



**FACULTY SENATE**

**BYLAWS**

**CENTRAL WASHINGTON UNIVERSITY**  
**FACULTY SENATE**

The Faculty Senate of Central Washington University is formally constituted and empowered under the provisions of Section IV in the Faculty Code (February 2, 2007).

**Abbreviations**

The following abbreviations shall be used in this document:

|                      |                                                   |
|----------------------|---------------------------------------------------|
| Senate:              | The Faculty Senate of CWU                         |
| Executive Committee: | The Executive Committee of the CWU Faculty Senate |
| Bylaws:              | The Bylaws of the CWU Faculty Senate              |
| Code:                | The Faculty Code of the CWU Faculty Senate        |

**Statement of Vision**

The Faculty Senate is the primary means by which faculty collectively share in the governance of Central Washington University (CWU) by shaping the university's academic environment.

**Mission Statement**

The Faculty Senate of CWU acts for and on behalf of the university's faculty with respect to all academic matters and issues related to the intellectual life of the university. In a university community that declares in its mission that it "values teaching as the vehicle to inspire intellectual depth and breadth, to encourage lifelong learning, and to enhance the opportunities of its students," the Senate is committed to enabling faculty to provide quality academic programs and other opportunities for students in support of the university's core values, rooted first and foremost in "each student's greatest good."

Within the framework of State legislation, the Senate fulfills this commitment by playing an active and vital role in:

- formulating and evaluating academic programs, curricula, policies, and activities that are in harmony with CWU's charter and stated mission;
- creating, maintaining, and protecting a university environment conducive to the full and free development and preservation of scholarly learning, academic integrity, teaching, and research;
- providing a means by which the administration may be apprised of representative opinions of the entire faculty, particularly in academic matters and shared governance.

The Faculty Senate:

- is committed to fulfilling its role and responsibility as an equal participant with the administration and United Faculty of Central (UFC) in ensuring the success of shared governance at CWU, as described in the Faculty Code;
- facilitates communication among and between the faculty, administration, and UFC;
- initiates, reviews and approves studies of and changes to academic policy, curricula, programs, regulations, organizational structures, and standards;
- initiates and adopts bylaws pertaining to its internal mechanisms;
- makes recommendations on academic and curricular matters relating to faculty welfare or morale, student affairs, business and budgetary affairs, and other matters of professional interest to faculty;
- submits recommendations to the Board of Trustees through the president.

**Faculty Senate Bylaws**

The following Bylaws are designed to supplement the Faculty Code by establishing rules for organization and procedure. In every case, the Code and/or Collective Bargaining Agreement takes precedence; all relevant provisions of that Code have been incorporated (with parenthetical designation) into these Bylaws, and will be automatically corrected, without need for a vote, upon amendment of the Code.

**Central Washington University  
Faculty Senate Bylaws  
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## I. Membership and Procedures for Election

### A. Membership

Membership of the Senate is prescribed in the Code, Section IV.B.

### B. Nomination and election

1. Senators and alternates (except non-tenure track faculty senators; see B.2 below) shall be nominated and elected during winter quarter and the Senate office informed of results by January 31.
2. Non-tenure track senators and alternates shall be nominated and elected during spring quarter (see Code IV.B.1.a.iv).
3. Only faculty members consenting to nomination shall be candidates.
4. Elections shall be conducted by secret ballot.

### C. Senate representation for departments/library

1. Each academic department/library shall have Senate representation according to the following FTE faculty:

|                |            |
|----------------|------------|
| 1 – 14 FTE     | 1 senator  |
| 15 – 29 FTE    | 2 senators |
| 30 – 44 FTE    | 3 senators |
| 45 or more FTE | 4 senators |
2. In the event that a department/library falls below 15/30/45 FTE, senators will serve out the remainder of their terms. At the first regularly scheduled election of senators, the department/library which experienced a decrease of faculty below the prescribed FTE will elect the appropriate number of senators for the subsequent term, unless, by the time of the election, the department/library has returned to the prescribed FTE or more.

### D. Alternates

When it is necessary for a senator to be absent from a Senate meeting, such senator shall notify his/her alternate of his/her intended absence. Senate alternates, when acting in the capacity of senator, shall have all the powers and responsibilities of senators.

