

THE UNIVERSITY OF TEXAS AT ARLINGTON
COLLEGE OF BUSINESS
BYLAWS

(Revised 4-29-2022)

SECTION 1. Definitions of Faculty and Staff

The *College Faculty* consists of the Dean, tenured (T), untenured tenure-track (TT), and nontenure-track (NTT) individuals holding full-time or part-time academic appointments in the college. Under university policy, the *College Faculty* also includes the Chancellor, Executive Vice Chancellor for Academic Affairs, the university President, and the university Provost.

The *College Graduate Faculty* consists of all faculty members who are full members, associate members, or special associate members of the university Graduate Faculty.

The *Staff* of the college consists of all individuals holding full-time or part-time compensatory positions in the college who are not members of the faculty, graduate assistants (i.e., graduate teaching assistants or graduate research assistants), or student workers.

SECTION 2. Officers

A. Presiding Officer - The Dean or his/her appointed representative shall preside over meetings of the *College Faculty* and *College Graduate Faculty*.

B. Secretary – A Secretary shall be appointed by the Dean from the college *Staff* to serve a two-year term of office. The term of office shall run from September 1st to August 31st. The Secretary shall:

- Determine requirements for a quorum and establish that a quorum is present before official business is conducted in any meeting of the *College Faculty* or *College Graduate Faculty*. Quorum requirements shall be based on the total number of college faculty members with voting privileges on the issue under consideration. Quorum requirements shall not include the Chancellor, the Executive Vice Chancellor for Academic Affairs, the university President, and the university Provost.
- Work with the Assistant Secretary to tabulate, verify, and report vote results to the Dean and faculty.
- Keep minutes of proceedings and actions of the *College Faculty* and *College Graduate Faculty*, and distribute these minutes to the Dean and faculty via official university e-mail.
- Maintain a permanent record of the minutes in the Dean's office and see that a copy is posted on the college website. Minutes shall be posted on the college website within 30 days of the faculty meeting date.
- Manage other records of faculty meetings as directed by the Dean.

C. Assistant Secretary – An Assistant Secretary shall be appointed by the Dean from the *College Graduate Faculty* to serve a two-year term of office. This appointment shall be from among the tenured faculty. The term of office shall run from September 1st to August 31st. This individual may not be a member of the college administration. The Assistant Secretary shall work with the Secretary in tabulating, verifying, and reporting vote results to the Dean and faculty.

D. Parliamentarian – A Parliamentarian shall be appointed by the Dean from the *College Graduate Faculty* to serve a two-year term of office. This appointment shall be from among the tenured faculty. The term of office shall run from September 1st to August 31st. This individual may not be a member of the college administration. The Parliamentarian shall rule on issues of meeting procedure and voting privileges. In the absence of specific rules adopted by the faculty, the Parliamentarian shall follow procedures specified in the current edition of *Robert's Rules of Order*.

SECTION 3. Voting

A. Eligibility – Members of the *College Faculty* are classified as *Voting* and *Nonvoting*. *Voting* members of the *College Faculty* include:

- the Dean of the college,
- Full-time T and TT assistant professors, associate professors, and professors holding compensatory positions in the college,
- Full-time NTT faculty with at least two consecutive years of full-time service holding compensatory positions in the college, and
- the Chancellor, the Executive Vice Chancellor for Academic Affairs, the university President, and university Provost (per university policy).

Nonvoting members of the *College Faculty* include:

- Visiting faculty (compensated and uncompensated),
- Adjunct faculty (part-time or paid per course),
- Full-time NTT faculty with less than two consecutive years of full-time service,
- Faculty holding noncompensatory positions in the college, and
- Any other individual with an academic appointment in the college who does not qualify as *Voting* member of the *College Faculty*.

Individuals classified as *Voting* members of the *College Faculty* have the right to vote in all college-level matters subject to the following limitations:

- Voting on issues involving the hiring, work assignments, resource allocations, evaluations, promotions, or tenure decisions for T and TT faculty is restricted to T and TT *Voting* members of the *College Faculty*.
- Voting on graduate program issues is restricted to *Voting* members of the *College Graduate Faculty* (as defined in Section 8).
- Voting to elect college representatives to university committees, bodies, and assemblies is restricted to certain faculty members under university policy.

When questions of voting privilege arise, the college Parliamentarian shall decide which members of the faculty are permitted to vote. If the Parliamentarian is unavailable, the Dean shall appoint a temporary replacement from among the *College Graduate Faculty* who is tenured.

The preceding voting eligibility rules apply only to voting activities of the *College Faculty* and *College Graduate Faculty*. Each academic department may adopt its own bylaws or operating procedures defining who is eligible to vote in departmental matters so long as the rules adopted do not conflict with university rules.

B. Procedure – In the absence of specific rules adopted by the relevant faculty, the conduct of meetings and related voting activities shall follow procedures specified in the current edition of *Robert's Rules of Order*. Depending on the circumstance, voting may be by: (1) roll call, (2) show of hands, (3) written ballot, or (4) online ballot. For reasons of accuracy and reliability, voice votes are not permitted.

An anonymous vote shall be conducted when requested by two voting members of the relevant faculty. A request for anonymous voting is not debatable, does not require approval, and must be implemented. When an anonymous vote is requested, it shall be conducted: (1) by written ballot for in-person meetings or (2) via an online survey program for virtual and hybrid meetings. Online votes shall be conducted using official university e-mail addresses via an online survey program ensuring anonymity and one-vote-per-person. Requests for anonymous votes should be rare.

