

# **DEPARTMENT OF MANAGEMENT, ENTREPRENEURSHIP, AND TECHNOLOGY DEPARTMENTAL BYLAWS**

Adopted November 30, 2012

## **ARTICLE I: DEFINITIONS**

In this document

1. Department means the Department of Management, Entrepreneurship, and Technology of the University of Nevada, Las Vegas, which is the name of the organization.
2. Bylaws means the bylaws of the Department.
3. College means the Lee Business School, University of Nevada, Las Vegas.

## **ARTICLE II: PURPOSE**

The purpose of these Bylaws is to establish formal procedures by which the Faculty shall participate in the various advisory, decision-making, and operational activities of the Department, College, and University. This document is an extension of the bylaws of the Faculty of the College. All of the pertinent definitions, policies, and procedures of that document apply to these Bylaws. In the event of a conflict between the two documents, the bylaws of the Faculty of the College shall prevail, except where, as permitted, these Bylaws are more restrictive, detailed, or include implementation procedures or processes.

## **ARTICLE III: MEMBERSHIP**

The Faculty members shall be all persons holding a full-time faculty rank appointment in the Department including tenured, tenure-track, visiting, clinical, and lecturer appointments. The Voting Faculty members shall be all members of the Faculty holding tenured and tenure-track appointments. Qualified Faculty members are members of the Voting Faculty that possess the required qualifications; that is, for participation in master (doctoral) level issues, Qualified Faculty members shall be qualified at the master (doctoral) level.

## **ARTICLE IV: FACULTY MEETINGS**

The Faculty shall meet at least once during each academic year. Additional meetings may be called by the Department chair, by any duly constituted committee of the Faculty or by written request of at least one-third of the Voting Faculty members. Each meeting shall be announced in writing or by email in advance of the scheduled date. The announcement will include a draft agenda. The Department chair is responsible for the agenda unless the meeting has been called by Faculty members, in which case the requesters are responsible for the agenda and its timely distribution. Minutes of each meeting, where decisions of substance have been taken or at the request of any Faculty member, shall be distributed in writing or by email no later than ten working days following the date of the meeting. The Department chair is responsible for the minutes unless the meeting was called by Faculty members, in which case the requesters are responsible for the minutes and their timely distribution.

## **ARTICLE V: VOTING**

### **A. VOTING RIGHTS, QUORUM, AND DECISIONS**

Any Department Voting Faculty member may vote on decisions considered by the department faculty. Any Faculty member appointed or elected to a department committee may vote on decisions or recommendations of the committee. To achieve a voting quorum in the Department, more than 50% of the Voting Faculty members must participate in the vote. To achieve a voting quorum in a committee, more than 50% of the Faculty members must participate in the vote. Given a quorum, any decision must be supported by a vote of more than one half of those voting who don't abstain in order to be approved. In the event that there are multiple choices, a majority of those voting may approve a decision being taken by a plurality of votes.

A Faculty member must recuse himself/herself from voting on a decision or election on which he/she has a conflict of interest. This includes, but is not limited to, elections to appoint or recommend, in which the member is a candidate; confidence votes in which the member is the subject of the vote; and other decisions where the outcome of a vote may convey a material personal advantage to the member. A faculty member may not vote when he/she has given/been given notice of separation that takes effect before the start of the term of office that is the subject of an election.

The Department chair may vote only in the case of a tie.

### **B. VOTING PROCEDURE**

Voting in the Department shall be conducted using anonymous paper ballots in which Faculty members may anonymously cast their votes. By the consent of those present in the meeting and to expedite the process, voting can be carried out by a show of hands. A Faculty member who is otherwise eligible to vote may grant his/her proxy in writing (including email) to any other Faculty member to cast a vote. A Faculty member may exercise up to two proxies in a vote.

In voting not held during a Department or committee meeting, Faculty members must be given at least five working days notice by email to cast their votes, except where deadlines are enforced by a source external to the Department. In this event, Faculty members may cast their ballots by email or paper ballots.

### **C. COMMITTEE VOTING PROCEDURE**

Each Department committee may determine its own specific voting procedure while adhering to the requirements of Article V, Sections A & B.

## **ARTICLE VI: COMMITTEES**

### **A. STANDING COMMITTEES OF THE COLLEGE OR UNIVERSITY**

Where a representative is needed to a College or University-level committee, the Chair of the corresponding Department committee, if it exists, shall serve as the representative to the College or university committee. If no corresponding Department committee exists, an election shall be held to elect a representative.

