

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Materials Science Institute. Internal governance issues are limited to those that deal with the methods and manners by which policies are set within this RIGE research institute, inclusive of the requirement to provide for appropriate and equitable representation of faculty.

1. Appropriate and Equitable Faculty Governance Participation

The following areas constitute major areas of internal governance within the RIGE research institute. Appropriate and equitable faculty governance participation is provided for in each area as follows.

- 1.1. Internal Governance Policy** – Internal Governance Policy within the institute is developed by the leadership committee (as a representative of the faculty), reviewed by the institute director and approved by the faculty (as defined in section 4). Policies will be discussed at meetings set per section 2, Meeting Protocol, where faculty will have opportunity to provide feedback on governance policy. Where appropriate, the director will call for formalized votes on internal governance policy decisions, such that the faculty perspectives will be represented accurately.
- 1.2. Merit Increase Policy** -- Policy regarding merit increases is to be established and amended via interaction between the institute director and the leadership committee, with input from the faculty, and put to the vote by the full members.
- 1.3. Non-Tenure Track Professional Responsibility Policy** - Policy regarding non-tenure track professional responsibilities is to be established and amended via interaction between the institute director and the leadership committee, with input from the tenure track faculty (TTF), career non-tenure track faculty (NTTF), and adjunct NTTF, and put to the vote by the full members.
- 1.4. NTTF Performance Review and Promotion Policy** - Policy regarding non-tenure track professional responsibilities is to be established and amended via interaction between the institute director and the leadership committee, with input from TTF, career and adjunct NTTF, and put to the vote by the full members.
- 1.5. Professional Development Policy** – Policy regarding professional development is to be established and amended via interaction between the institute director and the leadership committee, with input from the TTF, career and adjunct NTTF, and put to the vote by the full members.

The institute director will make all reasonable attempts to adhere to the policies in those areas served by those policies. In cases where policies conflict with federal, state, and university policy, those federal, state and university policies will have priority.

2. Meeting Protocol

Institute director will provide a minimum of three days' notice to institute faculty via email regarding any all-faculty meeting where governance topics are addressed as significant items on the meeting agenda. These meetings provide a forum where individual viewpoints can be put forth for consideration. As practicable, meetings will include opportunities for faculty to participate via telephone or other means of remote access. Faculty unable to attend may provide written input to the director prior to the meeting. Meetings may occur 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.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the institute director will make all reasonable accommodations to ensure that all faculty are 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 longer-term policy.

3. Appropriate Documentation of Decisions

Formal meeting minutes will be kept for each institute meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all institute faculty members via email, and will also be available as a hard copy in the MSI office.

Written responses from a provost, vice president, or designee to institute to proposed unit policies will be delivered to the institute director. Institute director or designee will circulate them to all faculty in a timely manner via email.

4. Membership and Voting Rights

- 4.1.** "All faculty" in the institute means all of the faculty employed in the unit (including the institute director, TTF, career NTTF, adjunct faculty, and post docs) who are actively involved in the institute, such as by maintaining active grants, supervising students on research projects, and/or maintaining active MSI membership status. "Faculty" includes both faculty who are members of the bargaining unit and those who are not.
- 4.2.** Full members are TTF, career and adjunct NTTF who direct the main part of their efforts to fulfilling the purpose of the institute (to study the structure and properties of materials, to educate in the sciences of materials, and to serve Oregon as a resource in these sciences); participate in institute activities such as administration and seminars; and submit at least half of their grants through the institute.
- 4.3.** Associate members are TTF, career and adjunct NTTF who direct part of their efforts to fulfilling the purpose of the institute and participate in some institute activities.
- 4.4.** Full members have voting rights in the institute; associate members do not.
- 4.5.** Two-thirds majority of the full members (excluding the person under consideration if a full member) is required for an election or termination of any member. Favorable votes by at least one-half of the full members (excluding the person under consideration) are required for a re-election. Votes may be made in person or in writing. All elections and

re-elections shall be for a fixed term of, at most, three years. Resignations may be made at any time in writing to the director.

- 4.6. All other decisions of the institute (related to governance or otherwise) shall be made by a simple majority of those voting, provided at least half of the full members of the institute vote. Votes may be cast in person or in writing.
- 4.7. Full members of the institute may participate in policy development and in voting while on leave or on sabbatical. Meetings will include opportunities for absent faculty to participate via telephone or other means of remote access. Absent faculty can also provide written input to the director.
- 4.8. The institute does not allow voting rights for students in faculty appointments/hiring final decisions, or student involvement in faculty promotion decisions.

5. Standing Committees

5.1. Leadership Committee

5.1.1. The leadership committee has authority to work with the institute director on behalf of all faculty in matters as defined in Section 1.

5.1.2. The leadership committee will be comprised of all full members of MSI including the institute director and associate director.

