

Approved by faculty vote: June 6, 2025

*DEPARTMENTAL BYLAWS
University of Washington
College of Arts & Sciences
Department of Asian Languages and Literature*

0.0. Preamble

0.1. Mission & History

The mission of the Department of Asian Languages and Literature is to generate and disseminate knowledge of the languages, literature, and cultures of Asia.

In 1909 the Department of Oriental History, Literature, and Institutions was founded and its first faculty member was Reverend Herbert H. Gowen (1864-1960). The department was renamed several times. In 1946 an institute was spun off that eventually became the Henry M. Jackson School of International Studies. In 1969 what was by then called the Department of Far Eastern and Slavic Languages and Literature reorganized as two autonomous units: the Department of Asian Languages and Literature and the Department of Slavic Languages and Literature.

0.2. Purpose of the Bylaws

This purpose of the Bylaws is to provide a structure for clarity, effectiveness, efficiency, and fairness in carrying out our departmental mission of teaching and research in the fields of Asian languages, literatures, and cultures, in a collaborative and collegial spirit.

1.1. Governance

1.1.a. Relationship of the Bylaws to other regulations

The actions of the department and its members are governed by a hierarchical order of five sets of regulations:

- i. United States Federal law, including the Constitution;
- ii. Washington State laws and regulations, including the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC);
- iii. Policies and rules of the University of Washington, including orders of the Regents and the President (Executive Orders) and the *University of Washington Faculty Code*;

- iv. Policies and rules of the College of Arts and Sciences, including the *College Code of Organization*;
- v. Departmental Bylaws (the current document).

1.1.b. Bylaws not to conflict with superseding laws, policies, and rules

Nothing in these Bylaws shall be construed in such a way as to conflict with federal or state law, University policies and rules, the *Faculty Code*, College policies and rules, or the *College Code of Organization*.

1.2. 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.

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).

The voting faculty members of the Department of Asian Languages and Literature are the governing body of the department.

1.3. 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.).

2.0. Organization

2.1. Membership of the department and the voting faculty

2.1.a. Membership of the department--defined

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).

2.1.b. Membership of the voting faculty--defined

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.

2.2. Organization—programs

2.2.a. List of programs and their responsibilities; procedures for establishment and dissolution.

In order to carry out its functions effectively and efficiently, the Department establishes the following programs: Chinese; Japanese; Korean; South Asian; Southeast Asian.

New programs may be established, or current programs may be disbanded, only by majority vote of a quorum of the eligible voting faculty.

Responsibilities of the Programs:

1. propose course schedules to the chair
2. revise degree requirements as needed
3. recommend graduate admissions to the Graduate Education Committee
4. recommend Academic Student Employee appointments to the chair
5. recommend program-specific fellowship awards to the chair
6. propose new hires to the faculty as a whole
7. promote the major

8. place students into program curriculum and steer towards proficiency tests
9. evaluate study abroad credit in program courses
10. carry out language-specific TA training
11. define and carry out advancement activities as appropriate
12. liaise with language-specific outside entities, eg consulates
13. liaise with UW in the High Schools (paid role)
14. liaise with College of Education

2.2.b. Program coordinators and their responsibilities; terms; procedures for appointment and removal.

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

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

Program coordinators are appointed by the department chair for one-year terms beginning July 1 and ending June 30. Program coordinators may be removed by the department chair during their terms only for good cause.

2.2.c. Membership of programs; procedures for appointment and removal.

Each department faculty member shall be assigned to one and only one program.

All faculty members who are members of their respective programs at the time of the enactment of these Bylaws are considered members of their respective programs. New members shall be assigned to programs by majority vote of a quorum of the eligible voting faculty at the time of appointment. Assignments may be made promptly by unanimous consent.

Faculty members may be removed from a program, reassigned to another program, or, in exceptional circumstances, designated as at-large faculty (not associated with a specific program) by majority vote of a quorum of the eligible voting faculty.

2.3. Organization—committees

2.3.a. List of standing committees and their responsibilities; terms; procedures for establishment and dissolution.

All committees are appointed by the chair (with the exception of the 1 or 2 member(s) at large in the Executive Committee).

New committees may be established, and current committees may be disbanded only by majority vote of a quorum of the eligible voting faculty.

Responsibilities of committees may be modified only by vote of a majority of a quorum of eligible voting faculty.

