

University of Maine Maine Business School

**BYLAWS**

Approved by the Faculty on May 5, 2017

**Mission: Our mission is to engage students and professionals in academic adventures focused on evolving business practices and to advance knowledge through scholarship as we connect with our communities.**

***I. PURPOSE***

These Bylaws define the major dimensions of how the Maine Business School (MBS) functions.

These bylaws are designed to supplement existing governing documents and policies at the University of Maine, including but not limited to The University of Maine's charter, faculty shared governance policies, faculty Senate bylaws, University committees on Academic Affairs, UM collective bargaining agreements and all other applicable policies and state laws. Any conflict between this document and such other faculty governing agreements is unintentional and will be addressed by the MBS faculty as such conflict becomes apparent.

***II. AUTHORITY***

The faculty shall be the policy-making body of the School with respect to curriculum. The faculty, in consultation with the MBS administration, shall be the policy-making body of the School with respect to academic policies and practices, faculty evaluation, and other issues pertinent to faculty governance.

***III. MEMBERSHIP***

Constitution of the faculty of the Maine Business School includes all professors, associate professors, assistant professors, lecturers, including the Dean and Associate Dean, if they have a faculty appointment, appointed to the School and shall hereafter be designated "regular members."

The administration of the MBS is made up of the Dean, the Associate Dean and the Director of the MBA program.

The Dean is the chief administrator of the Maine Business School. The authority of the Dean is exercised with the assistance of the School faculty. The Dean is responsible for administrative (e.g. course assignment), educational, personnel, budgetary, development, outreach, and student

affairs of the School subject to University and School policy.

- The Dean shall enforce the spirit and provisions of these bylaws.
- The Dean's conduct of the office shall be consistent with the spirit and letter of the University of Maine agreement on shared governance (2009), the University of Maine System statement on shared governance (2007), and the AFUM contract.
- The Dean shall recommend appointments to the administrative positions of Associate and Assistant Deans subject to approval of the provost of the University of Maine. Each appointment shall be for three years, renewable at the option of the Dean and the appointee. The Dean shall be authorized to make such ad hoc, interim administrative appointments required by School needs. An Associate Dean shall be the temporary Acting Dean in the absence of the Dean.

The Associate Dean serves to represent the School and ensure effective functioning of the school. The Associate Dean is primarily responsible for supervising and providing direction for the MBS as it relates to undergraduate student services, recruiting and retention, and course scheduling. The Associate Dean coordinates with the director of the graduate program and reports to the Dean.

Director of the Graduate Program of the School serves to represent the School in areas related to the graduate programs of MBS. The Director is responsible for providing direction for and supervising graduate studies, including recruitment and retention. The Director coordinates with the Associate Dean of the school and reports to the Dean.

#### Selection of Dean

- Selection of the Dean shall be in conformance with University guidelines that apply to selection of all deans. It is the philosophy of the School, however, that faculty and staff will play an important role in this process and that the final choice will be acceptable to at least a majority of the School faculty providing input.
- It is the intent of this document that for each candidate who is interviewed for the position of Dean, the Provost and Vice President for Academic Affairs will solicit candid and confidential input from the faculty and staff of the School. The input, through a process overseen by the Tenure and Reappointment Committee, should take the form of a confidential inquiry directed to each full-time faculty and staff member regarding each candidate, asking 1) whether the candidate is acceptable or unacceptable for the job of Dean and 2) an assessment of the candidate's strengths and weaknesses for the job of Dean. The results of the inquiry shall be forwarded to the Provost for use in determining each candidate's suitability for the job.

### ***IV. . MEETINGS***

Meetings of the School faculty shall be held regularly to make or revise policies and practices governing the academic affairs of the School. A faculty meeting may be called by the dean or by petition of 25% of the faculty.

Reasonable means should be employed to notify all members of the faculty of the time, place, and subject matter of the meeting at least 7 days in advance of said meeting.

Policy matters may not be voted upon during the regular meeting in which they are introduced, unless they have appeared in the pre-distributed agenda of that meeting.

#### ***IV.1. . RULES OF ORDER***

Except as explicitly noted in these bylaws, the proceedings of the faculty shall be guided by the latest edition of *Robert's Rules of Order*. If any dispute as to procedure arises, Robert's Rules will be employed to settle the procedural issue.

#### ***IV.2. QUORUM***

A faculty meeting shall have quorum when more than 50% of the regular members are present.

