

BYLAWS OF THE DEPARTMENT OF MANAGERIAL SCIENCES
COLLEGE OF BUSINESS ADMINISTRATION
UNIVERSITY OF NEVADA, RENO

Approved by the Department Faculty on January 15, 2009
Approved by the Dean of the College of Business on January 29, 2009

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1. BYLAWS, AUTHORIZATION, SCOPE, AMENDMENT

1.1. Authorization and Scope

These Bylaws of the Department of Managerial Sciences (the Bylaws) are authorized under the College of Business Administration Bylaws “Constituent Unit Bylaws,” University Bylaws, “Major Units of the University” and under the Nevada System of Higher Education (NSHE) Code (the Code).

The Bylaws provide the organizational and administrative structure and the policies and procedures for the faculty of the Department of Managerial Sciences (hereafter referred to as the Department). These Bylaws shall be consistent with the Bylaws of the College of Business Administration, University Bylaws, the Nevada System of Higher Education Code, all laws of the State of Nevada and the United States, and all Affirmative Action/Equal Opportunity Policies.

1.2. Mission Statement and Priorities

The mission and priorities of the Managerial Sciences Department are based upon the premise that the University of Nevada, Reno is a state University and therefore aspires to a level of excellence that is comparable to leading state universities. The activities of the University and its constituent units comprise teaching, research and service. Since teaching at the university level cannot be separated from scholarship as a broader activity involving research and the synthesis of knowledge, these activities are viewed as being equal in importance and of greater importance than service activities.

The most important general mission of the Department is to contribute to the creation of a climate of scholarly excellence within the University that will benefit those who are involved with and served by its programs. From the perspective of teaching, this means the transmission of the knowledge, perspectives and methods of various subject fields to students in lectures, seminars, discussion sections, advice and counsel. From the perspective of acquisition and the synthesis and dissemination of knowledge, this means the pursuit of research and scholarly activities which contribute to the advancement of knowledge itself, and which maintain and enhance the faculty member’s role as a teacher in the department. From the perspective of service, it means the application, where appropriate, of knowledge and experience in assistance to the university, the business community, the local public, and the professions of business law, finance, supply chain management, management and marketing.

1.3. Adoption and Amendment of Department Bylaws

These Department Bylaws are subordinate to and shall not conflict with either the College Bylaws or the UNR Bylaws. Amendment of these Bylaws shall be in force upon:

1. approval by two-thirds of those members of the Department faculty who vote in a fair, written, and secret ballot;

2. review by the College Bylaws Committee; and
3. approval by the Dean. Approved department bylaws shall be made available to all faculty by the Department.

Any member of the Department faculty as defined by these Bylaws or the Dean of the College may propose amendments to the Bylaws. A proposed amendment shall be submitted in writing to the Department Chair and the Dean of the College. The proposed amendment shall be reviewed by the Department Bylaws Committee to determine consistency with the College of Business and University Bylaws. If the proposed amendment is consistent with them, the amendment shall be distributed to the faculty; otherwise, the amendment will be referred back to the person who submitted it for the appropriate revisions. Any proposed amendment shall be adopted upon successful approval as outlined in the first paragraph above.

1.4. Interpretation of the Bylaws

Questions of the interpretation of these Bylaws shall be directed to the Department Chair.

Where a member of the faculty disagrees with the Department Chair's interpretation of the Bylaws, the member of the faculty may request an interpretation of the Bylaws from the Department Bylaws Committee by submitting a request in writing to the committee. The Department Bylaws Committee shall respond to this request in writing within two weeks of its receipt. If the member disagrees with the Committee's response, the member may appeal to the Dean.

In the event of any conflict, the College Bylaws, University Bylaws, the Code, the laws of the State of Nevada, or laws of the United States shall prevail, as appropriate.

