



Appendix One

Constitution of the Faculty of Western Washington University

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CONSTITUTION

Article I: Name and Purposes

- I.1 The name of this organization is the Faculty of Western Washington University.
- I.2 The purpose of this organization is to provide the Faculty of Western Washington University with a governance system empowered to speak and act for the Faculty in University affairs not covered by the contract between Western Washington University and the United Faculty of Western Washington.

Article II: Membership

- II. Voting members of the Faculty are those holding appointments at .5 FTEF (annual average) or greater at Western Washington University.

Article III: Faculty Senate

- III.1 The Faculty Senate is empowered to speak and act for the Faculty in University affairs that are not covered by the contract between Western Washington University and the United Faculty of Western Washington with particular responsibility in the areas of curriculum, academic programs, scholarly activities, the education of students, the mission of the University, and institutional and administrative effectiveness. *[June 2009]*
- III.2 The Faculty Senate is limited to 30 voting members elected by the Faculty, and the President of the University, the Provost/Vice President for Academic Affairs of the University, a college dean appointed by the Provost serving as Provost's Council representative and the President of the United Faculty of Western Washington as ex officio non-voting members.
- III.3 Terms of Office. Elections are held yearly in Spring Quarter. Voting members of the Senate serve for two years or until the installation of a new Senate. Senators may not be elected for more than three consecutive terms.
- III.4 Meetings. The Senate shall meet within ten days after the yearly election and during the first full week of classes of Fall, Winter, and Spring Quarters and at other times.
- III.5 Committees. The Faculty Senate may create any and all subordinate bodies, define their duties, designate their composition, and appoint their Faculty members.

- III.6 Appeals. When the President of the University refuses to accept or implement any act of the Faculty Senate authorized by this constitution, the University President shall do so in a written statement transmitted to the Faculty Senate setting out the refusal and the reasons. The Faculty Senate may vote to appeal this matter to the Board of Trustees directly or submit the matter to the Faculty of the University for referendum vote, or it may vote to do both. A majority vote of the total voting membership of the Faculty Senate, or in the case of a referendum vote, a majority of those voting, is sufficient to bring an appeal to the Board of Trustees at its next meeting. A motion to appeal to the Board of Trustees will take precedence over all other business and all other motions at a Faculty Senate meeting. When the Faculty Senate, by two-thirds vote, rejects any action, decision, or policy of the President of the University, this rejection will be presented for resolution to the Board of Trustees at its next meeting. The President of the Faculty Senate shall represent the Faculty in this proceeding.

Article IV: Officers of the Faculty Senate

- IV.1 Officers. The officers are President, President-elect, Secretary, and Appointments and Elections Officer.
- IV.2 Duties. Faculty Senate officers perform the duties normally associated with these offices in addition to those assigned by this Constitution and Bylaws, and by the Faculty Senate.
- IV.3 Election. Officers are members of the Faculty Senate. They are nominated from the floor and elected by secret ballot, majority vote, of the Faculty Senate voting members at the first regular meeting held after the May Faculty Senate election.
- IV.4 Term of office. The term of office for the Secretary, and Appointments and Elections Officer will run for one year from the date of election to the office. The President-elect will be elected at the May Faculty Senate election but will not officially assume his/her duties until the first day of summer quarter. The President-elect will serve for one year. On the first day of summer quarter of the year following his/her election the President-elect will assume the position of President. The status of the President after the Senate election will change to **President pro tem**. The President pro tem will fulfill all of the duties of the Presidency until the beginning of summer quarter. If the term of the President-elect coincides with the second year of his/her term, his/her position on the Senate will be extended without election to cover his/her term as President of the Senate. The number of Senate seats will not be affected by this policy.
- IV.5 Voting privileges of the officers. All officers are voting members of the Senate except in the instance where the President pro tem is no longer a member of the Senate. In this special instance, the President pro tem will serve as a non-voting member of the Senate.

- IV.6 President of the Faculty Senate. The President of the Senate presides over the Faculty Senate, schedules the meetings of and chairs the Executive Council, and attends all meetings of and represents the Faculty Senate before the Board of Trustees.
- IV.7 President-elect of the Faculty Senate. The President-elect presides over General Faculty Assemblies and presides over the Faculty Senate and the Executive Council in the absence of the President of the Faculty Senate.
- IV.8 Secretary of the Faculty Senate. The Secretary of the Faculty Senate presides over the Faculty Senate and the Executive Council in the absence of the President and Vice President of the Faculty Senate.
- IV.9 Appointments and Elections Officer. The Appointments and Elections Officer presides over the Faculty Senate and Executive Council in the absence of the President, President-elect, and Secretary of the Senate and during the election of Senate officers.

Article V: Executive Council

- V.1 Membership. The Executive Council consists of the officers of the Faculty Senate, one Faculty Senate member, the Faculty Legislative Representative, as voting members; the Chair of the Academic Coordinating Commission, the Chair of the University Planning Council, and the past President of the Faculty Senate as non-voting members. [12/2004]
- V.2 Election. The Faculty Senate member is nominated from the floor and elected by secret ballot, majority vote at the first regular meeting held after the May Faculty Senate election. He/she serves for one year or until the installation of the new Executive Council.
- V.3 Duties. The Executive Council reports to the Faculty Senate, schedules its meetings, prepares its agenda, meets on a regularly scheduled basis with the President and/or Provost/Vice President for Academic Affairs of the University and the President of the United Faculty of Western Washington, and performs such other duties as may be delegated to it by the Faculty Senate. The Executive Council is to establish and maintain communications between the Faculty Senate and the University administration, and between the Faculty Senate and the Board of Trustees.
- V.4 In situations or instances in which decisions by the Faculty Senate are not possible, the Executive Council may act for the Faculty Senate subject to review by the Senate at its next regularly scheduled meeting or at a special meeting called for this purpose. All Executive Council actions taken in behalf of the Faculty Senate will be stated in writing and submitted to the Faculty Senate for a vote at its next meeting.

