BYLAWS
OF
THE ACADEMIC ASSEMBLY
OF
SEATTLE UNIVERSITY

Adopted by the Academic Assembly
with the concurrence of the Provost
on June 1, 2020,
effective July 1, 2020

Amended June 16, 2023

Bylaws of the Academic Assembly of Seattle University

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BYLAWS OF THE ACADEMIC ASSEMBLY

OF SEATTLE UNIVERSITY

PART 1. NAME

The name of this deliberative assembly comprising representatives elected by and from the several faculties of the colleges, schools and library of Seattle University shall be the Academic Assembly of Seattle University (the "AcA").

PART 2. PURPOSE AND FUNCTIONS

The AcA shall serve as the official voice of the faculty on all matters related to University governance. It is dedicated to the following:

- Promoting the best interests of Seattle University by contributing faculty knowledge and expertise in a wide variety of areas, including research, teaching and service;
- Facilitating greater cooperation and understanding between the Administration and the faculties of the University;
- Assisting the Administration and the Board of Trustees to respond pro-actively and effectively to the challenges and opportunities facing higher education consistent with the University's mission, vision and values;
- Serving as an advisory body to the Provost, as well as to the President and Board of Trustees when requested;
- Developing recommendations for non-academic policies;
- Serving a leadership role in developing policies and procedures in areas of its primary responsibilities;
- Advising the Provost on proposed revisions to the Faculty Handbook;
- Nominating and appointing faculty to AcA and University committees;
- Providing an effective forum for issues of concern to the faculties of the University; and
- Enhancing collegiality, mutual respect and interdisciplinary dialogue among the several faculties of the University.

PART 3. PRIMARY RESPONSIBILITIES

The AcA's vision of shared governance is intended to conform to the best practices and guiding principles outlined in the American Association of University Professors, Statement on Government of Colleges and Universities (1966). The AcA recognizes and is committed to the principle that the AcA as the voice of the faculty in all matters of University governance shall have final approval over the nomination or appointment of any faculty member to any standing or *ad hoc* committee, task force or similar working group, regardless of how it is named (hereinafter referred to as a "committee") when that faculty member is intended to be a representative of the faculty at-large on that committee. For example, if a faculty member is appointed to a committee solely for their subject matter expertise, but not to represent the faculty at-large on the committee, then no AcA approval is required.

3.1 ACADEMIC AREAS. The AcA's primary responsibilities are to develop policies and procedures on matters related to academic quality, degree requirements, faculty status and related matters, terms of faculty service, and matters relating to curriculum, including review of academic programs and proposals for new and revised academic programs.

3.2 PRESUMPTION OF DEFERENCE. There is a presumption that the Provost will follow the recommendations of the AcA on matters concerning the areas for which the faculty has primary responsibility. If the Provost makes a decision contrary to a formal recommendation of the AcA regarding any issue within the faculty's areas of primary responsibility, the Provost is expected to communicate in writing the reasons for the decision.

3.3 NOMINATING AND APPOINTING FACULTY TO COMMITTEES.

3.3.1 *AcA Committees.* The AcA shall develop, manage and oversee the process of faculty nominations, appointments and approvals to AcA committees.

3.3.2 *University Committees.* The nomination or appointment of faculty, as required by a committee's charter or requested by the University President or designee, to any standing University committees or *ad hoc* University committees shall require the approval of the AcA. In special circumstances involving the expediency of University operations or administration, the University President or designee may appoint faculty to standing University committees or *ad hoc* University committees without the approval of the AcA, provided, however, that all such appointments must be made in consultation with the AcA President and AcA Vice President for Committees and that such appointments shall be brought before the AcA for ratification as soon as practicable.

3.3.3 *Board of Trustees Committees.* The AcA shall nominate faculty for participation on Board of Trustees committees when invited to do so by the Board Chair or the University President.

PART 4. MEMBERSHIP

4.1 CLASSES OF MEMBERS. The AcA shall have two classes of members: regular (voting) members and ex officio (non-voting) members. Regular members are either full-time or part-time faculty members.

4.2 REGULAR FULL-TIME MEMBERS. Regular full-time members are elected to the AcA by the several faculties of the colleges, schools and library of the University. Regular full-time members represent the faculty of the college, school or library that elected them.

4.2.1 *Eligibility to Serve as a Regular Full-Time Member.* Only tenured faculty, tenure-track faculty and full-time contract faculty, who have completed three years of employment at Seattle University in a faculty role, are eligible to serve as regular full-time members. If the faculty of a college, school or library is entitled to be represented by more than one regular full-time member, then at least one-half of the regular full-time members that it elects must be tenured.

4.2.2 *Term of Regular Full-Time Members.* The term of a regular full-time member shall be four years. The term runs from the first of July in the year that they are elected through the end of June in the fourth year of their term. Regular full-time members may be re-elected to subsequent terms.

4.2.3 *Substitute Appointments.* If a regular full-time member resigns or is removed for cause, the faculty of the college, school or library that the member represents shall appoint a full-time faculty member to serve out the remainder of that member's term. If a regular full-time member takes a sabbatical or is unable to fulfill their duties for an academic quarter or longer during their term, then the faculty of the college, school or library that the member represents shall appoint a full-time faculty member to serve on the AcA during that period.

4.2.4 *Release or Compensation for Regular Full-Time Members.* Each regular full-time member shall be eligible to receive a course release or stipend for their service, upon approval of the Provost in consultation with the dean of the school, college or library of the member.

4.3 REGULAR PART-TIME MEMBERS. Regular part-time members are elected to the AcA by the part-time, non-tenure-track faculty members of the University. The regular part-time members represent all the part-time, non-tenure-track faculty members across the University.

4.3.1 *Eligibility to Serve as a Regular Part-Time Member.* To be eligible to serve as regular part-time member, a person must be a part-time, non-tenure-track faculty member who will have taught no less than three (3) courses at Seattle University during the three (3) quarters or semesters immediately preceding their service on the AcA.

4.3.2 *Term of Regular Part-Time Members.* The term of a regular part-time member is one year. Regular part-time members may be re-elected to subsequent terms. Part-time, non-tenure-track faculty members should not accept a nomination to stand for election to the AcA unless they are committed to serving for the entire term, even if they are not teaching continuously throughout the academic year.

4.3.3 *Special Elections for Regular Part-time Members.* If a regular part-time member resigns or is removed for cause during the Fall Quarter, then the AcA will hold a special election for a replace-

ment to complete the term of that member. If, however, a regular part-time member resigns or is removed for cause during the Winter or Spring Quarter, then the AcA will hold a special election to elect a successor to a term that shall commence immediately upon their election and continue through the following academic year.

4.3.4 *Stipend for Regular Part-Time Members.* Each regular part-time member shall be eligible to receive a stipend for their year of service upon approval of the Provost in consultation with the dean of the school, college or library of the member.

4.4 EX OFFICIO MEMBERS. The ex officio members of the AcA shall be:

- The Provost,
- The Associate Provost for Faculty Affairs,
- An undergraduate student designated by the Student Government of Seattle University (SGSU),
- A graduate student designated by the Graduate Student Council (GSC), and
- A staff member designated by the Staff Council.

Ex officio members shall not be voting members of the AcA.

4.5 REPRESENTATION. The number of regular full-time members that the faculty of each college, school or library may elect to the AcA and the number of regular part-time members that the part-time, non-tenure-track faculty members may elect to the AcA is determined according to the following process.

4.5.1 *Certification of Size*. Each year on or before the first day of the Winter Quarter, the Provost shall certify in writing to the President of the AcA, with a copy to the administrative assistant of the AcA, the number of full-time-equivalent faculty members serving on the several faculties of the colleges, schools and library of the University and the number of part-time, non-tenure-track faculty members employed by the University. These certified numbers will be used to determine the number of regular members that the colleges, schools, library, and part-time, non-tenure-track faculty members are entitled to elect to the AcA for the next academic year according to the formula set forth in subsection 4.5.2.

4.5.2 *Number and Distribution of Representatives*. The regular membership of the AcA shall comprise 25 regular members. These regular members shall serve as the representatives of the faculties that elected them on the AcA. The faculty of each college and school, the faculty of Lemieux Library, and the part-time faculty shall be represented in the AcA.

Each of these faculties shall receive one (1) representative (the base representative), with the remaining representatives being allocated proportionally among those faculties with more than twenty (20) members (the proportional representatives) using the Huntington-Hill method for calculating proportional representation set forth in Appendix I. The total number of representatives currently allocated to each faculty is set forth in Appendix II.

4.5.3 *Certification of Representation.* Every year on or before the first day of the Spring Quarter, the President of the AcA shall certify in writing to the deans of the several colleges, schools and

library of the University as well as to the currently serving regular part-time members of the AcA, the number of regular members (representatives) their faculties and faculty members, respectively, are entitled to elect to the AcA. In the writing transmitting this certification, the President will note expressly whether this number has changed or remained the same.

4.5.4 *Publication of Representation.* Following the certification required by subsection 4.5.3, the President of the AcA shall cause to be published on the AcA website, a chart listing the number of regular members that each of the several faculties of the colleges, schools and library are entitled to elect as well as the number of regular members that the part-time, non-tenure-track faculty members are entitled to elect. The President shall also cause a version of this chart to be appended to these Bylaws as Appendix II.

4.5.5 *Reduced Proportional Representation*. If the faculty of a college and school, the faculty of Lemieux Library, or the part-time faculty lose a representative through the process of calculating the proportional representation, the faculty of the respective college and school, library or part-time faculty shall determine which of its representatives shall continue to serve as members of the AcA.

4.6 ELECTIONS. To ensure the stability and continuity of the membership of the AcA and thereby promote the AcA's efficient operation, one-fourth of the regular members of the AcA shall be elected each year. The procedure for electing a regular member to the AcA must satisfy certain minimum requirements to be a valid election. These requirements are set forth in sections 4.6.1 to 4.6.7 below. The Election Authority, as defined in section 4.6.1, is responsible for conducting an election that meets these requirements. The AcA may refuse to seat an individual if their election to the AcA was conducted in a manner that violates these requirements.

