and have remained in place. They include:

- A. Students in activity classes will be graded Pass/No Pass which includes evaluation of:
  - 1. Physical skill – learning, improvement and/or performance
  - 2. Knowledge – performance on assignments, quizzes, and tests
  - 3. Affective – an accounting of appropriate behavior and etiquette for the activity
- B. Student's in lecture-based courses can be Graded or Pass/No Pass. Student expectations and evaluation will include readings, assignments, and testing that aligns with University expectations regarding the appropriate 'work-load : credit' ratio.

Physical Education leadership welcomes ideas and suggestions for improvements to academic standards from the faculty. Faculty may present suggestions via the FAC or to PE leadership directly.

**VIII. Faculty role** in developing guidelines for:

- A. Promotion reviews – see separate policy document on Review and Promotion
- B. Merit salary increases – see separate policy document on Merit Salary Increases
- C. Workload –
  - 1. the department is currently operating under an MOU with United Academics through the school year 2016-17 regarding workload. This section will be updated when the MOU expires spring of 2017 and a new understanding is in place.
  - 2. each single-credit activity course equates to a .1 FTE
  - 3. PE CNTTF and Pro Tem teach from 1 – 4 one-credit courses per term

Updated June 1, 2016