



## **Constitution and Bylaws of the Graduate Faculty of Western Washington University**

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## **CONSTITUTION**

### **Article I: Name and Purposes**

- I.1 The name of the organization is the Graduate Faculty of Western Washington University.
- I.2 The purpose of this organization is to support and advance graduate education at Western Washington University through shared graduate faculty governance.
- I.3 The Graduate Faculty of Western Washington University affirms and seeks to uphold the Collective Bargaining Agreement of the United Faculty of Western Washington University.

### **Article II: Membership**

- II. Voting members include Graduate Faculty and Associate Graduate Faculty holding appointments at 0.5 FTEF (annual average) or greater at Western Washington University. Graduate Faculty holding appointments of less than 0.5 FTEF (annual average) are not eligible to vote in Graduate Faculty elections or to serve on Graduate Faculty of Western Washington University committees but are entitled to representation through their colleges and programs.

### **Article III: Graduate Faculty Governance Council**

- III.1 The Graduate Faculty Governance Council is empowered to speak and act for the Graduate Faculty with particular responsibility in the areas of graduate curricula and degree programs, and the mission and administrative effectiveness of the Graduate School.

### **Article IV: Amendments**

- IV.1 Amendments to this Constitution may be proposed by majority vote of the Graduate Faculty Governance Council voting members or by petition of 14 members of the Graduate Faculty.
- IV.2 This Constitution may be amended by majority vote of the graduate faculty voting in an election held for this purpose.
- IV.3 Bylaws to this Constitution may be adopted, amended, or repealed by majority vote of the total voting membership of the Graduate Faculty Governance Council (GFGC) provided that the amendments are proposed in writing at one meeting of the GFGC, posted on the GFGC website and delivered to graduate faculty via email, and are voted on at a subsequent regular meeting of the GFGC following a comment period of no less than 10 business days.

## **Article V: Ratification**

- V.1 This Constitution is ratified by the graduate faculty when accepted by a majority vote of the graduate faculty voting in an election held for that purpose.

## **BYLAWS**

### **BL1 Rules of Order**

Rules on quorum, voting procedures, terms of office and term limits, and rules of order follow the Constitution of the Faculty of Western Washington University.

### **BL2 Graduate Faculty Status**

#### **BL2.1 Graduate Faculty**

Members of the Western Washington University Graduate Faculty are those faculty members who are engaged in graduate education, are in tenured or tenure-track positions, and are active in scholarship or professional or creative activities in the disciplines in which they teach and supervise research. Graduate Faculty are responsible for the development, execution, and review of graduate programs, and through representation on the Graduate Council, the recommendation of policy on all graduate matters at Western.

#### **Eligibility**

Graduate Faculty members must meet all following requirements:

- Appointment in a tenured or tenure-track position at the rank of Assistant Professor or above
- Terminal degree in faculty member's particular field of study

#### **Duties**

Graduate Faculty members are approved to perform the following duties provided that they are consistent with terms and conditions of the faculty member's Letter of Offer.

- Teach graduate courses
- Serve as a mentor for a graduate degree-seeking student (e.g., thesis chair or member of comprehensive examination committee)
- Serve as a member of a graduate thesis committee in the home or related department
- Serve as Graduate Program Advisor
- Serve on Graduate Faculty of WWU standing and ad-hoc committees

#### **Nomination and Renewal**

If the candidate meets the Eligibility requirements outlined above, the Department Chair will submit a nomination form and vita to the Graduate Dean. Appointments are continuing as long as Graduate Faculty members meet department standards for reappointment on their annual probationary review or meet departmental standards for successful post tenure review. Those who do not meet department standards for probationary or post

tenure review must satisfy the terms and conditions set forth by the department chair and the Collective Bargaining Agreement before they can be reinstated as Graduate Faculty.

## **BL2.2 Associate Graduate Faculty**

Individual graduate programs may identify associate faculty who bring a special expertise to the graduate program or a specific thesis project.

### **Eligibility**

Associate Graduate Faculty members must meet the following requirements:

- Hold a faculty or professional position with the university, such as non-tenure track, limited term or adjunct faculty, and research associates
- Hold a graduate degree appropriate to the field of specialization (a terminal degree is not necessarily required)
- Exhibit recent professional work, research, or creative activity in the area of specialization

### **Duties**

Associate Graduate Faculty members are approved to perform the following duties provided that they are consistent with the terms and conditions of Associate's appointment Contract:

- Teach a specific graduate course
- Serve as member of comprehensive examination committee
- Serve as second or third member of a thesis committee
- May serve as a chair of a thesis committee on the condition that the Associate Graduate Faculty Member has a terminal degree and at least two committee members are Graduate Faculty Members.