4.6.1 *Election Authorities.* The Election Authority for electing regular full-time members shall be a faculty member chosen by the faculty of the college, school or library to be represented; provided, however, if no such member is chosen by the faculty, then the dean of the college, school or library to be represented or their designee shall be the Election Authority. The Election Authority for electing regular part-time members shall be the President of the AcA.

4.6.2 *Schedule of Elections*. To facilitate the election of one-fourth of the regular members of the AcA pursuant to section 4.6, each Election Authority shall hold an election to select one or more representatives to the AcA according to the schedule set forth in Appendix III.

4.6.3 *Eligible Voters.* The eligible voters in an election of a regular full-time member of the AcA shall be the tenured faculty, tenure-track faculty, and full-time contract faculty of the college, school or library to be represented by that member. The eligible voters in an election of a regular part-time member of the AcA shall be the part-time, non-tenure-track faculty members employed by the University.

4.6.4 *Notice of Election.* A notice of the upcoming election of a regular member to the AcA shall be sent to every eligible voter at least ten (10) days prior to the opening of the nomination period. The notice shall state who is eligible to be a candidate, who may nominate a candidate, the method for nominating a candidate, the start and end dates of the nomination period, and the date of the election. Notices for the election of temporary replacements for members taking

sabbatical or other short leave may be sent up to 72 hours before the opening of the nomination period.

4.6.5 *Nominations.* A period for nominating a faculty member to stand for election to the AcA shall be no less than ten (10) days. Only faculty members who are eligible to vote in the election may nominate a candidate. All nominees must be eligible to serve on the AcA if elected. Eligible faculty members may nominate themselves as a candidate. The period for nominating a faculty member as a temporary replacement for a member taking a sabbatical or other short leave may be reduced to five (5) days.

4.6.6 *Candidates and Method of Election.* The candidates in an election of a regular member to the AcA shall be those nominees who accept their nomination. The Election Authority shall conduct the election, oversee the voting, count the ballots and announce the winners. The winner of an election of a regular member shall be the candidate preferred by the majority of the faculty members casting a vote. Subject to this requirement, any method of voting may be used.

4.6.7 *Communication of Election Results*. Within five (5) days following the election, the Election Authority shall transmit in writing to the President of the AcA the names of the faculty members who won the election.

4.7 DUTIES OF A REGULAR MEMBER. The duties of a regular member of the AcA shall include the following:

- Attend the meetings of the AcA;
- Attend the meetings of any committee or subcommittee to which one is appointed by the AcA;
- Prepare for the meetings of the AcA, its committees and subcommittees by adequately reviewing the materials distributed before the meeting;
- Diligently fulfill in a timely fashion any duties or tasks that are delegated to the member by the AcA, its committees and subcommittees;
- Regularly inform the member's constituency of recent actions taken by the AcA;
- Regularly consult with and solicit feedback from the member's constituency on issues of general concern to the University community so that the member may competently characterize the range of attitudes and opinions on such issues during meetings of the AcA;
- Convey in a timely fashion to the member's constituency the opportunities for University service that periodically arise through the AcA;
- Present in a timely fashion the names of those faculty from among the member's constituency who are interested in any opportunity for University service that arises through the AcA; and
- Respond in a timely manner to any inquiry or request from an officer of the AcA or its administrative assistant.

4.8 REMOVAL FOR CAUSE. A regular member may be removed for cause. Sufficient cause for removal exists if a member fails to attend the majority of meetings of the AcA during a quarter or otherwise repeatedly fails to carry out one or more of the duties of a member.

4.8.1 *Method of Removal.* Removal shall require a majority vote of the AcA on a motion to remove. Only the President of the AcA may bring a motion to remove, and no second shall be required. The discussion of and vote on the motion by the AcA shall take place in executive session without the member to be removed in attendance.

4.8.2 *Opportunity to Resign.* Before bringing a motion to remove a member, the President of the AcA shall give the member the opportunity to resign.

4.8.3 *Notice and Opportunity to be Heard.* Notice of at least ten (10)days must be given to the member to be removed before the AcA may vote on a motion to remove. The member to be removed shall be given the opportunity to address the AcA before its discussion and vote on the motion.

4.9 PUBLICATION OF MEMBERSHIP. On or before the start of the Fall Quarter of each academic year, the President of the AcA shall cause to be published on the AcA website accessible to the University community, the membership of the AcA. This publication shall include the name of each member, the faculty of the University on which they serve, and their term of office.

PART 5. OFFICERS

5.1 NUMBER AND TITLE OF OFFICERS. The AcA shall have five (5) officers: President, President-Elect, Vice President for Committees, Vice President for Curriculum, and Vice President for Policies.

5.2 TERM OF OFFICE. The term of the President, Vice President for Committees, Vice President for Curriculum, and Vice President for Policies shall commence on July 1st following their election and continue for two years or until the end of their service as a member in the AcA, whichever is shorter.

5.3 ELIGIBILITY FOR OFFICE. Only regular members who have completed at least one year of service on the AcA prior to their nomination shall be eligible to serve as an officer of the AcA. In addition, only tenured faculty members shall be eligible to serve as President and President-Elect.

5.4 ELECTION OF THE PRESIDENT-ELECT. An election for the office of President-Elect shall be held in the first year of the term of the current President according to the process set forth in section 5.6 . The current President of the AcA may seek to continue as President by standing for election to the office of the President-Elect.

5.5 ELECTION OF VICE PRESIDENTS. Elections for the offices of Vice President for Committees, Vice President for Curriculum, and Vice President for Policies, respectively, shall be held in the second year of the term of the current officeholder according to the process set forth in section 5.6.

5.6 ELECTION PROCESS. The election of the officers of the AcA shall take place according to the process detailed in this section.

5.6.1 *Nominating Committee*. The President shall appoint a nominating committee of four regular members on or before the first meeting of the AcA in April. The four regular members appointed to the Nominating Committee shall choose one member from among themselves to act as the Secretary of the Nominating Committee.

5.6.2 *Nomination Period.* At the second meeting of the AcA in April, the Nominating Committee shall open the Nomination Period for each office to be filled and accept nominations from the floor. During this meeting, the Nominating Committee shall distribute the email address of the Secretary of the Nominating Committee and invite additional nominations by email for the next seven (7) days. At the end of the seventh day, the Nomination Period shall close and no more nominations will be accepted.

5.6.3 *Nomination of Candidates.* Any eligible regular member, including a current officeholder, may be nominated as a candidate for office. Nominations shall state the name of the member and the office for which they are being nominated. Regular members, including current officeholders, may nominate themselves or others.

5.6.4 *Vetting and Acceptance of Nominees*. Following the close of the Nomination Period and before the first meeting of the AcA in May, the Nominating Committee shall confirm that each nominee is eligible to stand for election to the office for which they have been nominated. The Nomination Committee shall also contact each eligible nominee and ask them if they accept their nomination to stand for election to the office for which they have been nominated.

5.6.5 *Announcement of Candidates.* At the first meeting of the AcA in May, the Nominating Committee shall announce the slate of candidates who are standing for election to each office to be filled. During this meeting, the candidates shall each be offered an equal amount of time to address the membership of the AcA to promote their candidacy.

5.6.6 *Election Authority.* At the first meeting of the AcA in May, the Nominating Committee shall appoint two regular members of the AcA who are neither candidates nor current officers as the Election Authority. The Election Authority shall conduct the election, overseeing the voting, counting the ballots and announcing the winners.

5.6.7 *Time and Method of Voting*. The voting shall take place at the second meeting of the AcA in May. Each regular member of the AcA shall be entitled to cast one vote for each office to be filled. The voting shall be by secret ballot, and the method of voting shall be by pairwise comparison as explained in Appendix IV.

5.7 VICE PRESIDENTS-ELECT. Immediately following their election, each Vice President-Elect shall become a member of the committee for which they will serve as chair once they assume the office of Vice President to which they have been elected. Each Vice President-Elect shall assume the office of Vice President to which they have been elected on July 1st of the year in which they are elected.

5.8 PRESIDENT-ELECT. Immediately following their election, the President-Elect shall become a member of the Executive Committee of the AcA. After one year of service on the Executive Committee, the President-Elect shall assume the office of President of the AcA on July 1st.

5.9 REELECTION OF THE PRESIDENT. If the current President wins the election for the President-Elect, there shall be no President-Elect for the next two years, and the President's new term shall commence on July 1st of the following year.

5.10 DUTIES OF THE PRESIDENT. The President is the presiding officer and chief executive of the AcA. As the presiding officer, the President's duties include the following:

- To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present;
- To announce the business before the assembly in the order in which it is to be acted upon in accordance with the Order of Business in section 7.4;
- To recognize members who are entitled to the floor;
- To state and put to a vote all questions that legitimately come before the AcA or that otherwise arise in the course of proceedings and to announce the result of each vote;
- To rule a motion out of order if the motion made is not in order;
- To protect the AcA from dilatory motions (see §39 of ROBERT'S RULES OF ORDER NEWLY REVISED (11th edition)) by refusing to recognize them;
- To enforce the rules relating to debate and those relating to order and decorum within the AcA;
- To expedite business in every way compatible with the rights of members;
- To decide all questions of order, unless the President prefers initially to submit such a question to the AcA for decision;
- To respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of the AcA;
- To turn the chair over to a Vice President or other member of the AcA during the consideration of a motion when the motion refers only to the presiding officer in a capacity not shared in common with other members, when the motion censures or commends the presiding officer with others, or when the presiding officer wishes to take part in the debate;
- To authenticate by their signature, when necessary, all acts, orders, and proceedings of the AcA; and
- To declare the meeting adjourned when the AcA so votes or at the time prescribed in the agenda or at any time in the event of a sudden emergency affecting the safety of those present.

