Secondary Special Education & Transition (SSET)

Research Unit-Level Governance Policy and Process Addendum

Contents:

The policies defined below are specific to the Secondary Special Education and Transition research unit's policies and procedures.

These policies are aligned with COE policies and provide governance procedures for SSET. However all existing COE governance policies pertain to SSET governance except where described. In the event that SSET's policy specifically conflicts with COE policy, the COE policy shall take precedence. In addition, SSET by nature is bound by research and outreach efforts and has no academic mission per se and does not directly participate in any COE curriculum oversight nor does this unit grant degrees. As a whole we fully support the academic mission of the COE and will support efforts to infuse our research and outreach expertise into the academic mission in accordance with COE's curriculum and instructional process.

SSET's primary activities revolve around research and outreach. All faculty (TTF and NTTF) and staff within SSET participate in the development, implementation, and completion of this externally funded work. Therefore, TTF and NTTF will have equal opportunity to participate in committee representation and in participation in the development of guidelines, policies, and procedures that drive SSET's work in alignment with COE's policies and procedures for such activities such as, but not limited to, performance and promotion reviews, workload, merit salary increase guidelines, and participation in search committees.[1]

The SSET policies are specific for the operation, management, and growth of SSET as a research unit by the SSET faculty. For the purposes of SSET governance SSET faculty and staff are defined as follows:

Faculty is defined as any individual hired through and employed on an SSET funded project that includes: (a) Career Research Faculty, (b) Tenure-line faculty, (c) Courtesy Appointments, (d) Adjunct Research Faculty, and (e) Officers of Administration.

Staff is defined by any individual hired through and employed as a classified staff member at the UO on a SSET funded project or SSET indirect funds.

1.   **Documentation of Policy Changes**

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[1] Currently in 2014, SSET is comprised primarily of NTTF faculty. (i.e., Director is a NTTF Sr. Research Associate); the Management team is comprised of 2 NTTF faculty and 1 TTF faculty. The rest of SSET's faculty consists of 3 Research Associates, 1 Sr. Research Asst. II, and 3 Research Asst. along with one office specialist)

All policy changes will be documented and will be e-mailed to all faculty for review and then housed on the COE share server:\SSET\SSET Policies & Procedures folder in which all faculty and staff have access.

In addition to all formal mechanisms of equitable (e.g., volunteering, participation in development and guidance) and appropriate involvement of faculty and staff in SSET's internal governance and decision making, SSET values equal participation, listening and the active engagement of all stakeholder constituents. Prior to the formal decision making on policy matters, as specified in this document. SSET leadership shall routinely create opportunities for engagement and comment through meetings, surveys, listening sessions, and other mechanisms at the discretion of the SSET Management Team comprised of all SSET PIs (both TTF and NTFF) (See section 5b). Such open engagement opportunities shall not replace formal internal governance practices.

2. **Participation in Governance**

   All eligible SSET faculty and staff shall be given the opportunity to develop, provide guidance, and render a vote, when applicable, on all policy decisions made affecting SSET. Volunteers will be solicited to support the development of any suggested or requested policy changes. The process for solicitation of this input will be through e-mail, unit meetings, surveys, and listening sessions. Participation for any policies that impact SSET faculty will be sent for further development and review by all faculty with a provisions to guide, develop, and provide feedback and revision, and finally a vote of faculty prior to finalization of an SSET policy. Sabbatical and Leave: SSET will follow the COE policies related to Sabbatical and Leave. (e.g., All opportunities for participation in unit governance participation shall be extended to faculty on sabbatical and leave. The expectations for participation for each faculty member on sabbatical or leave shall be outlined in a memo between the faculty member and the unit head.

3. **Unit Meeting Protocols**

   SSET meetings provide a forum where individual viewpoints can be put forth for consideration of the operation and growth of SSET. As practicable, meetings will include opportunities for faculty and staff to participate via telephone or other means of remote access. Faculty and staff unable to attend may provide written input to the Director prior to the meeting. Meetings may occur in person, virtually via email, telephone, or video conference. The Director may choose to call for formal votes during these meetings, as either a method to determine policy or to determine faculty preference on policy.

   Agenda topics will be solicited from all SSET faculty and staff prior to meetings. An agenda will be generated by the SSET Director with input from the SSET Management Team for the meeting and drive the actions of the meeting. If an item does not fit within the agenda, the Director will provide faculty member with information for why the information was not included.

