

University of Oregon's Campus Planning Processes

(commonly referred to as the Oregon Experiment)

October 1992

The University of Oregon's current planning processes (as articulated in the [Long Range Campus Development Plan](#) of 1991) are based on principles adopted by the University in 1974. The principles have come to be known as "The Oregon Experiment" and are also the subject of a book of the same name by Christopher Alexander of The Center for Environmental Structure in Berkeley California.

The Oregon Experiment approach was based on the University's desire to develop a planning method that met three goals as it guided growth and change:

1. that the solution be a process and not just a map; 2. that the process honor and strengthen the University's tradition of meaningful consultation with students, faculty, and staff; and 3. that the plan provide for continuous adjustment of campus facilities in response to changing educational policies and programs.

The principal characteristic of the Oregon Experiment approach is the establishment of a process for making development decisions on an ongoing basis as a replacement for the static "fixed image" master plan. This concept acknowledges the fact that although change will occur, the exact nature and magnitude of that change cannot be predicted with any degree of certainty, and that object oriented plans based on explicit assumptions about the future become outdated as that "future" becomes known. The adoption of the Oregon Experiment approach resulted in the establishment of six fundamental principles that guide our planning processes today.

1. Organic order. This principle suggests that development of the campus should be guided by explicitly debated and approved basic policies (or "patterns") that articulate shared traditions and understandings of the University community, rather than a "fixed image" master plan (the dreaded map). This principle developed largely in response to the notion that "fixed image" plans could not reflect or adapt to changes in community values, expectations, or goals as effectively as could stated policies.

2. Piecemeal growth or continuous adaptation. This principle acknowledges that development of the campus occurs gradually over time and that although there will be need for large projects from time to time, available funds ought to be distributed in a way that allows for continuous care and improvement of the entire campus.

3. Patterns. Patterns are design statements that describe and analyze development related issues and suggest ways in which those issues might be resolved. This principle, which is perhaps the most famous,

largely because of Alexander's book *A Pattern Language*, calls for the establishment of patterns that articulate commonly held values as they pertain to the campus environment. (We often refer to patterns as "policy statements," a term that seems to be more easily understood.)

4. Diagnosis. This principle calls for a periodic analysis of the campus to provide a general context for implementing new projects. Because the University has not been able to provide staff for regular diagnoses, they are performed in conjunction with the early planning stages of new projects.

5. Participation. The virtual cornerstone for the entire planning process is the notion that the people most directly affected by the results of development are best equipped to guide it and should be directly involved in its planning. This concept, which seemed radical in 1975, has now become more of the norm than the exception in planning efforts everywhere.

6. Coordination. This principle recognizes that the University as a whole has a wide range of interests to be considered and that separate development activities must be coordinated. The [Campus Planning Committee](#) serves as the coordinating agent. It makes recommendations to the President on the acceptance of all projects and also serves as advisory to the President and to the Planning Office staff on policy issues relating to transportation, design, and other campus-wide development activities. The Campus Planning Committee has the authority to recommend approval of a project that violates the letter but not the spirit of any one policy, and thus serves as a sort of continuous monitor of the health of those policies.

The Long Range Campus Development Plan guides the development of individual projects on the campus within the intent of these principles. The document provides for the principle of Organic Order in the way it prescribes planning efforts. It lists the Patterns which are most important to the campus. Its procedures dictate the use of Participation on individual projects and call for Coordination through the review of all projects by the Campus Planning Committee. Piecemeal Growth and Diagnosis are principles that each individual project must accommodate.

Because of the modest size of the campus, our planning efforts are mostly spent on the implementation of specific projects rather than the refinement of the Long Range Plan itself. The management of the process takes some effort, but we have found the results--both in terms of the flexibility gained and the buildings produced--to be worthwhile.

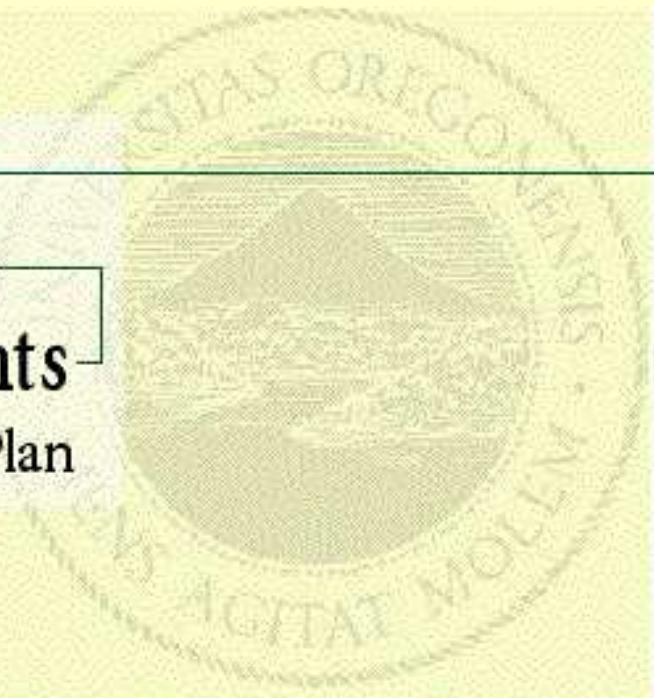
Welcome to the

UNIVERSITY OF OREGON

Planning Office Documents

Long Range Campus Development Plan

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Welcome

Welcome to the University's Committee Information Page. This page has two purposes. First, it is to give faculty members and staff employees information on the background and current work of campus committees so that they can select the committees on which they are interested in serving. Second, this information will provide a basis for the revision of our committee structure that the Committee on Committees is considering.

I welcome your comments and questions about any of these committees. They will guide us as we revise and update this committee information and they will inform the discussion within the Committee on Committees of needed structural reforms.

Questions? Comments? Contact [Dave Hubin](#) in the Office of the President.

For University Standing Committee and Administrative Advisory Group membership click [here](#)

INTRODUCTION

University Standing Committees are those committees established by University Senate legislation and whose charges have broad relevance to and impact upon the general University Community. In May 2000 the University Senate approved several changes to the University committee system. These changes were: (1) A statement of the basic principles underlying University wide committees, advisory groups, and boards (University Senate Motion #US9900•15a); (2) A revision of the structure of University wide committees (US9900•15b); and, (3) Specific revisions to the Senate Bylaws reflecting these changes (US9900-15c). At that meeting, the Senate also requested that the legislation for each University Standing Committee be re-evaluated and updated, and assigned this task to the 2000-2001 Committee on Committees.

