

## Minutes

The Faculty Senate met on December 5<sup>th</sup> 2023, in the Sunset Meeting Room of the College Union (Klamath Falls campus) and via Zoom for Portland-Metro faculty and others attending remotely.

## Attendance/Quorum

President Terri Torres called the meeting to order at 6:00pm. All Senators or alternates were in attendance except

## Approval of Minutes

The minutes for the November 2023 Faculty Senate meetings were approved without changes.

Ashton Greer moved to move new business to the next item on the agenda. Seconded and approved.

## New Business

### Report of the Vice President for Finance and Administration – John Harman

- Faculty Senate Tuition Review presentation **slides attached**
- VP Harman presented on tuition first, addressing tuition goals, enrollment trends, tuition remissions, resident/non-resident tuition, Western Undergraduate Exchange, annual tuition setting process, and tuition strategies.
  - Randall asked about non-resident tuition, which he says seems high; is it a deterrent? John: I will show some comparisons with other state institutions; we're pretty comparable.
  - Terri asked, how are you defining remissions? John: it's basically waivers. It's money we don't collect. Terri: so if a professor from U of O sends a child to Oregon Tech? John: No, that's more of a trade. This is more for students who haven't committed, so Admissions can offer a scholarship to entice them to commit.
  - Resident tuition (\$10,401): Oregon Tech is in the middle of the pack of state institutions.
  - Non-resident tuition (\$33,397): In the state, we are just behind OSU, which is the most expensive.
  - WUE: We have some programs that are in high demand that don't qualify, listed on the slides.
  - Terri asked if we choose who is eligible from particular states. John: applications from these states for eligible programs will have automatic qualification for WUE.
  - Ken Usher asked: How is WUE tuition set? Do we lose money on WUE students, or gain? John: It is 150% of in-state tuition. They discussed strategies around reducing tuition strategically. WUE students yield 150% of in-state tuition (~\$15k per WUE student) but don't get the additional state support component of their tuition (a total of \$22k per student).
  - Randall asked about how much opportunity there really is to increase out of state tuition if we're already high in that list. John: students hopefully look at a total cost of attendance.
  - Terri: How does one get data on this? John: you need to engage consultants who survey the larger market. Once we have our SEM hire, we can hopefully make progress on this. I think we have happy customers. Terri: Surely some other state has looked at this? Maybe Louisiana, where you came from? John: Well, we didn't have a problem with enrollment there. You want to know more when the market gets competitive.
  - I asked what percentage of our students are out of state. John: I think it's about 15%. Joanna: I think that's about right, but it changes every year.
  - Bobbi: We might want to start looking at WUE because we have students that enroll in MIT but then see the bill and drop, so maybe we do want to attract more at this point.
  - John discussed other retention matters: wrap-around services, climate, rural environment, etc.
  - Sean asked if we could look at historical tuition increases for OIT and other institutions on the comparator list. John: for a time there was a positive correlation between enrollment and tuition increases. It's only the past few years that we have seen that trend invert. There are fewer college-

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- bound students in Oregon and OSU and U of O have been doubling down on what they offer students. John pointed to the SEM hire to look at this.
- Terri: It seems like that person could really help. John broke down the impact of reducing out-of-state tuition and how that would multiply quickly if it were ~200 students at a \$10k loss each.
  - Terri: And the program differential tuition? John: That's 37% for those programs that have it.
  - John talked about enrollment declines in other smaller state institutions. We're participating NCHMS, a higher education advisory group too.
  - Matt asked about community college numbers; are they up in enrollment and taking away some of our first and second year enrollment? John: I'm not sure, but KCC has seen ~20% enrollment declines. I can send you more on that.
  - John: I don't want to take too much time but can answer more questions if you'd like. Terri: this came up from our imaging faculty who are interested in growing, but can't grow. So, I wanted to learn more about differential and out-of-state. John: There are some details, like online students don't pay the differential, even if they're in a program that has it. You can also be an out of state student and take 6 or fewer credits at in-state tuition and take other courses online. So, there are creative ways to save money, some of which I just learned about.
  - Ken: I hear you but it seems like we might be pricing ourselves out of the market and maybe we aren't as consistent between programs? John: I'm open-minded about this, but I want to work with the Provost's Office and this new SEM hire to develop data.
  - Don: It seems like we should get more aggressive at attracting out of state students if the in-state pool is shrinking. John: There was more than a 10% decrease in the in-state pool a couple of years ago and it sounds like this is not temporary, it's something that will persist. So, I agree with you Don. Out of state and online will be important. We just haven't had someone skilled in this for a while to focus on this. We'll be able to survive this, but you all are asking the right questions. Joanna: Admissions has changed their model and now include recruiters out of state. Initial numbers look good for deposits out of state for next year. John: Josephine has just mentioned that the curriculum in Don's area is up, but those looking for radiology were reduced. Don: That's right, we were digging deep to fill our seats.
  - John discussed the tuition strategies slide. We are year-to-year, but some institutions like UofO have guaranteed tuition for up to six years from when a student starts, but they also have less money coming from the state. Could consider a guaranteed tuition rate that caps the tuition increase for current students.
  - John outlined the annual tuition setting process.
- Financial Update
    - There are some rumors that there are big losses in Portland-Metro, but we just ran the numbers and we only lost about \$60k this past year. It looks to be at budget through October. The board wants us to promote PM, so we may add money there that is outside the budget. We do need to make investments and be proactive.
    - Terri: I was once the chair of FOAC and always asked to have PM isolated and they said it wasn't possible, so go you! You did it.
    - Terri asked about the fund balance. When we were \$3.5M in the hole last year, how did we get out of that? John: We budgeted \$4M from rural health and \$3M from COVID funds and some from reserve. We ended the year only slightly in the red (\$605k), because we had a number of vacant positions and almost \$4M in salaries. Basically, it was savings. Terri: So we used rural health money to get out of the hole? John: No, that funded DPT startup, ABA clinic building purchase, and other appropriate expenses. We are also finding errors in the HECC payment and it saves us money. They manage \$1B and it's happening in a spreadsheet.
    - Terri: I heard a rumor about hiring freezes; can you tell me about that? John: there are no hiring freezes.
    - Riley: Who's #1 goal is not to impact people? John: That's our #1 goal, the president, the board, everybody. We don't want to negatively impact our people.

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- Deb: I presented on the FOAC meeting at the last Senate meeting and there were questions about the dorm. It would be \$35M spent on a new dorm and our budget is around \$70M. Is that wise?  
John: That's a good question. We did need to revise the dorm plans down from a prior \$50M. It's an F-bond that we have to pay back. Debt retirement is not part of that \$70M. Dorms are auxiliaries, which means that debt retirement is outside of the budget numbers we're talking about. It looks like we'll make money on that.
- Terri: Faculty are also asking about building a dorm as enrollment is dropping. John: We have had bonds sold in our name last year for this. It is also a good investment because this is what students and families are looking for. The plan is to move everyone from the Residence Hall to the new building so we can refurbish the Res Hall.
- Cristina: I have a hard time when I talk about budgets, not seeing numbers. I like to look at them visually. Why can't more details be presented to faculty senate. John: I have them and can share them. I apologize. I wasn't quite prepared to present on finances and had focused on tuition.  
Cristina: How long will the new dorm debt be paid back? John: This is packaged with other state bonds. When they were packaged the rates were pretty good. \$2M paid from student funds, which is well under the 6% of debt service we can take on. Term is 20 years at 3.5% interest. Cristina: How much will students have to pay? John: We are well under in current prices and there is a housing shortage. We are planning gradual increases to get closer to market housing. People would be willing to pay more for nicer housing and this will be very nice. Cristina: How much will my student need to pay? John: I'll get that for you. I don't know off the top of my head?
- Terri: So this is from housing fees? John: yes. Cristina: So these fees are above and beyond what they need to pay already? John: No, they already pay these. They will just change. Sean: How many beds? John: 500, more like 512 with RAs. Sean: So will we be net zero? John: I think so with the way we've set this up. There were some things that we might not want to do like ask all first-year students to live in the dorms.
- Terri: Thank you so much. We had all these questions.
- Stefan had additional questions: We keep talking about tuition, but what about all of these other fees. On Klamath Falls, the fees are around \$1000, and around \$300 in PM.

### CCT Survey – Ashton Greer and Rachel Hanan

We also have Cecily Heiner here who is a co-chair of CCT. We want to improve on some of the standard things that CCT has done to support faculty over the years. One of our challenges is increasing faculty engagement, so we wanted to request information to learn how we can better communicate and tailor our offerings. The survey is available through menti.com and uses code 58467326.

### Reports of the Officers

#### Report of the President – Terri Torres

- Enrollment: As John alluded to, we have a 5.2% drop as of December 1. Credit hours, we have 1,362. We are up by 19 applications (that's individuals). Retention from Fall to Winter 2021: 83.4%, 2022: 8XXX, 2023: 83.8%.
- Simple Syllabus will be ready for Spring.
- Also from Carrie Dickson's office. Student numerical evaluations. We have 30% completion rate and 350 courses are missing their objective selection, so please do that.
- Stay Survey came out. I hope you filled it out. I have asked HR for the results, but don't have them yet. Hopefully we will for our February meeting.
- Merit: I misspoke last time. You had to have exceeds in all areas to earn merit. We talked about the policy. I think the union and Beverley have come up with some decisions. As for the merit policy, it either needs to be changed or dropped because it won't be followed in the future as is.
- John Davis, board president, visited SenEx. We discussed board responses to presentations as required by the recent senate bill. We talked about the campus climate and he said that was then and we need to move on.

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Senex agreed but said that a lot of the problems that existed when the assessment was completed are still here. Gaylyn's Wellness effort is one positive outcome of this.

- Forums: we asked that a simple majority of time be allotted for Q&A, not just sharing of information. Board Chair Davis agreed.
- Recommendations of board ad hoc committee on climate. These were the recommendations:
  - The president to report to the board at the November 2022 meeting a summary of how the resolution on shared governance is currently being met and what changes are contemplated to improve the process of implementation
  - The board sponsor an information session for the campus community where it will reaffirm its commitment to shared governance, define its expectations for shared governance, listen to individuals' input on how shared governance is or is not well implemented and its intention to review the resolution and implementation on a regular basis. This information session should be held shortly after the start of the fall '22 term
  - The board direct the campus leadership and the constituent groups to meet twice per year to discuss shared governance implementation and to report directly to the board on their deliberations. This group, upon common internal agreement, may elect not to meet after the first year.
  - We asked chair Davis to see if these things have been done. You can decide for yourself if these things have happened. I have not met with the Provost or Dr. Afjeh.
  - Joanna: the shared governance discussion occurred during Convocation 2022 and they went through quite a bit of this. Terri: OK, thank you.
- Riley: Where do you get the enrollment report? Your chair should receive this. Riley: I asked about a ratio of how many credits offered versus how many we're filling. Joanna: I can forward that suggestion on to Faruq. Sean: Won't this change depending on the classroom? Riley/Terri: No, this should be managed by the department chair. Ken: I'm not sure if this will be an accurate number because caps have been adjusted without us knowing in my department sometimes.
- Matt: Was there a Simple Syllabus pilot? Terri: Andi did you do that? Andi: As far as I know I don't think this has been piloted. Matt: I think a pilot would be a good idea. Terri: Me too. I will recommend this.

End of report.

### Report of the VP - Deb

- Elections for Senate President. Terri's current tenure as president of faculty senate is set to expire at the end of spring 2024. Therefore, elections for the next president will be held during February 2024. If you are interested or know of anyone that might be interested in running for this position, then please let the elections committee know. That would be myself and Riley. There will be official emails about this that will go to all faculty during January at the start of the new term.
- Academic Council Report
  - Academic Council met virtually last Tuesday, November 28.
  - No old business.
  - New business
    - 1. Christopher Syrnyk gave an update on the Honors Program in relation to the Academic Master Plan charge 3 goal 1.7 to further develop the Honors Program and globally competitive scholarships
      - There are 45 current participants in the program, flat from last year.
      - Further development of HP is being done by extending the offering to Portland-Metro (PM) and Online Learning students
      - There is a Certificate in critical thinking sponsored by HP that is currently in development.
      - Christopher urged the chairs to encourage students in their major to look into the honors program. Chairs can also invite the HP director to visit the department.
    - 2. Next Franny Howes asked chairs about communication gen ed. classes and whether faculty were experiencing any issues when it comes to course offerings, times, modality etc.

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This was in light of General Education revision that GEAC has been tasked with and their oversight to determine which classes count for GE in COM. These are some of the comments from the chairs.