4. **Committees**

   Ad Hoc Committees: The Director, in conjunction with the SSET Management Team, may request the development of Ad Hoc committees that are short-lived but needed to ensure SSET operations are maintained. (e.g., purchase of major equipment, awards committee, and social committee). Typically, the SSET Management Team will solicit volunteers from the SSET faculty and then appoint a lead to the committee.

4b. **Search Committees**

   For faculty, staff, and student workers to be hired to perform work on projects sponsored by an external entity, the Director will work with the Principal Investigator (PI) to determine the appropriate search committee composition (e.g., research asst., research assoc., etc.), and when appropriate request volunteers to participate in such searches (e.g., officers of administration, administrative support, student workers).

   SSET follows the University of Oregon's Affirmative Action and other hiring procedures and regulations when conducting a search for all positions. The guidelines presented her supplement those established policies and procedures.

   4.b.1. **Faculty**:

Committee Chair: The PI will chair the search committee for faculty to be hired from a specific funding entity. If the position to be hired is funded on projects across multiple funding entities and PIs, the Director will work in concert with the PIs to define the search committee and chair.

Committee composition: The PI(s) will make a recommendation to the Director of the make-up of and the SSET representatives to serve on the search committee for the SSET hire. The Director, in concert with the PI recommendations, will then appoint the search committee.

4.b.2. **Administrative staff funded across multiple sources and service to entire unit:**

Committee Chair: A member of the SSET Management Team will serve as chair.

Committee Composition: The SSET Management Team will define the composition of the search committee for administrative staff that will be blended across the SSET Management Team, SSET faculty, and office manager.

4.b.3. **Student Workers:**

The Director will solicit faculty and staff volunteers to serve on the search committee that will be led by the SSET office manager, who supervises student workers. From the volunteers, the Director will appoint the search committee.

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

5.a. SSET Director: The SSET Director will serve as the chief executive for that unit during his or her term of service.

The SSET Management Team will select the SSET Director. The Director must be a member of the SSET Management Team (membership defined below). The term of service will be for two years and may consist of additional consecutive terms upon the invitation/decision of the SSET Management Team.

5.b. SSET Management Team: The SSET Management Team will be charged with decisions in fiscal operations of SSET while he or she serves as a PI on externally funded entities. Any PI on a grant managed by SSET will serve on the SSET Management Team. The team is defined in this manner as only PIs are responsible for the oversight and distribution of indirect funds returning to the unit and therefore can make the appropriate allocations to the operation of SSET.

5b.   **Leadership Roles and Responsibilities**

5.b.1. SSET Director

The SSET Director is responsible for overseeing, guiding, and promoting the SSET research unit efforts. Additionally, the Director oversees all financial and organizational oversight of the unit.

5.b.2. SSET Management Team:

The SSET Management Team will, in conjunction with the Director, provide guidance and recommendations related to the oversight of all SSET operation activities specifically related to the financial and organizational operations, such as but not limited to space, hiring, fiscal management, equipment acquisition and maintenance, development of proposed policies for faculty review, etc.

6. **Faculty Voting Authority**

Any individual defined as SSET faculty and staff will have voting rights on all SSET specific policies and procedures as these decisions impact all faculty in SSET. For management and operations decisions, any individual defined as SSET faculty and staff who have an annual or longer contract with .5 FTE or more for a fiscal year for NTTF staff and 1 academic year for TTF, will have voting rights. SSET gives deference to faculty who meet this criteria within SSET. Individuals defined by this critiera have experience with day-to-day operations within SSET to make decisions about operation and management. Individuals who do not meet these criteria (e.g., an adjunct researcher who may have worked on SSET projects below .5 FTE for multiple years and who have built more day-to-day operational knowledge of SSET) may petition the SSET Management Team for approval to vote SSET management and operations decisions. The SSET Management Team will review the petition and inform the individual of their voting eligibility.

7. **Amendment of Unit-Level Policies**

The SSET Director and SSET Management Team may elect to consider amendments of existing SSET policy, including those included in this document at any time. The SSET Management Team will request that an ad hoc committee comprised of SSET faculty volunteers to draft amendments for Management Team review. The SSET Management Team will provide guidance to the ad hoc committee of volunteers. The Ad hoc committee will review the request and revise/refine in conjunction with the SSET faculty suggesting the policy change.

All proposed changes will be communicated via email to all SSET voting faculty and staff for review for at least 30 days.

The requested change will then be put to a vote (either in face-to-face meeting or through electronic methods). A 2/3 majority vote for the policy change must be achieved to formalize the policy change.

8. **Unit, College, and University Service**

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.