

## **By-Laws COLLEGE OF THE ENVIRONMENT**

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 College of the Environment by vote 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 College of the Environment 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 College of Environment, University of Washington, is the College's governing body, under The Faculty Code, Section 23-41.

Under Section 13-23 of the Faculty Code, the College faculty shares with its Dean 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

Upon request, the Dean of the College shall provide a member of his or her faculty with information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to the College, Section 23-46H.

**Section 3.** Pursuant to Section 23-43 of the Faculty Code, the faculty of the College of the Environment

- 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 dean in accord with the provisions of Chapter 24 and of Section 25-41.
- C. may, if it is departmentalized, delegate to the faculties of its several departments any of the powers and duties specified in paragraphs A and B of this Section.

## **ARTICLE II MEMBERSHIP and VOTING**

Faculties of the departments and schools of the College are the members of the College faculty. Members of the College faculty who are voting members of the University faculty shall be voting members of the College 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 faculty are those faculty members holding the rank of (academic track, 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.
- 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 WOT
  - Professor WOT
- D. Voting Membership in Relation to Joint Appointment:

A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(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 VACANCY IN OFFICE**

Definition. A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, termination of employment, or failure to attend at least half of the meetings of any committee without advanced notification.

#### **ARTICLE IV QUORUM**

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

#### **ARTICLE V VOTING**

A proposed action of the College of the Environment 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. The act of the majority of voting members present at a meeting at which a quorum is present shall be the act of the College of the Environment faculty. 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 VI FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA**

Meetings. Faculty meetings shall be held when called by the council, when requested by the Dean, or when requested in a petition to the College Council signed by ten percent of the voting members of the College faculty. Unless otherwise requested by the body calling the meeting, the Dean presides.

Order of Business. The Elected College Council determines the order of business.

Agenda. The agenda shall be developed by the Elected College Council with input from individual faculty members, councils, committees, and the Dean. Agenda items shall be distributed to faculty prior to each meeting.

#### **ARTICLE VII COUNCILS AND STANDING COMMITTEES**

The College of the Environment has an elected College Council and ad hoc committees that are formed and appointed by the Dean of the College and/or the College Faculty when necessary.

##### **College Elected Committees**

##### **College Council**

In order to exercise the powers granted under the Faculty Code, Section 23-45, the College Council establishes herewith its structure, function, and rules of procedures.

A. Structure, Election, and Function of the College Council (CC), College of the Environment

The College Council shall be composed of members elected from the College faculty as described below.

### 1. Structure of the College Council

The College Council shall consist of one member elected by the voting faculty members in each of the schools and departments in the college and two members elected at large as described in section 2 below.

A quorum shall consist of a majority of the members of the Council.

### 2. Election of College Council Members

Each unit shall elect one member by ballot elections conducted within their respective units. At least two nominations shall be on the ballot, and the nominee that receives the highest votes is elected to serve on the College Council. The nominee that receives the second highest votes will serve as alternate. The alternate member shall sit on the council when the regular member cannot.

To elect the at-large representatives, the process will be as follows. The College Council, in consultation with the Dean, shall nominate at least two candidates for each open at-large position. The nominations will be guided by the need to establish the necessary disciplinary breadth on the College Council to deal with promotion and tenure decisions, and to provide the Council with the breadth of expertise that is most needed during the term of the council member when elected. The at-large members of the College Council shall be elected by a vote of all eligible faculty in the College.

Members of the College Council shall have attained the rank of Associate or Full Professor.

Elected members shall serve three-year terms, which begin on September 16 of the first year and end on September 15 of the third year. The College Council shall establish the terms for each member such that approximately one third of the members complete their terms in a given year. When members' terms are expiring an election for that position shall be held during the prior Spring Quarter. In the Spring Quarter, the Council may elect a member to serve the next year as vice-chair and the following year as chair. A member so elected during the second year of a three-year term shall serve a third year as vice-chair and a fourth year as chair. A member may serve a maximum of two full terms consecutively except that a one-year extension shall be provided to allow service as council chair. (During the 2009-10 academic year, members will be elected at the beginning of autumn quarter.)

### 3. Function of the College Council

The College Council shall:

- 1) Review and make recommendations on faculty personnel actions for tenure and promotion and new appointments at a tenured track, in accord with the provisions of Chapter 24 and of Section 25-41 of the Faculty Code;
- 2) Advise the Dean on budgetary matters;

- 3) Advise the Dean at his/her request or as requested by members of the faculty on matters involving academic policy and practices;
- 4) Serve as part of any committee formed to evaluate Reorganization, Consolidation, or Elimination of Programs within the College.
- 5) Draft and periodically review the By-Laws of the College for discussion and consideration by the College faculty.
- 6) Provide other advice to the Dean as requested by members of the College faculty.

#### 4. Vacancy in Office.

If for any reason a Council member is temporarily unable to perform the duties of office, their position may be filled by an eligible member of their group recommended by the Dean, confirmed by a majority vote of the Council, and appointed by the Dean. Such an appointee shall serve until the Council member they replace is able to continue in their term of office. If an elected Council member becomes unavailable for Council service over a prospective period of two years or longer, their position shall be filled at the next Council election. Prior to assumption of office by the elected successor, the position may be filled by appointment as set forth previously in this Section.

### **College Ad Hoc Committees**

The dean may appoint ad hoc committees as needed.

### **ARTICLE VIII PARLIAMENTARY AUTHORITY**

Roberts's Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in College of the Environment By-Laws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the code or special rules of order of the University of Washington.

### **ARTICLE IX DELEGATION OF POWER TO DEPARTMENT AND SCHOOL FACULTIES**

**Section 1** Pursuant to Section 23-43 of the Faculty Code, the College faculty delegates certain powers to each of its departments and schools. Subject to the limitations set forth in Sections 2, 3, and 4 below, the faculty of each department may:

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 College faculty 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.

**Section 2** In exercising the powers conferred in Article IX Section 1, no Department or School faculty may prescribe standards that fall below those of the College, nor may a Department or School take action that is contrary to policies adopted by the College. The College faculty reserves the right to reject or modify departmental or school action taken under Article IX, Section 1.

**Section 3** In exercising powers delegated by the College faculty, department and school faculties shall note that they are bound by the provisions of the *University Handbook*, Sections 13-21, 13-22, 13-24, 13-31, 23-43, 23-45, 23-46, 23-47 and 23-48, and that their actions must conform with all applicable rules set forth in the *University Handbook*.

**Section 4.** The faculty of each department and school shall, with respect to personnel matters, make recommendations to the Dean of the College in accord with the provisions of Chapter 24 and of Section 25-41.

## **ARTICLE X AMENDMENTS**

These By-Laws may be amended at any College faculty meeting where a quorum is present by two-thirds vote of those present provided notice of intent is submitted in writing to all faculty at least two weeks prior to the meeting at which action is taken. The By-Laws may be amended by mail ballot or by 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 two weeks prior to the date on which the ballots will be tallied.