



UNIVERSITY OF WASHINGTON

OFFICE OF THE FACULTY SENATE

David Lovell, Chair

September 22, 2008

Dear Senate Executive Committee:

Welcome to the 2008-2009 Senate Executive Committee. This is to confirm the date and time for the orientation meeting of the Senate Executive Committee for Monday, September 29 at 2:30 p.m. in 142 Gerberding Hall.

In addition to the agenda for the orientation meeting, the attached packet of material is designed to assist you in understanding how the Senate Executive Committee (SEC) works, what kinds of legislation are considered by the SEC and Faculty Senate, guidelines for Faculty Council Chairs, and basic information on parliamentary procedure.

I hope you find this material helpful as you begin your work this year on the SEC. If you have any questions or would like more information on any topic, please don't hesitate to contact me through my assistant, Nancy Bradshaw, at <senate@u.washington.edu> or 206-685-2703.

I look forward to seeing you at the orientation and working with you this year.

Sincerely,

A handwritten signature in blue ink that reads "David Lovell".

David Lovell, Ph.D.
Chair, Faculty Senate
Research Associate Professor, Psychosocial & Community Health

/nlb

Attachments

Faculty Senate Executive Committee
Orientation Meeting
Agenda

Monday, September 29, 2008
2:30 p.m.-5:00 p.m.
142 Gerberding Hall

2:30	Welcome	David Lovell Chair, Faculty Senate
2:35	Remarks from the Provost	Phyllis Wise Provost and Executive Vice President
3:00	Introductions and Opening Remarks	David Lovell Chair, Faculty Senate
3:30	SEC Procedures	Marcia Killien Secretary of the Faculty
3:45	Ongoing Faculty Senate & Council Issues	David Lovell Chair, Faculty Senate
4:15	Council Chairs	Marcia Killien Secretary of the Faculty

2008-2009

SCHEDULE OF SENATE AND EXECUTIVE COMMITTEE MEETINGS

AUTUMN QUARTER, 2008

Executive Committee Agenda Deadline.....	September 29
Executive Committee Meeting.....	October 6 *
SENATE Meeting	October 23 **
Executive Committee Agenda Deadline.....	November 10
Executive Committee Meeting.....	November 17 *
SENATE Meeting	December 4 **

WINTER QUARTER, 2009

Executive Committee Agenda Deadline.....	January 5
Executive Committee Meeting.....	January 12 *
SENATE Meeting	January 29 **
Executive Committee Agenda Deadline.....	February 17
Executive Committee Meeting.....	February 23 *
SENATE Meeting	March 12 **

SPRING QUARTER, 2009

Executive Committee Agenda Deadline.....	March 30
Executive Committee Meeting.....	April 6 *
SENATE Meeting	April 23 **
Executive Committee Agenda Deadline.....	April 27
Executive Committee Meeting.....	May 4 *
SENATE Meeting	May 21 **

Senate meetings will be held at 2:30 p.m. in Gowen 301.

Executive Committee meetings will be held at 2:30 p.m. in 142 Gerberding Hall.

- * A continuation meeting may be held on the following Monday.
- ** A continuation meeting may be held on the following Thursday.
- *** A continuation meeting may be held on the following Tuesday.

Senate Executive Committee, 2008–2009

Title	Name	Department	Mail Box	Phone	E-mail
Senate Chair	David Lovell	Faculty Senate	351271	5-2703	lovell@d@u
Senate Vice Chair	Bruce Balick	Faculty Senate	351271	5-2703	balick@astro
University President	Mark A. Emmert	301 Gerberding Hall	351230	3-5010	emmert@u.
Elected Group Representatives:					
Group I	Jameel Ahmad	Asian Languages and Literature	353521	3-4096	jameel7@u
Group II	John Rahn	Music	353450	3-2291	jrahn@u
Group III	William S.D. Wilcock	Oceanography	357940	3-6043	wilcock@u
Group IV	JW Harrington	Geography	353550	6-3821	jwharringtonjr@gmail.com
Group V	Vandra Huber	Management and Organization	353200	3-5365	vandra@u
Group VI	John Zahorjan	Computer Science and Engineering	352350	3-0101	zahorjan@cs
Group VII	Lisa Chew	Medicine	359780	744-8541	lchew@u
	Wesley Van Voorhis	Medicine	357185	3-2447	wesley@u
Group VIII	Carol Landis	Biobehavioral Nursing & Health Systems	357266	6-1908	calandis@u
Chair, General Faculty Org, UW Bothell	Dan Jaffe	Interdisciplinary Arts and Sciences	358530	2-5357	djaffe@u
Chair, Faculty Assembly, UW Tacoma	Michael Forman	Interdisciplinary Arts And Sciences	358436	2-5650	forman@U
Faculty Council Chairs:					
Academic Standards	John Schaufelberger	Construction Management	351610	5-4440	jesbcon@u
Benefits & Retirement	Vacant				
Educational Outreach	Leslie Breitner	Evans School of Public Affairs	353055	6-8698	breitner@u
Educational Technology	Werner Kaminsky	Chemistry	351700	3-7585	wernerka@u
Faculty Affairs	Jan Sjøvik	Scandinavian Studies	353420	5-2551	sjavik@u
Instructional Quality	Mary Pat Wenderoth	Biology	351800	5-8022	mpw@u
Multicultural Affairs	Vacant				
Research	Mark Haselkorn	Technical Communication	352195	3-2577	markh@u
Student Affairs	Brian Fabien	Mechanical Engineering	352600	3-6915	fabien@u.
Tri-Campus Policy	Janet Primomo	Tacoma-Nursing Program	358421	2-4475	jprimomo@u
University Facilities & Services	William Rorabaugh	History	353560	3-9856	rorabaug@u
University Libraries	Charles Wilkinson	Psychiatry and Behavioral Sciences	358280	7-1819	wilkinso@u
University Relations	Mary Ann Odegaard	Marketing and International Business	353200	5-8585	modegaar@u
Women in Academia	Sandra Silberstein	English	354330	3-7993	tq@u
Planning & Budgeting	Dan Luchtel	Environ. & Occup.. Health Sciences	357234	3-2036	dluchtel@u
Ex-officio without vote:					
Secretary of the Faculty	Marcia Killien	Faculty Senate	351271	5-2702	secfac@u
Faculty Legislative Representative	JW Harrington	Geography	353550	6-3821	jwharringtonjr@gmail.com
Deputy Legislative Representative	Vacant				
ASUW President	Anttimo Bennett	204L HUB	352238	3-1780	asuwpres@u
GPSS President	Jake Faleschini	300 HUB	352238	3-8576	gpsspres@u
Provost and Executive Vice President*	Phyllis Wise	301 Gerberding Hall	351237	3-7632	pmwise@u

