

**School of Science, Technology, Engineering & Mathematics**  
**Bylaws of the School of Science, Technology, Engineering & Mathematics**  
**Approved May 30, 2019**

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

**Contents:**

ARTICLE I: PURPOSE & FUNCTION  
ARTICLE II: VOTING MEMBERSHIP  
ARTICLE III: FACULTY COUNCIL & STANDING COMMITTEES  
ARTICLE IV: QUORUM  
ARTICLE V: VOTING  
ARTICLE VI: FACULTY MEETINGS, ORDER OF BUSINESS, & AGENDA  
ARTICLE VII: VACANCY IN OFFICE  
ARTICLE VIII: PARLIAMENTARY AUTHORITY  
ARTICLE IX: AMENDMENTS  
ARTICLE X: DELEGATION OF POWERS TO DIVISIONS  
ARTICLE I: PURPOSE & FUNCTION

**Section I**

The purpose of the UW Bothell School of STEM shall be to provide academic programs, research, and service within the larger context of the University of Washington system, whose purpose is defined in the Revised Code of Washington, RCW 28 B-20.020 Vol. 1-1.

**Section II**

The faculty of the UW Bothell School of STEM is the school's governing body per Section 23-41 of the UW Faculty Code.

**Section III**

Under Section 13-23 of the Faculty Code, the School of STEM faculty shares with its dean the responsibility for such matters as:

1. educational policy and general welfare;
2. policy for the regulation of student conduct and activities;
3. scholastic policy, including requirements for admission, graduation, and honors;
4. approval of candidates for degrees;
5. criteria for faculty tenure, appointment, and promotion;

6. recommendations concerning campus and University budgets;
  7. formulation of procedures to carry out the policies and regulation thus established.
- Pursuant to Section 23-43 of the Faculty Code, the School of STEM faculty

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 accord with the provisions of Chapter 24 and of Section 25-41 of the Faculty Code.

## **ARTICLE II: VOTING MEMBERSHIP**

The voting members of the UW Bothell School of STEM faculty are the voting members of the University of Washington, as defined in Section 21-32 of the Faculty Code, whose primary appointments are in the UW Bothell School of STEM. Should a faculty member have a secondary appointment in the UW Bothell School of STEM, then that faculty member must be in compliance with Section 24-34B.9 of the Faculty Code to be a voting member of the faculty at the UW Bothell School of STEM. Additionally, in accordance with Section 21-32C of the Faculty Code, research faculty who are voting members of the UW Bothell STEM Faculty may vote on all personnel matters as described in the Faculty Code except those relating to the promotion and/or tenure of faculty to the ranks specified in Section 21-32C of the Faculty Code.

## **ARTICLE III: FACULTY COUNCILS & STANDING COUNCILS**

### **Section I: STEM Faculty Council:**

The UW Bothell School of STEM Faculty Council is an elected council of the UW Bothell School of STEM faculty. This council will be referred to as the STEM Faculty Council hereafter in these bylaws. The responsibilities of the STEM Faculty Council shall be in accordance with UW Faculty Code, Section 23-45C, which states:

“Each school or college shall have an elected faculty council or councils which shall advise the dean on matters of faculty promotion and tenure, and advise the dean on matters involving academic policy, including priorities, resource and salary allocation, and budgets. In accord with Subsection A, the faculty of each school or college shall determine for itself the organization and structure of its council or councils and the procedure by which the members are elected.”

Additionally, the STEM Faculty Council shall provide for: (1) oversight, coordination, and support of the activities of all School of STEM standing councils listed in Article III, Section 2, (2) election of the Chair, Vice Chair, and members of the STEM Faculty Council, and (3) appointments of chairs of standing STEM councils as specified in Article III, Section 2 of these bylaws.

When needs arise that fall outside of the defined responsibilities of the School of STEM standing councils (see Article III, Section 2), or if such needs would impose an overly burdensome workload for one of the School of STEM standing councils, the STEM Faculty Council may appoint ad-hoc committees, working groups, and task forces to address these needs.

