

## **SCHOOL OF FOREST RESOURCES BY-LAWS**

In order to exercise the powers granted under Faculty Code, Section 23-43, and to advise the Director as required in Section 23-43B, in an orderly and expeditious manner, the faculty of the School of Forest Resources (School) establishes herewith, under Faculty Code, Section 23-45A, its organization and rules of procedures

### **ARTICLE I PURPOSE AND FUNCTION**

Section 1. The purpose of the School shall be to provide programs within the larger context of the College of the Environment and the University of Washington, whose mission is defined in RCW, 28 B-20.020 Vol. 1-1.

Section 2. The faculty of the School of Forest Resources, University of Washington, is the School's governing body, under The Faculty Code, Section 23-41.

Under Section 13-23 of the Faculty Code, the School faculty share with its Director and the Dean of the College of the Environment 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

Upon request, the Director of the School shall provide a member of his or her faculty with information concerning salaries, teaching schedules, salary and operations budget requests, appropriations, allotments, disbursements, and similar data pertaining to the School, or request such information as needed from the Dean of the College of the Environment. Section 23-46H

Section 3. Pursuant to Section 23-43 of the Faculty Code, the faculty of the School:

- 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 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 Director and the Dean of the College of the Environment in accordance with the provisions of Chapter 24 and of Section 25-41.

### **ARTICLE II VOTING MEMBERSHIP**

Members of the School faculty who are voting members of the University faculty shall be voting

members of the School faculty, in accordance with the Faculty Code, Section 21-32:

- A. Except as provided in paragraph B of this Section the voting members of the University faculty are those faculty members holding the rank of (tenure, research track, and WOT): professor, associate professor, assistant professor, full-time instructor, or full-time lecturer.
- B. Notwithstanding the rank held, the following are not voting members of the faculty:
  - persons serving under acting or visiting appointments;
  - persons serving under research appointments, holding less than 50% appointments;
  - persons on leave of absence;
  - persons serving under clinical or affiliate appointments;
  - persons of emeritus status unless serving on a part-time basis;
  - persons serving under adjunct appointments insofar as their adjunct appointments are concerned.
- C. Research faculty may vote on all personnel matters as described in the Faculty Code except those relating to the promotion to and/or tenure of faculty to the following ranks:
  - Senior Lecturer
  - Assistant Professor
  - Associate Professor
  - Professor
  - Assistant Professor WOT
  - Associate Professor WOT
  - Professor WOT

Section 13-31, April 16, 1956; S-A 32 May 8, 1967; S-A 37, February 8, 1971; Section 21-32A, 21-32C, March 6, 2001; all with Presidential approval.

#### D. Voting Membership in Relation to Joint Appointment

A faculty member who has the privilege of participation in governance and voting in the primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). This agreement must be in writing and will be used for determining the quorum for faculty votes (Sec. 24-34 Part B7).

## **ARTICLE III COUNCILS AND STANDING COMMITTEES**

The School has an Elected Faculty Advisory Council, an elected Promotion, Merit, and Tenure Committee, an elected Curriculum Committee, and various standing committees and *ad hoc* committees that are formed and appointed by the Director of the School.

### **School Elected Committees**

#### Section 1. Elected Faculty Advisory Council

In order to exercise the powers granted under the Faculty Code, Section 23-45, the School Elected Faculty Advisory Council establishes herewith its structure, function, and rules of procedures.

The Elected Faculty Advisory Council (EFAC) of the School of Forest Resources is elected by the faculty as a whole and assumes the following structure, functions, and procedures as authorized by vote of the School faculty.

#### Structure of the EFAC

- A. The EFAC shall consist of five regular members with one alternate member. There will be no more than one member, regular or alternate, with the same primary faculty interest area (see Article IV).
- B. Regular members shall be EFAC voting members. The alternate member is encouraged to attend meetings but shall vote only when a regular member is absent.
- C. A quorum shall be defined as three members of the EFAC and may include the alternate member. A motion shall require a quorum majority to pass.
- D. The term of office of EFAC members shall be 3 years.
- E. EFAC members will elect a Chair and Vice-Chair to serve for the following academic year by the tenth (10th) week of Spring Quarter. The term of office for the Chair will be one year with no reappointment during any 3-year term. The Chair shall be a voting member of the faculty from the associate or full professor ranks.
- F. The EFAC shall meet at least once each quarter of the regular academic year.