* President's designated representative; votes in the president's absence.

Senate Executive Committee

The Senate Executive Committee (SEC) determines the agenda for Faculty Senate meetings, assists the Senate in conducting its business, and provides a channel of communication between the President and the faculty. This involves regular interaction with the Faculty Councils, requesting and receiving reports, making recommendations for action by the Faculty Senate, nominating members of Councils and committees, and transmitting to the Senate any item requested by at least ten percent of the voting members of the faculty.

Meetings of the SEC are held at least ten days before each regular meeting of the Senate. Traditionally, these meetings have been scheduled for Mondays at 2:30 p.m. in 142 Gerberding Hall.

To ensure proportional representation for all University faculty, some members of SEC vote and some do not. Voting members include the Senate Chair, the Senate Vice Chair, the President of the University (or a designated representative), the chairs of Faculty Councils, the elected Group Representatives, and the chairs of the faculty organizations of the Bothell and Tacoma campuses. A number of *ex officio* members have a right to speak but not to vote on matters before the SEC. These include the Faculty Legislative Representative, the Deputy Legislative Representative, the presidents of the GPSS and the ASUW, and the Secretary of the Faculty. Regularly invited guests include the Provost and Executive Vice President, and the Special Counsel to the President. In addition, the President may invite administrative officers to attend in order to provide information and participate in discussion of agenda items related to their responsibilities.

Group Representatives: For the purposes of faculty representation on the SEC, colleges, schools, and departments on the Seattle campus are organized into eight Senate Groups, representative (for the most part) of broadly-defined disciplinary areas: Humanities (I), Arts, Architecture, and Communications (II), Natural and Mathematical Sciences (III), Social Sciences (IV), Business, Education, and Law (V), Engineering (VI), Medicine and Public Health (VII), Dentistry, Nursing, Pharmacy, and Social Work (VIII). For the purposes of faculty representation on the SEC from the Bothell and Tacoma campuses, the chairs of the faculty organizations represent Groups IX (Bothell) and X (Tacoma).

The senators in each Senate Group I - VIII, elect one of their number (two in Group VII) to serve as Group Representative to the SEC. Just as senators are elected delegates of their departments or voting units to the Senate, the Group Representatives stand in for the members of their Senate Groups on matters under consideration by the SEC and should communicate regularly with the senators and faculty in their Groups.

Group Representatives are elected after the Senate elections and before the end of spring quarter. To be elected Group Representative, a senator must receive a majority vote of all the senators in the Group. Each Group Representative serves a one-year term and is eligible for reelection. (For more information on Group Representatives, see the *Faculty Code*, Sections [22-52](#) and [22-63](#).)

Overview of the Senate Executive Committee

Excerpts from the *University Handbook*, Volume Two, Part II.

