

Michael G. Foster School of Business
University of Washington

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 Michael G Foster School of Business 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 Michael G. Foster School of Business shall be to provide programs within the larger context of the University of Washington, whose mission is defined in University Handbook, [RCW, 28 B-20.020 Vol. 1-1](#).

Section 2. The faculty of the Foster School of Business, University of Washington, is the Foster School of Business' governing body, under the Faculty Code, Section [23-41](#).

**ARTICLE II VOTING
MEMBERSHIP**

Members of the Foster School of Business faculty who are voting members of the University faculty shall be voting members of the Foster School of Business faculty as specified by 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 of (tenure, research track, and, WOT): professor, associate professor, assistant professor, principal lecturer, senior lecturer or full-time lecturer.

B. Notwithstanding the rank held, the following are not voting members of the faculty:

- persons serving under acting or visiting appointments;
- persons serving under research appointments, holding less than 50% appointments;
- persons on leave of absence;
- persons serving under clinical or affiliate appointments;
- persons of emeritus status unless serving as a faculty member on a part-time basis;
- persons serving under adjunct appointments

Section [13-31](#), April 16, 1956; S-A 32 May 8, 1967; S-A 37, February 8, 1971; Section [21-32A](#), [21-32C](#), March 6, 2001; all with Presidential approval.

**ARTICLE III
FACULTY COUNCIL AND STANDING COMMITTEES**

Section 1. Faculty Council

Responsibilities: The responsibilities of the elected Faculty Council of the Foster School of Business are 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. [23-45B](#)). This body shall be concerned with all domains of faculty authority and duties of the Foster School of Business 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 Foster School of Business faculty and shall account to the School faculty for those acts.

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

Any matter brought to the Faculty Council may be referred to the Foster School of Business faculty as a whole by written petitions from at least four Faculty Council members submitted to the chair of the Faculty Council not more than one week after the Faculty Council has voted on the matter. Such matters will not be considered approved until they are considered and approved by a simple majority of all voting members of the Foster School of Business faculty by means of an electronic ballot.

Membership: There shall be ten voting members, consisting of two representatives from each department, and the Dean who shall serve as *ex officio*. From the ten voting members, one shall serve as chair of the Faculty Council and one shall serve as vice-chair. All members of Faculty Council shall serve three (3) year terms of office. The Associate Deans are not eligible to serve as Faculty Council members. All voting faculty members holding tenure-track positions or senior/principal lecturer appointments are eligible to serve on the Faculty Council.

At the end of each academic year, the chair of the Faculty Council shall supervise the election of new Faculty Council representatives to replace those representatives whose terms have expired or are no longer eligible to serve. The election process shall proceed as follows. For replacing any representative from a given department, the chair of that department shall nominate two candidates from among eligible faculty. The names of these two candidates shall be submitted to the voting faculty of the Foster School of Business as a whole; the candidate from each department who receives a majority of votes cast will be the new department representative. In addition, all second- and third-year voting members of the Faculty Council who hold the rank of associate or full professor shall be candidates for chair of the Faculty Council; the candidate who receives the most votes shall become chair-elect.

The term of office of the chair-elect shall be one year, and will begin on September 16 of the academic year following his/her election. The chair of the Faculty Council will meet on a regular basis with the Dean and/or associate dean(s) to consult on issues of policy, curriculum and budget.

At the first meeting of the Faculty Council, the chair will nominate one of the voting members to serve as vice-chair; this appointment becomes effective as soon as it is confirmed by a majority vote of the Council as a whole. The chair will abstain from the vote except in the event of a tie.

The chair or vice-chair shall set the agenda for the Faculty Council meetings and will meet regularly with the deans as deemed necessary in order to facilitate communication between the Faculty Council and the Foster School of Business administration.

Meetings. The Faculty Council shall meet at least once 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 prior to the beginning of the autumn quarter by the Faculty Council and posted to be readily visible to all stakeholders. Meeting dates will not be changed unless there is an 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 ten percent of the voting membership of the Foster School of Business faculty. The chair presides at meetings of the Faculty Council.

Agenda. The agenda shall be established by the chair or vice-chair of the Faculty Council with input from individual faculty members, departments, divisions, councils, committees, task forces, associate deans and the Dean. Agenda items must be submitted in writing to the chairperson of the Faculty Council at least one week prior to each faculty meeting. A copy of the agenda shall be distributed to faculty in a timely manner.

Quorum: A quorum for Faculty Council shall consist of at least 6 elected members with all departments represented.

Minutes: At each meeting minutes from the previous Faculty Council meeting will be approved by the Faculty Council and will become part of the official record of the Foster School of Business. The approved minutes of every Faculty Council meeting will be available to faculty and staff on the Foster School of Business Intranet Site.

Parliamentary Authority: Roberts' Rules of Order (Newly Revised) shall be the parliamentary authority. The rules contained in these Foster 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:

- 1) Masters Program Committee: In addition to the one faculty representative from each department, the Masters Program Committee will consist of two students drawn from Foster School of Business MBA Programs (recommended by the top Masters student leadership body and appointed by the Associate Dean of Masters Programs) and the Associate Dean of Masters Programs who will serve *ex officio*.
- 2) Doctoral Program Committee: In addition to the one faculty representative from each department, the Doctoral Program Committee will consist of two doctoral students (selected by the doctoral students) and the Director of the Business Doctoral Program who will serve *ex officio*.
- 3) Undergraduate Program Committee: In addition to the one faculty representative from each department, the Undergraduate Program Committee (UPC) will consist of two undergraduate students who are appointed by the Associate Dean of the Undergraduate Program (and the Director of the Undergraduate Program who shall serve *ex officio*).

