

# Charter

Adopted May 4, 1984  
Last Amended December 3, 2010

## College of Business (CoB) University of North Texas

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# COLLEGE OF BUSINESS UNIVERSITY OF NORTH TEXAS

## CHARTER

Adopted May 4, 1984  
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## PREAMBLE

The members of the College of Business (the College) of the University of North Texas (the University), considering their College as a community of scholars devoted to teaching, research, and community service, affirm their commitment to the education of their students, to the areas of business administration, and to the University. The College officers and committees, while acting in the name of the faculty, receive their authority from and are responsible to this community of scholars. Faculty, administration, and staff recognize their responsibility for the quality of instruction and the relevance of our program to the University Administration and to the Board of Regents, our students, and all stakeholders. (Amended February 13, 1998)

## **ARTICLE 1. ORGANIZATION AND MEETINGS**

### **Section 1.1 College Faculty**

1.1.1 The College faculty includes all full-time faculty members including deans of the University of North Texas in the College of Business (Amended April 15, 1988).

1.1.2 The College is organized into departments and/or schools representing the various disciplines and professions within business administration. Each department or school has the right to establish its own policies, procedures, standards, and criteria in matters relating to faculty selection and evaluation; curriculum development and processing; student admission, retention, and exit standards; and department or school administration and budgeting. Policies, procedures, standards, and criteria of all organizational units within the College of Business must not contravene those established by the College or the University. This charter recognizes that department or school autonomy may be especially important when a department/school seeks professional accreditation or affiliation for its educational programs.

### **Section 1.2 College Business**

College business shall be conducted by the following:

- a. The Dean and the Dean's Assistants and Associates
- b. The Executive Committee
- c. The Undergraduate Program Committee
- d. The Master's Program Committee
- e. The Doctoral Program Committee
- f. The College Appeals Committee
- g. Other committees as necessary to provide support for other activities.

### **Section 1.3 Meetings**

Regular meetings of the College of Business faculty shall be scheduled in the months of September, October, November, February, March and April. Called meetings of the faculty may be held at the request of the Dean, the Executive Committee, or on written petition from twenty percent of the faculty members of the College. Dates of faculty meetings shall be established at the beginning of each school year subject to necessary change.

### **Section 1.4 Notification of Meetings**

Notification of regular meetings of the College faculty shall be given by memorandum sent to each voting member of the faculty by email notification sent to the faculty member's University email address. One printed copy of the agenda and all attachments shall be provided to each departmental office. Such notifications shall be given at least five class days in advance of the meeting and must include the meeting's agenda. (Amended March 6, 2009)

## Section 1.5 Parliamentary Procedures

1.5.1 A quorum consisting of forty percent of the voting members of the College faculty must be present to conduct official business. In all parliamentary questions not otherwise provided for, *Roberts' Rules of Order* (most recent edition) shall apply.

1.5.2 Items to be voted on must be placed on the agenda distributed to faculty according to 1.4 above. The agenda should include proposed motions.

1.5.3 An item must be placed on the agenda if it has the approval of 25 percent of the voting members of the College faculty or one-half of the members of a department. The item must be placed on the agenda within two faculty meetings after the request is submitted to the Dean's Office.

1.5.4 All votes shall be by a show of hands unless at least 25 percent of faculty in attendance and authorized to vote request a secret ballot. To supervise a secret ballot, the College shall have an election committee composed of each school or department's election judge attending the meeting. In the absence of any department's election judge, the Dean shall appoint a temporary election judge.

1.5.5 Voting privileges are extended to all faculty members unless prohibited by other University regulations or by provisions in this charter.

