FACULTY ASSEMBLY
UNIVERSITY *of* WASHINGTON | TACOMA

Ground Rules for Faculty Assembly Meetings

Suggest reading these rules at the start of the academic year for all standing committees and EC

Approved by the UWT Executive Council on September 26, 2022

Updated and approved on November 27, 2023

Behaviors Everyone Should Follow

- Raise your hand before you speak. Say your name before speaking.
- Use professional language with no profanity.
- Use technologies of inclusion (microphones, notecards, name tags, etc.).
- When using slides, briefly describe the content of the slide, including the visual aids, rather than just pointing to the slide.
- Be conscious of body language and nonverbal responses.
- Once you have spoken, stop speaking so others may have an opportunity.

Principles We Believe In

- Practice active listening.
- Speak from your own experience instead of generalizing ("I" instead of "they," "we" and "you") unless indicating what you share is a collective message from others.
- Be aware of the social and institutional positions that you bring to the discussion and make sure that these positions treat our diverse students, faculty, and staff inclusively and equitably.
- Avoid assuming the backgrounds, experiences, views, and identifications of other participants.
- We value deliberation and dissent, and we expect each member will treat others with dignity and respect even during heated debates.
- Discrimination of any kind is unacceptable and will be directly addressed by the meeting leader.

Protocols To Remember

- Email communication among members of the Executive Committee should be undertaken with caution.

- EC listserv is reserved for sending meeting or event announcements, distributing meeting materials, posting leadership reports, and sharing online resources among Executive Council Representatives.
  - Online discussion is not recommended on the EC listserv since not every EC rep can be available online at the time when a certain topic is being posted and discussed, and those who are not available thus end up being excluded from the debate and conversation. In such a circumstance, a discussion topic should be submitted as an agenda item for future EC meetings instead.
  - An ongoing "group email" among Executive Council members discussing or deliberating substantive issues is in potential violation of the Open Public Meetings Act (OPMA).
  - If a critical issue needs to be raised with the Executive Council, it should be done so by being placed on the official agenda.
- Zoom meeting
  - Executive Council meetings are recorded for the purpose of verifying the details for creating meeting minutes.
  - EC members can request access to the recordings within a month when they miss part or the whole meeting.
  - Zoom recordings are saved in Zoom Cloud service for up to 30 days after the meeting minutes are created.
  - Zoom chats are reserved for voting and clarification for a motion.
- "Faculty council members shall be deemed to have vacated their seats when they have been absent from three council meetings in an academic year. Council members are considered absent only if they fail, prior to a meeting, to inform the chair of the faculty council or the faculty council analyst of their inability to attend." Please inform Andrew and chair of your absence.
- When meetings are held in person, consider using zoom as a backup option only when you must (i.e., health reasons or a business trip), to facilitate engaged discussion and interaction. Executive Council Members are expected to attend in-person meetings at least twice a year.