

Bylaws of the UW Bothell School of Nursing & Health Studies

Preamble

In order to exercise the power granted under the *Faculty Code* (see [Section 23-43](#)) and to advise the University of Washington Bothell (UWB) School of Nursing and Health Studies (SNHS) Dean (see [Section 23-43.B](#)) in an orderly and expeditious manner, the faculty of the UWB SNHS establishes herewith, under *Faculty Code*, [Section 23-45.A](#), its organization, rules, and procedures. All provisions of these bylaws are subject to the University of Washington Faculty Code and applicable state law. In cases of conflict, the Faculty Code shall govern.

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ARTICLE I: PUROSE & FUNCTION

Section 1: Purpose

The purpose of the SNHS shall be to advance social justice, health, and nursing practice through innovative pedagogy, research and community engagement, within the interdisciplinary context of the UWB, whose mission is defined in the Revised Code of Washington, RCW 28B.20.020, Vol. 1-1.

Section 2: Function

The faculty of the UWB SNHS is the school's faculty governance body. The faculty participates in making recommendations to the administration as assigned in *Faculty Code*, Section 23-41. This includes participating in appointment and review processes for the Dean, following *Executive Order 20*, Sections 2-3., including having at least one member of the EFC appointed to any Dean appointment or review committees as outlined in *Executive Order 20*, [Section 2.B](#).

ARTICLE II: VOTING MEMBERSHIP

The voting members of the UWB SNHS faculty are the voting members of the University of Washington, as defined in [Section 21-32](#) of the *Faculty Code*, whose primary appointments are at the UWB SNHS. Should a faculty member have a secondary appointment at the UWB SNHS, then that faculty member must be in compliance with [Section 24-34.B.9](#) of the *Faculty Code* to be a voting member of the faculty at the UWB SNHS. Voting members of the University of Washington

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faculty are defined as those full-time faculty members holding the rank of (tenure, research track or teaching track): Assistant Professor, Associate Professor, Professor, Assistant Teaching Professor, Associate Teaching Professor, or Teaching Professor. Notwithstanding the rank held, the following are not voting members of the faculty of University of Washington: (1) persons serving under acting or visiting appointments, (2) persons on leave of absence, (3) persons serving under clinical, or affiliate appointments, (4) persons of emeritus status unless serving on a part-time basis, and/or (5) persons serving under adjunct appointments insofar as their adjunct appointments are concerned.

ARTICLE III: FACULTY COUNCIL & STANDING COMMITTEES

Section 1: Faculty Council

Subsection A: Responsibilities

To facilitate shared governance, the UWB SNHS shall have an Elected Faculty Council (EFC) to advise the Dean on matters of policy regarding faculty promotion and tenure, and on matters involving academic policy, including priorities, resource and salary allocation, and budgets. This is in accordance with the University of Washington *Faculty Code*, Section 23-45.C. In specific circumstances, the Dean may request that the EFC provide advisory input to the Leadership Team prior to advising the Dean directly. Such alternate advisory pathways must be affirmed by a majority vote of the EFC and documented in the official meeting minutes. The faculty shall be notified of this alternate advisory pathway within seven (7) business days. The EFC shall be concerned with all domains of the faculty authority and duties of the SNHS faculty and the professional and personnel issues affecting faculty.

This body is directly accountable to the faculty from which it is elected and will act as an advisory body to the faculty on academic and other matters referred to in Section 23-41 of the *Faculty Code*.

