

Faculty Organization and the Academic Senate

Academics & Research – Academics & Instruction

Academic Policy 301-21

Effective June 19, 2017

Authority: University President

Proponent: Academic Senate

Summary: This policy describes the role and functions of the Faculty Organization and the Academic Senate for Eastern Washington University and will serve as the bylaws for the Faculty Organization.

History: This policy supersedes Academic Policy 301-21 dated August 29, 2016. It was adopted by the Academic Senate on June 12, 2017 and approved by the university president on June 19, 2017.

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CHAPTER 1 – GENERAL

1-1. Faculty Organization

The purpose of the Faculty Organization is to represent faculty interests in matters pertaining to shared governance, as described in the Constitution of the Faculty Organization (appendix A). The Faculty Organization employs a council and committee structure to accomplish its purposes, including its primary standing committees, the Executive Committee and the Academic Senate.

1-2. Participation in Faculty Governance

In addition to the regular channels of the academic administrative structure, the faculty shall have regular opportunities to consider and make recommendations to the administration on matters of faculty welfare and the educational program of the university, through the Faculty Organization and its elected senate-council bodies.

1-3. Written Faculty Recommendations; Transmittal to President

The elected head of the Faculty Organization may consult with the president of the university and convey to the president any written recommendations adopted by the Faculty Organization and/or the Academic Senate which shall be presented to the Board of Trustees at its regular or special meeting per sections 1-2(d) and 3-1 of EWU Policy 101-02. (See also chapter 4, Shared Governance, of EWU Policy 101-02)

1-4. Staff and Facilities

The university shall provide the Faculty Organization with an office, equipment, and secretarial assistance.

1-5. Regulatory Precedence

The provisions of this policy are subordinate to state and federal laws, the Faculty Organization constitution, relevant collective bargaining agreements, and Eastern Washington University policies. Where a conflict exists between this policy and such higher authorities, the higher authority shall prevail.

CHAPTER 2 – ACADEMIC SENATE

2-1. Senate Statement of Purpose

The Academic Senate is the legislative arm of the Faculty Organization as established in the Faculty Organization constitution. The Academic Senate shall provide the means whereby members of the faculty can participate fully in the formulation of policy, share in the consideration of decisions regarding policy, and take part in the development of recommendations to be acted on by the Board of Trustees or implemented within current board policy. The major purposes shall be:

- a. To formulate and recommend policies relative to university programs, degree requirements, instruction, student life and learning, and faculty welfare.
- b. To provide advice and counsel to the president of the university and others regarding the interpretation and implementation of policies.
- c. To coordinate and articulate the efforts of faculty, administration and the Board of Trustees in the improvement of the university and its services.
- d. To coordinate the efforts and activities of the faculty on matters of general interest and concern in carrying out the mission of the university.

2-2. Faculty Control of Senate Action

- a. **Initiative.** Signatures on a petition to the senate of more than 10 percent of the total faculty would require the senate to consider any such petition at the next regularly scheduled meeting.
- b. **Referendum.** The signatures of more than twenty-five percent of the faculty on a valid petition filed with the chair of the senate would require a faculty-wide vote to approve or reject any action of the senate.

2-3. Senate Meetings

- a. **Chair.** The chair of the senate shall preside at all meetings. If the chair cannot be present, the order of succession to the chair shall then be the vice chair and the secretary.
- b. **Meeting Procedures.** The conduct of the meetings will be under the general guidance of *Robert's Rules of Order* as expanded or clarified by special rules enacted by the senate.
- c. **Quorum.** A quorum shall be 50% of the voting membership plus one. The passage of a motion requires a vote equal to the majority of the votes cast. Upon request of anyone present, the chair shall announce the votes needed and the alternates present who are voting.
- d. **Attendance.** All meetings are open to faculty, staff, students and administration except when an executive session is called to deal with a matter that is eligible for executive session. With recognition by the chair anyone

may address the senate however only individuals designated as voting members may vote.

e. **Regular Meetings.** Regular meetings are held on the second and fourth Mondays of each month when the university is in session from 3 to 5 pm. When the Monday falls on a holiday, senate does not occur. The schedule for the academic year and the meeting location are available on the Faculty Organization website or upon request from the Faculty Organization office.

f. **Special Meetings.** Special meetings may be held on the call of the chair of the Academic Senate, or on the written request to the chair of any five members of the Faculty Organization. These are rarely held, as items may be added to regular meetings of the senate by request.

g. **Meeting Times.** The hours of meeting will be arranged to meet the workload of the senate.

2-4. Academic Senate Reporting. All Faculty Organization committees report to senate through rules. Items are reported from senate to the relevant authority as established by the policy for that type of item.

2-5. Calendar

The senate year begins September 1 and ends June 30. The Rules Committee exercises authority of the Faculty Organization from July 1 through August 31.

2-6. Senate Agendas and Materials

The Rules Committee approves agenda items for the Academic Senate. Items may be proposed by any member of the Faculty Organization or by other university entities. Items must be proposed to the Faculty Organization office or the chair of the senate by the Wednesday two weeks before the senate meeting (to allow them to be proposed to rules). Exceptions must be brought to rules or senate directly and that body must vote to add the item to the agenda. The agenda and documents to be considered at senate will be distributed to the members of the senate by the end of the week before the senate meeting. All supporting documents for agenda items should be provided to the Faculty Organization Office no later than Wednesday of the week before the senate meeting. The Executive committee or senate may choose to decline to consider any materials that are delivered after that time.

a. Exceptions.

Exceptions may be granted by a majority vote of the Executive Committee of the Faculty Organization or by senate approval during the meeting.

b. Consent Agenda Items.

The Rules Committee, when setting the senate's next agenda, may use a consent agenda for the routine, non-controversial items that do not merit discussion on the

senate floor. The consent agenda would appear as part of the regular senate meeting agenda. It will be the senators' responsibility to examine these routine items and request to amend the agenda if they wish to discuss an item on the consent agenda. It only takes the request of one senator to remove an item from the consent agenda and that item will be taken up later in the regular agenda. Full information about these items must be provided, in advance, in the senate agenda packet. Any questions or concerns can be directed to the makers of the motions and answered prior to the meeting. The remaining items will be voted on by a single motion. The approved motion will then be recorded in the minutes, including a listing of all items appearing on the consent agenda.

2-7. Senate Minutes

The approved minutes of the senate are the official record of senate action. They are maintained by the Faculty Organization office and distributed to the members of the senate. Copies are available at the Faculty Organization website or upon request from the Faculty Organization Office.

CHAPTER 3 – ACADEMIC POLICY MANAGEMENT

3-1. Amendments to Academic Policies

Academic Policies are approved by the senate and adopted with the concurrence of the university president. Senate approval requires a majority vote of the total membership of the senate.

3-2. Council and Committee Recommendations

The senate shall normally make no substantive changes in the recommendations presented from the councils and the committees. Rather, the senate shall return the recommendation with questions to consider further and some guidance for further action by the councils or committees.

CHAPTER 4 – MEMBERSHIP OF THE SENATE

4-1. Guidelines

Membership on the senate will be limited to members of the Faculty Organization as defined in the Faculty Organization Constitution.

