

CHARTER
Department Of Marketing And Logistics¹
College of Business Administration
University of North Texas
(Approved, April 2007)

PREAMBLE

The Faculty of the Department of Marketing and Logistics of the University of North Texas is an identifiable community of scholars whose primary purpose is the dissemination of ideas and knowledge through teaching, research, and public service, to define the individual and collective roles of the Faculty in the operation and administration of the department, and to promote a spirit of professionalism, scholarship and participation in departmental governance, we the faculty, hereby adopt this Charter. To achieve this purpose, the Department requires a defined and consistent process for the implementation of the necessary actions consistent with and in response to the responsibilities of the Department. The Charter of the Department specifies the process.

ARTICLE 1
GENERAL PROVISIONS AND FACULTY ORGANIZATION

- Section 1 The Department's authority shall be defined as:
- a. The Department of Marketing and Logistics is an academic unit within the College of Business Administration.
 - b. The administration of the department and the authority to establish policy reside within both its faculty and the department Chair.
 - c. This Charter is intended to be consistent with the University Faculty Handbook or written university policies in general. In case of any inconsistency, the University Faculty Handbook or other University of North Texas policies will prevail.
- Section 2 The Faculty of the Department shall be considered to consist of:
- a. Those persons who usually teach courses offered by the Department and are defined to be full-time faculty under the Charter of the Faculty Senate of University of North Texas: "instructors, assistant professors, associate professors and full professors who normally carry a full teaching or research load in the Department but are not students at UNT" or
 - b. Those persons who hold joint faculty appointments may be admitted to membership in the Department by majority vote of the Department Faculty.
 - c. Those persons who hold academic rank within the Department but who have administrative assignments in lieu of teaching will retain their full departmental voting rights.

¹ Department name change approved via an amendment by the Department of Marketing Faculty, February 2000; approved by the College of Business Administration faculty, Spring 2000.

d. Those persons who are regarded as adjunct faculty members shall not have a vote in matters coming before the Faculty of the Department.

e. Those persons who take early retirement and continue to teach part time during each long semester will be extended the privilege of voting on departmental issues, excluding the election of standing committees.

ARTICLE II OFFICE OF CHAIRPERSON

- Section 1 The Chairperson is first a member of the academic Faculty and is second the chief administrator of the Department.
- Section 2 The Chairperson shall carry out, with the advice and counsel of the Department Faculty and its established committees, the administrative and educational policies of the Department and the University.
- Section 3 The Faculty of the Department shall be actively involved in the selection, review, and evaluation of the Chairperson. Specific guidelines and procedures will be those established by the University and adopted by the Faculty.

ARTICLE III STANDING DEPARTMENTAL COMMITTEES

- Section 1 The following standing committees will be elected by the Department Faculty by the end of the Spring semester² of each academic year:³

Curriculum Committee
Executive Committee
Personnel Affairs Committee
Promotion and Tenure Committee

The newly elected committees will assume their duties at the beginning of the Fall semester following the election of committee members. The committees shall meet as needed to fulfill their responsibilities. These committees shall take an active role in the development, review, and implementation of policies in their respective areas of responsibilities. Qualifications for membership and areas of responsibilities for each committee are specified in the University Faculty Handbook.

- Section 2 The Curriculum Committee shall assist the Chairperson in overseeing the academic programs of the Department.
- Section 3 The Promotion and Tenure Committee shall assist in defining guidelines for promotion

² Semesters are defined by the University Academic Calendar.

³ Election period changed via an amendment voted and approved by the Department of Marketing and Logistics faculty, April 2000

and tenure and shall make recommendations on promotion and tenure of members of the Department to the Chairperson. The Committee shall review annually the performance of each Faculty member who is not both tenured and at the rank of full professor. The review of the Committee and the separate review of the Chairperson shall be provided to each faculty member reviewed.

Section 4 The Personnel Affairs Committee shall review annually the performance of each Faculty member and report their findings to the Chairperson. The review of the Committee and the Chairperson shall be reported in writing to each faculty member reviewed.

The Personnel Affairs Committee shall assist in faculty recruitment. The Committee shall review potential faculty members and make recommendations on employment to the Chairperson

Section 5 The Executive Committee shall consult with the Chairperson in the areas listed in Appendix A of the Charter. The role of the Marketing Executive Committee is: 1) to interact with the Chairperson in determining the allocation and utilization of departmental resources, 2) to assist the Chairperson in identifying, formulating, and presenting new or modified strategic initiatives to the faculty, 3) to discuss staffing needs, and 4) to review and recommend adoption of the departmental budget. The members of the Executive Committee are elected by the faculty. Operational procedures for the Executive Committee are included in Appendix B.⁴

Section 6 The term of service on each committee shall be one Academic Calendar year as defined by the respective University academic calendar.

Section 7 Committee chairs will be elected at a meeting following the election of the committee. The Chair will serve a one-year term and may be elected for a second-year. No Chair may serve three consecutive one-year terms.

Section 8 Committee Chairs will call meetings, interact with the Department Chair, interact with faculty seeking a meeting, handle the development and routing of reports, and represent the committee in other departmental matters.

Section 9 Should a member of a Committee be unable to complete his/her term, a special election will be held to select a faculty member to complete the term.

Section 10 Should a member of a Committee not be carrying out their duties a meeting will be called to discuss the situation with the full Committee. If it becomes necessary to ask the member to resign dismissal would require a) a secret ballot of the faculty since they were elected; or b) a written request sent to the member asking them to resign.

Section 11 All Committee meetings will be open to the faculty of the Department of Marketing and Logistics.

