The Bylaws of the Woodbury University Faculty Association

The Bylaws of the Woodbury University Faculty Association delineate the policies, processes and structures set forth by the WUFA Constitution. The Bylaws may not conflict with, nullify, reverse, or otherwise contradict any part of the Constitution, in word or in spirit.

Article I. The Right to WUFA Membership

Membership in WUFA is held by virtue of one’s current position as a Woodbury faculty member. Membership is terminated only when one’s faculty status as defined in Article IV of the Constitution ends.

Article II. Definition of University Entities Recognized by WUFA

The Bylaws of Woodbury University, Article VIII, Sections 4, 5, 6, and 7, set forth the mechanism for the faculty to organize a governing structure to best meet its duties and responsibilities. WUFA accepts the legal standing accorded by the university bylaws and acknowledges its relationship with the following university structures.

Section 1. WUFA recognizes the Woodbury University Board of Trustees, its Executive Committee, and its subcommittees.

Section 2. WUFA recognizes the university’s administrative units and their chief administrators, including the University President, the University Vice-Presidents, and Associate/Assistant Vice-Presidents. Administrators may be invited to speak at WUFA or Senate meetings.

Section 3. WUFA recognizes the academic departments of Woodbury University, and the administration of departments, including deans, directors, chairs and their associates/assistants.

Section 4. WUFA also recognizes the larger academic units of the School of Media, Culture & Design, the School of Business, the School of Architecture, the Institute of Transdisciplinary Studies, and the Library. These units are referred to here and in the Constitution as divisions. The teaching divisions are the School of Media, Culture & Design, the School of Business, the School of Architecture, and the Institute of Transdisciplinary Studies.

Article III. Communication with and by WUFA

Section 1. Electronic communication
WUFA communicates with its members via Woodbury University email and the faculty portal (my.woodbury.edu/faculty), and may also send paper-based information to its members. WUFA documents and records are available on the faculty portal. WUFA discussions may take place electronically, but decisions are taken at WUFA or Senate meetings, or via ballots.

Section 2. Hard-copy communication
WUFA obliges itself to provide hard copies of communication only when dealing with a confidential issue such as a personnel appeal or other sensitive personal issue.

Section 2. Voting
Voting in WUFA elections is by electronic ballot, though members have the right to request a paper ballot from the Elections Committee. Voting on WUFA policies, including Constitutional amendments, is normally undertaken at a WUFA meeting. A show of hands supporting a policy change then places the issue on an electronic ballot.
Section 3. Proxies
A WUFA member may assign another WUFA member to be his/her proxy at a WUFA meeting only when the first member cannot attend the meeting because it conflicts with the member’s regularly scheduled Woodbury University class. The member requesting the proxy must submit a written or electronic request to the Senate Secretary at least 48 hours prior to the meeting. The request includes the non-attending member’s name, course name, number and scheduled time, the name of the designated proxy, and the date of the meeting for which the proxy is requested. The Secretary announces the names of non-attending members and their proxies after the meeting is called to order. The proxy is automatically cancelled if the member is in attendance when the vote is taken. There are no proxies for Senate votes.

Section 4. Virtual presence at meetings
WUFA and Senate members who cannot be physically present at regular and special meetings because they have an academic obligation to Woodbury in a remote (non-Burbank) location, such as the San Diego campus, are entitled to participate in these meetings via tele-conference or video-conference. Such members must notify the Secretary as far in advance as possible, but no less than 48 hours prior to a meeting, of their request for special technologies. WUFA and the Senate have reasonable access to these technologies with support from IT.

Section 5. Petitions
A. To the Senate
Petitions may be sent to the Senate for consideration, via the Vice-President, by any member of the Woodbury community, any WUFA committee, or any group of faculty. The Senate acknowledges receipt of the petition in its minutes and responds to it within three subsequent meetings. The Senate may act on a proposal, send it to committee or task force for further consideration, table it to a specified date within six months, or deny a petition for lack of merit.
B. To WUFA
Senate decisions are reviewed and reconsidered by WUFA when 25% of current WUFA membership petitions the WUFA President in writing to do so. The President calls a Special Meeting of WUFA for this review if there is no regularly scheduled WUFA meeting, with room on its agenda for this review, within one month of the petition date.