C. Tabulation – All votes shall be independently tabulated by the Secretary and the Assistant Secretary. If the Secretary is unavailable, the Dean shall appoint a temporary replacement from among the college *Staff*. If the Assistant Secretary is unavailable, the Dean shall appoint a temporary replacement from among the *College Graduate Faculty* who is tenured.

SECTION 4. – Functions of the Faculty

The Dean, associate deans, and department chairs shall consult the faculty, or their representatives on the appropriate standing committees, on all matters dealing with the formulation of general educational policy of the college, including policy on curriculum, degree programs, and certificate programs. It shall be the function of the faculty to recommend the introduction, modification, or discontinuance of degree programs and certificate programs, as well as the introduction, modification, or discontinuance of courses offered, or to be offered in support of such programs.

The faculty, or their representatives on appropriate standing committees, shall be consulted on the development and modification of college policies dealing with faculty: (1) workload, (2) annual evaluations, (3) compensation, (4) awards and other rewards, and (5) promotion and tenure.

In addition, university rules require that the faculty be consulted on budgetary and personnel matters. These include: (1) priorities for budget allocations (other than salaries of teaching personnel), (2) recommending the appointment of new faculty, and (3) annual evaluations of individual faculty members regarding promotion, reappointment, nonrenewal of appointment, and tenure.

It shall be the function of the faculty to adopt such rules and regulations and to establish such committees as are necessary to discharge the functions outlined in the above paragraphs, and other functions which may be referred to the faculty of the college by the Dean, or as a result of institutional policy, reorganization, or action.

SECTION 5. - Meetings of the Faculty

A *Regular* meeting of the *College Faculty* shall be held at least once each Fall and Spring semester. The Dean may call additional *Special* meetings at his/her discretion or whenever one-third of the voting faculty requests such a meeting. When deemed necessary, the Dean may call an *Emergency* meeting.

The dates of *Regular* faculty meetings shall be scheduled and announced via official university e-mail in the Spring semester of the preceding academic year. In addition, the faculty shall be provided at least two weeks advance notice before all *Regular* and *Special* meetings. The requirement for advance notice is waived for an *Emergency* meeting.

Meetings of the *College Graduate Faculty* shall be convened as needed.

A proposed agenda with supporting materials shall be furnished at least two weeks before any *Regular* or *Special* meeting. A proposed agenda with supporting materials shall be furnished at least two business days before any *Emergency* meeting.

SECTION 6. - Conduct of Meetings

The Dean or his/her appointed representative shall preside over meetings of the *College Faculty* and *College Graduate Faculty*. At the discretion of the Dean, the modality of a meeting may be in-person only, virtual-only, or a hybrid modality of both in-person and virtual. In most cases, meetings will be held in person only.

In all cases, a faculty member must be present to exercise the right to vote. For in-person meetings, the faculty member must be physically present to vote. For virtual meetings, the faculty member must be present virtually to vote. For hybrid modality meetings the faculty member must be present physically or virtually to vote. Absentee voting and proxy voting are prohibited.

Quorum requirements shall be based on the total number of faculty members with voting privileges on the issue under consideration as follows:

- For issues involving the hiring, work assignments, resource allocations, evaluations, promotions, or tenure decisions for T and TT faculty – A quorum shall be a simple majority of T and TT *College Faculty* classified as *Voting* members.
- For issues involving graduate program issues – A quorum shall be a simple majority of the *College Graduate Faculty* classified as *Voting* members (as defined in Section 8).
- For all other issues - A quorum shall be a simple majority of the *College Faculty* classified as *Voting* members.

Quorum requirements shall not include the Chancellor, the Executive Vice Chancellor for Academic Affairs, the university President, and the university Provost.

The vote required to approve a motion at an appropriately called meeting where a quorum is present varies with the issue under consideration as follows:

- For issues involving changes in undergraduate curriculum, degree programs, certificate programs, catalog copy, and related items – Approval requires a 60 percent favorable vote of the *College Faculty* casting a vote on the issue. All items approved shall be forwarded to the Dean and then sent to the appropriate university committee, Provost, and the President for approval.
- For issues involving changes in graduate curriculum, degree programs, certificate programs, catalog copy, and related items – Approval requires a 60 percent favorable vote of the *College Graduate Faculty* casting a vote on the issue. All items approved shall be forwarded to the Dean, and then Provost and President as appropriate for their approval. Under university policy, some changes also require review and approval by the Graduate Assembly.
- For changes in college bylaws – Approval requires a 60 percent favorable vote of the *College Faculty* casting a vote on the issue.
- For all other issues – Approval requires a majority favorable vote of the relevant faculty casting a vote on the issue.

When calculating the percent of favorable votes - Blanks, abstentions, and ‘Present’ votes shall not be considered in computing the total number of votes cast. The total number of votes cast shall be the sum of: (1) votes for approval and (2) votes against approval.

In the absence of specific rules adopted by the *College Faculty* or *College Graduate Faculty*, meetings shall be conducted according to the current edition of *Robert’s Rules of Order*. The Secretary shall keep minutes of all meetings and voting activities. These minutes shall be presented to the relevant faculty for review, correction, and approval by a simple majority vote at the next faculty meeting.

