

University of Washington
College of Education
Bylaws of the Faculty

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 College of Education establishes herewith, under *Faculty Code*, Section 23-45A, its organization and rules of procedures.

ARTICLE I
PURPOSE AND FUNCTION

Section 1. The purpose of the College of Education shall be to provide programs within the larger context of the University of Washington, whose mission is defined in RCW. 28 B-20.020.

Section 2. The faculty of the College of Education, University of Washington, is the College's governing body, under The *Faculty Code*, Section 23-41.

Section 3. Pursuant to Section 23-43 of the *Faculty Code*, the faculty of the College of Education

A. shall, with respect to academic matters,

1. determine its requirements for admission and graduation;
2. determine its curriculum and academic programs;
3. determine the scholastic standards required of its students;
4. recommend to the Board of Regents those of its students who qualify for the University degrees;
5. exercise the additional powers necessary to provide adequate instruction and supervision of its students;

B. shall, with respect to personnel matters, make recommendations to its dean in accord with the provisions of Chapter 24 and of Section 25-41.

ARTICLE II
VOTING MEMBERSHIP

Members of the College of Education faculty who are voting members of the University faculty shall be voting members of the College of Education faculty, in accordance with the *Faculty Code*, Section 21-32:

A. Except as provided in paragraph B of this Section the voting members of the University faculty are those faculty members holding the rank and/or title of:

- Professor, 50% appointment or greater,
- Research professor, 50% appointment or greater,
- Associate professor, 50% appointment or greater,
- Research associate professor, 50% appointment or greater,
- Assistant professor, 50% appointment or greater,
- Research assistant professor, 50% appointment or greater,
- Full-time principal lecturer,
- Full-time senior lecturer,
- Full-time senior artist in residence,
- Full-time lecturer,
- Full-time artist in residence, or

A retired assistant professor, associate professor, or professor during the quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor, or research professor during the quarter(s) he or she is serving on a part-time basis.

B. Notwithstanding the rank held, the following are not voting members of the faculty:
persons serving under acting or visiting appointments;

persons on leave of absence;
persons serving under clinical or affiliate appointments;
persons of emeritus status unless serving on a part-time basis;
persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

C. Research faculty may vote on all personnel matters as described in the *Faculty Code* except those relating to the promotion to and/or tenure of faculty to the following ranks:

Senior artist in residence
Senior lecturer,
Principal Lecturer,
Associate professor,
Professor,
Associate professor WOT,
Professor WOT.

Section 13–31, April 16, 1956; S–A 32, May 8, 1967; S–A 37, February 8, 1971; S–A 45, January 17, 1975; S–A 78, December 14, 1988; S–A 98, May 12, 1998; S–A 103, March 6, 2001; S–A 108, June 21, 2002; S–A 124, July 5, 2011: all with Presidential approval.

D. Voting Membership in Relation to Joint Appointment:

A faculty member who has the privilege of participation in governance and voting in the primary department, school or college may arrange with the secondary department, school or college either to participate or not to participate in governance and voting in the secondary department, school or college. This agreement must be in writing and will be used for determining the quorum for faculty votes (Sec. 24-34 Part 8)

ARTICLE III FACULTY COUNCIL AND STANDING COMMITTEES

Section 1. Faculty Council

Responsibilities: There shall be an elected faculty council, whose responsibilities shall be 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 provide governance for the faculty of the College of Education. This body shall be concerned with all domains of faculty authority and duties of the College of Education 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. It may act on behalf of the College of Education faculty and shall account to the College of Education faculty for those acts.

The Faculty Council shall provide for: (1) oversight, coordination, and support of the activities of all College of Education standing committees, and (2) election of the chair and members of the Faculty Council and the chairs of the standing committees.

Specifically, the Faculty Council discharges the following functions within provisions of the Faculty Code:

- a. Advises the Dean on budgetary matters pertaining to the current year and biennium, as well as to long-range budget concerns.
- b. Confers with the Dean on the overall state of the College.
- c. Sets the agenda for faculty meetings. Additions to the agenda may be made by individual faculty members upon approval by faculty attending faculty meetings.
- d. Provides for: 1) oversight, coordination, and support of the activities of all College of Education standing committees, and 2) prepares annual slates of candidates for Faculty Council and standing committees.
- e. Acts on other issues that arise, consistent with the Faculty Code and with the College of Education's faculty policies.
- f. At its discretion, it may delegate business to working groups, standing committees,

or ad hoc committees to consider matters falling within the purview of the Faculty.

