

# INSTITUTE OF NEUROSCIENCE

## Internal Governance Policy

Revised by Provost and submitted 8/20/2015.

**1. Appropriate and Equitable Faculty Governance Participation** The internal governance policy (IGP) describes the procedures by which the Institute of Neuroscience (ION) makes writes governing principles and policy. In having the IGP the ION aims to make decisions and write polices in a manner that welcomes the participation of all members covered by the Collective Bargaining Agreement (CBA).

### 1.1. Membership

**1.1.1.** Non-tenure-track faculty (NTTF), comprises post docs, career research associates, career research assistants, and adjuncts.

**1.1.1.1.** A NTTF is considered a member of ION if he/she works in a lab in which his/her supervisor is a member of ION

**1.1.1.2.** If a NTTF does not have a supervisor or obtains a grant on his or her own, then he or she must be voted into ION like a TTF

**1.1.2.** Tenure-track faculty (TTF).

**1.1.2.1.** Tenured Track Faculty are voted into ION after giving a job talk

**1.1.2.2.** Tenured Track Faculty may be members of ION without running their grants through the institute.

1.1.2.2.1. Research Associate Professors are voted in like Tenure Tracked Faculty.

**1.2. Voting rights** TTF and NTTF who have been voted in as a member of ION are able to vote on those seeking membership in ION. Those that are members of ION under 1.1.1.1 may not vote on membership.

**1.2.1.** All members, as defined in 1.1, have voting rights in ION.

**1.2.2.** Members of ION may vote and participate in policy development while on leave or sabbatical.

### 1.3. Meeting Protocol

**1.3.1.** ION shall hold meetings as necessary.

**1.3.2.** The ION director will provide a minimum of three days' notice to ION membership regarding any meeting where significant governance topics are addressed. ION members may provide written input to the director prior to the meeting. Meetings may also occur via email, telephone, or teleconference. The director may choose to call for formal votes during these meetings; a simple majority is needed for a motion to pass.

**1.3.3.** Meetings are open to all members unless there are issues of privacy or confidentiality.

**1.3.4.** NTTF, post docs, research associates, and adjunct faculty may, as a group, elect members to represent them at meetings. The voting procedure is left to the members of the group of NTTF, post docs, research associates, and adjunct faculty.

**1.3.5.** In emergency situations that preclude the 3-day pre-meeting notice, the ION director will make all reasonable accommodations to ensure that interested members are adequately represented. Such emergency situations are intended to address short-term accommodations; these meetings will not be used to discuss or decide upon longer-term policy.

### 1.4. Documentation of Decisions

**1.4.1.** The Business Manager will take minutes for each meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all ION members via email and hard copies will be kept in the ION administrative office.

**1.4.2.** Written responses to proposed ION policies from the provost or vice president will be delivered to the ION director who will circulate them to all members in a timely manner via email.

- 47 **1.5. Funding Contingent Faculty**
- 48 **1.5.1.** Time spent by funding contingent faculty members on service to the University, including
- 49 shared and internal governance, must comply with the terms and conditions of their sponsored
- 50 project and all federal and state laws and regulations.
- 51 **2. Director**
- 52 **2.1.** The Director is a tenure tracked faculty member; he/she represents the ION in all matters external
- 53 to the institute.
- 54 **2.2.** The Nominations for Director will be solicited from all ION members, typically, by email. If the
- 55 current Director is unwilling to serve an additional term, he/she can solicit nominations. Otherwise,
- 56 nominations will be solicited by the Executive Committee. ION faculty may nominate any tenure-
- 57 track Associate or Full Professor who is an ION member; Assistant Professors and Emeritus
- 58 Professors are ineligible to serve as Director. Self-nomination is acceptable.
- 59 **2.3.** After nominations are received, either the current Director or the Executive Committee will
- 60 ascertain whether the nominated individuals are willing to serve, if elected. The names of
- 61 nominated individuals who are willing to serve will be distributed to all ION faculty and to the Vice
- 62 President for Research for review.
- 63 **2.4.** The Director serves a three-year term. The Executive Committee of the ION will identify
- 64 candidates who are interested in the position and determine the level of support within ION for
- 65 various candidates by consulting with ION membership. The Executive Committee will report the
- 66 results to the VPRI and forward their recommendation to the VPRI, who appoints the director.
- 67 **2.5.** Concerns about the Director's performance or availability should be directed to the Executive
- 68 Committee for consideration and appropriate action, which might include a recommendation to the
- 69 VPRI for removal of the Director.
- 70 **2.6.** The Director may appoint an associate director who works closely with the director to administer
- 71 ION and may assume the role of director in the director's absence.
- 72
- 73 **3. Committees**
- 74 **3.1. Executive Committee**
- 75 **3.1.1.** The Executive Committee assists the Director in making key ION policies.
- 76 **3.1.2.** It is composed of three TTF and three career NTTF. The Director does not serve on the
- 77 Executive Committee.
- 78 **3.1.3.** The Executive Committee shall have members of at least two academic departments, as well as
- 79 members that represent research interests in Cellular, Developmental, Systems and Cognitive
- 80 Neuroscience.
- 81 **3.1.4.** The Executive Committee members will have full access to all information regarding policy
- 82 and budgetary decisions.
- 83 **3.1.5.** Executive committee members will serve staggered 2-year terms. Annually, the ION director
- 84 will solicit self-nominations to serve on the Executive Committee. The ION director will put
- 85 forth the nominations to all ION for vote.
- 86 **3.1.6.** The Executive Committee members will be elected by majority vote of ION members. The
- 87 vote can take place by email. TTF will vote on TTF nominees and NTTF (both career and
- 88 non-career) will vote on NTTF nominees.
- 89 **3.2. Space Committee.** The ION Space Committee drafts policy regarding the allocation of research
- 90 space.
- 91 **3.2.1.** It will consist of three voting members chosen from the ION TTF and NTTF.
- 92 **3.2.1.** Two voting members of the committee will be elected by the ION TTF and NTTF; the third
- 93 voting member will be appointed by the ION Director.