- V.5 All Executive Council actions will be entered in the minutes of the next Faculty Senate meeting under the heading “*Executive Council Actions*”.
- V.6 The Executive Council transmits all actions taken under this Constitution through the President of the Faculty Senate to the President of the University, the Board of Trustees, and other interested and affected persons as the Executive Council may decide.
- V.7 The Executive Council nominates and submits to the Faculty Senate for its approval chairpersons and faculty members of the committees, commissions, and councils operating under the authority of this Constitution and the Faculty Senate in accordance with the Bylaws.
- V.8 Decisions of the Executive Council are by majority vote.
- V.9 A meeting of the Executive Council may be called by the President of the Faculty Senate or by two of its members.

Article VI: Amendments

- VI.1 Amendments to this Constitution may be proposed by majority vote of the Faculty Senate voting members or by petition of 30 members of the Faculty.
- VI.2 This Constitution may be amended by majority of the Faculty voting in an election held for this purpose.
- VI.3 Amendments will take effect upon acceptance by the Board of Trustees.
- VI.4 Bylaws to this Constitution may be adopted, amended, or repealed by majority vote of the total voting membership of the Faculty Senate provided that they are proposed in writing at one meeting of the Faculty Senate, are posted on the Faculty Senate website and delivered to the faculty through an email; flyer; or by publication in *FAST* as proposed, and are voted on at a subsequent regular meeting of the Faculty Senate. [2005]

Article VII: Ratification

- VII.1 This Constitution is ratified by the Faculty when accepted by a majority vote of the Faculty voting in an election held for that purpose.
- VII.2 This Constitution is ratified by the Board of Trustees when accepted by that body.

BYLAWS

BL1 Quorum

BL1.1 A quorum of the Faculty Senate is a majority of the voting Faculty Senate members excluding vacancies.

BL2 Rules of Order

BL2.1 Except where provisions of this Constitution or By-laws provide otherwise, the rules of order are *Sturgis Standard Code of Parliamentary Procedure*.

BL3 Vacancies

BL3.1 Vacancies on the Executive Council are filled by nominations from the floor and election by secret ballot, majority vote, of the Faculty Senate voting members.

BL3.2 Vacancies in the Faculty Senate are filled by nominations of the Executive Council, with the opportunity for nominations from the floor, and election by secret ballot, majority vote, of the Faculty Senate voting members.

BL3.3 When there is only one nominee to fill a vacancy, the secret ballot may be dispensed with by unanimous consent of the voting members.

BL4 Representation Before the Board of Trustees

BL4.1 When the President of the Senate is unable to represent the Faculty Senate at a meeting of the Board of Trustees, the President of the Senate must designate the President-elect or in absence of the President-elect, the President of the Senate must designate another Faculty Senate member in his/her place.

BL5 Voting Procedures in Faculty Senate Meetings

BL5.1 Votes are ordinarily taken by asking for the “ayes” and “nays.”

BL5.2 When the presiding officer, or any Faculty Senate voting member, requests a show of hands, the vote will be counted and recorded in the minutes.

- BL5.3 The presiding officer or any Faculty Senate voting member may request a roll call vote, and when the request has been seconded by two other Faculty Senate voting members, the vote of each Senator will be recorded in the minutes.
- BL5.4 The presiding officer or any voting Senator may request a secret ballot, which, when seconded by two other Senators, will be taken.
- BL5.5 When both a secret ballot and a roll call vote have been requested, the decision on the voting method to be used will be decided by a vote of the voting members present.

BL6 Removal from Office for Absenteeism

- BL6.1 Upon a motion from the Executive Council and by majority vote, the Faculty Senate may expel a voting member for absenteeism and declare the seat vacant.
- BL6.2 Any Faculty Senate voting member who is absent from four consecutive Faculty Senate meetings, or with a high rate of absenteeism, is liable for expulsion.
- BL6.3 The President of the Faculty Senate must notify the member in advance of the Faculty Senate meeting where the Executive Council intends to move the expulsion of that member.

BL7 Committees, Councils, and Commissions

The Committees, Councils, and Commissions in this Bylaw act under the authority of the Faculty Senate, report to the Faculty Senate, and are subject to review by the Faculty Senate. Minutes of Commissions, Councils, and Committees of the Faculty Senate shall be forwarded to the Senate. The Committees, Councils, and Commissions of the Senate are authorized to establish subordinate bodies in carrying out their duties and to perform such other duties as the Faculty Senate may direct. Faculty members on these Committees, Councils, and Commissions may be reappointed by the Faculty Senate and may serve for up to six consecutive years.

Chairs of Committees, Council and Commissions of the Faculty Senate shall be members of the faculty of Western Washington University, unless approved by motion of the Executive Council.

