

**CENTRAL CONNECTICUT STATE UNIVERSITY – SCHOOL OF BUSINESS -
DEPARTMENT OF ACCOUNTING
BY-LAWS**

Article I Membership and Quorum

- A. Full-time faculty are defined AAUP-CBA Section 1.6.1.
- B. All full-time faculty assigned to the Department of Accounting (Department) by the University shall be voting members of the Department.
- C. A quorum for all meetings of the Department shall consist of a majority of the full-time faculty assigned to the Department.
- D. Proxy votes are permitted under extenuating circumstances only.
- E. All part-time faculty (as defined by AAUP-CBA Section 1.6.2) will be invited to department meetings.

Article II Personnel Procedures and Responsibilities

A. The Chairperson

- 1. The Chairperson shall be elected by the tenured and tenure-track faculty of the Department. A confidential voting ballot will be created with nominee(s) listed in alphabetical order.
- 2. The Chairperson administers the general affairs of the Department in accordance with the appropriate sections of the AAUP Collective Bargaining Agreement (AAUP-CBA Section 5.23).
- 3. Department meetings are held whenever called by the Chairperson. Full-time teaching faculty are expected to attend Department meetings. Agendas should be provided to all faculty within a reasonable time for review prior to the meeting (AAUP-CBA Section 5.22).
- 4. The Chairperson should not serve more than two consecutive three-year terms, in addition to emergency or partial terms, except in extraordinary circumstances.
- 5. The Chairperson will resign if requested by a 2/3 vote of the tenured and tenure-track faculty, exclusive of the Chairperson.

B. The Faculty

Procedures for appointments, renewal, tenure, promotion, and sabbatic leave shall be as follows:

1. Appointments Procedures

Initial appointments of tenure-track faculty to the Department shall be recommended to the Dean by the Search Committee Chairperson (AAP-4) after consultation with the Search Committee members; tenured and tenure-track faculty who meet or attend the final candidates' presentations should be given the opportunity to provide feedback to the Search Committee. Initial appointments of emergency hires shall be appointed by the Department Chairperson, however prior to an initial appointment of these hires, the Chairperson shall notify tenured and tenure-track faculty electronically, allowing tenured and tenure-track faculty 24 hours to respond with comments.

Part-time members shall be assigned to available courses depending upon the department chairperson's determination of credentials, experience, and

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teaching merit. When the chairperson determines that part-time members have similar credentials, experience and teaching merit, the chair shall recommend for appointment the person with the greatest length of service in the department. Following the chairperson's determination based upon the above criteria, appointment shall be recommended to the dean for approval. Upon request, part-time faculty will be provided secure voice mail and secure storage space for course materials.

2. Departmental Evaluation Committee and Sabbatical Evaluation Committee (DEC)

- a. The DEC evaluates applications for renewal, tenure, promotion, and sabbatic leaves, according to AAUP-CBA Section 4.11 (Evaluation Full-time Members for Renewal, Tenure, and Promotion) and AAUP-Section 13.7 (Sabbatic Leave) and Department Procedures.
- b. Faculty on emergency appointment may request that the DEC review their qualifications and offer a general assessment of their portfolio and recommendation to the faculty member and Department Chair.
- c. Part-time faculty will have a teaching focused evaluation that includes the following:
 - i. In their initial semester it is the responsibility of the department chair to appoint and offer guidance to the new part-time faculty.
 - ii. No later than the third semester the part-time faculty should have a faculty peer observation.
 - iii. Part-time faculty should have a faculty peer observation at least every three years.
 - iv. The department chair will review part-time faculty student opinion surveys and provide guidance as necessary.
- d. The DEC evaluates professional assessments of tenured faculty (every six years), according to the AAUP-CBA Section 4.12 (Professional Assessment) and Department Procedures.
- e. The DEC shall be composed of three (3) tenured faculty of the Department (if possible) plus the Department Chairperson, *ex-officio*.
- f. Election of the DEC membership shall take place during the spring semester of each academic year. An alternate will be elected to replace any member unable to serve.
- g. DEC members will serve in two-year appointments. A DEC member should not serve more than three (3) consecutive full terms whenever possible.

3. Renewal, Tenure, Promotion, and Sabbatical Leave Policies

a. Renewal

Recommendations will be made by the DEC after consideration of the candidate's qualifications as prescribed in the AAUP-CBA Article 4.11.2 (Evaluation for Renewal) as well as the Faculty Senate P&T Guidelines and Department Procedures.

