



UNIVERSITY OF WASHINGTON

OFFICE OF THE SECRETARY OF THE FACULTY
Gerry Philipsen

June 6, 2007

Mark A. Emmert, President
Office of the President
Box 351230

SUBJECT: Class A Legislation #116

Dear President Emmert:

In accordance with the rules, the faculty has approved the Faculty Code amendments in Class A Bulletin No. 116: Volume Two, Part II, Chapter 22, Section 22-56 (The Secretary of the Faculty).

The results of the election submitted to the faculty for vote on May 10, 2007, are:

Total ballots distributed electronically:	3896
Total ballots returned:	531
Percent of faculty who voted:	14%
Percentage of "yes" votes:	96.61% (513)
Percentage of "no" votes:	1.88% (10)
Percentage of abstentions:	1.51% (8)

(The above percentage figures are based on ballots recorded electronically by the Catalyst Group.)

Attached is Professor Gail Stygall's certification that the faculty has voted to approve the changes as proposed in Class "A" Bulletin No. 116. Before the University handbook can be revised, we need your approval. According to the Faculty Code, you have fourteen days to respond. We look forward to hearing from you by June 20, 2007.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerry Philipsen".

Gerry Philipsen
Secretary of the Faculty

Enclosure

cc: Gail Stygall, Chair, Faculty Senate
Carol Niccolls, Executive Assistant to the President
Marcia Killien, Chair, Faculty Council on Tri-Campus Policy

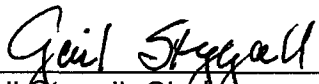
Class A Legislation #116

Proposed amendments changing procedures for appointing the Secretary of the Faculty.

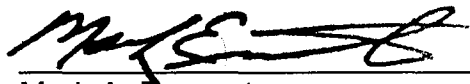
Volume Two, Part II, Chapter 22, Section 22-56.

CERTIFIED AS APPROVED

APPROVED



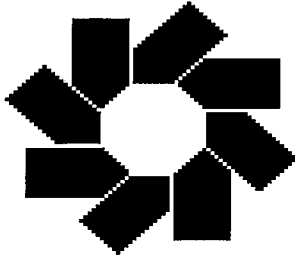
Gail Stygall, Chair
Faculty Senate



Mark A. Emmert
President

Date: 6-5-07

Date: June 15, 2007



University of Washington
FACULTY SENATE
Box 351271

Class A Bulletin No. 116

May 10, 2007

GENERAL LEGISLATIVE ACTION

At its meeting on April 26, 2007, the Faculty Senate approved legislation that would change procedures for appointing the Secretary of the Faculty. These changes, which would amend the *Faculty Code*, have been approved at every step of the legislative process. The Faculty Council on Faculty Affairs has developed and approved this legislation.

PLEASE VOTE BY MAY 31, 2007.

RATIONALE

The Secretary of the Faculty serves a five-year term, and is responsible for administration of the Office of University Committees, which supports the work of the Faculty Councils, the Faculty Senate, the system for adjudication of Faculty grievances, and other functions that ensure the smooth operation of faculty governance.

Under the present system the Secretary of the Faculty is selected through a joint process, in which the Senate Executive Committee nominates three candidates for the position, and then the President makes the final decision by selecting one of those nominees. The proposed amendment removes the President from the selection process and places the power of selection entirely in the hands of the Faculty. In the proposed new procedure the Executive Committee would nominate a single nominee, who would then be put before the Senate for confirmation.

The proposal was initiated by President Emmert and Senate Chair Gail Stygall. It was developed by the Faculty Council on Faculty Affairs, which passed it unanimously, as did both the Executive Committee and the Senate. In support of the decision to seek to amend our current practice, it has been determined that at many institutions that are comparable to ours, many of the functions of our Secretary are performed by a member of the faculty who is elected or appointed without such determinative participation by an officer of the administration.

