

# **Oregon Career Information System Governance Policy**

**5/20/2022**

**Approved by the Office of the Provost March 17, 2023**

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Oregon Career Information System (Oregon CIS). Internal governance issues are limited to those that deal with the methods and manners by which policies are set within this research and outreach unit, inclusive of the requirement to provide for appropriate and equitable representation of faculty as defined in the Collective Bargaining Agreement (CBA).

## **1. Appropriate and equitable faculty governance participation**

The following sections constitute major areas of internal governance within Oregon CIS, as mandated by CBA. Appropriate and equitable faculty governance participation is provided for in each area as follows.

### **1.1. Internal Governance Policy**

Internal Governance Policy within Oregon CIS is developed and approved by the voting membership (as defined in section 4). Policies will be discussed at meetings set per section 2, where faculty will have opportunity to provide feedback on governance policy. Where appropriate, the Oregon CIS Director will call for formalized votes on internal governance policy decisions, such that faculty perspectives will be represented accurately.

1.2. Merit Increase Policy Oregon CIS merit increase practice will align with the College of Education's (COE's) merit policy.

1.3. Oregon CIS performance review and promotion practice will align with the College of Education's (COE's) posted policies.

The Oregon CIS 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, or university policy, those federal, state, or university policies will have priority. Any time spent by funding contingent faculty members in service to the University, including shared and internal governance, must comply with the terms and conditions of their sponsored projects and all federal and state laws and regulations.

## **2. Meeting protocol**

The Director shall provide a minimum notice of one week to inform Oregon CIS faculty via email regarding any faculty meetings 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 and discussion. 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 voting membership preference on policy. Formal votes will be decided by a simple majority.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the Director will make all reasonable accommodations to ensure faculty are represented in the meeting. It is 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 Oregon CIS meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all Oregon CIS faculty members via email and will also be kept on record by the Oregon CIS administrative office.

Written responses from the Provost, a Vice Provost, Dean, or other designee regarding proposed unit policies will be delivered to Oregon CIS Director. Oregon CIS Director or a designee will circulate them to all faculty in a timely manner via email.

### **4. Membership and voting rights**

#### **4.1. All Faculty**

“All faculty” in Oregon CIS means all members of Oregon CIS together with others who are employed in a scientific capacity to work on research and outreach consistent with Oregon CIS's mission. These include TTF, retired TTF, Career Faculty, Pro Tempore faculty, and postdocs who are supervised by a member. “Faculty” includes both faculty who are members of the bargaining unit and those who are not.

#### **4.2. Full members of Oregon CIS are TTF, Career Faculty, and classified staff employed in the Oregon CIS. Postdoctoral Scholars employed in Oregon CIS for more than 1 year above 0.3 FTE are also considered full members of Oregon CIS. Full members are those who direct the main part of their efforts to fulfilling the mission of Oregon CIS, including participation in Oregon CIS activities such as administration and seminars.**

New memberships are typically sponsored by one or more existing voting members. Membership may be granted to TTF, Career Faculty, and other UO employees deemed suitable for advancing the mission of Oregon CIS.

Individuals interested in becoming members should consult with the Director. Proposed new members will be evaluated by the Director and, if the evaluation is favorable, a recommendation on membership will be forwarded to the voting members for approval. Approved members have voting rights on Oregon CIS matters.

- 4.3. Associate members of Oregon CIS are TTF and Career Faculty who direct part of their efforts to fulfilling the purpose of Oregon CIS and participate in some unit activities but who are not employed directly in Oregon CIS. Associate members do not have voting rights on the unit's matters.
- 4.4. AFFILIATE MEMBERS of Oregon CIS are other non-UO employees who spend part of their efforts fulfilling the purpose of Oregon CIS and participate in some unit activities but who are not employed directly in Oregon CIS. Affiliate members do not have voting rights on Oregon CIS matters.
- 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. Votes may be cast in person or in writing.
- 4.6. All other decisions of Oregon CIS (related to governance or otherwise) shall be made by a simple majority of those voting, provided at least half of the full members of Oregon CIS vote. Votes may be cast in person or in writing.
- 4.7. Full members of Oregon CIS 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. Oregon CIS does not allow voting rights for students in faculty appointments/hiring final decisions, nor student involvement in faculty promotion decisions.

