ADCO Procedures

The Academic Department Chairs Organization (ADCO) has developed and approved a variety of activities and procedures related to how it operates and the functions of its officers. Below is an outline of each activity beyond those covered in the ADCO Mission and By-laws.

Committees
The ADCO Chair, or designee, is normally a voting member, as appropriate, on the University Policy Advisory Committee, the Budget and Finance Committee and the Summer Session Advisory Committee. Additionally, the ADCO Chair serves as an ex-officio non-voting member of the Faculty Senate Academic Affairs Committee. The ADCO Chair will endeavor to meet monthly with the Senate Executive Committee to discuss policy affecting both groups. The ADCO Chair should be prepared to be available to meet weekly with the Provost’s Council and to meet monthly with the Provost. ADCO will request membership on additional committees, as appropriate.

ADCO Mentoring/Support Process
The ADCO Mentoring/Support Committee will include the current ADCO Chair and two elected ADCO members.

Department chairs who would like to challenge a Dean’s decision not covered by other existing university agreements, policies, or procedures may bring a request to the ADCO Mentoring/Support Committee. The Committee will decide whether or not to support the appeal request.

If so, the committee shall:
1) Review the challenge for content and suggest revisions, if necessary.
2) Attend the challenge meeting with Department Chair, students, staff, faculty and administrators as deemed appropriate.
3) Recommend a process for further appeal or recommend a resolution.

Pending Policy for ADCO Chairs Dealing with Behavioral Issues (04/02/12) [NOTE: STILL under discussion with appropriate Human Resources Lead…]
If the issue is serious enough to create embarrassment and extra effort for the department, college or university, but not warranting disciplinary action:

Under the guidance of the Office of Faculty Affairs, the department chair will take the lead in formal interactions with the faculty or staff member, with the participation and support of her/his dean (the appointing authority), and advice regarding language and strategy from the office of Faculty Affairs. In all cases, faculty members are entitled to support at whatever level is appropriate of the United Faculty of Central (UFC), according to the current Collective Bargaining Agreement, and staff are entitled to support at whatever level is appropriate of the Public School Employees of Washington (PSE), according to the current Collective Bargaining Agreement.

If the issue is serious enough to create embarrassment and extra effort for the department, college or university, not yet warranting disciplinary action, but at the point where a next infraction will warrant disciplinary action:
Under the guidance of the Office of Faculty Affairs, the dean (the appointing authority) of the involved faculty member will take the lead in formal interactions with a faculty member, with the full participation and support of the faculty member’s department chair. Advice regarding language and strategy will flow from the office of Faculty Affairs. The UFC will be notified of actions being taken and may act at whatever level is appropriate under the current Collective Bargaining Agreement. In issues involving a staff member, the appropriate office will take the lead, in accordance with conditions of the current PSE Collective Bargaining Agreement, with the appropriate participation/support of the staff member’s department chair.

If the issue is serious enough to warrant immediate disciplinary action:
Under the guidance of the Office of Faculty Affairs, the dean (the appointing authority) of the involved faculty member will take the lead in formal interactions with the faculty member, with the appropriate participation/support of the faculty member’s department chair. Advice regarding language and strategy will be available from the office of Faculty Affairs. The UFC will be notified, at the earliest possible moment, of actions being taken and will act at whatever level is appropriate under the current Collective Bargaining Agreement. In such a situation involving a staff member, the appropriate office will take the lead, the PSE will be notified and involved at the appropriate level according to conditions of the current Collective Bargaining Agreement, with the appropriate participation/support of the staff member’s department chair.