

Department of Finance and Financial Services Bylaws

Approved: February 3, 2003

Amended: March 21, 2018

Section I. Introduction

A. These Bylaws

- Provide for faculty participation in the operations of the Department of Finance and Financial Services, in accordance with the Collective Bargaining Agreements (CBAs) for Tenure Eligible and Tenured (TET) and Non-Tenure Eligible (NTE) faculty (AAUP/WSU) and the Board of Trustees of Wright State University.
- Are subject to and consistent with the Bylaws of the Raj Soin College of Business (RSCOB).
- May be amended in accordance with the Collective Bargaining agreements.
- Include duties of each department standing committee.

B. The purpose of these Bylaws is as follows:

The department faculty (here and elsewhere referring to TET and NTE bargaining unit faculty) seek to promote and sustain effective teaching (undergraduate and graduate), scholarship, and service, and to participate fully in the governance of the College of Business and the University, as allowed by the Collective Bargaining Agreements (CBAs).

C. These Bylaws regularly reference CBAs

These bylaws regularly reference CBAs, and apply to the most recent CBAs. If the most recent CBAs have expired (i.e. there are not CBAs in place), these bylaws will apply to the most recently expired CBAs

Section II. Procedures by which Bargaining Unit Faculty give advice and make recommendations

A. Faculty Appointment, Reappointment and Dismissal

1. **Faculty Appointment:** Members of the Department Faculty are to be involved in the recruitment and selection process for new faculty. Faculty of the Department will be chosen by the Chair to serve on the Search Committee. All members of the Department Faculty will be provided the opportunity to: (1) review all applications to determine off campus interviewees; (2) interview, individually and/or in small groups, those candidates who are brought to campus; (3) participate in presentations made by the candidates; (4) provide written feedback to the Search Committee for each faculty candidate. The search committee and the Department Faculty will make hiring recommendations to the Department Chair and the Dean after all candidates have been interviewed.
2. **Faculty Reappointment:** Faculty reappointment from an outside department to this department will only occur after the recommendation of the department bargaining unit faculty is obtained including a secret ballot taken at a department meeting. This recommendation will be presented to the Dean. The reasoning behind the recommendation will be derived from the discussion prior to the vote.
3. **Faculty Dismissal:** The dismissal of probationary tenure-track faculty may not occur until

the Dean has sought the recommendation of the department's Promotion and Tenure (P&T) committee. The department bargaining unit faculty will be allowed full discussion of the dismissal case but only the P&T committee will vote, in a secret ballot, on whether or not to dismiss the probationary faculty. The P&T committee's written recommendation and the results of the vote on whether or not they are in favor of dismissing the probationary faculty will be conveyed to the Dean. The written recommendation will allow for the expression of minority opinions.

B. Promotion and Tenure

1. **To Tenured Associate Professor:** The P&T committee will review the faculty member's promotion and tenure file at a special P&T committee meeting. The department's representative to the RSCOB P&T committee will chair the meeting and will have a vote at the department level. This same member is allowed to vote at the college level proceedings. Furthermore, the department Chair may participate in the discussion as a non-voting member of the committee. The P&T committee will consist of all department TET Bargaining Unit Faculty Members (BUFMs) who hold the rank of tenured associate professor or tenured professor. If there are not at least three TET BUFMs at the rank of associate professor or professor, other faculty at this rank, from within the college or outside the college as necessary, who would be qualified to evaluate the tenure file will be invited by the committee to join the committee. The committee will review and approve the letter summarizing the P&T committee vote and the reasoning for the vote before it is sent to the RSCOB P&T committee.
2. **To Tenured Full Professor:** The procedures are similar to those described in Section II, B.1 above but the group of department faculty present and voting will be restricted to those who hold the rank of tenured professor. If there are not at least three department TET BUFMs at the rank of professor eligible to vote, the committee will invite faculty at this rank from other departments or outside the college as necessary who would be qualified to evaluate a faculty member's file to join the committee. The committee will review and approve the letter summarizing the vote and the reasoning for the vote before it is sent to the RSCOB P&T committee.

C. Professional Development.

The P&T committee is responsible for giving advice and recommendations to the Chair on matters related to professional development including the mentoring of new faculty. The P&T Committee should include NTE faculty in matters related to the mentoring and professional development of NTE faculty.