As the chief executive of the AcA, the President's duties include the following:

- To enforce the Bylaws of the AcA;
- To call and schedule the regular meetings of the AcA;

- To reschedule or cancel scheduled meetings when necessary due to inclement weather or other circumstances;
- To call special meetings of the AcA when in the President's judgment the interest of the AcA requires one and, when possible and convenient, after consulting with the Executive Committee;
- To provide the members of the AcA with timely notice of its meetings;
- To set the agenda of upcoming meetings in consultation with the Executive Committee;
- To distribute the agenda of upcoming meetings together with supporting materials to the members of the AcA at least seven (7) days prior to the day on which the meeting will be held;
- To meet regularly with the Provost and Associate Provosts of the University to facilitate the work of the AcA, obtain feedback from the University Administration, and remain informed about developments, plans, issues and problems of concern to the Administration or University community;
- To serve on the Provost's Council;
- To serve as an *ex officio* member on the Deans' Assessment Committee;
- To attend the meetings of the Board of Trustees of the University as a non-voting participant and to report back to the AcA on these meetings;
- To meet with the (University) President's Cabinet when invited and to report back to the AcA on these meetings;
- To attend the leadership meetings of the University when invited and to report back to the AcA on these meetings;
- To maintain a master list of all motions and orders adopted by the AcA and ensure that they are being implemented in a timely manner;
- To write quarterly summaries of AcA activities and accomplishments and in a timely fashion to cause said quarterly summaries to be emailed to all faculty and posted to the Academic Assembly web page;
- To ensure that an AcA website accessible to the University community is operational through which the AcA may, among other things, distribute the minutes of its meetings, list opportunities for University service, provide an account of its recent activities and share other information related to its work;
- To cause the minutes of the AcA to be posted within ten (10) days after their approval by the AcA to the AcA's website accessible to the University community;
- To ensure that a members-only website is available to support the work of the members of the AcA and contains all of the records and information necessary for

the members to discharge their duties effectively, including all documents submitted by members as pertinent to discussions;

- To work diligently to secure funds for the AcA in the University budget that is sufficient for the effective operation of the AcA;
- To oversee the work of the administrative assistant(s) of the AcA;
- To bring any emergency appointments under Section 3.3.2 (second sentence) before the AcA for ratification as soon as practicable;
- To mentor the President-Elect so that the President-Elect will be ready to assume the duties of the President after one year of service on the Executive Committee; and
- To appoint a parliamentarian, if in the President's judgment one would be helpful, to advise the President and other officers, committees and members on matters of parliamentary procedure—the role of a parliamentarian is purely advisory and the power to rule on questions of order or parliamentary inquiries remains in the presiding officer of the AcA or chair of a meeting.

5.10.1 DELEGATION OF AUTHORITY. To facilitate the performance of the President's duties, the President shall have the power to delegate their authority to other members of the Executive Committee. Any such delegation of authority must be in writing and included in the minutes of the next regular meeting of the Assembly.

5.11 COMMON DUTIES OF THE VICE PRESIDENTS. The duties of each of the Vice Presidents shall include the following:

- To assume the duties of chair at a meeting of the AcA when required pursuant to section 7.2;
- To attend the (University) President's Cabinet when invited and to report back to the AcA on these meetings;
- To attend the leadership meetings of the University when invited and to report back to AcA on these meetings; and
- To attend meetings of the Board of Trustees of the University as a non-voting participant when invited;

5.12 DUTIES OF THE VICE PRESIDENT FOR COMMITTEES. The duties of the Vice President for Committees shall include the following:

- To chair the Committee on Committees;
- To distribute to the members of the AcA up-to date lists of the membership of all committees under the jurisdiction of the Committee on Committees, such lists shall indicate the school or college with which each committee member is affiliated, the officers of the committee, as well as the dates on which the current term of each committee member began and ends;

- To introduce and answer inquiries concerning any motions, resolutions, recommendations or other proposals brought before the AcA by the Committee on Committees; and
- To prepare and submit to the AcA by May 1st each year an annual report on the work of the Committee of Committees.

5.13 DUTIES OF THE VICE PRESIDENT FOR CURRICULUM. The duties of the Vice President for Curriculum shall include the following:

- To chair the Program Review Committee;
- To distribute to the members of the AcA all new program and degree change recommendations together with relevant supporting materials;
- To introduce and answer inquiries concerning any motions, resolutions, recommendations of other proposals brought before the AcA by the Program Review Committee; and
- To prepare and submit to the AcA by May 1st each year an annual report on the work of the Program Review Committee.

5.14 DUTIES OF THE VICE PRESIDENT FOR POLICIES. The duties of the Vice President for Policies shall include the following:

- To chair the Faculty Handbook Revision Committee;
- To distribute to the members of the AcA all recommendations for changes to the Faculty Handbook together with relevant supporting materials;
- To introduce and answer inquiries concerning any motions, resolutions, recommendations or other proposals brought before the AcA by the Faculty Handbook Revision Committee; and
- To prepare and submit to the AcA by May 1st each year an annual report on the work of the Faculty Handbook Revision Committee.

5.16 SUCCESSION. If during the term of the current President of the AcA, the office of President becomes vacant, the AcA shall elect one of the sitting Vice Presidents who is eligible to serve as President to succeed to the office of President of the AcA for the remainder of the current term.

5.16.1 *Special Election for Vice President*. If a Vice President becomes President of the AcA pursuant to section 5.16 or is unable to complete their term of office for any other reason, then a special election shall be held to fill the vacant office of Vice President for the remainder of the current term. The nomination and voting in a special election shall be conducted in an expedited manner over two meetings of the ACA. The chair of the first meeting shall invite nominations from the floor as well as confirm the eligibility and acceptance of the nominees, and the chair of the second meeting shall oversee the vote, count the ballots and declare the winner.

5.16.2 PRESIDENT AS INTERIM COMMITTEE CHAIR. If a Vice President is unable to complete their term of office for any reason, then the President shall become the Interim Chair of the AcA committees that the Vice President chaired in their role as Vice President until a special election for

the vacated Office of Vice President pursuant to section 5.16.1 has been held. Within seven days of the Vice President stepping down, the President shall announce to the AcA membership that the Vice President has stepped down and that the President is now interim chair of the AcA committee chaired by the former Vice President. The special election for electing an AcA member to fill the vacated office for the remainder of the former Vice President's term pursuant to section 5.16.1 shall commence at the next regular AcA meeting after the office has been vacated.

5.17 *Release or Compensation for Officers.* Each officer of the AcA shall be eligible to receive a course release or stipend for their service, upon approval of the Provost in consultation with the dean of the school, college or library of the member.

PART 6. COMMITTEES

6.1 TYPES OF COMMITTEES. A committee of the AcA is a body of one or more persons appointed or elected by the AcA to consider, investigate and/or take action on certain matters or subjects. The AcA shall have three types of committees: (1) an Executive Committee, (2) Standing Committees, and (3) Special Committees.

6.1.1 *Executive Committee.* The AcA shall have a single Executive Committee whose members are the current officers of the AcA: the President, Vice President for Committees, Vice President for Curriculum, Vice President for Policies, the immediately prior President of the AcA during their first year after leaving office, and President-Elect if one exists. The purpose of the Executive Committee is to advise and assist the President as the leadership team of the AcA.

6.1.2 *Standing Committees.* A standing committee of the AcA is created to perform a continuing function and remains in existence permanently. A standing committee must be created in the Bylaws or by a resolution passed by at least two-thirds of the membership of the AcA. All matters within the jurisdiction of a standing committee may be referred to it automatically without specific instructions from or a vote of the AcA. The current standing committees are the Bylaws Committee, Committee on Committees, Faculty Handbook Revisions Committee, Faculty Welfare Committee, Program Review Committee and University Rank and Tenure Committee.

6.1.3 *Special Committees*. A special committee of the AcA is a committee appointed to carry out, as the need arises, a specified task. A special committee is created upon motion by majority vote of the AcA. Upon the completion of the specified task, following its final report to the AcA, a special committee ceases to exist. A special committee may not be assigned a task within the jurisdiction of a standing committee.

6.2 COMMITTEE CHARTERS. All AcA committees (i.e., Executive Committee, Standing Committees and Special Committees) will have committee charters that state its duties and responsibilities. The charters of the Executive Committee and Standing Committees are attached and incorporated and made a part of these Bylaws as Appendices VI through XII.

6.3 COMMITTEE APPOINTMENTS AND APPROVALS. The Committee on Committees shall manage and oversee the process of faculty appointments, approvals and nominations to committees.

6.3.1 *Appointment to Standing Committees*. The appointment of members to a standing committee shall be upon motion by majority vote unless otherwise stated in the charter of the committee.

6.3.2 *Appointment to Special Committees*. The appointment of members to a special committee shall be upon motion by majority vote unless otherwise stated in the motion creating the special committee. Unless the motion creating the special committee expressly authorizes the appointment of individuals not serving on the AcA, such appointment must be submitted to the AcA for approval.

6.3.3 *Approval for Service on Committees*. For the nomination or appointment of individuals to a committee that requires the approval of the AcA, such approval shall be upon motion by majority vote.

6.3.4 *Nomination to Board of Trustees Committees*. The nomination of faculty to participate on Board of Trustee committees shall be upon motion by majority vote.

6.4 APPOINTMENT OF COMMITTEE CHAIRS. If the chair of a committee is not designated in its charter, then the same methods for appointing the members of a committee may be used to appoint the chair of that committee. If no chair is appointed using these methods, then the members of the committee shall appoint one of the members of the committee to serve as chair of the committee.

6.5 TERM OF SERVICE. If the term of service for a standing committee is not stated in its charter, then the members of that standing committee shall serve for a term of three years unless their service on the AcA ends earlier. Members of a standing committee may be reappointed for additional terms. Members of a special committee serve until the work of the special committee is complete unless their service on the AcA ends earlier.

PART 7. MEETINGS

7.1 MEETING PREPARATION. The following process shall be followed in preparation for a meeting of the AcA.

7.1.1 *Call for Agenda Items*. Thirteen (13) days before a meeting of the AcA, the President shall email a call for agenda items to the members of the AcA. By responding to this call of agenda items, members can request that a particular subject, question or issue be placed on the agenda for the upcoming meeting.

