

**Faculty Assembly Executive Council (EC) Meeting**

May 15, 2013, 12:30 pm – 2:00 pm

Tacoma Room

**Attendees:** *Katie Baird, Luther Adams, Zoe Barsness, Bonnie Becker, Greg Benner, Donald Chinn, Sergio Davalos, Linda Dawson, Marjorie Dobratz, J.W. Harrington, Matt Kelley, Marcie Lazzari, Nita McKinley, Jill Purdy, and Tracy Thompson*

**Absent:** *Orlando Baiocchi, Yonn Dierwechter, Rich Furman, and Charles Williams*

**1) Consent Agenda:**

Katie announced that the Faculty Assembly had a successful election, and Nita McKinley has been elected and will serve as Vice Chair for 2013 academic year. She also thanked Sergio Davalos for running.

**2) Chair's Report:**

Reminder: The next Executive Council (EC) meeting will be on the third floor of the West Coast Grocery building, Room 322.

**3) Class B Legislation: Global Honors and OUE:**

The EC returned to the topic of faculty oversight of academic units that lack faculty assigned to them (such as the Office of Undergraduate Education). Revised recommendations for establishing faculty oversight of these units were presented by Nita McKinley, chair of APCC, and appear in Appendix A of the agenda. After brief discussion, Zoe Barsness made a motion to accept the proposal, Bonnie Becker seconded, all were in favor; proposal passed successfully.

**4) Class B Legislation on Academic Misconduct: (Appendix B)**

The EC returned to the topic of UWT's process for allegations of academic misconduct. Proposed policy appears in Appendix B of the agenda. During discussion of the policy, concerns were raised that no faculty are involved in the informal process which is where most allegations are settled. Faculty do sit on the University Disciplinary Committee (UDC). The question arose as to whether the informal hearing officer and others across campus have a shared understanding of plagiarism. Discussion emphasized the need for increased transparency and communication at the operational level, and fostering a culture of academic integrity. The suggestion of an electronic tracking system for academic misconduct cases was once again raised. At a previous meeting JW had noted that such systems are very expensive. Katie volunteered to talk with Patrick Pow, Vice Chancellor of Information Technology, to see if such might be possible. After discussion, the EC suggested the following amendments to the proposal in Appendix B:

- Line 1: update the name of the Office of Student Affairs to Office of Student and Enrollment Services.
- Line 4: modify the language to replace “the caseload handled and the outcomes of these cases” inserting the new language “the number of incidents reported, number of cases handled, and the outcome of those cases”

Jill Purdy moved to accept the proposed legislation as amended; Tracy Thompson seconded the motion. The legislation passed by unanimous vote. It was suggested that APCC’s quarterly reviews of academic misconduct cases be included in the Faculty Newsletter.

**5) Proposed Class A Legislation on proposed bylaws changes regarding FA budget role and role in campus Strategic Budget Committee: (Appendix C):**

Appendix C proposes changes to Faculty Assembly’s bylaws to reflect EC’s decision to move budget advising from the Strategic Budget Committee to Executive Council. The proposed changes strike the SBC from Faculty Assembly’s bylaws, with the understanding that SBC will continue advising the Chancellor with participation from faculty, staff and students. Several additional minor changes are also proposed. The floor was opened to the committee for feedback. Substantive modifications included:

- Removing amendment associated with comment 2: Is repetitive, strategic planning is already listed which addresses both short-term and long-term
- Removing amendment associated with comment 4: the addition of “of an academic nature”; It is defined too narrowly.
- Removing amendment associated with Comment 5: the addition that specifies how faculty should be informed is already taken care of with the addition on page 4, which states: “shall advise the chancellor and inform the Faculty Assembly”.

Zoe moved that EC submit these bylaw changes as amended to the faculty for a vote, Tracy seconded; EC voted with 9 yes votes and 1 abstention. The proposed changes will be submitted to the entire faculty for a vote. Information regarding this legislation will be sent to faculty prior to the vote.

**6) Class A Legislation: Proposed Class A Legislation for proposed change to Appendix A of bylaws regarding Lecturer Promotion Process: (Appendix D)**

This winter JW initiated the articulation of a process and required elements for someone to be considered for promotion from Lecturer to Senior Lecturer, and from Senior Lecturer to Principal Lecturer. JW’s recommendations were passed on to the Appointment, Promotion and Tenure committee (APT) and appear in Appendix D of the agenda. If the EC approves the process, it will serve as interim policy for the campus and would be communicated to all the relevant parties. Subsequently Faculty Assembly would incorporate the policy into Appendix A of the handbook.

