DEPARTMENT OPERATING PROCEDURES AND POLICIES

ENGINEERING & DESIGN

Approvals—Department (2/27/2025), PPBC (3/20/2025), Dean (9/25/2025), Provost (9/25/2025)

A. *Department Mission Statement*

Why:
We believe that engineering and design have the power to transform lives, strengthen communities, and create a more just, sustainable, and innovative world. Rooted in this belief, the Engineering & Design department at Western Washington University is committed to preparing graduates who are not only professionally prepared but also ethical leaders, creative problem-solvers, and lifelong learners.

How:
We achieve this through a combination of hands-on experiential learning, critical thinking development, and engagement with real-world challenges. Our educational experience fosters adaptability, leadership, and a deep sense of responsibility for the ethical and global implications of technology, design, and manufacturing. Whether pursuing careers in industry or continuing their education in graduate programs, our graduates are equipped with the knowledge and skills to thrive in their chosen paths.

What:
We serve students, industry, the University, and the Citizens of Washington State by producing graduates who will drive positive change in their fields and beyond. Our values of teamwork, communication, equity, justice, and respect for the dignity of all, guide everything we do as we shape the next generation of engineers and designers who will lead with purpose.

B. *Department Membership and Voting Rights*

The voting rights and limitations for the Engineering & Design Department are:

1. Eligibility for voting on probationary reviews, tenure, and promotion is specified in the Collective Bargaining Agreement (CBA) in sections 7.6.2.2.2 and 7.7.2.2.
2. Only tenured (TN) and tenure-track (TT) faculty members may vote on hiring decisions for tenure-track faculty positions and proposed changes to the ENGD COPEP Addendum.
3. Only members of the faculty as defined in the Constitution of the Faculty of Western Washington University, Article II, may vote on curricular matters.
4. TN/TT faculty members, jointly appointed faculty members with ENGD as their Home Department, non-tenure track (NTT) faculty members with appointments of 0.5 FTE or higher, and staff with permanent positions of 0.5 FTE or higher may vote on all other issues.

Voting Procedure:

- A quorum is required to conduct a vote.

- The quorum is set at 66% (or two-thirds) of the total number of voting members in the department.
- A motion is approved by a simple majority of the voting members present at the meeting, unless otherwise specified.
- Voting is conducted in person during department meetings.
- Based on need, remote voting is permitted. Voting must be conducted through an agreed-upon method for all eligible voters (e.g., secure electronic ballot or live virtual voting).
- Proxy voting is allowed in cases of business travel, illness, or other approved exceptional circumstances.
- A proxy vote must be arranged and agreed upon prior to the meeting.
- The designated proxy must be a voting-eligible department member.
- The proxy designation must be submitted via email to the Department Chair before the meeting.
- Proxies may only cast votes as directed by the absent member and may not engage in deliberation on their behalf.

C. Department Meetings

Department meetings may be scheduled weekly at an established time, but do not need to be held if there is no business to warrant a meeting. When meetings are held, an agenda shall be distributed at least one day before the meeting, and minutes shall be recorded and stored in a place accessible to all voting members of the Department. Meetings are open to all.

D. Department Chair Responsibilities

The Department Chair's responsibilities are:
- Duties as specified in the CBA, Section 17.3,
- Duties as specified in the CSE COPEP, Section V,
- Management of assessment and accreditation efforts,
- Management of safety programs, including maintaining compliance and training, and
- Working with the Foundation to obtain donations for the Department.

E. Departmental Program Directors:

Note: Program Directors are internal to the department and form the Executive Committee to the Department Chair. These are different from the Academic Program Directors explained in Section 18 in the CBA. Departmental Program Directors Workload follows Section 9 of the CBA.

