

Secretary of the Faculty

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June 20, 2003

Lee L. Huntsman, Interim President
Office of the President
Box 351230

Subject: Class A Legislation

Dear President Huntsman:

In accordance with the rules, the faculty has approved the *Faculty Code* amendments in Class A Bulletin No. 110 regarding Volume Two, Part II, Chapter 21, Section 21-71; Chapter 22 Sections 22-47-48 and Chapter 29 Section 29-37, Provisions Relating to Voting and Elections - Electronic Initiative.

The results of the election submitted to the faculty for vote on 27 May 2003 are:

Total ballots mailed out:	3550
Total ballots returned:	810
Percent of faculty who voted:	22.82%
Percentage of "yes" votes:	94.81% (768)
Percentage of "no" votes:	3.46% (28)
Abstentions:	1.73% (14)

(The above percentage figures are based on ballots returned.)

Attached is Professor Sandra Silberstein's certification that the faculty has voted to approve the changes as proposed in Class "A" Bulletin No. 110. Before the University Handbook can be revised, we need your approval. According to the Faculty Code, you have 14 days to respond. We look forward to hearing from you by 4 July 2003.

Sincerely,




Lea B. Vaughn
Secretary of the Faculty

Enc.

Cc: Sandra Silberstein, Chair, Faculty Senate

The strength of a university is greatest when its faculty and administration join for the advancement of common objectives. Faculty code, Sec. 13-20

CERTIFIED AS APPROVED:



Sandra Silberstein, Chair
Faculty Senate

Date: 6/20/03

APPROVED:



Lee L. Huntsman
Interim President

Date: 7/3/03

Secretary of the Faculty

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May 27, 2003

Dear Colleagues:

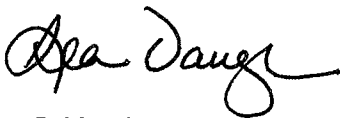
On 15 May 2003, the Faculty Senate voted unanimously in favor of submitting to a vote of the entire faculty amendments to the *Faculty Code* that would revise the voting procedures for senators and legislation, as well as provide for electronic publication of the University Handbook. These changes are more fully explained in a memo that is available on the Faculty Senate webpage at <http://www.washington.edu/faculty/facsenate/Electronic-Initiatives.htm>. I have proposed these changes to increase participation in faculty governance, to conform to current University practices, and to save costs.

The legislation has two parts. One part provides for the electronic publication of the University Handbook. This part of the legislation is designed to have the *Faculty Code* conform to actual practice; the most current and accurate edition of the Handbook is available on-line. Additionally, the reference station system is being discontinued this summer. The second part of the legislation would make the voting procedures in the Faculty Code technology neutral. If this legislation passes, the next time you vote, you will do so on-line using secure Catalyst voting tools. The proposed electronic voting process will be reviewed by the Senate Executive Committee before it is put into operation.

In addition to your ballot, included with this letter, you will find arguments in favor of or against the proposed legislation. Not all of these arguments were made on the floor of the Senate; rather, they are designed to assist you in reaching an informed decision. The Senate's approval suggests, of course, that your representatives, who have been considering these matters, support the proposed amendments.

You have until June 19, 2003, to submit your ballot to the Faculty Senate Office at Box 351271. The full text of the legislation as well as the minutes of the meetings of both the Senate and of the Faculty Council on Faculty Affairs, are on the Senate home page at <http://washington.edu/faculty/facsenate>. Thank you for your careful consideration of this matter.

Sincerely,



Lea B. Vaughn
Secretary of the Faculty

Background Information and State of Arguments: The Electronic Initiative

Background Information: The Secretary of the Faculty prepared a three page memo for the Faculty Senate regarding this legislation. This is the best source document to explain the legislation, and it is available on the Faculty Senate homepage: <http://www.washington.edu/faculty/facsenate/Electronic-Initiatives.htm>