BL7.1 Appointments and Elections Officer

The Appointments and Elections Officer sits on the Faculty Senate Executive Council. S/he serves a one-year renewable term and reports to the Executive Council. The Appointments and Elections Officer recruits Faculty to serve on all bodies which report to the Faculty Senate and oversees all referendums and elections, maintains the voting list with the Senate office, counts the ballots, and reports the results of elections to the Faculty Senate. The Appointments and Elections Officer may make interim appointments (less than 1 year) to Faculty Senate committees subject to review and approval of the Senate.

- BL7.1.1 At the first meeting of the Faculty Senate held after the May election, the President pro tem presides over the Faculty Senate for the purpose of installing newly elected Faculty Senate members and for the election of Faculty Senate officers and members of the Executive Council.
- BL7.1.2 At the installation of new Faculty Senate members, the President pro tem takes the roll call of all continuing voting Faculty Senate members and newly elected voting members. Upon completion of this roll, if a quorum is present, the chairperson declares the Faculty Senate in session.
- BL7.1.3 The President pro tem then proceeds to the election of officers of the Faculty Senate in the order of President-elect, Secretary, Appointments and Elections Officer, and one at-large Senator as member of the Executive Council, announcing the result after each ballot and continuing to ballot for each office before proceeding to the next until one person has a majority and is elected.
- BL7.1.4 The Appointments and Elections Officer shall review, annually and in a timely manner prior to elections, the distribution of Senate seats within and among the Colleges, in order to determine whether representation is on an approximately proportional basis. The faculty shall be informed of the proportional distribution. When it is determined to be necessary, the Appointments and Elections Officer shall recommend to the Faculty Senate changes in the distribution of representation on the Faculty Senate. However, each College shall have a minimum of one Senate Seat.

*** Area Representation:** The thirty (30) Faculty Senate positions for the 2010-2012 Spring election were assigned as follows: **6 representatives from Natural and Physical Sciences** (Biology, Chemistry, Computer Science, Engineering Technology, Geology, Mathematics, Physics/Astronomy); **4 representatives from Social Sciences** (Anthropology, PEHR, Political Science, Psychology, Sociology, Communication Sciences and Disorders); **7 representatives from Humanities** (Communication, English, Modern and Classical Languages, History, Journalism, Liberal Studies, Philosophy); **3 representatives from the College of Fine and Performing Arts** (Art, Design, Art History, Music, Dance and Theatre Arts); **3 representatives from the College of Business and Economics** (Accounting, Economics, Finance/Marketing, Decision Sciences, Management); **1 representative from Fairhaven College**; **1 representative from Huxley College** (Department of Environmental Studies; Department of Environmental Sciences); **3 representatives from Woodring College of Education**; and **1 representative from Wilson Library**. The Senate voted to make the 30th seat the At-Large position for the Senate President

BL7.2 Faculty Legislative Representative [2/2011]

The Faculty Senate shall maintain a Faculty Legislative Representative (FLR) and a Deputy Faculty Legislative Representative (DFLR). The FLR represents the Faculty of Western Washington University in relations with the Legislature and individual legislators. The FLR shall be guided by policies approved by the Faculty Senate upon recommendation from the Executive Council. The DFLR shall assist the FLR in his or her duties. The FLR will seek to coordinate legislative activities with those of Western's administration, the Council of Faculty Representatives, The Associated Students of Western, and the United Faculty of Western Washington. When possible, collaboration among the aforementioned is recommended.

The FLR, the DFLR, the past Legislative Representative (in the year immediately following his or her service) and the President-elect of the Faculty Senate shall constitute the delegation of the Faculty of Western Washington University to the Council of Faculty Representatives.

Every other spring, coinciding with the short session of the Washington State Legislature, the Faculty Senate will elect a new DFLR who will serve one year as DFLR, followed by two years as FLR, followed by one year as past FLR, for a total of four years served:

Year 1: *New Deputy assists incumbent FLR.*

Year 2: *Deputy becomes new FLR, assisted by previous FLR.*

Year 3: *FLR serves second year, assisted by newly elected Deputy*

Year 4: *FLR becomes past Legislative Representative, assisting the new FLR*

The FLR shall serve as a voting member of the Senate Executive Council during the two year term.

To carry out the responsibility of the position, the FLR will receive release time of 0.33 from the year's assigned course load, estimated by credits. When the results carries a remainder, release time will be calculated upwards. In negotiation with the FLR's department, the release time can be arranged and combined to provide more release when needed (e.g. complete course release Winter, no course release Fall). The department is advised to negotiate release from teaching and campus obligations during the Winter Quarter of both sessions, and through Spring Quarter of the long session. The partial FTEF shall be returned to the FLR's unit.

The Provost shall arrange administrative support for the FLR. The FLR will regularly report to the Senate Executive and the Faculty Senate during the session. The DFLR is not compensated but is reimbursed when fulfilling the duties of the FLR (e.g. travel to attend a meeting).

BL7.3 Academic Coordinating Commission

The purview of Academic Coordinating Commission comprises all aspects of policy relating to the academic enterprise of the University, including but not limited to:

- I. Curricular coherence
- II. Curricular administration
- III. Standards and requirements for admission, progress through the curriculum, and graduation
- IV. Oversight of curricular change

ACC approval of academic programs does not constitute approval for University funding. Budgetary requirements should be handled at the collegiate level before forwarding to ACC.

