



Department Faculty Meeting
Friday, January 10, 2024, 2:30pm

Location: Denny 213, remote option on Zoom: <https://washington.zoom.us/j/91739322206>

Agenda

- I. **Call to Order**
- II. **Vote:** Approval of Minutes (December) (*standing item*; Handel) 2:30-2:35
- III. **Announcements** (*standing item*; Handel) 2:35-2:40
 - Graduate admissions and TA applications
- IV. **Updates** (*standing item*; Handel) 2:40-2:50
 - Search for Assistant Teaching Professor of Vietnamese (Sandjaja)
 - Search for Assistant Professor of Telugu (Mack, Dubrow, Chandekar)
 - Diversity/EJI Committee survey (Matsuda)
- V. **Discussion and Vote:** Rename Diversity Committee to EJI Committee (Handel) 2:50-3:00
- VI. **Update and Discussion:** By-Laws Committee (Pauwels; Appendices 1-4) 3:00-4:00
- VII. **Adjournment**

Appendix 1: Bylaws Draft for Discussion Jan 6, 2026, esp. highlighted

(prepared after we received a statement of its tasks from the current EJI committee)

Part I Committees

Goals: clarity, structure, fairness, efficiency

All committees undertake work on behalf of the entire faculty, their authority being delegated from the faculty as a whole

I. Ad Hoc Committees (needed every year for specific tasks)

A. hiring

B. promotion and tenure

C. reappointment

D. other as needed after faculty vote

II. Standing Committees (needed every year for general tasks)

A. Graduate education (3 to 5 members, chaired by GPC)

1. transmits admission recommendations to GS on behalf of dept
2. shepherds creation and revision of graduate degrees and courses
3. oversees ALC graduate degree program
4. promotes research via colloquia
5. oversees annual graduate student review process
6. recommends graduate students for prizes to chair
7. oversees issues of equity justice and inclusion as related to GE (if no EJI C)

B. Undergraduate education (3 to 5 members chaired by UP Coordinator)

1. conducts peer teaching reviews (if no Peer Teaching Review Committee)
2. shepherds creation and revision of undergraduate degrees and courses
3. oversees ALC undergraduate degree program
4. promotes pedagogy via workshops
5. recommends undergraduate students and language TAs for prizes to chair
6. oversees issues of equity justice and inclusion as related to UE (if no EJI C)

C. Salary committee (all full professors)

1. reviews dossiers and recommend raises for faculty to dean per policy
2. oversees issues of equity justice and inclusion as related to salaries

D. Advancement committee:

engages in or support activities that are likely to lead to donations to the department in support of its teaching and research missions

1. shares information and know how about fundraising
2. sends delegate to attend community events

E. Equity, Justice and Inclusion (EJI) Committee (formerly Diversity)

1. advises the Chair and faculty on matters related to Equity, Justice, and Inclusion
2. acts as a liaison between the Department and the Associate Dean of Equity, Justice, and Inclusion in the College of Arts and Sciences;

3. keeps up to date on EJI initiatives in the College and University, and assists the Chair and faculty with implementing them appropriately in the Department;
4. maintains and revises the Department's EJI Vision web page and Voicing Concerns web page
5. consults as needed with Hiring, Promotion, and other departmental committees whose work requires a commitment to equitable and unbiased consideration of candidates;

F. Executive committee: elected members? one from each program or at large?
 elected to annual or multi-year terms with limits on consecutive years so that people can be rotated off without hard feelings?

assists faculty as a whole in governing the department.

- drafts policies for faculty approval ?
- schedules and cancels faculty meetings ?
- prepares faculty meeting agendas ?
- reviews bylaws and proposes revisions as needed ?
- recommends counteroffers in consultation with relevant program faculty ?
- proposes/reviews resource allocations by chair? e.g. workstations, travel funds ?
- shepherds hiring plan process ?
- advises on budget esp. cuts ?
- selects Markus lecturer (or recommends to faculty)
- writes ten-year self-study

What happened to the other committees on current list of standing committees?

- Peer Teaching Review: delegated to UEC
- Technology: delegated to Executive committee
- TA Training: cross-program training: organized by Kirk / TA training per language: done by language teaching faculty/ recommend TA prizes to chair as part of tasks of UEC
- Equity Justice Inclusion: tasks added as part of those of the GEC, UEC and salary committee in case people do not want it as a standing committee

Part II Programs

Chinese, Japanese, Korean, South Asian, Southeast Asian

Roles (primarily curricular)

- propose course schedules to the chair via associate chair
- revise degree requirements
- recommend graduate admissions to the GEC
- recommend ASE appointments to the chair
- recommend affiliate and PT lecturer appts to dean
- recommend program-specific fellowship awards to the chair
- propose new hires to the faculty as a whole
- promote the major
- place students into program curriculum and steer towards proficiency tests
- evaluate study abroad credit in program courses
- carry out language-specific TA training
- liaise with language-specific outside entities, eg consulates
- liaise with UW in the High Schools (paid role)

- liaise with College of Education
- (no role in new courses proposals or revision)

The **role of the program (and as applicable language) coordinators** is

- to preside at program meetings
- to carry out what the faculty proposes and chair has agreed upon
- to serve as a point of contact with other faculty and the public

Appendix 3: Chair's "Guidelines and Suggestions" for Bylaws Committee at charge meeting, October 2 2025

**Ad-hoc By-Laws Committee
AL&L
2024-2025**

Guidelines and Suggestions

The Dean of the College of Arts and Sciences, Dianne Harris, has directed all departments to "generate and vote to approve bylaws by not later than June 15, 2025" (see appendix). Thank you for working on this essential task.