7.1.2 *Development of a Proposed Agenda*. Approximately eight to ten (8-10) days before a meeting of the AcA, the President shall consult with the other members of the Executive Committee to develop a proposed agenda for the upcoming meeting of the AcA. As part of this consultative process, the officers of AcA shall review requests from members that a particular subject, question or issue be placed on the agenda for the upcoming meeting. The proposed agenda shall reflect a reasonable mix of items suggested by the members and other matters that in the judgment of the President and/or Executive Committee require the attention of the AcA, provided, however, that all requested agenda items shall be placed on a proposed agenda for one of the next three regu-

larly scheduled meetings following receipt of the request unless compelling reasons exist for not doing so.

7.1.3 *Distribution of the Proposed Agenda*. Five (5) days before a meeting of the AcA, the President shall distribute by email the proposed agenda for the upcoming meeting of the AcA together with the supporting material that the members of the AcA should review in preparation for the meeting. The email shall also include notice of any main motions to be introduced at the meeting together with the text of these motions. The notice and text of a motion to be introduced at the upcoming meeting may be placed in the body of the email or contained in the proposed agenda or included as an attachment to the email.

7.2 MEETINGS OF THE ACA. The AcA shall meet approximately every two weeks during the Fall, Winter and Spring quarters. The schedule of regular meetings shall be set by the President of the AcA in consultation with the Executive Committee before the start of the Fall quarter. The President of the AcA may call an unscheduled special meeting of the AcA when and if the President, after consulting with the Executive Committee, thinks that it is necessary or convenient to do so. The meetings of the AcA shall be open to all faculty members of the University.

7.2.1 MEETING MODALITIES. A regular or special meeting of the AcA may be an exclusively in-person meeting, a hybrid meeting, or an exclusively online meeting as the President in consultation with the Executive Committee shall determine.

7.2.2 HYBRID MEETINGS. Unless the President in consultation with the Executive Committee determine that circumstances require an exclusively online meeting or an exclusively in-person meeting, all regular and special meetings of the AcA shall be hybrid meetings. A video conferencing link (e.g., a Zoom link) shall be distributed to the AcA membership with the proposed agenda for the meeting. All AcA members electronically present at a hybrid meeting have the same rights as the members physically present at the meeting, including the rights to speak and vote. A member is electronically present at a meeting if they are using a video conferencing platform (e.g., Zoom) to attend the meeting. During a hybrid meeting of the AcA, the administrative assistant of the AcA or a member designated by the chair of the meeting shall monitor the members electronically present and inform the chair when such a member wishes to be recognized. The expectation is that all members shall make reasonable efforts to be physically present at all AcA meetings, recognizing that pursuant to section 7.4 the quorum requirement for hybrid meetings is based upon the number of members physically present at the meeting.

7.3 CHAIR. The President of the AcA shall be the presiding officer (chair) at a meeting of the AcA. If the President shall vacate the chair for any reason or is absent, a vice president in attendance shall take the chair of the meeting in the following order: the Vice President for Policies, the Vice President for Curriculum, and the Vice President for Committees. If there is no vice president in attendance, then the President-Elect shall take the chair. If there is no vice president or president-elect in attendance, then the President may appoint a chair *pro tem*, subject to the approval of the AcA, before leaving. If the President and all other elected officers are absent, then the regular members shall choose a chair *pro tem* for that meeting by majority vote after the Provost, Associate Provost for Faculty Affairs, or the AcA administrative assistant calls the meeting to order. The chair *pro tem* shall preside over the meeting until the meeting's end or until the return or arrival of the President or other elected officer of the AcA.

7.4 QUORUM. Thirteen (13) regular members of the AcA shall constitute a quorum. For exclusively in-person meetings and hybrid meetings of the AcA, the 13 (thirteen) regular members must be physically present. No official business may be conducted by the AcA without a quorum. Before calling a meeting to order, the chair must determine if a quorum is present. Once a meeting is called to order, it is presumed that a quorum continues to be present until and unless the chair or another member notices that a quorum is no longer present. If the chair notices that there is no longer a quorum present, then the chair is under a duty to declare that there is no longer a quorum. Any member noticing the apparent absence of a quorum may make a point of order to that effect but may not interrupt the person speaking. Once it is determined that there is no longer a quorum, no further official action may be taken until a quorum is present.

7.5 ORDER OF BUSINESS. The sequence in which business is taken up at a regular meeting of the AcA shall be the following:

1. Call to Order
2. Adoption of the Agenda
3. Consent Calendar
    a. Approval of Minutes
    b. Other uncontroversial items
4. The Provost's Update
5. Special Orders
6. Unfinished Business from Previous Meetings
7. New Business
8. Reports of Officers and Standing Committees
9. Reports of Special Committees
10. Adjournment

7.5 .1 *Adoption of Agenda*. An agenda for the meeting shall be adopted immediately after the call to order. An agenda that follows the order of business set forth in section 7.5 may be adopted upon motion by majority vote. An agenda that deviates from the order of business set forth in section 7.5 may be adopted upon motion by a two-thirds vote. Prior to being adopted, an agenda may be amended upon motion by majority vote. Once adopted, an agenda may only be changed upon motion by a two-thirds vote.

7.5 .2 *Consent Calendar*. The purpose of a consent calendar is to quickly move through uncontroversial agenda items in order to allow more time for other matters. All matters placed on the consent calendar may be approved and adopted together using the following approach: When reaching this agenda item, the Chair of the meeting shall announce, "You will see four items on the Consent Calendar: A, B, C and D. Is there any objection to approving all items on the Consent Calendar?" If there is no objection, then all four items are approved. If a member wishes to discuss or objects to one of the items, say item C, then the Chair states "Item C is objected to. Is

there any objection to approving the other items on the Consent Calendar: A, B and D? Hearing no objections, items A, B and D are approved. Item C will be considered later in the meeting." Any item objected to is then considered, as appropriate, under special orders or unfinished business.

7.5 .3 *Special Orders*. A special order is a particular subject, question, or item of business that must be taken up by the AcA before any unfinished business is considered. Any subject, question or item of business may be made a special order upon motion by a two-thirds vote.

When an agenda item is scheduled to be taken up at a specific time during the meeting, that agenda item is thereby made a special order, but may not be taken up before its scheduled time. When the time for a scheduled agenda item is reached, any matter then under consideration by the AcA is postponed until the completion of the scheduled agenda item.

7.5 .4 *Unfinished Business*. Unfinished business is (1) any matter that was on the agenda for the previous meeting but did not get reached, (2) any matter from a previous meeting that was postponed, and (3) any matter that was under consideration at a previous meeting when the meeting was adjourned. Unfinished business shall be taken up in the order in which it was due to be considered in the previous meeting.

7.5 .5 *New Business*. Following the completion of unfinished business, the Chair of the meeting shall call for new business by asking "Is there any new business?" Any member of the AcA can then introduce a motion by being recognized, making the motion, and getting a second. If the AcA subsequently adopts a motion to postpone the matter until the next meeting or the AcA is still considering the matter when the meeting adjourns, then it becomes unfinished business for the next meeting.

7.6 VOTING. The regular members present at a meeting of the AcA shall be entitled to vote on any motion or question properly before the AcA.

7.6.1 *Seven-day Notice for Main Motion*s. A main motion is a motion that brings business before the AcA. The AcA may vote on a main motion only if the members received notice that a vote on the motion might occur at least seven days before the meeting. This notice requirement may be waived upon motion by a two-thirds vote.

7.6.2 *Voting by Officers*. The President-Elect, the Vice President for Committees, the Vice President for Curriculum and the Vice President for Policies shall vote as regular members of the AcA. The President shall only vote when the President's vote would affect the result (viz., when the President's vote would result in a tie and the motion failing, or when the President's vote would avoid a tie).

7.6.3 *Voting by Secret Ballot*. Any regular member may move that a vote be conducted by a secret ballot, and if that motion is seconded, the vote on the question shall be by secret ballot.

7.6.4 *Voting by Proxy*. No voting by proxy shall be allowed in meetings of the AcA except for the election of officers and amendments to the Bylaws. A proxy is a writing, electronic or paper, given by one member who will be absent form the upcoming meeting to another member authorizing the recipient to cast a vote on behalf of the absent member. To be valid, a proxy must name the recipient, specify the date of the meeting at which the proxy is to be used, and specify

how the recipient is to vote in the election or on the proposed amendment to the Bylaws. The recipient must present the proxy to the chair of the meeting when casting the vote on behalf of the absent member. The chair shall note on the ballot that it was cast by proxy and destroy the proxy.

7.6.5 *Voting by Email*. Voting by email shall only be permitted for committee appointments. The decision to conduct a vote on a committee appointment by email shall be made by the President of the AcA in consultation with Executive Committee. The President of the AcA shall initiate a vote by email by sending an e-mail to all regular members of the AcA containing the question presented and instructions for voting. The instructions for voting shall include the deadline for submitting one's vote and the email address of the person to whom one's vote should be returned. The deadline shall be at 5 pm on the fifth day following the day on which the email is sent—the day on which the email is sent is not counted. A vote by e-mail requires a majority of all regular members of the AcA. At the request of two regular members before the close of voting, the question shall be put on the agenda for the next meeting of the AcA and the vote by email shall be null and void.

7.6.6 VOTING BY DIGITAL BALLOT. Voting by an electronic ballot shall be permitted. When conducted, vote by electronic ballot shall be conducted using the Qualtrics platform or a platform with comparable functionality. The decision to conduct a vote by electronic ballot shall be made by the President of the AcA in consultation with the Executive Committee. The President of the AcA or their designee shall initiate a vote by electronic ballot by sending an e-mail to all regular members of the AcA containing both a hyperlink to the ballot and instructions for voting. The instructions for voting shall include the time at which voting opens (i.e., may commence) and the time at which voting shall close (i.e., the deadline for submitting one's vote). After the close of voting the President or their designee shall send an email to all regular members of the AcA announcing the result of the vote. The result of the vote shall also be recorded in the minutes of the next regular meeting of the AcA.