### **Nomination and Renewal**

If the candidate meets the Eligibility requirements outlined above, the Department Chair will submit a nomination form and vita to the Graduate Dean. Appointments are continuing as long as the duties performed comply with the terms and conditions of the Associate's Contract.

## **BL2.3 Affiliate Graduate Faculty**

Affiliate Graduate Faculty membership may be granted to volunteers who are not members of the Western Washington University faculty. Affiliate Graduate Faculty may be appointed to offer expertise and may serve as third reader on a thesis committee. Emeritus faculty members in a department are eligible to apply for Affiliate status.

### **Eligibility**

Affiliate Graduate Faculty members must meet the following requirements:

- Hold a graduate degree appropriate to the field of assignment (a terminal degree is not necessarily required)

- Be locally or regionally recognized as having exceptional expertise relating to the specific thesis project
- Meet the definition of a volunteer as described by law (RCW 52.12.035) and complying with the WWU Volunteer Registration Program

### **Duties**

Affiliate Graduate Faculty members are approved to perform the following duties:

- Participate as a third committee member on a thesis or graduate project
- Serve as third member of comprehensive examination committee

### **Nomination and Appointment**

If the candidate meets the Eligibility requirements outlined above, the Department Chair will submit a nomination form, vita, and a completed WWU volunteer application to the Graduate Dean.

- Candidates must be appointed separately to serve on an additional thesis or comprehensive examination committee
- Appointments expire after graduation or termination of the graduate student for committee members

## **BL3 Graduate Faculty Governance Council**

### **BL3.1 Charge**

The Graduate Faculty Governance Council is empowered to speak and act for the Graduate Faculty with particular responsibility in the areas of graduate curricula and degree programs, and the mission and administrative effectiveness of the Graduate School. Graduate Faculty Governance Council powers and duties include:

- Providing leadership in the areas of Graduate School strategic planning, policy and standards, and resource allocation in collaboration with the Dean of the Graduate School
- Promoting the interests of the graduate faculty and graduate students
- Enhancing the visibility of graduate education throughout the University, including the promotion and celebration of academic accomplishments by graduate students
- Establishing standards for graduate admission, retention, and graduation
- Advising on the development and creation of new graduate programs
- Reviewing graduate curriculum proposals from all academic departments and programs
- Conducting graduate program reviews to ensure ongoing program effectiveness

- Participating in the Graduate School NWCCU accreditation process
- Selecting Western Association of Graduate Schools outstanding thesis nominees
- Adopting and amending its rules of operation as the “Bylaws of the Graduate Faculty Governance Council”

### **BL3.2 Membership**

The Graduate Faculty Governance Council is composed of 14 voting graduate faculty members, 4 graduate students, and 2 advisory administrators. The composition of the membership of the Graduate Faculty Governance Council is as follows:

- Seven graduate faculty members representing each college or area that has a graduate program (Area A – College of Science and Engineering; Area B – Social Sciences; Area C – Humanities; Area D – Fine and Performing Arts; Area E – Business and Economics; Area G – Huxley College; Area H – Woodring College of Education), appointed by the respective college’s faculty governance body during spring quarter;
- One faculty member from the Library, appointed by the Library’s faculty governance body;
- Five at-large graduate faculty members, with seats apportioned and allocated to colleges, areas, or programs by the Graduate Faculty Governance Council in alignment with the current distribution of graduate programs throughout the university, appointed by the apportioned college’s faculty governance body or by the faculty of an interdisciplinary program;
- Faculty chair, serves at-large
- Four graduate students, advisory non-voting, 2 appointed by the Student Senate and 2 appointed by the Graduate Student Advisory Council (GSAC);
- Dean of the Graduate School (advisory, non-voting); and
- Associate Dean of the Graduate School (advisory, non-voting)

### **BL3.3 Meetings**

The Graduate Faculty Governance Council shall meet at least twice per quarter, typically on Tuesdays at 12 p.m., and more often as deemed necessary by the Chair and Executive Council.

