

DRAFT (REVISED BYLAWS)

Fairhaven College of Interdisciplinary Studies College Bylaws (changes as of 28 September 2016)

1. Preamble

Fairhaven College of Interdisciplinary Studies is an undergraduate liberal arts college within Western Washington University. The governance of Fairhaven College is shared between the tenured faculty, tenure-track faculty, the Dean, non-tenure track faculty, staff, and students. The following Bylaws define the formal structures and procedures of the College, and implement the powers granted the College.

2. Governance Structure

All policies are approved at faculty meetings. The voting members recommend, initiate, review, revise, approve and adopt College policies and procedures by majority vote, and assist in their implementation. Fairhaven's committees do much of the work of managing the college, including advising in matters of policy and decision-making. In consultation with the faculty, the Dean recommends committee membership.

3. Committee Membership Eligibility

For the purposes of these Bylaws and for the purpose of defining eligibility for standing committees, Fairhaven College is composed of the following constituencies: tenured faculty, tenure-track faculty, and senior instructors; members of the staff responsible to the Dean of the College; and Fairhaven College students.

4. Voting Rights and Privileges

Tenured faculty and tenure-track faculty of Fairhaven College, with appointments of .5 FTE or greater, have voting rights. In addition, faculty directors of minors or programs affiliated with Fairhaven have voting rights for decisions affecting those minors or programs. Annually, voting rights may also be extended to senior instructors and Fairhaven staff based on a simple majority. A quorum is defined as a majority of voting members, excluding those on leave. In specific non-personnel matters, voting privileges may be extended to tenure-track and tenured faculty holding appointments of less than .5 FTE, other faculty teaching in programs affiliated with the College, limited-term instructors, staff, and Fairhaven students by positive vote of a majority of the tenure-track and tenured faculty. Fairhaven students who are serving on College committees hold voting privileges on those committees.

5. Faculty Meetings

Faculty meetings will be held at least three times per quarter. All faculty meetings shall be open, except where discussions or decisions pertain to specific individuals, meriting a closed meeting in accordance with University policy and state or federal law. Closed meetings are limited to the full voting membership. For specific faculty personnel issues,

voting will be limited to tenured and tenure-track faculty in accordance with the Collective Bargaining Agreement.

6. The Faculty

The Fairhaven College faculty is comprised of tenured faculty, tenure-track faculty, and limited-term instructors. Rights, privileges, and responsibilities of Fairhaven faculty are identical to those listed for all Western Washington University faculty in the Faculty Handbook.

7. The Staff

The Fairhaven College staff is comprised of individuals who assist the Dean and the Fairhaven community, coordinate advising, admissions, and communications, and manage curriculum, assessment, records, finances, information technology, media, the main office, and other duties in support of the college.

8. The Students

The Fairhaven College student body is comprised of students currently enrolled in Fairhaven College.

9. The Dean

The Dean is the chief administrative and academic officer of Fairhaven College, with primary responsibility for educational coordination and development, administration, leadership, long-range planning, personnel, and budget matters. Responsibilities:

- a. The Dean serves as Chair of the Faculty.
- b. The Dean serves as the principal liaison with Western Washington University administration and with other Western Washington University academic units.
- c. The Dean has final internal control over personnel and budget matters.
- d. The Dean supervises the preparation of budget requests, issues budgets to sub-units of Fairhaven College, and monitors the general policy and budgetary guidelines.
- e. The Dean reviews tenure-track faculty every academic year.
- f. The Dean reviews materials submitted by faculty applying for tenure and promotion, considers the recommendations of the Personnel Committee, and then makes tenure and promotion recommendations to the Provost.
- g. The Dean has oversight of all Independent Study Projects, including travel study, field study and group ISPs.
- h. The Dean shall have final responsibility for admissions outreach, official dissemination of information about the College, and alumni relations.
- i. The Dean shall be responsible for keeping the Fairhaven community informed of the state of the College.
- j. The Dean shall meet regularly with the staff to coordinate its activities.

- k. The Dean shall discuss, review policy, and make recommendations to the faculty and staff regarding policy and procedural matters.
- l. The Dean shall provide administrative support for the standing committees.

10. Standing and Ad-Hoc Committees: General Provisions

The following are the standing committees of Fairhaven College: the Admissions Committee, the Curriculum Committee, the Personnel Committee, and the Scholarship Committee. In consultation with the faculty, the Dean determines membership of committees to ensure continuity and equity. The Chair of each standing and ad hoc committee shall report to the Fairhaven faculty, staff, and Dean on the committee's activities, and shall forward major policy and personnel recommendations for approval by the appropriate constituent body.

Standing Committee Membership and Responsibilities

Admissions Committee: Members consist of the Dean (ex officio), faculty, admissions staff, and students. Within the guidelines and goals of the Mission Statement of the College, the Admissions Committee advises on student admissions decisions, recommends student recruitment strategies, and consults with the staff, faculty and Dean on other admissions and enrollment management matters.

Curriculum Committee: Members consist of the Dean (ex officio), faculty, curriculum and advising staff, and students. The Chair of the committee shall be a tenured faculty member with a term of office of no less than two years. The Chair will be given one course release per academic year. The Curriculum Committee shall review and approve courses; have responsibility for curriculum development; determine curricular need; recommend the allocation of limited-term faculty funds to the Dean; evaluate, select and recommend to the Dean persons for limited-term faculty appointment; be responsible for curricular liaison with the Academic Coordinating Commission and Western Washington University; and make curricular recommendations to the faculty, staff, and Dean.

Personnel Committee: Members consist of tenured faculty and personnel management staff. The Personnel Committee shall review and evaluate information and opinions concerning retention, tenure, promotion, and post-tenure reviews of faculty members. It shall also make recommendations to the Dean and the faculty regarding such matters as leave, exchange, terms and conditions of appointment, the Fairhaven Academic Unit Plan, and other matters affecting faculty conditions of employment. The Personnel Committee may request an evaluation of the Dean at any time. The Personnel Committee shall solicit comments from the Fairhaven community regarding the performance of the Dean and shall summarize these comments in an open letter to the Dean.

The Provost will conduct an evaluation of the Dean at least once every three years.

Scholarship Committee: Members consist of faculty, staff, and students. The Scholarship Committee shall review scholarship applications and award college scholarships and student development grants.

11. Policy-Making

The policies of Fairhaven College shall be in accordance with the Charter of Fairhaven College as approved by the Board of Trustees of Western Washington University. All policies of Fairhaven College derive their authority from the Fairhaven College governance structure and shall be made, as stated above, by the voting members, subject to review by the Provost for compliance and alignment with institutional policies and guidelines.

12. Community Meeting

A community meeting may be called to discuss matters affecting the Fairhaven College community.

13. Referendum Procedure

Decisions reached by Fairhaven College may be appealed by a petition to the Dean for reconsideration by the voting members.

14. Amending the Bylaws

These Bylaws may be amended by the faculty, subject to approval of the Board of Trustees of Western Washington University.

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