- Some of the chairs said that they will email their faculty to get more information
- Online option is essential for Dental Hygiene program due to conflicts between on-campus course offerings, lab, and clinic schedules
- For PM students availability of on the ground courses; enrollment, staffing are potential issues
- 3. There were some questions about APE distributions.
  - Decision was made last year to complete FOP/APE at same time, question was asked whether chairs were aware of this, and are sharing with their faculty.
  - Chair should mentor new faculty and discuss plans, research, courses, etc. for the academic year; document conversations. Chairs were instructed to have their new faculty write FOPs in Fall term and meet with them about it.
  - There was request for creation of FOP/APE documentation to provide guidance, timeline, expectations
  - Include explanation that new faculty hired after spring term of the previous academic year should complete a FOP during fall term
  - There was also a request to fix issues surrounding last year's FOP/APE process in DocuSign and ensure consistency across the colleges
- 4. Next, there was a discussion on the role of chairs when it comes to new hires. Some of the chairs mentioned that their new hires had somewhat different offer letter expectations than what was originally in the job description. This includes research requirements from faculty that have no research training. Provost Mott mentioned that once the offer is made, then the offer letter goes out of Dr. Nagi's office, and his office is ultimately responsible for what is put in that offer letter. Provost Mott also mentioned that this letter is written by HR and is then edited by the President's office.
- Some recommendations were made. These include
  - Request for chairs to be included in discussions surrounding offers for potential faculty hires, and copied on offer letters for awareness of contract requirements and expectations
  - College deans should report back to chairs on offer terms
  - Academic year 2023-24 signed offer letters will be provided to chairs
  - Chairs need more understanding surrounding expectations for varying faculty lines (tenure track, fixed term) and refer to collective bargaining agreement (CBA)
  - Position expectations of faculty should be clearly articulated within the position descriptions, and reflected within the postings; there was a request for clear models of content to insert in these documents
  - Need for improved communication about workload expectations, et al.
  - Request for chairs to be sent reappointment letters (notices of appointment)
- 5. Concerns expressed regarding new faculty requirement to submit national research grant within their first year of employment, especially when there is no full-time staffing in SPGA office and this requirement is also not within the CBA. Provost Mott mentioned that this decision evolved during the end of hiring cycle last academic year. The goal was to ensure articulation regarding research expectations.
- 6. Lastly, I asked about the chair's perspective on merit pay and if they should be more involved in this process as per the CBA saying that this should be done at the department level. Beverly mentioned during that time that there is a meeting with the labor management committee next Monday (which was yesterday), and we can have a more clear picture about this after that, so Beverly might be able to update us on that today.

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- 7. Provost Mott mentioned that Nesli Alp has accepted the offer as Dean of ETM and will be starting in January.

End of Report.

- Labor management committee update from Andi: the union met with Beverley and administration yesterday and we are working on something so that faculty know how merit will work before the start of next year.
- Matt: with FOP and APE being due in the spring, is there a decision on when? Beverley: no, not yet. They are due together, but no clarity yet on when.
- Cecily: did you say that new faculty are expected to submit a national grant in their first year? Deb: that was the case for some new hires, but not for all. For example, we have a new hire on the tenure track who doesn't need to do this, but there is a new hire in another department for which this is the case. I asked if Terri could bring this up with Dr. Nagi at a future meeting and she agreed.

### Report of the ASOIT Delegates – MJ Jurca

- TechCon on MLK weekend with pop-up roller rink in TechRec.
- Blackout for Hunger, February basketball game to get students out of their room and for us to donate to local food banks.
- Issues with general meetings. We require all clubs to send representatives and over 50% of clubs don't do this. We hosted online to try to address this and now have 60% of clubs responding with others planning on it. This will be our format moving forward.
- Student workers union is looking for testimony from student workers to prepare for negotiations. They hope to collect signatures and seeking a vote by the end of the year.

PM ASOIT \_\_\_ VP giving report in place of Aaron Hill

- We are moving away from holding events and toward improving the student experience. We have a Qualtrics survey with over 40 results to try to find common threads so we can advocate for improvements. Monthly meetings with Dr. Afjeh and Nagi.
  - Advocating to take classes online for classes offered in Klamath Falls to support students who need courses for timely graduation or recovering from a course failure. We want to reduce the cases of students who extend their date of graduation.
  - Working on driving course evaluations so they will be completed so there are enough to be useful.
  - Met with Dr. Nagi and Afjeh today about retaining freshmen. Currently the rate is 50% and we want to increase this.
  - Working on issues around faculty and professor retention. At our last meeting I asked about certain professors being required to submit a national grant. I have heard that can be difficult. He was told this was not true and will continue to raise this. Dr. Afjeh was spirited in his response when he tried to limit this discussion.
  - It has been tough to find student engagement here in PM, which is why we want to work on our campus culture. We have some new students to participate on our committees.

End of report.

### Report of Admin Council Delegate – Kelly Sullivan

- New Unclassified Staff
  - Amanda Thompson (Klamath Falls) – Basic Needs Navigator in SIB
- Kudos Awards
  - Unclassified winner - Josie Hudspeth in PM SIB – helped host all 3 Dean of ETM and 3 AVP SEM candidates
- Constituent reached out and asked if we can address issues of technology on campus and how it is giving negative view. Carl started a discussion by providing this information:
  - AV support requests have grown by 60% in the last year

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- Updates in the room reservation system will be coming within the next year (EMS on their way out, CourseDog coming in) – this will allow you to reserve the correct room for the correct event (for now - ask IT for recommendations)
- There was a recommendation for training for event hosts – IT can provide trainings 1-on-1 or for departments on rooms & tips/tricks; they may also try to do monthly conference room trainings
- IT just hired a new employee to support new buildings in KF
- They're also going to be checking the conference rooms more often to proactively fix problems that don't get reported.
- The President signed 4 policies that Admin Council's Welcome & Welfare Committee revised & submitted last year: Staff Sick Leave, Staff Vacation Leave, Staff Bereavement Leave, Staff Other Leaves (jury duty, etc.)

End of report.

### Reports of Standing Committees

#### Faculty Policy Committee – Ken Usher and Matt Schnackenberg

- Terri referred everyone to the information in the packet.
- Ken indicated that he and Matt have been meeting with Beverley, Dan, and Abdy over the last few months. Promotion policy and promotion timeline, because it came up. Not sure if we should try to vote on this or seek further feedback. I know there are others looking at this as well. Terri: I would rather have the completed policy before we vote on it.
- Ken: Beverley, how close do you think we are on this? Beverley: I think this is very close.
- Terri: This could happen if this is 100% complete in January and we could hold a special meeting. I would rather not vote on it and have one word changed. Ken: That's what I was hoping to find out about here today. The more of that we can do tonight the better!
- In the definitions: point list of substantive changes. We don't have a policy on appointments and maybe we don't need one, but we've added some language here. Particularly for tenure-track positions a doctoral degree is required except for select fields that may be deemed appropriate by the Provost. I think that's what we've discussed in the past, but if not we should talk about it now. Similarly, for the NTT positions a master's degree is the requirement with potential to hire a bachelor's holder with provisions.
- Terri asked about statements. Ken: if you get hired into a tenure track position, there is no way to switch to NTT. Terri: The sentence is in both places and we have had these instances. Ken: We wanted to ensure this wasn't done administratively, but by choice.
- Cristina: Is there a reason we don't want this to be possible? Ken: I know we have done this somewhat routinely in the past. Matt, can you explain? Matt: We want to reinforce that these are distinct tracks. The option needs to be that if a TT position opens up, a NTT faculty member could apply.
- Randall: What are we doing with MIT? Bobbi: Maybe it should be more defined. I go back and forth on whether this should be clearly outlined or left obtuse. Ken: This is an issue that is most significant in the allied health fields. Bobbi: I get it.
- Sean: Do you realize that if we only hired doctorates that we wouldn't have hired half of our teacher of the year award winners? Now this says doctorate only for TT? Ken: yes, doctorate only or less for select positions. Bobbi: I'm concerned that open interpretation will lead to exclusion. Is there another way of saying it?
- Randall: Is there some registration or certificate you could use? Bobbi: Well, not really. We have registrations that we needed.
- David Johnson: Why is this in the promotion policy when maybe it's more appropriate in a recruitment. Echoing Sean, I'm concerned about the effect this will have on faculty, having this in policy when we have TT faculty with only a master's degree. What sort of environment will that set up? How will they feel? Currently, if someone is an associate professor with a master's are they not eligible for full professor? Ken: It could be that this should be in a policy on appointments. Some universities have this. I'm not sure we have the justification for this. Your point about recruitments is good: this is supposed to guide recruitments as opposed to those being a grand mystery. Are you grandfathered in? Maybe that's something we should have

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particular language about this. Ken asked Beverley if this is possible. Beverley: We have done something like this and we could have specific language about that. Ken: Even though this is a policy about promotion it really influences appointments. Beverley: This language could be in the language at each step. Ken: In the future, if we hire someone with a master's degree onto the tenure track in the future, they would still fall under this policy right? Beverley: If someone is hired in under the clause about master's in select fields, it would allow that person to advance through TT ranks.

- Terri: Did that answer all your questions David? David: Everything except how it makes faculty feel. Ken: I think we have grandfathering and no track switching handled.
- Cristina: This thing about select positions. Ken: Yes, “for select fields...” Cristina: What is our intent for this language? If it is too vague it will open us to inequities about what those definitions are. I would encourage more specificity. Terri: That's in line with what Bobbi is suggesting. Matt: Our intent is for faculty in particular disciplines to have this option, but maybe we work with a non-exclusive list of programs for which this applies.
- Don: Good work. This looks really good. I'm supportive of the grandfather clause. If we don't we would have disgruntled faculty. We may also want to consider time in the field. Bobbi: How long have you worked in the field. Bobbi: 25 years. Don: I think that counts for a PhD. I am apprehensive because I have seen policy weaponized and I don't want to see this weaponized against faculty.
- Cecily: I think we want to think about emerging fields. When I was learning in computer science, my professors didn't have PhDs, but they likely would now, so we should leave room for that. Regarding tenure, we should make this less mysterious as opposed to more. This shouldn't differ position to position or department to department. Terri: Thank you.
- Riley: Was there any development toward wording around terminal degree rather than doctoral degree. Ken: Yes, there was discussion. The terminal degree in nuclear medicine is still a bachelor's degree, so we didn't think that was useful in this case.
- Cristina: What happens when we hire adjuncts? Are we going to require this for them? Ken: I don't think this policy is intended to address that. I don't want to create a policy on appointments, but if we want to get into that we might want to.
- Ken: One more thing on PhDs and doctoral degrees that we didn't always do before, Don's point about advanced certification versus a master's needs to be captured better here. But, given that we are heading in the direction of more research and service, particularly research, having advanced certification may not confer that. Part of our changing expectations around education will have to do with doing research. In my own department I don't necessarily see a good correlation between degree and research propensity. Don: I respect that. I'm trying to protect my people.
- Ken: The other reason we're trying to do this is to make sure there is career advancement for those not on the tenure track.
- Terri: I have a question about “university training activities.” What is that? Ken: That recognizes that this is an expectation of participation, not necessarily that you participate in all of them.
- Ken: Thanks for that feedback. Continuing on.
- Ken: We want to make language consistent with DPAC, CPAC, and UPAC references. Most of the rest of this is process related (e.g. provost recommendations notified by the Provost's office). We want to spell that out clearly so chairs and CPAC representation would be identified earlier.
- Ken: This substantially alters the promotion timeline. We now have Deans having their say before UPAC does. This gives another week for the Provost to make final decisions. We also have access granted to all committees and parties at the start of the term, rather than opened sequentially.
- Sean: I can't support this policy because the top 10% of master's holders will function better than the bottom 10% of doctorates. I think if we shut ourselves from that pipeline we are missing out on the best teachers for our students. Ken: So you've reflected and are responding to the previous line of discussion? Sean: Yes. Matt: That connects back to the discussion of master's holders doing research. Ken: Yes, but this also addresses NTT having a path to promotion.
- Riley: Can we be more specific about week/time (e.g. 5pm Friday Week 9 rather than end of the week)? Ken/Matt: Great idea. Noted.



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- Riley: Other places where it just says 5 o'clock or 5. Ken: We can do that.
- Stefan: Can I go back to the recruitment topic? Terri: Three minutes. Stefan: 1) Recruitment with students to help. 2) Hands-on events at community colleges and high schools. 3) Articulation agreements with community colleges. Whoever travels to recruit should explain ROI definition, mathematically speaking. 2) Scholarships: These should be presented clearly. 3) Internships. 3 elective credits to get credit. Research involvement with students, presentations, patents. Career fair forums and inviting students to participate. Ken: I think you're trying to fit this into this conversation, but those seem like good ideas but don't fit into a conversation about faculty promotion policy. Terri: let's finish this. We have a lot to get through. Ken and Matt, I would like to talk to you and if you want to have a special meeting we can. Once it's 100% done we can vote on it then. Is there anything else? Ken: Yes, but we can defer to a subsequent meeting. Terri: Go for it.
- Ken: Another change is that all assessment letters be added to the candidate's e-portfolio and transmitted to the candidate. Requires that each level of review is independent while also considering previous recommendations. Discussion of any differences with previous recommendations should be made clear. All levels of review are advisory up until the Provost. We are removing the possibility (fairly rarely exercised) to end the review if the College committee deems it appropriate. Also related, end the possibility of appeal of recommendations. We are allowing this at the University level and it must be in writing. Sean: Is feedback still confidential to the committee? Ken: That has never been confidential. What you are referring to is a legitimate question but it applies to tenure and post-tenure review. Promotion doesn't require this. Sean: so the deliberations of the committee aren't available to the candidate? Ken: That confidentiality of committee deliberations is retained but justification is provided in the letter. Cecily: What about the comments? Ken: The promotion committees do not solicit outside comments. That is for tenure-related decisions.
- Riley: Question about J1 appeals process. Thinking about how this would play out. Week 7 notification, documentation week 8. Ken: They have a week to consider and notify. But you're right there is not a lot of time to produce the document after that.
- Ken: At the conclusion of the process, all the documents, including the letters become part of the faculty member's file. We haven't always done this in the past because these were binder-based. I think it's reasonable to do that now because it is easy and we can and we should be transparent. Matt: Currently they are hanging onto the portfolios, but each time you go up for promotion you can only look at the last five years. Terri: What is the rationale for hanging onto it? Ken: In the event of some aspect of the process being challenged after the fact the documents can be reviewed. If you are denied promotion and go up again, you might want to review the prior portfolio and decisions. The Provost probably should be able to do this. Beverley: Part of the evaluative file is what we evaluate people on. Matt: So part of the rationale for keeping the portfolio is so the Provost can support future decisions.
- Alla: Librarians are working on our own separate policy as a kind of sub-committee of this committee. We met today and the librarians asked that we include language that makes it clear that librarians do not fall under these categories. Ken: Yes, which is why you have a separate policy. So, those definitions should be there. And we will work with you and faculty senate to vet that here.