### E. Replacements

1. If a departmental senator is to be gone for a quarter or less, his/her alternate will serve in his/her absence. If a senator or alternate is to be absent from the Senate for more than a quarter, he/she shall resign his/her Senate seat.
2. If a senator resigns permanently from the Senate, the position shall become vacant and a replacement shall promptly be nominated and elected. Replacements, elected to a position vacated by a regularly elected senator, shall serve for the unexpired term of the senator. Such a replacement for a tenured or tenure-track senator, who serves an unexpired term, is not disqualified from thereafter serving three full consecutive terms, unless the unexpired term is two years or more in length (see Code IV.B.2.a regarding partial terms).

## II. Executive Committee

### A. Composition

#### 1. Membership

The Executive Committee shall consist of the following voting members: the chair of the Senate, the chair-elect, the other five elected members, and the immediate past Senate chair. If the immediate past Senate chair is unable to serve on the Executive Committee, the most recent past Senate chair available shall serve. The past Senate chair (immediate or appointed) will serve as a voting member, even if not a current member of the Senate.

#### 2. Representation

During spring quarter, full-time tenured and tenure-track faculty from designated colleges shall elect their member(s) of the Executive Committee from the eligible senators in the following manner:

- a. Two (2) faculty from each college, with the exception of the College of Business and Library, which shall share one representative.
- b. Every three years, the Faculty Senate shall elect an at-large member of the Executive Committee at a Senate meeting that spring quarter.

#### 3. Procedures for Election

- a. The Senate office shall oversee the election process and provide a list of senators eligible for nomination and election.
- b. Elections shall be conducted by secret ballot during spring quarter.
- c. Terms shall be three years, beginning June 16th of that year. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2) years shall not be counted.
- d. Members can serve on the Executive Committee for up to two (2) consecutive terms.

### B. Powers and Duties

1. to perform the leadership role for the Senate;
2. to receive, evaluate and direct the disposition of all items directed to the Senate for consideration;
3. to compile and publish the agenda in advance of each regular meeting of the Senate;
4. to meet at least twice monthly to review Senate business during the regular academic year;
5. to initiate matters for Senate consideration;
6. to represent the Senate in discussions with the various committees, administrators, and other university groups or individuals;
7. to create Senate standing and ad hoc committees as described in the Code;
8. to nominate, subject to ratification by the Senate membership, all members of Senate standing committees, members of Senate ad hoc committees, a parliamentarian, and such other positions as may be necessary;

9. to nominate a faculty legislative representative to the president; once approved, the nominee shall then be confirmed by the full Senate;
10. to forward nominations for faculty positions on university standing committees and councils to the president and provost;
11. to create the committee and provide the guidelines for selection of university Distinguished Professors;
12. to act on behalf of the Senate and exercise any of its powers, when necessary, such actions to be subject to later ratification by the Senate at its next regular meeting;
13. to receive and review proposed changes to the Code and Bylaws according to the respective amendment processes;
14. to exercise other powers delegated to it by the Senate or assigned to it by the Code;
15. to fill vacancies on the Executive Committee.

C. Officers

1. Terms of office: Election to the position of chair-elect assumes a three-year commitment to the Executive Committee: the first year as chair-elect, the following year as chair, and the third year as immediate past chair. Service to the Executive Committee takes priority over any existing terms of office and the chair-elect remains a voting member of Senate for the three year commitment.

2. Chair

The chair is the chief executive officer of the Senate. The chair's powers and duties are set out in the Code, Section IV.C.3. The chair's department may elect an interim senator for one year to represent the department during the chair's term of service.

3. Chair-Elect

The chair-elect shall serve in the place of the chair in the latter's absence. In the event of a vacancy in the chairship after the beginning of the chair's term of office, the chair-elect shall become the chair and serve as such for the remainder of the chair's term of office, and a new chair-elect shall be elected. The chair-elect shall serve as the liaison between the Council of Faculty Representatives and the Executive Committee.

4. At the last Senate meeting of the academic year, the Senate shall elect a new chair-elect. The current chair shall provide a list of eligible members of the Executive Committee and oversee the election process.