### **BL3.4 Agenda and Minutes**

BL3.4.1 The Chair and Vice-Chair of Graduate Faculty Governance Council, in consultation with the Dean and Associate Dean of the Graduate School, establish the meeting agendas.

- BL3.4.2 The agenda for any meeting of the Graduate Faculty Governance Council shall be delivered by email to members at least four days prior to the meeting and posted on the Graduate Faculty Governance Council website.
- BL3.4.3 The Graduate Faculty Governance Council shall maintain archival copies of official minutes of all meetings. Approved minutes of all meetings shall be posted on the Graduate Faculty Governance Council website.

#### **BL4 Officers and Executive Council**

- BL4.1.1 *Officers.* The officers are Chair and Vice-Chair.
- BL4.1.2 *Duties.* Officers perform the duties normally associated with these offices in addition to those assigned by this Constitution and Bylaws, and by the Graduate Faculty Governance Council.
- BL4.1.3 *Election.* Officers are faculty members of the Graduate Faculty Governance Council. They are nominated from the floor and elected by majority vote of the Graduate Faculty Governance Council voting members at the first regular meeting of each academic year.
- BL4.1.4 *Term of office.* The term of office for the Chair and Vice-Chair will run for one year from the date of election to the office. The Chair and Vice-Chair may be re-elected as long as they have not exceeded their Terms of Office (see Faculty Constitution). It is expected that the Vice-Chair will also serve as Chair-elect and accede to the position of Chair following the end of the current Chair's term.

*Voting privileges of the officers.* All officers are voting members of the Graduate Faculty Governance Council.

- BL4.1.5 *Chair of the Graduate Faculty Governance Council.* The Chair presides over the Graduate Faculty Governance Council, schedules the meetings, and serves as Chair of the Executive Council. The Chair is expected to maintain communications with the University and Graduate School administration during the summer (see Bylaw 11).
- BL4.1.6 *Vice-Chair of the Graduate Faculty Governance Council.* The Vice-Chair presides over Graduate Faculty Governance Council and the Executive Council in the absence of the Graduate Faculty Governance Council Chair. The Vice Chair is expected to maintain communications with the University and Graduate School administration during the summer (see Bylaw 11). It is expected that the Vice-Chair will also serve as Chair-elect and accede to the position of Chair following the end of the current Chair's term.
- BL4.1.7 The Chair of the Graduate Faculty Governance Council will receive release time of 0.2 FTEF from other duties to carry out the responsibilities of their



office as specified in the Collective Bargaining Agreement of the United Faculty of Western Washington University. The partial FTEF shall be returned to the Graduate Faculty Governance Council Chair's academic unit.

#### **BL4.2.1 Executive Council**

The Executive Council is to establish and maintain communications between the Graduate Faculty Governance Council, Committees, and the Graduate School administration in facilitating the charge of the Graduate Faculty Governance Council.

BL4.2.2 *Membership.* The voting membership of the Executive Council will include the officers of the Graduate Faculty Governance Council (Chair and Vice-Chair), Chair of the Curriculum Committee, Chair of the Program Review Committee, and Chair of the Graduate School Representative Committee. Non-voting advisory members of the Executive Council include one graduate student member of the Graduate Faculty Governance Council, elected by the student membership of the Graduate Faculty Governance Council, and the Dean and Associate Dean of the Graduate School.

BL4.2.3 *Election.* The Executive Council member at-large is nominated from the floor and elected by majority vote at the first regular Graduate Faculty Governance Council meeting of each academic year. They serve for one year or until the installation of the new Executive Council.

BL4.2.4 *Duties.* The Executive Council reports to the Graduate Faculty Governance Council, schedules its meetings, advises on its agenda, meets on a regularly scheduled basis with the Dean and Associate Dean of the Graduate School to review strategic planning, policy and standards, and resource allocation; and performs such other duties as may be delegated to it by the Graduate Faculty Governance Council.

BL4.2.5 In situations or instances in which decisions by the Graduate Faculty Governance Council are not possible, the Executive Council may act for the Graduate Faculty Governance Council subject to review by the Graduate Faculty Governance Council at its next regularly scheduled meeting or at a special meeting called for this purpose. All Executive Council actions taken on behalf of the Graduate Faculty Governance Council will be stated in writing and submitted to Graduate Faculty Governance Council for ratification at its next meeting.