2. ORGANIZATION OF DEPARTMENT

2.1. Department Structure

The Department is divided into the following academic areas, in accordance with bachelor degree programs offered by the Department:

- Finance
- Supply Chain Management
- Management
- Marketing

Area faculty consist of faculty members who teach courses primarily in these areas.

2.2. Area Coordinators

Each area will have a Coordinator whose primary responsibilities shall include but not be limited to: recommending area class scheduling; advocating the interests of the area to

the Department Chair, and providing service and support to the Department Chair as needed.

The area coordinators, at the request of the Chair, shall submit reports reviewing the accomplishments and developments of their area as well as its future development.

Area Coordinators will be selected annually by the Department Chair – at his or her discretion – after considering submissions of nominees by the area faculty. Should there be no nominee, the Chair will select an area Coordinator among the area faculty. The area coordinator will serve at the pleasure of the Department Chair.

3. FACULTY APPOINTMENT, DUTIES AND EVALUATION

3.1. Definition of Faculty

The Faculty of the Department of Managerial Sciences shall consist of all persons holding authorized professional positions in continuing state funded positions and renewable contingent on funding positions, with an FTE appointment of 0.5 FTE or more. The academic faculty includes all instructional faculty, both tenure track and non-tenure track. The administrative faculty will include all faculty in administrative faculty (range 1-7) positions.

Temporary faculty consist of instructors hired on Letter of Appointment, Letter of Appointment with Benefits, or one year or less non-renewable contracts.

Membership of faculty shall be effective from the date of initial appointment as determined by that faculty member's contract of appointment.

3.2. Voting Rights and Procedures

3.2.1. Voting in Department Chair Elections

Department Faculty (as defined above with an FTE of 0.5 or more) may participate in the election of the Department Chair.

3.2.2. Voting in all other Departmental Matters

For voting on proposed Bylaws changes and in any other Departmental matter, the voting schedule for MGRS academic and administrative faculty shall be as follows:

- a. Tenure track faculty = 1.0 vote
- b. Full-time administrative faculty = 1.0 vote
- c. Full-time lecturer on continuing contract = 1.0 vote
- d. Full-time lecturer on temporary contract = 0.1 vote
- e. Part-time administrative faculty (0.5 FTE) = 0.1 vote

- f. Part-time lecturer (0.5 FTE) = 0.1 vote

1.0 vote means a full vote whereas 0.1 vote means a part vote carrying the weight of one tenth of a full vote.

A two-thirds majority will be construed to mean two thirds of the weighted votes cast, and a simple majority will mean half (50%) of the weighted votes cast.

At any Department faculty meeting, any member of the Department may request that any question may be submitted to the entire Department faculty for a vote by secret ballot. The votes shall be counted by the Department Administrative Assistant in the presence of another faculty member.

For voting outside of a Department meeting, mail ballots may be used.

3.2.3. Voting by Mail Ballot

Voting by mail ballot shall be subject to the following regulations:

- a. The chair shall prepare and distribute the ballots no later than fourteen days after the receipt of a petition or request for action;
- b. One ballot shall be mailed to each faculty member eligible to vote;
- c. The ballots shall be returned to the chair using the two envelope method, no later than ten days after the distribution of the ballot the faculty member must sign the ballot or an envelope in which the ballot is returned;
- d. Any faculty member may choose to cast a vote by e-mail to the Department Administrative Assistant in lieu of paper ballot submission. If the majority of faculty attending a department meeting with a quorum present elect to conduct an entire vote via e-mail, this will replace paper balloting. In the event of an e-mail vote, any faculty member may choose to submit a paper ballot using the two-envelope method.
- e. The chair shall within fifteen days after distribution of the ballots: open the ballots and count the votes in the presence of the Department Administrative Assistant; report the result of the vote to the faculty; and keep a record of who voted.

3.2.4. Written Proxies

In the event that a Departmental meeting is called during a time when a faculty member is unable to attend, he/she may submit a written proxy.

3.3. Department Chair

The Department shall nominate from among its full time tenured faculty members a Department Chair.

