



FACULTY BYLAWS



2015-2016

**Revised Edition
June 2015**

**ARTICLE I
PREAMBLE**

The Faculty of the University of Puget Sound is a creature of the Corporation chartered as the University of Puget Sound.

From the University of Puget Sound Trustee Bylaws, dated February 27, 1978, Article VIII, 2c:

The Faculty shall be governed by its Bylaws, which shall set forth the powers, duties and general rules of procedure and the duties and responsibilities of its committees. Such Bylaws, and any subsequent changes therein, shall be approved by the Board of Trustees before becoming effective.

**ARTICLE II
THE FACULTY**

Sec. 1. **Membership**. The Faculty shall consist of the President of the University, the Academic Deans, the Dean of Students, and members of the instructional staff classified as follows: Professor, Associate Professor, Assistant Professor, Instructor, and full-time visiting faculty.

Sec. 2. **Responsibilities of the Faculty**. The Faculty shall create and maintain a superior academic climate in the University. To this end, the Faculty shall prescribe, subject to the approval of the Board of Trustees, the graduate and undergraduate courses of study, the specific courses to be offered, the nature and requirements of graduate degrees to be conferred, the requirements for graduation and recommend all candidates for baccalaureate and advanced degrees and/or honors to the Board of Trustees, the standards of instruction, and the general rules and methods for the conduct of educational work of the University and any rules for the regulation of student publications, musical, dramatic and literary clubs, and other student affairs related to the academic life of the University.

Sec. 3. **Voting**. Each member shall have one vote and no voting by proxy shall be permitted in any deliberation of the Faculty.

**ARTICLE III
ORGANIZATION OF THE FACULTY**

Sec. 1. **Officers and Duties.**

- A. The President of the University shall:
 - a. Be Chairperson of the Faculty and preside at meetings of that body. The President may designate the Vice Chair to preside at faculty meetings or, contingent upon the approval of the Faculty Senate, another member of the faculty until such time as the President decides to resume presiding or the Senate requests that the President resume presiding.
 - b. Jointly, with the Dean of the University and the Executive Committee of the Faculty Senate, appoint all Faculty standing committees and fill vacancies as they occur.
- B. The Dean of the University shall:
 - a. Be Vice-Chairperson of the Faculty and in the absence of the President, be the presiding officer at Faculty meetings.
 - b. Be an ex-officio member of all standing committees.
 - c. Be responsible for keeping the official file of the Minutes of the Faculty and of the Faculty Senate.
 - d. Jointly, with the Executive Committee of the Faculty Senate and the President, appoint Faculty standing committee members.
 - e. Distribute to all new Faculty a copy of the Faculty Code and Faculty Bylaws.
- C. The Faculty shall elect for a two-year term from among its instructional staff, a Senate Chairperson to:
 - a. Call and preside over the meetings of the Faculty Senate.
 - b. Serve as Faculty Representative to the Executive Committee of the Board of Trustees.
 - c. Jointly, with other members of the Faculty Senate Executive Committee, the Dean, and the President, appoint all Faculty standing committee members. (IV)
- D. The Faculty shall elect for three year terms from among its instructional staff, eleven (11) Senators as members of the Faculty Senate. (IV)

Sec. 2. **Meetings of the Faculty.**

- A. The Faculty shall be called into session at least once each semester by the Chairperson, or in the Chairperson's absence, the Vice-Chairperson. If the need should arise, the Faculty may be called into session by the Senate or its officers, or by written petition of not less than twenty (20) Faculty members.
- B. The length of the meeting shall not exceed ninety (90) minutes unless extended by a majority vote of the members present.
- C. At its first meeting of the academic year, the Faculty shall elect a Secretary to keep minutes of all Faculty actions; distribute those minutes to the Faculty; and at the conclusion of the academic year deposit a complete collection of the minutes and supporting documents in the University library archives and with the office of the Dean of the University.
- D. A quorum necessary for the transaction of all business shall be constituted by the members of the Faculty present. Announcements giving time, place, and agenda for Faculty meetings shall be distributed in writing by the Secretary of the Faculty to all members of the Faculty at least one week prior to the meeting.
- E. Voting shall be by voice or, at the call of two (2) members of the Faculty, by a written ballot, or by mail when a majority of those present at the meeting approve such a ballot by voice or written ballot prior to a vote being taken on a substantive motion. In the case of voting by mail, the process for the distribution and collection of ballots shall correspond to the process for the election of Senators (IV, 6, D).

