

Raj Soin College of Business Bylaws

Approved October 8, 2002

Amended June 8, 2010

Amended January 30, 2013

Amended February 9, 2022

Amended April 10, 2024

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. Supplemental standards, if any, for awarding professional development leave to faculty.

II. Meetings and Procedures by Which Faculty Make Recommendations

1. 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.
2. Except as provided otherwise by these bylaws, voting members of the faculty shall be all full-time college faculty (including program leads and school chairs), except the Dean, Associate Deans, or Assistant Deans.
3. 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.
 - b. Through the majority vote of those full-time faculty attending a scheduled college faculty meeting.

Any faculty may offer advice or recommendations to the college dean or any member of a standing committee.

4. Meetings shall be conducted in accordance with Robert's Rules of Order, latest revised edition, except as otherwise specified in these Bylaws. A motion specifying a "suspension of rules" for stated limited purpose and stated limited time is permitted when approved by 2/3 of the quorum at the time of the vote.
5. 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.
6. 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.
7. Special meetings may be called by the FEC at its discretion. Furthermore:
 - a. Special meetings shall be called by the FEC within fourteen calendar days of receipt of a petition signed by at least forty percent of fully affiliated faculty members.
 - b. Special meetings shall be called by the FEC at the request of the Dean

- of the college or their designee.
8. Notice of regular and special faculty meetings shall be provided electronically or in writing to all full-time faculty at least fourteen calendar days prior to the meeting. The meeting shall be deemed to be duly called once the notice of meeting has been distributed.
 9. An agenda, minutes from the last meeting, and supporting documents shall be distributed no later than five calendar days before each regular faculty meeting.
 10. Emergency meetings may be called by the FEC under circumstances that may require expeditious consideration or action.
 11. Members who attend faculty meetings virtually and synchronously will be counted as "present" for purposes of establishing a quorum.
 12. A quorum for conducting business shall be 40% of the voting members of the standing college faculty at the time of the meeting, as well as the College Dean or designee. The quorum for conducting votes restricted to bargaining unit faculty only, such as amending these bylaws, shall be 40% of the bargaining unit faculty in the college at the time of the vote. on October 1 of the current academic year. In the event that a quorum is not present, formal action on the item under consideration shall be postponed until such a quorum is present.
 13. The parliamentarian shall verify the presence of a quorum by visual count at the beginning of the meeting.
 14. Members who attend virtually and synchronously have full voting privileges. These members will vote by poll or by entering their vote in the meeting chat.
 15. To obtain the floor, members who attend in person shall address the Chair to seek recognition. Members who attend virtually shall use voice or raise a hand to seek the Chair's recognition.
 16. 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 fourteen calendar days following the meeting.
 17. The business for the meetings of the college faculty shall include such items as the following:
 - 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 college faculty. The chair is a non-voting member of the FEC, except in the case of ties.
 - ii. Two bargaining unit eligible faculty members holding the rank of professor, associate professor, senior lecturer, or lecturer shall be elected by each academic school from different fields within that school in accordance with procedures contained in school bylaws.
 - iii. The Dean of the College or their designee (ex officio, non-voting)
 - b. The FEC shall be elected as follows:
 - i. The chair shall serve a two-year term or until their successor is elected.
 - ii. The chair is responsible for planning and conducting the election as

described below.

- The faculty shall elect the FEC chair by the end of the Spring semester in alternating years. Only tenured bargaining unit faculty holding the rank of professor are eligible for election to chair.
- The Dean's Office will solicit nominees by circulating a list containing the names of eligible faculty to all voting members of the college. Nominees may be self-nominated or nominated by another faculty member. FEC chairs may run for two 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 nominate up to three of the eligible faculty. The three faculty members receiving the highest number of nominations and who are willing to serve will appear on the election ballot.
- The election of the FEC chair will be conducted by secret paper or electronic ballot. The candidate who receives the most votes is the newly elected FEC chair.

2. Officers and Duties

- a. The FEC chair shall represent and speak on behalf of the faculty on all questions which require a faculty response between regular meetings of the faculty.
- b. Administrative support for the FEC shall be provided by the Dean. The FEC chair shall support all communications to faculty. The administrative assistant will also take the minutes and distribute draft minutes to the FEC members. Minutes shall be approved at the next FEC meeting.

