

**College of Business Administration
University of Nebraska-Lincoln
Bylaws of the Faculty**

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The name of the organization shall be the Faculty of the College of Business Administration, University of Nebraska-Lincoln, hereinafter referred to as the Faculty.

**II
Powers**

Within the limits established by the Bylaws and Rules of the Board of Regents of the University of Nebraska, the Faculty shall:

- a. establish rules for the conduct of its business and approve or disapprove proposals for changes in the bylaws;
- b. establish committees for the conduct of Faculty business and assign functions and responsibilities to them;
- c. set entrance requirements to the College and requirements for degrees; approve or disapprove the establishment of programs for majors and minors and of courses to be offered for credit in the College; establish procedures for probation, dismissal, reinstatement, and other measures related to the maintenance of academic standards; and establish other rules concerning curricula, instructional programs, and grading regulations;
- d. consider other business brought before it by the Dean, the Executive Committee, the Faculty, or other authorized persons according to procedures outlined in these bylaws;
- e. consider other items of broad interest to the welfare of the Faculty.

**III
Members**

Section 1. The membership of the Faculty shall consist of all full-time or part-time tenured or tenure-track persons holding professorial rank in the College and persons with the rank of instructor who were hired in tenure-track positions but have not yet completed all requirements for the terminal degree. Professors of Practice are members of the faculty with voting rights and committee service rights enumerated in this and other college governance documents.

Section 2. Faculty members in other colleges shall not be members unless specifically authorized by action of the Faculty of the College of Business Administration.

IV Officers

Section 1. The Dean of the College of Business Administration or the Dean's representative shall preside at meetings of the Faculty, except that, in the absence of the Dean or the Dean's representative, the Faculty shall elect a president pro tem.

Section 2. A secretary shall be appointed by the Dean to take minutes at Faculty meetings.

V Meetings

Section 1. There shall be a minimum of two meetings each year, including one in the Fall semester and one in the Spring semester.

Section 2. A meeting may be called in any one of the following ways:

- a. by the Dean
- b. by the Executive Committee
- c. by written request of at least one-fourth of the tenure-track, tenured, and professor of practice faculty

Section 3. Notification of the meetings and copies of the agenda shall normally be mailed to the faculty at least one week in advance.

Section 4. Items shall be placed on the agenda in any of the following ways:

- a. by the Dean
- b. by the Executive Committee
- c. by one-fourth or more members of the tenure-track, tenured, and professor of practice Faculty who shall submit the item in writing to the Executive Committee
- d. by action from the floor, provided that no substantive matter is voted on during the same meeting.
- e. by a standing college level committee

Section 5. A quorum shall consist of one-fourth of the members of the tenured and tenure-track and professor of practice Faculty.

Section 6. All non-procedural motions will be referred to a mail/electronic ballot. A summary of the arguments on the motion, pro and con, which were presented at the Faculty meeting and which are germane to the issue, shall be prepared by the Secretary and sent, along with the ballot, to each member of the Faculty.

Section 7. All votes, including mail/electronic ballots, shall be decided by majority vote of all members voting.

Section 8. Professors of practice who are eligible to teach in the undergraduate curriculum may vote on undergraduate curriculum changes and degree requirements. Professors of practice who are eligible to teach in the masters curriculum may vote on masters curriculum changes and degree requirements.

VI The General Committee¹

Members: Membership shall consist of (A) one tenured faculty member elected from each of the academic departments (each member shall be elected by his or her respective department) and (B), one untenured tenure-track faculty member elected at-large, and (C) one professor of practice member of any rank elected at-large. Terms are for three years, staggered among the positions.

Elections: Elections shall be conducted according to the following guidelines:

Timeline

- a. When a tenured-faculty position is open, each department shall elect its tenured departmental representative on a timely basis. For positions coming open in the fall, the election will take place in March. Each department shall establish its own election process including determining eligible voting members.
- b. In March, faculty shall begin the process to elect at-large members by secret ballot for positions due to come open in the Fall. Separate ballots shall be prepared for each at-large position and faculty shall be limited to voting for one individual on each at-large ballot. Only tenured and tenure-track faculty are eligible to vote for the Associate Professor at-large representatives.