Article IV. Election and Replacement Process [see table]

Section 1. Election schedule
Regular elections take place each spring semester. The Senate appoints an ad hoc Elections Committee no later than the fifth week of classes in the spring. The election procedure that follows has a maximum duration of seven class weeks.

Presidential Election
A. On Wednesday of week six, in those years in which a WUFA President is to be elected, the Elections Committee solicits nominations via email for the office of President. Nominees must confirm via email that they accept the nomination. Nominations must be received and accepted by Tuesday of week seven.
B. On Wednesday week seven, the Elections Committee distributes via email the slate of nominees for President.
C. By Tuesday week eight, completed ballots must be submitted to the Elections Committee. On Wednesday week eight, the Elections Committee announces the results of the election for WUFA President.

Odd-numbered Years
D. In odd-numbered years on Wednesday week eight, the Elections Committee solicits nominations via email for the Design/Animation, Math/Natural Science, and at-large Personnel Committee positions. Nominees must accept their nominations via email. Nominations close on Tuesday week nine. The committee also advises the divisions to submit by Tuesday week nine the results of election of division Senators.
E. On Wednesday week nine the Elections Committee announces the results of division elections and distributes by email the ballot for Personnel Committee.

F. By Tuesday week ten, completed ballots must be submitted. On Wednesday week ten, the Elections Committee announces the results.

**Even-numbered Years**

G. In even-numbered years on Wednesday week eight, the Elections Committee solicits nominations via email for at-large Senators. Nominees must accept their nominations via email. Nominations close on Tuesday week nine.

H. On Wednesday week nine the Elections Committee distributes by email the ballot for at-large Senators.

I. By Tuesday week ten, completed ballots must be submitted. On Wednesday week ten, the Elections Committee announces the results for at-large Senators and solicits nominations via email for the Architecture, Business, Humanities/Social Science, and Library positions on the Personnel Committee.

J. On Tuesday week eleven, Personnel Committee nominations close. On Wednesday week eleven, the Elections Committee distributes by email the ballot for Personnel Committee.

K. By Tuesday week twelve, completed ballots must be submitted. On Wednesday week twelve, the Elections Committee announces the results.

**Section 2. Special rules**

A. If there are fewer than two nominations for any WUFA-elected position, the Senate may nominate additional WUFA members, with their permission.

B. Candidates for the offices of the Senate (the President is elected by WUFA, the Vice-President and Secretary by the Senate) must receive a majority (greater than 50%) of the votes cast within the electing body. If no candidate for a given office receives a majority, there will be a run-off between the two candidates having the most votes, regardless of the count itself. The candidate having the most votes in the run-off is elected. In case of a tie vote in the run-off, a coin toss supervised by the WUFA President determines the winner.

C. In the case of other elected positions, the candidate receiving the most votes for each position is elected. In case of a tie vote, there will be a run-off between the candidates who have tied. The candidate having the most votes in the run-off is elected. In case of a tie vote in the run-off, the drawing of straws supervised by the WUFA President determines the winner.

D. Constitution Article V, Section 3 requires that the Senate be composed such that no division has a majority. If the election of a President tips the balance, the at-large Senators from his/her division should meet to determine whether any one among them is willing to step down. If no one is willing, then they draw straws to see who will step down. The vacated at-large seat is added to the next slate of positions for nomination, and nominees from the President’s division are ineligible. If the imbalance occurs following at-large Senator balloting, then the at-large Senator from the division in majority who received the fewest votes relinquishes his/her seat to the next person on the at-large ballot who is not from the same division. If there is no such person, then an additional election is held for the relinquished seat, and nominees from the division that would hold majority are ineligible.