Chair: The term of office of the chair-elect shall be one year, during which the chair-elect shall serve as vice-chair of Faculty Council. After this one-year term the chair-elect serves as chair. The chair-elect shall be elected from the associate and full professors of the College of Education. The term of office for the chair shall be one year.

Nomination and election of faculty council chair-elect: Election of the chair-elect of Faculty Council will occur in May for the following academic year. Prior to the election, the Chair of the Faculty Development and Support Committee and the Chair of the Faculty Council will review and prepare a ballot of all eligible Associate and Full Professors who are available to serve as chair-elect of Faculty Council. An electronic ballot will be distributed to all eligible voting faculty (all ranks) to determine the final nominees for a run-off election. The run-off election will be among those receiving the two highest vote counts (or more, in case of a tie).

Voting Membership: There shall be 11 voting members, consisting of the chair, the chair-elect, the vice-chairs of the 5 standing committees and 4 area representatives, one from each area. All members of Faculty Council shall serve 2-year terms of office. NOTE: The Chair-Elect may serve as his/her area representative.

Ex Officio Members: There shall be Ex Officio members, including the Dean or Dean's designee, 2 staff representatives (1 classified, 1 professional), and 2 student representatives (one graduate and one undergraduate student). Ex-officio members do not vote, are not obligated to attend meetings, and their presence is not included in determining a quorum.

Section 2. Standing Committees

The College of Education has five standing committees. These committees report to the faculty Council.

A. Membership

1. Each area appoints one member to each standing committee for a term of two years. Each committee shall also have a student representative. The Faculty Council will consult with the Area Chairs, in accordance with the College's service norms by rank.

Standing committees may recruit other faculty members to serve on ad hoc sub committees as needed.

2. Nomination and election of Committee Chairs and Vice-Chairs:

Standing committees will elect a chair from members with at least a year of service on the committee. Committees will elect a vice chair from among members with at least a year to serve. Assistant professors shall not serve as vice chairs or chairs.

B. Responsibilities of Standing Committees

1. Academic Programs and Initiatives Committee

The Standing Committee on Academic Programs and Initiatives develops, recommends, and interprets academic policy pertinent to undergraduate and graduate academic programs in Education. The committee shall be responsible for recommending policy and policy changes that relate to development of curriculum for undergraduate and graduate programs, reviewing and evaluating all such programs, recommending approval or denial of new or significantly altered degree programs, and reviewing and evaluating all major course changes or new courses.

2. Student Support and Advancement Committee

The Standing Committee on Student Support and Advancement shall be responsible for considering and recommending policy and/or procedures relating to student welfare, including, but not restricted to: recruitment

and retention of students, career guidance, advising and mentoring, availability and development of facilities and provision of support, the awarding of scholarships and making other awards, the nature and adequacy of non-curricular student activities and grievance procedures for students.

3. Budget, Resources, and Planning Committee

The Standing Committee on Budget, Resources, and Planning shall be responsible for providing input to the Dean, faculty, and student leadership on: the COE annual budget report; working with the COE financial office to provide annual faculty professional development on the COE budget; working with the COE financial office on matters of budget planning; and working with the COE financial office on budget concerns affecting faculty or raised by faculty. Budget concerns include, but are not limited to, use of faculty lines, staff resources, and long-term planning and organizational development. The budget committee will include, ex officio, a representative of the COE financial office and the Chair-Elect of the Faculty Council.

4. Faculty Development and Support Committee

The Standing Committee on Faculty Development and Support is responsible for merit review and, in cooperation with the Chair of Faculty Council, for conducting faculty votes on faculty hiring, graduate faculty status, and special appointments. In addition, the Faculty Development and Support Committee or a designated subgroup may be requested by Faculty Council to provide advice and recommendations regarding mentoring and support of faculty, research support, sabbatical policy, faculty load policy, and other faculty matters. At least one member should be a senior lecturer. In the event that no senior lecturer is appointed by an Area, FDS will solicit a senior lecturer from the COE to serve.

