COLLEGE OF BUSINESS AND TECHNOLOGY

GOVERNANCE POLICY AND BYLAWS

This document contains the bylaws of the College of Business and Technology at The University of Texas at Tyler. These bylaws are binding upon administrators and faculty of the college unless they are in conflict with university policy as outlined in the Handbook of Operating Procedures (HOP) or Regents’ Rules.

I. Membership and Responsibilities of the College Faculty

A. Composition

1. Voting members of the College of Business and Technology shall include all faculty with a 50% or greater appointment in the college at the rank of professor, associate professor, assistant professor, senior lecturer or lecturer, except that only tenured and tenure track faculty may vote for membership on the College Tenure and Promotion Committee.

2. All voting members of the College of Business and Technology are eligible to serve in any capacity of college governance unless prevented by HOP or Regents’ Rules except that only tenured professors may serve on the College Tenure and Promotion Committee.

3. Full-time faculty with split appointments will vote in the unit (department/program) in which they are tenured or tenure-track, or in the department/program they declare.

4. Adjunct members of the faculty, professor emeriti, and associate professor emeriti may participate in faculty meetings but may not vote, hold office, or serve on standing committees of the college.

5. College and university administrators with the rank of department head, school director, associate dean, or dean whose appointments in the College and primary responsibilities are administrative (50% or higher) shall not be voting members.

B. Responsibilities

1. Subject to conformity with established university policies, the faculty shall initiate and review college policies related, but not limited to, the following: curriculum design and requirements; enrollments and class sizes; methods of conducting its educational programs; faculty status and related personnel matters; the selection; evaluation; and retention of college administrators; and use of college physical and financial resources.

2. In accord with its policies, the faculty shall be responsible for initiating proposals to add, delete, or change the curricula of the college. The faculty also makes recommendations concerning appointments, re-appointments, decisions not to
reappoint, promotion, granting tenure and dismissals of faculty members; selection, evaluation and retention of the college administrators; and rules and structures under which the college functions. The faculty participates in the college’s planning process and supports any relevant accreditation efforts.

3. To ensure the principle of shared governance and to promote effective coordination between the college faculty, department heads, and the college dean, decisions should follow from deliberations between the parties and then be communicated to the relevant parties. The faculty recognizes the responsibilities of the dean and the department heads regarding such administrative matters as budget preparation, allocation of resources, scheduling, and communication. The dean and department heads recognize the expertise and the responsibilities of the faculty regarding such academic matters as the curriculum, course size, faculty status, tenure, promotion, application of budget, and scheduling (class and program events) within the units of the college.

4. The college faculty may exercise its responsibilities through the representative committees and units of the College of Business and Technology. However, changes in policies and guidelines regarding graduation requirements, new degrees and majors, and college governance shall be forwarded to the college faculty and/or standing committees.

II. Faculty Meetings

A. Meeting Requirements

1. The faculty of the college shall meet at least once each semester to hear reports from the dean concerning the affairs of the College and to consider matters for its information, consideration and approval.

2. The dean shall call and preside at all meetings, and a secretary shall maintain a record of the proceedings.

3. Reports, minutes, and documents shall be preserved in accordance with university policy for each meeting.

4. Meeting should be conducted according to the current edition of Robert’s Rules of Order. The dean and department offices shall each have at least one current edition of Robert’s Rules of Order on file and available to faculty.

5. The chair or designee of each college and university committee shall report on their major activities during the Spring college wide faculty meeting. A formal written report should be turned into the dean’s office and posted on Blackboard in order to maintain records for accrediting agencies.
B. Voting Guidelines

1. Voting on any issue raised at a meeting requires a quorum of over 50% of the voting faculty of the college.

2. Absent a quorum, campus mail/email voting may be conducted providing a quorum of the voting faculty participants.

3. Passage of any issue requires a simple majority of the votes cast from the quorum participating.

4. A secret ballot vote shall be conducted for the College Tenure and Promotion Committee and wherever otherwise necessary or requested by a committee member to obtain a fair vote on sensitive issues deliberated during other committee meetings. Similar writing instruments and ballots should be provided to assist with member anonymity.

5. Faculty may elect to vote by proxy if they cannot attend a meeting, however, a written note signed by the absentee faculty member must be submitted to the person in charge of conducting the vote. This note should list why the faculty member cannot attend the meeting and who is their proxy.

