

# **FAULTY SENATE**

**Minutes**

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# **Oregon Institute of Technology Faculty Senate Minutes – March 5, 2023**

## **Report of the VP – Deb**





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#### Rationale:

Selecting a faculty representative to serve on the University Board of Trustees is a crucial process that requires transparency, fairness, and inclusivity. Below is a procedure that the Faculty Senate, in conjunction with the Oregon Tech Association of American University Professors (OT-AAUP), will follow to ensure a robust selection process.

#### Eligibility:

All full-time faculty (0.5 FTE or greater) are eligible to serve.

#### Nomination Committee:

The Selection Committee shall consist of five members and will include one senator from each of the colleges: HAS and ETM. In addition, two representatives from OT-AAUP shall be included. The Vice-President of Faculty Senate will serve as a voting member as well as the chair of this committee.

#### Criteria:

The Nomination Committee will consider such factors as experience, leadership, academic achievements, academic rank, , as well as commitment to diversity, equity, and inclusion.

#### Vacancy:

The announcement of the vacancy for the faculty position on the Board of Trustees will be given during the October Faculty Senate meeting before the end of the previous faculty trustee . This announcement shall include the selection criteria, application process, and deadline for submissions. It is the responsibility of the election chair (Vice-President of Faculty Senate) to post this announcement.

Nominations shall be sent to the Vice-President of Faculty Senate.

#### Application Process:

#### Review:

The Nomination Committee shall review all applications. At most three, shortlisted candidates, based on their alignment with the established criteria, shall be submitted to the President of Faculty Senate by the Monday before the regularly scheduled Faculty Senate meeting in February.

#### Election:

The short-listed candidates will be invited to the March Faculty Senate meeting to participate in a panel interview. Each will be given five minutes to make a statement about their desire and qualifications to serve.

A vote of the entire faculty with 0.5 FTE or greater will take place, organized by the Nomination Committee Chair, starting on the Monday after the senate meeting and ending on the next Monday at 5:00 p.m. The individual receiving the most votes shall be recommended to the governor. In case of a tie, there will be a runoff election.

The recommendation shall include a letter of support signed by President of the Senate and the President of the Union outlining why this individual was selected. While it would be preferable that the Senate and the Union collaborate on the submission of one faculty recommendation, each body may submit their own recommendation if they cannot reach a consensus. This approach ensures that the chosen representative effectively represents the recommendation of the faculty.

#### Special Election:

In the case of an unexpected vacancy, the Nomination Committee will hold a special election.

#### Basic Responsibilities of the Board of Trustees:

See ORS 352.025

#### Responsibilities of the faculty member on the Board of Trustees:

See Oregon Tech Board of Trustees Resolution 15-1

Nominees will also be required to









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1. Candidates may appeal a negative assessment by any level of review, prior to UPAC. If the candidate wishes to appeal, the candidate shall initiate this by submitting a letter indicating their intent to appeal to the Chair of UPAC no later than 5:00 pm Friday of the 7<sup>th</sup> week of spring term. The candidate must provide their appeal, in writing to the Chair of UPAC by 5:00 pm Monday of the 8<sup>th</sup> week of spring term.

- I. The Provost will meet with the college deans, and the chair of the UPAC to discuss the committee's and the deans' recommendations. The Provost, in consultation with the president, will make the final promotion decisions and communicate those decisions to the UPAC. Should the Provost's decision differ from the prior levels of review, the documentation should reflect the rationale. A copy of the Provost's decision, along with the advisory letters and other materials from the portfolio, shall be placed in the candidate's evaluative file no later than 5:00 pm Friday of the 11<sup>th</sup> week of spring term.

## 5.6 Faculty/Candidate Rights

- a. Appeal procedures mandated by OARs 580-021-0050 and 580-021-0055 are located in the Policy and Procedures portion of the Human Resources section of the Oregon Tech website.
- b. Faculty may access and respond to the documentation of the promotion decision archived in their evaluative file, which is held in the Provost's Office as delineated by the Faculty  
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