



# SCHOOL OF EDUCATION

UNIVERSITY of WASHINGTON | TACOMA

## BYLAWS

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### PREAMBLE

In order to exercise the powers granted under Faculty Code, Section [23-43](#) and to advise the Dean as required in Section [23-43B](#) in an orderly and expeditious manner, the faculty of the School of Education of the University of Washington Tacoma 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 School of Education (SOE) shall be to provide programs for professional educators and leaders 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 SOE, University of Washington Tacoma is the unit's primary governing body, under The Faculty Code, Section [23-41](#).

**Section 3.** Pursuant to Section [23-43](#) of the *Faculty Code*, the faculty of the SOE:

- 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 Dean in accordance with the provisions of Chapter 24 and of Section [25-41](#).

### ARTICLE II

#### VOTING MEMBERSHIP

Members of the SOE faculty who are voting members of the University faculty shall also be voting members of the school faculty, in accordance with the *Faculty Code*, Section [21-32](#). A faculty member who has the privilege of participation in governance and voting in the primary unit may arrange with the secondary unit(s) either to participate or not to participate in governance and voting in the secondary unit(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 COMMITTEES**

The School of Education has standing committees and advisory committees that carry out the essential business of the academic unit. In addition to these committees, regular programmatic meetings of faculty occurring at least once per quarter, except for summer term unless a special meeting is called and members are able and willing to participate, are expected to fulfill the needs of each program.

The SOE Faculty Council's membership is by election. For all other SOE committees, the SOE Faculty Council, in collaboration with the Dean's Office, will solicit a call for nominations and self-nominations when there are vacancies. If there are two (2) or more faculty members interested in serving as a committee chair, an election among the full faculty may take place.

#### ***Section A: Standing Committees***

##### **SOE Faculty Council**

*Membership:* Per the UW Faculty Code Section [23-45C](#), the chair and the body of the SOE Faculty Council shall be elected as described in the *SOE Policies and Procedures* manual.

*Voting Membership:* There shall be 5 voting members, consisting of a chair, chair-elect, and other members (all elected by the faculty). Terms are limited to 2 terms (up to 3 years each). Initial terms of the membership are to be staggered as follows:

- 2 members at 3 years
- 2 members at 2 years
- 1 member at 1 year

*Charge:* The School of Education's Faculty Council assists the Dean's Office with evaluating, modifying, and recommending policies and procedures related to faculty personnel matters that impact and include both full-time faculty, part-time lecturers, and teaching associates (i.e., field supervisors). The SOE Faculty Council also ensures that school-wide practices around the recruitment, retention, and evaluation of faculty align with the UW Faculty Code and UW Tacoma Faculty Assembly procedures. This body is also advisory to the Dean on matters related to merit, promotion, renewal, and tenure, as well as academic policies including priorities, resource and salary allocation, and budgets. A quorum is required for all voting matters.

##### **SOE Assessment Committee**

*Membership:* at least 4 members including SOE's faculty coordinators/program directors; SOE's Data and Grants Manager; and others who are interested.

*Charge:* The SOE Assessment Committee will collaborate with SOE programs to collect data and consider changes to the curriculum in order to inform continuous improvement efforts related to the goals of the SOE, UW Tacoma, and the state including for accreditation and program reviews.

##### **SOE Awards and Planning Committee**

*Membership:* at least 1 faculty member and 1 staff representative.

*Charge:* The SOE Awards and Planning Committee is charged with reviewing applications, proposals, and requests related to faculty awards (e.g., Faculty Fellowships); funding requests outside of ordinary practices related to professional development and travel; requests for activities, events, and speakers that involve funding; and student awards and scholarships, providing its recommendations to the Dean.

### **SOE Graduate Faculty Council**

*Membership:* at least 2 faculty members.

*Charge:* The standing committee of the Graduate Faculty Council (GFC) will conduct regular reviews of all SOE students to assess their progress toward completion of degree/program requirements at least twice yearly. It makes determinations about student progress including recommendations for remediation, suspension, or dismissal based on program and UW Graduate School policies.

### **SOE Race, Equity, and Justice Committee**

*Membership:* at least 3 total members with a minimum of 2 SOE faculty members. Non-faculty members may include affiliate faculty, staff, or students, all with voting privileges.

