

Washington State University Vancouver Faculty Assembly And Council Of Faculty Representatives Mission And Bylaws

Last Updated: 1 December 2023*

Acronyms and Abbreviations

CFR - The Council of Faculty Representatives at WSU Vancouver

FA - The Faculty Assembly

FTE - Full-Time Equivalent

WSU - The Washington State University system

WSUV - The Vancouver, WA campus of Washington State University

I Mission

The mission of the Washington State University (WSU) Vancouver Faculty Assembly (FA) is to provide a faculty voice in matters of interest to the WSU Vancouver faculty. The WSU Vancouver FA adheres to WSU Vancouver's and WSU's mission, values, and goals. It is the responsibility of the WSU Vancouver Council of Faculty Representatives (CFR) to serve as a representative of faculty in the FA. The CFR, as a representative voice of the FA, participates in shared governance with WSU Vancouver administration, WSU administration, and the WSU Faculty Senate.

In the case of any discrepancies between the *WSU Faculty Manual* and this document, the *WSU Faculty Manual* supersedes.

II WSU Vancouver Faculty Assembly Bylaws

A Membership of the WSUV Faculty Assembly

All WSU Vancouver faculty with a 50% or more contract commitment (FTE), at any level of appointment (including tenure-track faculty, career track faculty of all sub-tracks, and lecturers) are members of the WSUV Faculty Assembly and are encouraged to participate in Faculty Assembly meetings and/or serve as faculty representatives to the WSUV Council of Faculty Representatives. Membership is automatic to eligible faculty and there is no application or process for joining the FA. Faculty with more than 50% administrative loads are not members of the FA or eligible for election to the CFR.

*See Section IV for revision history

B Attendance and Participation in Faculty Assembly Meetings

Faculty Assembly meetings are open to all interested members of the Assembly. FA meetings will be led by the CFR Chair. At the conclusion of the assembly meeting, the CFR Chair will summarize the discussion.

C Requirement to Hold WSU Vancouver Faculty Assembly Meetings

The FA will meet at least twice each academic year, with one meeting in each of the Fall and Spring semesters. Additional meetings may be scheduled upon a majority vote of the CFR. The schedule of meetings will be announced to the FA membership at least one month in advance and a second time three days in advance of the meeting.

D Procedures Regarding Meeting Agendas

The CFR will set the agendas for FA meetings. Any member of the WSUV community may suggest agenda items to the CFR for its consideration. Final determination of the agenda will be the responsibility of the CFR. All agendas for FA meetings must include a time designated for “open discussion.” Once finalized, the agenda will be distributed to all members of the FA at least three days before each FA meeting. Summaries of proceedings of the FA meetings will be shared internally and with FA members unable to attend the FA meetings by request.

E Voting Procedures

Voting will take place via email, unless there is a call for a secret ballot. The Chair of the CFR and one other CFR Officer (either Vice Chair or Recorder) will tally the votes and announce the result. Votes will pass on the basis of the majority of those voting unless otherwise specified. In instances of a secret ballot an electronic poll will be established (no vote tallies will be allowed to show until the final vote has been cast). Voting polls for all proposals subject to FA vote will be available for seven (7) days starting at 9am on Monday and ending at midnight on the following Sunday.

F Ratification of the WSU Vancouver Faculty Assembly Constitution

Ratification of the Constitution (Section I and Section II of this document) requires approval by two thirds of CFR members and two thirds of the total number of faculty who are considered part of the FA. The first version of this document was approved by the WSUV Faculty Organization on February 8, 2013, final approval by vote of the WSUV Faculty Organization Executive Committee on February 8, 2013.

G Amendments to the WSU Vancouver Faculty Assembly Mission and Bylaws

Amendments to the Faculty Assembly Mission and Bylaws must first be presented to the CFR for its consideration. The proposed amendment will be sent to the FA upon a two-thirds vote of the CFR. Ratification of the amendment is subject to a two-thirds vote of the FA.

III WSU Vancouver Council of Faculty Representatives Bylaws

A Composition of the Council of Faculty Representatives

A.1 Proportional Representation of the Academic Units

The CFR will consist primarily of representatives from each WSU College active on the Vancouver Campus (College of Agricultural, Human, and Natural Resource Sciences, College of Arts and Sciences, College of Business, College of Education, College of Engineering and Architecture, College of Medicine, and College of Nursing.) along with the Library. Each unit is guaranteed at least one representative. Seats are awarded on a twenty FTE to one representative ratio (20:1), based on the number of FA members in each unit (that is, faculty members with a 50% or greater appointment who have administrative appointments of less than 50%). Thus, each unit will be allocated one (1) CFR representative for every 20 FTE faculty. (1-20 FTE = 1 rep; 21-40 = 2 reps, etc.) While this ratio sets a maximum number of representatives for each unit, it is up to the units to decide how to distribute their seats internally, including choosing not to fill all of their available seats. (For example, a unit may decide to distribute seats to sub-units, or to have all representatives speak for the whole unit.) All elected representatives are voting members of CFR.