1.5.5.1 This charter extends full voting privileges to all members of the full-time faculty who are tenured or tenure-track including the Dean, Associate and Assistant Deans and full-time faculty on leave from the University if they are tenured or on tenure track (Amended March 6, 2009)

1.5.5.2 Individuals designated as visiting professors, faculty on modified service, and emeritus faculty are ineligible to vote even though they may be considered regular members of the faculty. (Amended February 13, 1998)

1.5.5.3 Faculty with appointments as full-time lecturers, senior lecturers or principal lecturers shall have voting privileges under this charter with the following exceptions: lecturers shall not be entitled to vote 1) in decisions relating to the hiring or review process of tenure and tenure-track faculty; 2) in decisions related to the policies and procedures applicable only to tenured and tenure-track faculty; and 3) in decisions related to graduate programs in the College. (Amended March 6, 2009)

1.5.6 Faculty who vote on any graduate curriculum or policy matters (courses and programs) must be members of the graduate or associate graduate faculty.

1.5.7 If a vote is scheduled to be taken and has not been called for by the scheduled ending time of the business meeting, then it is automatically tabled until the next faculty meeting. This

rule may be suspended with an affirmative vote of at least two-thirds of the appropriate voting faculty present at the business meeting. The business meeting portion of the faculty meeting should be scheduled first and be limited to the amount of time set in the agenda unless this provision is waived by at least a two-thirds majority voted of the appropriate voting faculty present.

1.5.8 A simple majority for purposes of accepting or rejecting issues voted on at a regularly scheduled faculty meeting of the College of Business consists of 50 percent plus one of the faculty eligible to vote and in attendance. (Amended February 13, 1998)

### **Section 1.6 Records and Minutes**

Minutes shall be kept for all meetings of the College faculty, and shall be made a matter of record. Copies shall be distributed to all full-time members of the faculty, and to such University administrators as may request them.

## ARTICLE 2. THE COLLEGE DEAN AND ADMINISTRATION

### Section 2.1 The Dean

2.1.1 The Dean is the chief executive officer of the College. The authority of the Dean is exercised with the assistance of departmental chairpersons and approval of the College faculty. The Dean is responsible for administrative, educational, personnel, budgetary, and student affairs of the College subject to University and College policy. (Amended April 15, 1988)

2.1.2 The Dean shall enforce the spirit and provisions of this charter.

2.1.3 The Dean's conduct of the office shall be consistent with the spirit and letter of the University of North Texas Guidelines for Faculty Participation in Instructional Units (Policy Manual 13.2 05/01) and Policy Statement on Departmental Personnel Administration (Policy Manual 13.3 05/01).

2.1.4 The Dean shall be authorized to make appointments to the administrative positions of Associate and Assistant Deans. Each appointment shall be for two years, renewable at the option of the Dean and the appointee. The Dean shall be authorized to make such ad hoc administrative appointments required by College needs. An Associate Dean shall be the temporary Acting Dean in the absence of the Dean. (Amended February 13, 1998)

### Section 2.2 Selection and Evaluation

2.2.1 Selection of the Dean shall be in conformance with University guidelines that apply to selection of all deans. However, it is the philosophy of this charter that faculty will play an important role in this process and that the final choice will be acceptable to at least a majority of the College faculty providing input. (Amended March 6, 2009)

It is the intent of this charter that for each candidate who is interviewed for the position of Dean, the Provost and Vice President for Academic Affairs will solicit candid and confidential input from the faculty of the College. The input should take the form of a confidential inquiry directed to each full-time faculty member regarding each candidate, asking 1) whether the candidate is acceptable or unacceptable for the job of Dean and 2) an assessment of the candidate's strengths and weaknesses for the job of Dean. The results of the inquiry shall be forwarded to the Provost for use in determining each candidate's suitability for the job. (Amended March 6, 2009)

2.2.2 An evaluation committee composed of one elected member from each of the departments shall conduct an evaluation of the Dean and the Dean's office at least every third year. The results shall be forwarded to the CoB faculty, the Dean, the Provost and Vice President for Academic Affairs and the President of the University. An evaluation committee must be established upon the request: (a) by petition of one half of faculty eligible to vote or (b) by vote

of a majority of voting faculty at a regular or called faculty meeting as described in Section 1.1.1. (Amended April 15, 1988, February 13, 1998)

