UNIVERSITY OF WASHINGTON
INFORMATION SCHOOL

BYLAWS OF THE FACULTY

Ratified April 2, 2007—effective 9/16/2007

INFORMATION SCHOOL FACULTY

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

ARTICLE I
PURPOSE AND FUNCTION

Section 1. The purpose of the Information School 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 Information School, University of Washington, is the School's governing body, under The Faculty Code, Section 23-41.

Section 3. Pursuant to Section 23-43 of the Faculty Code, the faculty of the Information School, University of Washington:

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 dean in accord with the provisions of Chapter 24 and of Section 25-41.

ARTICLE II
VOTING MEMBERSHIP

Members of the Information School faculty who are voting members of the University faculty shall be voting members of the School faculty. Faculty Code, Section 21-32.

A. Except as provided in paragraph B of this Section the voting members of the University faculty are those faculty members holding the rank of (tenure, research track, and, WOT): professor,
associate professor, assistant professor, full-time senior lecturer, full-time lecturer, or lecturer with an appointment of more than 50%.

B. Notwithstanding the rank held, the following are not voting members of the faculty:

   persons serving under acting or visiting appointments;
   persons serving under research appointments, holding less than 50% appointments;
   persons on leave of absence or on sabbatical
   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.

Section 13-31, April 16, 1956; S-A 32 May 8, 1967; S-A 37, February 8, 1971; Section 21-32A, 21-32C, March 6, 2001; all with Presidential approval.

C. Research faculty may vote on all personnel matters as described in the Faculty Code except those relating to the promotion to and/or tenure of faculty to the following ranks:

   Senior Lecturer
   Assistant Professor
   Associate Professor
   Professor
   Associate Professor WOT
   Professor WOT

Section 13-31, April 16, 1956; S-A 32 May 8, 1967; S-A 37, February 8, 1971; Section 21-32A, 21-32C, March 6, 2001; all with Presidential approval.

D. Voting Membership in Relation to Joint Appointment:

   A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes (Sec. 24-34 Part B7).

E. Student representatives serving on committees may vote on matters that come before these committees

ARTICLE III
ELECTED FACULTY COUNCIL AND STANDING COMMITTEES

The Information School has twelve standing committees: Elected Faculty Council, P.h. D. Program Committee, MLIS Program Committee, MSIM Program Committee, Informatics Program Committee, Personnel Committee, Academic Standards Committee, Curriculum Committee, Recognition and Nomination Committee, Faculty Development Committee, Diversity Committee, and the Social Committee. These committees report to and are appointed by the Elected Faculty
Council. The Elected Faculty Council will consult with the Dean for balancing of workload among the faculty, with a general expectation that every faculty member should be available to serve on at least one Standing Committee. The terms of office for each Standing Committee are to begin in the fall quarter. Each year, the Elected Faculty Council may at its discretion offer more specific charges to the Standing Committees. Only the Elected Faculty Council or the Standing Committees may create sub-committees to perform specific functions.

In addition ad hoc committees, including hiring committees, may be appointed by Elected Faculty Council and shall report to the Elected Faculty Council.

A. Elected Faculty Council

Responsibilities: There shall be an Elected Faculty Council whose responsibilities shall be to advise the Dean on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets (Sec. 23-45B). The Elected Faculty Council shall provide governance for the faculty of the Information School. This body shall be concerned with all domains of faculty authority and duties of the Information School faculty and the professional and personnel issues affecting the faculty. The Elected Faculty Council is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the Information School faculty and shall account to the Information School faculty for those acts.

The Elected Faculty Council shall provide for: (1) oversight, coordination, and support of the activities of all Information School standing committees, and (2) election of the chair and members of the Elected Faculty Council and the chairs of the standing committees.

Chair: the chair and chair-elect shall be elected by the voting faculty of the Information School spring term prior to the start of service. The chair-elect shall be elected from the associate and full professors of the Information School. The term of office of the chair-elect shall be 1 year, after which the chair-elect serves as chair. The term of office shall not be extended unless a special need arises and continued service is mandated by the voting faculty of the Information School.

Membership: There shall be 5 members, consisting of 3 tenured faculty members (one of these will be the elected EFC chair), 1 assistant professor, and 1 lecturer. All members of Elected Faculty Council shall serve 2 year term of office unless a special need arises and continued service is mandated by the voting faculty of the Information School.

