

**THE UNIVERSITY OF TEXAS AT ARLINGTON**  
**COLLEGE OF BUSINESS**  
**FACULTY BYLAWS**

SECTION I – Composition of the Faculty

The faculty of the College of Business (hereinafter College) shall consist of *Members* (with vote) and *Associates* (without vote). *Members* include: the Dean of the College (hereinafter Dean), Associate Dean and individuals with faculty appointments to tenure-track positions in the College (professor, associate professor, assistant professor). Those who hold joint appointments in other components of The University of Texas at Arlington are included, but visiting faculty and faculty on leave are not. *Associates* include all individuals holding non-tenure track faculty appointments in the College.

SECTION II – Functions of the Faculty

A. The Dean, Associate Dean, and Department Chairs shall consult the faculty in general, 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 and degree programs. It shall be the function of the faculty to recommend the introduction of, modification in, or discontinuance of such programs, as well as the introduction of, modification in, or discontinuance of courses offered, or to be offered in support of such programs.

B. 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 set forth in Part A of this section, 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 III - Meeting of the Faculty

A meeting of the faculty shall be held at least once each Fall and Spring semester. Additional meetings may be called by the Dean at his/her discretion or whenever one-third of the voting faculty requests such a meeting. The faculty shall be notified at least two weeks in advance of all meetings unless an emergency session is deemed necessary. A proposed agenda shall be furnished one week prior to any meeting.

SECTION IV - Conduct of Meetings

The Dean or an appointed representative shall preside over faculty meetings. A faculty member must be in attendance at the meeting in order to exercise the right to vote. A quorum shall be a simple majority of the voting faculty *Members*. The minutes of the meetings shall be kept by the Dean or an appointed representative and approved by a majority vote at the next meeting of the faculty. In the absence of specific rules adopted by the faculty, the proceedings shall be conducted according to Roberts' *REVISED RULES OR ORDER*.

## SECTION V -Standing Committees

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

The standing Committees of the College of Business faculty are:

1. Mission and Strategic Management Committee
2. Faculty Composition and Qualifications Committee
3. Curriculum Content and Evaluation Committee
4. Assurance of Learning Committee
5. Intellectual Contributions Committee
6. Promotion and Tenure Committee

The elected members of these committees shall be chosen from and by the voting faculty of each department. Faculty serving in administrative positions outside of the departments may not serve as voting members of standing committees. The composition of each of these committees is discussed below.

B. All elected standing committee members will be elected for two-year terms, except in the case where a new committee member is elected to serve out an unexpired term.

C. No elected member of any standing committee may serve more than two successive two-year terms.

D. Elections will be held in each department during the Spring semester of each year. The term of office will commence on September 1. In the event that a standing committee representative is unable to serve, a representative may be appointed by the department chair subject to election at the next scheduled departmental faculty meeting.

E. Standing committee chairs will be elected by members of the committee.

F. Standing committees, voting faculty in a general meeting, or the Dean may appoint or create subcommittees or special committees for designated purposes. However, such a committee is of a temporary nature and shall be automatically dissolved upon completion of its related assignment or at the end of the academic year, whichever precedes the other.

G. All standing committees created by this document or subsequently thereto by the faculty shall communicate their action directly to the faculty.

H. A faculty member may appear before a standing committee by notifying the relevant committee chair of the desire to do so.

I. Modification of the standing committee structure may be effected through the ordinary procedures established for amending this document.

## SECTION VI - Faculty Committee Composition and Functions

A. The Dean or his/her or her appointed representatives shall be non-voting, ex-officio members of all College committees (standing or temporary).

### B. Mission and Strategic Management Committee

The Mission and Strategic Management Committee shall be composed of one faculty *Member* elected from each department. The Committee shall be responsible for the development and monitoring of the mission and objectives and the strategic plan of the College in consultation with the Dean. It shall communicate its recommendations to the faculty at large.

### C. Faculty Composition and Qualifications Committee

The Faculty Composition and Qualifications Committee shall be composed of one faculty *Member* elected from each department. The committee shall be responsible for the development and monitoring of policies, processes and controls in the areas of faculty planning, faculty recruitment, retention and renewal, faculty size, composition and deployment and faculty qualifications.

### D. Curriculum Content and Evaluation Committee

The Curriculum Content and Evaluation Committee shall be composed of one faculty *Member* from each department who is also a member of the Graduate Faculty. Graduate faculty are those so designated by the UTA Graduate School.

The Committee shall consider and act upon all matters relating to:

1. Appropriate action on all proposals for additions, deletions, or substantive content changes of any course or program of study at the undergraduate or graduate level except the specialized masters degree programs.
2. Undergraduate or graduate admission requirements of the College of Business except the specialized masters degree programs.
3. Undergraduate and graduate 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.
4. Policies regarding the selection of students for College programs, achievement of demographic diversity among the student body, admissions policies at the graduate level, retention policies and career planning and placement for both interns and permanent placement programs.

