

College of the Environment Bylaws

Approved by:

College of the Environment on March 21, 2022
Provost (on behalf of the Board of Trustees of
Western Washington University) on May 22, 2022

I. Preamble

The College of the Environment, a division of the Western Washington University, hereby establishes these Bylaws to assure a decision-making process that will equitably divide the continuing tasks of the College governance among all College members, and thereby free members to pursue the scholarly enterprises to which they are fundamentally committed. The following Bylaws, therefore, define the formal structures and procedures by which the College and its extension sites, including College of the Environment Extensions in Everett, Port Angeles, and Poulsbo, will seek to achieve their broad purposes in environmental studies. It is understood that nothing stated or implied in these Bylaws shall supersede any policies established or decisions made by Western Washington University.

II. College Governance

- A.** College of the Environment administrators, faculty, staff, and students all participate in the governance of the College of the Environment. Unless otherwise specified, College faculty, staff, and students are defined as those individuals directly associated with the College of the Environment, including its departments, institutes, and centers that report to the Dean of the College. As defined, these include: Tenured, tenure track, and non-tenure track faculty currently contracted by the College; Emeritus and Affiliate faculty; all permanent staff; declared College of the Environment majors (including combined majors), College of the Environment associated majors (majors that both were originated by College of the Environment faculty and are dependent on College of the Environment faculty-taught classes including Energy majors, and Marine and Coastal Science majors), and/or student members of a College Committee.
- B.** Voting privileges:
1. College Faculty with at least an average of half-time appointment in the College during the academic year hold voting privileges except where specifically prohibited by the Faculty Handbook or the United Faculty of Western Washington University (UFWW) Collective Bargaining Agreement (CBA).
 2. Administrators with a full-time release from teaching duties and Emeritus faculty do not vote on College issues.
 3. Probationary and non-tenure-track faculty do not vote on College or Departmental issues relating to faculty appointments, tenure, promotion, or other faculty personnel issues.
 4. Staff hold voting privileges except when excluded in the UFWW CBA or when hiring faculty.
 5. Undergraduate and Graduate students who are serving on committees hold the same voting privileges on that committee as staff.
- C.** College meetings are held on a regular basis as called by the Dean. Special meetings may be called by written request to the Dean by at least five (5) voting members of the College of the Environment community.

- D. All College and Committee proceedings and any information relevant to the College are meant for open discourse among members of the College, unless prohibited by local, state or federal law. Minutes of College and Committee meetings shall be made available to the College and University unless explicitly restricted by College or University policy.
- E. Motions pertaining to personnel, College-level curriculum and academic issues, and College policy must be submitted in writing or electronically to the eligible voting members of the College at least 72 hours prior to the final vote. All motions presented to the College must identify the individuals submitting and seconding the motion.
- F. Voting by the College may take place in a regular or special meeting of the College and may include a) open voice call vote, b) written ballot vote, or c) outside the regular or special meeting, electronic vote, of the eligible members. Voting by anonymous ballot, unless otherwise required by a relevant provision of the CBA, shall apply to bylaws amendments, policy amendments, personnel tenure and promotion actions, and to other matters that pertain to the protection of the rights of an individual. Any voting member of the College may request an anonymous ballot for any motion, unless otherwise specified by a relevant provision of the CBA.

In the case of a face-to-face vote or electronic vote, the quorum is defined as a simple majority of the eligible voting members. A quorum must participate in the vote for the vote to be considered valid. Votes in the College are passed by simple majority of ballots cast. Any faculty, staff or student voting member who is unable to attend the regularly scheduled or special meeting may designate a single proxy for that meeting or a portion thereof.

1. A proxy must be a voting member of the meeting.
2. A proxy can serve as the proxy for only one voting member per meeting.
3. A proxy must be designated and be communicated in writing, by hard copy or electronically to the proxy recipient, committee chair, and recording secretary. This designation must occur after the agenda is released and prior to the meeting.
4. It is the proxy designator's responsibility to ensure the proxy recipient is aware of their proxy role prior to the meeting.
5. Proxy is invalid if proxy designator is present.
6. Failure to abide by the notification process will result in a null vote for the proxy.
7. A proxy may only vote on items identified on the agenda.