1. The EFC Chair will bring recommendations to the Dean on issues relevant to *Faculty Code*, Section 23-45.C. In specific situations where it is more efficient or effective, the Dean may request that EFC primarily provide advice to the leadership team including the Associate Deans, Director of Academic Services, and/or Administrator. A majority vote in the EFC will affirm or conclude these alternate lines of communication. In this document, the potential for alternative means of advising the Dean will be understood when it is stated that the EFC provides advice to the Dean.
2. The EFC will receive topics and issues that the faculty, Dean, or Leadership Team submits to the EFC Chair in writing or when it is agreed to be a priority at an All School meeting. The EFC will take up these topics for deliberation and/or discussion at an EFC meeting; alternatively, the EFC may refer to an All School meeting any issue that receives the vote of two or more EFC members. When determined to be appropriate, the EFC will provide subsequent recommendations on these topics and issues to the Dean.
3. The EFC shall annually review and assess equity in faculty workload across teaching, service (using the service workload tool approved by faculty vote 6/4/2025), and research responsibilities. The EFC will provide written recommendations to the Dean regarding workload equity, including any identified disparities and proposed corrective measures.
4. The EFC will facilitate effective communication and faculty voice within the General Faculty Organization (GFO) and GFO Executive Committee (EC).

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5. The EFC will identify and recruit nominees and provide oversight of elections for all positions that are voted on by the SNHS faculty. The EFC is responsible for ensuring that the process is transparent and documented appropriately. If a willing candidate for a position cannot be identified before the election, a second election may be held. If a position remains unfilled after the second election then the role may be appointed by the Dean.

6. In collaboration with the Associate Deans, the EFC shall provide oversight of the activities of the SNHS Curriculum Committees (CC) including: (1) oversight of the election of the Chairs of the CCs by the voting faculty and (2) assignment of CC membership in consultation with the Dean, and Associate Deans.

7. The EFC will have responsibility for developing academic policy relevant to the work of SNHS faculty as a whole. The EFC will assign decision-making responsibilities about program curriculum to the CCs, except it will retain the responsibility for approving curricular policies that have broader impact across program curricula and/or for overall SNHS faculty interests. If necessary, the EFC will bring these topics to the full faculty for a vote.

Subsection B: Membership

The EFC shall include at least five members, consisting of one Chair, one Vice-Chair, and one member from each of the standing curriculum committees. Additionally, the EFC will include at least one Teaching-Track Faculty, Tenure-Track Faculty, and Tenured Faculty voting member when possible (e.g. if all Tenure-Track Faculty have tenure, then a Tenure-Track representative will not be required). In carrying out their duties, members of the EFC may represent their CC and rank, but the interests of those groupings shall be considered subordinate to the larger interests and welfare of the School. If the EFC Chair does not have tenure, they may appoint another EFC member to assume leadership in negotiations with the Dean when needed. All tenured EFC members must be willing to assume this role in negotiation if appointed.

1. Chair and Vice Chair: The Chair and Vice-Chair shall be elected by the SNHS voting members. All voting members are qualified for this position, although the current Dean and Associate Deans, cannot serve in this role. The Vice Chair will serve one year, and then the following year assume the Chair position. If the Vice Chair is unable to assume the Chair position, then the acting Chair can serve a second year or the faculty can vote on a new Chair from any voting member who is a past or present member of the EFC.

2. Terms: All general members of the EFC shall serve one year terms of office that begin when faculty are back on contract (September 16th) for the start of Autumn quarter after they have been elected. EFC members may serve a maximum of five consecutive years. The Chair and Vice Chair positions will be staggered so that the Vice Chair will assume the Chair position in the following year. As such, altogether these positions constitute a two year term. An EFC member, Vice Chair, or Chair may be re-elected following a two year hiatus from serving on the EFC. In circumstances where there are not enough eligible or available faculty to serve these terms, a vote will be put to all voting faculty to suspend one or more term rules for up to one academic year, citing extenuating circumstances. EFC.

3. Elections: All voting members of the EFC (general members, Vice Chair, and Chair) shall be

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elected by a vote of the SNHS voting faculty. Elections for the EFC shall be held during spring quarter

4. **Removal from Office:** A member of the EFC can be removed from office by a two-thirds affirmative vote by a quorum of the voting SNHS faculty, effective immediately after the vote.