D. Teaching Assignments and Class Schedules, Including Summer and Overloads:

Department faculty will have the opportunity to provide the Chair with a list of their preferences for courses and times for each semester. Faculty may request from the Chair information regarding what courses have been taught each semester, at what times they have been taught each semester, and enrollments in each section over the past year. Faculty may also ask the Chair to provide information regarding scheduling of courses and class times. Faculty may recommend to the Chair ways to resolve course and scheduling conflicts. Summer or overload teaching will not be forced upon any faculty member.

The Chair will make the final determinations regarding course and class assignments, subject to College approval and in accordance with the CBA.

E. Graduate and Undergraduate Curriculum:

The department curriculum committee will review and make recommendations on proposed new

department courses, suggested modifications to existing department courses, and proposed changes in requirements for all majors and minors offered by the department.

F. Advice given by Department Faculty in Naming of Chairs:

All Department Faculty members will be provided the opportunity to: (1) interview, individually and/or in small groups, those candidates who are brought to campus; (2) participate in presentations made by the candidates; and (3) provide written feedback to the Search Committee for each Chair candidate. The department faculty will provide the Dean with a written recommendation for the naming of a Chair.

G. Issues Affecting the Department:

Issues which affect the department should be presented to the faculty by the Chair or other members of the department faculty and recommendations from the faculty solicited.

Section III. Annual Evaluation of BUFMs

A. Procedures for Annual Evaluation

1. Submission of Materials for Annual Evaluation.

Teaching and service guidelines are covered by the CBAs, with some additional clarification of activities faculty members can achieve in order to demonstrate performance (see below). All faculty holding a full-time teaching appointment will submit a summary of their accomplishments (Faculty Activity Report using the accepted College format) in Teaching, Scholarship, and Service to the Department Chair in accordance with the deadlines and requirements set forth in the CBAs. It is the responsibility of the Department Chair to then submit the faculty members' summary of accomplishments to the P&T Committee Chair in accordance with the deadlines set forth in the CBAs.

2. Weights for each category.

Weights for each category are set forth for teaching, scholarship, and service in the CBA.

3. Peer Evaluation of Teaching.

Peer evaluation will be conducted annually for all untenured TET BUFMs. Peer evaluation will also be conducted for any full-time TET BUFM who specifically requests it by the deadline specified in the TET CBA. The Department P&T committee will be responsible for the peer evaluation of teaching for TET BUFMs. Peer evaluation of teaching can consist of classroom visits by department faculty members or CTL members or the TET BUFM may prefer to provide a teaching portfolio for review by the Department P&T Committee instead. The portfolio will include:

(1) syllabi for each course taught; (2) where appropriate, a representative sample of examinations administered; (3) where appropriate, a representative sample of student papers/projects completed; (4) the written comments by students on the student evaluation of instruction form; and, (5) any other materials the individual chooses to include to demonstrate teaching effectiveness.

The P&T committee will evaluate the teaching portfolios for a faculty member:

- a. To determine the consistency of syllabi with topics to be covered in the course
- b. To determine the consistency of examinations with topics listed on syllabi.
- c. To assess the appropriateness of projects/papers for the course.

- d. To identify areas from the student evaluation suggesting positive teaching practices.
- e. To identify areas from the student evaluation suggesting a need for improvement in teaching practices.
- f. To identify areas of innovation in teaching applied by the faculty member.
- g. To identify teaching accomplishments.

If the P&T committee review of these materials indicates that there may be problems in teaching, a class visitation by one or more members of the P&T committee may be arranged.

The P&T committee will provide the Chair and each individual evaluated with written feedback regarding peer evaluation to include a suggested rating for the teaching component of the annual evaluation. This feedback should address points a-g, above. If a class visitation is performed, a written report will follow.

Peer Evaluation of NTE Teaching

Two peer evaluations of teaching will be conducted each academic year for instructors and lecturers without continuing appointments and any other NTE Bargaining Unit Faculty Member will receive two peer evaluations of teaching in a given academic year if by September 15th the Member asks the Department Chair, in writing, that peer evaluations of teaching be done.

The form of peer evaluation of teaching and evaluators is set forth in the CBA, and peer evaluators will be Senior Lecturers or tenured faculty members.

