



## SCHOOL OF BUSINESS FACULTY BYLAWS<sup>1</sup>

### PREAMBLE

These Bylaws set forth the organization, functions, responsibilities, and procedures of the Faculty of the School of Business at SUNY New Paltz. The Bylaws are intended to:

- Facilitate communication through defined orderly procedures; and,
- Clarify the means by which Faculty can effectively contribute to the affairs of the School of Business at SUNY New Paltz.

### I. FACULTY OF THE SCHOOL OF BUSINESS

#### A. Membership

The SCHOOL OF BUSINESS Faculty shall consist of full-time academic staff and members of the professional staff. SCHOOL OF BUSINESS faculty who hold Emeritus status in the College are also included in this category.

#### B. Voting Rights

1. *Academic faculty.* Faculty members having the academic rank of Distinguished Professor, Professor, Associate Professor, or Assistant Professor, and term or continuing appointments are voting members of the faculty. Full-time Lecturers with multiple-year appointments are voting members of the faculty after the first year of appointment. Faculty emeriti do not have voting rights and may not hold membership on faculty committees. Part-time members of the academic staff are invited to attend and contribute to faculty meetings, but do not have voting rights.
2. *Professional faculty.* Members of the professional faculty who have a Professional Rank (PR) designation, other than those designated as Management Confidential (M/C), and who have term or permanent appointments are voting members of the faculty.

#### C. Responsibilities of the Faculty

The Faculty has major responsibility for teaching, research, advising and service at both School and University levels. Moreover, it shall be the responsibility of the Faculty, through standing committees and the EXECUTIVE COUNCIL of the SCHOOL OF BUSINESS (as described in Articles III and IV), to make recommendations to the Dean of the SCHOOL OF BUSINESS in the areas of budget, programs, personnel, standards, reviews, and policies.

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<sup>1</sup> Current version approved by School of Business Faculty on March 3, 2010, with revisions approved on Oct. 7, 2009 and September 3, 2008. These bylaws are next scheduled for review during the 2013-2014 academic year. Previous bylaws had been submitted on January 3, 2001, revised March 12, 2002, accepted March 28, 2002.

#### **D. Presiding Officer**

1. *Election.* The SCHOOL OF BUSINESS Faculty will elect a Presiding Officer from among the tenured, voting members of the academic faculty whose primary responsibility is teaching. The election will be held by secret ballot during the last meeting of the Faculty in the spring, in conjunction with elections for the other members of the Executive Council (see Article III-B-3). The term of office is two years, and begins at the start of the fall semester. No more than two terms should be served consecutively

2. *Responsibilities.*

- a) The Presiding Officer shall serve as Chair of the SCHOOL OF BUSINESS Executive Council (See Article III-C), calling meetings of the Council and preparing the agenda.
- b) In addition, the Presiding Officer shall:
  - (1) organize and conduct elections for College-wide committees in the spring semester, or as the need arises, in accordance with the rules established by the College's Organization Committee;
  - (2) organize and conduct elections for Presiding Officer, and for other members of the Executive Council when the terms of current officers expire;
  - (3) organize and conduct elections for membership on the standing committees of the Executive Council, when vacancies arise (Article IV).
  - (4) solicit faculty volunteers to attend various School and College events (such as, but not limited to, graduation ceremonies and open houses) and work with professional faculty to finalize assignments.

#### **E. Faculty Meetings**

The Dean of the SCHOOL OF BUSINESS shall call a meeting of the business faculty at least once each semester. Additional meetings may be called by the Associate Dean or the Presiding Officer. Faculty members should be provided with an agenda in advance of each meeting. A quorum shall consist of fifty percent of those eligible to vote. Business shall be conducted in accordance with the SCHOOL OF BUSINESS By-laws, Board of Trustees' policies and Roberts' Rules of Order.

