Department of Education Special Education & Clinical Sciences Governance Policies

1. All SPECS governance policies will conform to College of Education (COE) and University of Oregon (UO) governance policies. Where there is a divergence, UO and COE policies will take precedence.

2. Participation in Department Governance

Solicitation of Feedback. All faculty will be given an opportunity to provide feedback on all policy decisions affecting them as specified in the SPECS voting matrix (see page 7). Feedback will be solicited at faculty meetings or through on-line means such as email or Qualtrics surveys. When the department head determines it is appropriate, classified staff feedback will also be solicited and considered. 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.

Voting Rights. Faculty will be accorded voting rights on departmental matters as specified in the SPECS voting matrix on issues related to curriculum, promotion of TTF and NTTF, and Departmental Committees and policies. Each program will specify voting rights related to the following issues: substantive changes in doctoral or masters-level programs/courses, masters/capstone/thesis issues, advancement to candidacy, and dissertation. All graduate programs must maintain compliance with UO Graduate School Policy.

a. Sabbatical and Leaves:

Sabbatical – All opportunities for participation in unit governance participation in unit governance shall be extended to faculty on sabbatical. The expectations for participation for each faculty member on sabbatical shall be outlined in a memo between the faculty member and his/her department or unit head. This memo shall include provisions for at least the following activities:

a.i.1. Promotion and/or Tenure reviews/votes

a.i.2. Curriculum processes
a.i.3. Votes for program changes/additions

a.i.4. Involvement in searches and hires

a.i.5. Student admissions processes

Leave (leave of absence, medical leave, parental) – The expectation is that a faculty member on leave will not participate in governance activities. However, in exceptional circumstances (e.g., on leave from the UO for a governmental appointment) the faculty member may wish to participate in specific governance activities if relevant university leave policies do not disallow such participation. In such a case, a memo shall be prepared according to the conditions outlined in a.i. 1-5 above.

3. Department Meeting Protocols

a) SPECS will have at least two meetings of the entire faculty per year.

b) The purpose of Department meetings is to distribute information, solicit input from faculty and programs, as well as initiate needed policy changes.

c) Any faculty or staff member may submit agenda items for consideration at a regularly scheduled meeting, as appropriate. Inclusion of these items is at the discretion of the Department Head as well as in response to pressing issues and priorities. Notice about the inclusion or exclusion of the item and a brief explanation if excluded from the agenda will be provided to faculty by the Department Head.

d) Agendas shall typically be distributed by the Department Head 3-5 days in advance of the meeting.

e) The Department Head shall provide a minimum of seven days’ notice to faculty via email regarding any meeting where policy or governance topics are addressed. Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Department Head will attempt to make 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 this approach will not be used to regularly.
f) Faculty unable to attend a meeting may provide written input prior to the meeting. Department meeting minutes shall emailed to faculty 1 week following the meeting.

g) Decision-making at the department level will be done via simple majority according to the developed SPECS voting matrix. Programs will also use a simple majority of faculty who have voting rights on relevant issues. All these decisions are subject to the COE policy on voting authority.

4. Committees

Two types of committees may be established within the department at the discretion of the Department Head: 1) Governance Committees, and 2) Ad Hoc Committees.

1) Governance Committees are distinguished by their persistent character and cyclical administrative functions. The Department Head, after consulting with constituent faculty, will appoint a Chair for each governance committee. The mission (charge) and membership of each committee will be established by the Department Head in consultation with (a) the program director most directly associated with the committee formed, and (b) the committee chair. In cases where the committee crosses programmatic boundaries and/or includes all programs in the department, the SPECS leadership team will work with the Department Head to determine mission and membership.

2) Ad Hoc Committees are distinguished by the limited (usually by duration or scope) character of their mission. The Department Head will, after consulting with faculty, appoint a Chair for each ad hoc committee responsible for establishing and revising as necessary the mission, membership, duration, and procedures applicable to that committee. An ad hoc committee may be converted to a governance committee when circumstances warrant, at the Department Head's discretion. The Chair of the committee must submit a request to the Department Head to convert the committee, explaining the circumstances necessitating the change and any accompanying changes to mission, membership, and procedures for the committee.