D. Assigned Time and Workload Units for Senate Officers

Provisions for assigned time and workload units for Executive Committee positions are found in the Code, Section IV.E.

### III. Senate Standing Committees

A. General Provisions

1. Rules concerning the creation of standing committees are set out in the Code, Section IV.D.2.
2. The powers and duties of the standing committees are set out in the Code, Section IV.D.1.
  - a. Each standing committee shall consist of no fewer than five (5) faculty members. The Executive Committee shall endeavor to appoint these members and have

them ratified by the Senate at the February meeting.

3. No faculty member may serve on more than one standing committee at a time.
4. Members may be appointed from among the general faculty, with proportional balance sought between the colleges. At least one (1) member of each standing committee should have served on the committee the previous year.
5. Term appointments for standing committees shall run three (3) consecutive academic years. A partial term of two (2) years or more shall be treated as a full term, while a partial term of less than two (2) years shall not be counted.
  - a. Continuous service on standing committees (whether the same committee or two different committees) shall be limited to no more than two (2) consecutive full terms.
  - b. Once a faculty member has served two (2) consecutive full terms, a minimum of three (3) years shall lapse before said faculty member may serve again on any standing committee.
  - c. However, if a vacancy on a committee cannot be filled by an eligible candidate by February 15th, the pool of candidates may be widened by waiving the restrictions stated in 6.a and 6.b.
  - d. In situations where a college membership seat is vacant for more than sixty (60) days, the EC may nominate a member-at-large to fill the vacancy for the remainder of the academic year, subject to Senate ratification. If the college membership seat cannot be filled after two emergency appointments, the EC shall review the makeup of the membership structure and may charge the Bylaws and Faculty Code Committee to restructure the committee membership.

#### B. Membership

1. Each year standing committees shall elect their own chairs from among the members of the committee. Each chair will serve as the liaison to the Executive Committee. If not a Senator, the chair becomes an ex officio member of the Senate without vote.
2. The membership of the General Education Committee shall consist of:
  - a. GE Curriculum and Assessment Subcommittee:
    - i. two (2) faculty from each college with the exception of the Library one (1) faculty member from each academic college and one (1) faculty member from the library;
    - ii. General Education Chair;
    - iii. one (1) student selected by ASCWU, non-voting; and
    - iv. the Director of Academic Planning, Associate Provost designee, ex officio, non-voting.
    - v. Registrar designee, ex officio, non-voting
  - b. GE Coordination and Management Subcommittee:
    - i. seven (7) faculty members elected as general education pathway coordinators;
    - ii. General Education Chair; and
    - iii. one (1) student selected by ASCWU, ex officio, non-voting.
3. Standing committees shall report on their activities at each full Senate meeting



monthly to the Senate or as otherwise directed by the Executive Committee.

4. Standing committees shall normally concern themselves with policy matters. These committees may refer general policy questions or issues relating to specific cases to the Executive Committee for consideration by any standing committee or committees or other interested groups or individuals. The committees will act on charges as presented by the Executive Committee. In addition, committees may initiate their own activities as desired, with approval by the Executive Committee.
5. Early in the fall quarter of each year, each standing committee, except Academic Affairs, Curriculum and General Education, shall determine its schedule of meetings for that entire academic year. The schedule may be determined either at the committee's first meeting, or via communication between the committee members prior to the first meeting. Once the year's meeting schedule is determined, the chair shall ensure that the schedule is forwarded to the Senate Office. Academic Affairs, Curriculum and General Education committees will meet according to the established meeting day and time. The first meeting of each committee shall ordinarily occur before October 31<sup>st</sup>.
6. Any standing committee member who, in a single academic year, is absent for three (3) committee meetings, or for two (2) consecutive committee meetings, shall inform the committee chair of the reason for the absences. If the member in question does not provide such a reason, or if the chair deems the reason inadequate or if the member does not provide assurance that the absences will cease, the chair may ask the Executive Committee to move to have the member removed from the committee. Before making this request of the Executive Committee, the committee chair shall first endeavor to inform the member, in writing, of the chair's intention to request the removal of the member. The Executive Committee will inform the member of the decision to remove them from the committee. The member will have ten (10) working days to respond to the Executive Committee. If there is no resolution to restore the member to the committee, then the seat shall be declared vacant. The Senate chair shall then inform the member's department(s) in writing of their removal.
7. If the committee's work is blocked or impaired by a member, the committee may take a secret ballot vote to decide if removal is recommended. This recommendation would be submitted in writing, with a detailed justification, to the Executive Committee for approval. In cases where the member in question is the committee chair or for reasons that would preclude a committee vote, any committee member may request the Executive Committee to investigate the situation and oversee a committee vote, if necessary. The Executive Committee will inform the member of the decision to remove them from the committee. The member will have ten (10) working days to respond to the Executive Committee. If there is no resolution to restore the member to the committee, then the seat shall be declared vacant. The Senate chair shall then inform the member's department(s) in writing of their removal.
8. If the Executive Committee recommends removal of the member in question, that member may appeal that removal to the full Senate. Senate may override the decision of the Executive Committee and restore membership.