4. Annual Evaluation.

The chair will consider all submitted materials when deriving an evaluation for each facet of faculty performance. A written summary of this evaluation will be provided to each faculty member in a timely manner. The written report includes ratings which are covered in the CBA. Possible ratings are: 0 = unsatisfactory; 1 = conditional merit; 2 = high merit; and 3 = exceptional merit

5. Faculty Review of Annual Evaluation:

Faculty will review the annual evaluation prepared by the department Chair and the reasons given for the ratings. The faculty member will sign a copy of the evaluation and return it to the department Chair. The signature on the evaluation only acknowledges receipt of the evaluation. If the faculty member disagrees with the evaluation, s/he may prepare a rebuttal, which should be submitted to the Chair. This rebuttal must be attached to the evaluation and forwarded to all entities seeing the annual evaluation.

B. Criteria for Annual Evaluation of BUFMs

1. Teaching

The evaluation of a faculty member's teaching is the responsibility of the department Chair. All BUFMs shall be evaluated according to criteria in the respective CBA.

2. Scholarship

The evaluation of a faculty member's scholarship is the responsibility of the department Chair. The most important scholarship is that appearing in peer-reviewed publications. For purposes of evaluation, the date of acceptance or publication/copyright date is considered the date of publication. The faculty member must clearly state which date is to be considered.

The evaluation of scholarship should reflect the quantity of the input and the quality of the

contribution. Collaborative efforts will be fully credited to the individual authors.

0 = Unsatisfactory. A scholarship rating of unsatisfactory will be assigned if the faculty member fails to meet the requirements for a rating of adequate.

1 = Adequate. A scholarship rating of adequate will be assigned if the faculty member has one peer-reviewed scholarly publication on a business or economics topic within the last five years and evidence of continuing scholarly activity during the evaluation period.

2 = Meritorious. A meritorious scholarship rating is awarded for having one peer-reviewed journal article published on a business or economics topic in the past three years or two such articles in the past five years plus evidence of continuing scholarly activity during the evaluation period. (Note the publication of one scholarly book substitutes for one peer-reviewed article.)

3 = Outstanding. An outstanding scholarship rating is awarded for having one peer-reviewed journal article published on a business or economics topic in the current year or two peer-reviewed journal articles in the past three years with evidence of continuing scholarly activity during the evaluation period. (Note the publication of one scholarly book substitutes for one peer-reviewed article.)

4 = Extraordinary. An extraordinary scholarship rating is awarded for two peer-reviewed journal articles published on a business or economics topic in the current year or one peer-reviewed article published in the current year with two other peer-reviewed journal articles in the past three years. (Note the publication of one scholarly book substitutes for one peer-reviewed article.) Note: A journal that has been independently verified by organizations such as Cabell's, the Australian Business Dean's Council, EconLit or Google Scholar meets the definition of an acceptable peer reviewed publication.

Evidence of continuing scholarly activity

Evidence of continuing scholarly activity includes but is not limited to the following:

- i. The completion of a working paper
- ii. The submission of a scholarly article to an appropriate outlet
- iii. Submission of cases, chapters, comments or invited articles
- iv. Subsequent editions of previously published books
- v. Presentation of a working paper at a seminar or symposium
- vi. Other intellectual contributions appropriate to the College's and Department's mission
- vii. Submission to non-refereed outlets within the field of business and economics

In particular, members of the Department believe it is important to incentivize and recognize the additional effort required to publish in top-tier journals. For this reason, publications in top-tier journals shall be weighted more in all situations involving annual reviews and Promotion and Tenure. For these purposes, the following criteria will be used:

- A publication will count as three publications if it is published in a journal ranked as A* in the most current Australian Business Dean's Council List or the list that pertained to the publication in question if not published in a business journal.
- A publication will count as two publications if it is published in a journal ranked as A in the most current Australian Business Dean's Council List or the list that pertained to the publication in question if not published in a business journal.
- A publication will count as two publications if it is published in a journal that has a Five-Year Impact Factor of 2.5 or better or a One-Year Impact Factor of 2.0 or greater.

Note: The actual evaluation score will be converted to a 0 to 3-point scale in accordance with the CBA.

3. Service

The evaluation of a faculty member's service is the responsibility of the Department Chair. All BUFMs shall be evaluated according to the criteria in the respective CBA.