C. Amendment of Bylaws

1. These Bylaws may be amended at any meeting of the college by a two-thirds vote, provided that the amendment has been submitted in writing to the college faculty at least one week prior to the meeting at which a vote on the amendment is to be taken.

2. The College Governance Committee will be required to revise posted college bylaws as amended by the faculty within two weeks of adoption.

III. Standing Committee General Guidelines

A. Election of Committee Members

1. All faculty representatives on standing committees shall be elected by the faculty at the end of the spring semester for a term of two academic years to start in the Fall semester of the next academic year. The College Governance Committee shall coordinate and oversee elections.

2. The college committees shall be composed of at least one member from each of the departments of the college.

3. For each of the department positions, a majority of votes cast by the eligible voting members of the department shall be required to elect.

4. For the at-large positions, a majority of votes cast by the eligible voting members of the college shall be required to elect.
5. Committee members may appoint a designee or alternate when they are unavailable for service as long as the chair of the committee is notified in writing at least one day in advance. This individual has all the official rights of the person being replaced.

B. Terms of Office, Selection of Chair, and Meeting Restrictions

1. Terms of office shall be staggered in order that not more than two-thirds shall expire at the same time.

2. Immediately following the elections, the College Governance Committee shall prepare an alphabetical list of the members of all committees, with continuing members named first, and distribute it to the faculty of the college. Term dates will also be listed.

3. The first faculty member listed on each committee shall call a meeting for the purpose of electing a chair.

4. When a faculty member is unable to fulfill a term, the faculty shall elect a member to serve until the end of the unexpired term. In certain instances due to time constraints, the dean or associate dean may appoint a faculty member to serve the remainder of the term as long as each department has adequate representation on the committee.

5. Meetings of standing committees, except the College Tenure and promotion Committee and the College Faculty Awards and Research Committee shall be open to all members of the faculty.

C. Existing College Standing Committees

The standing College of Business and Technology committees include:

1. College Undergraduate Curriculum Committee
2. College Tenure and Promotion Committee
3. College Governance Committee
4. College Graduate Curriculum and Standards Committee
5. College Student Awards and Scholarship Committee
6. College Faculty Awards and Research Committee
7. College Assurance of Learning Committee

The administration and faculty may suggest additional committees as necessary.

D. Term Limits and Service Restrictions

1. No more than one member from the same college unit (department/program) may serve concurrently on the same standing committee unless the other member is an at-large member. However, no more than two members from the same unit may ever serve on a college committee.
2. No faculty member may serve for two consecutive terms unless there is only one person in the unit with eligible members.

3. First year tenure track faculty should not be required to serve on any college committees unless under extenuating circumstances where their expertise is required.

4. Second year tenure track faculty should be required to serve on no more than one college committee.

5. Third year tenure track faculty should be required to serve on no more than one college and/or one university level committee.

6. First and second year tenure track faculty should not be required to chair a College committee.

7. Faculty should not be required to serve on more than three college committees unless prior consent is given by the faculty member.

8. The College Governance Committee will maintain and post records of faculty committee service so that no faculty member will serve on more than a total of four college and university committees unless prior consent is given by the faculty member.

9. Faculty committee service at the department level is at the discretion of the department head and the consent of the faculty member.

10. Non-tenure track faculty members may serve on all college committees except the College Tenure and Promotion Committee and The College Faculty Awards and Research Committee.

11. All terms on college committees are for a two year period unless otherwise specified.

IV. Standing Committees

A. The College Undergraduate Curriculum Committee (UC)

1. This committee is composed of the college’s director for undergraduate programs (non-voting), associate dean (non-voting unless there is a tie vote), and a member representing each of the college’s disciplines (department units).

2. The members elect a chair from their number for a one-year term. Chairs can be reelected by a majority vote.

3. The committee shall recommend to the dean policies on academic matters such as degree requirements/standards and academic major requirements.
4. The committee shall recommend action on departmental initiatives including new programs, program changes, and the addition, modification, renumbering, or deletion of courses.

B. The College Tenure and Promotion Committee (T&P)

1. The T&P committee consists of at least five tenured faculty members elected for staggered two-year terms. Three of the members will represent each of the departments and will be elected from the faculty within their department. The two at-large members will be elected by the entire college faculty except when eligible faculty members have just served their term and no other faculty are available from a department except for one that was not elected by his/her peers.

2. No more than two faculty may serve from one department and preferably from different units.

3. Each of the three departments must be represented by at least one member with the rank of professor.

4. No person may serve on this committee during any academic year in which he or she is under consideration for tenure and/or promotion.