#### C. Membership

1. The membership of the General Education Committee shall consist of:
  - a. two (2) faculty from each college with the exception of the Library,
  - b. one (1) student selected by ASCWU, and
  - c. the Director of Academic Planning, ex officio, non-voting.

2. The membership of the Academic Affairs Committee shall consist of:
  - a. two (2) faculty from each college with the exception of the Library,
  - b. one (1) student selected by ASCWU,
  - c. one (1) ex officio non-voting representative of the provost, and
  - d. one (1) ex officio non-voting representative of the registrar, and
  - e. the chair of the Academic Department Chairs Organization (ADCO) as an ex officio non-voting member.
3. The membership of the Curriculum Committee shall consist of:
  - a. two (2) faculty from each college,
  - b. one (1) faculty from the Library,
  - c. one (1) student selected by ASCWU,
  - d. the Director of Academic Planning, ex officio, non-voting,
  - e. the Registrar (or a designee), ex officio, non-voting, and
  - f. the Dean or Associate Dean from CAH, COB, CEPS, COTS and the Library, ex officio, non-voting.
4. The membership of the Bylaws and Faculty Code Committee shall consist of five (5) current or recent past senators, as follows:
  - a. the chair of the committee shall be a current senator;
  - b. one member (but not the chair) shall be the Senate chair-elect; and
  - c. each of the other three (3) members shall be either a current senator, or a faculty member who has been a senator (not just an alternate) within the previous ten years.
5. The membership of the Evaluation and Assessment Committee shall consist of five (5) faculty members (one from each college plus one from the library), nominated and ratified to staggered terms. One (1) student selected by ASCWU, non-voting.
6. The membership of the Budget and Planning Committee shall consist of:
  - a. two (2) faculty each from CAH, COTS, CEPS, CB,
  - b. one (1) faculty from the Library,
  - c. one (1) senior lecturer faculty member,
  - d. two (2) Academic Department Chairs Organization (ADCO) representatives as ex officio voting members, and
  - e. two (2) Faculty Senate Executive Committee representatives as ex officio voting members.

#### **IV. Meeting**

The Senate shall meet at least three times per quarter in regular session. Special meetings may be called at the request of the Senate chair, the Executive Committee, or upon written request of any five (5) senators filed with the chair. All Senate meetings shall be open to the public except when, at the discretion of the Executive Committee, a legitimate interest of the university will be served by closing the meeting or by limiting the number of observers, or when matters relating to the welfare of an individual faculty member or members are being discussed. Closed Senate meetings are legally permissible only if the university Board of Trustees has a standing rule to that effect.

A. Voting

A simple majority of the elected members of the Senate shall constitute a quorum for the transaction of business. Except as otherwise provided in the Code, all actions of the Senate shall be by majority vote of all members of the Senate present and voting at the time of voting. All votes on formal motions shall be recorded and approved by a vote of the Senate.

B. Attendance

Should any department or program go unrepresented by either its Senator or its alternate for more than two (2) consecutive meetings, the Senate chair shall inform that department or program, in writing, of the absence of its duly elected representative. Should such lack of representation continue, without good reason and without prior notification of non-attendance, the Executive Committee may move for expulsion of the senator and alternate. By majority vote the Senate may declare the seat vacant. The Senate chair will then formally request that the department or program elect new representatives.

