

PROGRAM OF INTERDISCIPLINARY ARTS AND SCIENCES

In order to exercise the powers granted under *Faculty Code*, Section 23-43, and to advise the Director or Chancellor as required in Section 23-43B, in an orderly and expeditious manner, the faculty of the Program of Interdisciplinary Arts and Sciences establishes herewith, under *Faculty Code*, Section 23-45A, its organization and rules of procedure.

ARTICLE I
PURPOSE AND FUNCTION

Section 1. The purpose of the Program of Interdisciplinary Arts and Sciences shall be to provide programs within the larger context of the University of Washington, whose mission is defined in RCW. 28 B-20.020.

Section 2. The faculty of the Program of Interdisciplinary Arts and Sciences, University of Washington, 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 Program of Interdisciplinary Arts and Sciences

A. 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;

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

C. may, if it is departmentalized, delegate to the faculties of its several Divisions any of the powers and duties specified in Subsections A and B of this section.

ARTICLE II
VOTING MEMBERSHIP

Members of the Program of Interdisciplinary Arts and Sciences 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:

46 A. Except as provided in paragraph B of this Section the voting members of the
47 University faculty are those faculty members holding the rank and/or title of:

48 Professor, 50% appointment or greater,
49 Research professor, 50% appointment or greater,
50 Associate professor, 50% appointment or greater,
51 Research associate professor, 50% appointment or greater,
52 Assistant professor, 50% appointment or greater,
53 Research assistant professor, 50% appointment or greater,
54 Full-time principal lecturer,
55 Full-time senior lecturer,
56 Full-time senior artist in residence,
57 Full-time lecturer,
58 Full-time artist in residence, or
59 A retired assistant professor, associate professor, or professor during the
60 quarter(s) he or she is serving on a part-time basis, or a retired research
61 assistant professor, research associate professor, or research professor during
62 the quarter(s) he or she is serving on a part-time basis.

63
64 B. Notwithstanding the rank held, the following are not voting members of the faculty:

65
66 persons serving under acting or visiting appointments;
67 persons on leave of absence;
68 persons serving under clinical or affiliate appointments;
69 persons of emeritus status unless serving on a part-time basis;
70 persons serving under adjunct appointments insofar as their adjunct
71 appointments are concerned.

72
73 C. Research faculty may vote on all personnel matters as described in the *Faculty Code*
74 except those relating to the promotion to and/or tenure of faculty to the following ranks:
75

76 Senior artist in residence
77 Senior lecturer,
78 Principal Lecturer,
79 Associate professor,
80 Professor,
81 Associate professor WOT,
82 Professor WOT.

83 *Section 13–31, April 16, 1956; S–A 32, May 8, 1967; S–A 37, February 8, 1971; S–A*
84 *45, January 17, 1975; S–A 78, December 14, 1988; S–A 98, May 12, 1998; S–A 103,*

85 *March 6, 2001; S–A 108, June 21, 2002; S–A 124, July 5, 2011: all with Presidential*
 86 *approval.*

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ARTICLE III FACULTY COUNCIL AND STANDING COMMITTEES

91 Section 1. Faculty Council

92 A-Responsibilities and Processes: There shall be an elected Faculty Council whose
 93 responsibilities shall be to advise the Director on matters of policy regarding faculty
 94 promotion and tenure, and on matters involving academic policy, including priorities,
 95 resource and salary allocation, and budgets (Sec. 23-45.C). The Faculty Council shall
 96 provide governance for the faculty of the Program of Interdisciplinary Arts and Sciences.
 97 This body shall be concerned with all domains of faculty authority and duties of the
 98 Program of Interdisciplinary Arts and Sciences faculty and the professional and
 99 personnel issues affecting faculty. The Faculty Council is directly accountable to the
 100 faculty as a whole, from which it is elected. It may act on behalf of the Program of
 101 Interdisciplinary Arts and Sciences faculty and shall account to the Program of
 102 Interdisciplinary Arts and Sciences faculty for those acts.

103

104 The Faculty Council shall provide for: (1) oversight, coordination, and support of the
 105 activities of all Program of Interdisciplinary Arts and Sciences standing committees,
 106 (2) election of the Chair and members of the Faculty Council and the Chairs of the
 107 standing committees, and (3) ongoing assessment of Program bylaws and structure.
 108 Faculty Council may create special and *ad hoc* faculty committees.

