ARTS AND ADMINISTRATION PROGRAM INTERNAL GOVERNANCE POLICY

SCHOOL OF ARCHITECTURE AND ALLIED ARTS, UNIVERSITY OF OREGON

Revised by AAD Faculty 10/31/2014

Amended and approved by AAA Dean: 10/23/2016

Approved by the Office of the Provost & Academic Affairs May 4, 2017

PURPOSE

This ARTS AND ADMINISTRATION INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of internal governance policies for Arts and Administration consistent with CBA Article 4 and includes provisions to ensure appropriate and equitable representation of faculty members. This document was created with equitable participation of all Arts and Administration Program Tenure Track Faculty and both Career and Adjunct Non-Tenure Track Faculty.

In this policy document the two types of faculty are defined as follows:

The "Core Faculty" includes all currently appointed tenure-track faculty and Career NTTF at 0.4 FTE or above. "All Faculty" includes, in addition to the Core Faculty, all other faculty on active assignment in the department.

1. **Faculty Governance Roles**

   The following areas constitute major areas of governance within the department guided by formal policies. Appropriate and Equitable Faculty Governance Participation is provided for in each area as follows.

   1.1. Participation and Voting – Policies will be discussed at meetings set per Section 2, Meeting Protocol, where the Core Faculty (defined above) will have opportunity to vote. Regardless of their classification and rank, all faculty are eligible to participate in the development of the Department's internal governance policy. The Department will also strive to encourage widespread participation through email and meetings to ensure all perspectives are heard. Unless specified otherwise in this policy, faculty eligible to vote include the Core Faculty. All Faculty will be invited to participate in discussions and advisory votes.

   Faculty may call for changes to established internal governance policies through a governance committee or at a regular faculty meeting consistent with CBA Article 4, Sec. 4 and will strive to inform the dean of any desired changes once per academic year.

   1.2. Tenure track Professional Responsibility– Policies regarding tenure track faculty are established and amended via interaction between the Department Head and the tenure track faculty.

   Per the guidance of the University Provost and congruent with the aims of the faculty collective bargaining agreement, some areas of academic governance are the ultimate responsibility of the tenure-track faculty. Thus in these areas, all tenure-track faculty will have full voting rights and the

responsibility to develop and propose policy, though this will not preclude input from and consultation with All Faculty. These areas are:

- Developing guidelines for TTF tenure and promotion
- Developing workload for TTF
- Developing guidelines for merit salary increase for TTF
- Participating in review of TTF for promotion and/or tenure
- Establishing, reviewing and revising departmental curricula
- Establishing requirements for earning degrees and certificates
- In addition, Career Non-Tenure Tack faculty also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools and of the university, if this is part of their professional responsibilities. Curricular matters are considered to be a part of the professional responsibilities of career NTTF with instructional responsibilities, who may vote in an advisory capacity on curricular matters.

In all other matters of governance, participation will be based on the processes articulated in this policy.

1.3. 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.

2. **Meeting Protocol**
The Department Head or their designee will provide at least three days' notice regarding any meeting where Governance topics are addressed as significant items on the meeting agenda. These meetings provide a forum where individual viewpoints can be voiced or submitted for consideration. The Department Head may choose to call for formal majority votes of a majority quorum during these meetings either as a way to determine policy, or determine faculty preference on policy or guiding principles. A quorum shall consist of the majority of the faculty not on-leave or on tenure reduction appointments. Notice of invitation to such meetings will go to All Faculty, unless a meeting only deals with responsibilities and status of tenure track faculty. Meetings regarding the choice of new tenure-track faculty members will be open to all Core Faculty members. At such meetings a consensus will be sought. Lacking that, non-tenure related members may cast advisory votes, but only the votes of tenure-related faculty will be counted toward advising the department head as to whom to recommend to the AAA Dean. If a faculty meeting agenda items can in any way affect the status and responsibilities, then or in the future, of a faculty member not in the core faculty, they must be included, if present, and allowed to vote. If they are not present, the department head must meet with them in person, by phone or digital communication about the matter before making a final decision.

It is understood, that emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Program Director or his/her designee will make all reasonable accommodations to ensure that faculty is adequately 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 be used to discuss or decide upon long-term policy.

3. **Appropriate Documentation of Decisions**

    Formal Meeting Minutes will be kept for each department meeting that discusses or decides upon an area of participatory governance, as listed in Section 1 above. Meeting Minutes will document final decisions only in such matters, and not the full detail of the discussion leading to such decisions. The Program Director, or designee, will approve and electronically distribute Meeting Minutes to All Faculty members. A hard copy of Meeting Minutes will also be maintained in the Program Office. Core Faculty members may submit amendments to the Meeting Minutes no later than three business days following the distribution of those minutes. Amendments regarding any items brought to a vote will be treated as dissenting opinions unless ratified by the Program Director or designee. Minutes will also be available upon request to inactive adjunct faculty, students and AAA or University administration, as appropriate.

