

By Laws

**Management / MIS Department
College of Business
University of West Florida**

Approved
January 26, 2013

**Department of Management and MIS
College of Business, The University of West Florida**

By-Laws

Preamble

The Department of Management/ MIS endorses the Mission statements 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. If issues arise that are not covered either in the Department or COB by-laws, the chair will seek advice and input from tenured faculty members in the Department.

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 or spring semesters to conduct the business of the department. Meetings may include presentation of assessment results, discussion of assessment results, making recommendations based on assessment results, presentation of recruitment results, and other items as deemed necessary by the chair. Except as noted in subsection (c), in this section, all meetings are to be called with at least five working days notice. The requirement for five days notice may be waived if the purpose of such meeting is informational only and no other action is required.
- b. The Office Administrator of the Department of Management/ MIS, or designee thereof, shall be responsible for taking 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 other than as specified next. For annual evaluation standards, Tenure and Promotion standards, and on matters pertaining to changes in the by-laws, a quorum shall be two-thirds 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 annual evaluation standards, Tenure and Promotion Standards, and changes to the department by-laws, which is covered in subsection (f) below.*

f. Voting members of the faculty on annual evaluation standards, 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 annual evaluation standards, Tenure and Promotion standards, and on matters pertaining to changes to the by-laws, when a super majority, defined as two thirds of the eligible voting members of the department [as defined in I (f) above], 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.

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 seniority and length of service at UWF. For example, a full professor who has 25 years of service at UWF will have priority over a full professor who 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. Available office space for visiting faculty and adjuncts will be assigned by the Chair.

III. Annual Evaluation Guidelines

The Department has an approved set of guidelines for annual evaluation of faculty. This set of guidelines is incorporated by reference into this document but not changed by this document.

IV. Tenure and Promotion Standards

The Department has an approved set of standards for tenure and promotion reviews. This set of standards is incorporated by reference into this document but not changed by this document.

V. Summer Teaching Assignment Policy

The Department has an approved Summer Teaching Assignment policy. This policy is incorporated by reference into this document but not changed by this document. Summer teaching assignments will be allocated based on this policy.

VI. Adoption

These by-laws shall go into effect upon adoption by two thirds of the faculty eligible to vote on by-laws [see section I (f)].