

Bylaws and Faculty Code Committee  
March 14, 2022  
**Minutes approved 4/4/22**

Members present: Mary Radeke, Nathan White, Mark Samples  
Guests: None.

1. Meeting called to order at 3:32pm

2. BFCC minutes from Feb. 28<sup>th</sup> approved (motion made by Nathan White, second by Mark Samples, all approved without changes).

3. Chair updates

- Mary reported the BFCC received communication from Greg Lyman/EC regarding additional corrections on Charge .04 (language regarding emeritus privileges. See changes below.
- Janet sent the GEC language changes for the Code, this language will be presented to Senate at the April Senate meeting (one for Code and one for Bylaws).

4. EC updates:

- Mark reported that he will check to see if Greg has any information as to where we are with the CWUP language -- also on the Provost definition of “department”
- Mark reported that EC is pleased that the BFCC is able to get through our charges for this year.
- BFCC committee member search: Looks like Laura P. resigned from the BFCC when she went on leave. Mary will reach out to her to see if she wants to be back on the committee. Mark also recommended Dan Lipori, Mary also recommended Chris Schedler.

5. Discussion of Charges

**BFCC21-22.04 Consider additional language regarding benefits and privileges for Emeritus Faculty as outlined in Faculty Code, Section I.B.2.d. Timeline: Winter Quarter**

- Mary reviewed the suggestions from EC/President - move “Based on budget and availability and to be reviewed yearly” back to the top (after ii). Okay to keep “shall” before iii “shall be issued staff cards and parking permits each year without charge”. Change iv, v, and vi to “may”. Mary will make changes and send to EC for review. All committee members noted that this potentially takes away privileges from faculty based on last year’s Senate vote and current Faculty code (BOT did not pass this last year, as it currently stands, the Code language remains unchanged). BOT sent it back to BFCC before they voted on it because they wanted mention of budget in Code -- BFCC felt that Code should not have budget information.
- BFCC voted on changes from EC/President (passed).

**BFCC21-22.07 Consider code revisions regarding frequency of assessments of academic administrators, Senate and Executive Committee. Timeline: Spring Quarter**

"It shall receive, review, initiate, and make recommendations or proposals for assessment tools used for the biennial faculty assessment of academic administrators **on a rotating basis (even years: President, Vice Provost, Library Dean, and Dean of Graduate Studies; odd years: Provost, College Deans, Dean of Undergraduate Studies)** and the **annual** ~~biennial~~ Senate and EC assessments..."

- This will go before Senate in the April Senate meeting.

**BFCC21-22.10** Standardize language in Faculty Code and Bylaws regarding committee titles. **Timeline:** Spring Quarter

- BFCC is still in the process of reviewing this. We will discuss changes during Spring quarter.

6. Meeting adjourned at 4:30pm

### Status Update

**BFCC21-22.01** Continue working and moving forward language for the CWUP and correlated language in Faculty Code that strengthen the code and shared governance and that would protect the Senate. **Timeline:** Fall Quarter

- Waiting for feedback.

**BFCC21-22.02** Consider changes to Bylaws, Section I.C.1 regarding senate representation for departments. **Timeline:** Fall Quarter

- Waiting for definition of "Department" from Provost.

**BFCC21-22.03** Consider strengthening language in Faculty Code, section II.G.1.i. regarding Senate jurisdiction in senate complaint policy and procedures. **Timeline:** Fall Quarter

- Passed.

**BFCC21-22.04** Consider additional language regarding benefits and privileges for Emeritus Faculty as outlined in Faculty Code, Section I.B.2.d. **Timeline:** Winter Quarter

- Received additional feedback from EC, Mary will draft new motion and will send to Mark and Nathan for any corrections. Mary will then forward on to EC for final approval. Hope to have this motion presented at April Senate meeting.
- **As of 3/17/22** EC would like this to be put on hold until next year.

**BFCC21-22.05** Consider additional language regarding the definition of full-time service for NTT faculty eligibility for emeritus status in Faculty Code, Section I.B.2.a.i. **Timeline:** Winter Quarter.

- Passed in Senate on 3/2/22.

**BFCC21-22.06** Review and consider language in bylaws regarding rules for multiple members from one department serving on senate committees. **Timeline:** Spring Quarter.

- Passed in Senate on 3/2/22.

**BFCC21-22.07 Consider code revisions regarding frequency of assessments of academic administrators, Senate and Executive Committee. Timeline: Spring Quarter**

- Will go before Senate at April Senate meeting.