#### ***IV.3. VOTING***

1. All academic policy or changes to MBS curriculum must be approved by the majority of the attending regular members eligible to vote on the matter.

2. Voting privileges are extended to all regular members, subject to the limitations listed below and subject to University regulations or by provisions in this charter.

Specifically, the MBS recognizes that:

- Full voting privileges are extended to all members of the faculty including tenured or tenure-track, including the Dean, Associate Dean and faculty on leave from the University if they are tenured or on tenure track.
- Individuals designated as visiting professors, and emeriti faculty are ineligible to vote .
- Faculty with appointments as full-time lecturers shall have voting privileges under this charter with the following exceptions: lecturers shall not be entitled to vote in decisions related to the policies and procedures applicable only to tenured and tenure-track faculty
- Faculty who vote on any graduate curriculum or policy matters (courses and programs) must be members of the graduate faculty.

#### ***IV.4. ORDER OF BUSINESS***

The regular faculty meetings will normally follow this agenda unless the faculty chose to waive this format in favor of another at any given meeting.

Call to Order

Approval of minutes of the previous meeting.

Approval of the agenda.

Reports of the Dean, Associate Dean, and MBA Director.

MBS Committee reports

University Committee reports

Old business.

New business.

Adjourn

Every effort should be made by those giving reports to have such reports distributed to faculty at least 48 hours in advance of the meeting.

#### ***IV.5. OFFICERS***

The dean shall be the presiding officer at meetings of the faculty, or in his or her absence, the associate dean.

#### ***IV.6. . AGENDA***

At least 5 days prior to any regular or special meeting of the faculty, the dean shall distribute an agenda for the meeting to each faculty member of the School. Faculty members wishing to place an item on the agenda shall submit it to the dean's office at least seven days in advance of the meeting. The agenda shall contain the full text of any policy changes to be voted on at the meeting.

#### ***V. STANDING COMMITTEES***

The dean is responsible for the appointment of faculty members and/or staff to serve on committees. Reasonable efforts will be made to balance membership between functional areas, rank and other relevant factors specific to the charges of the committees.

The dean and the committee chair, based on a review to the strategic plan and other factors, will meet at the beginning of the academic year to identify a charge for the committee for the year. At the end of each year, each committee chair will provide a written report for the dean and faculty.

## **EXECUTIVE COMMITTEE**

The Executive Committee is an advisory committee to the Dean. Among the Committee's major tasks is the management of the strategic planning process for the School. It develops a draft of the strategic plan, which then is approved by the full faculty. The Committee develops metrics, monitors progress on outcomes, and proposes changes and updates to the plan as necessary. The Committee works with the School administration to ensure that processes and procedures are in place to enable the Business School to achieve its mission, continue to meet AACSB accreditation standards, and deliver high-quality undergraduate and graduate programs.

The Executive Committee is comprised of the Dean, the Associate Dean, the Chairs of the Undergraduate and Graduate Curriculum and Learning Committees, and up to three other members of the faculty and staff, appointed by the Dean, and chosen to represent the major constituencies in the Business School.

## **TENURE AND REAPPOINTMENT COMMITTEE**

The primary responsibility of this Committee is to evaluate the individual contributions of faculty members to the teaching, research, and public service missions of the School. The Committee writes and updates faculty evaluation criteria in accordance with the mission of the Maine Business School and the University of Maine. The Committee conducts a formal, periodic review for the purposes of evaluation, reappointment, promotion, and tenure decisions to ensure results consistent with the missions of the MBS and University of Maine. The Committee also reviews and judges the appropriateness of sabbatical requests.

All tenured faculty members are members of this Committee with full voting rights, except that only the full professors of this committee shall vote on matters related to the recommendation of faculty for post-tenure review merit increases and promotion of faculty to full professor.

## **UNDERGRADUATE CURRICULUM AND LEARNING COMMITTEE**

The curriculum is central to the development of the undergraduate degree program. The undergraduate curriculum combines basic study of core business disciplines with general education. In addition, every student majors in one or more of the core disciplines. The task of the Undergraduate Curriculum and Learning Committee is to assess and continuously improve the undergraduate curriculum. The Committee has an oversight role for faculty-generated and discipline-specific modifications and changes to the curriculum.

The Committee ensures that the undergraduate curriculum reflects the mission of the Maine Business School and complies with University requirements and AACSB standards. The Committee ensures that the MBS has a well-documented and systematic process for determining and revising degree program learning goals. It establishes an assessment timetable for all goals and appoints goal team leaders who conduct assessments. On the basis of the assessment data, the Committee proposes curricular changes. In addition, the Committee devises a formal process for planning, evaluating, and revising the undergraduate curriculum, and engages relevant

stakeholders on an annual basis in an assessment of the opportunities for curricular innovation based on trends in the general business environment.