The 2000-2001 Committee on Committees, in close consultation with individual committees and the Administration, investigated each of the 27 existing University Standing Committees listed in US9900-15b, and have produced the following legislation that conveys the Charge and Responsibilities, Membership, and Reporting relationships and expectations of each committee.

This legislation is based on the following definitions and principles:

Faculty: The term “faculty” refers to all those formally appointed as officers of instruction, officers of administration and officers of research. It is an inclusive term.

Teaching Faculty: The term “teaching faculty” specifically refers to officers of instruction, both tenure track and non-tenure track.

Staff: The term “staff” refers to university classified staff members.

Terms of Service: Unless otherwise specified, the term of service for faculty and staff on all University Standing Committees is two years. The Committee on Committees shall be charged with staggering appointments to ensure a regular rotation of membership.

Chair: Unless otherwise specified, each committee shall elect its own chair in the Spring from among the continuing members for a one year term.

Ex-Officio: An *ex-officio* member of a committee serves "by virtue of position." Unless designated as "*Ex-officio non-voting*," all *ex-officio* members have all the rights, privileges and obligations of any other committee member.

Student Members: Unless otherwise specified in this legislation, student members on University Standing Committees have all the rights, privileges and obligations of any other committee member.

This legislation represents all current University Standing Committees (Appendix A) and replaces all previous University Senate and Assembly legislation on campus wide committees referred to as "academic committees" or "faculty committees."

University Standing Committees

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- [Distinguished Service Award and Honorary Degrees](#)
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- [University Appeals Board](#)

ACADEMIC REQUIREMENTS COMMITTEE

CHARGE & RESPONSIBILITIES:

The Academic Requirements Committee shall be responsible for the administration and interpretation of academic requirements for baccalaureate degrees, and for action on student petitions for exceptions to these requirements and other academic regulations. It shall have no jurisdiction over regulations governing graduate degrees or requirements for individual majors or minors. The committee's largest task shall be to evaluate and rule on student petitions. The committee shall also gather data and observe the effects of academic regulations, and present its findings and recommendations to the faculty. The committee shall delegate to its secretary, the University Registrar, the administration of many routine phases of the University's academic regulations in accordance with policies set by the committee.

MEMBERSHIP:

Membership of the Academic Requirements Committee is not fixed except for the 3 student members. The composition of the committee traditionally includes 7-8 teaching faculty, 3 students, plus Academic Advising Director or designee (*ex officio*), Financial Aid Director or designee (*ex officio*), and University Registrar as Secretary (*ex officio*, non-voting). Advanced students -- junior or senior -- are preferred.

REPORTING:

The Academic Requirements Committee shall report to the University Senate. At a minimum this report shall

be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary. The Committee shall also report to the Undergraduate Council on all pertinent issues.

CAMPUS PLANNING COMMITTEE

CHARGE & RESPONSIBILITIES:

The Campus Planning Committee shall advise the University President on long-range campus development with regard to the design of the campus, including buildings and landscaping, and to policy issues related to transportation. The committee shall ensure that all development is in compliance with the current Long Range Campus Development Plan. The Campus Planning Committee's duties shall include the following: (1) serving as the primary author of proposed amendments and periodic updates to the Long Range Campus Development Plan (LRCDP); (2) verifying the conclusions of the Biennial Implementation Plan as required by the LRCDP; (3) reviewing proposed development project designs for compliance with the LRCDP; (4) serving on architect selection committees for development projects; (5) serving on project user groups; and (6) reviewing policy issues related to transportation to determine their consistency with the university's transportation plan. The chairperson shall appoint subcommittees as needed with concurrence of committee members.

MEMBERSHIP:

Membership of the Campus Planning Committee is not fixed. Typically it shall consist of 8-10 faculty (minimum 5 teaching faculty), 5 students, 1 classified staff member, plus the following *ex-officio* members: a representative of the College of Arts and Sciences, the Dean of Architecture and Allied Arts, a representative of Disability Services, the Director of Facilities Services or designee, the Director of University Planning, and each Vice President or designee.

REPORTING:

The Campus Planning Committee shall report to the Administration. The Committee shall also provide reports to the University Senate. At a minimum these reports shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the University Senate meeting in October. The committee shall also make additional written or oral reports to the Senate as necessary.

CHILD CARE & FAMILY SUPPORT COMMITTEE

CHARGE & RESPONSIBILITIES:

The Committee on Child Care and Family Support shall support efforts to address the family and child-care needs of University faculty, staff and students. It shall assess child-care and family-support needs, identify priorities, and develop proposals to meet them. It shall participate in long-range planning for child care and other family services, and in advocacy for the recognition of family needs across the campus community. It shall also foster communication and information exchanges among groups and individuals focused on family-related programs and policies.

MEMBERSHIP:

Membership of the Committee on Child Care and Family Support is not fixed and traditionally consists of 6 faculty (including at least 1 member each from teaching faculty and officers of administration), 4 students (to include at least one GTF), 3 classified staff nominated by Human Resources/OPEU, plus the following *ex officio*, non-voting members: the Director of Family Housing, the Director of Human Resources or designee, representative from UO Planning Office, Assistant Dean for Family Programs, the Coordinator of EMU Child Care and Development Centers, the Director of Vivian Olum Child Development Center, Directors of contracted child-care services and the UO Work and Family Services Administrator, the latter of whom also provides staffing for this committee.

REPORTING:

The Child Care and Family Support Committee shall report to the Administration and to University Senate. At a minimum the report to the University Senate shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

COMMITTEE ON COURSES

CHARGE & RESPONSIBILITIES:

The Committee on Courses shall be responsible for: (1) Screening all proposals for course changes and reporting its recommendations to the University faculty through the Faculty Senate; (2) Directing the University editor on the content and structure of the University Catalog; (3) Consulting with the Undergraduate Council and the Graduate Council on curricular patterns of concern; (4) Participating, on behalf of the University faculty, in planning the development and improvement of the instructional program of the institution; (5) Reviewing courses not taught on a regular basis; and, (6) Providing advice and assistance to schools and departments in the planning of the curriculum. When the committee is recessed, the chair of the committee shall have authority to approve immediate emergency requests for course changes subject to review when the committee resumes business. This authority may be delegated to the Provost in the absence of the chair.