**V. Conduct of Business**

In the conduct of business, at its meetings, the Senate shall be governed by Robert's Rules of Order, with the exceptions, alterations, and additions recorded elsewhere in these Bylaws:

A. Committees

1. Committee reports shall be automatically accepted.
2. Action items from committees are received in advance and placed on the agenda by the Executive Committee.
3. Motions from committees not received prior to the distributed agenda shall be put under New Business and must be presented in written form at the beginning of the meeting.
4. Proposals shall be presented to the Senate by the chair of the respective committee or his/her designee.

B. Motions

1. Formal motions rising from committee reports or included on the printed agenda shall be acted upon at the meeting at which they are introduced.
2. Motions rising from the floor can also be acted upon immediately, excepting proposed amendments to the Bylaws and Code.
3. Substantive motions should be presented in written form.

C. Recognition

1. During discussion, senators shall speak only after recognition by the chair.
2. The chair shall seek to alternate arguments for and against an issue, and to give each senator an equal opportunity to be heard.
3. Visitors shall be recognized by the chair if no senator wishes to speak, if a senator yields the floor, or if the visitor has made a preliminary request or been invited by the chair to speak.

## VI. Records

### A. Agenda

1. An agenda shall be compiled and published for all regular and, when possible, for all special meetings of the Senate. The Senate chair, with the assistance of the Executive Committee, shall be responsible for preparation of the agenda. A copy of the agenda shall be sent to each senator at least three (3) days prior to the meeting date. Any senator may propose items for the agenda to the chair or the Executive Committee
2. At each Senate meeting, after the meeting has been called to order, the agenda, with any changes, shall be presented for approval. No formal vote is necessary, unless it is called for by any member of the Senate. Following such approval, changes to the agenda can be considered only by suspension of the rules by a two-thirds majority vote of those present and voting.
3. The general sequence of the agenda to be followed in meetings shall normally be as follows:

Call to order;  
Agenda changes and approval;  
Minutes of last meeting;  
Communications;  
Faculty Issues;  
Old Business;  
Reports;  
New Business;  
Adjournment.

### B. Minutes

1. Minutes shall be recorded at each Senate meeting.
2. Minutes shall be mailed electronically and posted on-line for senator review before the next Senate meeting.
3. Minutes shall be amended as needed and approved at the next Senate meeting.

### C. Committee Reports

1. Committee reports are entered into the minutes of the Senate meeting in which they are presented.
2. Committee reports, minutes, and policy manuals should be filed electronically with the Senate Office.

## VII. Additional Powers and Duties of the Senate

### A. Interpretation (Faculty Code Section IV.F)

A request for formal interpretation of the Faculty Code must be submitted by a petitioner or petitioners to the Bylaws and Faculty Code Committee. That committee shall review the request and make a written recommendation to the Senate within thirty (30) days of the receipt of the request. The Senate shall take action on the Bylaws and Faculty Code Committee's recommendation within sixty (60) days of its receipt, and may forward it to the Board of Trustees if necessary.

### B. Faculty Senate Forum (Faculty Code Section IV.G)

The Faculty Senate forum is an open meeting to which all members of the faculty shall be invited. The Senate chair and/or the Executive Committee shall decide whether, when, and for what purpose such a forum may be called; but the usual purpose would be for the Senate to convey information to the faculty and to solicit their feedback. The forum shall be presided over by the chair or by a faculty member designated by the chair.

C. Referendum (Faculty Code Section IV.H)

The Senate may decide to refer any question or issue before it to the faculty-at-large for vote, which shall be conducted according to such procedures as may be prescribed by the Executive Committee. The vote shall be conducted within ninety (90) days of the Senate meeting in which the decision to hold a referendum was made.

