Section 1. Introduction

This document is the internal governance policy for the Education Studies Department. It supplements, and is intended to be consistent with the policies of the University of Oregon (UO), the policies of the College of Education (COE), and the various requirements of the Collective Bargaining Agreement between United Academics and the University of Oregon (CBA). It is understood that internal governance policy and any policies developed through internal governance, both within this unit and as specified in the CBA, are subject to the approval of the appropriate Dean and the Provost or designee. This document reflects the equitable participation of all Department of Education Studies Tenure Track Faculty and Career Non-Tenure Track Faculty in the development of department policies and practices. This policy was developed by a faculty committee of tenure-track and career non-tenure track faculty, was reviewed and discussed in a meeting open to all department faculty, and was approved by a vote of the *Faculty Committee of the Whole*.

Section 2. Policy Convergence and Documentation of Policy Changes

I.   All EDST governance policies will conform to COE and UO governance policies and the CBA. Where there is a divergence, UO and COE policies and CBA will take precedent.

II.   All decisions resulting in binding department policy changes will be documented and disseminated electronically and posted at the EDST website or College of Education (COE) Governance website: http://coe.uoregon.edu/governance.

Section 3. Participation in Department Governance

Definition of the Faculty Committee of the Whole. This group consists of all Tenure Track Faculty (TTF) and all Career Non Tenure Track Faculty (C-NTTF). Faculty members retain full voting rights while on leave or sabbatical and may vote electronically or in person. In addition, faculty may choose to attend *Faculty Committee of the Whole* meetings when on leave or sabbatical. Emeriti in the EDST Department are not members of the *Faculty Committee of the Whole*. They may attend Faculty Committee of the Whole meetings at the discretion of the Department Head, but are not voting members. Unless otherwise specified, Faculty Committee Meetings are private.

Definition of the Core Faculty. With the recognition that the academic offerings of a department are the ultimate responsibility of the tenure-track faculty in that department, Core Faculty is defined as the set of all non-retired tenure-track faculty and those Career (NTTF) faculty engaged in substantial program direction or administration, or consistent instruction of core or required courses within a given program. Typically, but not always, these activities will require a significant FTE allocation dedicated to the academic mission of the department. The determination of Core Faculty status will be made based on participation at the Program level, though in many cases this designation entails rights and responsibilities at the department level.

Core Faculty status is determined for the upcoming academic year before the start of Fall Term via consultation between the Department Head and his or her Program Directors. Any faculty member may request a review of his or her designated Core Faculty status by the Department Head.

Core faculty include faculty with a minimum of .50 FTE assignment to the department. Full time C-NTTF and TTF in the department automatically have Core Faculty status. Part time TTF, C-NTTF and other personnel deemed essential to programs will be recommended for approval by the relevant Program Coordinator to the Department Head. Emeriti in the EDST Department are not members of the Core Faculty. Unless otherwise specified, Core Faculty Meetings are private.

Solicitation of Appropriate and Equitable Particpation. All faculty shall have the opportunity to fully engage in the development and review of all policy affecting them as follows:

I.   **Policy Proposal Process.** New policies or changes to existing policies may be proposed in one of two ways:

    A. Policy proposals may be made by eligible faculty members (specified below).
1. Eligibility is specified as follows:.
    a) Proposals for changes to the curricular content of core academic programs may only be made by TTF and Career NTTF who serve as Academic Program Directors. This includes substantive changes to existing courses in degree programs, new course proposals for use in degree programs, changes in course sequencing, new degree proposals, and major changes to existing degree programs.
    b) All other policy proposals may be made by any member of the *Faculty Committee of the Whole.*
2. Proposals thus proposed will then be directed to an appropriate standing or ad hoc committee for review, further development, and vote (see Section 4).
    a) A majority vote of the committee is required to bring the policy proposal to the faculty for a vote.
    b) If the committee fails to approve the policy for a vote, the proposer may ask that it be considered by the *Faculty Committee of the Whole*, where a 2/3rds majority vote would be required to bring the matter to a faculty vote.

    B. Policy proposals may be brought directly to the faculty for discussion and vote by the Department Head.

II. Voting Processes. The Department Head will provide an expected timeframe for providing formative input on policy proposals and for review of those proposals prior to a vote.

    A. Voting will be conducted electronically when possible. Occasionally votes will be taken in person when a majority of eligible voters are present at a meeting of the Faculty Committee of the Whole or a Core faculty meeting. All policy proposals will be made available for review by eligible faculty members for a minimum of 7 calendar days prior to a vote.

