

**BY-LAWS FINANCE DEPARTMENT  
OF  
CENTRAL CONNECTICUT STATE UNIVERSITY**


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Approved : Joseph Farhat, Dean, School of Business 12/17/2020 

**ARTICLE I**

**NAME & AUTHORITY**

**Section 1.1. Name of Department:** This body shall be known as the FINANCE DEPARTMENT OF CENTRAL CONNECTICUT UNIVERSITY (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**

**Section 2.1. Membership:**

- A. **Voting Members:** All full-time instructional faculty assigned to the Department shall be members and have the right to vote.
  
- B. **Non-Voting Members:** Active part-time teaching faculty may participate in department meetings

**Section 2.2. Quorum:** A quorum for all meetings of the Department shall consist of more than one half of the voting members.

**Section 2.3. Official Action:** Official Department action shall occur by vote at a duly noticed meeting at which a quorum exists.

**ARTICLE III**

**ADMINISTRATION**

**Section 3.1. Chairperson:** The general administration of the Department shall be undertaken by a Chairperson, who administers in accordance with the Board of Trustees/AAUP Collective Agreement.

**Section 3.2. Selection** Any member of the department may nominate a candidate for Chair, provided that the member has secured the nominee's permission. Self-nomination shall also be permissible. Nominations may be made by e-mailing all full-time faculty in the department at least two weeks prior to a scheduled election of Chair. Election of the Chair is by simple majority of votes cast. Votes will be anonymous and confidential. Proxy votes are allowed by department by-laws.

## **ARTICLE IV**

### **DEPARTMENT MEETINGS**

**Section 4.1. Notice:** The Chairperson shall cause written notice to be prepared and delivered to all members of the time and place of each meeting, together with the proposed agenda at least five (5) full class days prior to the meeting.

“Written” and “Notice” shall also include requests made by electronic mail. Any member desiring to have a matter placed on a meeting agenda shall submit the topic to the Chairperson at least five (5) class days before the notice of the meeting is prepared. The Chairperson shall preside over such meetings, and shall be responsible for timely informing the members concerning administrative communications, schedules, reports, guidelines and any changes thereto, and other items of business.

**Section 4.2. Substitute:** If the Chairperson cannot be present for a meeting, the Chairperson shall designate, in writing, a member to preside over the meeting.

**Section 4.3. Minutes:** Minutes shall be prepared after all meetings of the Department. A Secretary shall be appointed by the Department to prepare minutes of the meetings according to the order of business of the meeting. The Secretary may be appointed by the Chairperson on a rotating basis. Copies of minutes shall be distributed to members of the Department, and Adjunct Faculty within a reasonable time; however, normally no later than five (5) class days after the meeting which is the subject of the minutes.

**Section 4.4. Special Meetings:**

- (a) Upon written request of three or more members, with a proposed agenda, a special meeting of the Department shall be called by the Chairperson. The written request and proposed agenda shall be included with the call of the meeting
- (b) Upon notice from the Chairperson for emergency purposed, the Chairperson may call a special meeting on two days' notice. The notice shall state the subject of the proposed special meeting and the nature of the emergency. “Emergency” does not include administrative oversight, and means a situation of serious nature developing suddenly and unexpectedly, requiring immediate action.

No business other than that specified in the call for the meeting shall be transacted

at any such special or emergency meeting by the Department.

**Section 4.5. Transaction of Business Without Meeting:** Unless the By-laws provide otherwise, any Department action which can be authorized at a duly constituted regular or special meeting of the Department may be authorized without such a meeting, except for: 1) election of DEC; 2 ) election of the Chair 3) Bylaw changes.

**Section 4.6. Teleconference Participation:** Any member may participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all members participating may simultaneously hear each other during the meeting. A member participating in a meeting by this means is deemed to be present in person at the meeting.

## **ARTICLE V**

### **PROCEDURES IN MEETINGS**

**Section 5.1. Order of Business:** The order of business should be:

- (a) Call to order;
- (b) Verification of a quorum;
- (c) Approval of minutes of the previous meeting;
- (d) Correspondence and announcements;
- (e) Committee reports;
- (f) Old business;
- (g) New business – agenda items should be submitted five (5) days in advance;
- (h) Nominations and elections; and,
- (i) Adjournment.