Process

The election process for at-large members shall consist of two stages: a nominating election and a determining election.

1. Two weeks prior to the nominating election, the Dean shall deliver to the faculty of the college, a Notice of Election containing a description of the election process and a list of (1) current and newly elected members, their departmental affiliation, terms and representational status (departmental or at-large), and (2) faculty members eligible for the at-large position(s).
 2. Within one week after delivery of the Notice of Election, any eligible faculty member who is not willing to serve must request the Dean to remove his or her name from the nomination ballot.
 3. One week after the Notice of Election is delivered, the Dean shall deliver to the faculty a secret nomination ballot listing the names of all faculty eligible and willing to serve, the time and location for return of the ballot.
 4. Immediately after the nomination election is closed, the Dean shall count the ballots and the two individuals receiving the highest number of votes will be considered nominated and the election process shall proceed. The Dean shall deliver to the faculty a secret election ballot listing the names of the two nominated individuals, the time and location for return of the ballot. After this election is closed, the Dean and Chair of the General Committee shall count the ballots and notify the newly elected member.
- c. Members elected in March and April will take office at the start of the academic year following election.

¹ In Section VI, the word “faculty” shall refer to tenured and tenure-track faculty of all ranks and professors of practice of all ranks.

Operations:

- a. The committee shall select its own chair and other officers it deems necessary at the beginning of each academic year, or more frequently if decided by the membership. Only tenured faculty are eligible to serve as Chair.
- b. It shall be the responsibility of the Chair of the General Committee to see that procedures are followed.
- c. No more than two members of a department may serve simultaneously on the General Committee. (This includes at-large representatives.)
- d. If a tenure-track faculty member receives a continuous appointment during his or her term, he or she shall continue to serve until the end of the academic year. An election will be held to fill the remainder of the term, which will begin with the next academic year.

Responsibilities: The Committee shall:

- a. Serve as an advisory board to the Dean with respect to such matters as overall goals and objectives of the college, program priorities, budget allocations, annual reviews, salary review, and salary increases.
- b. Serve as the appeal board for faculty workload adjustments. Consistent with UNL Bylaws of the Board of Regents section 4.3.b.2, if the faculty member and unit administrator are unable to reach mutual agreement with respect to changes in apportionment of the faculty member's responsibilities, the unresolved issues between them shall be expeditiously reviewed and decided by the General Committee.
- c. Be available as a sounding board so that individual faculty members can express their opinions in a confidential manner on topics affecting their professional standing and compensation, and the needs and goals of the College.
- d. Serve as the Grievance Committee as specified by UNL Bylaws, Regent's Bylaws, or as specified in other university guidelines.
- e. Serve as the appeal committee for all faculty grievances not specifically assigned elsewhere.

In addition, upon its own initiative, the Committee may:

- a. Make investigations, studies, reports, and recommendations regarding the governance of the College.
- b. Propose changes to the College by-laws.
- c. Study the needs of the college and report its views in such a way that the sentiment of the faculty will be available to the Dean and department chairs in time for them to give such sentiment due consideration in preparing budgets.
- d. Advise the administrative officers of the college in matters relating to faculty personnel issues, including but not limited to reviewing the recommendations of the Dean and department chairs concerning faculty salary adjustments, appointments, reappointments, demotions, and continuous appointments.
- e. Be available as a sounding board so that individual faculty members can express their opinions in a confidential manner on topics affecting their economic welfare and the needs and goals of the College.

VII The College Promotion and Tenure Committee

Members: Membership shall consist of (A) one tenured Full Professor elected from each of the academic departments (each member shall be elected by his or her respective department), (B) two tenured Associate faculty members from different departments elected at-large, and (C) one Full Professor of Practice elected at-large.² Members shall serve three-year, staggered terms, and may succeed themselves only once. Terms begin and end at the beginning of the academic year. No member of the committee shall have an administrative appointment greater than 25%, nor be a member of the General Committee. The General Committee shall assign staggered terms for the initial committee, and shall establish procedures for the initial election of the at-large representatives.