- Major issues and substantive conversation included the requirement of external letters by the Provost office, lack of clarity in the meaning of external review, and interpretation of the code regarding the section on letters.
- Some urgency to establishing an interim policy was noted as May 30<sup>th</sup> is the deadline for initiating the process for non-mandatory promotion.

- EC members agreed that the current proposal is too prescriptive and detailed about what exactly those letters should look like, without sufficient basis in logic to explain why that particular configuration is the right one, given how many other ways there are to evaluate someone's capabilities as a teacher.
- JW will talk with Yonn (co-chair of APT) to figure out how to modify this to be less prescriptive. He will let unit Directors know that the faculty will refine the guidelines for lecturer and senior lecturer promotion processes for inclusion in the hand book; meanwhile it is a work in progress.

**Meeting Adjourned 1:54 pm.**

Minutes recorded by Jamie Burks, Faculty Assembly Administrative Coordinator

## **Appendix A:**

DATE: May 10, 2013

TO: Executive Committee (EC) of the Faculty Assembly

FROM: Academic Policy & Curriculum Committee (APCC)

RE: Faculty Oversight of Academic Units

The APCC recommends that the EC adopt the following policy to ensure that academic units that set admissions, develop and manage curriculum, or set graduation requirements have appropriate faculty oversight. This faculty oversight should be long-term, have expertise appropriate to the unit, and be faculty who have voting status in some academic program.

### **Faculty Oversight of Academic Units**

Any academic unit that does not have faculty permanently associated with it (like Global Honors or OUE) and that has responsibility for setting admissions requirements, developing and managing curriculum, or setting graduation requirements (hereafter referred to as “the unit”) must have a standing council of faculty and a set of by-laws detailing the procedures and processes for faculty oversight.

This council must consist of faculty who:

- are voting faculty in a UWT program;
- have expertise in the area(s) of importance to the unit; and
- are regularly associated with the unit

The faculty council should have responsibility for approving any decisions related to admissions, curriculum, and graduation requirements.

**Appendix B:  
Executive Council - Class B Legislation Regarding Academic Misconduct**

Rationale:

In September 2010, a new policy and process for the handling of academic misconduct was announced to the faculty through a memo that came from the Chancellor's Office, Faculty Assembly, and the Office of Student Affairs. That policy was implemented for a short period, but sometime during the winter/spring of 2011 came to an end, without any notification of this change made to faculty. Over the subsequent 18 months, there have been a number of alleged cases of academic misconduct reported to Student Affairs that have not been acted upon, and many others where final decisions were not reported back to faculty or directors/dean. To ensure that the process and decision-making around alleged cases of academic misconduct are transparent and well understood by the UWT community, that UWT fosters a culture of academic integrity and honesty among our students, and that faculty engage in conversations around these issues, we make the following recommendations.

Proposed Legislation:

1. Staff members in The Office of Student Affairs continue to serve as Informal Officers for allegations of academic misconduct. Each quarter, the officer will provide a report to APCC that summarizes the number of cases handled and the outcome of those cases. Once a year the officer will meet with APCC to discuss changes that might improve the process and most importantly, improve practices so that the problem of academic misconduct at UWT is minimized.
2. Faculty Assembly and the Chancellor's office will send a joint communication to faculty to describe the new policy surrounding the handling of allegations of academic misconduct, and to acknowledge the past missteps that have occurred.

**Appendix C: Attached separately. Proposed changes to UWT FA Bylaws**

**Appendix D: Attached separately. Eventual proposed changes to Appendix A of UWT FA Handbook**

## Appendix C:

# UNIVERSITY OF WASHINGTON TACOMA FACULTY ASSEMBLY

## BYLAWS

### UNIVERSITY OF WASHINGTON TACOMA FACULTY

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Chancellor as required in Section 23-43.B, in an orderly and expeditious manner, the faculty of the University of Washington Tacoma establishes herewith, under Faculty Code, Section 23-45.A, its organization and rules of procedures.

### ARTICLE I PURPOSE AND FUNCTION

Section 1. The purpose of the University of Washington Tacoma 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. In accordance with Executive Order No. IV, Legislative Authority of the Faculty the faculty of the University of Washington Tacoma shares with its Chancellor 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.