D. Faculty Senate Hearing (Faculty Code Section IV.I)

1. Any ten (10) eligible faculty members may, by written petition filed with the chair of the Senate, secure an opportunity, as a body or by selected representatives, to address the Senate in order to convey information, request Senate action, or propose policy changes on any matter over which the Senate has the power to act. The petitioners do not, however, have the power to advance motions or to compel the Senate to act on any matter that they raise. Eligible faculty include tenured and tenure-track faculty, and full-time non-tenure-track faculty or those who are senior lecturers.
2. Anonymity cannot be guaranteed.
3. The chair shall ensure that the petitioners or their designated representatives are given a hearing by the Senate within two regularly scheduled Senate meetings from the date of the petition's receipt.
4. At the hearing, if the petitioners propose a specific Senate action or a specific policy change, then the Senate shall vote on whether to consider the proposal further. If the Senate votes not to consider it further, there shall be no further discussion and the matter shall be closed. If the Senate votes to consider the proposal further, the chair shall submit the proposal to the Senate so that it will be considered by the Senate within two regularly scheduled Senate meetings of the petitioners' hearing.
5. The Executive Committee shall ensure that the petitioners' proposal and any relevant issues are presented fully, from all sides, to the Senate. If other groups on campus have views that differ from those of the petitioners, the Senate should endeavor to hear those views prior to taking any formal action. Ultimately, formal action on the petitioners' proposal requires that a senator make a motion to that effect. If no senator is prepared to do so, the matter shall be closed.

E. Review by Faculty (Faculty Code Section IV.J)

1. All actions (motions passed) by the Senate shall be subject to review by the faculty. A review shall be conducted if and only if a written petition for review has been signed by at least ten (10) percent of the eligible faculty and submitted to the Senate chair. The petition must be filed no later than fourteen (14) days after the approval of the minutes of the meeting during which the action to be reviewed was taken. Eligible faculty include tenured and tenure-track faculty, and full-time non-tenure-track faculty or those who are senior lecturers.
2. In the event of a dispute over whether the petition has been signed by at least ten percent of the faculty, the relevant comparison shall be the number of faculty employees as recorded by the university's Human Resources Department on the day on which the petition is filed.

3. A special meeting of the Senate shall be called by the Chair within ten (10) days after the petition is submitted. If the Senate refuses to change its position, a vote of the entire faculty on the Senate action under review shall be conducted by the Executive Committee. The voting procedure shall provide for a secret vote of the eligible faculty and for voting to continue for seven (7) calendar days. A majority vote of those faculty voting on the question shall determine whether or not the Senate action is reversed.
4. From the date of the filing of a valid petition for review, until the determination of the outcome of the vote of the faculty on the action under review, the Faculty Senate may not undertake action concerning or affecting the original action under review.

## **VIII. Reimbursement of Senate-Related Expenses**

For faculty who travel on Senate business either during the day or overnight, transportation expenses will be reimbursed according to official CWU policy. Reimbursement other than for transportation will be for actual expenditures up to the maximum allowable by the official per diem rate. In order to receive reimbursement, anyone traveling on Senate business (approved in advance by the Senate chair), shall present the receipt(s) for his/her expenditures to the Senate Office.

## **IX. Amendment of Bylaws**

### **A. Amendment Process**

Amendments to these Bylaws must normally be introduced by at least three (3) members of the Senate in written petition to the Executive Committee. In particular, amendments may be introduced by the Bylaws and Faculty Code Committee (see IV.A.3.d). The Executive Committee must then present the proposed amendment(s), in any modified form mutually agreed upon by the Executive Committee and the petitioners, at the next Senate meeting, with formal adoption deferred until the subsequent meeting. Adoption of amendments will require a two-thirds majority of those present and voting. Amendments shall go into effect immediately upon approval, unless otherwise specified.

### **B. Exception for Purely Clerical Amendments**

Purely clerical amendments (i.e., to spelling, grammar, structure, or organization) that do not affect content may go into effect without a Senate vote. If the Bylaws and Faculty Code Committee votes unanimously that an amendment is purely clerical; and if the Executive Committee votes unanimously in agreement; then, and only then, the amendment may go into effect without being read and voted on by the Senate. If any member of either of these two committees does not agree that the amendment is purely clerical, the amendment process must proceed as specified in paragraph A.

**November 7, 2007**

Amended April 14, 2010  
Amended May 4, 2011  
Amended May 30, 2012  
Amended April 3, 2013  
Amended May 1, 2013  
Amended May 7, 2014  
Amended June 4, 2014  
Amended June 3, 2015  
Amended November 2, 2016  
Amended, April 5, 2017  
Amended May 31, 2017  
Amended November 14, 2018