

Department of Accountancy Bylaws

Approved: May 14, 2003

Section I. Introduction

In compliance with the Collective Bargaining Agreement (CBA) between Wright State University and the Wright State University Chapter of the American Association of University Professors, these Bylaws establish Department of Accountancy Faculty participation in governance, personnel decisions, and how the Faculty provides advice and recommendations.

Section II. Membership, Voting and Meetings of the Accountancy Department Faculty

A. Department of Accountancy Faculty: The Faculty of the Department of Accountancy consists of Bargaining Unit Faculty (BUF) and Non-Bargaining Unit Faculty (NBUF). For purposes of this document, NBUF consist of Lecturers and Instructors. Adjuncts are not considered faculty of the Department in this document. The term Graduate Faculty refers to BUF and NBUF who hold full graduate faculty status from the School of Graduate Studies.

B. Meetings

1. Regular Meetings: The Faculty shall meet at least once a term during the academic year at a time and place determined and announced by the Chair at least two weeks in advance of the meeting.
 - a. One-half of Faculty eligible to vote (Voting Faculty) shall constitute a quorum for the purpose of conducting business.
 - b. Any full-time Faculty member may vote on any item of business before the Department at a meeting unless the Faculty member is specifically excluded from doing so under other provisions of these Bylaws or the terms of the CBA.
 - c. NBUF may not participate in making Faculty recommendations pertaining to reappointment, dismissal, tenure, promotion, and evaluation of BUF.
 - d. Faculty who have retired from the University and have been granted emeritus rank shall continue to have the privilege of participation without vote in Department of Accountancy meetings. Faculty members emeriti may serve without vote on committees.
 - e. Absentee voting is only permitted under unusual or unavoidable circumstances and with the consent of a majority of the members of the Voting Faculty that are present. Any absentee vote must be in writing.
 - f. Faculty on an approved leave of absence shall be entitled to participate in Department matters.
 - g. Voting shall be by secret ballot if requested by any member of the Voting Faculty.
 - h. Conduct of Business: The Chair or Chair's designee shall serve as the presiding officer. The agenda at any regular meetings shall be as follows:
 - i. Call to Order.
 - ii. Approval of the minutes of previous meeting.
 - iii. Communications and Announcements.
 - iv. Reports from Standing and ad hoc Committees.
 - v. Old Business.
 - vi. New Business.

- vii. Adjournment.
2. Special Meetings: Special meetings shall be called by the Chair either at the Chair's own discretion or when requested in writing by a majority of the Voting Faculty. Special meetings of the BUF only may be called by the bargaining unit faculty. Notice of special meetings must precede the meeting by 48 hours, except in extraordinary circumstances. Such notice must be sent to all members of the Voting Faculty and must indicate the reason for calling a special meeting. At any special meeting, no business shall be transacted except as stated in the notice calling the meeting.
 - a. One-half of the Voting Faculty shall constitute a quorum.
 - b. Conduct of Business: The agenda of a special meeting shall be as follows:
 - i. Reading of the notice calling the meeting.
 - ii. Transaction of the business for which the meeting was called.
 - iii. Adjournment.

C. Records: The presiding officer (Department Chair unless extraordinary circumstances exist) shall assure that minutes and records of all meetings and actions of the Faculty are recorded, distributed, and filed appropriately.

1. The presiding officer may delegate this responsibility to a recording secretary.
2. Copies of minutes shall be sent to the Dean.

Section III. Faculty Appointment and Dismissal

A. Faculty Appointment

1. With the approval of the Dean, the Department Chair shall initiate the process for forming a search committee:
 - a. Membership of the search committee for the hiring of new Faculty shall include at least three BUF in the Department, who are elected by Department BUF at either a regular or special meeting of the Department.
 - b. Duties of search committee are to
 - i. comply with the University's Affirmative Action policies and procedures
 - ii. make recommendations for advertising the position
 - iii. screen the files of the applicants, while making the files available to other members of the Department
 - iv. make a recommendation as to which candidates shall be brought to campus
 - v. assist the Department Chair in making arrangements for the candidates' visits
 - vi. make a recommendation regarding which candidate(s) should be considered for the position.
2. The Voting Faculty shall vote on candidate(s) after careful consideration of the search committee's recommendation.
 - a. All faculty votes on hiring recommendations shall be by secret ballot.
 - b. A vote by BUF only will be taken if requested by any BUF.
3. The Department Chair shall forward the faculty's recommendation to the Dean.