- 94 3.2.2. Each committee member will serve initially for a term of two years and will then be eligible for  
95 re-election.
- 96 3.2.3. After serving for a continuous four-year period a committee member will be required to step  
97 down from the committee for a period of at least two years before becoming eligible for re-  
98 election or re-appointment.
- 99 3.2.4. If a space-related matter that constitutes a potential conflict of interest for any member of the  
100 Space Committee needs to be discussed, the committee member involved can present his/her  
101 own point of view to the other committee members, but will otherwise be excused from all  
102 subsequent related committee discussion and decision-making of the matter.
- 103 3.2.5. If such a conflict of interest should occur, the Institute Director, in consultation with the  
104 Institute Executive Committee may, at his/her discretion, appoint an ad hoc Institute member  
105 to substitute for the committee member who has the conflict.
- 106 3.2.6. This Space Committee will meet with the Institute Director regularly to survey the utilization  
107 of, and unmet needs for, the overall space of the Institute.
- 108 3.3. Ad Hoc Committees
- 109 3.3.1. ION will form ad hoc committees when the institute has a decision on a specific impending  
110 need that is not appropriately handled by an already existing committee.
- 111 3.3.2. These committees will be temporary in nature and members shall be nominated by the  
112 Director.
- 113 3.3.3. Once the committee has completed its specific task, it shall be disbanded.
- 114 3.3.4. If the Director determines that the institute has a need for a permanent committee, then it  
115 shall be formed following the same process as outlined in Section 3.5 and 3.6.
- 116
- 117 **4. Review and Promotion**
- 118 4.1. **NTTF Policies** regarding the performance and promotion of NTTF are drafted by Executive  
119 Committee, with input from TTF, NTTF, Director, and Business Manager. The policy is voted on  
120 by all ION members.
- 121 4.2. **Merit Increase Policy** Policies regarding merit increases are drafted by Executive Committee, with  
122 input from ION membership, Director, and Business Manager. The policy is voted on by all  
123 members of ION.
- 124 4.3. The specific process is outlined in the promotion policy document.
- 125
- 126 **5. Development of Key United Academic's Collective Bargaining Agreement Policies.** ION will use  
127 the following processes to develop further CBA-mandated policies that are yet to be identified:
- 128 5.1. Vice President for Research & Innovation (VPRI) will provide guiding principles regarding merit  
129 policies to the ION director.
- 130 5.2. The director will provide input to the Executive Committee. Using these materials, the Executive  
131 Committee will draft the recommended policy.
- 132 5.3. The Executive Committee will solicit feedback from ION members on the draft. If policies might  
133 affect ION employees who are not covered by the CBA, their feedback will be sought as well. The  
134 Executive Committee will then make revisions.
- 135 5.4. The membership will vote on the proposed final policy. Formal records will be kept of the  
136 outcome of the vote and will be made available to the membership.
- 137 5.5. The Director will submit recommended policy for review to the VPRI, who will provide the  
138 faculty with a written feedback and an opportunity to discuss any alterations he or she makes before  
139 submission to provost.