

SOULES COLLEGE OF BUSINESS GOVERNANCE POLICY AND BYLAWS

This document contains the bylaws of the Soules College of Business (hereinafter, College) 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 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 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 declared when joining the College.
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 Chair, 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; methods of conducting its educational programs; faculty status and related personnel matters; the selection, evaluation, and retention of College administrators.

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

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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.

2. To ensure the principle of shared governance and to promote effective coordination between the Faculty, Department Chairs, and the 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 Chairs regarding such administrative matters as budget preparation, allocation of resources, scheduling, and communication. The Dean and Department Chairs recognize the expertise and the responsibilities of the Faculty regarding such academic matters as the curriculum, faculty status, tenure, and promotion.
3. The Faculty may exercise its responsibilities through the representative committees and units of the College.

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, or 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. These documents will be submitted to the Dean's office where they will be made accessible to the faculty.
4. Meetings should be conducted according to the current edition of Robert's Rules of Order. The Dean's office shall 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 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 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 all voting faculty members with an opportunity to participate.
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 majority vote, provided that the amendment has been submitted in writing to the Faculty at least one day prior to the vote.
2. The College Governance Committee will be required to post College bylaws as amended by the Faculty.

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.
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

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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 and distribute a list of the members of all committees 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 Dean or Associate Dean may appoint a faculty member to serve in this position until Faculty elect a replacement to serve out the unexpired term.
5. Meetings of standing committees, except the College Tenure and Promotion Committees shall be open to all members of the Faculty. The College Faculty and Staff Awards and Research Committee.

C. Existing College Standing Committees

The standing College committees include:

1. College Undergraduate Curriculum and Assessment (staggered 3 year term)
2. College Tenure and Promotion Committee
3. College Governance Committee
4. College Graduate Curriculum and Assessment Committee (staggered 3 year term)
5. College Faculty and Staff Awards and Research 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.

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2. First year tenure track faculty should not be required to serve on any College committees unless under extenuating circumstances where their expertise is required.
3. Non-tenure track faculty members may serve on all College committees except the College Tenure and Promotion Committee and The College Faculty and Staff Awards and Research Committee.
4. All terms on College committees are for a two-year period unless otherwise specified.

IV. Standing Committees

A. The College Undergraduate Curriculum and Assessment Committee (UCA)

1. The UCA consists of a member elected from each discipline. The Associate Dean (nonvoting), the College Assessment Coordinator (nonvoting), and College representative to the University Undergraduate Council (nonvoting unless there is a tie vote) will also serve on this Committee. Elected Committee members serve a staggered three-year term.
2. The UCA must meet at least once each month during fall and spring academic terms and once during the summer to address undergraduate curriculum matters, review and maintain required accreditation documentation, and address any issues, including standard revisions mandated by AACSB, SACS, ATMAE and other relevant accrediting bodies or other external review teams. The summer semester meeting may be conducted virtually.
3. The members elect a Chair from their number where the Chair will serve throughout the term.
4. A copy of all documentation for AACSB, SACS, ATMAE and other reaccreditation or external review must be provided to the Dean's office.
5. All undergraduate level curriculum and assessment issues will be addressed through this Committee before being sent to the appropriate University committee or other responsible unit.

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

1. The T&P committee is defined in the Tenure and Promotion Policy
2. No person may serve on this committee during any academic year in which he or she is under consideration for tenure and/or promotion.
3. The members elect a chair from their number for a one-year term.

C. The College Governance Committee (GC)

1. The GC consists of one faculty member from each department, elected for staggered two-year terms.
2. The members elect a chair from their number for a one-year term.
3. Immediately following College committee elections, the GC shall prepare and distribute a list of the members from all committees.
4. The GC is responsible for any revisions in the governance documents and posting the revisions to the bylaws.
5. The GC is responsible for maintaining records of faculty regarding College and University committee assignments.

D. College Graduate Curriculum and Assessment (GCA) Committee

1. The GCA consists of a member elected from each discipline. The Director of Graduate Programs (nonvoting), the College Assessment Coordinator (nonvoting), and College representative to the University Graduate Council (nonvoting unless there is a tie vote) will also serve on this Committee. Elected Committee members serve a staggered three-year term.
2. The GCA must meet at least once each month during the fall and spring semester and once during the summer semester to address graduate curriculum matters, review and maintain required accreditation documentation, and address any issues including standard revisions mandated by AACSB, SACS, ATMAE and other relevant accrediting bodies or other external review teams.
3. The members elect a Chair from their number where the Chair will serve throughout the term.
4. A copy of all documentation for AACSB, SACS, ATMAE and other reaccreditation or external review must be provided to the Dean's office.
5. All graduate level curriculum and assessment issues will be addressed through this Committee before being sent to the appropriate University committee or other responsible unit.

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 OOP programs Director. The Associate Dean is a member of the committee and is a non-voting member unless there is a tie vote.
2. The members elect a Chair from their number for a one-year term.
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 and Staff Awards and Research Committee (FSAR)

1. The FSAR will be comprised of one faculty member from each of the departments and one staff member. The Associate Dean is a member of the Committee and is a non-voting member unless there is a tie vote.
2. The members elect a chair from their number for a one-year term.
3. This Committee will vote on faculty and staff award and research matters based upon funding allocations provided by the Dean's office.
4. Faculty and staff awards and research is based upon specific guidelines that have been previously developed and posted on the College's website.
5. The FSAR should plan any awards ceremony involved with this Committee.
6. The FSAR 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. Strategic Planning Committee (SPC)

1. The SPC shall consist of the Dean (Chair), Associate Dean, and one representative from each discipline elected by each member of that discipline, and one representative from staff.
2. Each member will serve a term of two years.
3. The SPC will meet at least once each academic year to review and advise the Dean on the College strategic plan.

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 the 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

Representatives on the faculty senate will be selected by the eligible voting members of the faculty.

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 elected member must be a member of the college faculty who teaches graduate level course work.