Faculty By-Laws
College of Business and Economics

Preamble

Article III, Section 2 of the Boise State University Faculty Constitution states:

Within the limits of policies approved by the Idaho State Board of Education, the policies and practices with the college/school, division, or department shall be determined by the faculty of the specific college/school, division, or department, and shall normally be implemented by the interested deans or chairpersons.

The faculty of the College of Business and Economics adopts these by-laws to help it meet the responsibilities specified above.

I. Relationship of these By-Laws to State board and Boise State University Policies and Procedures

The provisions in these by-laws are intended to provide governance procedures for the faculty of the College of Business and Economics primarily in areas not specifically covered by State Board or Boise State policies. If there are any conflicts, State Board and Boise State policies supersede the relevant provision(s) of these by-laws.

II. Faculty of the College of Business and Economics

The faculty of the College of Business and Economics shall be those members of the official faculty of the university and all full-time special lecturers whose appointment is in the College of Business and Economics. Official faculty members and full-time special lecturers with joint appointments in the College of Business and Economics and another college, institution, or agency shall be considered members of the College of Business and Economics faculty with full privileges. Whenever the word “faculty” is used in these by-laws it will refer to the definition provided here.

III. Faculty Governance

A. Ultimate Authority within the College of Business and Economics

The faculty shall be the ultimate authority within the College of Business and Economics on matters of College policy and practices. Normally the Dean shall propose new policies and practices for a vote of the faculty before they are implemented.

The intention of this section is to affirm that faculty must approve important new policies and practices. The Dean must be given reasonable latitude in judging which issues to bring before the faculty. Faculty members whose judgment differs from the Dean’s may introduce motions to review policies and practices subject to the rules governing faculty meetings.

B. The College of Business and Economics Executive Council

There shall be a College of Business and Economics Executive Council composed of the Dean, the Associate Dean or Deans, and the Department Chairs. The Executive Council shall implement College policies, develop College budgets, coordinate the affairs of the College, and serve as advisory board to the Dean. The Dean and the members of the Executive Council may invite anyone they wish to attend and participate in Executive Council meetings, but only the members listed here will have voting privileges. The Executive Council shall prepare an annual
financial report (organized by department where appropriate) including a summary of activity for each of the accounts of the College of Business and Economics for the previous fiscal year. The financial report shall summarize the budgeted amount, carry over, expenditures, and ending balance for each of the accounts. The report shall be presented to the faculty at its first meeting of each fall semester.

C. The Recruitment of New Faculty Members

The recruitment of new faculty members shall be the responsibility of the faculty. When a vacancy exists, the faculty of the department in which the position is located will conduct interviews and make a recommendation to the Dean for hiring. The Dean shall make the final choice from the name or names recommended by the faculty.

IV. Meetings of the College

A. When Meetings Are Held and Who May Participate

1. A meeting of the College shall normally be held at least once each fall and spring semester. Additional meetings may be called by the Dean at his or her discretion and shall be called by the Dean whenever one-third of the faculty request such a meeting. The faculty shall be notified in writing at least one week in advance of all meetings unless an emergency session is deemed necessary. A written agenda shall normally be furnished prior to any meeting.

2. All College faculty, staff, and administrators may attend and participate in any College meeting. Only faculty may vote.

B. Conduct of Meetings & Minutes

1. The Dean or his or her appointed representative shall preside over College meetings. A faculty member must be in attendance to exercise his or her right to vote on any issue to be voted upon at the meeting unless a vote of the whole faculty is taken as specified below. A quorum shall be one-half of the faculty plus one. The minutes of the meeting shall be kept by the secretary. The minutes shall be distributed to the faculty within a reasonable time after the meeting. The secretary shall normally be elected by a majority vote at a meeting during the spring semester and shall serve from July 1 through June 30 of the succeeding year.

2. Meetings may be conducted in any courteous and efficient manner chosen by the person presiding. If one-third of the faculty attending do vote to conduct the meeting in a formal manner, then Robert's Revised Rules of Order shall prevail.