MEMBERSHIP:

Membership of the Committee on Courses consist of 5 teaching faculty (3 year, staggered terms), with no two from the same department, nor more than two from the same school or college, with the exception of the College of Arts and Sciences, nor no more than two from any one of the three CAS divisions of Natural Sciences, Social Sciences and Humanities; 2 students (1 year terms); plus the following *ex officio*, nonvoting members: Catalog Editor or designee, Director of Academic Advising or designee, Registrar or designee, and Dean of the Graduate School or designee. A quorum shall consist of a majority of the voting members.

REPORTING:

The Committee on Courses shall report to the University Senate in the fall, winter and spring academic terms. Each report shall be in the form of a preliminary report of curricular changes which shall be approved by the University Senate before implementation. An annual written report shall be submitted by the Committee Chair to the Secretary of the University Senate no later than the final meeting of the University Senate in May.

DISTINGUISHED SERVICE AWARDS & HONORARY DEGREES COMMITTEE

CHARGE & RESPONSIBILITIES:

The Distinguished Service Awards & Honorary Degrees Committee shall be responsible for the screening, investigation and recommendation of candidates to receive the Distinguished Service awards (no more than 3 per year) and Honorary Degrees (no more than 2 per year). The committee's recommendations shall be presented to the University Senate for discussion and final approval. The criteria for selection are contained within the pertinent University Assembly minutes and are on file in the President's Office. The Distinguished Service Award cannot be given to current University of Oregon faculty.

MEMBERSHIP:

Membership of the Distinguished Service Awards & Honorary Degrees Committee is fixed and consists of 5 teaching faculty, plus the following *ex officio* members: UO President or designee (chair), Advisory Council chair, University Senate president, Graduate Council chair, Alumni director, A.S.U.O. president, and Student Senate chair.

REPORTING:

The Distinguished Service Awards & Honorary Degrees Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to

the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

DISTINGUISHED TEACHING AWARDS COMMITTEE

CHARGE & RESPONSIBILITIES:

The Distinguished Teaching Award Committee shall be responsible for the screening, investigation and recommendation of candidates to receive any Campus-wide teaching awards including, but not limited to, the Ersted Award for Distinguished Teaching and the Thomas F. Herman Faculty Achievement Award for Distinguished Teaching. The Office of the Vice President for Academic Affairs and Provost provides the staffing for this committee

MEMBERSHIP:

Membership of the Distinguished Teaching Award Committee is fixed and consists of: at least 4 and not more than 8 teaching faculty broadly representative of the faculty at-large, 1 student, and the Vice Provost for Academic Personnel (*ex officio*, non-voting).

REPORTING:

The Distinguished Teaching Award Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

ENVIRONMENTAL ISSUES COMMITTEE

CHARGE & RESPONSIBILITIES:

The Environmental Issues Committee shall be responsible for the following: 1) Consideration, investigation and reporting, in the form of advisories or recommendations, on environmental issues that affect the quality of life, safety, and health of the University community, as well as on those issues about which the University should act as an educational resource; 2) Recommend promulgation of rules or policies directly related to environmental issues affecting quality of life, safety, and/or health to be adopted by the University administration and/or University Senate on behalf of the University community; 3) Recommend educational programs, training sessions, or workshops which could be offered to members of the University community and/or the general public; 4) Recommend ways to inform the University community about environmental

issues; 5) Develop committee-sponsored research papers on environmental issues affecting the University community; 6) Recommend scheduling of environmental issue forums for the University community. The Office of Public Safety provides the staffing for this committee.

MEMBERSHIP:

Membership of the Environmental Issues Committee is not fixed. It traditionally consists of: 6 faculty (minimum 2 teaching faculty); 6 students who represent a cross-section of student groups with environmental interests; 1 Management Services representative; and 2 classified staff members. *Ex officio*, non-voting members shall include: University Planner or designee, Director of Physical Plant and/or Physical Plant Recycling Coordinator, Director of Environmental Health and Safety, and Director of Public Safety or designee.

REPORTING:

The Campus Planning Committee shall report to the Administration. The Committee shall also provide reports to the University Senate. At a minimum these reports shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

FACULTY ADVISORY COUNCIL

CHARGE & RESPONSIBILITIES:

The Faculty Advisory Council shall be responsible for providing the President and other Administration officials with faculty opinion and counsel on the wide range of university affairs. In its relations with the President, the Administration, and with the faculty, the Faculty Advisory Council shall act either on request or on its own initiative.

MEMBERSHIP:

Membership of the Faculty Advisory Council is fixed and consists of 10 elected faculty representing College of Arts and Sciences (4), Professional Schools and Colleges (4) and Officers of Administration (2). No two persons from the same CAS department, nor from the same professional school or college, nor from the same administrative unit shall serve at the same time. No person shall serve simultaneously on the Faculty Advisory Council and the Faculty Personnel Committee. The University Senate president or designee shall be an *ex officio* member of the Faculty Advisory Council with full privileges. The University President, Provost and Vice Provost shall be *ex officio*, non-voting members. The following administrators are ineligible to serve on this committee: the president; the provost; vice presidents; vice provosts; associate or assistant vice provosts; associate or assistant vice presidents; deans; and associate deans or their equivalent.

REPORTING:

The Faculty Advisory Council shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

FACULTY PERSONNEL COMMITTEE

CHARGE & RESPONSIBILITIES:

The Faculty Personnel Committee shall be responsible for advising the Provost on all tenure and promotion cases.

MEMBERSHIP:

1) FPC Membership. Membership of the Faculty Personnel Committee is fixed and shall consist of ten (10) members who are elected to staggered two-year terms. No person may serve two consecutive terms. Five (5) members shall hold appointments in the College of Arts and Sciences (CAS). Five (5) members shall hold appointments in the Professional Schools and Colleges. Only regular tenured Officers of Instruction with academic departmental, school, or college appointments of 0.5 FTE or greater are eligible to serve on the FPC. The word `regular' excludes adjunct, visiting, and courtesy appointments. The President, Vice-Presidents, Provost, Vice-Provost, Associate or Assistant Provosts, Dean or Associate Deans are ineligible to serve on the FPC. Department heads in the CAS are ineligible to serve on the FPC. No individual may serve on the FPC during a year when his or her promotion case will come before the FPC and must resign from the FPC if this happens. No more than one person from the same department in any School or College with departments shall serve at the same time on the FPC; no more than one person from any School or College without Departments may serve at the same time on the FPC. No person shall serve simultaneously on the Faculty Advisory Council and the Faculty Personnel Committee.

