

College of Education (COE) Unit-Level Governance Policy and Process Addendum – Educational and Community Supports

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This document describes internal governance for the Educational and Community Supports (ECS) research unit within the COE. ECS values its shared vision and culture of collaborative decision making, and this policy extends appropriate and equitable participation in internal governance to *all* ECS Staff (as defined below). All existing COE governance policies pertain to ECS governance except where described below. In the event that ECS policy specifically conflicts with COE policy, the COE policy shall take precedence.

For the purposes of this document, “ECS Staff” is defined as any individual employed by ECS, including classified staff, career and non-career NTTF, TTF, Officers of Administration, and ECS administrators. Both represented and non-represented faculty are included as ECS Staff. All ECS Staff have equal voting privileges as determined in this document.

1. Documentation of Policy Changes

All decisions resulting in binding ECS governance policy changes will be documented in new or revised policy documents at the ECS intranet website (available to all ECS Staff):

<https://home.uoecs.org/admin/Policies>

2. Participation in Governance

ECS governance policy is developed by ECS Staff through the elected Standing Committee on Policy at ECS, reviewed and approved by the ECS Admin Group, and forwarded to the COE Dean’s office and Provost for final approval. The Standing Committee on Policy at ECS, PIs, and workgroup directors shall discuss relevant policy change proposals within their workgroups to provide all employees an additional opportunity to provide input on ECS governance policy, in addition to its development through the elected Standing Committee on Policy at ECS. Participation in ECS governance while on sabbatical and leaves follows the COE internal governance policy.

Time spent by funding contingent faculty members (i.e., research NTTF) 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. Considerations regarding service must be balanced with the workload and tasks required by specific projects (e.g., grants, contracts, licenses). Prior to adding new service responsibilities, decisions regarding service will be negotiated between each individual and the project's director.

3. Unit Meeting Protocols

This section describes meetings for the Standing Committee on Policy at ECS and the ECS Admin Group (described in section 4). All minutes shall be recorded at each meeting, and these minutes and related decisions shall be posted on the ECS intranet website: <https://home.uoecs.org/>.

Any ECS Staff may submit agenda items to their representative in the Standing Committee on Policy at ECS or a PI or workgroup director for consideration at an ECS Admin Group meeting, as appropriate. The committee chair (or designate) will provide timely notice (defined here as 5 business days) of the inclusion of any governance policy related agenda items to all ECS Staff so representatives can share with all members of the affected workgroups.

Emergency situations may arise that do not allow for the notice to be timely. In such situations, the committee chair (Standing Committee on Policy at ECS or the ECS Admin Group) shall attempt reasonable accommodations to ensure that each workgroup is 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 typically be used to discuss or decide upon long-term policy. Furthermore, these decisions will be discussed and ratified by the committee as soon as is feasible.

Decision making by committees will, to the extent feasible, be completed by consensus. In areas of impasse, final decisions by the Standing Committee on Policy at ECS will be made by vote, and final decisions by the ECS Admin Group will be made by the ECS Director.

Members will do their best to attend all meetings, yet there may be conflicts that cannot be avoided. To avoid delaying important decisions, the following procedures are in place:

- a. Members who were not present should review the minutes as soon as possible.
- b. Within one week of the meeting, any ECS Staff can request (through their representative) that the decision be placed on the agenda for more discussion at the next meeting.
- c. The representative should send an email to all committee members, noting the item, concerns, and requesting to re-open the discussion.
- d. Whenever possible, for issues on which the committee thinks absent members will have critical input that may influence the decision and the team can wait to make the decision, decisions will be delayed until the next meeting to provide opportunity for open discussion.

4. Committees

ECS includes a small number of administrative and standing committees, as well as ad hoc committees as necessary. Ad hoc committees shall be appointed by the ECS Director in keeping with the COE policy. Any ECS Staff may request the formation of an ad hoc committee to the ECS Director. The ECS Director will inform the ECS staff member in writing about the decision and a rationale, if appropriate.

Administrative Committees:

ECS Admin Group – This group is determined by role and shall be composed of the ECS Director, ECS Associate Director, ECS Business Manager, workgroup directors, and any individuals who are PI or Co-PI of an externally funded project (whether they are NTTF or TTF). ECS staff members who have been a project PI but are currently not a PI (e.g., project funding has ended) may continue on the ECS Admin Group while pursuing funding for future projects within ECS.

Meetings: The ECS Admin Group will typically meet at least one time per month, with exceptions for holidays or lack of pressing issues. The scheduling and agenda will be set by the ECS Director and agreed upon by the ECS Admin Group. **Charge:** To coordinate the daily operations of ECS and enact ECS policies, allocate resources in keeping with long-term planning, discuss ongoing or upcoming issues regarding ECS or workgroup management.

