

Bylaws of the Department of Information Systems and Cyber Security

Article I

Department of Information Systems and Cyber Security Faculty Forum

1. Purpose

The purpose of the Department of Information Systems and Cyber Security (ISCS) Faculty Forum is to assist in governance activities consistent with the Rules and Regulations of the Board of Regents of the University of Texas System. Rule 40101, Section 3 (Series 4000) states that the institutional faculties shall have a major role in the following areas:

- a. General academic policies and welfare
- b. Student life and activities
- c. Requirements of admission and graduation
- d. Honors and scholastic performance generally
- e. Approval of candidates for degrees
- f. Faculty rules of procedure

2. Membership

Voting members of the Department of ISCS Faculty Forum will include the following faculty and administrative staff:

- a. Full time faculty holding at least fifty percent of their appointment in the Department of ISCS, College of Business, at the rank of Professor, Associate Professor, Assistant Professor, Professor of Practice, Associate Professor of Practice, Assistant Professor of Practice, Senior Lecturer, or Lecturer.
- b. Part time faculty who meet the following criteria regarding faculty service:
 - 1) The appointment has been at least half time in the Department of ISCS.
 - 2) Have a minimum of four semesters of service at UTSA out of the most recent six semesters.

Nonvoting members of the Department Faculty Forum can include others holding faculty appointments in the College of Business. Nonvoting members have the privilege to attend and speak at meetings, but they may not vote. Nonvoting members can include those holding Emeritus appointments, Visiting appointments, Adjunct appointments, or faculty holding joint appointments with other UTSA Colleges where the College of Business portion of the appointment is less than fifty percent. Others, such as staff, students, or members of the larger community, may be invited to attend and speak at meetings, but they may not vote.

3. Powers and Responsibilities

The Department of ISCS Faculty Forum shall provide oversight for Departmental activities relating to the role attributed to faculty by Rule 40101, Section 3 (Series 4000) of Regent Rules. It shall receive, review, hear, approve, and forward recommendations to the appropriate governing body. In addition, the Faculty Forum shall:

- a. Establish rules for the conduct of its business.
- b. Establish committees of its choosing and assign functions and responsibilities to such committees.
- c. Approve or disapprove proposals for changes in its own Bylaws and Rules and Regulations.
- d. Approve or disapprove the addition and removal of undergraduate degree programs, minors, tracks, and certificates within the Department of ISCS and make appropriate recommendations about them through the appropriate channels.
- e. Establish requirements for graduation with Bachelor's degrees from the College of Business Department of ISCS, and set requirements for such undergraduate degrees, and establish other appropriate academic regulations, and make appropriate recommendations about them through the appropriate channels. Such requirements can include, but not be limited to, determining scholastic standards to be met by undergraduate students in the Department's programs; establishing procedures for probation, suspension, reinstatement and other measures related to the maintenance of proper academic standards; establishing criteria for recognition of excellence in student performance through means such as an honor roll, graduation with honors, or other means as seems appropriate.
- f. Approve or disapprove undergraduate course changes or courses proposed to be offered for credit by the Department of ISCS and make appropriate recommendations about them through the appropriate channels.
- g. Determine, on the basis of academic work, when and if students are to be recommended for undergraduate degrees and make appropriate recommendations about them through the appropriate channels.

4. Officers and Their Duties

- a. The Department Faculty Forum shall be presided over by the officers elected by a vote of the Forum voting members.
- b. Only voting members of the Department Faculty Forum are eligible to hold office.
- c. Officers shall be elected annually at the last fall meeting of the Department Faculty Forum and shall serve from January 1 until December 31 of the following year.
- d. Chair. The Department Chair shall be the presiding officer of the Department's Faculty Forum. In the absence of the Chair, the Assistant

Chair shall preside. The Chair will consult with the Forum's officers to develop an agenda for each meeting.

- e. Assistant Chair. The Assistant Chair shall be appointed by the Chair, with the approval of the Dean. The Assistant Chair's duties will be to assist the Chair with administration of the department and to serve in the Chair's absence as the officer in charge of the Faculty Forum. In the absence of both Chair and Assistant Chair, the Secretary shall preside.
- f. Secretary. The Secretary shall be responsible for providing a record of Department Faculty Forum meetings. Recording or transcription methods may be used in which case the Secretary will be responsible for ensuring that the record presents a fair and accurate account of meetings, though not necessarily complete in every detail. The Secretary shall maintain a current list of Department Faculty Forum voting members and shall determine prior to any meeting the number necessary to constitute a quorum.

