

## **HISTORIC PRESERVATION INTERNAL GOVERNANCE POLICY**

SCHOOL OF ARCHITECTURE AND ENVIRONMENT, UNIVERSITY OF OREGON As amended and initially approved by AAA Dean: February 2017

As initially approved by HP faculty: March 2017

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### **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 (HP) consistent with the Collective Bargaining Agreement (CBA) Article 4 and includes provisions to ensure appropriate and equitable representation of faculty members. This document was created with equitable participation of the Historic Preservation Program's Tenured faculty, Tenure-Track faculty (TTF), and both Career and Pro Tempore (Pro Tem) Non-Tenure-Track faculty (NTTF).

### **1. Faculty Governance Roles**

1.1. Participation – As a comparatively small program, the Historic Preservation Program operates in a collaborative manner through consensus building. Policies will be discussed at meetings set per Section 2, Meeting Protocol. All faculty, regardless of rank or classification, are eligible to participate in the development of the Department's internal governance policy. The Program Director will also strive to encourage widespread participation through email and meetings to ensure all perspectives are heard.

1.2. Eligible Voting Faculty – Unless specified otherwise in this policy, all Tenured, Tenure-Track and Career NTTF are eligible to vote. Other Pro Tem faculty will also be invited to participate in discussions and advisory votes.

1.3. Tenured and Tenure-Track Professional Responsibility – Policy regarding Tenured and Tenure-Track faculty are established and amended via interaction between the Program Director and the Tenured and 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 Tenured and Tenure-Track faculty. Thus in these areas, all Tenured and 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 Pro Tem Historic Preservation Program 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 Track faculty also participate in establishing, reviewing, and revising departmental curricula in accordance with the curriculum systems of the colleges and schools of the university. Curricular matters are considered to be a part of the professional responsibilities of Career NTTF with instructional responsibilities.

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**

The Program Director 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 advance so that they may have the opportunity to attend or send comments. These meetings provide a forum where individual viewpoints can be forwarded for consideration. Decisions will be made by consensus when possible, but the Program Director may choose to call for formal votes during these meetings as either a way to determine policy or to 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 hold a policy vote. Votes may not be cast by proxy. Approval of a motion requires a majority of votes by those who make up the quorum. 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 at 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. NTTF faculty with 0.0 FTE for the term in which the vote occurs are eligible to vote if they have had at least 0.1 FTE within the previous three (3) years.

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 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.

Where the School, College, or University Administration has a need to respond to formal proposals or requests, the Administration will deliver written responses to the Program Director. Those written responses will be forwarded to faculty members in a timely manner and incorporated into the next available faculty meeting, and the responses will be entered into the Formal Meeting Minutes.

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

##### **4.1 Historic Preservation Committee**

4.1.1 The Historic Preservation Committee is comprised of HP TTF, associated TTF who teach concentration courses, serve on thesis committees, or offer mentoring to HP graduate students, and lastly, HP Career NTTF. On matters where the Program Director deems appropriate, Pro Tem faculty may be asked to participate in Committee activities and cast votes in an advisory capacity to the Committee to establish viewpoints and preferences. The Program Director will call a meeting of the Historic Preservation Committee at least once per academic year.

4.1.2 The Historic Preservation Committee has authority to work with the Program Director in matters of academic policy and procedures and provide support for program administration including graduate admissions and other tasks and responsibilities as requested by the Program Director.

##### **4.2 Advisory Committee**

4.2.1 The HP Advisory Committee includes all members of the Historic Preservation Committee as well as those appointed by the Program Director who may include faculty from other Departments and programs, former Career NTTF faculty in the Historic Preservation program, professional historic preservation practitioners, program alumni, and others with insights and expertise relevant to questions and issues taken up by the Committee.

4.2.2 The Advisory Committee will work with the HP program faculty in matters of policy. Its primary charge is to support the Program by pooling professional knowledge and expertise and conferring in regard to issues including, but not limited to, strategic planning, curricular development, and the establishment of new initiatives and events.

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

The Historic Preservation Committee may form Ad Hoc Committees for special circumstances. In such situations, the formation of such committees 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.

## **6. Search Committees**

The Program Director will work in concert with the faculty and the Dean to determine the appropriate composition and appointment of any faculty search committees. Decisions regarding the composition and appointment of Search Committees will be discussed and entered as Formal Meeting Minutes during the next available faculty meeting.

## **7. Program Director Nomination and Selection**

The Program Director is appointed by the Dean (typically for a three-year, renewable term). The Dean meets with the program faculty to discuss the program director selection process and solicits nominations. The Dean meets with each of the nominees to gauge their interest in being considered for the position. All individuals interested in the position meet with the faculty to discuss their approach and priorities. Confidential faculty feedback is solicited by the Dean, who then 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.

8.1 Program Director – The Program Director is responsible for working with Program Faculty and external parties to develop the research and teaching profile of the Historic Preservation program. Duties include leading efforts on recruiting and admissions, student support and advising, curricular planning, calling faculty meetings, and instructional staffing and professional outreach and advocacy. The Program Director represents the Historic Preservation program on external committees unless the Program Director authorizes alternative arrangements.

8.2 Program Assistant Director – Program Faculty may determine the need for an Assistant Director to assist in specific areas of program administration and other tasks identified in 8.1. If needed, the apportioning of areas of responsibility for this position will be done through mutual agreement of the Program Director and the Program Assistant Director.

8.3 Faculty Advisor of the Pacific Northwest Field School (PNWFS) has primary responsibility for the oversight of the PNWFS, including communication and collaboration with the PNWFS Steering Committee and UO administration, supervision of any PNWFS employees, and long-term strategic planning. The PNWFS Faculty Advisor oversees the hiring of a PNWFS Coordinator who, in consultation with the Faculty Advisor, is responsible for daily operations of the field school, including management of on-site operations during the summer Field School and assisting in other courses or activities involving fieldwork, as necessary.

The Faculty Advisor position will be filled by a TTF or NTTF member of the Historic Preservation Faculty as determined by the faculty in consultation with the Dean.

8.3.1 Program Faculty may determine the need for and feasibility of hiring a PNWFS Director to take on primary responsibility for management, planning, operation, and oversight of the PNWFS. Working with the Faculty Advisor, the Director would manage the development of the field school curriculum (planning specific projects, scope of work, and instructors) and operation (including overseeing the work of a PNWFS Coordinator, tracking and reporting expenditures, communication and collaboration with the PNWFS Steering Committee and UO administration, supervision of any PNWFS employees, management of PNWFS resources, and long-term strategic planning).

The position may be filled by either program faculty or through an external hiring process.

## **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 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 Program Director 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 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.