

**UNIVERSITY OF WASHINGTON BOTHELL  
GENERAL FACULTY ORGANIZATION**

**BYLAWS**

**UNIVERSITY OF WASHINGTON BOTHELL FACULTY**

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Chancellor as required in Section 23-43B, in an orderly and expeditious manner, the faculty of the University of Washington Bothell (UWB) 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 University of Washington Bothell 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](#), and within the context of the specific mission of the University of Washington Bothell, whose mission is defined in [RCW, 28B.45.020](#).

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

Section 3. Under Section [13-23](#) of the Faculty Code, the faculty of the University of Washington Bothell shares with its Chancellor the responsibility for such matters as:

1. Educational policy and general welfare;
2. Policy for the regulation of student conduct and activities;
3. Scholastic policy, including requirements for admission, graduation, and honors;
4. Approval of candidates for degrees;
5. Criteria for faculty tenure, appointment, and promotion;
6. Recommendations concerning campus and University budgets;
7. Formulation of procedures to carry out the policies and regulation thus established.

Pursuant to Section [23-43](#) of the Faculty Code, the faculty of the University of Washington Bothell:

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 Chancellor in accord with the provisions of Chapter 24 and of Section 25-41.

## **ARTICLE II VOTING MEMBERSHIP**

Members of the University of Washington Bothell faculty who are voting members of the University of Washington faculty shall be voting members of the University of Washington Bothell 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 of Washington Bothell faculty are those faculty members holding the rank 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 instructor,
- 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.

[For definitions of faculty titles, see Section [24-34](#).]

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 Lecturer  
Assistant Professor  
Associate Professor  
Professor  
Associate Professor without Tenure  
Professor without Tenure

D. Voting Membership in Relation to Joint Appointment:

A faculty member who has the privilege of participation in governance and voting in the primary academic program, school, or college may arrange with the secondary program(s), school(s), or college(s) either to participate or not to participate in governance and voting in the secondary unit(s). This agreement must be in writing and will be used for determining the quorum for faculty votes (Sec. [24-34 Part B7](#)).

### **ARTICLE III THE GENERAL FACULTY ORGANIZATION (GFO)**

Section 1. The organized faculty of the University of Washington Bothell is referred to as the General Faculty Organization (GFO). For these Bylaws, "faculty of the University of Washington Bothell" and "the General Faculty Organization (GFO)" are identical in meaning.

Section 2. The purpose of the GFO shall be to serve as a forum for faculty deliberation and decision-making, and for the formulation and conveyance of advice to the Chancellor and Vice Chancellors of the University of Washington Bothell on a wide range of matters related to the mission of the University of Washington Bothell.

### **ARTICLE IV OFFICERS OF THE GENERAL FACULTY ORGANIZATION (GFO)**

Section 1. GFO Chair, Vice Chair, and Terms

The officers of the GFO shall be the Chair and Vice Chair. Each shall ordinarily serve for a one-year term, and the vice-chair shall ordinarily succeed to the office of the chair, subject to faculty approval as specified Section 3.

Section 2. Responsibilities

The Chair of the GFO shall have overall responsibility for guiding and coordinating the affairs of the organization. The Chair of the GFO shall serve on the University of Washington Faculty

Senate and the Senate Executive Committee (SEC). The Vice Chair of the GFO shall chair the GFO Executive Council (see Article V). The Vice Chair of the GFO shall serve on the University of Washington Faculty Council on Tri-Campus Policy (FCTCP).

### Section 3. Election

During the month of April, the incumbent chair of the GFO shall announce an open call for nominations (including self-nominations) for the office of GFO vice chair for the upcoming academic year. Such nominations shall be given to the chair, who shall ascertain the willingness of each nominee to serve if elected. The chair shall then prepare a ballot for the two officer positions for the next year. For the position of GFO Chair, the incumbent GFO Vice Chair shall be listed. For the position of GFO Vice Chair, all willing nominees (as described above) shall be listed. If no candidate for one (or both) of the officer position receives a majority of votes from among GFO members casting votes, there shall be a single runoff election with a new ballot. The ballot shall contain the top two candidates for any position, with the winner being determined by a majority of those voting. Voting shall be completed in May.

### Section 4. Eligibility

Program directors, deans, and other faculty holding full or part-time administrative appointments shall not be eligible to serve as GFO Chair or Vice Chair.

