

INTERIOR ARCHITECTURE INTERNAL GOVERNANCE POLICY

COLLEGE OF DESIGN, UNIVERSITY OF OREGON

As amended and approved by Interior Architecture Faculty April 30 2019

As approved by the College of Design Dean April 13, 2020

Approved by the Office of the Provost December 15, 2020

PREAMBLE

First and foremost the department of Interior Architecture aspires to achieve collaborative decision-making toward consensus wherever appropriate and possible. We seek to minimize the need for rule-based governance by mutual respect, open discourse, building and maintaining trust regarding shared concerns and needs and inclusive consultation with all those affected by decisions, including other UO units and curricula, students, and alumni. Our aim is to maximize and sustain a collegial culture as much as possible as our first principle of governance.

PURPOSE

This DEPARTMENTAL INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of internal governance policies for the Department of Interior Architecture. This document is meant to provide guiding principles for faculty governance and was created with equitable participation of all Interior Architecture Tenure track faculty, career instructors and other non-tenure track faculty.

In this policy document two types of faculty are defined as follows:

The Core Faculty includes all currently appointed tenure-track faculty, tenure reduced faculty with teaching responsibilities and Career NTTF at 0.4 FTE or above. Faculty at less than 0.4 FTE are excluded from the Core Faculty as they are typically professionals who teach 1-2 courses per year and do not have an abiding interest in department governance and do not typically attend department meetings. "All Faculty" includes, in addition to the Core Faculty, all other faculty on active assignment in the department.

1. Faculty Governance Roles

The following areas constitute major areas of governance within the department. Appropriate and Equitable Faculty Governance Participation is provided for in each area as follows:

- 1.1 Participation** – Policies will be discussed at meetings set per Section 2, Meeting Protocol, where all faculty will have the opportunity to provide feedback. Where appropriate, the department head will call for formalized votes on Policy decisions.
- 1.2 Eligible voting Faculty** – Unless specified otherwise in this policy, only core faculty are eligible to vote. All faculty will be invited to participate in discussions and advisory votes.

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
- 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 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 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

Regular meetings of the Faculty are scheduled and announced prior to the opening of each academic term. The Department Head will provide three days' notice regarding any additional meetings and list the Governance topics that are significant items on the meeting agenda. These meetings provide a forum where individual viewpoints can be brought forward for consideration. The Department Head may choose to call for formal votes during these meetings to determine faculty preference in the development of policy or guiding principles. Votes concerning formal changes to policy will be subject to a Notice of Motion that is presented at least two weeks in advance of the meeting. All eligible faculty are expected to be in attendance (either physically or remotely connected) in order to vote, or to make prior arrangements to vote by proxy.

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 members are 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.

3. Appropriate Documentation of Decisions

Formal Meeting Minutes will be kept for each department meeting that discusses or decides upon an issue of participatory governance. Meeting Minutes will be distributed to all active faculty members via email, and will also be available by consulting a printed record of the Minutes to be held in the SAE office.

Where the School or University Administrations have the need to respond to formal proposals or requests, they 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

4.1 Committee of the Whole

- 4.1.1. The Committee of the Whole has authority to work with the Department Head on behalf of all TTF in matters of Academic Policy as defined in Section 1.
- 4.1.2. The Committee of the Whole includes all currently appointed tenure-track faculty at $FTE \geq 0.40$, Career NTTF with contracts in the department for $FTE \geq 0.40$ (averaged across the academic year) other NTTF or post-docs or research associates with contracts in the department for $FTE > 0.40$ that include substantial administrative service, and tenure-reduced faculty. On matters where the Department Head deems appropriate, Career NTF with $FTE < 0.40$ and Pro-tem faculty may cast votes in an advisory capacity to the Committee of the Whole to establish viewpoints and preferences.

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 with document the scope and authority of the committee.

One recurring and common form of Ad Hoc committee is the Personnel Committee, which will consist of all departmental Tenure-Track and Career NTTF eligible to vote on third year review, promotion or tenure review case and on six year post tenure reviews, according to the criteria established in the College of Design Promotion policy governing the case. The charge of this committee will be to provide a vote to the Department Head recommending whether to allow the case to advance or not. Voting on promotion is restricted to committee members in the same rank to be attained or higher. The committee should ideally have at least four members and not less than three. If there are not sufficient faculty members at rank in the department to serve on a committee reviewing a three year review, promotion, tenure or six year post tenure review case,

the core faculty will agree (by consensus and failing consensus by a vote) to invite faculty from other departments with appropriate research and/or teaching expertise to become voting members of the committee.

6. Search Committees

The Department Head will work in concert with the Committee of the Whole to determine the appropriate composition and appointment of any departmental search committees to advise the selection of new tenure-track hires. Decisions regarding the composition and appointment of Search Committees will be discussed and entered as Formal Meeting Minutes at the next available faculty meeting. The Department Head shall make appointments to pro-tem faculty positions, including visiting faculty, in consultation with the Core Faculty.

7. Department Head Succession

- 7.1 The Department Head is appointed by the Dean (typically for a three-year term). When a change in Department Head is anticipated, the Dean meets with TTF and Career NTTF to discuss the process, the interests of the faculty, and to determine if the search will be internal or external. External searches are subject to budget priorities and approval from the Office of the Provost and may include internal candidates. When a choice is available, the Faculty will vote for an internal or external search, using sealed ballots that are identified by rank and delivered directly to the Dean for consideration.
- 7.2 Internal Search – The Dean or SAE school head solicits nominations from all Faculty and forms a list of those willing to serve as Department Head. The faculty meets as a committee of the whole to interview the candidates and to deliberate on their qualifications. The Dean solicits faculty opinion about the nominees, meets with nominees and then the Dean makes an appointment. The Dean makes the appointment.
- 7.3 External Search – If the Dean elects to perform an outside search for a department head, the Dean or SAE School Head will appoint a search committee with the advice of the committee of the whole and Department Head. A majority of the committee should be departmental faculty, and may also include a senior academic representative from outside the department and a professional representative with knowledge of the Department. The search committee receives administrative support from the Dean's office and/or School of Architecture and Environment. The search committee works with the faculty to solicit internal and external candidates. The Search committee will discuss semi-final and final short-listed candidates with the Committee of the Whole, and the final short list at another meeting of All Faculty and students while preserving the anonymity of the candidates. The short-list will then be ranked by the search committee with explanations, and sent to the dean. The Dean makes the appointment.

8. Faculty Administrative Roles

There are no currently identified Faculty Administrative Roles

9. Future Policy Development

In order to ensure that subsequent implementations can occur in a timely and orderly fashion, the following methods will be set forth for implementation of the respective policies:

- 9.1 Any policy development processes undertaken as a result of faculty Collective Bargaining Agreement requirements will follow the relevant policy development processes outlined in the CBA.
- 9.2 Other policy development will follow the guidelines in Section 2 above.
- 9.3 Committee members and All faculty acknowledge the urgency of policy development, and accept responsibility to 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. Administration will provide guidance on implementation of subsequent Key Collective Bargaining Agreement Provisions as Provost Guidelines and timelines become available
- 9.4 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.