#### Election of EFAC Members

- A. Members of the EFAC shall be elected during a regularly scheduled meeting of the general faculty or by electronic ballot as authorized by the faculty.
- B. The Chair of the serving EFAC shall bring at least two nominees before the faculty for each vacant position. Additional nominations may be made from the floor. No current member of the EFAC may be nominated.
- C. EFAC members, including the alternate, shall be elected to serve staggered terms of office. An uncompleted term of office may be filled for the duration of the original term by special election.

#### Function of the EFAC

- A. The EFAC shall:
  - 1. Advise the Director on, or as requested by members of the faculty discuss with the Director, matters involving academic policy and practices, including priorities, resource and salary allocations, and budgets.
  - 2. Draft and periodically review bylaws of the School for discussion and consideration by the School faculty.

3. Provide other advice involving academic policy and practices to the Director as requested by members of the School faculty.
  4. Provide other advice to the Director as requested.
- B. The Chair of the EFAC shall:
1. Lead the regular meetings of the EFAC and set the agenda for the Council.
  2. Serve as a member of the School Director's Council.
  3. Serve as a member of the School Planning Committee.
- C. The Vice-Chair shall serve in the role of Chair whenever necessary.
- D. Meetings of the EFAC may be called by the Director, EFAC Chair, or, in their absence, their designated replacements.

#### Changes to the Structure and Function of the School EFAC

Amendments to the structure and function of the EFAC may be made when such changes are submitted to all faculty and are discussed at a regularly scheduled faculty meeting. Amendments must be approved by a quorum majority of voting faculty.

#### Section 2. Promotion, Merit, and Tenure Committee

The Promotion, Merit, and Tenure (PMT) Committee consists of six members at the rank of Professor or Associate Professor, that represent the breadth of the School faculty interest areas as well as research or WOT faculty. Vacancies on the committee are filled from a list of nominees proposed and voted on by the faculty. Each member serves a 3-year term. The committee selects its own Chair. The Chair of the PMT Committee shall be elected from among the members of the Committee for a term not to exceed 3 years.

The functions of the PMT are to:

- A. Formulate and periodically review criteria for implementation of University Policy for faculty appointment, promotion, and tenure (University Handbook, Vol. II, Section 13-23{5} and 13-31{45}). Proposed changes in criteria shall be referred to faculty for approval.
- B. Evaluate procedures for appointment, promotion, and tenure decisions and to change these as necessary while maintaining congruence with relevant University Handbook directives.
- C. Serve as an advisory panel to the Director regarding recommendations for PMT Committee review and decisions concerning School faculty (University Handbook, Vol. II, Section 23-43[b]).

All criteria and procedures pursuant to recommendations for PMT Committee decisions

shall be consistent with University Handbook, Section 23-46 and Chapters 24 and 25.

#### Election of PMT Committee Members

- A. Members of the PMT Committee shall be elected during a regularly scheduled meeting of the general faculty or by electronic ballot as authorized by the faculty.
- B. A subcommittee of the serving PMT Committee shall bring at least two nominees before the faculty for each vacant position. Additional nominations may be made from the floor. No current member of the PMT Committee may be nominated.
- C. PMT Committee members shall be elected to serve staggered terms of office. An uncompleted term of office may be filled for the duration of the original term by special election.

#### Section 3. Curriculum Committee (undergraduate and graduate)

The School Curriculum Committee is responsible for overseeing the undergraduate and graduate programs of the School and reviews and approves all planned changes to courses and programs before those requiring a faculty vote are brought before the faculty for final action. Periodically, the Committee reviews the academic programs of the School in order to ensure that they are current and appropriate to the needs of the students served.

#### Membership

Membership of the Curriculum Committee consists of the Environmental Science and Resource Management and Bioresource Science and Engineering Curriculum Coordinators, the Graduate Program Coordinator, four other elected faculty representing the breadth of the School's undergraduate and graduate programs, one undergraduate student representative (*with vote*), and one graduate student representative (*with vote*). The Associate Director and the Director of Student and Academic Services are *ex-officio* members without vote. The Committee elects its own Chair. Faculty representing undergraduate and graduate programs will serve 2-year terms and student representatives will serve 1 year. The Curriculum Committee shall provide the Director with nominations of faculty members for the Curriculum Coordinator and the Graduate Program Coordinator positions. The selected faculty members for the Curriculum and Graduate Program Coordinators are appointed by the Director and serve terms at the discretion of the Director.

#### Election of Curriculum Committee Members

- A. The four elected faculty members of the Curriculum Committee shall be elected during a regularly scheduled meeting of the general faculty or by electronic ballot as authorized by the faculty.
- B. A subcommittee of the serving Curriculum Committee shall bring at least two nominees before the faculty for each vacant position. Additional nominations may be made from the floor. No current member of the Curriculum Committee may be nominated.
- C. Curriculum Committee members shall be elected to serve staggered terms of office. An

uncompleted term of office may be filled for the duration of the original term by special election.

