

Raj Soin College of Business Bylaws

Approved October 8, 2002

Amended June 8, 2010

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These bylaws establish policies and procedures required by the Collective Bargaining Agreement. These bylaws also describe the standing committees of the College, and provide the mechanisms by which the process of faculty governance is exercised.

I. Powers and Duties

The faculty shall make recommendations pertaining to all matters which fall within the responsibility of the faculty as set forth in these bylaws, including but not limited to:

1. requirements for each degree or certificate program offered within the college;
2. curriculum and academic standards leading to all degrees and majors offered within the college;
3. content of the college curriculum;
4. standards for the awarding of professional leaves for faculty.

II. Meetings and Procedures By Which Faculty Make Recommendations

1. Except as provided otherwise by the Collective Bargaining Agreement, or these bylaws, voting members of the faculty shall be all full-time college faculty except the Dean, Associate Deans, or Assistant Deans.
2. Faculty of the college may give advice and make recommendations by several mechanisms.
 - a. Through College committees delegated to make such recommendations on behalf of the faculty, such as the Undergraduate Programs Committee.
 - b. Through the majority vote of those full-time faculty attending a scheduled College faculty meeting.
3. The Faculty Executive Committee (FEC) calls College faculty meetings and plans the agenda for these meetings. The FEC Chair is responsible for conducting the College faculty meeting.
4. Regular meetings of the College faculty shall be called at least once a semester during the regular academic year and at such other times as provided for in this document.
5. Special meetings may be called by the FEC at its discretion. Furthermore:
 - a. Special meetings shall be called by the FEC within 14 days of receipt of a petition signed by at least 15 fully affiliated faculty members.
 - b. Special meetings shall be called by the FEC at the request of the Dean of the College.
6. Except in emergencies, notice of regular and special faculty meetings shall be provided electronically or in writing to all full-time faculty at least one week prior to the meeting. An agenda and minutes from the last meeting shall accompany the notice.
7. Meetings shall be conducted in adherence with Robert's Rules of Order, latest revised edition, except as otherwise provided for in these Bylaws.

8. A parliamentarian shall be appointed by the Chair of the FEC. The parliamentarian shall serve as a consultant to the Chair and to the faculty on appropriate procedures according to Robert's Rules of Order and these Bylaws.
9. A quorum for conducting business shall be 40 percent of the voting members of the College faculty on October 1 of the current academic year. The quorum for conducting votes restricted to bargaining unit faculty only, such as amending these bylaws, shall be 40 percent of the bargaining unit faculty in the college on October 1 of the current academic year. In the event that a quorum is not present, action on the item under consideration shall be postponed until such a quorum is present.
10. Minutes of all meetings of the college faculty shall be taken and recorded by the secretary to the FEC. An electronic copy of the minutes shall be distributed to all full-time members of the college faculty within 10 days following the meeting.
11. The order of business for the meetings of the college faculty shall be:
 - a. Call to order by the Chair;
 - b. Introduction of guests;
 - c. Approval of the minutes of the previous meeting;
 - d. Dean's Report
 - e. Report on the Faculty Senate
 - f. Reports of Committees
 - g. Action on items of old business
 - h. Action on items of new business
 - i. Announcements; and
 - j. Call to close of the meeting by the Chair

III. Committees

A. FACULTY EXECUTIVE COMMITTEE (FEC)

1. Membership
 - a. The FEC shall be composed of:
 - i. A Chair elected by the full-time members of the faculty. The Chair is a non-voting member of FEC, except in the case of ties.
 - ii. One tenured bargaining unit faculty member holding the rank of associate professor or professor shall be elected by each academic department in the college in accordance with procedures contained in department bylaws.
 - iii. The Dean of the College (ex officio, nonvoting)
 - b. The FEC shall be elected as follows:
 - i. The Chair shall serve a two-year term, and is responsible for planning and conducting the election described below.
 - The election of the Chair shall be conducted by March 15 of alternating years. Only tenured members of the bargaining unit holding the rank of professor are eligible for election to Chair.
 - A list containing the names of eligible nominees will be circulated to all voting members of the college, soliciting nominees. Nominees may be self-nominated or nominated by another faculty member. Chairs may run for consecutive terms. Before a faculty member is placed on the ballot, he or she must express a willingness to serve. Each full-time faculty member will be permitted to vote for up to four of the eligible faculty. The four faculty members receiving the highest number of votes and who are willing to serve will appear on the election ballot.
 - The candidate who receives the most votes is the newly elected Chair. Election for the Chair of the FEC will use the double envelope

procedure signed across the seal and an inner, unidentifiable envelope with the actual ballot or vote.