Proposed Amendments to the Faculty Code:

Senate Proposed Changes (Additions are underlined; deletions are struck through)
Changes to Volume Two, Part 2, Chapter 22, Section 22-56
Section 22-56. The Secretary of the Faculty
A. The Secretary of the Faculty shall be a member of the faculty with tenure. <u>The term of service shall normally be five years.</u> He or she shall be appointed by the President from a list of not less than three nominees submitted by the elected members of the Executive Committee. The secretary shall serve at the pleasure of the President.

Proposed Handbook Changes for Designating the Secretary of the Faculty**Changes to Volume Two, Part 2, Chapter 22, Section 22-56**

A. 131/116

Section 22-56. The Secretary of the Faculty

- A. ~~The Secretary of the Faculty shall be a member of the faculty with tenure. The term of service shall normally be five years. He or she shall be appointed by the President from a list of not less than three nominees submitted by the elected members of the Executive Committee. The secretary shall serve at the pleasure of the President.~~
- B. The Secretary of the Faculty shall be elected by a majority vote of the Senate Executive Committee and confirmed by a majority vote of the Senate. The Chair of the Senate shall publish the name of the individual elected by the Senate Executive Committee in the agenda of the Senate meeting in which confirmation is sought.
- C. If the position of the Secretary of the Faculty falls vacant, a committee consisting of the Senate Chair, Vice-Chair, and immediate past Senate Chair shall appoint a temporary Secretary of the Faculty, pending a prompt election and confirmation process for a permanent successor.
- D. ~~B.~~ The Secretary of the Faculty shall keep the minutes and the records of the Senate.
- E. ~~C.~~ The Secretary of the Faculty shall administer the Office of University Committees. He or she shall also maintain a file of council and committee rosters and provide the Executive Committee with lists of nominees for council and committee appointments.
- F. ~~D.~~ The Secretary of the Faculty shall perform the additional duties prescribed in this Chapter the Faculty Code.

S-A 29, June 8, 1964: with Presidential approval.

Rationale: In the current system for designating the Secretary of the Faculty, a faculty committee provides a list of three nominees from which the President chooses one. It is desirable to replace this procedure with one in which the Secretary is chosen by representatives of the faculty.

While the Secretary could, in principle, be chosen in several different ways, the Senate Executive Committee seems to be the most appropriate body in which to vest this power. Comprised of the President of the University, the officers of the Senate, the group representatives, the council chairs, and representatives of the Bothell and Tacoma campuses, its members have a broad understanding of the role of the Secretary of the Faculty and are well prepared to make an appropriate choice. As the Faculty Senate is given the power to confirm this choice, it retains ultimate control of the process.

Senate Proposed Changes
(Additions are underlined; deletions are struck through)

- B. The Secretary of the Faculty shall be elected by a majority vote of the Senate Executive Committee and confirmed by a majority vote of the Senate. The Chair of the Senate shall publish the name of the individual elected by the Senate Executive Committee in the agenda of the Senate meeting in which confirmation is sought.
- C. If the position of the Secretary of the Faculty falls vacant, a committee consisting of the Senate Chair, Vice-Chair, and immediate past Senate Chair shall appoint a temporary Secretary of the Faculty, pending a prompt election and confirmation process for a permanent successor.
- D. ~~B.~~ The Secretary of the Faculty shall keep the minutes and the records of the Senate.
- E. ~~C.~~ The Secretary of the Faculty shall administer the Office of University Committees. He or she shall also maintain a file of council and committee rosters and provide the Executive Committee with lists of nominees for council and committee appointments.
- F. ~~D.~~ The Secretary of the Faculty shall perform the additional duties prescribed in ~~this Chapter~~ the Faculty Code.

S-A 29, June 8, 1964: with Presidential approval.

Approved by Senate Executive Committee
February 12, 2007

Approved by Faculty Senate
March 1, 2007

Approved by Senate Executive Committee
April 9, 2007

Approved by Faculty Senate
April 26, 2007