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

- Professor, 50% appointment or greater,
- Research professor, 50% appointment or greater,
- Associate professor, 50% appointment or greater,
- Research associate professor, 50% appointment or greater,
- Assistant professor, 50% appointment or greater,
- Research assistant professor, 50% appointment or greater,
- Full-time principal lecturer,
- Full-time senior lecturer,
- Full-time senior artist in residence,
- Full-time lecturer,
- Full-time artist in residence, or
- A retired assistant professor, associate professor, or professor during the quarter(s) he or she is serving on a part-time basis, or a retired research assistant professor, research associate professor, or research professor during the quarter(s) he or she is serving on a part-time basis.

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.

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 to the following ranks:

- Senior artist in residence
- Senior lecturer,
- Principal Lecturer,
- Associate professor,
- Professor,
- Associate professor WOT,
- Professor WOT.

Section 13–31, April 16, 1956; S–A 32, May 8, 1967; S–A 37, February 8, 1971; S–A 45, January 17, 1975; S–A 78, December 14, 1988; S–A 98, May 12, 1998; S–A 103,
ARTICLE III
FACULTY COUNCIL AND STANDING COMMITTEES

Section 1. Faculty Council
A-Responsibilities and Processes: There shall be an elected Faculty Council whose responsibilities shall be to advise the Director on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets (Sec. 23-45.C). The Faculty Council shall provide governance for the faculty of the Program of Interdisciplinary Arts and Sciences. This body shall be concerned with all domains of faculty authority and duties of the Program of Interdisciplinary Arts and Sciences faculty and the professional and personnel issues affecting faculty. The Faculty Council is directly accountable to the faculty as a whole, from which it is elected. It may act on behalf of the Program of Interdisciplinary Arts and Sciences faculty and shall account to the Program of Interdisciplinary Arts and Sciences faculty for those acts.

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

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

- Two types of legislation shall be distinguished: Class A shall consist of amendments to these bylaws and the standards for tenure, promotion, and faculty assessment. Class B shall consist of all other legislation and resolutions:
  - Class A: By a simple majority, the Faculty Council may propose amendments to these bylaws. The Faculty Council will forward these proposed amendments to the faculty for its approval as specified in Article IX.
  - Class B: Class B legislation shall refer to all general policies within the purview of the faculty. Class B legislation shall be approved by a simple majority of the Faculty Council and requires no additional action by the faculty. The Chair of the Faculty Council shall notify the Faculty of these actions two weeks prior to their taking effect.

- By petition from at least 15% of the voting faculty gathered from among at least two Divisions of the Program of Interdisciplinary Arts and Sciences, the Chair shall convene a meeting of the whole faculty to review any
policy, rule, or regulation adopted by the Faculty Council. Signatures on this petition shall have been gathered over a period not to exceed fifteen instructional days prior to the submission of this petition. The Chair shall convene the faculty of the Program of Interdisciplinary Arts and Sciences to review this policy, rule, or regulation no later than ten instructional days following the instructional day on which the petition was received.

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

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

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

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

Section 2. Standing Committees

A. Curriculum Committee

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

- matters of policy relating to the academic affairs of the Program of Interdisciplinary Arts and Sciences, including proposals for new academic programs, majors, minors, concentrations, and undergraduate and graduate certificate programs; applications for new and revised courses;
- scholastic standards including admissions; and campus graduation requirements;
- providing guidance to the Director of the Program on policies regarding the interpretation and administration of academic regulations;
- providing recommendations on initiatives requested by the Faculty Council related to academic excellence and equity. Upon approval, the Committee shall forward its recommendations to the Faculty Council;
• 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.
Definition. A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, termination of employment, 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 Faculty Council shall 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 V
QUORUM

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

ARTICLE VI
VOTING

A proposed action of the Program of Interdisciplinary Arts and Sciences 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.

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

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

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


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

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

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

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


ARTICLE VIII
PARLIAMENTARY AUTHORITY

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

ARTICLE IX
AMENDMENTS

These bylaws may be amended at any regularly scheduled faculty meeting by two-thirds vote of those present provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty at least one week prior to the meeting at which action is taken. The bylaws may be amended by mail ballot by two-thirds of those voting providing that the requirements for a quorum established in Article VI have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least one week prior to the date on which the ballots will be tallied.
The Advisory Committee on Faculty Code and Regulations shall review each campus’s, college’s, or Program’s procedures to assure that the bylaws are established in conformity with the Faculty Code.

ARTICLE X
DIVISIONS

Section 1: Responsibilities, scope, membership
Responsibilities: Each Division shall foster an intellectual community among its members. Each Division shall oversee and have primary responsibility for the majors under its purview. In particular, the affiliated voting faculty shall have initial responsibility in the following matters pertaining to the majors within its purview:

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

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

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

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

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

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

None of these provisions shall be construed to limit the ability of a faculty member to offer courses primarily located in other Divisions or to participate ex-officio in the oversight of majors which are a part of other Divisions or to collaborate with faculty in other Divisions in the principal areas of faculty activity, scholarship or creative activity, teaching, and service.
Section 2: Governance of the Divisions

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

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

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

  In addition to the duties specified in Articles III Section 2A, the Chair shall:
  
  - oversee the curriculum of the Division and, either personally or through his or her designee, coordinate the review of instructional staff;
  - coordinate the hiring of part-time instructional staff;
  - ensure, in conjunction with other Chairs, the availability of courses pertinent to Division majors but offered primarily by other Divisions;
  - chair meetings of the Division faculty;
  - report regularly to the faculty on the status and condition of the Division, its majors and minors;
  - may, if so designated, conduct reviews of the full time faculty (Sect. 24-55);

- **Assistant Chair**: each Division may elect an Assistant Chair from among its voting members. The Assistant Chair may substitute for the Chair in his or her absence. The term of office of the Assistant Chair shall be one year.

ARTICLE XI
COMMITTEE OF CHAIRS

Responsibilities: The Committee of Chairs shall have administrative functions, including addressing issues of common concern and providing a forum for the coordination of Division activities such as scheduling and ensuring the availability of course needs across Divisions.
Membership: The Committee of Chairs shall be composed of administrative leadership and the duly elected Chairs, or their designees, of each of the Divisions, and the Chair of Graduate Studies. The Committee of Chairs shall elect a Chair from among its continuing members. This Chair shall serve for a term of one year.

ARTICLE XII
SHARED LEADERSHIP COMMITTEE

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

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

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

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

ARTICLE XIII
Graduate Steering Committee

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

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

• Chair of Graduate Studies
• Director or his or her designee (ex officio);
• one representative for each graduate degree housed in the Program;
• one representative for each of the graduate degrees shared with other units of the University of Washington;
• the Division Chairs or their designees;
• one student chosen by the graduate students affiliated with each of the degrees