⁴ Standing committee created via an amendment voted by the Department of Marketing and Logistics Faculty, April 2000)

Section 12 Written minutes of Committee meetings will be available to all faculty members within seven days of a meeting.

ARTICLE IV ELECTIONS

Section 1 At the start of each fall semester as defined by the University academic calendar, the Chairperson will appoint a faculty member to serve as Election Judge. It is the duty of the Election Judge to consult with the Chairperson to determine what positions on standing committees are open for election of new members. During her/his term, the Election Judge will also consult with the Chairperson to determine any official votes of Faculty that are necessary to conduct Committee or Department business.

Section 2 The Election Judge will conduct nominating and voting ballots by means of secret ballots or any other means acceptable to a majority of the Faculty of the Department of Marketing and Logistics.

Section 3 The Election Judge will appoint two Faculty members or one Faculty member and one Staff member to assist in the counting of the ballots. All counting of the ballots are considered Open Meetings. Therefore, the date and time of the counting of ballots shall be communicated to all Faculty.

Section 4 The results of each election shall be communicated to the faculty within 24 hours of the results.

ARTICLE V OTHER COMMITTEES

Section 1 Additional committees may be established as necessary to carry out the mission of the Department.

Section 2 Department representatives to College of Business and University committees will be selected by a majority ballot of the full-time department faculty.

ARTICLE VI MEETINGS OF THE FACULTY

Section 1 The Chairperson of the Department shall schedule meetings as required to facilitate operation of the department. All meetings of the Faculty will be open meetings according to laws of the State of Texas which are pertinent to this provision.

Section 2 A tentative agenda with supporting materials shall be distributed to the Faculty by the Chairperson at least one week prior to the scheduled time of a meeting. Items may be entered on the agenda if requested in writing by any faculty member.

- Section 3 All departmental meetings will be presided over by the Chairperson or any faculty member designated by the Chairperson.
- Section 4 Majority vote shall determine all motions of the Department Faculty except as otherwise provided herein. The term "majority vote" shall be defined as "a number greater than one-half of the total votes in favor of and the total votes in opposition to an issue."
- Section 5 Business shall not be conducted at a meeting of the Department unless a quorum consisting of a majority of the members of the Department entitled to vote is present.
- Section 6 Voting by proxy will not be permitted at any faculty meeting. Written absentee voting is possible.

ARTICLE VII CURRICULA MATTERS

- Section 1 All of the department. requirements for degrees with a major or minor in the Department shall be determined by the Faculty of the Department by a majority vote.
- Section 2 Proposed changes in course and programs will be evaluated by the Departmental Curriculum Committee and recommendations forwarded to the Faculty for final action.
- Section 3 Any Faculty member may initiate proposed changes in courses or programs by submitting a written request to the Curriculum Committee.

ARTICLE VIII

- Section 1 This Charter shall become effective immediately upon approval by a majority of those members of the faculty eligible to vote. Such vote is to be by secret ballot.
- Section 2 This Charter may be amended in the following manner. The proposed change shall be communicated to the faculty in writing at least one week prior to the meeting at which the vote is to be taken.
- Section 3 Any disagreement or question with respect to the interpretation or meaning of any provision of this Charter shall be settled by a secret vote of the Faculty. The Chairperson shall attach a copy of the interpretation to the master copy of the Charter maintained in the department files.

ARTICLE IX
DESIGNATED NAME CHANGE

Section 1 Hereafter, all references in this Charter to the name of the department will reflect the change in designation from the Department of Marketing to the Department of Marketing and Logistics.

APPENDIX A
Responsibilities of the Executive Committee⁵

The Executive Committee responsibilities shall be defined as an elected Faculty of the Department charged with providing counsel to the Chairperson on the following matters:

1. Resource allocation decisions pertaining to all budget line items
2. Reallocation of existing departmental space
3. New program and center director positions for the department
4. Annual budget
5. Budgetary expenditures not included in the original budget

⁵ Approved by the Faculty of the Department of Marketing and Logistics, August 2000.

APPENDIX B
Operational Procedures for the Marketing Executive Committee

B.1: Election of Members and Length of Term:

- 1.1. The Executive Committee will consist of five members elected by the faculty, one member from each of the three ranks (Full, Associate and Assistant Professors) and two members elected at large.
- 1.2. In the inaugural year of the EXECUTIVE Committee five members will be selected as part of the election of departmental committees. At least one member from the ranks of the 1) full professors, 2) associate professors, and 3) assistant professors will be elected to the committee. Two additional faculty will be elected at large.

B.2: Committee Meetings

- 2.1. The Executive Committee will meet with the Chairperson at least once per year.
- 2.2. Meetings of the Committee can be called by either the Departmental Chair or the Chair of the Executive Committee. A minimum of three days advance notification is required for calling a meeting outside the monthly schedule.
- 2.3. A faculty member having concerns he/she wishes to share with the Executive Committee needs to send a memo to the chair of the Committee stating the concerns. The Committee chair shares the memo with the other members of the committee and invites the faculty member to meet with the group if the concerned voiced is part of the charge of the Executive Committee.

B.3. Reporting to the Faculty

- 3.1. The Executive Committee will present a formal written report, summarizing committee activities, to the departmental faculty at the annual September and January faculty meetings. When appropriate, additional reports may be submitted to the faculty for discussion and action

B.4. Resolving Disagreements

- 4.1. In the event that specific issues can not be resolved by the Chairperson and the EXECUTIVE Committee, a departmental meeting will be called to seek input from the total faculty.
- 4.2. If the departmental faculty is unable to come to agreement on the issue or issues, the advice of the Dean of COBA will be sought.