The number of senate seats will be based on the unit allocations for the year in which the elections occur.

Faculty holding appointments in more than one academic unit will vote in the unit of their choice.

4-2. Members

a. Ex-Officio

- President of Faculty Organization (without vote except to break a tie)
- Vice President of Faculty Organization (with vote)
- Secretary of Faculty Organization (with vote)
- Treasurer of Faculty Organization (with vote)
- President of University (without vote)
- Provost and Vice President for Academic Affairs (without vote)
- Other Vice Presidents (without vote)
- President of the Associated Students of Eastern Washington University (ASEWU) (without vote)
- President of the United Faculty of Eastern (UFE) (without vote)

b. Elected

Academic units shall elect their senators and alternates. Academic units shall have their senators designated no later than two weeks prior to the first senate meeting of the academic year.

- (1) **Senators.** Senate representation is based on the number of full-time faculty members assigned. Each academic unit is allotted senate representation as follows:

Number of full-time faculty members	Representation
1-23	1 Senator
24-38	2 Senators
39-53	3 Senators
54+	4 Senators

As used in this policy, 'academic unit' includes academic departments, the Library, and the ROTC department, as well as other academic entities (i.e. programs, centers, institutes and bureaus) whose members lack representation elsewhere. The term 'faculty members' refers to faculty, librarian, and other teaching staff (e.g. ROTC instructors).

- (2) **Joined Academic Units.** Those academic units having fewer than eight faculty may group with any other unit for purposes of representation. Notification of such intent is to be forwarded to the secretary of the senate, and such unity with other departments will be in effect until the call for the next election.
- (3) **Terms.** Senators will serve for a period of three years.
- (4) **Replacements.**
 - i. When a senator terminates membership on the senate, other than at the time of reelection, a replacement will be chosen for the remainder of

the term. A senator's replacement will be elected by the department they represent.

- ii. When a senator is absent for a quarter from the campus, the represented unit will elect a replacement for the term of absence.

(5) **Recall of Elected Members.** Senators serve at the discretion of their academic units. A valid petition from a department or representational unit containing more than 50 percent of the members' names would require the chair of the senate to declare the seat vacant and an election would be held to fill the unexpired term.

(6) **Alternates.** Each senator will have an alternate, elected from the unit by the usual procedure. In the absence of a senator, the alternate will have all the rights and privileges of a senator.

4-3. Officers and Responsibilities

(See also section 7-2(d).)

a. Chair. The President of the Faculty Organization shall be an ex-officio member of the senate, shall be the chair of the senate and shall serve a one-year term.

b. Vice Chair. The Vice President of the Faculty Organization shall be an ex-officio member of the senate, shall be the vice chair of the senate and shall serve a one-year term.

c. Secretary.

(1) The Secretary of the Faculty Organization shall be an ex-officio member of the senate, shall be the secretary of the senate and shall serve a one-year term.

(2) While the administrative assistant does the recordkeeping, the secretary shall do a periodic review of the Faculty Organization records, including: the senate roster, senate attendance, and official acts of the senate and its sub-committees.

d. Treasurer.

(1) The Treasurer of the Faculty Organization shall be an ex-officio member of the senate, shall be the treasurer of the senate and shall serve a one-year term.

(2) While the administrative assistant does the bookkeeping, the treasurer shall do a periodic review of the Faculty Organization books.

e. Replacement. In the event of the incapacity, resignation or death of any one of the elected officers, the senate, at its next regular session, shall elect a replacement to serve the unexpired term.

CHAPTER 5 – SENATE RELATIONSHIPS WITH CONSTITUENCIES

5-1. Faculty

The senate shall represent and act on behalf of the faculty.

An individual member of the faculty desiring reconsideration of a senate action has the referendum available for his/her use.

Members of the senate are elected by and are responsible to the elective senate unit.

5-2. Faculty Organization

The Faculty Organization Constitution designates the Academic Senate as its legislative body.

The President and Vice President of the Faculty Organization are the chair and vice chair of the senate.

5-3. Students

There are student members on all councils and standing committees of the senate except the Council of Faculty Representatives and the Faculty Values Committee. The senate may create new councils and committees without student representation, if necessary, to meet committee and council goals.

5-4. University President

A record of all actions of the senate is forwarded to the president of the university. Those actions which require enactment not delegated to senate authority are subject to approval and enactment by the president of the university. (See also RCW 28B.35.390 and EWU Policy 101-02, University Governance.)

5-5. Board of Trustees

The senate, through its chair, has the right to communicate with the Board of Trustees as part of the system of shared governance.

5-6. Councils of the Senate

All councils and committees of the senate shall be responsible to the senate and shall operate under policies established by the senate.

The senate shall designate the membership, term of office, and function of the councils and committees.

The senate shall be responsible for reorganizing the council and committee structure as it deems necessary.

Further information about the councils and committees is found in Chapter 6.

5-7. Administrative Officers

One major responsibility of councils is to provide advice and counsel to the appropriate administrative officers

consistent with the policies approved by the senate. Actions of the senate and its councils are not intended to abrogate administrative responsibility and authority.

CHAPTER 6 – COUNCIL & COMMITTEE SERVICE

6-1. Establishment of Committees: The Faculty Organization has three standing committees established in its constitution: Academic Senate, Executive Committee, and Rules Committee. The other councils and committees are established in this policy and may be altered or removed only by action of the senate. Councils and committees that are established in the constitution may be altered or removed only by revision of the constitution following the standards established therein. As needed, each committee shall establish additional committee operating rules (e.g. meeting schedules, voting member designation, etc.) provided that such rules do not conflict with this policy, the Faculty Organization constitution, or any university policy

6-2. Committee Membership

a. Eligibility. All members of the Faculty Organization are eligible for faculty membership on councils and committees. Normal appointments are made in spring quarter and will begin on July 1 of the year of appointment (though first meetings are normally in fall quarter) and last for the appointed time (usually 3 years). Special appointments can be made at any time that vacancies exist; the appointment is treated as if it began at the start of the academic year in which service begins. For all councils and committees with administrative members, the stated administrator may appoint a representative if he or she is unable to attend.

b. Attendance. Regular attendance is expected at council and committee meetings. In most circumstances, an alternate may be sent in the members place as long as that alternate is approved in advance. If a committee member misses more than three meetings in one quarter without previously alerting the chair and citing the reason for those absences, that member may automatically be removed from the committee and shall be notified by the Faculty Organization office.

c. Council and Committee Chairs. Councils and committees will elect their own chair (and vice chair if necessary) at their last meeting in the spring or the first meeting in the fall. If the chair cannot continue to serve, a chair or vice chair may be elected by the agreement of the council or committee members at any time.

d. Quorum. In general, quorum consists of 50% plus one of the voting members of a committee however a committee may set a higher number for quorum. A committee may discuss items without quorum, but may take no action without quorum. Course and Program

Approval Committees have special rules to act on proposals; (see 16-3 details).

