FACULTY BYLAWS
COLLEGE OF EDUCATION

ARTICLE I - PREAMBLE

These bylaws, adopted by the Faculty of the College of Education\(^1\) under authority of Vol. II, Chapter 23 of the University Faculty Handbook, is designed to serve as a working guide to matters of organization and procedure in the College. No part of these bylaws are to be construed as contravening, supplanting, or otherwise negating any provision of the Faculty Code of the University, either directly or indirectly. In any case of apparent conflict between the two, the Faculty By-laws of the University prevails.

ARTICLE II - MEMBERSHIP AND VOTING MEMBERSHIP
OF THE COLLEGE FACULTY

Section 1. Membership. Members and voting members of the College Faculty shall be as defined in the University of Washington Faculty Handbook Vol. II (Sections 21-32 and 23-42).

Section 2. Voting Procedures. Except where otherwise indicated in these bylaws, the business of the Faculty shall be transacted by a quorum in accord with the University of Washington Faculty Handbook, Section 23-46A and 23-46B.

ARTICLE III - OFFICERS

Section 1. The chair for meetings of the College Faculty shall be the Dean of the College.

Section 2. If the Dean is unable to preside, the Dean may appoint a Chair pro tem.

Section 3. The President of the Faculty shall be the chairperson of the Faculty Council. In the absence of the President, the Vice-President of the Faculty shall assume the office of President of the Faculty.

Section 4. The President of the Faculty shall be charged with the responsibility of selecting a Parliamentarian from the Faculty at large. The Parliamentarian shall not be a voting member of the Faculty Council.

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\(^1\) The College of Education includes those faculty with appointments in the College plus faculty from other schools and colleges of the University who have been designated by their deans or the Dean of the College of Education to have a responsibility for the University's teacher education program. For purposes of this By-laws, the College of Education shall include only those faculty members with formal appointments in the College of Education, and those eligible voting members of the faculty of the College, both as defined in Section 21-32 of the University Handbook.
Section 5. A Recording Secretary shall be appointed by the Chair.

ARTICLE IV - MEETINGS AND ACTIONS OF THE COLLEGE FACULTY

Section 1. Business meetings of the College Faculty shall be scheduled twice in each of the Fall, Winter, and Spring quarters. At least three of the meetings shall be held.

Section 2. Additional business meetings may be called:
   a. By the Dean of the College.
   b. By the Dean at the request of the Faculty Council. The Faculty Council shall be required to make such a request if petitioned by 10% or more of College Faculty.

Section 3. The Faculty of the College may be called to a special meeting by:
   a. The Faculty Council.
   b. The Faculty Council at the request of 10% or more of the voting members of the College Faculty.

The chair of the special meeting shall be the President of the Faculty or a chair pro tem appointed by the President.

Section 4. Meetings of the Faculty for purposes other than conducting College Business may be called at any time by any individual or group.

Section 5. The agenda for business meetings of the College Faculty shall be set by the Faculty Council in consultation with the Dean. The agenda for special meetings shall be set by the Faculty Council. The agenda for business or special meetings of the College Faculty shall be distributed to the Faculty no later than one week prior to the meeting.

Section 6. Members of the Faculty may request that items be included on the agenda of a business meeting by writing to the President of the Faculty in time for the request to be considered at the meeting of the Faculty Council immediately preceding the meeting. Time permitting, agenda items may be added as "other business" during business meetings.

Section 7. The College Faculty delegates to the Area Chairs the responsibility for providing information to the Dean about Faculty performance for merit reviews.

Section 8. Bylaws and Rules. The Faculty may adopt such bylaws and rules as it deems necessary for its action.

Section 9. Quorum Majority--Mail Ballot. In the case of a mail ballot, proposed actions or rules shall become effective if approved by a two-thirds majority of those casting ballots, provided that at least 45% of the eligible faculty members cast ballots, in accordance with University of Washington Faculty Handbook, Section 23-46B.

ARTICLE V - ORGANIZATION OF THE FACULTY:
THE FACULTY COUNCIL

Section 1. Membership: The Faculty Council shall consist of 15 members; two faculty members
from each Area, the Director of the Division of Teacher Education or his/her designee ex officio, two non-voting student members elected by the Associated Student Group, one non-voting staff member, and the Vice-President and President of the Faculty, and the Dean ex officio. Faculty members shall serve staggered, three year terms. Students and staff shall serve a one year term. The President and Vice-President of the Faculty shall be elected from the Associate and Full Professors of the College of Education as described under Article VII. The Faculty Council shall be chaired by the President of the Faculty or a Chair pro tem duly designated.

Section 2. Charge: The Faculty Council is responsible to the College Faculty and acts on behalf of the College Faculty in those matters that, in its judgment, can be handled without approval of the Faculty. It provides opportunity for petition of its recommendations before they are implemented. At its discretion, it may delegate business to working groups, standing committees, or ad hoc committees to consider matters falling within the purview of the Faculty. Matters within the purview of the Faculty include policies regarding student welfare, curriculum and program development, budget, and faculty professional development, and other charges as described under Article VI. In designated matters, the Faculty Council will make recommendations to present for a vote of the Faculty. The Council must provide for the opportunity to petition its recommendations before they are implemented. Matters needing the vote of the Faculty include, but are not limited to: advice to the Dean regarding faculty hiring, tenure, merit, and promotion decisions and matters relating to the by-laws of the Faculty. The Faculty Council may appoint ad hoc committees or working groups to consider issues or problems introduced before the Faculty. Whenever Area, Division or student interests need to be carefully considered, such committees or groups should include appropriate representation. The Faculty Council may recommend changes to the Faculty by-laws to establish new standing committees.

