

Western Washington University

Advanced Materials Science and Engineering Center  
(AMSEC)

Bylaws

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## **Article 1. Program Description**

The Advanced Materials Science and Engineering Center (AMSEC) is an interdisciplinary center in the College of Sciences and Technology whose mission is to educate students, promote collaborative research, and help regional materials technology companies innovate. Its educational activities include academic programs in materials science and engineering, research and internship opportunities for undergraduate and graduate students, and seminar and outreach programs. Collaborative research is encouraged through the activities of the Center's interdisciplinary teams, collective grant writing, and by providing access to shared instrumentation, technical staff, and other resources. The Center works with regional companies by providing access to specialized equipment, faculty expertise and consulting, student internships, and assistance with R&D.

The Center also operates a shared, open access Materials Characterization Laboratory housing certain instrumentation, and facilitates access to a wide range of specialized materials synthesis, processing, and characterization capabilities in its member's departments and own laboratories.

## **Article 2. Membership**

***Eligibility.*** Center faculty members must have a tenure-track or adjunct appointment at Western Washington University, have expertise and active interests in the area of materials science and engineering technology (broadly defined), and agree to participate in program activities, including execution of the responsibilities outlined below.

***Election.*** New Center faculty members are appointed by the Dean or his/her designee upon recommendation of the Director and a simple majority vote of the Advisory Committee. Self-nominations and nominations by the membership of the Center shall be sent in writing, along with the current curriculum vitae of the candidate, to the Director. Should a candidate be appointed, membership will be made known to the candidate's department chair so that the department recognizes the effort for the Center by the elected candidate.

***Term.*** Members of the Center shall serve for four calendar years from the date of election. There shall be no limit to the consecutive or intermittent terms a member of the Center may serve, however a member shall be re-appointed for each four-year term by the Director upon a simple majority vote of the Advisory Committee.

### ***Membership Responsibilities***

- Willingness to participate in the teaching of interdisciplinary Center course offerings in materials science and engineering.
- Regular participation in Center membership meetings and the Center seminar program. The latter includes attendance of Center seminars, individual/group meetings and meals with Center seminar visitors.

- Willingness to participate in Center outreach activities, which may include educational activities for community college students/faculty, educational activities for K-12 students/teachers, and research and development activities with industrial partners
- An on-going commitment to seeking external funding on a regular basis from state and federal agencies, private foundations or companies in support of research and development projects in materials science and engineering that involve undergraduate (and when appropriate M.S.) students.
- Mentoring of undergraduate (and when appropriate M.S. students) in research projects during the academic year and, when possible, during the summer. As part of the student mentoring process, encourage poster and oral presentations by Center research students at on-campus and off-campus venues.
- Acknowledgement of the Center in oral and poster presentations, and in publications.

### **Article 3. Organizational Structure**

#### **Director**

***Appointment.*** The Director shall be chosen from the AMSEC membership by the Dean or his/her designee in consultation with the membership.

***Term.*** The Director's term shall be two years with the possibility of up to one consecutive renewal. A Director may serve multiple terms, but not more than two consecutive terms. The Director shall be subject to review annually by the Dean. The Directorship is a 12-month, ½-time appointment.

***Responsibilities.*** It is the responsibility of the Director to develop and maintain quality programs, oversee work conducted by Center staff and the operation of Center facilities, and ensure the responsible accounting of funds allocated to the Center. The Director provides strategic leadership by initiating new directions and helping to secure internal and external support for Center activities. The Director shall call at least one general meeting of the membership every six months and at least one meeting of the Advisory Committee every three months. The Director is also responsible for preparing the Annual Report.

#### **Advisory Committee**

***Appointment.*** The Advisory Committee shall consist of the Director and four Center members selected by the Dean in consultation with the Director and participating department chairs. Participating departments are academic departments having at least one faculty member in the Center.

***Term.*** Committee members shall normally serve 2-year terms with the possibility of up to one consecutive renewal. An Advisory Committee member may serve multiple terms, but not more than two consecutive terms. At the discretion of the Dean one or more Advisory Committee members may be appointed to 1-year terms so as to have a staggered appointment pattern. No member shall be required to serve simultaneously on both the Advisory and Curriculum committees.

***Responsibilities.*** It is the responsibility of the Advisory Committee to facilitate coordination of Center activities and to advise the Director concerning the productivity, effectiveness, and appropriateness of Center activities. One member of the Advisory Committee will be appointed by the Director to serve as library liaison.

### **Curriculum Committee**

***Appointment.*** The Curriculum Committee shall consist of four Center members selected by the Director.

***Term.*** Committee members shall normally serve 2-year terms with the possibility of renewal. At the discretion of the Director one or more Committee members may be appointed to 1-year terms so as to have a staggered appointment pattern. No member shall be required to serve simultaneously on both the Advisory and Curriculum committees.

***Responsibilities.*** It is the responsibility of the Curriculum Committee to oversee the academic programs offered by the Center, including oversight of the curriculum and student advising. Each year the Committee shall recommend to the Director a list of instructors for Center courses planned to be offered the following academic year.

### **Interdisciplinary Teams**

The Center shall organize interdisciplinary teams to provide a forum for synergistic and intellectual activities for Center members. Every Center member, based on his or her interests, shall hold membership in at least one team. The Center Director shall appoint a director for each team. The team director will be responsible for providing leadership and for directing the team's program toward resourceful and meritorious scientific and educational pursuits. The teams will meet at least quarterly to discuss interests common to each team's membership with the aim to develop collaborative projects.

## **Article 4. Annual Report**

The Director shall prepare an Annual Report, which will include a summary of activities for the Center and financial details of its operation, and will present it to the Advisory Committee for approval. Following its approval, the Annual Report will be submitted to the Dean and to the membership.

## **Article 5. Bylaws Amendment**

These Bylaws may be amended by an affirmative vote of two-thirds majority of members present at any regular or special meeting of the Center membership, provided that the amendment is distributed in writing to the Center members at least 30 days prior to the meeting for which the vote is scheduled.