

## Clark Honors College Internal Governance Policy

*November 17, 2021*

*Revisions approved by CHC – November 18, 2021*

*Previous Revisions Approved by Office of the Provost – March 2019*

*Current revisions approved by the Office of the Provost February 21, 2022*

This document codifies the internal governance policies for the Robert D. Clark Honors College (CHC) as required by the University of Oregon's collective bargaining agreement with United Academics. Internal Governance addresses how policies are set within the CHC, including appropriate and equitable representation of faculty members. Policies are developed following the tradition of shared governance and the basic tenet that major decisions are reached after broad discussion and consensus. Such consultation and advice can only be meaningful if it takes place in a spirit of transparency and involves equitable participation by all faculty.

The Dean is responsible for the administration of the College and, with input from the Executive Committee and the Core Faculty (e.g., committee meetings, faculty meetings, and other venues for discussion) determines its priorities; the Core Faculty is responsible for implementing those priorities through their teaching, advising, and service. The Core Faculty exercise authority over the CHC curriculum.

Core Faculty include:

- Faculty-In-Residence (both TTF and Career) with appointments outside the CHC and Memoranda of Understanding (MOUs) outlining their participation in CHC teaching, service and advising.
- Career faculty with appointments in the CHC.
- Officers of Administration (OAs) whose appointments are entirely in the CHC, with terminal degrees in their field, and whose position descriptions include teaching, advising, and service.

The CHC will maintain records for all committees and a file of Core Faculty meeting agendas and action items, to which any Core Faculty member can request and access to the extent permitted by institutional regulations. All documents will be readily available online where possible and permissible.

This document may be amended by the Dean and the Core Faculty following the regular voting procedures outlined below. For purposes of clarity, the following roles, based on the CBA, are defined:

### **I. College Leadership**

#### **The CHC Dean:**

1. The CHC Dean is appointed by the university President and Provost following a search process initiated by the Provost's office. The Dean is responsible for the CHC's agenda, budget, personnel, and donor relations.
2. The Dean is an *ex officio* member of the CHC Executive Committee.
3. The Dean is a non-voting member of the College, except in the case of ties.

### **CHC Associate and Assistant Deans:**

Associate and Assistant Deans assist with the administration of the college. Associate and Assistant Deans are appointed by the Dean following a search process initiated by the Dean. Officer of administration (OA) appointments will be conducted in accordance with university protocols and policies regarding OA searches. If part of a faculty appointment, the appointment will be made by the Dean after a search process that will include a request for internal CHC applicants and may include a search for candidates external to CHC. The Dean will meet with Core Faculty and the Executive Committee regarding appointments of Associate and Assistant Deans and OAs.

The terms of associate and assistant dean appointments, including renewal processes, are set by the Dean at the time of appointment in accordance with university protocols and policies regarding officer of administration appointments or faculty appointments. Assistant and associate deans serve at the discretion of the Dean.

The Associate Dean for Faculty's responsibilities are described in their position description. They are an *ex officio* member of the Executive Committee and a member of the faculty merit committee.

The Associate Dean for Undergraduate Studies' responsibilities are described in their position description. The Associate Dean for Undergraduate Studies is a member of the CHC Curriculum Committee.

The Dean has the discretion to establish future associate or assistant dean positions, in consultation with the Core Faculty and Executive Committee. Any such future positions will be appointed as described above. Consistent with applicable university policies and procedures, the Dean also has the discretion to initiate and develop performance evaluation processes for assistant and associate deans related to their administrative duties.

## **II. Responsibilities and Authority of the Core Faculty (TTF, Career faculty, and teaching OAs)**

CHC Core Faculty members oversee the CHC curriculum in accordance with, and subject to, University policy. Core Faculty advise the Dean on the College's agenda, procedures, and organization in a manner consistent with the CBA.

**CHC Standing Committees:** Core Faculty assignments to Standing Committees are for two-year terms; after two years of service on a particular committee, faculty rotate to new committees. Committee assignments are made by the Dean, in consultation with the Associate Dean for Faculty, and taking into account faculty preferences.

Staff may also serve on committees requiring their specific expertise and experience.

Committees meet at least once per term and report periodically to the full faculty during general meetings. For faculty leaves, sabbaticals, etc., the Dean may make substitute committee reassignments in consultation with involved faculty. Significant changes in policy sought by the committees should be brought to a vote of the faculty, as per item VII below. All committee agendas and action items will be recorded by each committee chair or a designated individual, provided to the Dean, appropriately archived, and made accessible to all CHC faculty.

### **Executive Committee:**

1. **Mission:** To represent Core Faculty in the governance of the CHC.
2. **Jurisdiction:** The Executive Committee (EC) leads governance efforts in the CHC, generating and advising on new policies, committees, and revisions to established policies. Governance policies are intended to be reviewed annually by the EC, and are expected to evolve over time. Policy revisions are undertaken in consultation with the Dean and the core faculty, and all such revisions are documented.
3. **Membership:** Dean and Associate Dean for Faculty as *ex officio* members, three members appointed from among the Core Faculty. Of the three appointed members, at least one must be tenured, at least one must be career faculty, and at least two must be TTF. All efforts will be made to ensure that each Core Faculty member has an opportunity to serve on the executive committee. The Committee will be staffed by the Executive Assistant to the Dean.

### **Equity, Justice and Inclusion Committee**

1. **Mission:** To develop and implement CHC equity, justice, and inclusion plans (including data collection efforts, programming, and training).
2. **Jurisdiction:** The committee leads efforts to promote equity and inclusion in the College.
3. **Membership:** Three Core Faculty members and one staff member.