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. Meetings may be called by the FEC 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 on all matters which fall within the responsibility of the faculty as set forth in these Bylaws.
- b. Call regular and special faculty meetings, approve the time and format of the meeting with the location for in-person participation and/or the platform for virtual participation, and provide an agenda to all faculty at least one week (seven calendar days) 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 from the college faculty or college faculty committees to 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. 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. Two tenured bargaining unit eligible faculty members at the rank of Professor elected from each academic school, from different fields within that school. (In the event that a school does not have a tenured bargaining unit eligible faculty member at the rank of professor, the school may elect an Associate Professor 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. In situations where a candidate's field is not shared by any standing member of the committee, the committee will invite an eligible faculty member from the candidate's field (if available) to be a voting member for the consideration of that candidate's application.
 - iv. 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 school promotion and tenure committees, including recommendations regarding the 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 school faculty in accordance with section III.H of these bylaws may participate.
 - g. Review and/or respond to statements summarizing cumulative progress toward tenure or promotion from the College Promotion & Tenure Committee, Dean, University Promotion & Tenure Committee, and Provost.
 - h. Recommend faculty qualifications for accreditation purposes.
 - i. 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 the committee member currently holds.
- d. Procedures for Consideration of Promotion and Tenure
 - i. The Chair shall distribute each candidate's P&T file to members of the committee at least fourteen calendar days 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 field'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.
 - ii. Within three business days after the vote, the Chair shall communicate the recommendation of the committee to the candidate. Within fourteen calendar days, the Chair shall send the candidate written confirmation of the recommendation of the committee.
 - iii. 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 Development 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 (seven calendar days) of the date of the committee meeting.

C. GRADUATE PROGRAMS COMMITTEE (GPC)

1. The GPC shall be composed of:
 - a. The Associate Dean responsible for graduate academic programs (non-voting)
 - b. Directors of each of the college's graduate programs (non-voting)
 - c. Two faculty members from each academic school, from different fields within that school who are regular or associate members of the graduate faculty.
 - d. One graduate student as a non-voting member at large. The graduate student member must be enrolled in college graduate programs in the Fall. The GPC Chair may request the Dean's Student Advisory Board to help select the student member. The student member shall be excused from discussions of petitions or topics of sensitive nature such as those containing private student information.
 - e. Three votes will be required to approve any business of the committee.
2. Meetings shall be called by the Chair as needed. Administrative support, if available, may be assigned to assist the Chair by the Associate Dean on this committee.
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 graduate faculty membership.
 - c. Oversee the assurance of learning process of graduate programs.
 - d. Report to the faculty at least once a semester on its actions.

- e. Make recommendations on all graduate-program (including MBA) petitions regarding college and university regulations.

D. UNDERGRADUATE PROGRAMS COMMITTEE (UPC)

1. The UPC shall be composed of–
 - a. The Associate Dean responsible for undergraduate academic programs (non-voting)
 - b. Director of Undergraduate Programs (non-voting)
 - c. Two faculty members from each academic school, from different fields within that school.
 - d. One undergraduate student as a non-voting member at large. The undergraduate student member must be enrolled in college undergraduate programs in the Fall. The UPC Chair may request the Dean's Student Advisory Board to help select the student member. The student member shall be excused from discussions of petitions or topics of sensitive nature such as those containing private student information.
 - e. Three votes will be required to approve any business of the committee.
2. Meetings shall be called by the Chair, as needed. Administrative support, if available, may be assigned to assist the Chair by the Associate Dean on this committee.
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 assurance of learning process of undergraduate programs.
 - d. Report to the faculty at least once a semester on its actions.
 - e. Make recommendations on all undergraduate-program petitions regarding college and university regulations.