2) Election of FPC members. Only members of the voting faculty who are Officers of Instruction with tenure or in tenure track positions shall be eligible to vote for elections to the FPC. The Secretary of the Faculty, with the help of the University Senate, shall ensure that the number of candidates nominated shall be at least one more than the number of open positions in both the College of Arts and Sciences and in the Professional Schools and Colleges. Candidates for the FPC may be nominated by any person who is eligible to vote in the election for that position. Except in instances of self-nomination, the nomination must be accompanied by evidence that the person nominated is willing to serve in the position. Separate ballots shall be prepared for the candidates from CAS and the Professional Schools and Colleges. Both ballots shall be circulated to all eligible voting Officers of Instruction. All members shall be elected for two-year terms, except for those filling vacancies in unexpired terms. Elections for the FPC shall be held in the spring quarter.

3) Student participation: Two University students, nominated by the appropriate procedures within the ASUO and appointed by the President, shall serve as voting participants in the deliberations of the committee. The student participants are to abide by the usual regulations adopted by the committee for its members.

4) Selection of the Chair: The FPC shall meet in the spring quarter subsequent to the election of the new members. The continuing members and the new members shall elect a chair for the following year.

5) Resignations: A member of the FPC who does not serve out his or her full term shall be replaced by the normal election process if possible, and if not, the person who received the next highest vote in most recent election for the position shall be appointed to serve out that term.

REPORTING:

The Faculty Personnel Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report for the previous academic year submitted by the Committee Chair to the Secretary of the University Senate no later than the first University Senate meeting in October. The committee shall also make additional written or oral reports to the Senate as necessary.

FOREIGN STUDY PROGRAMS COMMITTEE

CHARGE & RESPONSIBILITIES:

The Foreign Studies Programs Committee shall: (a) regularly review and approve the academic standards of organized foreign study programs now associated with the University for the continued granting of academic credit; (b) establish policy, evaluate, and make recommendations to the faculty, through the Faculty Senate, regarding the approval of any proposed foreign studies programs; (c) follow the most recent academic standards for Foreign Programs enumerated by the Oregon State System of Higher Education. The Committee works with the International Affairs Advisory Committee to recommend broad institutional policies and goals for programs of study and other opportunity abroad. The Office of International Education & Exchange provides the staff for this committee.

MEMBERSHIP:

Membership of the Foreign Studies Programs Committee is not fixed, however, it must include faculty and students. Membership traditionally includes 5-7 faculty and 2 students, plus Director of International Education & Exchange (*ex officio*).

REPORTING:

The Foreign Studies Programs Committee shall report to the University Senate. At a minimum this report

shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

GRADUATE COUNCIL

CHARGE & RESPONSIBILITIES:

The Graduate Council shall advise the Dean of the Graduate School on matters pertaining to graduate study at the University of Oregon. The Council shall establish general policies and regulations governing graduate study at the University of Oregon, excluding those matters requiring approval by the Chancellor or the Oregon University System (OUS). Specifically, and in addition to its advisory role, the Graduate Council shall be responsible for: (1) Providing rules and procedures for the effective administration and application of faculty policies and regulations; (2) Recommending changes in, or additions to, the policies and major regulations of the Graduate School; (3) Providing for the maintenance of high standards of graduate instruction; (4) Considering all proposals for changes in courses carrying graduate credit and to present its recommendations to the Committee on Courses; and, (5) Participating in decennial Program Review. This legislation shall not preclude the right of any faculty member to appeal to the general faculty on matters pertaining to graduate policies and regulations.

MEMBERSHIP:

Membership of the Graduate Council is fixed at 14 voting members, consisting of 12 elected teaching faculty at the rank of assistant professor or above and 2 students plus the Vice Provost and Dean of the Graduate School (*ex officio*, non-voting). Of the 12 teaching faculty, 6 shall be from College of Arts and Sciences representing the Humanities (2), the Social Sciences (2), and the Natural Sciences (2), but no two shall be from the same CAS department; 1 from each of the professional schools/colleges which include the School of Architecture and Allied Arts, the Lundquist College of Business, the College of Education, the School of Journalism and Communication, the School of Music, and 1 at large representative from any of the professional schools/colleges. The elected faculty members of the Graduate Council shall come from departments that have graduate major programs leading to a graduate degree and are conducted under the jurisdiction of the Graduate School. One student must be from a program leading to a master's degree and one must be from a graduate program leading to a doctoral degree. Faculty members of the Graduate Council shall be elected for 3-year terms. The Vice Provost and Dean of the Graduate School shall be empowered to appoint other *ex-officio*, non-voting members to represent important constituencies of graduate students and faculty as needed.

REPORTING:

The Graduate Council shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral

reports to the Senate as necessary.

INTERCOLLEGIATE ATHLETIC COMMITTEE

CHARGE & RESPONSIBILITIES:

The Intercollegiate Athletic Committee shall: (1) Advise the Administration, the Senate and the Athletic Director on any athletic department policy or program, including the athletic department budget; (2) Promote and safeguard opportunities for student athletes to excel in academics and protect and ensure the academic integrity of student athletes; and, (3) Promote greater understanding, for the University community, of intercollegiate athletics and the relationship between academics and athletics.

The Intercollegiate Athletic Committee shall have one subcommittee, an executive committee, consisting of the committee chair, one faculty member, one student and the faculty athletic representative. The executive committee shall be charged with maintaining close and timely communications with the athletic department, through the Athletic Director or designee. The executive committee shall set the agenda and venue for IAC meetings. The executive committee shall be empowered to call extraordinary meetings of the IAC.

The Chair of the IAC shall be elected at the final regularly scheduled Spring meeting and must be a returning member. The Chair of the IAC shall be responsible for forming the Executive Committee. It is expected that the Executive Committee shall have regular contact with the Athletic Department during the Summer.

