

Huxley Bylaws

(September 22, 2008 - Pending Board of Trustees Approval)

I. PREAMBLE

Huxley College of the Environment, a division of Western Washington University, hereby establishes these Bylaws to assure a decision-making process that will equitably divide the continuing tasks of College governance among all College members, and thereby free members to pursue the scholarly enterprises to which they are fundamentally committed. The following Bylaws, therefore, define the formal structures and procedures by which the College will seek to achieve its broad purposes in environmental studies. It is understood that nothing stated or implied in these Bylaws shall supersede any policies established or decisions made by Western Washington University.

II. COLLEGE GOVERNANCE

A. Huxley College administrators, faculty, staff and students all participate in the governance of Huxley College.

B. Voting privileges:

1. Faculty hold voting privileges as described in the Western Washington University Faculty Handbook.
2. Permanent staff with at least a half-time appointment hold voting privileges in all matters except those pertaining to faculty personnel issues.
3. Students, including graduate teaching and research assistants, hold voting privileges as members of committees except in matters pertaining to personnel issues.

C. College meetings are held on a regular basis as called by the Dean. Special meetings may be called by written request to the Dean by at least 5 voting members of the Huxley College community.

III. DEAN OF HUXLEY COLLEGE

A. The Dean is the Chief Administrative Officer of the College and reports to the Vice President for Academic Affairs/Provost. The Dean shall:

- Promote the College's academic mission and achievements to the other Colleges of the University, the administration, the region, the nation and the international community.
- Provide overall leadership in the administration, planning and curricular enhancement of all programs, Departments, and Institutes within the College.

- Have responsibility and authority for the College, including academic affairs, personnel, research, budgeting, planning, allocation of equipment, facilities, and student activities.
- Coordinate all units within the College; facilitate faculty, staff and student activities; and help build strong programs through teaching, research, and scholarly endeavors.
- Foster communication and mentoring among the College faculty, Department Chairs, Institute Directors, staff, and the University community.
- Prepare, administer, and regularly review the budget of the College, reporting the overall status to the college at least quarterly.
- Chair College meetings.
- In consultation with the Policy Committee, appoint members to standing committees subject to a vote of the College.
- Appoint members to ad hoc College committees and formulate committee charges.
- Meet regularly with Institute Directors to discuss issues relevant to the Institutes
- Meet regularly with Department Chairs to discuss budgetary matters, FTE allocations and other issues pertaining to the College and the Departments .
- Supervise and evaluate designated College staff.
- See that faculty, staff and student appeals and grievances are addressed according to University policies.

B. Selection of the Dean

Upon invitation, the Huxley College community will participate in the selection of a new Dean according to guidelines provided by the university administration. The process shall include input from all members of the college community.

A motion of no confidence in the Dean can be duly moved and seconded at any college meeting during the academic year. A final vote on the motion will be delayed until either the next regularly scheduled college meeting or at a special meeting called to discuss and vote on the motion. Such a meeting will be held no sooner than one week and no later than three weeks after the motion was made to provide adequate time to fully consider the measure. All voting members of the College will be eligible to participate in a secret ballot on the motion.

IV. DEPARTMENT CHAIR

A. The Department Chair shall:

- Be a tenured faculty member whose administrative responsibilities constitute a 0.5 FTE
- Represent the Department and its interests to the College and the University.
- Coordinate all academic, programmatic, operational and administrative activities of the Department.

- Preside at regular Department meetings. The Chair may designate a substitute in the event of absence from campus.
- Facilitate and encourage faculty development, teaching, research and other scholarly activities.
- Supervise, evaluate, and encourage professional development of Department staff.
- Coordinate, oversee and participate in the annual evaluation of Departmental tenure-track and non-tenure track faculty; faculty applying for tenure and promotion; and faculty involved in merit evaluations.
- Hire non-tenure track faculty from a vacancy pool pre approved by the programmatic faculty and provide evaluation materials of the non-tenure track faculty to personnel committee at the time of pending contract renewal and rehire.
- Oversee the planning of course schedules and teaching assignments.
- Be responsible for the Department's budget.
- Report to the Dean and meet regularly to review Departmental goals and direction.
- Meet regularly with the Dean to discuss budgetary matters, FTE allocations and other issues relevant to the Department.
- Perform other duties as required or assigned by the Dean and the University administration.

B. Selection of Chairs

A Chair is either selected from among the Department's tenured faculty or is appointed after an external search. The Chair normally serves a four-year term, subject to review and reelection.

The Dean may solicit nominations and call for an election for Chair among the faculty or may determine, upon consultation with the faculty, that an external search should be conducted. If the chair is to be chosen from among the faculty, the Dean shall appoint a Chair Nominating Committee consisting of two department faculty members and one faculty member from outside the department who chairs the committee. The Nominating Committee conducts the search, meeting with each faculty member in the department and soliciting input from the Departmental staff. The committee then makes a recommendation to the Dean. The Dean shall present candidate(s) to the Department for a vote.