B. Faculty Dismissal: The dismissal of probationary tenure-track Faculty may only occur following the receipt by the office of the College Dean of input from the Promotion and Tenure/Professional Development Committee (P&T/PD). The Chair should present his/her recommendations for dismissal to the P&T/PD Committee at a special meeting, discussing the reasoning behind these recommendations. The P&T/PD Committee shall be allowed full discussion of the dismissal case and shall vote on whether or not to recommend dismissal of the probationary Faculty. The P&T/PD

Committee's recommendation must be written, with the vote tallied and majority reasons expressed, and shall allow for the expression of minority opinions. The written recommendation shall be sent to the Chair and the Dean.

Section IV. Department Committees

A. Standing Committees: Standing Committees of the Department shall consist of the following: Graduate Committee, Undergraduate Committee, Promotion and Tenure/Professional Development Committee (P&T/PD), Assessment Committee, and Scholarship and Awards Committee.

1. Members of Standing Committees of the Department (except for P&T/PD) shall be elected by the Voting Faculty at a regular fall meeting
 - a. The term of office for all standing committee members shall be for two years.
 - b. Terms of office shall begin following the election.
 - c. All committees shall consist of at least three members of the Voting Faculty.
 - d. The Department Chair is an ex-officio (nonvoting) member of all standing committees.
2. Nomination and Election of Members:
 - a. All full-time members of the Faculty shall be eligible for election to a committee, except that only tenured BUF may serve on the P&T/PD Committee and only graduate Faculty may serve on the Graduate Committee.
 - b. Prior to the meeting in which committee memberships are determined, the Chair shall solicit nominations from Voting Faculty for committee memberships.
 - i. The list of nominees shall be circulated to the Faculty at least one week in advance of the meeting.
 - ii. Such nomination shall not restrict the right of any member of the Faculty to make nominations, including self-nominations, from the floor for such offices.
 - c. Voting for a nominee to fill a vacant committee position may be by voice vote if there is only one nominee for that position and there are no nominations from the floor immediately preceding the vote.
 - i. If two or more positions on a committee are to be filled by voice vote, voice voting for each nominee shall be made individually.
 - ii. When voting for members of a committee, each member of the Faculty present at the meeting may vote for as many of the nominees as there are positions to be filled.
 - iii. Those nominees receiving the largest number of votes shall be declared elected.
3. Vacancies on Standing Committees shall be filled by nomination and election as described above at any regular meeting of the Faculty.
 - a. Committee members elected in this manner shall serve for the duration of the unexpired term.
 - b. The Chair shall appoint an eligible member of the Faculty to fill the vacancy prior to the next regular meeting of the Department Faculty.
4. Operation: Standing Committees shall elect their own chairs (with the exception of the Graduate Committee) at their first meeting which shall be called by one of the continuing committee members.
 - a. Standing Committees shall meet as often as required to conduct committee business.
 - b. Committee recommendations shall (except for promotion and tenure) be circulated to the Voting Faculty at least one week in advance of their presentation to a Faculty meeting.