MEMBERSHIP:

Membership of the Intercollegiate Athletic Committee is fixed and consists of sixteen (16) voting members, eleven (11) teaching faculty and five (5) students. Eight (8) teaching faculty members -- four (4) from the College of Arts and Sciences and four (4) from other areas -- shall be elected to the committee by the general faculty. An elected or appointed faculty member may serve up to three consecutive terms. After three terms the faculty member must be off the committee for two years before being eligible for re-election or re-appointment. The University Senate shall appoint two faculty members to the IAC for two year terms. The Faculty Athletic Representative shall be an *ex officio* member of the committee with full membership privileges. The five students shall be appointed through the ASUO and the President's office. At least one student member shall be a varsity student athlete. Students shall serve one year terms and may serve up to three consecutive terms. The Athletic Director and his designees on the IAC shall be *ex-officio* non-voting members. No member of the IAC may receive benefits from the Department of Athletics beyond what she or he would otherwise be entitled to if she or he were not a member of the IAC.

REPORTING:

The Intercollegiate Athletic Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the

University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

The IAC executive committee shall maintain communication with the Senate through the IAC's senate appointees (who are eligible to serve on the executive committee). The executive committee shall meet with the Senate President and the Vice President for Academic Affairs at the beginning of the academic year.

INTERNATIONAL AFFAIRS ADVISORY COUNCIL

CHARGE & RESPONSIBILITIES:

The International Affairs Advisory Council shall be responsible for: (1) Advising the Vice Provost for International Affairs on matters relating to this office and the University's international program committees; (2) Identifying opportunities for international curriculum and academic program coordination, planning, development, and enhancement; (3) Formulating strategies for faculty development and internationalization, including fund-raising; and serving as a panel to review and advise the awarding of foreign grants for faculty and international programs whenever these become available; (4) Identifying ways to make the student experience on campus more international in character and to stimulate student interest in international education; (5) Recommending broad institutional policies and goals for programs of study and other opportunity abroad (in coordination with the Foreign Study Programs Committee); (6) Identifying opportunities and procedures to improve services for international students and scholars; (7) Advising the Vice Provost, the Provost, and the University President on external relations concerning the international dimensions of the University; (8) Promoting and enhancing international living on campus by supporting and advising the International House; and, (9) Recommending revised or new policies as appropriate in any area of the University to strengthen the international character of the University. The Office of International Affairs provides the staffing for this committee.

MEMBERSHIP:

Membership of the International Affairs Advisory Council is fixed and consists of the: Chair, Foreign Studies Programs Committee; Director, Office of International Education and Exchange; Director, International Studies Program, or his/her designee; Chairs (or their designees) from the Asian Studies Committee, the Russian/East European Studies Committee, the Latin American Studies Committee, and the European Studies Committee; 3 additional teaching faculty members broadly representative of the campus; and 2 students, one of which shall be an international student.

REPORTING:

The International Affairs Advisory Council shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make

additional written or oral reports to the Senate as necessary.

JOHNSON MEMORIAL AWARD COMMITTEE

CHARGE & RESPONSIBILITIES:

The Johnson Memorial Award Committee shall be responsible for identifying potential recipients for the Johnson Memorial Award, and forwarding suggested recipients to the President of the University. The Johnson Memorial Award is made annually to a faculty member who by action and word as teacher, as scholar, and as citizen of the academic community has, over a period of years, exemplified commitment to the principles affirmed by the life and career of Charles E. Johnson. Background on this award is on file and available in the President's Office.

MEMBERSHIP:

Membership of the Johnson Memorial Award Committee is not fixed and traditionally consists of 3-4 faculty, Secretary of the Faculty (*ex officio*), and a representative from the Faculty Advisory Council (*ex officio*). The Committee on Committees shall have the authority, in its annual role of recommending committee membership, to include a student member and/or a member from outside the University.

REPORTING:

The Johnson Memorial Award Committee shall report to the University Senate and will make a report, in the form of suggestions of award recipients, directly to the President of the University. The report to the Senate will, at a minimum be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

LESBIAN, GAY, BISEXUAL AND TRANSGENDER CONCERNS

CHARGE & RESPONSIBILITIES:

The Lesbian, Gay, Bisexual and Transgender Concerns Committee shall be responsible for: a) Creating a safe and secure campus for lesbian, gay, bisexual, and transgender persons; b) Fostering a sense of community among lesbian, gay, bisexual, and transgender people at the University of Oregon; c) Working to eliminate all types of discrimination based on sexual orientation and gender identity in university programs, facilities, and services; and, d) Sponsoring and encouraging educational programs that promote increased tolerance and understanding on issues of sexual and gender diversity. The Lesbian, Gay, Bisexual and Transgender Concerns Committee is staffed by the Office of Student Life.

MEMBERSHIP:

The regular membership of the committee shall consist of 4 faculty, 4 staff, and 4 students; student members shall serve one-year terms. The committee shall also include 4 *ex-officio* non-voting members, representing the Department of Public Safety, Academic Advising, Human Resources, and University Housing. The committee shall appoint two co-chairs from among its members. The committee shall establish such subcommittees as necessary and invite other members of the university community to join these subcommittees. The committee shall make every effort to maintain an appropriate balance of teaching faculty, Officers of Administration, and classified staff. The committee should seek adequate representation in its membership of those persons who are openly gay, lesbian, bisexual, and transgender as well as people of color and other underrepresented groups.

REPORTING:

The Lesbian, Gay, Bisexual and Transgender Concerns Committee shall report to the University Administration and to the University Senate. At a minimum the report to the University Senate shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

LIBRARY COMMITTEE

CHARGE & RESPONSIBILITIES:

The Library Committee shall be responsible for advising the University Administration on library affairs, serving in an advisory capacity to the University Library administration, acting as a liaison between the Library and faculty, and providing a faculty perspective on Library budgetary matters. The Office of the Librarian provides the staffing for this committee.

MEMBERSHIP:

Membership of the Library Committee is not fixed, consisting of 9-10 teaching faculty and officers of research broadly representative of the breadth of academic disciplines, plus 2 students.

REPORTING:

The Library Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no

later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

ROTC ADVISORY COMMITTEE

CHARGE & RESPONSIBILITIES:

The ROTC Advisory Committee shall be responsible for advising the University President, the University faculty, and the Department of Military Science on matters affecting the Reserve Officers Training Corps (R.O.T.C.) program at the University and to work cooperatively with the department in reviewing and making recommendations concerning the officer education program. Specifically, the committee shall: (1) Advise the President, the faculty, and the Department of Military Science on matters concerning military education on the campus; (2) Review all courses to be offered by the R.O. T.C. and provide recommendations to the University's curriculum authorities, including recommendations on degree credit where appropriate; (3) Review and recommend on all proposed R. O.T.C. instructional appointments to the Provost; and, (4) Hear appeals from students enrolled in R.O. T.C. on matters concerning their academic standing in R.O.T.C. and make recommendations in such cases to the appropriate authorities.