5. Diversity and Equity Committee

The Standing Committee on Diversity and Equity is responsible for overseeing the assessment of the climate of the College, supporting improvement on issues of equity and diversity, and making proposals to address issues regarding race, socioeconomic status (SES), gender, disability, LGBTQIA* status, international students, first-generation status, and other cultural groups in the following areas: 1) resource allocation (e.g., scholarships, assistantships, salary equity), 2) facilities, 3) demographics by programs (students, staff, & faculty), 4) mentorship, 5) curriculum, and 6) support of other Standing and search committees in their diversity and equity work.

*LGBTQIA = Lesbian, Gay, Bi-sexual, Transgender, Queer, Questioning, Intersex, Allies

Section 3. College Advisory Council

A. Membership on the CAC

By June 1 of each year, the Faculty Council (FC) Chair and Faculty Development and Support (FDS) Chair shall conduct an election for the open positions on the College Advisory Council (CAC). The CAC shall be composed of 5 faculty members who are Full Professors and may include faculty in research positions. CAC members will serve a 2-year term, with at least two members overlapping those who were elected in the prior year.

Selection of the Nominees: The Chair of the FDS committee and the Chair of the Faculty Council will review all eligible Associate and Full Professors who are available to serve on the CAC. After giving consideration to those who are already serving on the Faculty Council or other committees, a slate of candidates will be prepared. The slate will be reviewed at the May faculty meeting, and any eligible and consenting nominee may be added to the list.

The final slate of candidates will be presented to all faculty who have voting rights within the college (including eligible research faculty) by May 20 and a voted will be conducted through an electronic ballot constructed by the HR Manager and the Chair of the FDS. The ballot will be available for one week and the candidates with the largest number of votes will be elected to open positions on the CAC.

B. Responsibilities of the CAC

An elected College Advisory Council (CAC) reviews all promotion/tenure files and prepares a report for the Dean which includes the faculty vote tally for each candidate, as detailed in the COE Promotion and Tenure Guide.

ARTICLE IV
VACANCY IN OFFICE

Definition. A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, termination of employment, or failure to attend meetings of any committee without advanced notification.

Filling Vacancies. If a vacancy should occur during the term of any office, the area (for area representatives) or standing committee will elect a replacement.

ARTICLE V
QUORUM

A quorum for any meeting of the College of faculty or Faculty Council shall consist of at least half the voting members of that body.

ARTICLE VI
VOTING

A proposed action of the College of Education 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. For voting in a meeting, voting may occur orally, by show of hands, or by ballot.

Actions will be approved by a 2/3 majority of those voting, providing that at least 45% of the eligible faculty members cast ballots. When requested by one or more voting members of a campus, college, school, or department faculty the vote upon any matter before it shall be by secret ballot.

Section 13-31, S-A 20, April 16, 1956; S-A 43, November 14, 1972; S-A 56, February 21, 1978; S-A 74, January 2, 1987; S-A 115, June 15, 2007: all with Presidential approval.

ARTICLE VII
FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

MEETINGS. At least 2 meeting(s) of the faculty shall be held during each of the three quarters of the academic year. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Faculty Council. Meeting dates will not be changed unless there is a major emergency, with information to the faculty 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 10% of the voting membership of the College of Education faculty.

ORDER OF BUSINESS. The Faculty Council shall determine the order of business. The chair of the Faculty Council (or designee) will preside over the meeting.

AGENDA. The agenda shall be developed by the Faculty Council with input from individual faculty members, programs, divisions, councils, committees, task forces, and the Dean. Agenda items must be submitted in writing to the chairperson of the Faculty Council two weeks prior to each faculty meeting. A copy of the agenda shall be distributed to faculty at least one week prior to each meeting.

Upon request, the Dean of the College of Education shall provide a member of his or her faculty with information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to the College.

Section 13-31, S-A 20, April 16, 1956; S-A 43, November 14, 1972; S-A 56, February 21, 1978; S-A 74, January 2, 1987; S-A 115, June 15, 2007: all with Presidential approval.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in College of Education Faculty Bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this University.

ARTICLE IX
AMENDMENTS

Section 1. Proposing of Amendments. Amendments may be proposed by any member of the Faculty accompanied by the endorsement of five or more voting members of the Faculty. Proposed amendments shall be transmitted in writing to the Faculty Council, which shall then schedule a reading of the proposal at the next meeting of the Faculty.

Section 2. Voting of Amendments. Consideration of the proposed amendment shall be given at the next meeting of the Faculty which follows the first reading of that proposal. Voting shall be by ballot. For an amendment to pass, at least 45 percent of the voting faculty must vote and two-thirds must vote in favor.