

School of Management Bylaws

PREAMBLE

Purpose and Strategy

The purpose of this document is to provide guidance to the faculty and provide information to the University Administration on the operation and organizational structure of the School of Management and the various duties and responsibilities of the faculty as well as administration in the School.

This document will define the roles of the faculty, the administrative personnel and the various committees and their roles in ensure the smooth functioning of the School.

FACULTY

Faculty

All individuals who are appointed on a full time basis at the rank of Assistant, Associate or Full Professor, Senior Lecturer or Lecturer within the School of Management are designated as Faculty of the School of Management and only these faculty will have voting rights with in the School. Only above rank tenured faculty will have voting rights related to promotion and tenure recommendations.

Meetings and Voting

There will be at least one general faculty meeting each of regular semesters (Fall and Spring). Additional meetings may be called if there are matters that require discussion and voting by the faculty. Faculty meetings will normally be called by the Dean. Faculty will be given at least two weeks notice about the meeting and items for the agenda will be solicited from the faculty. The agenda will be provided to the faculty at least one week before the faculty meeting. Any agenda item placed by a faculty member will first be voted on by the faculty to determine if it is of sufficient interest to the faculty as a whole. The agenda item will be taken up for discussion only if there is a majority vote at the meeting. If a faculty member requests the Dean to hold a faculty meeting and provides an agenda item, and the Dean does not consider it necessary to hold a meeting, an electronic vote will be taken of the faculty to determine if it is of sufficient interest to the faculty. If two thirds of the faculty respond with a positive response, then a faculty meeting will be held. All faculty meetings will be chaired by the Dean or his designee. Only faculty who are at the meeting may vote, no proxies will be allowed. A faculty member who cannot be at the meeting will be allowed to submit a written vote before the meeting for items that have been disseminated prior to the meeting. Faculty meetings will follow Roberts Rules of Order.

Conduct of Business

The School will generally use Faculty meetings as the main forum to discuss policy, curriculum and other issues that are relevant and affect the School as a whole. When deemed appropriate by the Dean, information can be disseminated via email, with electronic discussion and voting.

OFFICERS

Dean

The Dean is responsible for overall administrative oversight of the School. His duties include strategy and strategy implementation, relationship cultivation and development, resource acquisition and allocation and faculty and program development.

Associate and Assistant Deans

Associate and Assistant Deans are appointed by the Dean for a period of three years and is renewable. There will be an Associate or Assistant Dean for Undergraduate Education, Assistant or Associate Dean for Graduate Education and an Assistant or Associate Dean for Executive Education. The Deans for Undergraduate and Graduate Education will interface with the Undergraduate and Graduate Committees and will work with faculty to implement policies, curriculum etc. developed by the committees. Furthermore, they will ensure that catalog copies are done and submitted to appropriate University offices. The Assistant or Associate Dean for Executive Education is responsible for the Executive Education programs in the School. He will oversee the various degree as well as non-degree Executive Education programs. He will interface with the Graduate Committee to ensure that the graduate curriculum is implemented appropriately in the Executive Education Program.

The Dean also appoints an Assistant Dean of Operations who is responsible for the normal operations of the School and oversees the advising function, technology infrastructure function and classroom utilization and scheduling function.

Other Officers

The Dean appoints Area Coordinators for a period of three years (renewable) in each of the following areas; Accounting and Information Management, Finance, Information Systems and Operations Management, Marketing, Organizations Strategy and International Management. The Area Coordinators are responsible for overseeing curriculum development for the area, recommending schedules for classes in their area, and managing personnel in their area.

Director of the Ph.D. Program is appointed by the Dean for a period of three years (renewable). He chairs the Ph.D. committee and oversees the Ph.D. program in the

SOM. He coordinates admissions into the program with the Area Coordinators or their designee, monitors progress of the students and ensures that they comply with University and School regulations.