MEMBERSHIP:

Membership of the ROTC Advisory Committee is fixed, consisting of: 3 faculty from departments other than the Department of Military Science; the senior officer of the ROTC program (*ex officio*), the Provost or designee (*ex officio*, non-voting), and 2 students, 1 of whom must be currently enrolled in the ROTC program and 1 who is not enrolled in ROTC.

REPORTING:

The ROTC Advisory Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

COMMITTEE ON SCHOLARSHIPS

CHARGE & RESPONSIBILITIES:

The Committee on Scholarships shall be responsible to advise the Office of Financial Aid on policy and procedures for the awarding of scholarships, and to participate in the review of applications and

the selection of candidates for scholarships. The committee shall determine the criteria for the awarding of scholarships and shall review applicant files. Successful applicants and level of aid shall also be determined by the committee.

MEMBERSHIP:

Membership of the Committee on Scholarships is not fixed and includes at least one teaching faculty member from each of the professional schools and each of the 3 major divisions (Humanities, Social Science and Natural Science) within the College of Arts and Sciences. Traditionally membership consists of 10-12 teaching faculty, 2 students (who are recused from reviewing applications from their peer group), plus the following *ex officio* members: Director of Admissions, Vice Provost for Student Affairs or designee, Director of Financial Aid, Director of Multicultural Affairs or designee, and Director of U.O. Foundation or designee.

REPORTING:

The Committee on Scholarships shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

SCHOLASTIC REVIEW COMMITTEE

CHARGE & RESPONSIBILITIES:

The Scholastic Review Committee is responsible for administering, within the framework of faculty legislation, the undergraduate academic standards of the University as they pertain to the level of academic performance and progress toward a degree. The SRC reviews the records of undergraduate students doing unsatisfactory work, places such students on probation and sets individual goals for improvement, disqualifies students from attending the University for continued unsatisfactory scholarship, and passes on petitions for reinstatement. These responsibilities are carried out in two ways: 1) End of Term Review -- in which the committee reviews the academic records of undergraduate students who have been disqualified based on academic performance, and 2) Petition Review -- in which the committee acts upon petitions submitted by students for reinstatement, cancellation of academic probation or disqualification, retroactive withdrawal, retroactive change in grading option, or contested grade. Graduate students and law school students are excluded from committee action or review for academic warning, academic probation, and academic disqualification. The Scholastic Review Committee differs from the Academic Requirements Committee in that the SRC normally looks only at changes in the student record once the academic term in question is completed.

MEMBERSHIP:

Membership of the Scholastic Review Committee is not fixed except for the 4 student members. Membership traditionally includes 7-9 teaching faculty, 4 students, and the following *ex officio* members: Registrar, a representative from Academic Learning Services, the Multicultural Affairs Director or designee, and 2 representatives from Academic Advising.

REPORTING:

The Scholastic Review Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

STATUS OF NONTENURE-TRACK INSTRUCTIONAL FACULTY STANDING COMMITTEE

CHARGE AND RESPONSIBILITIES:

The University Standing Committee on the Status of nontenure-track instructional faculty (NTTIF) shall focus on addressing the needs of nontenure-track instructional faculty at the University of Oregon. The responsibilities of the committee shall include the following: 1) Assess NTTIF needs, identify priorities and develop proposals to meet them; 2) Recommend ways to educate the University community as a whole on the issues relating to and arising from nontenure-track status for instructional faculty; 3) Pursue long-range planning for NTTIF issues and advocate for NTTIF input into University decisions affecting NTTIF; 4) Act as a channel for communication and community among members of the NTTIF; 5) Gather information on nationwide trends in and research on NTTIF employment; and 6) Review and consider other NTTIF issues as appropriate.

MEMBERSHIP:

Membership of the NTTIF committee shall be appointed by the Committee on Committees for two-year terms (staffered) and shall include at least four members of the tenured faculty, four members of the nontenure-track instructional faculty, and an undergraduate and graduate student. Each UO school/college in which NTTIF are employed should be represented on the committee at least every second year. The President of the University Senate and the Vice President for Academic Affairs or his/her designee shall serve *ex-officio* in on-voting capacities.

REPORTING:

The Status of the NTTIF Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

STATUS OF WOMEN COMMITTEE

CHARGE & RESPONSIBILITIES:

The Status of Women Committee shall be primarily concerned with women members of the University community. The responsibilities of the committee shall include the following: 1) To act in an advisory capacity in developing affirmative action programs to the University administration, faculty, and students; 2) To provide opportunities for women to explore a variety of potential careers that may not be defined by traditional roles; 3) To identify barriers which may block job opportunities and career development of women, and to stimulate career development programs for women; 4) To encourage more women to take part in the administration of the University, and to encourage greater faculty and administrative efforts to assure that access to participation in University governance is accorded women; and, 5) To review and consider other woman's issues as appropriate.

MEMBERSHIP:

Membership of the Status of Women Committee is not fixed and shall include members from both sexes and from the classified, faculty, and student constituencies. Membership traditionally consists of 5-6 faculty, 3 classified staff, 3 students, plus the Director of Affirmative Action (*ex officio*).

REPORTING:

The Status of Women Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

STUDENT CONDUCT COMMITTEE

CHARGE & RESPONSIBILITIES:

The Student Conduct Committee, as designated in OAR 571-21-019, shall be responsible for administering the Student Conduct Code and Student Conduct program as follows: (1) The Student Conduct Committee shall be responsible for formulating or approving, prior to implementation, regulations and enforcement procedures pertaining to student disciplinary matters at the University of Oregon, and recommending to the faculty policy or administrative changes in any aspect of the Student Conduct Program; and (2) With the consent of the President of the University, the Student Conduct Committee may sub-delegate jurisdiction to handle violations of the Student Conduct Code or other University regulations to University officials, committees, or minor tribunals. The Student Conduct Committee is staffed by the office of the Student Conduct Coordinator.

MEMBERSHIP:

Membership of the Student Conduct Committee is fixed by OAR regulations and consists of 4 faculty, 4 students, Director of Residence Life or designee (*ex officio*, non-voting), Director of Student Judicial Affairs (*ex officio*, non-voting), Secretary (*ex officio*, non-voting).

