

University of Oregon
The University Teaching and Learning Center
Internal Governance

Teaching and Learning Center Faculty

The University Teaching and Learning Center departmental faculty include all personnel who are Non-Tenure Track Faculty (NTTF) and Officers of Administration (OAs). The Teaching and Learning Center (TLC) offers neither Tenure Track Faculty nor Adjunct positions.

Participation of Faculty in the Formation of Future Policies

Regardless of classification, rank, or FTE, all TLC faculty have the right to equal and meaningful participation in TLC's shared governance, which is based on a consensus model.

Policy Formation Practices

Faculty are encouraged to engage in decision-making related to the formation of policies that affect professional responsibilities, evaluations, promotions, merit raises, opportunities for professional development. Toward this end, the Director provides faculty with working drafts of emerging policies for review and input prior to implementation. Faculty have access to these drafts electronically in TLC's *Internal Governance Folder*, where individuals may submit comments and recommendations for consideration while policies are being developed. The *Internal Governance Folder* also provides documentation of decisions.

During the process of policy formation, faculty members may request a meeting for the purpose of discussing proposed policies. When consensus is not possible, a vote is taken among faculty with the results presented to the Director for further consideration. For matters only affecting NTTF faculty, other faculty will not have a decision-making role. Recommended policy is reviewed by the Vice Provost for Undergraduate Studies, who provides written explanation for any proposed changes. The Provost or designee has the final authority to establish TLC policy.

Faculty may request a review of existing policy at any time.

Eligibility to Participate during Sabbatical Leaves

TLC faculty members who are eligible and approved for sabbatical leave (see Collective Bargaining Agreement; Article 33; Section 2. Eligibility) may participate fully in TLC's shared

governance while on leave, either in person, through the *Internal Governance Folder*, or by email.

TLC Meetings

Departmental Meetings

Departmental meetings provide opportunities for faculty to consider matters of institutional and departmental importance; promote communication among employees; share workplace activities, outcomes, and committee reports; engage in professional development activities; and participate in policy formation. The Director typically sets the agenda and facilitates departmental meetings, which are open to all faculty and conducted on a consensus model.

Program Component Meetings

Within TLC's larger structure, faculty efforts are organized around program components, including the *Teaching Effectiveness Program*, the *Pathway Oregon Program*, *Student Support Services Program*, *Health Professions Program*, *McNair Scholars Program*, *Undergraduate Support Program*, and *Class Encore*. Faculty are expected to attend and participate in their component meetings on a regular basis throughout the year. Program directors are expected to brief the Director of TLC on their components' work on a regular basis throughout the year.

TLC Committees

Through committee work, faculty have the opportunity to investigate issues; engage in collegial conversations and debates; help inform policies and procedures; and offer suggestion to improve the academic and professional work of students and colleagues.

Composition of TLC Committees and Duration of Appointments

The composition of TLC committees is voluntarily based; thus, the duration of appointments are determined by faculty commitments. The Director, however, may request that a particular faculty member serve on a committee. Students do not typically serve on any TLC committee.

Committee chairs are responsible for submitting annual reports, which generally summarize committee conversations, share findings, and make proposals for future action. Committee chairs are determined on a volunteer basis; however, should no individual volunteer to chair a committee, the chair may be elected by members of the committee or appointed by the TLC Director.

- **Standing Committees**

The general charge of a TLC standing committee recurs from one year to the next with committee members addressing topics abidingly relevant to TLC and our university. Although the work of a standing committee continues from year to year, the specific focus of the

committee may shift from one year to the next to reflect changes in institutional values, structures, and policies; changes in the demographics of students and faculty; and changes in the interests, concerns and challenges of our campus community.

The Curriculum Committee

The charge of the *Curriculum Committee* is to review TLC course offerings and new proposals, assess curricular matters including academic standards, and make curricular recommendations to the Director.

The committee's work includes an assessment of course content, assignments, learning outcomes, enrollment trends, and grade distributions. In evaluating existing courses or proposals for new ones, the *Curriculum Committee* applies the following criteria:

- Does the proposed course content align with UO's mission?
- Do the proposed learning objectives support the goals of TLC?
- Do intellectual challenges and student engagement make the course worthy of academic credit?
- Are the proposed assignments appropriate for demonstrating and assessing learning outcomes?
- Do the proposed grading practices align with the university's academic standards?

Chaired by the Director or Associate Director, the *Curriculum Committee* typically comprises teaching faculty, although any faculty member is eligible to serve on the committee. Because the composition of the committee is based on job responsibilities, committee members often serve on the committee as long as the discussions are relevant to their instructional responsibilities.

The Diversity Committee

The *Diversity Committee* is charged with 1) reviewing TLC policies and procedures that affect diversity goals and 2) proposing initiatives that further demonstrate commitment to access, equality, and inclusion. The committee also serves as the liaison to campus-wide discussions initiated through the Office of Equity and Inclusion.

- **Ad hoc Committees**

Ad hoc committees, convened over a limited period of time, are charged with addressing a specific topic. Committee activities may include collecting information, analyzing data, summarizing findings, and making recommendations directed toward improving the educational experience of UO students, boosting institutional outcomes, and enhancing the professional experience of university faculty and staff. Recent TLC ad hoc committees have included the *Four-year Graduation Rates Committee*; *Advising Committee*; *Environmental Committee*; and the *TLC Social Committee*.

All faculty are eligible to serve on ad hoc committees on a volunteer basis with no set or expected length of service. The Director may, however, appoint faculty to ad hoc committees based on their background and expertise.

- **Search Committees**

Search Committee Composition

An exception to the volunteer composition of committees occurs in the formation of Search Committees, which are appointed by the Director. Search committees include at least one TLC faculty member who works within the specific program component and at least one person who works outside the specific program component but who is familiar with the goals, objectives, and activities of the program.

The supervisor of the future employee typically serves on the committee; however, he or she may serve in a different capacity (e.g., conducting a separate interview) during the search process.

The Director may choose to participate as a member of the search committee or may instead serve in a different capacity (e.g., conducting a separate interview) during the search process.

Role of Search Committee in the Hiring Process

The role of the search committee includes screening, evaluating, sorting and/or ranking applications; recommending candidates for interviews; participating in the interview process; and providing hiring recommendations to the Director.

The final hiring decision resides with the Director of TLC in consultation with the Director of the specific program component filling the position.

Search Guidelines

Guidelines for conducting efficient and productive TLC searches adhere to institutional policies, procedures and regulations as outlined on UO's Office of Human Resources' webpage.