5. Regular Meetings

The Department of ISCS Faculty Forum shall conduct at least one regular meeting each long semester. Monthly meetings will be the normal mode of operation.

6. Quorum

A quorum shall consist of one-half plus one ($1/2 + 1$) of the voting members of the Department of ISCS Faculty Forum.

7. Notice

The serving Chair of the Department of ISCS Faculty Forum shall distribute written notice or notice by e-mail for regular meetings of the Department Faculty Forum to all members at least five business days prior to the scheduled meeting day.

8. Agenda

The serving Chair of the Department of ISCS Faculty Forum shall distribute a written agenda for the Department Faculty Forum to all members at least three working days prior to the day on which a regular meeting is scheduled. The Agenda for regular meetings will include the following order of business:

- a. Call to order
- b. Review/approve minutes of previous meeting
- c. Announcements by Chair
- d. Old business
- e. Committee reports
- f. New business
- g. Adjournment of Faculty Forum

The regular order of business may be suspended by an affirmative vote of two-thirds (2/3) of the voting members present. Business of the Department of ISCS Faculty Forum may be transacted by: voice vote, raised hand vote, roll call vote, written secret ballot, mail ballot, e-mail ballot or other electronic ballot. Voice vote or raised hand vote shall be the customary practice. A motion shall carry with a favorable vote of: a majority of members voting for a voice vote; a majority of members voting for a raised hand vote; a majority of members voting for a roll call vote; a majority of ballots cast for a written secret ballot; a majority of ballots cast for a mail ballot; a majority of ballots cast for an e-mail ballot; and a majority of ballots cast in other electronic form.

Any member of the Department of ISCS Faculty Forum may request and obtain a roll call vote for transaction of pending business upon majority vote of the members. A written secret ballot may be requested and obtained by any member of the Forum upon majority vote approval. A written secret ballot request will have precedent over a roll call vote request. A motion for a mail ballot, e-mail ballot, or other electronic ballot is in order only after a motion has been made and seconded, but before the vote has been called for by the chair of the meeting. A favorable vote of twenty-five percent of the voters present shall be sufficient to carry the motion for a mail ballot, e-mail ballot, or other electronic ballot. The secretary for the meeting shall prepare the mail ballot, e-mail ballot, or other electronic ballot and send it together with brief summaries of arguments on both sides of the question to all voting members of the Forum.

9. Special Meetings

Special meetings for the Department of ISCS Faculty Forum may be called by:

- a. the Chair;
- b. a majority vote of the Department of ISCS Faculty Forum voting members

Requests for a special meeting shall be made to the Chair and the Secretary. The Chair and the Secretary shall determine whether the criteria for calling a special meeting are met. The Chair shall schedule the meeting and distribute the agenda at least two working days prior to the day on which the meeting is to take place. E-mail may be used for notice and the distribution of an agenda for special meetings.

10. Amendments

Members of the Department of ISCS Faculty Forum may amend the Department of ISCS Faculty Forum Bylaws presented here by a two-thirds vote of the voting members. Such a vote may take place at a regular or special meeting, provided the call of the meeting shall have included a copy of the proposed amendment, together with appropriate explanatory materials, and shall have been presented to each member at least fourteen calendar days before the day of the meeting.

Votes on amending the Bylaws may be conducted by mail ballot, e-mail ballot or other electronic ballot. When such a process is used amendments will be adopted upon approval by two-thirds of the voting members. A copy of the proposed amendment, together with appropriate explanatory materials shall be presented at least fourteen calendar days preceding such a process.

11. Editorial Changes

When as a result of the appropriate administrative action described above, it shall be the duty of the Department of ISCS Faculty Forum Chair to cause the appropriate editorial changes to be made to the Bylaws. The Chair will also ensure that faculty are notified about editorial changes. Amendment dates will be noted at the beginning of the Bylaws document. The Chair shall ensure that an up-to-date copy of the Bylaws is available in the Department of ISCS office. The Bylaws on file in the Departmental office shall be operative. The Chair shall also ensure that a copy of the up-to-date Bylaws is forwarded to the office of the Dean of the College of Business.

12. Parliamentary Practice

The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall govern the Department of ISCS Faculty Forum and its committees in all cases to which they are applicable, and in which they are not inconsistent with these Bylaws or any special rules of the Department Faculty Forum.