## **GRADUATE CURRICULUM AND LEARNING COMMITTEE**

The Graduate Curriculum and Learning Committee ensures that the University of Maine Business School graduate program supports the School's mission and reflects changes in the needs of students and employers. The Committee devises a formal process for planning, evaluating, and revising the graduate curriculum, and engages relevant stakeholders on an annual basis in an assessment of the opportunities for curricular innovation based on trends in the general business environment.

The Committee ensures that the MBS has a well-documented and systematic process for determining, revising, and assessing degree program learning goals. The Committee is ultimately responsible for the assessment of graduate program goals, for assuring that the assessment data is analyzed, and for implementing continuous improvement changes approved by the faculty. The Committee is responsible for reviewing admission policies for the graduate programs of the Maine Business School and recommending any needed changes to the faculty, as well as approving any exceptions to the standards to yield results consistent with the objective of producing high-quality graduates.

## **ASSURANCES OF LEARNING COORDINATING COMMITTEE (ALCOM)**

The Assurances of Learning Coordinating Committee is a working group of those members of UCLC and GCLC with specific responsibilities in assessment and closing the loop as well as the goal leaders. It coordinates various aspects of the assurances of learning process across curricula and serves as a repository of knowledge on assessment and closing the loop. The committee also works to monitor the efforts each discipline makes to assess their curriculum when they meet biennially.

## **STUDENT AFFAIRS AND ALUMNI RELATIONS COMMITTEE**

The Student Affairs and Alumni Relations Committee is dedicated to the professional growth and development of its students and aims to make sure they are prepared for a competitive workforce through academic and experiential learning experiences and through establishing and nurturing connections with alumni, faculty, the Career Center and the business community. The committee seeks to establish a culture of engagement, responsibility and giving by creating meaningful experiences so students become lifelong learners who stay engaged with the MBS community as they develop in their careers and their lives.

## **TECHNOLOGY COMMITTEE**

The task of the Technology Committee is to oversee the productive use of technology throughout the Maine Business School, specifically, in the classrooms, the computer lab, and the faculty/staff offices. As such, the Committee will monitor the use and requirements of technology by students in their coursework, by faculty in their course development and

instructional innovation, by faculty in their research endeavors, and by staff in their support work. In addition, the Committee will monitor state-of-the-art technologies and evaluate their applicability to the Maine Business School and establish and update technology goals for the school, including the planned upgrading and replacement of hardware and software in the labs and offices.

### **CBA HONORS COMMITTEE**

The function of the Honors Committee is to facilitate student and faculty participation in the Honors Program and to act as a liaison with the UMaine Honors Program. The Committee promotes the program among qualified and interested Business students and aids in recruitment of Maine Business School faculty to teach in the UMaine Honors Program.

### **AD HOC COMMITTEES**

The Dean, in consultation with the Executive Committee, may appoint ad hoc committees as seem necessary. In each instance, the creation of an ad hoc committee shall be announced in the faculty meeting with an explanation of the functions and responsibilities of the committee, and its membership. Each ad hoc committee shall expire at the end of the academic year in which it was created unless an earlier expiration date is stated in the announcement of its creation.

## ***VI. AMENDMENT OF THESE BY-LAWS***

These by-laws may be amended at any regular or specially called meeting of the faculty, providing that the faculty shall have been notified of the proposed amendment at the regular meeting of the school immediately preceding the meeting at which the amendment is to be considered for adoption. A two-thirds majority of all members present and voting must agree to amend these bylaws. The text of the amendment shall be included with the agenda of the meeting of the college at which consideration is to occur.

The School shall formally consider the question of by-law review at intervals no greater than five years. At any time within such intervals the faculty may appoint an ad hoc by-law review committee, which shall make a report on the question to the faculty before the expiration of the academic year in which it was appointed.

Policies of the School are developed and implemented by the faculty and administrators of the School that supplement and extend these by-laws and allow for the effective operation of the school. These continuing policy decisions must be deemed by the faculty not to constitute a change in the by-laws. The Dean shall be responsible for keeping a current compilation of the policies.

*Approved by Executive Vice President for Academic Affairs and Provost Jeffrey E. Hecker,  
10/19/17.*