



## **BAUER COLLEGE OF BUSINESS BYLAWS**

### **SECTION 1. SCOPE OF THE BYLAWS:**

The Bylaws as now existing, or as amended in accordance with Section 8, shall be consistent with, and subordinate to, established University-wide policies, UH Board of Regents policies, and policies, rules, or laws of the Coordinating Board or State of Texas.

### **SECTION 2. COMPOSITION OF THE FACULTY:**

The Faculty shall consist of the Dean of the College and all full-time (1.0 FTE) faculty whose primary appointment is in the Bauer College of Business.<sup>1</sup> Individuals on approved faculty leaves who otherwise are considered Faculty are included as Faculty. Tenure-track faculty includes all assistant professors, associate professors, and professors either in the tenure-track or already tenured.

### **SECTION 3. FUNCTIONS OF THE FACULTY:**

3.1 The Dean shall consult the faculty on all matters dealing with the formulation of general educational policy of the College, including policy on curriculum, courses, admission, graduation, and scholastic probation and dismissal. It shall be the function of the Faculty to recommend the establishment, modification, or discontinuance of work leading to degrees, diplomas, and certificates.

Such recommendations regarding degree, diploma, and certificate programs shall be made by the Faculties of the respective departments or instructional areas preparing to offer or offering such programs. In addition, the Faculty as a whole may recommend approval, disapproval, or modification of the proposals suggested by a committee which may be appointed for such purposes.

3.2 The Faculty shall recommend to the Dean and Provost candidates for

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<sup>1</sup> Titles of Faculty include lecturer, senior lecturer, professor of practice, senior professor of practice, research assistant professor, research associate professor, research professor, instructional assistant professor, instructional associate professor, instructional professor, assistant professor, associate professor, and professor. Visiting faculty, adjunct faculty, and faculty with part-time or courtesy appointments are not included in the definition of Faculty.



degrees; these recommendations shall be reported to the President and Chancellor.

3.3 The Faculty may make recommendations concerning administrative policies of the Bauer College of Business.

3.4 The Faculty shall be empowered to adopt such rules and regulations and to establish such committees as necessary for fulfilling its functions.

#### SECTION 4. MEETING OF THE FACULTY:

4.1 Meetings may be called by the Dean at his/her discretion and shall be called by the Dean whenever 25 percent of the voting Faculty request such a meeting.

4.2 The Faculty shall be notified at least five working days in advance of all meetings and provided with an agenda of the meeting.

#### SECTION 5. CONDUCT OF MEETINGS:

5.1 The Dean shall preside over the faculty meetings but may appoint a pro tempore chairperson to serve at the Dean's discretion.

5.2 All members of the Faculty (see Section 2) shall have the right to vote. The exceptions to this shall be:

5.2.1 Only tenure-track Faculty can vote on tenure-track issues, including issues pertaining to hiring, tenure, and promotion of tenure-track Faculty; significant changes to programs offered at the Bauer College of Business; and any changes to Ph.D. courses or the Ph.D. program. However, all Faculty can typically vote on changes to the titles, descriptions, and prerequisites of specific undergraduate or masters-level courses, as well as on the elimination or creation of such courses. Final decisions on what constitutes a tenure-track issue rest with the tenure-track Faculty in attendance at the meeting.

5.2.2 Only tenure-track faculty can make recommendations for or vote on changes to the Bauer College of Business Bylaws.

5.2.3 Only tenured faculty can vote on changes to the Bauer College of Business Promotion and Tenure Policies.

5.3 A Faculty member must attend the meeting to exercise his/her right to vote.

5.4 A quorum shall consist of 1/3 of the Faculty members as certified by an



Associate Dean. Should a quorum not be present at any meeting, the meeting may be rescheduled and a quorum shall consist of those members present provided that:

5.4.1 No new items are added to the agenda;

5.4.2 Such notice clearly indicates that for that particular meeting a quorum shall consist of those members present.

5.5 A secretary shall be present to take minutes of the meeting and copies of such minutes shall be circulated to the Faculty within twenty working days after the meeting and prior to the next meeting. Opportunity to amend and approve such minutes shall constitute the first order of business at the next subsequent meeting.

5.6 In matters not covered by specific rules adopted by the Faculty, the proceedings shall be conducted according to Robert's Rules of Order.

#### SECTION 6. COLLEGE COMMITTEE STRUCTURE:

6.1 The Standing Committees of the Bauer College of Business Faculty shall be:

Administrative Committee, Undergraduate Curriculum Committee, Masters Curriculum Committee, Ph.D. Curriculum Committee, College Promotion and Tenure Committee, Bauer College Faculty Grievance Committee, Scholarships Committee, Masters Admissions Committee, Academic Honesty Committee, Library Committee

6.2 The Dean shall be an ex-officio member of the standing committees.

6.3 Committees reporting to the Faculty are urged to report both majority and minority opinions where views differ significantly.

6.4 Modification of Standing Committee Structure may be effected by a majority tenure-track Faculty vote in regular or special meetings.

