

**Bylaws of the Department of Speech and Hearing Sciences
College of Arts & Sciences
University of Washington**

Mission & History

The Department of Speech and Hearing Sciences (SPHSC) at the University of Washington is committed to advancing the scientific understanding of human communication and its disorders, and to improving the lives of people with communication and associated challenges across the life span. We are committed to innovative education, cutting-edge basic and translational research, evidenced-based clinical services for speech, language, swallowing, and hearing disorders, and impactful community outreach and education. The Department's academic programs include undergraduate, master's, and doctoral degree programs that were initiated in 1930 and that continue to adapt to meet the changing needs of students, the field, and society at large.

Governance

I. Regulations

Department members are governed by five interdependent sets of regulations, listed below. In the event of conflict between UW Faculty Code and Departmental bylaws, the Faculty Code takes precedence.

1. Federal and State laws and regulations;
2. UW policies and rules;
3. The Faculty Code;
4. College policies and rules;
5. Departmental bylaws and policies

II. Standing Department Committees

A. The following are the standing committees of the Department:

Executive Committee
Appointment Advisory Committee
Curriculum Committees for Bachelor's, Master's, and Doctoral Degree Programs
Admissions Committees for Bachelor's, Master's, and Doctoral Degree Programs
Student Progress Committee

*Ad hoc committees may be established by vote of the Department or by the Department Chair.

B. The chair and members of each committee are appointed by the Department Chair, except as noted elsewhere in these by-laws.

C. Jurisdiction and Procedure for Committees

1. Executive Committee

The Executive Committee is composed of the Department Chair, who serves as an ex-officio member and as committee chair, and members who are appointed by the Department Chair in consultation with the Associate Chair. The appointed members typically include faculty program directors for the Department's academic programs and other faculty leaders. The Executive Committee prepares information and reports, provides advice to the Department Chair, and makes recommendations on departmental strategy, finances, policy and procedures.

2. Appointment Advisory Committee

The Appointment Advisory Committee holds delegated authority, by majority vote of the voting faculty of the Department, for short-term appointments as per Section 24-52 of the UW Faculty Code. The elected Appointment Advisory Committee recommends the appointment of affiliate faculty, annual clinical faculty, or annual or quarterly part-time lecturers.

3. Curriculum Committees for Undergraduate, Master's, and Doctoral Degree Programs

Each academic degree program in the Department has a dedicated Curriculum Committee that is charged with advising their respective program directors on various curricular, programmatic, and administrative matters related to that academic program, including scholastic standards and requirements for graduation, facilitating the coordination of activities related to undergraduate or graduate education, as applicable, and discussing and documenting suggested curricular changes for faculty consideration and approval. Policies across courses, curricula, degree requirements, standards for examinations, and new programs are policy matters for which the curriculum committee prepares recommendations for meetings of the department faculty.

4. Admissions Committees for Undergraduate, Master's, and Doctoral Degree Programs

Each academic degree program in the Department has a dedicated Admissions Committee that is charged with defining the admissions criteria and policies for the admission of students, and recommending the list of students to be admitted and waitlisted. For matters of policy, the committee prepares recommendations for meetings of the department faculty.

5. Student Progress Committee

The Student Progress Committee provides a quarterly review of student progress for all SPHSC students and facilitates action plans, tracking, and coordinated communication among faculty, program directors and other faculty leaders, the Graduate Program Coordinator, and Student Services with the student. Committee membership spans academic programs. For matters of policy, the committee prepares recommendations for meetings of the department faculty.

III. Meetings of the Department

A. Regular meetings of the Department shall be held once a month during the academic year and are conducted in accordance with the Open Public Meetings Act (RCW Chapter 42.30). Further meetings may be called by the Chair of the Department.

B. The Department Chair is the chair of the meetings of the department or, in their absence, the Associate Chair, to whom this responsibility has been delegated.

IV. Amendments and Additions to the Bylaws

An amendment to these by-laws must be voted upon by the Executive Committee, with at least two thirds of the committee members voting to approve. Following the committee's approval, the amendment must be approved by a quorum majority of the voting faculty of the department, as specified in Section 23-46 of the UW Faculty Code, upon which it is incorporated into the by-laws.