In order to carry out its functions more effectively and efficiently, the Department establishes the following standing committees:

List of committees and their responsibilities:

A. Graduate Education Committee (3 to 5 members, chaired by Graduate Program Coordinator)

1. transmits admission recommendations to Graduate School on behalf of dept
2. oversees annual graduate student review process
3. shepherds creation and revision of graduate degrees and courses
4. oversees Asian Languages and Cultures graduate degree program
5. promotes research via colloquia
6. recommends graduate students for prizes to chair

B. Undergraduate Education Committee (3 to 5 members)

1. shepherds creation and revision of undergraduate degrees and courses
2. oversees ALC undergraduate degree program and Honors program
3. promotes pedagogy via workshops
4. recommends undergraduate students for prizes to chair

C. Faculty Merit Review Committee (all full professors not on leave, except chair of department)

1. reviews faculty dossiers and recommends raises for faculty to be voted on per policy
2. assigns peer teaching reviews at the beginning of the academic year
3. reviews and suggests amendments to faculty as a whole of peer teaching review and annual activity report forms as needed.

D. Executive Committee

Constitution: Chair, Associate Chair, Representative of the Graduate Education Committee, Chair of the Undergraduate Education Committee plus 1 or 2 member(s) at large from program(s) not already represented on the committee, to be selected by those programs. At least one must be a teaching professor.

Tasks: assists faculty as a whole in governing the department by

1. coordinating with the chair to create the department's faculty meeting agenda
2. serving as liaison with and inviting faculty members to speak on issues of current concern
3. shepherding the hiring plan process

4. advising on budget and resource allocations by chair regarding cuts, workstations, travel funds, etc.
5. seeking nominations and recommending Markus lecturer / Colloquium speaker to Chair
6. assisting the Chair in writing ten-year self-study

E. TA Training Committee

1. organizes TA Training across languages (orientation, workshop, presentations)
2. provides opportunities for building community (mixer) of TAs with supervisors
3. serves as a point of contact for TAs in case of conflict with supervisors
4. issues the ALL Departmental Certificate of recognition in Teacher Training
5. recommends TAs for prizes to the chair

F. Equity, Justice and Inclusion (EJI) Committee

1. keeps department up to date on EJI initiatives in the College and University
2. assists the Chair, committees, and faculty with implementing EJI as appropriate
3. maintains and revises the Department's EJI Vision web page and Voicing Concerns web page

2.3.b. *Ad hoc* committees and their responsibilities; terms; procedures for establishment and dissolution.

In addition to the standing committees listed above, the Department may establish *ad hoc* committees to perform specific tasks, by vote of a majority of a quorum of eligible voting faculty. These committees automatically disband on June 30 or at the completion of their assigned tasks (such as the presentation of a recommendation), whichever comes first.

New committees may be established, and current committees may be disbanded only by majority vote of a quorum of the eligible voting faculty. However, the department chair is hereby given blanket authorization to establish *ad hoc* committees to make recommendations regarding (a) the promotion of any department faculty member who requests consideration or whose review is mandatory; (b) the appointment of candidates to any position that the voting faculty has approved in its current hiring plan; or (c) the reappointment of any faculty member whose appointment is expiring and wishes to be considered for reappointment.

2.3.c. Committee chairs and their responsibilities; procedures for appointment and removal.

Responsibilities:

1. to call for and propose in collaboration with the members an agenda for committee meetings
2. to preside at committee meetings
3. to carry out what the committee proposes and chair has agreed upon

Committee chairs are appointed by the department chair for one-year terms beginning July 1 and ending June 30. Committee chairs may be removed by the department chair during their terms only for good cause.

2.3.d. Membership of committees; procedures for appointment and removal.

Members of committees are appointed by the department chair for one-year terms beginning July 1 and ending June 30. Committee members may be removed by the department chair during their terms only for good cause.

3.0. Procedures

3.1. Faculty Meetings

The department shall decide all matters of department policy and practice delegated to it by the faculty code in scheduled meetings by quorum majority vote. These Bylaws embody the principle that the Department Faculty acts on its own behalf through its appointed committees and programs.

3.1.a. Open Public Meetings Act.

Faculty meetings are governed by provisions of the Open Public Meetings Act (OPMA). Any gathering, whether live or virtual (including e-mail discussions), at which a majority of voting faculty members discuss official business is considered a faculty meeting, and must be held publicly with limited exceptions. Discussions about whether to hold a faculty meeting are not considered meetings for the purposes of the OPMA.

Announcements to the voting faculty members are not considered a meeting.

Committee meetings are not subject to OPMA unless they include a majority of voting faculty members or the committee is exercising powers delegated to it by the department faculty, not merely deliberating.

3.1.b. Types of faculty meetings

i. Ordinary meetings.

Ordinary meetings are to be scheduled, canceled, and conducted in compliance with the Open Public Meetings Act.

ii. Executive session.

Voting on job candidates, tenure and promotion, other personnel matters, such as recommendations for continuing appointments and reappointments, will be done by absolute majority after adjourning to executive session.

3.1.c. Scheduling and canceling faculty meetings

A meeting of the department may be called by the chair of the department or a majority of voting members.

On occasions when a faculty meeting cannot be held in person, an electronic meeting will be convened and electronic voting will be arranged for.