6.5 The Administrative Committee

6.5.1 The Administrative Committee shall be composed of the Dean, Associate Deans, and department Chairpersons.

6.5.2 This committee will be available to assist the Dean in the administration of the College. The Committee will consider any matters placed before it by the Dean.

6.6 Undergraduate Curriculum Committee

6.6.1 One Faculty member elected by each Bauer College of Business department will serve. Members will be elected to serve a three-year term. Terms will be staggered so that continuity can be maintained. Should a member resign before the individual's term expires, that member's department will elect or appoint a replacement to finish out the term. Consecutive terms can be served.

6.6.2 Charge: To conduct periodic reviews of the undergraduate degree programs of the College as requested by the Dean or Faculty and to make recommendations to the College Faculty regarding additions, deletions, or modifications in these programs. All requests, issues, and questions pertaining to undergraduate programs will be considered and evaluated by the committee. Final decisions on undergraduate program issues rest with the full College Faculty.

#### 6.7 Masters Curriculum Committee

6.7.1 One Faculty member elected by each Bauer College of Business department will serve. Members will be elected to serve a three-year term. Terms will be staggered so that continuity will be maintained. Should a member resign before the individual's term expires, that member's department will elect or appoint a replacement to finish out the term. Consecutive terms can be served.

6.7.2 Charge: To conduct periodic reviews of masters degree programs of the College as requested by the Dean or Faculty and to make recommendations to the College Faculty regarding additions, deletions, or modifications in these programs. All requests, issues, and questions pertaining to masters programs will be considered and evaluated by the committee. Final decisions on masters program issues rest with the full College Faculty.

#### 6.8 Ph.D. Curriculum Committee

6.8.1 The Ph.D. coordinator for each area will be tenure-track and appointed by the departmental Chairperson to serve on the committee. The Ph.D. coordinator's term of office is at the discretion of the departmental Chairperson.

6.8.2 Charge: To conduct periodic reviews of the Ph.D. degree programs of the College as requested by the Dean or Faculty and to make recommendations to the College Faculty regarding additions, deletions, or modifications in these programs. All requests, issues, and questions pertaining to Ph.D. programs will be considered and evaluated by the committee. Final decisions on Ph.D. program issues rest with the full College tenure-track Faculty.

#### 6.9 College Promotion and Tenure Committee

6.9.1 The committee will be comprised of tenured full professors. Each department

will elect one member and the Dean will select two at-large-members. No more than two members from the same department can serve on the committee. Department Chairpersons, the Dean, Assistant and Associate Deans are not permitted to serve on the committee. Each term of appointment will be three years with terms staggered so as to provide continuity of membership. Consecutive terms can be served. The committee chairperson will be selected by vote of the committee at the beginning of the annual evaluation cycle. Should a member resign before the individual's term expires, that member's department will elect or appoint a replacement to finish out the term.

6.9.2 Charge: To serve as a non-administrative, College-wide committee that will carefully review all promotion and/or tenure candidates submitted by each department and to make a formal, written recommendation to the Dean. The committee will provide its formal recommendations by the required date in each fall semester. The committee will also review faculty for third year review and, if requested, fourth year review. The committee will also review faculty recommended for nonreappointment in any year of a probationary appointment. Such reviews will be submitted to the Dean by the required date in each spring semester.

#### 6.10 Bauer College Faculty Grievance Committee

6.10.1 One tenured faculty member elected from each academic department will serve. Members will be elected to serve a three-year term. Terms will be staggered so that continuity will be maintained. Should a member resign before the individual's term expires, that member's department will elect a replacement to finish out the term. Consecutive terms can be served.

6.10.2 Charge: To hear and consider all faculty grievances pertaining to issues, complaints, and problems that have not been considered or deliberated by any other duly constituted faculty committee. The committee will prepare a written report stating its recommendation and reasons concerning each grievance, which will be presented to the principal parties involved.

#### 6.11 Scholarships Committee

6.11.1 The membership will include a Dean's representative, Scholarships Manager, and one Faculty member appointed by the Chairperson of each academic department. The members will serve three-year terms and can serve consecutive terms. The voting members on this committee will be the Faculty members representing each academic department

6.11.2 Charge: To publicize available scholarships and fellowships and search for, evaluate, and make recommendations to the Dean on students who will be awarded

scholarships and fellowships.

#### 6.12 Masters Admissions Committee

6.12.1 The committee shall consist of one faculty member appointed by the Chairperson from each department for a three-year term and a Dean's representative. The voting members on this committee will be the faculty members representing each academic department. Consecutive terms can be served.

6.12.2 Charge: To evaluate and render decisions on all admission requests to masters programs that do not meet the most current minimum admissions requirements.

The committee will uphold the general objectives of the College masters programs and insure that all decisions reached are as consistent, equitable, and timely as possible. In all cases of admission granted by the committee, a signed statement by the committee chairperson will be incorporated into the student's permanent file.

#### 6.13 Academic Honesty Committee

6.13.1 The College Dean will appoint a hearing officer who will chair the committee. For each case, the hearing officer will select two faculty members from a list of eight (8) faculty. The faculty list will include one member from each College department appointed by the chairperson with the remaining members appointed by the Dean. In addition, the Dean (or a representative) will develop a list of twelve students for use on hearing panels. The hearing officer will select three (3) students for each panel. Thus, the voting committee for each case heard will be the hearing officer, two faculty members, and three students. Each faculty member will serve three-year terms. Consecutive terms can be served.