### **Section 2.3 Departmental Chairpersons**

2.3.1 Chairpersons of departmental units shall assist the Dean in the completion of the Dean's tasks.

2.3.2 Selection of the chairperson shall be the purview of the Dean in conformance with University guidelines that apply to selection of all department chairs. However, it is the philosophy of this charter that the faculty of the department will play an important role in the process and that the final choice will be acceptable to at least a majority of the department faculty providing input. (Amended March 6, 2009)

2.3.3 A search committee at least 60 percent of which shall consist of elected representatives of the faculty members of the department shall forward a list of candidates to the Dean. (Amended March 6, 2009)

It is the intent of this charter that for each candidate who is interviewed for the position of department chair or who is considered for reappointment, the Dean will solicit candid and confidential input from the faculty of the department. The input should take the form of a confidential inquiry directed to each full-time faculty member regarding each candidate, asking 1) whether the candidate is acceptable or unacceptable for the job of chairperson and 2) an assessment of the candidate's strengths and weakness for the job of chairperson. The results of the inquiry will be used by the Dean in determining each candidate's suitability for the job. (Amended March 6, 2009)

2.3.4 The Dean shall recommend a chairperson from the list of candidates for one term of not more than five academic years. The Dean may reappoint a chairperson for one additional term not to exceed five years. (Amended November 10, 1989, March 6, 2009)

2.3.5 An election to remove a chairperson must be held upon written petition by at least fifty percent of the tenured faculty or one-third of the total faculty in the department. A recommendation to remove a chairperson shall be sent to the Dean upon a two-thirds vote of the departmental or school faculty eligible to vote.

2.3.6 The department chairpersons serve at the pleasure of the Dean. The Dean can remove a chairperson at any time without input from the departmental faculty. (Amended March 6, 2009)

2.3.7 Each department's personnel committee shall annually review its chairperson and submit the review to the chairperson and to the Dean.

## **ARTICLE 3. EXECUTIVE COMMITTEE**

### **Section 3.1 Duties**

The Dean's office and the Executive Committee shall have concurrent jurisdiction on administrative matters. In addition, the Dean's office and the Executive Committee shall share responsibility for the following:

- a. Periodically discussing the overall financial conditions of the College, funding strategies, and major budget policies.
- b. Developing long-range goals and strategies with the faculty. Discussing the long range goals and strategies of the College and the internal consistency of all policies with respect to their achievement.
- c. Establishing policies and procedures consistent with University guidelines for periodic evaluation of administrators and of faculty members engaged in administration.
- d. Establishing ad hoc committees.
- e. Reviewing and commenting on the recommendations of the ad hoc committees appointed to deal with administrative matters.

### **Section 3.2 Membership**

The Executive Committee shall consist of the chairperson of each department and/or school in the College, the Dean or the Dean's designate, and the Associate and Assistant Deans as ex officio members. Any person who leaves the position of chairperson must vacate the position on the Executive Committee at the time the resignation is effective. The department's acting or permanent chairperson (if present) shall become a member of the Executive Committee.



## ARTICLE 4. PROGRAM COMMITTEES

The Undergraduate, Master's, and Doctoral Program Committees are the standing program committees of the College. The Dean shall publish and distribute a complete list of committee membership at the beginning of each academic year as soon as the departments and/or schools have selected their committee members. (Amended February 13, 1998)

### Section 4.1 Common Requirements

While each program committee is concerned with matters relating to programs existing at different academic levels, there are common requirements to all three.

4.1.1 All academic programs offered through the College shall be controlled by the appropriate committees.

4.1.2 Each committee normally shall meet monthly during the two long semesters and at other times on call by the committee chairperson.

4.1.3 The first meeting of committees in the fall semester shall be convened by a person designated by the Dean. The first order of business for each committee shall be to elect a chairperson by written secret ballot.