Elections shall be conducted according to the following guidelines:

- In March, or as required when an elected member is unable to serve, each department shall elect its Full Professor member by open nomination and secret ballot. Every tenured and tenure-track professor in the department shall be allowed to nominate and vote. Each department shall establish its own election process not otherwise specified here.
- In March, as an at-large term is ending, or whenever an at-large position opens due to inability of elected member to serve, the Dean shall hold an open nomination and secret ballot election process for the open position.
- The election process for at-large members of the Promotion and Tenure Committee shall be conducted by the Dean using the same processes used for the at-large members of the General Committee. Only tenured and tenure-track faculty are eligible to vote for the Associate Professor at-large representatives.

Operations:

- The committee shall elect a chair, secretary, and other officers it deems necessary at the beginning of each academic year, or more frequently if decided by the membership. Only tenured full professors shall be chair and secretary.
- It shall be the responsibility of the Chair of the College Promotion and Tenure Committee to see that procedures are followed.
- Only members of the committee may be present during deliberations and voting.
- Only tenured members of the Promotion and Tenure Committee will participate in the deliberations and votes for tenure and promotion to Associate Professor.
- Only tenured Full Professors of the Promotion and Tenure Committee will participate in the deliberations and votes for promotion to Full Professor for tenured faculty.
- All members shall participate in deliberations and vote for promotion for professors of practice to any rank.
- In cases in which members cannot be physically present during deliberations, they may use telephonic or electronic means to be present for the deliberations. In such cases, they may transmit their votes confidentially to another committee member for counting. If a

² If there are no eligible and willing Full Professors of Practice, then an Associate Professor of Practice may serve.

- member cannot be present by any such means, he or she loses his or her vote, and shall not appoint a proxy to deliberate or vote in his or her place.
- In an instance where a member (or members) of the P&T Committee have recused themselves, the department(s) of the recused individual(s) shall hold an election to select a replacement. In some instances it may be necessary to reach out to members of other departments within the college for a replacement.
- With the exception of members present telephonically or electronically, votes are by secret ballot.
- Any member(s) of the College Promotion and Tenure Committee may write and sign one or more minority reports to be placed in the candidate's file.

Responsibilities:

The Committee shall:

- Make recommendations to the Dean regarding the awarding or denial of continuous appointments (tenure), promotion to Associate and Full Professor and Associate and Full Professor of Practice.
- Accompany those recommendations with a letter indicating the recorded vote and the reasons for both yes and no votes. Members of the committee wishing to write a summary of their reasons and include it with the summary provided by the committee as a whole may do so.
- Place the vote and the letter of recommendation in the promotion and/or tenure file(s) of the candidate.

VIII

Other Standing Committees

Section 1. All other Standing Committees will be established, modified, or terminated, as needed, by the Faculty. The Faculty shall prescribe the responsibilities and method of selection of such committees. At the beginning of each academic year or more frequently if decided by the membership, each Standing Committee shall elect its own chair and other officers it deems necessary. Each Standing Committee shall report to the Faculty at least once a year. The terms of new committee members will commence with the beginning of the Fall Semester, except that the Dean may call upon them during the preceding summer as circumstances warrant.

Section 2. The Dean shall be responsible for maintaining a current description, including the method of selection and responsibilities, of such committees, as approved by the Faculty.

IX

Ad Hoc Committees

Standing Committees may appoint Ad Hoc Committees as the need arises. The Dean may appoint any Ad Hoc Committee deemed necessary to provide advice to the Dean personally. With the approval of the Faculty as a whole or the General Committee, the Dean may appoint Ad Hoc Committees to address issues that are not under the purview of existing Standing Committees.

X
Parliamentary Authority

Except when otherwise provided in these bylaws, all procedures shall be in accord with **Robert's Rules of Order**, latest revised edition.

XI
Amendment of the Bylaws

Section 1. A motion to change the bylaws of the Faculty requires a vote of two-thirds of the members voting.

Section 2. A vote on a motion to change the bylaws shall be taken not at the meeting at which it was introduced, but by mail/electronic ballot following the meeting.

XII
Promotion and Tenure

Tenure and promotion procedures of the College shall be consistent with University policies and procedures, and the responsibility for the review of these policies shall lie with the General Committee. The College Promotion and Tenure Committee shall represent the Faculty of the College in providing all tenure and promotion recommendations to the Dean.