

MARKETING AND INTERNATIONAL BUSINESS DEPARTMENT BYLAWS
(Adopted on May 16, 2012)

1. DEPARTMENT ORGANIZATION

1.1. The Marketing and International Business Department is a unit of the Lee Business School at the University of Nevada Las Vegas.

1.2. The Marketing and International Business Department consists of a Chairperson, a management assistant, several graduate assistants, tenured and tenure-track faculty and, periodically, instructors, visiting professors and part-time instructors.

2. DEPARTMENT MEETINGS:

2.1. Department meetings shall be called by the Chairperson as deemed necessary. There shall not be less than one Department meeting per semester. Meetings shall be conducted according to Robert's Rules of Order, unless otherwise specified.

2.2. Department faculty members shall receive written notice seven calendar days prior to each Department meeting unless circumstances clearly demand a meeting on shorter notice. Notices of Department meetings shall contain the agenda for each meeting. Any item not contained in the agenda shall not be eligible for approval at that particular meeting, but may be discussed.

2.3. Any faculty member of the Department may contribute items to a meeting agenda by informing the Chairperson in writing not less than three working days before a scheduled meeting. The Chairperson will inform the Department faculty in writing of any added items.

2.4. All tenured and tenure-track faculty are expected to attend the Department meetings but other faculty, e.g., instructors, may be invited to attend as the need or want arises.

2.5. Minutes of each meeting shall be distributed to the faculty within ten (10) working days following each meeting.

3. VOTING RIGHTS:

3.1. Unless otherwise stated those eligible to vote include tenured and tenure-track faculty only.

3.2. A quorum consists of a simple majority of eligible faculty members. In the absence of a quorum, the meeting will have to be rescheduled.

3.3. Unless otherwise stated, a simple majority of a quorum is needed to pass a motion or to nominate and/or elect a faculty member to a college or university committee.

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- 3.4. Unless otherwise stated proxies are allowed but must be submitted in writing to the Chairperson. Only one proxy may be held by any eligible voting member of the Department.
- 3.5. The Chairperson is allowed to vote but only after all others present or represented by proxy have voted and then only to create or break a tie vote.

4. PERSONNEL:

4.1. Vacant Positions:

- 4.1.1. The Chairperson shall advertise widely for personnel to fill vacant professional positions and all members of the Department shall be encouraged to initiate appropriate contacts.
- 4.1.2. The Chairperson will coordinate the interviewing and recruitment process.
- 4.1.3. A simple majority vote of those eligible to vote in the Department is required before any candidate is offered a position in the Department.
- 4.1.4. All UNLV affirmative action guidelines will be followed in the hiring process.

4.2. Mid-Tenure Review, Promotion and Tenure:

- 4.2.1. The Chairperson will notify all relevant faculty when they must submit their materials for mid-tenure review and applications for consideration for promotion or tenure. Any member of the Department may request consideration for promotion and/or tenure at the appropriate time during the academic year.
- 4.2.2. The Chairperson will solicit and compile relevant data for each mid-tenure review, promotion and tenure decision.
- 4.2.3. All information gathered by the Chairperson shall be distributed to the Chairperson of the department's Promotion and Tenure Committee for consideration not less than five working days prior to the meeting during which a vote of the committee will occur.
- 4.2.4. Voting on personnel matters shall be by secret ballot. Proxies will not be allowed for these votes. The Chairperson of the Promotion and Tenure Committee will report the results to the Chairperson of the Department, who will notify the appropriate Department faculty member, the Chairperson of the College Promotion and Tenure Committee, and to the Dean, having added additional

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comments on his/her own behalf. The process will pertain in both the original application and the appeal, where relevant.

- 4.2.5. Faculty eligible to vote on granting tenure to a faculty member, are those faculty who are tenured. Faculty eligible to vote on granting promotion to a faculty member are those who hold equal or higher rank of the rank to which promotion of the faculty member is being considered.
- 4.2.6. A simple majority vote of those faculty eligible to vote, shall be required as the Department's indication of its recommendation for mid-tenure review, promotion, and the granting of tenure.
- 4.2.7. After a proper vote has been completed, the candidate under consideration may, if dissatisfied, request reconsideration by the Department and submit to the chairman and additional information or material deemed appropriate. The Chairperson will coordinate this process and report the results to the Dean. The faculty member may still appeal any higher decision at the appropriate higher level, e.g., the Dean's Council, etc.