7.7 GUEST SPEAKERS. Guest speakers may be invited to address the AcA at a meeting. Any individual who wishes to address the AcA may request an invitation. The decision to invite an individual to address the AcA shall be made by the President in consultation with the Executive Committee.

7.7.1 *Time for Q&A*. When a guest speaker is invited to address the AcA, an amount of time sufficient to permit substantive questioning of the speaker by the members should be scheduled. The chair shall manage the time allocated to the speaker to ensure that the time allocated for substantive discussion and questioning is respected.

7.7.2 *Slides and Supporting Materials*. Guest speakers who intend to make a slide presentation or distribute supporting materials should be encouraged to submit digital files of the presentation and supporting materials one week before the meeting so that they may be distributed to the members of the AcA prior to the meeting.

7.7.3 *Order of Business*. When a guest speaker is scheduled to address the AcA at a particular time, it shall be treated as a special order.

7.8 EXECUTIVE SESSIONS. The AcA shall enter into executive session upon a motion to do so. A motion to enter into executive session is a question of privilege and is adopted by majority vote.

7.9 RECORDINGS. No audio or video recordings may be made of any part of a meeting of the AcA.

7.10 MINUTES. Minutes are a record of what is done in a meeting, not what is said by members.

7.10.1 *Motions*. The minutes of the AcA shall only contain only the text of motions, and a brief description as necessary for understanding the motion. Motions will be documented for the minutes by the initials M/S/P (made/seconded/passed) or M/S/F (made/seconded/failed) with no notation as to the makers of the motions and seconds. No vote counts shall be included in the minutes.

7.10.2 *Reports*. The minutes shall include any original report considered at the meeting of the AcA and the revised report, if any, resulting from changes made during the meeting.

7.10.3 *Guest Speakers*. When a guest speaker addresses the AcA, the minutes shall note only the name of the speaker, their title, and the topic on which they are addressing the AcA.

7.10.4 *Amendment and Adoption of Minutes*. The adoption of the draft minutes of the prior meeting of the AcA shall be placed on the Consent Calendar of each meeting of the AcA. The draft of the minutes to be adopted shall be circulated to the members of the AcA at least five (5) days prior to meeting in which they will be considered for adoption.

7.10.5 *Executive Sessions.* No minutes shall be taken during an executive session of the AcA. If, however, the AcA passes a motion during an executive session, then once that executive session ends and the regular meeting resumes, that motion shall be recorded in the minutes of the regular session in the manner required by section 7.10.1.

7.11 MEMBER-ONLY RECORDS. For the future use of the members of the AcA, notes describing the substance of a guest speaker's remarks, the details of a debate or discussion on a motion, or any other aspect of the proceedings of the AcA may be recorded and maintained in the archives of the AcA. With the exception of a guest speaker, the names of speakers shall not be included in such notes. These notes shall be the confidential work-product of the AcA and shall be for the sole and exclusive use of the members of the AcA; provided, however, accreditation agencies performing an accreditation review as well as any person or group specifically authorized by the AcA may also view these notes. No member of the AcA may share these notes with anyone who is not a member of the AcA. Accreditation agencies and others specifically authorized to view these notes must arrange access to them with the Administrative Assistant of the AcA.

7.12 FACULTY FORUMS. The AcA may sponsor faculty forums on issues of significance to the Seattle University community. Such forums may be exclusive online or hybrid events. A faculty forum may be called by the President in consultation with the Executive Committee or by the AcA membership upon a motion by any regular member. If upon a motion by a regular member, should the motion fail to specify a specific time and place for the faculty forum, the President in consultation with the Executive Committee shall schedule the forum in a timely manner. If a matter pending before the AcA involves an issue of significance for which a faculty forum has been called, the AcA may not vote on any motion involving that issue until after the faculty forum. The AcA may co-sponsor faculty forums with other campus groups or University offices, schools, colleges, departments, and libraries.

PART 8. PARLIAMENTARY AUTHORITY

8.1 RULES OF ORDER. The Rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern AcA and each of its committees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that AcA may adopt.

8.2 CURRENT EDITION OF ROBERT'S RULES. The current edition of ROBERT'S RULES OF ORDER NEW REVISED is the eleventh edition, published by DaCapo Press and cited as ROBERT'S RULES OF ORDER NEWLY REVISED (11th ed.).

8.3 GUIDE TO ROBERT'S RULES. In order to assist each member of the AcA master the Rules of Order that govern the AcA, each member shall be provided with their own personal copy of the most recent edition of ROBERT'S RULES OF ORDER NEWLY REVISED IN BRIEF (2011).

PART 9. RESOURCES

9.1 ANNUAL BUDGET. The Provost agrees to provide the AcA with an annual budget sufficient to cover its ordinary expenses. Ordinary expenses include, among other things, necessary travel, telephone, office supplies, stationery, postage, computer equipment, software, technology support, Internet, printing, photocopying, copies of the book ROBERT'S RULES OF ORDER NEWLY REVISED IN BRIEF, the salary of administrative assistants, meeting incidentals and refreshments, etc.. The President of the AcA and the Executive Committee shall submit an annual budget request to the Provost in the Fall quarter as part of the University budget process.

9.2 WEBSITES. The Provost agrees that the University shall provide the AcA with a website accessible to the University community through which it can communicate and distribute information to the University community as well as a members-only private website for use in the work of the AcA.

9.3 ADMINISTRATIVE ASSISTANTS. The Provost agrees to provide the AcA with appropriate administrative support to ensure that the AcA, its committees and officers receive the amount of administrative support necessary for the smooth, effective and efficient discharge of their duties.

9.3.1 *Office Space for Administrative Assistants*. The Provost agrees to provide office space for the AcA's administrative assistants sufficient to allow them to discharge their duties in an effective and efficient manner.

PART 10. AMENDMENTS

These Bylaws may be amended at any regular meeting of the AcA by a two-thirds vote, provided that the proposed amendment was submitted in writing and distributed to the members of the AcA at its immediately preceding regular meeting and that no proposed amendment shall take effect unless and until it is approved by the Provost.

Appendices

APPENDIX I: THE METHOD OF CALCULATING THE ALLOCATION AND APPORTIONMENT OF REPRESENTATIVES TO THE ACADEMIC ASSEMBLY

APPENDIX II: THE CURRENT ALLOCATION AND APPORTIONMENT OF REPRESENTATIVES TO THE ACADEMIC ASSEMBLY

APPENDIX III: THE CHARACTER, FREQUENCY AND SCHEDULE OF ELECTIONS

APPENDIX IV: VOTING IN AN ELECTION BY PAIRWISE COMPARISONS WITH A RANKED PREFERENCE BALLOT

APPENDIX V: PREFERRED ABBREVIATIONS FOR USE IN ACA CORRESPONDENCE AND DOCUMENTS

APPENDIX VI: BYLAWS COMMITTEE CHARTER

APPENDIX VII: COMMITTEE ON COMMITTEES CHARTER

APPENDIX VIII: EXECUTIVE COMMITTEE CHARTER

APPENDIX IX: FACULTY HANDBOOK COMMITTEE CHARTER

APPENDIX X: FACULTY WELFARE COMMITTEE CHARTER

APPENDIX XI: PROGRAM REVIEW COMMITTEE CHARTER

APPENDIX XII: UNIVERSITY RANK AND TENURE COMMITTEE CHARTER

Appendix I

The Method of Calculating the Allocation and Apportionment of Representatives to the Academic Assembly

Due to the unavoidable choices that one must make in developing a mathematical method of apportionment, no method of apportioning representatives to the Academic Assembly among the several faculties of the University will satisfy every faculty. The most one can hope to do is make explicit the reasons for the choice of one method over another. In these Bylaws, the method of calculating the number of regular members that each faculty of the University may elect to the Academic Assembly has been chosen with the aim of balancing the relative influence of the larger and smaller schools, colleges and other faculties of the University.

Toward this end, the method of apportionment adopted n these Bylaws comprises a hybrid approach in which each of the faculties to be represented on the Academic Assembly will receive one representative irrespective of the size of that faculty (the base representatives) and the faculties exceeding a particular threshold in size will be apportioned additional representatives based on their size from a fixed number of additional representatives (the proportional representatives).

The Categories of Faculty Members to be Represented

Each of the following faculties of the University shall be represented on the Academic Assembly:

- Albers School of Business & Economics
- College of Arts & Sciences
- College of Education FT Faculty
- College of Nursing FT Faculty
- College of Science & Engineering FT Faculty
- School of Law FT Faculty
- A.A. Lemieux Library
- Part-Time NTT Faculty

It will be noted that the list of faculties to be represented on the Academic Assembly includes several different types of faculty. In addition to the full-time faculty of each school and college of the University, the faculty of the Lemieux Library and a group referred to as the part-time, non-tenure-track faculty are also to be represented. As there is no common term by which to refer to each type of faculty in this heterogeneous grouping, in this appendix we will refer to each faculty group on the list simply as a “category”.

The Allocation of Base Representatives

Each of the faculty categories shall be allocated a single base representative in the Academic Assembly. This base representative ensures that each of these categories has representation on the Academic Assembly.

The Apportionment of Proportional Representatives

In addition to base representation, if a category has at least 20 FTE units then that category is guaranteed proportional representation. The proportional representatives are apportioned across the qualifying categories using the Huntington-Hill Method for Calculating Proportional Representation detailed below.

Huntington-Hill Method for Calculating Proportional Representation

The Huntington-Hill method was chosen to apportion the proportional representatives because this method minimizes bias and is used by the US House of Representatives. As applied to the problem of apportioning the fixed number of seats for proportional representatives in the Academic Assembly among the qualifying categories of the University, the method may be described as follows:

Step 1. Let F be the sum of all FTE units in the categories qualifying for proportional representation and let S be the number of proportional seats in the Academic Assembly. Then let D be F divided by S.