- F. *The Standard Code of Parliamentary Procedure* by Alice Sturgis, latest edition, shall be followed in conducting Faculty meetings.

ARTICLE IV THE FACULTY SENATE

Sec. 1. **Purpose.** The Faculty Senate, hereafter referred to as the Senate, shall serve as an Executive Committee of the Faculty and shall study, advise, recommend, and initiate programs of action for the good of the University and communicate its findings and proposals to the Faculty, the Administration, the Board of Trustees, and other appropriate bodies.

Sec. 2. **Membership.**

- A. The Senate shall consist of seventeen (17) members representing the University in the following way:
- a. A Chairperson (III, 1, C).
 - b. Eleven (11) Faculty members (III, 1, D)
 - c. The Dean of the University (ex-officio) and the Dean of Students (ex-officio).
 - d. Two regularly enrolled students chosen by the Associated Students in a manner to be decided by them.
 - e. One member of the University staff chosen by the Staff Senate in a manner to be decided by them.

Sec. 3. **Officers and Executive Committee.**

- A. The Senate shall have the following officers:
- a. A Chairperson (III, 1, C).
 - b. A Vice-Chairperson to call and preside at Senate meetings in the absence of the Chairperson.
 - c. A secretary to keep minutes of all Faculty Senate actions and at the end of each May to deposit a complete collection of those minutes and supporting documents in the University library archives and with the office of the Dean of the University; at the beginning of each academic year to distribute to convenors of committees the end-of-the-year reports submitted by the respective committees to the Faculty Senate during the previous May; and to perform such other duties as may be assigned.
- B. Election of Senate Officers.
- a. The Chairperson (III, 1, c).
 - b. The Vice-Chairperson and the Secretary shall be elected for one-year terms from among and by the elected Senators as soon as possible after the election of Senators (IV, 6, C).
- C. The elected officers shall constitute the Executive Committee of the Senate.

Sec. 4. **Meetings and Quorum.**

- A. The quorum for the transaction of business shall consist of a majority of members. Agendas, giving time and place of meetings, shall be publicized to the Faculty prior to Senate sessions.

B. The Senate shall meet at regular times, but not less than once each month from September through May.

C. All members of the Faculty, Administration, and Student Body may attend Senate meetings and speak from the floor, but only Senators shall vote. The vote of each Senator shall be recorded in the Minutes of the Senate when roll call votes are taken.

D. *The Standard Code of Parliamentary Procedure* by Alice Sturgis, latest edition, shall be followed in conducting Senate meetings.

Sec. 5. **Responsibilities.**

A. Unless the Faculty is in session, the Senate shall have all the powers and duties of the Faculty and shall serve as a forum for discussion of University development. The Senate shall report to the full Faculty at least once a semester. By a majority vote of the Faculty present at a regularly called Faculty meeting any decision of the Senate may be altered.

B. The Executive Committee shall, jointly with the Dean of the University and the President, appoint Faculty committee members and regularly structure a review of all standing committees' responsibilities and operations in order to sustain efficient organization.

Sec. 6. **Procedures for Election of Senators.**

A. Eligibility for election of and voting for Senators.

- a. Eligible to be elected to the Senate are full-time members of the non-retired instructional staff classified as follows: Professor, Associate Professor, Assistant Professor, and Instructor.
- b. Eligible for voting in the election of Senators are the members of the instructional staff as defined in Article II, Section 1.

B. Terms.

- a. The term of office shall be three years.
- b. The terms shall be staggered so that approximately one-third (1/3) of the elected Senate positions open each year.
- c. The terms of office for the Senate Chairperson and all Senators shall begin on June 1 and end on May 31.