D. Student representatives are sought and elected by the Committee.

### **School Standing Committees**

To serve the best interests of the School by ensuring committee membership that reflects the disciplinary and organizational breadth and the experience and expertise of the School's faculty, staff, and students, the Director will review effectiveness of current committee structure each biennium, and will consult the Elected Faculty Advisory Council, the Director's Advisory Council, and committee chairs when appointing committee members.

#### **Section 4. School Lands and Educational Outreach Committee**

Responsibilities: The School Lands and Educational Outreach Steering Committee 1) Recommends policies to guide the management of all lands and their associated facilities under School jurisdiction, 2) Facilitates all educational outreach events organized and sponsored by the School, such as the Denman Forestry Issues Series, and the Environmental Forum, 3) Reviews and updates the existing strategic plan for outreach, with the goal of enhancing efficiencies and encouraging collaboration, and 4) Meets at least once per quarter. Annual activity reports are submitted to the School Director.

Membership: Membership of the School Lands and Educational Outreach Steering Committee consists of the Directors of the Stand Management Cooperative, the Precision Forestry Cooperative, the Olympic Natural Resource Center, the Center for International Trade in Forest Products, the Center for Sustainable Forestry at Pack Forest, the Wind River Canopy Crane Research Facility, the UW Botanic Gardens, the Northwest Environmental Forum, the Pacific Northwest Cooperative Ecosystems Study Unit, a representative of the Advancement staff assigned to the School, the School Communications Director, one student from the School (*with vote*), and a Committee Chair that is appointed by the School's Director. Membership is determined by reason of administrative assignment. The student representative is elected by the committee.

#### **Section 5. School Planning Committee**

Responsibilities: The School Planning Committee (SPC) serves to solicit the views of the entire School community and is responsible for facilitating the formation and continual updating of the School's strategic vision and plans. Recommendations from the SPC are referred to the Director for action. Annual activity reports are submitted to the School Director.

Membership: Members include the School Associate Director, the School Administrator, the Assistant to the School Director, the School Research Administrator, Chair of the EFAC, two School Center Directors, the School Director of Student and Academic Services, the School Communications Director, a representative of the Advancement staff assigned to the School, four School faculty members, and one student from the School (*with vote*). Members who are not determined by reason of administrative assignment and the Committee Chair are appointed by the Director and serve terms at the discretion of the Director. The Chair is selected by a vote of the committee. The student representative is elected by the Committee

and serves for 1-2 years.

#### Section 6. School Scholarship and Financial Aid Committee (undergraduate and graduate)

**Responsibilities:** The School Scholarship and Financial Aid Committee is responsible for distributing the available scholarship/fellowship funds in accordance with School Scholarship Policy and fund stipulations and for recommending adjustments to policy as necessary. Annual activity reports are submitted to the School Director.

**Membership:** Members include the Associate Director (Chair), the Director of Student and Academic Services (*ex-officio*), Graduate Program Coordinator of Student and Academic Services (*ex-officio*), School Administrator (*ex-officio*), a representative of the Advancement staff assigned to the School (*ex-officio*), and three faculty members. Faculty members who are not determined by reason of administrative assignment are appointed by the Director and serve terms at the discretion of the Director.

#### Section 7. New Research Group

**Responsibilities:** The New Research Group facilitates the development of entrepreneurial interdisciplinary teams to advance the School's areas of strength and the College of the Environment's opportunities, with the goals of funding, public image, and leadership in the College of the Environment. Annual activity reports are submitted to the School Director.

**Membership:** Membership of the New Research Group consists of six faculty members, and the School Research Administrator. Committee faculty members and the Committee Chair are appointed by the Director and serve terms at the discretion of the Director

### **Advisory and *ex-officio* Committees and Councils**

#### Section 8. School Visiting Committee

**Responsibilities:** The School Visiting Committee reviews academic, research, and educational aspects of the School as viewed from outside the university environment.

**Membership:** Members represent governmental agencies, non-governmental organizations, and the business community. Members are sought and appointed by the Director and serve terms at the discretion of the Director. The Director will consult with Committee members to appoint a Chair to serve a 2-year term.

#### Section 9. Director's Council

**Responsibilities:** The Director's Council 1) discusses major issues (challenges, opportunities) impacting the School as they arise, 2) discusses School administrative, operational, and funding issues, 3) reviews minutes of and decisions made at School faculty meetings and the College of the Environment Executive Committee meetings.

