

# **Culverhouse Faculty Forum By-Laws**

*Revised April 2017*

*Approved by Faculty Forum April 28, 2017 (92 Approve, 3 Disapprove, 2 Abstain)*

## **I. NAME OF THE ORGANIZATION**

This association will be known as the Faculty Forum of the Culverhouse College of Commerce (*hereafter known as Culverhouse or CCC*) and The Manderson Graduate School of Business at The University of Alabama.

## **II. MATTERS OF CONCERN AND VOTING REQUIREMENTS**

The Faculty of the College will be concerned with matters involving the participation of the Faculty in and the well-being of the College. Specifically, the Faculty is responsible for development of degree requirements and curricula (programs and courses) and transmittal of these matters to the Dean for implementation. Examples of other pertinent matters of concern, for which the Faculty and the Administration of the College share authority and responsibility include: objectives and philosophy of education, admission standards, research and service programs, program realignment and organization, faculty appointments, promotion and tenure, and other matters of vital concern to the Faculty and to the Administration.

## **III. MEMBERSHIP**

Voting members of the faculty shall be those holding full-time tenured, tenure-track, or full-time clinical appointments. Only those admitted to the faculty of the Graduate School of Business are eligible to vote on matters pertaining to graduate programs. The Faculty Executive Board (FEB) shall decide questions relating to eligibility to vote.

## **IV. ORGANIZATION**

### **Section 1**

#### **The Faculty Executive Board (FEB)**

Each academic department is to be represented on a Faculty Executive Board (*hereafter referred to as FEB*) by one member for each fifteen (15) voting members or fraction thereof at the time of election, with a minimum of two representatives per department.

The elected members must receive a majority of the votes cast in the department. The faculty of a department may elect its representatives at large or by faculty sub-groups. The FEB shall elect a Chair and a Vice-Chair from its membership prior to the completion of the Spring semester.

All members of the FEB must be voting members of the faculty and must be full-time tenured, tenure-track or full-time clinical members of their departments. Each voting member of the Faculty Forum will be entitled to vote for the FEB representative for the department in which he or she is assigned for administrative purposes. However, no member shall vote in more than one department. The election of each FEB member and alternate shall be held each year no later than April 15. Members shall be elected for two-year terms but may be re-elected. Terms shall be staggered such that each department has at least one FEB representative continuing on the FEB for the next academic year. Faculty members holding administrative appointments of 50 percent or greater are not eligible to serve as voting members on the FEB.

## **Section 2**

Alternates will be elected from each department to serve in place of FEB members when the members are unable to attend meetings or provide other services. If a member of FEB becomes permanently unable to serve, the department will elect a replacement on a timely basis.

## **Section 3**

The Dean or her/his appointed representative will be a nonvoting ex officio member of the FEB. The FEB Chair shall preside at meetings of the Faculty Forum unless other arrangements are agreed to by the FEB. In the absence of the Chair, the Vice-Chair shall preside.

## **Section 4**

The Office of the Dean will provide a secretary to prepare the minutes of all meetings of the Faculty Forum and the FEB. Copies of the minutes will be distributed to each member of the voting faculty, either by email or posting to the College website, within two weeks following duly called meetings.

## **Section 5**

The FEB shall appoint such standing and ad hoc committees as it believes are necessary to perform its responsibilities and to serve the interests of the faculty. The responsibilities and composition of these committees shall be determined by the FEB, subject to faculty approval. At least one representative of each department shall serve on each committee, unless this right is waived by the faculty in a department. The FEB shall appoint faculty to these committees on an annual basis and shall also designate the chair of each committee. All such committees report to the FEB. Chairs of all committees are encouraged to solicit the opinions of appropriate stakeholders, including students, alumni, and employers.

## **Section 6**

The FEB shall continuously review and participate in establishing the overall philosophy of education in business and in formulating plans for the development of and approval of

programs, new courses, curricula, college or departmental organization, and tenure and promotion policies. It shall present its recommendations on all substantive matters to the Faculty Forum for approval. Once approved, these recommendations shall be forwarded to the Office of the Dean for implementation. The FEB shall have any other such duties and powers as may be delegated to it by the faculty or as assigned by the Dean.