To provide faculty representation in administrative affairs, the STEM Faculty Council may appoint its members or other faculty members to represent it in other administrative councils, committees, working groups, and task forces as requested by the Dean.

#### **MEMBERSHIP:**

The STEM Faculty Council's voting membership shall consist of elected representatives, one from each of the School of STEM Divisions. These representatives must be at a promoted rank (e.g. Senior Lecturer, Principal Lecturer, Associate Professor, or Professor). The Dean, Division Chairs, and any faculty members with administrative duties that include faculty personnel decisions beyond those granted to regular faculty may not be voting members of the STEM Faculty Council, but such faculty may participate in STEM Faculty Council meetings as ex-officio, non-voting members. In carrying out their duties, members of the STEM Faculty Council may represent their academic areas but the interests of the area shall be considered subordinate to the larger interests and welfare of the School.

#### **ELECTIONS:**

In spring quarter of each academic year, the Chair of the Faculty Council shall coordinate the election of new Faculty Council representatives to fill vacancies resulting from term expiration, resignation, or other causes. The election process shall proceed as follows. For replacing any representative from a given division, the Chair of that division shall solicit nominations for candidates from among eligible faculty. A ballot with the names of these candidates shall be submitted to the voting faculty of each respective division. The candidate who receives a plurality of votes cast from a majority of voting faculty of the respective division will be the new representative of that division on the Faculty Council. In the event of a tie among those candidates receiving the most votes, runoff elections will be conducted among the candidates tied for the most votes until a single candidate receives a plurality of votes cast from a majority of voting faculty of the respective division.

#### **OFFICERS OF THE STEM FACULTY COUNCIL:**

The STEM Faculty Council will have a Chair and a Chair-elect who shall serve as Vice Chair. The Chair-elect shall be elected by the Faculty Council membership in the autumn quarter and shall succeed to Chair in the following academic year. The responsibilities of the Chair include organizing and leading the STEM Faculty Council, including setting the agenda in consultation with the Dean and the STEM Faculty Council representatives, as well as scheduling, convening, and presiding over meetings of the STEM Faculty Council. The Vice Chair shall support the Chair in organizational duties as needed and shall assume the responsibilities of the Chair in the event that the Chair is absent.

**TERMS:**

Members of STEM Faculty Council shall serve 2-year terms of office. The term of office of the Chair shall be 1 year. The term of office of the Vice Chair shall be 1 year, after which the Vice Chair (as Chair-elect) serves as Chair. Members of the STEM Faculty Council may serve up to two consecutive two-year terms, after which a member may be re-elected following a one-year absence.

**APPOINTMENT OF PROXIES:**

If a STEM Faculty Council representative cannot be present at a STEM Faculty Council meeting, that representative may appoint a proxy who can participate in the meeting and vote on STEM Faculty Council motions.

**MEETINGS:**

The Faculty Council shall meet regularly during each academic quarter; additional meetings shall be scheduled at the request of the Chair or the Dean. An annual calendar of meeting dates shall be established at the beginning of the autumn quarter by the Faculty Council and posted to be readily visible to all stakeholders. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by ten percent of the voting membership of the School of STEM faculty.

**AGENDA:**

The agenda shall be established by the Chair of the Faculty Council with input from individual faculty members, chairs, divisions, councils, task forces, associate deans and the Dean. Agenda items must be submitted in writing to the Chair of the Faculty Council at least one week prior to the corresponding meeting.

**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 School of STEM. The approved minutes of every Faculty Council meeting will be available to faculty and staff.

**Section II Standing Councils**

The faculty of the School of STEM shall have standing councils, whose purposes, responsibilities, and memberships are herein provided.

## **A. COUNCIL ON CURRICULUM & LEARNING**

The School of STEM Council on Curriculum and Learning (SSCCL) will serve to maximize the potential for cross-disciplinary collaboration and to enhance the learning experience of students. The SSCCL will meet regularly to provide timely review of UW Bothell School of STEM curricular matters, such as the review of program and course proposals for potential areas of overlap or redundancy between divisions/schools, and to facilitate collaborations that could increase the cross-disciplinary experience of students and faculty. Further, this council will regularly provide timely review of new and revised STEM courses and programs for potential cross-division relevance along with any issues or concerns that will prevent these courses from obtaining approval during subsequent review steps. The SSCCL shall serve as an advisory council to the STEM Faculty Council and will report to the Faculty Council at least once per quarter. The STEM Faculty Council, in consultation with the Dean, may charge the SSCCL with additional tasks and responsibilities as required.