Department representatives can be recalled, removed, and replaced by a vote of the qualified Voting Faculty members. The recall petition shall be presented to the Chair of the Governance Committee by at least two Voting Faculty members, and shall include a statement of cause developed by the petitioners. This statement, along with a statement, if provided, by the individual to whom the recall is directed shall be distributed to the Faculty members for their vote. The Chair of the Governance Committee shall announce the results of the vote.

## **B. STANDING DEPARTMENT COMMITTEES**

The Department shall have standing committees as follows: one for each undergraduate major in the department, MIS Graduate Programs, and Governance. Department committees shall consist of no fewer than three Faculty members. All Department standing committee meetings shall be open to all Faculty members.

Except where otherwise noted, for all committees, members will be elected from Qualified Faculty members. Each such committee member will be elected for a two-year renewable term. All members of the Faculty are considered candidates to fill the vacancy unless they specifically notify the Chair of the Governance Committee of their withdrawal prior to the distribution of the ballot. The Chair of a committee shall be elected by the members of the committee.

Except as otherwise noted committee decisions of substance must be circulated to the Faculty, which will vote on the decisions at the request of one or more committee members.

### 1. The Undergraduate Programs Committees, one for each BSBA major in the Department

**Purpose:** The purpose of these committees is to make recommendations to the chair and Faculty on all undergraduate and certificate program matters, including curriculum, awards, development, and others.

**Membership restriction:** Faculty members with continuing teaching roles in the respective program

### 2. The MIS Graduate Programs Committee

**Purpose:** The purpose of the committee is to make recommendations to the chair and Faculty regarding all matters relative to MIS graduate programs, including curriculum, awards, development, admissions, policies and others.

- a. The committee will determine faculty qualifications to teach in the MIS Graduate programs.
- b. The committee will occasionally review and recommend changes to MIS Graduate curricula to the College graduate committee or other authorized body.
- c. The committee will decide MIS graduate program policies.

**Membership restriction:** Voting Faculty members who have been approved by the MIS Graduate Programs Committee to teach in MIS graduate programs.

3. The Governance Committee

**Purpose:** The purpose of this committee is to establish and review policies and procedures for the Faculty and to oversee compliance with Department policies and procedures, in particular the Department Bylaws. The committee will also be in charge of supervising all voting and elections conducted within the Department. This includes distributing and counting ballots for all voting conducted within the Department. This committee is also responsible for considering revisions to the Department bylaws that result from Department member proposals or from its own volition.

**Membership restriction:** Voting Faculty members.

For the purpose of adopting these bylaws and until a Governance Committee is elected, the Department Bylaws Committee will serve as the interim Department Governance Committee and the chair of the precedent MIS Department Governance Committee, will act as the interim chair.

**C. AD-HOC DEPARTMENT COMMITTEES**

*Ad hoc* committees shall be formed at the initiation of the Department chair.

1. Promotion and Tenure Committee

The Department Promotion and Tenure Committee will follow the University and College standards to review candidates' records and to make recommendation to the department chair.

**Membership:** Membership on this committee consists of all Voting Faculty members who are tenured and eligible by rank, to vote on the particular case before the committee.

2. Mid-Tenure Review Committee

The Department Mid-Tenure Review Committee will follow the University and College standards to review candidates' progress toward tenure and to make recommendation to the department chair.

**Membership:** Membership on this committee consists of all Voting Faculty members who are tenured and eligible by rank, to vote on the particular case before the committee.

3. Annual Peer-evaluation Committee

The Department Annual Peer-evaluation Committee will follow the University and College standards to evaluate candidates' annual performance in terms of research, teaching, and service.

**Membership:** Membership on this committee is by election from and by all Faculty members.

4. Search Committees

The Search Committee will conduct searches for new Department Faculty and make recommendations to the chair of the department.

**Membership:** Members of this committee are appointed by the chair.

Chairs of these committees shall be elected by committee members as the first order of business.

## **D. NUMBER OF COMMITTEE MEMBERSHIPS FOR MEMBERS**

If a Faculty member is elected or appointed to more than two standing or a total of more than five Department committee(s) over the course of a year, he/she may resign from any committee(s) of his/her choice in excess of this number.

## **ARTICLE VII: PERFORMANCE REVIEWS**

An annual written evaluation of all Faculty and of the Department chair is to be conducted as specified below. Each member of the Faculty, including the department chair, shall be reviewed in three areas: research, teaching, and service. See also the College document on Faculty workloads.

### **A. REVIEW OF FACULTY**

#### **1. Annual Review**

At the time specified by the College, Faculty members must complete a Faculty Annual Evaluation Report. The activity reports will be reviewed by all members in the Annual Peer-evaluation Committee. The committee will forward to the Department chair three numeric evaluations for each faculty member in terms of research, teaching, and service, respectively, as well as a summary score and recommendation for a merit award amount.