4.1.4 Committee minutes must be maintained in a centrally located place in the College so that interested parties may have access to them.

4.1.5 All program committees are available to meet whenever the University is in session. In addition to the committee chair, any CoB dean or any two committee members may call a meeting of the given program committee. The agenda for a called meeting must be distributed to committee members and department chairs at least one week prior to the meeting. For voting purposes at any program committee meeting, a quorum consists of a simple majority of the voting membership. (Amended February 13, 1998)

4.1.6 All committee meetings shall be open to any member of the College faculty.

4.1.7 All committee meetings shall be conducted in a democratic manner, consistent with the spirit of the "Guidelines for Faculty Participation in Instructional Units" (Policy Manual 13.2 05/01).

4.1.8 The chairperson of each committee shall be responsible for publicizing forthcoming committee meetings at least one week in advance through memoranda to all members of the College faculty. The committee chairperson shall also be responsible for the publication of the texts of policy changes and other proposals to be brought to the faculty by the committee at the next faculty meeting.

4.1.9. Faculty representatives on the standing program committees shall be selected in accordance with their departmental guidelines for a term of three years. Terms shall run from the beginning of the Fall semester to the beginning of the Fall term three years hence except for the Fall 1998. For Fall 1998, the five representatives shall draw lots to determine which two among them will serve three year terms; which two will serve two year terms and which one will serve a one year term. After implementation in Fall 1998, all subsequent selections shall be for terms of three years (Amended February 13, 1998)

## **Section 4.2 Undergraduate Program Committee**

This standing committee is responsible for making recommendations relating to all undergraduate programs offered within the College.

### **4.2.1 Membership and Voting**

- a. Each department shall select a representative in accordance with its departmental guidelines.
- b. The Dean shall designate an ex officio member to represent the Dean's Office.
- c. All members except ex officio members have voting privileges.

### **4.2.2 Officers**

- a. A chairperson shall be elected from the departmental or school representatives by means of a written secret ballot.
- b. A recording secretary shall be elected by means of a written secret ballot. Ex officio members may serve as recording secretary.

### **4.2.3 Duties and Responsibilities**

- a. To engage in planning for the continuous improvement and development of undergraduate curricula and programs of the College, including making recommendations for changes the committee considers desirable for the continuous improvement and development of undergraduate curricula. (Amended February 13, 1998)
- b. To propose to the College faculty policies related to undergraduate curricula and programs. (Amended February 13, 1998)
- c. To act as an advisory committee on any matters related to the maintenance of high quality undergraduate programs in the College and for the continuous improvement and development of high quality undergraduate curricula. (Amended February 13, 1998)
- d. To make recommendations on admission, continuance, and exit standards and criteria.

4.2.4 A majority of the voting members of the Undergraduate Program Committee must be in attendance at a College of Business faculty meeting before a recommendation may be voted upon, unless over-ridden by a two-third's vote of the faculty present at the business meeting. If a majority is not in attendance, the recommendation will be tabled.

### **Section 4.3 Master's Program Committee (MPC)**

This standing committee is responsible for making recommendations relating to all master's programs offered within the College.

#### **4.3.1 Membership and Voting**

- a. Each department shall select a representative in accordance with its departmental guidelines.
- b. The Dean shall designate an ex officio member to represent the Dean's office.
- c. . All members except ex officio members having voting privileges.

#### **4.3.2 Officers**

- a. A chairperson shall be elected from the departmental or school representatives by means of a written secret ballot.
- b. A recording secretary shall be elected by means of a written secret ballot. Ex officio members may serve as recording secretary.

