APPENDIX 2: UNIT POLICY DEVELOPMENT GUIDELINES

Tenure, Review, and Promotion (Tenured and Tenure-Track):

[From October 2023 UO UA Policy Development MOU] Each department’s or unit’s policy must articulate criteria within their policies that clarify the expectations for faculty activity in research and scholarship.

Reviews, Tenure, and Promotion…

…

[end excerpt from Appendix 2]

ARTICLE 4. UNIT-LEVEL POLICIES

Preamble

As a principle of equity and shared governance, unit-level policies for review, promotion and merit shall reflect the diverse nature of the work performed by bargaining unit faculty members within each unit and academic discipline.

Section 1. Initiation.

a. New departments or units. Each new department or unit will shall develop a written policy delineating its procedures for the internal governance of the department or unit, merit review, professional responsibilities, review and promotion, summer session, and professional development. Guidelines for these policies are described in Appendix 2.

b. Administration-initiated revision. The department or unit head, dean, vice president, or the Office of the Provost may call for changes to the established policy of a department or unit by informing the unit faculty of the change being considered, thereby initiating the unit’s process for policy revision.

c. Faculty-initiated revision. Any Department or unit faculty members, either through a governance committee or at a regular faculty meeting, may call for changes to an established unit-level policy by notifying the faculty, or department or unit head, of a change to be considered. Calls for revision of a department or unit policy will shall be assigned to a governance committee or considered at a regular faculty meeting within
120 days of the notification of the proposed change.

d. **University-Union revisions.** The Office of the Provost will communicate to
departments or units any agreements between the University and the Union that modify
provisions of an established department or unit policy. Department or unit policy
documents will be updated on the Provost’s website within 90 days of the agreement.
Policy revisions under this subsection are not subject to the process outlined in
Sections 2 and 3.

e. **Existing departments without unit policies.** Departments and units that have not
developed internal governance policies for merit review, professional responsibilities,
review and promotion, summer session, and professional development shall develop
such policies by Fall of 2025. College-level policies will not constitute unit-level
policies for such departments and units.

**Section 2. Development and revision of policies.** All faculty in each department or unit shall
have the opportunity to participate in the development and revision of that department’s or
unit’s policies. At the outset of policy formulation or revision, the faculty will first consider
any input provided by the appropriate governance committee, department or unit head, dean,
vice president, Provost, or designee. If the faculty has amended the policy change suggested by
the administrator in Section 1.b., they will submit both their amended policy and the
administrator-suggested policy to the dean or vice president. Policies submitted for revision
must adhere to guidelines for document format and version control established by the Office of
the Provost and posted on their website. Such templates shall only specify the form that such
policies shall take and not the content therein.

**Section 3. Review, Approval, and Enactment.** After the department or unit process for policy
development is complete, the faculty will submit their recommended policy to the appropriate
dean or vice president’s office for review. Within 45 days of submission of the faculty-
approved policy, the dean, vice president, or designee will provide a written notice and
explanation of any non-grammatical alterations they propose to make to the faculty-approved
policy before submission to the Office of the Provost to the department or unit faculty
members and, upon request of faculty, meet with the unit faculty.

If the dean has amended the faculty-approved policy, they will send both their amended policy
and the faculty-approved policy to the Office of the Provost for review. The Office of the
Provost will have final authority to establish policy for each department or unit. The Office of
the Provost will post the established policy on their website and send it to the dean and the
department or unit head within 60 days of the receipt of the material from the dean. The
department or unit head shall send it to the faculty in the unit within 30 days. The timelines
above also apply to policy review, distribution, and posting where the Office of the Provost has
delegated review and approval to the deans.

**Section 4. Internal Shared Governance.** Policies for internal governance must include
provisions for appropriate documentation of decisions and for the appropriate and
equitable participation of faculty in the Tenure-Track and Tenured and Career
classifications in governance and the development of departmental or unit policies.
The participation must be appropriate. Appropriate participation includes, but is not limited to, departmental activities such as unit meetings, voting, and committee membership. There must be documented and legitimate structural, pedagogical, or programmatic reasons for determining that a class of faculty (TTF or Career), a particular classification, a particular rank, or a particular FTE level should not participate in a particular aspect of governance.

b. When participation is appropriate, it must also be equitable. Equitable participation requires a level of parity that allows TTF and Career faculty in a department or unit to have a meaningful role in governance. Equitable participation does not mean that governance roles for every faculty member must be exactly the same or that there must be absolute proportionality in governance for all faculty classifications and ranks.

c. Career faculty whose teaching is primarily at the undergraduate level (e.g. instructors) may participate and vote on undergraduate curricular matters. Career faculty whose teaching is primarily at the graduate level (e.g. lecturers) may participate and vote on graduate curricular matters. Career faculty whose teaching is routinely at both levels may participate and vote at both levels.

Section 5. Periodic Review. All unit policies developed through the internal governance process, including but not limited to, merit review, professional responsibilities, review and promotion, summer session, and professional development should be periodically reviewed if more than five years old following upon ratification of a successor agreement to ensure that they align comply with and reflect current CBA language and current university policy. If a unit level policy is changed as the result of an agreement between the parties, the University will clearly communicate the changes to each unit.

Section 6. Timelines in this Article are paused for the duration of academic breaks and between academic years.