Some Supporting Arguments

1. The ASUW now uses electronic voting in its spring elections, and reports that it has dramatically increased voter participation. Students report that it is easier, more convenient, and faster to vote in this fashion. Increased faculty participation in shared governance would assure that we hear from the widest range of faculty as representatives are selected and amendments to the *Faculty Code* are considered.
2. The Catalyst voting tools provide a secure voting environment. These tools have been approved for use in human subjects survey research, and can provide the confidentiality that is required by the *Faculty Code*. Even when paper ballots are used, most faculty returned the ballots with their mailing label attached. Given this, the electronic voting process is actually more confidential. During discussions at the SEC and Senate, it became apparent that state legislation does not permit secret ballots given our status as a state agency.
3. The Senate Executive Committee (SEC) will have a role in assuring that any procedures that are adopted to implement the legislation have been reviewed before they are put into effect.
4. Electronic voting saves money, paper and personnel time. Current paper voting requires hours of staff time to prepare and tabulate. Paper balloting can cost the Faculty Senate office between \$5000 and \$15000 in any given year.
5. The most accurate copy of the University Handbook is now published on-line. Additionally, the Reference Station system will cease during the summer of 2003. Because most faculty have a computer or convenient access to a computer, a paper system is no longer necessary.

Some Possible Objections

1. This legislation, once implemented, will favor the use of computers. Not all Faculty have computers, nor do all faculty like to use them. Although a limited number of paper ballots will continue to be provided, Faculty should be permitted to continue to use a paper balloting system.
2. Paper ballots are the best way to maintain confidentiality. Some senators, at the 24 April 2003 Faculty Senate meeting, raised concerns that the Catalyst tools will not provide a sufficiently secure voting environment.
3. Adoption of an electronic University Handbook will make it more difficult to track changes in University policies over time.
4. Electronic voting will only add to the already burdensome flow of electronic mail. Faculty may inadvertently delete messages pertaining to elections and ballots, and thus disenfranchise themselves.

Proposed Class A Legislation
Volume Two, Part II, Chapter 21, Section 21-71; Chapter 22 Sections 22-47-48 and Chapter 29 Section 29-36.
Provisions Relating to Voting and Elections – Electronic Initiative

A. Elections of Senators

Present Code Language	Proposed Changes
<p>Section 22-47. Procedures for Nomination and Election of Senators</p> <p>A. Each Senate election shall begin in the fourth week of the Spring Quarter and shall be conducted promptly.</p> <p>B. The Secretary shall make all arrangements for conducting an election. Voting in the election shall be by secret written ballot. The Vice Chair and at least two other members of the Executive Committee shall be present when votes are counted. The vote for each group or campus shall be certified by a member of the Executive Committee, and the Vice Chair shall certify the final tabulation which is the record of the election.</p> <p>C. At least three weeks before the Senate election, the Executive Committee representative for the group or campus within which a given voting unit falls shall set times and designate chairs for unit meetings of eligible voting members to discuss such matters as may be relevant to the coming election: e.g., current representation, possible candidates, and, if desired and if a majority of voting unit members are present, procedures for nomination of a tentative or suggested slate of candidates, with not fewer than two such nominations for each open position. Such a slate shall be advisory only, and shall not restrict the eligibility of other members of the voting unit in the ensuing election.</p> <p>D. Any individual or any department or departments having a grievance concerning procedures within a voting unit shall submit it for adjudication to the senators of the group or campus within which the voting unit falls. Final appeal from the disposition of such a grievance by the senators may be made to the Executive Committee of the Senate, which shall adjudicate the matter.</p> <p>E. For formal election of the senators, the Secretary of the Faculty shall distribute, during the fourth week of Spring Quarter, an electing ballot containing names of all eligible faculty members within each voting unit. If ties for open positions result from the subsequent vote, they shall be resolved by a second ballot.</p> <p><i>Section 13-31, April 16, 1956; S-A. 37, February 8, 1971; S-A 104, April 9, 2001: all with Presidential approval</i></p>	<p>Section 22-47. Procedures for Nomination and Election of Senators</p> <p>A. No Change.</p> <p>B. The Secretary shall make all arrangements for conducting an election. Voting in the election shall be by secret-written <u>confidential</u> ballot. The Vice Chair and at least two other members of the Executive Committee shall be present when votes are counted. The vote for each group or campus shall be <u>verified</u> by a member of the Executive Committee, and the Vice Chair shall certify the final tabulation which is the record of the election. <i>{Amended by SEC}</i></p> <p>C. No Change.</p> <p>D. No Change. <i>{22-47.B amended by SEC April 7, 2003, strike secret and add confidential}</i></p> <p>E. No Change.</p> <p><i>Section 13-31, April 16, 1956; S-A. 37, February 8, 1971; S-A 104, April 9, 2001: all with Presidential approval</i></p>
<p>Section 22-48. Vacancies in the Senate</p> <p>If a Senate position becomes vacant prior to the last regular Senate meeting of the term to which the member is elected, a special election to fill the vacancy shall be conducted by</p>	<p>Section 22-48. Vacancies in the Senate</p> <p>If a Senate position becomes vacant prior to the last regular Senate meeting of the term to which the member is elected, a special election to fill the vacancy shall be conducted by</p>