6-3. Notice of Openings

In the spring, the Rules Committee will send faculty members a listing of openings that will become available during September in all councils and committees. Faculty members will be requested to express in writing to the Faculty Organization office his/her preferences for service and to suggest other faculty members for service on a council or committee. At the next Rules Committee meeting the nominations will be announced and placed on the agenda for the next Senate meeting. Elections to council and committee positions will take place at the next senate meeting and the Faculty Organization office will notify the successful candidates in writing. The terms of the newly elected members will begin on September 1 and end on June 30 of the appropriate year. The senate minutes will contain a complete list of elected candidates. As vacancies occur they will be handled in the same manner. Councils and committees will have one or more representatives from each college and from the library. If a position cannot be filled from the designated college/library, it may be filled as an at-large position except where specifically noted.

6-3. Calendar and Meeting Schedule

a. Calendar

The Faculty Organization year begins on July 1 and ends on June 30 of the following year. Committees do not have regularly scheduled meetings over the summer, but any work is the responsibility of the new members/officers. The Rules Committee and Academic Senate do not carry over work from the previous year; everything must come back as new business the following academic year.

b. Regular Meetings

The regularly scheduled meetings of each council and committee are described here. The schedule for the regularly scheduled committees is available on the Faculty Organization website or upon request from the Faculty Organization office.

c. Special Meetings

When necessary, special meetings of any council or committee can be called by the chair of that committee, by the Executive Committee of the Faculty Organization, or by a request in writing from at least five members of the Faculty Organization.

CHAPTER 7 – RULES COMMITTEE

7-1. Rules Committee Statement of Purpose. The Rules Committee is the committee through which information is passed from the committees and councils to senate and

vice versa. At each rules meeting, council and committee chairs report the activities of their committees and those subcommittees that report to them. Rules also approves agenda items for the following senate meeting, refers them to a council or committee for further work, tables them for later consideration or determines they should not be forwarded to senate. It also prepares lists of nominees for council and committee membership and offices.

7-2. Rules Committee Reporting. All Faculty Organization committees report to senate through rules. Items are forwarded from rules to senate as either information items or action items.

7-3. Rules Committee Membership. Rules membership is established in the Faculty Organization constitution. It says “The Rules Committee shall be composed of the four elected officers and the immediate past president of the Faculty Organization, the chairs of the various councils of the Academic Senate, and three faculty at large. The Provost (or designee) and up to three members of the ASEWU are non-voting members.” All members of rules serve one year terms. The chairs of the following councils and committees are members of rules: Academic Programs Assessment Committee, Academic Committee for Innovation and Technology, General Education Council, Faculty Values Committee, Graduate Affairs Council, Library Affairs Committee, and Undergraduate Affairs Council.

7-4 Rules Committee Meetings

a. Regular Rules Meetings. Regular meetings are held on the first and third Mondays of each month from 3 to 5 pm; rules does not meet if senate is unable to meet the following Monday due to a holiday. When the Monday falls on a holiday, rules meets on Tuesday from 3 to 5 pm. The schedule for the academic year and meeting location are available on the Faculty Organization website or upon request from the Faculty Organization office.

b. Special Rules Meetings. Special meetings may be held on the call of the chair of the Academic Senate, or on the written request to the chair by any five members of the Faculty Organization. These are rarely held, as agenda items may be added to regular meetings of the senate by request and consent of the senate.

c. Rules Meeting Procedures. The conduct of the meetings will be under the general guidance of *Robert's Rules of Order* as expanded or clarified by special rules enacted by the senate. The chair of rules shall preside at all meetings. If the chair cannot be present, the order of succession to the chair shall then be the vice chair and the secretary.

d. Rules Quorum. A quorum shall be 50% of the voting membership plus one. The passage of a motion requires a vote equal to the majority of the votes cast. Upon request

of anyone present, the chair shall announce the votes needed and the alternates present who are voting.

e. Rules Attendance. All meetings are open to faculty, staff, students, and the public except when an executive session is called to deal with a matter that is eligible for executive session. With recognition by the chair, anyone may address the Rules Committee however only the individuals named above as voting members may vote.

f. Agenda. The agenda and documents to be considered at rules will be distributed to the members of rules by the end of the week before the rules meeting. Items for the agenda may be proposed by any member of the Faculty Organization or by other university entities. They must be proposed to the Faculty Organization office or the chair of rules by the Wednesday before the Rules Committee meets. Exceptions must be brought to rules directly; that body must vote to add the item to the agenda.

g. Minutes. The approved minutes of the Rules Committee are the official record of rules action. They are maintained by the Faculty Organization office and distributed to the members of the Rules Committee. Copies are available at the Faculty Organization website or upon request from the Faculty Organization Office.

CHAPTER 8 – EXECUTIVE COMMITTEE

8-1. Executive Committee Statement of Purpose. The Executive Committee is the meeting of the four elected officers and the immediate past president of the Faculty Organization. It normally meets to discuss items that are to be forwarded to rules and senate. However, sometimes action must be taken before a senate meeting. In that case, the Executive Committee may act and report their decisions and actions to senate as soon as possible.

8-2. Executive Committee Reporting. Decisions and actions made by the Executive Committee are reported to senate as part of the chair's report.

8-3. Executive Committee Membership. Executive Committee membership is established in the Faculty Organization constitution. It says “The Executive Committee shall be composed of the four elected officers and the immediate past president of the Faculty Organization. The president of the Faculty Organization is the chair of the Executive Committee.” Each individual serves in a single position for one year, as described in the constitution.

8-4 Executive Committee Meetings. Executive Committee meetings are held on an as needed basis; they may be called by any member of the Executive Committee. Agendas are not normally set in advance and minutes are not normally taken. However, any decisions made or

actions taken in these meetings should be reported by the chair to senate as soon as possible.

CHAPTER 9 – ACADEMIC COMMITTEE FOR INNOVATION AND TECHNOLOGY (ACIT)

9-1. Academic Committee for Innovation and Technology (ACIT) Statement of Purpose. The Academic Committee for Innovation and Technology (ACIT) is a group of faculty, staff, and students who are committed to identifying, facilitating, and advocating for technology in order to enhance teaching, learning, research, and other scholarly activities across the university. ACIT advises the Office of Information Technology (OIT), and Academic Affairs (AA) on standards, guidelines, policies, and planning that supports the academic use of technology by researching and reviewing technology, advising on priorities for academic technology initiatives and by providing a forum for investigation and communication on new academic teaching and learning technologies and trends.

9-2. Academic Committee for Innovation and Technology Reporting. The faculty co-chair of ACIT reports to rules and is a member of the Rules Committee. The faculty co-chair also is expected to submit brief written reports (mini-reports) to senate for each senate meeting.

9-3. Academic Committee for Innovation and Technology Membership. This committee is committed to fostering leadership participation of all colleges. The ACIT consists of two faculty members from each academic college (except the Library and the University College); and a representative from the Faculty Commons Committee as voting ex-officio member; two students appointed by ASEWU as voting, ex-officio members; Director of Academic and Emerging Technology; Manager-Instructional Technology, Design and Development; and the designee of the Provost as a voting, ex-officio member. The Academic Senate nominates and confirms the faculty members for voting committee positions. Co-chairs will lead the group with the faculty electing one faculty member to serve as a co-chair and the CIO appointing an administration member to serve as the other co-chair. The faculty co-chair will serve a one-year term, with the option to extend for one additional year. The administration co-chair can serve multiple terms until a new administrator is appointed by the CIO. Co-Chairs can submit a request for new faculty members at Senate to replace committee members who leave the group.