#### **4.3.3 Duties and Responsibilities**

- a. To engage in planning for the continuous improvement and development of masters curricula and programs of the College, including making recommendations for changes the committee considers desirable for the continuous improvement and development of masters curricula. (Amended February 13, 1998)
- b. To propose to the College faculty policies related to masters curricula and programs. (Amended February 13, 1998)
- c. To act as an advisory committee on any matters related to the maintenance of high quality masters programs in the College and for the continuous improvement and development of high quality masters curricula. (Amended February 13, 1998)
- d. To make recommendations on admission, continuance, and exit standards and criteria.
- e. To review the MBA core courses (including background and foundation coursework) every three years (beginning Fall 2010) and report to the faculty on:
  - i. The level of integration of the coursework.

ii. A comparison of the MBA core coursework with MBA coursework at peer and aspirant schools.

iii. Recommendations for providing a more challenging global and future oriented educational experience. (4.3.3 e. Added by Amendment December 3, 2010)

4.3.4 A majority of the voting members of the Master's Program Committee must be in attendance at a College of Business faculty meeting before a recommendation may be voted upon, unless overridden by a two-thirds vote of the faculty present at the business meeting. If a majority is not in attendance, the recommendation will be tabled.

## **Section 4.4 Doctoral Program Committee**

This standing committee is responsible for making recommendations relating to the doctoral program offered within the College.

### **4.4.1 Membership and Voting**

- a. Each department shall select a representative in accordance with its departmental guidelines.
- b. The Dean shall designate an ex officio member to represent the Dean's office.
- c. All members except ex officio members have voting privileges.

### **4.4.2 Officers**

- a. A chairperson shall be elected from the departmental or school representatives by means of a written secret ballot.
- b. A recording secretary shall be elected by means of a written secret ballot. Ex officio members may serve as recording secretary.

### **4.4.3 Duties and Responsibilities**

- a. To engage in planning for the continuous improvement and development of the curricula, including making recommendations for changes the committee considers desirable for the continuous improvement and development of doctoral curricula. (Amended February 13, 1998)
- b. To propose to the College faculty policies related to doctoral curriculum and programs. (Amended February 13, 1998)
- c. To act as an advisory committee on any matters related to the maintenance of a high quality program in the College and for the continuous improvement and development of a high quality curriculum. (Amended February 13, 1998)
- d. To make recommendations on admission, continuance, and exit standards and criteria.

**4.4.4** A majority of the voting members of the Doctoral Program Committee must be in attendance at a College of Business faculty meeting before a recommendation may be voted upon, unless overridden by a two-thirds vote of the faculty present at the business meeting. If a majority is not in attendance, the recommendation will be tabled.

**ARTICLE 5. COLLEGE OF BUSINESS APPEALS COMMITTEE**  
**(As amended Oct. 23, 1987)**

**Section 5.1 Charge**

The College of Business Appeals Committee exists to consider grievances brought by CoB faculty members and to make recommendations to the Dean of the CoB. It is formed according to the CoB charter and is an advisory body to the Dean.

**Section 5.2 Definitions, Qualifications, and Elections**

**5.2.1 Membership:** Only full-time tenured full professors are eligible to serve. For College of Business Appeals Committee membership, full-time faculty means any individual who draws 100% of his/her present UNT salary from UNT's instructional budget, institutional-related research grants, or some combination of the two. Members of the college executive committee shall not serve on the College of Business Appeals Committee.

Each academic department shall elect one committee member to serve on the College of Business Appeals Committee for a two-year term. Initial members shall draw lots so that two of the initial members will serve for only one year. In the event of resignations, a duly elected representative shall serve the remainder of the term.

**5.2.2 Grievance:** A grievance is a problem arising out of a faculty member's employment at the University. A faculty member has a grievance when he/she believes he/she has been treated unfairly. Unfair treatment may result from an action or a failure to act. The College of Business Appeals Committee shall hear grievances only after all departmental remedies and college administrative remedies have been exhausted.

**5.2.3 Elections:** Academic departments shall hold elections during one of the long terms according to their established procedures. If vacancies occur, departments shall conduct special elections.