III. College Structure and the Establishment of Departments, Programs, and Institutes

The College of the Environment is composed of two Branches: the Environmental Sciences (ESCI) Branch and the Environmental Studies and Urban and Environmental Planning & Policy (ENVS/UEPP) Branch, [as well as College Institutes]. Each Branch is further composed of department(s), program(s), and institute(s). Each Branch equally shares representation on College Committees. These Branches serve to equitably distribute faculty representation on College standing committees among the two Branches and do not function in any administrative capacity.

- A. The voting members of the College may propose to the University Administration, by the voting procedures described in Section II above, the creation of Departments, College-wide programs, and College-level institutes and centers.
- B. The voting members of a Department may propose to the University Administration, by the voting procedures described in Section II above, the creation of Department-level academic programs, institutes, and centers.

- C. Selection, review, and removal of academic program directors, and institute/center directors (academic administrators) shall follow procedures outlined in the Collective Bargaining Agreement and as further elaborated later in these bylaws. Selection, review, and removal of department chairs shall follow the requirements of the CBA and the College Evaluation Plan.

IV. Dean of the College of the Environment

- A. The Dean is the Chief Administrative Officer of the College and reports to the Vice President for Academic Affairs/Provost. The Dean shall:
 - Promote the College's academic mission and achievements to the other Colleges of the University, the administration, the region, the nation, and the international community.
 - Provide overall leadership in the administration, planning and curricular enhancement of all programs, Departments, and Institutes within the College.
 - Have responsibility and authority for the College, including academic affairs, personnel, research, budgeting, planning, allocation of equipment, facilities, and student activities. Decisions on these matters shall be made by first seeking input/recommendations from the Policy Committee and the College as a whole.
 - Coordinate all units within the College; facilitate faculty, staff, and student activities; and help build strong programs through teaching, research, and scholarly endeavors.
 - Foster communication and mentoring among the College faculty, Department Chairs, Institute Directors, staff, and University community.
 - Prepare, administer, and regularly review the budget of the College, reporting the overall status to the College at least quarterly.
 - Chair College meetings.
 - In consultation with the Policy Committee and subject to approval by the eligible voting members of the College, appoint members to standing committees, except in the case of the Policy Committee (as outlined below).
 - Appoint members to ad hoc College committees and formulate committee charges, except in the case of the Ad Hoc Bylaws Revision Committee (as outlined below).
 - Meet regularly with Department Chairs to discuss budgetary matters, FTE allocations, and other issues pertaining to the College and the Departments.
 - Supervise and evaluate designated College staff.
 - See that faculty, staff, and student appeals and grievances are addressed according to University policies.
 - Disseminate information necessary to ensure Departmental participation in the annual evaluation of NTT faculty teaching off-campus courses with a Departmental rubric through Extended Education.

- B. Selection of the Dean:

Upon invitation, the College of the Environment community will participate in the selection of a new Dean pursuant to guidelines provided by the university administration. The process shall include input from all members of the College community.

Any eligible voting member of the College may submit or second a motion of no confidence in the Dean at a College meeting during the academic year. A final vote on the motion will be delayed until either the next regularly scheduled College meeting or at a special meeting called to discuss and vote on the motion. Such a meeting will be held no sooner than one week and no later than three weeks after the motion was made to provide adequate time to fully consider the measure. All eligible voting members of the College may participate in a secret ballot on the motion.

V. Department Chair

A. The Department Chair shall:

- Be tenured faculty member whose administrative responsibilities constitute a 0.5 FTE.
- Represent the Department and its interest to the College and the University.
- Coordinate all academic, programmatic, operational, and administrative activities of the Department.
- Preside at regular Department meetings. The Chair may designate a substitute in the event of absence from campus.
- Facilitate and encourage faculty development, teaching, research, and other scholarly activities.
- Supervise, evaluate, and encourage professional development of Department staff.
- Coordinate, oversee, and participate in the annual evaluation of Departmental tenure-track and non-tenure-track faculty; faculty applying for tenure and promotion; and faculty involved in merit evaluations.
- Hire non-tenure track faculty from a vacancy pool pre-approved by the programmatic faculty and provide evaluation materials of the non-tenure track faculty to personnel committee at the time of pending contract renewal and rehire.
- Oversee the planning of course schedules and teaching assignments.
- Be responsible for the Department's budget.
- Report to the Dean and meet regularly to review Departmental goals and direction.
- Meet regularly with the Dean to discuss budgetary matters, FTE allocations, and other issues relevant to the Department.
- Perform other duties as required or assigned by the Dean and the University administration.
- Perform reviews and evaluation of adjunct and affiliate faculty members prior to their initial appointment and every two years thereafter.
- Evaluate professional leave requests.

