



Oregon State University

College of Education

Governance Statement for the Dean's Office

- I. Leadership Team
The Leadership Team is appointed by the Dean. The Leadership Team is responsible for stewarding College resources, including space, money and personnel. The Leadership Team is involved in program-level decisions when there are resource implications. The Leadership Team will make program and committee assignments with consultation from the Core Faculty¹ and Classified Staff.
- II. Dean's Council
The Dean will convene a Dean's Council as the primary body for faculty governance of the college. In consultation with the Associate Dean(s), the Dean will appoint a Program Chair to be the representative of that program in the Council. Also serving on the Council will be the Leadership Team and other Core Faculty and Classified Staff to ensure sufficient representation. The Dean will convene the Council on a regular basis throughout the year to conduct the business of the College and to help prioritize the work of the standing committees described next.

Governance Statement for Faculty and Staff

- I. Name
The name of this body is the Core Faculty 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, faculty and staff. The term "Faculty and Staff" will refer to Core Faculty and Classified Staff. The Core Faculty is made up of tenure-track faculty and fixed-term faculty. The Core Faculty also includes professional faculty in academic support, student support, and administrative support, with or without academic rank. Core Faculty whose tenure home is in the College, renewable Fixed Term Faculty, and Classified Staff have voting responsibilities and privileges. The Associate Dean for Academics certifies the roster of College Faculty and Staff each Spring term and designates those with

¹ Core Faculty were referred to as Academic Staff in previous versions of the statement.
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voting responsibilities and privileges. Core Faculty or Classified Staff without voting designation have the privilege of participating in discussions but may not vote.

III. Organization

A. As a Whole --

1. The Dean will call and facilitate regular meetings of the Faculty and Staff as a whole. The Faculty and Staff may also call a meeting at any time.
2. The Faculty and Staff will meet at least once each quarter during the 9-month academic calendar (Fall, Winter, and Spring).
3. The meetings dates and times for the Faculty and Staff as a whole should be announced by September 15 of each year.
4. The agenda for Faculty and Staff meetings will be set by the Dean's Council. The agenda must be distributed to Faculty and Staff at least seven days in advance of a meeting date.
5. Meeting minutes will be posted and accessible to all Faculty and Staff.
6. A majority of the total eligible voting membership (either in person or by conference phone or video) will constitute a quorum.
7. All voting by the Faculty and Staff will be done by e-mail or, if in person, by paper ballot or a show of hands.
8. A simple majority of voting members will be required for passage of a motion.

B. Standing Committees – The College of Education will have four standing committees. Additional members may serve on any committee with the concurrence of the Committee. No more than two Core Faculty from the same discipline shall serve on any committee. Attendance at Committee meetings are open to all Faculty and Staff.

1. Research and Scholarship Committee

- a. Composition: One voting, tenure-track Core Faculty from each program, area including one voting representative from the Cascades campus. To facilitate alignment and communication, the committee should include the College representative of the University Research Council. College Public Information Representative serves as ad hoc member. Chair and Secretary elected annually by committee. Chair should be tenured (rank of full professor when possible). Associate Dean of Research serves as ex officio and non-voting member.
- b. Term: 3 years. Term may be extended as needed. Term of first committee members staggered by lot.
- c. Function and authority: Promotes, advocates, and supports research and scholarly activities within the College. Establishes and recommends policies and procedures to the Leadership Team and Associate Dean of Research that encourage and support the development of research and scholarship and expands external funding and productivity.
- d. Oversight may include, but is not limited to, the following responsibilities:

- Identify opportunities and synergies for research collaborations across discipline groups and Colleges and with campus centers and institutes.
- Review and provide recommendations to the Associate Dean of Research for distribution of internal funding programs and for external solicitations that require limited submissions.
- Advise and support the Associate Dean of Research in the development of College research/scholarship seminars focusing on transdisciplinary issues.
- Advise marketing efforts for the College as related to research and scholarship.
- Facilitate the election of a College Promotion and Tenure Review committee (ref. OSU Promotion and Tenure guidelines).
- Support mentoring efforts specific to research for Core Faculty seeking promotion and/or tenure.
- Chair should liaise with the College Public Information Representative when there are committee related updates/information that need to be communicated to Faculty and Staff.

2. Diversity and Inclusion Committee

- a. Composition: One voting Core Faculty from each program area and the College Public Information Representative. Committee should include one voting representative from the Cascades campus when possible. To facilitate alignment and communication, the committee should include the College representative of the University Diversity Council and/or University Leadership Council for Equity, Inclusion and Social Justice. Chair and Secretary elected annually by committee.
- b. Term: 3 years. Term may be extended as needed. Term of first committee members staggered by lot.
- c. Function and authority: Develop College strategies, change actions, initiatives, and communications regarding diversity and inclusion. Collaborate and follow directives of the Office of Institutional Diversity and other related university efforts to position the College strategically as a leader in this area, to build resources, and to network with campus units around diversity and inclusion.
- d. Oversight may include, but is not limited to, the following responsibilities:
 - Support and facilitate professional development for Core Faculty around culturally responsive curriculum, teaching approaches, and scholarship.
 - Nominate Faculty and Staff to receive awards at the College, university, national and international levels.
 - Support or provide opportunities for work study and support programs in collaboration with units on campus that focus on diversity and inclusion of underrepresented students.
 - Review and select students to receive College scholarships.