STANDING COMMITTEES

Faculty Personnel Review Committee

Faculty Personnel Review Committee is chaired by the Dean. It includes at least 4 tenured faculty members typically Full Professors in the SOM. The Committee is appointed by the Dean for a maximum period of two consecutive years. The committee reviews Assistant Professors and Associate Professors. Non-tenure track faculty are reviewed by Area Coordinators. This committee as per UTD policy also reviews faculty development applications and makes recommendations to the Dean.

Executive Committee

The SOM Executive Committee is made up of the Area Coordinators and Associate and Assistant Deans in the School. The Executive Committee's role is to provide advice to the Dean on administrative and academic issues.

Periodic Performance Evaluation Committee

As per UTD policy, the SOM has a Periodic Performance Evaluation Committee. This committee is composed all tenured Full Professors that are not being evaluated. Any eligible Full Professor can decline to serve on the Committee. The Committee provides input to the Dean on the report to be submitted to the Provost's office on the person being evaluated.

Committee on Teaching

This is a SOM standing faculty committee which reviews the quality of teaching in the School's programs and makes recommendations for improvement. It is also responsible for the selection of the School's annual Teaching Excellence Award recipients. The Committee is appointed by the Dean and has representation from each area. The committee evaluates teaching based on Student evaluations and comments, course syllabi, diversity of courses taught and periodic classroom evaluations.

Committee for Undergraduate Studies

A standing faculty committee which reviews, evaluates, and recommends improvements in the School's undergraduate degree programs, including the admissions standards for these programs. The committee has representation from each academic area and is appointed by the Dean. The committee is chaired by the Undergraduate Committee chair appointed by the Dean. The committee is responsible

for approving the catalog copy which is prepared by the Assistant or Associate Dean of Undergraduate Studies.

Committee for Masters Programs

A standing faculty committee which reviews, evaluates, and recommends improvements in the School's Masters degree programs, including the admissions standards for these programs. It has a standing subcommittee which determines individual admissions to the Masters programs consistent with School policy. The Committee and Chair of the Committee is appointed by the Dean. Changes to the Catalog copy relating to the Masters program is approved by the committee.

Committee for Research and Ph.D. Program

A standing faculty committee which reviews, evaluates, and recommends improvements in the School's doctoral degree programs, including admissions standards, policies, procedures, and degree requirements. The committee and chair of the committee is appointed by the Dean.

Academic Policy and Planning Committee

A standing faculty committee which considers the long-range strategy, policies, and organization of the School, advises the Dean's Office on these matters, coordinates the School's faculty governance process, and makes recommendations to other School committees and the faculty as appropriate.

Executive Education Committee

A standing faculty committee which advises on the content, structure, and delivery of executive education programs.

Library and Facilities Committee

A standing faculty committee which considers the library, computer, space, and other facilities needs of the School and provides input and recommendations to the Dean's Office, the campus administration, and University committees as appropriate.

Student Advisory Committee

The Committee will be appointed each year by the Dean with input from the Academic Directors of the Ph.D. and Master's Programs and the College Master. The membership of the committee consists of 2 undergraduate students from Accounting, 2 undergraduate students from Business Administration, 2 students from Cohort MBA Program, 2 students from Evening Master's Programs, and 2 students from Ph.D. Program.

The charge of the Committee is to advise the Dean on student issues relating to programs; resources such as library, labs, classrooms, etc.; and student services, including advising, placement, and career planning. The Committee will meet with the Dean at least twice a year, more often as necessary.

Committee members are expected to consult with their fellow students at large and reflect their views in the input given to the Dean.

IT and Web Committee

The IT and Web Committee is responsible for evaluating the IT infrastructure and web environment for SOM and make recommendations for improvement.

Steering Committee

The Steering Committee is responsible for helping implement the Strategic Plan for the School. Steering Committee members will be charged with specific activities relating to the strategic action plan and will be responsible for the effective execution of the plan.

Development Committee

The Development Committee is responsible for identifying and pursuing resources for the SOM. Activities include promotion of the School, identifying donors, and identifying industry partners for the SOM.

TA supervision Committee

The TA supervision committee is responsible for evaluating the performance of the TAs and RAs employed by the School. The committee will make recommendations regarding termination of support for non-performance.