



# SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

## SEFS BY-LAWS

ARTICLE I: PURPOSE AND FUNCTION	2
ARTICLE II: VOTING MEMBERSHIP	3
ARTICLE III: ASSIGNMENT OF FACULTY DUTIES	3
ARTICLE IV: ELECTED AND STANDING COMMITTEES	4
Elected Committees	4
Section 1. Elected Faculty Advisory Council (EFAC)	4
Section 2. Promotion, Merit, and Tenure (PMT) Committee	5
Section 3. Curriculum Committee	7
Standing Committees	9
Section 4. School Lands and Educational Outreach Committee	9
Section 5. Scholarship and Financial Aid Committee	9
Section 6. Research Committee (RC)	10
Section 7. Diversity, Equity, and Inclusion Committee (DEIC)	10
Section 8. Computing and IT Committee	11
ARTICLE V: VACANCY IN OFFICE	12
ARTICLE VI: QUORUM	12
ARTICLE VII: VOTING	12
ARTICLE VIII: FACULTY MEETINGS, ORDER OF BUSINESS, AND AGENDA	13
ARTICLE IX: APPOINTMENT OF ASSOCIATE DIRECTOR/S	13
ARTICLE X: PARLIAMENTARY AUTHORITY	14
ARTICLE XI: AMENDMENTS	14

To exercise the powers granted under Faculty Code, [Section 23-43](#), and to advise the Director as required in [Section 23-43B](#), in an orderly and expeditious manner, the faculty of the School of Environmental and Forest Sciences (School) establishes herewith, under Faculty Code, [Section 23-45A](#), its organization and rules of procedures.

## ARTICLE I: PURPOSE AND FUNCTION

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

**Section 2.** The faculty of the School is the School's governing body, under The Faculty Code, [Section 23-41](#).

Under [Section 13-23](#) of the Faculty Code, the School faculty share with its Director and the Dean of the College of the Environment the responsibility for such matters as:

1. Educational policy and general welfare
2. Policy for the regulation of student conduct and activities
3. Scholastic policy, including requirements for admission, graduation, and honors
4. Approval of candidates for degrees
5. Criteria for faculty tenure, appointment, and promotion
6. Recommendations concerning campus and University budgets
7. Formulation of procedures to carry out the policies and regulation thus established

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

**Section 3.** Pursuant to [Section 23-43](#) of the Faculty Code, the faculty of the School:

- A. shall, with respect to academic matters,
1. determine its requirements for admission and graduation;
  2. determine its curriculum and academic programs;
  3. determine the scholastic standards required of its students;
  4. recommend to the Board of Regents those of its students who qualify for University degrees;
  5. exercise the additional powers necessary to provide adequate instruction and supervision of its students;

- B. shall, with respect to personnel matters, make recommendations to its Director and the Dean of the College of the Environment in accordance with the provisions of Chapter 24 and of Section 25-41.

**Section 4.** The graduate faculty of the School shall exercise its powers pursuant to [Section 23- 44](#) of the Faculty Code.

## **ARTICLE II: VOTING MEMBERSHIP**

Members of the School faculty who are voting members of the University faculty shall be voting members of the School faculty, in accordance with the Faculty Code, [Section 21-32](#). Voting members are those faculty members holding ranks specified in Section 21-32A of the Faculty Code. Notwithstanding the rank held, faculty not eligible to vote are specified in Section 21-32B of the Faculty Code. Research faculty may vote on all personnel matters as described in the Faculty Code except those relating to the promotion to and/or tenure of faculty holding ranks specified in Section 21-32C of the Faculty Code. Teaching faculty may vote on all personnel matters as described in the Faculty Code except those relating to the promotion to and/or tenure of faculty holding ranks specified in Section 21-32D of the Faculty Code.

A faculty member who has the privilege of participation in governance and voting in the School as their primary department may arrange with the secondary department(s) either to participate or not to participate in governance and voting in the secondary department(s). If the School is the secondary department, the faculty member may participate or not participate in School governance and voting. This agreement must be in writing and will be used for determining the quorum for faculty votes (Faculty Code, [Section 24-34](#) Part B10).

## **ARTICLE III: ASSIGNMENT OF FACULTY DUTIES**

Faculty governance is an important aspect of School oversight, and serving on councils and standing committees is an expectation of faculty service. Faculty and staff also participate in other committees from the College of the Environment and the University. The teaching and service responsibilities of the faculty shall be assigned to all faculty members by the Director during annual work planning. Faculty may express concerns or other relevant circumstances to the Director. Should a disagreement arise that cannot be resolved, procedures for the resolution of differences are described in [Section 27](#) of the Faculty Code.