ACC publishes its policies on the Faculty Senate website and in its handbook. ACC oversight in no way impinges on those matters that are the purview of collective bargaining. ACC collaborates with the Office of the Registrar, the University Planning Council, Academic Advising, Student Life, and other units on campus in order to further its academic mission and the strategic plan of the University.

BL7.3.1 Membership

The membership of the ACC shall be as follows:

- a. Two faculty representatives from the College of Humanities and Social Sciences;
- b. One faculty representative from each of the following: the College of Sciences and Technology, Fairhaven College of Interdisciplinary Studies, the College of Business and Economics, Huxley College of the Environment, Woodring College of Education, and the College of Fine and Performing Arts;
- c. One representative from the Library faculty;
- d. One At-Large faculty representative;
- e. Two members of the Faculty Senate for one-year terms;
- f. The Associated Students Vice President for Academic Affairs (ex officio);
- g. Three additional students;
- h. The Provost/Vice President for Academic Affairs (ex officio);
- i. The Registrar (ex officio, non-voting); and
- j. The Catalog Coordinator (ex officio, non-voting).

Faculty members are appointed Spring Quarter and are seated at the last ACC meeting of Spring Quarter. ACC members in categories a, b, and c (above) are appointed for two-year terms by the Faculty Senate. The At-Large representative and two voting Faculty Senators are appointed by the Senate for two-year and one-year terms respectively. The student Vice President for Academic Affairs is elected by the Associated Students, and three additional students are appointed by the Associated Students' Board of Directors.

A chairperson and vice chairperson shall be appointed by and from the committee membership at the last meeting each Spring Quarter. A faculty member as chairperson will receive release time of 0.33 FTEF or equivalent as specified in the Faculty Contract to carry out the responsibilities of the office.

BL7.3.2 Executive Committee

The Executive Committee of the ACC shall be made up of the chairperson, vice chairperson, the Associated Students Vice President for Academic Affairs, and the Provost. The Executive Committee is responsible for setting the meeting agendas, and is empowered to cancel meetings if there is not sufficient business or call extra meetings if they are necessary to complete business. The recorder also attends.

BL7.3.3 Meetings

The ACC will meet fortnightly on Tuesdays at 4:00 p.m. Copies of the approved minutes of meetings shall be forwarded to the Faculty Senate for review as soon as possible.

BL7.3.4 Committees and Reportage

The ACC shall maintain the following standing committees: Admissions Committee, the Committee on Undergraduate Education, the Council on University Programs, Graduate Council, Honors Board, and International Programs Advisory Committee. The memberships of these committees are approved by ACC, and membership requirements are published along with the charge in the ACC Handbook and on the Faculty Senate website.

Curricular Committees of the Colleges, including the Teacher Curriculum and Certification Council and the Western Libraries Curriculum Committee inform ACC of their memberships.

Standing Committees and College Curricular Committees shall forward their approved records of actions from their meetings to the ACC for review within three weeks. The ACC is empowered to create additional ad hoc or standing committees as necessary to effectively meet its charge.

BL7.4 University Planning and Resources Council [March 2014]

The University Planning and Resources Council (UPRC) shall be responsible to the Faculty Senate for the formation and review of policy and procedures in all aspects of University Planning and allocation of resources, with special emphasis on matters of concern to the faculty. The responsibilities of the UPRC shall include:

1. Assuring that the council is well-informed about issues regarding planning at the University, as well as its financial operations and financial status.
2. Regular review of the University Strategic Plan, either on the UPRC's own initiative, or as requested by the President, the Provost, or the Faculty Senate.
3. Recommendation of priorities to be used in preparing the University's biennial operating and capital budget request, in the allocation of appropriated resources, and in consideration of budget reductions.
4. Examination of resource implications for major changes in the academic program. From time to time the Council will review the adequacy of the resources devoted to existing programs.
5. Participation in the allocation of resources appropriated by the legislatures and review of how allocated resources are used at the University. It is not the role of the UPRC to attempt to direct or control the planning and budgetary process within the colleges and non-academic units, other than to provide broad general priorities.

BL7.4.1 Membership of the UPRC shall be as follows:

- a. Thirteen (13) faculty members to include: One faculty representative from each of the Colleges and the Library appointed by the respective college or library faculty governance committee for two year terms (8). To ensure effective communication between colleges and UPRC, each faculty representative will either be a standing member of his/her respective college governance committee or serve *ex officio* on his/her college governance committee;
- b. Two at-large faculty apportioned by the Faculty Senate and appointed by the respective college or library faculty governance committee annually (2); one faculty elected by and from the ACC annually (1); one faculty elected by and from the Faculty Senate annually (1), and a Chair appointed by the Faculty Senate for a two-year term (1);
- c. The Associated Students Vice President for Academic Affairs, and one student appointed by the Associated Students Board of Directors annually;
- d. One representative of the classified staff appointed annually;
- e. One representative of the Professional Staff Organization appointed annually;

- f. The Executive Director of University Planning and Budgeting, *ex officio*, non-voting;
- g. Each university vice president or representative, *ex officio*, voting, including the Vice Presidents of 1) Academic Affairs, 2) Business and Financial Affairs, 3) Enrollment and Student Services, 4) University Advancement, and 5) University Relations.