**Section 5.2. Motions:** A motion may be made by any member of the Department and upon receiving a second shall be discussed:

- (a) Unless provided elsewhere in these 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 for affirmative/negative vote.

- (b) A secret ballot shall be taken (1) if requested by a member and approved by a majority vote of those present, or, (2) if required by a specific provision of these By-laws.

**Section 5.3.**      **Secret Ballots:** The ballots shall be promptly counted after the vote by the Chairperson and any interested members.

**Section 5.4.**      **Robert's Rules:** Except as provided otherwise in these By-laws, the latest edition of Robert's Rules of order shall govern the conduct of meetings and actions of this body. Robert's Rules may be suspended for a particular meeting by unanimous consent of the members present.

## **ARTICLE VI**

### **COMMITTEES**

**Section 6.1.**      **Nominations and Elections:** At a designated meeting during the Spring semester, nominations should be made for membership on the all-university and departmental committees:

- (a) All University Committees. Representatives and alternates shall be elected for the Faculty Senate, the Curriculum Committee, and other University requirements.
- (b) Departmental Evaluation Committee (DEC). DEC shall make recommendations concerning reappointments, sabbaticals, promotions, tenure, and dismissal decisions in accordance with established Faculty Senate and Board of Trustees/AAUP contractual procedures.
- (c) DEC shall be composed of three (3) tenured members of the Department, at least one of whom shall be at the rank of full professor.

No member of the DEC under consideration for promotion shall serve on the DEC during any deliberation on promotion. The Department Chairperson, if he or she is being considered for promotion, shall not participate in the promotion evaluation process. No member, including the Chairperson, if being evaluated for renewal, tenure or professional assessment, shall participate in such deliberations(s) on his or her own applications(s).

DEC will utilize student evaluation in its evaluations assessment of members.

DEC may supplement evaluations with class visits. Written notification shall be given to the member to be visited at least one (1) week in advance of the visit by the DEC.

At the DEC's option, members on special appointments may be evaluated in a manner that follows schedule for 1st or 2nd year renewals and may include step "F". The evaluations shall not include renewal recommendations.

Members eligible for sabbatical leaves should submit proposals to the DEC.

(c) Standing Committees of School of Business Faculty Assembly (e.g. Faculty Development, Strategy).

(d) Special Committees/Liaison Representatives. Special committees may be created as the need arises by vote of the Department. Ad Hoc committees may also be created by the Department or School of Business.

Liaison Representatives to professional groups outside the University may be chosen by the Department.

## **ARTICLE VII**

### **PROXY VOTING**

**Section 7.1.** **Proxy:** At all meetings of the Department, a member may vote by proxy executed in writing or e-mail by that member. Such proxy shall be filed with the Department Chair before or at the commencement of the meeting. No Proxy shall remain valid after the specific meeting for which the proxy was executed. A proxy will not be counted towards the quorum count unless it is a general proxy with authority to vote on all resolutions to come before the meeting.

## **ARTICLE VIII**

### **EVALUATION OF PART-TIME MEMBERS**

Section 8.1 The department chair shall supervise the instruction carried out by part-time faculty. Part-Time faculty members should demonstrate effective teaching. To measure the effectiveness of part time faculty performance and provide reasonable criteria for reappointment, Student evaluations shall take place in each assigned course section. Evaluation of the effectiveness of instruction will be conducted by the Department Chairperson using quantitative student opinion surveys; peer teaching evaluations;

unedited comments from student opinion surveys; and information regarding the course content, activities, grading, etc.

## **ARTICLE IX**

### **AMENDMENTS TO BY-LAWS**

**Section 9.1** **Amendment:** These By-laws may be amended, revised or repealed by a two-thirds (2/3) vote of the full membership of the Department at a duly noticed meeting. Notice of such meeting shall include the proposed By-law change(s).