## **ARTICLE V GFO EXECUTIVE COUNCIL (EC) AND COMMITTEES**

### Section 1. Responsibilities

The Executive Council (EC) is an elected faculty council of the GFO. Its responsibilities shall be to advise the Chancellor and Vice Chancellors on matters involving academic policy, including priorities, strategic planning, resource and salary allocation, and budgets; and policy regarding faculty promotion and tenure (Sec. 23-45B ). Additionally, the EC shall advise the Chancellor and Vice Chancellors on the development and implementation of the campus vision statement, and on the general welfare of the campus. It is expected that the substantial study and deliberation of matters concerning promotion and tenure policy, faculty affairs, academic standards, and the curriculum be undertaken in the campus councils having jurisdiction over these matters as described in Articles VI and VII and referred to the EC for final review. It shall be the responsibility of the EC to ensure that such advice conforms with the broadly defined will of the faculty and, time permitting, to refer to the membership of the GFO questions on which the faculty's will is substantially unknown or unclear. The EC shall report regularly to the GFO, and as completely as is possible, consistent with the occasional need for confidentiality in its advisory role to the Chancellor and Vice Chancellors.

Upon request, the Chancellor or Vice Chancellors shall provide the EC with information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to the UWB campus, as stated in the Faculty Code, Section 23-46H.

The agenda for EC meetings shall be developed by the EC with input received from individual faculty members, academic units, and the Chancellor and Vice Chancellors. Agenda items must be submitted to the EC chair two weeks prior to each meeting. A copy of the agenda shall be distributed to faculty at least one week prior to each meeting.

Roberts' Rules of Order Newly Revised shall be the parliamentary authority in the deliberations of the EC.

## Section 2. Membership

The membership of the Executive Council (EC) shall include the chair of the GFO, the vice-chair of the GFO (who shall chair the EC), the prior year's chair of the GFO, and one elected representative from each academic program at UW Bothell. If the Regents create colleges or schools within UW Bothell, each college and school, but not individual programs or departments within them, shall be entitled to one representative on the EC. These elected representatives shall serve a term of service of two years, renewable for a second term if reelected by their programs. In order to allow for continuity, in the first year three unit representatives will be elected for two-year terms and two representatives for one-year terms, with the assignment of term determined by lottery. Beginning in the second year, all representatives shall be elected to two-year terms. As programs, schools, or colleges are created, care shall be taken to ensure that roughly half of the EC representatives are elected each year.

Deans, program directors, associate program directors, and assistant program directors shall not be eligible to serve as EC members.

## Section 3. Instructional and Research Support Committee

The Instructional and Research Support Committee (IRSC) shall advise the Vice Chancellor for Academic Affairs on the implementation of policies and procedures that facilitate scholarly activities in matters pertaining to faculty research, including recommendations for the awarding of intramural research monies. The Committee shall advise, when appropriate, the Directors of the Office of Research Support, Teaching and Learning Center, Library, and Learning Technologies, and other campus-level instructional and research support entities on the implementation of policies and activities that support teaching and learning. The IRSC shall advise the EC on matters of policy and suggest policy changes to improve the provision of material support for teaching and research. Membership shall include one member of the EC, who shall serve as chair; a representative from each academic program, school, and college within UWB (unless the faculty in a given unit choose not to be represented); and, as a non-voting member, a representative from Academic Services. The term of service shall be two years, renewable for a second term if so determined by the representative's academic program.

## Section 4. Other Committees

To assist it in carrying out its responsibilities, the EC may at its discretion establish standing or ad hoc committees, prescribe their powers and duties, and appoint their members. Standing and ad hoc committees together with their powers and duties shall be listed in a form available to voting members of the UW Bothell Faculty.

# **ARTICLE VI CAMPUS COUNCIL ON PROMOTION, TENURE AND FACULTY AFFAIRS**

## Section 1. Responsibilities

A. Promotion and tenure: The Campus Council on Promotion, Tenure and Faculty Affairs, as an elected council of the UW Bothell faculty, shall advise the Chief Academic Officer on cases involving promotion and tenure of the faculty in accordance with Sections 24-54C and 25-

41B of the UW Handbook, and on appointments when consultation is needed. In formulating its advice on promotion and tenure, it is directed to study the whole record of candidates in accordance with the broad criteria established in the UW Handbook. It shall also be the responsibility of the Campus Council on Promotion, Tenure and Faculty Affairs to review and, if necessary, propose changes to policies and procedures related to campus-level implementation of University appointment, promotion, and tenure policy in accordance with Section 13-23A.5 and 13-31A.4 and A.5. of the UW Handbook. Proposed changes shall be referred to the GFO Executive Council, which shall determine whether to refer the proposed changes to the GFO for approval.