*Charge:* The Race, Equity & Justice Committee is responsible for ensuring the design, implementation, and assessment of policies and practices of the SOE as pertaining to diversity, equity, and inclusion. It provides accountability recommendations to address topics of equity, access, and the reduction and elimination of systems of oppression in relation to race, class, gender, religion, sexuality, and other cultural groups (e.g., international students, first-generation status, LGBTQIA, disability, etc.) in our operations and programs. The committee ensures the implementation of and revisions to the SOE Equity Action Plan, as well as reviews curriculum, policies, and practices to ensure alignment with the school's mission.

### **Section B. Advisory Committees**

#### **PEAB-Education Administration, PEAB-School Psychology, & PEAB-Teacher Certification Program**

*Membership:* appointed following the procedures outlined by PESB.

*Charge:* A PESB-approved educator preparation program, in compliance with the provisions of WAC 181-78A-250, must establish and maintain a Professional Education Advisory Board (or PEAB) to participate in and cooperate with the program on decisions related to the development, implementation, and revision of each preparation program — i.e., teacher, administrator, school counselor, and school psychologist. Each PEAB chair or co-chairs are responsible for ensuring vacancies are filled and hosting quarterly meetings among the membership.

### **Indigenous Partnerships**

The School of Education voting faculty approves of the delegation of all Indigenous and Tribal-based partnerships processes for its programs including outreach, recruitment, admissions, curriculum work, and partnership development/assessment to a subcommittee that will include Indigenous community members and a subset of UW Native American faculty and staff. The subcommittee will consult, collaborate and update School of Education faculty and staff as needed.

## **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, or failure to attend meetings on a regular basis of any committee without advanced notification. Missing three meetings in a row without advanced notification will result in automatic vacancy in office.

**Filling Vacancies.** If a vacancy for a committee, with the exception of the Faculty Council, should occur during the term of any office, the Dean and/or 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 SOE faculty shall consist of at least one-half of the voting members of the faculty, with all programs represented whenever possible.

#### **ARTICLE VI VOTING**

A proposed action of the SOE 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. Should a quorum (50% of eligible voting faculty) not be present, an electronic ballot shall be scheduled by the Dean or designee within one (1) 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 one (1) calendar week and provide the necessary information for an informed vote. When requested by one (1) or more voting members of the SOE faculty, the vote upon any matter before it shall be by secret ballot.

#### **ARTICLE VII FACULTY MEETINGS & ORDER OF BUSINESS**

**Meetings.** At least nine (9) meetings of the faculty shall be held during each academic year from October to June. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the SOE Faculty Council in collaboration with the Dean's Office. Meeting dates will not be changed unless the Dean/designee and/or SOE Faculty Council determines that there is a major emergency and provides information to the faculty regarding the cause for change. Special meetings shall be held when called by the SOE Faculty Council, when requested by the Dean or Chancellor, or when requested in writing by 50 percent of the voting membership of the faculty. All faculty members are expected to attend all scheduled committee and school-wide meetings. Based on their area(a) of expertise and teaching assignments, they are expected to attend all regularly scheduled program-area meeting .

**Order of Business.** The SOE Faculty Council assigned facilitator shall determine the order of business of the meetings in consultation with the Dean and Director of Operations.

**Agenda.** The agenda shall be developed jointly by the SOE Faculty Council Chair and the Dean/Director of Operations with input from individual faculty members and committees. Agenda items must be submitted in writing to the chairperson of the Director of Operations as soon as possible prior to each faculty meeting (2 weeks preferred). A copy of the agenda shall be distributed to faculty prior to each meeting (approximately 1 week).

Upon request, the Dean shall provide faculty with information concerning salaries, teaching schedules, budget requests, appropriations, allotments, disbursements, and similar data pertaining to his or her campus or school.

**ARTICLE VIII  
PARLIAMENTARY AUTHORITY**

The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

**ARTICLE IX  
AMENDMENTS**

These bylaws may be amended at any regularly scheduled faculty meeting by a 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 two weeks prior to the meeting at which action is to be taken. The bylaws may be amended by 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 two weeks prior to the date on which the ballots will be tallied.