

**UNIVERSITY OF WASHINGTON
INFORMATION SCHOOL**

BYLAWS OF THE FACULTY

Ratified April 2, 2007—effective 9/16/2007

Revised and ratified March 9, 2015

Revised and ratified Jan 29, 2016

INFORMATION SCHOOL FACULTY

To exercise the powers granted under UW 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 Information School establishes herewith, under Faculty Code, Section 23-45A, its organization and rules of procedure.

**ARTICLE I
PURPOSE AND FUNCTION**

Section 1. The purpose of the Information School (iSchool) shall be to provide programs within the larger context of the University of Washington, whose mission is defined in the Revised Code of Washington RCW, 28 B-20.020 Vol. 1-1.

Section 2. The faculty of the iSchool, University of Washington, is the School'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 iSchool, University of Washington:

- 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 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 iSchool faculty who are voting members of the University faculty shall be voting members of the School faculty (Faculty Code, Section 21-32) with this exception:

- A. Voting membership in relation to non-personnel matters is extended to include professors of practice and competitively hired lecturers with 50% or more appointments. The faculty may extend voting rights to non-competitively hired lectures on a case by case basis.
- B. Voting rights of student representatives serving on committees vary and are specified below.

ARTICLE III ELECTED FACULTY COUNCIL AND STANDING COMMITTEES

The iSchool has the following standing committees:

Program Committees (Ph.D., MLIS, MSIM,
B.S. in Informatics)

Academics Council
Personnel Committee

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2 The standing committees are appointed by the EFC. The standing committees report to the EFC. The EFC will
3 consult with the Dean for balancing of workload among the faculty, with a general expectation that every
4 faculty member should be available to serve on at least one Standing Committee. In general, the terms of
5 office for each Standing Committee are to begin in the fall quarter. Each year, the EFC may at its discretion
6 offer more specific charges to the Standing Committees than the ones specified below. Only the EFC or the
7 Standing Committees may create sub-committees to perform specific functions.

8
9 In addition, ad hoc committees may be appointed by EFC and shall report to the EFC or directly to the
10 faculty.

11 A. Elected Faculty Council

12 Responsibilities: The EFC's responsibilities are to advise the Dean on matters of policy regarding faculty
13 promotion and tenure, faculty hiring, and on matters involving academic policy, including priorities,
14 resource and salary allocation, and budgets (Sec. 23-45B). The EFC shall provide governance for the
15 faculty of the iSchool. This body shall be concerned with all domains of faculty authority and duties
16 of the iSchool faculty and the professional and personnel issues affecting the faculty. The EFC is
17 directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the
18 iSchool faculty and shall account to the iSchool faculty for those acts.

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20 EFC meetings are open to all faculty with an appointment of at least 50%. Members of the iSchool
21 community, for example, the Deans, individual faculty, staff, or students may be invited to attend
22 meetings by the EFC. Executive sessions of the EFC are closed.

23
24 The EFC shall provide for: (1) oversight, coordination, and support of the activities of all iSchool standing
25 and ad hoc committees, (2) appointment of the chairs of the standing and ad hoc committees that do
26 not have chairs based on administrative position, and (3) election of the chair and members of the EFC.

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28 Chair: the chair and chair-elect shall be elected by the voting faculty of the Information School spring
29 term prior to the start of service. The chair-elect shall be elected from the associate and full professors
30 of the Information School. Chairs serve three years: in the first year as chair-elect, in the second year as
31 chair, and in the third year as past chair. The term of office shall not be extended unless a special need
32 arises and continued service is mandated by the voting faculty of the iSchool.
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34 Membership: There shall be 7 members, consisting of at least 4 tenured faculty members (one of these
35 will be the EFC chair, one will be the EFC chair-elect, and one will be the EFC past chair), 1 assistant
36 professor, 1 faculty member from the research ranks (or at large from the faculty if there are none from
37 research ranks), and 1 faculty member from the lecturer ranks. All members of EFC shall serve a three-
38 year term of office unless a special need arises and continued service is agreed upon by a majority of the
39 voting faculty of the iSchool.
40

41 B. Program Committees: B.S. in Informatics, MLIS, MSIM, Ph.D.

42 Responsibilities: The responsibilities of the Program Committees are to formulate policy, plan, and
43 oversee curriculum matters pertinent to the powers and duties of the faculty. Program coordination and
44 curriculum development shall be the responsibility of the program committees in collaboration with the
45 Academics Council and, as needed, the EFC.
46

47 Chairs of the Program Committees: The Chairs of the Program Committees shall be appointed by the
48 EFC. The EFC grants authority to the Dean to nominate the Chairs and make recommendations to the
49 EFC. The terms of office will be for three years in a single program, renewable.
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51 Membership: Faculty members of the program committees shall be appointed by the EFC in
52 consultation with the Dean's office and the respective Chair of the Program Committee. The term of the
53 appointment shall be three years. Program advisors are appointed to their respective Program
54 Committees as voting members. Each Program Committee shall also include student representation.
55 Student representatives are voting members of their respective program committees and are selected
56 by the student association of each respective program.
57

58 C. Personnel Committee

59 Responsibilities: The function of the Personnel Committee shall be to:

- 60 1. Formulate and periodically review criteria for implementation of University Policy for faculty
61 appointment, promotion, and tenure (Revised Code of Washington, Vol. II, Section 13-23[5] and 13-
62 31[4,5]). Proposed changes in criteria shall be referred to faculty through the EFC for approval.
- 63 2. Evaluate procedures for appointment, promotion and tenure decisions and to change these as
64 necessary while maintaining congruence with relevant University policy.
- 65 3. Serve as an advisory panel to the Dean and the Extended Personnel Committee (described below)
66 relative to recommendations for appointments, promotion, and tenure review. (Revised Code of
67 Washington, Vol. II, Section 23-43[b]).
68