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- b. Tenure
Recommendations will be made by the DEC after consideration of the candidate's qualifications as prescribed in the AAUP-CBA Article 4.11.2.1 (Evaluation for Tenure) as well as the Faculty Senate P&T Guidelines and Department Procedures (provided below).
 - c. Promotion
Recommendations will be made by the DEC after consideration of the candidate's qualifications as prescribed in the AAUP-CBA Article 4.11.3 (Evaluation for Promotion) as well as the Faculty Senate P&T Guidelines and Department Procedures.
 - d. Sabbatic Leave
Recommendations will be made by the DEC after consideration of the candidate's qualifications as prescribed in the AAUP-CBA Article 4.13.7 (Sabbatic Leave) as well as the Department Procedures (provided below).
4. Student Opinion Surveys
Student opinion surveys shall be administered using instruments and a procedure for administering in accordance with the policy of the AAUP-CBA Article 4.11.8 (Student Opinion Survey) and Department Procedures. Faculty teaching face-to-face classes should provide opportunities for students to complete the survey in the classroom. Faculty should encourage student completion of the surveys.
5. Faculty Peer Observations
Faculty peer observations shall be performed by DEC members or their appointees during the first, third, and fifth year for tenure-track faculty. Additional observations may be performed at mutually agreed upon times. All other faculty peer observations shall be performed periodically.
6. Sick Leave/Personal Leave
Sick leave and personal leave policies are in accordance with the AAUP-CBA Article 13.2 (Sick Leave) and Article 13.1 (Personal/Religious Leave). Faculty members will notify the Department Administrator when unable to meet for classes or Department meetings. Faculty should also notify students through e-mail or Blackboard.

Article III Academic Affairs

A. Curriculum Procedures

The Department shall make all curriculum recommendations to the University Curriculum Committee or to appropriate administrative officials.

B. Advising

The department administrative assistant assigns advisees to each faculty member. Faculty members are expected to extend their office hours during

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the advisement period. Faculty members should provide mentoring and advise on student’s educational goals and career planning (i.e. resume review, interview preparedness).

Article IV Committees

A. Standing Committees

Standing Committees either within the Department or jointly with other departments, may be created as requested by the Administration or desired by the Department. Committee members shall be elected by their peers or, with Department consent, appointed by the Department Chairperson.

B. University Committees

All Department representatives to the Faculty Senate, the Curriculum Committee, and other University Committees shall be elected by majority vote of all tenured and tenure-track faculty present at a Department meeting.


Article V Teaching Schedule

Teaching schedule for terms in the academic year and Summer sessions and Intersessions , with respect to courses offered and times of offerings, shall be made by the Department Chairperson in accordance with AAUP-CBA Sections 10.7 (academic year terms) 11.3,11.4, and 11.5 (Summer/Intersession).

Article VI Amendments

These By-Laws may be amended by a majority vote of the members of the Department at any Department meeting, provided that such amendments shall have been previously distributed in writing and shall have been discussed at a Department meeting at least one week prior to the meeting to vote on such amendments.

Approved by the faculty of the Accounting Department on January 26, 2021.

 Date Jan 27, 2021
Mary McCarthy (Jan 27, 2021 07:43 EST)
Mary McCarthy
Accounting Department Chair

Approved by the Dean of the School of Business,

 Date Jan 27, 2021
Joseph Farhat
Dean, School of Business







BY-LAWS_ACCT-01-26-2021

Final Audit Report

2021-01-27

Created:	2021-01-27
By:	Mary McCarthy (mary.mccarthy@ccsu.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAZ-vQfMUa4EERE7W2uty_ZN-kG_fn1400

"BY-LAWS_ACCT-01-26-2021" History

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2021-01-27 - 12:41:21 PM GMT - IP address: 73.38.144.248
-  Document e-signed by Mary McCarthy (mary.mccarthy@ccsu.edu)
Signature Date: 2021-01-27 - 12:43:05 PM GMT - Time Source: server- IP address: 73.38.144.248
-  Document emailed to Joseph Farhat (josephfarhat@ccsu.edu) for signature
2021-01-27 - 12:43:07 PM GMT
-  Email viewed by Joseph Farhat (josephfarhat@ccsu.edu)
2021-01-27 - 12:43:58 PM GMT - IP address: 104.47.55.126
-  Document e-signed by Joseph Farhat (josephfarhat@ccsu.edu)
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