**BFCC21-22.08 Consider additional language in the Faculty Senate Bylaws to change the membership of Faculty Senate committees regarding ex-officio roles and guest guidelines. Timeline: Spring Quarter**

**BFCC21-22.09 Consider additional language in Faculty Senate Bylaws and/or Faculty Code regarding Senate committee meeting formats. Timeline: Spring Quarter.**

- Passed in Senate on 3/2/22.

**BFCC21-22.10 Standardize language in Faculty Code and Bylaws regarding committee titles. Timeline: Spring Quarter.**

- Faculty code review completed, BFCC will review clerical changes during Spring quarter. To be discussed at next BFCC meeting in April.

**BFCC21-22.11 Review committee procedures manual and update as required. Timeline: Approve updated procedures manual by the last committee meeting of the year.**

BFCC will address this in following meetings, once remaining charges have been presented at Senate.

Nathan mentioned an issue on procedures:

2. Responsibilities of the committee:

2.1. The committee receives its charges from the Executive Committee.

2.2. When requested by the Executive Committee, the committee reports to the Faculty Senate and/or to the Executive Committee.

Nathan pointed out that BFCC does more than receive charges and report to EC. Charges must be completed/addressed, etc. Language needs to be revised.

**Proposed charges for next year (2022-2023) to be included on year-end-report:**

- Clarification of EAC duties in Code
- Review Code and Bylaws for gendered language.
- Revisit Emeritus privileges language (charge .04 from 2022). Most recent language change suggested from President reduces privileges for Emeritus faculty. See below:

**Last edited 3/15/22 -- charge was put on hold until 2022-2023.**

**Title of Section: Faculty Code Section 1.B.2.d**

**New    Revised X**

**Summary of Changes:**

In Fall of 2020, the EC charged the BFCC, with revising the language regarding benefits and privileges for Emeritus Faculty as outlined in Faculty Code, Section I.B.2. (Charge BFCC20-21.01, Motion No. 20-20, passed 4/7/2021). Based on this request for review of the policy, the committee reordered and slightly reworded the language in d to state: “to facilitate the emeritus faculty member’s voluntary participation in and support of the university, emeritus faculty: may participate in academic, social, and other faculty and university functions; and shall be listed by name and ascribe to the faculty member’s highest rank or title in the university catalog.

- The committee added language around budget and availability, and to be reviewed yearly for staff ID cards, parking permits, office space, and clerical support, computer and department equipment.
- The committee also rewrote the section on emeritus faculty to have the same library, email, software privileges, also based on budget and availability.

As indicated above, this revision was passed in Senate on 4/7/2021. After further review by the EC, it was suggested that the BFCC restructure the language to address probable budget issues that would keep the proposed language from being passed at the BOT level (Charge BFCC21-22.04). The proposed changes are identified below.

**Justification of Changes:**

The following privileges remain in place in order to facilitate the emeritus faculty member’s participation in and support of the university; participation in academic, social, and other faculty functions, listing of name and rank/title in the university catalogue, issuing of ID card and parking permit, library privileges, email account and email support, and eligibility for faculty rates at university events.

The following privileges will be based on budget and availability because it was determined that they may result in significant cost to the department, college, and university or may impact teaching, scholarship, artistic work, and service necessary for promotion and university operations; office space, clerical support, computer and department equipment, software and technical support, university publications, service on committees in ex officio, advisory, or consulting capacity.

**Budget Implications:**

Unknown.

Current Faculty Code Language with proposed revision (red font indicates proposed changes, blue and black font indicate previous code language and code language passed 4/7/21):

Section I.B.2.

## 2. Emeritus Faculty Appointments

- a. Faculty, who are retiring from the university, may be retired with the honorary title of “emeritus” status ascribed to their highest attained rank or title. The emeritus status is recommended for faculty members who have an excellent teaching, scholarly, and service record consistent with their appointments.
  - i. A normal requirement for appointment to the emeritus faculty is ten (10) years of full-time service as a member of the teaching faculty.
  - ii. Any eligible faculty member may be nominated, including self-nomination, for emeritus status to the department chair. Nominations shall include a current vitae and may include letters of support.
  - iii. A simple majority of the eligible faculty in a department as defined in I.B.1.a.iv must approve the recommendation of emeritus status. Departments must adhere to the simple majority vote.
  - iv. The BOT may grant emeritus status to any faculty member at their discretion.
- b. Process:
  - i. The department chair will send the nomination to the college dean with a copy to the nominee. The dean will arrange for a department vote of all eligible faculty.
  - ii. The college dean will then forward the nomination to the provost with a recommendation of action and the results of the faculty vote. The provost will then submit the nomination to the Board of Trustees with a recommendation of action and the results of the faculty vote and a copy of the recommendation by the dean.
- c. Emeritus status is a privilege and is subject to state ethics laws and the Washington State Constitution. University-related activities that are not part of any part-time employment at the university as described in the CBA are considered “volunteer hours.” These volunteer hours must be reported to the university payroll office by any emeritus faculty member every quarter for insurance purposes and for Department of Labor and Industries reporting.