**Section 3. Replacements**

A. If a division Senator takes a leave of absence or of sabbatical of one semester, his/her position may be filled for that semester by an interim Senator elected by the division. The absent Senator then resumes the position on return from leave and finishes the elected term. If the leave is for more than one semester, the division elects a new Senator, whose term is the remainder of the two years until the next university-wide division Senator election.

B. If an at-large Senator takes a leave (of absence, of sabbatical, or permanent), an ad hoc Elections Committee is appointed and oversees a university-wide special election to be held as soon as possible, following the general procedures described in Bylaws Article IV Sections 1 and 2. The term of the newly elected at-large Senator is the remainder of the two years until the next regular at-large Senator election.

C. If an elected committee member takes a leave of absence or of sabbatical of one semester, his/her position may be filled for that semester by an interim committee member elected by the
member-on-leave’s division. The absent committee member then resumes the position on return from leave and finishes the elected term. If the leave is for more than one semester, an ad hoc Elections Committee is appointed and oversees a university-wide special election to be held as soon as possible, following the general procedures described in Bylaws Article IV Sections 1 and 2. The term of the newly elected committee member is the remainder of the two years for which the original member was elected.

D. If an appointed committee member takes a leave, the Senate appoints another WUFA member to the position for the remainder of the original appointed term.

Article V. Officer Duties

Section 1. President of WUFA and of the Senate
A. The President in every way endeavors to promote the purposes of WUFA; presides at all meetings of WUFA and the Senate unless s/he relinquishes the chair for a specific purpose; oversees the creation of the meeting schedule and the appointment of ad hoc committees; and performs other duties as assigned by WUFA. The President votes at Senate and WUFA meetings only to break a tie.
B. The President serves as an ex officio non-voting member and convenor of the Faculty Personnel Committee.
C. The President is the Dean of Faculty and in this role:
   i. reports recommendations of WUFA and the Senate to the administration;
   ii. maintains the Faculty Personnel Policy and the Faculty Handbook;
   iii. communicates with Human Resources regarding faculty contract renewals and promotions;
   iv. communicates with faculty regarding years of service, contract renewal, and promotion eligibility;
   v. manages the WUFA budget;
   vi. promotes and administers faculty development initiatives;
   vii. administers faculty workshops;
   viii. runs new faculty orientation;
   D. The President assists the President-elect to assume the office at the beginning of fall semester.
E. The President is given half-time course release during the term of his/her presidency.

Section 2. Vice-President of the Senate
A. The Vice-President serves as Senate and WUFA Parliamentarian, and maintains the Constitution and the Bylaws.
B. The Vice-President assumes the duties of the President in her/his absence.
C. The Vice-President receives petitions and proposals from WUFA members, WUFA committees, and the university community to present to the Senate.
D. The Vice-President aids the ad-hoc Elections Committee to maintain the election process within the timeframe established in these Bylaws (Article IV Section 1).

Section 3. Secretary of the Senate
A. The Secretary keeps a careful record of Senate and WUFA proceedings, issues notices of the meetings, and prepares provisional and approved minutes.
B. The Secretary posts and maintains WUFA and Senate minutes on the faculty portal.
C. The Secretary assists the President to see that Senators have sufficient input and study time for all matters coming to a vote in the Senate.
D. The Secretary prepares and distributes the agenda for all Senate and WUFA meetings, and distributes minutes to WUFA members at least 24 hours before the next scheduled meeting.
E. The Secretary determines the constituency of WUFA at the beginning of each semester for a headcount and for purposes of voting.
F. The Secretary maintains the WUFA Policy Book.
Article VI. The Senate and its Duties

The Senate is defined in Article V of the WUFA Constitution. The duties of the Senate include the following four responsibilities.

A. Faculty Policies
The Senate is responsible for monitoring faculty and university policies. Any member of WUFA or the university community may present policy recommendations to the Senate through the Vice-President. The Senate appoints task forces to develop policy on particular issues.