Section 22-60: Powers and Duties of the Senate Executive Committee

- A. The Executive Committee of the Senate is the faculty committee primarily responsible for the participation of the faculty in University government. Its main responsibilities are to assist the Senate in the discharge of its legislative duties and to provide an effective channel of communication and consultation between the President and the University Faculty with respect to their joint and several responsibilities in the immediate government of the University.
- B. The Executive Committee of the Senate:
1. shall set the date and hour of each regular meeting of the Senate and of the Executive Committee;
 2. shall prepare the agenda for Senate meetings;
 3. shall include on the agenda any item requested in writing by at least 10 per cent of the voting members of the faculty;
 4. shall make recommendations to the Senate concerning proposed legislative actions;
 5. may request such reports from the Faculty Councils as it deems appropriate;
 6. shall transmit to the Senate all Faculty Council reports as received and shall recommend appropriate action;
 7. may transmit to the Senate for its consideration and action any resolution relating to the general welfare of the University and its faculty;
 8. shall consult with and advise the President and his or her staff on general educational policy and other matters related to the institutional concerns of the University;
 9. shall interpret after consultation with and on advice of the Advisory Committee on Faculty Code and Regulations (Section [22-61](#)) the provisions of the *Faculty Code* on matters other than those within the jurisdiction of the Adjudication Panel ([Chapter 28](#)); [**Footnote:** The scope of this authority extends to any provision of the *Faculty Code* not currently the subject of an adjudication under [Chapter 28](#). *SEC interpretation, meeting of March 25, 1996.*]
 10. shall submit for Senate approval the nominees for chair and membership of the Faculty Councils;
 11. may appoint special committees or subcommittees advisory to itself;
 12. shall act for the Senate during the period from the last Senate meeting in the Spring Quarter until the first meeting in the Autumn Quarter, and shall report such actions at the first Senate meeting in the Autumn Quarter.

Section 22-62. Membership of the Executive Committee

- A. The Executive Committee consists of the following:
- The President of the University or a designated representative;
 - The Chair of the Senate;
 - The Vice Chair of the Senate;
 - The elected members, consisting of one Senate member from each faculty group, except that, to insure proportional representation, Group 7 shall have two members;
 - The chairs of the faculty organizations at the Bothell and Tacoma campuses
 - The chairs of the Faculty Councils and the chair of the Senate Committee on Planning and Budgeting;
 - The Faculty Legislative Representative and/or the Deputy, *ex officio* without vote;
 - The presidents of the Associated Students of the University of Washington and the Graduate and Professional Student Senate, *ex officio* without vote; and
 - The Secretary of the Faculty, *ex officio* without vote.

- B. Each elected member shall serve a one-year term and shall be eligible for re-election.
- C. When the agenda calls for discussion of items which are immediately related to the responsibilities of particular administrative officers, the President may invite those officers to attend an Executive Committee meeting so that they can answer questions and participate in the discussion of those agenda items. They would not have the privilege of vote.

Section 22-65. Officers of the Executive Committee

- A. The Chair of the Senate shall chair the Executive Committee.
- B. The Vice Chair of the Senate is the vice chair of the Executive Committee and shall chair its meetings in the Chair's absence.
- C. The Secretary of the Faculty is the secretary of the Executive Committee.

Section 22-66. Meetings of the Executive Committee

- A. A regular meeting of the Executive Committee shall be held not less than ten days before each regular meeting of the Senate.
- B. The President, the Chair of the Senate, or any three members of the Executive Committee may call a special meeting of the committee.

Office of University Committees and Faculty Senate

The Secretary of the Faculty is the administrator of the Office of University Committees, which provides the staff support for maintaining the records of the Faculty Senate, Faculty Councils and faculty committees, and is responsible for handling Senate elections.

Each Council Chair is assigned a staff member to work with the council chair in arranging meetings and providing meeting notices, agenda, informational materials and minutes. Some services can be provided to subcommittees as time allows. The Council Support Specialist (CSS) is responsible for scheduling all fourteen councils each quarter. Given that each Council has fifteen or more members, it is appreciated if chairs and members can be as flexible as possible when providing schedule information to the CSS.

Permanent files are kept in the office for each committee and council and for the Faculty Senate and Executive Committee. If a council makes an informal policy decision or if there are ongoing issues that should be tracked separately, please discuss this with the CSS to make sure the information is stored properly.

The office makes increasing use of electronic media to communicate with the faculty, regularly posting meeting minutes and other information to the Faculty Senate Web pages. Faculty Senate elections are now conducted online, and the annual Class C Bulletin, including Senate and Council Rosters, as well as other information, is E-mailed in fall quarter.

The Office of University Committees includes the Secretary of the Faculty and his/her staff; the Faculty Senate includes the Senate Chair, Vice Chair and his/her assistant; and both offices are located in Room 36, Gerberding Hall, Box 351271, telephone 543-5939. A small conference room is available for meetings of up to fifteen people.

Office of University Committees and Faculty Senate

Location: 36 Gerberding Hall
 Phone: 206-543-5939
 Web site: <http://www.washington.edu/faculty/facsen/>

Name/Title	Contact	Duties
David Lovell Faculty Senate Chair	206-685-2703 dluchtel@u.washington.edu	Chairs SEC and Senate meetings; spokesperson for faculty.
Bruce Balick Faculty Senate Vice Chair	206-685-2703 lovell@u.washington.edu	Presides over the Senate and SEC in the absence of the Chair.
Dan Luchtel Faculty Senate Past Chair	206-685-2703 stygall@u.washington.edu	Chairs the Senate Committee on Planning and Budgeting.
Marcia Killien Secretary of the Faculty	206-685-2702 secfac@u.washington.edu	Oversees faculty governance operations, faculty grievances and adjudications, maintains the University Handbook.
Nancy Bradshaw Assistant to the Chair	206-685-2703 senate@u.washington.edu	Provides support for Chair, Vice Chair and Past Chair, facilitates coordination of governance functions with Secretary and staff.
Susan Folk Assistant to the Secretary	206-543-2637 sfolk@u.washington.edu	Provides support for the Secretary of the Faculty, General Office Management.
Linda Fullerton Administrative Coordinator	206-543-2743 llf@u.washington.edu	Manages Faculty Senate Elections and Legislation Balloting, Faculty Senate Records, Website Maintenance, Purchasing.
Melissa Kane Council Support Specialist	206-543-2884 mmkane@u.washington.edu	Coordinates and supports the activities of the Faculty Councils.