- c. Each Committee will maintain its own minutes of its meetings. It is the responsibility of each Committee chair to determine how the minutes are maintained, and to make them available on request to any member of the Faculty.
5. Function
- a. The Graduate Committee shall:
 - i. be drawn from members of the Graduate Faculty
 - ii. make recommendations on all aspects of the graduate curriculum including new course and course revision proposals, prior to submission to the Faculty for their recommendations
 - iii. coordinate curriculum recommendations with the Undergraduate Committee when appropriate
 - iv. recommend graduate accounting program policies and procedures prior to submission to the Graduate Faculty for their recommendation
 - v. recommend recipients of graduate scholarships
 - vi. be chaired by the Director of the graduate accounting program
 - b. The Undergraduate Committee shall make recommendations regarding:
 - i. all aspects of the undergraduate curriculum, including new course and course revision proposals, prior to submission to the Faculty for their recommendation
 - ii. coordinate curriculum recommendations with the Graduate Committee when appropriate.
 - c. The P&T/PD Committee shall:
 - i. make annual recommendations about whether there is sufficient professional and educational background among all Department Faculty to adequately cover the courses offered by the Department.
 - ii. deliberate and make recommendations on all matters concerning promotion and/or tenure.
 - iii. annually review Faculty activity reports and advise the Chair regarding the teaching, service, and scholarship components of the annual evaluation.
 - iv. annually review Faculty activity reports to identify areas in need of improvement.
 - v. assist Faculty to develop plans for addressing any areas identified by the Committee in need of improvement.
 - vi. provide annual feedback to untenured BUF on their cumulative progress towards promotion and tenure.
 - vii. provide annual (or triennial if requested) feedback to tenured BUF on their progress toward promotion.
 - viii. make recommendations regarding Professional Development Leave Proposals submitted by Faculty.
 - ix. appoint mentors for all non-tenured BUF and NBUF.
 - x. make recommendations regarding initiation and renewal of contracts for lecturers and instructors.
 - xi. consist of all tenured BUF of the Department of Accountancy plus the Department Chair, who is a non-voting member.
 - d. The Assessment Committee shall:
 - i. assist with the implementation of the Department of Accountancy's Assessment Plan
 - ii. review annually the Assessment Plan.
 - iii. recommend to the Faculty modifications to the Assessment Plan
 - e. The Scholarships & Awards Committee shall:
 - i. inform students of scholarship availability
 - ii. encourage students to apply for scholarships
 - iii. solicit input from the Faculty about scholarship and award nominees

- iv. recommend scholarship and award winners by majority vote
- v. assist in the scheduling and program for the Annual Scholarship and Awards Banquet.

B. Ad Hoc Committees may be created by the Faculty or by the Chair.

1. Such Committees shall exist only to perform such functions as specified in the charge to the Committee.
2. Dissolution of the Committee shall be automatic after acceptance of the final Committee report by the Faculty.

Section V. Promotion and Tenure

A. Assistant Professor to Tenured Associate Professor: The P&T/PD Committee shall review the candidate's promotion file at a meeting. Voting shall be restricted to those who hold the rank of tenured Associate Professor or Professor. If there are not at least four Department BUF eligible to vote, BUF at the needed rank in other Departments in the Raj Soin College of Business who are qualified to evaluate the candidate's file shall be invited to join the committee. Faculty from other Departments shall be selected in consultation between the candidate(s) and the P&T/PD Committee members with the P&T/PD Committee making the selections.

An elected secretary shall take notes of the discussion so that the reasoning behind the Faculty's recommendation may be summarized in a written letter from the P&T/PD Committee. The letter should include the finalized results of a secret ballot. The P&T/PD Committee members who have voted shall review and approve the letter summarizing the Committee's vote and the reasoning for the vote before it is sent to the Dean. Any abstentions must be explained in the letter.

B. Associate Professor to Professor: The procedures are similar to that described for the Associate Professor, above, but the group of Departmental Faculty present and voting shall be restricted to those who hold the rank of tenured Professor. If there are not at least four Department BUF eligible to vote, the committee shall invite BUF at this rank in other Departments in the Raj Soin College of Business who are qualified to evaluate the candidate's file to join the committee. Faculty from other Departments shall be selected in consultation between the candidate(s) and the P&T/PD Committee members, with the P&T/PD Committee making the selections. The Faculty who have voted shall approve the letter summarizing the vote and the reasoning for the vote before it is sent to the Dean. Any abstentions must be explained in the letter. If the P&T/PD chair is not a Professor, this group will elect a chair from among its members.