University Planning and Resources Council members are appointed Spring Quarter. The members of the Council will elect a vice chairperson each spring after the appointment of new members to the Council.

The chair will receive released time of 0.33 FTEF release time, unless changed by the Faculty contract, from other duties to carry out the responsibilities of his/her office. The partial FTEF shall be returned to the UPRC chair's unit. The Provost shall arrange administrative support for the UPRC.

BL7.4.2 Executive Committee

The Executive Committee of the UPRC shall be made up of the chairperson, vice chairperson, the Associated Students Vice President for Academic Affairs, and the Provost. The Executive Committee is responsible for setting the meeting agendas, and is empowered to cancel meetings if there is not sufficient business or call extra meetings if they are necessary to complete business. The recorder also attends.

BL7.4.3 Meetings

The UPRC will meet fortnightly on Wednesday at 4:00 p.m. Copies of the approved minutes of meetings shall be forwarded to the Faculty Senate for approval and to college governance committees for discussion as soon as possible.

BL7.5 Senate Library Committee [February 2010]

The Senate Library Committee's (SLC) role is to help the library support the University's mission. To do so, the SLC will:

- 1) provide advice and recommendations to the Dean of the Libraries and
- 2) serve as liaison between the faculty and Dean of Libraries.

Specifically, the committee shall:

- Review documents provided by the Dean of Libraries

- Provide advice on current and future policies and procedures relating to the library's collections, services, facilities and budget
- Introduce the Dean of Libraries to the opinions and sentiments of the faculty at large
- Assist, by way of recommendations, the development of library collections to improve levels of information literacy and research for faculty, students, and staff
- Encourage use of the library
- Meet regularly each quarter

BL7.5.1 Membership *(June 2010)*

The membership of the Senate Library Committee shall be as follows:

- a. One library faculty member (2-yr term) nominated by the Library Faculty;
- b. One faculty representative from each of the College/Areas listed below, appointed by the respective college faculty governance body (2-year staggered terms) and confirmed by the Faculty Senate: *College of Humanities & Social Sciences; College of Sciences & Technology; College of Business & Economics; College of Fine & Performing Arts; Huxley College of the Environment; Fairhaven College of Interdisciplinary Studies; Woodring College of Education.*
- c. Additional voting members appointed annually shall include: one Faculty Senator, not a member of the Library Faculty; and one student appointed by the AS Board.
- d. *Ex officio* members (non-voting) shall include: the Dean of the Libraries; and the Director of Academic Technology and User Services.
- e. A chairperson and vice chairperson shall be appointed by and from the membership at the first meeting Fall Quarter.

Minutes of the Senate Library Committee shall be forwarded to the Faculty Senate as soon as possible following approval by the Senate Library Committee.

BL7.6 The Academic Technology Committee *[August 2008]*

In order a) to assist in making Western Washington University a distinctive community of scholars and b) to maintain and enhance Western's use of academic technology, the Academic Technology Committee of the Faculty Senate:

1. Provides advice, guidance, and support to the Information Technology Services organization of the University, and

2. Assures that Western's investment in information technology facilities and resources effectively and efficiently serves the University's strategic activities and the academic requirements of students and faculty.

To fulfill this mission, the Committee:

- reviews and assesses the planning, budget resources/requests, capital resource requirements, and the policies and practices of the Information Technology Services organization in providing economic and balanced use of both technological and traditional information facilities and resources;
- advises and provides guidance on the introduction of new and advanced technologies to assure effective use of technology and improved access to and retrieval of information resources;
- reviews and assesses faculty needs for technology and makes recommendations;
- participates in the dissemination of technology policy and best practices to the Faculty; and
- recommends strategic priorities to the Student Technology Fee Committee to aid in their review of proposals.

BL7.6.1 Membership.

The membership of the Academic Technology Committee shall be as follows:

- a. One representative from each of the following: Fairhaven College of Interdisciplinary Studies, the College of Business and Economics, Huxley College of the Environment, Woodring College of Education, the College of Fine and Performing Arts, and the Library;
- b. Two representatives each from the College of Humanities and Social Sciences and the College of Sciences and Technology;
- c. The Vice Provost for Information Technology and Chief Information Officer (ex officio, non-voting);
- d. The Director of Academic Technology and User Services (ex officio, non-voting);
- e. The Assistant Director of Academic Technology User Services (ex officio, non-voting);
- f. The Instructional Development and Multimedia Manager (ex officio, non-voting);
- g. The Director of the Center for Instructional Innovation and Assessment (ex officio, non-voting);
- h. A member of the Information Technology Professionals' Group (ex officio, non-voting);

- i. A student chosen by the Associated Students Board of Directors for a one-year term;
- j. One Faculty Senate member appointed by the Senate for a one-year term.

ATC members in categories a, b, h, and i (above) are selected by the organizations they represent and ratified by the Faculty Senate during Spring Quarter. These members serve two-year, renewable, terms (unless otherwise specified) according to a schedule published by the Senate: appointments are staggered so that one half of the membership is appointed each year.

The committee shall have a Chairperson and a Vice Chairperson who are elected from and by the membership at the first committee meeting of each Fall Quarter. In the absence of a continuing Chairperson, it is the responsibility of the Vice Chairperson from the previous year to call the first meeting of the Fall Quarter.