C. Resignations and Vacancies.

- a. If a Senator resigns or is unable to complete his or her term of service, the resulting vacancy shall be filled in the next regular election. The new Senator shall serve a three-year term. If the vacancy occurs prior to the end of the academic year, the Faculty Senate may appoint a temporary replacement to serve until the next election.
- b. When a Senator is unable to serve for a period that does not exceed an academic semester, the Faculty Senate may appoint a member of the Faculty to serve as a temporary replacement during the Senator's absence; however, a Senator, who is unable to serve for more than a semester must resign.
- c. If an incumbent Senator is elected Chairperson, the resulting vacancy shall be handled as a resignation.
- d. Whenever possible, temporary replacements should be drawn from a list of alternates composed of runners-up from the previous regular election.

D. Nomination and Balloting Procedure.

- a. At a time no later than one month before the last scheduled class day, or at a time designated by the Chairperson when an election to fill a vacancy is needed, the Secretary shall distribute a nomination ballot to each member of the instructional staff eligible to vote.
- b. Names of nominees for Senate Chairperson, Senators, or the Faculty Advancement Committee are to be submitted to the Secretary within one week. The consent of the nominee to be a candidate is to be secured by the Senate Chairperson.
- c. The Secretary shall list all nominees in alphabetical order and make available a ballot to each member of the instructional staff eligible to vote. One week shall be allowed for the return of the ballots. Nominees and ongoing members of the Senate shall be identified by name and academic department on the election ballots.
- d. If the number of candidates is more than twice the number of positions to be filled, a primary vote shall be taken.
- e. Nominees for a final election, if needed, shall be those with the highest number of votes but not to exceed twice the number of positions to be filled.
- f. Each person may vote for as many nominees as there are positions to be filled; however, a person may not cast cumulative votes for a single candidate.
- g. The nominees receiving the highest plurality of votes shall be elected. Tie votes shall be decided by a coin toss.
- h. The Faculty Senate shall establish a system of voting that is reasonably secure against fraud and ensures a secret ballot.
- i. The regular election of Senators shall be completed by the last Senate meeting of the spring semester.

**ARTICLE V
STANDING COMMITTEES**

Sec. 1. **Purposes and Functions.** Faculty committees exist to do constructive work for the good of the University. Their function is an advisory one, advisory to the Faculty, the Senate, and/or the Administrative Officers. Every committee should fulfill most of the following functions in each specific area of responsibility. It should seek the best facts, the best theory, and the best reasoning to apply to each problem. It should promote creative ideas and worthwhile change. It should review from time to time the success and efficiency of programs under its jurisdiction. It should make recommendations only after careful examination of all facets of the problem. Finally, it should communicate fully, report fully, and inform fully.

Sec. 2. **Organization.** The Senate shall name a Convener for each committee except the Faculty Advancement Committee during the first month of the fall semester for the purpose of electing a Committee Chairperson and orienting the committee based on the committee's prior year-end report, except when otherwise provided in the organization of the committee. The Dean will convene the Faculty Advancement Committee when evaluation files are ready for review. The Faculty Advancement Committee will then elect a Committee Chairperson whose sole responsibility or authority as chairperson will be to deliver the annual report to the Faculty Senate.

Sec. 3. **Committee Meetings.**

A. The Chairperson of each committee shall convene the committee during the first month of the fall semester to plan the work of the committee. Times for additional meetings will be at the discretion of the committee members. The Chairperson shall be responsible for presenting reports to the Senate.

B. Meetings of standing committees, with the exception of discussions of confidential matters affecting individuals, are open to all faculty members and students. However, under exceptional conditions, either the committee chairperson, or a majority of the committee may declare the meeting closed.

Sec. 4. Selection of Committee Members.

A. The appointed Faculty members of the committees shall be from the members of the instructional staff eligible for voting for Senators. On committees where there is a provision for students, the student members shall be selected by the Associated Students, from regularly enrolled students, in a manner to be decided by the Associated Students.

B. Insofar as is possible, these guidelines should be followed in the selection of standing committee members.

- a. Prior to June 1, any Faculty members may indicate personal committee preference in writing to the Dean of the University or the Chairperson of the Senate. These requests should be considered when appointments are made.
- b. No Faculty member should be appointed to more than one (1) standing committee.
- c. In order to provide both continuity and change, appointed members of a committee should serve approximately three consecutive years on a committee with one-third (1/3) replaced each year.
- d. No Faculty members should be appointed to a committee during the first year of service.