The Chair shall be appointed by the President of the University of Nevada, Reno, acting upon the nomination of the faculty and the endorsement of the Dean of the College of Business Administration. The Department's recommendation as a matter of policy is that

the Chair serves for a single term of three years. In no event will a Chair serve for more than six years in any ten year period.

3.3.1. Election of the Chair

In the Spring semester of the last year of the Chair's term, the faculty will vote to determine a nominee to recommend to the Dean to be the new Chair.

On or before March 1, the Chair will ask the faculty to submit nominations and seconds in writing (either on paper or via email) to the Department Personnel Committee's Chair. Nominees wishing to decline the nomination may do so either prior to the meeting in writing (either on paper or via email), or verbally at the meeting. Two weeks after opening nominations, the nominations shall be closed, and a list of nominees shall be distributed to the faculty. If there are no candidates at the close of the nomination period, verbal nominations may be taken from the floor at the meeting.

A properly convened meeting (as described in section 7 of these bylaws) shall be held to elect a Chair, after nominations close, but no later than April 1. The meeting shall not be chaired by any candidate. (Faculty who were nominated but declined the nomination shall no longer be considered to be candidates.) In the event that the incumbent Chair is a candidate, the Department Personnel Committee Chair will chair the meeting. If that person is a candidate or is not present, the faculty shall elect a person to chair the meeting.

The faculty eligible to vote shall vote (as outlined in Section 3.2 of these Bylaws) by secret ballot. Each voter may only vote for one candidate at a time. The first candidate to gain a majority (greater than 50%) of the weighted ballots cast in any round of voting will be the new Chair.

If there are more than two candidates, and no candidate receives a majority of votes, the two candidates receiving the greatest number of votes will be the only candidates for the next round of voting. If, in any round, one candidate gets the largest number of votes, but less than a majority, and two or more candidates tie for the second greatest total of votes, the candidate getting the largest number of votes and all candidates tied for second place will be included in the next round of voting. Rounds of voting will continue until one candidate achieves a majority.

If there is only one candidate, faculty members must vote yes or no for the candidate, and the candidate must receive a majority of 'yes' votes to be the new chair. If the candidate fails to receive a majority of 'yes' votes, additional nominations may be taken from the floor.

If the Dean approves the Department's recommendation, the Dean shall submit the nomination to the President for approval. If the Dean does not approve the Department's recommendation, the Dean shall respond in writing stating the reasons for his or her disapproval within two weeks following the receipt of the recommendation. In the event of disapproval by the Dean, the Department may either submit an alternative recommendation for appointment as Department Chair, or appeal to the President for adjudication on its original recommendation.

When the Dean's disapproval is communicated to the Chair, the Chair will convene a meeting. In the interest of gaining a quorum and making a timely decision, an emergency meeting may take place more quickly after its announcement than would otherwise be allowed under these bylaws, but the Chair must give at least two days notice for the emergency meeting.

At the meeting, the department will vote first on whether to appeal to the President. If the majority votes not to appeal, nominations will be taken from the floor, and new elections held in this meeting. If the majority votes to appeal to the President, the Chair will make the appeal to the President, or designate another faculty member to make the appeal to the President. If the President agrees with the Dean, the Chair will convene another meeting as outlined in paragraph 19a of these Bylaws, to select another faculty member to recommend to the Dean.

3.3.2. Duties

The Chair shall be directly responsible to the Dean for the execution of College policy, and the efficiency, educational effectiveness, and scholarly productivity of the Department. The Chair shall be responsible to the faculty in administering and executing all policies established by these Bylaws.

Unless in conflict with University Bylaws or the Code, the Chair shall act at all times in accordance with the College Bylaws and the Department Bylaws to further the mission of the college and the Department.