5. FACULTY EVALUATIONS:

5.1. Student Evaluations of Faculty:

Student evaluations of the faculty will be administered in a manner approved by the Department and the Dean every semester. Evaluations during summer session are at the option of the faculty member, but are not to be considered for purposes of merit.

6. DEPARTMENT CHAIRPERSON:

6.1. General

- 6.1.1. The Chairperson will be a tenured professor (any rank).
- 6.1.2. The Chairperson will serve a three-year term, subject to a one-term renewal. There will be a two-term limit.
- 6.1.3. The faculty's recommendation for Chairperson for the subsequent term shall be made to the Dean during the second semester of the academic year prior to the expiration of the initial term.
- 6.1.4. The Chairperson will be responsible for supervising the management assistant, the graduate assistants, and part-time instructors.
- 6.1.5. The Chairperson will assign graduate assistants.

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- 6.1.6. The Chairperson will manage the Department's finances and will make summary status reports of these finances at the first and last Department meetings of each academic year. Individual faculty may access Department records if more detailed information is desired.
- 6.1.7. The Chairperson will process changes to the curriculum as needed, with appropriate input provided from the faculty, especially those affected by, and consistent with accreditation guidelines.
- 6.1.8. The concept of shared faculty governance ensures that any conduct on the part of the Chairperson unbecoming to that office may be addressed by the faculty as needed through a call for show cause and a vote of confidence in the Chairperson. A two-thirds majority of those faculty members eligible to vote is required to recommend removal to the Dean of the Chairperson.
- 6.1.9. A performance evaluation of the Department Chairperson shall be conducted by an elected committee of tenured professors in the Department during the second year of each term of the Department Chair. This evaluation shall include input from the faculty, staff, students, and other appropriate administrators and a recommendation on performance. The elected committee shall submit the evaluation to the Dean no later than ten (10) working days after its completion.

6.2. CHAIRPERSON SELECTION

- 6.2.1. The current Chairperson will inform the faculty of an upcoming Chairperson selection process and, subsequently, call for the Department to elect a Chair Nominating Committee that will coordinate the nominating process and conduct a ballot to determine the Department's nominee for Chairperson. The Chair Nominating Committee will be elected from all Department faculty members who declare no intention to be a candidate for Chairperson.
- 6.2.2. Candidates for the Chairperson position will declare their intentions in writing to the Chair Nominating Committee at least two weeks before the nomination ballot occurs. The written document should also contain the candidate's views of the Department and any intended policy positions. This written document is limited to two type-written pages. The Chair Nominating Committee will circulate all candidates' declarations and position statements to the faculty.

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- 6.2.3. Candidates will be available to answer questions about their respective positions on the various issues. This will generally occur at a Department meeting.
- 6.2.4. A two-thirds vote of those eligible to vote - - including the Department Chairperson - is required to elect a Chairperson nominee. If more than two candidates declare their intention to seek the position of Chairperson, the two candidates with the highest plurality of votes will advance. If neither candidate receives a two-thirds majority within three ballots, the entire process will be repeated within a two-week period, affording the faculty the opportunity to consider the candidates and their respective qualification, platforms, etc. If neither candidate receives a two-thirds majority vote following this process, the matter will be referred to the Dean for resolution.

7. COMMITTEES:

7.1. Standing committees of the Department include (1) Promotion and Tenure, (2) Peer Evaluation, (3) Curriculum, (4) Bylaws, and (5) Chairperson Evaluation.

7.1.1. Promotion and Tenure Committee

- 7.1.1.1. The Promotion and Tenure Committee shall consist of all eligible Department faculty members (see Bylaw 4.2). The chairperson of the committee will be named by the Department Chairperson.
- 7.1.1.2. The Promotion and Tenure Committee will conduct mid-tenure, tenure and promotion evaluations of Department faculty.