BL7.6.2 Executive Committee

The Executive Committee of the ATC shall be made up of the Chairperson, Vice Chairperson, and the Vice Provost for Information Technology and Chief Information Officer. The Executive Committee is responsible for setting the agenda for meetings, and is empowered to cancel meetings if there is not sufficient business.

BL7.6.3 Meetings

The ATC typically meets on a biweekly basis Wednesdays at 4:00 p.m. Copies of the minutes of all meetings shall be forwarded to the Faculty Senate for review as soon as possible.

BL7.6.4 Representatives to Advisory Groups

The ATC will select representatives to the following advisory groups. These representatives will report to the ATC as appropriate.

- a. Two faculty, one from the ATC and one at-large, to serve on the Administrative Systems Advisory Group.
- b. Two faculty, one from ATC and one at-large, to serve on the Technology Infrastructure Advisory Group.
- c. One faculty from the ATC to serve on the Learning Systems Advisory Group.
- d. One faculty from the ATC to serve on the Learning Resources Advisory Group.

- e. One faculty from the ATC to serve on the Learning Student Labs Advisory Group.
- f. One faculty from the ATC to serve on the Learning Classroom Technology Advisory Group.

BL7.7 Senate Extended Education Committee *[April 2014]*

The Senate Extended Education Committee's (SEEC) role is to help Extended Education support the University's mission, strategic goals, and values. To do so, the SEEC will:

- 1) provide advice and recommendations to the Vice Provost of Extended Education and the Senate; and
- 2) serve as liaison between the faculty and the Vice Provost of Extended Education.

Specifically, the committee shall:

- Provide advice on current and future policies, procedures, and programs offered or considered by or through Extended Education to the Senate and relevant committees;
- Discuss ideas about Extended Education programs;
- Review and assess the activities and direction of Extended Education;
- Report annually during the winter term to the Senate and ACC the following:
 - the mission and budget of Extended Education;
 - programs run through Extended Education;
 - students served during the previous academic year, including summer term;
 - the number of undergraduate and graduate courses offered for credit during the previous academic year, broken up by program, site, mode of delivery, and type of faculty (NTT or T/TT);
 - other information requested by the Senate.

BL7.7.1 Membership

The membership of the Senate Extended Education Committee shall be as follows:

- One representative appointed by the IEP or Language & Culture programs;
- One faculty member from every college, appointed by the respective college governance committee;
 - At least one faculty member should be engaged in teaching at an off-campus location through an Extended Education program. If

needed, this may require appointing a faculty member in addition to the college representatives.

- One senator appointed by the Faculty Senate;
- One representative appointed by the United Faculty of Western Washington Executive Board;
- One commissioner appointed by and from the Academic Coordinating Commission;
- One representative appointed by the Associated Students;
- The Director of the Center for International Studies (*ex officio*; nonvoting);
- The Vice Provost of Extended Education or, in the Vice Provost's absence, a designee (*ex officio*; nonvoting).

With the exception of appointments from the Associated Students, Senate, and ACC, all appointments shall be for 2 years, with terms staggered so that half the members are appointed each year. In the first year, half the members will be appointed for a one-year term.

A faculty chairperson, who shall be appointed by and from the committee's voting members, will be responsible for the agenda.

The committee shall meet at least once/month during the academic year, and more often if the committee chair believes it to be necessary.

Minutes shall be forwarded to the Faculty Senate as soon as possible following approval by the Senate Extended Education Committee.

BL7.8 Social Justice and Equity Committee *[January 2016]*

The Social Justice & Equity Committee's (SJEC) role is to engage faculty at Western Washington University in ongoing examination and reflection needed to make essential changes in the academic policies, practices, and behaviors that result in inequity, exclusion, and social injustices at WWU.

Specifically, the committee shall:

- Assist the Faculty Senate by evaluating and advising on implications for campus diversity, equity, and social justice of actions proposed by the Senate and its standing committees.
- Engage faculty
 - Create and implement opportunities in which faculty from across WWU's campus engage in meaningful interactions that allow for the active reflection and examination of academic policies, practices, and behaviors that result in inequity, exclusion, and social injustices at WWU.

- Create and implement opportunities for WWU faculty to engage in the work of promoting equity, inclusion and social justice at WWU and the surrounding communities.
- **Oversee the Diversity & Social Justice Grants Committee**
 - Annually review and revise (as necessary) the focus, process, and committee membership.

BL7.8.1 Membership

The membership of the Social Justice & Equity Committee shall be as follows:

- 10-12 voting members of the faculty, including:
 - At least one current member of the Faculty Senate or the Faculty Senate Executive Committee, elected annually;
 - Faculty broadly representative of the university's colleges and disciplines, with no more than two faculty from any of the areas (A-I) used to define membership on the Faculty Senate;
 - At least one member of the President's Taskforce on Equity, Inclusion, and Diversity;
- The Associated Students Vice President for Diversity, and at least one student or recent alumni, appointed annually by the Associated Students Board of Directors;
- At least one staff members, appointed by invitation of the Faculty Senate in consultation with the President's Taskforce on Equity, Inclusion, and Diversity.

The faculty, students, and staff on the committee should represent a broad range of experience and expertise in the areas of diversity, equity, and social justice.

Faculty appointments are subject to confirmation by the Faculty Senate and shall be made in consultation with college governance committees. With the exception of appointments from the Senate, all appointments shall be made for two years, with terms staggered so that approximately half of the membership is appointed each year. In the first year, half the members will be appointed for a one-year term. Committee members may serve no more than three consecutive terms.

