

intoCareers Governance Procedures

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1. Unit Overview

intoCareers is an outreach unit established at the University of Oregon in 1971 to design a computer-based system for career information. Although originally designed for the state of Oregon, the model was adopted by many as the national standard for state-sponsored systems, leading to the formation of a national network known as the CIS state network. intoCareers provides the CIS network centralized support in the form of an online career development software platform that provides high-quality national and localized information about occupations, employment, and education and training to students and adults. The unit does not employ teaching or research faculty, and is comprised of OAs and classified staff.

2. **Documentation of Policy Changes**

When new policies are implemented, intoCareers will announce these changes in the first available unit meeting and publicize them on the intoCareers fileserver.

3. **Participation in Governance**

The strategic direction of intoCareers is set by the director, and an advisory group participates in establishing the policies and procedures related to managing a sustainable workload and distribution of responsibilities. The primary focus of the advisory group is to ensure that interrelated responsibilities are collectively managed and deadlines coordinated in a fair and effective manner. The advisory group is comprised of the officers of administration and one classified member from each respective unit. Assignment of classified team members to the advisory group is for one year and appointed through election.

All staff members at .5 FTE or greater are eligible to participate on the advisory group and yearly elections. Staff members are eligible to participate in governance activities while on approved leave, provided the leave does not exceed three months. Remote members of the advisory group will participate through phone, web or equivalent collaboration technology.

3b. Guidance for Promotions and Reviews

intoCareers does not employ faculty members and thus does not maintain guidelines related to the performance, promotion, workload and salary of NTTF and TTF. intoCareers follows the university's guidelines for OA and classified staff.

4. Unit Meeting Protocols

intoCareers does not specify meeting protocols. Typically, full unit meetings occur at least once per quarter to share major developments, communicate strategic vision, and discuss progress toward unit objectives. Meetings may also be used for training that would benefit the full unit. Remote employees participate through phone conferencing and/or web conferencing.

5. Committees

intoCareers does not employ teaching or research faculty and thus its staff do not serve on academic committees.

5b. Search Committees

Search committees for non-classified positions include the director(s), 1-3 staff with relevant experience in the position being filled, and an outside member. IntoCareers policy and procedures shall follow both COE and university policy and hiring procedures.

6. Selection and Appointment of Leadership Roles

The Associate Dean for Research and Outreach appoints and reviews performance of the intoCareers Director. A search committee comprised of representatives from the intoCareers staff, the University of Oregon and a member of the operators network conduct the search and provide a recommendation. Additional leadership roles within the intoCareers unit are appointed by the director.

5. Leadership Team

The leadership team is comprised of the director, unit managers, and senior members in leadership roles. The role of the leadership team is to develop and execute the strategic direction of intoCareers.

7. Faculty Voting Authority

intoCareers does not employ faculty staff or maintain specific governance policies for voting and thus will follow the voting policies of the College of Education where applicable.

8. Amendment of Unit-Level Policies

All staff members will be eligible to propose new policies for consideration or amendments to existing policy. Proposals must include reasonable justification. The advisory group will review all proposals, and then determine if a formal recommendation should be presented to the director for approval. The formal recommendation must include input from staff, justification for the change, and considerations for the short-term and long-term impact to department objectives. Amendments to global policies may also include input from the UO, College of Education, and/or the Statutory Oversight Committee.