B. Faculty affairs: The Campus Council on Promotion, Tenure and Faculty Affairs shall serve as deliberative and advisory body to the GFO Executive Council on all matters of policy relating to the interests of the faculty of UW Bothell, including salaries, professional leave, mentoring, professional development, and standards of academic performance. Within this area of jurisdiction, the Campus Council on Promotion, Tenure and Faculty Affairs

1. shall provide advice and information as requested by the GFO Chair and GFO Executive Council.
2. may on its own initiative prepare proposals or resolutions for submission to GFO Executive Council;
3. may appoint such *ad hoc* committees as may be required for the effective pursuit of its work;
4. shall submit to the GFO chair any report for transmission to the GFO Executive Council.

## Section 2. Membership

The membership of the Campus Council on Promotion, Tenure and Faculty Affairs shall consist of seven tenured voting faculty members. Each program not part of a school or college shall be entitled to at least one representative; should they be established by the Board of Regents, schools and colleges shall each be entitled to at least one representative. The Chancellor and academic Vice Chancellor are not eligible for membership. Deans of schools and colleges are not eligible for membership. Members will be elected for a term of two years and can be elected for a maximum of three consecutive terms, at which point a member cannot be re-elected for one full year. The chair will be elected by its members and will serve for one academic year (September 16 through June 15), unless re-elected. The term of all other members shall begin September 16 in the year of their election and end June 15 two years later.

Nominations and election of the Campus Council on Promotion, Tenure and Faculty Affairs shall be conducted annually in the Spring Quarter to replace members whose term expires with the current academic year. The first election shall be held Spring Quarter 2007 to replace the members of the current Faculty Council on Promotion and Tenure whose term expires June 15, 2007, and to elect an additional member to bring the total council membership to seven. Members whose term expires in 2008 shall have the option of continuing in the new Campus Council on Promotion, Tenure and Faculty Affairs. Elections of four and three members shall be conducted in alternating years to maintain the total membership at seven. Special elections may be held to fill seats vacated by faculty before the end of their terms.

No later than Fall Quarter 2009, the Campus Council on Promotion, Tenure and Faculty Affairs shall conduct a review of these procedures, practices, and policies and shall propose recommended changes to the GFO Executive Council.

For purposes of representation on the Campus Council on Promotion, Tenure and Faculty Affairs, there shall be two rounds of election:

1. First election: [campus-wide primary election]

- (a) The chair of the GFO shall distribute to all voting faculty members a secret ballot containing the names of all eligible UW Bothell professors.
- (b) Each voting faculty member votes for as many candidates as there are open positions.
- (c) Each voting faculty member shall only cast a maximum of one vote per candidate.
- (d) A designated staff representative of the GFO office will collect the ballots and count the first round tally, which shall not be released.

2. Second election: [campus-wide election using the slate of nominees from the first election]

- (a) The chair of the GFO shall distribute to all voting faculty members a second secret ballot containing the names of twice the number of eligible faculty as the number of open positions.
- (b) The names on the ballot will be drawn from those who received the highest number of votes in the first election and who have agreed to have their names placed on the second ballot.
- (c) Each voting faculty member may cast as many votes as the number of open positions.
- (d) Each voting faculty member shall only cast a maximum of one vote per candidate.
- (e) The election will be decided by plurality vote, consistent with the requirement that each program, school, and college have at least one representative. In case of a tie, there will be a run-off election.

Section 3. Members of the Campus Council on Promotion, Tenure and Faculty Affairs shall recuse themselves from promotion and tenure cases originating from within their own programs.