ARTICLE VI – RESPONSIBILITIES OF FACULTY COUNCIL

Section 1. The Faculty Council has specific responsibilities in the areas of graduate programs, faculty affairs, and student affairs as described in Sections 2.3, and 4 of the Article.

Section 2. With respect to graduate programs, Faculty Council shall be responsible for reviewing and evaluating all graduate programs in Education, recommending policy and policy changes that relate to graduate programs, recommending approval or denial of new or significantly altered degree programs, and reviewing and evaluating all major course changes. Faculty Council shall be responsible for considering and recommending policy for establishing, developing, and operating the research program of the College.

Section 3. With respect to faculty affairs, Faculty Council shall be responsible for considering and recommending personnel policies and procedures related to the selection, tenure, promotion, and merit of College faculty, and recommendations regarding membership on the Graduate Faculty. Faculty Council is explicitly charged with establishing criteria for the award of merit pay in keeping with the stipulations of the University Faculty Handbook. These criteria will be used by the Area chairs when recommending merit and will form the basis for feedback to faculty on their performance. At its discretion, Faculty Council may establish an ad hoc committee for the purpose of making recommendations, or of soliciting Faculty recommendations, concerning merit awards to individual faculty. Faculty Council is responsible for the conduct of all votes related to its charge and for the election of members of Councils and Committees described in Article VII. Faculty Council has the responsibility for seeking and using funds, developing programs, and recommending policies for the purpose of aiding the Faculty, Teaching Assistants, and Research Assistants in developing new skills and improving current skills of research,
Section 4. With respect to student affairs, Faculty Council shall be responsible for considering and recommending policy and/or procedures relating to student welfare, including, but not restricted to: recruitment and retention of students, career guidance, advising and counseling, availability and development of facilities and provision of support, the awarding of scholarships and making other awards, the nature and adequacy of non-curricular student activities and grievance procedures for students. Faculty Council shall maintain regular communications with student professional, honorary, or service societies and groups, and with the offices of the associate deans. Faculty Council may advise students concerning their rights in grievances and inform them of University procedures for dealing with grievances.

Section 5. In order to support the work of Faculty Council, the Dean shall provide Faculty Council with administrative and staff support as needed to assist Faculty Council in fulfilling its duties and responsibilities.

ARTICLE VII - TERMS OF OFFICE AND ELECTION PROCEDURES

Section 1. No Faculty member shall serve concurrently on more than one College standing committee or council or as a representative to the Faculty Senate or the Graduate School Council or the Curriculum Advisory Council unless authorized by the Faculty Council.

Section 2. Vice President of the Faculty Selection Process during Spring Quarter each Academic year - Nomination: Prior to the election, Associate and Full Professors will be asked to nominate themselves for the position of Vice President of the Faculty Council except for those who have served as President of the Faculty in the last three years. Professors of all ranks can contact Associate and Full Professor colleagues to urge them to nominate themselves for this position. In the case of no self nominations received, a ballot of the full eligible faculty members (Associate and Full Professors) will be distributed. Election Process: An electronic ballot will be distributed to all eligible voting faculty (all ranks) for a simple majority vote. The Vice-President shall be a voting member of the council. The Vice-President of the Faculty shall serve a three year term: as Vice President, President and Immediate Past President. If no candidate receives a simple majority of votes in the election for Vice President of the Faculty then there shall be a run-off election or elections among those receiving the two highest vote counts.

Section 3. In the Spring quarter of each year, elections for faculty representatives to serve on Faculty Council shall be held within each Area. All faculty are eligible to serve on Faculty Council except for those faculty who have served a term in the past five years. Faculty are expected to serve as a member of Faculty Council at some point during a ten year period of employment in the College.

ARTICLE VIII - AMENDMENT OF FACULTY BY-LAWS

Section 1. Proposing of Amendments. Amendments may be proposed by any member of the Faculty accompanied by the endorsement of five or more voting members of the Faculty. Proposed amendments shall be transmitted in writing to the Faculty Council, which shall then schedule a reading of the proposal at the next meeting of the Faculty.

Section 2. Voting of Amendments. Consideration of the proposed amendment shall be given at the next meeting of the Faculty which follows the first reading of that proposal. Voting shall be
by mail ballot. For an amendment to pass, at least 45 percent of the voting faculty must vote and two-thirds must vote in favor.

BYLAWS

Section 1. In all applicable cases and where they do not conflict with the provisions of these and other extant faculty by-laws and bylaws, Robert's Rules of Order (current edition) shall govern business meetings of the Faculty.

Section 2. Attendance. All members are expected to attend the meetings of the Faculty.