### **MEMBERSHIP:**

The membership of the SSCCL shall be as follows:

- The membership will be the chairs of the undergraduate curriculum councils of each Division.
- The School of STEM Director of Undergraduate Academic Services or their designee shall be a non-voting ex-officio member of the SSCCL.
- The School of STEM Director of Graduate Academic Services or their designee shall be a non-voting ex-officio member of the SSCCL.
- The UW Bothell School of STEM representative to the UW Bothell Campus Council on Academic Standards and Curriculum (CCASC) will be a member of the SSCCL and will serve as the Chair of the SSCCL.

## **COUNCIL ON DIVERSITY, EQUITY & INCLUSION**

The School of STEM Council on Diversity, Equity, and Inclusion (SSCDEI) will be the focal point for communicating and assessing diversity, equity, and inclusion matters within the School of STEM and broadly within the UW system. SSCDEI shall help the UW Bothell School of STEM faculty adhere to and understand current UW Faculty Code Section 24-32: Scholarly and Professional Qualifications of Faculty and Presidential Executive Order 31: Non-discrimination and Affirmative Action, and UW Bothell diversity guidelines. Recommendations and guidance shall be provided to the STEM Faculty Council about best practices and procedures with regards to student enrollment and retention, faculty/staff hiring, promotion and retention in order to create an inclusive environment within the School of STEM. This council will also recommend related training opportunities for ongoing faculty and staff development (such as supporting students with disabilities, fostering equitable practices for search councils, and for classroom instruction and pedagogy). Additionally, SSCDEI shall regularly review and recommend guidelines for

evaluating diversity work in faculty promotion and tenure. The SSCDEI shall serve as an advisory council to the STEM Faculty Council and will report to the STEM Faculty Council at least once per quarter. The STEM Faculty Council, in consultation with the Dean, may charge the SSCDEI with additional tasks and responsibilities as required.

#### **MEMBERSHIP & ELECTIONS:**

The membership of the SSCDEI shall consist of two elected representatives from each School of STEM Division. In the spring quarter of each academic year, the STEM Faculty Council shall ask the Chairs of the Divisions to conduct elections for SSCDEI representatives of Divisions whose representative's terms are expiring at the end of the academic year. SSCDEI representatives may serve up to two consecutive two-year terms, after which a member may be re-elected following a one-year absence from the SSCDEI. Representatives must be full-time voting faculty whose primary appointments are in the Division they are representing.

At the beginning of each academic year, the STEM Faculty Council shall elect one of the representatives of the SSCDEI to serve as Chair of the SSCDEI.

#### **Section III: Council Actions**

##### **A. ADOPTION OF AND MODIFICATION OF SCHOOL-WIDE PERSONNEL POLICIES AND PROCEDURES**

The School of STEM Faculty Council has established procedures for adopting school-wide personnel related policies and procedures. The underlying principles for using these procedures are that 1) since faculty reside in Divisions, the faculty in each Division should have the opportunity to vote on personnel matters; 2) the School of STEM seeks uniformity in personnel policies and procedures across the School; 3) faculty should have sufficient time to provide input on proposed personnel policies and procedures prior to adoption; and 4) all personnel related policies and procedures shall adhere to the University of Washington Faculty Code and related Executive Orders.

The following steps will be used to adopt new or revised School of STEM personnel policies and procedures:

1. All school-wide School of STEM personnel policies and procedures shall initially be reviewed and approved by the School of STEM Faculty Council (Version 1). If this is a policy revision, the proposed policy is by default at Version 2, and the process begins at Step 4.
2. Once approved by the Faculty Council, the faculty will be notified and Version 1 will be electronically posted for comment by all School of STEM voting faculty for a minimum period of two weeks. It is important that the Faculty Council representatives encourage their colleagues to provide feedback at this point.
3. After the two-week comment period, the Faculty Council will review the comments, revise if needed, and approve Version 2 if changes are made.