B. Program Committees: Informatics, MLIS, MSIM, Ph.D.

Responsibilities: The responsibilities of the (Informatics, MLIS, MSIM, and Ph.D.) Program Committees is to formulate policy, plan, oversee curriculum matters pertinent to the powers and duties of the faculty, and to convene and oversee admissions committees. Program coordination and curriculum development shall be the responsibility of the program coordinating committees in collaboration with the Elected Faculty Council and the Associate Dean for Academics.

Chairpersons: The chairs of the Informatics, MLIS, MSIM, and Ph.D. Program Committees shall be appointed by the Elected Faculty Council. The Elected Faculty Council grants
authority to the Dean to nominate program chairs and make recommendations to the Elected Faculty Council. The terms of office will be for three years in a single program. No more than two consecutive terms as chair may be served.

Membership: Members of the program committees shall be appointed by the Elected Faculty Council in consultation with the relevant continuing committee members and the chair. The term of the appointment shall be one year. The Associate Dean for Academics (or a designee) shall be an ex officio member of each of the program coordinating committees. Each Program Committee shall also include student representation. Potential student representatives will be nominated by the appropriate student body with the final selection left to the discretion of the committee chair.

C. Personnel Committee

Responsibilities: The function of the Personnel Committee shall be to:

1. Formulate and periodically review criteria for implementation of University Policy for faculty appointment, promotion, and tenure (University Handbook, Vol. II, Section 13-23[5] and 13-31[4,5]). Proposed changes in criteria shall be referred to faculty through the Elected Faculty Council for approval.

2. Evaluate procedures for appointment, promotion and tenure decisions and to change these as necessary while maintaining congruence with relevant University Handbook and Operations Manual directives.

3. Serve as an advisory panel to the Dean and the Extended Personnel Committee relative to recommendations for appointments, promotion, and tenure review and decisions concerning Information School faculty (University Handbook, Vol. II, Section 23-43[b]).

All criteria and procedures pursuant to recommendations for appointments, promotion, and tenure decisions shall be consistent with University Handbook, Section 23-46 and Chapters 24 and 25, and with the University of Washington Operations Manual, Vol. 2, Sections D41.0, D41.2 and D46.2.

Chair: The chair of the Personnel Committee shall be appointed by the EFC for a term (starting January 1st) not to exceed two years, should be a full professor, and cannot be a member of the administration. The chair of the Elected Faculty Council shall not serve as the chair of the Personnel Committee.

Membership: The Information School Personnel Committee shall be composed of a chair, and two other voting faculty members senior in rank to the candidate. Junior faculty, excluding the candidate in question, may be appointed to this committee by the Elected Faculty Council as observers. No other individuals may sit on this committee or attend meetings.

An Extended Personnel Committee shall convene when a reappointment, tenure, or promotion decision is at issue. The function of the Extended Personnel Committee meeting is to advise the Dean regarding issues of reappointment, promotion, and tenure.
Chair: The chair of the Personnel Committee shall chair the Extended Personnel Committee meeting. The chair shall write a formal report of these proceedings for the candidate summarizing the discussion and recommendation and report on vote totals (no written report is necessary in a case of reappointment). For purposes of confidentiality, all names shall be omitted from this report. The candidate may then respond in writing to the chair within seven calendar days. The chair shall transmit all documents produced in this promotion process to the dean. The purpose of these documents is to provide advice to the Dean regarding tenure or promotion.

The members of the Extended Personnel Committee are the voting faculty at the Information School senior in rank to the candidate. The Dean may vote [by secret ballot] on a promotion and tenure decision but cannot be present at the Extended Personnel Committee meeting. Junior faculty included on the Personnel Committee may attend this meeting as observers and will leave the meeting prior to voting. No other individuals may sit on this committee or attend meetings.

D. **Academic Standards Committee**

Responsibilities: The Academic Standards Committee develops, recommends, interprets academic policy, and oversees academic misconduct cases. In addition, the committee serves as a hearing board for students regarding academic standing matters.

Chair: The chair of the Academic Standards Committee shall be appointed by the Elected Faculty Council. The term of the appointment shall be one year.

Membership: The Members of the Academic Standards Committee shall be appointed by the Elected Faculty Council. The Associate Dean for Academics (or a designee) shall be an ex officio member.

An **Ad Hoc Misconduct Committee** will be convened as the need arises by the chair of the Academic Standards Committee. Members of the ad hoc misconduct committee will include three faculty members (including the chair), a student representative, and the Associate Dean for Academics (or a designee) as an ex officio member.