E. CURRICULAR PROGRAM COMMITTEES

1. All curricular programs (including interdisciplinary programs) shall have a committee that is constituted by faculty who represent fields involved in that program and the College Dean (or designee)
2. Duties. All curricular committees will–
 - a. Make recommendations to the faculty (through the UPC or GPC) regarding all aspects of their programming, including curriculum, prerequisites, admissions, academic standards, degree requirements, and assessment.
 - b. Administer the assurance of learning process for the program.
3. Curricular committees for programs that are entirely housed within a school shall be organized according to the school's bylaws.
4. The curricular committees for interdisciplinary programs that involve both schools (e.g. the MBA), shall include a non-voting administrator (e.g. a School Chair, an Associate Dean or an administrator designee (non-voting); a director of programs, if any (non-voting), and no more than one member from any field involved in the program.

5. The structure of any interdisciplinary curriculum committee may be established by any faculty member or administrator and must be approved by the FEC and the college faculty. An interdisciplinary curriculum committee shall have a minimum of two members with at least one from each school and may have additional members as required to address the needs of the program.

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

1. The SASHC shall be composed of–
 - a. Two faculty members from each academic school, from different fields within that school.
 - 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.

G. INFORMATION TECHNOLOGY COMMITTEE (ITC)

1. The ITC shall be composed of–
 - a. One voting faculty member elected by each academic school in the college
 - b. The college representative to the University Technology Committee (non-voting)
 - c. The college Technology Support Coordinator, when available (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.

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

1. Committee Service Terms
 - a. School representatives shall serve two-year terms.
 - b. Where multiple school representatives serve on a single committee, their terms shall be staggered so that half of the representatives from each school shall be elected each academic year.
2. School Responsibilities
 - a. Each school can select committee members in its own way according to the following guidelines:
 - i. Schools must elect committee members by the end of the Spring

- semester.
 - ii. The school's FEC representative (or their alternate) in the second year of their current term runs the election.
 - iii. The election must be conducted by secret ballot or confidential, electronic ballot.
 - iv. All persons eligible in the school must be on the ballot; individuals may refuse to accept the elected position.
 - v. Schools will elect an alternate who meets the eligibility requirements set forth in these bylaws.
 - vi. School chairs are not eligible to serve as school representatives or alternates to college committees.
 - vii. Should any elected committee member depart or go on leave, the alternate shall become the official committee member. If the alternate is unable to serve, the school shall elect a new committee member, conducted by the current second year FEC representative.
3. FEC Chair Responsibilities
- a. The Chair of the FEC has the responsibility for sending a timely notice to school FEC representatives that the school must elect its committee members by the end of the Spring semester. The notice will include all the college-level or interdisciplinary committee positions to be filled.
 - b. The Chair of the FEC has the responsibility for sending a timely notice to the college committees that they must elect their committee chairs by the end of the second week in the Fall semester.
4. Election of Committee Chairs - for all committees except FEC
- a. By the end of the second week of the Fall semester, voting members of each committee will elect a Chair for the new academic year.
 - b. If a Chair is not elected by the end of the second week in the Fall semester, the FEC chair and the Dean will appoint a chair.
 - c. The Chair is a voting member of the committee unless the Chair is an ex-officio administrator.
5. Scheduling of Initial Committee Meeting: The Chair of each committee will schedule a meeting of the committee within fourteen calendar days of the start of the Fall semester.
6. Communication of Committee Activities
- a. School committee representatives shall report to their school 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 or the school chair may designate any member of the school who meets the committee qualifications as a voting substitute.

IV. Recommendations and Advice in the Selection of the Dean

1. The search committee will be appointed to provide appropriate representation of the faculty, along with their various academic interests and areas of study. The search committee shall include a representative cross-section of the college faculty. 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 or confidential, electronic 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 college 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 and Chair of the search committee shall transmit in full the recommendations of the search committee and the results of the faculty ballot described in (iv) 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.

BYLAWS APPROVAL FORM

The bylaws for the College/Department of Raj Soin College of Business,
dated 04/10/2024 are approved as follows.

Bargaining Unit Faculty Approval


The bargaining unit faculty approved the bylaws by a vote of 17 Yes with
Quorum of 18 to 1 Abstention

 FEC Chair 4/10/2024
Bargaining Unit Faculty Representative Date Approved

Dean Approval

 5/1/2024
Dean(s) Date Signed

Faculty Governance Committee Approval

 10/31/24
Co-Chair (AAUP Representative) Date Signed
Carol S. Loranger
Co-Chair (University Representative) 10/31/24
Date Signed