REPORTING:

The Student Conduct Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

STUDENT CONDUCT HEARINGS BOARD

CHARGE & RESPONSIBILITIES:

The Student Conduct Hearing Board, as designated in OAR 571-21-0055, shall be responsible for adjudicating on student conduct cases referred to the Board. The Board shall specifically: (1) Convene a formal hearings panel of two (2) faculty and three (3) students drawn from the Board to hear the case; (2) Listen to evidence; (3) Decide if the Student Conduct Code has been violated; and, (4) Determine which, if any, sanctions to impose, ranging from a warning to expulsion from the University. Training and consultation are provided by the University Legal Counsel and director of Student Judicial Programs.

MEMBERSHIP:

Membership of the Hearings Board is fixed by OAR statute and consists of a pool of 8 faculty and 10 students.

REPORTING:

The Student Conduct Hearings Board shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

STUDENT-FACULTY COMMITTEE ON GRIEVANCES

CHARGE & RESPONSIBILITIES:

The responsibilities of the Student-Faculty Committee on Grievances shall, as designated by OAR 571-03-006, be to: (1) Make itself readily accessible to all members of the University community, and determine in each case whether a particular grievance falls within its jurisdiction; (2) Receive complaints or grievances against faculty, either officers of instruction or officers of administration, arising out of their responsibilities as officers of the institution; (3) Investigate and review these complaints or grievances in an informal manner, affording full opportunity to the concerned faculty member to be heard; (4) Attempt to resolve differences or adjust grievances in an amicable fashion consistent with the understanding of the parties and the best interests of the University; and, (5) Issue such findings and recommendations (furnishing copies to the persons concerned) to either the President (if the grievance was initiated by a faculty member) or the appropriate Vice President (if the grievance was initiated by a student) as appear appropriate under the circumstances. The complete operating procedures for the committee are described in OAR 571-03-006.

MEMBERSHIP:

The membership of the Student-Faculty Committee on Grievances is fixed by OAR Statute (OAR 571-03-006 (1)) and shall be composed of an equal number of students and faculty. Suggested membership is 3 faculty and 3 students.

REPORTING:

The committee shall report to the Administration and to the University Senate. At a minimum the report to the University Senate shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

SUMMER RESEARCH AWARDS

CHARGE & RESPONSIBILITIES:

The Summer Research Awards Committee shall be responsible for reviewing applications for the Summer Research Awards, awards administered through the Office of Research and Faculty Development, and to present recommendations to the Vice Provost for Research and Graduate Education. The committee shall also address a research-specific issue and report back to the University Senate on an as needed basis. The Office of Research and Faculty Development provides the staffing for this committee.

MEMBERSHIP:

Membership of the Summer Research Awards Committee is not fixed and traditionally consists of the Vice Provost for Research or designee, 8-10 research-active faculty, broadly representative of the faculty, who are themselves eligible to receive the award; plus a representative from the Research & Faculty Development Office (*ex officio*, non-voting).

REPORTING:

The Summer Research Awards Committee shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

TENURE REDUCTION, RETIREMENT, & EMERITI

CHARGE & RESPONSIBILITIES:

The Tenure Reduction, Retirement and Emeriti Committee shall advise the University faculty and the Administration on matters of policy and practice concerning all aspects of tenure reduction programs, conditions of retirement, and rights of the emeriti.

MEMBERSHIP:

Membership of the Tenure Reduction, Retirement and Emeriti Committee is fixed and consists of 3 faculty, at least one of which must be an emeritus/emerita professor, and at least one faculty member who has signed up for the tenure reduction program, plus the University Benefits Officer (*ex officio*, non-voting) and the Vice Provost for Academic Personnel (*ex officio*, non-voting).

REPORTING:

The Tenure Reduction, Retirement and Emeriti Committee shall report to the University Senate. At a

minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

UNDERGRADUATE COUNCIL

CHARGE & RESPONSIBILITIES:

The Undergraduate Council shall be responsible for reviewing, evaluating and enhancing the quality of the University's academic program. The Council's charge includes: 1) Review and promote the objectives and purposes of undergraduate education and assure that all policies and procedures, curricula, personnel and teaching decisions that affect undergraduate education are consistent and defensible with the institution's undergraduate education mission as defined in the University's Mission Statement and Statement of Philosophy, Undergraduate Education; 2) Participate, on behalf of the University faculty, in planning the development and improvement of the undergraduate instructional program of the institution, in consultation with the University President, officers of administration and with relevant department heads and program directors; 3) Monitor and respond to general academic policies, especially those which have and interactive impact on undergraduate programs across the University; 4) Identify, develop and advocate new and revised baccalaureate degree policies as appropriate; 5) Establish criteria and outcomes to determine the success of the overall undergraduate program and review the program and its various components in light of these criteria and outcomes; and, 6) Monitor the academic coherence, quality, and standards of the undergraduate academic program to assure that the quality and rigor of instruction and evaluation are consistent across the curriculum.

MEMBERSHIP:

Membership of the Undergraduate Council is fixed and consists of the following: 10 elected faculty representing the School of Architecture and Allied Arts (1), College of Business (1), College of Education (1), School of Journalism and Communication (1), School of Music (1) and the College of Arts and Sciences (5 total, no 2 from the same department; 1 each from Humanities, Social Sciences and Natural Sciences and 2 at-large representatives); Chair of the Committee on Courses; Chair of the Academic Requirements Committee; Chair of the Scholastic Review Committee; Chair of the CAS Curriculum Committee; 4 students (no more than 2 from the same school or college); Registrar (*ex officio*, non-voting); representative from the Office of Academic Affairs (*ex officio*, non-voting); representative from the Office of Academic advising (*ex officio*, non-voting); representative from the Library (*ex officio*, non-voting). All elected members shall serve staggered, 3-year terms, except for students, who shall serve 1-year terms.

REPORTING:

The University Appeals Board shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate

no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

UNIVERSITY APPEALS BOARD

CHARGE & RESPONSIBILITIES:

The University Appeals Board shall be, as designated in OAR 571-21-070, the final appeals body within the Student Conduct Program. As set forth in OAR 571-21-055(4), this Board shall be responsible for reviewing substantive or procedural appeals from the decisions of the Student Conduct Hearings Board. Whereas the Student Conduct Committee oversees the entire Student Conduct Program structure, the University Appeals Board is part of the adjudication process for complaints made against students. The University Appeals Board does not hear live testimony; rather, it evaluates records and reviews arguments of a case in previous tribunals. Appeals are allowed only in limited circumstances.