Department tenured and tenure-track faculty, and department staff, department instructors and department lecturers with at least a 0.5 FTE appointment are eligible to vote. Votes shall be sought from all eligible members of the department. The candidate obtaining a majority of those votes becomes Chair. Should a majority vote not be achieved, the Dean will work with the Department faculty to reach a majority vote. In those cases in which a Chair is to be recruited from outside the university, standard faculty recruitment practices shall be followed.

V. INSTITUTE DIRECTOR

A. The Institute Director shall:

- Represent the Institute and its interests to the College and the University.
- Coordinate all research, operational and administrative activities of the Institute.
- Encourage cooperative research and related programs with local, regional, state and federal organizations, non-governmental organizations and industries concerned with the Institute's mandate.
- Help initiate research grant proposals aimed at providing needed and appropriate kinds and levels of support to advance the work of the College and University.
- Supervise, evaluate, and encourage professional development of Institute staff.
- Be responsible for the Institute's budget.
- Promote undergraduate and graduate student involvement in Institute programs.
- Report to the Dean and meet regularly to review Institute goals and direction.
- Meet regularly with the Dean to discuss issues relevant to the Institute.
- Perform other duties as required or assigned by the Dean and the University administration.

B. Selection of Institute Directors

Institute Directors will be selected from the College's faculty or from outside the College following faculty recruitment guidelines. Appointments are made by the Provost, upon recommendation of the Dean. The dean shall solicit input from all members of the college community. Institute Directors are expected to meet the requirements for tenure-track faculty, and, if hired without tenure, will follow the regularly established tenure review process. Their continuing appointment is subject to review every four years by the Dean.

VI. COMMITTEES

There shall be College-wide standing committees and Department standing committees. Standing committees serve the College by dealing with the ongoing business of the College and by considering issues referred by faculty, staff, Department Chairs, Institute Directors, or the Dean. Committees make recommendations to the College as a whole, and to the Departments as appropriate. Committee meetings will be guided by Robert's Rules of Order as necessary, and regular minutes of committee meetings will be available. Faculty and staff are appointed by the Dean and the Policy Committee to standing committees for one-year, renewable terms. Committee memberships shall be approved by the College. Student members of committees are approved by the College from nominations made by the Community Affairs Committee.

Normally, standing committee chairpersons report committee activities, findings, and recommendations at regular Department and/or College faculty meetings as is appropriate.

College meetings are held on a regular basis as called by the Dean. Special College meetings may be called by written request to the Dean by at least five voting members of the Huxley College community.

A. College Committees

1. Policy Committee There shall be a College Policy Committee, whose membership includes the Dean (Committee Chair), the Department Chairs, one additional faculty member from each Department, one staff member, and one student.

Policy Committee meetings are normally convened by the Dean, but a Policy Committee meeting may be called by any two of its members.

The Chair has the responsibility to prepare an agenda in advance and to include issues raised by any member of the committee.

The purposes of the Policy Committee are to assist the Dean:

- To formulate College-wide policies and practices that will facilitate long-range plans and direction to the College as a whole.
- To review faculty assignments, including committee memberships, to assure an equitable and productive distribution of responsibilities in light of the several missions of the College.
- To review the College budget and study available resources to meet College missions and purposes.
- To evaluate cooperative programs between Huxley College and other units within and outside of the University.

2. Community Affairs Committee

There shall be one College Community Affairs Committee whose membership is as follows: one faculty member, one staff member and two students, elected by the faculty of each Department. The Committee will elect one of its faculty members as chair.

The purposes of the Community Affairs Committee are:

- To assist with planning, coordination and disseminating information about the College's non-curricular community activities.
- To nominate and recommend to the faculty student members of standing committees as needed to meet Committee membership requirements set forth in these Bylaws.
- To help organize and carry out Huxley College commencement activities.

3. College Curriculum Committee

Huxley College shall have a Curriculum Committee consisting of the Department Chairs, two additional faculty from each department, the undergraduate Advisor, 1 additional staff from each department and 1 student from each department. The committee will elect one of the tenured faculty members to chair the committee. A quorum consists of a majority of the committee members, with at least four faculty present.

The committee is responsible for reviewing all proposed changes to existing undergraduate courses and proposals for new courses or undergraduate programs. It may also initiate proposals to improve the quality of the curriculum and the coordination of the Departments' major and minor programs.

The purposes of the Curriculum Committee are:

- To review and approve changes to curriculum and catalog copy after the vote of the appropriate department.
- To approve changes in preparatory courses required for admission to Huxley College after the vote of the appropriate department.
- To oversee and coordinate the content and structure of the Huxley core.
- To review annual course scheduling submitted by each department.
- To approve student requests for individual curricular changes involving Huxley College core courses or requirements for admission.
- To review and approve student/faculty designed majors.