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 University of Washington Tacoma faculty who are voting members of the University faculty shall be voting members of the University of Washington Tacoma 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:
- Professor, 50% appointment or greater,
  - Research professor, 50% appointment or greater,
  - Associate professor, 50% appointment or greater,
  - Research associate professor, 50% appointment or greater,
  - Assistant professor, 50% appointment or greater,
  - Research assistant professor, 50% appointment or greater,
  - Full-time principal lecturer,
  - Full-time senior lecturer,
  - Full-time senior artist in residence,
  - Full-time lecturer,
  - Full-time artist in residence, or
  - A retired assistant professor, associate professor, or professor during the quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor, or research professor during the quarter(s) he or she is serving on a part-time basis.
- B. Notwithstanding the rank held, the following are not voting members of the faculty:
- Persons serving under acting or visiting 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.

[For definitions of faculty titles, see Section 24-34.]

- 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 artist in residence
  - Senior Lecturer
  - Principal Lecturer
  - 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 academic program, school, or college may arrange with the secondary program(s), school(s), or college(s) either to participate or not to participate in governance and voting in the secondary unit(s). This agreement must be in writing and will be used for determining the quorum for faculty votes (Sec. 24-34.B.7).

### ARTICLE III THE FACULTY ASSEMBLY

Section 1. The organized faculty of the University of Washington Tacoma is referred to as the Faculty Assembly. For these Bylaws, "faculty of the University of Washington Tacoma" and the "Faculty Assembly" are identical in meaning.

Section 2: The Faculty Assembly is the governing body of the University of Washington Tacoma Faculty (23-41). The purpose of the Faculty Assembly shall be to serve as a forum for faculty deliberation, decision-making, and for the formulation and conveyance of advice to the Chancellor and Vice Chancellors of the University of Washington Tacoma on a wide range of matters related to the mission of the University of Washington Tacoma. This body shall be concerned with all domains of faculty authority and duties of the University of Washington Tacoma faculty and the professional and personnel issues affecting faculty. Except as specifically provided in Article V, Section 1, all legislative powers of the Faculty Assembly are vested in the Executive Council as constituted under the provisions of Article V. The Faculty Assembly, however, reserves the power to approve or reject certain actions of the Executive Council in accord with the provisions of Article V, Section 1.

The Faculty Assembly, in addition, reserves the right and power by a majority vote of the voting members of the entire University of Washington Tacoma faculty to rescind the delegation of legislative powers to the Executive Council provided that such vote is taken at a meeting called specifically for the purpose of considering such action, that notice of such meeting is given to each voting member of the faculty at least two weeks before the date of the meeting and that the date of the meeting is set for a school day between October 15 and May 30.

Section 3: The Faculty Assembly consists of the voting faculty of the University of Washington Tacoma

### ARTICLE IV OFFICERS OF THE FACULTY ASSEMBLY

#### Section 1. Faculty Assembly Chair, Vice Chair, and Terms

The officers of the Faculty Assembly shall be the Chair and Vice Chair. Each shall ordinarily serve for a one-year term, and the Vice-Chair shall ordinarily succeed to the office of the Chair. The Vice Chair of the Faculty Assembly shall assume office on September 1 in the calendar year of his or her election. The term of the Vice Chair shall end on August 31 of the following calendar year. The Chair of the Faculty Assembly shall assume office on September 1 in the calendar year in which his or her term as Vice Chair ends. The term of the Chair shall end on August 31 of the following calendar year.

#### Section 2. Responsibilities

The Chair of the Faculty Assembly shall have overall responsibility for guiding and coordinating the affairs of the organization. The Chair of the Faculty Assembly shall chair the Faculty Assembly Executive Council (see Article V). The Vice Chair of the Faculty Assembly shall assist the Chair in the execution of the Chair's responsibilities.

#### Section 3. Election



During the month of April, the incumbent chair of the Faculty Assembly shall announce an open call for nominations (including self-nominations) for the office of Faculty Assembly Vice Chair for the upcoming academic year. Such nominations shall be given to the Chair, who shall ascertain the willingness of each nominee to serve if elected. The Chair shall then prepare a ballot for the Vice Chair position for the next year. For the position of Faculty Assembly Vice Chair, all willing nominees (as described above) shall be listed. If no candidate for the position receives a majority of votes from among Faculty Assembly members casting votes, there shall be a single runoff election with a new ballot. The ballot shall contain the top two candidates for the Vice Chair position, with the winner being determined by a majority of those voting. Voting shall be completed in May.