**5.2.4 Voting Eligibility:** All full-time tenured and tenure track CoB faculty are eligible to vote.

**5.3 Conduct of Business**

**5.3.1 Before the Hearing**

1. When the College of Business Appeals Committee receives a request to hear a grievance, the Chair shall assign a number to the case and create a file for it. The College of Business Appeals committee shall use the number when it refers to the case. A complainant (COMP) must present a written statement to declare a grievance.

2. A COMP and a Respondent (RESP) are each entitled to have another faculty member act as a consultant.
3. A COMP bears the responsibility of developing his/her case and presenting supporting evidence, i.e., witnesses, and the committee shall support a COMP's effort to obtain needed information.
4. The chair shall convene the College of Business Appeals Committee within 14 days after a COMP presents a request for a hearing. If a College of Business Appeals Committee member functions as a COMP, RESP, witness, etc., he/she shall recuse himself or herself from deliberations and voting on that case. After an informal hearing of COMP's request, the College of Business Appeals Committee shall attempt to get a voluntary settlement of the dispute. If the attempt to obtain a voluntary settlement fails, then COMP may pursue formal hearings through the College of Business Appeals Committee.
5. Grievances received during the summer will be processed during the fall semester. When a case is still in process at the end of a spring semester, the College of Business Appeals committee shall carry it over to the fall semester.
6. COMPs and RESPs must supply copies of written statements and supporting documents for the College of Business Appeals Committee members and other parties involved in the hearing.

### **5.3.2 During the Hearing**

1. The chair of the College of Business Appeals Committee shall preside at the hearing and may set time limits for presentations.
2. The COMP shall deliver an opening statement outlining the nature of the complaint. If the statement is oral, COMP must also provide a written summary of the statement.
3. The COMP shall present evidence, i.e. witnesses and documentary evidence that may include statements from witnesses, followed by any needed interpretations. At this point, the RESP may rebut. The rebuttal may entail presentation of documents and may involve questioning of COMP's witnesses. After this rebuttal, the College of Business Appeals Committee members may question any party to the hearing.
4. Next, RESP shall deliver an opening statement outlining the nature of the response. If the statement is oral, RESP must provide a written summary of the statement.
5. The RESP shall present evidence which may include statements from witnesses, followed by any needed interpretations. At this point, the COMP may rebut. The rebuttal may entail presentation of documents and may involve questioning of RESP's witnesses. When this rebuttal is complete, members of the College of Business Appeals Committee may question any party to the hearing.

6. The RESP shall present a final summary and concluding statement.
7. The COMP shall present a final summary and concluding statement.
8. The chair with the agreement of other College of Business Appeals Committee members may alter the forgoing procedures if such changes will enhance attaining a fair settlement.

### **5.3.3 After the Hearing**

1. The College of Business Appeals Committee shall present its decision in a report to the Dean, the COMP, and the RESP within 14 calendar days after the hearing is completed.
2. The College of Business Appeals Committee shall retain no records of the case once the hearing is completed other than a copy of the report delivered to the Dean, the COMP, and the RESP.

### **Section 5.5 Subsequent Procedures**

If a COMP is dissatisfied with the outcome of his/her case at the college level, he/she may appeal to the appropriate university body.



**ARTICLE 6. COMPUTING AND INSTRUCTIONAL TECHNOLOGY COMMITTEE**  
**(As Amended September 11, 1993, February 13, 1998)**

This standing committee is an advisory committee responsible for making recommendations to the Dean of the College of Business, the director of the CoB Computer Center and other administrators, reflecting the instructional and research needs and visions of the faculty of the College with respect to computers and other forms of instructional technology. (Amended February 13, 1998)

**Section 6.1 Membership and Voting**

- a. Each department shall elect a representative in accordance with its departmental guidelines.
- b. The Dean shall designate an ex officio member to represent the Dean's office.
- c. The Director of the College of Business Computer Center shall serve as a ex officio member.
- d. All members except ex officio members have voting privileges.