BL4.2.6 All Executive Council actions will be entered in the minutes of the next Graduate Faculty Governance Council meeting under the heading "Executive Council Actions."

BL4.2.7 Decisions of the Executive Council are by consensus or by majority vote.

BL4.2.8 A meeting of the Executive Council may be called by the Chair of the

Graduate Faculty Governance Council or by two of its members.

BL4.2.9 Mid-year vacancies on the Executive Council are filled by nominations from the floor and election by majority vote of the Graduate Faculty Governance Council voting members.

## **BL5 Administrative Support**

The Graduate School shall provide administrative assistance to the Graduate Faculty Governance Council and its committees.

## **BL6 Committees**

The Graduate Faculty Governance Council (GFGC) may create any and all subordinate bodies that it deems necessary to fulfill its charge, define their duties, designate their composition, and appoint their Faculty members.

The Committees in this Bylaw act under the authority of, report to, and are subject to review by the GFGC. Approved minutes of Committees of the GFGC shall be forwarded to the GFGC for review as soon as possible. The Committees of the GFGC are authorized to establish subordinate bodies in carrying out their duties and to perform such other duties as the GFGC may direct.

Chairs of Committees of the Graduate Faculty Governance Council shall be members of the Graduate Faculty of Western Washington University, unless approved by motion of the Executive Council.

### **BL6.1 Curriculum Committee**

The Curriculum Committee reviews graduate curriculum proposals from all academic departments to ensure quality, consistency, and accuracy and recommends approval to the Academic Coordinating Commission.

#### **Membership**

The Graduate School Curriculum Committee will be comprised of four faculty members drawn from and appointed by the Graduate Faculty Governance Council, one graduate student (voting), and the Associate Dean of the Graduate School as an advisory, non-voting member. The chair of the committee serves on the Executive Council. One member of the committee serves as a representative of the graduate faculty on the Academic Coordinating Commission (ACC).

*Chair.* The Chair is a voting faculty member appointed by and from the Graduate Faculty Governance Council.

#### **Meetings**

The Graduate School Curriculum Committee meets at least twice per quarter and more frequently as necessitated by curricular demand. The Committee generally meets more frequently during fall and winter quarters as the Catalog deadline for the following academic year approaches.

## **Minutes and Reportage**

Minutes shall be forwarded to the Academic Coordinating Commission for acceptance and to the Graduate Faculty Governance Committee for informational purposes as soon as possible following approval by the committee.

### **BL6.2 Program Review Committee**

The Program Review Committee conducts periodic scheduled reviews of all graduate programs to ensure ongoing program and process effectiveness. Following guidelines provided in the *Guidelines for Graduate Program Reviews*, reviews will focus on strengths, challenges, opportunities, and threats and will offer feedback and recommendations for program improvement.

#### **Standing Committee**

The Graduate Program Review Standing Committee will be comprised of at least four Graduate Faculty members of Graduate Faculty Governance Committee (GFGC) and at least 3 student members of GFGC. The chair of the Graduate Program Review Standing Committee will be appointed by GFGC and will serve on the Executive Council of the GFGC. Each year, the Graduate Program Review Standing Committee will create ad hoc Review Committees based on the number of program reviews being conducted.

#### **Ad Hoc Program Review Committees**

The ad hoc committees will be chaired by Graduate Faculty members of the Graduate Program Review Standing Committee. Ad hoc review committee members will be added to include at least one additional WWU graduate faculty member and at least one WWU graduate student who are not from the program under review. The duties of the ad hoc review committees are to conduct program reviews following the *Guidelines for Graduate Program Reviews*, write a draft report, and follow up as described in the *Guidelines for Graduate Program Reviews*.

#### **Reportage**

Following procedures outlined in the *Guidelines for Graduate Program Reviews*, the final draft report will be submitted to the GFGC Executive Committee. Follow-up with programs will be conducted by the GFGC Executive Committee, or designated Program Review Standing Committee members, as described in the *Guidelines for Graduate Program Reviews*.

### **BL6.3 Graduate School Representative Committee**

Following procedures outlined by the Graduate Faculty Governance Council, the Graduate School Representative Committee works with the Graduate School in assigning a Graduate Faculty member as an external observer of a thesis defense or oral examination to ensure that the process is carried out in a fair and impartial manner, in accordance with the standards of the Graduate School.

