

Bylaws of The Department of Marketing Faculty Forum and Graduate Faculty Forum

Article I

Faculty Forum and Graduate Faculty Forum

1. Purpose

The purpose of the Department of Marketing Faculty Forum and the Graduate 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. Chapter IV, Section 2.1 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 Marketing Faculty Forum will include the following full time faculty.

- a. Those holding more than fifty percent of their appointment in the Department of Marketing, College of Business, at the rank of Professor, Associate Professor, Assistant Professor, Instructor, Senior Lecturer, Lecturer III, Lecturer II, or Lecturer I.
- b. Other nontenure track faculty nominated by a Department of Marketing member and approved by the Forum membership.

Voting members of the College Graduate Faculty Forum will include those voting members of the Department Faculty Forum who also hold membership as Graduate Faculty in the College of Business and the University of Texas at San Antonio.

Nonvoting members of the Department Faculty Forum and the Graduate 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 Marketing Faculty Forum shall provide oversight for Departmental activities relating to the role attributed to faculty by Chapter IV, Section 2.1 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 and minors and concentrations within the Department of Marketing 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 Marketing, 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 degree 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 Marketing 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.

The Department of Marketing's Graduate Faculty Forum shall establish, consider, set, approve, determine, and recommend, as applicable, measures pertaining to the items described in sections "a" through "g" above as they apply to graduate degrees. . This shall apply to the requirements for the Tourism Concentration or other Concentrations that might be offered by the Department's faculty (i.e., recommendations about the course requirements needed to satisfy the Concentration part of the degree, not the Core requirements or the Common Body of Knowledge requirements for the MBA degree).

Such recommendations shall normally come from the faculty actively involved in those respective degree programs.

4. Privileges

It shall be the privilege of the Department's Faculty Forum to address itself to the faculties, students, and staff, to the Dean, to the Provost, to the President, and to other external entities such as the Board of Regents on any matter relating to the University of Texas at San Antonio and its operation.

5. Officers and Their Duties

Both the Faculty Forum and the Graduate Faculty Forum shall be presided over by the same set of officers determined from the Department's Executive Committee (see below). Only Department members who are also Graduate Faculty are eligible to hold office. The officers shall be:

- a. Chair. The Chair shall be the presiding officer of the Department's Faculty Forum. In the absence of the chair, the Secretary shall preside. The Chair will consult with the Forum's officers to develop an agenda for each meeting. The Chair shall also preside over business of the Graduate Faculty Forum.
- b. Secretary. The Secretary shall be responsible for providing a record of both Faculty Forum meetings and Graduate 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 Faculty Forum voting members and shall determine prior to any meeting the number necessary to constitute a quorum. The Secretary shall also maintain a current list of voting members of the Graduate Faculty Forum and shall determine prior to any meeting the number necessary to constitute a quorum of Graduate Faculty.
- c. Parliamentarian. The parliamentarian shall rule on matters of procedure at Faculty Forum and Graduate Faculty Forum meetings. The College Dean's office shall provide the parliamentarian with a recent edition of Robert's Rules of Order to be used as a reference for Forum Procedure.

These three officers shall also serve as the officers for the Graduate Faculty Forum.

6. Regular Meetings

The Faculty Forum and the Graduate Faculty Forum shall conduct at least one regular meeting each long semester.

7. Quorum

A quorum shall consist of one-half plus one ($1/2 + 1$, rounded down) of the voting members of the Department of Marketing Faculty Forum. A quorum shall consist of one-half plus one ($1/2 + 1$, rounded down) of the voting members of the Graduate Faculty Forum.

8. Notice

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

9. Agenda

The serving Chair of the Faculty Forum shall distribute a written agenda for the Faculty Forum and the Graduate 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. Review/approve minutes of previous meeting
- b. Announcements by Chair
- c. Unfinished business
- d. Committee reports
- e. New business
- f. Adjournment of Faculty Forum, Call to Order of Graduate Faculty Forum
- g. Review/approve minutes of previous meeting
- h. Announcements by Chair
- i. Unfinished business
- j. Committee reports
- k. New business
- l. Adjournment

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's Faculty Forum and the Graduate 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's Forum (Graduate 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 (Graduate Faculty 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 (Graduate Faculty Forum).

10. Special Meetings

Special meetings for the Faculty Forum or the Graduate Faculty Forum may be called by:

- a. the Chair;
- b. a majority vote of the Department Faculty Forum (Graduate Faculty Forum). The majority vote must be in writing and signed by each eligible Faculty member.

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.

11. Amendments

Members of the Department of Marketing Faculty Forum may amend the 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.

Bylaws pertaining to the Graduate Faculty Forum may be amended by a two-thirds (2/3) vote of the voting members. Such a vote may take place at regular or special meetings, subject to the same provisions for notice as applies to the Faculty Forum.

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.

12. Editorial Changes

When as a result of the appropriate administrative action described above, it shall be the duty of the 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 Marketing office and posted on the College of Business Department of Marketing Intranet site. 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.

13. Parliamentary Practice

The rules contained in the most recent edition of Robert's Rules of Order Newly Revised shall govern the Faculty Forum and its committees and the Graduate 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 Faculty Forum or the Graduate Faculty Forum.

Article II

Department of Marketing Committees

1. Department of Marketing Committees

The development, within their area of responsibilities, of procedures and policies appropriate for the government of activities of the College of Business shall be the concern of the following committees:

- a) Faculty Forum/Graduate Faculty Forum Executive Committee
- b) Undergraduate Programs Committee
- c) Research and Performance Standards Committee
- d) Promotion and Tenure Committee

The Faculty Forum and the Graduate 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.

