

Dear Colleagues,

The UW Tacoma Faculty Assembly is announcing the **Call for Nominations for the 2019-2020 Vice Chair position.**

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 person elected as Vice Chair of the Faculty Assembly will serve a **three-year term** as follows:

- **Vice Chair of the Faculty Assembly (2019-2020)**
- **Chair of the Faculty Assembly (2020-2021)**
- **Past Chair (2021-2022)**

Attached is a detailed description of the job and compensation for each of these positions. Please read this document carefully to find out more about the responsibilities of serving in the FA leadership. Some of the work of the Chair and Vice Chair includes service on Seattle councils and committees.

I would like to encourage you to consider serving in this important faculty leadership role that continues to build on the work of colleagues who have assumed these leadership roles throughout UW Tacoma history. Since elected, I've had the opportunity to work closely with the administrative team to ensure faculty inclusion and transparency in decision-making processes that impact us. This is an opportune time to use your voice to represent the needs and interests of all UW Tacoma faculty, as well as students and staff. As the current Vice Chair of Faculty Assembly, I've had the opportunity to learn about the organization, relationships and constraints in academic units, committees, teams and constituents on our campus and across all campuses. I appreciate this engaging and rewarding experience.

All voting faculty (at least 50% appointment) who are not currently holding administrative positions of more than 50% are eligible to serve.

**Please give your nominations (self or other) for Vice Chair of the Faculty Assembly by accessing this catalyst survey:** <https://catalyst.uw.edu/webq/survey/assembly/370400>

**Nominations must be received by 5:00PM on April 16, 2019. If the nomination is accepted by the candidate, he/she will develop a statement for their candidacy which will accompany the call for votes.**

If you have questions or would like more information after reading the job descriptions, please contact either one of us.

Sincerely,

*Marian*

Marian Harris, PhD, MSW, LICSW, ACSW  
Vice Chair, Faculty Assembly  
Professor of Social Work

## Vice Chair, UWT Faculty Assembly

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

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

- ❖ YEAR ONE: As Faculty Assembly Vice Chair, including service on the Faculty Council on Tri-Campus Policy and other leadership groups/committees
- ❖ YEAR TWO: As Chair of the Faculty Assembly, including service on the UW Faculty Senate Executive Council and other leadership groups/committees
- ❖ YEAR THREE: 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 lecturer) and a \$5,000 summer stipend during his/her year of service. Please note that at most one course release during the academic year can be taken as stipend.

**Duties of the Vice Chair:** The Vice Chair shall

- 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 (e.g. changes to the Bylaws, Class B legislation, or the University of Washington Tacoma Handbook.
- 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, WCG 309
- **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**
  - In Seattle, generally the last Thursday of the month
  - Gerberding 26 from 9:00 a.m. – 10:30 a.m., unless otherwise noted
  - Can participate in meetings via Zoom
- **SAASFA**
  - Staff Assembly, Associated Students, and Faculty Assembly leaders meet with the Chancellor quarterly
- 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, UWT Faculty Assembly

**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.

- ❖ **YEAR ONE:** Faculty Assembly Vice Chair, including service on the Faculty Council on Tri-Campus Policy and other leadership groups/committees
- ❖ **YEAR TWO:** Chair of the Faculty Assembly, including service on the UW Faculty Senate Executive Council and other leadership groups/committees
- ❖ **YEAR THREE:** Past Chair, including service on the Faculty Assembly Executive Council

**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 lecturer) and a \$5,000 summer stipend during his/her year of service. Please note that at most one course release during the academic year can be taken as stipend.

**Duties of the Chair:** The Chair shall

- 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 (e.g. changes to the Bylaws and Class B Legislation or the University of Washington Tacoma Handbook).
- 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.
- 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**
- **Academic Council**
- **Monthly Meetings with Chancellor & EVCAA**
- **Executive Budget Committee**
- **Campus Budget Committee**
- **Senate Executive Committee**
- **UW Senate**
- **SAASFA**
- 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, Faculty Assembly

**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)
- **Strategic Planning Coordinating Committee** (faculty-at-large representative)