#### Section 4. Eligibility

Program directors, deans, and other faculty holding full-time administrative appointments shall not be eligible to serve as Faculty Assembly Chair or Vice Chair, nor chair any Faculty Assembly Standing Committee.

## ARTICLE V EXECUTIVE COUNCIL AND STANDING COMMITTEES

### Section 1. Executive Council

- A. Responsibilities: The Executive Council is an elected faculty council of the Faculty Assembly. It shall provide leadership for the Faculty Assembly of the University of Washington Tacoma. The Executive Council is directly accountable to the faculty as a whole, from which it is elected. It will act on behalf of the University of Washington Tacoma faculty serving as its legislative agent with responsibility for formulating policies, rules, and regulations for the campus in all matters except amendments to these bylaws. It shall advise the Chancellor and inform the Faculty Assembly on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, strategic planning, resource and salary allocation, on short- and long-run strategic planning, and budgets (Sec. 23-45.B). Additionally, the Executive Council shall advise the Chancellor and Vice Chancellors on the general welfare of the campus. Substantial study and deliberation of the matters concerning appointment, promotion and tenure policy, academic standards, the curriculum, and faculty affairs will be undertaken in the Faculty Assembly Standing committees having jurisdiction over these matters as described in Article V, Section 2. It shall be the responsibility of the Executive Council to ensure that such advice conforms with the broadly defined will of the faculty and, time permitting, to refer to the membership of the Faculty Assembly questions on which the faculty's will is substantially unknown or unclear. The Executive Council shall report regularly to the Faculty Assembly and as completely as is possible, consistent with the occasional need for confidentiality in its advisory role to the Chancellor and Vice Chancellors. The Chair of the Faculty Assembly shall convey to the Chancellor the decisions and recommendations of the Executive Council 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 the University of Washington Tacoma (23-46.H). The Executive Council 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 the Faculty Assembly or under this Council's authority.

The Executive Council shall:

1. Oversee, coordinate, and support the activities of all faculty standing committees at the University of Washington Tacoma,
2. Recommend faculty representatives for campus wide committees of an academic nature, and
3. Provide for the election of the Vice Chair and members of the Executive Council and the Chairs of the standing committees.

The agenda for Executive Council meetings shall be developed by the Executive Council with input received from individual faculty members, academic units, and the Chancellor and Vice Chancellors. Agenda items must be submitted to the Executive Council chair one week prior to each meeting.

Robert's Rules of Order Newly Revised shall be the parliamentary authority in the deliberations of the Executive Council.

- B. Membership: The Executive Council shall consist of the Chair of the Faculty Assembly (who shall chair the Executive Council), the Vice Chair of the Faculty Assembly, the prior year's Chair of the Faculty Assembly, the Chairs of the Standing Faculty Committees, and at least one representative chosen from amongst the voting faculty of each of the academic units\* of the University of Washington Tacoma. 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. Units housing 87 – 108 voting faculty shall elect a total of five representatives:

Number of Faculty in Unit	Number of Executive Council Representatives
1 - 20	1
21 - 40	2
41 - 60	3
61 - 80	4
81 - 100	5
101 - 120	6
121- 140	7
141 - 160	8
161 - 180	9
181 – 200	10

For these purposes, representation will be based on unit census at the beginning of the autumn quarter. All members of the Executive Council who represent an academic unit will serve for a term of three years and can be elected for a maximum of two consecutive terms, at which point a member cannot be re-elected for one full year. The terms of the academic unit representatives to Executive Council shall begin September 16 in the year of their election and end September 15 three years later.

The immediate Past Chair of the Faculty Assembly shall serve a term of one year as a voting member of the Executive Council beginning on September 1 in the calendar year in which his or her term as Chair of Faculty Assembly ends. The term of the immediate Past Chair shall end on August 31 of the following calendar year. The Chancellor and the Vice Chancellor for Academic Affairs shall serve as non-voting, ex-officio members of the Executive 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 either the Chancellor or 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 these bylaws. Class B shall consist of all other legislation and resolutions.

Class A: By a simple majority, the Executive Council may propose amendments to these bylaws. The Executive Council will forward these proposed amendments to the faculty as specified in Article VIII of these bylaws.

Class B: Class B legislation shall be approved by a simple majority of the Executive Council and requires no additional action by the Faculty Assembly. The Faculty Assembly shall be informed of all approved Class B legislation, and an electronic record of them shall be maintained.