Step 2. Let $T_{Category}$ be the total number of full-time faculty members in a particular category. In the case of part-time NTT faculty, which has no full-time faculty, let $T_{Part\text{-}time}$ be the number of equivalent FTE units for the total number of part-time faculty. Then for each qualifying category, calculate the ratio of $T_{Category}$ over D. Call this number for each category, Q (for example, Q_{Albers} would be the number calculated from the ratio of T_{Albers} —the number of full-time faculty in the Albers School of Business and Economics—over D).

Step 3. Round each $Q_{Category}$ down to the nearest integer. Call this number $N_{Category}$.

Step 4. Calculate the geometric mean of $N_{Category}$ and $(N_{Category} + 1)$ for each category. The geometric mean is given by the formula,

$$\sqrt{N_{Category} * (N_{Category} + 1)}.$$

Step 5. Compare $Q_{Category}$ to the geometric mean of each category. If $Q_{Category}$ equals or exceeds the geometric mean for a given category, apportion that category $N_{Category} + 1$ representatives; otherwise allocate that category $N_{Category}$ representa-

tives. Call this final number $R_{Category}$. Notice that this process guarantees at least 1 proportional representative to each qualifying category.

STEP 6. If the sum of all $R_{Category}$ exceeds the total number of proportional representatives, then D will need to be adjusted. This is done using trial and error until the sum of all $R_{Category}$ is equal to the total number of proportional representatives. If the sum is too small, then decrease D. If the sum is too large, then increase D.

The Academic Assembly has an excel file, `ACA-APPORTIONMENT\_CALCULATOR.XLSX`, that can perform most of these calculations automatically.

EXAMPLE CALCULATION OF PROPORTIONAL REPRESENTATION USING THE HUNTINGTON-HILL METHOD

According to the Fall 2018 faculty profile available through the website of Institutional Research, the categories to be represented in the Academic Assembly have the following FTE Units:

Category	FTE Units
Albers School of Business & Economics	67
College of Arts and Sciences	197
College of Education	31
College of Nursing	46
College of Science and Engineering	104
School of Law	44
Lemieux Library	12
PT Faculty	72

From the above information, there is one category, the Lemieux Library, that has less than 20 FTE units. This category will receive 1 base representative and no proportional representatives.

As an example of how to apply the Huntington-Hill Method of calculating proportional representation, we will now apportion the proportional representatives across the qualifying categories:

Qualifying Categories	$T_{Category}$ (FTE Units)
Albers School of Business & Economics	67
College of Arts & Sciences	197

College of Education	31
College of Nursing	46
College of Science & Engineering	104
School of Law	44
PT Faculty	72

STEP 1. Given that the Academic Assembly has a total of 25 members distributed across 10 categories we have 10 base members and 15 proportional members. Thus S =15. Calculating F, the total number of FTE units in the qualifying categories, we have:

$$F = 67 + 197 + 31 + 46 + 104 + 44 + 72 = 561$$

and D, therefore, is:

$$D = \frac{561}{15} = 37.4$$

STEP 2. We next calculate the number of proportional representatives of the Albers School of Business & Economics as an example of applying the method to a particular category. In this case,

$$Q_{Albers} = \frac{67}{37.4} \approx 1.791 .$$

STEP 3. This would mean that $N_{Albers} = 1$.

STEP 4. We then must calculate the geometric mean. For the Albers School of Business and Economics, it would be:

$$\sqrt{N_{Albers} * (N_{Albers} + 1)} = \sqrt{1 * 2} \approx 1.414 .$$

STEP 5. Since 1.791 > 1.414, this would mean that $R_{Albers} = 2$ and the faculty of the Albers School of Business and Economics would be apportioned 2 proportional representatives.

Using D=37.4, we perform similar calculations for all the other categories, yielding the following table summarizing our results:

Qualifying Category	$T_{Category}$ (FTE Units)	$Q_{Category}$	$N_{Category}$	Geometric Mean	$R_{Category}$
ASB	67	1.79	1	1.41	2
CAS	197	5.27	5	5.48	5
CE	31	0.83	0	0	1
CN	46	1.23	1	1.41	1
CSE	104	2.78	2	2.45	3
SL	44	1.18	1	1.41	1
Total Proportional Representatives Apportioned:					**15**

Step 6. This apportionment gives us a total number of proportional representatives equal to 15. Since this is the required number, (i.e., S = 15), we do not need to adjust D.

Adding Representatives to Academic Assembly

A new category is created

If a new category is created, then an additional base representative associated to that category will be added to the Academic Assembly. If this category has at least 20 FTE units, then this new category qualifies for proportional representation, which will be apportioned according to the method described in the previous section. The addition of a new category does not create new seat for a proportional representative in the Academic Assembly.

A Category Qualifies for Proportional Representation

If a category that did not qualify for proportional representation grows beyond 20 FTE units, then no new seat for a proportional representative will be created. However, this category will be apportioned proportional representatives using the Huntington-Hill method.

Single Member Representation is Above 35 FTE Units

If at any time, the number of FTE units a regular member of the Academic Assembly represents is above 35, then an additional seat for a proportional representative in the Academic Assembly should be created. This can happen in two ways: at the University level or at the Category level.

University Level

If the total number of FTE units divided by the number of regular members in the Academic Assembly is above 35, then an additional seat for a proportional representative should be created. This seat will be apportioned to a category using the Huntington-Hill Method.

Category Level

If the number of FTE units in a category divided by the number of representatives from that category exceeds 35, then an additional seat for a proportional representative will be created in the following manner:

STEP 1. Add an additional seat for a proportional representative;

STEP 2. Calculate apportionment using the Huntington-Hill method;

STEP 3. If category in question is awarded the position, then stop;

STEP 4. If another category is awarded the position, then add another seat for a proportional representative;

STEP 5. Repeat this process until the category in question is apportioned the additional seat.

Appendix II

The Current Allocation and Apportionment of Representatives to the Academic Assembly

The table immediately below sets forth the current allocation and apportionment of base and proportional representatives to the Academic Assembly.

Faculty	Base Representatives	Proportional Representatives	Total Representatives
Albers School of Business and Economics	1	2	3
College of Arts and Sciences	1	5	6
College of Education	1	1	2
College of Nursing	1	2	3
College of Science and Engineering	1	3	4
School of Law	1	2	3
Lemieux Library	1	0	1
Part-Time NTT Faculty	1	2	3
			25

Appendix III

The Character, Frequency and Schedule of Elections

Elections for Academic Assembly shall be staggered with approximately one-quarter of the regular members being elected each year. Toward this end, the seats of the regular members of the Academic Assembly shall be divided into four election groups as set forth in the following table.

Group 0	Group 1	Group 2	Group 3
ASB (2)	CSE (2)	ASB (1)	CSE (2)
CAS (3)	CN (1)	CAS (3)	CN (2)
	CE (1)	LL (1)	CE (1)
	SL (2)		SL (1)

The frequency of elections for each group shall take place according to the following schedule:

- Group 0 elections shall occur on academic years that begin in years divisible by 4;
- Group 1 elections shall occur on academic years that begin in years have a remainder of 1 with respect to 4;
- Group 2 elections shall occur on academic years that begin in years have remainder 2 with respect to 4; and
- Group 3 elections shall occur on academic years that begin in years have remainder 3 with respect to 4.

The academic year is the year of the spring quarter. For example, the academic year that begins in the fall of 2023 is the academic year 2024. The academic year 2024 is evenly divisible by 4, so only the faculties of the Albers School of Business and the College of Arts and Sciences would elect representatives in the spring of that academic year.

The number of representatives that each faculty in each group must elect is indicated in parentheses. For example, in Group 0, “ASB (2)” indicates that in academic years divisible by 4, the faculty of the Albers School of Business must elect two representatives. As can be seen from the table above, at present, 5 representatives are elected by Groups 0 and 2, while 6 representatives are elected by Groups 1 and 3.

The academic years in which the next two elections for each group shall take place as well as the seats to be filled in each election are set forth in the Schedule of Elections (2024-2027) on the next page.

Note that the Part-time Nom-Tenure-Track faculty (PT NTT) are not assigned to any group because the PT NTT faculty elect all of their representatives each year, as PT NTT representatives are only elected to a one-year term.

SCHEDULE OF ELECTIONS (2024-2027) AS OF JUNE 2023

Seats by Faculty	'23-'24	'24-'25	'25-'26	'26-'27	'27-'28	'28-'29	'29-'30	'30-'31
	Group 0	Group 1	Group 2	Group 3	Group 0	Group 1	Group 2	Group 3
Albers rep 1	X				X			
Albers rep 2	X				X			
Albers rep 3			X				X	
Arts & Sciences rep 1	X				X			
Arts & Sciences rep 2	X				X			
Arts & Sciences rep 3	X				X			
Arts & Sciences rep 4			X				X	
Arts & Sciences rep 5			X				X	
Arts & Sciences rep 6			X				X	
Education rep 1		X				X		
Education rep 2				X				X
Nursing rep 1		X				X		
Nursing rep 2				X				X
Nursing rep 3				X				X
Science & Engineering rep 1		X				X		
Science & Engineering rep 2		X				X		
Science & Engineering rep 3				X				X
Science & Engineering rep 4				X				X
Law rep 1		X				X		
Law rep 2		X				X		
Law rep 3				X				X
Lemieux Library rep 1			X				X	
Part-time rep 1	X	X	X	X	X	X	X	X
Part-time rep 2	X	X	X	X	X	X	X	X
Part-time rep 3	X	X	X	X	X	X	X	X

NOTE: this schedule may change and must be reviewed and updated as the allocation of representatives changes.

Appendix IV

Voting in an Election by Pairwise Comparisons with a Ranked Preference Ballot

The Choice of the Pairwise Comparisons Method of Voting

There is no voting method that satisfies all of Arrow's fairness criteria; however, the pairwise comparisons method satisfies the greatest number of Arrow's fairness criteria. Specifically, the pairwise comparisons method satisfies the following criteria:

The Majority Criterion: The majority winner always wins the election;

The Condorcet Criterion: If a candidate is pairwise preferred to all other candidate then that candidate wins the election; and

The Condorcet Loser Criterion: If a candidate is not preferred over any other candidate, then that candidate will not win the election.

