

BY LAWS OF THE DEPARTMENT OF FINANCE

History: 11/06/2009

Amended (new section II.4) 03/20/2013

ARTICLE I

THE DEPARTMENT OF FINANCE FACULTY FORUM

1. Authority

The purpose of the Department of Finance Faculty Forum is to discuss academic topics and issues consistent with Board of Regents' policies for faculty involvement and to receive, hear, approve, and forward academic policy recommendations of the committees of the Department. The Forum shall also hear reports from faculty senators regarding university-wide academic affairs.

The Regents' Rules, Chapter IV, Section 2.1 states:

General Authority--Subject to the authority of the Board and subject further to the authority that the Board has vested in the various administrative officers and subdivisions of the System, the faculties of the component institutions regularly offering instruction shall have a major role in the governance of their respective institutions in the following areas:

- 2.11 General academic policies and welfare.
- 2.12 Student life and activities.
- 2.13 Requirements of admission and graduation.
- 2.14 Honors and scholastic performance generally.
- 2.15 Approval of candidates for degrees.
- 2.16 Faculty rules of procedure.

2. Voting Members

Voting members of the Department of Finance Faculty Forum will include the following full-time faculty: those holding at least fifty percent of their appointment in the Department of Finance at the rank of Professor, Associate Professor, Assistant Professor, Instructor, Senior Lecturer, Lecturer III, Lecturer II, or Lecturer I, consistent with section 2.1 of the *University of Texas at San Antonio Handbook of Operating Procedures* (HOP).

Other faculty members, including faculty with visiting and at least half-time appointments in the Department of Finance, who are ineligible to be voting members according to the HOP, shall be members without voting privileges,

3. Officers

- a. Chair: Chair: The Chair of the Department of Finance Faculty Forum will be elected at the first meeting of each academic year for a one-year term by the voting members of the Department of Finance Faculty Forum.
- b. Secretary: The Secretary shall be elected by the voting members of the Department of Finance Faculty Forum in the first meeting of each academic year. The Secretary shall keep minutes of the meetings and records of any other actions taken by the Faculty Forum.
- c. Parliamentarian: A Parliamentarian shall be elected by the voting members in the first meeting of each academic year. The Parliamentarian shall rule on points of order with respect to the conduct of the meetings.

4. Meetings

- a. Regular Meeting Frequency: There shall be at least one regular meeting per long semester.
- b. Quorum: The quorum for meetings shall be one-half (1/2) plus one of the voting membership.
- c. Meeting Notices: Notices for regular meetings must be distributed in written form or by e-mail at least seven (7) days prior to the scheduled meeting.
- d. Agenda: A written agenda shall be circulated at least three (3) working days prior to a regular meeting.
- e. Special Meetings: Special meetings may be called by at least three (3) of the voting members by petitioning the Chair, or by the Chair, with not less than two business days (M-F) prior notice to each of the voting members, either in person or by telephone or by e-mail. The quorum and agenda rules above will apply.

ARTICLE II

COMMITTEES OF THE DEPARTMENT OF FINANCE FACULTY FORUM

1. Department Faculty Review Advisory Committee (DFRAC)

- a. Authority: The Department Faculty Review Advisory Committee (DFRAC) shall be established in accordance with The University of Texas at San Antonio HOP, Chapter 2.10.
- b. Membership: The DFRAC shall be composed of the tenured faculty members appointed at least one-half time in the Department. When the number of tenured faculty members in the Department exceeds nine, the tenured faculty may petition the Department Chair and Dean to elect a DFRAC of no less than five members of the tenured faculty in the Division. All members of the DFRAC can participate in the periodic performance review at all ranks and in the tenure and promotion applications. The DFRAC review of applications for promotion to professor, however, will be done only by a sub-committee consisting of professors.
- c. Chair: The Chair of the DFRAC shall be elected by the members of the DFRAC in its first meeting of the year.
- d. Responsibilities: The DFRAC shall provide advisory recommendations to the Department Chair on faculty reappointment, tenure or promotion, and on periodic performance review.

2. Department Faculty Advisory Committee (DFAC)

- a. Membership: The DFAC shall consist of three (3) members. The members shall be elected by the Department of Finance Faculty Forum, and all of the members must be tenured or tenure-track faculty members of the Department. The term of service shall be two years, with two members elected in odd-numbered years and one member elected in even-numbered years.
- b. Chair: A Chair shall be elected by the members of the DFAC in its first meeting of the year.
- c. Responsibilities: The Department Chair shall keep the DFAC Chair apprised of matters pertaining to its charge. The responsibilities of the Committee shall include the development of policy recommendations and guidelines and the recommendations of priorities to the Department Chair for acquisition and allocation of resources to support and sustain the academic program, including such areas as support for instruction and research, facilities, information technology, library resources, and faculty development and travel.