4. Version 2 will be distributed to the divisions by their respective representatives on the Faculty Council for a first reading in a divisional meeting. Any additional comments to Version 2 will be noted.
5. The Faculty Council will review the comments from each divisional meeting and revise and approve if needed (Version 3).
6. Version 3 will be presented to each division for approval (without further revision). Electronic ballots may be used.
7. If one or more divisions reject the policy or procedure under consideration, the process will be repeated or terminated.

## **B. ADOPTION OF AND MODIFICATION OF OTHER SCHOOL-WIDE CRITERIA AND PROCEDURES**

STEM Faculty Council actions that would establish enduring School criteria or procedures, such as those regarding faculty affairs, guidelines for promotion and tenure, guidelines for allocation of graders, etc., must be approved by a majority of the STEM Faculty Council members. The approved action must then be communicated by an accepted means, such as campus mail or email, to each voting member of the School faculty.

## **C. RECOMMENDATIONS FROM STANDING COUNCILS**

The standing councils specified in Article III, Section 2 act as recommending bodies to the STEM Faculty Council. As such, they may make recommendations for the adoption of and modification of school-wide criteria and procedures related to their respective areas of responsibility. Such recommendations shall be communicated to the STEM Faculty Council who shall consider the recommendation in a timely manner. The STEM Faculty Council may modify or amend these recommendations before voting to approve them and recommend them to the Dean per Subsections A and B of Article III, Section 3.

## **ARTICLE IV: QUORUM**

A quorum for any meeting of the faculty of the School of STEM as a whole shall consist of at least half of the voting members of the School faculty. A quorum for any meeting of the STEM Faculty Council or for any standing council shall consist of at least half of the voting members (or proxies) of the respective council.

## **ARTICLE V: VOTING**

In accordance with the Faculty Code, Section 23-46, except for amendments of these bylaws (see Article IX), a proposed action of the School of STEM faculty becomes effective if approved by any one of the following means:

1. For actions proposed in School of STEM faculty meetings: A quorum majority vote of approval by its voting membership responding by paper or electronic ballot.
2. A vote of the STEM Faculty Council as described in Article III, Section 3, Subsections A and B; and if approved by the Dean.

## **ARTICLE VI: FACULTY MEETINGS, ORDER OF BUSINESS, & AGENDA**

### **Meetings:**

At least one meeting of the voting faculty of the School of STEM shall be held during each academic year. 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 an emergency, with information provided to the faculty regarding cause for change. Special meetings shall be held when called by the Faculty Council, when requested by the Dean, or when requested in writing by ten percent of the voting membership of the School of STEM faculty. The Dean presides at the meeting of School of STEM Faculty.

### **ORDER OF BUSINESS:**

The Dean shall determine the order of business in consultation with the STEM Faculty Council for school-wide meetings.

### **AGENDA:**

The agenda shall be established by the Dean in consultation with the Faculty Council Chair with input from the Faculty Council. Agenda items may be submitted by other members of the faculty in writing to the Chair of the Faculty Council at least two weeks prior to each faculty meeting. The agenda shall be distributed to the faculty at least one week prior to the corresponding meeting.

## **ARTICLE VII: VACANCY IN OFFICE**

Definition. A vacancy in either an elected office, appointed office, or a STEM council membership (including the STEM Faculty Council and all STEM standing councils) can occur through such processes as resignation, termination of employment, temporary vacancy (e.g. paid professional leave), or failure to attend meetings of any council without advance notification.

### **Filling Vacancies:**

- In the event of a vacancy of a position on the STEM Faculty Council, the STEM Faculty Council shall appoint a temporary replacement from the Division of the member they are replacing until the Division has the opportunity to elect a replacement who will complete the term of the person whom they replaced.
- In the event that the STEM Faculty Council's Chair is vacated, the Chair-Elect (Vice Chair) shall assume the role of Chair for the remainder of that academic year.
- In the event that the STEM Faculty Council's Vice Chair is vacated, the voting membership of the Faculty Council shall elect a new Vice Chair from among its membership.
- In the event that a standing council's Chair is vacated, the STEM Faculty Council shall appoint from the membership of the respective standing council a Chair who shall serve in that position for the remainder of the academic year.



## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

The most recent edition of Roberts' Rules of Order Newly Revised shall be the parliamentary authority for STEM Faculty Council, standing councils, and meetings of the faculty of the School of STEM. The rules contained in School of STEM 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 or Campus.

## **ARTICLE IX: AMENDMENTS**

Amendments to these bylaws may be proposed by the STEM Faculty Council. Amendments originating from STEM Faculty Council shall undergo the following review and approval process by the voting faculty of the School of STEM:

- Proposed amendments must be approved by a majority of members of the STEM Faculty Council.
- Proposed amendments that have been approved by the STEM Faculty Council, along with written rationale, shall then be disseminated to the faculty through accepted means (e.g. email or Canvas) and the faculty given one month to consider the proposed amendments. The faculty will be given instructions at this time on how to communicate comments to the STEM Faculty Council.
- After the one month comment period, the STEM Faculty Council may call for a vote of the voting faculty on the amendments as proposed, in which case, approval of a two thirds majority is required and at least half of the eligible voting faculty members must cast ballots.

Alternatively, these bylaws may be amended through a proposal presented and amended at any regularly scheduled school-wide faculty meeting having quorum. In this event, the following procedure shall be followed to approve the proposed amendments:

- Intent to propose amendments must be submitted to the Dean in writing along with written rationale. The Dean shall then distribute the proposed amendments and rationale to all faculty at least three weeks prior to the meeting at which proposed amendments are to be considered (see Article VI for submitting agenda items for STEM faculty meetings).
- After discussion, amendment, and a seconded motion to approve the proposed bylaws amendments at a STEM faculty meeting, a ballot containing the question of approval of the amendments shall be distributed (either by mail or electronically) to all voting faculty in the School of STEM.
- The amendments shall be approved if a majority of eligible voting faculty members cast ballots and two thirds of these ballots are in favor of the proposed amendments.

## **ARTICLE X: DELEGATION OF POWERS TO DIVISIONS**

The faculty of the UW Bothell School of STEM delegates to the faculties of its several Divisions the following powers and duties (per Section 23-43C of the UW Faculty Code):

- determine its requirements for admission and graduation;
- determine its curriculum and academic programs (e.g. creation of new programs, modification of existing programs, etc.) (subject to review by the SSCCL);
- determine the scholastic standards required of its students;
- recommend to the Board of Regents those of its students who qualify for the University degrees;
- make recommendations on the divisional budget and exercise the additional powers necessary to provide adequate instruction and supervision of its students.
- With respect to personnel matters, make recommendations to its dean in accord with the provisions of Chapter 24 and of Section 25-41 of the UW Faculty Code.

### **Approval dates**

- The creation of the Council on Diversity, Equity and Inclusion was approved by the STEM FC on January 24, 2018
- The creation of the Council on Curriculum and Learning was approved by the STEM FC on May 31, 2018
- Version 1 of the (unratified) School of STEM Bylaws were approved by the STEM FC on October 30, 2018
- Version 2 of the (unratified) School of STEM Bylaws were approved by the STEM FC on March 20, 2019.
- Version 3 of the (unratified) School of STEM Bylaws were approved by the STEM FC on May 22, 2019.
- Version 3 of the (unratified) School of STEM Bylaws were approved by the faculty of the Division of Biological Sciences on May 30, 2019.
- Version 3 of the (unratified) School of STEM Bylaws were approved by the faculty of the Division of Computing & Software Systems on May 30, 2019.
- Version 3 of the (unratified) School of STEM Bylaws were approved by the faculty of the Division of Engineering and Mathematics on May 30, 2019.
- Version 3 of the (unratified) School of STEM Bylaws were approved by the faculty of the Division of Physical Sciences on May 30, 2019.