### Academic Standards Committee – Bobbi Kowash for Vanessa Bennett

- Academic Standards Committee met for the first time to review the committee charges on November 21st. We discussed charge 2. Dead Week policy, and charge 4. Final Exams policy
- We had a good productive meeting. Specifically, for charge 4 we were able to clarify the conflicting statements, however, feel there is more work that should be done before we complete the charge.
- Charge 2 Dead Week. Regarding dead week, we identified that the policy itself is not necessarily the problem, but enforcing the policy is the challenging part. The question is "how do we get faculty to follow policy and not give finals (or other assignments) during dead week?" We ran out of time to fully discuss this and will continue in our next meeting.
- Charge 3. Summer term and Charge 5. Emeritus selection will be discussed at our meeting set for January.
- The Adhoc committee met today to discuss charge 1. Review and revise, if necessary, the student academic integrity policy with special attention to generative artificial intelligence.

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

- We had an exciting meeting with great discussion regarding AI.
- We put together a plan on the process we will follow before making a recommendation. We will be inviting online to join our conversation to assure we develop a policy recommendation that includes all educational platforms.
- If anyone has any thoughts regarding this charge or any others please feel free to reach out to committee members or Vanessa Bennett.

End of report.

### **Diversity, Equity, and Inclusion Committee – Feng Shi as alternate for Chitra Venugopal**

- The DEI committee meeting was held last Friday. The committee discussed the charge to increase DEI in recruitment, tenure, promotion, sabbatical, and grant applications. It is necessary to collect existing data and complete rubrics related to each of these. We have scheduled meetings with Sandi Hanan to review rubrics and are waiting to hear. The committee communicated with Beverley in the Provost's office to continue this work with them.

### **Ad Hoc Committee on Student Evaluation – Vicki Crooks**

Still working and looking for anyone passionate about this to work with. Reach out if you are interested.

### **The Resolution on Math Placement Testing + Research**

- Terri said she expected that everyone has read it and asked for a motion to approve. Riley moved. Deb seconded.
- Sean asked for discussion and wanted to know about students who might be talked out of taking higher level math via advising rather than using proctoring. Sean recommended making this part of Convocation to train faculty to do this effectively. This may also be a natural consequence of bad ethics if they have cheated their way into a higher math. Randall: I vehemently disagree. I also have talked them down, but I deal with these students in the classroom when they don't take your advice and are in a math class underprepared. I think we need more in place to protect against such a bad decision. Matt: How do you talk them down if you don't know if they've cheated. Sean: I tell them they are going to be doing this math and they will suffer without it.
- Deb: But we are just going back to the way it used to be before COVID. It was working and we want to go back to that. Bobbi: But it could save us if they fail out because of math placement. Kamal: Can we add Deb's comment in the resolution as a whereas. If the reason it went away was not an academic reason but was related to access, then it makes sense to bring it back for an academic reason. Terri: Yes, we will add that as friendly amendment.
- PM: Wondered if there was any research into taking prior performance into account. Randall: We did try to do that previously. It's a lot easier to make it pass/fail based on a test now. There was a lot of variability. Cristina: When we did that we had SAT scores and other data points that we no longer have, so it's less effective. I also want to speak to the impact of your first math class on retention. Given our retention numbers, we should pay careful attention to performance in this first math class.
- Terri called for a vote. All in favor except Sean.

### **AI – David Hammond and Ryan Madden**

- No report.

### **Unfinished Business**

#### **Report of the Provost – Beverley McCreary**

- No report.

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

### **Report of President's Council Delegate – Terri Torres**

- We did meet and looked at one policy from HR.
- I asked for regularly scheduled meetings and asked to look at process for policies moving through and that they have time periods at each level that are enforceable.

### **IFS Rep – David Hammond**

- No report.

### **FOAC - Deb**

- No report.

### **Open Floor**

### **Adjournment**

Terri adjourned the meeting at 9:21pm.

Respectfully submitted,  
C.J. Riley, Secretary

**General Fund Monthly Report**  
FY 2023-24 October (in thousands)

YTD Comparison			FY 2023-24 Budget & Forecast					
	FY 2022-23 October Actuals	FY 2023-24 October Actuals	FY 2022-23 Year End Actuals	FY 2023-24 Board Adopted Budget (BAB)	FY 2023-24 Adjusted Budget	FY 2023-24 Forecast	Forecast to Budget Variance	Notes
<b>Revenue</b>								
State Appropriations	\$11,635	\$13,858	\$33,744	\$33,942	\$33,942	\$36,806	\$2,864	(1)
Tuition & Fees	14,963	15,310	37,487	39,514	39,514	37,600	(1,914)	(2)
Remissions	(2,304)	(2,596)	(6,600)	(5,805)	(5,805)	(7,520)	(1,715)	(3)
Other	1,106	1,057	3,498	2,374	2,374	2,941	567	(4)
<b>Total Revenue</b>	<b>\$25,400</b>	<b>\$27,629</b>	<b>\$68,130</b>	<b>\$70,024</b>	<b>\$70,024</b>	<b>\$69,826</b>	<b>(\$198)</b>	
<b>Expenses</b>								
Administrative Staff Salary	\$2,798	\$2,805	\$8,468	\$10,234	\$10,295	\$9,199	(\$1,034)	
Faculty Salary	2,348	2,369	13,008	14,405	14,444	13,498	(907)	
Adjunct and Admin/Faculty Other Pay	1,099	1,062	3,622	3,649	3,620	3,649	-	
Classified	1,997	2,070	6,092	6,396	6,409	6,908	512	
Student	196	284	909	1,041	1,041	1,000	(41)	
GTA	23	18	94	121	121	94	(27)	
OPE	5,243	5,417	17,570	19,841	19,938	18,571	(1,270)	
<b>Total Labor Expense</b>	<b>\$13,704</b>	<b>\$14,025</b>	<b>\$49,763</b>	<b>\$55,687</b>	<b>\$55,868</b>	<b>\$52,919</b>	<b>(\$2,768)</b>	(5)
Service & Supplies	\$5,773	\$7,291	\$14,560	\$15,517	\$15,397	\$16,385	\$868	(6)
Internal Sales	(424)	(448)	(1,287)	(1,388)	(1,388)	(1,345)	43	
Debt Service	830	1,040	1,718	1,208	1,208	1,679	471	
Capital	101	345	620	175	288	497	322	(7)
Utilities	389	468	1,686	1,205	1,205	1,809	603	(8)
Transfers In	-	-	-	-	-	-	-	
Transfers Out	12	709	1,433	1,406	1,406	1,406	-	(9)
<b>Total Direct Expense</b>	<b>\$6,682</b>	<b>\$9,404</b>	<b>\$18,731</b>	<b>\$18,123</b>	<b>\$18,116</b>	<b>\$20,430</b>	<b>\$2,307</b>	
<b>Total All Expense</b>	<b>\$20,386</b>	<b>\$23,429</b>	<b>\$68,494</b>	<b>\$73,811</b>	<b>\$73,985</b>	<b>\$73,350</b>	<b>(\$461)</b>	
<b>Net from Operations before Other Resources (Uses)</b>	<b>\$5,014</b>	<b>\$4,200</b>	<b>(\$364)</b>	<b>(\$3,787)</b>	<b>(\$3,960)</b>	<b>(\$3,524)</b>	<b>\$263</b>	(10)
<b>Other Resources (Uses)</b>								
Transfers In	\$1	\$ -	\$180	\$887	\$887	\$770	(\$117)	(11)
Transfer Out	(200)	(135)	(441)	(100)	(100)	(235)	(135)	(12)
Use of Reserve	-	-	626	3,000	3,000	2,989	(11)	
<b>Total Other Resources (Uses)</b>	<b>(\$199)</b>	<b>(\$135)</b>	<b>\$364</b>	<b>\$3,787</b>	<b>\$3,787</b>	<b>\$3,524</b>	<b>(\$263)</b>	
<b>Total from Operations and Other Resources (Uses)</b>	<b>\$4,816</b>	<b>\$4,065</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(\$174)</b>	<b>\$ -</b>	<b>\$ -</b>	
Beginning Fund Balance	\$17,218	\$16,613	\$17,218	\$16,613	\$16,613	\$16,613	\$ -	
Fund Balance Adjustment	-	-	(605)	(3,000)	(3,000)	(2,989)	11	
<b>Ending Fund Balance</b>	<b>\$22,034</b>	<b>\$20,678</b>	<b>\$16,613</b>	<b>\$13,613</b>	<b>\$13,439</b>	<b>\$13,624</b>	<b>\$11</b>	
Fund Balance as % Operating Revenues	86.7%	74.8%	24.4%	19.4%	19.2%	19.5%	0.3%	
Ending Cash Balance	\$21,130	\$21,062	\$19,398					

**Notes:**

- (1) **FY 2023-24 State Appropriations Forecast** - State appropriations increased from the Governor's budgeted four percent PUSF increase to the legislatively approved 11%.
- (2) **FY 2023-24 Tuition & Fees Forecast** - Reflects impact of unexpected 4.1% enrollment decline (excludes ACP). Flat enrollment was budgeted for FY 2023-24.
- (3) **FY 2023-24 Remissions Forecast** - Reflects impact of increased President's Award amounts.
- (4) **FY 2023-24 Other Revenue Forecast** - Reflects unbudgeted increases in PUF earned interest and indirect grant revenue.
- (5) **FY 2023-24 Total Labor Expense Forecast** - Reflects budgeted positions remaining unfilled for all or part of the year (mostly in administrative staff and faculty), and associated savings in other payroll expenses.
- (6) **FY 2023-24 Service & Supplies Forecast** - Increase in spending of unbudgeted TRU + PSU Financial Sustainability state appropriation and new marketing initiative.
- (7) **FY 2023-24 Capital Forecast** - Increased capital spend resulting from FY23 equipment received in FY24 and planned spend of FY24 Academic Affairs equipment funds in capital rather than service and supplies.
- (8) **FY 2023-24 Utilities Forecast** - Increased utilities spend resulting from higher than budgeted waste water expenses.
- (9) **FY 2023-24 Transfers Out YTD Actuals** - Transfers out are regular, budgeted support of Athletics and the Shaw Library.
- (10) **FY 2023-24 Net from Operations YTD Actuals** - Because of reduced spending, the net loss at year-end is less than budgeted.
- (11) **FY 2023-24 Transfer In (Other Resources (Uses)) YTD Actuals & Budget** - Budgeted transfers in include use of prior year Applied Computing and Rural Health Initiatives funding and miscellaneous transfers.
- (12) **FY 2023-24 Transfer Out (Other Resources (Uses)) YTD Actuals & Budget** - Transfers out include budgeted institutional support for the AIRE grant and miscellaneous transfers.

The logo for Oregon TECH, with "Oregon" in white text on a dark blue background and "TECH" in black text on a yellow background.

Oregon **TECH**

A photograph of a modern campus building with a glass facade and a walkway. The building has a prominent glass and metal structure with a walkway on the upper level. The background shows a green hillside under a clear blue sky.

# Faculty Senate Tuition Review

December 5, 2023

John Harman, MBA, CGMA, CMPE  
VP for Finance and Administration

# Discussion Points

- Overarching Tuition Goals
- Enrollment Trends Impact Net Tuition Revenue
- Impact of Tuition Remissions on Net Revenue
- Resident and Non-Resident Tuition and Competitiveness
- Western Undergraduate Exchange (WUE) Eligible Programs
- Annual Tuition Setting Process
- Tuition Strategies



# Overarching Tuition Goals

- Tuition should support the value proposition but must also be sufficient to cover variable and fixed expenses
- Tuition strategies should be consistent over time
- Resident tuition should be competitive with other Oregon public universities and reasonable compared to national peer group
- Online tuition should be competitive with similar programs
- Non-resident tuition must be higher to cover costs not funded by state (no state appropriations on non-resident students)
- Student Aid- Federal Stafford loans, SEOG and Pell grants, Oregon Opportunity Grant, Oregon Tribal grants and University funded scholarships

# Enrollment Trends Impact Net Tuition Revenue

Number of students at public universities in fall term by admission level, 2019 to 2023