The Department chair will review the evaluations made by the Annual Merit Review Committee. The Department chair is responsible for producing a written evaluation of each Faculty member and then meeting individually with the member of the Faculty to discuss the evaluation.

Evaluations by the Annual Merit Review Committee and the Department chair will be carried out in a manner consistent with the policy of the Faculty, if any, except where and to the extent that this policy is inconsistent with bylaws and policies of the College faculty, the university senate, and the university.

#### **2. Promotion and Tenure Review**

The Department chair will advise each Faculty member of the procedure and deadlines relevant to his or her promotion and tenure consideration.

The applicant for promotion and/or tenure will provide an application packet to the Department chair, who shall make it available to the members of the Department Promotion and Tenure Committee for review. The Department Promotion and Tenure Committee will vote by secret ballot about whether to recommend promotion and/or tenure and relay the results to the chair.

The Department chair shall write his/her own review and attach it to the packet with that of the Department Promotion and Tenure Committee. The Department chair will forward the packet to the dean of the college in a timely manner and shall provide a copy of the recommendation letter to the Faculty member under review, but shall not, orally or in writing, reveal the vote or commentary contained in the Department Promotion and Tenure Committee report.

The Faculty member being considered for promotion and/or tenure will not attend the meeting of the Department Promotion and Tenure Committee in which his/her case is discussed and/or voted upon and will not vote on the case.

## **B. NOMINATIONS FOR AND REVIEW OF DEPARTMENT CHAIR**

At an appropriate time in advance of the end of the chair's term, the Voting Faculty members may, by majority vote, nominate a Faculty member to the Dean for appointment as a Department chair for a full term or may recommend that the Dean initiate an external search. Any such election for nominees as interim chair or Department chair shall be from among candidates for appointment, Faculty members who explicitly state a willingness to serve, if appointed. The election for nominees from among the Faculty for Acting Chair or Department Chair will be conducted by the Chair of the Governance Committee, using processes agreed to by a majority of the Governance Committee, unless the Chair of the Governance Committee is a candidate for nomination or is unavailable, in which case the Governance Committee shall appoint another Faculty member to conduct the election.

A sitting chair who stands for re-nomination by the department for another term and is not elected with votes from at least 5/8 of the Department Voting Faculty members, must withdraw from the election. A new election will be conducted without the current chair as a candidate.

In case of a vacancy in the Chair position before the end of a term, the Voting Faculty members shall, by majority vote recommend to the dean an Acting Chair to serve through the following June 30<sup>th</sup> or until a replacement is appointed, whichever is later.

The Governance Committee will be responsible for conducting a review of the Department Chair's performance each year. The review will consist of a secret ballot among the Voting Faculty members on the questions,

1. "Do you have confidence in the performance of the Department Chair? \_\_\_yes \_\_\_no"
2. "Optional additional comments:"

The Governance Committee shall compile the results and make them available to the dean in a timely manner.

Other than regular performance review, Voting Faculty members have the right to request at any time a vote of no-confidence in the department chair. The request must be submitted to the Governance Committee by at least two Voting Faculty members. The anonymity of the requesting members must be protected by the Governance Committee. Upon verification of the request, the Governance Committee is required to conduct the vote of no-confidence for the department chair and report the results to the Dean.

## **ARTICLE VIII: COMPLIANCE WITH THE BYLAWS**

If a Faculty member has evidence that the provisions of these Bylaws were not followed, he or she may call for a meeting of the Faculty to resolve the issue. The call must state specifically the outcome that is requested.

**ARTICLE IX: AMENDMENT OF THE BYLAWS**

These bylaws may be amended by a resolution supported by 2/3 of the Voting Faculty members, either in a meeting or by petition.

**ARTICLE X: APPROVAL AND IMPLEMENTATION OF BYLAWS**

A majority of the votes by the Voting Faculty members shall be required to approve the adoption of this document.

A draft copy of these bylaws was circulated to Faculty members on November 15, 2012, with a request for proposed changes. Changes determined by the Governance Committee to be non-controversial shall be made in the draft. Those considered to be controversial will be considered separately as amendments. An amended draft shall be published to the Voting Faculty and will be effective on approval by a majority of the Voting Faculty.

Copies of these bylaws were delivered to the Voting Faculty members on November 26, 2012 for adoption. By November 30, 2012 the committee had received 15 votes in favor of adoption and 0 opposed, out of 17 Voting Faculty. Consequently the Bylaws were adopted.

So saith we,

The interim Department Governance Committee

November 30, 2012