

**Department of Accounting and Finance
College of Business, The University of West Florida**

By-Laws

Approved: 01/12/11

Preamble

The Department of Accounting and Finance endorses the Mission statement of the University and the College of Business.

Issues not covered in these by-laws will be governed by the College of Business by-laws.

I. Department Faculty Meetings

The Chair, or a designee of the Chair, shall preside in all meetings of the Department faculty as a whole. Department faculty meetings shall be conducted as follows:

- a. The Department faculty shall meet at least once in the fall and spring semesters to execute and discharge the business that needs to be transacted. Except as noted in subsection (c), in this section, all meetings are to be called with at least five working days notice. No such notice is required if the purpose of such meeting is informational only and no other action is required.
- b. The Office Administrator of the Department of Accounting and Finance, or designee thereof, shall be responsible for the taking of the Minutes and keeping a permanent record of Department faculty meetings. The Office Administrator is responsible for keeping and distributing the Minutes as required by these By-Laws. The Minutes are to be distributed to the members of the faculty within ten working days of the meeting for which the Minutes were taken.
- c. The Chair shall convene special meetings of the Department faculty upon petition of at least 25% of the tenured, tenure earning, and non-tenure earning (full-time) faculty (visiting faculty, adjuncts, and non-teaching advisors not included) or when deemed necessary by the Business College Council or the Dean.
- d. A quorum is defined as 50% of the voting members of the Department for all matters except evaluation standards, including Tenure and Promotion, and on matters pertaining to changes in the by-laws, when a quorum shall be 75% of the voting members of the Department.
- e. Voting members on departmental matters is defined as full-time tenured faculty, full-time tenure track faculty, faculty on phased retirement, full-time instructors, and full-time non-tenure track faculty. The definition of voting members excludes people with visiting appointments, adjuncts, and non-teaching advisors. The Chair is a voting member of the

faculty. *This definition of voting members applies throughout these By-Laws with the exception of matters concerning evaluation standards, including Tenure and Promotion of faculty, and changes to the department by-laws, which is covered in subsection (f) below.*

f. Voting members of the faculty on evaluation standards, including Tenure and Promotion standards, and on matters pertaining to changes to the by-laws is defined as full-time tenured and tenure track faculty including faculty on phased retirement. The Chair is a voting member of the faculty.

g. Proxies should be submitted to the Chair, via email, prior to or at the beginning of the meeting. The proxy must designate the procurator. Such proxies will be counted as present for purposes of determining a quorum.

h. Voting on all matters requires a simple majority of those present for passage with the exception of evaluation standards, including Tenure and Promotion standards, and on matters pertaining to changes to the by-laws, when a super majority, defined as 75% of the voting members of the department, is required. Voting by electronic ballot is acceptable

i. Proposed motions affecting the educational policy of the Department must be submitted in writing to the Chair at least five working days prior to the meeting at which these motions are to be made, with electronic or paper copies distributed to faculty members at least five working days in advance of the meeting, unless the requirement for advance notification is waived by consent of 75% of the voting faculty, as defined in subsections (e) and (f), present at the meeting.

j. The Chair shall prepare and distribute an agenda for the meeting. Any items that the faculty desire to have included on the agenda should be communicated to the Chair prior to the meeting.

II. Office Space

Occasionally the Department may move from one building to another, a building may be modified, or there may be a change in personnel within the department through new hires, retirements, etc. Available office space will be allocated to faculty desiring available space on the basis of rank and longevity. For example, a full professor that has 25 years of service to UWF will have priority over a full professor that has been aboard only 15 years. Full professors will have first choice on available office space, associate professors second choice, assistant professors third choice, and instructors fourth choice. Professor Emeriti are entitled to office space at the university and will be next on the list for available space. Available office space for visiting faculty and adjuncts will be assigned by the Chair.

III. Teaching Schedules

In order to enhance the faculty effort toward scholarly and creative activity it is the policy of the Department to try to give every member of the faculty a teaching schedule that is either two days per week (MW or TR) or three consecutive (MTW or TWR) days per week. Additionally the Chair will try to accommodate scheduling requests where possible. Scheduling preference will be granted to faculty based upon rank and longevity (based upon the same system used for office space). This does not preclude a faculty member from requesting to teach a course meeting one day per week on a Friday or Saturday.

IV. Summer Line Allocation Plan

The Department has an approved summer rotation policy that is incorporated by reference into this document but not changed by this document. It is the policy of the Department to allocate one course to each faculty member desiring to teach in the summer. The summer rotation plan then calls for the second summer course (for those desiring two courses) to be allocated based upon longevity. If there are an inadequate number of lines to provide one course to all faculty desiring work in the summer, then the summer rotation plan (longevity) will be used to allocate the first (and only) course assigned.

V. Adoption

These by-laws shall go into effect upon adoption by a super majority, defined as 75% of the faculty eligible to vote on the by-laws.