

## FACULTY HANDBOOK OF WESTERN WASHINGTON UNIVERSITY

### PREFACE

#### I. Introduction

##### *A. Purpose of this Handbook*

This Faculty Handbook contains statements of institutional policy and procedure duly established by the Faculty Senate under authority delegated by the Board of Trustees to the President. This Handbook provides a guide for faculty governance in matters of university academics, budget, planning, and policy.

##### *B. Organization of this Handbook*

The Faculty Handbook applies to all faculty of the University.

Each college, the libraries, and all academic programs, institutes, and centers (APICs) will publish policies that apply to governance issues within those units. These policies may not conflict with the Faculty Handbook. Certain procedures, regulations, and requirements regarding such matters as hiring and internal governance may differ from college to college but may not conflict with the policies and procedures of the Faculty Handbook. In case of conflict between college policies and the Faculty Handbook, the Faculty Handbook prevails unless the proposed differences have been approved by majority vote of the Faculty Senate.

In addition to this preface, the Faculty Handbook includes the following sections:

Section 1: Constitution and Bylaws of the Faculty Senate and Senate Standing Committees

Section 2: Statement on Academic Freedom

Section 3: Code of Faculty Ethics

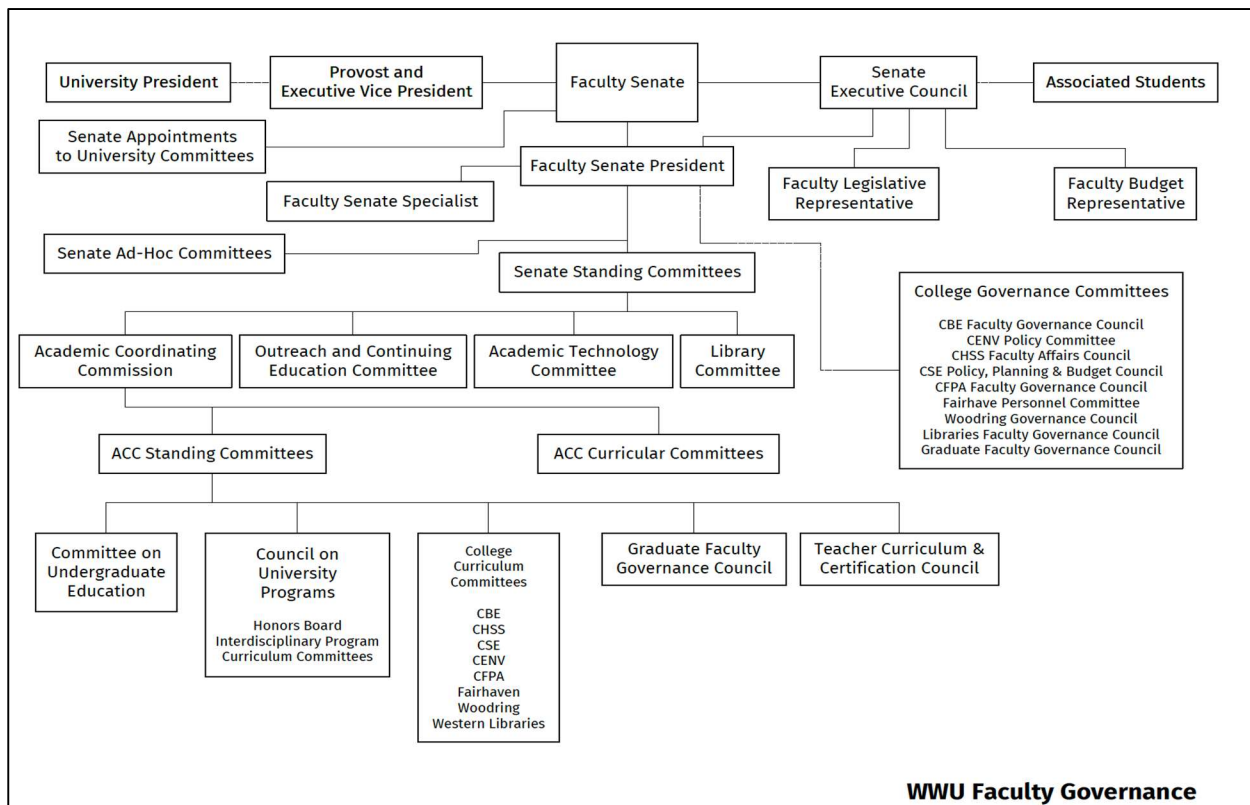
##### *C. Handbook Amendment Procedure*

Any proposed amendments, **which may be initiated by the Faculty Senate or through a signed petition of 30 voting members of the faculty**, must be approved by a majority vote of the Faculty Senate before being incorporated into the handbook. Amendments to the Faculty Handbook must be communicated to all faculty within two weeks of final Senate approval.