## **II. ORGANIZATION OF THE SCHOOL**

### **A. Purpose and Structure of the School**

The SCHOOL OF BUSINESS is one of the constituent units of the College Faculty. It houses all business programs and related academic concentrations. At present, the school does not have departments, although the academic faculty is generally classified into five disciplines: Accounting and Business Law, Decision Sciences, Finance, Management, and Marketing. Future modifications to this structure (e.g., establishing one or more departments and/or other subunits) shall require a recommendation by the majority of the Faculty of the SCHOOL OF BUSINESS who are eligible to vote (as defined in Article I-B) and appropriate approvals from the University administration.

### **B. Dean of the School of Business**

The SCHOOL OF BUSINESS is led by a Dean, who reports directly to the campus Provost. The Associate Dean assists the Dean in managing academic affairs; members of the professional faculty and the office staff report to the Dean.

- 1. *Appointment:* The Dean shall be appointed by the President of the University in accordance with the policies of the Board of Trustees. This appointment shall be made after consultation with the Faculty of the SCHOOL OF BUSINESS.

2. *Responsibilities*: The Dean shall serve as the Chief Administrative and Academic Officer of the SCHOOL OF BUSINESS and shall have authority and responsibilities as may be assigned by the campus President. Since the SCHOOL OF BUSINESS does not have a departmental structure, certain administrative tasks normally associated with a department chair are the responsibility of the Dean of the SCHOOL OF BUSINESS and his/her staff.
3. *Performance review*: The campus-wide comprehensive periodic performance review of the Dean should involve input from, and consultation with, the Executive Council and faculty of the SCHOOL OF BUSINESS.

### III. COMMITTEES OF THE FACULTY

#### A. Personnel Committee

##### 1. Composition

- a) The committee is comprised of seven members of the academic faculty who have served a minimum of two academic years at this institution. The committee should include tenured, tenure-track, and non-tenure track faculty members in approximate proportion to their distribution in the School, as determined by the chair of the Personnel Committee prior to conducting elections (see Article III-A-4-a).
- b) Election shall be by secret ballot, and tenured, tenure-track, and non-tenure track faculty members shall elect their representatives separately. The ballot within each category should include eligible faculty members (see Article III-A-1-a) who are not themselves candidates for tenure, promotion, or reappointment (to the extent that such status is known at the time of election). In the case where the number of such individuals is insufficient to fill the committee openings, any additional representatives should be elected from among the faculty who are candidates for tenure, promotion or reappointment. Whenever the candidate being reviewed is also a member of the Personnel Committee, the committee will meet minus the individual whose case is presently being considered. Each faculty group will also elect an alternate member who will serve if an elected member is unable to do so (for example, due to a one-semester sabbatical leave or an illness), at the discretion of the Personnel Committee chair. In the case of a tie vote, the chair of the Personnel Committee chair conducting the election may select a committee member from among the individuals with tied votes. In cases of where proportional representation between groups is equal or unclear, it may be appropriate for the entire faculty to jointly elect one or more representatives-at-large.
- c) The Personnel Committee may invite the Dean, Associate Dean, and faculty members, including the candidate, to attend its meetings during the deliberation stage. However, these guests may not participate in the committee's voting.

##### 2. Terms of Office

- a) Members shall serve one-year terms, with no more than two such terms served consecutively.
- b) Elections are to be held at the last School meeting of the spring semester. The term of office begins at the beginning of the fall semester and ends at the beginning of the subsequent fall semester.

3. Responsibilities of the Personnel Committee

- a) The Personnel Committee shall evaluate academic faculty who are candidates for reappointment, tenure, promotion, and discretionary salary increase. It will make its recommendations to the appropriate Central Committees and to the Dean of the SCHOOL OF BUSINESS, and conduct its activities in a manner consistent with the *Structure and Procedures of Faculty Tenure, Reappointment, Promotion and Salary Increase* (<http://www.newpaltz.edu/acadaff/structures.pdf>) approved by the College faculty.

4. Chair of the Personnel Committee

- a) *Election.* The chair shall be elected by secret ballot by members of the Personnel Committee from among its tenured members. The chair serves for a term of one academic year.
- b) *Responsibilities.* The Personnel Committee chair shall:
- (1) call meetings;
  - (2) supervise the writing of letters evaluating candidates and offering the committee's recommendation. Once approved by the committee, the chair shall submit the letters to the appropriate Central Committee and to the Dean;
  - (3) conduct elections for the next year's committee before the end of the spring semester, and call the first meeting of the new committee the following fall.

