

UNIVERSITY OF WASHINGTON TACOMA
SCHOOL OF ENGINEERING AND TECHNOLOGY BYLAWS

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Dean as required in Section 23-43B, in an orderly and expeditious manner, the faculty of the School of Engineering and Technology, also referred to as the School, establishes herewith, under Faculty Code, Section 23-45A, these bylaws to establish organization and rules of procedure for the School of Engineering and Technology.

ARTICLE I
PURPOSE AND FUNCTION

The purpose of the School of Engineering and Technology is to provide training for computing and engineering professions within the larger context of the University of Washington, whose mission is defined in RCW, 28 B-20.020. The faculty of the School of Engineering and Technology, University of Washington Tacoma, is the School's governing body, under Faculty Code, Section 23-41.

ARTICLE II
VOTING MEMBERSHIP

Faculty members of the School of Engineering and Technology who are voting members of the University Faculty shall be voting members of the School faculty, as stated in Faculty Code, Section 21-32.

ARTICLE III
ACADEMIC PROGRAMS

School of Engineering and Technology faculty are organized by discipline into Academic Programs, as defined by Executive Order VI. Each academic degree and certificate offered in the School is housed within a single Academic Program. Academic Program faculty formulate policy, plan, oversee and approve curricula and accreditation matters related to all degree and certificate programs housed within them. Members of the Academic Programs are appointed by the Faculty Council of the School of Engineering and Technology (see Article IV below), in consultation with existing Academic Program faculty and after considering the expressed preference of each faculty member. Each voting member of the School faculty shall serve as a voting member in one Academic Program. Initial Academic Programs, and the initial degrees in each are:

Computer Science

- Bachelor of Science, Computer Science and Systems
- Bachelor of Arts, Computer Science and Systems
- Master of Science, Computer Science and Systems

Engineering

- Bachelor of Science, Computer Engineering and Systems
- Bachelor of Science, Electrical Engineering

Information Technology

- Bachelor of Science, Information Technology
- Master of Cybersecurity and Leadership
- Minor in Applied Computing

As new degree and certificate programs are approved, they may be added to an existing Academic Program, or may engender the creation of a new Academic Program, as decided by a majority vote of the School faculty.

The Chair of each Academic Program is elected from and by voting faculty members in the Academic Program, and shall be a tenured member of the Academic Program at the start of their appointment. The term for an Academic Program Chair is three years, with the appointment starting in September. Limits on the number of consecutive terms the Academic Program Chair may serve shall be determined by Academic Programs. The term of the Academic Program Chair can be ended for cause with a two-thirds majority vote of all voting Program Faculty and two-thirds majority vote of the Faculty Council. Should the Chair be unable to serve a full term, a new Chair shall be elected by Academic Program faculty to serve the balance of the existing term at the earliest opportunity.

ARTICLE IV FACULTY COUNCIL

The Faculty Council shall advise the Dean on procedural matters related to faculty promotion and tenure. The Faculty Council also shall advise the Dean on all other matters involving academic policy, priorities, resource allocation and budgets, and shall provide oversight and support for other School of Engineering and Technology committees (Faculty Code, Section 23-45C). The Dean, or the Dean's designee, shall be an ex officio member of the Faculty Council without vote.

Voting members of the Faculty Council serve a three-year term, beginning in September. There shall be two voting members of the Faculty Council from each Academic Program, at least one of whom must be a tenured faculty member, both of whom are elected from and by the voting faculty members in the Academic Program, with no option for consecutive appointments.

As the first order of business each Autumn Quarter, the Faculty Council designates a Vice Chair to serve in the position for one year, after which the Vice Chair shall serve as the Chair for one year. The Chair and Vice Chair shall be a tenured faculty member and voting member of the Faculty Council with at least two years of his or her term remaining. The Vice Chair shall not have served as Chair in the past three years and shall not be from the same Academic Program as the Chair. The Vice Chair acts as the Chair in the event the Chair is unable to perform their required duties. Should the Vice Chair be unable to serve a full term, a new Vice Chair shall be elected at the earliest opportunity, in accordance with the criteria detailed above.

ARTICLE V QUORUM AND VOTING

A quorum for any meeting of the School of Engineering and Technology faculty shall consist of the physical presence at the meeting of at least half the voting members of the faculty, in accordance with Section 23-46 of the Faculty Code. Voting shall occur during a meeting by show of hands, or by secret ballot if requested by any voting faculty member at the meeting. Decision is by a simple majority of the quorum present, except in the case of bylaw amendments, as detailed in Article VIII below. For individual promotion and tenure and/or hiring cases the faculty meeting shall adjourn to executive session and votes shall be by secret ballot.

ARTICLE VI
FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

At least one meeting of the full faculty of the School must be held during each academic quarter. The Chair of the Faculty Council shall preside. An annual calendar of meeting dates shall be established at the beginning of the Autumn Quarter by the Faculty Council. Meeting dates shall not be changed except in emergency, with information provided to the faculty regarding the cause for any change.

Special meetings may be held when called by the Faculty Council, requested by the Dean, or requested in writing by ten percent (10%) of the voting membership of the School faculty to the Chair of the Faculty Council.

The agenda shall be jointly developed by the Dean and the Faculty Council and shall include relevant contributions received from individual faculty members, Academic Programs, internal committees and task forces. Agenda items must be submitted in writing to the Chair of the Faculty Council one week prior to each full faculty meeting. A copy of the agenda shall be distributed to all faculty at least three business days prior to each meeting.

ARTICLE VII
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the School of Engineering and Technology Faculty in all cases to which they are applicable and in which they are not inconsistent with these bylaws and the Faculty Code.

ARTICLE VIII
BYLAW AMENDMENTS

These bylaws may be amended at any scheduled faculty meeting where a quorum is established, by two-thirds vote of those physically present, provided notice of intent is given at the prior faculty meeting or when draft changes are submitted in writing to all faculty at least two weeks (14 days) prior to the meeting at which such action is taken.

Original Bylaws Approved by the faculty of the Institute of Technology 21 April 2017

Revisions approved by the faculty of the Institute of Technology 18 May 2018 & 31 May 2019