109

110 When the faculty of the Program of Interdisciplinary Arts and Sciences are not gathered,
 111 the Faculty Council shall act as the legislative body on behalf of the Faculty in all
 112 matters of faculty concern in accordance with the following procedures:

113

- 114 • Two types of legislation shall be distinguished: Class A shall consist of
 115 amendments to these bylaws and the standards for tenure, promotion,
 116 and faculty assessment. Class B shall consist of all other legislation and
 117 resolutions:
 - 118 ○ Class A: By a simple majority, the Faculty Council may propose
 119 amendments to these bylaws. The Faculty Council will forward
 120 these proposed amendments to the faculty for its approval as
 121 specified in Article IX.
 - 122 ○ Class B: Class B legislation shall refer to all general policies within
 123 the purview of the faculty. Class B legislation shall be approved by
 124 a simple majority of the Faculty Council and requires no additional
 125 action by the faculty. The Chair of the Faculty Council shall notify
 126 the Faculty of these actions two weeks prior to their taking effect.
- 127 • By petition from at least 15% of the voting faculty gathered from among at
 128 least two Divisions of the Program of Interdisciplinary Arts and Sciences,
 129 the Chair shall convene a meeting of the whole faculty to review any

130 policy, rule, or regulation adopted by the Faculty Council. Signatures on
 131 this petition shall have been gathered over a period not to exceed fifteen
 132 instructional days prior to the submission of this petition. The Chair shall
 133 convene the faculty of the Program of Interdisciplinary Arts and Sciences
 134 to review this policy, rule, or regulation no later than ten instructional days
 135 following the instructional day on which the petition was received.

- 136 • Any member of the voting faculty of the Program of Interdisciplinary Arts
 137 and Sciences may propose amendments to these bylaws and policies by
 138 petition to the Chair of Faculty Council. Upon consultation with the Chair-
 139 elect, the Chair shall refer the proposal for consideration either by the
 140 Faculty Council as a whole or by one of its committees.

141
 142 **B-Membership:** There shall be 8 members, consisting of a Chair, a Chair-elect, one
 143 representative chosen by the voting faculty of each Division, and one Lecturer-at-Large
 144 elected by the voting lecturers and senior lecturers of the Program. Other than the Chair
 145 and the Chair-elect, and the lecturer-at large member, all other members of Faculty
 146 Council shall serve two year terms of office, except that, during the first year of
 147 operation of these bylaws, half the members shall serve one-year terms. The Lecturer-
 148 at-Large will serve a one year term of office. The Director or his or her designee, and
 149 the Chair of the Committee of Chairs or his or her designee shall serve as *ex officio*
 150 members of the Faculty Council.

151
 152 The Chair and the Chair-elect shall be elected at large by the voting faculty of the
 153 Program from among its associate and full professors. The term of office for the Chair
 154 shall be one year. The term of office of the Chair-elect shall be one year(s), after which
 155 the Chair-elect shall serve as Chair.

156
 157 Faculty holding significant administrative appointments shall not be eligible to serve as
 158 Faculty Council members.

159 Section 2. Standing Committees

160 A. Curriculum Committee

161 Responsibilities: Responsibilities: The Curriculum Committee shall consider program-
 162 wide curriculum needs with an eye toward coordinating among divisions and advancing
 163 Interdisciplinarity. It shall be responsible for

- 164 • matters of policy relating to the academic affairs of the Program of
 165 Interdisciplinary Arts and Sciences, including proposals for new academic
 166 programs, majors, minors, concentrations, and undergraduate and
 167 graduate certificate programs; applications for new and revised courses;
 168 • scholastic standards including admissions; and campus graduation
 169 requirements;
- 170 • providing guidance to the Director of the Program on policies regarding
 171 the interpretation and administration of academic regulations;
- 172 • providing recommendations on initiatives requested by the Faculty Council
 173 related to academic excellence and equity. Upon approval, the Committee
 174 shall forward its recommendations to the Faculty Council;
- 175

- coordinating the overall course schedule for the Program of Interdisciplinary Arts and Sciences.

The Chair of the Curriculum Committee shall provide regular reports of its activities to the Faculty Council.

Membership: The membership of the Curriculum Committee shall consist of the academic Chairs or their designees. The Chair of the Curriculum Committee shall be a member of the Faculty Council, elected by the Council, to serve for a period of one year. The Director or his or her designee, and Enrollment and Operations Manager or his or her designee shall serve as *ex officio* members of the Curriculum Committee.