C. Any ex-officio member of a committee may designate an alternate to serve as a member on that committee.

D. Appointment to other University Community Committees not herein specified shall be made following the procedure for appointment of Faculty members to standing committees. (Article III, 1, A, b)

E. A one-year sabbatical from committee assignment should follow three consecutive years of service on any standing committee or committees.

Sec. 5. Committee Reports.

A. All actions of standing committees shall be reported to the Senate and are subject to approval by the Senate with the exception of confidential matters affecting individuals. Committee actions shall take effect unless modified, rejected or delayed within thirty (30) class days of written notification to the Senate.

B. Committee reports which are to be reported in the Minutes shall be in writing and filed with the Secretary of the Senate before any oral report is given.

C. No later than the first week of each May, the chair of each standing committee, in consultation with the committee membership, shall develop and deliver to the Faculty Senate a written report summarizing committee actions, concerns, and suggestions for the committee's membership to consider during the next academic year.

Sec. 6. Standing Committees.

A. The Academic Standards Committee.

- a. The Committee shall consist of the Dean of the University (ex-officio), the Dean of Students (ex-officio), the Registrar (ex-officio), the Director of Academic Advising (ex-officio), no fewer than seven appointed members of the Faculty, and two student members.
- b. The duties of the Committee shall be:
 1. To study, formulate, and recommend academic policies and practices within the context of the academic goals of the University.

2. To formulate policies that determine the composition of the student body through standards of admission, rules for probation and dismissal for unsatisfactory work, grading procedures and student evaluation policies, and policies that ensure eligibility for a degree consistent with the University's educational philosophy and ideals.
3. To assist the Deans in the interpretation and administration of adopted policies.
4. To establish and interpret policies for advising.
5. To recommend University and Departmental standards for Honors at graduation.
6. To hear student petitions for waivers of academic policies.
7. Such other duties as may be assigned to it.

B. The Curriculum Committee.

- a. The Committee shall consist of the Dean of the University (ex-officio), Registrar (ex-officio), Library Director (ex-officio), no fewer than seven appointed members of the Faculty, and two student members.
- b. The duties of the Committee shall be:
 1. To apply the educational philosophy and ideals of the University to the undergraduate and graduate curricula offered.
 2. To recommend the degrees to be offered by the University and the specific requirements for those degrees.
 3. To examine proposals for the addition, deletion, or modification of credit or non-credit courses offered through the University.
 4. To establish the specific dates for the academic calendar of the University.
 5. To review plans for study for interdisciplinary majors not under an established program.
 6. To review the curriculum of each department, school, or program at least once every five years.
 7. To review proposals for new majors, minors, and programs.
 8. To monitor the effectiveness of the Core components and initiate reviews of the Core.
 9. Such other duties as may be assigned to it.

C. The Faculty Advancement Committee.

- a. Membership. The Committee shall consist of the Dean of the University (ex-officio) and five tenure-line Faculty members.

A slate of nominees will be selected by the Faculty using the method specified for the election of Senators. In order to stand for election, a nominee must agree to serve a minimum of two consecutive years. The slate of nominees will number three if there is one position to be filled. If there are two or more positions to be filled, the slate will number two persons for each position open. The Dean normally will select from the nominees in such a way as to avoid the appointment of two members of the same department or school to serve on the Committee at the same time.

- b. Terms. The normal term of service shall be three consecutive years. The Dean, in consultation with the Committee member and with the Senate, may lengthen by one semester or shorten by one year a member's term in order to avoid terms that end mid-year and to assure overlapping terms. Members cannot serve during the academic year in which they are to be considered for promotion or tenure. In such cases the member must resign from the Committee.
- c. Vacancies and Resignations. Replacement of members due to vacancies and resignations shall be handled by the procedures described above. New members shall serve full terms.
- d. Participation in Deliberations. A member may recuse him or herself if there is a conflict of interest. Specifically, a member shall not participate in deliberations involving that member's department or professional school colleagues.

- e. The duties of the Committee shall be:
 - 1. To make recommendations to the President concerning all reappointments, tenure, and promotion decisions.
 - 2. To make recommendations to the President concerning all other evaluations specified in the Faculty Code.
 - 3. To establish criteria for distinguished teacher awards and conduct procedures for making final selections.
 - 4. Such other duties as may be assigned to it.