The duties of the Department Chair include:

1. serving as the administrative officer of the Department. He or she shall be an ex-officio member of all Department committees except when he or she is being evaluated as either faculty or as Chair.
2. constructing the schedule for course offerings for an academic year at the beginning of each academic year. The area coordinators shall assist the Chair in this duty by consulting with each teaching faculty member who will be offering courses during the terms involved. The ultimate responsibility for scheduling rests with the Chair.
3. informing Department faculty, in a timely fashion, of the actions of, or information from the Dean;
4. informing the Dean, in a timely fashion, concerning pertinent actions by the Department;
5. at the request of the Dean, submitting periodic reports reviewing the accomplishments of the Department as well as its future development.

The further duties of the Chair shall be determined annually by the Dean in consultation with the Department Personnel Committee. The duties shall be documented in the role statement required for academic faculty members by the College Bylaws. The role statement of each Department Chair shall be signed by the Dean and the Department Chair within two months of the start of each calendar year.

3.3.3. Evaluation Process

An annual evaluation shall be made by the Department Personnel Committee. Such evaluation shall be in addition to the annual evaluation of the Chair as academic faculty member in accordance with the "Faculty Appointment, Duties, and Evaluation" section of the College Bylaws. Input from all members of the faculty of the Department shall be requested. The process to gather input from the faculty should use the procedure defined in section 3.2.1 of these Bylaws.

In accordance with the College Bylaws, prior to forwarding any evaluation made by the Department Personnel Committee to the College Personnel Committee, it shall be presented to the Chair. The Chair may within fifteen (15) days of receiving the committee's evaluation make comments as he or she deems appropriate.

The evaluation of the committee and the Chair's comments shall be forwarded to the College Personnel Committee. The College Personnel Committee shall make a recommendation to the Dean and forward the evaluation to the Dean.

3.3.4. Vote of no confidence

Any faculty member who is dissatisfied with the performance of the Chair in terms of the duties stated in these Bylaws may file a complaint with the Department Personnel Committee. The Department Personnel Committee shall investigate the complaint, and decide on its merits no later than 15 days after receiving the complaint. If the Personnel Committee determines that the Chair is not fulfilling the duties as stated in these Bylaws, it may recommend a resolution to the complaint. In the event of the Chair's failure to honor the resolution, it will then convene a Departmental meeting and make a request for a vote of no confidence.

A simple majority vote of all Department faculty eligible to vote in a Chair's election will be required to pass such a vote of no confidence. If such a vote is passed, the Department Personnel Committee shall immediately send a letter to the College Dean and the University President requesting that the Chair be removed. If the Dean does not approve of the request, the Department Personnel Committee will appeal to the President. If the President does not approve of the request, the Chair will remain in office. Upon the removal of the chair by the President, an acting chair shall be appointed according to section 3.3.1 of these Bylaws.

3.3.5. Acting Chair

Should the chair be incapacitated, removed, or in any other way unable to perform his or her duties in accordance with these Bylaws, the faculty eligible to vote in the chair's election shall submit the name of a nominee for an acting chair to the Dean who will follow the procedures in the College Bylaws.

4. Academic Faculty

4.1.1. Appointment

The allocation, recruitment and appointment of faculty will adhere to the general provisions set forth in the University and College Bylaws.

In consultation with the Area Coordinators, the Chair shall decide on the need for additional faculty, including Letters of Appointment, and/or on the need to fill an existing position. The Chair shall take the administrative action required according to University and College Bylaws to gain approval for the initiation of a search.

Decisions regarding the hiring of Letter of Appointment faculty shall be made by the Chair in consultation with the appropriate Area Coordinator and with input from the area's faculty and after proper position announcements in accordance with University Bylaws, Affirmative Action, and other requirements.

With respect to full time academic faculty positions, the Chair shall create a search committee and appoint a Committee Chair. The committee will include at least half of all faculty members from the area where the faculty position is available. The committee may contain members from outside the area. If the area disagrees with the Chair's decision, they may appeal to the Dean. The search committee shall write a position announcement and decide on an appropriate recruitment strategy. Applicants shall be systematically evaluated based on predetermined criteria by all search committee members. Written documents of that evaluation will be kept on record.