9-4 Academic Committee for Innovation and Technology Meetings. ACIT and any *ad hoc* subcommittee meet on an as-needed schedule. The co-chairs are responsible for ensuring that minutes of the actions of this committee are kept and recorded.

CHAPTER 10 – ACADEMIC PROGRAMS ASSESSMENT COMMITTEE (APAC)

10-1. Academic Programs Assessment Committee Statement of Purpose. The Academic Programs Assessment Committee (APAC) is a hybrid committee shared by the Faculty Organization and Academic Affairs. It shall advise the faculty and Academic Affairs, on matters relating to assessment, including assessment planning, best practices in assessment, and assessment requirements for university and program accreditation. The Academic Programs Assessment Committee approves program assessment plans, reviews annual college assessment summaries, and the annual general education assessment report. Together with administrators, the committee writes an annual report about the state of assessment in the university's academic programs. APAC collaborates with academic programs and colleges to develop academic program assessment plans and facilitate implementation. APAC supports the work of the College Assessment Committees to promote and advance effective assessment of student learning in their programs. APAC will provide resources for the assessment of teaching and learning, in collaboration with administration and staff, and will advise on the assessment of other university goals and outcomes. Additional topics APAC will address include fostering the incorporation of best practices into course and program assessment and integrating assessment with accreditation efforts at the university, school, and departmental level.

10-2. Academic Programs Assessment Committee Reporting. The faculty co-chair of the Academic Programs Assessment Committee reports to rules and is a member of the Rules Committee. The faculty co-chair also is expected to submit brief written reports (mini-reports) to senate for each senate meeting.

10-3. Academic Programs Assessment Committee Membership. The Academic Programs Assessment Committee is a hybrid committee. The Academic Programs Assessment Committee consists of the chairs of the college assessment committees, including the Library and the University College; one UAC representative; one GAC representative; the Director of Institutional Research; the Director of Assessment and Accreditation; and a Faculty Commons Committee representative. The committee will be co-chaired by a faculty member and the Director of Assessment and Accreditation. Faculty members serve three year terms.

10-4 Academic Programs Assessment Committee Meetings. The Academic Programs Assessment Committee and any *ad hoc* subcommittee meet on an as-needed schedule. The co-chairs are responsible for

ensuring that minutes of the actions of this committee are kept and recorded.

CHAPTER 11 – GENERAL EDUCATION COUNCIL (GEC)

11-1. General Education Council Statement of Purpose. This council has the primary responsibility for overseeing the General Education (GE) system for general education. This council has the following responsibilities: in collaboration with the General Education Director, Oversee General Education: work with ad hoc committees to develop criteria for courses and course sequences for inclusion in general education; maintain policies for the review and approval of general education courses; review courses and course sequences for inclusion in general education; in the implementation phase of a new general education model, to create processes by which faculty, staff, and administration can make the transition to the revised general education curriculum; serve in an advisory capacity to Undergraduate Affairs in scheduling general education courses, assessing capacity issues, etc.; provide framework and propose policies about how course work at other universities or at EWU can meet the general education requirements where the policy is unclear; and provide coordination between general education curriculum structure and majors. Faculty Development: identify the need for workshops, training, and resources for meeting the requirements of general education, and for assessing its goals; work with faculty in small groups and one-on-one to help them to develop strong proposals for general education and appropriate clusters/integrated/FYE sequences; in coordination with the Faculty Commons, sponsor teaching and learning development activities that support GE pedagogy. Assessment: work with the General Education Outcomes Faculty Fellows and the University College Assessment Committee to develop and maintain outcomes for general education and coordinate assessment for those outcomes; develop a process of program review for the effectiveness of GE as a whole.

11-2. General Education Council Reporting. The chair of the General Education Council reports to rules and is a member of the Rules Committee. The chair also is expected to submit a brief written report (mini-report) to senate for each senate meeting. The Course and Program Approval Committee reports to the General Education Council.

11-3. General Education Council Membership. The General Education Council consists of two faculty members from CSS, CALE (one at-large and the Director of the Composition program), CSTEM (one at-large and one from Mathematics), and CSS (both at-large); and one faculty member from CHSPH, CBPA, and the Library.

Non-voting members include the General Education Director, the First Year Experience Faculty Fellow, the General Education Outcomes Faculty Fellows, the University College dean or designee, the Associate Vice President for Academic Policy & Undergraduate Planning or designee, the Director for Academic Advising & Retention or designee, and one student appointed by ASEWU. Regular members serve three year terms.

11-4. General Education Council Meetings. The General Education Council meets on the first and third Wednesdays of the months when the university is in session. It does not normally meet in June, July, August, or September. The Faculty Organization office will take and distribute to GEC members minutes from the General Education Council meetings. Copies are available at the Faculty Organization website or upon request from the Faculty Organization Office.

CHAPTER 12 – FACULTY VALUES COMMITTEE (FVC)

12-1. Faculty Values Committee Statement of Purpose. The Faculty Values Committee (FVC) was created to maintain the values of the Faculty and to work with the administration to resolve communication difficulties. To do that, it conducts surveys that allow faculty to evaluate deans and associate deans (year 1) and upper level administrators (year 2) and reports the results of those surveys to those evaluated, their supervisors, and the surveyed faculty. The Faculty Values Committee is expected to produce reports summarizing the results of those surveys in time for them to be distributed to the faculty before the last senate meeting of the year. They may also work in other ways to strengthen the position of the faculty in the university.

12-2. Faculty Values Committee Reporting. The chair of the Faculty Values Committee reports to rules and is a member of the Rules Committee. The chair also is expected to submit a brief written report (mini-report) to senate for each senate meeting.

12-3. Faculty Values Committee Membership. The Faculty Values Committee consists of one faculty member from each college and the Library, as well as the vice president of the Faculty Organization (convener and ex-officio member). Regular members serve two year terms.

12-4 Faculty Values Committee Meetings. Faculty Values meets on an as-needed schedule. The chair is responsible for ensuring that minutes of the actions of this committee are kept and recorded.

CHAPTER 13 – RESEARCH AND SCHOLARSHIP COMMITTEE (RSC)

13-1. Research and Scholarship Committee Statement of Purpose. The Research and Scholarship Committee (RSC) is primarily responsible for the evaluation of professional leave and summer grant proposals as well as the selection of international exchange faculty.

13-2. Research and Scholarship Committee Reporting. The chair of the Research and Scholarship Committee reports to the Rules Committee or its chair. The chair is also expected to submit a written report to the chair of the Rules Committee (to be shared with senate) at least once a year.

13-3. Research and Scholarship Committee Membership. The Research and Scholarship Committee consists of two faculty from each academic college, one faculty from the Library, and the Provost or designee who is the convener of the committee and is a non-voting member. Faculty members serve (1) two year term and are not allowed to serve a second term without sitting out one academic year. Members are not allowed to submit grant proposals while serving on the Research and Scholarship Committee.