**B. Executive Council**

1. The SCHOOL OF BUSINESS shall have an Executive Council whose standing committees have primary jurisdiction for faculty development (Faculty Development Committee), curriculum (Curriculum Committee), assessment (Undergraduate Assessment Committee and Graduate Assessment Committee), and student scholarships (Scholarship Committee) .
2. *Composition.* The Executive Council is composed of five voting members: the Presiding Officer (who serves as chair), the chair of the Faculty Development Committee (who serves as alternate chair), and the chairs of the Curriculum Committee, Undergraduate Assessment Committee, and Graduate Assessment Committee. The Associate Dean is an *ex officio*, non-voting member of the committee.
3. *Election.* The chairs of the Faculty Development Committee, Curriculum Committee, Undergraduate Assessment Committee, and Graduate Assessment Committee shall be elected by the faculty by secret ballot at its last meeting of the spring semester. Generally the chairs shall be elected from among the tenured members of the faculty, but tenure-track faculty member may be elected when no tenured faculty are available to serve. The term of service is two years. Election of the Presiding Officer is addressed in Article I-D-1.
4. *Meetings.* The Presiding Officer shall convene a minimum of two meetings of the Executive Council each semester. Additional meetings may be convened at the request of the Dean or any member of the Executive Council. Any Faculty member can submit an agenda item to the Presiding Officer. Votes of the Executive Council require a majority of the members to be present.

5. *Responsibilities.* The Executive Council shall participate in the decision-making processes of the School by facilitating communications between its standing committees and between the Faculty and the administration of the SCHOOL OF BUSINESS. It shall:
  - a) Represent the Faculty as a whole, to which it is responsible, and serve as the official Faculty consultative body for the Dean on all matters, other than personnel decisions, pertaining to the SCHOOL OF BUSINESS.
  - b) Act for the Faculty in cases where the entire Faculty cannot meet; however, all actions shall be subject to review and ratification by the Faculty at its next regular meeting.
  - c) Coordinate the activities of its standing committees.
6. *Procedures:* Proposals/issues initiated by individual faculty or administrators for consideration by the faculty as a whole should be directed to the Executive Council. The Executive Council will assign the item to one or more of its subcommittees for consideration, and report back to the proposer on the disposition of the proposal. Subcommittee recommendations will be transmitted to the EC, which is charged with bringing them to the full faculty for consideration. The Presiding Officer will keep the Dean apprised of the status of significant issues under review by the EC and its subcommittees.

#### **IV. Standing Committees of the Executive Council**

##### **A. Curriculum Committee**

1. *Composition:* The committee consists of eight members (including the chair). Five members are drawn from the academic faculty, and should include representation from several of the business disciplines (see Article IIA). In addition, the Associate Dean, the Senior Academic Advisor, and the MBA Program Coordinator are *ex officio*, non-voting members of the committee.
2. *Terms:* Members representing the academic disciplines have two-year terms.
3. *Responsibilities:* The Curriculum Committee shall:
  - a) Discuss and evaluate ideas for curriculum initiatives that are brought to the committee or suggested by stakeholder input. If appropriate, the committee may draft or revise a proposal to be brought to the faculty. Curriculum initiatives include the development or modification of courses, programs, or concentrations. Based upon the committee's evaluation, which should include an appropriate consultative process, it will make a recommendation to the full faculty concerning the advisability of supporting the proposed change.
  - b) Undertake periodic reviews of curriculum modifications that have been implemented to gauge their success, and of such materials as course descriptions and course outlines, to make sure that they remain current and consistent with published guidelines.