SECTION 7. – Urgent Matters

If an urgent matter arises and the Dean concludes it is not feasible to convene a meeting of the relevant faculty, the Dean may call for a vote on the issue via online means. Voting on urgent matters shall be conducted using official university e-mail addresses via an online survey program ensuring anonymity and one-vote-per-person. These occurrences shall be rare and, to the extent feasible, faculty members will be allowed sufficient time to provide input on the matter before voting.

When an urgent matter necessitates voting via online means:

- Confirmation of a quorum is not required before conducting a vote.
- The number of affirmative votes required to approve a motion shall be based on the total number of faculty who are qualified to vote on the issue under consideration rather than the total number votes cast.
- Votes shall be tabulated by the Secretary and Assistant Secretary with results promptly reported to the Dean and relevant faculty.

The Secretary shall keep minutes of votes on urgent matters. These minutes shall be presented to the relevant faculty for review, correction, and approval by a simple majority vote at the next faculty meeting.

An urgent vote may not be used to modify college bylaws.

SECTION 8. - Committee on Graduate Studies

The college Committee on Graduate Studies consists of the *College Graduate Faculty*. The functions of the committee are to:

- Make recommendations concerning new graduate degree programs, new graduate courses, changes in graduate courses, requirements for existing graduate degree programs, and the designation of faculty who are not members of the Graduate Faculty to teach at the graduate level.
- Advise the appropriate administrative officers on matters affecting the graduate program in the area including scheduling of courses, staffing, graduate assistants, and the general operation of the program.
- Recommending the admission to candidacy for all graduate degrees.
- Certify and recommend faculty members for appointment to the university Graduate Faculty as outlined in the university *Handbook of Operating Policies*.
- Perform such other duties as may be specified in the university *Handbook of Operating Policies*.

Members of the *College Graduate Faculty* are classified as *Voting* and *Nonvoting* members. *Voting* members include faculty who are full members of the university Graduate Faculty. *Nonvoting* members include faculty who are associate members or special associate members of the university Graduate Faculty.

Section 6 sets forth quorum requirements and the percentage favorable vote required for approval of motions considered by the college Committee on Graduate Studies.

Each college-level graduate program shall be managed on a day-to-day basis by an executive graduate studies committee composed of one representative from each academic department. Committee members shall be elected by and from the relevant departmental faculty who are *Voting* members of the *College Graduate Faculty*. Details regarding the various executive committees are provided in Section 11.

SECTION 9. - Standing Committees

A. The standing committee structure of the college is designed to provide a governance structure for the faculty enabling continuous improvement of all programs, monitoring of all important policies, processes, and controls in each activity area, and to assure that college programs are consistent with the mission of the college and provide overall high quality in teaching, research, and service activities.

The standing committees of the college are:

1. Undergraduate Curriculum Committee.
2. Assurance of Learning Committee.
3. Research Committee.
4. Teaching Awards Committee.
5. Promotion and Tenure Committee.
6. Dean's Faculty Advisory Committee.
7. Dean's Staff Advisory Committee.
8. Executive Graduate Studies Committee for the MBA Program.
9. Executive Graduate Studies Committee for the Health Care Administration Program.
10. Executive Graduate Studies Committee for the Executive MBA Program.
11. Executive Graduate Studies Committee for the Ph.D. Program.

Additional executive graduate studies committees shall be created as new graduate degree programs are implemented by the college. These additional committees shall function in a manner consistent with other executive graduate studies committees.

Section 11 describes the composition, functions, and specific rules of procedure for each standing committee. General rules of procedure for standing committees are provided in the following paragraphs. If there is a conflict between a specific rule of procedure given in Section 11 and a general rule of procedure given in this section, the specific rule of procedure shall be followed.

B. Composition of Standing Committees

- Each academic department shall elect one full-time faculty member to serve as a voting representative on each standing committee.
- Regular elections shall be held during the Spring semester of each year.
- Departmental chairs shall supervise elections and promptly report results to the Dean and departmental faculty.
- The Dean may appoint non-voting ex-officio members of standing committees.
- Upon notification of election results, the Dean or his/her designee shall promptly distribute a list of voting and non-voting members to the committee.
- If a departmental representative is temporarily unable to serve, a temporary replacement shall be appointed by the department chair. If a departmental representative is permanently unable to serve, a temporary replacement shall be appointed by the department chair and a permanent replacement shall be elected at the next scheduled departmental faculty meeting.

C. Selection of Committee Chairs

- The committee shall elect a chair at the start of the academic year. The term of office for the chair shall be two years.
- In the absence of a continuing committee chair, the list of committee members distributed by the Dean shall provide notice of the individual responsible for initiating the selection of a new committee chair. Normally, the first member on each list shall be responsible for this task.

- Voting to select the committee chair may be conducted in a called meeting or via online correspondence.
- Once elected, the committee chair shall notify the Dean of his/her selection and term of office.

D. Terms of Office

- Voting committee members shall be elected for a two-year term of office beginning on September 1st following the year of election.
- Replacement committee members shall serve out the unexpired term of the committee member being replaced.
- No elected member of any standing committee may serve more than two successive two-year terms (a total of four consecutive years of committee service) except as described below. Service as a replacement committee member shall not be counted in this limitation.
- Members of the Assurance of Learning Committee are limited to four successive two-year terms (a total of eight consecutive years of committee service). Service as a replacement committee member shall not be counted in this limitation.