    B. At the discretion of the Department Head, a shorter timeline for voting may be utilized in order to respond to an urgent matter. In this case, the rationale for the urgent vote must be provided to faculty in the request for a vote. Input and commentary will typically be sought through multiple formats (e.g., faculty work groups, meetings, email exchanges, Qualtrics surveys) before issues are brought to a faculty vote.

    C. All decisions will be determined by a simple majority of eligible faculty who return votes.

    D. Votes, either electronically or in-person votes in meetings, will always be recorded and made part of the record (whether public – such as on a curriculum issue, or private – such as in promotion cases).

III. **Voting Rights.** Faculty will be accorded voting rights on departmental matters consistent with COE and UO governance policies and the CBA, as well as with the following Departmental policies:

A. **EDST Internal Governance Policy** changes will be voted on by all members of the *Faculty Committee of the Whole*.

B. **Academic policy** shall fall solely within the purview of the *Core Faculty*, and are, therefore, not subject to approval of the *Faculty Committee of the Whole*. Such matters include, but are not limited to: (i) decisions concerning student admission to the program, (ii) academic requirements for continued enrollment and graduation (such as those for the undergraduate program and for master's and doctoral degrees), (iii) decisions about the academic content of all degree programs, and (iv) decisions about any and all substantive changes to curriculum (such as new degree proposals, major changes to degree programs, additions of new emphasis areas, specializations, and sub-programs). *Core Faculty* or the appropriate subcommittee shall also decide all Graduate Teaching Fellowship awards. Curriculum changes (such as course sequencing and coordination, new courses, course changes, selection of adjuncts) may be deferred or delegated to the Program Directors Council (PDC – see below).

C. **Tenure and Promotion:** Department Faculty voting rights will concur with COE, UO, and CBA requirements. For instance, all Tenure Track Faculty members at a higher rank and tenured status than the case at hand will vote on the tenure and promotion of more junior faculty members and on all C-NTTF promotion cases; Career Non-Tenure Track Faculty members may provide input and feedback on Tenure Track faculty members' promotion and pre-tenure reviews when at the same or higher level, but do not vote on TTF cases.

D. Regarding all other matters, voting is determined as follows.

   1. Tenure Track Faculty vote on all matters.

   2. Career Non-Tenure Track (CNTT) faculty vote on all matters related to the program (i.e., Educational Foundations and/or UOTeach) in which they are primarily assigned. To vote on degree program or department policy a NTTF member must be a regular and full participant in program or department business as evidenced by regular interaction with the program or departmental faculty and regular participation in program/department meetings and business.

   3. This policy provides voting rights for NTTF Officers of Instruction for curricular matters and not for NTTF Officers of Research as is *implied* but not always explicitly stated in the

college NTTF policy from 2009. However, any NTTF member who is engaged in instruction as evidenced by regular instructional assignments and interaction with the program or departmental faculty and regular participation in program/department meetings and business can submit a petition to the Department Head asking for voting rights. The petition should include documentation of participation and official support from the program head/director. Voting rights will be reviewed annually by the program head/director and the Department Head.

4. Instructors may vote on curricular issues related to teaching or administrative assignment.
   To vote on degree program or department policy a NTTF member must be a regular and full participant in program or department business as evidenced by regular interaction with the program or departmental faculty and regular participation in program/department meetings and business.

5. OAs and Classified Staff may vote on matters or as part of committees that affect their work.

Section 4. Department Meeting Protocols

I. **Agenda.** The Department Head will set the scheduling of and agenda for all Department meetings. Any faculty or staff member may submit agenda items for consideration at a regularly scheduled meeting of their unit or department, as appropriate. Inclusion of these items is at the discretion of the Department Head. The Department Head will provide timely notice of the inclusion of any policy-related agenda items to all members of the affected unit.

II. **Scheduling.**
   A. EDST will have at least one meeting of the *Faculty Committee of the Whole* once per year. Information on the time, place, and agenda for these meetings will be distributed to the *Faculty Committee of the Whole* two weeks prior to the meeting.
   B. EDST will have at least one meeting per quarter of the *Core Faculty*. Information on the time, place, and agenda for these meetings will be distributed to the *Faculty Committee of the Whole* two weeks prior to the meeting. That notification will specify which faculty are eligible to vote on issues to be discussed in that meeting.

Section 5. Committees

I. **Committee Types.** Two types of committees may be established within the Department at the discretion of the Department Head: 1) Standing Committees, and 2) *Ad Hoc* Committees.
   A. Standing Committees are distinguished by their persistent character and cyclical administrative functions. The Department Head will appoint a Chair for each standing committee who along with the committee will be responsible for

establishing and revising as necessary the mission, membership, and procedures applicable to that committee.