B. Personnel Committee

Responsibilities: There shall be an elected Personnel Committee. The Personnel Committee shall formulate specific policy proposals and forward its recommendations to the Faculty Council on matters which include:

- recommendations to Faculty Council on teaching loads, work load distribution, salary allocation, and other faculty-related issues;
- investigate and respond to issues of widespread faculty concern including, but not limited to, faculty governance, procedures regarding tenure and promotion, merit, and teaching assessment. Matters for investigation may be brought before the Faculty Affairs Committee by the Faculty Council or any member of the faculty of the Program of Interdisciplinary Arts and Sciences;
- if so authorized (Faculty Code Sect. 24-45, 24-52), review recommendations for the hiring of part-time faculty and further them to the Director or his or her designee ;

The Chair of the Personnel Committee shall provide regular reports of its activities to the Faculty Council, except that individual cases of tenure or promotion shall not be included in other than summary fashion in these reports.

Membership: The voting membership of the Personnel Committee shall consist of four members of the faculty of the Program of Interdisciplinary Arts and Sciences chosen by the voting faculty from among its associate and full professors, each of them affiliated with a different Division. The Chair-elect of the Faculty Council shall serve as Chair of the Personnel Committee. The Director or his or her designee, a representative of the Committee of Chairs or his or her designee, and the Assistant to the Director shall serve as *ex officio* members of the Personnel Committee. The Director or his or her designee and the representative of the Committee of Chairs shall recuse themselves from discussions pertaining to individual cases.

ARTICLE IV VACANCY IN OFFICE

222
 223 Definition. A vacancy in either elected office or appointed committee membership can
 224 occur through such processes as resignation, termination of employment, or failure to
 225 attend meetings of any committee without advanced notification.

226
 227 Filling Vacancies. If a vacancy should occur during the term of any office, the Faculty
 228 Council shall be empowered either to appoint a replacement to complete the unexpired
 229 term or to provide for an election to a new term of office for that position.

230

ARTICLE V QUORUM

233

234 A quorum for any meeting of the Program of Interdisciplinary Arts and Sciences faculty
 235 shall consist of at least half the voting members of the faculty, with all Divisions
 236 represented.

237

ARTICLE VI VOTING

240

241 A proposed action of the Program of Interdisciplinary Arts and Sciences faculty under
 242 the authority of the Faculty Code, Sections 23-43 and 23-44, is effective if passed by a
 243 quorum majority of its voting members.

244

245 For voting in a meeting, voting may occur orally, by show of hands, or by ballot. Should
 246 a quorum (50% of eligible voting faculty) not be present, an electronic ballot shall be
 247 scheduled by the Director or his or her designee within one business day of the
 248 conclusion of the meeting.

249

250 Should an electronic ballot be used, whether or not the vote is preceded by a meeting,
 251 actions shall be approved by a simple majority of those voting, provided that at least half
 252 of the members eligible to vote have cast ballots. This ballot shall be available for at
 253 least on calendar week and provide the necessary information for an informed vote.

254

255 When requested by one or more voting members of a Campus, Program, or Division
 256 faculty the vote upon any matter before it shall be by secret ballot.

257

258 *Section 13-31, S-A 20, April 16, 1956; S-A 43, November 14, 1972; S-A 56, February*
 259 *21, 1978; S-A 74, January 2, 1987; S-A 115, June 15, 2007: all with Presidential*
 260 *approval.*

261

ARTICLE VII FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA

262

263

264

265 MEETINGS. At least one meeting(s) of the faculty shall be held during each academic
 266 quarter. An annual calendar of meeting dates shall be established prior to the beginning
 267 of the Autumn Quarter by the Faculty Council. Meeting dates will not be changed unless
 268 there is a major emergency, with information to the faculty regarding cause for change.
 269 Special meetings shall be held when called by the Faculty Council, when requested by
 270 the Director, or when requested in writing by 15% percent of the voting faculty drawn
 271 from at least two Divisions of the Program of Interdisciplinary Arts and Sciences.

272

273 ORDER OF BUSINESS. The Faculty Council shall determine the order of business.

274

275 AGENDA. The agenda shall be developed by the Faculty Council with input from
 276 individual faculty members, Divisions, councils, committees, task forces, and the
 277 Director. Agenda items must be submitted in writing to the chairperson of the Faculty
 278 Council two week(s) prior to each faculty meeting. A copy of the agenda shall be
 279 distributed to faculty at least one week(s) prior to each meeting.