The Faculty Handbook, maintained by the WUFA President, details the duties, responsibilities and rights of full-time and adjunct faculty employed in that capacity by Woodbury University. The Senate maintains the WUFA Bylaws, which enumerate the practices and policies of WUFA, and the definition of the duties of the Senate and WUFA committees. The WUFA Policy Book, maintained by the Senate Secretary, tracks decisions of WUFA, its Senate and its committees, and records how policies are put in practice.

B. Admission and Academic Standards
The faculty, through the Senate, is responsible for evaluating the academic practices of the university and for establishing and ensuring the continuation of sound requirements for a university education. The Senate advises the administration in such areas as:
-- admissions and financial aid policy
-- articulation agreements
-- assessment standards and practice
-- student academic status
-- academic honors and awards

The Senate receives recommendations from the Curriculum Committee and the Educational Planning Committee and appoints ad hoc committees to review and develop specific aspects of admission and academic standards.

C. Financial Analysis and Budget Review
The Senate analyzes compensation, benefits, faculty load, and working conditions of full-time and adjunct faculty. The Senate charges the ad hoc Financial Analysis Committee with the annual analysis of the financial state of the faculty, and appoints task forces when needed to undertake analysis of specific areas beyond those covered by the annual review. The Senate presents the findings of the Financial Analysis Committee, and its recommendations, at the first WUFA meeting of the fall semester.

The Senate also analyzes the proposed university budget, makes a report to the faculty, and makes recommendations to the administration.

D. Academic Resources
The Senate is the voice of the faculty in assessing and making recommendations regarding academic resources and regularly polls the faculty as to its needs. These resources include but are not limited to the library, instructional technology and media, grants, other teaching/learning resources, and training and development in their use. The Senate appoints liaisons to appropriate university committees to report back to the faculty on the interaction of non-academic units and academic resources.

Article VII. WUFA Committees and their Duties

Section 1. General committee rules and obligations
A. Unless otherwise noted, committee members may be full-time or adjunct faculty. Full-time faculty are obliged by their contracts to provide service to the university, which may be in the form
of committee service. Adjunct faculty are not obliged to provide committee service to the university unless specifically stipulated in their letters of appointment; they may choose to serve on committees at their own request.

B. Standing committees are elected or appointed, while ad hoc committees are appointed. Newly elected committee members take office at the beginning of the fall semester following their election, while appointed committee members take office as soon as they accept their appointment. Unless otherwise noted, the convenor of each committee is elected at the first committee meeting.

C. Faculty members on leave are not required to serve on committees during their absence. Faculty members who are granted a leave of absence or sabbatical notify the Senate Secretary as to whether or not they will serve, so that replacements can be selected in accordance with the WUFA Constitution, Bylaws and Policy Book as necessary.

Section 2. Standing Committees

A. Elected
i. Faculty Personnel Committee
(a) The committee consists of seven voting members from the full-time faculty, one elected at-large and one from each of the following categories: architecture, business, design or animation, humanities or social sciences, mathematics or natural sciences, library. The WUFA President, serving ex officio, convenes the committee and does not vote.
1. No member, including the convenor, may be a candidate for rank promotion during his or her term of service on the committee.
2. The elected members serve staggered terms: in even years members are elected from architecture, business, humanities or social sciences, and library; in odd years members are elected from design or animation, mathematics or natural sciences, and at-large.
(b) The committee evaluates and makes recommendations to the Chief Academic Officer, who makes recommendations to the University President, regarding
-- the qualifications of all persons under consideration for appointment or reappointment to the full-time faculty.
-- the qualifications of all candidates under consideration for rank placement and promotion.
-- applications for sabbatical leave.
(c) The committee makes recommendations to the Senate regarding the content and format of faculty promotion and contract renewal packages.