## ARTICLE IV: ELECTED AND STANDING COMMITTEES

The School has three elected committees and five standing committees. As needed, advisory and *ad hoc* committees may be formed and appointed by the Director of the School.

### Elected Committees

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

#### Section 1. Elected Faculty Advisory Council (EFAC)

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

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

#### Structure of the EFAC

- A. The EFAC shall consist of five regular members with one alternate member. All voting members of the faculty are eligible, other than the Director and Associate Directors.
- B. Regular members shall be EFAC voting members. The alternate member is encouraged to attend meetings but shall vote only when a regular member is absent.
- C. A quorum shall be defined as three members of the EFAC and may include the alternate member. A motion shall require a quorum majority to pass.
- D. The term of office of EFAC members shall be 3 years, beginning at the start of Autumn quarter.
- E. EFAC members will elect a Chair and Vice-Chair to serve for the following academic year by the tenth (10th) week of Spring Quarter. The term of office for the Chair will be one year with no reappointment during any 3-year term.

The Chair shall be a voting member of the faculty from the associate or full professor ranks.

- F. The EFAC shall meet at least once each quarter of the regular academic year.
- G. The Chair of the EFAC shall lead the regular meetings of the EFAC. The Vice-Chair shall serve in the role of Chair whenever necessary.
- H. Meetings of the EFAC may be called by the Director, EFAC Chair, or, in their absence, their designated replacements.

### **Election of EFAC Members**

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

### **Functions of the EFAC**

- A. Advise the Director on, or as requested by members of the faculty discuss with the Director, matters involving academic policy and practices, including priorities, resource and salary allocations, and budgets.
- B. Draft and periodically review bylaws of the School for discussion and consideration by the School faculty.
- C. Provide other advice involving academic policy and practices to the Director as requested by members of the School faculty.
- D. Provide other advice to the Director as requested.

## **Section 2. Promotion, Merit, and Tenure (PMT) Committee**

The Promotion, Merit, and Tenure (PMT) Committee of the School is elected by the School faculty as a whole and assumes the following structure, functions, and procedures as authorized by vote of the School faculty.

### **Structure of the PMT**

- A. The PMT shall consist of six members at the rank of Professor or Associate Professor, that represent the breadth of the School research interests. At least two must be at the rank of Professor.
- B. The term of office of PMT members shall be 3 years, beginning at the start of Spring quarter.
- C. PMT members will elect a member at the rank of Professor to serve as Chair for a term up to but not exceeding 3 years.

### **Election of PMT Committee Members**

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

### **Functions of the PMT:**

- A. Formulate and periodically review criteria for implementation of University Policy for faculty appointment, promotion, and tenure (Faculty Code and Governance, Sections [13-23](#){5} and [13-31](#){4, 5}). Proposed changes in criteria shall be referred to faculty for approval via a faculty vote.

- B. Evaluate procedures for appointment, promotion, and tenure decisions and to change these as necessary while maintaining congruence with relevant Faculty Codedirectives.
- C. Serve as an advisory panel to the Director regarding recommendations for PMT Committee review and decisions concerning School faculty (Faculty Code, [Section 23- 43](#)[b]).

All criteria and procedures pursuant to recommendations for PMT Committee decisions shall be consistent with the Faculty Code, [Section 23-46](#) and Chapters [24](#) and [25](#).

### **Section 3. Curriculum Committee**

The Curriculum Committee of the School is elected by the School faculty as a whole and assumes the following structure, functions, and procedures as authorized by vote of the School faculty.

#### **Structure of the Curriculum Committee**

- A. Membership of the Curriculum Committee consists of:
  - The Environmental Science and Resource Management Curriculum Coordinator
  - The Bioresource Science and Engineering Curriculum Coordinator
  - The Graduate Program Coordinator
  - Four other elected faculty representing the breadth of the School's undergraduate and graduate programs
  - One undergraduate student representative (*with vote*)
  - One graduate student representative (*with vote*)
  - Associate Director for Academic Programs (Chair; *without vote*)
  - Student and Academic Services Manager (*ex-officio; without vote*)
- B. Faculty representing undergraduate and graduate programs will serve 2-year terms and student representatives will serve 1 year terms.
- C. The Curriculum Committee shall provide the Director with nominations of faculty members for the Curriculum and Graduate Program Coordinator positions. The faculty members serving as Curriculum and Graduate Program Coordinators are appointed by the Director and serve terms at the discretion of the Director.

