

Approved by Faculty Vote June 7, 2006

Amended April 9, 2008

BYLAWS

Daniel J. Evans School of Public Affairs

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 Daniel J. Evans School of Public Affairs 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 Evans School shall be to provide programs within the larger context of the University of Washington, whose mission is defined in Faculty Handbook, [RCW, 28 B-20.020 Vol. 1-1](#).

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

ARTICLE II VOTING MEMBERSHIP

Members of the School faculty who are voting members of the University faculty shall be voting members of the School faculty. Eligible faculty members with joint appointments with another University unit are voting members of the School faculty provided they were granted voting rights in the Evans School at the time of their appointments. Unless previously granted voting rights at the time of appointment, jointly appointed faculty must have 50% or greater appointments in the Evans School in order to have voting rights in the School. 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, full-time instructor, 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 on a part-time basis;
- persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

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: There shall be a 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. [23-45B](#)). The voting faculty is the governing body of the Evans School. The Faculty Council shall be concerned with all domains of faculty authority and duties of the Evans School 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.

The Faculty Council shall provide for: (1) selection, oversight, coordination, and support of the activities of all Evans School standing committees, (2) faculty election of the chair and members of the Faculty Council, and (3) selection by the Council of the chairs of the standing committees.

- i. Membership: There shall be 5 members, consisting of a chair, a chair-elect, at least one voting faculty member from each of the following (tenure-track assistant, associate, full professor) not already represented by the chair and chair-elect, and any additional available seats will be elected as at large positions, depending on the rank of the chair and chair-elect. These at large positions include tenure- and non-tenure-track assistant, associate, and full professors, and half-time or greater research and WOT faculty, and full-time lecturers.
- ii. Members of Faculty Council shall serve 2-year terms of office, with two staggered appointments.

The persons receiving the highest number of votes shall be elected to the open seats subject to the condition that: to ensure that all ranks are represented, if any of the above categories (tenure-track assistant professor, tenured associate, tenured full professor) are unrepresented the faculty member from that rank receiving the highest vote total shall be elected. Persons completing a term shall not be eligible for re-election for one year. The Dean and Associate Deans are *ex officio*, non-voting members of the Faculty Council.

The term of office of the chair-elect shall be 1 year, after which the chair-elect serves as chair. The chair-elect shall be elected from the tenured associate and full professors of the Evans School. The term of office for the chair shall be 1 year.

Elections for the Faculty Council will be held before the end of the spring quarter and terms will begin June 15th of that year.

Section 2. Standing Committees

The Evans School has three standing committees: Curriculum and Student Affairs, Research, and Faculty Affairs, all of which are appointed by Faculty Council and report to the faculty. The Faculty Council will propose the initial slate of committee assignments in consultation with the Dean and Associate Dean for Academic Affairs for balancing of workload among the faculty. The general expectation is that every faculty member should be available to serve on at least one Standing Committee or the Faculty Council. The terms of office for each Standing Committee are to begin in the autumn quarter and run for one year until the subsequent autumn quarter, though when feasible, committee chairs may be asked to serve for two years to provide continuity. Each year, the Faculty Council may at its discretion offer more specific charges to the

Standing Committees. The Faculty Council or the Standing Committees may create sub-committees to perform specific functions.

In addition ad hoc committees may be appointed by Faculty Council and shall report to the Faculty Council.

The Curriculum and Student Affairs Committee:

The Curriculum and Student Affairs Committee reports to the faculty regarding curriculum policy for all degree programs and deals with policy matters affecting the curriculum or students. The Faculty Council shall appoint at least 4 Evans School voting members of the Faculty to serve on the Curriculum and Student Affairs Committee, and from one of them appoint a Chair of the committee. The Graduate Program Coordinator(s) shall be members and the Associate Dean for Academic Affairs and the Director of Student Services shall be *ex officio* members. Additional members may be appointed by the Faculty Council as it deems appropriate.