280

281 Upon request, the Chancellor of a campus, the Director of a Program, or the Chair or a
 282 Division shall provide a member of his or her faculty with information concerning
 283 salaries, teaching schedules, salary and operations budget requests, appropriations,
 284 allotments, disbursements, and similar data pertaining to his or her campus, college,
 285 Program, or department.

286

287 *Section 13-31, S-A 20, April 16, 1956; S-A 43, November 14, 1972; S-A 56, February*
 288 *21, 1978; S-A 74, January 2, 1987; S-A 115, June 15, 2007: all with Presidential*
 289 *approval.*

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ARTICLE VIII PARLIAMENTARY AUTHORITY

292

293

294 Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules
 295 contained in Program Interdisciplinary Arts and Sciences Faculty Bylaws shall govern
 296 the faculty in all cases to which they are applicable and in which they are not
 297 inconsistent with the bylaws or special rules of order of this University.

298

299

ARTICLE IX AMENDMENTS

300

301

302 These bylaws may be amended at any regularly scheduled faculty meeting by two-
 303 thirds vote of those present provided notice of intent is given at the previous regular
 304 meeting or when submitted in writing to all faculty at least one week prior to the meeting
 305 at which action is taken. The bylaws may be amended by mail ballot by two-thirds of
 306 those voting providing that the requirements for a quorum established in Article VI have
 307 been met in the ballots returned and that the proposed changes and rationale have
 308 been circulated to all voting faculty at least one week prior to the date on which the
 309 ballots will be tallied.

310

311 The Advisory Committee on Faculty Code and Regulations shall review each campus's,
 312 college's, or Program's procedures to assure that the bylaws are established in
 313 conformity with the *Faculty Code*.

314 ARTICLE X
 315 DIVISIONS

316
 317 Section 1: Responsibilities, scope, membership

318 Responsibilities: Each Division shall foster an intellectual community among its
 319 members. Each Division shall oversee and have primary responsibility for the majors
 320 under its purview. In particular, the affiliated voting faculty shall have initial responsibility
 321 in the following matters pertaining to the majors within its purview:

- 322 • determine curriculum and academic standards;
- 323 • determine requirements for admission to its courses and course programs,
 324 and for graduation;
- 325 • develop teaching schedules in consultation with Director or designee;
- 326 • subject to the provisions of the Faculty Code (Sects. 24-34, 24-45, and 24-
 327 52) recommend and, upon approval, implement the hiring of full-time and
 328 part-time instructional staff;
- 329 • review and make recommendations pertaining to instructional needs,
 330 including nonfaculty resources.

331
 332 Scope: The following considerations shall be taken into account when allocating majors,
 333 minors, certificates, and graduate degrees to Divisions:

- 334 • intellectual coherence in subject matter and concern;
- 335 • curricular commonalities, including, but not limited to course requirements
 336 and offerings;
- 337 • pedagogical coherence;
- 338 • affinities in faculty scholarship and creative activities;

339 None of the considerations above shall be construed to limit the faculty's ability to
 340 develop new majors, minors, and degrees within Divisions, across Divisions, across
 341 campus, or across the University.

342
 343
 344 Membership and affiliation: Members of the voting faculty shall determine their
 345 membership in and affiliation with a Division taking into account the following
 346 considerations:

- 347 • intellectual affinities;
- 348 • proportion of teaching load primarily associated with the majors under the
 349 jurisdiction of that Division, in most cases, this shall mean that faculty shall
 350 affiliate with the Division where half their courses are primarily located;

351 None of these provisions shall be construed to limit the ability of a faculty member to
 352 offer courses primarily located in other Divisions or to participate ex-officio in the
 353 oversight of majors which are a part of other Divisions or to collaborate with faculty in
 354 other Divisions in the principal areas of faculty activity, scholarship or creative activity,
 355 teaching, and service.

356

357 Section 2: Governance of the Divisions

358 Membership: The voting members of the faculty who are members of each Division
 359 shall constitute the voting faculty of that Division. The faculty in each Division shall meet
 360 at least once per quarter. The agenda shall be prepared by the Chair with the advice of
 361 the Faculty Council representative of the Division, but nothing in these bylaws shall be
 362 construed as preventing members of the voting faculty from proposing agenda items.
 363 These meetings shall be governed by the provisions of Articles VI, VII, and VIII of these
 364 bylaws.

