Bylaws

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Director as required in Section 23-43B, in an orderly and expeditious manner, the faculty of the Education Program of the University of Washington Tacoma establishes herewith, under Faculty Code, Section 23-45A, its organization and rules of procedures.

Article I
Purpose and Function

Section 1. The purpose of the Education Program shall be to provide programs for professional educators within the interdisciplinary context of the University of Washington Tacoma, whose mission is defined in the RCW. 28 B-20 020.

Section 2. The faculty of the Education Program, University of Washington Tacoma is the Program’s governing body, under The Faculty Code, Section 23-41.

Section 3. Pursuant to Section 23-43 of the Faculty Code, the faculty of the Education Program shall, with respect to academic matters,

1. determine its requirements for admission and graduation;
2. determine its curriculum and academic programs;
3. determine the scholastic standards required of its students;
4. recommend to the Board of Regents those of its students who qualify for the University degrees;
5. exercise the additional powers necessary to provide adequate instruction and supervision of its students;

Section B. shall, with respect to personnel matters, make recommendations to its Director in accord with the provisions of Chapter 24 and of Section 25-41.

Article II
Voting Membership

Section A. Members of the Education Program faculty who are voting members of the University faculty shall be voting members of the Program faculty, in accordance with the Faculty Code, Section 21-32. Part-time faculty shall have voting rights on the respective Program committees on which they are a member.

Section B. Notwithstanding the rank held, the following are not voting members of the faculty:

- persons serving under acting or visiting appointments;
- persons on leave of absence;
- persons serving under clinical or affiliate appointments;
- persons of emeritus status unless serving on a part-time basis;
- persons serving under adjunct appointments insofar as their adjunct appointments are concerned.
Section C. Research faculty may vote on all personnel matters as described in the Faculty Code except those relating to the promotion to and/or tenure of faculty.


D. Voting Membership in Relation to Joint Appointment:
A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes (Sec. 24-34 Part 8)

Article III
Standing Committees

Section 1. Program Committees
Section A. Responsibilities:
There shall be Program Committees whose responsibilities shall be to formulate policy and to plan and to oversee curriculum matters pertinent to the powers and duties of the faculty. Program coordination and curriculum development shall be the responsibility of the committee members in collaboration with the Program Director. The Program Committees shall provide governance for the faculty of the Education Program. These bodies shall be concerned with all domains of faculty authority and duties of the Education program faculty and the professional and personnel issues affecting faculty. The Program Committees are directly accountable to the faculty as a whole, from which they are elected. Committees may act on behalf of the UW Tacoma Education Program faculty and shall account to the UW Tacoma Education Program faculty for those acts.

There shall be seven standing committees:
- Educational Administrator Program Coordinating Committee
- Fellowships and Awards Committee
- Graduate Faculty Council
- K-8 with English Language Learners (ELL) Certification Program Coordinating Committee
- K-8 with K-12 Special Education Certification Program Coordinating Committee
- MEd: study options Program Coordinating Committee
- Secondary Math or Science Certification Program Coordinating Committee

Section B. Membership:
There shall be at least two members, consisting of a chair and at least one program representative for each committee. The Program Director and an adviser shall serve as ex officio members of each of the Program Committees as deemed necessary by the committee membership. Part-time faculty shall have voting rights on the respective Program Committees on which they are a member. Approval of committee membership shall be determined by faculty vote. Members of the committees shall serve for three year terms or as determined by program need.

Section C. Chairpersons:
The chairs of the committees shall be elected by vote of the faculty. The terms of office shall be for three years or as determined by program need.

ARTICLE IV
VACANCY IN OFFICE

Definition. A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, termination of employment, professional leave, or failure to attend meetings of any committee without advanced notification.

Filling Vacancies. If a vacancy should occur during the term of any office, the Program Director shall, upon request of the committee chair, be empowered either to appoint a replacement to complete the unexpired term or to provide for an election to a new term of office for that position.

ARTICLE VI
VOTING

A proposed action of the Education Program faculty under the authority of the Faculty Code, Sections 23-43 and 23-44, is effective if passed by a quorum majority of its voting members present at a meeting or voting through electronic means. For voting in a meeting, voting may occur orally, by show of hands, or by ballot. Actions are approved by a simple majority of those voting, provided that at least half of the members eligible to vote have cast ballots. When requested by one or more voting members of the Program faculty the vote upon any matter before it shall be by secret ballot.


ARTICLE VII
FACULTY MEETINGS

Section 1-Meetings. At least one meeting of the voting faculty shall be held each month during the academic year. The Program Director will chair the faculty meetings. A calendar of meeting dates shall be established prior to the beginning of each quarter by the Program Director.

A calendar of committee meetings shall be established prior to the beginning of each quarter by the Program Director or the designee of the Director.

Special meetings shall be held when called by a committee chair, when requested by the Director, or when requested in writing by 50 percent of the voting membership of the Education Program faculty.

ARTICLE IX
AMENDMENTS

These bylaws may be amended at any regularly scheduled faculty meeting by two-thirds vote of those present or by electronic ballot provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty at least two week(s) prior to the meeting at which action is taken.