E. Conduct of Committee Meetings

- Committee members shall be provided at least two weeks advance notice of any meeting and a meeting agenda with supporting materials.
- At the discretion of the committee chair, the modality of a meeting may be in-person only, virtual-only, or a hybrid modality of both in-person and virtual.
- A quorum shall be a simple majority of committee members with voting privileges. No committee business may be conducted in the absence of a quorum.
- Voting in standing committees may be by a roll call, show of hands, written ballot, or online ballot. For reasons of accuracy and reliability, voice votes are not permitted.
- In all cases, a committee member must be present to exercise the right to vote. For in-person meetings, the committee member must be physically present to vote. For virtual meetings, the committee member must be present virtually to vote. For hybrid modality meetings the committee member must be present physically or virtually to vote. Absentee voting and proxy voting are prohibited.
- Subject to requirements set forth in these bylaws, each standing committee may adopt its own rules of procedure. In the absence of specific rules adopted by the committee, committee proceedings shall be conducted according to the current edition of *Robert's Rules of Order*.

F. Other Issues

- A faculty member may appear before a standing committee by notifying the relevant committee chair of the desire to do so. Due to the confidentiality of personnel matters, this rule does not apply to meetings of the Promotion and Tenure Committee.
- Standing committees may create subcommittees or special committees for designated purposes. However, such a committee is temporary and shall be automatically dissolved upon completion of its related assignment or at the end of the academic year, whichever precedes the other.

- If an urgent matter arises or it is infeasible to ensure the attendance of a majority of committee members with voting privileges, the chair may call for a vote via online means so long as no committee member objects. These occurrences should be rare and, to the extent feasible, committee members shall be allowed sufficient time to provide input on the matter before voting. When voting via online means occurs, the number of affirmative votes required to approve a proposal or motion shall be based on the total number of committee members with voting privileges rather than the number of committee members participating in the voting process.

E. Reporting

- All standing committees shall communicate their recommendations directly to the Dean for further action.
- Depending on the committee, as specified in Section 11, recommendations may also be reported to the departmental chairs and/or the relevant faculty or *Staff*.

SECTION 10. - Special Purpose Committees

The *College Faculty*, or *College Graduate Faculty*, may appoint or create *Ad hoc* committees to address a single defined purpose or issue. These *Ad hoc* committees are temporary, shall report findings and recommendations to the authorizing faculty within a designated period, and shall be automatically dissolved upon completion of the related assignment.

The Dean may establish temporary committees as deemed necessary to assist in the operation of the college. These temporary committees may be *Ad hoc* Committees, Task Forces, Search Committees, or Peer Review Committees. *Ad hoc* Committees and Task Forces shall be established to address a single defined purpose or issue and report to the Dean within a designated period. The Dean shall appoint chairs, faculty, staff, and/or students to such committees as he/she deems appropriate.

The Dean may appoint non-voting, ex-officio members to any special purpose committee.

SECTION 11. - Composition and Functions of Standing Committees

A. Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall be composed of one *Voting* member of the *College Faculty* elected from each department (either T, TT, or NTT). For reasons of operational efficiency, committee members will normally be the chairs of departmental curriculum committees. The Associate Dean for Students and Programs and the Director of Undergraduate Advising shall be non-voting, ex-officio members of the committee.

The functions of the committee are to receive and act on:

- Undergraduate curriculum proposals approved by any departmental faculty. This includes proposals for additions, deletions, or substantive content changes of any course or program of study at the undergraduate level. This also includes changes to catalog entries including course descriptions.

- Proposals to modify undergraduate admission and graduation requirements of the college. Proposals may originate at the departmental level (upon a majority vote of the departmental faculty), from within the committee, other college committees, or from the Dean.
- Proposals to modify undergraduate core requirements (business and non-business subjects) and the minimum and maximum hour requirements in areas of concentration for undergraduate degrees conferred by the college. Proposals may originate at the departmental level (upon a majority vote of the departmental faculty), from within the committee, other college committees, or from the Dean.

The committee is empowered to receive proposals relating to undergraduate program matters from: (1) the *College Faculty* at large (upon a majority vote of the *College Faculty*), (2) a departmental faculty (upon a majority vote of the departmental faculty), (3) other college committees, or (4) the Dean.

The committee shall submit its recommendations and conclusions to the Dean, departmental chairs, and faculty at large at least two weeks before the faculty meeting.

B. Assurance of Learning Committee

The Assurance of Learning Committee shall be composed of one *Voting* member of the *College Faculty* elected from each department (either T, TT, or NTT). Committee members may serve up to four consecutive two-year terms on the committee. The Associate Dean for Students and Programs shall be a non-voting, ex-officio member of the committee.

The functions of the committee are to develop and recommend appropriate policies, processes, and controls to assess and improve learning outcomes across the college.

C. Research Committee

The Research Committee shall be composed of one *Voting* member of the *College Graduate Faculty* elected from each department (either T or TT). The Associate Dean for Research shall be a non-voting, ex-officio member of the committee.

