

The VPRI RESEARCH CORE FACILITY INTERNAL GOVERNANCE POLICY

This INTERNAL GOVERNANCE POLICY provides the formal process for the development and maintenance of internal governance policies for the VPRI Research Core Facilities (RCF).¹ The VPRI Research Core Facilities create these policies collectively.

1. Appropriate and Equitable Faculty Governance Participation

The following areas constitute major areas of internal governance for the VPRI Research Core Facilities, as mandated by the Collective Bargaining Agreement (CBA).

- 1.1. Internal Governance Policy –The Leadership Committee (as defined in section 5) drafts the policy on behalf of the RCF membership (as defined in section 4). Policies will be discussed at meetings set per section 2, where members will have opportunity to provide feedback on governance policy. Where appropriate, the Leadership Committee chair will call for formalized votes on internal governance policy decisions, such that the member perspectives will be represented accurately.
- 1.2. Merit Increase Policy - Policy regarding non-tenure track faculty (NTTF) employee merit increases are to be established and amended by Leadership Committee (described below), and put to a vote of the RCF membership.
- 1.3. Performance Review and Promotion Policy - Policy regarding NTTF employee review and career NTTF promotion are to be established and amended by the Leadership Committee, and put to a vote of the RCF membership.
- 1.4. Professional Development Funds Policy – Policy regarding professional development funds for career NTTF employees are to be established and amended by the Leadership Committee, and put to a vote of the RCF membership.

The Leadership Committee and RCF members will make all reasonable attempts to adhere to the policies in those areas served by those policies. In cases where policies conflict with federal, state, and university policy, those federal, state and university policies will have taken precedence.

2. Meeting Protocol

The Leadership Committee will provide a minimum of three days' notice to RCF members via email regarding any meeting where governance topics are addressed as significant items on the meeting agenda. Members will be provided information in advance to facilitate discussion. These meetings provide a forum where individual viewpoints can be put forth for consideration. As practicable, meetings will include opportunities for members to participate via telephone or other means of remote access. Members unable to attend may provide written input to the Leadership Committee prior to the meeting. Meetings may occur virtually via email, telephone, or video conference. The Leadership Committee chair may choose to call for formal votes during these meetings, as either a

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method to determine policy or to record member input on policy. In cases of a vote, a simple majority of those voting will lead to a passage of a motion.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Leadership Committee will make all reasonable accommodations to ensure that members are represented in the meeting. Such emergency situations are intended to address short-term accommodations, and that these meetings will not be used to discuss or decide upon longer-term policy.

3. Appropriate Documentation of Decisions

Meeting minutes will be kept for each Leadership Committee and other meetings in which discussions on issues pertaining to participatory governance. Meeting minutes will be distributed to all VPRI Research Core Facility Faculty and Directors/Managers via email.

Written responses from the VPRI or designee to proposed policies will be delivered to the AVPs and Leadership Committee. The Leadership Committee will circulate them to all VPRI Core Facility Faculty and Directors/Managers in a timely manner via email.

4. Unit members and voting rights:

- 4.1.** VPRI Research Core Facility members include: (1) the Faculty Advisory Committee (See section 5.2) chair from each core facility or his or her designee from that Faculty Advisory Committee; (2) career NTTF employees; and (3) Research Core Facility directors and managers.
- 4.2.** All members have voting rights.
- 4.3.** Core facility members may participate in policy development and in voting while on leave or sabbatical, assuming that they still qualify for membership based on the criteria described above.

5. Standing Committees

5.1. Leadership Committee

- 5.1.1. The Leadership Committee has authority to work on behalf of all VPRI Core Facility membership in matters as defined in Section 1.
- 5.1.2. The Leadership Committee should include including at least one member from each RCF. Among the members, at least 3 members are RCF Directors/Managers, 3 members are the Chairs of the Faculty Advisory Committees for each VPRI Research Core Facility, and 3 are VPRI Research Core Facility NTTF employees.
- 5.1.3. When the leadership committee needs new members, for any RCF that does not/will not have representation on the committee, the Core Facility Director/Manager nominates at least two candidates. These candidates should come from pertinent group of the vacancy (e.g. Director/Manager, Faculty Advisory Committee Chair, or career NTTF employee). The VPRI appoints leadership committee members from the nominees. The VPRI may request additional nominees to ensure representative balance on the Leadership Committee.

5.1.4. The Leadership Committee elects its own chair from its membership. The chair is responsible for calling meetings, facilitating meetings, communicating with the RCF managers/directors and faculty about governance matters, and ensuring that meeting minutes are recorded and distributed.

5.1.5. Leadership committee members serve 2-year terms, and may be re-appointed.

5.2. Faculty Advisory Committees

5.2.1. Each core facility has a Faculty Advisory Committee made up of at least 3 members who use the services of the core facility.

5.2.2. FAC members are appointed by the VPRI

6. Ad Hoc Committees

The VPRI Associate Vice Presidents (which oversee the RCFs) or the Leadership Committee may form ad hoc committees to address issues for which the Leadership Committee is not appropriately positioned to address. In such situations, the formation of such committee will be discussed in the earliest available Leadership Committee meeting, where individuals can provide feedback regarding the committee and formal meeting minutes will document the scope and authority of the ad hoc committee. Promotion committees will also be ad hoc committees, formed as needed, depending on the particulars of the people being considered for promotion. The review and promotion policy describes the make up of these committees.

7. Search Committees

The RCF Directors/Managers will appoint search committees to hire career NTTF employees in accordance with AAEO search committee policies.

8. Participation in VPRI Research Core Facility Director/Manager Hiring Processes

RCF Directors/Managers administer, direct, and manage the core facility, are hired per University hiring policies, and are appointed by the VPRI. The VPRI appoints the search committee, which will have a diverse representation. Search committee representation may include, for example, members from the VPRI Research Core Facility faculty advisory committee, other facility users, career NTTF employed in the facility, other staff, other core facility director/managers, and Research Associate Vice Presidents.

9. Development of Key Collective Bargaining Agreement VPRI Research Core Facilities Policies

The RCFs will collectively use the following processes to develop CBA-mandated policies:

9.1. AVPs or designee will provide guiding principles regarding merit policies to the Leadership Committee.

9.2. Using these materials, the Leadership Committee will draft the recommended policy.

9.3. The leadership committee will solicit feedback from full members on the draft. In cases where policies will affect core facility employees who are not full members, their feedback will be sought as well. The leadership committee will make revisions.

9.4. The full membership will vote on the proposed final policy. Formal records will be kept of the outcome of the vote and will be made available as per Section 3.

- 10.** The Leadership Committee and all VPRI Core Facility members acknowledge the urgency of policy development, and accept responsibility for meeting deadlines. In the event that a Committee misses a deadline, the AVPs maintains the ability to make unilateral decisions on affected subject matters until such time that the Leadership Committee completes assigned tasks and affected deliverables are approved by the VPRI or designee.
- 11.** The VPRI AVPs, leadership committee, VPRI, or designee may initiate changes to established policy by informing members of changes being considered, thereby initiating this process for policy development.
- 12.** 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.