### **Election of Curriculum Committee Members**

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

### **Functions of the Curriculum Committee**

- A. The School Curriculum Committee is responsible for overseeing the undergraduate and graduate programs of the School and reviews and approves all planned changes to courses and programs before those requiring a faculty vote are brought before the faculty for final action.
- B. Periodically, the Committee reviews the academic programs of the School in order to ensure that they are current and appropriate to the needs of the students served.
- C. The committee will advise the Director on matters involving academic programs, policy and practices, as requested by the Director or members of the faculty.



## Standing Committees

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

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

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

**Membership:** Members include:

- Director of the Stand Management Cooperative
- Director of the Precision Forestry Cooperative
- Director of the Olympic Natural Resource Center
- Director of the Center for International Trade in Forest Products
- Director of the Center for Sustainable Forestry at Pack Forest
- Director of the UW Botanic Gardens
- Director of the Pacific Northwest Cooperative Ecosystems Study Unit
- A representative of the Advancement staff assigned to the School
- The School Communications Director
- A student from the School (*with vote*)
- A Committee Chair that is appointed by the School's Director.

Membership is determined by reason of administrative assignment. The student representative is elected by the committee..

### Section 5. Scholarship and Financial Aid Committee

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

**Membership:** Members include:

- Associate Director for Academic Programs (Chair)
- Student and Academic Services Manager (*ex-officio*)
- Graduate Program Coordinator (*ex-officio*)
- School Administrator (*ex-officio*)
- A representative of the Advancement staff assigned to the School (*ex-officio*)
- Three faculty members

Faculty members who are not determined by reason of administrative assignment are appointed by the Director and serve terms at the discretion of the Director.

## **Section 6. Research Committee (RC)**

**Responsibilities:** The Research Committee (RC) facilitates the yearly process of solicitation, selection and awards of the SEFS McIntire-Stennis (M-S) Cooperative Forestry Research Act funding received from USDA National Institute of Food and Agriculture (NIFA). An advisory recommendation is made to the Director on projects selected and to be funded, the RC also reviews SEFS M-S project reports submitted by the faculty. The RC develops and revises School policies and processes related to research, and reviews and makes recommendations to the Director regarding student research funding. When needed, the committee works on the development of entrepreneurial interdisciplinary teams to advance the School's areas of strength, with the goals of funding, public image, and leadership. Annual activity reports are submitted to the School Director.

**Membership:** Members include:

- Associate Director for Research Programs (Chair)
- A School Graduate Student Council (GRC) representative (elected by the SEFS GRC) (*with vote*)
- The SEFS Research Grants and Contracts Team (*without vote*)
- The School Research Administrator
- At least 2 faculty members

Faculty members who are not determined by reason of administrative assignment are appointed by the Director and serve terms at the discretion of the Director. Ad-hoc proposal voting members can be appointed to the RC by the Chair when expertise in a research area is deemed necessary by the committee.

## **Section 7. Diversity, Equity, and Inclusion Committee (DEIC)**

**Responsibilities:** The Diversity, Equity, and Inclusion Committee (DEIC) develops, facilitates, and supports initiatives within SEFS to create a diverse, equitable, and inclusive community. Guided by an annually updated DEI Plan, the DEIC actively engages with the SEFS community to implement and update priority actions in the DEI Plan. In collaboration with appropriate committees and stakeholders, the DEIC develops and presents proposals to the faculty, to the Elected Faculty Advisory Council, to other SEFS elected and standing committees, and to the SEFS Director, as appropriate, for approval and action.

**Membership:** A DEIC will be constituted annually. DEIC members will be appointed by the SEFS Director upon nomination by members of the SEFS community, including self-nominations. The co-chairs of the DEIC will solicit nominations near the end of spring term for service terms beginning at the start of the next academic year. The co-chairs will provide the names of nominees to the SEFS Director.

The DEIC will have at least two representatives from the following subsets of the SEFS community: faculty, staff, graduate students, and undergraduate students.

DEIC members' terms will typically be two years. Members may serve multiple two-year terms. To the greatest extent possible, DEIC members from each subset of the SEFS community should be appointed to staggered terms to foster continuity in the DEIC composition.

All members of the SEFS community will be welcomed to engage with DEIC efforts on an ad hoc basis.