Before pandemic  
**2019**

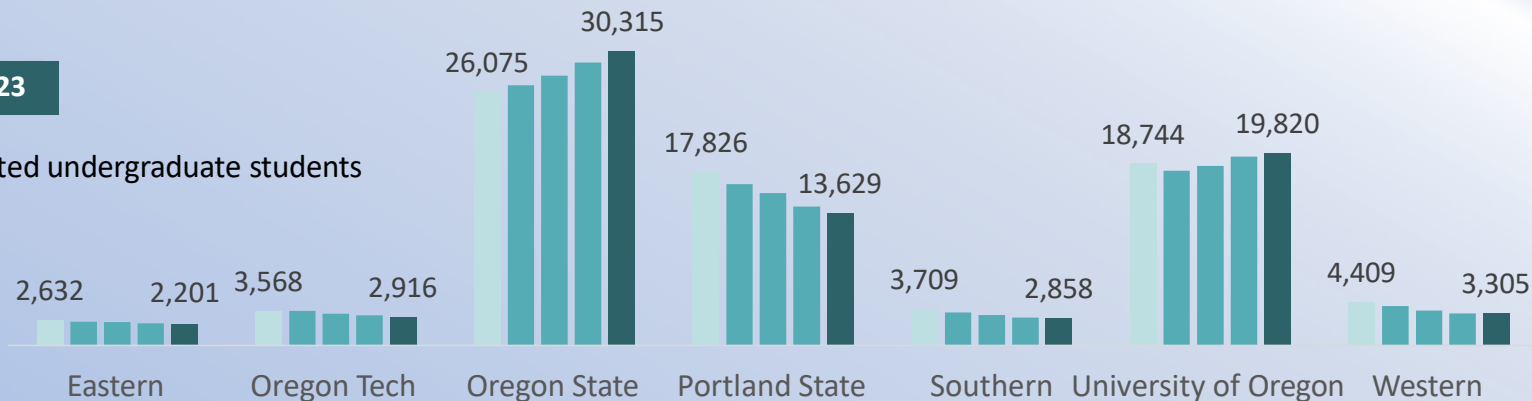
Pandemic  
**2020 – 2022**

**2023**

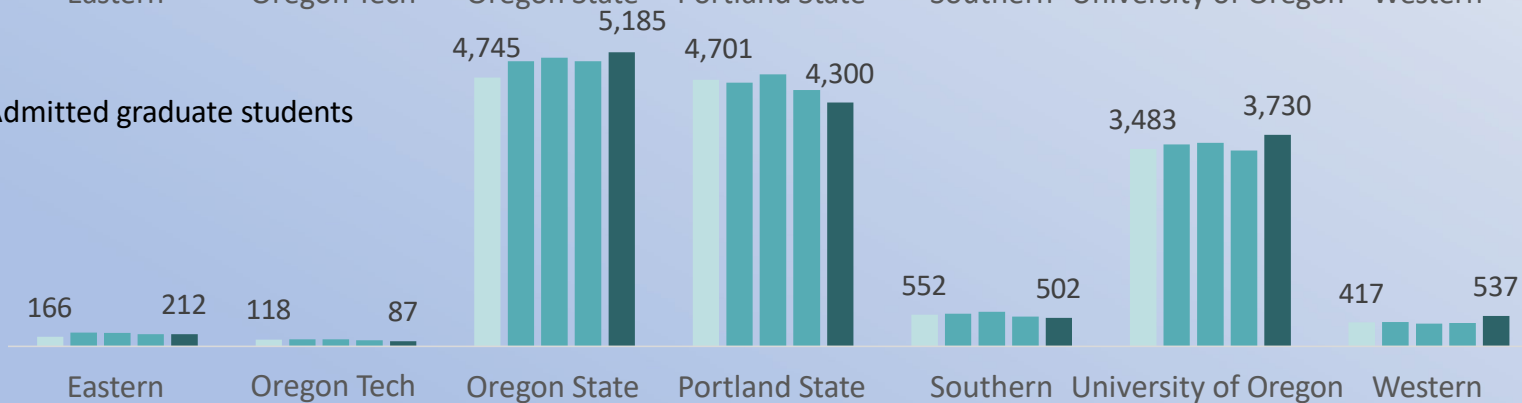
The number of admitted undergraduates rose at two institutions, was stable at two, and declined at three.

Data include Oregon residents and those from out of state; data exclude high school students and other nonadmitted students.

Admitted undergraduate students



Admitted graduate students

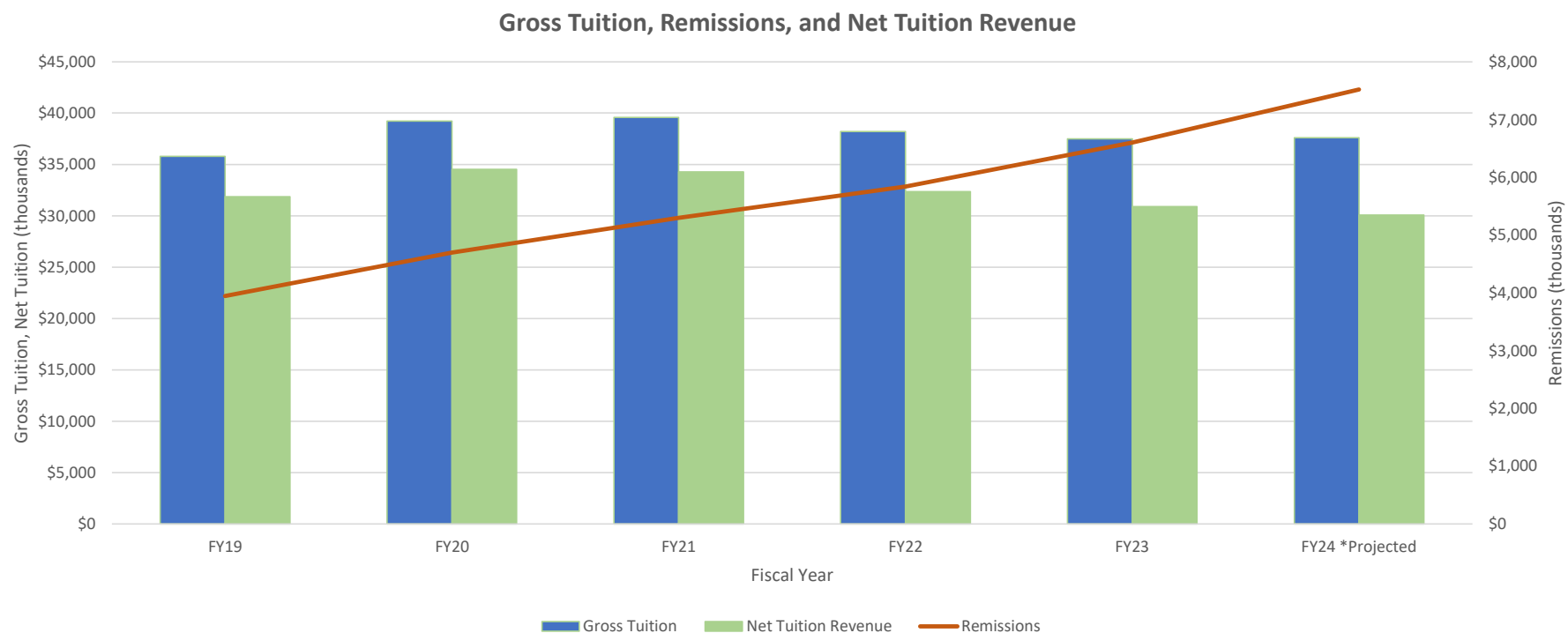


OIT headcount down about 21.3% compared to Fall 2020

Source: Fall enrollment data provided as individual student records by public universities. Individual analyses are made by HECC staff. Notes: Students enrolling in more than one institution in fall are included in both institutions' counts. Full-time equivalent counts are defined in the universities as credit hours divided by 15 at the undergraduate level, by 12 at the graduate level (excluding PhD), and by 9 at the PhD level.



# Impact of Tuition Remissions on Net Revenue



# Resident and Non-Resident Tuition Comparatives (45 SCR)

## FY2023- 24 Annual Undergraduate Tuition Comparison

List includes official peers, + admissions competitors, + Oregon universities

University	State	Resident	Non-Resident	Cost of Living Index (by state)
Bemidji State University	MN	\$8,994	\$8,994	94.4
Cal Poly- Humboldt	CA	\$5,742	\$17,622	136.4
California Polytechnic State University	CA	\$11,490	\$31,674	136.4
Eastern Oregon University	OR	\$8,618	\$22,289	114.7
Fairmont State University	WV	\$8,454	\$18,372	85.2
Midwestern State University	TX	\$5,877	\$7,827	93.0
Missouri Western State University	MO	\$7,740	\$16,260	88.3
Montana Tech of the University of Montana	MT	\$6,113	\$16,593	103.1
Nicholls State University	LA	\$8,906	\$9,999	90.7
Northern Arizona University	AZ	\$11,352	\$27,600	110.0
Oregon Institute of Technology	OR	\$10,491	\$33,397	114.7
Oregon State University - Cascades	OR	\$11,460	\$34,305	114.7
Oregon State University - Corvallis	OR	\$11,460	\$34,305	114.7
Portland State University	OR	\$9,315	\$28,215	114.7
Rogers State University	OK	\$7,600	\$16,260	86.8
Shawnee State University	OH	\$10,448	\$16,928	92.2
Southern Oregon University	OR	\$9,675	\$28,305	114.7
Southwestern Oklahoma State University	OK	\$6,969	\$6,999	86.8
UC-Davis	CA	\$13,752	\$46,326	136.4
UC-San Diego	CA	\$13,752	\$46,326	136.4
University of Hawaii at Manoa	HI	\$11,304	\$33,336	179.2
University of Nevada Reno	NV	\$7,875	\$8,478	101.1
University of Oregon	OR	\$13,013	\$27,097	114.7
University of South Carolina-Upstate	SC	\$11,208	\$22,710	94.3
University of Washington - Seattle	WA	\$12,645	\$41,997	115.7
Washington State	WA	\$11,554	\$27,630	115.7
Western Oregon University	OR	\$9,000	\$28,710	114.7

# Western Undergraduate Exchange

- **WUE Eligible States and Programs**
- Students who are residents of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, South Dakota, Utah, Washington, Wyoming, the Federal States of Micronesia, and the Commonwealth of the Northern Mariana Islands are eligible for WUE tuition.
- All majors in the College of Engineering, Technology and Management, and the College of Health, Arts and Sciences are eligible for WUE tuition **apart from:**
  - Medical Laboratory Sciences (Pre-Medical Laboratory Science is eligible)
  - Pre-Dental Hygiene and Dental Hygiene
  - Pre-Medical Imaging Technology and Medical Imaging Technology (Diagnostic Medical Sonography, Echocardiography, Nuclear Medicine Technology, Radiologic Science, and Vascular Technology)
  - Nursing after acceptance by Oregon Health Sciences University (OHSU) (Pre-Nursing is eligible)
  - Pre-Paramedic and Paramedic Education Program
  - Oregon Tech Online Education Programs

# Tuition Strategies

- Year to Year Tuition Rates- Determined on annual basis and vary year to year (current OT model)
- Block Tuition- Fixed for degree with same payment every term regardless of number of SCH enrolled (e.g. DPT)
- Guaranteed Tuition- Fixed per SCH rate over a period of time
- Guaranteed Tuition Rate- Rate increase capped at some % year to year and tied to cohort for a period of time
- WUE- Non-resident tuition is reduced to 150% of resident rate (current OT Model)
- Collaborate with higher education consultants on tuition models and relevant market correlations

# Annual Tuition Setting Process

- Tuition Recommendation Committee
- Provided for in Statute (ORS 352.102) and Board Policy
- Faculty, staff and students
- Review state funding and university financial position
- Focused on preserving academic program quality and balancing with access and affordability
- Four Committee meetings and two campus forums
- Committee recommendation to the president







## Oregon Tech Housing

### 2023-2024 Academic Year Room Rates

**The Housing Contract is an academic year contract. Charges are per term and are due on the same timeline as all other Oregon Tech fees.**

Room	Rates
<b>Residence Hall Double Room</b>	
<b>Academic Year</b>	<b>\$5940</b>
Fall Term	\$1,980.00
Winter Term	\$1,980.00
Spring Term	\$1,980.00
<b>*Residence Hall Single Room*</b>	
<b>Academic Year</b>	<b>\$6940.00</b>
Fall Term	\$2313.00
Winter Term	\$2313.00
Spring Term	\$2313.00
<b>Village Apartment Single Room</b>	
<b>Academic Year</b>	<b>\$7,470.00</b>
Fall Term	\$2490.00
Winter Term	\$2490.00
Spring Term	\$2490.00
Room charge includes computer network connection, streaming services, laundry facilities, all utilities and social fee (\$20 per term, non-refundable)	
<i><b>*Res Hall Single rooms ONLY an option as space allows. Preferring a single room DOES NOT mean you are assigned a single room. Your name will be added to the waiting list, and ONLY as space allows will Housing offer single rooms.</b></i>	
Early Arrival	\$75 per week
*week defined as Sunday-Saturday; check in during week charged for full week	

### 2023-2024 Meal Plan Rates

Meal Plan	Rates (term/yearly)
Meal Plan #1	\$1566/\$4698
Meal Plan #2	\$1566/\$4698
Meal Plan #3*	\$300/\$900
*Meal Plan #3 is only available for students who have lived on Oregon Tech campus during the 2022-2023 academic year.	



**Responsible Office:** Provost/Academic Affairs

**Contact Number:** 541.885.1663

**Contact Email:** [provostoffice@oit.edu](mailto:provostoffice@oit.edu)

**Revision Date:** 05/26/2023

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**Oregon Tech Policy**  
**OIT-20-040**  
**Academic Rank and Promotion for Instructional Faculty**

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**1. Policy Statement**

This policy outlines eligibility requirements, evaluation criteria, and processes for promotion for all instructional faculty at the Oregon Institute of Technology (Oregon Tech). It includes criteria separately for promotion of tenure track faculty, who have a higher expectation for scholarship and/or research as well as internal and external service, as well as for non-tenure track instructors who have generally higher teaching loads and correspondingly less expectations for service and professional engagement (including but not limited to scholarship and research). Within both tracks, expectations of performance and leadership are higher for each succeeding academic rank. The promotion process takes place during spring term and incorporates meaningful review by fellow faculty at the departmental, college, and university levels as well as by academic administrators.

Non-tenure track instructional faculty should have the same opportunities to participate in governance and in curricular deliberations as tenure track faculty. Since their primary focus is on pedagogy, they will not be expected to participate at the same proportion of time as tenure track faculty in professional engagement or service and any metrics that may be used to monitor their performance should reflect that.