5. **Ex Officio Members:** The EFC shall have the following non-voting *ex officio* Members:

- a. One Part-Time faculty member shall be elected for a one- year term by all Part-Time faculty members who have taught at least one course that year. This election shall be overseen by the EFC. This *ex officio* member shall have the option to attend meetings of the EFC.
- b. At least one Staff member shall be elected by the staff for a one year term. This election shall be overseen by the EFC. This *ex officio* member shall have the option to attend meetings of the EFC.
- c. The Dean, Leadership Team members, and/or any other stakeholder may be invited and/or request invitation to participate in EFC meetings as *ex officio* members.

Subsection C: Meetings

The EFC shall meet at least three times during each of the Autumn, Winter, and Spring academic terms. An annual calendar of meeting dates shall be established at the beginning of the Autumn quarter by the EFC and posted to be readily visible to all stakeholders. Meeting dates may be changed following established procedures in accordance with the Washington Open Public Meetings Act (OPMA), RCW 42.30. Additional meetings shall be held when called by the EFC Chair, when requested by the Dean, and/or when requested in writing by one-fifth of the voting membership of the SNHS. The EFC Chair presides at meetings of the EFC.

1. **Agenda:** The agenda for EFC meetings shall be established by the EFC Chair, with input from individual faculty members, CC chairs, committees, task forces, the Dean, and the Leadership Team. Agenda items must be submitted in writing to the EFC Chair at least one week prior to each EFC meeting.

2. **Minutes:** At each meeting, minutes from the previous EFC meeting shall be approved by the EFC and become part of the official record of the SNHS. The approved minutes of every EFC meeting shall be available to faculty and staff.

3. **Voting:** For each decision, the EFC shall conduct an initial vote to determine whether an issue needs to be brought before the entire faculty for a vote, based on its being a topic with significant impact on faculty rights or wellbeing. If two or more EFC members vote affirmative, the decision will be brought to the full faculty for a vote. If an all-faculty vote is not seen as necessary, decisions shall be passed by a quorum majority of the EFC. Within one week after a vote, decisions passed by the EFC shall be distributed to the faculty via email with necessary supporting documents. If one-fifth of the voting faculty send a letter to the EFC requesting an all-faculty vote within one week of distribution of the decision notice, the EFC decision shall be nullified and the issue shall be brought for a vote before the entire voting faculty.

Section 2: SNHS Standing Committees

The SNHS shall have the following standing governance committees whose

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responsibilities shall be to work with the Dean, Leadership Team, and/or EFC to formulate policy, plan, and to oversee curriculum or address faculty affairs matters pertinent to the powers and duties of the faculty.

Subsection A. Curriculum Committees

The SNHS shall have CCs that oversee each SNHS degree program whose responsibilities shall include: (1) evaluating and revising program curriculum, (2) reviewing new or revised course offerings, (3) generating proposals related to change in curriculum of established degrees, (4) creating program admission standards, (5) reviewing documents associated with a new degree program, and (6) conducting other functions necessary to curricular needs. These CCs will also make recommendations on policies or processes with regard to curriculum development and approval.

1. Meetings. All SNHS CCs shall meet on a regular basis and work with the Associate Deans and EFC to address curricular needs. The CC shall report to the EFC at least once during the quarter, either directly or as a report within the All School meeting. The EFC, in collaboration with the Dean, and Associate Deans, and CC Chairs, shall approve an annual charge letter during Autumn quarter to each SNHS_CC outlining goals and responsibilities. Additional tasks and responsibilities can be added to the charge as needed by the EFC in consultation with the Dean, and Associate Deans.

2. Membership and Terms. The EFC shall identify a willing voting faculty member to serve as Chair for each CC for the following year, and elections for their positions shall be held in the Spring by all voting faculty. The remaining membership in the CC shall be determined by the leadership as part of service assignments, in consultation with the EFC. These roles will be assigned by the Dean, and Associate Deans in the Spring or Summer, after the School-wide election, and committee members will start their service the following autumn quarter. A CC Chair may be re-elected for up to three consecutive terms with each term being one year of service. After leaving the role of CC Chair, a faculty member may continue to serve as a general member of that same CC, but must wait two years before they are eligible for re-election to the position of CC Chair.

