

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the NeuroInformatics Center (NIC).

Approved by the Office of the Provost and Academic Affairs: May 22, 2017

1. Appropriate and Equitable Faculty Governance Participation

The following areas constitute major areas of internal governance within the NIC. Appropriate and equitable faculty governance participation is provided for in each area, as mandated by the Collective Bargaining Agreement (CBA), as follows.

- 1.1. Internal Governance Policy** – Internal Governance Policy within the NIC is developed by the NIC leadership committee (as defined in Section 5.1) after receiving input from the Provost / Academic Affairs and the NIC director. The NIC leadership committee consists of representatives at all faculty classification levels, thereby providing an avenue for all faculty to participate in policy development. 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 are to be drafted by the NIC leadership committee, with input from faculty within the NIC, and voted on by the NIC full faculty.
- 1.3. Performance Review and Promotion Policy** - Policy regarding performance review and promotion are to be drafted by the NIC leadership committee, with input from faculty within the NIC, and voted on by the NIC full faculty.

The NIC 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 In cases where policies conflict with federal, state, and university policy that is not superseded by the CBA, those federal, state and university policies will have priority.

2. Meeting Protocol

NIC director will provide a minimum of three days' notice to NIC faculty via email 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 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 NIC director prior to the meeting. Meetings may occur virtually via email, telephone, or video conference. The NIC 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. In cases of a vote, a simple majority will lead to a passage of a motion.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the NIC director will make all reasonable

accommodations to ensure that 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

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

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

4. Membership and Voting Rights

- 4.1.** Full members of the NIC include the NIC director, career NTTF employed in the NIC, postdocs employed in the NIC for more than 1 year above 0.3 FTE, and budget managers. Full members include both faculty who are members of the bargaining unit and those who are not.
- 4.2.** Associate members of the NIC include faculty from other units who have an intellectual interest in the work of the NIC, co-investigators on NIC grants who are not full members, NIC courtesy faculty, and postdocs employed in the NIC for less than 1 year or less than 0.3 FTE.
- 4.3.** Full members have voting rights in the NIC; associate members do not.
- 4.4.** Full members of the NIC are eligible to be on the leadership committee and may participate in policy development.
- 4.5.** Full members of the NIC can participate in voting while on leave or sabbatical, assuming that they still qualify for full membership based on the criteria described above.

5. Standing Committees

5.1. Leadership Committee

- 5.1.1. The NIC leadership committee has authority to work with the NIC director on behalf of all faculty in matters as defined in Section 1.
- 5.1.2. The NIC leadership committee will be comprised of a representative from each level of represented faculty (i.e., different classifications). The NIC Director is a member of the leadership committee.
- 5.1.3. Each level of represented faculty will select a person to be on the NIC leadership committee. This will be done by a voting process.
- 5.1.4. Each member of the NIC leadership committee will serve for one year. They may be re-appointed unless a different person is selected.

6. Ad Hoc Committees

The NIC 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.

Promotion committees will also be ad hoc committees, formed as needed, depending on the particulars of the people being considered for promotion. Our review and promotion policy describes the make up of these committees.

7. Search Committees

For faculty to be hired to perform work on projects sponsored by an external entity, the NIC director will work with the principal investigator (PI) to determine the appropriate search committee composition. The NIC director will appoint the search committee. The PI may chair the search committee. At minimum, search committees must meet standard AAEO rules.

8. NIC Director Nomination Participation

8.1. The NIC leadership committee is responsible for leading the process to recommend a new NIC director to the Vice-President for Research and Innovation (VPRI).

8.2. The NIC leadership committee solicits recommendations for possible candidates from the full members and associate members of the NIC.

8.3. The NIC leadership committee reviews possible candidates and recommends to the VPRI 1 or 2 candidates, which may be ranked in order of preference.

8.4. The VPRI will appoint the NIC director.

9. Faculty Administrative Roles in the NIC

9.1. The NIC director will be appointed as outlined in section 8 to serve a three year term. The VPRI may renew the appointment of the director.

9.2. The NIC director may have an associate director, who works closely with the director to administer the NIC. If the NIC director decides that an associate director is needed, the NIC director will solicit nominations and provide them to the NIC leadership committee. The NIC leadership committee will review the nominations and make a recommendation to the NIC director. The NIC director then makes a selection from the nominations and appoints the associate director. The NIC associate director will serve a term of no more than 2 years before a new associate director is appointed. The NIC associate director can be re-appointed at this time.

10. Development of Key Collective Bargaining Agreement NIC Policies

The NIC will use the following processes to develop CBA-mandated policies:

10.1. The VPRI or designee will provide guiding principles regarding merit policies to the NIC director.

10.2. Using these materials, the leadership committee will draft the recommended policy.

10.3. The NIC leadership committee will solicit feedback from full members on the draft. In cases where policies will affect NIC employees who are not full members, their feedback will be sought as well. The leadership committee will make revisions.

10.4. The full membership will vote on the proposed final policy. Formal records will be kept of the outcome of the vote and will be made available as per Section 3.

The NIC director will submit the recommended policy for review to the VPRI or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations he or she makes before submission to provost or designee.

11.0 The NIC 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 NIC director maintains the ability to make unilateral decisions on affected subject matters until such time that the NIC leadership committee completes assigned tasks and affected deliverables are approved by the VPRI or designee.

12.0 The NIC 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. Faculty also may initiate changes to established policy consistent with the CBA's provisions.