With respect to full time academic faculty positions, the search committee will recommend the final candidate to the Chair who will in turn forward this recommendation as well as his or her own evaluation to the Dean according to the College of Business Bylaws.

4.1.2. Reappointment of probationary faculty (those who have not been granted tenure)

Probationary faculty are offered an annual extension of their contracts by the Dean, according to the Code and University Bylaws. The Dean may act upon Department recommendations, College Personnel Committee recommendations, or other criteria to recommend to the Provost that a probationary faculty member's contract of appointment not be renewed. In accordance to the College Bylaws, such criteria may include unsatisfactory performance per the annual evaluation of the Department Personnel Committee and/or prohibited behavior as specified in the Code and the University Bylaws.

In addition to the annual performance evaluation, the progress of probationary faculty shall be reviewed annually starting in the third year of appointment by this Department Personnel Committee and by the Department Chair. The purpose of such a review shall be to provide guidance to the probationary faculty on their progress towards tenure.

This review shall be performed at the end of the third academic year and shall be in accordance with the College Bylaws.

The Chair shall provide an opportunity for a feedback interview with the probationary faculty. The Chair will provide the probationary faculty with a written summary of both the Chair's and the Department Personnel Committee's assessment of the individual's progress towards tenure.

4.1.3. Duties

The professional responsibilities and duties of a faculty member shall be in accordance with the "Professional Responsibilities" section of the University Bylaws.

All faculty members shall perform their duties in a professional and ethical manner designed to further the mission of their Department, the College, and the University.

Faculty members' specific professional responsibilities and performance expectations shall be negotiated annually between the Department Chair and the faculty member, the Department Personnel Committee, and the Dean in accordance with College of Business Bylaws. The specified responsibilities and performance expectations shall be documented within two months of the start of each calendar year in a role statement. In case of a disagreement between the Chair and the faculty member on the role statements, refer to the procedures outlined in the College Bylaws. The role statement shall be signed by the faculty member, the Chair, and the Dean as evidence of their expectations for that faculty member for that calendar year. The role statement in all cases shall be consistent with these Bylaws.

If the faculty member and Chair cannot reach agreement regarding the faculty member's role statement, following mediation with the Dean and University administration, the Dean and the Chair, in consultation with the Department Personnel Committee, may establish the professional responsibilities and performance expectations for that faculty member and evaluate that faculty member in accordance with those criteria.

4.1.4. Evaluation

All personnel actions and decisions shall conform to the requirements of these Bylaws, the College Bylaws, University Bylaws, the Code, and the affirmative action and equal opportunity policies of the University.

Every academic and administrative faculty member with at least a 0.5 FTE appointment and a continuing contract shall be evaluated annually on his or her performance during the prior calendar year. The purpose of the annual evaluation shall be to:

- a. provide feedback to the faculty member on his or her performance;
- b. provide guidance to the Dean on the award of any merit moneys.

This evaluation shall be done in accordance with the following process:

- a. The Department Personnel Committee shall perform an evaluation for the prior year of each member of the faculty based on the criteria in these Bylaws and the College Bylaws. Each Personnel Committee member shall review the