The Engineering & Design Department has four programs:
- First-Year Programs
- Industrial Design
- Manufacturing Engineering
- Polymer Materials Engineering

Each program has a Program Director. Program Director's responsibilities are:

- Run program meetings
- Manage program assessment and accreditation processes if the program is accredited
    - Oversee annual accreditation data collection efforts
    - Prepare annual program assessment reports
    - Coordinate writing of program accreditation self-study reports
    - Maintain a relevant Industrial Advisory Committee that meets at least once per year
- Oversee program curriculum
    - Manage the curricular change process for the program
    - Make recommendations to the Chair for teaching assignments for program faculty members
    - Serve on the Department Curriculum Committee
    - Coordinate program curriculum with other programs and departments to meet stated course and program learning outcomes for all effected programs
- Manage program budget and coordinate equipment replacement priorities
- Manage program student application review process
- Oversee faculty advising of majors
- Work with the Department Program Coordinator/Pre-major Advisor to make sure that out-reach and advising materials are up-to-date and accurate
- Provide the Chair with input for Staff reviews for related-program staff
- Ensure that the program is represented at events
- Represent the position of the program faculty to the Chair, Dean, and Provost

Appointment: Departmental Program Directors should be nominated by their program and agreed upon by the Chair. If there are multiple candidates for the position, an election will be held by the faculty and staff of the department. Director terms are four years long, and a candidate may serve multiple terms.

F. Department Committees

- The Executive Committee of the Department is the Department Chair and the Program Directors.
- All department committee meetings are open meetings unless confidential student or personnel information is being discussed.
- Program representatives are selected by programs and the staff representative to the Resources Committee is selected by the technical staff.
- Committee members may appoint substitutes for themselves from their program if they are unable to attend meetings.

All committee members are voting members unless specified as nonvoting.

1. Curriculum Committee:
   Membership: Department Chair (nonvoting), Program Directors, Pre-major Advisor (nonvoting), representative to the CSE Curriculum Committee (nonvoting) if that person is not a Program Director

   Charge:
   - Review and approve all proposed catalog changes for the Department,
   - Review all student exception requests for possible approval,
   - Help the Chair develop a schedule of classes and room assignments
   - Facilitate accreditation efforts including, but not limited to:
     - course reviews, and,
     - approval of course specification sheets, and,
     - changes to them for shared courses.

2. Resources Committee:
   Membership: Department Chair (nonvoting), one faculty representative from each program, Administrative Services Manager, one member of the technical staff

   Charge:
   - Review the allocation of the Department operating budget and recommend changes when appropriate,
   - Review program equipment purchase priorities and prioritize equipment purchases from the equipment replacement fund,
   - Propose computer and equipment replacement course fees,
   - Develop policies for funding purchases that support curriculum, including software,
   - Recommend priorities for minor capital proposals,
   - Review proposed changes for the use of space and make recommendations, and
   - Coordinate and promote utilization of shared spaces and shared resources.

3. Safety Committee:
   Membership: Department Chair (nonvoting), one faculty or staff representative from each program, Building Safety Officer, Chemical Safety Officer, Office staff.

   Charge:
   - Review and update Department safety plans, including the Chemical Hygiene Plan, as needed, and
   - Review hazardous chemicals before their introduction to the building and recommend for or against their introduction and any limits that should be placed upon their use or storage, including when the chemicals will be removed.

4. Scholarship Committee:
   Membership: One faculty representative from each program, and Pre-major Advisor and/or Administrative Services Manager.

Charge:

- Review scholarship applications for scholarships awarded by the Department and select scholarship recipients.
- Develop evaluation criteria for research grants awarded by the department and evaluate proposals for those grants.

5. Ad Hoc Committees:
   The department, through a department meeting vote, may create ad-hoc committees to address opportunities and concerns. These committees are to be of a temporary duration with a defined purpose and scope and are advisory in nature. Ad-hoc committees should ideally have representation from across the programs and include faculty, technical and administrative staff, and students when applicable to the scope of the committee's work.

G. Academic Year Teaching Load Expectations

Many of the classes with ENGR, ID, MFGE, and PME prefixes include a lecture and an accompanying laboratory or studio portion of the class. The lecture and lab/studio portions of the classes are all taught by the faculty, often with the assistance of the technical staff. Classes that do not have a laboratory section tend to be classes with larger enrollments.