E. **Curriculum Committee**

The Curriculum Committee reports to the Elected Faculty Council regarding curriculum policy for all degree programs and deals with policy matters affecting the curriculum or students.

Chair: The chair of the Curriculum Committee shall be appointed by the Elected Faculty Council. The term of the appointment shall be one year.

Membership: Aside from the chair the Curriculum Committee shall be comprised of the program chairs. Additional members may be appointed by the Elected Faculty Council as it deems appropriate.

F. **Recognition & Nomination Committee**
Responsibilities: The Recognition & Nomination Committee, in consultation with faculty and staff, oversees and recommends awards for faculty, staff, and students of the Information School. The Committee will be responsible for (a) identifying awards (both standing and one-time) for which a staff person can be nominated, and (b) advancing the process of nomination within the school.

Chair and Membership: The chair and members of the Recognition & Nomination Committee shall be appointed by the Elected Faculty Council. The term of the appointment shall be one year.

G. Faculty Development Committee

Responsibilities: The responsibility of the Faculty Development Committee is to mentor all faculty and assess progress towards tenure and promotion for candidates.

Chairs and Membership: The chairs and members of the Faculty Development Committees shall be appointed by the Elected Faculty Council. The term of the appointment shall be one year.

H. Diversity Committee

Responsibilities: The purpose of the Diversity Committee is to promote diversity at the Information School and the University of Washington. Through efforts in many areas, including outreach, recruitment, and retention, the committee is charged to foster an openness regarding diverse ideas and perspectives.

Membership: Chair: The chair and members of the Diversity Committee shall be appointed by the Elected Faculty Council in consultation with the relevant continuing committee members. The term of the appointment shall be one year.

I. Social Committee

Responsibilities: The purpose of the Social Committee is to provide plan and provide oversight regarding Information School social functions. The committee is charged with maintaining and promoting a healthy and social community at the Information School.

Membership: Chair: The Chair and the Members of the Social Committee shall be appointed by the Elected Faculty Council in consultation with the relevant continuing committee members. The term of the appointment shall be one year.

ARTICLE IV
VACANCY IN OFFICE

Definition. A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, termination of employment, leave of absence, sabbatical, or failure to attend meetings of any committee without advanced notification.
Filling Vacancies. If a vacancy should occur during the term of any office, the Elected Faculty Council shall be empowered either to appoint a replacement to complete the unexpired term or to provide for an election to a new term of office for that position.

ARTICLE V
QUORUM

A quorum for any meeting of the Information School faculty (excluding the standing committees) shall consist of at least 51% of the voting members of the faculty.

ARTICLE VI
VOTING

A proposed action of the Information School's faculty under the authority of the Faculty Code, Sections 23-43 and 23-44, is effective if passed by a quorum majority of its voting members. For voting in a meeting, voting may occur orally, by show of hands, or by ballot.

For voting by mail or electronic ballot, actions are approved by a quorum majority. When appropriate, anonymity should be ensured.

ARTICLE VII
FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

1. MEETINGS. At least two meetings of the faculty shall be held during each academic quarter excluding summer term. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Elected Faculty Council. Meeting dates will not be changed unless there is a major emergency, with information to the faculty regarding cause for change. Special meetings shall be held when called by the Elected Faculty Council, when requested by the Dean, or when requested in writing by 50% percent of the voting membership of the Information School faculty. The Elected Faculty Chair or her/his designee presides at the meeting of the Information School faculty. Information School meetings shall be consistent with the Washington State Open Meeting Act.

2. ORDER OF BUSINESS. The Elected Faculty Council shall determine the order of business.

3. AGENDA. The agenda shall be developed by the Elected Faculty Council with input from individual faculty members, departments, divisions, councils, committees, task forces, and the Dean. Agenda items must be submitted in writing to the chairperson of the Elected Faculty Council two weeks prior to each faculty meeting. A copy of the agenda shall be distributed to faculty at least one week prior to each meeting.

ARTICLE VIII
PARLIAMENTARY AUTHORITY

The most recent edition of Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in Information School Faculty Bylaws shall govern the faculty in all
cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this University.

ARTICLE IX
AMENDMENTS

These bylaws may be amended at any regularly scheduled faculty meeting by two-thirds vote of those present provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty at least four weeks prior to the meeting at which action is taken. The bylaws may be amended by mail ballot by two-thirds of those voting providing that the requirements for a quorum established in Article VI have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least two week(s) prior to the date on which the ballots will be tallied.