13-4 Research and Scholarship Committee Meetings. The Research and Scholarship Committee meets on an as-needed schedule. The chair is responsible for ensuring that minutes of the actions of this committee are kept and recorded.

CHAPTER 14 – GRADUATE AFFAIRS COUNCIL (GAC)

14-1. Graduate Affairs Council Statement of Purpose. The Graduate Affairs Council (GAC) advises on matters involving the graduate programs of the university which includes curriculum, admissions, program development, course approval, degree requirements, program approval, follow-up, advanced placement, academic standards and academic counseling. Each faculty and student member of the committee will serve on one of two Graduate Course and Program Approval Committees (CPAC) or the Policy Development and Review Committee (PDRC).

14-2. Graduate Affairs Council Reporting. The chair of the Graduate Affairs Council reports to rules and is a member of the Rules Committee. The chair also is expected to submit brief written reports (mini-reports) to senate for each senate meeting. The Course and Program Approval Committees, Policy Development and Review Committee, Academic Appeals Board, and Program Review Committees report to the Graduate Affairs Council, who may request reporting as they see fit.

14-3. Graduate Affairs Council Membership. The Graduate Affairs Council consists of one faculty member from each college and the Library, three (3) at-large faculty members, the Provost or designee and three (3) graduate students. The Provost or designee and the graduate students are non-voting members of the council. The graduate student members are recommended by the Provost or designee and approved by ASEWU. Faculty members serve three year terms.

14-4 Graduate Affairs Council Meetings. The Graduate Affairs Council meets on the second and fourth Wednesdays of the months when the university is in session. It does not normally meet in June, July, August, or September. The Faculty Organization office will take and distribute to GAC members minutes from the Graduate Affairs Council meetings. Copies are available at the Faculty Organization website or upon request from the Faculty Organization Office.

CHAPTER 15 – ACADEMIC APPEALS BOARD (AAB)

15-1. Academic Appeals Board Statement of Purpose. The Academic Appeals Board (AAB) considers and acts on appeals from students who believe that rules pertaining to the general requirements for graduation are being applied incorrectly in their case or that circumstances require special consideration. This board handles both graduate and undergraduate appeals and reports to both the Graduate Affairs Council and Undergraduate Affairs Council, while an administrator convenes the meetings.

15-2. Academic Appeals Board Reporting. The chair of the Academic Appeals Board reports to the Graduate Affairs Council and the Undergraduate Affairs Council on an as needed basis.

15-3. Academic Appeals Board Membership. Two members of the Academic Appeals Board are appointed by the Graduate Affairs Council and must be members of the GAC; and the remaining five members are approved by the Undergraduate Affairs Council. All members must be approved by the Academic Senate. The Academic Appeals Board members are appointed by the Graduate Affairs Council and the Undergraduate Affairs Council: five members are nominated by UAC and two by GAC, then approved by senate. Non-voting members are the Credentials Evaluator, who convenes the committee, and the Provost or designee. Faculty members serve three year terms; other members serve as long as they hold the position that sits on the committee.

15-4. Academic Appeals Board Meetings. The Academic Appeals Board meets on an as-needed schedule. The administrator who convenes the meetings is responsible for seeing that any relevant results are

shared with the Graduate Affairs Council and the Undergraduate Affairs Council.

CHAPTER 16 – COURSE AND PROGRAM APPROVAL COMMITTEE (CPAC)

16-1. Course and Program Approval Committee Statement of Purpose. Course and Program Approval Committees (CPAC) review new courses, majors and programs and proposed changes (including removal) to existing courses, majors and programs and make recommendations to the relevant committee for approval or non-approval. There are one or more CPACs that report to each of the following: the Undergraduate Affairs Council (for undergraduate courses and programs), the Graduate Affairs Council (for graduate courses and programs), and the General Education Council (for general education courses and sequences).

CPAC peer reviews course and program proposals in order to maintain acceptable standards of quality in the courses and programs offered at Eastern Washington University. To fulfill this function, the committee serves to ensure that courses and programs are pedagogically and philosophically sound (according to generally accepted standards); that program descriptions and essential elements of course syllabi are clear and understandable; that the proposals (course/program) fit the university mission and strategic plan; that credits and course numbers specified reflect student workload and level.

The committee is also responsible for resolving questions concerning course numbering, course duplication, applicability of grading system (pass/no credit or grade), and other questions that may arise pertaining to changes in the relevant courses and programs, including compliance with applicable faculty organization and administration guidelines as well as university policies.

The committee is also responsible for determining the process required to review and approve courses and programs, including the addition and revision of forms and/or software information entry systems.

16-2. Course and Program Approval Committee Reporting. The chair of the Course and Program Approval Committee reports to the relevant committee (GAC, UAC, GEC) and sits as a member of the committee. Written reports summarizing the approvals and rejections of the committee should be provided to the chair of the reporting committee to be shared with the senate as soon as possible after actions are approved by the reporting committee.

16-3. Course and Program Approval Committee Membership. The Course and Program Approval

Committee is different for each committee. Faculty members serve three year terms.

a. Undergraduate CPAC. The membership of undergraduate CPAC is two faculty members from each of the colleges that offer undergraduate courses, excluding University College. At least one representative from each college must participate (virtually or otherwise) in a CPAC meeting for it to achieve quorum. CPAC cannot consider proposals from a college that does not have full representation on the committee. Non-voting members include a student member appointed by ASEWU, a representative from Records and Registration (appointed by the registrar) and a representative from Academic Affairs.

b. Graduate CPAC: The membership of the Graduate CPAC's consists of three faculty members and one student member of the GAC. Non-voting members include a representative from Records and Registration (appointed by the registrar) and a representative from Academic Affairs. GAC may set additional requirements to act on specific proposals.

c. General Education CPAC: The membership of General Education CPAC consists of three faculty members and one student member of the General Education Council. The General Education Course and Program Approval Committee may set additional requirements to act on specific proposals.

16-4 Course and Program Approval Committee Meetings. Each CPAC will establish its own meeting schedule based on need. The undergraduate CPAC currently meets on the first and third Tuesdays from 3-5. The chair is responsible for ensuring that minutes of the actions of this committee are kept and reported to the committee to which they report. That reporting will preserve the subcommittee actions in official minutes.

CHAPTER 17 – POLICY DEVELOPMENT AND REVIEW COMMITTEE (PDRC)

17-1. Policy Development and Review Committee Statement of Purpose. The Policy Development and Review Committee (PDRC) is responsible for the development of new policies and procedures governing graduate programs. It is a subcommittee of the Graduate Affairs Council.

17-2. Policy Development and Review Committee Reporting. The chair of the Policy Development and Review Committee Reporting reports to the Graduate Affairs Council and sits as a member of that council. Written reports summarizing the policy proposals must be forwarded from GAC to rules and senate for further

approval in coordination with the chair of the Graduate Affairs Council.

17-3. Policy Development and Review Committee Membership. The Policy Development and Review Committee consists of three members of the GAC and one ASEWU member. Members serve for one year.

17-4 Policy Development and Review Committee Meetings. The Policy Development and Review Committee meets on an as-needed schedule. The chair is responsible for ensuring that minutes of the actions of this committee are kept and recorded.