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 2. Standing Committees

### A. Faculty Affairs Committee

1. 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 University of Washington Tacoma 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 V, Section 1, Part C of these bylaws.
2. Membership – The voting membership of the Faculty Affairs Committee shall consist of one representative from each of the academic units of the University of Washington Tacoma to be elected by each respective academic unit. Members will serve for a term of three years and can be elected for a maximum of two consecutive terms, at which point a member cannot be re-elected for one full year. The Chair will be elected by its members at the end of spring quarter and will serve for one academic year beginning September 16 in the year of their election and ending September 15 in the year after their election, unless re-elected. The term of all other members shall begin September 16 in the year of their election and end September 15 three years later.

### B. Academic Policy and Curriculum Committee

1. Charge – The Academic Policy and Curriculum Committee shall be responsible for matters of policy relating to the academic affairs of the University of Washington Tacoma, including proposals for new academic programs; majors, minors, concentrations, and undergraduate and graduate certificate programs; applications for new and revised courses; scholastic standards including admissions; and campus graduation requirements. It shall also provide guidance to the

Vice Chancellor for Academic Affairs on policies regarding the interpretation and administration of academic regulations of the campus, as well as provide recommendations on initiatives requested by the Executive Council related to academic excellence and equity. 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 V, Section 1, Part C of these bylaws.

2. Membership – The voting membership of the Academic Policy and Curriculum Committee shall consist of one representative for every 50 voting faculty members within each academic unit of the University of Washington Tacoma. Each academic unit shall elect at least one representative to the committee. Units housing 51 – 100 voting faculty shall elect a total of two representatives. Units housing 101 – 150 voting faculty shall elect a total of three representatives and units housing 151 – 200 voting faculty shall elect a total of four representatives.

Number of Faculty in Unit	Number of Executive Council Representatives
1 - 50	1
51 - 100	2
101 - 150	3
151 - 200	4

For these purposes, representation will be based on unit census at the beginning of the autumn quarter. All members of the Academic Policy and Curriculum Committee who represent an academic unit will serve for a term of three years and can be elected for a maximum of two consecutive terms, at which point a member cannot be re-elected for one full year. The Chair will be elected by its members at the end of spring quarter and will serve for one academic year beginning September 16 in the year of their election and ending September 15 in the year after their election, unless re-elected. The term of all other members shall begin September 16 in the year of their election and end September 15 three years later. Membership in the committee shall also include, as ex officio, non-voting members, one representative each from the University of Washington Tacoma Library, Office of the Registrar, Academic Advising, Information Technology, and Office of Undergraduate Education, and also one representative from the Associated Students of the University of Washington Tacoma.

C. Faculty Committee on Appointment, Promotion and Tenure

1. Charge - The Faculty Committee on Appointment, Promotion and Tenure shall advise the Chief Academic Officer on cases involving promotion and tenure of the faculty in accordance with Sections 24-54.C and 25-41.B of the University of Washington Faculty Code. The Committee coordinates discussion of appointment, promotion, and tenure procedures and expectations across academic units and with administration. It shall also be the responsibility of the Faculty Committee on Appointment, Promotion and Tenure to review and, if necessary, propose changes to policies and procedures related to campus-level implementation of University appointment, promotion, and tenure policy in accordance with Section 13-23.A.5 and 13-31.A.4 and A.5 of the University of Washington Policy Directory. Proposed changes shall be referred to the Executive Council, which shall determine whether to refer the proposed changes to the Faculty Assembly for approval or may adopt them as provided in Article V, Section 1, Part C of these bylaws.
2. 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. Members will serve for a term of three years and can be elected for a maximum of two consecutive terms, at which point a member cannot be re-elected for one full year. The Chair will be elected by its members at the end of spring quarter and will serve for one academic year beginning September 16 in the year of their election and ending September 15 in the year after their election, unless re-elected. The term of all other members shall begin September 16 in the year of their election and end September 15 three years later.

#### ARTICLE VI VACANCY IN OFFICE

A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, faculty leave, termination of employment, or failure to attend two meetings of any committee without advanced notification.

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 VII QUORUM

A quorum for any meeting of the University of Washington Tacoma faculty shall consist of more than half the voting members of the faculty, with all departments represented.