The Research Committee:

The Research Committee reports to the faculty regarding matters of research policy. It also works to promote faculty and student research, grant funding, and interdisciplinary research. The Faculty Council shall appoint at least 3 voting members of the Evans School faculty to serve on the Research Committee. Additional members may be appointed by the Faculty Council as it deems appropriate. The Associate Dean for Research shall be an *ex-officio* member of the Research Committee.

The Faculty Affairs Committee:

The Faculty Affairs Committee reports to the faculty on policy and procedural matters regarding personnel decisions, including, but not limited to, monitoring ad hoc committee reports on reappointment and promotion cases for Code compliance; providing input on external referees for tenure and promotion cases; advising the Faculty Council on faculty personnel procedural matters as necessary. The Faculty Council shall appoint at least 4 Evans School voting members of the Faculty to serve on the Faculty Affairs Committee, including two Professors, one Associate Professor, and one Assistant Professor. From one of the members with the rank of Professor the Council shall appoint the Chair of the committee. Additional members may be appointed by the Faculty Council as it deems appropriate. Members must recuse themselves in matters that relate specifically to their own case (or where a conflict of interest is present) for reappointment, promotion or tenure, and from matters relating to specific cases of faculty superior in rank to them including cases of promotion to superior rank.

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, on-leave status, 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 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. If a vacancy is temporary, the Council is empowered to decide whether to fill the vacancy temporarily by appointment.

ARTICLE V QUORUM

A quorum for any meeting of the Evans School faculty shall consist of at least half the voting members of the faculty.

ARTICLE VI VOTING

A proposed action of the Evans 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 a meeting except: (1) in personnel actions where a majority of all faculty eligible to vote is required (23-46C), and (2) in proposals to amend these by-laws where a two-thirds quorum majority is required (see Article IX). For voting in a meeting, voting may occur orally, by show of hands, or by ballot at the discretion of the chair. However, a faculty member may request a written ballot by motion and, if seconded, a written ballot will be taken. Absentee voting by eligible faculty is permitted provided the ballot is received by the time of the faculty meeting.

Where voting on an issue in a faculty meeting is not deemed feasible by the chair (e.g., because a decision is required before faculty would be able to meet), the chair may propose voting by mail or electronic ballot. If there are objections to the proposed mail or electronic ballot, then, in response to a motion and second, an electronic vote will be taken as to whether to conduct a mail or electronic ballot, or to defer the vote until the faculty can meet. As with actions taken at faculty meetings, for mail and electronic ballots, school actions must be approved by a majority of the votes cast, providing that at least a quorum of eligible faculty members cast ballots. The period for voting should be no less than one business day but otherwise is at discretion of the chair.

ARTICLE VII FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

1. MEETINGS. At least one meeting of the faculty shall be held during each academic quarter. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Dean and Faculty Council. Meeting dates will not be changed unless there is an absolute necessity. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by 25% percent of the voting membership of the Evans School faculty. The Dean presides at the meeting of Evans School Faculty but may delegate the presiding role to an Associate Dean or another faculty member at his/her discretion.

2. EXECUTIVE SESSION. The chair must publicly announce the commencement of an executive session and its purpose. Executive session is permitted for the consideration of individual personnel matters and certain other purposes.¹
3. ORDER OF BUSINESS. The Dean shall determine the order of business in consultation with the Faculty Council.
4. AGENDA. The agenda shall be developed by the Dean in consultation with the Faculty Council and with input from individual faculty members, departments, divisions, councils, committees, and task forces. Agenda items must be submitted in writing to the Dean and chairperson of the Faculty Council one week prior to each faculty meeting. A copy of the agenda shall be distributed to faculty electronically at least 48 hours prior to each meeting.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in the Daniel J. Evans School of Public Affairs 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

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 2 weeks prior to the meeting at which action is taken. In addition, the bylaws may be amended by mail ballot by two-thirds of those voting providing that the requirements for a quorum established in Article VI have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least 2 weeks prior to the date on which the ballots will be tallied.

¹ The permissible topics to be considered in executive session are enumerated in:
<http://www.washington.edu/admin/rules/APS/01.05.html>.

Revised by Evans Faculty on May 9, 2007