

**By-Laws**  
**Interdisciplinary Studies-Social Sciences Program**  
**Central Washington University**

- Section 1: Program Governance
- Section 2: Curriculum
- Section 3: Subcommittees
- Section 4: Amendments to the By-Laws

**Section 1. Program Governance**

**1.1 Academic Coordinator**

1.1a Eligibility

- [1] The Academic Coordinator must be a member of the IDS Program Faculty.

1.1b Election

- [1] Elections will be held every three years and overseen by the College of the Sciences Dean's Office.
- [2] Nominations, including self-nominations, will be solicited from the Program Directors.
- [3] A valid election requires votes from at least half of the Program Faculty, as defined in 1.3.
- [4] The nominee with the highest number of votes will provisionally be elected Academic Coordinator.
- [5] Approval of the COTS Dean is necessary for full election to the position.
- [6] The Academic Coordinator will receive administrative release time of at least 9 workload units.

1.1c Term of Office

- [1] The Academic Coordinator will serve a term of three years.
- [2] The Academic Coordinator can serve up to three consecutive terms.

1.1d Recall

- [1] In the event that the Academic Coordinator is not fulfilling his/her responsibilities effectively, any three members of the Program Faculty may initiate a recall of the Academic Coordinator.
- [2] Within one week of the complaint, the Advisory Committee will initiate and mediate a response from the Academic Coordinator. The response will include a plan for corrective action.
- [3] If mediation has not resolved the issue, the Advisory Committee will conduct a vote among the Program Faculty through secret ballot. If at least two-thirds of the Program Faculty vote to recall the Academic Coordinator, the Academic Coordinator will no longer serve his/her post and an interim election will take place (see 1.1e).

### 1.1e Vacancy/Extended Absence

- [1] In the event that the Academic Coordinator is unable to fulfill his/her responsibilities due to sabbatical, extended illness, or for some other reason, the Program Faculty in consultation with the Dean would conduct an interim election by soliciting nominations from the Program Faculty. The nominee with the highest number of votes will serve out the Academic Coordinator's term, or until the incumbent Academic Coordinator is able and willing to return.

### 1.1f Responsibilities

#### [1] Administrative

- [a] To provide leadership and advocate for the IDS-Social Science program, its Program Directors, and students.
- [b] Schedule and set agendas for the IDS-Social Sciences Advisory Committee and Program Director meetings.
- [c] Monitor currency of the program charter; propose amendments as needed.
- [d] Lead the process of curriculum assessment and development.
- [e] Engage in and coordinate strategic planning, program review and personnel review efforts designed to optimize IDS-Social Sciences program delivery.
- [f] Support IDS Program Directors and faculty with student concerns and facilitate conflict resolution.
- [g] Schedule and coordinate quarterly and annual IDS-Social Sciences course offerings for all CWU campuses and online with Department Chairs, IDS Program Directors, and COTS IDS Administrative Assistant.
- [h] Recruit faculty and negotiate with department chairs and deans to fulfill staffing needs.
- [i] Serve as a liaison and advocate to other academic administrators.
- [j] Engage in other duties as assigned by the Dean and Associate Dean of COTS.

#### [2] Budget

- [a] To create and review the budget with the COTS Dean office, including annual funding priorities.
- [b] To maintain and advocate the budget of the Program.
- [c] To advocate for needed resources and support.
- [d] To identify and apply for internal and external grants/contracts, given appropriate projects and funding sources.
- [e] To utilize on-campus resources such as media and library acquisitions for the benefit of the Program.

## 1.2 **Program Director(s)**

### 1.2a Eligibility

- [1] Non-tenure-track, tenure-track, and tenured faculty members whose scholarship, instruction, and/or service activities are in the field of social sciences, and who have demonstrated competencies consistent with Program Director responsibilities (1.2d) are eligible to serve as IDS Program Directors.

- [2] The Program Directors' status will be reviewed on an annual basis by a consultation between the Academic Coordinator and COTS Administration.

#### 1.2b Initial Appointment

- [1] When a Program Director vacancy exists, a position announcement shall be posted in the CWU HR database.
- [2] Faculty members with relevant interests and competencies may submit their application for an appointment to the Academic Coordinator. The Academic Coordinator will work with the search committee and the Dean of COTS to complete the hiring process.

#### 1.2c Removal

- [1] If a Program Director is not fulfilling his/her responsibilities satisfactorily, the existing CWU progressive performance management policies and procedures shall be followed.

#### 1.2d Responsibilities

IDS Program Directors' responsibilities combine administration, instruction, advising, and service in the IDS-Social Sciences program and are partially defined by campus location. They include but are not limited to the following:

- [1] Advise prospective and current students.
- [2] Develop, coordinate, and oversee cooperative education placements (IDS 490).
- [3] Liaison with CWU administrators and work in coordination with other IDS Program Directors toward continuous quality improvement of the program.
- [4] Provide program-required instruction of IDS 289, IDS 389, and IDS 489 courses on a quarterly basis, according to the agreed-upon work plan.
- [5] Teach up to two courses within the IDS curriculum per quarter, according to the agreed-upon work plan.
- [6] Those Directors located at Center campuses are expected to represent the IDS Program and interact with appropriate community college faculty, staff, and administration, as well as community members.
- [7] Other duties as assigned by the Academic Coordinator and COTS administration.

#### 1.2e Meetings

- [1] Program Director meetings will be held at least once per quarter during the academic year.
- [2] In order to form a quorum, at least one-fourth of the Program Faculty members, which can include the Director, must be present at the meeting.

### 1.3 **Program Faculty**

#### 1.2a Eligibility

- [1] The IDS Program Faculty comprise the IDS Academic Coordinator and Program Directors.

### 1.4 **Advisory Committee**

#### 1.2a Membership

- [1] The IDS Academic Coordinator—voting member.

- [2] The IDS Program Directors—voting members.
- [3] Affiliate Department Chairs of the COTS Social Science departments—non-voting members.
- [4] Associate Dean of COTS—non-voting member.

#### 1.4b Responsibilities

- [1] The Advisory Committee will meet at least once during the regular academic year.
- [2] The Advisory Committee shall advise the Academic Coordinator on activities in the interest of the IDS-Social Sciences program
- [3] The Advisory Committee shall review and recommend changes to the IDS-Social Sciences program Charter and policies.
- [4] The Advisory Committee shall review and recommend changes in program curriculum and assessment including development of interdisciplinary courses.

## Section 2. **Curriculum**

### 2.1 Changes to the program requirements

- 2.1a Any Program Faculty member may propose changes to the program requirements. The proposal must include a justification for those changes.
- 2.2b The Advisory Committee will review the proposal and decide on a recommendation to approve or disapprove.
- 2.2c The Program Faculty will vote on the proposal. The proposal would pass if a simple majority of the Program Faculty vote in favor of it.

## Section 3. **Subcommittees**

- 3.1 In the event that program subcommittees need to be formed, the Program Faculty will vote on the composition, charge, and time of service of the subcommittee. A simple majority vote of the Steering Committee will form such an ad hoc committee.

## Section 4. **Amendments to the By-Laws**

- 4.1 Any member of the Program Faculty may propose an amendment to the existing by-laws.
- 4.2 The proposed changes and justification for the change should be sent to the Advisory Committee for review.
- 4.3 By simple majority vote, the Advisory Committee will make a recommendation to the Program Faculty for approval or disapproval of the proposed amendment.
- 4.4 If two-thirds of the Program Faculty vote in favor of the proposed amendment, it would be approved.