7.1.2. Peer Evaluation Committee

- 7.1.2.1. The Peer Evaluation Committee shall consist of four tenured members of the Department faculty elected by a simple majority vote. The Department Chairperson is not allowed to vote in this matter nor serve as a member of the committee. The term for elected members of this committee shall be two years with terms for half the members staggered by one year. Members of this committee cannot serve consecutive terms. The chair of the committee will be elected by a simple majority vote of its members.
- 7.1.2.2. The Peer Evaluation Committee will conduct periodic evaluations, which will be used as input to the merit and annual faculty evaluation process. The committee will also follow policies and guidelines decided upon by the

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Department which will be used in those processes and each year provide for each faculty member a written, constructive, consensus report of its findings about their performance.

7.1.3. Curriculum Committee

- 7.1.3.1. The Curriculum Committee shall consist of three tenured or tenure-track Department faculty members plus the Director of International Initiatives, who will serve in an ex-officio capacity. The term for elected members of this committee shall be two years. Committee members shall be elected by a simple majority vote. The chair of the committee will be elected by a simple majority vote of its members.
- 7.1.3.2. The Curriculum Committee will evaluate undergraduate and graduate curriculum matters brought before it and make recommendations to the Department faculty.

7.1.4. Bylaws Committee

- 7.1.4.1. The Bylaws Committee shall consist of three tenured or tenure-track Department faculty members elected by a simple majority vote. The Department Chairperson is not allowed to vote on these matters nor serve as a member of the committee. The term for elected members of this committee shall be two years. The chair of the committee will be elected by a simple majority vote of its members.
- 7.1.4.2. The Bylaws Committee will periodically review Department Bylaws for consistency with UNLV and College Bylaws and, when appropriate recommend bylaw revisions to the Department faculty and Chairperson. It will also, when needed, make recommendations to the faculty regarding questions of interpretations of the bylaws.

7.1.5. Chairperson Evaluation Committee

- 7.1.5.1. The Chairperson Evaluation Committee shall consist of three tenured members of the Department faculty elected by a simple majority vote, during the second year of each three-year term of the Department Chair. The Department Chairperson is not allowed to vote in this matter nor serve as a member of the committee. The term for elected members of this committee shall be one year. The chair of the committee will be elected by a simple majority vote of its members.

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7.1.5.2. The Chairperson evaluation will be conducted as described in Bylaw 6.1.9.

7.2. Ad Hoc Committees will vary as needed and committee members will be appointed by the Department Chairperson.

7.2.1. Ad hoc committees may be created at the request of either the Department Chairperson or members of the Department faculty, but will be chaired by a tenured or tenure-track faculty member.

7.3. Department representatives elected to college or university committees will be by a vote of those faculty qualified to vote and will be administered under the provisions of 3.0 VOTING RIGHTS.

8. FUNDING – REPORTING AND ALLOCATING:

8.1. Reporting - The Department Chairperson will provide the faculty with an annual report on the current status of all departmental funds. The report will include the beginning balances of each fund, inflows during the fiscal year identified by source, outflows during the year identified by expenditure type (e.g. travel, computer purchases, office support, etc.), and ending balance. This report will be provided with the agenda for the fall faculty meeting each year.

8.2. Allocation – Funds for travel purposes will be equally divided among all tenured/tenure track faculty on an annual basis. Funds to faculty for the support of research, or teaching, should be equitably available to all tenure track/tenured faculty.

9. SUMMER TEACHING:

The assignment of summer teaching will be guided by a principle of equity. Seniority will not be a consideration in teaching opportunity, class selection, or summer term. Priority will normally be given to those faculty members not receiving summer research support for the summer in which funds were received.

10. AMMENDMENTS/SUSPENSIONS:

10.1. These bylaws may be amended by a two-thirds vote of the Department faculty eligible to vote and may be suspended by a two-thirds vote of the Department faculty eligible to vote.

10.2. Amendments to these bylaws may be proposed by any Department faculty member or the Department Chairperson. Before going to Department faculty for referendum, all proposals shall be referred to the Department Bylaws Committee for consideration and recommendation.

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- 10.3. Proposed amendments shall be placed on the agenda of a Department meeting with distribution beforehand of such amendments to each faculty member of the Department.
- 10.4. A secret ballot vote on proposed amendments shall be held within two weeks following discussion of them at a Department faculty meeting.

11. COMPLIANCE:

These bylaws will conform to all provisions in the Lee Business School, UNLV, and NSHE bylaws and system code. These bylaws will also conform to federal, state, and local laws. This will specifically include compliance with regard to privacy and access to documents.