CHAPTER 18 – PROGRAM REVIEW COMMITTEE (PRC)

18-1. Program Review Committee Statement of Purpose. By WSAC policy, all programs at state four-year institutions of higher education must undergo periodic review following specific guidelines. Summaries of the results of those reviews are to be reported to WSAC which, in turn, reports to the governor and the legislature. The PRC has been established to coordinate the reviews of several graduate and undergraduate programs each year. It reviews the self-studies and other materials produced by the departments and makes recommendations as to whether changes need to be made to the program. Both the Graduate and Undergraduate Affairs Councils confirm the faculty appointments to this committee while an administrator convenes the meetings.

18-2. Program Review Committee Reporting. The chair of the Program Review Committee is responsible for ensuring that results are shared with the Graduate Affairs Council and the Undergraduate Affairs Council. Any results that end in a recommendation that a program be discontinued must be sent to the senate for their approval or non-concurrence.

18-3. Program Review Committee Membership. The Program Review Committee consists of one faculty member from each college and the Library, three (3) at-large faculty members, the Provost or designee and up to three (3) students appointed by the ASEWU. The Provost or designee and the students are non-voting members of the committee. Faculty members serve three year terms.

18-4 Program Review Committee Meetings. The Program Review Committee meets on an as-needed schedule. The administrator who convenes the meetings is responsible for seeing that any relevant results are shared with the Graduate Affairs Council and the Undergraduate Affairs Council.

CHAPTER 19 – LIBRARY AFFAIRS COMMITTEE (LAC)

19-1. Council Statement of Purpose. The Library Affairs Committee's (LAC) purpose is to advise on university Library services and collections including Library development and administration; book, periodical, and other collections; Library use rules; loaning policies; and hours of operation.

19-2. Library Affairs Committee Reporting. The chair of the Library Affairs Committee reports to rules and is a member of the Rules Committee. The chair also is expected to submit brief written reports (mini-reports) to senate for each senate meeting.

19-3. Library Affairs Committee Membership. The Library Affairs Committee consists of one faculty member from each college and the Library, three (3) at-large faculty members, the Dean of Libraries and one (1) student appointed by the ASEWU. The Dean of Libraries and the students are non-voting members of the committee. At large faculty members may not be a member of the Library faculty. Faculty members serve three year terms.

19-4 Library Affairs Committee Meetings. The Library Affairs Committee meets on an as-needed basis, normally no less than once a month. The chair is responsible for ensuring that minutes of the actions of this committee are kept and recorded.

CHAPTER 20 – STUDENT SUCCESS AND RETENTION COMMITTEE (SSRC)

20-1. Student Success and Retention Committee Statement of Purpose. The Student Success & Retention Committee (SSRC) advises Academic Affairs and the Academic Senate on standards, policies, planning, and practices that pertain to student retention and success at EWU. Areas of focus may include, but are not limited to, the study of existing knowledge about student success and retention, differing definitions and measures of success, and the experiences of other institutions regarding student success, advising, and retention. The committee will recommend strategies to improve student success and retention, and, in particular, should consider strategies that involve collaboration among units at the university, or that involve new institutional approaches. As part of the campus wide commitment to student success, the committee is encouraged to rethink how faculty, administration, and staff might work together to: a) foster collaboration between faculty, the various advising systems, and student support services to better meet students' academic and advising needs, b) strengthen student relationships to faculty and the broader campus community, and c) develop systems to assist students in

planning their progression through the university experience.

20-2. Student Success and Retention Committee Reporting. The faculty co-chair of SSRC is the chair of the senate, and hence a member of both rules and senate. That person reports orally to rules and to senate as part of the chair's report.

20-3. Student Success and Retention Committee Membership. The Student Success and Retention Committee is a hybrid committee.

The committee consists of one faculty member from each of the colleges and the library, two at-large members, two students appointed by ASEWU, a designee of the Vice President for Student Affairs, a designee of the Provost, a faculty representative of the Faculty Commons Committee, a representative of the Learning Commons, the Director of General Undergraduate Advising, an academic advisor from a college, a Financial Aid representative, and a Housing representative. The president and vice president of the Faculty Organization serve as non-voting members. An administrator is elected as co-chair.

20-4 Student Success and Retention Committee Meetings. SSRC meets on the first Friday of the month during the academic year from 12-3. The location is announced in advance and the agenda is distributed before the meeting by the co-chairs. The co-chairs are responsible for ensuring that minutes of the actions of this committee are kept and recorded.

CHAPTER 21 – UNDERGRADUATE AFFAIRS COUNCIL (UAC)

21-1. Undergraduate Affairs Council Statement of Purpose. The Undergraduate Affairs Council's (UAC) function is to advise on matters involving the undergraduate programs of the university including, but not limited to: curriculum, admissions, program development and approval, course approval, degree requirements, honors, academic standards, academic standards, advising, academic support, transfers, and online/hybrid learning.

21-2. Undergraduate Affairs Council Reporting. The chair of the Undergraduate Affairs Council reports to rules and is a member of the Rules Committee. The chair also is expected to submit brief a written report (mini-report) to senate for each senate meeting. The Course and Program Approval Committee, Academic Appeals Board, General Education Committee, Honors Board, and Program Review Committees report to the Undergraduate Affairs Council, who may request reporting as they see fit.

21-3. Undergraduate Affairs Council Membership. The Undergraduate Affairs Council consists of one faculty

member from each college and the Library, three (3) at-large faculty members. The six (6) non-voting members include the Provost or designee, the Associate Vice President for Enrollment Management, the Registrar, and the chairs of the undergraduate CPAC and the Academic Appeals Board. Regular faculty members serve three year terms.

21-4 Undergraduate Affairs Council Meetings. The Undergraduate Affairs Council meets on the second and fourth Thursdays of the months when the university is in session. It does not normally meet in June, July, August, or September. The Faculty Organization office will take and distribute to UAC members minutes from the Undergraduate Affairs Council meetings. Copies are available at the Faculty Organization website or upon request from the Faculty Organization Office.

CHAPTER 22 – COUNCIL OF FACULTY REPRESENTATIVES (CFR)

22-1. Council of Faculty Representatives Statement of Purpose. The function of the Council of Faculty Representative (CFR) is to participate in the development and maintenance of relations with the legislature, its committees and its members; to gather and prepare materials relevant to the legislative concerns of the university; to assist in the establishment of legislative priorities; to support and guide the activities of the EWU Committee of the Council of Faculty Representatives; and to inform the senate as may be necessary of legislative problems and prospects.

The Council of Faculty Representatives, which includes members from all state colleges and universities in Washington State, was established to coordinate and formulate recommendations on matters that affect higher education. The council seeks to establish direct communication with the Washington Student Achievement Council, the Governor's Office, the State Legislature, the Council of Presidents and other groups and organizations, to exchange information on matters of mutual interest and to improve the quality and delivery of higher education in Washington State.

22-2 Council of Faculty Representatives Reporting. The chair of the Council of Faculty Representatives sits on rules and senate as a non-voting member and reports to both. In general, the Executive Committee should be consulted on any official stance the CFR takes to the representatives of the other four-year higher education institutions.