- ii. All tenured bargaining unit faculty, holding the rank of professor or associate professor in the College are eligible to serve as elected department representatives.
2. Officers and Duties
 - a. The Chair of the FEC shall represent and speak on behalf of the faculty on all questions which require a faculty response between regular meetings of the faculty.
 - b. Secretarial support for the FEC shall be provided by the Dean. The FEC secretary shall take minutes and distribute those draft minutes to the FEC members. Minutes shall be approved at the next FEC meeting.
 - c. A Vice-Chair shall be elected annually by the committee from among the elected faculty and will serve in the absence of the Chair.
 3. Meetings of the FEC
 - a. Regular meetings of the FEC shall be conducted at least three times per semester during the academic year.
 - b. Special meetings may be called by the Chair, the Dean, or a majority of FEC members at any time.
 - c. The FEC Chair may call a meeting of only FEC faculty representatives at any time.
 4. Responsibilities of the FEC
 - a. Make recommendations and ensure compliance with all matters which fall within the responsibility of the faculty as set forth in these Bylaws.
 - b. Call regular and special faculty meetings and provide an agenda to all faculty at least one week prior to a meeting.
 - c. Appoint ad hoc committees to assist in carrying out its responsibilities.
 - d. Oversee all elections and other procedures specified in these Bylaws, including the election of the FEC chair.
 - e. Facilitate communication between the College faculty, College committees, and the Dean.
 - f. Make recommendations to the College faculty and the Dean regarding any and all aspects of the ongoing planning process of the College.
 - g. Review and deliberate on the college budget and make recommendations to the faculty and the Dean regarding any and all aspects of the college budget.
 - h. Make recommendations on all matters pertaining to faculty welfare not covered by collective bargaining.
 - i. Serve as a steering committee for accreditation processes.
 - j. Conduct elections for the graduate and athletic councils.
 - k. Report to the college faculty at least once a semester on its actions.

B. PROMOTION AND TENURE COMMITTEE (P&TC)

1. Membership
 - a. The P&TC shall be composed of:
 - i. The Dean of the College as the non-voting Chair
 - ii. One tenured bargaining unit faculty member at the rank of Professor elected by each academic department. (In the event that a department does not have a tenured bargaining unit faculty member at the rank of professor, the department may elect an Associate who will participate as a non-voting member during deliberations for promotion to professor. This member may fully participate in and vote on all other P&TC business.)
 - iii. The duly elected College representative to the university P&TC (ex officio, non-voting)

2. Meetings shall be called by the Chair as needed. The Dean and Dean's office shall manage the initiating, processing, and disseminating of information and shall be the repository of documents and records of the P&TC.
3. Duties. The committee will:
 - a. Consider all recommendations from departmental promotion and tenure committees, including recommendations regarding tenure of new faculty appointees.
 - b. Review and make recommendations to the Dean regarding professional development leave (PDL) proposals.
 - c. Review nominations of faculty from the college for university awards as required by the university award process. The committee will review these nominations and make recommendations to the Dean.
 - d. Recommend criteria for awarding college research grants to faculty;
 - e. Recommend nominees for the annual university faculty awards
 - f. Solicit and evaluate nominations/applications from faculty for college research grants, as well as the annual scholarship and service awards, and communicate their recommendations to the Dean of the College. The P&TC may make nominations during the process of evaluating nominees/applicants. Committee members being considered for an award shall not participate in the committee's deliberations regarding that award. Instead, the alternate shall participate in those deliberations. If the alternate is also a nominee, a faculty member elected by the department faculty in accordance with section III.H of these bylaws may participate.
 - g. Recommend faculty qualifications for accreditation purposes
 - h. Report to the faculty at least once a semester.
4. Operating Procedures
 - a. The Chair shall call committee meetings as needed, preside at the meetings consistent with the responsibilities listed below, and encourage confidentiality in the deliberations of the committee.
 - b. The Chair of the committee shall call meetings consistent with University deadlines for the submission of requests for grants of promotion, tenure and PDL. Separate meetings shall be scheduled for the consideration of grants of tenure/promotion and PDL.
 - c. No member of the committee may vote for promotion to a rank higher than the one they currently hold.
 - d. Procedures for Consideration of Promotion and Tenure

The Chair shall distribute each candidate's P&T file to members of the committee at least two weeks prior to the date of the P & TC meeting. At the meeting, the committee will evaluate each candidate's request according to his or her department's criteria for promotion and tenure and vote, by a secret ballot, to recommend granting or denying tenure and/or promotion. The voting process shall be administered by the Chair.

Within three working days after the vote, the Chair shall communicate the recommendation of the committee to the candidate. Within ten working days, the Chair shall send the candidate written confirmation of the recommendation of the committee.

