

CENTRAL CONNECTICUT STATE UNIVERSITY

SCHOOL OF BUSINESS

MARKETING DEPARTMENT

PROPOSED

BY-LAWS

(Revised April 16, 2008)

(Corrected Version)

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**CENTRAL CONNECTICUT STATE UNIVERSITY
SCHOOL OF BUSINESS
MARKETING DEPARTMENT**

BY-LAWS (Revised April 16, 2008)

ARTICLE Name and Authority

Section 1.1 Name and Department. This body shall be known as the Marketing Department of the School of Business of Central Connecticut State University (referred to in this document as the "Department").

Section 1.2 Authority. These By-Laws are adopted under authority of the Collective Agreement between the Board of Trustees and AAUP, as amended from time to time, and in accordance with the governance structure established.

ARTICLE II Membership and Quorum

Section 2.1 Membership. All Full-Time members of the department shall have the right to vote.

Section 2.2 Quorum. A quorum for all meetings of the department shall consist of two thirds of the members, assuming notice has been given in accordance with 4.1.1 or 4.2.3.

Section 2.3 Meetings for the rest of the semester are to take place as scheduled by the department at the first meeting of each semester. Notice must be given in accordance with 4.1.1 or 4.2.3.

ARTICLE III Administration

Section 3.1 Chairperson Selection:

3.1.1 The Chair of the department shall be an elected tenured, full-time member of the department. Members of the department will be eligible to vote for the selection of the Chair.

3.1.2 Members at a nomination meeting at least two weeks before the election date will make nominations for chair.

3.1.3 Elections shall be by secret ballot, sent out and administered by the department secretary.

3.1.4 In the case of more than a two member election. The two members with the highest votes will have a run off. In the event of a perpetual tie the two names will be submitted to the Dean of the School of Business for a final decision.

- 3.1.5** The name of the nominee receiving a majority of the votes cast will be forwarded to the Dean of the School of Business. If the Dean disapproves the selection, the Dean (or his designee who must be outside of this department) must preside over a meeting of the department to elect a new Chair within thirty days.
- 3.1.6** The Chair shall serve one three year term or less, unless 2/3 of the marketing full-time faculty support their renewal.

Section 3.2 Recall of the Chair: The members may initiate a recall of the Chair with a two-thirds vote. This could lead to a special assessment of the Chair of the department under Article 4.13 and 5.24 of the contract.

Section 3.3 Chairperson. The Chairperson's responsibility is to administer the department's business in accordance with the Board of Trustees/AAUP Collective Agreement, School of Business's mission and departmental By-Laws.

Section 3.4 Scheduling

- 3.4.1** The chair has responsibility for course selection and timing. Faculty assignment to courses shall be jointly determined by the chair and faculty, being mindful of student needs, faculty expertise, school resources, and seniority.
- 3.4.2** Seniority shall not be the sole criterion for course and schedule selection.
- 3.4.3** In the event that there is a disagreement over course assignments between faculty and chair, the Dean has the final resolution.

Article IV Department Meetings

Section 4.1 Officers

- 4.1.1** The Chair shall give notice to all members of the time, place, and the agenda of departmental meeting at least four (4) full class days prior to the meeting. This notification may be made by written memorandum or electronic mail. The Chair shall preside over such meetings.
- 4.1.2** If the Chair cannot be present for a meeting, a member shall be designated by those members in attendance to preside over the meeting.
- 4.1.3** A Secretary shall be appointed by the Chair from the members of the department faculty in alphabetical rotation to prepare minutes of the meetings. Copies of minutes shall be distributed for review to

members of the Department within a week of the meeting. The Department Chair will distribute the final copy of the minutes.

Section 4.2 Members

4.2.1 All members are expected to attend meetings.

4.2.2 Members of departmental, school, and university committees should be prepared to report on actions taken by the various committees of which they are members.

4.2.3 Upon written request by three or more members that includes a proposed agenda, the Chair shall call a special meeting within 1 week. The agenda shall be included with the call for the special meeting.

ARTICLE V Procedures in Meetings

Section 5.1 Order of Business. The order of business shall be:

- (a) Call to order
- (b) Verification of quorum
- (c) Approval of minutes of the previous meeting
- (d) Correspondence and announcements
- (e) Committee reports
- (f) Old business
- (g) New business
- (h) Nominations and elections
- (i) Adjournment

Section 5.2 Motions. A motion may be made by any member of the Department and, upon receiving a second, shall be dealt with.