## **V. MEETINGS**

### **Section 1.**

FEB Meetings will be scheduled monthly during the academic year at a consistent, pre-determined time and date so that FEB member teaching schedules will allow for meetings. Meetings of standing committees of FEB (see below) will be scheduled monthly during the academic year at a consistent, pre-determined time and date approximately two weeks prior to FEB meetings. If there are no items on the agenda seven days prior to a scheduled FEB or standing committee meeting, the meeting may be canceled by the chairperson.

Items for consideration by FEB must be sent by email to the FEB Chairperson, copied to the Senior Associate Dean and Program Assistant to the Senior Associate Dean, at least 10 days prior to scheduled FEB meetings to be included on the FEB meeting agenda. Seven (7) days prior to the FEB meeting, the formal agenda with any accompanying documents for consideration (e.g., policies, curriculum proposals, etc.) will be sent to the FEB and the College faculty (or posted to the College website). Faculty will be asked to provide feedback to their FEB representative(s) no later than 48 hours prior to the scheduled FEB meeting.

### **Section 2**

A meeting of the Faculty Forum will be held at least once each semester. Additional meetings may be called by the Chair of the FEB or the Dean when there is business to be conducted. A Fall meeting will be held not later than December 1 and the Spring meeting not later than April 15. The Chair of the FEB must call a meeting of the faculty when presented with a written request signed by ten (10) voting members of the faculty.

### **Section 3**

A quorum shall be deemed to exist at all meetings for which a seven-day notice is given to all members. For meetings called on shorter notice, a quorum will be constituted by the presence of at least one-half of the voting membership. In order to operate as a notice of a meeting, the notice should be separately issued and contain an agenda.

### **Section 4**

Approval of new programs and courses and the expansion, deletion, or contraction of programs or courses will be by secret ballot and will require an affirmative vote of 60 percent of the voting membership in attendance, including proxies.

Should a proposal from a department for a curriculum change be disapproved by the Faculty Forum, so the proposal is not accepted, the department shall have the right to revise the proposal, taking into account objections and issues raised by the Faculty Forum, and resubmit the proposal for consideration. Under such circumstances, the revised proposal will be treated as a new proposal.

### **Section 5**

Written proxies will be honored at meetings but will not affect the determination of a quorum. No faculty member shall exercise more than one (1) proxy, and such proxy shall be filed with the Chair of the FEB at least 24 hours before the meeting.

### **Section 6**

The FEB will determine the agenda of all meetings of the Faculty Forum. Items for discussion requested in writing by ten (10) or more voting members or by the Dean at least one week prior to the meeting shall be included on the agenda. The voting members of the Faculty Forum must be provided a written agenda (electronic distribution is permissible) at the time a meeting of the Forum is called.

## **VI. AMENDMENTS**

### **Section 1**

These by-laws may be amended by the affirmative vote of two-thirds of the members voting (including proxies) at a regular or special meeting of the Faculty Forum provided notice of such amendment and the nature thereof shall have been given to the membership at least seven days prior to the date of the meeting at which said amendment is to be presented for consideration, and provided 50 percent of those eligible to vote are present and voting. Provisions of the by-laws may be waived at any duly called meeting of the Faculty Forum upon approval of two-thirds of the voting members present.

### **Section 2**

Electronic voting may be used in place of an FEB meeting for items that are considered non-substantive or items that are routinely routed to a committee when first considered by FEB. Items generally considered non-substantive include: Course name changes, course number changes, changes to pre-requisites or co-requisites, minor changes to existing policies, changes to committee appointments, and other matters of a similar nature. The electronic vote will first ask FEB members to indicate whether they consider the matter non-substantive and, if so, ask the FEB members to vote on approval of the item proposed. If less than 60 percent of votes cast agree that the matter is non-substantive, it will be included on the agenda of the next FEB meeting. Only FEB members (not alternates) are included in electronic votes.

