

Graduate Internship program

This INTERNAL GOVERNANCE POLICY provides the formal codification of the process for the development and maintenance of internal governance policies for the Graduate Internship Program (GIP).¹ Internal governance issues are limited to those that deal with the methods and manners by which policies are set within this RIGE research center/institute, inclusive of the requirement to provide for appropriate and equitable representation of faculty.

1. Appropriate and Equitable Faculty Governance Participation

The following areas constitute major areas of internal governance within the RIGE research institute/center. Appropriate and equitable faculty governance participation is provided for in each area as follows.

- 1.1. Internal Governance Policy** – Internal Governance Policy within GIP is developed by the faculty and approved by the GIP director (as defined in section 4). Policies will be discussed at meetings set per section 2, Meeting Protocol, where faculty will have opportunity to provide feedback on governance policy. Where appropriate, the director will call for formalized votes on internal governance policy decisions, such that the faculty perspectives will be represented accurately; implementation will be based on majority vote
- 1.2. Merit Increase Policy** - Policy regarding merit increases are to be established and amended via interaction between the GIP Director and the leadership committee, with input from the faculty.
- 1.3. Non-Tenured Professional Responsibility Policy** - Policy regarding non-tenured professional responsibilities are to be established and amended via interaction between the GIP Director and the leadership committee, with input from the career non-tenure track faculty (NTTF) and faculty who supervise NTTF in the institute/center.
- 1.4. NTTF Performance Review and Promotion Policy** - Policy regarding non-tenured professional responsibilities are to be established and amended via interaction between the GIP Director and the leadership committee, with input from the faculty.
- 1.5. Professional Development Policy** – Policy regarding professional development are to be established and amended via interaction between the GIP Director and the leadership committee, with input from the career NTTF and those who supervise career NTTF in the institute/center.
- 1.6. Sabbatical Policy** – Faculty on sabbatical will not participate in new GIP policies or policy changes.

The GIP 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, and university policy, those

¹ Track changes appearing in the document were accepted 02/10/2017

federal, state and university policies will have priority. 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.

2. Meeting Protocol

The GIP director will provide a minimum of three days' notice to GIP faculty via email regarding any meeting 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. 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 faculty preference on policy. In such instances, implementation will be based on majority vote.

Emergency situations may arise that do not allow for the agreed upon notice to be given prior to the meeting. In such situations, the GIP director will make all 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 these meetings will not be used to discuss or decide upon longer-term policy.

3. Appropriate Documentation of Decisions

Formal meeting minutes will be kept for each GIP meeting that discusses or decides on issues pertaining to participatory governance. Meeting minutes will be distributed to all GIP faculty members via email, and will also be available on the GIP hard drive.

Written responses from a provost, vice president, or designee to GIP to proposed unit policies will be delivered to the GIP director. The GIP director or designee will circulate them to all faculty in a timely manner via email.

4. Definition of "all faculty" in the GIP context

"All faculty" in the GIP means all faculty employed in the unit, including tenure-track faculty (TTF), career NTTF, postdocs, and adjunct faculty. "Faculty" includes both faculty who are members of the bargaining unit and those who are not.

5. Standing Committees

5.1. Leadership Committee

5.1.1. The leadership committee has authority to work with the GIP director on behalf of all faculty in matters as defined in Section 1.

5.1.2. The leadership committee will be composed of a minimum of two employees, one of whom must be a faculty member as defined by the CBA if such an appointment is in existence in the unit. The composition of the committee provides for appropriate and

equitable faculty participation. The Center/Institute Director is a member of the Leadership Committee.

5.1.3. Leadership committee members, aside from the Director, will be voted on by all faculty and non-faculty employees at the Institute.

5.1.4. Leadership committee members will serve a term of two years, and can serve consecutive terms.

5.2. Other Standing Committee(s) – None at this time.

6. Ad Hoc Committees

The Director may form ad hoc committees for addressing issues where the leadership committee or standing committees are not appropriately positioned to equitably address these situations. In such situations, the formation of such committee will be discussed in the earliest available faculty meeting, where all faculty can provide feedback regarding the committee and formal meeting minutes will document the scope and authority of the committee.

7. Search Committees

For faculty to be hired to perform work on projects sponsored by an external entity, the director will work with the principal investigator (PI) to determine the appropriate search committee composition. The director will appoint the search committee. The PI may chair the search committee. If an outside search is needed, a hiring pool will be opened and the search conducted to meet AAEO requirements.

8. Institute/Center Director Nomination Participation

At the time Director leaves (or declares intent to leave the University), the Institute will engage in the following process:

1. The Vice President for Research and Innovation will consult with faculty and administrators with strong affiliations to the GIP on the search strategy.

2. If an internal appointment (UO faculty or NTTF) is recommended, the Vice President's office shall follow university policy to accomplish such an action including following all AAEO requirements for internal appointments.

3. If there is an external search, the position will be open for a regional search and will follow university hiring and recruitment policy. Search committee members must include: a representative from the UO Vice President for Research and Innovation office, a representative from the Graduate School, and a representative from the physical sciences academic departments. Other committee members may be nominated at the discretion of the Vice President for Research and Innovation.

9. Faculty Administrative Roles in the RIGE research Center or Institute

Appointments will be determined by Institute Director (for appointment of Institute Director see Section 8) and do not have a term limit.

10. Development of Key Collective Bargaining Agreement Center/Institute Policies

The RIGE research Center/Institute will use the following processes to develop policies regarding merit policies, NTTF professional responsibilities, NTTF performance review and promotion, and professional development funds:

10.1. Merit Increase Policies

- 10.1.1. Vice President for Research & Innovation or designee will provide guiding principles regarding merit policies to the GIP director.
- 10.1.2. Using these materials, the leadership committee and GIP director will draft the recommended policy.
- 10.1.3. The leadership committee will hold at least one meeting open to faculty in GIP 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 3.
- 10.1.4. The GIP director will submit recommended policy for review to the Vice President for Research & Innovation or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations (s)he makes before submission to provost or designee.

10.2. NTTF Performance Review and Promotion Policies

- 10.2.1. Vice President for Research & Innovation or designee will provide guiding principles regarding performance review and promotion to the GIP director.
- 10.2.2. Using these materials, the leadership committee and GIP director will draft recommended policy.
- 10.2.3. The leadership committee will hold at least one meeting open to all faculty. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3.
- 10.2.4. The GIP director will submit recommended policy for review to the Vice President for Research & Innovation or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations.

10.3. Professional Development Funds Policies

- 10.3.1. Vice President for Research & Innovation or designee will provide guiding principles for professional development funds policy to the director.
- 10.3.2. Using these materials, the leadership committee and the GIP director will draft recommended policy.
- 10.3.3. The leadership committee will hold at least one meeting open to career NTTF and those who supervise career NTTF in GIP where individuals can provide feedback on draft policies. Formal meeting minutes will be kept of all such meetings and will be made available as per Section 3.
- 10.3.4. The GIP director will submit recommended policy for review to the Vice President for Research & Innovation or designee, who will provide the faculty with a written explanation for and an opportunity to discuss any alterations (s)he makes.

- 11.0** The Leadership Committee and all faculty 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 unilateral decisions on affected subject matters until such time that the Leadership Committee completes assigned tasks and affected deliverables are approved by the Vice President for Research & Innovation or designee.
- 12.0** The GIP Director, VP, Provost or designee may initiate changes to established policy by informing faculty of changes being considered, thereby initiating this process for policy development