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Governance Statement for the Dean’s Office

I. Dean’s Council

The dean will convene a Dean’s Council as the primary body for governing the college. In consultation with the associate dean(s), the dean will appoint a discipline liaison from each discipline to be the representative of that discipline in the Council. Also serving on the Council will be associate deans, the office manager, the dean’s office executive assistant, head advisor, and the director of licensure. The dean will convene the Council on a regular basis throughout the year to conduct the business of the college.

Governance Statement for Academic and Classified Staff

I. Name

The name of this body is the Academic and Classified Staff of the College of Education at Oregon State University.

II. Composition

The College of Education is made up of its current students and staff. The term “Staff” will refer to Academic Staff and Classified Staff. The Academic Staff is made up of tenure-track staff and fixed-term staff. The Academic Staff also includes professional faculty in academic support, student support, and administrative support, with or without academic rank. The Dean can also grant Academic Staff status to visiting scholars. Classified Staff members typically perform technical and office support duties and are covered by a collective bargaining agreement at OSU. Academic Staff and Classified Staff with an appointment of at least .25 full-time equivalent annually have voting responsibilities and privileges.

Voting responsibilities and privileges are also held by staff from other units of the University who have chosen the College of Education as their “academic home”. The Associate Dean for Academic Affairs certifies the roster of College Staff each Spring Term and designates those with voting responsibilities and privileges. The Associate Dean will inform those who will be eligible for voting at the time of their appointment. Staff without voting designation have the privilege of participating in staff discussions, but may not vote.

1 III. Organization

2 A. As a Whole --

- 3 1. The Dean (or a designee by the Dean) and the chairs of each of the Standing
4 Committees will select one of their number as Convener to call and facilitate
5 meetings of the Staff as a whole. The Staff may also call a meeting as needed.
6 2. A Classified Staff member designated by the Dean will serve as secretary of
7 the Staff, with responsibility for recording and distributing minutes of the
8 meetings.
9 3. The Convener should call a meeting of the Staff at least once each academic
10 quarter (Fall, Winter, and Spring).
11 4. The annual meetings dates and times for the Staff as a whole should be
12 announced by September 15 of each year.
13 5. The agenda for Staff meetings will be set by the Standing Committee Chairs
14 in consultation with the Dean, Associate Deans, and Discipline Liaisons. It
15 should be distributed to the staff at least seven days in advance of a meeting
16 date.
17 6. A majority of the total eligible voting membership (either in person or by
18 conference phone or video) will constitute a quorum.
19 7. All voting by the Staff will be done by e-mail or, if in person, by paper ballot
20 or a show of hands.
21 8. A simple majority of voting members will be required for passage of a
22 motion.

23
24 B. Standing Committees – The College of Education will have three standing
25 committees. Additional members may serve on any committee with the
26 concurrence of the Committee. No more than two Academic Staff members from
27 the same discipline. Attendance at committee meetings is open to all faculty and
28 staff.

29 1. Strategic Planning Committee

- 30 a. Composition: One voting Academic Staff member from Adult & Higher
31 Education Leadership and from Counseling Education and two Academic
32 Staff members from STEM/Linguistic and Cultural Diversity (as defined
33 in Section V) plus one member of Academic Staff from the Cascades
34 campus. Chair elected annually by committee members. Academic Staff
35 representing the College on the University Faculty Senate’s Curriculum
36 Committee, the Graduate School’s Graduate Council, and the Faculty
37 Senate will serve as ex officio members. Also serving ex-officio is the
38 office manager.
39 b. Term: 3 years. Term of first committee members staggered by lot.
40 c. Function and authority: Advise the Dean and Associate Deans on strategic
41 and fund-raising matters and policies pertaining to the College, including
42 long-range fiscal and program planning, facilities, technology, and
43 resources. Advise the Dean and Associate Deans on assurance of fit of
44 curriculum proposals with long-range goals of the College; elimination of
45 duplication of effort; assurance of integrity of proposed course or program
46 objectives, content, and evaluation; and on student-related issues, such as

1 student recruitment, academic standing of students; student advising
2 policies; program accreditation; and assurance that the best interests of
3 students, programs, and the College are being met. Make
4 recommendations to the Associate Dean for Academic Affairs, the
5 University Faculty Senate's Curriculum Committee, and the Graduate
6 Council for the College on substance of Category II proposals. Make
7 recommendation to the Academic Staff as a whole on Category I
8 proposals.
9

10 2. Personnel Committee

- 11 a. Composition: One voting Academic Staff member from Adult & Higher
12 Education Leadership and from Counseling Education and two Academic
13 Staff members from STEM/Linguistic and Cultural Diversity and one
14 Classified Staff member. Chair elected annually by committee members.
- 15 b. Term: 3 years. Term of first committee members staggered by lot.
- 16 c. Function and authority: Advise the Dean and Associate Deans on policies
17 related to personnel matters, including search and appointment, convening
18 of promotion and tenure committees, overseeing the orientation and
19 mentoring of junior faculty and adjunct faculty, development of
20 performance review, and grievance (student, staff, and faculty). Personnel
21 policy deliberations need to recognize that academic staff may hold
22 appointment in one or more other units outside the College and this
23 context must be taken into consideration.