Article II

Department of Information Systems and Cyber Security Committees

1. Department of Information Systems and Cyber Security Committees
 - a. The development, within their area of responsibilities, of procedures and policies appropriate for the government of activities of the Department of Information Systems and Cyber Security (ISCS) shall be the concern of the following committees:
 - i. Undergraduate Programs Committee
 - ii. M.S. in Information Technology (MSIT) Committee
 - iii. M.S. in Management of Technology (MSMOT) Committee
 - iv. Ph.D. Committee
 - v. Department Faculty Review Advisory Committee (DFRAC)
 - vi. Awards Committee
 - vii. Merit Evaluation Committee
 - b. Ad Hoc and Special Committees. The Department of ISCS Faculty Forum may, from time to time, create special or Ad Hoc committees to address and report back on issues of concern or interest. Such special committees must be given a specific charge and a deadline by which the charge must be fulfilled; at such point the committee will be dissolved. In no case will the charge of these special committees conflict or overlap with the function of one of the Department Committees named above. As noted below, each of the Department Committees has the power to create sub-committees to assist in its work.
 - c. Election and terms of office. Elections, assignments and appointments to Department Committees shall take place during the first month of each fall semester. Each member shall serve a term of two years. Terms of office for committees shall begin immediately upon election. All terms will be staggered such that approximately half the members begin their terms each year.
 - d. Quorum. For all committees except the Department Faculty Review and Advisory Committee, a quorum shall consist of one-half plus one ($1/2 + 1$) of the committee members. For the DFRAC, a quorum shall consist of three fourths ($3/4$) of those members serving on the committee.
2. Undergraduate Programs Committee
 - a. Membership and Term of Office. The Undergraduate Programs Committee shall be composed of the voting members of the Department of ISCS Faculty Forum. The Department Chair may serve on the Committee ex officio, without vote. The Department Faculty Forum members may determine a subset of their members to act as the Undergraduate Programs

Committee, but in no case shall the Committee be composed of fewer than three members.

- b. Officers. The members shall determine a chair each year.
- c. Function. The Undergraduate Programs Committee (UPC) shall make academic policy and curriculum recommendations and consider proposals for new and modified ISCS courses, programs, minors, tracks and certificates at the undergraduate level. The UPC shall implement an assurance of learning (AOL) program for all undergraduate degree programs within the department. In support of the AOL program, the UPC shall develop and recommend program goals and student learning outcomes. The UPC shall develop and maintain assessment plans for all programs and review assessment results. The UPC shall develop improvement plans based on assessment results and relevant information and monitor the implementation of all program improvements. The Undergraduate Programs Committee shall concern itself with and provide oversight of other activities appropriate to ensuring high quality academic programs in the Department of ISCS. Such activities can include, but not be limited to, student recruitment, admissions, retention, advising, placement, and alumni relations. Recommendations and proposals approved shall be forwarded to the appropriate body.
- d. Ad Hoc Committees. The Undergraduate Programs Committee may assign particular tasks to a subgroup of its eligible voting members. The charges to such special subcommittees or Ad Hoc committees must fit within the boundaries of the Undergraduate Programs Committee.

3. M.S. in Information Technology (MSIT) Committee

- a. Membership and Term of Office. The MSIT Committee shall be composed of eligible voting members of the ISCS faculty. The Committee shall not have fewer than three members. The Department Chair may serve on the Committee. All members of the Committee must also be members of The University of Texas at San Antonio Graduate Faculty. Each member shall serve a term of two years.
- b. Officers. The members shall elect a chair each year.
- c. Function. The MSIT Committee shall make academic policy and curriculum recommendations for the M.S. in Information Technology degree program. It shall consider proposals for new and modified courses and certificate requirements. It shall keep itself informed on current accreditation rules of AACSB and other appropriate accrediting bodies. It shall determine the adequacy of course offerings and concentrations. It shall make recommendations regarding policies addressing admissions and reinstatements to the M.S. in Information Technology degree program. The MSIT Committee shall implement an assurance of learning (AOL) program for all graduate IT degree programs within the department. In support of the AOL program, the MSIT Committee shall develop and recommend program goals and student learning outcomes. The MSIT

Committee shall develop and maintain assessment plans for all programs and review assessment results. The MSIT Committee shall develop improvement plans based on assessment results and relevant information and monitor the implementation of all program improvements. The MSIT Committee shall concern itself with and provide oversight of other activities appropriate to ensuring that the M.S. in Information Technology degree is a high quality academic program. Such activities can include, but not be limited to, student recruitment, admissions, retention, advising, placement, and alumni relations. Recommendations and proposals shall be reviewed by the Department Faculty Forum for appropriate consideration.

