

**Bylaws**  
**Department of Chemistry, University of Washington**  
**November 2025**

**Article I: Department Mission**

The mission of the Department of Chemistry at the University of Washington is to educate and train scholars as we generate new scientific knowledge in the fundamental and applied chemical sciences. These advances address pressing societal challenges that include healthcare, biotechnology, and global sustainability. Through rigorous education and research, our students and postdoctoral researchers develop into critical thinkers and innovative problem solvers who apply their knowledge and analytical skills to create novel solutions and address some of society's biggest challenges. Our responsibility is to educate our students with a long-term-view mindset and to provide them with the skills to solve the problems of the near and distant future.

We embrace the rich perspectives and experiences of students, postdoctoral fellows, staff, and faculty. We know that our best work will happen when members of our community are affirmed, empowered, and committed to our shared CHEM ideals:

COLLABORATION that brings all people and ideas to the table

HONOR and respect for the people and lands in and around our community

ENGAGEMENT with tough questions and curiosity that drives discovery and change in science and society

MOTIVATION to strive for excellence in education and research at the frontiers of chemical science

**Article II: Governance**

**Section I: Regulations**

These bylaws address departmental organization and governance. They supplement the UW Faculty Code. In case of conflict, the Faculty Code takes precedence.

**Section II: Meetings**

Faculty meetings are open to the public, except for executive sessions that called by the chair to address personnel and other permitted matters. Executive sessions may be limited to faculty of certain ranks. A quorum (simple majority of eligible faculty) is required to

conduct any meeting. Faculty meetings shall be held once a month during the regular academic year. Further meetings may be called by the department chair.

### **Section III: Voting**

- A. Voting members:** Voting members are all voting faculty as defined by Faculty Code Section 21-32 and College of Arts & Sciences procedures.
- B. Voting procedures:** Procedural votes in person are performed using paper ballots during faculty meetings. Anonymous electronic votes may be collected for votes performed outside of in-person meetings. A quorum of faculty (defined as a simple majority) is required for paper and electronic ballots. For promotion and tenure matters, the department requires in-person voting.

### **Section IV: Executive Committee**

The chair of the Department of Chemistry serves as the chair of the executive committee. The chair appoints members to the executive committee each academic year. The executive committee will discuss matters with the chair, collect information, provide advice, and make recommendations.

### **Section V: Standing Committees**

- A. Chair's Committees**
  - i. **Academic Personnel Committee:** Responsible for reviewing and recommending (i) new academic hires, (ii) faculty tenure and promotion, (iii) merit raises for faculty.
  - ii. **Awards Committee:** Responsible for facilitating nominations faculty, staff, postdoctoral fellows, and graduate students for UW and external awards.
  - iii. **Executive Committee:** Working group consisting of faculty and the department administrator that meets quarterly to discuss matters of policy and governance with respect to the department's missions of teaching and research.
  - iv. **Evaluative Committee:** Responsible for annually assessing the research, teaching, and service of the Assistant and Associate faculty to whom they are assigned.
- B. Ph.D. Education Committees**
  - i. **PhD Admissions and Recruiting:** Responsible for recruiting and admissions into the PhD program, and orientation of new PhD students.
  - ii. **PhD Training and Mentoring:** Responsible for graduate curriculum development, policies regarding 2nd-year exams, general exams, thesis exams, and graduate student advising.

- iii. **Student Advisory Committee:** Advisory group including faculty and elected students and postdocs committed to fostering community and serving as a centralized voice representing student interests and well-being available to provide formal responses to requests for input from department stakeholders.

#### **C. Undergraduate Education Committees**

- i. **CHEM 1x2, 1x3:** Responsible for setting policies for the first-year program, entrance exams and evaluation of the general chemistry curriculum.
- ii. **CHEM 2xx:** Responsible for setting policies in the organic program and evaluation of the organic chemistry curriculum.
- iii. **Majors:** Responsible for evaluating the upper division course offerings, the Chemistry degree programs and the departmental honors program.
- iv. **Undergraduate Awards Committee:** Responsible for establishing procedures and reviewing applications for endowed scholarships and fellowships.

#### **D. Master's of science in applied chemical sciences and technology (MSACST) Education Committee**

- i. **MSACST Admissions and Recruiting:** Responsible for recruiting and admissions into the MSACST program, and orientation of new MSACST students.
- ii. **MSACST Training, Mentoring, and Curriculum:** Responsible for curriculum development, policies regarding student training, and MSACST student advising.

#### **E. Research and Infrastructure Committees**

- i. **Research Infrastructure Committee:** Responsible for reviewing and recommending changes to the department's research infrastructure: shared instrumentation, staff support, shops, computing, etc.
- ii. **External Engagement Committee:** Responsible for connecting the department with industry partners, local research institutes, national labs, UW campus initiatives, and the broader public.
- iii. **Safety Committee:** Responsible for setting safety procedures in place for research and teaching laboratories in accordance with EH&S, state and national guidelines, and training Laboratory Safety Officers (LSOs).

### **Section VI: Administrative Roles**

- A. Department Administrator**
- B. Human Resources Manager**
- C. Facilities and Machine Shop Manager**
- D. Academic Services Director**
- E. Advancement and Communication Specialist**
- F. Finance Manager**

- G. Graduate Program Advisor**
- H. Master's Program Director**
- I. Instruction and Chemical Safety Director**
- J. Technical Services Director**

## **Section VII: Faculty promotion**

All eligible faculty will annually be informed of the opportunity to be considered for promotion by the department chair. The department follows the procedure for promotions as outlined in the Faculty Code (Section 24-54).

## **Section VIII: Annual merit reviews**

The Faculty Code (Section 24-55) stipulates that all faculty members must be reviewed each year for merit and for a merit salary increase. All faculty members put together a short CV and annual summary of their teaching, research, and service activities. This process is required regardless of whether funds are available for a salary increase.

As per the Code, the contributions of each faculty member below the rank of Professor are to be considered by voting members of the department who are superior in rank.

- The contributions of each faculty member will be considered by the Chair, in consultation with the Academic Personnel Committee.
- Full Professors and Teaching Professors evaluate all faculty groups including their own, but not themselves.
- Associate and Associate Teaching Professors score Assistant and Assistant Teaching Professors.
- Assistant and Assistant Teaching Professors do not participate in the process of ranking faculty.

The Chair then submits recommendations of merit to the Divisional Dean.

## **Section IX: Faculty Retention**

Per Faculty Code Section 24-71 B-3, retention negotiations are led by the Chair in collaboration with the College and the affected faculty member. The Chair can consult and seek input from faculty while working with the College.