For this reason, the pairwise comparisons method was adopted in these Bylaws as the method of voting for the election of the officers of the Academic Assembly and for the appointment of faculty members to committees and task forces by the Academic Assembly.

Overview of the Pairwise Comparisons Method

The method of pairwise comparisons that shall be used by Academic Assembly is an adjusted Copeland's method where only pairwise victories are counted.

Ranked Preference Ballots

All ballots in a pairwise comparison vote must be ranked preference. This means that each ballot should contain all candidates' names and each voter will rank all the candidates.

Two candidates

If an election only has two candidates, then the pairwise comparison method is equivalent to a majority vote and only first place votes need to be counted. In this case, the candidate with the majority of first place votes wins.

Three or More Candidates

If there are more than 2 candidates, then the following method should be used. For each pair of candidates, the election authority will count the number of voters preferring each candidate. The candidate receiving the most first place votes receives one point. In case of a tie, each candidate receives one-half point. After all pairs of candidates are compared, the candidate with the most points wins the election.

In the case where there is more than one position being voted on, the top candidates will be elected. In the event that two candidates tie, the winner will be the one who is preferred by the voters in the pairwise comparison of those two candidates. In the event that the pairwise comparison is a tie, the election authority should devise an appropriate method to break the tie approved by a majority of the members of Academic Assembly.

In the event of a three-way tie, the candidate with the most last place votes will be eliminated from the tie.

Example Election

An election is being held for 3 positions on a committee and there are five candidates; A, B, C, D, E. Each voter submits a ranked preference ballot with the total count of ballots given below:

	8	6	3	2	2	1
First	B	D	D	C	C	A
Second	D	A	B	A	B	D
Third	C	B	E	E	D	B
Fourth	A	C	A	B	A	E
Fifth	E	E	C	D	E	C

We now compare each pair of candidates. To do this we look at how many times one candidate is preferred over the other. Consider candidate A and candidate B. Candidate B is preferred of candidate A in the first, third, and fifth columns. This amounts to 8+3+2=13 votes whereas A was preferred in the second, fourth, and sixth columns which amounts to 6+2+1=9 votes. Thus, B wins this pairwise comparison. A complete table of all comparisons is given below

A vs B	A has 9 votes, B has 13	B wins
A vs C	A has 10 votes, C has 12	C wins
A vs D	A has 3 votes, D has 19	D wins
A vs E	A has 19 votes, E has 3	A wins
B vs C	B has 18 votes, C has 4	B wins
B vs D	B has 12 votes, D has 10	B wins
B vs E	B has 10 votes, E has 2	B wins
C vs D	C has 4 votes, D has 18	D wins
C vs E	C has 19 votes, E has 3	C wins
D vs E	D has 20 votes, E has 2	D wins

Counting all the points we see that A has 1 point, B has 4 points, C has 2 points, D has 3 points, and E has no points. This would mean that the election results would have B,C, and D being elected to the committee positions.

Appendix V

Preferred Abbreviations for Use in AcA Correspondence and Documents

The following abbreviations should be used in all AcA correspondence and documents:

ASB	Albers School of Business and Economics
CAS	College of Arts and Sciences
COE	College of Education
CON	College of Nursing
CSE	College of Science and Engineering
LAW	School of Law
LIB	Lemieux Library

Appendix VI

Bylaws Committee Charter

I. PURPOSE

The Bylaws Committee is a standing committee of the Academic Assembly of Seattle University (AcA) and reports to the AcA. The purpose of the Bylaws Committee is to maintain the Bylaws of the Academic Assemble.

II. DUTIES AND RESPONSIBILITIES

The Bylaws Committee shall have the following responsibilities:

- To keep the Bylaws of the Academic Assembly and its Appendices up-to-date;
- To ensure that the Bylaws correctly describes the manner in which the Academic Assembly is integrated into the governance structure and processes of the University;
- To ensure that the procedures, rules, and processes codified in the Bylaws reflect the current operation of the Academic Assembly;
- To make occasional presentations and develop training materials for the members of the Academic Assembly to help them improve their understanding of and proficiency with Robert's Rules of Order and other matters of parliamentary law and procedure;
- To operate a discussion forum on Canvas website of the Academic Assembly entitled "Ask the Bylaws Committee" on which members may ask questions about the best way to do things like "introduce a main motion" using Robert's Rules under the Academic Assembly Bylaws and procedures;
- To develop a guide to Robert's Rules for members of the Academic Assembly;
- To assist other committees of the Academic Assembly with the development of their own charters and governing documents if requested to do so by the Committee on Committees;
- To monitor and identify weaknesses or inefficiencies in the current procedures of the Academic Assembly and consider how the work and operation of the Academic Assembly can be made more effective and efficient;
- To develop proposals to enhance and promote the Academic Assembly as the principal deliberative body of the faculty;

- To periodically review and recommend changes to the Bylaws of the Academic Assembly; and
- To submit an annual written report to the Academic Assembly concerning its activities over the preceding year on or before May 1st.

III. MEMBERSHIP

Composition. The Bylaws Committee shall comprise at least five (5) regular members of the Academic Assembly. One of the members shall be the Parliamentarian of the Academic Assembly if the President has appointed a parliamentarian under section 5.10 of the AcA Bylaws.

Chair. The Parliamentarian of the Academic Assembly shall be the chair of the Bylaws Committee if the President has appointed a parliamentarian; if the President has not appointed a parliamentarian and the Academic Assembly has not appointed a chair of the Bylaws Committee, then the members of the Bylaws Committee shall choose one of its members to serve as chair.

Term of Service. The term of the members, other than the Parliamentarian if one has been appointed, shall be three years, staggered for continuity. The members may be reappointed for successive terms.

Appendix VII

Committee on Committees Charter

Adopted October 14, 2019 without present amendments

I. PURPOSE

The Committee on Committees (ConC) is a standing committee of the Academic Assembly of Seattle University (AcA) and reports to the AcA. The purpose of the ConC is to facilitate faculty membership for AcA committees, standing University committees and *ad hoc* University committees.

II. DUTIES AND RESPONSIBILITIES

The ConC shall have the following duties and responsibilities:

- Disseminating an annual call to the faculty for committee participation;
- Managing and overseeing the process of faculty appointments, including elections when necessary, to AcA committees. As part of the process, the ConC should consult with the Dean of any faculty member being considered for appointment. If the ConC and the Dean are unable to reach agreement on a faculty appointment, the Provost shall attempt to mediate the disagreement. If the parties are unable to reach an agreement through the Provost's mediation, the Provost shall resolve the disagreement;
- Managing and overseeing the process of AcA approval over the nominations and appointments of faculty to standing University committees and *ad hoc* University committees;
- Nominating faculty for participation on Board of Trustees committees when invited to do so by the Board Chair or the University President;
- Recommending to the AcA the creation of new AcA committees, standing University committees, or *ad hoc* University committees, in consultation with stakeholders, when necessary;
- Ensuring that annual written reports are filed, consistent with any confidentiality expectations or requirements, by faculty members appointed by the AcA to standing University committees or *ad hoc* University committees in which the appointee reports to the AcA on recent developments and matters of general interest

or concern within their committee's areas of expertise, and to make the annual reports available to the AcA;

- Arranging occasional presentations to the AcA by faculty members appointed by the AcA to standing University committees and *ad hoc* University committees that it believes would facilitate the work of the AcA;
- Encouraging wide-scale faculty involvement in the University's committee structure, including AcA committees, standing University committees and *ad hoc* University committees;
- Ensuring that all AcA committees on which faculty serves has a written charter and governing documents;
- Making occasional presentations to the AcA on the ConC's work, recent University developments and matters of general interest or concern within its areas of expertise, and the work of faculty appointed by the AcA to standing University committees and *ad hoc* University committees; and
- Submitting a brief annual written report to the AcA concerning its activities over the preceding year on or before May 1st.

III. SPECIAL APPOINTMENTS

Notwithstanding the ConC duties and responsibilities listed above in Section 2, in special circumstances involving the expediency of University operations or administration, the University President or designee may appoint faculty to standing University committees or *ad hoc* University committees without the approval of the AcA, provided, however, that all such appointments must be made in consultation with the AcA President and AcA Vice President for Committees and that such appointments shall be brought before the AcA for ratification as soon as practicable.

IV. MEMBERSHIP

Composition. The ConC shall comprise six (6) members. Five (5) voting members and one (1) non-voting *ex-officio* member. The five (5) voting members shall be current AcA representatives, without regard to the school, college or library faculty that they represent. The single non-voting *ex-officio* member shall be the Provost or the Provost's designee.

Chair. The chair of the ConC shall be the AcA Vice President for Committees.

Term. The term of service on the ConC shall be two (2) years, subject to reappointment to a second two (2) year term. Terms shall be staggered. To create the staggered terms, upon the creation of the ConC, two (2) of the first five (5) AcA members appointed to the ConC shall be appointed for an initial term of one (1) year.

V. MEETINGS

The ConC shall meet at least once per academic year or more frequently as circumstances require. Meeting agendas will be provided to members in advance, along with appropriate briefing materials.

Quorum. Three (3) voting members of the ConC shall constitute a quorum.

VI. DEFINITIONS

AcA Committees. AcA committees are established by or report to the AcA.

Standing University Committees. Standing University committees are established by the University President or designee to perform a continuing function for the University and remain in existence until dissolved by the President or designee.

Ad Hoc University Committees. The University President or designee may establish *ad hoc* committees, working groups, task forces or other non-standing University committees (collectively "*ad hoc* University committees") to carry out, as the need arises, a specified task. *Ad hoc* University committees are normally temporary.

Board of Trustees Committees. The Board of Trustees has the authority to establish committees to facilitate the work of the University and may at its discretion appoint faculty as participants on such committees.

Appendix VIII

Executive Committee Charter

I. PURPOSE

The Executive Committee shall be a permanent committee of the Academic Assembly. The purpose of the Executive Committee is to assist the President as the leadership team of the Academic Assembly.