    Where University Administration has need to respond to formal proposals or requests for information from the department on governance matters or guiding principles, University Administration will do so by delivering written responses to the Program Director. Those written responses will be communicated and discussed at the next available meeting of the Core Faculty, and the sense of, or majority vote of, that faculty regarding these matters will be entered into the Formal Meeting Minutes.

4. **Standing Committees**

    4.1. Merit Review Committee
        4.1.1. The Merit Review Committee has authority to work with the Program Director on behalf of the Core Faculty in matters of Merit Evaluation.
        4.1.2. This committee will consist of three Core Faculty members including, the Program Director, one TTF, and career NTTF. The committee is only formed and active when a merit process is engaged by the Provost. The TTF and NTTF members will self-nominate during an open faculty meeting. Both members are approved by a simple majority vote of Core Faculty. If nominees fail to come forward or a simple majority vote is not reached for either position, the Program Director may either directly appoint an appropriate representative or seek faculty approval to exclude the position from the upcoming merit process.

5. **Ad Hoc Committees**
    The Program Director may form Ad Hoc Committees for dealing with situations or requests where Standing Committees are not appropriately positioned to equitably address those situations. In such situations, the formation of such committee will be discussed in the earliest available faculty meeting, where All Faculty can provide feedback regarding the committee and Formal Meeting Minutes will document the scope and authority of the committee.

    One recurring and common form of Ad Hoc committee is the Promotion Review Committee, which will consist of all departmental Tenure-Track and Career NTTF eligible to vote on a promotion or tenure review case, according to the criteria established in the A&AA Promotion policy governing the case. The charge of this committee will be to advise the Program Director as to whether they recommend for or against promotion. Voting on promotion is restricted to committee members in the same rank to be attained or higher.

6. **Search Committees**
   The Program Director will consult with the Core Faculty to determine the appropriate composition and appointment of any departmental search committees to advise the selection of new tenure-track or NTTF faculty hires. Decisions regarding the composition and appointment of Search Committees will be discussed and entered as Formal Meeting Minutes to the next available faculty meeting. The Program Director shall make appointments to adjunct faculty positions, including visiting faculty, in consultation with the Core Faculty.

7. **Program Director Nomination Participation**
   The Program Director is appointed by the Dean (typically for a three-year term). When the position becomes available, the Dean solicits nominations from the faculty, solicits faculty opinion about the nominees, meets with nominees, and then makes an appointment.

   If the Dean elects to perform an outside search for a Program Director, the Dean will appoint a search committee with the advice of the Core Faculty, inclusive of the current Program Director (if available). That search committee will conduct a search that may include internal candidates. The search committee will discusses semi-final and the final short-listed candidates with All Faculty while preserving the anonymity of the candidates to the best extent possible. The short-list will then be ranked by the search committee, with explanations, and sent to the Dean. The Dean then makes an appointment.

8. **Faculty Administrative Roles**
   Administrative Faculty positions within AAD include Liaison to School of Music and Dance, Liaison to College of Education, Liaison to Other Related Disciplines (including Folklore, Oregon Folklife Program, First Year Programs, Athletics, CultureWork Campus Communications, and Undergraduate Recruitment). Additional administrative roles are performed by AAD faculty in overseeing curricular clusters defined as Undergraduate Curriculum, Arts in Healthcare Management, Community Arts Management, Media Management, Museum Studies, Performing Arts Management, and Doctoral Supporting Area Curriculum.

   Administrative appointments are made by the Program Director and may rotate through faculty as interest and expertise allow. When a position becomes vacant, the Program Director will review and revise the position description as necessary and present it to the faculty for discussion. The faculty will then be given the opportunity to nominate or self-nominate candidates for consideration of appointment to the position as described. The Program Director solicits input from the faculty, reviews the nominees and makes the appointment. Both TTF and career NTTF are eligible for service in these roles.

9. **Future Policy Development**
   9.1. Any policy development processes undertaken as a result of faculty Collective Bargaining Agreement requirements will follow the relevant policy development process outlined in the CBA.

   9.2. Other policy development will follow the guidelines in Section 2, above. In such cases, the Department Head or his/her designee will be responsible for developing other departmental policies. Consensus or, lacking that, a majority vote of the Core Faculty will adopt these policies.

9.3. Academic policies regarding curricula and granting of degrees will be developed by the department's Curriculum and Academic Advisory and PhD Committees, as described in Section 4.1.

9.4. Committee members and All Faculty acknowledge the urgency of policy development, and accept responsibility for pursuing implementation and deliverable deadlines. In the event that the department misses an implementation or deliverable deadline, the Department Head maintains the ability to make unilateral decisions on affected subject matters until such time that the department completes assigned tasks and the Provost approves the affected deliverables. AAA and UO administration will provide guidance on implementation of subsequent Key Collective Bargaining Agreement Provisions as Provost Guidelines and timelines as these become available.

9.5. Faculty may call for changes to established internal governance policies through a governance committee or at a regular faculty meeting consistent with CBA Article 4, Sec. 4 and will strive to inform the dean of any desired changes once per academic year.