3. Department of Finance Academic Policy and Curricula Committee (DPACC)
 - a. Membership: The Committee shall be composed of three (3) voting members of the Department of Finance Faculty Forum, elected annually by the voting members.
 - b. Chair: A Chair shall be elected by the members of the Committee.
 - c. Responsibilities: The DPACC shall make academic policy recommendations and consider proposals for new and modified courses and academic programs, except in the area of graduate education. The recommendations of the Committee shall be submitted to the Department Chair, and, at the request of the Committee, to the Department Faculty Forum.
4. Department Faculty Annual Performance Appraisal Advisory Committee (DFAPAAC)
 - a. Authority: The Department Faculty Annual Performance Review Advisory Committee shall be established in accordance with The UTSA Handbook of Operating Procedures, Chapter 2.11 (II (D)) which states that "The Department Chair, in consultation with a faculty review committee whose membership shall be determined by Departmental policy or bylaws, shall complete a Performance Appraisal for each active faculty member in the Department."
 - b. Membership: The DFAPAAC shall be composed of three (3) tenured faculty members appointed at least one-half time in the Department. As such, all members of the DFRAC are eligible to participate on this committee with the exception of the Department Chair.
 - c. Chair: A Chair shall be elected by the members of the Committee.
 - d. Appointment Process: In the first year of operation of the Committee, 3 members of the DFRAC will be randomly selected and assigned to the DFAPAAC by the Chair of the Department. The members of the DFAPAAC committee will elect the chair. In the subsequent year, the Chair of the Committee will be reappointed to the DFAPAAC, but he/she cannot serve as the Chair of the Committee. In the second year, and all subsequent years, the Chair of the Department will randomly select two (2) new members from DFRAC who have not served in the Committee during the previous year. The Chair of the DFAPAAC in the second and subsequent years will be elected out of the two (2) new incoming members.
 - e. Responsibilities: The DFAPAAC shall provide advisory recommendations to the Department Chair on Annual Performance Appraisal of faculty members.

ARTICLE III

GRADUATE FACULTY FORUM (GFF)

1. Structure
 - a. Membership: All graduate faculty members in the Department of Finance, as defined under Article I of the Bylaws of the Council on Graduate Education, shall be members of the Graduate Faculty Forum (GFF) for the Master of Science Degrees in the Department. Voting rights shall be as specified under the Bylaws of the Council on Graduate Education.
 - b. Officers: The GFF shall elect a Chair and a Secretary in its first meeting of the year.
 - c. Regular Meeting Frequency: There shall be at least one regular meeting of GFF per long

semester.

- d. Quorum: The quorum for meetings shall be one-half (1/2) plus one of the voting membership.
- e. Meeting Notices: Notices for regular meetings must be distributed in written form or by e-mail at least seven (7) days prior to the scheduled meeting.
- f. Agenda: A written agenda shall be circulated at least three (3) working days prior to regular meetings.
- g. Special Meetings: Special meetings of the GFF may be called by at least three (3) of the voting members by petitioning the Chair, or by the Chair, with not less than two business days (M-F) prior notice to each of the voting members, either in person or by telephone. The quorum and agenda rules above will apply.
- h. Minutes: All minutes of the GFF shall be kept by the Secretary of the Graduate Faculty Forum.