D. The University Enrichment Committee.

- a. The Committee shall consist of the Dean of the University (ex-officio), no fewer than seven appointed members of the Faculty, and two students.
- b. The duties of the Committee shall be:
 - 1. To promote the professional growth of the Faculty by seeking and receiving funds for research and travel, to budget and allocate such funds, and to receive and approve research and travel reports.
 - 2. To seek and allocate funds for student research.
 - 3. To seek nominations and select the Register lecturer.
 - 4. To support Faculty leaves such as sabbaticals, grant-assisted leaves, and exchanges.
 - 5. Such other duties as may be assigned to it.

E. The Professional Standards Committee.

- a. The Committee shall consist of the Dean of the University (ex-officio) and no fewer than seven appointed members of the Faculty.
- b. In matters brought before the Professional Standards Committee (PSC), the individuals involved or any PSC member may raise the issue of a conflict of interest concerning a member of the Committee. If the conflict of interest is disputed, those members of the PSC who are not involved in the alleged conflict of interest shall conduct a confidential, written vote to determine if a conflict of interest may exist. If it is determined that a member of the PSC may have a conflict of interest, that member shall be recused from deliberating and voting. If a member of the PSC is recused because of an apparent conflict of interest, the PSC, at its discretion, may appoint a substitute to participate in the case.
- c. The duties of the Committee shall be:
 - 1. To recommend and improve continually the instruments and methods of Faculty evaluation and to facilitate their use in the University community. In performing this duty the Committee shall have the authority to call upon any part of the University for assistance.
 - 2. To fulfill responsibilities assigned by the Faculty Code.
 - 3. To recommend to the Faculty any changes in the Code and Bylaws when needed.
 - 4. To establish standards of professional performance, including those for promotion and tenure, and responsibilities for members of the instructional staff.
 - 5. Such other duties as may be assigned to it.

F. The Student Life Committee.

- a. The Committee shall consist of the Dean of the University (ex-officio), the Dean of Students (ex-officio), no fewer than four appointed Faculty members, and three student members.
- b. The duties of the Committee shall be

1. To act as a liaison on student life issues among students, staff, faculty, and the administration. This includes providing input on various Student Affairs projects and initiatives as brought to the Committee by the Dean of Students, as well as establishing ongoing communication with and providing input to ASUPS on various projects at the request of that body's executives.
2. To review information sources available that could help identify issues relevant to student life. Such information sources include individual faculty, students, and staff, as well as the Office of Institutional Research and the ASUPS Student Concerns Committee.
3. To conduct reviews and make recommendations about those policies and procedures that affect students' lives outside the classroom.
4. To conduct reviews and make recommendations about co-curricular programs and services.
5. To serve as a pool of faculty from which to draw for participation on Student Affairs ad hoc committees.
6. Such other duties as may be assigned to it.

G. The Library, Media, and Information Systems Committee.

- a. The Committee shall consist of the Dean of the University (ex-officio), the Director of the Library (ex-officio), the Chief Technology Officer (ex-officio), the Director of Educational Technology, no fewer than five appointed members of the Faculty, and one student.
- b. The duties of the Committee shall be:
 1. To develop general policies, procedures and plans in collaboration with the Library Director and the Chief Technology Officer.
 2. To provide recommendations and advice to all parts of the University community on the role of the library, media and information systems in support of the academic program.
 3. To review periodically the mission and objectives of the library and information systems and to recommend such changes as are needed.
 4. To review periodically the collection development plan for the library to ensure that a balanced collection is maintained for effective support of the academic program.
 5. Such other duties as may be assigned to it by the Faculty Senate.

H. The Committee on Diversity.

- a. The Committee shall consist of the Dean of the University (ex-officio); the Chief Diversity Officer (ex-officio); no fewer than seven appointed faculty members, and one student.
- b. The duties of the Committee shall be
 1. To serve the university's goal of increasing the social diversity of the campus.
 2. To participate in the development of initiatives that enable the university to hire new faculty from historically under-represented populations and to support better the retention and success of such faculty.
 3. To work with the President, Vice-Presidents, and the Chief Diversity Officer concerning diversity initiatives that can benefit from faculty presence and leadership, as needed.
 4. To establish liaisons with key university units including staff and student diversity groups to assess strategic needs and work collaboratively in diversity-related initiatives, as needed.