3. If one-third of the faculty in attendance request a secret ballot, paper ballots will be distributed and returned to the secretary for counting. The secretary and the person presiding over the meeting will count the ballots and report the result before the meeting has been adjourned.

4. If one-third of the faculty in attendance request a vote of the whole faculty, the secretary shall prepare and distribute a ballot to each faculty member within three working days. The ballot shall contain the full text of the motion and shall be returned to the secretary within one week of the date the ballots were distributed. The secretary and the Dean or the person designated by the Dean will count the ballots and report the results to the faculty by the end of the working day following the deadline for submitting ballots.

C. Agenda

The meeting agenda shall normally follow this order:

1. Approval of minutes from the prior meeting
2. Old Business
3. New Business
4. General Announcements, and
5. Distribution of general information.

The intent of this section is to ensure that announcements and general information items do not consume so much meeting time that faculty do not have sufficient time to discuss important old and new business items.

V. COLLEGE COMMITTEES

A. Standing Committees

No more than nine standing committees shall be in existence during a given academic year (Promotion and Tenure and Undergraduate Policy plus up to seven others).

Committee members shall be chosen from and by the faculty of each department. Committee chairs will be elected by members of the committee from among the members of the committee. Unless required by State Board or Boise State policies, a committee need not have a member representing each department, but an unrepresented department may place a member of its faculty on a committee at any time. Modification of the standing committee structure may be effected through the ordinary procedures established for amending this document.

B. Ad-Hoc Committees

The Dean, standing committees, or faculty in a general meeting by a majority vote, may appoint or create sub-committees or ad-hoc committees for designated purposes. Such a committee shall be dissolved automatically upon completion of its related assignment or at the end of the academic year, whichever comes first. Such a committee need not have a member representing each department, but an unrepresented department may place a member of its faculty on a committee at any time.

C. Voting Rights and Responsibilities

On all committees, only faculty of the College shall have voting rights, although relevant staff members may participate in meetings and may be asked to join committees as ex officio members.

D. Removal from Committees

A committee member wishing to resign shall submit his or her resignation in writing to the Dean and it shall become effective on the date specified by the person resigning. A committee member may be removed by a majority vote of the faculty of the department represented by that member.

VI. Departments

A. Composition

Departments of the College shall consist of the following:

- Accounting
- Networking, Operations, & Information Systems
- Economics
- Management (including Business Law and Business Ethics)
- Marketing and Finance (including Business Communications)
Changes in department names or composition may be accomplished by amending these by-laws according to the procedure described below.

**B. Responsibilities**

Departments shall have primary responsibility for the initiation of curricula, course content, faculty assignments, professional development of faculty, faculty workload, faculty recruiting, selection, retention, and advancement within their respective areas.

**VII. Effective Date of these By-Laws**

These by-laws shall take effect upon their approval by a majority of the faculty of the College.

**VIII. Amendments or Additions**

Proposed amendments to these by-laws shall be made available to the faculty in written form at least one week before a scheduled meeting. These by-laws are amended or added to when a majority of the faculty has voted in favor of the proposed amendment or addition.

**End Note**

The Official Faculty of the University is defined in Article II of the Boise State University Faculty Constitution as follows:

The Official Faculty of the University shall comprise three categories of members hereinafter referred to as Academic Faculty, Administrative Faculty and President of the University.

Section 1: The Academic Faculty of the University shall include:

a. All persons with full-time appointments as Professor, Associate Professor, Assistant Professor or Instructor, to do teaching, research, and counseling, and

b. Departmental chairpersons and professional librarians other than the University Librarian.

Section 2: The Administrative Faculty of the University shall include administrative vice-presidents; executive heads of colleges/schools, divisions, supportive services, and the Library; and all such permanent administrative officials so designated by the President of the University as provided in Section 4 of this Article.

Section 3: The President of the University

Section 4: Contracts of letters of appointment shall contain an entry identifying Official Faculty, and a list of Official Faculty shall be kept on record in the Administrative Offices.