2. Faculty Forum/Graduate Faculty Forum Executive Committee

- a. Membership and Term of Office. The Faculty Forum/Graduate Faculty Forum Executive Committee shall be composed of one Professor, one Associate Professor, and one Assistant Professor determined by the voting members of the Department's Graduate Faculty Forum from their respective members. That is, the Professors shall determine their representative, the Associate Professors shall determine their representative, and the assistant Professors shall determine their representative. The Faculty Forum Executive Committee shall also include one full-time non-tenure track faculty member who is a voting member of the Department's Faculty Forum. The Department's non-tenure track faculty shall determine their representative. Each member shall serve a term of two years. The Department Chair or the Chair's representative shall serve on the committee ex-officio without vote. The Executive Committee may invite other University officials, administrators, or faculty to attend meetings, but such invitees shall attend without vote.
- b. Officers. The members of the Executive Committee shall determine their officers: a Chair, a Secretary, and a Parliamentarian, all of whom must be members of the Graduate Faculty Forum. The Chair of the Executive Committee shall also serve as Chair of the Department's Faculty forum/Graduate Faculty Forum. The Secretary for the Executive Committee shall also serve as Secretary of the Department's Faculty forum/Graduate Faculty Forum. The Parliamentarian shall also serve as Parliamentarian of the Department's Faculty forum/Graduate Faculty Forum. The officers are responsible for the Agenda for the Forum and the Graduate Forum.
- c. Function. The Executive Committee shall meet with the Department Chair on matters considered to be important to the faculty, and represent faculty issues to the Department Chair. These issues can include, but not be limited to, discussion of the Department budget, the allocation of resources including faculty lines and merit money, and other issues affecting faculty and their role in shared governance. The Chair will consult with the Executive Committee to develop an agenda for the Faculty Forum and the Graduate Faculty Forum. The Executive Committee shall be responsible for the recommendation of faculty members from the College of Business to appointment to the Graduate Faculty of the University of Texas at San Antonio.
- d. Quorum. A quorum shall consist of one-half plus one ($1/2 + 1$, rounded

down) of the committee members. The Executive Committee may from time to time create special or Ad Hoc committees to carry out a specific charge as assigned by the Executive Committee. The charge to such special or Ad Hoc committees must fit within the boundaries of the Executive Committee's overall charge. Such special or Ad Hoc committees may include members who are not members of the Executive Committee.

3. Undergraduate Programs Committee

- a. Membership and Term of Office. The Undergraduate Programs Committee shall be composed of the voting members of the Department of Marketing Faculty Forum. The Department Chair may serve on the Committee ex officio, without vote. The 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 Studies Committee shall make academic policy and curriculum recommendations and consider proposals for new and modified Marketing courses and programs at the undergraduate level.

The Undergraduate Studies Committee shall concern itself with and provide oversight of other activities appropriate to ensuring high quality academic programs in the Department of Marketing. 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. Quorum. A quorum shall consist of one-half plus one ($1/2 + 1$, rounded down) of the Department Forum's voting members. The Undergraduate Studies Committee may assign particular tasks to a subgroup of its membership.

4. Research and Performance Standards Committee

- a. Membership and Term of Office. The Research and Performance Standards Committee shall be composed of Departmental voting members of the Graduate Faculty Forum. The Departmental Graduate faculty may determine a subset of their members to act as the Research and Performance Standards Committee, but in no case shall the Committee be composed of fewer than three members. The Department Chair may serve on the committee ex-officio without vote.

- b. Officers. The members shall elect a chair each year.
- c. Function. The Research and Performance Standards Committee shall develop research goals for the Department and strategies for achieving those goals. It shall develop initiatives that will enhance the research reputation of the Department. It shall monitor the Department's research performance. This shall include, but not be limited to, managing the Department's publication list and generally establishing appropriate research performance standards. Observations, conclusions and recommendations developed in the evaluation of research shall be shared with the Department Chair and with the Department faculty.

Recommendations and proposals approved shall be forwarded to the Graduate Faculty Forum for appropriate consideration pursuant to these Bylaws.

- d. Quorum. A quorum shall consist of one-half plus one ($1/2 + 1$, rounded down) of the committee members. The Research and Performance Standards Committee may from time to time create special subcommittees or Ad Hoc committees to carry out a specific charge as assigned by The Research and Performance Standards Committee. The charge to such special or Ad Hoc committees must fit within the boundaries of The Research and Performance Standards Committee's overall charge.

5. Promotion and Tenure Committee

- a. Membership and Term of Office. The Department of Marketing Promotion and Tenure Committee shall be composed of tenured faculty who are members of the Department's Graduate Faculty Forum except as noted below for certain circumstances involving promotion to Professor. The Department Chair shall not serve on the Committee.

In cases of promotion to the rank of Professor the Promotion and Tenure Committee 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 Marketing that the appointee could reasonably be expected to evaluate thoroughly and fairly the record of a Marketing faculty member.

The minimum number of members for all Promotion and Tenure Committees shall be three.

- b. Officers. The members shall elect a chair each year.
- c. Function. The Committee shall review the performance of the faculty and advise the Department Chair on matters of promotion and tenure in the Department. The Committee shall also establish standards for and conduct Periodic Performance Evaluations (PPE) of tenured faculty. If it chooses, the Committee may constitute a subcommittee to establish standards and review faculty performance for merit increases. The Committee shall also establish standards for and conduct Periodic Performance Evaluations (PPE) of tenured faculty.
- d. Quorum. A quorum shall consist of three-fourths (3/4) of those members serving on the committee.

Article III Implementation

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