~~d. The emeritus status ascribed to the faculty member’s highest rank or title provides for the listing of their name in the university catalog, use of the library and other university facilities, and participation in academic, social and other faculty and university functions. In addition, emeritus faculty:~~

d. To facilitate the emeritus faculty member’s voluntary participation in and support of the University, emeritus faculty:

- i. may participate in academic, social and other faculty and university functions;
- ii. shall be listed by name and ascribed to the faculty member’s highest rank or title in the university catalog;

Based on budget and availability and to be reviewed yearly, emeritus faculty:

- iii. shall be issued staff cards and parking permits each year without charge, ~~if budget permits;~~

- iv. ~~may shall~~ have the same library **privileges** ~~and computer services, including an email account,~~ as regular faculty;
- v. ~~may shall~~ have email **and** email support services **as regular faculty as per Information Services (IS) policy;**
- vi. **may have access to computer or department equipment with technical support and maintenance as outlined by WAC 292-110-010, and by permission of program, department, and dean;**
- vii. ~~may shall~~ have the same software **downloads** and technical support as regular faculty per **Information Services (IS) policy;**
- viii. ~~may shall~~ receive university publications without charge;
- ix. ~~may shall~~ qualify for faculty rates at university events, if available;
- x. may be assigned an office; ~~if space permits~~
- xi. may have clerical support; ~~if budget permits~~
- xii. may serve on any committee in ex officio, advisory, or consulting capacity according to expertise and experience.

----- previous language passed in Senate: -----

The following revision to the faculty code was passed at the Senate meeting on 4/7/21:

## 2. Emeritus Faculty Appointments

b. Faculty, who are retiring from the university, may be retired with the honorary title of “emeritus” status ascribed to their highest attained rank or title. The emeritus status is recommended for faculty members who have an excellent teaching, scholarly, and service record consistent with their appointments.

- i. A normal requirement for appointment to the emeritus faculty is ten (10) years of full-time service as a member of the teaching faculty.
- ii. Any eligible faculty member may be nominated, including self-nomination, for emeritus status to the department chair. Nominations shall include a current vitae and may include letters of support.
- iii. A simple majority of the eligible faculty in a department as defined in I.B.1.a.iv must approve the recommendation of emeritus status. Departments must adhere to the simple majority vote.
- iv. The BOT may grant emeritus status to any faculty member at their

discretion.

c. Process:

- i. The department chair will send the nomination to the college dean with a copy to the nominee. The dean will arrange for a department vote of all eligible faculty.
- ii. The college dean will then forward the nomination to the provost with a recommendation of action and the results of the faculty vote. The provost will then submit the nomination to the Board of Trustees with a recommendation of action and the results of the faculty vote and a copy of the recommendation by the dean.

~~d. Emeritus status is a privilege and is subject to state ethics laws and the Washington State Constitution. University related activities that are not part of any part time employment at the university as described in the CBA are considered "volunteer hours." These volunteer hours must be reported to the university payroll office by any emeritus faculty member every quarter for insurance purposes and for Department of Labor and Industries reporting.~~

d. To facilitate the emeritus faculty member's voluntary participation in and support of the University, emeritus faculty:

- i. may participate in academic, social and other faculty and university functions;
- ii. shall be listed by name and ascribed to the faculty member's highest rank or title in the university catalog;

~~Based on, The emeritus status ascribed to the faculty member's highest rank or title provides for the listing of their name in the university catalog, use of the library and other university facilities, and participation in academic, social and other faculty and university functions. In addition, emeritus faculty budget and availability and to be reviewed yearly, emeritus faculty:~~

- iii. ~~shall be issued staff ID cards and parking permits each year without charge, if budget permits;~~

- iv. may be assigned an office;

- v. may have clerical support;

- i. ~~shall have the same library and computer services, including an email account, as regular faculty;~~

- vi. shall have access to computer or department equipment with technical support

and maintenance as outlined by WAC 292-110-010, and by permission of program, department, and dean;

vii. shall have the same library privileges, email account, email support service, software downloads, and technical support, as regular faculty per Information Services (IS) policy;

~~ii-viii.~~ shall receive university publications without charge;

~~iii.~~ shall qualify for faculty rates at university events, if available;

~~iv-ix.~~

~~v.~~ may be assigned an office, if space permits

~~vi.~~ may have clerical support, if budget permits





vii.x. may serve on any committee in ex officio, advisory, or consulting capacity according to expertise and experience.