- performance of each faculty member. The Department Personnel Committee shall forward a recommendation on each faculty member to the Chair.
- b. The Chair shall perform an evaluation of each faculty member, other than him or herself, based on the criteria in these Bylaws and the College Bylaws, and after consideration of the recommendations of the Department Personnel Committee.
 - c. The recommendations of the Department Personnel Committee and of the Chair for a faculty member shall be provided in writing to that member prior to their being forwarded to the Dean. The faculty member will acknowledge in writing that he or she received the recommendation within five working days of being informed that his or her evaluation has been completed.
 - d. The faculty member shall have the right to respond in writing within ten days of being informed of the completion of his or her evaluation to any matter contained in the recommendations of the Department Personnel Committee or the Chair. The Personnel Committee shall also schedule an appeals hearing for faculty to discuss any matter contained in the recommendations of the Personnel Committee or the Chair. The written response and oral discussion shall be considered by the Department Personnel Committee which may take such action as it deems appropriate and inform the faculty member of those actions.
 - e. The Department Chair shall provide an opportunity for feedback.
 - f. The recommendations of the Department Personnel Committee and the Chair, together with any written response by the faculty member, shall be forwarded to the Dean for consideration by the College Personnel Committee.
 - g. No member of the Personnel Committee can participate in his or her own review.

The criteria for evaluation shall comply with the "Evaluation" section of the University Bylaws.

5. MANAGERIAL SCIENCES DEPARTMENTAL GUIDELINES FOR EVALUATIONS: ANNUAL, TENURE, PROMOTION

Faculty shall be evaluated on their teaching performance, their research contributions to the fields of Managerial Sciences, and their service to the Department, College, University, the State, and the community as a whole, consistent with their role statement.

The expected accomplishment of faculty in teaching, research, and service shall be stated in their annual role statement. The faculty should prepare and submit their role statement according to section 3.3.2 of these Bylaws

The Department Personnel Committee constituted under these Bylaws shall evaluate faculty performance to determine whether an individual faculty member's performance is "excellent," "commendable," "satisfactory," or "unsatisfactory" in each of three areas of teaching, research, and service and in their overall performance. The quality of work in

categories of research and teaching shall be evaluated by the Department Personnel Committee in conjunction with the faculty role statement.

5.1. Research

The evaluation of research shall include but not be limited to:

- Publications in refereed academic journals,
- Publications in refereed practitioner journals,
- Scholarly books,
- Publications in proceedings,
- Presentations at academic meetings,
- Presentations at practitioner meetings, and
- Working papers.

5.2. Teaching

The evaluation of teaching shall include but not be limited to:

- student evaluations,
- quality of course material, and
- external teaching activities including, but not be limited to, student advising, supervision of theses, supervision of independent studies, and coordination of student activities in professional organizations.

5.3. Service

The evaluation of service shall include internal, external and community service.

Internal Service:

- Acting as a representative on departmental, college, university, and system level committees,
- Serving as chair of the Department, and
- Acting as an advisor to a student organization.

External and Community Service:

- Serving as an officer or board member of a professional organization,
- Paper/book reviews for a journal,
- Book review for a publisher,
- Publications in practitioner newsletters,
- Serving on the editorial board of an academic and/or professional journal,
- Being a track chair or workshop leader at a professional conference,
- Serving on committees to review academic programs in other universities,
- Paper review for academic and/or professional meetings,
- Organizing a professional seminar for the business community,

- Participation in local community services that may include: membership on the board of an organization which promotes and recognizes the Department or College or University and professional speaking to local community,
- Continuing Education teaching,
- Consulting reports,
- Public testimony, and
- Participation in popular media outlets.

5.4. Criteria for evaluating demonstrated performance include:

Criteria for granting Tenure: Tenure may be considered if a qualified applicant is rated “excellent” in either teaching or research. The applicant must be rated “satisfactory” or better in both teaching and research.

Criteria for Promotion to Associate Professor: The criteria for promotion to Associate Professor shall be the same as the criteria for tenure;

Criteria for Promotion to Full Professor: The criteria for promotion to Full Professor shall be the same as the criteria for Associate Professor with the following additions:

Promotion to Full Professor shall be recommended by the Department Personnel Committee when the applicant has demonstrated continued professional development and nationally and/or internationally recognized contributions to the disciplines of Managerial Sciences through research and service;

There should also be evidence of continued professional development in the entire spectrum of professional obligations including, but not be limited to, “excellent” or “commendable” ratings in research, teaching, service, and in overall performance.