Process

I would like the committee to bring sections of the proposed bylaws, and questions related to them, to the faculty piece by piece over the course of the year. In this way the review of the bylaws and vote to approve them will not be an overwhelming task at the end of the academic year.

Starting in November, I can reserve time for your committee at every faculty meeting.

Suggestions

- Make use of templates and existing by-laws as much as possible
- Avoid excessive detail; the governing structure should be flexible enough that we don't have to revisit and amend the by-laws constantly
- Remember that the by-laws should not include policy, but the structure within the department creates and implements policy
- Adhere to department practice and to existing department structures where possible and practical (some of the "policies" on our web page are related to governing structure and could be incorporated into the by-laws)
- X • But also feel free to be creative and bring new ideas to the faculty (example: Executive Committee membership: appointed or elected? *Ex officio* membership?)
- Consult other faculty in the department as needed to get information or advice on current and best practices

Space for additional notes

Appendix 4: Authority to Determine AL&L Bylaws

Preamble: why Bylaws

To carry out our department's mission, namely create and transmit knowledge about the languages, literatures and cultures of Asia, effectively, efficiently, and ethically

Authority of the faculty to have charge of the immediate government of the institution

RCW 28B.20.200 Faculty—Composition—General powers. The faculty of the University of Washington shall consist of the president of the university and the professors and the said faculty shall have charge of the immediate government of the institution under such rules as may be prescribed by the board of regents. [1969 ex.s. c 223 s28B.20.200. Prior: 1909 c 97 p 241 s 6; RRS s 4558; prior: 1897 c 118s 187. Formerly RCW 28.77.120.] Certified on 7/12/2024 RCW 28B.20.200 Page 1

Authority of department faculty to enact Bylaws

Pursuant to the authority granted to us by the University faculty and the President, the faculty of the Department of Asian Languages and Literature enact these Bylaws in order to determine our own organization and rules of procedure (*Faculty Code* 13-31-A; Executive Order III Organization of the Faculty).

These Bylaws are subject to the approval of the faculty of the College of Arts and Sciences. (*Faculty Code* 23-45-A.) As they are an internal departmental matter, approval by the dean is not required (*Faculty Code* 23-46-A).

Authority of department faculty over curriculum and academic programs

Pursuant to the authority granted to us by the faculty of the College of Arts and Sciences in its *College Code of Organization*, the faculty of the Department of Asian Languages and Literature have the power to:

- (1) determine the department's curriculum and academic programs;
- (2) determine requirements for admission to the department's courses and course programs, and for graduation;
- (3) determine the scholastic standards to be required of the department's major students;
- (4) recommend to the College faculty those of the department's students deemed qualified for degrees; and
- (5) exercise additional powers necessary to provide adequate instruction and supervision of the department's students.

(*College Code of Organization*, Article VI, Section 1; these powers are not absolute, but limited by Sections 2 and 3; these powers are delegated to the College faculty by the President and University Faculty in *Faculty Code* 23-43-A, and delegation to department faculties are authorized in 23-43-C.)

Procedure for enactment or revision of Bylaws

These bylaws shall be enacted and revised using "quorum majority" procedures, as prescribed in *Faculty Code* 23-46-A. No supermajority or absolute majority may be required to enact or revise these Bylaws.

These Bylaws shall be reviewed annually by the faculty or a faculty committee delegated for that purpose, and suitable revisions proposed for discussion and vote at a faculty

meeting. Faculty members shall be provided with the text of any proposed revisions in writing in advance of any such meeting.

“Housekeeping” changes expressly forbidden

Any revisions or corrections to the Bylaws, however minor, shall be made solely by vote of a quorum majority of the faculty under the procedures prescribed above. No so-called “housekeeping” changes may be made by the department chair, the department staff, a faculty committee, or any other subset of the faculty besides a quorum majority.

Definition of department faculty

The faculty of the department consists of those members of the University faculty, whether full-time or part-time, whose official appointments are to positions within it. (*Faculty Code 23-42-A*)

Definition of voting members

The voting members of the department are those of its personnel who are voting members of the University faculty under [Chapter 21, Subsection 21-32](#). Affiliate faculty, adjunct faculty, temporary and visiting faculty, lecturers, faculty members on leave of absence, and emeritus faculty not serving on a part-time basis are among those classes of faculty who are not voting members.