

## HISTORIC PRESERVATION INTERNAL GOVERNANCE POLICY

SCHOOL OF ARCHITECTURE AND ALLIED ARTS, UNIVERSITY OF OREGON

As amended and approved by AAA Dean: February 2017

As approved by HP faculty: March 2017

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

### PURPOSE

This HISTORIC PRESERVATION INTERNAL GOVERNANCE POLICY provides the formal codification of the development and maintenance of internal governance policies for the Historic Preservation Program 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 Historic Preservation Track Faculty and both Career and Adjunct Non-Tenure Track Faculty.

### 1. Faculty Governance Roles

- 1.1. Participation – Policies will be discussed at meetings set per Section 2, Meeting Protocol. The Department will also strive to encourage widespread participation through email and meetings to ensure all perspectives are heard. All faculty, regardless of rank or classification, are eligible to participate in the development of the Department's internal governance policy.
- 1.2. Eligible Voting Faculty – Unless specified otherwise in this policy, all Tenured and Tenure-Track and Career NTTF are eligible to vote. Other faculty will also be invited to participate in discussions and advisory votes.
- 1.3. Tenure track Professional Responsibility– Policy 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.

- 1.4. 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**

Administration will provide three days' notice regarding any meeting where Governance topics are addressed as significant items on the meeting agenda. Policies to be discussed at meetings will be sent to the faculty in the form of an agenda a week prior to the Historic Preservation Committee meeting and have the opportunity to attend or send comments. These meetings provide a forum where individual viewpoints can be forwarded for consideration. Department Head may choose to call for formal votes during these meetings as either a way to determine policy, or determine faculty preference on policy or guiding principles. A quorum of at least 50% of eligible voting faculty (not including advisory votes) is required to pass a policy vote. Votes may not be cast by proxy.

Unless specifically state otherwise, 51% of eligible voting faculty in attendance in a meeting (not including advisory votes) is required to pass policy. Other methods of voting, where employed, must offer reasonable access for all eligible voting faculty to provide input.

Faculty members on sabbatical or other approved leaves are eligible to participate in governance and vote on policy when in attendance of relevant faculty meetings. Other methods of voting, where employed, will include means for faculty members on sabbatical or other approved leaves to participate in the vote. Faculty members on full-time leave (0.0 FTE for the term) are ineligible to participate in governance and vote on policy until such time that they return from leave.

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, Administration 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. Meeting Minutes will be distributed to all active faculty

members via email, and will also be available in hard copy in the Historic Preservation File for Meeting Minutes.

Where Administration has a need to respond to formal proposals or requests, Administration will deliver written responses to the Department Head. Those written responses will be incorporated into the next available faculty meeting, and the responses will be entered into the Formal Meeting Minutes.

#### **4. Standing Committees**

##### 4.1. Curriculum Committee

4.1.1. The Curriculum Committee has authority to work with the Department Head on behalf of All Faculty in matters of Academic Policy as defined in Section 1. Committee members are appointed by the Dean of AAA or designee, incorporating feedback from the Historic Preservation TTF and Career NTTF faculty. Committee members serve two-year terms, and may serve longer as needed.

##### 4.2 Historic Preservation Committee

4.2.1 As established by the Dean of AAA and in response to the External Review, a Historic Preservation Committee is comprised of TTF members from other associated disciplines. The committee is comprised of HP TTF, associated TTF who teach concentration courses, serve on thesis committees, or offer mentoring to our graduate students, two Career NTTF from HP, and a HP graduate student. The committee serves on graduate admissions and defines policies and procedures..

##### 4.3 Advisory Committee

4.3.1 The Advisory Committee has authority to work with the Department Head on behalf of All Faculty in matters of Professional Responsibility, Summer Session Appointment, and Professional Development and other policy defined in Section 1.

4.3.2 The Historic Preservation Committee serves as the Advisory Committee.

#### **5. Ad Hoc Committees**

The Advisory Committee 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 provide a vote to the Program Director

recommending whether to 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 Department Head will work in concert with the Curriculum Committee to determine the appropriate composition and appointment of any departmental search committees. Decisions regarding the composition and appointment of Search Committees will be discussed and entered as Formal Meeting Minutes to the next available faculty meeting.

## **7. Department Head Nomination Participation**

The Dean meets with tenure-related and Career NTTF faculty to discuss the Head search process and to determine if the search will be internal or external (external searches are dependent on budget and approval from Academic Affairs).

Internal search: The Dean appoints the search committee. The search committee determines minimum qualifications for candidates and vets nominations from the faculty to see if nominees are willing to serve as the Head and meet minimum qualifications. Tenure-related and Career NTTF faculty vote on approved nominees. The vote is sent to the Dean as a recommendation of the faculty. The Dean makes the appointment.

External Search: The Dean appoints a search committee, which conducts a search that may include internal candidates. The search committee discusses short-listed candidates with tenure-related and Career NTTF faculty; evaluates all candidates; and sends an unranked list to the Dean with their evaluations of each. The Dean makes the appointment.

## **8. Faculty Administrative Roles**

The Dean may add other positions and make adjustments to faculty administrative roles and assignments as needed, provided that doing so is consistent with the CBA's requirements.

Director of the Pacific Northwest Field School has primary responsibility for the oversight and management of the Pacific Northwest Field School. On behalf of, and in consultation with, the Historic Preservation Department Head, the Director leads all initiatives within the Field School, including development of curriculum and management of facilities. The position is filled through a local search application process open to all tenure-track and career non-tenure-track Historic Preservation faculty, and is subject to five-year reviews.

## **9. Future Policy Development**

In order to ensure that subsequent implementations can occur in a timely and orderly fashion, the following methods will be set forth for implementation of the respective policies:

- 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.

9.3 Committee members and All Faculty acknowledge the urgency of policy development, and accept responsibility for meeting implementation and deliverable deadlines. In the event that a committee 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 committee completes assigned tasks; affected deliverables are approved by the Provost. Administration will provide guidance on implementation of subsequent Key Collective Bargaining Agreement Provisions as Provost Guidelines and timelines become available.

9.4 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.