Section VI. Criteria and Procedures for Annual Evaluation of Departmental Faculty

A. Weighting

The formula for evaluating Bargaining Unit Faculty is based on the rating for teaching, scholarship, and service. An Unsatisfactory rating is awarded a score of '0'; an Adequate rating is awarded a score of '1'; a Meritorious rating is awarded a score of '2'; an Outstanding rating is awarded a score of '3'; and an Extraordinary rating is awarded a score of '4.' These scores are then weighted, normally as follows:

Teaching 30% - 50% of your evaluation is for teaching

Scholarship 30% - 50% of your evaluation is for scholarship

Service 10% - 30% of your evaluation is for service

After the chair has completed the annual evaluation and assigned 0-4 integers for each individual's teaching, scholarship, and service, percentages are assigned by an algorithm that gives each individual the maximum possible overall average.

This evaluation scheme applies to all BUFMs in the department unless the chair assigns a different weighting to allow for:

- a. unique work assignments that differ from those of other BUFMs;
- b. discipline pursuant to Article 14 of the Collective Bargaining Agreement; or
- c. correction of a pattern of substandard performance extending more than one year.

B. Teaching

1. Sources of data about teaching effectiveness include but are not limited to:
 - a. Student Evaluation of Instruction (SEI)
 - i. For untenured BUF, all information from these evaluations shall be sent to the Department Chair.
 - ii. For tenured BUF, all numerical information from the standardized questionnaire shall be sent to the BUF and the comments portion of the form shall be sent to the Department Chair
 - b. results of peer evaluations
 - c. teaching portfolios
 - d. syllabi and course materials
 - e. outside recognition of the teacher and/or the teacher's students
 - f. instructional manuals or other pedagogical materials (including textbooks) the instructor has developed
 - g. evidence of innovative and creative approaches to teaching improvement
 - h. participation in teaching-related seminars, CPE courses, or other evidence of commitment to improving teaching
2. Peer Evaluation of Teaching. The department's Promotion and Tenure Committee will be responsible for the peer evaluation of teaching for all non-tenured Bargaining Unit Faculty Members. Peer evaluation for this department will normally consist of review of the teaching portfolio and the narrative portion and the numerical portion of the student evaluation of teaching. The peer evaluation report from the Promotion and Tenure Committee is submitted to the chair and a copy is also given to the Bargaining Unit Faculty Member being reviewed. This report will be taken into consideration by the department chair when writing her or his annual evaluation. If a review of these materials indicates there may be major problems in teaching, a class visitation will be arranged by one or more members of the Promotion and Tenure Committee. A report on the class visitation will be reviewed by the Promotion and Tenure Committee and included in its peer evaluation report.
3. The P&T/PD Committee shall provide the Chair and the individual being evaluated with its written evaluation of a tenured BUF's teaching at the request of the tenured BUF.

C. Teaching evaluation criteria

1. Essential teaching-related behaviors include, but are not limited to the following:
 - a. preparation and distribution of syllabi
 - b. meeting class on a consistent basis, including on-time arrival and dismissal