Section IV. Department Criteria for Promotion and Tenure

A. To Associate Professor with Tenure: There are three tracks that a faculty member may satisfy to be promoted to the rank of Associate Professor: (1) a normal track, (2) an exceptional teaching track, and (3) an exceptional scholarship track. The requirements for each track are set forth below:

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

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

1. Teaching:

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

- Student evaluations are generally positive.
- A total of at least 7 extra effort activities on behalf of students or the department. Each annual extra effort activity counts toward the total. (see the list below)
- Regular participation in continuous improvement activities
- A record of positive peer evaluations

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

- A significant majority of student evaluations are positive.
- A total of at least 10 extra effort activities on behalf of students or the department. Each annual extra effort activity counts toward the total. (see the list below)
- Very 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 or more extra effort activities on behalf of students or the department. Each annual extra effort activity counts toward the total. (see the list below)

Examples of extra effort activities include, but are not limited to the following:

- i. Effectively supervising independent study projects
- ii. Creating innovative projects and assignments
- iii. Teaching a larger than normal number of preparations or section sizes
- iv. Conducting review sessions
- v. Effective use of educational technology
- vi. Serving as a teaching mentor for other faculty
- vii. Effective involvement in student placement activities
- viii. Being readily available to students beyond required office hours
- ix. Developing a new course
- x. Developing a new teaching area
- xi. Mentoring students

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 TET BUFM:

- A minimum of four peer-reviewed journal articles (one scholarly book may be substituted for a maximum of one peer-reviewed journal article).
- 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 TET BUFM:

- A minimum of five peer-reviewed journal articles (one scholarly book may be substituted for a maximum of one peer-reviewed journal article).
- Favorable letters from outside reviewers.

To be considered an *exceptional 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 TET BUFM:

- A minimum of seven peer-reviewed journal articles, including one single authored article and one in a nationally recognized journal (one scholarly book may be substituted for a maximum of one peer-reviewed journal article).
- Favorable letters from outside reviewers.

In each of the three scenarios in Section IV A.2:

- A publication will count as three publications if it is published in a journal ranked as A* in the most current Australian Business Dean's Council List or the list that pertained to the publication in question if not published in a business journal.
- A publication will count as two publications if it is published in a journal ranked as A in the most current Australian Business Dean's Council List or the list that pertained to the publication in question if not published in a business journal.
- A publication will count as two publications if it is published in a journal that has a Five-Year Impact Factor of 2.5 or better or a One-Year Impact Factor of 2.0 or greater.

Note: A journal that has been independently verified by organizations such as Cabell's, the Australian Business Dean's Council, EconLit, or Google Scholar meets the definition of an acceptable peer reviewed publication.

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,
- Actively serve on a department committee

To be considered *very effective* in the area of service, the faculty member must exceed the requirements above by documenting five additional service activities as listed below. Service must reflect both the quality and the quantity of effort and the significance of the output. Service also includes contributions to the department, the college, the university, the profession, and the community.

The following may be used as evidence of service:

Institutional Service

- i. Effectively serving as advisor to an active club or student organization where a significant time commitment is required.
- ii. Serving effectively as a program director.
- iii. Effectively chairing or effectively serving on an active university or college or department committee or task force.
 - i. Working on special projects at the department, college or university level.
 - ii. Effectively working on student placement or recruitment activity
 - iii. Teaching overload courses or teaching in off-campus programs
 - iv. Student advising efforts
 - v. Alumni relations/fund raising activity.

Professional Service

- i. Effectively serving on the editorial board of a journal.
- ii. Effectively serving as an officer in or chairing a significant state or national or international committee.
- iii. Effectively serving as a track chair at a national or international conference.
- iv. Organizing a conference workshop, session or panel for a regional, national or international conference.
- v. Reviewing books, journals or other manuscripts.
- vi. Holding an office in an active professional organization.
- vii. Obtaining and maintaining professional licenses and/or certifications.
- viii. Serving as a guest speaker for area business, government or community organization.
- ix. Significant external service to community programs and/or companies, either paid or unpaid, including consulting, training, commercialization, etc.

Community Service

- i. Holding positions of leadership in community organizations

- ii. Involvement in community outreach/community programs.