- (a) Voice Vote. Unless provided elsewhere in the By-Laws, a majority vote of those present shall be sufficient to adopt a motion. A voice vote of "Aye" or "No" will be the usual procedure. When the Chairperson is in doubt, the members will be asked for a show-of-hands vote.
- (b) Secret Ballot. A secret ballot shall be taken on any motion if requested by any member. This request shall be debatable. The Chair shall count the ballots and announce the results immediately following the count of the votes.

Section 5.3 Conduct of the Meeting. The meeting shall be conducted in an orderly manner under the direction of the Chair. Should it be necessary, any department member may initiate the latest version of Robert's Rules to govern the conduct of the meeting.

ARTICLE VI Committees

Section 6.1 Nominations and Elections. At the last scheduled faculty meeting during the spring semester, nominations shall be made for membership on all standing committees, including the Departmental Evaluation Committee (DEC). Membership to committees will be determined by ballot. The member receiving the most votes will be elected to that committee. Members should share committee responsibilities equally. Departmental representatives shall report committee activities at regular departmental meetings.

Section 6.2 Department Evaluation Committee (DEC)

6.2.1 The Department shall act as a committee of the whole to establish position description, qualifications, and other related requirements for all new appointments.

6.2.2 The three elected members of the DEC will elect the DEC chair. DEC chair elections will be done yearly.

6.2.3 DEC shall make recommendations concerning all assessment recommendations in accordance with established Faculty Senate Resolutions and the procedures of the *Collective Bargaining Agreement*.

6.2.4 DEC shall be composed of three (3) tenured members of the Department and the Department Chair, ex-officio. If there are not three tenured members of the department, the department members shall elect a tenured faculty member from another department with the School of Business.

6.2.5 DEC shall utilize student evaluations in its evaluation assessment of all department faculty. Student evaluations will be required for each full-time or part-time faculty in the department in each course for each semester. These evaluations will be conducted in the manner prescribed in the Collective Bargaining Agreement.

6.2.6 The DEC will supplement written student evaluations with class visits. Full-time and part-time faculty may have class visits at least one time per year. Notification shall be given to the faculty to be visited at least one week in advance of the visit by the DEC.

6.2.7 The DEC shall utilize service and research in its evaluation assessment of faculty. Faculty are encouraged to submit evidence of service and research activity to the DEC.

6.2.8 The DEC's responsibility is to mentor faculty and establish standards & measurements within the department.

6.2.9 No member of the DEC, regular or ex-officio, shall serve on the DEC during any deliberation on promotion, tenure, renewal, or professional assessment if that member is being considered for one or more of the aforementioned.

Section 6.3 Search Committees

- 6.3.1** Search Committees – Search committees shall be composed of the Department Chairperson and any other interested tenured or tenure track faculty. The chairperson of the committee shall be elected by the committee and must be academically or professionally qualified in the discipline of the search.
- 6.3.2** All tenure track faculty positions will be selected and processed by a search committee, following University procedures.
- 6.3.3** All non-tenure track and temporary and emergency hires applications will be generally screened by the faculty and selected by the chair.

Section 6.4 Sabbatical Committee

- 6.4.1** Department shall elect a three member Sabbatical Committee.
- 6.4.2** The three elected members of the Sabbatical Committee will elect their chair.
- 6.4.3** The department DEC and Sabbatical Committee shall consist of 2 sets of distinct members when possible.
- 6.4.4** Members eligible for sabbatical leaves shall submit proposals to the Sabbatical Committee.
- 6.4.5** The Sabbatical Committee will report their recommendation to the Dean as either “recommended” or “not recommended.” Sabbatical leave requests will not be “ranked.”

Section 6.5 Special Committees – may be created by a vote of the members. If volunteers are not available for committee, the Chair may appoint members.


ARTICLE VII Amendments to By-Laws

Section 7.1 By-Laws will be reviewed and changes recommended each year by March 30th for a vote no later than April 30th. There will be at least two weeks between the review and the vote.

Section 7.2 These By-Laws may be amended, revised or repealed by a two-third vote of the members. The proposed By-Laws will be sent electronically to members with the notice of the meeting in which the By-Law vote will be taken.

Section 7.3 If any provision of the these By-laws conflict with Faculty Senate Resolutions or the Collective Bargaining Agreement that provision will be considered null. Other provisions of these By-Laws will remain in effect.

Verified on 2/4/21: Department Chair ,Dr. Nusser Raajpoot 

Approved : Joseph Farhat, Dean, School of Business  2/8/2021

Dean's Comment: The Search Committee (Section 6.3) formation should follow CCSU Hiring & Search Procedure Manual.