The standard teaching load for 1.0 FTE tenure track/tenured (TT/TN) faculty is five classes per academic year. This load may be modified by other items in the Operating Procedure (e.g., Program Director course release), the CBA (e.g., Department Chair course release, or a course release funded by external or internal grants), or individual faculty contracts (e.g., additional startup course release). All course releases require approval from the Dean each year. It is understood that Independent Study (200, 300, 400), and Directed Research (295, 395, 495) classes are offered at the faculty's discretion and do not count in the calculation of teaching load. TT/TN Faculty with joint appointments in the Engineering & Design Department and another unit have their teaching loads scaled proportionately with the fraction of their appointment to each department per their faculty contracts.

Departmental Program Directors receive a one-course release from teaching each year and a course release from teaching the year a self-study report must be prepared for accreditation.

H. Summer Teaching Scheduling and Instructor Assignment

Note: This policy applies to courses beyond independent study and directed research. Additionally, summer courses <u>are not included</u> in the calculation of the academic year teaching load.

During Fall quarter, the chair will provide a list of courses the department plans to offer in the next Summer. The chair will solicit requests from faculty currently employed by the department who are interested in teaching these courses. Furthermore, faculty may propose additional courses to be taught with a short justification to the chair.

The interested parties and the chair will meet and try to come to a consensus regarding teaching of the summer courses. If no consensus can be reached and/or if there are more faculty requests than available summer courses, a priority order will be established as described below. The chair will assign the courses accordingly.

Priority for Assignment:

1. A new approved course which was proposed by a faculty member shall be taught by that faculty member.
2. The highest weight of the assignment is given based on qualifications and availability.
3. For assignments that meet the qualifications and availability, faculty with higher priority have the opportunity to be assigned one course before faculty with a lower priority. See below for priority details.
4. A faculty member in phased retirement has the lowest priority.
5. Only if all faculty who have expressed interest in teaching a course have been assigned to a course, a faculty member may be assigned to a second course.
6. A course that remains unassigned may be staffed with non-tenure track (NTT) instructors not currently employed by the department.

Priority Order (from highest to lowest given the availability and qualifications):

1. Department Chair
2. Tenured and Tenure-Track Faculty (T/TT):
   a. A tenured/tenure-track faculty member who did not teach the previous summer has priority over a tenured/tenure-track faculty member who did teach the previous summer.
   b. Higher priority is given to faculty with more seniority (i.e., more years of service at Western).
3. Non-Tenure Track Faculty (NTT):
   a. Higher priority is given to faculty with more seniority (i.e., more years of service at Western).
   b. (Only for NTTs with senior instructor status as per the CBA) A non-tenure track faculty member who did not teach the previous summer has priority over a non-tenure track faculty member who did teach the previous summer.
   c. For NTTs who are not considered senior instructors, priority is given based on availability and qualifications.

I. Data Access Policy

In alignment with WWU Information Systems Policy POL-U3000.07, all full-time faculty and staff will have access to department-wide shared folders containing general administrative, instructional, and operational materials. However, folders containing sensitive information, such as student scholarship records, personnel evaluations, and other confidential administrative data, will be restricted to individuals directly involved in those processes. To maintain proper oversight, Non-Tenure Track (NTT) faculty will only be granted access to specific files necessary for their

teaching and service during their appointment, with any additional access requiring department approval.

J. Approval and Amendment of Operating Procedures and Policies

With the exception of section B and the membership and charge of the Curriculum Committee, changes to the Operating Procedures and Policies require a vote by the majority of the members of the Department and become effective upon a simple majority vote. For the voting restrictions outlined in Section B.1-3, only those listed as eligible to vote on a matter may vote to change voting restrictions. Only those eligible to vote on curricular matters may vote on the membership and charge of the Curriculum Committee.