MEMBERSHIP:

Membership of the University Appeals Board is fixed by OAR Statute (OAR 571-21-070(2)). It consists of 3 faculty and 3 students. Members may be reappointed, but no member may serve more than two consecutive terms.

REPORTING:

The University Appeals Board shall report to the University Senate. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Secretary of the University Senate no later than the final University Senate meeting in May. The committee shall also make additional written or oral reports to the Senate as necessary.

ADMINISTRATIVE ADVISORY GROUPS

OFF-CAMPUS SCHOLARSHIPS & GRANTS

CHARGE & RESPONSIBILITIES:

The Off-Campus Scholarships and Grants Committee was established primarily as a screening board for all

off-campus student scholarships and grants. Candidates for the Fulbright, Rhodes, Marshall, or other grants were reviewed by the committee at some point in the application process. The committee's screening function over some awards has changed. Currently, this committee administers the screening for the Graduate Fulbright Awards, the German Academic Exchange Service (DAAD) Awards and the National Student Exchange Program (NSEP) Awards.

This committee meets as needed for scholarship and grant candidate review. This normally is concentrated in the fall academic term. The Office of International Education and Exchange provides the staffing for this committee.

MEMBERSHIP:

Not fixed by administrative decree. Usually 13-15 faculty, Director of Office of International Education and Exchange (*ex officio*), rep. International Affairs (*ex officio*). (Since 1984-85 the Director Emeritus of the Office of International Education and Exchange has also been an *ex officio* member.)

REPORTING:

The Off Campus Scholarships and Grants Committee shall report to the Vice President for Academic Affairs. At the minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Vice President for Academic Affairs and to the President of the University no later than May 31.

STUDENT HEALTH ADVISORY COMMITTEE (SHAC)

CHARGE & RESPONSIBILITIES

The SHAC shall serve the following purposes for the benefit of the University of Oregon Student Body (hereinafter "Student Body").

1. Evaluate proposed budgets of the University Health Center (UHC) and recommend an annual budget to the UHC Director.
2. Recommend the UHC fee to the UHC Director.
3. Evaluate and recommend changes in the UHC program of services, based on the best interests of the student body.
4. Establish a student health insurance policy and program for its administration and assist in

negotiating the insurance policy terms with an appropriate underwriter.

5. Evaluate and recommend criteria for determining policy for financing health care services for students through the UHC.
6. Serve as liaison between the student body and the UHC.
7. Promote good health throughout the University community.

Among other duties, the committee is responsible for producing, managing, and evaluating representative needs assessment and impact surveys; determination of the annual budget; external health care; and operation and conduct.

SHAC meetings shall be held at least bimonthly during the regular school year and monthly, if possible, during the Summer term. On occasion, the SHAC may invite the Counseling Center Advisory Committee to a joint meeting. Ad hoc task force and work group meetings may be held from time to time, as needed. A quorum shall be the majority of voting members. Meetings shall be open to the public, pursuant to the Oregon Public Meetings Law. Notice of time and place of meetings will be submitted in advance to the Oregon Daily Emerald.

MEMBERSHIP:

The voting membership of this committee shall consist of nine (9) students at the University of Oregon who meet the minimum enrollment requirements established for service on student governance committees plus four (4) faculty not directly associated with the University Health Center. It is desired that one (1) of the student members also be a member of the student senate or other elected campus office. The non-voting membership of this committee shall consist of five (5) ex-officio members: The UHC Director, the UHC Medical Administrator, a representative from the Administration division, a representative from the Student Affairs Division and a representative from the Office of International Education and Exchange. There will be other regular committee participants, involved on an ad hoc basis, such as the Student Health Insurance Coordinator and Student Health Insurance Consultant. It is desired that one (1) of the voting or non-voting members also serve on the Counseling Center Advisory Committee.

REPORTING:

The Student Health Advisory Committee shall report to the Director of the Student Health Center in the form of an annual written report submitted by the Committee Chair to the Director of the Student Health Center and to the President of the University no later than May 31.

TECHNOLOGY TRANSFER COMMITTEE

CHARGE & RESPONSIBILITIES:

The Technology Transfer Committee develops policies and strategies for assisting technology transfer, patenting, and copyrighting products of University-sponsored research. It serves as an advisory body to the Office of Technology Transfer. Committee work in the past has been focused on the consideration of copyright policy, particularly as it relates to software developed for publication by faculty.

The Technology Transfer Committee meets as often as once a month.

MEMBERSHIP:

Not fixed by administrative decree. Traditionally 5-7 faculty plus the Vice President for Research or designee (ex officio), and the Technology Transfer Director (ex officio).

REPORTING:

The Technology Transfer Committee shall report to the Vice President for Research and Graduate Studies. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Vice President for Research and Graduate Studies and to the President of the University no later than May 31.

TRAFFIC APPEALS BOARD

CHARGE & RESPONSIBILITIES:

The Traffic Appeals Board was established as the body of final petition for all university traffic disputes. Its inception corresponds to the same year that the university began to implement parking fees. The committee's charge and authority are now contained in Oregon Administrative Rules Chapter 571, Division 10.

The committee continues to meet in accordance with OAR 571-10-20. The committee hears appeals of decisions made by the Traffic Petitions Officer. If any university community member alleges "erroneous or wrongful ticketing or traffic citations on campus," a petition is made to the Traffic Petitions Officer. If said petition is denied, an appeal may be made to the Traffic Appeals Board. The appeal must show that the decision of the Petitions Officer was "unreasonable or arbitrary or was not supported by substantial evidence" (OAR 571-10-20).

The Traffic Appeals Board meets once a month from December until June.

The Office of Public Safety provides the staffing for this committee.

MEMBERSHIP:

The University Traffic Appeals Board shall consist of two faculty members, two members of the classified staff, and two students.... The Chair shall be selected at the first Board meeting each year.

REPORTING:

The Traffic Appeals Board shall report to the Vice President for Administration. At a minimum this report shall be in the form of an annual written report submitted by the Committee Chair to the Vice President for Administration and to the President of the University no later than May 31.