5.5. Criteria for Commendation for Merit:

Commendation for meritorious performance shall be based on the role statement and annual evaluations of faculty research, teaching and service. Commendations for merit shall be made when faculty are rated “commendable” overall, or higher.

6. FACULTY COMMITTEES

6.1. Library Representative

The Department Chair shall appoint annually the Department Library Representative.

6.2. Standing Committees

The Department shall maintain the following standing committees:

- a. Personnel
- b. Bylaws
- c. Curriculum

6.3. The Department Personnel Committee

The Department faculty shall elect a Department Personnel Committee. This committee will consist of a representative of each of the four academic areas.

6.3.1. Election of the Committee

The faculty of each area shall nominate, in accordance with the voting procedures established in these Bylaws, a Personnel Committee representative. A tenured faculty member should be nominated, if possible, at the Associate level or above as the area's representative.

If accepted by the Department faculty, this representative shall serve for a maximum of three years on the Personnel Committee unless no other area faculty is willing to serve, in which case the current representative may be elected for additional 3 year terms.

In the event that a Personnel Committee member is excluded from tenure and promotion decisions, the Department Chair will hold an election by secret ballot to select an alternate from among other members of the area.

Elections shall be held during the fall semester. In the event of a vacancy, the Chair shall appoint a representative from the same academic area as the departing member to serve out the year.

No faculty member may serve simultaneously on a Department, College, and/or University Personnel Committee.

No Department Chair may serve simultaneously on a Department, College or University Personnel Committee as an elected or appointed member.

6.3.2. Duties

The Department Personnel Committee shall:

- a. Elect one of its members as the Chair of the Committee.
- b. advise the Chair on any matter relating to the continuing employment, tenure, promotion, annual evaluation or merit award of any faculty member
- c. ensure that the procedures for evaluation of any faculty member are carried out in accordance with the Department Bylaws, and the College and the University Bylaws, insofar as they apply to the Department;
- d. carry out any other personnel related duties specified in these Bylaws.

The Committee shall follow the criteria established in these Bylaws, any further personnel criteria established by the College or Department Bylaws, the mission of the College, the University Bylaws, and the Code.

Any recommendation of the Committee shall be communicated in writing to the Chair and the faculty member within seven working days, unless otherwise specified elsewhere in these Bylaws

6.4. The Department Bylaws Committee

6.4.1. Election of the Committee

The academic areas shall each elect one member from the full-time members of their faculty who shall each serve for a three year term. Each member will serve on a staggered basis so that there will be at least two committee members who are incumbent. Final approval of any area member will require the majority of votes from the Department faculty.

Elections shall be held during the fall semester. In the event of a vacancy, the Chair shall appoint a representative from the same academic area as the departing member to serve out the year, and a nomination and election shall be held at the usual time for the remainder of the vacated term.

6.4.2. Duties

The members of the committee shall elect the Chair of the Committee.

The Department Bylaws Committee shall advise the Chair on any matters relating to the College and Department Bylaws and amendments, including their conformity to the College and University Bylaws and the Code. The Committee shall further advise the Chair on questions of interpretation of the College and Department Bylaws. The Chair shall be required to follow the interpretation of the Bylaws Committee.

The Department Bylaws Committee shall inquire into any apparent violation of the Department Bylaws by any faculty member. It may require the production of such evidence as it deems necessary to substantiate, or refute, a claim that these Bylaws have not been observed.

6.5. Department Curriculum Committee

6.5.1. Election of the Committee

The academic areas shall each elect one member from the full-time members of their faculty who shall each serve for a three year term. Each member will serve on a staggered basis so that there will be at least two committee members who are incumbent. Final approval of any area member will require the majority of votes from the Department faculty.

Elections shall be held during the fall semester. In the event of a vacancy, the Chair shall appoint a representative from the same academic area as the departing member to serve out the year, and a nomination and election shall be held at the usual time for the remainder of the vacated term.