2. Responsibilities of the Graduate Faculty Forum

- a. Admission: The GFF shall be responsible for organizing the activities of the Master of Science Degree programs and the Ph.D. concentration housed in the Department of Finance. The GFF provides the authority to the Master of Science and the Ph.D. committees to discuss and decide on graduate education issues including admission, program of studies, and examinations. Respective committees for each program are expected to report to the Graduate Faculty Forum, Department Chair or Dean of the College of Business as appropriate. The program committees shall have the option of setting special requirements supplementary to those established by the Council on Graduate Education for admission and continuation. Supplementary requirements must be approved by the Council on Graduate Education and by the President and must be published in the *Graduate Catalog* or an official supplement thereto.
- b. Maintenance of Standards: The GFF through the Program Committees is responsible for maintaining a high level of quality in graduate education in the Department. To this end the GFF through its committees shall establish procedures within the Department to ensure the maintenance of standards in the Master of Science Degree programs and the Ph.D. program.
- c. New and Revised Graduate Courses: The GFF through its committees, with the concurrence of the Department Chair and the Dean of the College of Business, shall develop and recommend to the Council on Graduate Education new graduate programs, new graduate courses, and changes in graduate courses in the Department of Finance.
- d. Admission to Candidacy: The GFF, through appropriate committees, is responsible for recommending to the Department Chair and the Dean of the College of Business action on Admission to Candidacy for the Master of Science and Ph.D. candidates.
- e. Program Requirements: It is the responsibility of the GFF, through appropriate committees, to make available to students a description of the requirements, the procedures which a student is expected to follow in achieving the degree, and the standards demanded for continuation in the program.

3. Committees of the Graduate Faculty Forum

The following three committees of the Graduate Faculty Forum are established for *each* Master of Science Degree programs.

- a. Admissions Committee: Each Admissions Committee shall review applications and supporting documentation for admission into the relevant Master of Science Degree program and advise the appropriate authorities as to the admissibility of the applicants. In its deliberations, the Committee shall follow the admissions requirements as set out in the *Graduate Catalog*. The Committee shall also review the admissions requirements in the

Graduate Catalog and recommend changes in these requirements to the Graduate Faculty Forum. The Committee shall elect its own Chair.

- b. Program Committee: The Program Committee for each degree has following responsibilities
- i. It shall recommend to the Graduate Faculty Forum changes in the requirements for their respective degrees. It shall also review and recommend to the Forum new graduate courses for inclusion in the Graduate Catalog as well as review and recommend revisions to catalog descriptions of current graduate finance courses.
 - ii. The Program Committee shall recommend to the Department Chair and the Dean of the College of Business action on each program of study and admission to candidacy for the degree programs. The Committees will give special consideration to student requests for exceptions to the plan of study as outlined in the Graduate Catalog. Such cases include the following requests:
 - to take an undergraduate course for graduate credit; to take a course outside of the major area for credit as an elective for the degree; to substitute another course for a required course; and in special cases, to apply transfer credit appropriately.
A student requesting one of these options should petition the appropriate Program Committee before enrolling in any affected course.
 - iii. The Committee shall elect its own Chair.
- c. Examination Committee: Each Masters Program shall have its own Examination Committee. The Examination Committees are authorized to appoint an Examination Board to design, administer, and evaluate a specific Master of Science comprehensive examination. Each Examination Board or Examination Committee will elect its own Chair.
- d. Organization of the Committees:
- i. The Admissions, Program, and Examinations Committees corresponding to each MSF program will have a minimum of three members.
 - ii. For programs involving multiple disciplines, one member of a committee may be nominated from outside the Department of Finance and/or from outside the College of Business, provided he is a member of the graduate faculty at the University of Texas at San Antonio.

4. Graduate Advisor of Record (GAR) of Master of Science Degree Programs

- a. Appointment: The Graduate Faculty Forum shall recommend annually one or more candidates for appointment as Graduate Advisor of Record (GAR) for each of the Master of Science Degree programs. Appointment of the GAR for each of the Master of Science Degree programs shall be made by the Department Chair with concurrence of the Dean of the College of Business and the Provost and Vice President for Academic Affairs.

b. Duties:

Student Advising: The GAR shall be responsible for the coordination of the advising of students and prospective students regarding all aspects of the respective degree program.

Student Records: The GAR shall supervise the maintenance of the academic record of students in the respective Master of Science degree program as well as records related to a student's progress in meeting degree requirements and notification of the appropriate University officers of matters requiring their action. The Graduate Advisor of Record shall refer students to the Department Chair and Dean of the College of Business and/or Provost and Vice President for Academic Affairs for matters requiring their action.

5. Ph.D. Program

The Graduate Faculty Forum shall nominate the Admissions and Examinations Committees for the Ph.D. Program. The GAR for the Ph.D. program is nominated by the Chair of the Department and appointed by the Dean of the College and/or Provost. The duties of the GAR are as described in III.4.b above.

ARTICLE IV

AMENDMENTS

1. Proposals to amend these Bylaws must be distributed to the voting members of the Department of Finance Faculty Forum at least thirty (30) days prior to any vote or final adoption.
2. The Bylaws may be amended or repealed and new bylaws adopted by a two-thirds (2/3) vote of the voting members, subject to the necessary administrative review and approval.