5. To work with colleagues to maintain an educational environment that welcomes and supports diversity even as it protects and assures the rights of academic freedom outlined in the Faculty Code.
6. To activate annually a group of faculty, staff and students that will review aggregate data about patterns of bias and hate in our campus community with the purpose of creating educational opportunities for reflection and dialogue.
7. To report annually to the Faculty Senate on the committee's work related to diversity goals 1-6.
8. Such other duties as may be assigned to it by the Faculty Senate.

I. Institutional Review Board.

- a. The Board shall consist of the Dean of the University (ex-officio) and no fewer than four appointed members of the faculty. Members may be added or chosen so that the composition of the committee is in compliance with current federal regulations.
- b. The duties of the Institutional Review Board shall be:
 1. To apply the University's policies on the protection of human and animal subjects to the board's review of faculty, student, and staff proposals for research involving human and animal subjects and to proposals from persons outside the University planning research involving University employees or students.
 2. To carry primary responsibility for ensuring that the University's policies and procedures and its *Protection of Human Subjects and Protection of Animal Subjects* documents are consistent with the will of the University and that they comply with regulatory requirements governing the protection of human and animal subjects in research.
 3. To establish definitions, procedures, and dates for the review of research involving human or animal subjects.
 4. Such other duties as may be assigned to it.

J. The International Education Committee.

- a. The Committee shall consist of the Dean of the University (ex-officio), the Dean of Students (ex-officio), the Director of International Programs (ex-officio), no fewer than seven appointed members of the Faculty, and two students.
- b. The duties of the Committee shall be:
 1. Establish criteria and assessment procedures for international education programs.
 2. Review and approve new and existing international education programs and program proposals, including programs led by University faculty.
 3. Assist the Office of International Programs in selecting students for study abroad.
 4. Represent the interests of the Faculty in international education.
 5. Such other duties as may be assigned to it.

Sec. 7. **University Community Committees.**

A. The Committee on Honorary Degrees.

- a. The Committee shall consist of the Dean of the University (ex-officio), two appointed Faculty members, two Trustees, two students, and two alumni.
- b. The duties of the Committee shall be to recommend criteria for honorary degrees, and recommend candidates for election.

- c. The basic document concerning honorary degrees is found in "Policy and Procedure for the Granting of Honorary Degrees," as approved by the Faculty Senate and Trustees.

**ARTICLE VI
AMENDMENT**

Sec. 1. **Method of Amendment.** These Bylaws may be amended or revised provided that the suggested changes shall have been presented to each Faculty member, in writing, at least two weeks before a final vote is taken on same, and provided that such changes shall have been read in a Faculty meeting prior to the meeting at which the final vote is to be taken. The changes must be forwarded to the Board of Trustees for review and approval.

Sec. 2. **Adoption of Amendments.** Approval of a minimum of three-fourths (3/4) of the Faculty members voting shall be necessary for the adoption of amendments.

Sec. 3. **Interpretation of Bylaws.** Any dispute arising from interpretation or application of Bylaws shall be resolved as follows:

- A. The Senate may interpret and determine the application of Bylaws, especially in cases requiring immediate action. In cases in which the Bylaws are silent the Senate shall consult *The Standard Code of Parliamentary Procedure* by Alice Sturgis in arriving at an interpretation.
- B. The Faculty, in a legally called meeting, may interpret the Bylaws or overrule the Senate interpretations in regard to the issues of item (A). If Faculty members wish to request the Faculty to consider overruling a Senate interpretation, the call for a Faculty meeting must be made within ten regular school days of the time the Senate Minutes are distributed to the Faculty.
- C. When such disputes arise from ambiguities in the Bylaws, the Faculty should, as soon as possible, amend the Bylaws.

Sec. 4. **Previous Constitutions and Bylaws.** These Bylaws shall take precedence over all previous Faculty Constitutions, Bylaws, or other rules of procedure, and all such are hereby repealed as of the date of adoption.

**Adopted by the Faculty May 23, 1978, approved by the Board of Trustees September 7, 1978.
Revised to include all amendments adopted by the Faculty and approved by the Trustees May, 2012.**