

Milgard School of Business
University of Washington, Tacoma

Bylaws

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Dean in an orderly and expeditious manner, as required in Section 23-43B, the faculty of the Milgard School of Business establishes herewith, under Faculty Code, Section 23- 45A, its organization and rules of procedure.

ARTICLE I
PURPOSE AND FUNCTION

The purpose of the Milgard School of Business shall be to provide programs within the larger context of the University of Washington, whose mission is defined in the Revised Code of Washington, 28B.20.020, and the UW Policy Directory, found at <http://www.washington.edu/admin/rules/policies/index.shtml>

The faculty of the Milgard School of Business, University of Washington, Tacoma, is the governing body of the Milgard School of Business, under the Faculty Code, Section 23-41.

Pursuant to Section 23-43 of the Faculty Code, the faculty of the Milgard School of Business:

- 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 the Dean in accordance with the provisions of Chapter 24 and of Section 25-41.

ARTICLE II
VOTING MEMBERSHIP

Members of the Milgard School of Business faculty who are voting members of the University faculty shall be voting members of the Milgard School of Business faculty as specified by the Faculty Code, Section 21-32.

ARTICLE III
FACULTY COUNCIL AND STANDING COMMITTEES

Section 1. Faculty Council

- A. Responsibilities: The Faculty Council shall provide governance for the faculty of the Milgard

School of Business to the extent and as delegated to it by the faculty. This body shall be concerned with all domains of faculty authority and duties delegated to it by the faculty with the exception of those delegated by the faculty to the Undergraduate and Graduate Program Committees and faculty search committees or matters that the voting faculty or the Faculty Code has reserved for the tenured or voting faculty as a whole to consider. The Faculty Council is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the Milgard School of Business faculty and shall account to the faculty for those acts.

The scope of the Faculty Council authority, responsibilities and duties is as follows:

1. The Faculty Council discusses those matters referred to it by the Milgard School of Business faculty and makes recommendations thereon.
2. It provides advice to the Dean on pending matters.
3. It brings to the attention of the Dean and the administration matters of concern. Examples include matters of governance, long-term planning, resource allocation and management.
4. The Faculty Council, in consultation with the Dean or at the Dean's recommendation, may create and appoint ad hoc committees. Similarly, the Dean may create and appoint ad hoc committees, and shall inform the Faculty Council. The Faculty shall be informed of the creation of any ad hoc committees in a timely fashion.

The group that advises the Dean on promotion and tenure shall be those members of the Milgard School of Business faculty who are senior in rank to a candidate.

B. Membership: There shall be five elected members, consisting of one non-tenure track faculty and four tenured faculty. The Dean and the Associate Dean shall be non-voting ex-officio members of the Faculty Council.

Those eligible for election to the Faculty Council are:

1. All voting members of the faculty as of the beginning of the Spring Quarter in which the election is held, and
2. All members of the faculty who are on leave as of that date but who will be in residence during the forthcoming academic year.

Voting faculty serving in other administrative appointments (e.g., Directors) are excluded from membership on the Faculty Council.

The term of membership is three years. Elected members shall serve a maximum of two consecutive full terms. Elections and terms shall be staggered such that at least two members will be continuing members from the prior year.

C. Elections: The election of the members and Chair of the Faculty Council is held in Spring quarter each year with the new Faculty Council beginning its duties on September 16th of the following academic year. At the start of Spring quarter of each academic year, the Chair of the Faculty Council shall call for nominations and self-nominations and supervise the election of new Faculty Council representatives to replace those representatives whose terms have expired or are no longer eligible to serve. The Chair will solicit the names of candidates from among the faculty and submit the nominations to the voting faculty of the Milgard School of Business as a whole; the candidate who receives a majority of votes cast will be elected to the Faculty Council.

D. Chair: In the Spring quarter of each year, the elected members of the Faculty Council shall

nominate candidate(s) to be the Chair of the Faculty Council for the following academic year. Voting members of the Faculty Council who hold the rank of associate or full professor and who have served on the Council for at least one year are eligible to serve as Chair. The Chair is elected by the voting faculty of the Milgard School of Business. The candidate who receives the most votes shall become Chair-elect, becoming Chair at the beginning of the next academic year on Sept. 16th. The chair shall serve for a term of one year with a limit of 3 consecutive years.

E. Quorum and Vote: A quorum of the Faculty Council shall be four of the five voting members. A quorum is required to conduct a binding vote or other action. Approval of any measure requires a majority of all Faculty Council members. Upon motion, a majority of the members of the Faculty Council may refer a matter to the entire voting faculty of the Milgard School of Business.