22-3. Council of Faculty Representatives Membership. The chair of this committee is the Faculty Legislative Liaison. Two additional faculty members may serve on this

committee as well. Faculty members serve three year terms.

22-4 Council of Faculty Representatives Meetings. The Council of Faculty Representatives meets on an as-needed schedule. The Liaison is responsible for reporting the actions of this group to rules and senate.

CHAPTER 23 – ACADEMIC INTEGRITY BOARD (AIB)

23-1. Academic Integrity Board Statement of Purpose

The Academic Integrity Board is a standing committee of the Faculty Organization. The Academic Integrity Board is responsible for administering and managing academic integrity functions. The AIB shall:

- a. promote academic integrity at EWU;
- b. review academic integrity cases, make determinations as to whether a violation occurred, and impose academic and/or institutional sanctions;
- c. assist vice provosts in development of academic integrity program support resources;
- d. respond, as appropriate, to campus needs related to the academic integrity program;
- e. coordinate AIB activities with the vice provosts; and,
- f. continually assess academic integrity process outcomes to ensure equitability of sanctions vis-à-vis violations.

23-2. Membership: The AIB is appointed by the vice provosts (jointly), based on recommendations from represented groups (e.g. colleges, Library, ASEWU). Board composition or membership may be modified to support university needs with the consent of the vice provosts and approval of the provost. At a minimum, AIB membership will include:

- a. Two members from each college - one primary and one alternate. Both must hold or have held instructor rank. The primary and alternate must be from different academic departments. The alternate shall serve when a case involves an instructor in the primary member's own department. The alternate may also serve when the primary member is not available. One of the primary members shall also be designated as vice-chair.
- b. One member representing EWU Libraries
- c. One student member representing ASEWU
- d. One Chair (does not vote except to break a tie)
- e. One member from the Office of Global Initiatives (OGI) as a non-voting member

23-3. Meetings: The AIB holds regular meetings every two weeks at fixed times and reviews cases at these meetings. AIB Reviews are held in abeyance during holidays, academic breaks, and other times when no classes are scheduled. AIB Reviews may be cancelled in other circumstances with the consent of the AIB chair. Any member who is unavailable shall inform the AIB chair who will arrange for a replacement. A quorum shall consist of three voting members plus the chair/vice chair.

CHAPTER 24 – HONORS ADVISORY BOARD

24-1. Honors Advisory Board Statement of Purpose.

The Honors Advisory Board advises the director on proposed changes in the program's curricula and activities. They participate in the revision/development of goals and objectives of the program, and they oversee the periodic review of the work of the director.

24-2. Honors Advisory Board Reporting. The Honors Advisory Board reports substantive changes in the Honors Program curricula to the Undergraduate Affairs Council and reports on matters concerning the director's performance of her or his duties to the appropriate vice provost (the director's immediate supervisor).

24-3. Honors Advisory Board Membership. The Honors Advisory Board is made up of seven faculty members, at least two of them from areas outside of CALE and the Social Sciences, to be appointed by the Undergraduate Affairs Council, for three-year terms; and two students admitted to the Honors program, one lower-division and one upper-division, to be nominated by ASEWU, for a one-year term. All members are confirmed by the appropriate vice-provost. A faculty member will be appointed as chair while the Director of the Honors program convenes the committee and is a non-voting member.

24-4 Honors Advisory Board Meetings. The Honors Advisory Board meets on an as-needed basis. The convener is responsible for ensuring that minutes of the actions of this committee are kept and recorded.

CHAPTER 25– FACULTY COMMONS COMMITTEE (FCC).

25-1. The Faculty Commons Committee (FCC) is a Faculty Organization Committee. It works collaboratively with and advises the Faculty Commons Director and the Faculty Organization to create a communication plan, strategic plan, and budget for the Faculty Commons. The FCC assists with planning and implementing Faculty Commons Activities; communicates with other entities across campus including but not limited to IT, Student Affairs, OGI,

Grants Office, Office of Diversity and Inclusion, Advising, Library, Office of Community Engagement, and academic units and departments to identify needs and support for faculty development; provides a forum for ideas and research on improving teaching and learning; facilitates communication across campus regarding faculty development; processes proposals from faculty and staff to develop Faculty Commons activities; and collects and analyzes data on the efficacy of the Faculty Commons activities. The FCC may form task forces to work on particular issues and invite faculty, staff, and administrators from around campus onto task forces. The FCC serves as an advisory group to the Faculty Commons Director and consults and provides feedback to the Faculty Commons Director on policies and procedures.

25-2. Faculty Commons Committee Reporting. The chair of the Faculty Commons Committee reports to Rules.

25-3. Faculty Commons Committee Membership. The FCC has twelve faculty members, including at least one member from each college and the Library. Non-voting members include the Faculty Commons Director, the Provost or designee, Vice President for IT/Chief Information Officer or designee, IT Director of Academic and Emerging Technologies, Vice President for Diversity and Inclusion or designee, and the General Education Director. Faculty Members serve three year terms; other members serve as long as they hold the position that sits on the committee. Faculty should be chosen from various ranks, i.e. tenure track, non-tenure track, and retired faculty. Faculty wishing to serve on the committee will be asked to provide a short description of why they want to be on the committee and what expertise or interests they will bring to the committee. Faculty members will be elected by the senate. The committee chair is elected by the committee.

25-4. Faculty Commons Committee Meetings. Meetings are scheduled by the committee.

CHAPTER 26 – GLOBAL PROGRAMS ACADEMIC COUNCIL (GPAC).

26-1. The Global Programs Academic Council is responsible for developing, maintaining, and assessing the Global and International Studies curriculum of the university, enhancing international and Study Abroad opportunities for students and faculty, supporting international visiting scholars, and faculty exchanges, and encouraging a more global and international campus environment.

26-2. Global Programs Academic Council Reporting. The chair of the Global Programs Academic Council reports to Rules.

26-3. Global Programs Academic Council Membership. The Global Programs Academic Council consists of one representative from CSS, CALE, CSTEM, CPBA, CHSPH, Library, and the University College. ELI and AUAP Directors attend ex-officio.

26-4. Global Programs Academic Council Meetings. The Global Programs Academic Council meets on the first and third Thursdays of the month when the university is in session. It does not normally meet in June, July, August, or September.

CHAPTER 27- ADDITIONAL COMMITTEES WITH FACULTY ORGANIZATION NOMINATIONS

The Faculty Organization Executive Committee also nominates faculty members for the President's Advisory Committee on Intercollegiate Athletics (PACIA), the Intellectual Property Committee, the Women's Commission, the University Budget Committee, EWU Scholarship Committee, Student Tech Fee Committee, University Recreation Center Advisory Council, Student Transportation Fee Committee, Digital Media Advisory Committee and other committees as requested by the administration. In these cases, the administration generally requests multiple nominations for each available position from the Executive Committee and makes the appointment.

APPENDIX A – CONSTITUTION

The Constitution of the Faculty Organization of Eastern Washington University

Preamble

We, the faculty of Eastern Washington University, in order to establish ourselves as a self-governing body, do create and establish this constitution.

Article I. Name of Organization

The name of this organization shall be the Faculty Organization of Eastern Washington University.