The functions of the committee are to:

- Develop and recommend appropriate policies, processes, and control to assure continuous improvement and high quality in the intellectual contributions of the faculty and graduate students.
- Receive and study research proposals and report its recommendations for approval or denial of funding to the Dean for consideration. The committee shall receive research proposals from the submitting faculty member, with a copy routed through the appropriate department chair, who shall make whatever comments they desire to make.
- Solicit nominations and select recipients of college and university research awards.

In circumstances where a committee member has submitted a research proposal for consideration or has been nominated for a research award, the relevant departmental chair shall appoint a temporary substitute from among the departmental T and TT faculty to serve in place of the committee member.

The committee shall submit its recommendations and conclusions to the Dean and departmental chairs in a timely fashion, consistent with reporting deadlines established by the Dean.

D. Teaching Awards Committee

The Teaching Awards Committee shall be composed of one *Voting* member of the *College Faculty* elected from each department (either T, TT, or NTT). The Associate Dean for Students and Programs shall be a non-voting, ex-officio member of the committee.

The functions of the committee are to:

- Solicit nominations and select recipients of college-level teaching awards.
- Nominate college faculty members for university and system teaching awards.

In circumstances where a committee member has been nominated for a teaching award, the relevant departmental chair shall appoint a temporary substitute from among the departmental faculty (either T, TT, or NTT) to serve in place of the committee member.

The committee shall submit its recommendations and conclusions to the Dean and departmental chairs in a timely fashion, consistent with reporting deadlines established by the Dean.

E. Promotion and Tenure Committee

The Promotion and Tenure Committee shall be composed of one *Voting* member of the *College Graduate Faculty* elected from each department (T only). Members of the committee shall hold the rank of full professor. If a department has no eligible full professors, the departmental T and TT faculty shall elect a tenured full professor from among *Voting* members of the *College Graduate Faculty* to serve as the department's representative. For reasons of operational efficiency, committee members will normally be the chairs of departmental promotion and tenure committees. Faculty members serving in administrative positions (department chairs, associate deans, Dean, or higher) may not serve as voting members. The Senior Associate Dean shall be a non-voting, ex-officio member of the committee.

The functions of the committee are to:

- Provide an independent evaluation of departmental nominees for promotion, tenure, or both promotion and tenure. For each nominee, the committee shall prepare a written report documenting key aspects of the committee's deliberations, voting results, and the committee's recommendation.
- Provide an independent evaluation of a prospective faculty member when the proposed appointment will be with tenure.
- Recommend college policy for promotion and tenure decisions.
- Perform such other duties as may be specified in the university *Handbook of Operating Policies*.

University policy imposes the following procedural requirements for promotion and tenure cases of existing faculty members:

- For promotion and tenure matters, committee proceedings and discussions are strictly

confidential. Committee members shall not divulge any information pertaining to their committee meetings, discussions, or recommendations except as required by university policy.

- Voting must be conducted via secret ballot.
- The committee's written report must include any dissenting viewpoints of committee members.
- If any committee member abstains, this fact and the reason for the abstention must be documented in the committee's report.

The preceding procedural requirements are not imposed for cases where the committee provides an evaluation of a prospective faculty member.

The committee shall submit its recommendations and conclusions to the Dean in a timely fashion, consistent with reporting deadlines established by the Dean.

F. Dean's Faculty Advisory Committee

The Dean's Faculty Advisory Committee shall be composed of one *Voting* member of the *College Faculty* elected from each department (either T, TT, or NTT). Except as described below, associate deans, assistant deans, departmental chairs, and members of the Dean's office staff may not serve on the committee. The Dean shall serve as committee chair and the Senior Associate Dean shall serve as vice-chair.

Elections shall occur at the departmental level and be supervised by departmental chairs. Committee members shall be elected to serve two-year terms and may serve up to a maximum of two consecutive terms. To provide for orderly turnover in membership, initially one-half of the representatives shall be elected to a one-year term (ACCT, FINA, MARK) and the remainder elected to a two-year term (ECON, ISOM, MANA). Thereafter, staggered two-year terms shall be used.

The functions of the committee are to:

- Serve as a direct interface between the faculty and the Office of the Dean.
- Raise issues of faculty concern for the Dean's consideration.
- Provide feedback and recommendations for issues raised by the Dean.
- Receive petitions from faculty, encourage faculty suggestions, and advise the Dean on relevant issues.
- Upon request by the Dean, serve as a nominating committee for temporary committees not identified in the college bylaws.

The committee shall meet a minimum of two times each academic year, provided there is at least one meeting per semester.

G. Dean's Staff Advisory Committee

The Dean's Staff Advisory Committee shall be composed of five elected members elected by and from full-time members of the *Staff* holding compensatory positions in the college. The committee shall consist of one *Staff* member representing the various academic departments, one *Staff* member representing college advisors, one *Staff* member representing college directors and

assistant directors, and two *at-large Staff* members. The Dean shall serve as committee chair and the Senior Associate Dean shall serve as vice-chair.

Elections shall occur at the college level and be supervised by the college Secretary. Committee members shall be elected to serve two-year terms and may serve up to a maximum of two consecutive terms. To provide for orderly turnover in membership, initially two of the representatives shall be elected to a one-year term (academic department, college advisors) and the remainder elected to a two-year term (directors/assistant directors, *at-large*). Thereafter, staggered two-year terms shall be used.