A.2 Schedule for Reapportionment of CFR Representative Seats

Reapportionment of CFR representative seats will take place in the spring semester of odd years based on faculty FTE data. Data needed for reapportionment will be obtained from Institutional Research. If reapportionment causes a unit to lose one or more seats, all currently elected representatives from that unit will serve out their existing terms.

A.3 Ex-Officio Members of the CFR

- WSUV Senators who sit on the Faculty Senate Steering are voting members of the CFR
 - Senators who are also FA members may attend CFR meetings as non-voting members
- The Immediately Past CFR chair is a non-voting member during the first year of their successor's term, as laid out in subsection E.3 and subsection E.4

A.4 Participation of Administrators in the Council of Faculty Representatives

The WSUV Chancellor, Vice-Chancellors, and other administrative representatives may be invited to attend specific meetings of the CFR to discuss designated topics and issues. They are not considered members of CFR and may not vote.

B Council of Faculty Representatives Voting and Quorum

Quorum for CFR is defined as 60% of voting members of CFR. Unfilled representative seats are not counted toward the total number of voting members.

C Eligibility to Serve on the CFR

All Faculty Assembly members are eligible to serve as members of the CFR. Faculty with 50% or more administrative loads are not considered members of the FA and therefore are not eligible for election to the CFR.

D Selection of CFR Representatives

The faculty in each unit is responsible for electing one or more CFR representatives to serve two-year terms. The representatives should be elected in the month of April, no later than the last day of classes in spring semester. There are no term limits for CFR representatives – a member of the FA can be elected to serve in subsequent two-year terms. If a CFR representative resigns or is removed, the unit will select a replacement member. This substitute will remain in office for the duration of the two-year term of office. CFR representative terms should be staggered as much as possible to support continuity within the CFR.

E Selection of CFR Officers and Terms of Office

There are four officers of the CFR: Chair, Vice-Chair, Recorder and Immediately Past Chair. There is always a Chair and a Recorder during normal operations. The Immediately Past Chair serves during the first year of the current Chair's term, with the Vice-Chair selected and serving during the second year. CFR members elect a Recorder and a Vice-Chair (as applicable) at the first meeting of Fall semester.

E.1 Selection of Chair

The CFR Chair is advanced from the position of Vice-Chair and serves as Chair for a period of two years. The Chair may not serve as the unit representative for their unit under any circumstances. Instead, the Chair serves as a representative of all units of WSUV and of all FA members. It is intended that the Chair does not run for subsequent terms of office because of the planned advancement of the Vice-Chair to the role of Chair.

However, if the Vice-Chair declines to ascend to the position of Chair at the end of their year of service, the existing Chair will automatically continue in the role of Chair until a new chair can be selected, for no more than an additional two-year term of office. If the Chair and the Vice-Chair both decline continuing service, a new election will be held for Chair, elected from the CFR membership. This alternative election will be held within two (2) regular meetings of the CFR after the Chair and/or Vice-Chair announce that they decline to continue service.

Finally, in the further event that no member of the CFR is available or willing to take the role of CFR Chair, a special election will take place to accept nominations from the FA and the CFR Chair will be selected in an at-large election. FA members will receive at least seven (7) days notice of the pending election. This election must conclude on or before April 15, and before the election of unit representatives, which must take place by April 30. Exceptions to the timeline of the election of the CFR Chair are subject to a two-thirds vote of the CFR and should only take place in extraordinary circumstances and within parameters that advance the likelihood of opportunity for FA participation. If this situation occurs outside of this regular election cycle, then a special election will be held within 30 days.

E.2 Selection of Vice-Chair and Service as Chair-Elect

At the first meeting of the academic year (Fall Semester), in the second year of the Chairs term of office, the position of Vice-Chair shall be selected from among the voting members of the CFR. The Vice-Chair will advance to the position of Chair after one year in office. In the case where the Vice-Chair is selected from among the Unit Representatives, the Vice-Chair will maintain the duties of Unit Representative simultaneously with the duties of Vice-Chair.

E.3 Continuation of the Immediately Past Chair

For a period of one year immediately following their two-year term of office as Chair, the Immediately Past Chair will serve as a non-voting member of the CFR.

