

**College of Education
Department of Educational Methodology, Policy, and Leadership**

**Developed by EMPL Internal Faculty Governance Workgroup
Initial vote and adoption: spring 2014
Amendment voted and adopted: fall 2014
Amendment following Academic Affairs review adopted: : 10/23/15**

1. Policy Convergence

All EMPL governance policies will conform to COE and UO governance policies. Where there is a divergence, UO and COE policies will take precedence.

2. Participation in Governance

Defining “Core Faculty.” This group consists of Tenure Track Faculty (TTF) and Career Non Tenure Track Faculty (C-NTTF) who have a significant and substantial role in department, college, and university service and citizenship and who are defined as “Core” by COE Policy. Core faculty designation is reserved for faculty members who have regular and ongoing responsibility for program, department, college, and university service to accompany their teaching and/or research assignment. See COE Policy. In general, 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.

Funding Contingent Faculty. 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.

Faculty Engagement. Per COE policy, in addition to all formal mechanisms of equitable and appropriate involvement of faculty in COE internal governance and decision making, the COE values collaboration, listening, and the active engagement of all stakeholder constituents. Prior to formal decision making on policy matters as specified in this document, COE leadership shall routinely create opportunities for engagement and comment through faculty meetings, surveys, listening sessions, and other mechanisms at the discretion of the Dean or her/his delegate. Such open engagement opportunities shall not replace formal internal governance practices.

Within EMPL and as outlined below as part of the formal decision-making process, all faculty members shall be able to participate in all policy decisions affecting them. Participation will be solicited at faculty meetings and/or through on-line means such as email, *Qualtrics* surveys, or other means at the discretion of the Department Head or her/his delegate. When the Department Head determines it is appropriate, participation by officers of administration and classified staff on specific decisions affecting the entire department will be sought.

Participation of Faculty During Sabbaticals and Leaves. EMPL will adhere to COE policy regarding participation of faculty during sabbaticals and leaves.

Decision-Making:

- A. Consensus.** To the extent feasible and when appropriate, departmental decisions will be made via consensus. The Department Head will provide expected timeframes for making key decisions and avenues for providing input on decision items so that the faculty may reach consensus if possible, and elicit majority and minority opinions on an issue before votes are taken if voting is necessary on a particular issue. Some issues, such as approval of curricular changes and changes to student handbooks, shall require formal documentation and a vote shall be solicited. All of these decisions are subject to the COE policy on voting authority.
- B. Voting.** When voting is needed, it will be conducted electronically when possible and may occur in department meetings when issues have been vetted and available for review by Department faculty members for a minimum of 7 calendar days. On rare occasions, a shorter timeline for voting may be utilized by the Department Head 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 (faculty work groups, meetings, email exchanges, Qualtrix surveys, etc.) before issues are brought to a faculty vote. Votes, either electronically or in-person votes in meetings, will always be recorded and part of the record (whether public – such as on a curriculum issue, or private – such as in promotion cases).
- C. Voting rights and principles. EMPL faculty will be accorded voting rights on departmental matters consistent with COE and UO governance policies. Faculty with temporarily reduced loads due to departmental approved course buyouts (e.g., related to grants, administrative duty, etc.) maintain all departmental voting rights. In general, faculty voting votes on departmental matters are as follows:**
- a. **Decisions about the academic content of all degree programs.** Except where voting eligibility on particular matters is established by existing UO and COE policies, decisions will be determined by a majority vote of core faculty in the department. Voting decisions include decisions about any and all substantive changes to curriculum (such as new courses), new degree proposals, major changes to degree programs, additions of new emphasis or concentration areas, specializations, and sub-programs, etc. At the discretion of the Department Head, separate votes of TTF and C-NTTF core faculty may be taken for decisions about major changes in academic programs. In this case, majority votes of both TTF and C-NTTF core faculty will be necessary for adoption.
 - b. **All other matters.**
 - i. **Tenure Track faculty** vote on all matters in the department and across programs within the department *when a vote is required*, and also have exclusive voting rights related to promotion and tenure of TTF, dissertation committee service membership, TTF workload policies, and in other areas as prescribed by COE and UO policy. TTF also vote on promotion of C-NTTF faculty.

- ii. **C-NTTF designated as “core faculty”** generally vote on all matters related to their assignment in a manner consistent with existing COE policy that concurs with the Collective Bargaining Agreement (CBA). C-Core C-NTTF who are also designated as members of the Graduate Faculty may vote on student admission decisions consistent with the degree program for which they are eligible to serve as a dissertation committee member (i.e., Ph.D., D.Ed., or both). C-NTTF at or above the rank being sought by the candidate are eligible to vote on promotion of C-NTTF.
- iii. **C-NTTF not designated as “core faculty”** vote on the courses for which they teach or on the specific supervision or other professional experience for which they provide supervision or other professional support.
- iv. **Adjunct faculty** do not vote on departmental matters or on the curriculum, organization, governance, or other matters for the programs in which they are assigned duties or teaching.

3. Unit Meeting Protocols

The Department Head will set the scheduling of and the agenda for all Department meetings. Any faculty member may submit agenda items for consideration at a regularly scheduled meeting. 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 faculty. Any items with a request for action/decision will be so noted on the meeting agenda in advance of the meeting.

All-Faculty Meetings: EMPL will have at least one meeting for all faculty and staff at least one time per year. Invitees will include anyone who has a contract to teach or supervise in any program during that particular academic year.

Core Faculty Meetings: EMPL will have at least two meetings of core faculty each term during the academic year.

4. Committees

Committee Types: All core faculty are eligible to serve on departmental committees. Two types of committees may be established within the department at the discretion of the Department Head:

A. Standing committees. These 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 and in consultation with the Department Head, will be responsible for establishing and revising the mission, membership, and procedures applicable to that committee as necessary.

- a. **Program Coordinators Council (PCC).** This group includes the Department Head, Coordinator of Finance and Operations, D.Ed. Program Coordinators(s), Ph.D. Program Coordinator, Master’s Program Coordinator, Director of Administrator Licensure Programs, and endorsement and specialization coordinators. **Charge:** To advise Department Head and coordinate departmental programs on issues related to budget planning, academic offerings, new collaborations, marketing and

outreach, and program assessment and evaluation.

- b. **Curriculum Coordinators Committee (CCC).** This group includes Department Head, Business and Operations Coordinator, D.Ed. Program Coordinators(s), Ph.D. Program Coordinator, Master's Program Coordinator, Director of Administrator Licensure Programs, and endorsement and specialization coordinators. **Charge:** To advise Department Head and assist in the coordination of course sequencing, course assignments, and possible course changes for academic degree and licensure programs.

B. Ad Hoc committees. These committees are distinguished by the limited (usually by duration or scope) character of their mission. *Ad hoc* committees may be formed either at the discretion of the Department Head or by an affirmative vote of the faculty. The Department Head will appoint a Chair for each *ad hoc* committee 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.

5. Selection and Appointment of Leadership Roles

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.

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

6. Amendment of Unit-Level Policies

Departmental internal governance policies will be reviewed on a yearly basis, at which time changes may be suggested, input and commentary collected, and then decided upon by core faculty. Amendments or additions may also be initiated at any time by the Department Head in order to address an urgent policy matter, or to bring departmental internal governance policies into compliance with new or changed COE, UO, state, or federal law/policy, or updated collective bargaining agreement language.

Amended: 11/02/15