

UWT FACULTY BYLAWS

UNIVERSITY OF WASHINGTON, TACOMA

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, Tacoma 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, Tacoma (UWT) 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 University of Washington, Tacoma is the campus' governing body, under the Faculty Code, Section [23-41](#).

Section 3. Pursuant to Section [23-43](#) of the Faculty Code, the faculty of the University of Washington, Tacoma:

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 faculty who are voting members of the University faculty shall be voting members of the UWT 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 (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.

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 FACULTY ASSEMBLY, EXECUTIVE COUNCIL, AND STANDING COMMITTEES

Section 1. Faculty Assembly

Responsibilities: The Faculty Assembly is the governing body of the UWT Faculty ([23-41](#)). The purpose of the Faculty Assembly is to provide a forum for faculty deliberation and to represent faculty as a whole in shared governance at UWT. Faculty Assembly serves as the legislative agency of the faculty with responsibility for formulating policies, rules, and regulations for UWT.

Membership: The Faculty Assembly consists of the voting faculty of UWT. Voting members are those faculty identified in Article II.

Section 2. Executive Council

A Responsibilities: The Executive Council shall advise the Chancellor 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 chair shall convey to the Chancellor the decisions and recommendations of the Executive Council and of the Faculty Assembly in writing. Upon request, the Chancellor shall provide the Executive Council information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to UWT ([23-46 H](#)).

The Executive Council shall provide leadership for the Faculty Assembly of UWT. This body shall be concerned with all domains of faculty authority and duties of the UWT faculty and the professional and personnel issues affecting faculty. The Executive Council is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the UWT faculty serving as its legislative agent with responsibility for formulating policies, rules, and regulations for UWT in all matters except amendments to these bylaws. This body will receive all policy recommendations from the Faculty Assembly standing committees and any *ad hoc* committees or task forces which may be established either by this Assembly or under this Council's authority.

The Executive Council shall: (1) oversee, coordinate, and support the activities of all Faculty standing committees at UWT, (2) recommend faculty representatives for campus wide committees, and (3) provide for the election of the chair and members of the Executive Council and the chairs of the standing committees.

B Membership: The Executive Council shall consist of a chair, a chair-elect, and at least one representative chosen from amongst the voting faculty of each of the academic units* of UWT. Each of these units shall elect at least one representative. Units housing 21 to 42 voting faculty shall elect a total of two representatives. Units housing 43 to 64 voting faculty shall elect a total of three representatives. Units housing 65 to 86 voting faculty shall elect a total of four representatives:

20 faculty	1
21-42	2
43-64	3

For these purposes, representation will be based on unit census at the beginning of the autumn quarter. All members of the Executive Council shall serve two-year terms of office.

The term of office of the chair-elect shall be one year, after which the chair-elect serves as chair. The chair-elect shall be elected from the associate and full professors of UWT. The term of office for the chair shall be one year. The Chancellor and the Vice Chancellor for Academic Affairs shall serve as non-voting, ex-officio members of the Council.

Footnote: *An academic unit is determined by the reporting structure of the head of the unit. For a unit to be an academic unit, the head of the unit (i.e. dean, director) reports to the Vice Chancellor for Academic Affairs and the unit houses members of the voting faculty.

C Legislation:

Two types of legislation shall be distinguished: Class A shall consist of amendments to this handbook, Class B shall consist of all other legislation and resolutions.

Class A: By a minimum of 2/3 majority, the Executive Council may propose amendments to these bylaws or to the UWT Handbook. The Executive Council will forward these proposed amendments to the faculty as specified in Article VI of these bylaws.

Class B: whenever the Faculty Assembly is not in session, class B legislation shall be approved by a simple majority of the Executive Council.

By petition from at least 20% of the voting faculty gathered from among at least two academic units, the Chair will convene a meeting of the Faculty Assembly to review any policy, rule, or regulation adopted by the Executive Council. Signatures on this petition shall have been gathered over a period not to exceed fifteen instructional days prior to the submission of this petition. The Chair shall convene the Faculty Assembly to review this policy, rule, or regulation no later than ten instructional days following the instructional day on which the petition was received.

By a majority vote in each of at least three standing committees of the Faculty Assembly, the standing committees may request that the Chair convene the Faculty Assembly to review any policy, rule, or regulation adopted by the Executive Council. These votes shall have been concluded over a period not to exceed fifteen instructional days prior to the presentation of this request. The Chair shall then convene the Faculty Assembly no later than ten instructional days following the instructional day on which this request was received.

Section 3. Standing Committees

Faculty Affairs Committee

Charge – The Faculty Affairs Committee shall investigate and respond to issues of widespread faculty concern including, but not limited to, faculty governance, procedures regarding tenure and promotion, merit, and teaching assessment. Matters for investigation may be brought before the Faculty Affairs Committee by the Executive Council or any member of the UWT faculty. Where warranted this committee shall formulate specific policy proposals and forward its recommendations to the Executive Council, which may bring proposals and recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Membership – The voting membership of the Faculty Affairs Committee shall consist of one representative from each of the academic units of UWT to be elected by each respective academic unit. The term of office shall be two years.