365
 366 Officers and Bodies:

367 The following shall be the officers and bodies of each Division:

- 368 • Chair: Each Division shall elect, from among its affiliated faculty of
 369 Associate and Professor rank, a Chair, subject to the approval of the
 370 Director of the Program of Interdisciplinary Arts and Sciences. Elections of
 371 Chair shall take place during the Winter quarter of the third year of service
 372 of a Chair and carried out by secret ballot, except that elections for Chair
 373 shall be conducted no more than two weeks following the adoption of
 374 these bylaws and that during the second year of operation of these bylaws
 375 one-half the chairships shall be subject to new elections. The Chair shall
 376 serve for a term of three years, with a term to begin on the first
 377 instructional day of the spring quarter following the election. The term of
 378 each Chair.

379 In addition to the duties specified in Articles III Section 2A, the Chair shall:

- 380 ○ oversee the curriculum of the Division and, either personally or
 381 through his or her designee, coordinate the review of instructional
 382 staff;
 - 383 ○ coordinate the hiring of part-time instructional staff;
 - 384 ○ ensure, in conjunction with other Chairs, the availability of courses
 385 pertinent to Division majors but offered primarily by other Divisions;
 - 386 ○ chair meetings of the Division faculty;
 - 387 ○ report regularly to the faculty on the status and condition of the
 388 Division, its majors and minors;
 - 389 ○ may, if so designated, conduct reviews of the full time faculty (Sect.
 390 24-55);
- 391
 - 392 • Assistant Chair: each Division may elect an Assistant Chair from among
 393 its voting members. The Assistant Chair may substitute for the Chair in his
 394 or her absence. The term of office of the Assistant Chair shall be one year.
 - 395

396 ARTICLE XI
 397 COMMITTEE OF CHAIRS
 398

399 Responsibilities: The Committee of Chairs shall have administrative functions, including
 400 addressing issues of common concern and providing a forum for the coordination of
 401 Division activities such as scheduling and ensuring the availability of course needs
 402 across Divisions.

403
 404 Membership: The Committee of Chairs shall be composed of administrative leadership
 405 and the duly elected Chairs, or their designees, of each of the Divisions, and the Chair
 406 of Graduate Studies. The Committee of Chairs shall elect a Chair from among its
 407 continuing members. This Chair shall serve for a term of one year.
 408

409
 410 ARTICLE XII
 411 SHARED LEADERSHIP COMMITTEE
 412

413 Responsibilities: The Shared Leadership Committee of the Program of Interdisciplinary
 414 Arts and Sciences shall be the peak coordinating and consultative body of this Program.
 415 Its responsibilities shall include:

- 416 • Strategic planning and goal setting;
- 417 • problem identification;
- 418 • review of Program-wide policies;
- 419 • consideration of topics requested by Faculty Council, Associate Directors,
 420 Committee of Chairs, Staff, or students;

421
 422 Membership: The Shared Leadership Council of the Program of Interdisciplinary Arts
 423 and Sciences shall be composed of the Director, Associate Directors, the Committee of
 424 Chairs; the Chair and Chair-elect of Faculty Council; the Director of Administration and
 425 Operations; one (1) staff representative; and one (1) student representative. The
 426 Director or his or her designee shall serve as Chair.

427 Meetings: The Shared Leadership Council shall meet at least once per quarter on a
 428 regularly set day and time.

429
 430
 431 ARTICLE XIII
 432 Graduate Steering Committee
 433

434 Responsibilities: The Graduate Steering Committee shall serve as the coordinating
 435 body for all graduate degrees offered by the Program of Interdisciplinary Arts and
 436 Sciences, including degrees housed within each of the various Divisions, degrees
 437 housed at large within the Program, and degrees shared with other units of the
 438 University of Washington.
 439

440 Membership: The following shall be the members of the Graduate Steering Committee
 441 of the Program of Interdisciplinary Arts and Sciences:

- 442 • Chair of Graduate Studies
- 443 • Director or his or her designee (*ex officio*);
- 444 • one representative for each graduate degree housed in the Program;

- 445 • one representative for each of the graduate degrees shared with other
- 446 units of the University of Washington;
- 447 • the Division Chairs or their designees;
- 448 • one student chosen by the graduate students affiliated with each of the
- 449 degrees

450