### **Curriculum Committee:**

1. **Mission:** To establish and oversee the CHC Curriculum.
2. **Jurisdiction:** Considers all issues related to CHC curriculum. Presents proposals to the Core Faculty as a whole. Reviews and approves affiliated faculty course proposals. Oversight of thesis courses and thesis preparation.
3. **Membership:** Three faculty, usually chaired by a tenured member. The Associate Dean for Undergraduate Studies is a non-rotating member of the committee.

### **Undergraduate Studies Committee:**

1. **Mission:** Oversees rules and student academic issues other than curriculum.
2. **Jurisdiction:** Reviews petitions, scholarship applications, and applications for the Mentored Research Program and Internship Funding Program.
3. **Membership:** Three faculty, usually chaired by a tenured faculty member, and the Assistant Dean of Advising and Strategic Partnerships. The Assistant Dean of Advising is a non-rotating member of the committee.

### **Other committees**

1. **Merit Review Committee:** Merit and equity reviews will be conducted by a committee in accordance with the CHC Merit Raise Policy.
2. **Ad Hoc Committees:** Ad hoc committees may be created by a faculty motion or request of the Dean and vote of approval by Core Faculty at a faculty meeting. The size, composition, and duration of the committee will be determined by a motion and vote of approval. Core Faculty are eligible to serve on ad hoc committees, as are CHC staff, and potentially CHC students as non-voting members, where appropriate to the mission of the committee.

### **III. Meeting Agendas, Membership, and Protocol**

The Dean is responsible for setting the agenda for faculty meetings. Meetings are open to all Core Faculty, including Associate and Assistant Academic Deans, except for promotion decisions as described in section III.3 below. The Dean will make use of the principle of maximum inclusion in determining who should be present at faculty meetings.

#### **1. Meetings for all CHC Core Faculty:**

The Dean will call faculty meetings. Attendance by Core Faculty at all meetings is required as part of the self-governance of the College.

#### **2. Protocol:**

- a. Chair. The Dean, or the Dean's designee, shall chair all meetings.
- b. Faculty members may propose agenda items to the Dean no later than ten days prior to an announced meeting. The Dean will issue each meeting's agenda one week before the meeting. Notes from previous meetings, consisting of agendas and action items, will be distributed prior to the beginning of the following meeting. The Executive Assistant to the Dean will record all policy decisions, maintain an archive of these decisions, and distribute them to the faculty and other parties as appropriate. Minutes will be available to Core Faculty. Staffed by the Executive Assistant to the Dean.

#### **3. Voting:**

- a. All members of the Core Faculty have voting rights and may bring up motions for consideration, except for promotion decisions, which are limited to those at or above the rank to which the candidate seeks promotion.
- b. Motions: The Dean or any of the CHC faculty are eligible to make motions. Votes on ~~hiring~~ personnel matters will be conducted by secret ballot.
- c. If the faculty are not in consensus on decisions they must make, a simple majority vote of those voting will be taken. The Executive Assistant to the Dean will count and report on the votes. The Dean or any member of the faculty may call for a secret ballot.

### **IV. Faculty and Staff Search Committees and Procedures**

The College will abide by all University, federal, and state policy and law regarding searches and hires of faculty.

#### **Selection of Search Committees:**

**Faculty-in-Residence Searches:** The Dean will form a search committee that may include both Core Faculty from within the CHC and UO faculty from outside the CHC from disciplines targeted by the Faculty-in-Residence recruitment. The search committee will read and evaluate the materials submitted by candidates for Faculty-in-Residence positions and present their recommendations for a short list to the Core Faculty and the Dean. Those candidates will then give public presentations open to the CHC faculty, staff, and students. Following all the presentations, the CHC faculty will vote on which candidates should be offered Faculty-in-Residence positions, advisory to the decisions of the Dean and the Provost.

**Career Faculty Searches:** The Dean, advised by the Executive Committee, will choose the chairs of search committees and, after consultation with Core Faculty and appropriate area colleagues, select the committee members. Search committees will include when possible one or more faculty members of an outside department or school relevant to the search area. Search committees may include a non-voting student member. All Core Faculty are eligible for service on search committees for career faculty.

**Staff Searches.** The Dean, advised by appropriate OAs, will determine the composition of the search committees. It is recommended that all Core Faculty have opportunities to serve on these committees.

#### **V. Career Faculty**

Career faculty in the CHC should work with TTF to develop guidelines for performance and promotion reviews, workload, and merit salary increase guidelines for career and *pro tem* faculty as necessary. Career faculty participate in faculty evaluation as appropriate by rank. Voting on promotion is restricted to those of the same and higher rank. Career faculty will participate in establishing, reviewing, and revising CHC curricula if a part of their professional responsibilities.

#### **VI. Faculty on Sabbatical Leave or Authorized Leave of Absence**

Faculty on sabbatical leave or authorized leave of absence are relieved of all academic responsibilities and are not required to participate in CHC governance during the period of their leave. Faculty on leave will have access to agendas and meeting notes via the platform used in the CHC. Faculty on leave may participate and vote in faculty meetings.

#### **VII. Amendments to this document**

Proposed changes to this CHC Internal Governance document may be made at a CHC faculty meeting by a vote of a majority of those eligible to vote. Proposed changes should be circulated in writing or email at least one week ahead of the meeting at which the vote is taken. Recommended changes then follow the policy revision process described in the CBA, which includes the approval of the Dean and Provost. Changes may also be initiated by the Provost's office, as set forth in the CBA.