- d. Ad Hoc Committees. The MSIT Committee may from time to time create special subcommittees or Ad Hoc committees to carry out specific charges. The charges to such special subcommittees or Ad Hoc committees must fit within the boundaries of the MSIT Committee's overall charge. Such special or Ad Hoc committees may include members who are not members of the MSIT Committee, but all members must also be members of the UTSA Graduate Faculty.

4. M.S. in Management of Technology (MSMOT) Committee

- a. Membership and Term of Office. The MSMOT Committee shall be composed of eligible voting members of the ISCS faculty. The Committee shall not have fewer than three members. The Department Chair may serve on the Committee. All members of the Committee must also be members of The University of Texas at San Antonio Graduate Faculty. Each member shall serve a term of two years.
- b. Officers. The members shall elect a chair each year.
- c. Function. The MSMOT Committee shall make academic policy and curriculum recommendations for the M.S. in Management of Technology degree program. It shall consider proposals for new and modified courses and certificate requirements. It shall keep itself informed on current accreditation rules of AACSB and other appropriate accrediting bodies. It shall determine the adequacy of course offerings and concentrations. It shall make recommendations regarding policies addressing admissions and reinstatements to the M.S. in Management of Technology degree program. The MSMOT Committee shall implement an assurance of learning (AOL) program for all graduate MOT degree programs within the department. In support of the AOL program, the MSMOT Committee shall develop and recommend program goals and student learning outcomes. The MSMOT Committee shall develop and maintain assessment plans for all programs and review assessment results. The MSMOT Committee shall develop improvement plans based on assessment results and relevant information and monitor the implementation of all program improvements. The MSMOT Committee shall concern itself with and provide oversight of other activities appropriate to ensuring that the M.S. in Management of Technology degree is a high quality academic program. Such activities can include, but not be limited to, student recruitment, admissions, retention,

advising, placement, and alumni relations. Recommendations and proposals shall be reviewed by the Department Faculty Forum for appropriate consideration.

- d. Ad Hoc Committees. The MSMOT Committee may from time to time create special subcommittees or Ad Hoc committees to carry out specific charges. The charges to such special subcommittees or Ad Hoc committees must fit within the boundaries of the MSMOT Committee's overall charge. Such special or Ad Hoc committees may include members who are not members of the MSMOT Committee, but all members must also be members of the UTSA Graduate Faculty.

5. Ph.D. Committee

- a. Membership and Term of Office. The ISCS Ph.D. Committee shall be composed of all tenured/tenure track voting members of the ISCS faculty. There are no term limits. The Department Chair may serve on the Committee ex-officio without vote.
- b. Officers. The ISCS Ph.D. Program Advisor will serve as committee chair.
- c. Function. The ISCS Ph.D. Committee shall provide overall guidance for academic policy as it pertains to the Information Systems, Cyber Security and Analytics/AI concentrations within the Ph.D. in Information Technology program. Such guidance will include, but not be limited to, curriculum coordination, proposals for new and modified courses, degree requirements, and major area requirements for the program. It shall keep itself informed on current accreditation rules of AACSB and other appropriate accrediting bodies. It shall help ensure the adequacy of course offerings in the Ph.D. program in Information Technology. It shall develop and monitor general policies addressing admissions and reinstatements to the Information Systems, Cyber Security and Analytics/AI concentrations within the Ph.D. program, and it shall consider recommendations regarding candidacy for that degree. The ISCS Ph.D. Committee shall implement an assurance of learning (AOL) program for the Ph.D. Information Technology degree within the department. In support of the AOL program, the ISCS Ph.D. Committee shall develop and recommend program goals and student learning outcomes. The ISCS Ph.D. Committee shall develop and maintain assessment plans for the program and review assessment results. The ISCS Ph.D. Committee shall develop improvement plans based on assessment results and relevant information and monitor the implementation of the program's improvements. The ISCS Ph.D. Committee shall concern itself with and provide oversight of other activities appropriate to ensuring a high quality doctoral program. Such activities can include, but not be limited to, doctoral student recruitment, admissions retention, advising, placement, and alumni relations. Recommendations and proposals approved shall be forwarded to the Department Faculty Forum then forwarded to the COB Ph.D. Committee for appropriate consideration pursuant to these Bylaws.

The Ph.D. Committee shall also be responsible for soliciting applications and awarding the annual Jan G. Clark Memorial award. A sub-committee may be formed to carry out the process of soliciting and reviewing applications and making the selection.