Guidelines for Faculty Council Chairs

Faculty Councils and Committees

Faculty councils are the principal advisory bodies to the Faculty Senate and are responsible to the Senate Executive Committee. They may be created or abolished only by amending the Faculty Code.

Council mandates comprise the entire spectrum of policy that falls within the purview of the faculty:

- Educational policy and general welfare
 - Policy for the regulation of student conduct and activities
 - Scholastic policy, including requirements for admission, graduation, and honors
 - Approval of candidates for degrees
 - Criteria for faculty appointment, tenure, and promotion
 - Recommendations concerning the University budget
 - Establishment of procedures that support these policy mandates.
- Handbook, Volume Two, Section 13-23)*

From time to time, special or *ad hoc* committees are appointed by the Senate, the Executive Committee, or the Senate Chair. These temporary committees do not diminish the mandates of the faculty councils. Faculty councils may establish temporary subcommittees or work groups so the council can work more efficiently, but are obligated to report the activities of their subcommittees.

For a detailed description of faculty council duties, responsibilities, and rules of procedure, see chapters 41 and 42 of *Handbook* Volume Two, online at: www.washington.edu/faculty/facsenate/handbook/handbook.html

Council Membership

Members and chairs of faculty councils are solicited from the general faculty by the Secretary of the Faculty. They are then nominated by the Executive Committee, and appointed by the Faculty Senate.

Once appointed, council members serve three-year terms. Most appointments are made at the last spring quarter meeting of the Faculty Senate; terms begin on the following September 16.

Because the faculty is committed to shared governance, representatives from throughout the University community are invited to sit on faculty councils as *ex officio* members: these include students (ASUW, GPSS), staff (PSO, ALUW), and retirees (UWRA). Members of the Administration serve on Councils as "President's Designees." Councils may grant voting rights to all *ex officio* members except those appointed as President's Designees.

Faculty council chairs are appointed annually and are *ex officio* members of the Faculty Senate and the Senate Executive Committee with vote. It is important that Council Chairs attend both SEC and Faculty Senate meetings.

Work of the Councils

"No rule of a Faculty Council or committee which establishes a procedure affecting a person outside the group, or requiring action by such a person, shall be effective until it is approved by the Senate." -Faculty Code Sec. 41-32D

The work of faculty councils can arise from issues and proposals delegated by the Senate Chair and Executive Committee or from issues raised by council members on subjects that fall within council mandates. Administrative officers may also submit matters they wish considered, but should refer these to the Senate Chair for delegation to the appropriate council. Finally, the Senate itself may refer matters to councils.

Council deliberations on these matters may result in proposals, recommendations, reports, resolutions or legislation, which must be submitted to the Faculty Senate through the Senate Executive Committee. Faculty councils cannot legislate; rather, they propose legislation or other action for the consideration of the SEC and Senate.

Councils are sometimes asked to express an opinion on matters referred to them by administrative committees or officers. To preserve the council's innate responsibility to the Senate, these requests shall be promptly reported to the Executive Committee through the Senate Chair. A council cannot speak authoritatively for the Senate in giving such advice.

From year to year, the work load and issues that come before a council may vary. While some councils address standing issues, others have an agenda shaped by external events. Similarly, the work product and number of meetings may vary from year to year.

Faculty council procedures are specified in the *Handbook* (Volume Two, Chapter 42).

Annual Reports

Annual Reports of the councils' work are the responsibility of each council chair and should be submitted to the Secretary of the Faculty by June 15. If the council plans to conduct important business over the summer, the report should be submitted by September 1.

Staff Support for Faculty Councils

Staff members assigned to the fourteen Faculty Councils are historically referred to as Recorders. The work of the recorders is coordinated by the Council Support Specialist (CSS).

The CSS Coordinates Council meetings: Works with Chair and President's Designee and then polls membership to schedule Council meetings so the maximum number of members can attend. Maintains current paper and electronic membership lists. Posts approved Council minutes to the University Committees Website. Answer questions about Council and Faculty Senate procedures. Reserves and sets up meeting rooms, prepares name cards for members, makes photocopies, reserves and sets up equipment, etc. Maintains prior year records of Council proceedings. Prepares materials for University archives at the end of each academic year. Prepares an index of each Council/Committee's minutes at the end of each academic year.