#### ARTICLE VIII VOTING

A proposed action of the University of Washington Tacoma faculty under the authority of the Faculty Code, Sections 23-43 and 23-44, is effective if passed by a majority of the voting members present at a meeting. For voting in a meeting, voting may occur orally, by show of hands, or by secret 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 more than 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 IX FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

MEETINGS. At least one meeting of the Faculty Assembly 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. Additional meetings shall be convened when called by the Executive Council, when requested by the Chair, when requested by a

majority vote in each of at least three of the standing committees, when requested in writing by twenty percent (20%) of the voting membership of the University of Washington Tacoma faculty. The Chair or his/her designee presides at the meetings of the University of Washington Tacoma faculty.

ORDER OF BUSINESS. The Executive Council shall determine the order of business at a general meeting of the faculty.

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 Assembly meeting. A copy of the agenda shall be distributed to faculty at least one week prior to each meeting.

## ARTICLE X PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in the University of Washington Tacoma 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 XI AMENDMENTS

These bylaws may be amended at any regularly scheduled Faculty Assembly 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 VIII 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 XII DELEGATION OF POWERS TO ACADEMIC UNITS

The faculty of University of Washington Tacoma delegates to the faculties of its several academic units\* the following powers and duties (23-43.C):

- 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 Executive Order V, Section 2, 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).

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 or the Chancellor of the University of Washington.

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; December 3, 2009; April 16, 2010; May 18, 2012; October 25, 2012

## Appendix D: Required Elements of a Promotion Packet for Lecturer (May 10, 2013)

Draft, 9 May 2013

The following document describes the process for promotion consideration for Lecturer, Full-Time to Senior Lecturer, or Senior Lecturer to Principal Lecturer. There are four general steps in the promotion process:

1. A unit/program faculty recommendation: based on the optional appointment of an internal review committee and an independent recommendation by the Chair/Director
2. A recommendation by the campus committee on Appointments, Promotion, and Tenure
3. A recommendation by the Chancellor
4. A final decision by the Provost and President

Promotion to Senior Lecturer or Principal Lecturer is considered non-mandatory. Materials gathered will be forwarded to the Provost, unless the request is **not** approved by the Chancellor. The candidate should be informed by the Chancellor of this promotion review outcome.

Non-mandatory promotion reviews are due in Academic Human Resources by February 1st.

When the Provost approves a promotion, the Chancellor will be notified of the decision. Upon this notification, the Chancellor may inform the Chair/Director, who may communicate the outcome to the candidate. This will be followed by a congratulatory letter from the President.

---

### Required Elements of a Promotion Packet for Lecturer, Full-Time to Senior Lecturer or Senior Lecturer to Principal Lecturer

---

- Chancellor's letter including:
  - Appointment, Tenure, and Promotion Committee's review and vote
- Director or Dean's letter including:
  - Program or School vote - please state:
    - number eligible voters
    - number affirmative votes
    - number negative votes
    - number abstaining voters
    - number absent voters
  - Director or Dean's evaluation and recommendation
- Summary of voting faculty review (created by Director or Dean)
- Candidate's response to voting faculty review



- Program or School review committee report: Optional. Provide this information if an internal review committee is formed.
- Summary of program or school committee review (created by Director or Dean)
- Candidate's response to program or school review
- Candidate's self assessment statement (Faculty Code, Chapter 24, Section 54)
- Curriculum Vitae & Bibliography
- External Letters (See below for explanation)
- Teaching Evaluations - both peer & student. Include all evaluations from the point of last promotion (up to 5 years' worth). Evaluations from the year prior to promotion must be included.
- If candidate holds a joint appointment:
  - Joint chair's letter and joint School or Program faculty vote
- If candidate holds an adjunct appointment:
  - Letter of concurrence from adjunct School or Program chair

---

Description of Required Documentation

---

**Checklist for Promotion Recommendation.** The checklist summarizes the information required in a recommendation.

**Curriculum Vitae.** The curriculum vitae should contain all of the following items (additional pages may be added to the curriculum vitae to supply any missing data):

1. Education -- institutions, degrees granted, dates
2. Ph.D. dissertation title (if applicable)
3. Employment -- institutions (including UW), positions, dates
4. UW committees and other duties
5. Professional offices and awards, with dates
6. Talks, papers, or presentations -- dates, type of presentation (invited, contributed, and/or refereed)

**Bibliography.** The candidate's complete bibliography should be submitted, with entries listed in full bibliographic format (including range of page numbers or number of pages).