VI. Institute Director

A. Institute Directors who are Academic Administrators as defined in Section 18.2 of the UFWW CBA and all other Institute Directors shall:

- Represent the Institute and its interests to the College and the University.
- Coordinate all research, operational, and administrative activities of the Institute.
- Encourage cooperative research and related programs with local, regional, state, and federal organizations; non-governmental organizations; and industries concerned with the Institute's mandate.
- Help initiate research grant proposals aimed at providing needed and appropriate kinds and levels of support to advance the work of the College and University.
- Supervise, evaluate, and encourage professional development of Institute staff.
- Be responsible for the Institute's budget.
- Promote undergraduate and graduate student involvement in the Institute programs.
- Report to the Dean and meet regularly to review Institute goals and direction.
- Meet regularly with the Dean to discuss issues relevant to the Institute.
- Perform other duties as required or assigned by the Dean and the University administration.

VII. Academic Program Director

A. Appointment

- Pursuant to section 18.1 of the UFWW CBA, a faculty member who has been formally assigned the responsibilities of an academic program director by the Provost or Dean shall be appointed to serve as an Academic Program Director for a fixed term. The appointment and its specific responsibilities must be documented in writing.
- The responsibilities of the Academic Program Directors vary depending on the size and complexity of the Program as described in section 18.1.2.

B. The Academic Program Director shall:

- Be a tenured, tenure track, or non-tenure track faculty member of the College who will represent the Academic Program and its interests to the College and the University.
- Facilitate and encourage Program faculty development, teaching, research, and other scholarly activities.
- In cooperation with Department chairs, coordinate and participate in the annual evaluation of Program non-tenure-track faculty.
- Hire non-tenure track faculty from a vacancy pool pre-approved by the programmatic faculty and provide evaluation materials of the non-tenure track faculty to the College of the Environment Personnel Committee at the time of pending contract renewal and rehire.
- In cooperation with Department chairs, coordinate the planning of Program course schedules and teaching assignments.
- Be responsible for the Program's budget.
- Report to the Dean and meet regularly to review Program goals and direction.
- Meet regularly with the Dean to discuss budgetary matters, FTE allocations, and other issues relevant to the Program.
- Perform other duties as required or assigned by the Dean and the University administration.

VIII. Committees

There shall be College-wide standing committees and Department standing committees. Standing committees serve the College by dealing with the ongoing business of the College and by considering issues referred by faculty, staff, Department Chairs, Institute Directors, or the Dean. Committees make recommendations to the College as a whole, and to the Departments as appropriate. In some cases, Committees have decision-making authority. Committee meetings will be guided by Roberts's Rules of Order as necessary, and regular minutes of committee meetings will be available. Faculty and staff serve on standing committees for two-year, renewable terms. Faculty and staff appointments to committees shall be staggered so that no more than half of the committee turns over each year.

Unless otherwise specified, the eligible voting members of the College shall approve Committee memberships for College Committees; the eligible voting members of the Departments shall approve Committee memberships for Department Committees. Student members of committees are approved by the College from nominations made by the Community Affairs Committee. Normally, standing committee Chairpersons report committee activities, finding, and recommendations at regular Department and/or College faculty meetings as appropriate.

A. College Committees:

1. Policy Committee:

There shall be one College Policy Committee, also referred to as the "College Governance Committee", whose membership is as follows: the Dean (non-voting), the Operations Manager (non-voting), three (3) faculty members from the ESCI Branch, selected by the Branch faculty where at least one member is a department chair; three (3) faculty members from the ENVIS/UEPP Branch, selected by the Branch faculty, where at least one member is a department chair; one (1) College of the Environment student from each Branch (if possible, represented by the College of the Environment student Senators) elected by the College; and two (2) staff members from the College, elected by the staff. The faculty members serving on the Policy Committee shall select one of the tenured faculty members to serve as chair.

Policy Committee meetings are normally convened by the Committee Chair, but a Policy Committee meeting may be called by any two (2) of its members.

The Chair has the responsibility to prepare an agenda in advance and include issues raised by any member of the committee.

The Policy Committee shall develop recommendations to be brought to the College for review and approval. The Policy Committee shall have access to any documents, budgets, and College materials that might be required to inform discussions.