**2. Reason for Policy/Purpose**

Promotion between ranks for represented faculty is intended to reward excellence in teaching, along with satisfactory or exemplary performance in scholarship or other professional engagement, and service at the departmental, institutional, and/or external levels. Depending upon the classification, the proportions between these tasks may vary. In addition, opportunity for promotion is expected to provide employment stability for both the faculty and the university.

As a public university offering innovative and rigorous applied programs in fast-evolving fields, the university, departments, and programs strive to maintain academic quality while supporting an environment that enables the emergence of new programming and the personnel to teach in those



areas. This requires faculty hiring and retention policies that preserve a strong academic environment while providing flexibility to allow development in new areas. The availability of advancement within both tenure- and non-tenure track classification ensures faculty can pursue successful careers while providing for institutional nimbleness and capacity to thrive.

### 3. Applicability/Scope<sup>1</sup>

This policy applies to all instructional faculty with annual appointments of 0.5 Full Time Equivalent (FTE) or more, in both tenure track and non-tenure track classifications.

To the extent that there are any discrepancies or inconsistencies, the Collective Bargaining Agreement (CBA) between Oregon Tech and the Oregon Tech Chapter of the American Association of University Professors (OT-AAUP) takes precedence over this policy.

### 4. **Definitions**

**Tenure Track and Tenured Faculty:** these appointments are distinct, and, instructional faculty who either were hired into an annual tenure appointment, or who have been awarded tenure at Oregon Tech Faculty who have voluntarily relinquished tenure within the previous three years are also included in this category. Promotion is only within the tenure track. The underlying appointment for these positions is in either annual tenure or indefinite tenure appointment. While faculty are welcome to apply for any open position for which they are qualified, these appointments are distinct and other than through an open recruitment, there is no way to change to a fixed term appointment or non-tenure track position.

**Non-Tenure Track Faculty:** these appointments are distinct, instructional faculty who teach half-time or more at Oregon Tech but are in fixed term appointments or non-tenure track lines. Promotion is only within the non-tenure track. The underlying appointment for these positions is a fixed term appointment. While faculty are welcome to apply for any open position for which they are qualified, these appointments are distinct and other than through an open recruitment, there is no way to change to a tenure track position.

**Assistant Professor, Associate Professor, Professor:** ranks to which tenure track faculty may be appointed or promoted. An earned doctoral degree in the field of recruitment or a closely related field is required for appointment to the rank of assistant professor, associate professor, or professor. For select positions, a master's in the field of recruitment or a closely related field along with appropriate professional experience and/or graduate work beyond the master's may be deemed appropriate by the Provost. *Faculty who were hired prior to December 1, 2023, and are in tenured or tenure-track positions, whose highest degree is a master's degree, will not be expected to go on to a doctoral degree unless that was specified in their initial letter of appointment.*

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<sup>1</sup>This policy, when approved, will replace the current policy dated 6/922/2015. There are currently fixed term faculty (non-tenure track) who hold the title of Instructor, Assistant Professor and Associate Professor. Any faculty member with an underlying appointment as a fixed term faculty member will be laterally moved into the appropriate new rank in the Non-tenure track ranks, based upon qualifications – degree, years of service and years in current rank. All current faculty who are fixed term and in the “Instructor” rank, will remain in that rank. As of the date of the adoption of this policy, those fixed term faculty who *referred to themselves as have the working titles of* Assistant Professor or Associate Professor will be allowed to continue to use those honorific titles in the classroom for the remainder of their employment at Oregon Tech. However, their official rank for the fixed term appointment will be converted as previously mentioned for their official Human Resources file.

**Instructor, Senior Instructor 1, Senior Instructor 2:** ranks to which non-tenure track faculty may be appointed or promoted. A master's degree or higher in the field of recruitment or a closely related field is required for appointment to the rank of Instructor, Senior Instructor 1, or Senior Instructor 2.

**Provisional Instructor:** a provisional, entry-level rank reserved for non-tenure track faculty who hold a baccalaureate degree and other suitable qualifications in the field of recruitment or a closely related field, but who lack a master's degree. As a condition of their hire, they will be required to work on earning a master's degree or higher in the field of recruitment or a closely related field within a specified number of years. The degree being pursued will be specified in writing by the department chair and dean, with the approval of the Provost. Upon successful completion of the master's degree, the faculty will be moved from the provisional rank to the fixed term rank of Instructor. Failure to complete the master's degree within the specified years shall result in discontinuation of employment unless the Provost deems it appropriate to extend the period to complete the degree. The decision of the Provost shall be final. Provisional rank appointments allow the possibility of developing our own fully qualified faculty in critical areas and will generally only be made if that position cannot be filled directly by someone who already has a higher degree in the field of recruitment.

**E-Portfolio:** A secure electronic file where candidates submit their application for promotion where they articulate how they meet the criteria for promotion. The candidate is the only person who can make any changes to the application until the submission deadline. The e-portfolio process is managed by the Provost's Office. Subsequent to the submission deadline, the application is secured so that no further changes or alternations can occur to its contents. The e-portfolio contains the candidate's application and the assessments and recommendations at all levels of review which will be added to the e-portfolio as they become available during the review process. The Provost's Office will provide access to appropriate persons relevant to the review process and to the candidate to view the application. Each level of review will submit their final assessment and recommendation to the Provost's office by the designated date. The Provost's office will add these documents to the e-portfolio and notify both candidate and the next level of review. The e-portfolio represents the official source of documents for the promotion process to ensure security and consistency. At the end of the process, the e-portfolio remains as part of their evaluative file in the Provost's Office.

[DocuSign: the electronic signature collection software used by the university at the time this policy was enacted. In the future, this will continue to be managed electronically by the Provost's office, but could be replaced by other software if needed.](#)

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## 5. Policy

### 5.1 Eligibility

Following four full years (FTE<sup>2</sup> years) of service in their current rank at Oregon Tech, faculty will be eligible to apply for promotion in spring of the fifth year. The promotion, if awarded, shall be effective for the fall of their sixth year. For faculty hired in the middle of the academic year (such as in winter or spring terms), the following academic year will usually serve as their first year of service

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<sup>2</sup> For example, a candidate with a 0.5 FTE appointment will be required to complete eight years of service.

at Oregon Tech for promotion purposes, unless deemed differently by the Provost. Promotion recognizes attainment of specific criteria and movement within the faculty member's career; under no circumstances should promotion be considered automatic after four FTE years in current rank. At the time of hire, credit granted toward time in rank may be awarded only with the recommendations of the department chair and dean, and approval of the Provost.

Sabbatical leave enhances the faculty member's expertise and value to the college; therefore, time spent on sabbatical leave will be credited toward time in rank to satisfy eligibility requirements for promotion.

Promotion decisions will be based on the faculty member's e-portfolio, outlining, and providing context for the achievements within the five most recent years. Candidates must satisfy all promotion criteria. However, an equal emphasis across criteria is not required. In preparing their e-portfolios, candidates shall refer to the E-Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review (located on TechWeb).

## 5.2 Tenure Track or Tenured Promotion Criteria

The workload for tenure track and tenured faculty represents a combination of Instructional and Non-Instructional activities; the proportion of these activities is outlined in the current CBA. It is acknowledged that the distribution of these activities may change over the course of a faculty member's career as long as they remain consistent with the underlying classification.

### 5.2.1 Tenure Track & Tenured: Assistant Professor to Associate Professor

#### Eligibility Requirements

A minimum of four, completed, full years as a full-time 1.0 FTE Assistant Professor<sup>3</sup>, and an earned doctoral degree in the field of recruitment or a closely related field is required for promotion to the rank of associate professor. For select positions, a master's in the field of recruitment or a closely related field along with appropriate professional experience and/or graduate work beyond the master's deemed appropriate and approved by the Provost *at the time of hire, unless formally notified, is sufficient for promotion to the rank of Associate Professor.* Indefinite tenure is required for promotion to Associate Professor.

#### Criteria for Promotion

Demonstrate excellence in Instructional activities in all of the following ways:

- Foster student learning in an environment that promotes student mastery of course objectives.
- Assume initiative in carrying out departmental objectives.
- Remain current with best practices within the recognized field of study.
- Contribute to the design and improvement of departmental courses and curricula.
- Participate in professional engagement related to teaching and learning.

Demonstrate excellence in Non-Instructional activities in both areas below:

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<sup>3</sup> For example, a candidate for promotion to Associate Professor with a 0.5 FTE appointment will be required to complete eight years of service as a tenure-track Assistant Professor.

- Show evidence of continuing professional engagement, scholarship, and creativity. Evidence may include but is not limited to: applied and/or theoretical research, contributing to state, regional, or national/international professional organizations, pursuit of internally and/or externally sponsored grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.
- Demonstrate service internal to the department, college, and/or Oregon Tech; and/or external service to the profession and community. Internal service may include but is not limited to: contributing to departmental objectives, participating in campus activities outside the department, active committee work, and/or mentoring less experienced faculty. External service may include but is not limited to a role in a professional society, editorship, manuscript reviewer, or community leadership related to the academic field of the candidate.

In itself, a long period of employment in the rank of Assistant Professor does not justify promotion to the rank of Associate Professor.

### 5.2.2 Tenure Track & Tenured: Associate Professor to Professor

#### Eligibility Requirements

A minimum of four, completed, full years as a full-time 1.0 FTE Associate Professor<sup>4</sup>, and an earned doctoral degree in the field of recruitment or a closely related field is required for promotion to the rank of Professor. For select positions, a master's in the field of recruitment or a closely related field along with appropriate professional experience and/or graduate work beyond the master's deemed appropriate and approved by the Provost *at the time of hire, unless formally notified, is sufficient for promotion to the rank of Professor.* Indefinite tenure is required for promotion to Professor.

#### Criteria for Promotion

The rank of Professor is the highest rank attainable in the tenure track. Appointment or promotion to this rank therefore requires evidence of exceptional distinction by a combination of leadership, accomplishment, and service in the scholarly, educational, and intellectual life of the university or wider academic community. In itself a long period of service does not justify promotion to the rank of ~~Full~~ Professor.

Promotion to Professor recognizes that the candidate has demonstrated a history of distinction in scholarship or leadership, which goes substantially beyond what was expected for promotion to Associate Professor and has a positive impact on the academic community beyond the faculty member's own department.

Distinction in scholarship furthers the mission of Oregon Tech by bringing opportunities to our students, partnerships with external industries and agencies, and recognition of Oregon Tech in the broader academic community. Scholarship may take many forms in different disciplines, with many measures of success, but distinction in scholarship should include several forms over a sustained period. These forms may include involvement of Oregon Tech students in projects or research, external conference presentations, peer-reviewed publications, external funding, patents, or research

<sup>4</sup> For example, a candidate for promotion to Professor with a 0.5 FTE appointment will be required to complete eight years of service as a tenure-track Associate Professor.

partnerships with industries and agencies. This is not intended to be an exhaustive listing; candidates should document all activities they deem relevant. Candidates are responsible for establishing the significance and scholarly nature of all activities.

Oregon Tech is an institution that practices shared governance, which requires that leadership qualities are fostered and rewarded among the faculty. Faculty ensure institutional success by participating in and leading decision-making processes that have far-reaching effects. Leadership requires commitment, integrity, accountability, and initiative, as well as an ability to collaborate, build consensus, apply sound judgment, and take responsibility for decisions. Leadership qualities may be evidenced in a broad variety of activities, including in the governance of the department, campus, or university, in program development, in other university-wide activities, or in the candidate's discipline. Candidates are responsible for establishing the significance and impact of all leadership activities.

In addition, all candidates for promotion to Professor are expected to satisfy the following criteria.

Demonstrate continued excellence in Instructional activities in all of the following ways:

- Foster student learning in an environment that promotes student mastery of course objectives.
- Assume initiative in instructional improvement and curricular development in the department.
- Demonstrate expertise in subject matter; remain current with best practices within the recognized field of study.
- Contribute to the design and improvement of departmental courses and curricula.
- Participate in professional engagement related to teaching and learning.

Demonstrate continued excellence in Non-Instructional activities in both areas below:

- Show evidence of continuing professional engagement, scholarship, and creativity. Evidence may include but is not limited to: applied and/or theoretical research, contributing to state, regional, or national/international professional organizations, pursuit of internally and/or externally sponsored grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.
- Actively contribute in service to the department, campus, or university, participate actively in university committee activities and/or demonstrate service to the profession or community. This can include but is not limited to: leading departmental objectives, providing leadership in campus and university activities, leadership in committee work, engaging in professionally-related public service, and/or mentoring less experienced faculty. Service to the profession or community should be related to the candidate's academic field and may include a role in a professional society or the community.

In itself, a long period of employment in the rank of Associate Professor does not justify promotion to the rank of Professor.

### 5.3 Non-Tenure Track Promotion Criteria

The workload for non-tenure track faculty represents a combination of Instructional and Non-Instructional activities; the proportion of these activities is outlined in the current CBA. It is acknowledged that the distribution of these activities may change over the course of a faculty member's career as long as they remain consistent with the underlying classification.

#### 5.3.1 Non-Tenure Track: Instructor to Senior Instructor 1

##### Eligibility Requirements

A minimum of four, completed, full years as a full time 1.0 FTE Instructor<sup>5</sup> and a master's degree or higher in the field of recruitment or a closely related field.

##### Criteria for Promotion

Demonstrate excellence in Instructional activities in all of the following ways:

- Foster student learning in an environment that promotes student mastery of course objectives.
- Select and organize course content which reflects current knowledge, skill, and methodology.
- Assess and evaluate student achievement effectively.
- Participate in professional engagement related to teaching and learning.