## **5. Standing committees**

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- 5.1.1. Standing committees will be appointed by the Oregon CIS Director as needed.

## **6. Ad hoc committees**

The Director may form ad hoc committees for addressing issues where the standing committees are not appropriately positioned to equitably address these situations. In such situations, the formation of such a committee will be discussed in the earliest available faculty meeting. At this faculty meeting, all faculty can provide feedback regarding the committee, including how the committee can be structured so as to provide appropriate and equitable participation of both TTF and Career Faculty. The meeting minutes will document the scope and authority of the committee.

## **7. Search committees**

The hiring process for Oregon CIS faculty and staff shall follow university and college guidelines for best practices to ensure broad and inclusive searches. For faculty or staff to be hired to perform work on Oregon CIS-related activities, the principal investigator (PI) shall work with the Director to determine an appropriate search strategy and search committee composition. The search committee will be structured so as to provide appropriate and equitable participation of both TTF and Career Faculty. Normally, it is not appropriate for current postdoctoral research associates to participate in hiring a new postdoctoral research associate, but the PI could recommend the participation of a current postdoctoral research associate or other career or pro tempore faculty with exceptional expertise relevant to the search. The Oregon CIS Director will normally chair the search committee, although this can be delegated to a co-PI, other senior investigator, or other staff member when appropriate.

## **8. Oregon CIS Director**

The Director is nominated through an external search committee with membership from the Oregon CIS Board, Oregon CIS staff, and College of Education faculty and is appointed by the College of Education Dean. These appointments are for a five-year term, and these appointments are renewable. During the final twelve months of the Director's term, but not less than six months before the expiration of the term, the Oregon CIS Board shall discuss possibilities for a successor with the director and seek input on this issue from all faculty and staff. If it becomes apparent that a member of Oregon CIS is a candidate for the next Director position, they will recuse themselves from further deliberations. After that meeting, an external search is recommended. The search committee shall communicate the recommendation to the College of Education Dean.

## **9. Faculty administrative roles in Oregon CIS**

Administrative tasks, such as organizing seminars, serving as content experts on Oregon CIS products, serving on committees, and representing Oregon CIS at external events, shall be assigned to faculty by the Director as appropriate and in consultation with the faculty member.

## **10. Development of key Collective Bargaining Agreement Oregon CIS policies**

The Oregon CIS will use the following processes as needed, if developing independent policies regarding merit, Career Faculty professional responsibilities, and Career Faculty performance review and promotion:

- The College of Education Dean or designee will provide guiding principles regarding CBA-mandated policies to Oregon CIS Director.
- Using these materials, the Oregon CIS Director will draft the required policy, with input from all faculty who may be affected by the policy.
- The Oregon CIS Director will hold at least one meeting open to faculty and staff in Oregon CIS 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 2.
- Oregon CIS Director will submit recommended policy for review to the College of Education Dean or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations made before submission to the Provost or a designee. If the COE Dean or designee has amended the faculty-approved policy, they will send both their amended policy and the faculty-approved policy to the Office of the Provost for review. The dean-amended policy should be done in track changes so that changes from the faculty-approved version are clearly identified.

### **11. Deadlines**

The Oregon CIS Director and all faculty and staff 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 executive decisions on affected subject matters until such time that the committee completes assigned tasks and affected deliverables are approved by the College of Education Dean or designee.

### **12. Policy changes**

Oregon CIS Director, College of Education Dean, Provost, or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating the process for policy development described in this document.

Department or unit faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to an established unit-level policy by notifying the faculty, or department or unit head, of a change to be considered. Calls for revision of a department or unit policy will be assigned to a governance committee or considered at a regular faculty meeting within 120 days of the notification of the proposed change.

### **13. Oregon CIS Board**

Since its inception, some aspects of the operations of Oregon CIS are determined by responsibility to an external advisory board, the Oregon CIS Board. Certain actions of Oregon CIS are completed under the guidance of the advisory board. All board meeting notes and materials are available to Oregon CIS faculty and staff. In addition, faculty and staff present at the quarterly Board meetings.