

Approved by vote of IAS faculty, May 1, 2018

Bylaws of the UW Bothell School of Interdisciplinary Arts & Sciences (IAS)

In order to exercise the powers granted under University of Washington Faculty Code, Section [23-43](#), and to advise the Dean of IAS in an orderly and expeditious manner as required in Section [23-43.B](#), the faculty of UW Bothell IAS establishes herewith, under Faculty Code, Section [23-45.A](#), its organization and rules of procedures.

ARTICLE I: PURPOSE AND FUNCTION

Purpose: The purpose of IAS shall be to provide programs within the larger context of the University of Washington, whose purpose is defined in RCW, 28.B-20.020.

Function: The faculty of IAS is the School's governing body under Faculty Code, Section 23-41. The faculty participates in recommendations to the administration as assigned in Faculty Code, Section [23-43](#).

ARTICLE II: VOTING MEMBERSHIP

The voting members of the IAS faculty are the voting members of the University of Washington faculty, as defined in Section [21-32](#) of the Faculty Code, whose primary appointments are at IAS. Should a faculty member have a secondary appointment at IAS, then that faculty member must be in compliance with Section [24-34B.10](#) of the Faculty Code to be a voting member of the faculty at the UWB IAS.

ARTICLE III: FACULTY COUNCIL AND STANDING COMMITTEES

FACULTY COUNCIL

i.Responsibilities: To facilitate shared governance, IAS shall have an elected Faculty Council to advise the Dean on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets (Sec. 23-45.C). The Faculty Council shall be concerned with all domains of faculty authority and duties of IAS faculty and the professional and personnel issues affecting faculty.

The Faculty Council is directly accountable to the faculty as a whole from which it is elected and will act as an advisory body to the faculty on academic and other matters referred to in Sec. 23-41.

The Faculty Council shall work with the Dean, or a designee, and staff to provide for: (1) formation,

oversight, coordination, and support of the activities of all UWB IAS standing committees, (2) election of the members of the Faculty Council, and (3) selection by the Faculty Council of the chairs of the standing committees.

ii. **Membership:** The Faculty Council shall have 8 voting members reflecting the breadth of the IAS faculty with respect to rank and curricular area. At least 3 of the voting members should be senior IAS faculty members (professor, associate professor, principal lecturer, senior lecturer, senior artist-in-residence). The IAS Dean and Associate Deans may participate in Faculty Council meetings as ex-officio, non-voting members, as may appropriate IAS staff. In carrying out their duties, members of the Faculty Council may represent their academic areas, but the interests of the area shall be considered subordinate to the larger interests and welfare of the School. The Faculty Council will have a Chair and a Chair-elect (who is a senior IAS faculty member on the tenure or lecturer/artist-in-residence track), elected by the voting members of the Faculty Council from among the voting members of the Council.

iii. **Terms:** Members of Faculty Council shall serve 3-year terms of office, with staggered appointments so that no more than three vacancies occur in 1 year. The term of office of the Chair shall be 2 years. The term of office of the Chair-elect shall be 1 year, after which the Chair-elect serves as Chair.

iv. **Elections:** All voting members of the Faculty Council shall be elected by a plurality vote of the IAS voting faculty. Elections for the Faculty Council shall be held during spring quarter, and terms will begin on the first day of autumn quarter of that year.

Meetings: The Faculty Council shall meet at least twice during each academic quarter; additional meetings shall be scheduled at the request of the Chair or the Dean. An annual calendar of meeting dates shall be established at the beginning of the autumn quarter by the Faculty Council and meeting dates will not be changed unless faculty are provided information regarding cause for change. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by at least twenty percent of the voting membership of the IAS faculty. The Chair presides at meetings of the Faculty Council.

Agenda: The agenda shall be established by the Chair of the Faculty Council with input from Dean and other members of the Council, as appropriate. Agenda items must be submitted in writing to the Chair of the Faculty Council at least one week prior to each Faculty Council meeting. A copy of the agenda shall be distributed to School faculty in a timely manner.

Minutes: At each meeting, minutes from the previous Faculty Council meeting shall be approved by the Faculty Council and will become part of the official record of IAS. The approved minutes of every Faculty Council meeting will be available to faculty and staff.

STANDING COMMITTEES

The School shall have the following standing governance committees:

1. The Personnel Committee, whose responsibilities shall be to conduct annual reviews of all full-time and part-time IAS faculty members and make recommendations to the Dean concerning salary and merit; conduct reviews of full-time lecturers/artists-in-residence (all ranks) for reappointment and make recommendations to the voting faculty; review part-time lecturer/artist-in-residence applications for reappointment and make recommendations on renewal for faculty vote; conduct the third-year review of assistant professors and make recommendations to associate and full professors; and make recommendations for policy or procedural changes to IAS personnel processes, as appropriate. In carrying out these tasks, the Committee should follow the procedures laid out in Chapter 24 of the Faculty Code for renewal of appointments ([Sec 24-53](#)) and salary increases based upon merit ([Sec 24-55](#))

The Personnel Committee shall be composed of elected faculty members at the following ranks: full professor (3), associate professor (2), assistant professor (2), and full-time or senior/principal lecturer/artist-in-residence (2). All committee members serve two-year terms. Co-chairs (2) of the committee are selected by the Faculty Council from among the full professors elected to the Committee.

2. The Diversity Committee, whose purpose is to advance all elements of the IAS Diversity Plan and to coordinate with other campus efforts with respect to diversity, equity, inclusion, and engagement.