**Section 6.2 Officers**

- a. A chairperson shall be elected from the departmental or school representatives by means of a written secret ballot.
- b. A recording secretary shall be appointed by the elected chairperson. An ex officio member may serve as recording secretary.

**Section 6.3 Duties and Responsibilities**

The charge to this standing committee is:

- a. to review the long-range and short-range missions, plans, policies and procedures, and the equipment and personnel needs of the CoB with respect to computers and other high-technology developments in the areas of instruction and research, and
- b. to make and forward on a timely basis to the Dean of the College of Business, the Associate Dean for Technology and Operations and other administrators, recommendations with respect to such items as are listed in paragraph [a] immediately above.
- c. Pursuant to items [a] and [b] immediately above, appropriate areas of review and recommendation for this committee include, but are not limited to, the following:
  - (1) The committee shall conduct an annual review of the performance of the CoB Computer Center and all technology-related activities, and forward such review to the Dean of the College of Business

- (2) The committee shall review and make recommendations regarding expenditures on computers and related technologies within its purview, including equipment and software, and personnel needs.
- (3) The committee shall monitor all computing and technology issues on behalf of the faculty and make recommendations for necessary changes. (Amended February 13, 1998)

## **ARTICLE 7. COLLEGE REAPPOINTMENT, PROMOTION AND TENURE COMMITTEE**

(All of Article 7 added by amendment March 6, 2009)

In accordance with University Policy on Reappointment, Promotion and Tenure (Policy Manual 15.0.1 08/08), decisions on reappointment, promotion and the awarding of tenure will be reviewed by a duly constituted committee of faculty members from the College.

### **Section 7.1 Membership**

- a. Tenured, full professors who are members of the Graduate Faculty shall be eligible to serve on the College Reappointment, Promotion and Tenure Committee (RPTC). Faculty who serve on the College RPTC shall not also serve at the same time on their departmental RPTC.
- b. At the beginning of the academic year, each department in the College shall elect a member to serve on the College RPTC. Elections shall be conducted in accordance with each department's charter.
- c. Elected members of the RPTC shall serve a term of one academic year. If a vacancy occurs during the academic year, the department shall elect a replacement member to serve for the remainder of the academic year.

### **Section 7.2 Procedures**

- a. At its first meeting, the College RPTC shall elect a chair from among its members. The chair will be elected by secret ballot.
- b. A majority of the members of the College RPTC must be in attendance in order to transact business.
- c. The College RPTC shall review the official dossiers of candidates for reappointment, promotion and tenure in the College as submitted by the candidates' departments.
- d. If it deems necessary, the College RPTC may request materials not included in the officially transmitted dossier but that have been reviewed by the department RPTC, such as teaching evaluations and publications.
- e. After reviewing the dossier and requested materials, if any, the College RPTC shall vote and shall reach a decision on its recommendation on the candidate's reappointment, promotion and/or tenure.
- f. If the College RPTC is considering writing a negative recommendation, the College RPTC must notify the candidate. The candidate then has the right to

request a meeting with the chair of the RPTC within five (5) calendar days of the notification.

- g. Upon review of the dossier, the College RPTC shall make a written recommendation to the Dean. The recommendation must:
  - i. Be dated and signed by all members of the RPTC;
  - ii. Provide context and discussion for the College RPTC's recommendation; and
  - iii. Make either an affirmative or negative recommendation.
  
- h. The College RPTC report may:
  - i. Include a minority discussion in addition to the majority recommendation; and/or
  - ii. Also comment on matters of process as they may be evident in earlier reviews.

## **ARTICLE 8. CoB TEACHING EXCELLENCE COMMITTEE**

(All of Article 8 added by Amendment December 3, 2010)

The Teaching Excellence Committee is a standing committee of the College of Business and receives authority for its actions through the Dean.