The duties of the committee are:

- To formulate College-wide policies and practices that will facilitate long-range plans and direction to the College as a whole.
- To review the College budget and study available resources and resource allocation to meet College missions and purposes.
- To evaluate cooperative programs between College of the Environment and other units within and outside the University.
- All members of the Committee may participate in all discussions.
- A tenured faculty member of the Policy Committee shall be nominated by a vote of the committee members to serve as the representative of the College to the University Planning and Resources Council
- The elected faculty, staff, and student members of the Policy Committee shall serve as the members of the Bylaws Amendment Committee, when the committee is convened as defined in Section IX.

Only eligible faculty, as defined in Section IIB. of these Bylaws, shall vote on faculty governance issues such as:

- To develop criteria and procedures for distributing professional development and travel funds (as spelled out in the WWU UFWW CBA Section 22.9). These funds will be allocated and administered by the dean in accordance with these criteria and procedures.
- To review faculty assignments, including committee memberships, to assure an equitable and productive distribution of responsibilities in light of the several missions of the College.
- To regularly review the College Evaluation Plan and make recommendations for changes as needed, in consultation with the individual Departments.
- To review the Departmental Evaluation Plans.
- To consider any matters bearing upon faculty well-being that are under the purview of the College.

2. Diversity and Community Affairs Committee:

There shall be one Diversity and Community Affairs Committee, whose membership is as follows: one (1) faculty from each Branch, College of the Environment's Diversity Recruiter & Retention Specialist, one (1) additional staff member from the College, one (1) College of the Environment undergraduate student from each Branch, and one (1) graduate student from the College. The Committee will elect one of its members as chair.

The duties of the Diversity and Community Affairs Committee are:

- To implement the College of the Environment Diversity and Inclusion plan, endorsed by the College in spring 2016, as periodically revised.
- To maintain and update the plan, including but not limited to collection of data and input from College of the Environment faculty, students, and staff, as well as the community College of the Environment serves.
- To support departmental diversity and inclusion planning and activities.
- To report periodically to the College on progress in diversity and inclusion activities.

- To assist with planning, coordination, and disseminating information about the College's non-curricular community activities.
- To recruit, and to nominate to the College, students to serve on College committees as specified in these Bylaws.

3. College Curriculum Committee:

There shall be one College of the Environment Curriculum Committee (CECC) whose membership is as follows: three (3) faculty members from the ESCI Branch, selected by the Branch faculty where at least one member is a department chair; three (3) faculty members from the ENVS/UEPP Branch, selected by the Branch faculty, where at least one member is a department chair; the Undergraduate Advisor, one (1) additional staff from each Branch, and one (1) College of the Environment student from each Branch. The Committee shall elect one of its tenured faculty members to serve as chair. A quorum consists of a majority of the Committee members, with at least four (4) faculty present.

The Committee is responsible for reviewing all proposed changes to existing undergraduate courses and proposals for new courses or undergraduate programs. It may also initiate proposals to improve the quality of the curriculum and the coordination of the Department's major and minor programs.

The duties of the Curriculum Committee are:

- To review and approve changes to curriculum and catalog copy after approval by the appropriate Department
- To oversee and coordinate the content and structure of the College of the Environment core.
- To review annual course scheduling submitted by each Department.
- To approve student requests for individual curricular changes involving College of the Environment core courses or requirements for admission.
- To review and approve student/faculty designed majors.

4. Academic Technology Committee:

There shall be one College Academic Technology Committee (ATC) whose membership is as follows: one (1) faculty and one (1) College of the Environment student from each Branch, and two (2) staff members from the College. The Committee shall elect one of its tenured faculty members or the College of the Environment Information Technology (IT) staff member as chair.

The College ATC is a subcommittee of the University's Academic Technology Committee. The University ATC representative will be nominated from the tenured faculty membership of the College ATC committee and will serve a 3-year term as a voting member of the University ATC.

The duties of the Academic Technology Committee are:

- To review and make recommendations to the College regarding the use of technologies in the College of the Environment.
- To advise the College administration regarding academic technology implementation, budget requests, and priorities.
- To recommend to the College policies and procedures for the operation of College computer labs.
- To review faculty needs (office equipment, research equipment, laboratories for students, and support) in use of technology and make recommendations to the College Administration.

5. Personnel Committee:

There shall be one College Personnel Committee whose membership shall be as follows: three (3) tenured faculty from each Branch and the Operations Manager (non-voting). The committee shall elect one of the faculty members as chair.