4. Academic Technology Committee

There shall be a College Academic Technology Committee (ATC) consisting of two faculty and one student from each Department, and 2 staff members from the College. The Committee shall elect a Chair from among the tenured faculty or the staff members of the committee.

The College ATC is a subcommittee of the University's Academic Technology Committee. The University ATC representative will be nominated from the tenured faculty membership of the College ATC committee and will serve a 3-year term as a voting member of the University ATC.

The purposes of the Academic Technology Committee are:

- To review and make recommendations to the College regarding the use of technologies in Huxley College.
- To advise the College administration regarding academic technology implementation, budget requests, and priorities.
- To recommend, to the College, policies and procedures for the operation of College computer labs.
- To review faculty needs (office equipment, research equipment, laboratories for students, and support) in the use of technology and make recommendations to the College administration.

5. Personnel Committee

There shall be a College Personnel Committee that deals with matters involving College faculty. The committee will consist of two tenured faculty from each Department, one staff member and one student. The committee shall elect one of the faculty members to chair the committee. The staff member and student are non-voting members of the committee.

The purposes of the Personnel Committee are:

- To ensure that review of faculty for tenure and promotion, as well as general and special merit, are performed according to the Huxley College Unit Evaluation Plan.
- To perform annual reviews of tenure-track faculty members. The committee will receive review materials from the Department Chair, evaluate these materials and prepare a written evaluation with recommendations for improvement and guidance for faculty members as they prepare for tenure and promotion. The committee will submit this written evaluation to the Department Chair.
- To perform reviews of limited-term faculty members annually or at the time of pending contract renewal and rehire. The committee will receive review materials from the Department Chair, evaluate these materials and prepare a written evaluation with recommendations. The committee will submit this written evaluation to the Department Chair.
- To evaluate professional leave requests. The committee will review leave application materials and submit written recommendations to the Department.

B. Department Committees

1. Graduate Program Committees Each graduate degree program in the College shall have a Graduate Program Committee. The membership of each committee will include 3 faculty members from the program, a graduate program coordinator; and one graduate student. For special tasks, other individuals may be asked by the committee to participate as non-voting members. One of the tenured faculty members on the committee is appointed to a 3-year term as the Graduate Program Advisor by the Dean and Policy Committee. That individual also chairs the Graduate Program Committee.

The purposes of each Graduate Program Committee are:

- To assess the overall strength and direction of the graduate degree program.
- To communicate with the Department and the College about the status and direction of the graduate degree program.
- To evaluate proposed curricular changes in the graduate program and make recommendations to the College about those proposed changes.
- To establish guidelines and procedures for smooth and effective operation of graduate program activities.

- To determine, after consultation with the Department, appropriate enrollments for graduate degree programs.
- To set criteria and deadlines for receiving applications for admission to graduate programs; to oversee and manage the orderly and timely review of application materials.
- To annually review the progress of each graduate student.
- To approve proposed graduate student thesis committees.
- To make recommendations to the Dean regarding state-supported teaching assistantship assignments and other funding allocated to the College.
- To prepare, modify or otherwise develop and maintain a Graduate Student Handbook summarizing graduate program policies and procedures.
- To review graduate student proposals for funding under the small grants for graduate research program. Members of the respective graduate program committees will meet jointly to make final funding decisions.
- To provide consultation when there is disagreement between committee members and student about progress and direction of the student's program.

C. Ad Hoc Committees

The Dean of Huxley College, or the Department Chairs, may create ad hoc committees, or be directed to do so by a majority of the faculty/staff, to undertake special assignments. The ad hoc committee may include faculty, staff, and students. The Dean or the Department Chair gives the committee its charge, designates its membership, and names its chairperson.

VII. AMENDMENT OF BYLAWS

These Bylaws may be amended, subject to the approval by the Board of Trustees of Western Washington University, in the following manner:

- An amendment may be proposed by any member of Huxley College.
- Any proposed amendment which is approved for further study by either twenty-five percent of the College faculty or at least twenty-five percent of the student body of Huxley College shall be referred to a specially appointed Ad Hoc Bylaws Amendment Committee.
- The Ad Hoc Bylaws Amendment Committee shall consist of eight members. There shall be two faculty members and one student member elected from each Department and two College staff members elected by the staff. The committee shall elect a faculty member as chair.
- The term of the committee shall be restricted to one academic year and its scope of action shall be limited to those proposed amendments formally presented to it per subparagraphs (A) and (B) above.

E. Upon action by the Ad Hoc Bylaws Amendment Committee, the proposed amendment shall be forwarded, along with a written report and recommendation, to the Bylaws voting constituency for final action.

F. Written notice of such impending action and the full text of all proposed amendments shall be given to all members of the Bylaws voting constituency at least four days prior to the scheduled voting meeting.

G. Adoption of a proposed amendment shall require two-thirds approval by written ballot of the faculty, those students then serving on standing committees, and all permanent College staff with at least half- time appointment.

H. At least one regular College meeting must occur after an amendment is adopted and before it is submitted to the Board of Trustees.