##### **B. Undergraduate Assessment Committee**

1. *Composition:* The committee consists of six members (including the chair). Five members are drawn from the academic faculty, and should include representation from several of the business disciplines (see Article IIA). The Associate Dean is an *ex officio*, non-voting member of the committee.
2. *Terms:* Members representing the academic disciplines have two-year terms.
3. *Responsibilities:* The Undergraduate Assessment Committee is charged with planning, directing, and controlling the assessment effort for the undergraduate programs, which includes:

- a) Identifying learning objectives to be assessed; locating the appropriate courses in which to conduct the assessment; and selecting the instructors and sections to administer each assessment, so as to equalize the workload.
- b) Organizing workshops to guide faculty members not familiar with the assessment process.
- c) Collecting and analyzing assessment outcomes, and soliciting suggestions for programmatic changes intended to improve the curriculum and future assessment results.

### **C. Graduate Assessment Committee**

1. *Composition:* The committee consists of seven members (including the chair). Five members are drawn from the academic faculty, and should include representation from several of the business disciplines (see Article IIA). The Associate Dean and the MBA Program Coordinator are *ex officio*, non-voting members of the committee.
2. *Terms:* Members representing the academic disciplines have two-year terms.
3. *Responsibilities:* The Graduate Assessment Committee is charged with planning, directing, and controlling the assessment effort for the MBA programs, which includes:
  - a) Identifying learning objectives to be assessed; locating the appropriate courses in which to conduct the assessment; and selecting the instructors and sections to administer each assessment, so as to equalize the workload.
  - b) Guiding faculty members not familiar with the assessment process.
  - c) Collecting and analyzing assessment outcomes, and soliciting suggestions for programmatic changes intended to improve the curriculum and future assessment results.

### **D. Faculty Development Committee**

1. *Composition:* The committee consists of six members (including the chair). Five members should be drawn from the academic faculty and should include representation from several of the business disciplines (see Article IIA). Membership is restricted to faculty with a minimum of three years of full-time service who have undergone at least one reappointment review. The Associate Dean and Director of Business Projects are *ex officio*, non-voting members of the committee.
2. *Terms:* Teaching faculty serve two-year terms.
3. *Responsibilities:* The Faculty Development Committee is charged with:
  - a) Defining faculty qualifications;
  - b) Implementing opportunities for faculty development;
  - c) Reviewing faculty members' career development plans, and making recommendations concerning those plans to the candidate and to the Dean;
  - d) Providing support and assistance to faculty members as they develop their dossiers and navigate the personnel review process;
  - e) Reviewing nominations for the School of Business's Faculty Service and Faculty Teaching Awards and recommending recipients to the Dean.

### **E. Scholarship Committee**

1. *Composition:* The committee is comprised of three *ex officio* members: the Presiding Officer, the Associate Dean, and the Senior Academic Advisor. All members have voting rights and the committee elects own chair.
2. *Responsibilities:* The committee reviews student scholarship applications and makes recommendations on awards to the Dean.

## **V. AD HOC COMMITTEES**

### **A. Faculty Search Committees**

The School of Business shall establish Search Committees as required to fill vacant faculty lines. The Dean selects the chair of the search committee in consultation with senior faculty members in the same academic discipline as the line being filled and with the chair of the Faculty Development Committee. A minimum of two additional faculty members should be selected to serve on the committee by the chair of the search committee, with the approval of the Dean. The composition of the search committee shall reflect the ideals of diversity and equal opportunity and should include men, women, and members of under-represented ethnic or racial groups. A majority of the search committee members should be from the same academic field as the line being filled, and at least one member should be from a different academic field. Students should be represented on the search committee or otherwise involved in the search process. At the conclusion of the search, the search committee recommends the most promising candidates to the Dean.

### **B. Other committees**

When the need arises, other committees may be established by the Dean in consultation with the Executive Council of the Faculty, or by Faculty as needed. Consistent with University policy, Management Confidential (M/C) personnel shall attend School of Business committee meetings by invitation only and shall not have voting rights.

## **VI. AMENDMENTS TO THE BY-LAWS**

Any member of the Faculty may propose amendments to the By-Laws by presenting them in writing to the Presiding Officer. Proposed amendments shall be submitted to the School of Business Faculty at least two weeks prior to their discussion in Faculty meetings. A two-thirds majority of faculty eligible to vote is required to amend the By-laws. Voting shall be by ballot.