The functions of the committee are to:

- Serve as a direct interface between the staff and the Office of the Dean.
- Advise the Dean on the needs and interests of staff.
- Receive petitions from staff, encourage staff suggestions, and advise the Dean on these issues.
- Make recommendations on specific college issues relevant to the staff.
- Provide feedback and recommendations for issues raised by the Dean.

The committee shall meet a minimum of two times each academic year, provided there is at least one meeting per semester.

H. Executive Graduate Studies Committee for the MBA Program

The Executive Graduate Studies Committee for the MBA Program shall be composed of one member from each academic department. Committee members shall be elected by and from the relevant departmental faculty who are *Voting* members of the *College Graduate Faculty*. The Director of Graduate Business Services and the MBA Program Advisor shall be non-voting, *ex-officio* members of the committee.

The committee shall be responsible for:

- Appropriate action on all proposals for additions, deletions, or substantive content changes of any course in the MBA Program.
- Admission and graduation requirements and other policies or practices of the MBA Program.
- Number of credits in the MBA Program and any other curriculum issues.

The committee is empowered to receive proposals relating to MBA Program matters from: (1) the *College Graduate Faculty* (upon a majority vote of the *College Graduate Faculty*), (2) a departmental faculty (upon a majority vote of the departmental *Graduate Faculty*), (3) other college committees, or (4) the Dean.

The committee shall submit its recommendations and conclusions to the Dean, departmental chairs, and college Committee on Graduate Studies at least two weeks before the faculty meeting.

I. Executive Graduate Studies Committee for the Health Care Administration Program

The Executive Graduate Studies Committee for the Health Care Administration Program shall be composed of one member from each academic department. Committee members shall be elected by and from the relevant departmental faculty who are *Voting* members of the *College Graduate Faculty*. The Director of Graduate Business Services and the Health Care Administration Program Director shall be non-voting, ex-officio members of the committee.

The committee shall be responsible for:

- Appropriate action on all proposals for additions, deletions, or substantive content changes of any course in the Health Care Administration Program.
- Admission and graduation requirements and other policies or practices of the Health Care Administration Program.
- Number of credits in the Health Care Administration Program and any other curriculum issues.

The committee is empowered to receive proposals relating to Health Care Administration Program matters from: (1) the *College Graduate Faculty* (upon a majority vote of the *College Graduate Faculty*), (2) a departmental faculty (upon a majority vote of the departmental *Graduate Faculty*), (3) other college committees, or (4) the Dean.

The committee shall submit its recommendations and conclusions to the Dean, departmental chairs, and college Committee on Graduate Studies at least two weeks before the faculty meeting.

J. Executive Graduate Studies Committee for the Executive MBA Program

The Executive Graduate Studies Committee for the Executive MBA Program shall be composed of one member from each academic department. Committee members shall be elected by and from the relevant departmental faculty who are *Voting* members of the *College Graduate Faculty*. The Director of Graduate Business Services, the Executive MBA Program Director, and the Program Director for the Center for Global Academic Initiatives shall be non-voting, ex-officio members of the committee.

The committee shall be responsible for:

- Appropriate action on all proposals for additions, deletions, or substantive content changes of any course in the Executive MBA Program.
- Admission and graduation requirements and other policies or practices of the Executive MBA Program.
- Number of credits in the Executive MBA Program and any other curriculum issues.

The committee is empowered to receive proposals relating to Executive MBA Program matters from: (1) the *College Graduate Faculty* (upon a majority vote of the *College Graduate Faculty*), (2) a departmental faculty (upon a majority vote of the departmental *Graduate Faculty*), (3) other college committees, or (4) the Dean.

The committee shall submit its recommendations and conclusions to the Dean, departmental chairs, and college Committee on Graduate Studies at least two weeks before the faculty meeting.

K. Executive Graduate Studies Committee for the Ph.D. Program

The Executive Graduate Studies Committee for the Ph.D. Program shall be composed of one member from each academic department. Committee members shall be elected by and from the relevant departmental faculty who are *Voting* members of the *College Graduate Faculty*. Departmental representatives shall be T or TT faculty members. For reasons of operational efficiency, committee members will normally be the Ph.D. Program departmental coordinators. The college Ph.D. Program Director shall be a non-voting, ex-officio member of the committee.

The committee shall be responsible for:

- Appropriate action on all proposals for additions, deletions, or substantive content changes of any course in the Ph.D. Program.
- Admission and graduation requirements and other policies or practices of the Ph.D. Program.
- Number of credits in the Ph.D. Program and any other curriculum issues.

The committee is empowered to receive proposals relating to Ph.D. Program matters from: (1) the *College Graduate Faculty* (upon a majority vote of the *College Graduate Faculty*), (2) a departmental faculty (upon a majority vote of the departmental *Graduate Faculty*), (3) other college committees, or (4) the Dean.

The committee shall submit its recommendations and conclusions to the Dean, departmental chairs, and college Committee on Graduate Studies at least two weeks before the faculty meeting.

SECTION 12. - Departmental Organization

A. Definition of Faculty

The *Departmental Faculty* consists of tenured (T), untenured tenure-track (TT), and nontenure-track (NTT) individuals holding full-time or part-time academic appointments in the department.