B. Appointed
i. Curriculum Committee
(a) The committee consists of at least six members, one from each of the four teaching divisions, the Director of the Institute for Excellence in Teaching and Learning, and the head of the Registrar’s Office. The IETL Director and the registrar serve ex officio and do not vote. The committee has reasonable access to administrative assistance from the Academic Affairs Office for recordkeeping purposes.
(b) The committee serves as the clearinghouse for all curricular proposals, sending those that involve new programs or major changes in philosophy or structure to the Educational Planning Committee.
1. The committee publishes a proposal form on the faculty portal to be used by programs and divisions for all curricular proposals presented to the committee.
(c) The committee considers and makes recommendations on new courses and proposed modifications of existing courses.
(d) The committee reviews courses from new programs approved by the Educational Planning Committee.
(e) The committee reviews and recommends policy concerning
-- evaluation and grading
ii. Educational Planning Committee
(a) The committee consists of seven members: one full-time faculty member from each of the four teaching divisions, one faculty member from the Library, and one adjunct faculty member. If no adjunct chooses to serve, the position may be filled by a full-time faculty member. A member of the WUFA Executive Committee serves ex officio. The committee has reasonable access to administrative assistance from the Academic Affairs Office for recordkeeping purposes.
(b) The committee reviews new academic programs, substantive changes to existing programs including termination, academic program review (APR) reports, and educational policies.
(c) The committee makes recommendations on research into the quality and efficacy of instructional programs and research findings for implications to the curricula.
(d) The committee coordinates with the Institutional Researcher on the collection and dissemination of data necessary for evaluation of curricula, and makes appropriate recommendations.
(e) The committee reports to the Senate on such reviews, research and recommendations.
(f) The committee assists in the development and review of the Master Academic Plan, and reviews annual and cyclical program reports.

iii. Faculty Development Committee
(a) The committee consists of at least four members, one from each of the teaching divisions.
(b) The committee develops and monitors guidelines for Woodbury University faculty development grants, reviews submissions and recommends grants for teaching, research and/or creative efforts, and organizes an annual presentation of resulting work by the previous year’s grant recipients.
(c) The committee identifies and advocates programs to enhance faculty development and scholarship.
(d) The committee assists the WUFA President with the annual faculty development workshop.

iii. Academic Appeals Committee
(a) The committee consists of at least four members, one from each of the teaching divisions. The committee is convened by the head of the Enrollment Services Group, who calls meetings and sets the agenda. The head of ESG serves ex officio and does not vote.
(b) The committee makes decisions regarding exceptions to academic policy in response to individual student petitions.
(c) The committee initiates and recommends policy reviews and modifications to the Senate.
(d) The committee acts on appeals to policies that include, but are not limited to, the following:
   -- transfer credit: exceptions requested to allow credit not supported by academic policy to be awarded toward the degree
   -- articulation of transfer credit: exceptions requested to allow credit not supported by academic policy to fulfill specific degree requirements
   -- substitution: exceptions requested to substitute an alternate course or courses for a specific requirement when the alternate is not an equivalent of the requirement
   -- waiver of requirement: exceptions requested to authorize a waiver of a requirement
   -- certification – degrees by exception: petitions initiated by students, academic advisors or the Registrar when a student has been approved for graduation or issued a diploma, but has not fulfilled graduation requirements.

Section 3. Ad hoc Committees
i. Elections Committee
The committee consists of at least three members, each from a different division. The term of service is one election round; members may serve multiple consecutive terms. Current nominees for an elected position may not serve on this committee. The Senate Vice-President verifies that the committee is following established procedures within the given timeframe.

The committee follows the process outlined in the Bylaws, Article IV to facilitate nomination and election for WUFA President, at-large Senators, and elected committees.