**Candidate's Most Significant Contributions and Personal Statement.** The candidate should provide a promotion statement listing and describing his/her teaching and service contributions in the record that

are likely to be of the most lasting significance. The majority of selected contributions should have been completed after appointment as a lecturer, full-time or senior lecturer. The candidate should explain briefly why these contributions are most significant.

**Letter of Recommendation from Director or Dean.** The letter should report the results of the program or school faculty vote, stating:

1. number of faculty eligible to vote (including the chair if eligible)
2. number of affirmative votes
3. number of negative votes
4. number of abstentions
5. number of faculty absent or not participating
6. whether the chair's vote is included in the **count** of votes

The director or dean should summarize, insofar as possible, the basis or reasoning for the affirmative and the negative faculty votes.

The letter should contain a statement in which the director or dean makes his/her own independent recommendation.

A description and critical evaluation should be given of the candidate's teaching and service. This statement should address not only the significance and quality of the candidate's teaching but also the importance of the role which he/she is expected to play in the School or Program and the College in the future. If a previous recommendation for promotion to the same rank has been postponed or denied, a summary of the changes in the candidate's qualifications since that time needs to be included.

**Program or School Review Committee Report.** A report from a program or school review committee, separate from the director or dean's evaluation, is desirable as part of the documentation.

**Summaries of Program or School Deliberations and Candidate's Responses.** Include the following items in the documentation (note that one item is required):

1. the committee report summary that was provided to the candidate (if a review committee report was produced)
2. the candidate's response to the report summary (an acknowledgment is required even if no response is made)
3. the summary of voting faculty deliberations that was provided to the candidate (required)
4. the candidate's response to the deliberations summary (an acknowledgment is required even if no response is made).

**Joint Appointment Letter.** When a candidate holds a joint appointment in another unit (whether in another college or school of the University or within the same program or school), the vote of the faculty of the secondary School or Program and a director or dean's recommendation must be reported in a separate letter by the director or dean of the secondary unit. The primary School or Program initiating the recommendation for promotion is responsible for assuring that this letter is included. If other pertinent materials are available from the secondary unit (such as a review committee report, teaching evaluations, etc.), they should also be included.

When a candidate holds an adjunct appointment in another academic unit, a statement should be solicited from the director or dean which comments on the candidate's role in that unit. No faculty vote is required from an adjunct School or Program.

**Documentation of Teaching Effectiveness.** This documentation should include five items:

1. a list of all courses taught at the UW, with dates
2. a list of independent student work supervised, with type of work and dates/years included.
3. student assessments of teaching: all student teaching evaluations since date of last promotion should be included, but no more than five years' worth will be required. The evaluations for the year immediately prior to promotion must be included.
4. collegial assessments of teaching
5. an analysis of the complete teaching record by the director or dean and, if possible, a review committee

**External letters.** Letters from at least three external reviewers must be included in the file. Acceptable forms are reviews and/or letters from external reviewers who have evaluated the candidate's demonstrations and/or evidence of teaching. The external reviewer should not be asked to assess whether the candidate should be promoted here or would be elsewhere.

At least one reviewer should be from within the UWT campus but outside the candidate's unit of primary appointment; one should be from another UW campus; and one from an excellent higher-education faculty member outside of the UW. The chair of the review committee will solicit from the candidate a list of names of individuals qualified to review the candidate's demonstration and/or evidence of teaching. The review committee will select up to five names from this list and may substitute up to two others not named by the candidate. The external evaluators should be chosen together by the program director or dean and faculty review committee.

The external reviewers will be provided with relevant demonstration of teaching and a summary of the candidate's teaching record. All letters received from external reviewers will become part of

the candidate's file but will not be made available to the candidate.

The committee chair will compose the solicitation letter in consultation with the program director or dean. The solicitation letter should be signed by, and should request return to, the program director or dean.

The letter should state that the unit is considering the candidate for possible promotion and request the following information:

- How and for how long the referee has known the candidate
- The quality of the candidate's teaching.

Each evaluator should be provided with the same representative set of the candidate's teaching materials.

**Copies of Candidate's Publications or Evidence of Achievement.** One copy each of the candidate's available publications or comparable evidence of professional growth and achievement should be submitted to the Director/Dean. All publications and similar creative work shall be returned to the program/school at the conclusion of the process.

**Additional Supporting Data.** Supporting data may be submitted if they are substantive materials which will be helpful in evaluating a candidate's record. Examples include: achievements of former students, significant service to the profession, or to state, national or international organizations.