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SECTION I: ORGANIZATION

A. ACADEMIC UNITS

Each college, school, department, or academic program which administers a degree granting program is considered an academic unit. Each college, school, department or program is responsible for the content and quality of the academic programs under its jurisdiction, no matter where the elements of the program are offered (main campus, branch campus, learning center, research center, international.) Academic Faculty who are an integral part of an academic program are members of the academic unit responsible for that program, no matter where the faculty member is physically located. Academic responsibility is from the academic faculty through the chair or director, through the cognizant academic dean and to the Provost.

1. Designation of Academic Unit

- a) A college is an organization of schools, departments, special programs and other units which have broad, common instructional and research interests (e.g., Business and Economics). The administrative head of a college is a Dean.
- b) A school is a combination of two or more departments, programs or curricula that functions as an alternative to a department. Requirements and procedures for the establishment of a school are given in the *Educational Policies and Procedures Manual*. The administrative head of a school is a Director.
- c) A department is defined as an academic unit with a faculty which performs the regular duties of instruction, research, and service of the unit in all matters relating to curricular and educational policies of the unit, subject to approval of the Faculty Senate. Requirements and procedures for the establishment of an academic department are given in the *Educational Policies and Procedures Manual*. The administrative head of a department is a Chair.
- d) An academic program (interdepartmental) is defined as a program which envisages an individual budget, an administrative officer, and a set of courses leading to a degree. Faculty who participate in the academic program may maintain a departmental affiliation. Requirements and procedures for the establishment of a special program are given in the *Educational Policies and Procedures Manual*. The administrative head of an academic program is a Director.

2. Specific Duties of the Faculty of the Academic Units

To facilitate uniformity of operation, the duties of the faculty of each academic unit are defined as follows:

- a) Perform the regular duties of teaching, research, and service of the unit.
- b) Serve as the legislative body in all matters relating to curricular and educational policies of the unit, so long as such policies do not conflict with policies approved by the Faculty Senate and/or the Board of Regents. Among its responsibilities are the following:

- (1) Recommend to the Faculty Senate:
 - (a) Standards of admission to the unit
 - (b) Curricula and courses to be offered and the amount of credit for each course
 - (c) Requirements for graduation
- (2) Consider appropriation requests
- (3) Consider candidates for appointment to positions within the unit
- (4) Consider the apportionment of work of the unit
- (5) Consider the policies of the unit

Ordinarily, these duties are undertaken by the departments, schools or special programs. If the entire college is concerned, these matters are considered by the members of the college.

3. Chairs of Departments and Directors of Schools or Programs

This section refers equally to Chairs and to Directors even if both terms are not used in every instance.

Directors of programs have academic responsibilities for the program and coordinate activities associated with it. They are appointed by and are responsible to the Dean who has jurisdiction over that program.

a) Duties

Subject to the approval of the Dean of the college, a department chair or school director is responsible for organizing and supervising the courses of instruction offered by the department, distributing the teaching and research load, caring for the equipment and facilities assigned to or in the custody of the department, allocating and supervising department funds.

When a department or school has teaching and/or research programs at sites remote from the location of the headquarters of the department or school, some of the responsibilities rest with or are shared with the Campus Dean or Director of the remote station. Such shared responsibilities include care for equipment and facilities, supervision of funds, and day-to-day supervision of teaching and research activities.

The department Chair makes recommendations to the Dean for appointments, promotions, and salaries of members of the department, and transacts official department business with Deans, other administrators, and students. In the case of faculty at remote units, the department Chair shares information and coordinates recommendations with the Campus Dean or Director.

A department Chair is expected to provide leadership in the formation of departmental policies and to hold meetings with all available members of the faculty on matters of policy. Except as limited by applicable general regulations and policies or as otherwise directed by the Dean or by the Provost and Academic Vice President, it is the department

Chair's responsibility to execute the policies determined by this procedure. When this is not done, he or she should notify the administrative superior and the members of the faculty of the action being taken and the reasons therefor. However, department Chairs must have sufficient latitude to permit the making and the execution of day-to-day operating decisions and the exercise of leadership responsibilities.

b) Eligibility

Service as a department Chair or school Director is limited to Professors and Associate Professors in departments in which three or more persons have such rank. If there are fewer than three, Assistant Professors are also eligible. Eligibility is not dependent upon or restricted by academic seniority nor is it limited to members of the present staff.