E.4 Succession in Office: Chair, Vice-Chair, and Immediately Past Chair

In the first year as Chair, the office will be supported through the continuing service of the Immediately Past Chair of the CFR. In the second year of office, the Chair will have support of the Vice-Chair, who will, in turn, be preparing for the role of Chair. With this pattern of succession, the CFR will preserve continuity of institutional memory through mentorship of the Vice-Chair while assuring pathways for new leadership.

If the CFR Chair resigns or is removed from office in the first year, the Immediately Past Chair will fill the role of Chair until the succession process in subsection E.1 is completed. If the CFR Chair resigns or is removed from office in the second year of the term of office, the Vice-Chair will serve as Chair for the remainder of that term as well as serve their subsequent, full two-year term as Chair.

E.5 Selection of Recorder

At the first meeting of the academic year (i.e. the first meeting of Fall Semester), the position of Reporter shall be elected from among the CFR members. The Recorder is eligible to run for office without term limits.

E.6 Removal From Office, Chair, Vice-Chair, or Recorder

Removal of CFR officers is possible for malfeasance while in office. Removal requires a two-thirds vote of the CFR. If a CFR officer is removed, the unit the officer represents will appoint a replacement member to serve the remainder of the term. The vacated office will be filled according to the normal selection process. A unit may also recall a representative and appoint a replacement to serve the remainder of the term.

F Duties of CFR Members

F.1 Chair of the CFR

- Lead FA meetings
- Lead CFR meetings
- Communicate with WSU Vancouver Chancellor and Cabinet as needed
- Represent the FA and CFR at WSUV meetings of administrative leadership, as allowed by the WSU Vancouver Chancellor and their Administrative Cabinet
- Serve as CFR Representative on Administrative Committees, or cede the appointment to a CFR Representative, as appropriate
 - It also may be appropriate for one or more CFR Unit Representatives to attend particular Administrative Committee meetings
 - Such arrangements must be approved by a vote of the CFR.

- Communicate with the WSU Provost on behalf of the FA and CFR
- Communicate with the Executive Committee of the Faculty Senate as FA and CFR representative, as needed
- Communicate with the FA as needed
- Recruit faculty members to WSU Faculty Senate Committees and Subcommittees, and recruit membership to subcommittees of the CFR
- Communicate with WSU Vancouver representatives and subcommittees of the WSU Faculty Senate
- Participate in the review and ranking of WSUV budget requests
- Approve all FA and CFR meeting agendas and summaries
- Assure posting of all FA and CFR meeting agendas and summaries on the FA website
- Administer business of the FA and CFR during the summer months, with the responsibility for calling meetings of the CFR or the larger body of the FA, as needed
- Prepare the Vice Chair to transition into the role of Chair
- Continue to be the Chair for another year if the Vice-Chair is not elected by end of the Chairs term, with votes and approval from existing CFR members

F.2 Vice-Chair of the Council of Faculty Representatives

- Serve as Chair when the Chair is unable to carry out their duties
- Assist the Chair with their duties in anticipation of serving as Chair
- Assist with recruiting faculty members to WSU Faculty Senate Committees and Subcommittees, as well as recruiting membership to subcommittees of the CFR

F.3 Recorder of the Council of Faculty Representatives

- The recording of summaries of FA and CFR proceedings
- Summaries are subject to approval by CFR before posting

F.4 Immediately Past Chair of the CFR

- Convey documents recording the history of CFR business to the incoming Chair
- Mentor the incoming chair in relationships with WSU Faculty Senate Representatives and WSU and WSUV administrative personnel and committees.

F.5 WSU Vancouver Faculty Senator(s) on the Faculty Senate Steering Committee

- Serve as a liaison between the CFR and the Faculty Senate

F.6 Unit Representatives

- Coordinate communication between the CFR and the representatives' academic units
- Attend meetings of the CFR and FA and represent the issues, concerns, and perspectives of the representatives academic unit in all interactions with WSU Administration, WSUV Administration and the WSU Faculty Senate
- Recruit a proxy representative for any missed meetings

G Responsibilities of the Council of Faculty Representatives

As a body, the Council of Faculty Representatives carries out the following duties:

G.1 Communicates with the Faculty Assembly (FA)

- Schedule FA meetings and set the agenda
- Lead and facilitate FA meetings
- Review the organization, constitution and bylaws of the FA
- Provide recommendations to the FA on business matters
- Act in lieu of the FA when timing is an issue
- Establish subcommittees and task forces as needed; delegate authority to these institutions that currently reside with CFR;
- Carry out other tasks as directed by the FA
- Participate in other issues of relevance to WSUV faculty

G.2 Communicates with WSUV Administration in processes to assure shared governance, such as

- Facilitate communication between faculty and administration;
- Provide advice on the appointment of faculty to campus-wide committees and task forces;
- Include CFR representation on relevant campus-wide committees and task forces;
- Interaction with other WSU campuses;
- Maintain contact with faculty organizations on other WSU campuses;
- Serve as the Vancouver campus subcommittee of the Faculty Senate Steering Committee.

