

UW Tacoma Faculty Assembly: Job Descriptions

Vice Chair

Term: The Vice Chair of the Faculty Assembly shall assume office on September 1 in the calendar year of their election.

The person elected as Vice Chair of the Faculty Assembly serves a three-year term as follows:

Year 1: As Faculty Assembly Vice Chair, including service on the Faculty Council on Tri-Campus Policy and other leadership groups/committees

Year 2: As Chair of the Faculty Assembly, including service on the UW Faculty Senate Executive Council and other leadership groups/committees

Year 3: As Past Chair, including service on the Faculty Assembly Executive Council

Compensation for Service: To facilitate the performance of the vice chair's duties, the Faculty Assembly provides the elected vice chair with two course releases (three if the Vice Chair is a Teaching Faculty) and a \$5,500 summer stipend during their year of service.

Duties of the Vice Chair:

- Assist the Chair in all matters concerning the business and operation of the Faculty Assembly and Executive Council.
- Preside over the Faculty Assembly and the Executive Council in the absence of the Chair.
- Work with the Chair in setting the Faculty Assembly and Executive Council agendas.
- Work with the Executive Council on proposing and implementing policy changes.
- Act as a secondary liaison between the Faculty Assembly and the Administration of the University in conformity with the broadly defined will of the faculty of UW Tacoma. This work includes regular meetings with the Chancellor and the Executive Vice Chancellor of Academic Affairs, as well as academic unit directors/deans.
- Represent the Faculty Assembly on selected campus and University-wide committees and task forces, including the UW Faculty Council on Tri-Campus Policy, the Academic Council, and the Chancellor's Cabinet.
- Report to the Executive Council on the activities of such committees and task forces.
- Assist the Chair in developing the Faculty Assembly budget request for the coming year or biennium.

- Work with the Chair in ensuring that vacancies for the following year in the standing committees of the Faculty Assembly are filled.

The Vice Chair of the Faculty Assembly assists the Chair in guiding and coordinating the Faculty Assembly work in the domains of faculty authority, the duties of the UW Tacoma faculty, as well as professional and personnel issues affecting the faculty.

The duties and powers of the Vice Chair are outlined in the bylaws of University of Washington Tacoma Faculty Assembly, Article IV, Section 2.

Vice Chair “Standing” Meetings:

- **FA leadership meetings**
 - With chair & FA admin to plan agendas; prep for other meetings
 - Twice a month, approx. a week before each EC meeting
 - To be scheduled; usual location FA admin office, GWP 326
- **Executive Council**
 - Twice a month
- **FA quarterly meetings**
 - Once a quarter, generally 1-3pm on a Friday in WPH
- **Chancellor’s Cabinet**
 - Once or twice a month
- **Monthly Meetings with Chancellor & EVCAA**
- **Chancellor’s Budget Advisory Committee**
- **Faculty Council on Tri-Campus Policy**
 - Generally, the last Thursday of the month
 - Meetings via Zoom
- **SA-FA**
 - Staff Assembly and Faculty Assembly leaders meet twice every quarter.
- Annually meet with Chief Admissions officer
- Annually invite Chief Admissions officer, Student Conduct Code Informal Hearing Officer, Library Director for reporting to faculty via the Executive Council.

Chair

Term: The Chair of the Faculty Assembly shall assume office on September 1 in the calendar year in which his or her term as Vice Chair ends. The term ends on August 31 of the following year. The Chair serves as an ex-officio member of the Executive Council in the year following service as Chair.

Compensation for Service: To facilitate the performance of the chair's duties, the Faculty Assembly provides the Chair with three course releases (or four if the Chair is a Teaching Faculty) and a \$5,500 summer stipend during their year of service.

Duties of the Chair:

- Preside at all meetings of the Faculty Assembly and Executive Council.
- Take the lead in setting the Faculty Assembly, Executive Council agendas.
- Work with the Executive Council on proposing and implementing policy changes.
- Work with Executive Council to advise and consult on the UW Tacoma budget.
- Expedite the work of the standing committees through consultation with the chairs of the standing committees, in tandem with all other members of the Executive Council.
- Ensure that vacancies for the following year in the standing committees are filled, in tandem with all other members of the Executive Council.
- Take appropriate action in response to requests from any faculty member on matters within the purview of the Faculty Assembly.
- Be the spokesperson and representative of the Faculty Assembly on all matters concerning the publication or public explanation of Faculty Assembly actions.
- Act as the liaison between the Faculty Assembly and the Administration of the University in conformity with the broadly defined will of the faculty of UW Tacoma. This work includes regular meetings with the Chancellor and the Executive Vice Chancellor of Academic Affairs, as well as academic unit directors/deans.
- Represent the Faculty Assembly on selected campus and University-wide committees and task forces.
- Report to the Executive Council on the activities of such committees and task forces.
- Represent the Faculty Assembly on the UW Senate Executive Committee and in the UW Senate and report to the UW Tacoma Faculty Assembly Executive Council on key pieces of UW Senate business. Most meetings are conducted over Zoom.
- Take the lead on the hiring and supervising the Administrative Coordinator to the Faculty Assembly in tasks such as record keeping and communication.

- Collaborate with the Director of Academic Human Resources to ensure annual evaluation of the Faculty Assembly Administrative Coordinator.
- Take the lead in developing the Faculty Assembly budget request for the coming year or biennium and shall oversee the budget.

The duties and powers of the Chair are outlined in the bylaws of University of Washington Tacoma Faculty Assembly, Article IV, Section 2.

Chair “Standing” Meetings:

- **FA leadership meetings**
- **Executive Council**
- **FA quarterly meetings**
- **Chancellor’s Cabinet**
- **Monthly Meetings with Chancellor & EVCAA**
- **Executive Budget Committee**
- **Senate Executive Committee**
- **UW Senate**
- **SA-FA**
- Annually meet with Chief Admissions officer
- Annually invite Chief Admissions officer, Student Conduct Code Informal Hearing Officer, Library Director for reporting to faculty via the Executive Council

Immediate Past Chair

Term: The immediate Past Chair of the Faculty Assembly shall assume office on September 1 in the calendar year in which his or her term as Chair ends. The term of the immediate Past Chair shall end on August 31 of the following calendar year.

Duties of the Past Chair:

The immediate Past Chair shall serve as a member of the Faculty Assembly Executive Council.

The duties and powers of the immediate Past Chair are outlined in the bylaws of University of Washington Tacoma Faculty Assembly, Article IV, Section 2.

Past Chair “Standing” Meetings

- **Executive Council**
- **FA quarterly meetings** (encouraged)