II. DUTIES AND RESPONSIBILITIES

The Executive Committee shall have the following duties and functions:

- to advise the President of the Academic Assembly,
- to meet and consult with the Provost on a regular basis,
- to represent the Academic Assembly when it is not in session or when exigent circumstances do not allow sufficient time to convene a special meeting of the Academic Assembly, and
- to carry out any other tasks or duties delegated to it by the regular members of the Academic Assembly.

III. MEMBERSHIP

Composition. The membership of the Executive Committee shall comprise all of the current officers of the Academic Assembly: the President, Vice President for Committees, Vice President for Curriculum, Vice President for Policies, the immediately prior President of the AcA during their first year after leaving office, and President-Elect if one exists.

Chair. The President of the Academic Assembly shall be the chair of the Executive Committee.

IV. MEETINGS

Meetings of the Executive Committee. The Executive Committee shall meet regularly throughout the academic year. In particular, the Executive Committee shall meet at least one week before each meeting of the Academic Assembly in order to advise the President on the development of an agenda for the next meeting of the Academic Assembly.

Scheduling Meetings of the Executive Committee. The President may call a meeting of the Executive Committee with 48 hours notice to the other members. Any two members of the Executive

Committee may call a meeting of the Executive Committee with one week notice to the other members.

Electronic Meetings. When meeting in person is not possible or would be inconvenient, the members of the Executive Committee may meet electronically to advise and consult with the President of the Academic Assembly by telephone or other electronic communications medium that enables simultaneous audio or video communication among the participating members of the Executive Committee. For purposes of developing a proposed agenda, the members may communicate by email.

Documenting the Occurrence of Meetings. A record of all meetings of the Executive Committee shall be kept in the archives of the Academic Assembly. For each meeting of the Executive Committee, the record shall indicate the members in attendance as well as the date, time and place of the meeting. If the members of the Executive Committee met in person, the record should indicate the place of the meetings; if the meeting was held electronically, the record should indicate the communications medium used to conduct the meeting. The reasons for the meeting and the topics discussed shall not be included in the record. The record of Executive Committee meetings shall be available for inspection to all members of the Academic Assembly.

Appendix IX

Faculty Handbook Revision Committee Charter

I. PURPOSE

The Faculty Handbook Revision Committee shall be a standing committee of the Academic Assembly. The purpose of the Faculty Handbook Revision Committee is to maintain and revise the Faculty Handbook of Seattle University.

II. DUTIES AND RESPONSIBILITIES

The Faculty Handbook Revision Committee shall have the following responsibilities:

- To initiate, oversee and manage revisions to the Faculty Handbook pursuant to the process set forth in the Part XV of the Faculty Handbook;
- To make occasional presentations to the Academic Assembly on its work as well as recent University developments and matters of general interest or concern within its areas of expertise; and
- To submit an annual written report to the Academic Assembly concerning its activities over the preceding year on or before May 1st.

III. MEMBERSHIP

Composition. The Faculty Handbook Revision Committee shall comprise seven (7) members: the Vice President of Policies, the Provost, a dean and four faculty members. The four faculty members shall be from different faculties of the University (schools, colleges and Lemieux Library), three of whom shall be appointed by the Academic Assembly and one of whom, either tenured or tenure-track, shall be nominated by the Provost and approved by the Academic Assembly. The dean shall be appointed by the Provost in consultation with the Academic Assembly. The Provost shall serve as a non-voting, *ex officio* member.

Chair. The Vice President for Policies shall be the chair of the Faculty Handbook Revision Committee.

Term of service. The terms of the four faculty members shall be staggered, each one serving for three years.

Appendix X

Faculty Welfare Committee Charter

I. PURPOSE

The Faculty Welfare Committee shall be a standing committee of the Academic Assembly. The purpose of the Faculty Welfare Committee is to monitor and promote the welfare and well-being of the faculty of Seattle University.

II. DUTIES AND RESPONSIBILITIES

The Faculty Welfare Committee shall have the following responsibilities:

- To initiate and/or review proposals, University initiatives, and programs for faculty development;
- To review and evaluate proposals on compensation and benefits so that they promote faculty achievement and reflect sound personnel practice;
- To promote adequate support, including adequate financial support, for faculty teaching, advising, research, scholarship, creative work, and service;
- To monitor and work to improve conditions of service, including housing, childcare, parking among other matters;
- To review and recommend policies governing sabbaticals;
- To ensure that guidelines and criteria for recruitment and hiring of faculty, and for promotion and tenure advance the mission and goals of the University;
- To work to maintain or improve the fairness and efficiency of University appellate and judicial procedures for faculty;
- To monitor, advise and provide guidance to other faculty and University committees charged with responsibility for policies, procedures, programs, or issues affecting the responsibilities or compensation of faculty;
- To make occasional presentations to the Academic Assembly on its work as well as recent University developments and matters of general interest or concern within its areas of expertise; and
- To submit an annual written report to the Academic Assembly concerning its activities over the preceding year on or before May 1st.

III. MEMBERSHIP

Composition. The Faculty Welfare Committee shall comprise twelve (12) members: President of the Academic Assembly, a vice or associate provost, representative from Human Resources and a full-time faculty member from each faculty of the University (each school, college and Lemieux Library) who has taught or worked at Seattle University for at least three years. The faculty members shall be nominated by their faculty and approved by the Academic Assembly. The Provost, the Deans and higher administrators are not eligible to serve on this committee. The associate or vice provost shall be a non-voting, *ex officio* member.

Chair. The President of the Academic Assembly shall be the chair of the Faculty Welfare Committee.

Term of Service. The term of service for faculty members shall be three years beginning on July 1st.

Appendix XI

Program Review Committee Charter

I. PURPOSE

The Program Review Committee shall be a standing committee of the Academic Assembly. The purpose of the Program Review Committee is to promote the excellence of all academic programs at Seattle University through the review and evaluation of existing and proposed academic programs as well as proposed modifications to them.

II. DUTIES AND RESPONSIBILITIES

The Program Review Committee shall have the following responsibilities:

- To review and evaluate new and existing academic programs to ensure their academic rigor and contribution to goals and mission of Seattle University as a Catholic and Jesuit university;
- To review and evaluate proposals for substantive restructuring, elimination or reduction of academic programs or departments within the University;
- To present and explain proposals that the Committee have reviewed and evaluated and on which the Academic Assembly must vote;
- To place motions before the Academic Assembly to approve without conditions, to approve with conditions, or to disapprove proposals concerning academic programs which come before the Academic Assembly;
- To monitor a program's compliance with the conditions placed on the approval of a proposal by the Academic Assembly;
- To take all necessary actions to cause to be enforced the conditions placed on the approval of a proposal by the Academic Assembly;
- To work with the Provost to ensure that any final approvals of a proposal reflect and incorporate the conditions placed on the approval of that proposal by the Academic Assembly;
- To make occasional presentations to the Academic Assembly on its work as well as recent University developments and matters of general interest or concern within its areas of expertise; and
- To submit an annual written report to the Academic Assembly concerning its activities over the preceding year on or before May 1st.

III. MEMBERSHIP

Composition. The Program Review Committee shall comprise eleven (11) members: the Vice President for Curriculum, a vice or associate provost and a full-time faculty member from each faculty of the University (each school, college and Lemieux Library) who has taught or worked at Seattle University for at least three years. The faculty members shall be nominated by their faculty and approved by the Academic Assembly. Deans and higher administrators are not eligible to serve on this committee. The associate or vice provost shall be a non-voting, *ex officio member*.

Chair. The Vice President for Curriculum shall be the chair of the Program Review Committee.

Term of Service. The term of service for faculty members shall be three years beginning on October 1st.

Appendix XII

University Rank and Tenure Committee Charter

Adopted November 4, 2019

I. PURPOSE

The University Rank and Tenure Committee (URTC) is a standing committee of the Academic Assembly of Seattle University (AcA). The purpose of the URTC is to make recommendations regarding faculty applications for tenure and promotion in rank to the Provost and University President.

II. DUTIES AND RESPONSIBILITIES

The URTC shall have the following primary duties and responsibilities:

- Reviewing faculty applications and files for tenure and promotion in rank; and
- Making recommendations to the Provost and University President on faculty tenure and promotions in rank applications.

III. MEMBERSHIP

Composition. The URTC shall consist of eleven (11) full-time, tenured faculty members with a rank of Associate Professor or Professor. At least six (6) of the members will have the rank of Professor. There will be one member representing each of the existing University schools and colleges. The remaining members will be at-large representatives appointed by the AcA's Committee on Committees (ConC). The Provost has final approval of the URTC membership.

Faculty who have applied for a promotion in rank are ineligible to serve on the URTC until they have been promoted.

The ConC shall manage and oversee the process of faculty appointments to the URTC. As part of the process, the ConC will consult with the Dean of any faculty member being considered for appointment and obtain the Dean's support of the appointment. If the ConC and the Dean disagree on a faculty member's appointment to the URTC, the Provost will be consulted to resolve the disagreement.

Chair. The chair of the URTC shall be selected by vote of the URTC members and will serve a term of two (2) years. To be eligible to serve as chair, an individual must be (i) a current URTC

member with a rank of Professor, and (ii) in their initial term and have completed three (3) years of service, or serving in a reappointment term.

Term. The term of service on the URTC shall be four (4) years, subject to reappointment to a second four (4) year term. Terms shall be staggered, with no more than four (4) members' terms to expire in any one year and structured to ensure at least six (6) of the members will have the rank of Professor.

IV. MEETINGS

Schedule. The URTC shall meet at least once per academic year or more frequently as circumstances require. Meeting agendas will be provided to members in advance, along with appropriate materials.

Quorum. A quorum shall consist of a majority of the members of the URTC. However, in the case of a vote regarding promotion to Professor, a quorum of Professors on the URTC is required.

Review of Applications for Promotion to Professor. After the review of all the applications for tenure and promotion to Associate Professor are completed, any Associate Professor serving on the URTC will be dismissed from further service for that year and the remaining members will review the applications for promotion to Professor.