The Curriculum Content and Evaluation Committee is empowered to receive petitions relating to the preceding matters from the faculty at large (upon a majority vote of the faculty *Members*), the respective department faculties, or the Dean. The Committee may act on these matters within its scope only after receipt of a petition for action from one of these sources.

The Curriculum Content and Evaluation Committee will submit its recommendations and conclusions to the faculty at large at least two weeks before the faculty meeting. Upon a 60 percent favorable vote by the faculty *Members* present at an appropriately called meeting where a quorum is in attendance, these matters will be reviewed by the appropriate Department Chair(s) and the Dean and then sent to the appropriate University committee, the Dean of the Graduate School, Provost, and the President for approval as appropriate. Graduate curriculum matters will only be voted upon by members of the graduate faculty.

E. Assurance of Learning Committee

The Assurance of Learning Committee shall be composed of one elected faculty *Member* from each department. The Committee shall develop and recommend appropriate policies, processes and control to assess and improve learning outcomes across the College.

F. Intellectual Contributions Committee

The Intellectual Contributions Committee shall be composed of one elected faculty *Member* from each department. The Committee shall 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. Further, the committee shall receive and study research proposals, and shall report its recommendations for approval or denial of funding and awards to the Dean for his/her consideration. Such requests shall be received by the committee from the submitting faculty member, with a copy routed through the appropriate Department Chair, who shall make whatever comments he/she desires to make. In circumstances where a committee member submits material for consideration, the Dean shall appoint a temporary substitute to serve in place of the committee member.

G. Promotion and Tenure Committee

The Promotion and Tenure Committee shall be composed of one faculty *Member* from each department. Members of the committee shall hold the rank of full professor. Faculty serving in administrative positions including the department chairs may not serve as voting members. If a department has no eligible full professors the voting members of the department shall elect a full professor from within the College to serve as the department's representative. The Committee shall be responsible for reviewing all recommendations for promotion and/or tenure submitted by Department Chairs to the Dean, including faculty being hired with tenure. The Committee shall report its recommendations to the Dean.

## SECTION VII - New Faculty Members

Invitations to prospective faculty to visit the campus shall be extended upon approval by the Department Chair and by the Dean. Faculty *Members* of the appropriate department shall be given the opportunity to participate in the interviewing process involving appointments to tenure-track positions (Assistant

Professor, Associate Professor, and Full Professor).

## SECTION VIII - Departmental Organization

A. The faculty of each department shall consist of Members (with vote) and *Associates* (without vote). *Members* include individuals with faculty appointments to tenure-track positions in the department (professor, associate professor, assistant professor). Those who hold joint appointments in other components of The University of Texas at Arlington are included as members, but visiting faculty and faculty on leave are not. *Associates* include all individuals holding nontenure-track faculty appointments in the department. In addition, a department may extend voting privileges to *Associates* within the department.

B. The faculty of each department shall be responsible for:

1. Content of courses
2. The selection and approval of all textbooks to be used in the department
3. The final examination policy, which shall be consistent with the University and College policies, if any.

If course content changes at the undergraduate and graduate levels (except for specialized masters degree programs) are such that they necessitate catalog changes, then they shall be handled in accordance with the procedure of paragraph C below. If course content changes for the specialized masters degree programs are such that they necessitate catalog changed, then they shall be handled in accordance with paragraph D below.

C. All departmental voting faculty shall be allowed to vote in proposing additions, changes and deletions in its undergraduate program. After consideration and approval of a proposal by the departmental faculty, the Department Chair will forward such a proposal to the College of Business Curriculum Content and Evaluation Committee along with relevant comments.

D. Departmental Committees on Graduate Studies shall be responsible for any specialized masters degree program offered by that department. The Committee shall make recommendations for new graduate courses, changes in graduate courses, admission requirements, and changes in other requirements for the specialized masters degree program. These recommendations shall be reviewed by the Department Chair and the Dean and then sent to the Dean of the Graduate School, Provost, and President for approval as appropriate.

E. The faculty of each department shall hold at least one regular meeting during each semester. Roberts' *REVISED 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.

F. Promotion and Tenure Committee: A committee consisting of all tenured members of the departmental faculty, excluding the Department Chair, shall advise the Department Chair concerning the tenure and third-year review of non-tenured members of the faculty. A committee consisting of all tenured faculty members of a higher rank than that of the person who is being considered shall advise the Department Chair concerning promotion. 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 one department.

Members of this committee shall have responsibility for developing departmental guidelines for promotion and tenure.

## SECTION IX - Amendments

These bylaws may be amended at any meeting of the faculty by a 60 percent favorable vote of the voting faculty present at an appropriately called meeting where a quorum is in attendance. A copy of the proposed amendment(s) shall be distributed to the faculty at least one week in advance of 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 faculty.

Questions of interpretation of these bylaws and questions of jurisdiction of the faculty, the Dean, or Department Chair, shall be referred jointly to the Dean and a committee selected by the faculty.

These bylaws shall be in full force and effective upon adoption by a 60 percent vote of the total voting faculty present at an appropriately called meeting.

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.