

School of Business

Bylaws of the School of Business

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

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ARTICLE I: PURPOSE & FUNCTION

Purpose

As part of a public research university, we create, disseminate, and apply business knowledge to develop principled leaders and organizations in Washington and beyond.

Function

The faculty of the UWB School of Business, University of Washington, is the School's governing body under Faculty Code, Section 23-41. The faculty participates in recommendations to the administration as assigned in Faculty Code, Section 23-43. To provide for efficient and effective shared governance, the School faculty has organized by Academic Groups, as allowed under Section 23-45.A of the Faculty Code.

ARTICLE II: VOTING MEMBERSHIP

The voting members of the UWB School of Business faculty are the voting members of the University of Washington, as defined in Section 21-32 of the Faculty Code, whose primary appointments are at the UWB School of Business. Should a faculty member have a secondary appointment at the UWB School of Business, then that faculty member must be in compliance with Section 24-34.B.10 of the Faculty Code to be a voting member of the faculty at the UWB School of Business.

ARTICLE III: FACULTY COUNCIL & STANDING COMMITTEES

FACULTY COUNCIL

RESPONSIBILITIES:

To facilitate shared governance, the UWB School of Business shall have an elected Faculty Council “to advise the Dean on matters of policy regarding faculty promotion and tenure”, and “on matters involving academic policy, including priorities, resource and salary allocation, and budgets” (Section 23-45.C). The Faculty Council shall be concerned with all domains of faculty authority and duties of the UWB School of Business 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 and will act as an advisory body to the faculty on academic and other matters referred to in Section 23-41.

ELECTIONS:

Elections for the Faculty Council will be held before the end of the Spring Quarter and terms will begin on the first day of Autumn Quarter of that year. Each Academic Group will elect a tenured faculty member to represent the Academic Group. All voting faculty will elect the at-large members.

TERMS:

Members of the Faculty Council shall serve three-year terms of office, with staggered appointments so that two are elected in one year, three in the next and two in the third year. The term of office of the Chair shall be one year. The term of office of the Chair-elect shall be one year, after which the Chair-elect assumes the Chair, leading to the election of next Chair-elect

MEETINGS:

The Faculty Council shall meet at least once during each academic quarter. Additional meetings shall be scheduled at the request of the Chair or the Dean, or when requested in writing by twenty percent of the eligible voting membership of the UWB School of Business faculty. An annual calendar of meeting dates shall be established at the beginning of the autumn quarter by the Faculty Council and meeting dates will not be changed unless faculty are provided information regarding cause for change. The Chair presides at meetings of the Faculty Council.

AGENDA:

The agenda shall be established by the Chair of the Faculty Council with input from individual faculty members or the Dean. Agenda items must be submitted in writing to the Chair of the Faculty Council at least one week prior to each faculty council meeting. A copy of the agenda shall be distributed to School faculty in a timely manner.

MINUTES:

At each meeting, minutes from the previous Faculty Council meeting will be approved by the Faculty Council and will become part of the official record of the UWB School of Business. The approved minutes of every Faculty Council meeting will be available to faculty and staff on a UWB School of Business Intranet Site.

STANDING COMMITTEES

The School of Business faculty has set up standing committees to deal with School matters relating to (a) graduate education, (b) undergraduate education, (c) student admissions, and (d) personnel reviews, among other things. The School faculty may, from time to time, set up other committees to deal with new matters that may arise. For each of these committees, the School faculty may define the scope of activities, their composition, their operating procedures and guidelines and a requirement to provide annual reports to the faculty (if any). The Dean or a designee shall maintain a list of all the standing committees approved by the faculty and exhibit the list on the School of Business Intranet Site. This Intranet Site shall also provide relevant details such as the scope of activities of each standing committee, their memberships, their operating procedures or guidelines and copies of reports filed by the committees.

ARTICLE IV: VACANCY IN OFFICE

A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, termination of employment, on-leave status, or other reasons.

If a vacancy should occur during the term of any office, the Faculty Council shall be empowered to appoint a replacement to complete the unexpired term for standing committees, or to provide for an election to a new term of office for vacancies on Faculty Council. If a vacancy is temporary, the Faculty Council is empowered to decide whether to fill the vacancy temporarily by appointment.

ARTICLE V: QUORUM

A quorum for any meeting of the UWB School of Business faculty, Faculty Council, or faculty committee shall consist of at least half the voting members of that group.

ARTICLE VI: VOTING

A proposed action of the UWB School of Business 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 except: (1) in personnel actions where a majority of all faculty eligible to vote is required (23-46.C), and (2) in proposals to amend these by-laws where a two-thirds quorum majority is required (see Article VIII)

Quorum majority, as defined in the Faculty Code (23-46.A), means:

In the case of a vote taken at a meeting, a majority of those members voting at a meeting at which at least half the members entitled to vote are present; and

In the case of a vote taken by mailed (written) ballots or electronic ballots, a majority of those voting, provided that at least half of the members entitled to vote have cast ballots.

For voting in a meeting, voting may occur orally, by show of hands, by electronic voting, or by written ballot at the discretion of the chair. When requested by one or more voting members of the faculty, the vote upon any matter before the faculty shall be by secret ballot. Absentee voting by eligible faculty is permitted provided the ballot is received by the established deadline.

ARTICLE VII: FACULTY MEETINGS, ORDER OF BUSINESS & AGENDA

Meetings

At least one meeting of the School faculty shall be held during each academic year quarter. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Dean and Faculty Council. Meeting dates will not be changed unless there is an absolute necessity. Special faculty meetings shall be held when called by the Faculty Council, or when requested by the Dean, or when requested in writing by twenty percent of the voting membership of the UWB School of Business faculty. The Dean chairs the faculty meetings of UWB School of Business but may delegate the presiding role to an Associate Dean or Chair of the Faculty Council or another faculty member at his/her discretion.

Order of Business. The Dean shall determine the order of business in consultation with the Faculty Council.

Agenda. The agenda shall be developed by the Dean in consultation with the Faculty Council and with input from individual faculty members, departments, divisions, councils, committees, and task forces. Agenda items must be submitted in writing to the Dean and Chair of the Faculty Council one week prior to each faculty meeting. A copy of the agenda shall be distributed to faculty electronically at least 48 hours prior to each meeting.

Executive Session. The Dean or the designated meeting chair must publicly announce the commencement of an executive session and its purpose. Executive session is permitted for the consideration of individual personnel matters and certain other purposes specified in the Faculty Code or by law.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended at any regularly scheduled faculty meeting by two-thirds vote of those present provided (a) notice of intent is given at the previous regular faculty meeting or (b) when submitted in writing to all faculty at least 4 weeks prior to the meeting at which action is proposed to be taken. In addition, the bylaws may be amended by paper or electronic 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 4 weeks prior to the date on which voting commences.

Approved by UW Bothell School of Business faculty:	10/5/2018
Reviewed by the UW Advisory Committee on Faculty Code and Regulations:	11/2/2018
Reviewed by the Executive Council (EC) of UW Bothell GFO:	12/4/2018
Approved by the UW Bothell Chancellor:	12/17/2018

These by-laws will take effect from 12/17/2018.