The college committee shall place in the candidate's P&T file a letter containing the committee's recommendation to the Chair of the University Promotion and Tenure Committee. The letter shall be written by a member of the committee chosen to act as Secretary for a candidate's case in consultation with the other members of the committee. Disputes about the contents of the letter shall be decided by a majority

vote of the voting members of the committee. A copy of the letter shall be provided to the candidate at the time it is sent to the University P & T Committee.

e. Procedures for the Evaluation of Professional Leaves

The P&T committee shall evaluate requests for PDL which have been forwarded by the Dean. The college committee will evaluate candidate requests and provide recommendations as specified in the collective bargaining agreement. The Chair of the college P&TC shall inform PDL candidates of the recommendation of the college committee within one week of the date of the committee meeting.

C. GRADUATE PROGRAMS COMMITTEE (GPC)

1. The GPC shall be composed of:
 - a. Associate Dean responsible for graduate academic programs (non-voting)
 - b. Directors of each of the college's graduate programs (non-voting)
 - c. Chair of the MBA Program Committee (non-voting)
 - d. One faculty member, who is a fully affiliated member of the graduate faculty, elected by each academic department in the college
 - e. One graduate student in the college (selected in the fall by students enrolled in college graduate programs, non-voting)
2. Meetings shall be called by the Chair, as needed.
3. Duties. The committee will:
 - a. Review and make recommendations to the faculty regarding all aspects of graduate degree programs offered or being considered by the college, including curriculum, prerequisites, admissions, academic standards, and degree requirements.
 - b. Consider all recommendations regarding full graduate faculty membership
 - c. Oversee the assessment of graduate programs
 - d. Report to the faculty at least once a semester on its actions.

D. UNDERGRADUATE PROGRAMS COMMITTEE (UPC)

1. The UPC shall be composed of:
 - a. Associate Dean responsible for undergraduate academic programs (non-voting)
 - b. Director of Undergraduate Programs (non-voting)
 - c. One voting faculty member elected by each academic department in the college.
 - d. One undergraduate student in the college selected by the student government representative, (non-voting)
2. Meetings shall be called by the Chair, as needed.
3. Duties. The committee will:
 - a. Review and recommend to the faculty regarding all aspects of undergraduate degree programs offered or being considered by the college including curriculum, prerequisites, admission standards, academic standards, and degree requirements.
 - b. Make recommendations on undergraduate petitions to waive college regulations and to waive university academic regulations.
 - c. Oversee the assessment of undergraduate program effectiveness.
 - d. Report to the faculty at least once a semester on its actions.

E. STUDENT AWARDS, SCHOLARSHIPS AND HONORS COMMITTEE (SASHC)

1. The SASHC shall be composed of:
 - a. One voting faculty member elected by each academic department in the College

- b. Director of Undergraduate Programs (non-voting)
2. Meetings shall be called by the Chair, as needed.
3. Duties. The committee will:
 - a. Solicit applications for student scholarship and awards, recommend selection criteria, evaluate applications on the criteria, and communicate its award recommendations.
 - b. Review the College honors program and make recommendations for the award of honors degrees and other aspects of the program.
 - c. Report to the faculty at least once a semester on its actions.

F. INFORMATION TECHNOLOGY COMMITTEE (ITC)

1. The ITC shall be composed of:
 - a. One voting faculty member elected by each academic department in the College
 - b. The college representative to the University Technology Committee (non-voting)
 - c. The college Technology Support Coordinator (non-voting)
 - d. One undergraduate student in the college selected by the RSCOB student government representative (non-voting)
2. Meetings shall be called by the Chair, as needed.
3. Duties. The committee will:
 - a. Advise the Dean on strategic planning for information technology for the College. Information technology includes the equipment, software, connectivity and information sources necessary for instructional and research purposes.
 - b. Make recommendations about information technology issues including House Bill or other funding, assessment, support, and training needs.
 - c. Report to the college faculty at least once a semester on its actions

G. MBA PROGRAM COMMITTEE (MBAPC)

1. The MBAPC shall be composed of:
 - a. The Associate Dean responsible for graduate academic programs (non-voting);
 - b. The Director of the MBA Program (non-voting);
 - c. One fully affiliated graduate faculty member elected by each department.
 - d. One MBA student in the college (selected in the fall by students enrolled in the MBA program (non-voting).
2. Duties. The committee will:
 - a. Make recommendations to the faculty regarding all aspects of the MBA program, including curriculum, prerequisites, admissions, academic standards, degree requirements, and assessment. All recommendations to the faculty will be forwarded to GPC for review and comment. GPC's comments on such recommendations will accompany the recommendation when it is presented to the college faculty. GPC cannot prevent a recommendation from going forward to the faculty. The GPC will be given a reasonable amount of time for consideration of the recommendation and will respond in a reasonable amount of time.
 - b. Make recommendations to the GPC regarding all aspects of the MBA program, including curriculum, prerequisites, admissions, academic standards, degree requirements, and assessment.
 - c. Make recommendations on MBA petitions to waive college and university regulations.
 - d. Design and execute an MBA program assessment process and provide feedback to faculty for program improvement.
 - e. Report to the GPC on its actions at least once per semester.