The Diversity Committee shall be composed of 4-6 elected faculty members, serving 2-year, renewable terms. The Committee will also seat 2 IAS staff members, the IAS Representative on the UW Bothell Diversity Council, and the Associate Dean for Diversity and Equity as ex-officio, voting members. It shall be chaired by one of its elected members nominated by the committee and confirmed by the Faculty Council.

3. The Curriculum Committee, whose responsibilities shall be to consider proposals of changes in the curriculum of established degrees, review new or revised course offerings, and review all documents associated with new degree programs. It may also make recommendations on policies or processes with regard to curriculum development and approval. The Curriculum Committee meets regularly during the academic year and provides all faculty members with opportunity to comment on proposals under consideration.

The Curriculum Committee shall be composed of 3-5 Curricular Area Working Group (CAWG) coordinators/graduate directors, or their nominees. Members of the committee serve 2-year, renewable terms and are full-time IAS faculty members. The chair of the Curriculum Committee, who also serves a 2-year, renewable term, is nominated by the committee and confirmed by the Faculty Council. The Assistant Director of Academic Service or their designee serves on the committee as ex officio, non-voting member.

ADDITIONAL STANDING COMMITTEES

The School shall also have the following standing committees:

1. Curricular Area Working Groups (CAWGs), whose role is to oversee curriculum and related matters associated with each of the undergraduate majors and graduate degree programs. Full-time faculty members normally serve as core members of 2 CAWGs, with an opportunity each spring to revise their memberships. Each undergraduate CAWG is overseen by a coordinator or co-coordinators selected by the CAWG membership; graduate CAWGs are overseen by their program director or co-directors. The coordinators work individually and collectively with the Dean, Associate Deans, and IAS staff to ensure that course offerings for the degree are robust, to foster the success of that degree through curriculum and faculty development, and to put forward revisions to the curriculum, as needed.

ADDITIONAL AD-HOC COMMITTEES

1. Ad hoc committees and task forces, whose roles are assigned by the Dean, Associate Deans, or Faculty Council as needed.

ARTICLE IV: VACANCY IN OFFICE

A vacancy in either elected or appointed committee membership can occur through such processes as resignation, termination of employment, on-leave status, or other reasons.

Vacancies in elected councils or committees should preferably be filled by special election of a replacement to complete the unexpired term. However, if a vacancy is temporary and of short duration, the Faculty Council is empowered to decide whether to fill the vacancy temporarily by appointment.

ARTICLE V: QUORUM

A quorum for any meeting of the IAS faculty, Faculty Council, or a faculty committee shall consist of at least half the voting members of that group.

ARTICLE VI: VOTING

A proposed action of the UWB IAS faculty under the authority of the Faculty Code, Sections [23-43](#) and 23-44, is effective if passed by a quorum majority of its voting members present at a meeting except: (1) in personnel actions where a majority of all faculty eligible to vote is required ([23-46.C](#)), and (2) in proposals to amend these by-laws where a two-thirds quorum majority is required (see Article IX).

Quorum majority, as defined in the Faculty Code ([23-46.A](#)), means:

1. In the case of a vote taken at a meeting, a majority of those members voting at a meeting at which at least half the members entitled to vote are present; and
2. In the case of a vote taken by mailed (written) ballots or electronic ballots, a majority of those voting, provided that at least half of the members entitled to vote have cast ballots.

For voting in a meeting, voting may occur orally, by show of hands, or by written ballot at the discretion of the chair. When requested by one or more voting members of the faculty, the vote upon any matter before the faculty shall be by secret ballot. Absentee voting by eligible faculty is permitted on matters requiring a written ballot, with a deadline for response of no less than one business day after the meeting.

Faculty with administrative appointments giving them an official role at a later stage of personnel, curricular, or other review processes shall abstain or recuse themselves at earlier votes in those processes.

ARTICLE VII: FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

Meetings: At least one meeting of the faculty shall be held during each academic quarter. Prior to the beginning of Autumn Quarter, an annual calendar of meeting dates shall be established by the Dean and Faculty Council. Meeting dates shall not be changed unless required by unforeseen circumstances. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by at least twenty percent of the voting membership of the UWB IAS faculty. The Dean chairs the meetings of the IAS faculty, but may delegate the presiding role to the Chair of the Faculty Council, one of the Associate Deans, or another faculty member.

1. **Order of Business.** The Dean shall determine the order of business in consultation with the Chair of the Faculty Council.
2. **Agenda.** The agenda shall be developed by the Dean in consultation with the Chair of the Faculty Council and with input from individual faculty members, departments, divisions, councils, committees, and task forces. A draft agenda is then distributed to the faculty with a request for proposed revisions or additions. Proposed changes to the agenda must be submitted in writing to the Dean and chair of the Faculty Council. The final agenda shall be made available to the faculty at least 24 hours prior to each meeting.
3. **Executive Session.** The Dean or the designated meeting chair must publicly announce the commencement of an executive session and its purpose. Executive session is permitted for the consideration of individual personnel matters and certain other purposes specified in the Faculty Code or by law.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised (or a similar set of rules approved by 2/3rds of the voting faculty) shall be the parliamentary authority. The rules contained in the UW Bothell IAS faculty bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the Faculty Code or other rules and regulations of this University.

ARTICLE IX: AMENDMENTS

These bylaws may be amended at any regularly scheduled faculty meeting by two-thirds vote of those present provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty during the academic year and at least 2 weeks prior to the meeting at which action is taken. In addition, the bylaws may be amended by paper or electronic ballot by two-thirds of those voting providing that the requirements for a quorum established in Article VI have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least 2 weeks prior to the date on which voting commences.