The committee facilitates elections and monitors results for division Senator elections.

ii. Financial Analysis Committee
(a) The committee consists of at least four members, one from each of the four teaching divisions. The term of service is one academic year; members may serve multiple consecutive terms.
(b) The committee analyzes current faculty finances and makes recommendations to the Senate based on the analysis. The annual report includes detailed information about current compensation at Woodbury, including salaries and benefits, relative to compensation over the previous ten years, adjusted for inflation; a comparison of compensation and distribution of academic rank at Woodbury University with other institutions of higher education that are roughly comparable to Woodbury; regular, early and phased retirement packages; and the annual faculty development budget and awards.
(c) The committee’s analysis and recommendations are presented to the Senate and posted to the WUFA web page.
(d) The committee prepares, maintains and updates as necessary a spreadsheet formula for gathering and assessing the necessary data. The committee has reasonable access to the Chief Financial Officer and the Institutional Researcher for help and support in its data-gathering responsibilities.

iii. Faculty Personnel Appeals Committee
(a) The committee consists of one voting member from each of the divisions. The Senate chooses the members at random from among the full-time faculty. The WUFA President, serving ex officio and in a non-voting capacity, convenes the committee.
1. The term of service is one appeal per academic year. In case of multiple appeals, separate committees are selected for each appeal.
2. Committee membership excludes sitting members of the Faculty Personnel Committee, excepting the convener. Faculty members may recuse themselves if they perceive there to be a conflict of interest.
(b) The committee reviews appeals of Faculty Personnel Committee decisions regarding rank promotion, contract renewal and sabbatical leave when requested to do so by a faculty candidate. The committee reviews the process of the Faculty Personnel Committee, but does not act in its place. The committee determines whether (1) the Faculty Personnel Committee acted according to the process established in the Faculty Personnel Policy, (2) the decision was a result of bias or a predisposition against the candidate, and (3) the Faculty Personnel Committee’s recommendation is reasonably within the standards faculty have set for themselves as a community of teaching scholars. A simple majority vote determines decisions.
(c) Committee procedures and the timeline for appeals are described in the Faculty Handbook, Faculty Personnel Policy Section C.V.G.

iv. Termination for Cause Committee
The committee is convened when a faculty member is notified by the University President of termination for cause, and the faculty member requests an appeal of the decision. Procedures are outlined in the Faculty Handbook, Faculty Personnel Policy Section C.V.H.

v. Other committees and task forces
WUFA, the Senate or the WUFA President convokes other ad hoc committees and task forces as circumstances arise. All ad hoc committees have reasonable representation of the four teaching divisions, and, when appropriate, the Library. The responsibilities and term of service are defined before the committee or task force is assembled.
Article VIII. Liaisons to Other Committees

The Senate appoints members of WUFA to serve as liaisons to committees convened by other university entities, including but not limited to the Academic Calendar Committee and the Commencement Committee. University committee liaisons are expected to report on committee action to the Senate at least once a semester, and more often when deemed appropriate.

Article IX. Adoption, Review and Amendment of Bylaws

Section 1. Adoption of the Bylaws: The Bylaws become an organizational document of WUFA when they are approved for adoption by an affirmative vote of a simple majority of the members present at a WUFA meeting, the agenda of which includes adoption of the Bylaws, and are subsequently approved by 60% of the WUFA members who vote in an electronic ballot on adoption of the Bylaws.

Section 2. Review of the Bylaws: The Senate maintains the Bylaws and reviews them at the beginning of each academic year. The most current Bylaws, which are used by the Senate for its operations, are posted on the WUFA web page.

Section 3. Amendment of the Bylaws: Proposed amendments to the Bylaws are published in the Senate agenda prior to voting to amend. The Senate amends the Bylaws by a two-thirds vote. Approved amendments are published in the Senate minutes. Amendments do not take effect until they are recorded in the Bylaws on the WUFA web page.

Article X. WUFA Policy Book

As defined in the WUFA Constitution, the Policy Book tracks decisions of WUFA, its Senate and its committees, and records how policies are put in practice. The Policy Book provides a history of standard procedure, and as such is descriptive rather than prescriptive. The Senate Secretary maintains the Policy Book on the WUFA web page. Entries are retrievable by date and by keyword.