Governance Committees:

SPECS Leadership Team—This group consists of the Department Head, Program Head/Directors, and the Departmental Coordinator of Finance and Operations. This group meets monthly and is overseen by the Department Head. Charge: To manage
the daily operations of degree programs and provide the Department Head with
counsel on a wide range of COE and University affairs. Program Directors will solicit
feedback and input from all faculty to support potential policy changes. Meeting
minutes will be distributed to the faculty via email 1 week after the meeting.

Department-Level Curriculum Team—This group consists of the Program Heads and
licensing/program coordinators/faculty across each program in SPECS. Both NTT and
TT faculty must be represented on this committee. If not, the Department will elect
the missing faculty type to participate in the group. This group will meet when
necessary to review new courses, revise courses, as well as to make changes to
existing Department degrees/certifications/specializations. Charge: To review
proposals and provide a recommendation to the Department Head as to whether
the proposal is ready for a Department vote or sending on to the COE Curriculum
Committee.

Department Ad Hoc Committees:

Ad hoc committees (e.g., merit, promotion, workload, etc.) are formed at the
discretion of the Department Head, who shall determine their charge and duration.
All ad hoc committees should report out at each Department meeting.

Search Committees—Search committees exist to fill faculty or staff vacancies of all
types (TTF, NTTF, classified, and OA) and are considered ad hoc committees,
convened and composed as needed by the Department Head, in accordance with
COE policy, and approved by the Dean. All searches are also governed by the
University of Oregon’s Affirmative Action and other hiring procedures and
regulations when conducting a search for all positions. Charge: Establish search
processes, review applications, and make hiring recommendation(s) to the hiring
authority that has convened the committee.

5. Selection and Appointment of Leadership Roles

1) Department Head

In accordance to the COE Policy, all career TTF and NTTF faculty for the Department
may nominate individuals to the Dean and provide feedback on candidates for this
role, but the appointment of the Department Head is made by the Dean. The
Department Head will have a 3-year appointment, but the duration of the
appointment is at the discretion of the Dean and must have support from the
Department faculty.
Department Heads will receive an annual performance review, performed by the Dean, based on their Department Head responsibilities. The Dean will solicit input from Department faculty and staff (e.g., electronic, meeting, etc.) within this process. These reviews shall be completed before the beginning of the fall term and address service during the prior academic year.

2) Program Head/Director

The Department Head will solicit nominations for the Program Director from respective career TTF and NTTF program faculty. Faculty can provide feedback on candidates, but the appointment of specific Program Directors is made by the Department Head. The Program Director will have a 3-year appointment, but the duration of the appointment is at the discretion of the Department Head, and must have support from the program faculty.

Program Directors will receive an annual performance review, performed by the Department Head, based on their responsibilities. The Department Head will solicit input from the program faculty and staff within this process. These reviews shall be completed before the beginning of the fall term and address service during the prior academic year.

5b. Leadership Roles and Responsibilities

1) Department Heads

Department Heads are responsible for all curricula, program development, promotion and tenure/tenure track activities within their department. It is also their responsibility to be responsive to faculty, staff and student issues and concerns.

2) Program Heads/Directors

Program Directors are responsible for delivery of the program including staffing courses, management of the program budget, and evaluation of non-tenure track instructors and lecturers. It is also their responsibility to be responsive to faculty, staff and student issues and concerns and coordinate efforts with the Department Head.