Members of the *Departmental Faculty* shall be classified as *Voting* members and *Nonvoting* members as defined in the department's Bylaws or Operating Procedures which cannot be inconsistent with the rules and regulations of the university. In the absence of specific rules adopted by the department, *Voting* members shall consist of all full-time T and TT assistant professors, associate professors, and professors holding compensatory positions in the department. *Nonvoting* members shall consist of all other departmental faculty members.

The *Graduate Faculty* of each department consists of faculty members who are full members, associate members, or special associate members of the university Graduate Faculty. *Departmental Faculty* who are full members of the university Graduate Faculty are *Voting* members of the *Departmental Graduate Faculty*. Departmental faculty who are associate

members or special associate members of the university Graduate Faculty are *Nonvoting* members of the *Departmental Graduate Faculty*.

B. Voting Procedures

In the absence of specific rules adopted by the departmental *Voting* faculty, voting shall follow procedures specified in the current edition of *Robert's Rules of Order*. Depending on the circumstance, voting may be by: (1) roll call, (2) show of hands, (3) written ballot, or (4) online ballot. For reasons of accuracy and reliability, voice votes are not permitted. Absentee voting and proxy voting are prohibited. Votes shall be tabulated in accordance with procedures adopted by the departmental *Voting* faculty.

An anonymous vote shall be conducted when requested by two members of the *Voting* faculty. A request for anonymous voting is not debatable, does not require approval, and must be implemented. When an anonymous vote is requested, it shall be conducted: (1) by written ballot for in-person meetings or (2) via an online survey program for virtual and hybrid meetings. Online votes shall be conducted using official university e-mail addresses via an online survey program ensuring anonymity and one-vote-per-person. Vote tabulation and reporting for in-person meetings shall be performed by two members of the tenured faculty selected by the departmental *Voting* faculty. Vote tabulation and reporting for online and hybrid meeting shall be performed by the college Secretary and college Assistant Secretary.

C. Faculty Involvement in Departmental Affairs

Voting members of the *Departmental Faculty* shall be consulted regarding:

- Undergraduate course offerings and degree requirements.
- Undergraduate course content and prerequisites.
- The selection and approval of all textbooks to be used in undergraduate courses.
- Degree of departmental uniformity in textbooks, syllabi, teaching techniques, instructional procedures, grading policies, and testing policies.
- The final examination policy, which shall be consistent with the university and college policies, if any.
- Priorities for budget allocations (other than salaries of teaching personnel).
- Recommending the appointment of new faculty.

Voting members of the *Departmental Faculty* shall be allowed to vote on general departmental policies and matters related to departmental undergraduate program(s). After consideration and approval of an undergraduate curriculum proposal by the *Voting* members of the *Departmental Faculty*, the Department Chair will forward such a proposal to the college Undergraduate Curriculum Committee along with relevant comments.

D. Meetings

A *Regular* faculty meeting shall be held at least once each Fall and Spring semester. The department chair may call additional *Special* meetings at his/her discretion. When deemed necessary, the department chair may call an *Emergency* meeting.

The dates of *Regular* faculty meetings shall be scheduled and announced via university e-mail in

the spring semester of the preceding academic year. In addition, the faculty shall be provided at least two weeks advance notice before all *Regular* and *Special* meetings. The requirement for advance notice is waived for an *Emergency* meeting.

A proposed agenda with supporting materials shall be furnished at least two weeks before any *Regular* or *Special* meeting. A proposed agenda with supporting materials shall be furnished at least two business days before any *Emergency* meeting.

The current edition of *Robert's Rules of Order* shall apply to departmental meetings unless the department adopts its own rules, which, however, cannot be inconsistent with the rules and regulations of the college or university. The department chair or his/her designee shall serve as the presiding officer in meetings of the *Departmental Faculty* and *Departmental Graduate Faculty*.

If an urgent matter arises and the departmental chair concludes it is not feasible to convene a faculty meeting, the departmental chair may call for a vote on the issue via online means. These occurrences shall be rare and, to the extent feasible, faculty members will be allowed sufficient time to provide input on the matter before voting.

When an urgent matter necessitates voting via online means:

- Confirmation of a quorum is not required before conducting a vote.
- The number of affirmative votes required to approve a motion shall be based on the total number of faculty who are qualified to vote on the issue under consideration rather than the total number of faculty participating in the voting process.
- Votes shall be tabulated in accordance with procedures adopted by the relevant *Voting* faculty with results promptly reported to the departmental chair and faculty.

Urgent voting procedures may not be used to modify departmental bylaws.

E. Departmental Promotion and Tenure Committee

The Departmental Promotion and Tenure Committee shall consist of all tenured members of the *Departmental Faculty*. A committee consisting of all tenured faculty members of a higher rank than that of the person being considered shall perform relevant committee functions. In instances for either tenure or promotion where there are fewer than three qualified faculty members, the voting members of the department shall elect qualified faculty from other departments in the college with no more than one chosen from any single department.

Faculty members serving in administrative positions (department chairs, associate deans, Dean, or higher) may not serve as voting members of the committee. The departmental chair may serve as a non-voting, ex-officio member at the discretion of the committee.

The functions of the committee are to:

- Provide an independent evaluation of departmental nominees for promotion, tenure, or both promotion and tenure. For each nominee, the committee shall prepare a written report documenting key aspects of the committee's deliberations, voting results, and the committee's recommendation.