24
25 Upon notification of the need for promotion and tenure review, this
26 committee will select an appropriate faculty at the rank of the intended
27 promotion to help the candidate prepare a dossier, chair the Discipline-
28 Level Review Committee and draft the letter for the committee. All
29 members of the discipline at or above the rank being evaluated will serve
30 on the discipline-level review, will review and reach consensus on the
31 letter, and sign. The College P&T Committee for indefinite tenure and/or
32 promotion will be comprised of all Academic Staff in the College at or
33 above the rank being evaluated who do not serve on the Discipline Level
34 Review Committee. The Dean will appoint a P&T Committee chair each
35 year that a review(s) is needed.
36

37 3. Organizational Culture

- 38 a. Composition: One voting Academic Staff member from Adult & Higher
39 Education Leadership and from Counseling Education and two Academic
40 Staff members from STEM/Linguistic and Cultural Diversity and one
41 Classified Staff member. Chair elected annually by committee members.
- 42 b. Term: 3 years. Term of first committee members staggered by lot.
- 43 c. Function and authority: Advise the Dean, Associate Deans, and Staff on
44 matters pertaining to strengthening the College's internal organizational
45 culture and the intellectual life of the faculty, including cultural
46 competence, social relations diversity initiatives, scholarships, awards (for

1 students, staff, and faculty), faculty and staff development (including but
2 not limited to teaching, diversity, research & scholarship), and graduation.
3 Advise the Dean, Associate Deans, and Staff on matters pertaining to
4 internal and external communication to include but not limited to
5 marketing, donor and alumni relations and effectiveness of internal college
6 communication of ongoing business.

- 7
8 C. Ad hoc Committees – the Dean or Associate Deans will appoint other committees
9 or sub-committees to standing committees as necessary for the work of the
10 College.

11
12 IV. Representation in University Governance

13 Representatives of the College to University governance positions will be elected at-
14 large from among the voting Staff as appropriate.

15
16 V. Operations

- 17 A. The academic disciplines for purposes of representation on standing committees
18 will be as follows: Adult & Higher Education, Counseling Education, STEM and
19 Linguistic and Cultural Diversity.
20 B. The Classified Staff will represent another discipline.
21 C. The Dean’s Council membership is identified in Section I.
22 D. The process for selection of representatives from disciplines to serve on standing
23 committees will be determined by the Staff affiliated with each discipline.
24 E. Upon selection by the Dean’s Council, the Dean or Associate Dean for Academic
25 Affairs will ascertain the individual’s willingness to serve.
26 F. As parliamentary authority, the rules contained in the current edition of *Robert’s*
27 *Rules of Order* will govern the Staff where they are not inconsistent with this
28 governance statement and any special rules the Staff may adopt.

29
30 VI. Changes to Governance Statement

31 Proposer(s) submits proposed changes to Governance Statement to the Dean’s
32 Council for review and clarification. The Dean’s Office works with the Convener
33 of the next All-College meeting to put modifications of Governance Statement on
34 the agenda and distribute proposed changes to the faculty at least two weeks
35 before the meeting. Proposed changes are passed by a two-thirds vote of the
36 quorum (see III.A.6.).

37

1
2 Faculty Governance Task Force
3 [Karen Higgins, Beverly Hobbs, Michael Ingram,
4 Thomas Kirch, Anne Manlove, and George Copa (Ch.)]
5 Proposed for Action by Academic Staff, 7/25/02
6

7 Personnel Affairs Committee
8 [Michael Dalton, Beverly Hobbs, Nancy Kershaw,
9 Kenneth Winograd, and Darlene Russ-Eft (Ch.)]
10 Proposed for Revision by Academic Staff, 6/6/07
11

12 Personnel Affairs Committee
13 [Gene Newburgh (Ch), Nam hwa Kang,
14 Darlene Russ-Eft, Kay Stevens,]
15 Draft, 5/19/10
16

17 Dean's Council
18 [Larry Flick, Rebekah Elliott,
19 Deborah Rubel, Darlene Russ-Eft]
20 Draft, 11/1/11
21

22 Dean's Council
23 [Larry Flick, Rebekah Elliott,
24 Deborah Rubel, Darlene Russ-Eft]
25 Draft, 3/14/13
26

27 Dean's Council
28 [Larry Flick, Rebekah Elliott,
29 Deborah Rubel, Darlene Russ-Eft,
30 Nell O'Malley, Allyson Dean,
31 Kristin Kinman, Paula Dungjen]
32 Draft, 4/11/13
33

34 Dean's Council
35 [Larry Flick, Julie Gess-Newsome,
36 Randy Bell, Darlene Russ-Eft,
37 Deborah Rubel, Rebekah Elliott,
38 Ken Winograd, Cass Dykeman,
39 Nell O'Malley, Allyson Dean,
40 Kristin Kinman, Paula Dungjen]
41 Draft, 1/9/14 and 2/13/14