## **ARTICLE VII CAMPUS COUNCIL ON ACADEMIC STANDARDS AND CURRICULUM**

Section 1. Responsibilities

A. Academic Standards: The Campus Council on Academic Standards and Curriculum shall serve as deliberative and advisory body to the GFO Executive Council on all matters of policy relating to proposals for new academic programs, colleges and schools, majors, minors, and concentrations; campus-level admissions policy; and inter-unit academic standards within the UW Bothell campus. Within this area of jurisdiction, the Campus Council on Academic Standards and Curriculum

1. shall provide advice and information as requested by the GFO Chair and GFO Executive Council.
2. may on its own initiative prepare proposals or resolutions for submission to GFO Executive Council;
3. may appoint such *ad hoc* committees as may be required for the effective pursuit of its work;

4. shall submit to the GFO chair any report for transmission to the GFO Executive Council.

B. Campus Level Review of Proposals for New Courses and Course Changes: The Campus Council on Academic Standards and Curriculum shall review all course changes proposed by the academic units and by the Faculty Oversight Committee on University Studies (FOCUS), including the creation of new courses and modification or deletion of existing courses. It shall consider the general appropriateness of proposed actions in the context of campus-wide programs, services to students, and the campus mission. When appropriate, it shall return proposals to the originating academic unit with requests for modifications. Upon approval, it shall forward recommendations to the Vice-Chancellor for Academic Affairs, who then forwards them to the University Curriculum Review Committee for final action.

#### Section 2. Membership

The membership of the Campus Council on Academic Standards and Curriculum shall consist of one elected representative from each academic program not part of a school or college and, should they be created by the Regents, each school and college at UW Bothell. It shall also include, as ex officio, non-voting members, one representative each from the campus library staff and the staff of Student Affairs. Members will be elected for a term of two years and can be elected for a maximum of three consecutive terms, at which point a member cannot be re-elected for one full year. The chair will be elected by its members and will serve for one academic year (September 16 through September 15), unless re-elected. The term of all other members shall begin September 16 in the year of their election and end June 15 two years later.

### **ARTICLE VIII VACANCY IN OFFICE**

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.

If a vacancy should occur during the term of any office, the EC 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 IX QUORUM**

A quorum for any meeting of the University of Washington Bothell GFO shall consist of at least half the voting members of the faculty, with all programs, schools, and colleges represented.

### **ARTICLE X VOTING**



A proposed action of the University of Washington Bothell GFO 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. For voting by mail or electronic ballot, actions are approved by a simple majority of those voting, provided that at least half of the members eligible to vote have cast ballots.

## **ARTICLE XI GENERAL FACULTY ORGANIZATION (GFO) MEETINGS**

At least one meeting of the faculty shall be held during each academic quarter; in Summer Quarter a meeting shall be held if there is business to conduct. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the EC. 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 EC, when requested by the Chancellor or Vice Chancellor for Academic Affairs, or when requested in writing by 25 percent of the voting membership of the faculty. The GFO Chair will chair the GFO meeting.

The EC is responsible for developing the agenda and order of business at a general meeting of the faculty. A copy of the agenda shall be distributed to faculty at least two weeks prior to each meeting.

## **ARTICLE XII 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 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 X have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least three weeks prior to the date on which the ballots will be tallied.

## **ARTICLE XIII DELEGATION OF POWERS TO PROGRAM FACULTIES**

Pursuant to section [23-43C](#) and [13-24.2](#) of the Faculty Code, the faculty of the University of Washington Bothell delegates to the faculties of its several programs the following powers and duties:

- A. Each program shall, with respect to academic matters,
  1. Determine its requirements for admission and graduation;
  2. Determine its curriculum;
  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. Each program faculty shall, with respect to personnel matters, make recommendations to its program director in accord with the provisions of [Chapter 24](#) and of Section [25-41](#).

C. Should the Regents of the University of Washington establish schools or colleges within the University of Washington Bothell, each school and college shall have the authority to determine its own organization and rules of procedure consistent with Section [23-45](#). The organization and rules of procedure in programs, schools and colleges within the University of Washington Bothell shall be subject to review by the GFO Executive Council ([23-45.A](#)). Should such a school or college code (bylaws) be inconsistent with that at the campus level, the latter takes precedence. In cases where a Dean of a school or college forwards a recommendation to the Chancellor, the Chancellor shall be advised by the GFO Executive Council in accord with Section [13-24.2](#).

**APPROVED BY**

**GENERAL FACULTY ORGANIZATION, July 7, 2010**  
**Charles Jackels, CHAIR**