3.1.d. Agendas of faculty meetings

Agendas of faculty meetings shall be prepared by the executive committee and circulated at least three business days in advance of the meeting

3.1.e. Conduct of faculty meetings

i. Presiding officer

The department chair shall preside at meetings of the voting faculty (Executive Order I). In the absence of the chair, the associate chair shall preside. A meeting may not be conducted without a quorum of eligible voting members.

ii. Rules of engagement

Rules for the conduct of faculty meetings are specified in the policy titled “Rules of engagement.”

iii. Adjournment

Faculty meetings may be adjourned only by majority vote of the quorum, or if a quorum no longer exists. Faculty meetings may be adjourned promptly by unanimous consent.

3.1.f. Minutes of faculty meetings

Minutes shall be taken by a person designated by the voting faculty in a manner that conforms with OPMA. A draft of the minutes shall be distributed to voting faculty members soon after the meeting and proposals for corrections solicited. The draft, with any revisions, shall be presented for the approval of the voting faculty at the next meeting. Minutes may be approved promptly by unanimous consent.

Minutes of meetings held in executive session need not be taken.

3.2. Voting

3.2.a. Procedure for voting (not concerning to recommendations regarding faculty employment)

All votes by voting members that do not concern recommendations regarding faculty employment (such as appointment, reappointment, tenure, or promotion) will be conducted according to “quorum majority” rules. “Quorum majority” means a majority of those members voting at a meeting at which at least half the members entitled to vote are present. (*Faculty Code*, 23-46-A.)

3.2.b. Procedure for voting (recommendations concerning faculty employment only)

All votes by voting members that concern recommendations regarding faculty employment such as appointment, reappointment, tenure, or promotion will be conducted according to “eligible majority” rules. “Eligible majority” means a majority of members who are eligible to vote, and excludes non-teaching emeritus and faculty on sabbatical or other leaves (*Faculty Code*, 23-46-C.).

3.2.c. Procedures for voting by mail

Votes shall be held in person at a faculty meeting, whether live or remote, whenever possible. If a vote must be held during the summer or some other time between faculty meetings, it may be conducted electronically.

The method of electronic voting must provide for a reasonable opportunity for each faculty member of the department to study all information relevant to the employment action; secrecy and security of the ballot; and security and impartiality of the ballot count (*Faculty Code*, 23-46-D).

3.2.d. Secrecy of ballots

The *Faculty Code* requires that, when “requested by one or more voting members of a campus, college, school, or department faculty the vote upon any matter before it shall be by secret ballot” (*Faculty Code*, 23-46-F). We note that this rule is superseded by the Open Public Meetings Act (*Revised Code of Washington*, 42.30), which prohibits secret ballots by governing bodies of public agencies at any meeting required to be open to the public, and automatically nullifies any actions so taken (RCW 42.30.060(20)).

Therefore, secret ballots may be used only in meetings not required to be open to the public, namely those held in “executive session.”

Topics permitted for discussion and vote in executive session are defined in RCW 42.30.110; the most common for our purposes is “to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee” (RCW 42.30.110(1)(g)). Therefore, recommendations concerning employment actions of faculty members, including hiring, promotion, and tenure, may be discussed in executive session. As RCW does not limit this category to faculty members, the performance of academic student employees and staff may also be discussed in executive session.

Indeed, whenever confidential personnel information is presented or discussed at a meeting, that portion of the meeting may be held in executive session, in order to avoid disclosing that information to unauthorized persons, as required by the Ethics in Public Service Act (RCW 42.52.050).

3.2.e. Absentee ballots

Absentee ballots are not permitted. Absentee ballots are defined as ballots cast by a voting faculty member before discussion of a motion is concluded at a faculty meeting.

3.2.f. Proxy ballots

Proxy ballots are not permitted. Proxy ballots are defined as ballots cast on behalf of a voting faculty member by another person.

3.3. Procedure for enactment, revision, review, and correction of Bylaws

3.3.a. Procedures for enactment and revision

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.

3.3.b. Procedures for review of Bylaws

Amendments and additions to the Bylaws may be proposed by any voting faculty member at any time

Bylaws shall be reviewed at least once every five years by the faculty or a faculty committee delegated for that purpose. If the need to revise arises, an *ad hoc* committee appointed by the chair shall be established to propose suitable revisions for discussion and vote at a faculty meeting.

Faculty members shall be provided with the text of any proposed revisions in writing two weeks in advance of any such meeting. Proposals to amend the Bylaws will be decided by quorum majority vote.

3.3.c. “Housekeeping” changes of Bylaws not permitted

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.

3.4. Institutional Record

All policies and procedures adopted by the faculty are considered in effect absent a faculty vote to revise or eliminate a specific policy or procedure. Policies and procedures are included in the department handbook, which is published on website

3.5. Limit on faculty service during summer

Faculty members are generally not expected to carry out service during the summer unless paid.