

## **BYLAWS**

### **DEPARTMENT OF HOTEL, RESTAURANT, AND INSTITUTIONAL MANAGEMENT COLLEGE OF HUMAN SERVICES, EDUCATION AND PUBLIC POLICY**

**Approved August 27, 2003**

#### **ARTICLE I Organization and Procedures**

**A. Chairperson**

The Department Chairperson shall chair Hotel, Restaurant, and Institutional Management (HRIM) meetings. The Chair's appointee shall preside in the absence of the Chairperson or when the Chairperson takes the floor.

**B. Meetings**

During the academic year, meetings will be held as needed, usually once a month. All meetings will be open unless a majority votes otherwise.

**C. Agenda**

Proposed agenda items must be submitted to the Chairperson's office. The agenda for the department meeting shall be prepared by the Chairperson and distributed at least 48 hours prior to the meeting. Any committee motions/resolutions must accompany the agenda to be acted on at the meeting. Any resolution that is not part of an agenda item will not be acted upon unless the faculty agrees to do so by two-thirds vote.

**D. Quorum**

Fifty-percent plus one of the voting membership, as defined in Article I, F shall constitute a quorum. The faculty shall abide by its own rules of procedure, but in cases where it has adopted no explicit rules, or where applicability or interpretation of rules is in doubt, Robert's Rules of Order Newly Revised shall govern.

**E. Conduct of Business**

The order of business shall be as follows: Approval of Minutes, Committee Reports, Old Business, New Business, and Announcements.

F. Departmental Voting Privileges

Faculty and professional staff with primary or secondary faculty appointments that are 51% or more in the Department of Hotel, Restaurant and Institutional Management shall enjoy voting privileges in departmental matters.

G. Faculty Minutes

Usually the Assistant to the Chair or a department secretary will attend all faculty meetings for the purpose of recording minutes. A permanent record of all corrected faculty minutes shall be filed in a readily accessible file in the Department office. Minutes will be distributed to all faculty, including joint and part-time, and the Dean of the College.

## **ARTICLE II**

### **General Provisions of College Committees**

A. Standing Committees

The standing committees are the Graduate Committee, the HRIM Chairperson's Advisory Committee, the Promotion and Tenure and Peer Review Committees, the Safety Committee, the Scholarships and Awards Committee, the Technology Committee, and the Undergraduate Studies and Curriculum Committee.

B. General Functions

The functions of the department committees are:

1. To investigate, advise and recommend in their designated areas;
2. To carry out assigned duties as charged; and
3. To report to the department faculty.

C. Membership

1. Each member of the voting faculty shall be eligible for membership on appropriate standing committees with the power to vote. The Department Chairperson is an ex-officio non-voting member of all committees except the Promotion and Tenure and Peer Review committees. There may be student membership on all departmental committees with the exception of Promotion and Tenure and Peer Review, which will not have any student members.

2. Committee members will be elected by the voting members of the faculty during the Spring Semester. Nominations shall occur during the month of April with election in May. Responsibilities commence September 1, with the exception of Promotion and Tenure and Peer Review, which will begin June 1.
3. Replacement of persons who have resigned or are on leave after regular elections have been conducted shall be by appointment by the Department Chairperson with the exception of Promotion and Tenure and Peer Review, which must be by election. Responsibilities begin immediately upon appointment.
4. All committee members shall be elected for a one-year term of office, with the possibility of re-election.

D. Procedures

1. The first meeting of each committee will be convened by the person with the last name beginning with a letter closest to the beginning of the alphabet.
2. A majority of committee members must be present for official business. With the exception of Promotion and Tenure and Peer Review, all meetings will be open, unless a majority of the committee votes for a closed meeting.
3. All committee members, including the committee chairperson, shall have voting privileges.
4. Committee action regarding policy statements should be included in committee minutes, which shall be distributed to each committee member, reported to the department faculty, and filed in the department office. All committees shall provide a written summary of their activities to the Chairperson by June 1, and these summaries shall be kept in a departmental file.
5. With the exception of the Graduate Committee, committee members will elect chairs at the first meeting of the academic year. The Director of Graduate Studies will chair the Graduate Committee.