6. Faculty Voting Authority

See Voting Matrix. (see page 7)
7. Amendment of Department-Level Policies

1. When a new Department policy is requested or warranted based on input from program directors and/or specific faculty, the Department Head shall prepare input for consideration by the faculty. An ad hoc committee may be created (per SPECS governance rule specified earlier). The faculty or ad hoc committee will submit their recommended policy to the Department Head for review. The Department Head will provide a written explanation to the faculty and an opportunity to discuss any alterations he or she makes to the recommended policy before submitting the revision for Departmental vote.

2. If an amendment is solely to bring SPECS policy into compliance with new or changed university, COE, state or federal policy/law, or updated collective bargaining agreement language, consultation with SPECS Leadership team will suffice for an amendment to proceed.

3. Amendment of, or addition to, SPECS policies shall not create a conflict with existing COE or external policy and/or law.

4. All SPECS Policies should be reviewed and voted upon by representative faculty at least every 3 years.

5. All adopted SPECS policies will be emailed to faculty within 30 days and then posted in the COE shared electronic SPECS Department policy folder. Policies not posted within 30 days are not valid.
<table>
<thead>
<tr>
<th>Rank</th>
<th>Curriculum, Degree, &amp; Certification</th>
<th>Tenure-line Promotion</th>
<th>NTTF Promotion</th>
<th>Department Committees and Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Faculty</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Assistant Clinical Professor</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Associate Clinical Professor &amp; Clinical Professor</td>
<td>Yes</td>
<td>No</td>
<td>Yes, with rank equal or greater to case at hand, internal to COE</td>
<td>Yes</td>
</tr>
<tr>
<td>Instructor</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Senior Instructor I &amp; II</td>
<td>Yes</td>
<td>No</td>
<td>Yes, with rank equal or greater to case at hand, internal to COE</td>
<td>Yes</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Senior Lecturer I &amp; II</td>
<td>Yes</td>
<td>No</td>
<td>Yes, with rank equal or greater to case at hand, internal to COE</td>
<td>Yes</td>
</tr>
<tr>
<td>Research Assistant</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Senior Research Assistant I &amp; II</td>
<td>No</td>
<td>No</td>
<td>Yes, with rank equal or greater to case at hand, internal to COE</td>
<td>Yes</td>
</tr>
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</table>
Voting rights will be reviewed annually by the program head/director and the Department Head.

1. This policy provides voting rights for NTTF Officers of Instruction for curricular matters and not for NTTF Officers of Research as is implied but not always explicitly stated in the college NTTF policy. However, any NTTF member who is engaged in instruction as evidenced by regular instructional assignments and interaction with the program or departmental faculty and regular participation in program/department meetings and business can submit a petition to the Department Head asking for voting rights. The petition should include documentation of participation and official support from the program head/director. Voting rights will be reviewed annually by the program head/director and the Department Head.

2. In order to vote on degree program or department policy a NTTF member must be a regular and full participant in program or department business as evidenced by regular interaction with the program or departmental faculty and regular participation in program/department meetings and business.

3. For faculty having a historical rank of dual title that includes the title of assistant or associate professor, they will have the same voting rights as tenure-line faculty.

<table>
<thead>
<tr>
<th>Research Associate</th>
<th>No</th>
<th>No</th>
<th>Yes, with rank equal or greater to case at hand, internal to COE</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Research Associate I &amp; II</td>
<td>No</td>
<td>No</td>
<td>Yes, with rank equal or greater to case at hand, internal to COE</td>
<td>Yes</td>
</tr>
<tr>
<td>Assistant Research Professor</td>
<td>No</td>
<td>No</td>
<td>Yes, with rank equal or greater to case at hand, internal to COE</td>
<td>Yes</td>
</tr>
<tr>
<td>Associate Research Professor &amp; Research Professor</td>
<td>No</td>
<td>No</td>
<td>Yes, with rank equal or greater to case at hand, internal to COE</td>
<td>Yes</td>
</tr>
<tr>
<td>Tenure-line Faculty</td>
<td>Yes</td>
<td>Yes with rank equal or greater to case at hand</td>
<td>Yes</td>
<td>Yes</td>
</tr>
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