6.5.2. Duties

The members of the committee shall elect the Chair of the Committee.

The Department Curriculum Committee shall be responsible for the review of any matters relating to the Department curriculum. The Committee shall further advise the Chair on any proposal to amend curriculum content prior to its implementation by the Department or any academic area.

All courses with a FIN, MGT, MKT, or SCM designation shall be reviewed and approved by the Department Curriculum Committee.

6.6. Ad Hoc Committees

The Chair is the only individual in the Department who may establish ad hoc committees to facilitate the administration of the Department. He or she may appoint such committees and their Chairs, or may provide for their election by the Department faculty.

By a majority vote at any academic area faculty meeting, the academic area faculty may establish academic area ad hoc committees and may define the sphere of activity, method of operation, composition and procedure for selecting members.

7. DEPARTMENT MEETINGS

The Department Chair shall call Department meetings when deemed necessary and shall notify at least ten working days in advance, all Department Faculty of the time and place of the meeting, together with an agenda of the business to be discussed at the meeting.

The Department Chair shall call meetings at least once per semester. Additional meeting(s) will be held upon written request of twenty-five percent of voting faculty members or seventy five percent of voting faculty members in any academic area.

The purpose of the Department meetings shall be for:

- a. Making recommendations regarding all Departmental matters and courses of action to be presented to the Dean, either directly or through the Chair.
- b. Making decisions on any matter within the delegated sphere of responsibility for the Department.
- c. Receiving information from the Chair.

Agenda items may be offered by any voting faculty member. Any agenda item received by the Chair no later than seven working days preceding the meeting shall be considered at the meeting. Items received later than seven working days preceding a meeting may be discussed at the meeting under the heading of "Other Business."

A quorum shall consist of fifty-one percent of the Department's voting faculty.

The Department Chair, or his/her delegated representative, shall preside over all meetings of the Department.

The latest edition of Roberts Rules of Order, Newly Revised, shall govern the conduct of Department meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.

Voting rights in departmental meetings shall be in accordance with section 3.2 of these Bylaws, and “Faculty Contracts” and “Organization of Faculties” of the University Bylaws.

8. Definition of Days

All references to periods of days within these Bylaws shall be taken to refer to calendar days unless otherwise noted.

9. OFFICE ALLOCATION GUIDELINES

Any time a faculty office (with the exception of the Chair’s Office, described below) becomes available for MGRS faculty members, the Chair will award the office to a faculty member based on a set of criteria below.

While serving as a duly elected Chair, the chair will occupy the chair's office (BB 313A). A faculty member serving as acting chair may choose, with the consent of the current Chair (if applicable), to occupy the Chair’s office. At the end of the term of service as department Chair, the Chair will vacate the Chair’s office and be given the first choice of available offices at that time.

The chair will consider a number of criteria in assigning a faculty member to the office:

- a. Attempting to place faculty members in the same Area in close proximity to one another, if they so desire.
- b. Providing higher rank faculty with more desirable offices (generally construed to mean larger offices or offices with windows).
- c. Providing more desirable offices to faculty with distinguished service records (i.e., former Chairs), excellence in research, or excellence in teaching.
- d. Any other factors the Chair feels are significant in providing a just and equitable allocation of offices for the overall good of the department.

When the Chair learns that an office will become available, the Chair will notify all faculty members in the department of the office’s availability, via email or other written means. If the Chair informs the faculty of the upcoming vacancy during the spring or fall semester, all faculty will have two weeks to inform the chair of their interest in the office. If the chair informs the faculty of the upcoming vacancy during the winter or summer break, faculty will have four weeks to indicate their interest. Faculty who are interested in the office will indicate their interest to the Department Chair via email or in writing. They may also indicate in writing to the Chair why they feel they should be awarded the office. Using the criteria above, the Chair will make a determination as to which member the Chair feels the office should be given to. The Chair’s decision will be final.