A faculty chairperson, who shall be appointed by committee members, will be responsible for the agenda.

BL7.8.2 Meetings

The committee shall meet at least once/month during the academic year, and more often if the committee chair believes it to be necessary.

Minutes shall be forwarded to the Faculty Senate for review as soon as possible following approval by the Social Justice & Equity Committee.

BL7.8.3 Committees and Reportage

The SJEC shall maintain the Diversity and Social Justice Grants Committee as a standing committee. The membership of this committee is approved by the SJEC, and membership requirements are published on the Faculty Senate website.

Standing Committees of the SJEC shall forward records of actions from their meeting to the SJEC as soon as possible following approval. The SJEC is empowered to create additional ad hoc or standing committees as necessary to effectively meet its charge.

BL8 Publication of Senate Agenda and Minutes

BL8.1 The agenda for any meeting of the Faculty Senate shall be posted on the Faculty Senate website and delivered by email at least four days prior to the meeting.

BL8.2 An abstract of the meeting of the Faculty Senate shall be posted on the Faculty Senate website and delivered to the faculty and administration through an email and by publication in Western News Today soon as possible after the meeting.

BL8.3 The Faculty Senate shall maintain in its files and archives, official minutes of all meetings.

BL9 Released Time for the President of the Faculty Senate

BL9.1 The President of the Faculty Senate shall receive .5 FTEF released time from other duties to carry out the responsibilities of his/her office as specified in the Faculty Contract. The release time shall be returned to the Faculty Senate President's academic unit. The University shall provide administrative assistance to the Senate President and the Executive Council.

BL10 Meetings

BL10.1 Regular meetings of the Faculty Senate will be scheduled on alternate Mondays beginning on Monday of the first full week of each quarter. Scheduled meetings other than the first meeting of each month may be

anceled only if, in the judgment of the Executive Council, there is insufficient business to require a meeting of the Faculty Senate.

BL10.2 Minutes of Commissions, Councils, and Committees of the Senate shall be forwarded promptly to the Senate. A motion passed by a Commission, Council, or Committee of the Senate shall have the implied consent of the Senate unless rejected by a 3/5 vote within two regular meetings of the Senate. The Senate may vote by a majority to extend the time for review to the next regular meeting of the Senate or to a special meeting of the Senate.

BL10.3 The Senate will consider requests for appointments to any standing committee, council, or commission other than those established in the Constitution and Bylaws of the faculty only when the requests are accompanied by at least as many names of nominees willing to serve as the number of positions to be filled.

BL11 Agenda

BL11.1 The agenda for each meeting is determined by the Executive Council, provided that at each regular meeting of the Faculty Senate early on the agenda there will appear: (a) Items from the President of the University, and (b) Items from the Provost/Vice President for Academic Affairs of the University. Informational items and items of request for Faculty Senate action directed to the Faculty Senate from the President and/or Provost/Vice President for Academic Affairs of the University will normally be in writing, but these officers of the University may appear in person to present their views. The Executive Council, or the Faculty Senate, may request the President, the Provost/Vice President for Academic Affairs, or other University administrators to attend a meeting to give information on, or present views on, some particular matter which shall be stated in writing as part of the request.

BL11.2 Items from the Associated Students of Western Washington University will be placed on the agenda of the Faculty Senate and other items such as from the Faculty Legislative Representative and the President of United Faculty of Western Washington may also be placed on the Senate agenda at the discretion of the Executive Council, providing, however, that notice of rejection of any such request shall be given by the Executive Council to the Senate at the beginning of the next regular meeting.

BL12 Senate Elections

BL12.1 *Procedures.* The time, place, and manner of conducting elections is determined by the Appointments and Elections Officer and approved by the

voting members of the Faculty Senate, provided that the nominations for Faculty Senate positions shall be at such a time that a list of nominees for Faculty Senate positions is published at least 10 days prior to the election.

- BL12.2 *Nominations.* Eligible Faculty members are nominated for Faculty Senate positions by a petition signed by five voting members of the Faculty. The petition must include a signed statement from the candidate to the effect that the candidate accepts the nomination and is willing to serve if elected.
- BL 12.3 *Ineligibility.* Candidates nominated who do not meet the standards for Faculty Senate membership established in Article II of the Faculty Constitution will be declared ineligible by the Appointment and Elections Officer, and unless proof of eligibility can be established by the candidate, that candidate's name will not be included on the election ballot.

BL12.4 Area Representation

- BL12.4.1 Each of the Faculty Senate positions will be for a two-year term or until the installation of new area representatives.
- BL12.4.2 Nominations will be as prescribed in BL12.1 and candidates must specifically designate whether they are candidates for an At-large representative position or as Area Representative. Only eligible Faculty members with a .5 FTEF (annual average) or greater within each area may be nominated for Area Representative from that area. Candidates for Area Representative may not be candidates in the same election for At-large representative.
- BL12.4.3 Area Representative candidates are listed on the online ballot separately by Area Representative seat, are voted on separately by Area Representative seat, and considered separately in counting ballots.
- BL12.4.4 Area elections are at the same time and in the same manner as elections for At-large Faculty Senate positions.