H. ELECTION TO COMMITTEES, SCHEDULING OF INITIAL MEETING AND COMMUNICATION OF COMMITTEE ACTIVITIES

1. Department Responsibilities
 - a. Each department can accomplish its elections for committee members in its own way except:
 - i. Department elections must be held on or before April 1.
 - ii. The department FEC representative runs the election.
 - iii. The election must be conducted by secret ballot.
 - iv. All persons eligible in the department must be on the ballot; individuals may refuse to accept the elected position.
 - v. Each department will elect an alternate who meets the eligibility requirements set forth in these bylaws.
 - vi. Department chairs are not eligible to serve as department representative or alternates to college committees.
2. FEC Chair Responsibilities
 - a. The Chair of the FEC has the responsibility for sending a timely notice to the department FEC representative that the department elections must be held no later than April 1st.
3. Committee Service Terms
 - a. Department representatives shall serve two-year terms.
 - b. Department representative terms shall be staggered so that half the representatives shall be elected each academic year.
4. Election of Committee Chairs - for all committees except FEC
 - a. After department elections are held and before the end of the spring semester, each college committee will hold a joint meeting of outgoing, continuing and incoming members.
 - b. Continuing and incoming voting members will elect a Chair for the following academic year. The Chair must be a continuing committee member.
 - c. If a Chair is not elected by the end of the spring semester, the incoming FEC chair and the Dean will appoint a chair.
5. Scheduling of Initial Committee Meeting
 - a. The Chair of each committee will schedule a meeting of the committee within two weeks of the start of the fall semester.
6. Communication of Committee Activities
 - a. Department committee representatives shall report to their department faculty on the activities of their committee on a timely basis.
7. In the event that the elected member and the elected alternate cannot attend a committee meeting, the elected member may designate any member of the department who meets the committee qualifications as a voting substitute.

IV. Recommendations and Advice in the Selection of the Dean

1. A majority of search committee members will be tenured or tenure-track faculty.
2. The search committee shall solicit input from the faculty prior to recommending candidates to the Provost as follows:
 - a. When a candidate for the position of Dean is interviewed publicly, the following shall occur.
 - i. The candidate's application in full (vita, letter of application, letters of recommendation if any, etc.) shall be available for examination by the faculty.
 - ii. There shall be a forum at which faculty can meet the candidate.

- iii. The search committee will distribute a secret ballot to full time members of the faculty. The ballot may include any items chosen by the search committee.

However, the ballot will include at least:

- a. the question "Is [name of candidate] acceptable to you for appointment to the position of the Dean of the Raj Soin College of Business?" with answers "Yes" or "No"
 - b. an opportunity to comment upon the candidate
 - c. clear instructions for the return of the ballot: where it may be returned, plus due date and time
 - iv. The search committee will collect and consider the input provided by the ballots before making any recommendation or other final report to the Provost. The committee will provide to the Provost and to full-time faculty:
 - a. the results of the required questions above (number voting yes, number voting no)
 - b. a summary of the comments from above
 - c. summary results from other items (if any) that the committee placed on the ballot.
3. The Provost shall transmit in full the recommendations of the search committee and the results of the faculty ballot described in (d) above to the President with his/her proposed candidates for the Dean's position. In the event that the University appoints a Dean who was not designated as acceptable by a majority of the faculty who voted in the required balloting specified above, the Provost shall, in a special meeting of the college faculty, explain the decision. Alternatively the Provost may reject all candidates and institute a new search.
 4. When the University chooses an Acting Dean who is to remain as Dean for more than one academic year the process outlined above will be followed.

V. Adoption and Amendment of Bylaws

1. These by-laws shall supersede all existing college faculty by-laws and shall become operational when approved by a majority vote of bargaining unit faculty in attendance and voting at a regular or special meeting of the faculty, and after they are approved by the Dean and the Faculty Governance Committee.
2. These by-laws may be amended by a majority vote of bargaining unit faculty in attendance and voting at a regular or special meeting of the faculty, subject to the approval of the Dean and the Faculty Governance Committee.