Present Code Language	Proposed Changes
<p>the Secretary of the Faculty, if possible before the next Senate meeting. Prior arrangement for the election as provided for in Section 22-47.C, including nominations for the position, may be made if the Secretary of the Faculty deems it feasible for a majority of the voting members of the voting unit to meet for this purpose. Such a meeting shall be presided over by the Executive Committee representative of the group or campus, or by the Secretary of the Faculty if the vacancy is that of the senator who represents the group on the Executive Committee. Election ballots shall be mailed to all voting members of the faculty in the voting unit, containing the names of all those eligible for election. The faculty member receiving the highest number of votes who is willing to serve shall be elected. Ties shall be resolved by a subsequent ballot from among those having the highest number of votes.</p> <p><i>Section 13-31, April 16, 1956; S-A 37, February 8, 1971; S-A 55, May 25, 1977; S-A 104, April 9, 2001: all with Presidential approval</i></p>	<p>the Secretary of the Faculty, if possible before the next Senate meeting. Prior arrangement for the election as provided for in Section 22-47.C, including nominations for the position, may be made if the Secretary of the Faculty deems it feasible for a majority of the voting members of the voting unit to meet for this purpose. Such a meeting shall be presided over by the Executive Committee representative of the group or campus, or by the Secretary of the Faculty if the vacancy is that of the senator who represents the group on the Executive Committee. Election ballots shall be mailed <u>sent</u> to all voting members of the faculty in the voting unit, containing the names of all those eligible for election. The faculty member receiving the highest number of votes who is willing to serve shall be elected. Ties shall be resolved by a subsequent ballot from among those having the highest number of votes.</p> <p><i>Section 13-31, April 16, 1956; S-A 37, February 8, 1971; S-A 55, May 25, 1977; S-A 104, April 9, 2001: all with Presidential approval</i></p>

B. Voting on Legislation

Present Code Language	Proposed Changes
<p>Section 29-36. Faculty Vote on Amendments</p> <p>A. Within fourteen days after the Senate approves a proposed amendment to the <i>Faculty Code</i>, the Secretary shall send by campus mail to each voting member of the faculty:</p> <ol style="list-style-type: none"> 1. a statement <ol style="list-style-type: none"> a. setting forth the text of the proposed amendment, b. presenting the arguments for the amendment and, if any, the arguments against it, and c. specifying the final date upon which ballots may be cast, and 2. a ballot upon which a vote may be cast either for or against the proposal. <p>B. A vote on the proposal for amendment shall be cast by mailing or delivering the official ballot, properly marked, to the Secretary within twenty-one days of the date the ballots were mailed to the faculty.</p> <p>C. To become effective, a proposed amendment to the <i>Faculty Code</i> shall require either an affirmative majority vote of the eligible voting members of the faculty, or a two-thirds majority vote of those casting ballots.</p> <p><i>Section 13-31, April 16, 1956; S-A 70, December 1, 1984;</i></p>	<p>Section 29-36. Faculty Vote on Amendments</p> <p>A. Within fourteen days after the Senate approves a proposed amendment to the <i>Faculty Code</i>, the Secretary shall send by campus mail to each voting member of the faculty:</p> <ol style="list-style-type: none"> 1. a statement <ol style="list-style-type: none"> a. setting forth the text of the proposed amendment, b. presenting the arguments for the amendment and, if any, the arguments against it, and c. specifying the final date upon which ballots may be cast, and 2. a ballot upon which a vote may be cast either for or against the proposal. <p>B. <u>Following the voting instructions provided by the Secretary, eligible faculty shall vote on the proposed amendment. In order to be counted, the vote shall be submitted no later than the twenty-first calendar day after the date on which the Secretary distributed ballots to the faculty. A vote on the proposal for amendment shall be cast by mailing or delivering the official ballot, properly marked, to the Secretary within twenty-one days of the date the ballots were mailed to the faculty.</u></p> <p>C. To become effective, a proposed amendment to the <i>Faculty Code</i> shall require either an affirmative majority vote of the eligible voting members of the faculty, or a two-thirds majority vote of those casting ballots.</p>

S-A 73, May 24, 1985; S-A 88, May 25, 1993: all with Presidential approval

Section 13-31, April 16, 1956; S-A 70, December 1, 1984; S-A 73, May 24, 1985; S-A 88, May 25, 1993: all with Presidential approval.