Persons eligible to express their preferences for department Chair are department tenured faculty of all ranks tenure-track and clinical departmental faculty, regardless of the location of their assignment, including those on leave who have been members of the department faculty for more than one semester. Faculty on adjunct appointments, faculty who have resigned, been terminated, or notified that they will not be reappointed, and faculty who are retiring at the close of the academic or fiscal year or who have retired are not eligible to express their preferences for department Chairs.

c) Nomination

Department Chairs or school Directors are appointed by the Provost and Academic Vice President upon recommendation of the Dean of the unit and in consultation with the President and reported to the Board of Regents after consideration of preferences expressed as follows:

- (1) Each eligible member of a department faculty, regardless of location, including those on leave, shall first be provided a form on which to express a preference for selecting a Chair from inside the unit or outside the University.
- (2) If on the first form a majority expresses a desire to select a Chair from inside the department, and the Dean and Provost and Academic Vice President concur, then a second form shall be provided to each eligible faculty member on which to express a preference from among eligible faculty members of the unit. If no candidate is clearly the department's choice on the second form, then, with the concurrence of the Dean and Provost and Academic Vice President, faculty members shall be asked to express their preference again using the same procedure.
- (3) If on the first form a majority expresses a desire to select a Chair from outside the department, but the Dean and Provost and Academic Vice President do not concur, then a second preference form will be distributed as in the preceding paragraph.
- (4) If on the first form a majority expresses a desire to select a Chair from outside the department and the Dean and Provost and Academic Vice President concur, or if a majority expresses a desire to select a Chair from inside the department but the Dean and Provost and Academic Vice President do not concur, then a committee of department faculty members will be appointed by the Dean of the unit concerned to prepare a list of candidates for department consideration. The Provost and Academic Vice President in consultation with the President may, after consulting with the Dean and the department, appoint an interim Chair during the search for an off-campus

Chair so that the search need not be conducted in haste. Members of the department will then be given the opportunity to express their preferences from among the names submitted by the committee. If no off-campus candidates acceptable to the department can be identified or if no acceptable candidates indicate an interest in the position, faculty members will be asked again to express their preference from among eligible members of the department.

- (5) All preference forms shall ordinarily be provided by the Dean of the unit concerned. Each person filling out a preference form shall be allowed at least one week to consider a decision. Forms will be returned directly to the Dean. Within one month after the department has indicated each preference, a summary of the results shall be reported by the Dean to the department faculty, the Provost and Academic Vice President, and the President. Each summary reported to the Provost and Academic Vice President shall be accompanied by the preference forms, which must be retained in the University files for one year.

d) Appointment

In all cases, the Provost and Academic Vice President, after consideration of the preferences and consultation with the appropriate administrative officers, will take any one of the following actions: (1) appoint as Chair one of the two persons having the highest preference as indicated by the preference forms; (2) appoint an interim Chair pending additions to the departmental faculty and further consideration; or (3) appoint as Chair a person not recommended, but only after consultation with the department faculty members and with the dean concerned.

e) Term of Office

Except under special circumstances, department Chairs and school Directors are appointed for terms of four years and may be reappointed using the same process detailed above. Terms commence August 16 for those on academic-year appointments and for those on annual appointments in programs with preponderantly academic-year faculty. Terms commence July 1 for those on annual appointments in programs with preponderantly annual faculty. When a department chair is appointed effective on some other date, the four-year period shall be computed, for subsequent review purposes, from the preceding August 16 for nine month or July 1 for 12 month if the appointment begins prior to January 1 and from the following August 16 or July 1 if it begins on or after January 1.

A department may initiate consideration for a change in its leadership, upon written request direct to the Provost and Academic Vice Provost, of one-fourth of its members (but not fewer than two persons). Upon receipt of such request, the Provost will arrange for an expression of opinion on such question by all eligible members of the departmental faculty.

Upon request of the Provost and Academic Vice President, the Faculty Status Committee will appoint an adviser who is not a member of the Faculty Status Committee. The adviser will participate in the exchange of opinion, oral or written, among all parties involved. Immediately after the collection of information and consultation with appropriate administrative officers, the Provost and Academic Vice President will render a decision.

Appointments may be terminated at any time for incompetence, negligence, inability to perform the duties due to illness, or equivalent cause if, in the judgment of the Provost, the best interests of the department or the University require such change.