## **II. Western Washington University**

### **A. Organization**

Western Washington University has seven colleges, the Graduate School, and the University Libraries, each with a dean as chief administrative officer. The colleges are the College of Business and Economics (CBE), the College of Fine and Performing Arts (CFPA), the College of Humanities and Social Sciences (CHSS), the College of Science and Engineering (CSE), Fairhaven College of Interdisciplinary Studies, the College of the Environment (CENV), and the Woodring College of Education. Each of the seven academic colleges has a faculty governance committee. In the remainder of this Handbook, the term "colleges" encompasses the units listed above, including the Graduate School, Outreach and Continuing Education (OCE), APICs, and the University Libraries.



### **B. Governance**

1. The governing body of the University is the Board of Trustees. The President of the University is the representative and spokesperson for the Board of Trustees. The faculty, through the Faculty Senate, works closely with the President of the University, the Provost and Executive Vice President for Academic Affairs, and other senior administrators in formulating, implementing, and evaluating university policies.

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2. It is the policy of Western Washington University that there shall be meaningful participation by the faculty, through the Faculty Senate and/or other recognized faculty bodies, in matters relating to university academics, budget, planning and policy in matters at all levels of internal university governance. This is consistent with the University's policy of open participation in governance.
3. The Faculty Senate represents faculty interests on matters concerning academics, budget, planning, and policy. The Faculty Senate acknowledges the role of the UFWW which represents faculty interests on wages, hours, and terms and conditions of employment.
4. The Executive Council of the Senate prepares the agenda for Senate meetings, advises the Faculty Senate president, and performs such other duties as may be delegated to it by the Faculty Senate.
5. The powers of the Senate, including those of its Executive Council and standing committees, are defined in the Constitution of the Faculty of WWU, which appears in Section 1 below.
6. When a matter of special importance to the faculty is to be discussed and/or decided, the Faculty Senate may call for a General Faculty Assembly for discussion and recommendation purposes.
7. The Faculty Senate works with the faculty governance committees in each of the colleges as needed.

### **III. The Faculty**

A. A faculty member is a person holding a faculty position as described in the Collective Bargaining Agreement between Western Washington University and United Faculty of Western Washington.

Tenured and tenure-track faculty share the same rights and responsibilities with respect to faculty governance, unless otherwise specified by the Faculty Handbook or the Constitution of the Faculty of WWU (Section 1 of this handbook).

Non-tenure-track faculty do not have all the rights and responsibilities of faculty with respect to faculty governance. Departmental voting privileges are at the department's discretion but shall not extend to issues of appointment, tenure, promotion, or other personnel matters. Faculty Senate voting privileges are described in the Constitution of the Faculty of WWU (Section 1 of this handbook).

The title of emeritus, emerita, or emerit may be conferred by the President of the University upon retiring faculty members whose contributions have been deemed outstanding by their peers. Recommendation for the title may be initiated by the faculty member's department or by the appropriate dean; it requires the support of the dean of the college and must be approved by the Provost/Vice President of Academic Affairs. The usual minimum service to Western Washington University is ten years.

In addition to those privileges accorded all retirees, emeritus faculty of Western Washington University are eligible to sit on master's degree candidates' supervisory committees; are listed in the Faculty/Staff Directory; are listed in the Western Washington University Catalog; are eligible to march in graduation and other formal ceremonies of the University; may be appointed members of Faculty Senate committees; and may use departmental office space and computer access including E-mail on a space-

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available basis, as determined by the appropriate department. Emeritus faculty do not vote on matters relating to faculty.

***B. Faculty Duties***

Faculty at Western pursue excellence in their teaching or librarianship. Tenured and tenure-track faculty engage in research or creative activities of recognized quality and in service, including participation in the hiring of faculty within the department. Non-tenure-track (NTT) faculty engage in teaching activities that promote excellence in teaching and learning. Department and/or college evaluation plans may further define obligations or specify additional obligations, while specific duties of individual faculty may be defined in the letter of offer. All faculty must adhere to the principles of faculty conduct in the Code of Faculty Ethics (found in Section 3 of this Handbook).

**C. Rights and Responsibilities of the Faculty**

- All voting members of the faculty may vote on matters that go to the full faculty. Voting members of the faculty are those holding appointments at .5 FTEF (annual average) or greater at Western Washington University.
- For rules regarding voting at Faculty Senate and Senate standing committees, refer to the Faculty Senate bylaws in Section 1 of this handbook.
- For rules regarding voting within colleges and departments, refer to the unit evaluation plans of those units.

***D. Academic Freedom***

All faculty are guaranteed academic freedom as set forth in Section 2 of this Handbook and in Section 2 of the Collective Bargaining Agreement. Academic tenure follows the procedures outlined in Section 7 of the Collective Bargaining Agreement.