Provisions Relating to Publication Requirements

Present Code Language	Proposed Changes
<p>Section 21-71. The <i>University Handbook</i></p> <p>A. The Secretary of the Faculty shall deliver one copy of the most recently published <i>University Handbook</i> to each of several reference stations (departmental and administrative offices, etc.) located to give adequate coverage to the campus community. Extra copies, as needed, shall be available for short-term loan to interested members of the administration, faculty, staff, and students either in the stations or in the office of the Secretary of the Faculty. The Secretary shall also supply copies of the <i>Handbook</i>, at the members' option, to regular members of the Senate and Faculty Councils for the duration of their terms of office.</p> <p>B. The <i>Handbooks</i> shall be maintained and kept current by an individual specifically assigned to this duty in each station, who shall incorporate in each <i>Handbook</i> revisions edited and supplied by the Secretary of the Faculty.</p> <p>C. Each current member of the faculty, and each new member at the time that duties are assumed, shall be given a copy of the Table of Contents of the <i>Handbook</i>, together with an explanation of the station system and a request for prompt acquaintance with the document through a convenient station.</p> <p>D. All members of the faculty shall be advised by the Secretary of the Faculty of the subjects involved when revisions are made in the station <i>Handbooks</i>.</p> <p><i>Section 13-31, April 16, 1956: with Presidential approval; BR, June 1972</i></p>	<p>Section 21-71. The <i>University Handbook</i></p> <p>A. The Secretary of the Faculty shall deliver one copy of the most recently published <i>University Handbook</i> to each of several reference stations (departmental and administrative offices, etc.) located to give adequate coverage to the campus community. Extra copies, as needed, shall be available for short-term loan to interested members of the administration, faculty, staff, and students either in the stations or in the office of the Secretary of the Faculty. The Secretary shall also supply copies of the <i>Handbook</i>, at the members' option, to regular members of the Senate and Faculty Councils for the duration of their terms of office.</p> <p><u>The Secretary of the Faculty shall make current editions of the <i>University Handbook</i> available to the University of Washington community.</u></p> <p>B. <u>Each new member of the faculty at the time duties are assumed shall be advised about the <i>University Handbook</i>.</u></p> <p>The <i>Handbooks</i> shall be maintained and kept current by an individual specifically assigned to this duty in each station, who shall incorporate in each <i>Handbook</i> revisions edited and supplied by the Secretary of the Faculty.</p> <p>C. Each current member of the faculty, and each new member at the time that duties are assumed, shall be given a copy of the Table of Contents of the <i>Handbook</i>, together with an explanation of the station system and a request for prompt acquaintance with the document through a convenient station.</p> <p><u>The Secretary of the Faculty shall advise the Faculty when revisions are made to the <i>University Handbook</i>.</u></p> <p>D. All members of the faculty shall be advised by the Secretary of the Faculty of the subjects involved when revisions are made in the station <i>Handbooks</i>.</p>

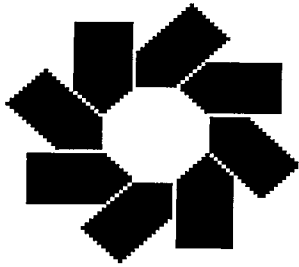
Approved by Faculty Council on Faculty Affairs
March 20, 2003

Approved by the Senate Executive Committee
April 7, 2003

Approved by the Faculty Senate
April 24, 2003

Approved and Amended by the Senate Executive Committee
May 5, 2003

Approved by the Faculty Senate
May 15, 2003



University of Washington
FACULTY SENATE
Box 351271

Class B Bulletin No. 170

Mailed May 29, 2003

GENERAL LEGISLATIVE ACTION

At its meeting on 15 May 2003, the Faculty Senate approved legislation revising the award of the President's Medal at commencement. This legislation appears in the *University Handbook*, Volume Four, Part III, Chapter 11, Section 3: Grades, Honors and Scholarship. Interim President Lee Huntsman has approved the proposed revisions, and the faculty is now asked for its approval or disapproval. ***If you do not respond, we will assume you have approved the changes in the legislation regarding the award of honors. To disapprove, and call for Senate reconsideration of the matter, you must object in writing (letter or e-mail) by June 19, 2003.***

A copy of the proposed changes is included with this notice. Basically, it provides for the award of two President's Medals at commencement. Additionally, it provides that the Bothell and Tacoma campuses shall also have the ability to confer a medal at their commencement ceremonies.