Demonstrate excellence in Non-Instructional activities in the following ways:

- Participate in departmental meetings and university training activities.
- Proportionate to classification, contribute to departmental objectives, such as advising, student recruitment, assessment, and/or mentoring less experienced faculty.
- Active scholarship and/or creative works are not required, but if present are also recognized as valuable in fulfillment of non-instructional activities. Professional engagement may be evidenced in a broad variety of activities. This may include but is not limited to: applied and/or theoretical research, contributing to state, regional, or national/international professional organizations, pursuit of internally and externally sponsored grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.

In itself a long period of employment as an Instructor does not justify promotion to the rank of Senior Instructor 1.

#### 5.3.2 Non-Tenure Track: Senior Instructor 1 to Senior Instructor 2

##### Eligibility Requirements

A minimum of four, completed, full years as a full-time 1.0 FTE Senior Instructor 1<sup>6</sup> and a master's degree or higher in the field of recruitment or a closely related field.

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<sup>5</sup> For example, a candidate for promotion to Senior Instructor 1 with a 0.5 FTE appointment will be required to complete eight years of service as an Instructor.

<sup>6</sup> For example, a candidate for promotion to Senior Instructor 2 with a 0.5 FTE appointment will be required to complete eight years of service as an Senior Instructor 1.

### Criteria for Promotion

Promotion to the rank of Senior Instructor 2 is the highest rank attainable for non-tenure track faculty and includes expectations of a history of leadership in some area. This leadership should be in the area of instruction as this is the majority of the work in this classification. The evidence should include demonstration of distinction in instructional and pedagogical advancements (for example curricular development). Professional engagement or service may also contribute.

Leadership requires commitment, integrity, accountability, and initiative, as well as an ability to collaborate, build consensus, apply sound judgment, and take responsibility for decisions.

In addition, all candidates for promotion to Senior Instructor 2 are expected to satisfy the following criteria.

Demonstrate continued excellence in teaching in all of the following ways:

- Foster student learning in an environment that promotes student mastery of course objectives.
- Assume initiative in instructional improvement and curricular development in the department.
- Contribute to the design and improvement of departmental courses and curricula.
- Participate in professional engagement related to teaching and learning.

Demonstrate excellence in Non-Instructional activities in the following ways:

- Participate in departmental meetings and university training activities.
- Proportionate to classification, contribute to departmental objectives such as advising, student recruitment, assessment, and/or mentoring less experienced faculty.
- Active scholarship and/or creative works are not required, but if present are also recognized as valuable in fulfillment of this requirement. Professional engagement may be evidenced in a broad variety of activities. This may include but is not limited to: applied and/or theoretical research, contributing to state, regional, or national/international professional organizations, pursuit of internally and externally sponsored grants, refereed publications, professional certification, consulting work, Open Educational Resource (OER) development, continuing coursework, or conference participation.

In itself a long period of employment as a Senior Instructor 1 does not justify promotion to the rank of Senior Instructor 2.

#### Promotion Committees: Responsibilities and Membership

##### 5.3.3 Department Promotion Advisory Committee (DPAC)

Each department shall form a Department Promotion Advisory Committee (DPAC) to consider faculty promotions.

- a. —By the end of the eighth week of winter term, the department chair shall appoint a five-member DPAC. For the sake of consistency in tenure and promotion decisions, members of the departmental Tenure Review Committee will also serve on the DPAC, if eligible. Faculty ineligible to serve on the DPAC include the department chair, members of the University Promotion Advisory Committee, non-tenured faculty who have been faculty for less than five



years at Oregon Tech, and faculty being considered for promotion. However, full-time non-tenure track faculty who have been at Oregon Tech for five or more years or faculty who have relinquished tenure prior to retirement are both eligible.

- b. —If one or more members of the Tenure Review Committee are not eligible to serve on the DPAC, all full-time department members, including the department chair, tenured/non-tenured faculty, and candidates for tenure/promotion, will elect alternate DPAC members from eligible faculty inside or outside the department. Preference first should be given to members of other departments in which the candidate holds a split appointment and then to faculty most likely to be knowledgeable about the candidate. Whenever possible, at least one member of the DPAC should be from the same campus/location as the candidate, even if that committee member is not from the candidate's own department.
- c. —Exceptions to the committee membership rules may be requested of the college dean by submission of letters from both the candidate and department chair.
- d. —The department chair shall designate a member of the DPAC to convene its first meeting. The DPAC will select a chair from within its membership. Each committee member shall complete the statement of ethics document via DocuSign, as provided by the Provost's office, before access is granted to the committee to the e-portfolio(s) for their department.
- e. —If the department chair has applied for promotion and met the eligibility requirements and criteria, the college dean will serve in place of the department chair and the Provost in place of the college Dean in the review process.

#### **5.4.2 College Promotion Advisory Committee (CPAC)**

Each college shall have a committee to recommend faculty promotions.

- a. —The college dean shall schedule a meeting of the College Promotion Advisory Committee (CPAC) by the end of the fifth week of spring term to consider departmental recommendations for promotion. CPAC membership should be sent to the Provost's Office by 5:00 pm Friday of the 9<sup>th</sup> week of Winter Quarter. The committee will consist of a non-voting moderator, all the college department chairs, and DPAC chairs. The moderator will be a faculty member who has been faculty at Oregon Tech for at least six years and is appointed by the college dean. Each department shall have at least two representatives on the CPAC.
- b. —The moderator will convene the committee, providing all documentation on recommendations. Each committee member shall complete the statement of ethics via DocuSign as provided by the Provost's Office. Before access is granted to the e-portfolio.
- c. —A department chair being considered for promotion will be replaced by a full professor or ranking faculty member to be selected by the college dean from the appropriate CPAC.
- d. By the beginning of the ninth week of the Winter Quarter, the Dean's office will notify the Provost's Office of the membership of DPAC and CPAC. The Provost's Office will send each committee member the ethics statement, which must be completed, via DocuSign.

#### **e.4.2 University Promotion Advisory Committee (UPAC)**

The university shall have a committee to recommend faculty promotions.

- a. —The University ~~and~~ Promotion Advisory Committee (UPAC) is a peer group of instructional faculty whose purpose is to provide university-wide perspective in the promotion process for instructional faculty. In selecting members, the diverse interests of faculty, including

geographical location, should be considered for committee constitution. This committee shall be a standing committee consisting of three full professors from the instructional faculty appointed by the Provost, four full professors from the instructional faculty appointed by the president of the Faculty Senate, and the Executive Director of Diversity, Inclusion and Cultural Engagement (DICE) as-ex-officio. The Provost shall appoint a chair from the seven members. The chair shall have served on the committee for at least two prior years and will serve a one-year term, which may be renewed.

- b. —Appointments to the UPAC will normally be for a term of three years. However, shorter terms of appointment may be made as there shall be no more than three new members of this committee in any given year. Any member or prior member may be re-appointed.
- c. If a member of the UPAC is unable to serve a portion of the term, the chair of the UPAC will request that an alternate be appointed; the original appointing officer (Faculty Senate president or Provost) will appoint the alternate.
- d. Each committee member shall complete the ethics statement via DocuSign, provided by the Provost's Office. ~~A copy of the signed ethics statement should be~~ [HYPERLINK "mailto:](mailto:) before access is granted to the committee to the e-portfolios.

#### **5.5 Timeline and Procedure for Academic Rank and Promotion for Instructional Faculty**

- a. All parties shall abide by the following timeline. However, the Provost may modify the timeline if a reasonable need to do so is determined.
- b. By 5:00 pm Friday of the 1st week of Fall Quarter, the Provost shall inform department chairs of faculty eligible for promotion based on time in rank. By 5:00 pm Friday of the 2nd week of Fall Quarter, each department chair shall inform faculty in writing when they have met minimum eligibility requirements for promotion. The department chair will also confirm eligibility to the Provost's Office.
- c. By 5:00 pm Friday of the 9<sup>th</sup> week of Fall Quarter faculty eligible for promotion will notify the Provost's Office of either their intent to apply for promotion or that they will not be applying for promotion. Once submitted the application will be provided securely to all reviewing bodies articulated in the process per the timeline below.
- d. All faculty applicants will submit their application electronically to the Provost's Office no later than 5:00 pm Friday of the 1st week of Spring Quarter. The document will be secured after this deadline so that there can be no changes. It will then be released to all reviewing bodies simultaneously as long as the ethic statements have been received by the Provost's Office. This will allow each level to begin to review the documentation submitted by the candidate.
- e. Each level of review is charged with completing an independent assessment of the e-portfolio, considering any prior levels of assessment, and developing a recommendation. This written recommendation must contain supporting rationale, this should include rationale for any difference in recommendation from a prior level of review. Any split votes should have documentation of the underlying rationale. All deliberations of the review committees are confidential and may not be discussed outside of the committee.
- f. All assessments and recommendations must be provided to the Office of the Provost no later than 5:00 pm of Friday of the week that they are due. The Office of the Provost will insert the

assessment and recommendation into the e-portfolio for review by the next level. The Office of the Provost will also provide it to the candidate.

- g. **Department Promotion Advisory Committee (DPAC)**; will receive the e-portfolio including the application submitted by the candidate, no later than 5:00 pm Friday of the 1<sup>st</sup> week of Spring Quarter. DPAC will conduct an assessment of the candidate in accordance with the criteria outlined above and submit an independent recommendation to the Office of the Provost no later than 5:00 pm Friday of the 3<sup>rd</sup> week of Spring Quarter. This assessment will provide documentation of the recommendation and a description of any split votes.
- h. **Department Chair**: will have access to the e-portfolio no later than 5:00 pm Friday of the 1<sup>st</sup> week of Spring Quarter. They may begin to review the portfolio. However, their independent assessment and recommendation must include a review of the recommendation provided by DPAC. Should their assessment and recommendation differ from DPAC, the documentation should reflect the rationale. The Department Chair will submit their assessment and recommendation no later than 5:00 pm Friday of the 4<sup>th</sup> week of Spring Quarter.
- i. **College Promotion Advisory Committee (CPAC)**: will receive access to the portfolio submitted by the candidate no later than 5:00 pm of the Friday of the 1<sup>st</sup> week of Spring quarter. They may begin to review the portfolio; however, their independent assessment and recommendation must include a review of the recommendations of DPAC and the Department Chair. CPAC will turn in their assessment and recommendation no later than 5:00 pm Friday of the 5<sup>th</sup> week of the Spring Quarter to the Office of the Provost. This assessment will provide documentation of the recommendation and a description of any split votes. Should their assessment and recommendation differ from the prior levels of review, the documentation should reflect the rationale.
- j. **Dean**: will receive access to the portfolio submitted by the candidate no later than 5:00 pm Friday of the 1<sup>st</sup> week of Spring quarter. They may begin to review the portfolio; however, their independent assessment and recommendation must include a review of the recommendations provided by DPAC, the Department Chair, and CPAC. Should their assessment and recommendation differ from the prior levels of review, the documentation should reflect the rationale. The Dean will submit their assessment and recommendation no later than 5:00 pm Friday of the 6<sup>th</sup> week of Spring Quarter.
- k. **The University Promotion Advisory Committee (UPAC)**: will receive access to the portfolio submitted no later than 5:00 pm Friday of the 1<sup>st</sup> week of Spring quarter. They may begin to review the portfolio; however, their independent assessment and recommendation must include a review of the recommendation provided by DPAC, the Department Chair, CPAC, and the Dean. UPAC will submit their assessment and recommendation to the Office of the Provost no later than 5:00 pm Friday of the 9<sup>th</sup> week of Spring Quarter. This assessment will provide documentation of the recommendation and a description of any split votes. Should their assessment and recommendation differ from the prior levels of review, the documentation should reflect the rationale.

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

7th week of Spring Quarter. 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 Quarter.

l. **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 University Promotion Advisory Committee. 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 e-portfolio, shall be placed in the candidate's evaluative file no later than 5:00 pm Friday of the 11th week of Spring Quarter.

#### 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 OT 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 Records Policy, OIT-22-010.

#### 6. Links to Related Procedures, Forms, or Information

E-Portfolio Guidelines for Promotion, Tenure, and Post-Tenure Review

#### 7. Policy Review/Consultation/Responsible Officer

This policy was reviewed and open to consultation by the following Oregon Tech committees and/or advisory groups:

- Faculty Senate

This policy was revised pursuant to Oregon Tech's policy review and making process.

#### 8. Policy Approval

—Approved by the President on ~~January 30, 2024~~~~January 29, 2024~~January 24, 2024.

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Nagi G. Naganathan, Ph.D., ASME Fellow  
President

**Adoption Date**

May 19, 2009

**Supersedes, Renames, and Renumbers**

OIT-20-040 dated June 22, 2015

**Revision Dates**

April 14, 2010

April 5, 2011

— June 10, 2014

May 20, 2015

June 9, 2015

## CHARTER OF THE FACULTY SENATE OF OREGON INSTITUTE OF TECHNOLOGY

### PREAMBLE

The Faculty exercises its power to initiate action to promote faculty welfare, including but not limited to recommending policy and providing advice, through its representative body, the Faculty Senate in cooperation with the Faculty Bargaining Unit, Oregon Tech AAUP. It has the responsibility, on behalf of the Faculty, of considering proposed changes in the policies of the institute and may suggest such changes on its own initiative. It has the sole responsibility, on behalf of the Faculty, of recommending policy changes to the president of the institute for consideration. "Policy," under this Charter, means a general rule for the conduct of the institute that affects:

- (a) The purposes or goals of the institute;
- (b) The nature and scope of its program; or
- (c) Its standards of teaching, research, and scholarship.