The duties of the Personnel Committee are:

- To ensure that review of faculty for tenure and promotion, and post tenure review, is performed according to College and Department Unit Evaluation Plans as well as with applicable university policies. The Committee shall evaluate the Departments' evaluation of candidates to ensure it has met the evaluation procedures and criteria for promotion and tenure, pursuant to the Departments' standards.

6. Scholarship, Research and Creative Opportunities Committee

There shall be one Scholarship, Research and Creative Opportunities Committee whose membership is as follows: one (1) faculty member from each Branch, one (1) staff member from the College and one (1) College of the Environment student. The Committee shall elect one of its tenured faculty members to serve as chair of the Committee.

The duties of the Scholarship, Research and Creative Opportunities Committee are:

- To nominate students for College of the Environment Scholarships.
- To nominate students for other funding opportunities that support Research and Creative Opportunities.

B. Department Committees

1. Graduate Program Committees:

Each Graduate degree program in the College shall have a Graduate Program Committee. The membership of each committee will include at least three (3) faculty members from the program, a Graduate Program Coordinator, and one (1) College of the Environment graduate student. For special tasks, other individuals may be asked by the Committee to participate as non-voting members. One of the tenured faculty members on the committee is appointed to a 3-year term as the Graduate Program Advisor by the Policy Committee and chairs the Graduate Program Committee.

The duties of each Graduate Program Committee are:

- To assess the overall strength and direction of the graduate degree program.
- To communicate with the Department and the College about the status and direction of the graduate degree program.
- To evaluate proposed curricular changes in the graduate program and make recommendations to the College about those proposed changes.
- To establish guidelines and procedures for smooth and effective operation of graduate program activities.
- To determine, after consultation with the Department, appropriate enrollments for graduate degree programs.
- To set criteria and deadlines for receiving applications for admissions to graduate programs.
- To oversee and manage the orderly and timely review of application materials.
- To annually review the progress of each graduate student.
- To approve proposed graduate student thesis committees.
- To make recommendations to the Dean regarding state-supported teaching assistantship assignments and other funding allocated to the College.
- To prepare, modify, or otherwise develop and maintain a Graduate Student Handbook summarizing graduate program policies and procedures.

- To review graduate student proposals for funding under the small grants for graduate research program. Members of the respective graduate program committees will meet jointly to make final funding decisions.
- To provide consultation when there is disagreement between Committee members and the student about progress and direction of the student's program.

C. Ad Hoc Committees:

The Dean of the College of the Environment, or the Department Chairs, may create ad hoc committees, or be directed to do so by a majority of the faculty/staff, to undertake special assignments. The ad hoc committee may include faculty, staff, and students. The Dean or the Department Chair gives the committee its charge. For College-level committees, the Policy Committee, in consultation with the Dean, shall select membership. For Departmental committees, Department Chairs shall select membership. Each ad hoc committee shall elect a chair.

IX. Amendment of Bylaws

- A. The Bylaws Amendment Committee shall consist of the eight (8) elected faculty, staff, and student members of the Policy Committee. The Committee shall elect a tenured faculty member as chair.
- B. The Bylaws Amendment Committee will be convened if there are amendments to consider, and its scope of action shall be limited to those proposed amendments formally presented to it per subparagraph (C) below
- C. These Bylaws may be amended, subject to approval by the Board of Trustees of Western Washington University, in the following manner:
 1. An amendment may be proposed by any member of the College of the Environment.
 2. Proposed amendments that represent corrections of factual errors or grammatical revisions may be forwarded directly to the Bylaws Amendment Committee without a College vote if the amendment does not result in a policy change.
 3. Proposed amendments that involve policy change will be forwarded to the Bylaws Amendment Committee if approved by a) a majority vote of the Policy Committee, or b) at least twenty-five percent (25%) of the eligible voting members of the College faculty, or by twenty-five (25%) of the eligible voting members of the College staff, or twenty-five percent (25%) of the students of the College of the Environment. Approval of proposed items may be by paper or electronic ballot.
- D. Upon action by the Bylaws Amendment Committee, the proposed amendment shall be forwarded, along with a written report and recommendation, to the eligible voting members of the College for final action.
- E. Written notice of such impending action and full text of all proposed amendments shall be given to all eligible voting members of the College at least four days prior to scheduled voting meeting.
- F. Adoption of proposed amendments shall require two thirds approval by paper or electronic ballot of the eligible voting members of the College.
- G. Approval of the College Meeting Minutes must occur after an amendment is adopted and before it is submitted to the Board of Trustees.