Recorders provide administrative support before, during and after Council/Committee meetings: Support Chairs in creating meeting agendas and informing/reminding members of meetings, issues and plans. Prepare and distribute meeting notices, agendas, minutes and other documents to Council members and to the CSS. Attend each meeting and take minutes of the proceedings. When needed, refer questions about Council and Faculty Senate procedures to the CSS. Research previous Council minutes for pertinent documents and information as needed.

Recorders create and maintain the official record of the Councils: Write meeting minutes that document those in attendance and capture the essential points of each discussion. Document Council motions, votes, decisions, and action items. Ensure that minutes are approved by a quorum of voting members, and edit as needed. Keep detailed drafts of proposed legislation. Due to heavy workloads, recorders cannot, in general, be asked for extra services beyond the routine work of the Council. Requests for such work should be cleared through the Secretary of the Faculty.

Faculty Senate Legislation: Definitions, Review and Approval

CLASS "A"

Class "A" legislation amends the *Faculty Code*, which is contained in Volume Two of the *University Handbook*. For detailed procedures, see Chapter 29, Amendment of the *Faculty Code*. Enactment of legislation requires review and approval in the following order:

1. Senate Executive committee
2. Faculty Senate
3. President and Advisory Committee on Faculty Code and Regulations
4. Senate Executive Committee
5. Faculty Senate
6. Faculty (electronic ballot)
7. President (signature date is date legislation becomes effective)

CLASS "B"

Class "B" legislation amends sections of the *University Handbook* other than the Faculty Code. For detailed procedures, see Volume Two, Section 22-74, Senate Procedure: Class B Actions. Enactment of legislation requires review and approval in the following order:

1. Senate Executive Committee
2. Faculty Senate
3. President
4. Faculty (legislation is effective 21 days after publication unless objections are raised by 5% or more of voting members of the entire 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.)

If objections are raised:

5. Senate Executive Committee
6. Faculty Senate
7. Faculty (electronic ballot)
8. If approved by a majority of ballots cast, legislation becomes effective upon completion of the time period of the faculty vote.

CLASS "C"

Class "C" actions are non-legislative actions, including passage of resolutions, appointment of committees, approval or disapproval of committee reports, receipt of reports or information, and determination of Senate By-laws. They become effective upon adoption by the Senate. See Volume Two, Sections 22-71.C and 22-75, Senate Procedure: Class C Actions.

How-To Guide to the Legislative Process

After a final version of Class A, Class B, or Class C legislation has been moved for adoption, seconded, and passed by a simple majority of a Faculty Council meeting in quorum, follow these steps to move your legislation through the Faculty Senate legislative process:

From Council/Committee to Senate Executive Committee (SEC) – Class A & B Legislation

Prepare Final Text and Submit to Faculty Senate: As soon as possible after the Council approves the legislation, the Council Chair prepares the final text of Class A or Class B Legislation and submits it to the Faculty Senate Office in legislative format. Legislation must be received by the Senate office on or before the Executive Committee agenda deadline published in the Senate calendar.

- **Include Rationale:** The Council Chair or designee prepares a written background/rationale for the proposed legislation, which must accompany the final text to the Faculty Senate.
- **Code Review:** An informal pre-review by the Advisory Committee on Faculty Code and Regulations (Code Cops) is recommended – this can be done via email. An official review meeting by the Code Cops will occur if the legislation is approved by the Faculty Senate.

Senate Executive Committee: The Council Chair presents the legislation and rationale. If the legislation is denied it goes back to Council; if approved it goes to the Faculty Senate.

Faculty Senate: The Council Chair presents the legislation and rationale. Chairs may want to expand and/or revise the background and rationale, depending on the responses received at the SEC meeting.

Class A Legislation -- From Senate to Final Disposition

- If approved by the Senate, Class A legislation is reviewed by the University President and Advisory Committee on Faculty Code and Regulations before going to the SEC for final consideration.
- After review, the approved legislation goes back to the SEC for final consideration; presented by the Council Chair; up or down vote with amendments limited to those made by the University President and Advisory Committee on Faculty Code and Regulations.
- If legislation is approved by the SEC; presented to the Senate for final consideration by the Council Chair; up or down vote only.
- If final Senate consideration of legislation is approved, the legislation goes out to the faculty for vote.
- If faculty approve the legislation, it goes to the University President for signature and final approval.
- If the University President does not approve the legislation, it goes back to SEC with a statement of reason.

Class B Legislation -- From Senate to Final Disposition

- If approved by two-thirds of those present at the Senate, the legislation is sent to the President for his/her approval.
- If the President does not approve the Class B legislation, it reverts back to the SEC for further discussion.
- If the President approves the Class B legislation, it goes out to the faculty in a Class B Bulletin; becomes effective 21 days after the publish date of the bulletin, unless at least 5% of the voting faculty raise written objections prior to the 21 days.
- If 5% of the voting faculty raise objections, the legislation is sent back to the SEC and the Senate for re-affirmation or amendment.
- If the Senate reaffirms the legislation, a second Class "B" bulletin must be published explaining the actions of the Senate. Within 14 days of the date of the Class "B" bulletin, an election must be held for all voting faculty as done for Class "A" legislation. The result of the vote is final.
- If the Senate amends the legislation, the process starts over with the president's approval.