- c. professional classroom behavior
 - d. organization of course content and lectures
 - e. effective communication
 - f. effective delivery of appropriate content material
 - g. effective processes and materials for evaluating student learning
 - h. assignment of appropriate grades based on student achievement
 - i. availability to students during scheduled office hours and appointments
 - j. teaching material that is current with professional practice
2. Positive teaching-related activities include, but are not limited to the following:
- a. creating innovative projects and assignments
 - b. teaching a larger than normal number of preparations or teaching section sizes that are larger than normal
 - c. conducting review sessions outside of normal class time
 - d. effective use of educational technology for students
 - e. serving as a teaching mentor for other faculty
 - f. being readily available to students beyond required office hours
 - g. developing a new course
 - h. developing a new teaching area
 - i. mentoring students
 - j. effectively supervising independent study projects
 - k. developing a new teaching area
 - l. incorporating projects from local businesses into courses
3. Ratings of teaching effectiveness: The evaluation of a faculty member's teaching is the responsibility of the department Chair. All BUFMs shall be evaluated according to the following criteria:
- a. Unsatisfactory. A faculty member will be assigned a rating of Unsatisfactory for teaching if she or he fails to meet the requirements for a rating of Adequate.
 - b. Adequate. A faculty member will be assigned a rating of Adequate when she or he generally adheres to the following:
 - meets essential teaching-related behaviors listed above
 - participates in department assessment
 - student evaluations do not show a preponderance of negative responses
 - c. Meritorious. Meritorious teachers meet the requirements for adequate and demonstrate the following:
 - peer evaluations, if conducted, and/or student evaluations are generally positive, and provide evidence that the instructor aids in the understanding of the material
 - evidence of at least one positive effort teaching activity on behalf of students and/or the department's teaching mission (for examples of positive effort teaching activities see section VI.C.2)
 - evidence of participation in a process of continual improvement.
 - d. Outstanding. An outstanding teacher meets the requirements for adequate and demonstrates all of the following:
 - peer evaluations, if conducted, are positive; and/or a significant majority of student evaluations are positive; and/or the teacher receives a department teaching award
 - evidence of at least three positive effort teaching activity on behalf of students and/or the department's teaching mission (for examples of positive effort teaching activities see section VI.C.2)
 - evidence of participation in a process of continual improvement.
 - e. Extraordinary. An extraordinary teacher clearly exceeds the requirements for outstanding by demonstrating the following:

- peer evaluations and/or student comments are overwhelmingly positive and/or the individual wins a college or university teaching award or achieves a major teaching accomplishment.
- evidence of at least four positive effort teaching activity on behalf of students and/or the department's teaching mission (for examples of positive effort teaching activities see section VI.C.2)

D. The most important scholarly activity is publication of refereed journal articles. Additional scholarly activities include:

- Submitting an article to a refereed journal
- publication in non-refereed journal
- publication in refereed professional or academic conference proceedings
- publication in non-refereed professional or academic conference proceedings
- publication of a book or monograph
- publication of book review
- publication of a chapter in a book
- presentations at professional or academic conferences

1. Ratings of scholarly activities

- Unsatisfactory: failure to meet the requirements of an Adequate rating.
- Adequate: submitting an article for publication in a refereed journal or at least two scholarly activities described above during the current year or publication of one refereed journal article within three years plus evidence of current scholarly activity.
- Meritorious: one article in a refereed journal during a two-year period which includes the current evaluation period, or Publication of two articles in refereed journals during a five-year period which includes the current evaluation period, or Publication of one article in a refereed journal during a three-year period, which includes the current evaluation period, with evidence of two additional scholarly activities from the list above during the same time period.
- Outstanding: publication of two refereed articles in two years (including one in the current year) or three refereed articles in the past five years and evidence of current scholarly activity.
- Extraordinary: three articles in refereed journals during a two-year period, which includes the current evaluation period or, publication of five refereed articles in five years including at least one in the current year.

E. Service: Service activities include:

- service to professional or academic organizations
- service to the Department, College or University
- community service that involves accounting expertise

1. Ratings of service activities

- Unsatisfactory: failure to meet the requirements of an Adequate rating.
- Adequate:
 - regular attendance at Department meetings
 - regular attendance at College meetings
 - active service on at least one Department committee, and
 - participation in one local professional or service organization, or service on one College or University committee.

- c. Meritorious: exceeding the requirements for an Adequate rating by documenting 2 to 3 additional service activities and providing evidence of effective participation.
- d. Outstanding: exceeding the requirements for an Adequate rating by documenting 4 to 6 additional service activities, providing evidence of effective participation, and participating in a leadership capacity in at least one activity.
- e. Extraordinary: exceeding the requirements for an Adequate rating by documenting more than 6 additional service activities, providing evidence of effective participation, and participating in a leadership capacity in at least two activities.
- f. Unusual circumstances such as intensive service commitments, major accomplishments, or substantial leadership roles may justify more credit.