5.2 Other Standing Committee(s) – MSI has no standing committees currently. The leadership

committee will create subcommittees to handle activities generated in Article 10 as needed.

6. Ad Hoc Committees

The Director may form ad hoc committees for addressing issues where the leadership committee or standing committees are not appropriately positioned to equitably address these 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.

7. Search Committees

For faculty 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. The director will appoint the search committee. The PI may chair the search committee and at least one other MSI faculty will be a member of the committee. The only faculty typically hired directly by MSI are post-doctoral associates and other research associates. Those searches typically hire out of post-doctoral applicant pools that are constantly maintained by Chemistry, Physics, MSI and potentially other affiliated departments. At minimum, search committees must meet standard AAEO rules.

8. Institute Director & Associate Director Nomination Participation

The MSI director and past-directors canvass the faculty for nominations on who should serve as the next director and associate director. After discussing interest with potential candidates, the nominations are presented to all faculty two weeks before election during

which comments from the entire MSI faculty are considered. Each full member may vote for as many of the nominees as they wish. The candidate receiving the most votes will be nominated as well as any other candidate receiving at least 2/3 of the votes. The names of the nominated candidates will be forwarded to the VPRI by the leadership committee. Both the Director and the Associate Director are nominated for a three year term, renewable by vote and approval by the VPIR.

9. Faculty Administrative Roles in the RIGE research Institute

Director: the Director is responsible for the oversight of the administrative and scientific missions of the Institute.

Associate Director/Treasurer: As described previously, the MSI elects an associate director who is a direct adviser to the director, assists with financial management of the institute and is the presumptive “director in training.”

Secretary: At the discretion of the leadership committee, the MSI may appoint a secretary for taking minutes at meetings, organizing meetings, and handling membership/election tasks. The secretary need not be a faculty of MSI (but is expected otherwise to be an employee of MSI).

10. Development of Key Collective Bargaining Agreement Institute Policies

The RIGE research Institute will use the following processes to develop policies regarding merit, NTTF professional responsibilities, NTTF performance review and promotion, and professional development funds:

10.1. Merit Increase Policies

10.1.1. Vice President for Research & Innovation or designee will provide guiding principles

regarding merit policies to the institute director.

10.1.2. Using these materials, the leadership committee and institute director will draft the recommended policy.

10.1.3. The leadership committee will hold at least one meeting open to all faculty in the institute where individuals can provide input into the draft policy. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3.

10.1.4. Institute director will submit recommended policy for review to the Vice President for Research & Innovation or designee, who will provide the faculty with a

written explanation for and an opportunity to discuss any alterations (s)he makes

before submission to provost or designee.

10.2. Professional Responsibilities Policies

10.2.1. Vice President for Research & Innovation or designee will provide guiding principles

regarding professional responsibility policies to the institute director.

10.2.2. Using these materials, the leadership committee and institute director will draft recommended policy.

10.2.3. The leadership committee will hold at least one meeting open to

TTF, career and adjunct NTTF where individuals can provide input into the draft policy. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3.

- 10.2.4. Institute director will submit recommended policy for review to the Vice President for Research & Innovation or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations (s)he makes before submission to provost or designee.

10.3. NTTF Performance Review and Promotion Policies

- 10.3.1. Vice President for Research & Innovation or designee will provide guiding principles regarding performance review and promotion to the institute director.
- 10.3.2. Using these materials, the leadership committee and institute director will draft recommended policy.
- 10.3.3. The leadership committee will hold at least one meeting open to TTF, career and adjunct NTTF where individuals can provide input into the draft policy. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3.
- 10.3.4. Institute director will submit recommended policy for review to the Vice President for Research & Innovation or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations.

10.4. Professional Development Funds Policies

- 10.4.1. Vice President for Research & Innovation or designee will provide guiding principles for professional development funds policy to the director.
- 10.4.2. Using these materials, the leadership committee and institute director will draft recommended policy.
- 10.4.3. The leadership committee will hold at least one meeting open to TTF, career and adjunct NTTF where individuals can provide feedback on draft policies. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3.
- 10.4.4. Institute director will submit recommended policy for review to the Vice President for Research & Innovation or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations (s)he makes.

- 11.0 The leadership committee and all faculty acknowledge the urgency of policy development, and accept responsibility for meeting deadlines. In the event that a committee misses a deadline, the director maintains the ability to make unilateral decisions on affected subject matters until

such time that the leadership committee completes assigned tasks and affected deliverables are approved by the Vice President for Research & Innovation or designee.

- 12.0** The institute director, VP, Provost or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating this process for policy development
- 13.0** MSI faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to established internal policies by notifying the Director of a change to be considered, thereby initiating the process for policy review and possible revision.
- 14.0** 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.