### **Section 3**

Once per semester, electronic voting may be used for faculty approval of items the FEB determines can be approved without a meeting of the faculty. Provisions for proxies do not apply to electronic votes. The need for a earlier approval may be considered when FEB determines items for electronic voting; however, preference for faster approval will not override the FEB's primary consideration of whether the item requires public debate in a normal Faculty Forum meeting.

## **COMMITTEE DESCRIPTIONS**

The following committees and descriptions are those currently approved by the faculty. These descriptions are not part of the by-laws and may be changed by approval of the faculty without amendment of the by-laws.

### **Undergraduate Programs**

*Composition:* At least one tenure-track or clinical representative from each department; and Assistant Dean for Undergraduate Programs (ex-officio).

*Charge:*

1. To analyze and evaluate the undergraduate curricula, programs, goals and courses of the CCC.
2. To initiate studies and make recommendations regarding undergraduate curricula and programs and to respond to requests for study and recommendations regarding undergraduate curricula and programs by the FEB, faculty members, or administrators of the CCC.

### **Undergraduate Awards & Honors**

*Composition:* At least one tenure-track or clinical representative from each department; Assistant Dean for Undergraduate Programs (ex-officio).

*Charge:* To evaluate candidates and select recipients for undergraduate awards and honors, including but not limited to College scholarships and faculty scholars.

### **Master's Programs**

*Composition:* Selected by FEB from tenure-track faculty or clinical with an expressed interest in the specialty master's programs, to include at least one representative from each program; Associate Dean for The Manderson Graduate School of Business (ex-officio).

*Charge:*

1. To analyze and evaluate the curricula, programs, goals and courses of the specialty master's programs.
2. To initiate studies and make recommendations regarding curricula and programs of the specialty master's programs and to respond to requests for study and recommendations regarding curricula and programs by the FEB, faculty members, or administrators of Culverhouse.
3. To identify candidates and select recipients for awards and honors that are applicable to students in the specialty master's programs.

### **MBA Program**

*Composition:* Selected by FEB from tenure-track faculty or clinical with an expressed interest in the MBA program, to include at least one representative from each department and concentration; Associate Dean for The Manderson Graduate School of Business (ex-officio).

*Charge:*

1. To evaluate the effectiveness of the MBA program and curricula within the Graduate School of Business with a view towards keeping the program and curricula in tune with the needs of students and employers.
2. To evaluate applications and approve admissions to the MBA program.
3. To identify candidates and select recipients for awards and honors that are applicable to students in the MBA program.

### **EMBA Program**

*Composition:* Selected by FEB from tenure-track faculty with an expressed interest in the EMBA program, to include at least one representative from each department; Associate Dean for Manderson Graduate School of Business (ex-officio).

*Charge:*

1. To evaluate the effectiveness of the EMBA program and curricula within the Graduate School of Business with a view towards keeping the program and curricula in tune with the needs of students and employers.
2. To evaluate applications and approve admissions to the EMBA program.

### **PhD Programs**

*Composition:* Selected by FEB from tenure-track faculty with an expressed interest in the PhD programs, to include at least one representative from each program; and Associate Dean for Manderson Graduate School of Business (ex-officio).

*Charge:*

1. To analyze and evaluate the curricula, programs, goals and courses of the PhD programs.
2. To initiate studies and make recommendations regarding curricula and programs of the PhD program and to respond to requests for study and recommendations regarding curricula and programs by the Faculty Executive Board, faculty members, or administrators of the College of Commerce.
3. To evaluate candidates and select recipients for PhD student honors and awards, including but not limited to Outstanding Dissertation and Outstanding GRA/GTA awards.

### **Faculty Awards and Honors**

*Composition:* At least one tenured faculty member from each department; Senior Associate Dean (ex-officio).

*Charge:*

1. To evaluate candidates and select recipients for faculty awards and honors, including but not limited to College-wide fellowships, professorships, and chairs, and members of the Faculty Hall of Fame.
2. To review reappointment recommendations for fellowships, professorships, and chairs to ensure recommendations are consistent with published expectations for these positions and to monitor consistency across departments.