- d. Ad Hoc Committees. The Ph.D. Committee may from time to time create special subcommittees or Ad Hoc committees to carry out specific charges. The charges to such special subcommittees or Ad Hoc committees must fit within the boundaries of the Ph.D. Committee's overall charge. Such special committees or Ad Hoc committees may include members who are not members of the Ph.D. Committee, but all members must also be members of the UTSA Graduate Faculty.

6. Department Faculty Review Advisory Committee (DFRAC).

- a. Membership and Term of Office. The Department of ISCS DFRAC shall be composed of tenured faculty who are eligible voting members in the department, except as noted below for certain circumstances involving promotion to Professor and FTT promotion. The Department Chair shall not serve on the Committee.

In cases of promotion to the rank of Professor the DFRAC shall consist only of Professors. If the Department has fewer than three Professors who are able to serve, the Department Chair, in consultation with the Department's Professors, may appoint additional members to the Committee. Such appointed members must hold the rank of Professor at the University of Texas at San Antonio in an academic discipline sufficiently comparable to Information Systems and Cyber Security that the appointee could reasonably be expected to evaluate thoroughly and fairly the record of an ISCS faculty member.

In cases of FTT promotions, a sub-committee of the DFRAC, called the Departmental Review Committee (DRC) will be formed to review FTT promotion cases. The DRC will include a minimum of 3 voting members. The DRC must include at least one FTT faculty member at equal or higher rank than the rank to which the candidate is requesting promotion. If the department has no FTT faculty members who would qualify, then an FTT faculty member from another department within the college can be appointed to the DRC for the purpose of reviewing the candidate.

In cases of Comprehensive Periodic Evaluation (CPE) of Tenured Faculty, a sub-committee of the DFRAC, called the D-CPER, will be formed to conduct the review. Only tenured faculty are eligible to serve on a D-CPER committee. The D-CPER committee should have at least three (3) tenured faculty members of equal or greater rank to the faculty member(s)

under review. Faculty who are appointed as part-time administrators are eligible to serve on the D-CPER committee; however, this should not include any individuals who otherwise participate in later stages of the CPE review. If there are fewer than three (3) eligible faculty members available to serve on the committee, the department chair, in consultation with the dean, may invite full professors from other departments to participate as members of the D-CPER committee. When the faculty member undergoing a CPE is the department chair, the dean shall appoint another faculty member at or above the academic rank of the department chair to serve in the role of department chair for this process. The D-CPER committee shall elect its own chair.

The minimum number of members for all DFRAC Committees shall be three.

- b. Officers. The members shall elect a chair each year.
- c. Function. The DFRAC shall advise the Department Chair on matters of promotion and tenure in the Department.

7. Awards Committee

- a. Membership and Term of Office. The Department of ISCS Awards Committee shall be composed of at least three voting faculty members in the department. The Department Chair shall not serve on the Committee.
- b. Officers. The members shall elect a chair each year.
- c. Function. The Awards Committee shall advise the Department Chair on the nomination process and recommendations for department level nominees for college and university awards.

8. Merit Evaluation Committee

- a. Membership and Term of Office. The Department of ISCS Merit Evaluation Committee shall be composed of at least three voting faculty members in the department. At least one of these needs to be tenured, and at least one needs to be fixed term track (FTT). Committee members will be elected by department faculty and serve rotating terms. The Department Chair shall not serve on the Committee.
- b. Officers. The members shall elect a chair each year.

- c. Function. The ISCS Merit Evaluations Committee shall conduct the initial evaluation of faculty within the applicable department in accordance with the department's performance expectations by reviewing annual evaluation submissions in Digital Measures in accordance with the College of Business Evaluation Rubric. They shall present their evaluation to the Department Chair, prior to Annual Evaluation submission.

Article III Workload Policy

- 1. Department of Information Systems and Cyber Security Workload Policy
 - a. Each member of the faculty shall be assigned teaching responsibilities according to their faculty level and expertise IAW the College of Business workload Policy available on the Intranet. Exceptions to this workload must either be in the faculty member's contract or negotiated with the Department Chair.
 - b. Faculty may request a modified teaching load in an academic year in order to pursue scholarly work appropriate to the level of their appointment. At the discretion of the Department Chair, faculty can request a reduced load in one semester to: write a proposal for external funding, develop a course for online delivery, or finish a scholarly article for a highly ranked journal. In those cases, a lighter load may be granted for the scholarly activity, but may be required to be made up in the subsequent semester.

Article IV Implementation

These Bylaws shall be implemented by the Department during the semester of their adoption.