It has the responsibility of considering all proposed policy changes which affect the general welfare of the Faculty. The Senate, furthermore, may consider and recommend specific means of insuring the continuance of academic freedom at this institute.

### Article I: COMPOSITION OF THE SENATE

#### Section 1: Qualifications and Eligibility:

- A. The electorate will be those full-time faculty members of Oregon Institute of Technology as defined in Article III of The Constitution of the Oregon Institute of Technology Faculty.
- B. Only those full-time faculty members who are not members of the Academic Council are eligible for election to the Senate except that the Academic Council ~~may~~ elect ~~two~~ one of its members to the Senate, one from the college of Health Arts and Science (HAS) and one from the college of Engineering Technology and Management (ETM). ~~These~~ is senators will have full voting rights but will not hold any office. The admission to the Senate of ~~this one~~ these two senators is contingent upon the reciprocal admission of the Senate president to the President's Council and the Senate vice-president to the Academic Council.

#### Section 2: Membership:

- A. The Senate shall be composed of the senate president elected at large, five senators elected at large and senators elected from each of the faculty groups listed in the Senate Bylaws, Article I, Section 2; each faculty group

**Commented [AG1]:** We changed this back to MAY elect TWO senators instead of SHALL elect ONE.

NEW: one from ETM and one from HAS. We felt that we couldn't dictate what academic council does. If we are allowing instead of dictating, we can indicate that one from each college is welcome.

listed in that section is authorized to elect one senator for every ~~fifteen~~  
ten fulltime faculty members or major fraction thereof.

**Commented [AG2]:** We were going to change this to 15 and then decided on 10 after looking more closely at the faculty numbers.

- B. The term of office of the senate president shall be two years; the terms of office of the five senators elected at large shall be three years; the terms of office of senators elected by faculty groups shall be for two years.

Section 3: **Election Procedure:** Election of the senate president shall be conducted by the Elections Committee not later than the first two weeks of February. Other senate elections shall be conducted by the Elections Committee not later than the first two weeks of May. Elections for all senators shall be by secret ballot. Elections shall be conducted in two stages: a nomination and an election, in accordance with the procedures set forth in the Senate Bylaws, Article II, Section I.

Section 4: **Alternates:** Each senator other than the senate president will designate an alternate from his or her elective group who will be expected to attend those meetings which the elected senator is unable to attend. If a senator is unable to complete the term of office, the alternate will automatically be designated as senator and will serve until the next regular election. If the senate president is unable to complete the term of office, a special election shall be held in a timely fashion in accordance with the procedures set forth in the Senate Bylaws.

Section 5: **Responsibilities:** Members of the Faculty Senate are the uninstructed representatives of their constituents. It shall be the responsibility of the members to seek the opinions of their constituents, but having done so, the members of the Faculty Senate shall feel free to make decisions and vote on matters according to their own reasoned judgment.

## Article II: **ORGANIZATION OF THE SENATE**

Section 1: **Officers:** The officers of the Senate other than the president shall be elected by the Senate membership at a special meeting at the end of the academic year and shall include, but not be restricted to: a vice-president and a secretary. The officers shall perform those duties set forth in the Bylaws.

Section 2: **Term of Office:** The terms of office of Senate officers other than the president shall be for one year. In the event of a vacancy in the office of the president of the Senate, the vice-president shall assume that office until a special election is held. In the event of a vacancy in any other office, a replacement will be elected at the next Senate meeting.

Section 3: **Recall:** A senator may be recalled at any time. To initiate the recall of a senator, a petition signed by twenty-five percent of the Faculty that they represent must be delivered to the chair of the Senate Elections Committee.



Upon validation of said petition, the chair of the Elections Committee will immediately conduct a recall vote among the petitioning faculty group. A simple majority is required for recall.

Section 4: **Standing Committees:** The Senate shall have, but not be limited to, the following committees:

A. **Executive Committee:** The Executive Committee shall consist of the officers of the Senate and two members elected from the Senate. The term of office shall be for one year.

B. **Elections Committee:** ~~The role of the Elections Committee will be fulfilled by the Executive Committee.~~ The elections committee shall have at least 3 members of the Faculty appointed annually by the president of the senate. The committee will call all elections required under the Charter, notify the individuals elected as senators, notify the president of the Senate of election results and inform the Faculty of election results.

**Commented [AG3]:** Per faculty senate's and Beverly & Dr. Afjeh's suggestions, we have decided not to go forward with making SenEx the elections committee. We have reduced the number of members of the elections committee from 5 to 3.

C. **Faculty Appeals Committee:** The Faculty Appeals Committee shall be composed of three tenured faculty members who shall designate an alternate. The term of office shall be for two years. No officers of the Senate shall be eligible. When the committee considers a case, any member of the committee involved in any way in the case shall disqualify himself and shall be replaced by an alternate who has had no previous connection with the matter to be considered. The committee shall elect its own chair. The committee shall conduct all hearings on matters of conflict between members of the Faculty. It shall also be the responsibility of the committee to reduce friction and forestall conflict among faculty members by investigating sources or potential sources of such friction and conflict which are referred to the attention of the committee and by recommending appropriate action to concerned individuals or groups. Voting members shall include faculty from at least two OIT program locations.

**Commented [AG4]:** Removing from all committees for consistency and difficulty in satisfying this criteria

D. **Faculty Policy Committee:** This committee shall have at least five tenured faculty members and three non-tenured faculty members appointed by the Senate president. One of the committee members shall be selected from the Promotion Advisory Committee (PAC). The term of office shall be for two years. This committee shall formulate policy on matters of concern to the Faculty, for approval by the Faculty. The duties of the committee include, but are not limited to: ~~considering those matters which affect the welfare of the Faculty; considering issues involving relationships between administration and faculty~~ faculty matters; developing policies related to rank, promotion and tenure; and monitoring and providing resources to the various tenure and promotion committees. Voting members shall include faculty from at least two OIT program locations.

**Commented [AG5]:** We are removing the 'faculty welfare' verbiage so as not to infringe upon AAUP purview

E. **Academic Standards Committee:** This committee shall have at least five faculty members: ~~at least 2 tenured, three tenured, two non-tenured or non-tenure track members who have been at Oregon Tech for at least five years,~~ appointed by the ~~Senate president~~ committee chair. One committee member shall be a member of the Curriculum Planning Commission (CPC). One committee member shall be a member of Graduate Council. Any department may have no more than one member on the committee. The term of office shall be for two years. The committee shall initiate discussion, disseminate information, and review and recommend policies relating to academic quality and standards. The committee shall regularly communicate with the General Education Advisory Council (GEAC) and Assessment Committee to ensure coordination of effort. ~~Voting members shall include faculty from at least two OIT program locations.~~

**Commented [AG6]:** We are removing non-tenure track requirement verbiage as we do not want to force/pressure NTT involvement

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F. **Diversity, Equity, and Inclusion (DEI):** This committee shall be comprised of three members of the Faculty. The term of office shall be for two years. One of the committee members shall serve as representative in the DICE Steering Committee. The committee shall initiate discussion, disseminate information, and review and recommend policies relating to diversity, equity, and inclusion. ~~Voting members shall include faculty from at least two OIT program locations.~~

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G. **Committees, ad hoc:** The Senate president, with the approval of the Senate shall appoint members of ad hoc committees. Such committees, which may include faculty members which are not senators, shall report in the same manner as the standing committees.

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H. **Subcommittees:** Standing and ad hoc committees may designate necessary subcommittees, subject to Senate approval.

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Section 5: **Meetings:** During the academic year, the Senate shall meet on the first Tuesday of each month. The secretary of the Senate shall make such provisions as are necessary to ensure that voting shall be by members of the Senate only. At the discretion of the president of the Senate, a special meeting may be called. A meeting may be canceled by the president when it is determined by the Executive Committee that there is not sufficient business to warrant holding a meeting.

Section 6: **Campus Facilities:** In carrying out its function as a recognized institute organization, the Senate will have the use of the campus facilities for its

meetings, and such secretarial help and supplies as are necessary for proper and efficient dispatch of its duties.

Section 7: **Quorum:** Two-thirds of the Senate membership shall constitute a quorum for the transaction of business. All policy recommendations of the Senate shall be by a two-thirds majority of members present and voting.

Section 8: **Authority and Responsibility:** The Senate recognizes that it is subject to the limitations and restrictions stated in the Oregon Institute of Technology Board of Trustee Policy.

Section 9: **Bylaws and Rules:** The Senate may adopt such bylaws and rules as it deems necessary for its actions.

Article III: **COMMUNICATIONS**

Section 1: **Agenda:**

- A. The president of the Faculty Senate shall be responsible for publishing the agenda for each Faculty Senate meeting at least one week prior to the regular meeting. Deviations from the published agenda will be permitted only by a majority vote of the senators present
- B. Any member of the Faculty may petition and secure consideration by the Faculty Senate of any appropriate matter by submitting a written request to the Senate president before the publication of the agenda.
- C. Another method of obtaining a hearing is the submission of an initiative petition, signed by at least ten percent of the Faculty, to the president of the Senate. This petition will insure that the item submitted will be placed on the agenda of the next regular Faculty Senate meeting.

Section 2: **Minutes:** Minutes of meetings shall be taken in sufficient detail to permit adequate understanding of Faculty Senate actions by interested faculty members who are not present. The minutes shall be published as soon as practicable following each meeting and be made available to all faculty members.

Section 3: **Recommendations to the President:** A recommendation or other formal communication of the Faculty Senate shall, upon its adoption by the Senate, forthwith be put into writing with a record of the vote, signed by the president or vice-president of the Senate, and transmitted to the president of Oregon Institute of Technology.

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Article IV: **REVIEW OF SENATE ACTION BY THE FACULTY**

Section 1: **Procedures for Petition:** To rescind any action of the Faculty Senate, a petition signed by 25 percent of full-time faculty members must be presented to the Senate president.

Section 2: **Procedure for Referendum:** Upon validation of said petition by the Executive Committee, the Senate president shall conduct a referendum vote of eligible faculty. A two thirds majority is required to rescind.

Article V: **REFERRAL OF ISSUES TO THE FACULTY**

Those issues which the Senate decides are of special concern to the Faculty shall be referred to the Faculty for referendum vote. A simple majority of eligible faculty members responding is required for approval.

Article VI: **AMENDMENTS**

Section 1: **Proposal:** An amendment to this Charter may be proposed by either (a) two thirds of the members of the Faculty Senate; or (b) an initiative petition signed by 20 percent of the entire Faculty and presented to the president of the Faculty Senate.

Section 2: **Appraisal of Amendments:** Consideration of the proposed amendment shall be given at the next regular meeting of the Senate which follows the first reading of that proposal. Approval by two-thirds of the senators voting on the issue is necessary before the amendment is sent to the Faculty for vote by mail ballots. The proposed amendment may, on second reading, be amended on the floor of the Senate, but the proposal, as amended, must be referred to a committee for clearance on clarity of language or possible conflict with other sections of the Charter. A majority of valid votes cast on the mail ballot shall constitute an effective vote.

Section 3: **Approval:** All amendments so approved by faculty senate shall become part of this Charter when approved by the president of Oregon Institute of Technology.

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This is to certify my concurrence with the *Charter of the Faculty Senate* of Oregon Institute of Technology as amended.

\_\_\_\_\_  
President  
Oregon Institute of Technology

\_\_\_\_\_  
Faculty Senate President  
Oregon Institute of Technology

Date: \_\_\_\_\_

**BYLAWS OF THE FACULTY SENATE  
OF OREGON INSTITUTE OF TECHNOLOGY**

Article I: **MEMBERSHIP OF THE FACULTY SENATE**

Section I: **Membership** — The membership shall be as follows:

- A. **Six senators at large.** One At-Large Position is designated as senate president. The senate president must be tenured at the time of election, and must have served for at least two years on faculty senate at the time of election. One At-Large Position will be designated as the senate representative to the Interinstitutional Faculty Senate and will be elected to a three-year term to run concurrently with the IFS term of office. Election of this At-Large Position will be held one month before the beginning of the next IFS term of service and will otherwise be conducted following normal election procedures.
- B. **Senators elected by the faculty groups.** Each faculty group as listed in Article I, Section 2 of the Bylaws, is entitled to elect one senator for every ~~fifteen-ten~~ full-time faculty members (or major fraction thereof) within that faculty group. Any faculty group with less than ~~fifteen-ten~~ full-time faculty members is entitled to elect one senator. If the teaching assignment of a full-time faculty member requires that they be a part of more than one faculty group, then they will be considered a member of that faculty group in which they devote the majority of their teaching time.
- C. **~~One-Two~~ senators from the Academic Council.** One senator ~~will may~~ be elected from and by the Academic Council under the provisions stated in the Charter of the Faculty Senate, Article I, Section 1 B.
- D. **One senator *ex officio* from the Administrative Council.** The representative from the Administrative Council will be designated by members of that group. Any member of the Administrative Council may fill this position at a given meeting. Because of the *ex officio* nature of this position, the Administrative Council representative will not be counted for quorum call and will not vote.
- E. **One senator *ex officio* from the President's Council.** Any member of the President's Council may fill this position at a given meeting. Because of the *ex officio* nature of this position, the President's Council representative will not be counted for quorum call and will not vote.
- F. **Two senators *ex officio* from ASOIT:** The presidents of Klamath Falls ASOIT and Portland-Metro ASOIT or other representatives shall be *ex officio* members of the OIT Faculty Senate. Because of the *ex officio* nature of these positions, the representatives will not be counted for quorum call and will not vote.