Academic Policy Committee

Charge – The Academic Policy Committee shall consider and, where appropriate, propose legislation to the Executive Council regarding scholastic and educational policy, including requirements for admission, graduation, and honors, and policy for the regulation of student conduct and activities. It shall also provide guidance on faculty policies to the Assistant Chancellor for Student Affairs, the UWT Registrar, and other appropriate individuals regarding the interpretation and administration of the academic regulations of UWT. The Committee shall also review procedures pertaining to the acceptance of credits in respect to admission and graduation. The Committee shall also evaluate the merits of proposed undergraduate and graduate programs and degrees, majors, minors, concentrations, and certificates relative to the academic standards of the institution. Such evaluation shall take into consideration the requirements for admission and graduation, intellectual rigor, academic integrity, pedagogical coherence, and the need for additional resources. Upon approval, the Committee shall forward its recommendations to the Executive Council, which may bring proposals and recommendations to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Membership – The voting membership of the Academic Policy Committee shall consist of one representative from each of the academic units of UWT to be elected by each respective academic unit. The term of office shall be two years.

Curriculum Committee

Charge – The Curriculum Committee shall evaluate the merits of proposed courses relative to the academic standards of the institution. Such evaluation shall take into consideration the intellectual rigor, academic integrity, and pedagogical coherence of the proposed course. The Committee shall also consider whether a course merits the proposed number of credits, whether the mode of student evaluation is appropriate for the course content, and whether resources are adequate. Upon course approval, the Curriculum Committee shall forward its decisions to the Vice Chancellor for Academic Affairs. The Curriculum Committee shall forward its policy recommendations to the Executive Council, which may bring them to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Membership – The voting membership of the Curriculum Committee shall consist of one representative from each of the academic units of UWT to be elected by each respective academic unit. The term of office shall be two years.

Faculty Committee on Appointment, Promotion and Tenure

Charge - The Faculty Committee on Appointment, Promotion and Tenure shall advise the Chancellor on promotion and tenure cases under review, and on appointments in cases where consultation is needed.

The Committee coordinates discussion of appointment, promotion, and tenure procedures and expectations across academic units and with administration. The Committee shall recommend policies related to appointment, tenure and promotion to the Executive Council, which may bring them to the Faculty Assembly for a vote or may adopt them as provided in Article II Section 2 of these bylaws.

Membership – The voting membership of the Faculty Committee on Appointment, Promotion and Tenure shall consist of no fewer than seven (7) members. Each academic unit will be represented by a tenured faculty member. In units with no tenured faculty, there will be no representation. Each academic unit will elect a representative. Academic unit heads are not eligible to serve. The term of office shall be two years.

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, 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 Executive 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.

ARTICLE V QUORUM

A quorum for any meeting of the UWT faculty shall consist of at least half the voting members of the faculty, with all departments represented.

ARTICLE VI VOTING

A proposed action of the UWT 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. For voting in a meeting, voting may occur orally, by show of hands, or by ballot. If a quorum is not present at the meeting, a mail ballot or an electronic ballot may occur if the vote concerns an issue that was identified on the circulated agenda and that was discussed in that meeting, or if a discussion has occurred via electronic means, with all eligible faculty having had the opportunity to participate. Mail ballots or electronic ballots will be passed by a simple majority of those voting, provided that at least half of the members eligible to vote have cast ballots. Voting shall be expedited if an issue is urgent, as long as the opportunity for discussion has been afforded either at a faculty meeting or via electronic means, with all faculty members having had the opportunity to participate.

ARTICLE VII FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

MEETINGS. At least one meeting of the faculty shall be held during each academic quarter. During these meetings, the Chair shall report on the activities, legislation, rules, and policies concluded by the Executive Council. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Executive Council. 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 Executive Council, when requested by the Chair, or when requested in writing by twenty percent (20%) of the voting membership of the UWT faculty. The Chair or his/her designee presides at the meetings of the UWT faculty.

ORDER OF BUSINESS. The Executive Council shall determine the order of business.

AGENDA. The agenda shall be developed by the Executive Council with input from individual faculty members, academic units, councils, committees, task forces, and the Chair. Agenda items must be submitted in writing to the chair of the Executive Council two weeks prior to each faculty meeting. A copy of the agenda shall be distributed to faculty at least one week prior to each meeting.

ARTICLE VIII PARLIAMENTARY AUTHORITY

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in the UWT 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 two weeks prior to the meeting at which action is taken. 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 two weeks prior to the date on which the ballots will be tallied.

ARTICLE X DELEGATION OF POWERS TO ACADEMIC UNITS

The faculty of UWT delegates ([13-24.2](#)) to the faculties of its several academic units the following powers and duties ([23-43C](#)):

A. with respect to academic matters,

1. to determine its requirements for admission and graduation;
2. to determine its curriculum and academic programs;
3. to determine the scholastic standards required of its students;
4. to recommend to the Board of Regents those of its students who qualify for the University degrees;
5. to exercise the additional powers necessary to provide adequate instruction and supervision of its students.

B. with respect to personnel matters, to make recommendations to the Chancellor in accord with the provisions of [Chapter 24](#) and of Section [25-41](#).

Upon request, the administrative head of the academic unit shall provide the faculty of the unit with information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to the programmatic unit ([23-46 H](#)).

With respect to personnel matters, make recommendations to its Chancellor in accord with the provisions of [Chapter 24](#) and of Section [25-41](#).

Footnote: *An academic unit is determined by the reporting structure of the head of the unit. For a unit to be an academic unit, the head of the unit (i.e. dean, director) reports to the Vice Chancellor for Academic Affairs.

Adopted by the Faculty Assembly 1995.

Amended: May 15, 2001; May 29, 2002; January 23, 2003; April 20, 2005; January 17, 2006; February 9, 2009; April 14, 2009.

New Code: September 3, 2006.