G.3 Program Review

- Review and recommend revisions and proposals for WSUV programs, degrees and certificates, schools, institutes, centers, laboratories, interdisciplinary units, and colleges.
- Communicate directly with the WSUV Vice-Chancellor of Academic Affairs regarding approval of new programs and degrees offered at WSU Vancouver; provide final approval after review of proposals. See attached information regarding flow of documents between WSUV CFR, WSUV Vice-Chancellor of Academic Affairs, and Faculty Senate.
- Determinations of substantive actions, levels of review, and execution of related processes. All materials will be forwarded to WSU Senate.

H Substantive Business and Appropriate Level of Review

- Acting as a representative of the FA, the CFR determines whether the order of business before the CFR warrants one of three levels of review: exempt, expedited or full.
- Exempt review is described as the consideration and vote of a business item solely within the CFR.
- Expedited review is described as an accelerated review and vote of a business item; the CFR will act quickly, usually within 30 days. Relevant parties will be invited to CFR meetings to present their business and participate in the discussion.
- Full review includes participation of the FA membership and will be presented at a FA meeting before being subjected to a vote of the FA. In addition to deliberation in the CFR with relevant parties and a vote by the CFR, the proposal will be sent to the FA with the CFRs recommendation, whereupon the FA will consider and vote on the proposal.

I Process for Establishing the Level of Review

When a business item comes before the CFR, the CFR will make an initial determination of which level of review is warranted. This determination will be subject to a majority vote. The justification for the determination of the level of review will then be announced and posted in the summary of proceedings. The CFR may choose to reconsider its level of review based on the feedback it receives.

A full review can be requested for any business item by a referendum signed by 20 percent of the membership of the FA.

J Budget Considerations

The CFR is responsible for ensuring a permanent budget to cover communications costs (e.g., website maintenance, and clerical support), as well as compensation to the CFR Chair in the form of one course release per year they are CFR Chair regardless of track and one month's summer pay each year they serve as Chair. It is expected that the WSU Vancouver Office of the Chancellor and/or the Chancellors Cabinet will contribute this minor compensation. This arrangement will be documented in a Memo of Understanding which will be posted on the CFR website.

K Requirement to Hold WSU Vancouver CFR Meetings

Council of Faculty Representatives meetings will be held twice monthly during the academic year. By a two-thirds vote of the CFR one meeting in a single month can be cancelled, such that no fewer than 15 meetings of the CFR are held during the academic year. Additional meetings of the CFR may be called upon a two-thirds vote of the CFR during May-August. All procedures regarding meetings of the CFR that must be followed for the fifteen (15) mandatory meetings must also be followed for any additional meetings.

It is the responsibility of the Chair to schedule CFR meetings so that they do not conflict with the instructional, or other, responsibilities of the members on a regular basis. The normal meeting day and time for a semester shall be set no later than the end of the previous semester.

L Procedures Regarding CFR Meeting Agendas and Summaries

A draft agenda will be sent by the Council of Faculty Representatives to the FA membership at least one week prior to each scheduled meeting, with an invitation to comment or add items. A final agenda based upon the draft and committee input will be presented at each CFR meeting. A draft meeting-summary will be presented by the recorder to the Chair to be finalized by the Chair. The Chair has responsibility for posting the agendas and summaries for all meetings within two weeks of the meeting.

M Communication between CFR and the Faculty Assembly

CFR will follow the same procedure as Faculty Senate for communicating with constituency.

IV Document Revisions

- Approval: Draft document approved by vote of WSUV Faculty Organization Executive Committee, 11/30/2012; Faculty Senate edits approved by FOEC, February 8, 2013; Approved by vote of WSUV Faculty Organization, February 8, 2013; Final approval by vote of WSUV FOEC, February 8, 2013.
- Amended: Name changes were approved by vote of the Faculty Organization in April 2016. “Faculty Organization Executive Committee (FOEC)” changed to “Council of Faculty Representatives (CFR)”, and “Faculty Organization (FO)” changed to “Faculty Assembly (FA)”.
- Revised: December 2023. Incorporated changes from previous amendment. Adjusted the use of “ex officio” to match standard conventions, and, as a result, renamed the “Ex-Officio Chair” the “Immediately Past Chair”. Also clarified membership criteria, quorum issues, and other small adjustments.