

# Department of Business Administration

## BYLAWS

Amended by unanimous vote of the Faculty September 27, 2013

### General Powers

- A. All duties, responsibilities, and privileges delegated to the faculty of the Department reside with the faculty as a whole, unless specifically assigned to committees of the faculty.
- B. The Department faculty shall (1) provide for the establishment of curricula and courses, (2) determine educational and academic policies for admission to each major in the Department, (3) determine the requirements for diplomas, degrees, and certificates in each major, (4) adopt regulations governing its own procedures, (5) make recommendations to the Chairperson concerning workloads, appointments, promotions, tenure, and dismissals (6) comment and take action on such other such matters as are deemed appropriate by the Department faculty.
- C. As stipulated by University policy and the Collective Bargaining Agreement, annual performance appraisals and the administration of faculty workloads are the responsibility of the Department Chairperson and will be conducted in accordance with the approved Department Merit Allocation Criteria and Associated Metric and Workload Agreements. Faculty may appeal decisions on the basis of these approved criteria through proper channels.

### Department Faculty Membership

The voting faculty of the Department of Business Administration shall consist of all Professors, Associate Professors, Assistant Professors, and Instructors who hold full-time appointments in the Department.

Individuals with primary appointments in other departments, or professional staff at the University may hold secondary faculty appointments in the Department. Individuals granted secondary appointments will hold the rank appropriate to their level of accomplishment as defined by the University Faculty Handbook and Department P&T Policy. Individuals with secondary appointments are welcome to attend faculty meetings and may serve on department committees as appropriate to their faculty role, but do not have voting rights and do not count toward the quorum for Department business.

### Organization and Procedures

- A. Presiding Officer - The Department Chairperson or the Chairperson's representative shall conduct and preside at all meetings of the Department faculty.

- B. Meetings - The Department faculty will meet at least once during the fall and once during the spring semester each year. Other meetings may be called by the Chairperson or by 15 percent of the voting membership of the Department.
- C. Notice of Meetings - Written or electronic notice of all meetings shall be given to the faculty at least forty-eight hours in advance of such meetings.
- D. An agenda will be distributed in advance of each meeting.
- E. Quorum - Two thirds of the Department faculty not on official leave shall constitute a quorum.
- F. Minutes - The Chairperson shall publish minutes of all Department faculty meetings.

#### Department Committees

- A. General Provisions - Unless otherwise noted, the Department Chairperson is responsible for selecting faculty for membership on all Department committees.
- B. Promotion and Tenure Committee - Responsibilities and membership defined in the "Promotion and Tenure Policies, Procedures and Criteria" of the Department of Business Administration.
- C. Undergraduate Program Committee - Membership consists of at least one faculty member from each of the academic Areas within Business Administration. Responsibilities include oversight of the undergraduate curriculum and review of all proposals to add, modify, or delete courses.
- D. Committee on Honors - Membership consists of one faculty member from each of the academic Areas within Business Administration. Responsibilities include making recommendations to the Department Chairperson for all student honors and awards.
- E. International Committee - Membership consists of all faculty members with international interests. Responsibilities include periodic searching for opportunities to enhance the international perspective of our teaching and research.
- F. Ad hoc Committees - The Chairperson is empowered to appoint, from time to time, ad hoc committees to work on special projects of general interest to the Faculty.

#### Bylaw Amendments

These Department Bylaws can be changed by a majority vote of those faculty members not on leave and otherwise eligible to vote. The text of the proposed amendment will be submitted to all members of the faculty at least one week prior to voting. Votes may be cast at a Department meeting or by ballot (electronic or paper).