69 All criteria and procedures pursuant to recommendations for appointments, promotion, and tenure
70 decisions shall be consistent with the Revised Code of Washington, Section 23-46, Chapters 24 and 25,
71 and with Vol. 2, Sections D41.0, D41.2 and D46.2.
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73 Chair and membership: The chair and members of the Personnel Committee shall be elected by the
74 faculty for a term not to exceed three years. The chair should be a full professor, and cannot be the Dean
75 or an Associate Dean. The chair of the EFC shall not serve as the chair of the Personnel Committee.
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77 An Extended Personnel Committee shall be convened by the Personnel Committee in order to
78 advise the Dean regarding issues of reappointment, promotion, and tenure.
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80 The Chair of the Personnel Committee chairs the Extended Personnel Committee meeting. The Chair
81 shall write a formal report of these proceedings for the candidate, summarizing the discussion and
82 recommendation and reporting on vote totals (no written report is necessary in a case of
83 reappointment). For purposes of confidentiality, all names shall be omitted from this report. The
84 candidate may then respond in writing to the Chair within seven calendar days. The Personnel
85 Committee may then decide to revise the letter to the Dean based on the candidate's response. The
86 Chair shall transmit the faculty's recommendation and all documents produced in this promotion
87 process as advice to the Dean regarding tenure or promotion.
88

89 D. Academics Council

90 Responsibilities: The Academics Council reports to the faculty on matters affecting curriculum and
91 students. It also develops, recommends, and interprets academic policy, and oversees academic
92 misconduct cases. The Council will appoint a hearing board for students regarding academic standing or
93 conduct matters.

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95 Chair and Membership: The chair of the Academics Council is a faculty member. The members of the
96 Academics Council are the Chairs of each of the Program Committees. The Associate Dean for Academics
97 and the Director for Academic Services are ex officio members. The director or Chair of programs shared
98 with the iSchool will also be invited to join the Council as ex officio members as needed.
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100 **ARTICLE IV**
101 **VACANCY IN OFFICE**
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103 Definition: A vacancy in either elected office or appointed committee membership can occur through such
104 processes as resignation, termination of employment, leave of absence, sabbatical of more than one
105 quarter, and repeated failure to attend meetings of any committee without advanced notification, or in the
106 EFC's judgment failure to fulfill the expected work as a committee member or chair.
107

108 Filling Vacancies. If a vacancy should occur during the term of any office, the EFC shall be empowered to
109 appoint an acting or permanent replacement to complete the unexpired term according to the regular
110 processes spelled out in this document, or to provide for an election to a new term of office for that
111 position. For example, if the office of a Chair of a Program Committee becomes vacant, the EFC consults
112 with the Dean regarding a replacement.
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115 **ARTICLE V**
116 **QUORUM**
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118 A quorum for any meeting of the iSchool faculty shall consist of at least 51% of all eligible voting members of
119 the faculty.
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122 **ARTICLE VI**
123 **VOTING**
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125 Except as otherwise stipulated in the Faculty code, a proposed action of the iSchool's faculty under the
126 authority of the Faculty Code, Sections 23-43 and 23-44, is effective if passed by a quorum majority of its

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127 voting members. All other matters relating to faculty meetings and voting are provided in the iSchool's
128 Faculty Meeting and Voting Policy.

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ARTICLE VII

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FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

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134 1. MEETINGS. At least two meetings of the faculty shall be held during each academic quarter excluding
135 summer term. The EFC shall establish an annual calendar of meeting dates for the upcoming year by the
136 end of the Spring Quarter. Meeting dates will not be changed unless there is a major emergency, with
137 information to the faculty regarding cause for change. Special meetings shall be held when called by the
138 EFC, when requested by the Dean, or when requested in writing by 10% percent of the voting
139 membership of the iSchool faculty. The EFC Chair or her/his designee presides at the meeting of the
140 iSchool faculty. iSchool meetings shall be consistent with the Washington State Open Meeting Act.

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142 2. ORDER OF BUSINESS. The EFC shall determine the order of business.

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144 3. AGENDA. The agenda shall be developed by the EFC with input from members of any iSchool
145 constituency. In general, agenda items must be submitted in writing to the Chair of the EFC two weeks
146 prior to each faculty meeting. In general, a copy of the agenda shall be distributed to faculty at least one
147 week prior to each meeting.

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ARTICLE VIII

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PARLIAMENTARY AUTHORITY

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153 The most recent edition of *Roberts' Rules of Order Newly Revised* shall be the parliamentary authority. The
154 rules contained in iSchool Faculty Bylaws shall govern the faculty in all cases to which they are applicable and
155 in which they are not inconsistent with the Faculty Code of this University.

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ARTICLE IX

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AMENDMENTS

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161 These bylaws may be amended at any regularly scheduled faculty meeting by two-thirds vote of those
162 present and voting provided notice of intent is given at the previous regular meeting or when submitted in
163 writing to all faculty at least four weeks prior to the meeting at which action is taken. The bylaws may be
164 amended by mail ballot by two-thirds of those voting providing that the requirements for a quorum
165 established in Article VI have been met in the ballots returned and that the proposed changes and rationale
166 have been circulated to all voting faculty at least two week(s) prior to the date on which the ballots will be
167 tallied.

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