The Faculty Council on Academic Standards proposed this legislation, after the subcommittee which makes these awards noted that it was almost impossible for a transfer student to become a recipient of an award. The legislation was reviewed by the Senate Executive Committee before coming before the Senate. At the Senate, it was the subject of lengthy discussions at two separate meetings.

Supporters of the amendment believed that this legislation was the best way to recognize the fullest range of student achievement, while at the same time providing that students acquire enough credits in residence to be a part of the University of Washington community. They noted that the Council had worked closely with Tim Washburn, Executive Director, Admissions and Records, to identify reasonable credit hour cut-off points in order to identify students that would be eligible for awards. Additionally, the legislation recognizes the large and growing part of the student body that comes to us from the Washington state community colleges. Without this amendment, it is likely that transfer students would never be competitive candidates for a President's Medal. Finally, it recognizes the value of allowing the Faculty at the Bothell and Tacoma campuses to honor their outstanding graduate.

Opponents of the proposed revision raised concerns about whether the number of credit hours listed in the amendment should be raised or lowered. Additionally, some were concerned that awarding two President's Medals would dilute the value of the award. They suggested that there might be another way to recognize students who excel here after attending a community college.

Class B action is suspended if written objection to its substantive nature, signed by FIVE percent or more of voting members of the faculty or by two-thirds (2/3) of the eligible voting faculty of either the University of Washington, Bothell or of the University of Washington, Tacoma, is presented to the Secretary within 21 days of its publication. The cut-off date for filing objections is JUNE 19, 2003. Please send objections via e-mail or campus mail to the following address:

Secretary of the Faculty
Box 351271
secfac@u.washington.edu

Thank you.

REMEMBER THE DEADLINE FOR WRITTEN OBJECTIONS IS JUNE 19, 2003

**Proposed Class B Legislation
Policy Regarding President's Medallion
Volume Four, Part III, Chapter 11, Section 3: Grades, Honors and Scholarship**

Present Code Language	Proposed Changes
<p>Section 3. Honors Awards</p> <p>A. The President's Medal shall be conferred at Commencement upon the graduating senior who has the most distinguished academic record. A transfer student who is eligible for University honors may be considered for the President's Medal.</p> <p><i>S-B 86, November 1961; S-B 138, December, 1981: both with Presidential approval</i></p>	<p>Section 3. Honors Awards</p> <p>A. The <u>Four</u> President's Medals shall be conferred at the <u>annual Commencement ceremonies</u>, upon the <u>graduating senior who has the most distinguished academic record</u>. A transfer student who is eligible for University honors may be considered for the President's Medal.</p> <p>i. <u>At the Seattle commencement ceremony, a President's Medal shall be conferred upon the graduating senior who has completed at least three-fourths of his or her degree requirements at the University of Washington Seattle campus and who has the most distinguished academic record among such students. The President's Medalist shall be selected from among graduating seniors eligible for University Honors.</u></p> <p>ii. <u>Also at the Seattle commencement ceremony, a President's Medal shall be conferred upon the graduating senior who entered the University of Washington Seattle campus with at least 60 transfer credits from a Washington community college, and who has the most distinguished academic record among such students. The President's Medalist shall be selected from among graduating seniors eligible for University Honors.</u></p> <p>iii. <u>At each of the Bothell and Tacoma commencement ceremonies, a medal shall be conferred upon the graduating senior with the most distinguished academic record.</u></p>

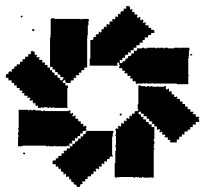
Approved by Faculty Council on Academic Standards
October 11, 2002

Approved by Senate Executive Committee
April 7, 2003

Approved by Faculty Senate
May 15, 2003

REMEMBER THE DEADLINE FOR WRITTEN OBJECTIONS IS JUNE 19, 2003

OFFICIAL BALLOT



University of Washington
FACULTY
Box 351271