

University of Washington Tacoma
Bylaws of the Undergraduate Education Academic Council
Approved by Executive Council of Faculty Assembly on May 8th 2026

ARTICLE I
PURPOSE AND FUNCTION

A. The Undergraduate Education Academic Council (hereafter “UEAC”) is a faculty body that has oversight of all curricula offered through the Office of Undergraduate Education at the University of Washington Tacoma (hereafter “UWT”).

B. The UEAC is responsible for collaborating with the Executive Director of the Office of Undergraduate Education (hereafter “OUE”) to guide academic policy in (but not limited to) coursework, advising, assessment, placement, course curriculum, teaching modalities, structure and co-curricular activities for OUE at UWT. The UEAC supports cross-unit communication. Decisions of academic policy made by the UEAC are subject to the oversight of the Faculty Assembly or its designated committees as stated in the Faculty Code at <https://www.tacoma.uw.edu/faculty-assembly/faculty-assembly-bylaws>. The Council is responsible for reviewing the Bylaws biannually and setting academic/curricular policies for the unit.

ARTICLE II
MEMBERSHIP

1. Composition

- A. The UEAC consists of the following voting members:
Seven full-time faculty of any rank with no more than three members from any one school

- B. The UEAC includes the following non-voting members:
 - a. Advising (ex-officio)
 - a. The Executive Director of OUE (ex-officio)
 - b. Two undergraduate students

2. Eligibility

- A. Faculty representatives identified in Section II.1.A will be voting members of the faculty as defined by the Faculty Code.
- B. One undergraduate student identified in Section II.1.B will have lower division status, and one will have upper division status at the time of selection. At least one of the undergraduate students identified in Section II.1.B will have participated in the CORE.

3. Appointment

Each faculty representative identified in Section II.1.A may be nominated or self-nominated for the role. They will be elected by the Executive Council of Faculty Assembly by June 15. The student members will be nominated or self-nominated by October 15. UEAC members may recommend qualified student nominees.

4. Term of Office

- A. The term of office for members will begin on September 15 of the year of their election or appointment and conclude at the end of the academic year. Faculty and staff members serve in three-year terms; the student member serves a one-year term. Voting members may serve no

more than two consecutive terms. A past member may be elected to a subsequent term after a one-year break from service. The election of faculty members will be staggered to provide a combination of new and continuing members.

- B. In the event a member is unable to fulfill an entire term, a replacement will be confirmed by EC to serve the remainder of the term according to the provisions in Section II.

5. Resignation

Members are considered to have resigned when they have been absent without notice from three meetings in an academic year. The Chair will notify members before the third absence.

ARTICLE III CHAIR ELECTION AND DUTIES

1. Election of Chair

The chair of UEAC will be elected from among the voting members of the committee by the last meeting of the academic year. The chair will serve a one-year term and may serve up to and no more than three consecutive terms.

2. Chair duties

- a. The agenda and order of business will be developed by the Chair with input from UEAC members and the Executive Director of OUE.
- b. The chair will sit on the Faculty Assembly's Executive Committee.
- c. The chair compiles and submits an annual report to the Faculty Assembly's Executive Committee.
- d. The chair works with Faculty Assembly leadership to elect new members.

ARTICLE IV MEETINGS

1. Regular Meetings

Meetings of the UEAC will occur at least once per quarter during the fall, winter, and spring quarters.

2. Agenda

As noted, the agenda and order of business will be developed by the Chair with input from UEAC members and the Executive Director of OUE. The agenda will be distributed to members at least three days prior to each meeting. No item will be acted upon finally at any meeting unless the item appears on the announced agenda of the meeting.

3. Operating Guidelines

The UEAC will follow the Robert Rules of Order. Meeting minutes will be recorded by a staff member from OUE and posted for or circulated to members.

4. Special Meeting

Special meetings will be held when requested by a majority of voting members or by the Executive Director of OUE.

ARTICLE V VOTING

1. Quorum

A quorum for any meeting will consist of at least 60% of the voting members. No business may be conducted when a quorum is not present.

2. Procedures

For voting in a meeting, voting may occur orally, by show of hands, or by ballot. A secret ballot will be held if requested by any voting member. A proposed action is effective if passed by a simple majority of its voting members when quorum is present at a meeting. For electronic ballot, actions are approved by a simple majority of those voting, provided that at least 60% of the members eligible to vote have cast ballots. Items proposed by electronic ballots must have previously appeared on a UEAC agenda and been discussed by the council.

ARTICLE VI AMENDMENTS

1. Ratification

Ratification of these bylaws requires a two-thirds vote of all voting members provided notice is given in the agenda as described in Section IV.2.

2. Amendment

These bylaws may be amended at any regularly scheduled meeting by a vote of two-thirds of all members provided notice is given in the agenda as described in Section IV.2.

ARTICLE VII COMPATIBILITY

These bylaws will be compatible with and subordinate to the bylaws of the UWT Faculty Assembly, the authority and policies of UWT, the authority and policies of the University of Washington. If any portion of these bylaws is adjudged by any court of competent jurisdiction to be invalid, such judgments will not invalidate the remainder thereof.