Unless otherwise prescribed in individual cases, the term of office expires on August 15 for nine month or June 30 for twelve month four years from the beginning of the appointment. The cognizant dean, in consultation with the department, shall request preference recommendations from faculty six to nine months preceding the expiration of the term of office.

The above policies and procedures apply equally to the chair of an academic program, although the chair of a program may be appointed for a two-year term when the program chair is responsible to more than one dean.

f) Payment for Services as Department Chair or School Director

A department Chair may be paid an additional sum (determined by a formula which considers such variables as student load, faculty numbers, and budget size, including extramural funding) under the assumption that such persons render additional services.

E. FACULTY STRUCTURE

The faculty and staff include all employees, except student employees, of Washington State University, regardless of their location, who have received official appointments. There are three classifications of employees: faculty, administrative and professional personnel, and classified staff. Administrative and professional personnel are nonacademic employees who are not members of the classified staff. Affiliated personnel who hold adjunct appointments are considered nonvoting members of the faculty. Whenever questions arise about the classification of an individual, the final decision will be made by the President in consultation with the administrative officers concerned.

1. The Faculty

The faculty includes academic faculty, extension faculty, library faculty, and student affairs faculty. Its statutory duty, which may not be delegated, is to recommend to the Board of Regents the candidates for suitable degrees and certificates.

All faculty categories defined below are afforded equal rights and privileges. The various faculty categories which are not mutually exclusive are defined as follows:

a) Academic Faculty

The Academic faculty consists of ranked faculty assigned to degree-granting units and includes those individuals with graduate faculty status.

b) Extension Faculty

Administrative officers and ranked faculty assigned to Extension, Continuing Education or Public Service.

c) Library Faculty

The Director of Libraries and professional personnel of the library.

2. Meetings of the Faculty

The President of the University is the chief executive officer of the faculty. The President, or designated representative, presides at meetings of the Faculty except those called by the Faculty Status Committee or by the Faculty Senate Steering Committee. The Executive Secretary of the Faculty Senate shall serve as secretary of the faculty.

The Faculty Senate Steering Committee will have the power to call a meeting of the faculty. Any member of the Faculty may petition the Steering Committee of the Faculty Senate to call a meeting. The meeting will be called if the majority of the Steering Committee vote in favor of holding the meeting. A petition signed by a minimum of ten percent of the faculty will require that a meeting be called, regardless of the vote of the Faculty Senate Steering Committee. The Steering Committee shall designate a member of the faculty to chair the meeting(s).

The quorum for meetings of the faculty and the graduate faculty shall be all qualified persons in attendance at regularly scheduled and announced meetings. Each of these bodies shall be free to make its own rules of procedure, but, unless rules to the contrary are adopted, motions shall pass by majority vote.

3. Specific Duties of the Faculty Senate

The purpose of the Faculty Senate is to exercise the legislative powers delegated to it and to make recommendations to the President, to appropriate administrative officials of the University, and through the President, to the Board of Regents on matters affecting the general welfare of Washington State University and its educational, research, and service activities.

a) Legislative Powers

The Faculty Senate shall serve as the legislative body of the faculty to make recommendations in all matters requiring faculty action or approval of curricular and educational policies of Washington State University, including

- (1) Standards of admission
- (2) Curricula and courses to be offered and the number of credits for each course
- (3) Standards of scholarship
- (4) Requirements for graduation
- (5) The academic calendar

b) Power of Recommendation

The specific duties of the Senate shall also include, but not be limited to, the formulation of recommendations to the President and appropriate administrative officials of the University with regard to the following:

- (1) Development and review of plans and policies to strengthen the educational program of the University
- (2) Review of the budget of the University to assess its general conformity with policies and priorities established or endorsed by the Senate
- (3) Review of the strategic plan, for the physical and educational development of the University
- (4) Protection and enhancement of academic freedom of members of the University community
- (5) Preservation and extension of academic responsibility of members of the University community
- (6) Promotion of the general welfare of the University community;
- (7) Review of policies concerning the University's relations with its supporting community throughout the state of Washington;
- (8) Review of policies concerning the University's relations with outside agencies;
- (9) Review of rules and procedures of the University concerning the conduct of its members.