- 4) Technology Policy Committee: The Technology Policy Committee will consist of one faculty representative from each department.
- 5) Research Committee: The Research Committee will consist of one faculty representative from each department. The faculty representatives should be full professors.
- 6) Promotion and Tenure (P&T) Committee: The P&T Committee will consist of one faculty representative from each department. The faculty representatives will be full professors.

No faculty member can serve more than three consecutive years on any committee (other than the Promotion and Tenure Committee – See Section 3) except when approved by the Faculty Council.

The Masters Program Committee, Doctoral Program Committee, and Undergraduate Program Committee review all policy and curriculum changes relating to their respective programs, and serve as advisors to the various directors of the respective programs. These committees may initiate these changes on their own or they may react to suggested changes from administrators or faculty. All relevant matters must be reviewed by the appropriate committee before sending the matter (with committee recommendation) to the Faculty Council for final consideration.

The Technology Policy Committee reviews all policies relating to the allocation of IT resources in the school and advises the Director of IT.

The Research Committee makes recommendations to the Dean for the funding of summer research grants according to the policy approved by the Faculty Council therefore the Research

Membership in all standing committees except the Promotion and Tenure (P&T) Committee will be determined as follows:

- Following the election of Faculty Council members for the following academic year, each department chair in consultation with the Faculty Council chair-elect will nominate one department representative for each standing committee and any other ad-hoc committees that may be proposed.
- The Faculty Council chair will nominate one member of each committee to serve as chair for the following academic year based on the nominee's tenure on the respective committee and experience in the relevant program (if applicable). At the first Faculty Council meeting of each academic year, the proposed membership and chairs of the various committees will be elected by a majority vote of the Faculty Council members in attendance.

Section 3. The Promotion and Tenure (P&T) Committee

Following the procedure specified in Section 24-54 and 25-41 of the Faculty Code, a Promotion and Tenure (P&T) Committee will be elected to advise the Dean on promotion and tenure decisions. In addition to the information specified in the Faculty Code, the P&T Committee will consider all forms of input that facilitates the decision process, including input from department chairs and program directors as well as departmental recommendations of assistant and associate professors by higher-ranking faculty.

The P&T Committee will consist of five members, one departmental representative from each of the five departments in the Foster School of Business. Each elected representative will serve a three-year term. Elections to replace members of the committee whose terms are expiring or otherwise vacated and to select a committee chair will occur during the Spring quarter of each academic year. If a representative is unable to serve for a specific quarter(s), a replacement for the quarter(s) in question will be elected using the process described below and in Article VI. Only voting members of the Foster School of Business who hold the rank of full professor are eligible to serve on this committee.

Consecutive service on this committee is limited to a maximum of two terms (that is, after serving two consecutive three-year terms, a departmental representative is ineligible to serve on this committee for the next three years). Consecutive service as committee chair is limited to a maximum of two academic years. The Dean, associate deans, and department chairs are ineligible to serve as departmental representatives because their input is already separately incorporated in promotion and tenure decisions.

Nomination and Election of P&T Committee Department Representatives

Two full professors are nominated by all voting members in each department. Nominations will be conducted by an anonymous vote. The two candidates who receive the largest number of votes are the departmental nominees. (If there are not two eligible full professors in a department, the matter of department representation will be brought to Faculty Council for resolution). The candidate who receives the larger number of votes of the two candidates from each department in a school-wide vote is the department representative.

Election of P&T Committee Chair

A second school-wide vote will be held to elect a committee chair from among the departmental representatives. If no single representative receives a simple majority of votes cast, an additional election will be held to choose the chair from the two representatives receiving the largest number of votes.

The committee chair has the primary responsibility for carrying out the record-keeping and written communication functions of the committee. Staff support for this committee will be provided by the Dean's office at the request of the committee chair.

ARTICLE IV FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

MEETINGS. At least one meeting of the 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 by the Faculty Council. Meeting dates will not be changed unless there is an 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 ten percent of the voting membership of the Foster School of Business faculty. The Dean presides at the meeting of Foster School of Business Faculty.

1. ORDER OF BUSINESS. The Faculty Council shall determine the order of business.

2. **AGENDA.** The agenda shall be established by the Faculty Council Chair with input from the Faculty Council. Agenda items must be submitted in writing to the chairperson of the Faculty Council at least two weeks prior to each faculty meeting. A copy of the agenda shall be distributed to faculty electronically and posted to the School's intranet at least one week prior to each faculty meeting.
3. **VOTING.** A proposed action of the School 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 the faculty meeting. For voting in a meeting, voting may occur orally, by show of hands, or by paper ballot. Voting may also occur by electronic ballot as authorized by the faculty.

ARTICLE V PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in Foster 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

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

Filling Vacancies. If a vacancy should occur during the term of any office, the chair of the Faculty Council shall be empowered either to appoint a replacement to complete the unexpired term or to provide for an election to a new 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 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 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.