B. To Professor: There are three tracks that a faculty member may follow to obtain a department recommendation for promotion to the rank of Professor of Finance: (1) a normal track, (2) an exceptional teaching track, and (3) an exceptional scholarship track. The requirements for each track are set forth below:

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

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

1. Teaching:

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

- Student comments are generally positive
- At least 7 extra effort activities on behalf of students or the department since the last promotion. Each annual extra effort activity counts toward the total. (see examples in IV.A.1 above)
- Regular participation in continuous improvement activities

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

- A significant majority of student evaluations are positive,
- A total of at least 10 extra effort activities on behalf of students or the department since the last promotion. Each annual extra effort activity counts toward the total.(see examples in Section IV.A.1 above)
- 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 or more extra effort activities on behalf of students or the department since last promotion. Each annual extra effort activity counts toward the total. (see examples in Section IV.A.1 above)

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 peer-reviewed journal articles including one lead authored and one in a nationally recognized journal (one scholarly book may be substituted for a maximum of one peer-reviewed journal article).
- 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 four refereed journal articles since the last promotion and at least one since being hired at Wright State University:

- A minimum of eleven peer-reviewed journal articles including two lead authored and one in a nationally recognized journal (one scholarly book may be substituted for a maximum of one peer-reviewed journal article).
- Favorable letters from outside reviewers

To be considered an *exceptional 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 twenty peer-reviewed journal articles including five lead authored and four in nationally recognized journals (one scholarly book may be substituted for a maximum of one peer-reviewed journal article).
- Very positive letters from outside reviewers
- Strong evidence of being nationally recognized as an outstanding scholar

In each of the three scenarios in Section IV A.2:

- A publication will count as three publications if it is published in a journal ranked as A* in the most current Australian Business Dean's Council List or the list that pertained to the publication in question if not published in a business journal.
- A publication will count as two publications if it is published in a journal ranked as A in the most current Australian Business Dean's Council List or the list that pertained to the publication in question if not published in a business journal.
- A publication will count as two publications if it is published in a journal that has a Five-Year Impact Factor of 2.5 or better or a One-Year Impact Factor of 2.0 or greater.

Note: A journal that has been independently verified by organizations such as Cabell's, the Australian Business Dean's Council, EconLit, or Google Scholar meets the definition of an acceptable peer reviewed publication.

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,
- Regularly serve on a department committee
- Regularly serve on one college/university committee
- Regularly participate in a local professional or service organization
- Document at least five activities from the list in section IV.A.3 since the last promotion

To be considered *very effective* in the area of service, the faculty member must exceed the requirements for effective by documenting ten additional service activities from the list in section IV.A.3.

C. Granting of Tenure when Hired as an Associate Professor or Professor without Tenure

1. **Teaching:** For a faculty member at the rank of Associate Professor or Professor without tenure, the three tracks outlined in section IV.A and IV.B respectively will apply. However, the qualifications for effective, very effective, and exceptional teacher are modified as follows.

To be considered an *effective* teacher, the faculty member must show evidence of the following during the probationary period:

- Student comments are generally positive based on total enrollment
- Regular participation in continuous improvement activities
- A record of positive peer evaluations

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

- A significant majority of student evaluations are positive
- Very positive peer evaluations
- A commitment to continuous improvement

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

- 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 in section IV.A.2 will apply with one addition: at least one publication must list Wright State University as the faculty member's affiliation.

For a faculty member hired at the rank of Professor without tenure and who desires to be tenured, the criteria specified in section IV.B.2 will apply with one addition: at least one publication must list Wright State University as the faculty member's affiliation.

3. **Service:** In the case of an individual hired at the rank of Associate Professor or Professor without tenure, the criteria specified in the previous section (IV.A.3 and IV.B.3 respectively) 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 V. Department Policies and Procedures

A. Membership of the Department Faculty

1. The department faculty shall be comprised of Bargaining Unit Faculty with primary appointments in the department.
2. Individuals who are not members of the department faculty may be invited to participate in the discussions of the department faculty but shall not have voting rights.