The Faculty Senate will include a Steering Committee, the duties of which shall include matters relating to agenda, referral, voting, and elections. The Steering Committee shall also act as an emergency advisory council to the President, and it may serve as a Summer Executive Committee to carry out functions delegated to it by the Senate. Numerous other permanent Faculty Senate committees and sub-committees consider issues and make recommendations to the Faculty Senate for action. (<http://facsen.wsu.edu>)

4. Faculty Status Committee

a) Functions of the Faculty Status Committee are:

- (1) Reviews, mediates, and/or adjudicates disputes within the faculty and between the faculty and the administration.
- (2) Makes recommendations to Faculty Affairs Committee and to the President concerning policies about faculty affairs which arise out of its conciliatory and judicial functions.
- (3) Calls special meetings of the faculty or any component thereof, giving reasonable notice, at which time the Chair of the Committee shall preside.
- (4) Reviews any problem within its jurisdiction brought to it by any member of the faculty.
- (5) Makes periodic reports (at least annually) to the Faculty Senate and to the faculty concerning its operations.

The Faculty Status Committee is responsible to the faculty. It has nine members, each serving for three years. Three members retire annually at the beginning of the last week of instruction prior to final examinations in the spring semester and are not eligible to succeed themselves immediately.

Any member of the faculty may bring a problem to the attention of the committee.

b) Nominations.

During the last two weeks of February, the Faculty Status Committee shall form a nominating committee composed of two members of the Faculty Status Committee and three other members of the faculty designated by the Faculty Status Committee. The Nominating Committee will submit to the faculty a list of six nominees for the three vacancies to be filled at the beginning of the last week of instruction prior to final examinations in the spring semester. This committee of five shall request nominations from the faculty through the *WSU Today* and/or other appropriate means at least two weeks prior to the selection of candidates by the nominating committee. If there are vacancies caused by death or resignation during the previous year, the nominating committee will submit two nominations for each vacancy.

If membership on the committee falls below seven during any one year, a special election is held to fill vacancies. Nominations at special elections are made in the same way as above. If vacancies occur during the summer, the Faculty Status Committee may appoint members to serve until October 1 of that year.

c) Election.

Election of new members to the Faculty Status Committee shall be by mail or electronic ballot at the discretion of the current committee. This ballot is to be delivered to the faculty by March 15 with terms beginning August 16. The ballot shall carry the names of six nominees and shall provide an opportunity to enter the names of up to three eligible write-in candidates. Faculty may vote for up to three nominees or eligible write-in candidates. Ballots on which more than three nominees or eligible candidates are indicated shall not be counted. The three nominees or eligible write-ins receiving the greatest number of votes are elected to three year positions. In the event that a vacancy occurs before the end of a member's regular three-year term, the nominee or eligible candidate receiving the next greatest number of votes in the election of that vacating member shall be eligible to serve immediately and fills the remainder of the term

d) Leave of Absence.

If a member of the Faculty Status Committee goes on leave for a period of four months to a year or for any reason is unable to participate in the work of the committee for a similar period of time, the committee is empowered to appoint a replacement for the period of absence. A member who anticipates a longer absence should resign so that the vacancy may be filled at the annual election.

e) Powers of the Committee.

The Faculty Status Committee has power to elect its own officers, fix dates of its meetings, make its own rules of procedure, designate other members of the faculty to assist in its work, and make reports and recommendations to the faculty and to the President. The functions of the Faculty Status Committee shall include the conciliation and adjudication of disputes within the faculty and between members of the faculty and the administration. The committee shall make periodic reports (at least annually) to the Senate and to the faculty concerning its operations.

After giving reasonable notice, it may call special meetings of the faculty or any component thereof. The Chair of the Committee presides at such meetings.

f) Assessments.

For defraying necessary expenses of the Faculty Status Committee, the faculty may vote such assessments as may be necessary. These are payable to the treasurer of the Committee.

5. Other University Committees

In addition to the Faculty Status Committee, there are numerous other committees on which faculty serve. The President's Standing Committees have been established to provide advice to the President or to the President through a primary administrative officer of the University. The University Committees provide advice to various administrative officers or areas of the University. In some cases recommendations from University Committees are forwarded to the Faculty Senate for consideration and action. See the current *Washington State University Committee Manual* at <http://facsen.wsu.edu/committees/index.htm> for names, structure, and functions of permanent committees which contribute to the shared governance of Washington State University.