Space Committee – This committee is determined by role and shall be composed of directors (or appointed representatives) of affected workgroups (whether they are NTTF or TTF) and the ECS Business Manager. Physical space is critical for funded workgroups to achieve their promised outcomes. As such, each workgroup will be assigned specific office space that they can allocate as they see most advantageous. The ECS Director or ECS Admin Group will make space changes as minor needs arise. Periodically there will be enough change in the organization that the ECS Admin Group will establish an ad hoc Space Committee. **Meetings:** This committee meets once per year or more often as needed. **Charge:** To survey current ECS workgroups to define space needs (current and near future) and then summarize those findings with a recommended allocation plan (or plans) to the ECS Admin Group for final space decisions. Decisions will be documented in the ECS Admin Group minutes.

Equipment Committee – This committee is determined by role and shall be composed of the Operations Director and ECS Business Manager. Additional members may be appointed by the ECS Admin Group. **Meetings:** This committee meets once per year or more often as needed. **Charge:** To survey ECS workgroups to define current (and near future) equipment needs and propose a plan of purchases, transfers, and retirements for ECS equipment. Final decisions about equipment purchases made from ICC or pooled funds will be made by the ECS Admin Group. Decisions will be documented in the ECS Admin Group minutes.

Standing Committees:

Standing Committee on Policy at ECS (SCOPE) – This committee is a representative group that develops governance policy for ECS. Membership consists of one ECS Staff for each of the following groups: (1) classified staff, (2) career NTTF PI (or co-PI), (3) career TTF PI (or co-PI), (4) research assistant, and (5) officer of administration. Any ECS staff may stand for election in each group for a 3-year term, and all ECS staff will be able to vote for one individual in each group, with the most votes determining membership in that group. In the event that no individuals volunteer to

stand for election for a specific group, the ECS Director may approach an individual to stand for election or allow the position to remain unfilled. In case of mid-term vacancies, the ECS Admin Group may appoint representatives. The group shall vote on a chair to coordinate the meeting after any change in committee membership. **Meetings:** This committee meets no less than once per year but primarily when (a) governance policy development is required or (b) ECS Staff requests a governance policy revision. **Charge:** To obtain input and engagement from and represent all ECS Staff in the development of new governance policy and policy changes as requested.

4b. Search Committees

ECS policy and procedures shall follow all COE and University policy and hiring procedures, as described in their internal governance policies. The relevant head for ECS is the ECS Director. For faculty to be hired to perform work on projects sponsored by an external entity, the ECS Director will work with the relevant PI(s) to determine the appropriate search committee composition. The ECS Director may appoint the PI to chair the search committee. Search committees may include any ECS Staff, including classified staff, NTTF, and TTF, and represented and unrepresented faculty.

5. Selection and Appointment of Leadership Roles

ECS Director – The ECS Director shall be appointed through a two-step process: (1) a recommendation by vote of the ECS Admin Group, and (2) approval of the recommendation by the COE Dean. The ECS Director may be career NTTF or TTF. Length of appointment shall be determined by funding, ECS Admin Group vote, and approval of the COE Dean.

ECS Associate Director – If desired, the ECS Director may nominate an Associate Director, with approval by the ECS Admin Group. The ECS Associate Director may be TTF or career NTTF and serves at the discretion of the ECS Director.

Workgroup Directors – Externally-funded (i.e., grant-funded) workgroups are directed by the PI (or ECS subcontract PI for subawards). Other workgroup directors (e.g., Director of Applications Development) are appointed and serve at the discretion of the ECS Director.

5b. Leadership Roles and Responsibilities

ECS Director – The ECS Director represents ECS within the COE and University. The Director serves as the supervisor for the ECS Business Manager and workgroup directors. The Director has budgetary authority for funds within ECS and is responsible for personnel management, evaluation and promotion, and support for all individuals employed within ECS.

ECS Associate Director – The ECS Associate Director assists the ECS Director in daily operations and planning. At times in which the ECS Director is unable to be contacted, the ECS Associate Director shall assume the duties of ECS Director.

Workgroup Directors – Externally-funded (i.e., grant-funded) workgroups are directed by the PI (or ECS subcontract PI for subawards). Other workgroup directors (e.g., Director of Applications Development) are appointed and serve at the discretion of the ECS Director.

6. Faculty Voting Authority

All ECS Staff, regardless of position or classification, are represented formally through voting for elected representatives on the Standing Committee on Policy at ECS and informally by their respective workgroup leader (PI or workgroup director) on the ECS Admin Group.

7. New Unit-Level Policies and Amendment of Unit-Level Policies

Any ECS Staff may propose new governance policy or amendments to ECS governance policy, including those included in this document, for review by the Standing Committee on Policy at ECS. All ECS Staff will be given written notification (e.g., via email, posting on the ECS intranet website) of proposed changes to any ECS governance policy for a review period of at least 5 business days prior to review by the Standing Committee on ECS Policy. The Standing Committee on ECS Policy submits amendments to the ECS Admin Group for review and approval, then submission to the COE Dean and Provost.

No enactment of governance policy changes will occur before the conclusion of the review period, approval by the ECS Admin Group, and formal approval by the COE Dean and Provost.