The DEIC will be led by two faculty co-chairs. The SEFS Director will appoint the co-chairs during the summer for service terms beginning at the start of each academic year. Co-chairs will serve a two-year term and may be appointed for no more than two two-year terms. Terms of the co-chairs will be staggered (i.e., one co-chair will be in their first year while the second co-chair is in their second year). Co-chairs may serve as committee members after their term as chair ends.

## **Section 8. Computing and IT Committee**

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

**Membership:** Members include:

- Associate Director for Research Programs (Chair)
- School Administrator
- IT Team representative
- Advising Team representative
- A School Graduate Student Council (GRC) representative (elected by the SEFS GRC) (*with vote*)
- Two faculty members

Faculty members who are not determined by reason of administrative assignment are appointed by the Director and serve terms at the discretion of the Director.

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

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

#### **ARTICLE VI: QUORUM**

A quorum for any meeting of the School faculty shall consist of at least half the eligible voting members of the faculty (Faculty Code, [Section 23-46](#)).

#### **ARTICLE VII: VOTING**

A proposed action of the School faculty under the authority of the Faculty Code, Sections [23- 43](#) and [23-44](#), is effective if passed by a quorum majority (Faculty Code, [Section 23-46](#)).

For voting in a meeting, voting may occur orally, by show of hands, or by paper ballot. In- person votes will be passed if approved by a majority of those members voting at a meeting at which at least a quorum is present. Voting may also occur by electronic ballot after a meeting. Electronic votes will be passed if approved by a majority of the members voting if a quorum has voted.

Votes about faculty employment recommendations, such as appointment, reappointment, tenure, or promotion, requires approval by a majority of eligible voting members to pass, following Faculty Code, Sections [23-46C](#). Voting can be conducted electronically on personnel actions, including appointments, provided that all voting faculty are given a reasonable opportunity to study all relevant information related to

actions, the secrecy and security of the ballot is maintained, and there is security and impartiality of the ballot count.

Most work is expected to occur during the academic year. If time-sensitive matters arise during the summer that cannot be deferred to Autumn, a special meeting may be called. Eligible members are those in eligible voting positions at the end of the previous Spring quarter. If a quorum cannot be assembled, the available eligible faculty will form a committee-of-the-whole to meet, review the matter, and determine what action should be taken. The committee-of-the-whole can recommend action, by majority vote, and such recommendations will be put to all eligible faculty by issuing an electronic ballot to all eligible voting members. Every effort will be made to contact all eligible faculty and provide them with the resulting ballot, a summary of the committee-of-the-whole discussion, and any background materials relating to the matter at hand. If the urgency of the matter does not allow time for the issuing of a ballot, the Director will proceed with the recommended action of the committee-of-the-whole and the faculty will be asked to validate this action at the first meeting where a quorum is present.

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

**Meetings:** At least three meeting(s) of the faculty shall be held during each academic quarter.

Meetings may be in person or virtual. An annual calendar of meeting dates shall be established prior to the beginning of the Autumn Quarter by the Director. Meeting dates will not be changed unless there is an emergency, with information to the faculty regarding cause for change. Special meetings shall be held when called by the Director or when requested in writing by 50 percent of the voting membership of the School faculty.

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

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

#### **ARTICLE IX: APPOINTMENT OF ASSOCIATE DIRECTOR/S**

The Director appoints up to two Associate Director(s), faculty members who serve

at the discretion of the Director. Currently, the School has an Associate Director for Academic Programs and an Associate Director for Research Programs.

Appointment process:

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

Associate Directors will be appointed for 3-year terms, renewable up to one time.

#### **ARTICLE X: PARLIAMENTARY AUTHORITY**

Roberts' Rules of Order Newly Revised shall be the parliamentary authority. The rules contained in School Faculty Bylaws shall govern the faculty in all cases to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of this University.

#### **ARTICLE XI: AMENDMENTS**

These bylaws may be amended at any regularly scheduled School faculty meeting where a quorum is present, by a two-thirds vote of those present, provided notice of intent is given at the previous regular meeting or when submitted in writing to all faculty at least 2 weeks prior to the meeting at which action is taken. The bylaws may be amended by paper ballot or by electronic ballot by two-thirds of those voting providing that the requirements for a quorum established in Article VI have been met in the ballots returned and that the proposed changes and rationale have been circulated to all voting faculty at least 2 weeks prior to the date on which the ballots will be tallied.