- Provide an independent evaluation of a prospective faculty member when the proposed appointment will be with tenure.
- Provide recommendations regarding the annual renewal of untenured tenure-track faculty member,
- Conduct third-year reviews of untenured tenure-track faculty members, and
- Recommend departmental policy for promotion and tenure decisions.
- Perform such other duties as may be specified in the university *Handbook of Operating Policies*.

University policy imposes the following procedural requirements for promotion and tenure cases of existing faculty members:

- For promotion and tenure matters, committee proceedings and discussions are strictly confidential. Committee members shall not divulge any information pertaining to their committee meetings, discussions, or recommendations except as required by university policy.
- Voting must be conducted via secret ballot.
- The committee's written report must include any dissenting viewpoints of committee members.
- If any committee member abstains, this fact and the reason for the abstention must be documented in the committee's report.

The committee shall submit its recommendations and conclusions to the department chair in a timely fashion, consistent with reporting deadlines established by the Dean.

F. Departmental Committee on Graduate Studies

Each department offering a departmental specialized master's degree shall have a Committee on Graduate Studies. The departmental Committee on Graduate Studies shall consist of the *Departmental Graduate Faculty*.

The functions of the committee are to:

- Make recommendations concerning new specialized master's degree programs, new graduate courses, changes in graduate courses, requirements for existing specialized master's degree programs, and the designation of faculty who are not members of the Graduate Faculty to teach at the graduate level.
- Advise the appropriate administrative officers on matters affecting the graduate program in the area including scheduling of courses, staffing, graduate assistants, and the general operation of the program.
- Recommending the admission to candidacy for specialized master's degrees offered by the department.
- Certify and recommend faculty members for appointment to the Graduate Faculty as outlined in the university *Handbook of Operating Policies*.
- Perform such other duties as may be specified in the university *Handbook of Operating Policies*.

Members of the *Departmental Graduate Faculty* who are full members of the university

Graduate Faculty are *Voting* members of the departmental Committee on Graduate Studies. Members of the *Departmental Graduate Faculty* who are associate members or special associate members of the university Graduate Faculty are *Nonvoting* members departmental Committee on Graduate Studies.

A quorum shall be a simple majority of the *Departmental Graduate Faculty* who are *Voting* members.

Graduate program items approved by the committee at an appropriately called meeting where a quorum is present shall be forwarded to the Dean and then Provost as appropriate for their approval. Under university policy, some changes also require review and approval by the Graduate Assembly.

As a matter of professional courtesy, the committee shall report its recommendations for graduate program changes to the *College Faculty* at a scheduled college meeting. However, approval by the *College Faculty* or *College Graduate Faculty* is not required

If desired, the *Departmental Graduate Faculty* may appoint an executive committee to manage day-to-day activities of a departmental-level graduate program (specialized master's degree or graduate-level certificate program). The composition of any executive committee shall be decided by a majority vote of the *Departmental Graduate Faculty*. An executive committee overseeing a departmental-level graduate program shall report its recommendations for changes in curriculum, admission requirements, or other policies to the *Departmental Graduate Faculty* for a vote at a scheduled departmental meeting.

G. Other Departmental Committees

Each department shall have additional committees as follows:

- An Undergraduate Curriculum Committee to oversee curriculum issues at the undergraduate level.
- A Grade Appeals Committee to hear students' grade appeals and advise the departmental chair on their resolution.
- Such other committees which are needed to manage departmental affairs. These committees may be created by the departmental chair or faculty.

The composition of the above committees shall be determined by the *Voting* members of the departmental faculty.

SECTION 13. - New Faculty Members

Invitations to prospective faculty to visit the campus shall be extended upon approval by the relevant department chair and the Dean. The T and TT faculty of the relevant department shall be allowed to participate in the interviewing process involving appointments to tenure-track positions (assistant professor, associate professor, and professor).

In circumstances where a prospective faculty member is considered for hiring with tenure, the Promotion and Tenure Committees of both the department and college shall be consulted.

In circumstances where a prospective faculty member is considered for an endowed position, the college's Council of Endowed Chairs and Professorships (CECP) shall be consulted.

SECTION 14. - Amendments

These bylaws may be amended at any faculty meeting by a 60 percent favorable vote of the *College Faculty* present at an appropriately called meeting where a quorum is present. A copy of the proposed amendment(s) shall be distributed to the faculty at least two weeks before the meeting in which it is voted on. Amendments may be proposed by a standing committee, a temporary committee, the Dean, or 10 percent of the *Voting* members of the *College Faculty*.

Questions of interpretation of these bylaws shall be referred jointly to the Dean, the college Parliamentarian, and the Dean's Faculty Advisory Committee.

These bylaws shall be in full force and effect upon adoption by a 60 percent vote of the *College Faculty* present at an appropriately called meeting where a quorum is present.

These by-laws were approved in the College of Business Administration Faculty Meeting of October 27, 1995, and superseded the by-laws in effect before that time.

Subsequent Amendments:

- Approved revisions to Section V., Part A. and Section VI, Part H. to reflect the addition of the Promotion and Tenure Committee as a standing committee -College of Business Faculty Meeting on September 26, 1997.
- Approved revisions – College of Business Faculty Meeting on May 7, 2010.
- Approved revisions – College of Business Faculty Meeting on April 29, 2022.