### **Standing Committee**

The Graduate School Representative Standing Committee will be comprised of at least three Graduate Faculty members of Graduate Faculty Governance Committee (GFGC) and the Associate Dean of the Graduate School as an advisory, non-voting member. The Graduate School Representative Standing Committee will assign ad hoc Graduate Faculty Members based on the number of thesis defenses or oral examinations being conducted each quarter.

### **BL7 Members On Leave**

- BL7.1 A Graduate Faculty Governance Council voting member on leave and unable to attend meetings for one academic quarter to one year will, in a letter to the Chair of the Graduate Faculty Governance Council, declare their seat vacant for that academic quarter or year, and seek another faculty member from their area to fill the vacancy; specifically, the member on leave will request that the college governance body of their respective area appoint a faculty member to fill the seat during their absence.
- BL7.2 Graduate Faculty Governance Council voting members on leave and unable to attend meetings for longer than one academic year must resign their seats, or the Graduate Faculty Governance Council will declare their seats vacant.

### **BL8 Removal from Office for Absenteeism**

- BL8.1 The Graduate Faculty Governance Council may expel a voting member for absenteeism and declare the seat vacant. The Executive Council initiates such action via Executive Council motion and vote of the Graduate Faculty Governance Council.
- BL8.2 Any Graduate Faculty Governance Council voting member with a high rate of absenteeism is at risk of expulsion.
- BL8.3 The Chair of the Graduate Faculty Governance Council must notify the member in advance of the Executive Council meeting where the Executive Council intends to initiate action against the member.

## **BL9 Graduate Faculty Assembly**

- BL9.1 *Definition.* A Graduate Faculty Assembly is a public meeting of the Graduate Faculty of Western Washington University called for the purposes stated in the announcement of the meeting.
- BL9.2 A Graduate Faculty Assembly may be called by a resolution passed by the voting members of the Graduate Faculty Governance Council setting out the purposes, date, time, and place of the meeting. The Graduate Faculty Governance Council may also vote to call an Assembly for some purpose and direct the Executive Council to set the date, time, and place of the meeting. An Assembly may also be called by petition signed by at least five percent of the Graduate Faculty and setting out the purposes of the meeting and the date, time, and place, or directing the Graduate Faculty Governance Council to set the date, time, and place.
- BL9.3 *Voting at Graduate Faculty Assembly.* Votes may be taken at the Graduate Faculty Assembly and shall be reported to the Graduate Faculty Governance Council by the Chair, who presides over the Assembly. Such votes are advisory, except for affirmative votes calling for a Graduate Faculty Referendum. A vote calling for a graduate faculty referendum will set in motion a referendum vote of the voting members of the Graduate Faculty. In the case of a referendum vote taken pursuant to a vote of a Graduate Faculty Assembly, the Graduate Faculty Governance Council shall determine the question or questions to be voted on and state the same on the ballot, along with other necessary information, prior to directing the Executive Council to prepare the ballot and poll the graduate faculty.

## **BL10 Graduate Faculty Referendum**

- BL10.1 A graduate faculty referendum is a matter submitted to all the voting members of the graduate faculty. For a referendum to pass, the matter must receive a majority of all the votes cast in the election. Referendums are held as a result of a vote of the Graduate Faculty Governance Council or the vote of a General Faculty Assembly. The results of all referendums are reported by the Executive Council to the Graduate Faculty Governance Council, entered into the minutes, and sent to the President of the University and the Board of Trustees as soon as possible. When a referendum results in a favorable vote on an issue of substance, the Graduate Faculty Governance Council is required to accept the Faculty position as binding and to take such action as is necessary and proper to carry out the decision of the graduate faculty.

**BL11 Summer Session**

BL11.1 Normally the Graduate Faculty Governance Council (GFGC) will not meet between the end of spring term and the beginning of fall term. The Chair and Vice Chair are expected to maintain communications with the University and Graduate School administration during the summer. In the event that something occurs during the summer period that falls within the purview of the Constitution or Bylaws, then the Executive Council or, in the absence of a quorum of the Executive Council, the remaining members of the Executive Council, shall discuss and act on the matter on behalf of the GFFC, provided that, on any matter of substance, they will seek delay of university action until the matter is properly brought before a full meeting of the Graduate Faculty Governance Council.

Per the CBA, all faculty must be compensated for service undertaken during summer quarter.