B. *Ad Hoc* Committees are distinguished by the limited (usually by duration or scope) character of their mission. The Department Head will appoint a Chair for each *ad hoc* committee. The Chair and committee are responsible for establishing and revising as necessary the mission, membership, duration, and procedures applicable to that committee. An *ad hoc* committee may be converted to a standing committee when circumstances warrant, at the Department Head's discretion. The chair of the committee must submit a request to convert the committee, explaining the circumstances necessitating the change and any accompanying changes to mission, membership, and procedures for the committee.

II. **Department Standing Administrative Committees:**

A. **Program Directors Council (PDC)** – This group consists of the Department Head (TTF), the Director of the Undergraduate Program (NTTF), the Director of the Masters Program (NTTF), and the Director of the Doctoral Program (TTF). **Charge:** To develop and coordinate policies related to the undergraduate, UOTeach and CSSE programs.

B. **CSSE Doctoral Program Council (DPC)**—This group consists of the Director of the Ph.D. program (TTF) and at least two other TTF faculty members appointed by the Department Head. Exclusive representation of TTF in the DPC is appropriate because all doctoral courses are taught and all doctoral advising is done by TTF. **Charge:** To develop and coordinate policies related to the CSSE program.

C. **Department TTF Personnel Committee (FPC)** – This group consists of all tenured EDST Tenure Track faculty of the Associate rank or higher and is appointed by the Department Head. Exclusive representation of TTF on this committee is appropriate because only TTF are required to meet similar performance standards in areas of scholarship, teaching, and service. **Charge:** Review of all tenure and promotion cases for TTF faculty within the COE and to make recommendations to the Department Head.

D. **Department NTTF Personnel Committee (FPC)** – This group consists of at least two EDST TTF and at least two EDST NTTF that have been promoted above entry-level rank in their career track. Committee members are appointed by the Department Head. **Charge:** Review of all promotion cases for NTTF faculty within the department and to make recommendations to the Department Head.

III. **Department Ad Hoc Committees:** Ad Hoc committees are formed at the discretion of the Department Head, who shall determine their charge and duration.

A. **TTF Search Committees**—TTF search committees exist to fill TTF positions and are considered *ad hoc* committees, convened and composed as needed by the Department Head and approved by the Dean. Exclusive representation of TTF on these search committees is appropriate because only TTF are qualified to assess the merits of job candidates' records of scholarship, teaching, and

service. **Charge:** Establish search processes, review applications and make hiring recommendation(s) to the hiring authority that has convened the committee.

    B. **NTTF Search Committees**—NTTF search committees exist to fill NTTF positions and are considered *ad hoc* committees, convened and composed as needed by the Department Head and approved by the Dean. These committees will include at least one TTF and at least one NTTF and other members as appropriate to the position. **Charge:** Establish search processes, review applications and make hiring recommendation(s) to the hiring authority that has convened the committee.

    C. **Other Ad Hoc Committees** will include at least one TTF and at least one NTTF. Other members will be appointed as suits the committee's charge. **Charge:** as needed.

Section 6. Selection and Appointment of Leadership Roles within the Department

    I.   Leadership roles within the department are established and removed at the discretion of the Department Head with the input of *Core Faculty*. Generally, these positions include, at minimum, degree and program licensure coordinators. Terms of appointment and renewal will be specified by the Department Head, with due consideration of relevant contract language for individual faculty members.

    II.   Per COE governance policy, appointment of the Department Head will be made by the Dean, after she/he solicits nominations from the department core faculty, offers a recommendation to the department, and then solicits and reviews relevant feedback on the recommendation.

Section 7. Leadership Roles and Responsibilities

    I.   Department Head responsibilities: specified in the COE Internal Governance policy.

    II.   Director of CSSE Doctoral Program: responsibilities specified in the COE Internal Governance policy.

Section 8. Amendment of Department-Level Policies. This document is a working document. As time progresses, some elements may function well and some will need to be modified.

    I.   *The Faculty Committee of the Whole* will have the opportunity to review and amend EDST internal governance policy at least once a year at the meeting for the Faculty Committee of the Whole. Additionally, a policy may be changed on a different timeline if there is a pressing reason to do so, such as:

    A. An amendment is needed to bring department policy into compliance with new or changed COE, university, state or federal policy/law, or updated collective bargaining agreement language, consultation with DHC and/or ROC depending on the nature of the change will suffice for amendment to proceed.

    II.   Amendment of, or addition to, department-level policies shall not create a conflict with COE and UO governance policies nor the the CBA.

III.   Implementation of any proposed changes to department-level policy will be at the discretion of the Department Head.

Note: "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."