### **Section 8.1 Mission**

The Teaching Excellence Committee is responsible for:

- a. Supporting and promoting the scholarship of teaching throughout the College.
- b. Assisting in the dissemination of teaching development and enhancement opportunities throughout the College.
- c. Advising the Dean, the Executive Committee, and other administrative officials on matters pertaining to policies and procedures intended to promote the scholarship of teaching throughout the College.
- d. Advising the faculty and departments within the College broadly on the scope of teaching strategies and enhancements for supporting individual and group faculty teaching.

### **Section 8.2 Membership**

- a. Membership will consist of one tenured or tenure-track faculty representative from each department, elected by majority vote of the members from their department for a three-year term, and the immediate past winner of the COB Teaching Innovation Award.
- b. All departmental representatives should have demonstrated productivity in teaching and scholarly activities.
- c. Departmental representatives will be elected for staggered three year terms. Initial members shall draw lots so that two of the initial members will serve for only one year. In the event of resignations, a duly elected representative shall serve the remainder of the term.
- d. An Associate Dean designated by the Dean shall serve as a member-at-large, voting only to break a tie.

### **Section 8.3 Procedures**

The Teaching Excellence Committee shall develop its own operating procedures, subject to approval by the Dean, which will include:

- a. A quorum is half of the total membership.
- b. In instances where a committee member is directly involved in a teaching development proposal under evaluation by the committee, the member shall recuse himself or herself from discussions and voting.
- c. The Chair and Vice-Chair shall be elected by the members of the committee. Each will be a faculty member serving the second or third year of his/her term.

**Sources:** University of South Florida; <http://www.arts.usf.edu/>  
Lakeland College; <http://www.lakeland.cc.oh.us/>

## **ARTICLE 9. AD HOC COMMITTEES**

The Dean, in consultation with the Executive Committee, may appoint ad hoc committees as seem necessary. In each instance, the creation of an ad hoc committee shall be announced in the faculty meeting with an explanation of the functions and responsibilities of the committee, and its membership. Each ad hoc committee shall expire at the end of the academic year in which it was created; i.e., as of the end of the Second Summer Session, unless an earlier expiration date is stated in the announcement of its creation.

## **ARTICLE 10. CHARTER AMENDMENT AND REVIEW**

### **Section 10.1 Procedure**

Any faculty member or body of the College may initiate a charter amendment by distribution of copies of the proposal at any regular meeting of the faculty. Such distribution shall constitute a first reading of the amendment. All such proposals shall be clearly labeled at the top of the first page, "Proposed Charter Amendment." The amendment may be ratified by two-thirds majority vote of the faculty attending the next regular meeting.

### **Section 10.2 Review**

The College shall formally consider the question of charter review at intervals no greater than five years. At any time within such intervals the faculty may appoint an ad hoc charter review committee, which shall make a report on the question to the faculty before the expiration of the academic year in which it was appointed.

### **Section 10.3 Policies**

Policies of the College are developed and implemented by the faculty and administrators of the College. There are no bylaws to the charter, but only continuing policy decisions which do not amend the charter, and which are deemed by the faculty not to constitute a change in the charter. The Dean shall be responsible for keeping a current compilation of the policies.



## **ARTICLE 11. CHARTER IMPLEMENTATION AND RELATED MATTERS**

### **Section 11.1 Ratification**

This charter shall be considered ratified when accepted by a majority vote of the faculty at a regular faculty meeting.

### **Section 11.2 Distribution**

Each member of the faculty shall be given an electronic copy of this charter by link to the official College documents drive. It shall be the responsibility of the Dean of the College to keep the charter updated. Updated copies of the charter with all amendments included shall be made available to all members of the faculty at the regular September meeting of the faculty in the academic years following those in which amendments have been added.

### **Section 11.3 Updating**

Amendments to the charter shall be included at their proper place in the charter, rather than added serially at the end. All wording which has been removed from the charter by amendment shall be deleted from the updated copies of the charter mentioned in Section 2 above. All wording added by amendment shall be so identified in updated copies of the charter by being underlined, and the date of the amendment shall be indicated in parentheses following such underlined provisions.