Class C Resolutions

Class C resolutions may be submitted by any Faculty Council or Senator, and should be directed to the Senate Chair before submitting it to the Executive Committee for inclusion in the agenda. Advance mailing of the agendas allows all members of the SEC and Senate to consider proposals prior to the respective meetings thereby promoting a more informed discussion.

Whether included in the agenda or introduced from the floor, Class C resolutions must be submitted in written form for consideration by the Senate.

If introduced from the floor, the Faculty Senate By-laws allow the Senate Chair, at their discretion, to refer the resolution to the Senate Executive Committee. This action may be overruled by a two-thirds majority vote of the Faculty Senate.

Some Basics of Parliamentary Procedure

The following is based on *Robert's Rules of Order, Newly Revised*, 10th Edition (2000), which is the Senate's parliamentary authority.

The focal point of business in any legislative or deliberative body is the **main motion**, which for the Senate is legislation (Class A, B, C). Such a motion may be made by any member, or committee, at appropriate times. It must be *seconded* (except if made by committee), which merely means another member wishes it to be considered; the seconder is under no obligation to support it.

Once a main motion is on the floor, many things can happen to it. The simplest case is that the motion is discussed and debated, and when the debate finishes, it is voted on and either adopted or defeated. That debate must be "germane" to the motion, and may be ruled out of order by the chair if it isn't.

It's also common for one or more members to seek changes to the motion. The motion to **Amend** can delete from, add to, or modify the language of the original motion in any way, except that it can't fundamentally change its intent.

There are many forms and flavors of amending, and amendments can themselves be amended (but only to a second degree). The so-called "friendly amendment", strictly speaking, isn't permitted in *Robert's*, but it does grease the wheels considerably, and if the maker and seconder of a motion accept the spirit of amendment, it usually works out just fine.

When an amendment is pending, debate focuses on the amendment, and it is eventually voted on; following that, discussion returns to the original question, now possibly amended.

What else can be done? A few of the more common provisions follow:

- in addition to regular debate, members have privileged ways to ask special kinds of questions: a **Point of Information** is a question to whoever has the floor, germane to the matter under debate, a **Parliamentary Inquiry** is a question to the chair on a parliamentary matter or rules of the body, and a **Point of Order** is a suggestion to the chair that the rules of the body are not being adhered to, and a request for a ruling. Each of these is in order when someone else has the floor; none requires a second, none is voted on
- to send an issue to a committee for further discussion, a member may move to **Commit, Refer, or Recommit** it (this requires a second, can be debated and amended, and requires a majority vote to pass); if it succeeds, the matter is sent to the specified committee and debate ceases
- if a member believes that debate has exhausted itself or is becoming repetitious, he or she may **Call the Previous Question**, meaning that the motion should be voted on immediately. It requires a second. Technically, this should be voted on (without debate), and requires a 2/3 majority to pass; in many bodies, the chair simply and quickly asks if there is objection to the call for the question, and if not, debate ceases and the vote is taken. Otherwise, the call for the previous question is voted on first; if 2/3 vote in favor, then an immediate vote is taken on the motion in question.
- if a member believes that discussion of an issue is premature or unproductive, he or she may make a motion to **Postpone to a Certain Time** or **Postpone Indefinitely**. Either must be seconded, is debatable, and requires a majority vote. The motion to postpone to a certain time must specify that time, and it might be a specific day, meeting, or hour, or after some other business has been transacted. If the motion passes, at that given time, the pending business is set aside and the postponed business resumes. The motion to postpone indefinitely is, in effect, a proposal to kill the current business without a direct vote on it; indefinitely postponed business can only be brought back before the body via a motion to **Reconsider** the motion to postpone.

- as an aside, the motion to ***Lay on the Table*** is only meant to be used to temporarily and briefly put aside an issue so that something else more urgent can be dealt with; once that is completed, a motion to ***Take from the Table*** then follows.

Part of the job of the parliamentarian of any body is to facilitate meetings; included in that job is helping members of the body to achieve their goals. As such, I would be happy to answer any questions about this procedure via email or phone, as well as during meetings.

Joseph Janes, Associate Professor
The Information School
Faculty Senate Parliamentarian

Faculty Council Issues
(Excerpts taken from 2007-08 Annual Reports)