Article II. Purpose

Section I. The Faculty Organization's primary purpose shall be to benefit the faculty and the institution of Eastern Washington University. Specifically, the aims are to promote academic quality in an intellectually supportive environment that fosters student learning outcomes by

1. Strengthening and protecting academic freedom and tenure;
2. Promoting faculty development;
3. Optimizing current and developing new academic policies;
4. Supporting the ongoing development of effective pedagogical practices; and
5. Partnering with the United Faculty of Eastern to advance the academic welfare of all faculty.

Section II. The organization shall endeavor to maintain and strengthen shared governance at Eastern Washington University and shall represent the views of the faculty in all matters pertaining to shared governance.

Article III. Membership

Section I. The membership of the Faculty Organization shall consist of all faculty members of EWU, to include all regular full-time and part-time employees of the University designated with faculty status, excluding casual or temporary employees as defined in WAC 391-35-350, administrators, confidential employees, graduate student employees, post-doctoral and clinical employees, and employees subject to Chapter 41.06 or 41.56 RCW.

Section II. An official roster of the Faculty Organization shall be established and maintained by the Faculty Organization. This roster, by request, shall be available to any member of the Faculty Organization.

Section III. Full time employees of Eastern Washington University not qualifying as members may appeal for special membership status to the Academic Senate. The Rules Committee shall place matters of membership, exception, appeals or changes on the agenda of the Academic Senate for its action.

Article IV. Officers

Section I. The officers of the organization shall consist of a president, a vice president (who is also the president elect), a secretary, a treasurer, and the immediate past president. The president of the Faculty Organization shall serve as chair of the Academic Senate and the vice president of the Faculty Organization shall serve as the vice chair of the Academic Senate.

Section II. Elections of officers for the following academic year shall be conducted during the spring quarter of each academic year. Candidates may be self-nominated or nominated by any regular member of the Faculty Organization; in either case the nominee must accept in writing. Ballots shall include an option for write-in candidates.

Section III. If an officer of the Faculty Organization resigns or for any other reason leaves office, the office is vacant and that officer must be replaced. In case of a vacancy of the office of the president, the president-elect will assume the office of the president for the remainder of the term. If the changeover happens before December 31, the president-elect will serve only until the end of that school year. If the changeover happens after December 31, the new president will serve the balance of the term as well as a successive term. In either case, an election will be held to replace the president elect. In case of a vacancy of any other office, there will be an election to fill the office for the remainder of the term.

Officers of the Faculty Organization are subject to recall. A petition to recall any officer of the Faculty Organization, which is signed by at least twenty percent of the members of Faculty Organization, will require a recall election be conducted. This recall election shall be conducted by members of the Rules Committee of the Academic Senate, excluding that officer whose tenure is being contested, and shall be completed within twenty-one faculty working days of receipt of the petition. If a majority of the ballots cast in such a recall election favor recall of that officer, then the office shall be declared vacant by the Rules Committee within five days of the completion of the recall election.

Article V. Committees

Section I. The following shall constitute the standing committees of the Faculty Organization:

1. Academic Senate. The Academic Senate, together with its councils, committees, and subcommittees, is the legislative arm of the Faculty Organization.

2. Executive Committee. The executive committee shall be composed of the four elected officers and the immediate past president of the Faculty Organization. The president of the Faculty Organization is the chair of the executive committee.

3. Rules Committee: The Rules Committee shall be composed of the four elected officers and the immediate past president of the Faculty Organization, the chairs of the various councils of the Academic Senate, and three faculty at large. The Provost (or designee) and up to three members of the ASEWU are non-voting members.

Section II. Additional councils and committees: The Academic Senate may constitute additional councils and subcommittees as required:

1. Faculty Organization Committees, Councils and subcommittees:
2. Hybrid Committees, Councils and subcommittees.

Section III. A list of existing committees, councils, and subcommittees and their membership shall be maintained by the Faculty Organization and is available upon request.

Article VI. Meetings

Section I. Meetings of the Faculty Organization and meetings of any subcommittees of the organization, including the Academic Senate and councils, shall be conducted in accord with *Robert's Rules of Order*.

Section II. The Faculty Organization:

1. Meetings of the Faculty Organization may be called by:
 - a. The chair of the Academic Senate;
 - b. A petition of at least ten percent of the membership of the Faculty Organization; or
 - c. A petition of a majority of the membership of the Academic Senate.
2. The date and agenda of meetings of the Faculty Organization shall be announced in writing to all members at least one week in advance of the meeting. Proposed amendments to the constitution and changes in the Academic Senate regulations must be announced in writing to all members at least two weeks prior to the meeting.
3. A quorum shall consist of 40 percent of the membership. Once quorum is met, a majority shall be 50 percent of the members attending plus one.

Section III. The Academic Senate:

1. The Academic Senate meets bimonthly during the academic year according to the meeting schedule

approved by the Academic Senate during the previous academic year.

a. Special meetings of the Academic Senate may be called by

- i. The chair of the Academic Senate;
- ii. A majority vote at a meeting of the Academic Senate; or
- iii. A majority vote of the Faculty Organization.

2. The date and agenda of meetings of the Academic Senate shall be announced in writing to all members during the week prior to the meeting.

3. A quorum of a meeting of the Academic Senate shall be fifty percent plus one member. Once quorum is met, a majority shall be fifty percent of the members attending plus one.

Article VII. Voting

Section I. Only members of the Faculty Organization are allowed to vote at meetings of the Faculty Organization, Academic Senate, or Executive Committee of the Faculty Organization, or in any ballot of the membership conducted by the Faculty Organization. The selection of faculty members to serve on Faculty Organization councils, committees or subcommittees requires approval of the Academic Senate.

Section II. The Faculty Organization may form new committees, subcommittees and councils jointly with administration, ASEWU or other bodies. These committees are jointly administered. The creation of such a hybrid committee must be approved by the Academic Senate. The selection of faculty members representing the Faculty Organization to serve on these councils, committees or subcommittees requires approval of the Academic Senate. The voting membership of these committees is determined by the charge approved by the Senate.

Section III. When official business is conducted by secret ballot, those secret ballots shall be distributed by the executive committee with the due date marked on the ballot and those ballots must be returned to the Faculty Organization by the due date; ballots returned after this time period will not be valid.

Article VIII. Amendments of the Constitution

The constitution of the Faculty Organization can be amended by a vote of the membership of the Faculty Organization with at least two-thirds of the votes in favor of amendment.

Article IX. Bylaws

Bylaws, in keeping with the tenets of the constitution, may be created by the Academic Senate to address procedural or operational issues of the Faculty Organization.

Article X. Recommended Voluntary Contributions

Section I. Many expenses of the Faculty Organization are paid through voluntary contributions by the members. Members may elect to contribute a portion of their salary through payroll deduction; forms are available from the treasurer or Faculty Organization office.

Section II. Special assessments to cover extraordinary expenses of the Faculty Organization may be levied by a two-thirds vote of the membership of the Faculty Organization.

Section III. The treasurer shall ensure that a current record of voluntary contributions and assessments paid by members of the Faculty Organization is kept. Copies of this record shall be available to any member on request.