**Membership:** Membership is determined by reason of administrative assignment, appointment, and election, and consists of the Director (Chair), Associate Director, the School Administrator, the Assistant to the School Director, the Chair of the EFAC, the currently assigned Center Director (or his/her designee) from the rotation of all Center Directors, the School

Communications Director, and the Director of Student and Academic Services. As topics warrant additional School members may be invited to attend Committee meetings.

#### Section 10. External Relations and Communications Committee

**Responsibilities:** The External Relations and Communications Committee is responsible for School's internal and external relations and communications strategies, including web presence, media placement, high-profile meetings and seminars.

**Membership:** Membership is determined by reason of administrative assignment or appointment and consists of the School Graduate Program Coordinator, Director of Student and Academic Services, the School Director of Communications, the Director of the UW Botanic Gardens (or designee), two faculty members, a representative of the Advancement staff assigned to the School, and a graduate student representative (*with vote*). Faculty members and the Committee Chair are appointed by the Director and serve terms at the discretion of the Director. The student representative is elected by the Committee and serves for 1-2 years.

#### Section 11. Computing and IT Committee

**Responsibilities:** The Computing and IT Committee discusses and resolves computing and IT issues across the School and augments information flow between faculty, staff, and students and School IT personnel.

**Membership:** Membership is determined by reason of administrative assignment or appointment and consists of the Associate Director (Chair), the School Administrator, the Director of School IT, the School Database and Web Programmer, three faculty members, the School Undergraduate Advisor, and a student representative (*with vote*). Faculty members are appointed by the Director and serve terms at the discretion of the Director. The student representative is elected by the Committee and serves for 1-2 years.

### **ARTICLE IV FACULTY INTEREST AREAS**

The School faculty is organized into discipline-based faculty Interest Areas for the purposes of review and admission of graduate students, nomination of graduate students for recruitment fellowships, and collective decisions regarding resources accruing to interest areas. Faculty members self-select membership in one or more areas. Although faculty may participate in more than one interest area, faculty members have voting privilege in only one. An Interest Area leader is selected by the Interest Area membership. Faculty Interest Areas, consisting of at least three faculty members and one alternate member, are formed or dissolved by an affirmative majority vote of the eligible School faculty. The Interest Area leader will notify the Director's office if there is a motion to dissolve a faculty interest area originating from within a group.

### **ARTICLE V VACANCY IN OFFICE**

A vacancy in either elected office or appointed committee membership can occur through such processes as resignation, termination of employment, or failure to attend at least half of the meetings of any committee without advanced notification.

### **ARTICLE VI QUORUM**

A quorum for any meeting of the School faculty shall consist of at least half the voting members of the faculty.

## **ARTICLE VII VOTING**

A proposed action of the School 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 faculty meeting. For voting in a meeting, voting may occur orally, by show of hands, or by paper ballot. Voting may also occur by electronic ballot as authorized by the faculty.

## **ARTICLE VIII FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA**

**Meetings:** At least three meeting(s) of the faculty shall be held during each academic quarter. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Director. Meeting dates will not be changed unless there is an emergency, with information to the faculty regarding cause for change. Special meetings shall be held when called by the Director or when requested in writing by 50 percent of the voting membership of the School faculty.

**Order of Business:** The Director shall, with input from individual faculty members, councils, committees, determine the order of business.

**Agenda:** The agenda shall be developed by the Director with input from individual faculty members, councils, and committees. Agenda items shall be distributed to faculty prior to each meeting.

## **ARTICLE IX APPOINTMENT OF ASSOCIATE DIRECTOR**

The Director appoints the Associate Director, a faculty member who serves at the discretion of the Director.

Appointment process:

- A. Director calls for nominations and self-nominations. Director may add candidates to ensure representation of the School's disciplinary breadth.
- B. Director interviews each candidate.
- C. Director must discuss finalists with the EFAC with the goal of selecting an Associate Director who has faculty support, who complements the Director, and who has unique strengths that enable the Director's office to serve the School and interact positively with College of the Environment, the University, and the School's external stakeholders.

## **ARTICLE X PARLIAMENTARY AUTHORITY**

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in School Faculty 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.

## **ARTICLE XI AMENDMENTS**

These bylaws may be amended at any regularly scheduled faculty meeting by 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 2 weeks prior to the meeting at which action is taken. The bylaws may be amended by mail ballot or by 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 2 weeks prior to the date on which the ballots will be tallied.