1. Academic Standards
 - a. Academic Rigor Committee (Joint FCIQ): Final Report. (See FCIQ.)
 - b. Provost's Task Force on English Language Proficiency – review current University policies and programs with respect to proficiency in English language. Final report due July 14, 2008.
 - c. FAR discussion re: success of students admitted under special criteria; continue monitoring.
2. Benefits and Retirement
 - a. Conversion of opt-in system for UWRP contributions to an automatic-enrollment (opt-out) system (i) upon initial employment and (ii) for the increase in contributions from 7.5% to 10% at age 50. The University has decided to convert to automatic enrollment at 10% for those turning 50 (requires SCPB follow-up.). The council feels that one can still opt-out, but would be a bad idea financially as one would give up the University match on the incremental 2.5% contribution. The group was also told that the auto-enrollment at initial employment was meritorious but too expensive to implement at this point.
 - b. Continue to advocate the council's proposal that dependents of faculty, professional staff and librarians receive a discount in the base undergraduate UW tuition.
3. Educational Outreach
 - a. FCEO Charge: A challenge the Council faced this year in deciding where to focus its attention. The challenge results from the awkward fit between FCEO's charge and significant structural and funding developments at the UW. It may be that the Faculty Senate leadership will wish to consider whether the Council's charge is still appropriate.
 - b. Status and contract terms for Extension Lecturers.
 - c. Departmental level support for faculty using instructional technology.
4. Educational Technology
 - a. The Faculty Council on Educational Technology requests a stable source of financial support for contemporary teaching technology to be made available for the 'Technology Consortium'* to innovate teaching capabilities to meet and satisfy student's and faculty's expectations and learning experience as well as sustain the University of Washington's position as a center of teaching excellence. * The Teaching Consortium consists of: Classroom Support Services; Health Sciences Classroom Services; University Libraries; Catalyst.
 - b. Continues to address issues of plagiarism.
 - c. Investigating current practices in research data archiving. FCET will continue to follow this issue in the coming year and to set the direction for providing more contemporary forms of data storage.
 - d. FCET looked into the possible benefits of using cameras connected to the internet for educational purposes, as these cameras are inexpensive and easily installed. A list of recommendations was devised that should be considered by those using such cameras (attachment 2). This class C resolution will be presented to the Senate Executive Meeting for consideration after sessions resume in fall 2008.

5. Faculty Affairs

- a. Revisions to Section 26-41 of the *Faculty Code*, Procedures for Reorganization, Consolidation, and Elimination of Programs (RCEP). To be continued Fall, 2008.
- b. Revisions to Section 27-41 of the *Faculty Code* concerning the conciliation procedures, with a view to revitalizing the mechanism for resolving differences. Council voted to forward its proposed revisions to SEC.
- c. Restructure Proposal – Receive Gerry’s final version and then forward to FCFA for review.

6. Instructional Quality

- a. *Ad hoc* Committee on Academic Rigor: Committee was created to address the issue of academic rigor of UW courses. Committee members were drawn from FCAS and FCIQ. The committee began the process of establishing criteria to assess ‘academic rigor’ and applying those criteria to a systematic review of data from UW courses. The committee will continue this process in 2008-09.
- b. Student photos attached to class lists: The council began looking at the possible benefits of the University providing student photos with class lists. FCIQ will continue to work with the Registrar and ASUW to help make student class photos a reality for faculty at the UW.
- c. 10-year Review Process: FCIQ began an in-depth investigation of the purpose, aims and outcomes of the current 10-year review process as it is conducted by the Graduate School. The Graduate School welcomed input into the process and plans were made to begin work over the summer.
- d. Summer school tuition rates and faculty pay: Members reviewed information concerning the comparison of tuition rates that students pay for summer school versus the academic year. In 2008-09, tuition is \$2,219 for 10-18 credits during the academic year and \$2,088 for 10-18 credits for residents during summer quarter. It was noted that the tuition cost are very comparable yet faculty who teach in the summer are only paid 2 months of salary whereas they are paid 3 months of salary for the same course during the academic year. As many lecturers teach during the summer months this could be a form of rank discrimination. Further information is sought as to why faculty are paid different rates for classes taught during the school year and during summer. This discrepancy will continue to be pursued during the next academic year.
- e. Review of the general education requirements: How well do they prepare students for their majors? What are the proposed learning outcomes for these courses? What is the academic rigor of these courses?
- f. Given the ever-increasing size of the student body and the need for large classes to meet this increasing student demand, are we recruiting faculty who are prepared to teach these classes and what support is the University offering faculty to help them attain teaching and learning excellence in the large class format?

7. Multicultural Affairs

- a. FCMA began looking at first steps toward creating an exchange program with schools from the Black College and University Consortium. This project will continue during the next academic year.

8. Research

- a. On-going issues: Review, and if appropriate, approve classified, proprietary and restricted applications for grants and contracts.
- b. Senate Interdisciplinary Research Committee (SIRC): This group proposed a class C resolution concerning fostering multi-unit interdisciplinary research adopted by the Faculty Senate spring of 2008, and is a first in a series of proposals that will be forthcoming.

- c. Royalty Research Fund (RRF): Asked by Mary Lidstrom to participate in a comprehensive review of the RRF via an *ad hoc* committee including FCR members and others across campus. The ad hoc committee will report to FCR, which will make final recommendations and forward them to the Research Advisory Board and, if appropriate, to the Board of Deans and Faculty Senate. Unclear whether this report has been completed.

9. Student Affairs

- a. North of 45th Street and Campus Safety issues require continuing attention and oversight, including tracking the Administration's implementation of recommendations of the North of 45th Street Working Group.
- b. Review of efforts to streamline and coordinate the activities of the Mental Health Clinic at Hall Health Center and the Counseling Center in Schmitz Hall.
- c. FCSA notes that the current policy regarding the admission of "special" and "priority" student athletes has expired and strongly suggests that the ACIA present a revised policy to the Faculty Senate.