- Chair should liaise with the College Public Information Representative when there are committee related updates/information that need to be communicated to faculty and staff.

3. Community and Outreach Committee

- a. Composition: One voting Core Faculty from each program area including one voting representative of the Cascades campus, the Outreach Specialist and the Director of Licensure. Chair and Secretary elected annually by committee.
- b. Term: 3 years. Term may be extended as needed. Term of first committee members staggered by lot.
- c. Function and authority: Promotes, advocates, and supports community and outreach activities for the College. Fosters productive partnerships with schools, educational entities, and community agencies to enrich teaching, learning, and service for faculty and students.
- d. Oversight may include, but is not limited to, the following responsibilities:
 - Maintain and expand engagement with key school districts, community colleges, universities, and community partners (local, national, international) for outreach opportunities including but not limited to licensure, teaching and learning opportunities, teacher professional development, and research collaborations.
 - Coordinates outreach activities across the College in an effort to make efforts more centralized and strategic.
 - Identify opportunities and synergies for collaboration with OSU Extension and the Division of University Outreach and Engagement.
 - Strategically develop and maintain long-term relationships with community, school, and college/university partners.
 - Create and support outreach and engagement events for historically underrepresented K-12 youth with University, community and school and college partners.
 - Work with the OSU Government Relations to identify and respond to national and state legislative and policy issues that impact the college and/or are areas where college expertise can positively influence policy and policy makers.
 - Develop and maintain processes to broadly share and promote College community and outreach efforts. Chair should liaise with the College Public Information Representative when there are committee related updates/information that need to be communicated to faculty and staff.

4. Teaching and Learning Committee

- a. Composition: One voting Core Faculty member from each program, including one voting representative from the Cascades campus and the Director of Licensure. To facilitate alignment and communication, the committee should include the College representatives of the University Curriculum Council and/or Graduate Council. Chair and Secretary elected

annually by committee. Associate Dean of Academics and the Director of Programming and Operations (P&O) serve as ex officio and non-voting members.

- b. Term: 3 years. Term may be extended as needed. Term of first committee members staggered by lot.
- c. Function and authority: Promotes, advocates and supports efforts to improve teaching and learning consistent with the mission and values of the College. Advise the Leadership Team with regard to Staff, discipline, and College issues and needs related to teaching and learning. Review and approve all proposals for changes to undergraduate and graduate program curriculum. Support College policies and procedures related to assigning, evaluating, and improving teaching effectiveness. Advise and provide support to Staff on matters related to program assessment, accreditation, licensure, and credentialing.
- d. Oversight may include, but is not limited to, the following responsibilities:
 - Develop and maintain procedures and policies for evaluating and approving new program/certificate proposals, proposals for teaching sites, and curriculum changes.
 - Create mechanisms to advise Core Faculty in implementing best practices on matters related to usage of learning spaces (in person and online) and technologies.
 - Develop and support policies for peer and student evaluations of teaching and learning environments consistent with OSU Promotion and Tenure guidelines.
 - Support mentoring efforts specific to teaching for Core Faculty seeking tenure and/or promotion.
 - Develop procedures to review and provide feedback to disciplines with program assessments and accreditation, licensure and credentialing reports.
 - Review student academic petitions for undergraduate and licensure program course changes that require additional review by Core Faculty as needed.
 - Support efforts to innovate in the area of professional development for educators through collaboration with faculty involved in our non-credit professional education.
 - Chair should liaise with the College Public Information Representative when there are committee related updates/information that need to be communicated to faculty and staff.

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

IV. Committee Rules of Order

As parliamentary authority, the rules contained in the current edition of Robert's Rules of Order will govern the Faculty and Staff where they are not inconsistent with this governance statement and any special rules the Faculty and Staff may adopt.

V. Changes to Governance Statement

Proposer(s) submits proposed changes to Governance Statement to the Dean's Council for review and clarification. The proposer(s) submit a designation for the type of change, identifying the proposed change(s) as minor or major. If the proposed change(s) are minor, the Dean's Council will vote on the changes. If approved by a two-third's vote of the Dean's Council, an updated version of the Governance Statement, with the minor changes, will be posted to the College of Education's website, and details of the approved change(s) will be shared by the Dean's Office through an e-mail to Faculty and Staff. If the proposed change(s) are identified as major, the Dean's Council will review and seek clarification from the proposer. Following the Dean's Council review of major changes, the Dean's Office prepares and distributes proposed major changes and rationale at least two weeks prior to an All-College meeting. The major changes will be discussed during the All-College meeting and voted on at that time or, if needed, an e-mail vote may follow the All-College meeting. Proposed major changes are passed by a two-thirds vote of Faculty and Staff.

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

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

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

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

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

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

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

Governance Task Force
[Kathryn Ciechanowski, Gloria Crisp, Karla Rockhold,
Kok-Mun Ng, Matt Nyman, and Gosia Wojtas]
Proposed for Revision by Dean's Council, 8/25/17

Teaching and Learning Governance Committee

[Lucy Arellano, Ada Massa Gonzalez, Arien Muzacz, Kathryn McIntosh, Carol McKiel,
Jennifer Anderson, Cory Buxton, Justin Roach, Tiffany Palaniuk, Cheridy Aduviri,
Michael Giamellaro, Nell O'Malley, Randy Bell, Jennifer Bachman, Sue Helback,
Gosia Wojtas]

Proposed for Revision, 3/10/20