BL12.5 At-large Representative Faculty Senate Positions

- BL12.5.1 The Faculty Senate positions remaining after the assignment of positions to the Area Representation are designated At-large representative positions.
- BL12.5.2 Faculty Senate members holding At-large representative positions serve two-year terms, or until the installation of a new Faculty Senate.
- BL12.5.3 Approximately one-half of the Faculty Senate will be elected each year. The Area Representative positions plus the number of At-Large Faculty Senate positions equal approximately one-half of the total Faculty Senate positions elected every other year.

BL12.5.4 Seats on the Faculty Senate satisfying Area Representation that are unfilled for want of candidates at the close of the regular Spring Election shall be filled as At-large Senate Positions using the procedure specified in Bylaw 3.2 without regard to area. Such appointments will be in effect for two years, and seats so filled will revert to Area Representation at the end of that term.

BL12.6 Election

BL12.6.1 Election of both At-large representatives and Area Representatives is by majority vote of those Faculty voting. In the event an insufficient number are elected to fill all the Faculty Senate vacancies in the first election, a second election is held among the remaining candidates for the remaining vacancies within seven calendar days after the first election, provided that in the second election a plurality is sufficient to elect. Ties will be decided by a coin toss.

BL12.7 Preparation of Ballots and Voting

BL12.7.1 The online ballot must specify explicitly the number of Faculty Senate vacancies to be filled in both Area Representative and At-large representative positions. Ballots on which the voter has voted for more candidates than there are vacancies to be filled will be declared invalid and not counted either in the total vote for any candidate or in the total number of ballots case. A warning as to the invalidation of ballots must be included prominently on each ballot in each election.

BL12.8 Publicity

BL12.8.1 The list of candidates is sent to all voting faculty, posted on the Faculty Senate website and delivered to the faculty through an email and by publication in Western News Today. Faculty are also informed of faculty eligibility and proportional representation for that year.

BL13 General Faculty Assembly

BL13.1 *Definition.* A General Faculty Assembly is a public meeting of the Faculty of Western Washington University called for the purposes stated in the announcement of the meeting.

BL13.2 A General Faculty Assembly may be called by a resolution passed by the voting members of the Faculty Senate setting out the purposes, date, time, and place of the meeting. The Faculty Senate may also vote to call an Assembly for some purpose and direct the Executive Council to set the date, time, and place of the meeting. An Assembly may also be called by petition signed by at least five per cent of the Faculty and setting out the purposes of

the meeting and the date, time, and place, or directing the Faculty Senate to set the date, time, and place.

- BL13.3 *Voting at General Faculty Assembly.* Votes may be taken at the General Faculty Assembly and shall be reported to the Faculty Senate by the Faculty Senate President-elect, who presides over the Assembly. Such votes are advisory, except for affirmative votes calling for a Faculty Referendum. A vote calling for a Faculty Referendum shall require an affirmative vote of at least 10 per cent of the voting faculty, which shall be reported to the Faculty Senate and will set in motion a referendum vote of the voting members of the Faculty. In the case of a referendum vote taken pursuant to a vote of a General Faculty Assembly, the Faculty Senate shall determine the question or questions to be voted on and state the same on the ballot, along with other necessary information, prior to directing the Appointments and Elections Officer to prepare the ballot and poll the Faculty.
- BL13.4 When the Faculty Senate President-elect is unable to preside over a General Faculty Assembly, the President of the Faculty Senate shall designate another Senator other than the President to preside.

BL14 Faculty Referendum

- BL14.1 A faculty referendum is a matter submitted to all the voting members of the Faculty. In order for a referendum to pass the matter must receive a majority of all the votes cast in the election. Referendums are held as a result of a vote of the Faculty Senate or the vote of a General Faculty Assembly. The results of all referendums are reported by the Appointments and Elections Officer to the Faculty Senate, entered in the minutes at that point, and as soon as possible sent to the President of the University and the Board of Trustees. When a referendum results in a favorable vote on an issue of substance, the Faculty Senate is required to accept the Faculty position as binding and to take such action as is necessary and proper to carry out the decision of the Faculty.

BL15 Summer Session

- BL15.1 Normally the Faculty Senate will not meet between the end of spring term and the beginning of fall term because important policy decisions ordinarily are not made by the University in this period. The Executive Council is expected to meet regularly and to maintain communications with the University administration and the Board of Trustees during the summer. In the event that something occurs during the summer period which falls within the purview of the Constitution or Bylaws, then:

- a. the Executive Council; or
- b. in the absence of a quorum of the Executive Council, the remaining members of the Executive Council; or
- c. in the absence of all members of the Executive Council, a voting Senator designated by the Executive Council, will call a meeting of the Faculty Senate. If a quorum of the Faculty Senate is not present at this meeting, the attending Senators constitute a Special Committee, which shall discuss and act on the matter, provided that on any matter of substance they will seek delay of university action until the matter is properly brought before a full meeting of the Faculty Senate.

BL16 Faculty Senate Members On Leave

- BL16.1 A Faculty Senate voting member on leave and unable to attend Faculty Senate meetings for one academic term or less will, in a letter to the President of the Senate, declare his/her seat vacant for that academic term, and if possible seek another faculty member from his/her area to fill the vacancy. The member on leave will request the Faculty Senate to appoint a Faculty member to fill the seat during his/her absence.
- BL16.2 Faculty Senate voting members on leave and unable to attend Faculty Senate meetings for longer than one academic term must resign their seats, or the Senate may declare their seats vacant.