5. The members elect a chair from their number for a one-year term. No member may serve as chair for more than two consecutive years.

C. The College Governance Committee (GC)

1. The GC consists of three members, one from each department, elected for staggered two-year terms.

2. The members elect a chair from their number for a one-year term. A chair can be reelected by a majority vote.

3. The GC coordinates the election of college committee members and publishes a list of each of the college committee members.

4. Immediately following college committee elections, the College Governance Committee shall prepare an alphabetical list of the members of all committees, with continuing members named first, and distribute it to all the faculty of the college.

5. The GC is responsible for any revisions in the governance documents and posting the revisions to the bylaws within two weeks of adoption.

6. The GC is responsible for maintaining records of faculty regarding college and university committee assignments so to abide by determined term limits and service restrictions.
D. College Graduate Curriculum and Standards Committee (GCS)

1. The GCS will be comprised of one faculty member from each of the college’s disciplines as well as the college’s graduate programs coordinator. The associate dean is a member of the committee and is a non-voting member unless there is a tie vote.

2. The chair of the committee can serve for up to three years and should be the college’s representative to the University Graduate Council Committee.

3. All graduate level curriculum issues will be addressed through this committee before being sent to the appropriate university committee.

4. All graduate issues regarding admittance and other entrance requirements will be addressed by this committee.

E. College Student Awards and Scholarship Committee (SAS)

1. The SAS will be comprised of one faculty member from each of the departments as well as the college’s graduate and undergraduate programs coordinators. The associate dean is a member of the committee and is a non-voting member unless there is a tie vote.

2. The chair of the committee will be elected from one of the three faculty representing each of the departments.

3. This committee will vote on student award and scholarship matters based upon funding allocations provided by the dean’s office.

4. The SAS should plan any awards ceremony involved with this committee.

5. The SAS must maintain records of all documents involved with the selection process of student awards and scholarship recipients and submit a copy of this information to the dean’s office.

F. College Faculty Awards and Research Committee (FAR)

1. The FAR will be comprised of one faculty member from each of the departments. The associate dean is a member of the committee and is a non-voting member unless there is a tie vote.

2. The chair of the committee will be elected from one of the three faculty representing each of the departments.

3. This committee will vote on faculty award and research matters based upon funding allocations provided by the dean’s office.

4. Faculty awards and research is based upon specific guidelines that have been previously developed and posted on the College’s website.
5. The FAR should plan any awards ceremony involved with this committee.

6. The FAR must maintain records of all documents involved with the selection process of faculty awards and research recipients and submit a copy of this information to the dean’s office.

G. College Assurance of Learning Committee (AOL)

1. The college AOL committee consists of a member from each of the departmental units affected by AACSB accreditation. The associate dean and coordinators for undergraduate and graduate programs will also serve on this committee.

2. The AOL committee must meet at least once each semester to review and maintain required accreditation documentation and address any issues including standard revisions mandated by AACSB and SACS.

3. The associate dean will act as chair of the committee unless otherwise specified by the dean.

4. All members of the committee have voting privileges.

5. A copy of all documentation for AACSB and SACS reaccreditation must be provided to the dean’s office and presented to the college faculty at annual college wide meetings.

V. Ad Hoc Committees

The committee may consider any governance issue not covered under the purview of another standing committee if requested to do so by a voting member of the college faculty or the college dean. The GC may recommend additional college faculty meetings to the dean as needed. The GC shall prepare a slate of candidates for each standing committee and faculty senate vacancy, and conduct the election to fill such vacancies.

VI. Faculty Senate Representation

The college will have three representatives (one senior, one junior and one freshman senator) and two alternates to the Faculty Senate. Each department of the college will have at least one senator. Each spring, the eligible voting members of the faculty will vote as a whole for two alternates from the department units with senators ascending from junior to senior. Alternates will become junior senators in the second year of service, and senior senators in the third year.

VII. University Graduate Council

The Graduate Council is responsible for all matters relating specifically to graduate programs including admission, curricula, programs, policies and procedures, and evaluations. The Graduate Council includes two representatives from the college. One
member shall be elected by the college faculty to serve for a three-year term. One member shall be appointed by the dean of the college to serve for a three-year term. The elected member must be a tenured member of the college faculty who teaches graduate level course work. The terms of these two members shall be staggered. Elections shall be conducted in the spring semester of the third year of service, and the newly elected representative will begin serving the following fall semester.