Subsection B. Academic Standing Committee

When the full SNHS faculty has fewer than three professors eligible to vote on academic human resources (AHR) issues such as merit, tenure, and promotion, an Academic Standing Committee (ASC) shall be formed. The members of the ASC shall serve in the role of the senior faculty; the policy guiding the ASC is maintained separately.

Subsection C. Ad Hoc Committees and Task Forces

The SNHS may establish additional ad hoc committees and task forces, whose roles and responsibilities shall be assigned by the Dean or EFC as needed.

ARTICLE IV: SCHOOL MEETINGS, ORDER OF BUSINESS, AND AGENDA

At least one meeting of the voting faculty shall be held during each month of the academic year; during summer quarter a meeting shall only be held for voting faculty active during the summer if there is business to conduct. An annual calendar of meeting dates shall be established prior to the beginning of the autumn quarter by the EFC in collaboration with the Dean. Meeting dates will not be changed unless there is an emergency, and/or information has been provided to the faculty

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regarding the cause for change. Special meetings shall be held when called by the EFC, when requested by the Dean, or when requested in writing by one-fifth of the voting membership of the SNHS faculty. The Dean presides at the All School meetings, but may delegate the presiding role to the Associate Deans, Chair of the EFC, or another faculty member if necessary.

Section 1. Order of Business

The Dean shall determine the order of business in consultation with the EFC, CC Chairs, and Leadership Team for the All School meetings.

Section 2. Agenda

The agenda shall be established by the Dean in consultation with the EFC Chair, Leadership Team, CC Chairs, as well as any other stakeholders deemed necessary by the Dean. Agenda items may be submitted in writing by any member of the faculty in writing to the Chair of the EFC at least two weeks prior to each faculty meeting if they wish the EFC to assist with getting that item on the agenda.

ARTICLE V: QUORUM

A quorum for any meeting of the SNHS faculty, EFC, or of a standing committee

ARTICLE VI: VOTING

A proposed action of the UWB SNHS faculty under the authority of the *Faculty Code*, Sections 23-43 and 23-44, is effective if passed by a quorum majority of its voting members present at a meeting except in (1) personnel actions where a majority of all faculty eligible to vote is required (23-46.C), and (2) proposals to amend these bylaws, where a two-thirds majority of the voting faculty is required. Voting in meetings may occur electronically, orally, by show of hands, or by written ballot at the direction of the individual presiding at the meeting. When requested by one or more voting members of the faculty, the vote upon any matter before the faculty shall be by secret ballot. Absentee voting by eligible faculty is permitted on matters requiring an electronic or written ballot, with a deadline for response of no less than 24 hours after the meeting.

Faculty with appointments requiring them to vote in an official role at a later stage of personnel, curricular, or other review processes shall abstain or recuse themselves at earlier votes in those processes.

ARTICLE VII: VACANCY IN OFFICE

A vacancy in either an elected office or appointed service committee (such as a CC) can occur through such processes as resignation, termination of employment, paid professional leave, or failure to regularly attend meetings of any committee without advance notification.

If a vacancy in an elected position should occur during the term of any office, the EFC shall seek candidates and provide for an election to a new term of office for that position. If a vacancy is temporary and of short duration, the EFC is empowered to decide whether to fill the vacancy temporarily until the member returns or by permanent appointment. If a vacancy in an appointed position should occur, a new member may be appointed to the position by the Dean, Leadership

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Team, or EFC depending on who was responsible for the original appointment.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the voting faculty, provided notice of intent is given at the previous regular meeting or when submitted in

Bylaws adopted on Jan. 19, 2021 with two-thirds approval.

Updated adopted on June 12, 2026 with more than two-thirds approval.