E. Ad hoc Committees

Ad hoc committees may be formed by the faculty, a standing committee, or the Department Chairperson for a specific purpose. These committees shall be dissolved upon acceptance of a final report by the entity forming the committee.

**ARTICLE III**

## **Department Committees**

### **A Graduate Committee**

1. Composition: three faculty members including the Director of Graduate Studies, who serves as the chair and two additional HRIM faculty, who:
  - a. are full-time faculty members at UD with a primary teaching appointment in the HRIM Department; and
  - b. teach a regularly scheduled graduate level required course in the department or advise students in the graduate program.
2. Functions
  - a. Reviews graduate admission applications and make all matriculation decisions.
  - b. Reviews and approves proposed new courses and changes in courses.
  - c. Reviews and approves credentials of teaching faculty.
  - c. Develops policies regarding internships, special projects and independent study.

### **B. HRIM Chairperson's Advisory**

1. Composition: includes the Undergraduate Studies Coordinator, the Director of Graduate Studies. The Director of HART, the Director of Restaurant Operations at Vita Nova, and the HRIM Hotel Liaison.
2. Functions:
  - a. Assists the chair in drafting department policies and procedures;
  - b. Assists in the development of semester course schedules to ensure that all undergraduate, graduate and Interest area needs are covered;
  - c. Serves as a "sounding board" for the chair.

### **C. Promotion and Tenure and Peer Review Committees**

1. Composition: the composition and procedures for this committee are governed by the following documents:
  - a. Promotion and Tenure Criteria, Policies and Procedures for the Hotel, Restaurant and Institutional Management Department
  - b. Peer Review Guidelines for Reappointment of HRIM Department Clinical Faculty
2. Functions:
  - a. Reviews and makes recommendations to the Chair, Dean and College Committee on Promotion and Tenure concerning promotion and tenure of department faculty.
  - b. Reviews and makes recommendations to the Chair concerning contract renewals of regular faculty appointments.

- c. Provides input and makes recommendations to the Chair concerning initiation and/or renewal of visiting faculty, temporary, adjunct and faculty with joint appointments.
- d. Makes recommendations to the department faculty regarding operational aspects of criteria and policies for instruments and/or procedures used in evaluation of faculty.

D. Safety Committee

1. Composition: one faculty or staff member representing Raub Hall and one representative from Vita Nova.  
Note: This committee is currently part of a larger consolidated committee, which also includes representatives from Willard Hall and the Amy Rextrew House.
2. Function: performs tasks related to general safety issues including accident reporting, building and lab inspections, fire drills, emergency plans, graduate student safety orientation and general safety education.

D. Scholarships and Awards Committee

1. Composition: three faculty and the Assistant to the Chair.
2. Functions:
  - a. Reviews potential awards for students in the department and make recommendations to department faculty on awards.
  - b. Facilitates the awards of merit and academic scholarships to students in the HRIM department.

E. Technology Committee

1. Composition: three faculty, at least two of whom teach technology related courses in the department.
2. Functions:
  - a. Recommends policies and procedures related to the use of the computer lab in Raub Hall and in the Marriott Center;
  - b. Recommends the purchase and installation of hardware and/or software in the Raub Hall computer lab and for the Marriott Center in the Courtyard hotel.

F. Undergraduate Studies and Curriculum Committee

1. Composition: three faculty members including the representative to the College Committee On Undergraduate Studies; and the Undergraduate Studies Coordinator, plus an undergraduate student enrolled full-time as a HRIM major. The student shall be recommended by the faculty and appointed by the Chair.
2. Functions:

- a. Reviews and/or initiates and recommends to department faculty all proposals for new, revised, or deletion of courses, curricula; and advise on policies concerning undergraduate programs.
- b. Responds to University and College curriculum issues that effect the faculty and students within the Department.

#### **ARTICLE IV** **Amendments**

These Bylaws may be amended at any regular meeting of the HRIM faculty by a two-thirds vote of the total voting faculty members (not on leave or sabbatical), provided the change(s) has been submitted in writing to all members of the HRIM faculty two weeks prior to the meeting