Section VII. Criteria for Promotion and Tenure of Department Faculty

A. To Associate Professor with Tenure

There are two tracks that a faculty member may satisfy to be promoted to the rank of Associate Professor: (1) a normal track, and (2) an exceptional teaching track. The requirements for each track are set forth below:

Category	Normal Track	Exceptional Teaching Track
Teaching	Very Effective	Exceptional
Scholarship	Very Effective	Effective
Service	Effective	Very Effective

The qualifications for effective, very effective and exceptional for each category are explained below.

To be considered *effective* in the area of service, the faculty member must:

To be considered *very effective* in the area of service, the faculty member must exceed the requirements above with additional service activities for which extensive service, substantial leadership, or extraordinary accomplishments are documented.

1. **Teaching.** To be considered a *very effective teacher*, the faculty member must show evidence of all the following:
 - A significant majority of student evaluations confirm effective teaching
 - A total of 10 positive teaching-related activities (refer to Section VI-C-2 on behalf of students or the department. Each annual positive teaching-related activity counts toward the total.
 - Positive peer evaluations
 - A commitment to continuous improvement

To be considered an exceptional teacher, the faculty member must show evidence of the following:

- Student evaluations are overwhelmingly positive

- Peer evaluations are excellent
 - A total of 15 positive teaching-related activities (refer to Section VI-C-2) on behalf of students or the department. Each annual positive teaching-related activity counts toward the total.
2. **Scholarship.** To be considered an *effective scholar*, the faculty member must have the following of which at least one publication must have occurred while the faculty member was a Wright State University BUF member:
- A minimum of five refereed journal articles, or their equivalent (one scholarly book may be substituted for a maximum of one refereed journal article), plus evidence of continuing scholarly activity
 - Favorable letters from outside reviewers

To be considered a very effective scholar, the faculty member must have the following of which at least one publication must have occurred while the faculty member was a Wright State University BUF member:

- A minimum of six refereed journal articles, or their equivalent (one scholarly book may be substituted for a maximum of one refereed journal article), plus evidence of continuing scholarly activity
 - Favorable letters from outside reviewers
3. **Service:** The faculty member must demonstrate consistent/effective participation in service activities.
- Actively participate in department meetings
 - Regularly attend college meetings
 - Attend commencement ceremonies at least once every two years
 - Effectively serve on a department committee
 - Effectively serve on a college or university committee

B. To Professor

There are two tracks that a faculty member may satisfy to be promoted to the rank of Professor: (1) a normal track, and (2) an exceptional teaching track. The requirements for each track are set forth below:

Category	Normal Track	Exceptional Teaching Track
Teaching	Very Effective	Exceptional
Scholarship	Very Effective	Effective
Service	Effective	Very Effective

The qualifications for each category are explained below.

To be considered *very effective* in the area of service, the faculty member must exceed the requirements above with additional service activities for which extensive service, substantial leadership, or extraordinary accomplishments are documented.

1. **Teaching.** To be considered a *very effective teacher*, the faculty member must show evidence of all the following:
 - A significant majority of student evaluations confirm effective teaching
 - A total of at least 10 positive teaching-related activities (refer to Section VI-C-2) on behalf of students or the department since the last promotion. Each annual positive teaching-related activity counts toward the total
 - A commitment to continuous improvement

To be considered an exceptional teacher, the faculty member must show evidence of the following:

- Student evaluations are overwhelmingly positive
 - A total of 15 positive teaching-related activities (refer to Section VI-C-2) on behalf of students or the department since the last promotion. Each annual positive teaching-related activity counts toward the total
 - A teaching award
2. **Scholarship.** To be considered an *effective scholar*, the faculty member must have the following, which must include a minimum of four refereed journal articles since the last promotion and at least one since being hired at Wright State University:
 - A minimum of nine refereed journal articles, or their equivalent (one scholarly book may be substituted for a maximum of one refereed journal article), plus evidence of continuing scholarly activity
 - Favorable letters from outside reviewers

To be considered a very effective scholar, the faculty member must have the following, which must include a minimum of five refereed journal articles since the last promotion and at least one since being hired at Wright State University:

- A minimum of twelve refereed journal articles, or their equivalent, (one scholarly book may be substituted for a maximum of one refereed journal article), plus evidence of continuing scholarly activity
 - Favorable letters from outside reviewers
3. **Service:** The faculty member must demonstrate consistent/effective participation in service activities.

To be considered effective in the area of service, the faculty member must:

- Actively participate in department meetings
- Regularly attend college meetings
- Attend commencement ceremonies at least once every two years
- Effectively serve on an average of one department committee each year
- Effectively serve on one college/university committee
- Actively participate in a local professional or service organization
- Document at least five additional service activities since the last promotion

C. Granting of Tenure When Hired as an Associate Professor or Professor Without Tenure

To be considered a *very effective teacher*, the faculty member must show evidence of all the following:

1. **Teaching.** For a faculty member at the rank of Associate Professor or Professor without tenure, the two tracks outlined previously will apply. However, the qualifications for effective, very effective, and exceptional teacher are modified as follows.
 - A significant majority of student evaluations confirm effective teaching
 - A commitment to continuous improvement
 - Positive peer evaluations

To be considered an exceptional teacher, the faculty member must show evidence of the following:

- Student evaluations are overwhelmingly positive
 - Peer evaluations are excellent
 - Significant extra effort on behalf of students
2. **Scholarship.** For a faculty member hired at the rank of Associate Professor without tenure and who desires to be tenured at the rank of Associate Professor, the criteria specified earlier will apply with one exception: at least one publication in a refereed journal or the equivalent must list Wright State University as the faculty member's affiliation even if it was not work performed at Wright State University.

For a faculty member hired at the rank of Professor without tenure and who desires to be tenured, the criteria specified earlier will apply with one exception: at least one in a refereed journal or the equivalent publication must list Wright State University as the faculty member's affiliation even if it was not work performed at Wright State University.

3. **Service:** In the case of an individual hired at the rank of Associate Professor or Professor without tenure, the criteria specified earlier will be applied over the faculty member's academic career. Emphasis will be placed on the continuation of and/or the development of a strong service record while at Wright State University.

Section VIII. Teaching Assignments

A. Individual Faculty members will communicate their preferences to the Department Chair regarding assignment to courses, specific sections, meeting times and load distribution throughout the regular academic year.

B. Summer Teaching

Assignments to Summer A or B, individual courses, specific sections and meeting times shall be made by the Department Chair in consultation with individual Faculty members. Faculty may elect to make a formal recommendation to the Chair as to what courses should be offered in the Summer and which faculty should be assigned to those courses. If course rationing is required, faculty may elect to recommend to the Chair how courses should be rationed that particular Summer.

Section IX. The Department Chair

For an academic Department to function harmoniously and efficiently there must be constant communication between the Department Chair and the Department. In order to encourage such harmony, the following procedures shall be adhered to whenever possible.

A. Whenever necessary the Department Faculty shall make recommendations to the Department Chair on matters of concern.

B. the Department Chair shall keep the Department Faculty informed regarding the disposition of any requests or recommendations.

C. Should the position of Chair for any reason become vacant, the Voting Faculty in the Department shall evaluate candidates for the vacancy and forward recommendations to the Dean.

D. At the request of the Dean of the College, the Voting Faculty shall participate in the review of the Department Chair.

Section X. Provision for Amendment

These bylaws may be amended at any time with a majority vote of the BUF at a properly called Department meeting and approval by the Dean of the College of Business and the Faculty Governance Committee.