

Oregon Career Information System (CIS)

Governance Procedures

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Note: This unit is comprised entirely of Officers of Administrations (OAs) and classified staff. There is one NTTF line and this line is not currently open. As a result, the term faculty refers to no current employee within the unit. The term not include Officers of Administration, who are addressed within this document as a class of employee with rights and responsibilities distinct from the academic faculty classifications. If the NTTF line is filled in the future, the person hired as a NTTF will be included in governance decisions when possible and appropriate.

PREAMBLE. Statement of Principle

In keeping with the College of Education's (COE) commitment to shared governance, interpretation and implementation of the sections that follow are based on expectations of transparency and inclusivity across all levels of COE governance. Oregon CIS adheres to the COE policies related to governance procedures and other matters.

1. Documentation of Policy Changes

All decisions resulting in binding unit-wide policy changes will be documented on the server under the CIS Policies and Procedures folder and in CIS Board minutes when appropriate.

2. Participation in Governance

When possible and appropriate, IS faculty shall be able to provide input and guidance and render a vote, when applicable, on all policy decisions made affecting them. The process for solicitation of this input and guidance will be at the discretion of the CIS Director. When appropriate, staff feedback will also be considered as part of this process.

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.

3. CIS Meeting Protocols

- a. CIS faculty and staff will meet no less than quarterly to consider issues and topics of importance to the operation and governance of the unit. The CIS Director will set the scheduling of and agenda for these meetings.
- b. Any faculty or staff member may submit agenda items for consideration at regularly scheduled CIS meetings. Inclusion of these items is at the discretion of the CIS Director. The CIS Director will provide timely notice of the inclusion of any policy-related agenda items to all CIS faculty members and staff.
- c. Policy decision-making at CIS will, to the extent feasible, be done via consensus. All these decisions are subject to review by the College of Education.

4. **Committees**

CIS uses two mechanisms for providing information to CIS faculty and staff, discussing issues related to CIS operations and governance, and for faculty and staff to provide input to the CIS Director. The first is a committee of the whole consisting of all CIS faculty and staff. This committee meets regularly in staff meetings. The second is an annual retreat at which time unit priorities and policies are discussed.

4b. **Search Committees**

Personnel searches and the related committees for faculty to serve on CIS projects are managed by the CIS Director, following University hiring policies and procedures, as advised by the CORE Business Manager.

Staff and Officer of Administration Search Committee Policy

The CIS Director conducts searches for new personnel with the assistance of the CIS staff. When possible and appropriate, the NTTF faculty member will be included on search committee.

CIS abides by all University, federal and state policy and law regarding searches and hires of classified staff and Officers of Administration.

5. **Selection and Appointment of Leadership Roles**

The Dean of the College of Education appoints the CIS Director.

5b. **Leadership Roles and Responsibilities**

The Dean of the College of Education determines the roles and responsibilities of the CIS Director.

6. **Faculty Voting Authority**

CIS follows College of Education policies and procedures related to voting.

7. **Amendment of CIS Policies**

-The CIS Director may elect to consider amendment of existing CIS policy, including those included in this document, at any time.

-If such amendment is solely to bring CIS policy into compliance with new or changed university, state or federal policy/law, or updated collective bargaining agreement language, faculty will review amendment language prior to formal submission to college, specifically DHC and/or ROC. .

-A notification will be sent to all CIS faculty and staff within 30 days of any policy changes informing them of the change.

-Amendment of, or addition to, college-level policies shall not create a conflict with existing COE or external policy and/or law.

8. List of CIS Policies related to Personnel and Governance

Since its inception, some aspects of the operations of the unit are determined by responsibility to an external advisory board. Certain actions of this unit are completed under the guidance of the advisory board. All board meeting notes and materials are available to faculty. Staff and faculty participate in meetings and planning sessions. To the extent that there is flexibility to make adjustments to the governance policies, faculty and other staff will participate in the revisions and changes to governance policies.

- a. CIS Constitution
- b. CIS and intoCareers Faculty Compensation Plan, Updated July 2008
- c. Director Evaluation Process

CIS follows the College of Education policies and procedures related to the promotion of non-tenure track faculty; CIS policies and procedures for annual review are under development.