B. Meetings of the Department Faculty

1. Regular meetings of the department faculty should be called at least once a term during the regular academic year and at such other times as provided for in this document. The responsibility for calling regular meetings shall reside with the Chair.
2. Notice of regular faculty meetings should be provided in writing to all full-time faculty members at least one week prior to the meeting. An agenda of business to be conducted shall accompany the notice.
3. Special department meetings may be called by the Chair or by a majority of the bargaining unit faculty. If called by a majority of BUFMs, the meeting may be chaired by a BUFM selected by those present.
4. Regular meetings of the department faculty shall be conducted by the Chair of the department.
5. The principle of majority vote among those department members present will prevail in all department faculty recommendations unless otherwise agreed to by a majority of those department members present. A majority of the department's faculty eligible to vote on an issue will constitute a quorum. In order to vote on any item, a quorum must be present.
6. Proxy voting and absentee voting are not allowed.
7. Minutes of the department faculty meetings shall be taken by the department secretary or alternatively by a member of the faculty. A written copy of the minutes shall be made available for faculty review in a timely manner.

C. Department Committees and Representatives

1. Department representatives to RSCOB standing committees shall be elected by department faculty as appropriate and should represent the interest of the department. Faculty may be appointed to ad hoc department or non-department committees by the department Chair; the appointed faculty is expected to represent the interest of the department. The department's representative to the RSCOB P&T committee must hold the rank of tenured full professor.
2. There are four department standing committees: Curriculum Committee, P&T Committee, NTE Professional Development Committee, and Bylaws Review Committee.
 - i. All department full-time faculty members shall serve on the Curriculum Committee. This committee is chaired by the department Chair who is a non-voting member of the committee.

The Curriculum Committee has the responsibility:

- for making recommendations on all aspects of the graduate and undergraduate curriculum, including assessment and student petitions
- for making recommendations to the Chair regarding department scholarships and awards, and
- to meet no less than once a semester during the academic year to handle all student petitions

Only faculty who are members of the Graduate Faculty can vote on items pertaining to the graduate curriculum.

- ii. The P&T committee is chaired by the department representative to the RSCOB P&T committee and consists of all tenured bargaining unit associate and full professors in the department. The department Chair is a non-voting member of P&T committee.

The P&T committee shall:

- Be responsible for peer evaluation of teaching of TET BUFMs
- provide annual feedback to all untenured TET BUFMs on progress towards promotion and tenure,

- make recommendations for applications for graduate faculty membership
 - make recommendations on applications by TET BUFMs for promotion and tenure,
 - make recommendations regarding professional development proposals submitted by department TET faculty,
 - appoint a mentor for all non-tenured, TET faculty,
 - provide all tenured Assistant & Associate professors in the Bargaining Unit an annual statement on progress towards promotion when requested by the deadline in the TET CBA
- iii. The NTE Professional Development Committee is chaired by the Department representative to the RSCOB P&T Committee and consists of full Senior Lecturers and tenured TET faculty.
- The NTE Professional Development Committee shall:
- Be responsible for peer evaluation of teaching for NTE BUFMs
 - Make recommendations regarding applications for NTE BUFMs promotion to Lecturer and Senior Lecturer.
 - Appoint a mentor for all junior NTE faculty
- iv. The Bylaws Review Committee is formed by the election of three or more BUFMs and must include at least one TET BUFM and at least one NTE BUFM. The primary responsibility of the Bylaws Committee is the ongoing review of existing bylaws for consistency with: College Bylaws, the Collective Bargaining Agreement, and changes within the department. When inconsistencies are found, the Bylaws Review Committee is responsible for drafting changes to the Department Bylaws to rectify the inconsistencies. Proposed changes must be approved by a majority of the department BUFMs. Once approved at this level, they must be approved at the College Dean and the Faculty Governance Committee levels before they can go into effect. The Bylaws Review Committee is also responsible for reviewing suggested changes in the bylaws provided by members of the Department. In response to these suggestions, the committee is to explain why a suggested change may or may not be allowed under existing rules, contracts etc. and draft changes where required.
3. Department ad-hoc committees may be formed at any time by the department Chair or by a majority vote of the BUFMs.

BYLAWS APPROVAL FORM

The bylaws for the Department of Finance & Financial Systems dated March 21, 2018 are approved as follows.

Bargaining Unit Faculty Approval

The bargaining unit faculty approved the bylaws by a vote of 8 to 0

Brandon Moris

Bargaining Unit Faculty Representative

08/27/2018

Date Approved

Dean Approval

Richard P. [Signature]

Dean(s)

02/02/2022

Date Signed

Faculty Governance Committee Approval

[Signature]

Co-Chair (AAUP Representative)

2 February 2022

Date Signed

[Signature]

Co-Chair (University Representative)

2 Feb. 2022

Date Signed