F. Proxy voting: Proxy voting is not permitted in the Faculty Council.

G. Meetings: The Chair of the Faculty Council presides at the meetings of the Faculty Council. The Faculty Council shall meet at least three times each academic year; additional meetings shall be scheduled at the request of the Chair or the Dean. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by twenty percent of the voting membership of the Milgard School of Business faculty.

H. Agenda. The Chair of the Faculty Council sets the agenda for Faculty Council meetings with input from the entire faculty. The Chair shall call for agenda items from the faculty. Agenda items must be submitted in writing to the Chair of the Faculty Council at least one week prior to each Faculty Council meeting. The agenda shall be distributed to faculty of the Milgard School of Business electronically at least three days in advance of the scheduled meeting.

I. Minutes: At each meeting, minutes from the previous Faculty Council meeting will be reviewed by the Faculty Council and when approved will become part of the official record of the Milgard School of Business. The approved minutes of every Faculty Council meeting will be available electronically to faculty of the Milgard School of Business after approval.

J. Parliamentary Authority: Democratic Rules of Order shall be the parliamentary authority. The rules contained in these Milgard School of Business Bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the Faculty Code.

Section 2. Standing Committees

The standing committees of the Faculty Council shall consist of two program committees:

1. are responsible for establishing and enforcing program policies, such as setting standards for admissions, establishing graduation requirements and approving required course waivers,
2. are responsible for ensuring program assessment and assessment of student learning outcomes, and
3. have authority to establish subcommittees and task forces as needed.

Decisions regarding curriculum and program learning objectives require approval from the full faculty.

A. Graduate Program Committee: Members of the Graduate Faculty are eligible to serve as voting members of the Graduate Program Committee. The Graduate Program Committee shall include teaching faculty from each of the graduate programs offered by the Milgard School of Business and are elected by the faculty for a term of three years. The director of each graduate program shall serve as an ex officio voting member of the committee. The advisor of each graduate program shall serve as an ex officio non-voting member of the committee. The Chair of the Graduate Program Committee will be elected annually in the Spring quarter, by the Graduate Program Committee from among its elected members. The Chair shall not exceed three consecutive terms.

B. Undergraduate Program Committee: Members of the Undergraduate Faculty are eligible to serve as voting members of the Undergraduate Program Committee. The Undergraduate Program Committee shall include teaching faculty from the undergraduate program(s) offered by the Milgard School of Business and are elected by the faculty for a term of three years. The Director of the Undergraduate Program will be an ex officio voting member of the committee. Undergraduate advisors are ex officio non-voting members. The Chair of the Undergraduate Program Committee shall be elected annually in the Spring quarter, by the Undergraduate Program Committee from among its elected members. The Chair shall not exceed three consecutive terms.

ARTICLE IV FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

A. Meetings. At least one meeting of the full voting faculty shall be held during each academic year. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter. Meeting dates will not be changed unless necessary, with information provided to the faculty regarding the 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 twenty percent of the voting membership of the Milgard School of Business faculty. The Chair of the Faculty Council presides at the meetings of Milgard School of Business Faculty.

B. Agenda. The agenda shall be established jointly by the Dean or his/her representative and the Chair of the Faculty Council with input from standing committee Chairs and faculty. Agenda items must be submitted in writing to the Chair of the Faculty Council at least one week prior to the faculty meeting. The agenda shall be distributed to voting faculty electronically at least three days in advance of the scheduled meeting.

C. Quorum. A quorum for any faculty meeting consists of half of the voting members.

D. Voting. A proposed action of the Milgard School of Business faculty under the authority of the Faculty Code, Sections 23-43 and 23-44, is effective if passed by a majority of its voting members present at the faculty meeting. For voting in a meeting, voting may occur orally, by show of hands, or by secret ballot. A secret ballot shall occur if requested by any member of the voting faculty. Voting may also occur by electronic ballot if authorized by the faculty at the meeting where the vote is called. The quorum for an electronic ballot is half the voting members. Electronic votes will be conducted by the Faculty Council.

ARTICLE V
PARLIAMENTARY AUTHORITY

Democratic Rules of Order shall be the parliamentary authority. The rules contained in Milgard School of Business Bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the Faculty Code.

ARTICLE VI VACANCY IN OFFICE

A. Definition. A vacancy in either an elected office or appointed committee or the Faculty Council can occur through such processes as sabbatical, leave, resignation, termination of employment, or repeated failure to attend meetings of any committee.

B. Filling Vacancies. If a vacancy should occur during the term of any office, the Chair of the Faculty Council shall provide for an election from the voting faculty of the Milgard School of Business to fill the remainder of the term of office for that position.

ARTICLE VII 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 at least three (3) weeks prior to the meeting at which action is taken. The bylaws may be amended by mail or electronic ballot by two-thirds of those voting providing that the requirements for a quorum established in Article IV.C have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least three (3) weeks prior to the date on which the ballots will be tallied.