10. Tri-campus Policy

- a. Possible Class A legislation to formalize UWB and UWT's participation on SCPB.
- b. FCTCP met with the UWB and UWT Chancellors and discussed working within the Tri-Campus framework. We anticipate meeting together regularly to discuss how FCTCP can assist in delineating campus vs. university level functions that pertain to shared governance, and criteria for considering the development of Schools and Colleges within UWB and UWT campuses. (Possible RCEP.)
- c. During 2008-09, meet with FCEO to discuss coordination of programs across all 3 UW campuses.
- d. Begin discussing implications of rapid growth for UWB and UWT faculty.
- e. Continue discussion with UWB and UWT Chancellors regarding delineation of campus vs. university level functions and responsibilities.
- f. Assure that representation from UWB/UWT faculty on UW Faculty Councils is occurring as recommended.

11. University Facilities and Services

- a. Stewardship and Sustainability: FCUFS devoted much of its time this year to the implementation of sustainable operations practices and the implementation of best practices on the Seattle campus. FCUFS developed a class-C resolution praising the Environmental Stewardship Advisory Council (ESAC) and the Administration for their efforts and pressing for more support for future activities under consideration by ESAC. It is clear that the low-hanging fruit has been harvested in the greening of the campus, and that future progress will take more effort and collaboration, especially in areas of controlling atmospheric carbon (i.e., commuting, air flights, and campus heating). FCUFS went on record as wanting to remain an active collaborator with ESAC through frequent liaison as new programs reach the implementation stage.
- b. Sound Transit and Husky Stadium, ongoing issue.
- c. Expansion of UW medical facility.

12. University Libraries

- a. Rapidly escalating costs to academic libraries of scholarly journals, both online and in print.
- b. Open access publishing: As a response of the academic community to the problem of escalating serials costs has been the rise in open access publishing, in which articles are made freely available on line. The FCUL chair made a presentation of open access issues at a meeting of the Faculty Council on Research, and the two councils have agreed to pursue the formation of a subcommittee to address issues of open access with the goal of encouraging and facilitating

open access publishing at the University of Washington. The subcommittee is proposed to consist of members from the FCUL, the FCR, and the Libraries.

- c. Status of librarians in relation to faculty: Librarians are currently classified as academic staff in a separate category from faculty. Librarians at all other public universities in the state have full faculty status. Regular guest Charles Chamberlin, Senior Associate Dean of Libraries, presented information including arguments for and against a change in librarian status. The Libraries is handicapped in recruiting because librarian salaries at UW are significantly below those of peer institutions, and faculty status might facilitate increased recognition and remuneration. On the other hand, although librarians teach, publish, and do research, their profession is primarily service oriented, and criteria for promotion of faculty may not be appropriate for librarians. Possible alternate forms of categorization such as affiliate faculty were discussed, as was increased participation of librarians in faculty governance. The FCUL unanimously passed a motion in favor of pursuing the representation of librarians on the Faculty Senate as full voting members.

13. University Relations (No annual report.)

- a. Ongoing issues: SR 520 and Sound Transit Issues.
- b. UW North Campus.
- c. The issue of the Honorary Degree nomination from UW Bothell was discussed at length. The submission of this nomination is unique and raises governance issues and concerns relating to a tri-campus university. It was suggested that faculty representation from UW Bothell and UW Tacoma might be added to the Faculty Council on University Relations.

14. Women in Academia

- a. Continuing exploration of the quantitative and qualitative understanding of "The Lifestyle of a Female Faculty Member."

Faculty Senate Listservs

Faculty Senate listservs are the electronic mailing lists available to Senate members for the purpose of discussion within the specific Senate groups and communicating and disseminating information. The following listservs are defined by their membership, purpose, and restrictions on use.

Elected Senators by Group:

Membership: Current elected senators in the group **only**.

Purpose: Discussion within the specific Senate group, communication from the SEC Group Representative and the Faculty Senate.

Restrictions: Senators may post and read messages from their own group list. Any use of the listserv outside of your group requires approval from the Secretary of the Faculty.

Senate_1@u.washington.edu
Senate_2@u.washington.edu
Senate_3@u.washington.edu
Senate_4@u.washington.edu
Senate_5@u.washington.edu
Senate_6@u.washington.edu
Senate_7@u.washington.edu
Senate_8@u.washington.edu
Senate_bothell@u.washington.edu
Senate_tacoma@u.washington.edu

Other Senate Members:

Membership: Current Senate members who are not elected senators; includes the President, Provost, council chairs, legislative representatives, student representatives, staff assistants, and others interested in receiving agendas and minutes.

Purpose: Primarily used for distribution of Senate agendas and minutes.

Restrictions: Only Senate members may post and read messages.

Senate_other@u.washington.edu

Senate Executive Committee:

Membership: Current Senate Executive Committee members, staff assistants and others interested in receiving agendas and minutes.

Purpose: Primarily used for distribution of SEC and Senate agendas and minutes.

Restrictions: SEC members only may post and read messages.

Sec_list@u.washington.edu