6.13.2 Charge: To hear and render a written decision on all cases referred to the committee involving student infractions of academic honesty. The written decision will be submitted to the Dean and Provost. Any conduct which a reasonable person would recognize as dishonest will be considered by the committee.

#### 6.14 Library Committee

6.14.1 The committee will include one faculty member elected by each academic department. Members will be elected for a three-year term. Terms will be staggered so that continuity can be maintained. Should a member resign before the individual's term expires, the member's department will elect or appoint a replacement to finish out the term. Consecutive terms can be served. The Business Librarian will serve as an ex-officio member of the committee.

6.14.2 Charge: To monitor the business library budget and collection and act as an

advisory group to the Business Librarian. The committee will insure that the collection is appropriate for the research mission of the College. The committee will meet twice a year to review the budget and current ordering/culling activities.

#### 6.15 Ad Hoc Committees

6.15.1 The Dean (or the Dean's appointed representative) may appoint ad hoc committees to consider issues not deliberated in standing committees.

### SECTION 7. DEPARTMENTAL ORGANIZATION:

7.1 The departmental organization of the Bauer College of Business shall be the joint responsibility of the Dean and of the College Faculty.

7.2 The Faculty of each department shall be responsible for the academic programs of that department by identifying courses and curricula, academic standards and course content; proposing additions, changes, and deletions; and selecting textbooks.

7.3 Non-departmental programs shall be administered by committees appointed by the Dean.

7.4 The Faculty of each department shall hold at least one regular meeting each semester. Robert's Rules of Order shall apply to departmental meetings unless the department adopts its own rules which, however, cannot be inconsistent with the rules and regulations of the College or the University. Minutes of departmental meetings shall be optional. A voting member of a department is defined as a College Faculty member (see Section 2) whose appointment is in the department. In the adoption or amendment of department promotion and/or tenure policies, only the tenured Faculty members of the department may vote.

7.5 The Chairperson of each department shall be appointed by the President of the University after being nominated by a majority vote of the continuing tenure-track Faculty members of the department and confirmed by the Dean.<sup>2</sup> In the event that the person nominated by the department is not confirmed by the Dean, the department shall nominate another person as Chairperson, and this procedure shall be continued until the last person nominated by the department is confirmed by the Dean or there is no additional candidate from the department. If no nominated person is confirmed by the Dean, the Dean will appoint a Departmental Chairperson for one year and the process will be initiated again for a department Chair to serve a full three-year term.

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<sup>2</sup> Continuing faculty does not include individuals who have resigned or received a terminal contract.

7.5.1 The Chairperson shall be a tenured Faculty member.

7.5.2 The Chairperson shall serve a three-year term. Reappointment is possible but again subject to the process of nomination, confirmation, and appointment.

7.5.3 The election process shall consist of a secret ballot vote by the continuing tenure-track Faculty members of the department.

7.5.4 The nomination, confirmation, and appointment process shall be conducted during the spring semester, and should be staggered among departments to assure continuity.

7.6 A department Chairperson shall execute such duties as normally attached to the office in professional schools and, in particular, shall be responsible for the following:

7.6.1 The Chair shall be responsible for the administration and development of the department. The Chair shall be responsible for the formulation of departmental policies, in consultation with the departmental faculty, and for the execution of policies concerning the department.

7.6.2 The Chair shall be the official representative of the department in all official communications with the Dean and the Administrative Committee and through the Dean to the President and other officers of the University. This provision in no way precludes the normal access of all faculty members to the Dean of the College or other administrative officers.

7.6.3 The Chair shall coordinate with the appropriate Associate Dean course assignments and schedules within the department and shall maintain, insofar as is possible, an equitable and mutually agreeable distribution of courses.

7.6.4 The Chair shall recommend to the Dean through the Administrative Committee, promotions and increments of members of the department and, in consultation with departmental faculty and academic program directors, recommend appointments and dismissals.

7.6.5 The Chair shall prepare, in consultation with the departmental faculty, and in cooperation with the Associate Deans, such information regarding courses in the department as may be needed for the catalog. The Chair is also responsible for such departmental reports as may be needed.



## SECTION 8. AMENDMENTS

8.1 These Bylaws may be amended at any meeting of the Faculty by a two-thirds vote of the tenure-track Faculty members present, provided that a copy of the proposed amendment or amendments is given to the Faculty at least five days in advance of the meeting at which it is voted on. Amendments may be proposed by a standing committee, the Dean, or six signatory tenure-track Faculty members.

8.2 Questions of interpretation of these Bylaws shall be referred to the tenure-track Faculty and questions of the jurisdiction of the Faculty, the Dean, a department, or department Chairperson shall be referred to the Dean.

Adopted by the Faculty, College of Business Administration, April 19, 1971

Amended December 9, 1993

Amended June 19, 2018 (to comply with UH non-tenure-track faculty policy).