Section 2: **Faculty Groups Authorized to Elect Senators:**

- College of Engineering, Technology and Management
- College of Health, Arts and Sciences
- Library Faculty

Any OIT program location with ~~eight-six~~ or more faculty in one of the above groups shall be entitled to at least one senator from that group for each ~~fifteen~~ ~~ten~~ faculty or major fraction thereof from that location. In the event there are no faculty willing or able to fill positions from a particular location, those positions will be filled by faculty elected from another location. All senators, although elected under a specific faculty group, are chosen to afford a special means of communication of ideas throughout the OIT community. All senators will act as prescribed in the Charter of the Faculty Senate, Article I, Section 5.

Article II: **NOMINATION AND ELECTION PROCEDURES**

Section I: **Selection and Election of Senators:**

- A. During the week of the first Monday in February, the Elections Committee shall conduct an election for senate president, by secret ballot. Two weeks or more prior to the first Monday in May, the Elections Committee shall conduct an election of senators, by secret ballot, for those positions for which there is a pending vacancy. Prior to calling for elections, the chair of the Elections Committee shall secure a certified list of faculty who, as of February 1 for the presidential election or April 1 for election of senators, are qualified voters according to Article I, Section 1, of the Charter.
- B. Prior to the first Monday in February, the Elections Committee will notify faculty if there is a pending vacancy in the Faculty Senate President position, and shall call for nominations. Prior to the Monday of the week prior to the first Monday in May, the Elections Committee will notify faculty of any pending vacancies in other Senate positions, and shall call for nominations.
- C. Any qualified voter may file a nomination with the Elections Committee, which shall then determine the eligibility of the nominees as defined by the Charter and the Bylaws. Nominees are candidates for all of those positions for which there is a pending vacancy in their own group or, if nominated for senator at large, are candidates for all open senator at large positions. Persons who are nominated for both faculty group positions and senator at-large positions shall choose which position to stand for. Such nominees must notify the Elections Committee of their choice by noon on Friday prior to elections week. Otherwise the determination of positions shall be made by the Elections Committee. Nominees will provide a statement of 200-500 words describing their qualifications for office and their policy goals by noon on Friday prior to elections week.
- D. Elections shall be by secure electronic ballot. Nominee statements by each candidate will be distributed with the ballot. The position of the names of nominees on the ballots shall be determined by lot. Each voter may vote for as many nominees as there are pending open positions.
- E. At least three members of the Election Committee shall validate the election results and deliver them to the president of the Senate. Members of the Elections Committee who are candidates for election are not eligible to participate in election validation. Ballots with more names chosen than there are open positions shall be declared void.



- F. The nominee(s) receiving the most votes by group and location, as noted above, are elected. In case of a tie vote for the last available position(s), the winner(s) shall be determined by a runoff election between the tied candidates. In the case of a senate president election, if no candidate receives a majority, the winner shall be determined by a runoff election between the two candidates who received the most votes. Any runoff shall be conducted during the week following the general election and shall be conducted in accordance with the procedures outlined for the general election.
- G. The president of the Faculty Senate shall notify the faculty of the results of all elections.
- H. The president of the Faculty Senate shall call for an organizational meeting of the new Senate immediately following the last scheduled meeting of spring term. The first order of business after the call to order shall be the seating of the newly elected senators.

Section 2: **Attendance and Participation:**

- A. All meetings of the Senate shall be open to all members of the electorate. Visitors shall participate in discussion only upon invitation by the president of the Senate.
- B. The Senate may resolve itself into executive session (senators or their alternates only) upon a two-thirds vote. All votes on such matters as discussed in executive session shall be taken in open meetings.
- C. Regular attendance at meetings of the Senate is expected of all members or their alternates. If a Senate position is unattended at three regular Senate meetings during the academic year, that position shall be declared vacant and open.
- D. Alternates will be selected and will attend senate meetings according to the following procedure:
  - 1. Each senator other than the senate president will designate an alternate from his or her elective group, subject to confirmation by the senate president. If a senator is unable to complete the term of office, then the alternate will automatically be designated as senator, who will in turn appoint an alternate, subject to confirmation by the senate president. Alternates will serve as senators until the next regular election. If the senate president is unable to complete their term of office, the vice-president will serve until a special election is held to elect a replacement. A special election must be held within one month of the vice-president assuming the duties of president.
  - 2. The alternate shall have full voting privileges in the absence of the duly elected senator.
  - 3. At no time shall an alternate serve as an alternate for more than one senator.

Section 3: **Selection and Election of Senate Officers:**

- A. The election of Senate Officers other than senate president will be held at the organizational meeting of the new Senate immediately after the seating of the newly elected senators.
- B. The Executive Committee shall serve in the capacity of a nominating committee for offices of the Senate. In selecting candidates for office, the Executive Committee will consider the diverse interests of faculty, including geographical location, and strive to reflect that diversity in their nominations. Opportunity shall be given for nominations from the floor during the last two meetings of the year.
- C. Voting shall be by secret ballot by all members of the Senate. In selecting candidates for office, Senators will consider the diverse interests of faculty, including geographical location, and strive to reflect that diversity in their voting. The vice president shall prepare the ballots and shall count and tally all the ballots. Election shall be by majority vote.
- D. The elected officers shall begin their terms immediately upon being apprised of the results of the elections.
- E. Senators may not be officers unless they have served one academic year on the Senate. Service as an alternate senator is not included.

Section 4: **Terms of Office:**

- A. The terms of officers and all senators shall begin at the organizational meeting.
- B. Senate officers may serve any number of consecutive terms provided they are nominated annually and are elected to that office by the senate.

Article III: **OFFICERS AND THEIR DUTIES**

Section 1: **Duties of the President of the Senate** — The president of the Senate shall:

- A. Preside at all meetings of the Faculty Senate.
- B. Be responsible for publishing the agenda of the meetings of the Senate.
- C. Call regular or special meetings of the Senate.
- D. Appoint, with the approval of the Senate, all standing committees of the Senate.
- E. Perform such other duties as are specified in the Charter and Bylaws, or as may evolve through actions of the Senate.

Section 2: **Duties of the Vice President** — The vice president shall:

- A. Serve as assistant to the president in all duties of the president; in the absence of the president, preside at the meetings and at that time assume all responsibilities of the office.
- B. Serve as chairman of the elections Committee.

Section 3: **Duties of the Secretary** — The secretary shall:

- A. Cause to be recorded, collected, preserved, and duplicated the minutes of all meetings of the Faculty, the Faculty Senate and the Executive Committee.

- B. Cause distribution of the minutes of Faculty and Faculty Senate meetings to the electorate.
- C. Maintain the valid list of membership of the Faculty Senate, and duly authorized alternates, at each meeting.
- D. Maintain an accurate listing of the electorate.
- E. Perform such other duties as may be assigned by the president.

Article IV: **EXECUTIVE COMMITTEE**

Section 1: **Membership:**

- A. The membership of the Executive Committee of the Faculty Senate shall consist of the officers of the Senate and two members elected from the Senate.
- B. Election shall be in the same manner and at the same time as the election of officers of the Senate. In selecting candidates for office, Senators will consider the diverse interests of faculty, including geographical location, and strive to reflect that diversity in their voting.
- C. The terms of office will be one year, other than senate president, which will be two years.
- D. A simple majority shall constitute a quorum.

Section 2: **Duties** — The duties of the Executive Committee shall consist of:

- A. Supervising the affairs of the Faculty Senate between regular meeting dates.
- B. Serving as an advisory body to the president at such times as the president requests, when the nature of a situation calls for urgent consideration of faculty viewpoint, and during the absence of the Faculty at vacation periods.
- C. Determining the agenda of regular meetings of the Faculty Senate by meeting with the president, or in some manner acceptable to the majority of the group, at least one week in advance of a Senate meeting.
- D. Reviewing a petition in accordance with Article IV, Section 1, of the Charter, advising the Senate of its actions by report, and placing it on the agenda.
- E. Performing such other duties as are specified in these Bylaws, or as may be assigned to it by the Senate.
- F. The Faculty Senate shall have the right to review and approve or rescind any action of the Faculty Senate Executive Committee.

Article V: **MEETINGS OF THE FACULTY SENATE**

Section 1: **Regular meetings, as authorized in the Senate Charter, shall be:**

- A. Held on the first Tuesday of each month during the academic year subject to the provisions in Article II, Section 5, of the Charter.
- B. Supplemented by special meetings, as hereinafter provided.
- C. Conducted in accordance with the published agenda. Deviations from the published agenda shall be made according to the Charter, Article III, Section 1.

Section 2: **Special meetings of the Faculty Senate shall be:**

- A. Additional meetings and called special meetings.
- B. Additional meetings as may be agreed upon and the date, time, and purpose established by assent of a regular constituted quorum of the Faculty Senate.
- C. Called meetings which shall be convened by the president of the Senate when:
  - 1. A request stating the purpose of the meeting is submitted in writing signed by one-third of the Senate members or 20 percent of the entire faculty.
  - 2. Deemed necessary by the president.
- D. Conducted with respect to the business for which the meeting was called. New or additional business not germane to the stated purpose of the meeting may not be introduced.

Article VI: **ORDER OF BUSINESS AND RULES OF PROCEDURE**

Section 1: **At regular meetings of the Senate, business shall be conducted as follows:**

- 1. Call to order
- 2. Call of the roll
- 3. Determination of a quorum
- 4. Approval of the minutes
- 5. Reports of officers
- 6. Report of the ASOIT Delegate
- 7. Report of the Administrative Council Delegates
- 8. Reports of academic committees (quarterly)
- 9. Reports of standing committees
- 10. Reports of special or ad hoc committees
- 11. Unfinished business
- 12. New business
- 13. Report of the Provost
- 14. Report of the President's Council Delegate
- 15. Report of the IFS representative
- 16. Report of the Fiscal Operations Advisory Council
- 17. Open Floor
- 18. Adjournment

Section 2: **At any special meeting of the Senate, business shall be conducted as follows:**

- A. Call to order
- B. Call of the roll
- C. Consideration of the stated business for which the meeting was called
- D. Adjournment

Section 3: The rules contained in Robert's Rules of Order, Revised, shall govern the Senate in all cases for which they may be invoked by the president.

Section 4: Participation in discussion at Senate meetings shall be of an informal forum nature except at those times when a specific motion is presented for action by the Senate, wherein rules of procedure as herein described relative to motions and voting shall prevail.

Section 5: The president shall determine the method of vote in accordance with the Charter, Article II, Section 7, and the results will be recorded in the minutes in accordance with the Charter, Article III, Section 2. However, a roll call vote must be taken at the request of any senator.

Section 6: **Committee Charges and/or Actions:**

- A. To charge a standing committee of the Faculty Senate (Charter of Faculty Senate, Article II, Section 4) requires a majority vote of either the:
  - 1. Faculty Senate, or the
  - 2. Faculty Senate Executive Committee.
- B. In addition to the above (Article VI, Section 6A), matters may be brought to the standing committee's attention, but not necessarily for action, by:
  - 1. The president of the Faculty Senate.
  - 2. Any two (2) members of the standing committee.
- C. Standing committee meetings are called by:
  - 1. The chair of the committee. If the chair is absent, declines, or neglects to call a meeting, the committee can meet at the call of:
    - a. Any two (2) members of the committee providing notification is sent to all members of the committee.
    - b. Action in committee meetings can occur only when a quorum (majority) is present.

Article VII: **INTERINSTITUTIONAL FACULTY SENATE REPRESENTATION**

Section 1: **Representatives** — Two full-time faculty will be elected to represent the Oregon Institute of Technology at the Interinstitutional Faculty Senate. One representative will be an Oregon Institute of Technology senator-at-large. The second representative is not required to be a member of the Oregon Institute of Technology Faculty Senate.

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Section 2: **Election**

- A. The two IFS representatives are to serve staggered terms of three years.
- B. The OIT senator-at-large will be elected as outlined in Article 1, Section 1, of these Bylaws. The Faculty Senate will conduct the election for the second representative. The election is to be held at least one month prior to the expiration of the current IFS term.
- C. Eligible faculty shall be tenured and otherwise as defined in Article 1, Section 1B, of the Charter of the Faculty Senate of Oregon Institute of Technology.
- D. Selection of alternates for the IFS senator or representative shall be in accordance with the eligibility noted above.

Article VIII: **REVIEW OF SENATE ACTION BY THE FACULTY**

Section 1: **Procedure for Petition** — To rescind any action of the Faculty Senate, a petition signed by 25 percent of full time faculty members must be presented to the Senate president.

Section 2: **Procedure for Referendum** — Upon validation of said petition by the Executive Committee, the Senate president shall conduct a referendum vote of eligible faculty. A two-thirds majority is required to rescind.

Article IX: **AMENDMENT**

Section 1: These Bylaws may be amended by the Senate at any regular meeting. Passage of the amendment shall require a two-thirds vote of the total Senate membership.

Section 2: A proposed amendment may be presented to the Senate by any one of its members. It shall be presented in written form.

Article X: **REGULAR REVIEW OF FACULTY CONSTITUTION, AND FACULTY SENATE CHARTER AND BYLAWS**

Section 1: Faculty Senate will conduct regular reviews of the Faculty Constitution, Faculty Senate Charter, and Faculty Senate Bylaws. The senate president will appoint an ad hoc committee, which will review the documents and recommend if changes are needed.

Section 2: A review of the Faculty Constitution, Faculty Senate Charter, and Faculty Senate Bylaws will take place no later than the 2025-26 academic year.

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Faculty Senate President

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Date

Previous revisions: 11/06/2007; 02/05/2013; 05/05/2015; 04/04/2017; 06/06/2023