

**CENTRAL CONNECTICUT STATE UNIVERSITY**  
**DEPARTMENT OF MANAGEMENT AND ORGANIZATION**  
**By-Laws**  
**(Approved December 15, 2020)**

1. MEMBERSHIP AND MEETINGS SCHEDULE

- 1.1 All full-time instructional faculty assigned to the Department of Management and Organization (the “department”) shall be its members and shall have the right to vote (“voting members”).
- 1.2 The department values the learning and contributions of its part-time colleagues. The chair shall invite all part-time instructional faculty of the department to participate in department activities and deliberations, but these faculty shall not enjoy the voting privilege, nor may they participate in any personnel-related roles or any roles that would conflict with a policy of the university, the School of Business or the current BOT-CSU/AAUP collective bargaining agreement (the “contract”).
- 1.2 A quorum for all meetings of the MO Department shall consist of one more than one-half of the voting members.
- 1.3 Regular department meetings are expected to take place on the second Tuesday of the months of September through December, inclusive, and February through April, inclusive, from 3:05 p.m. to 4:20 pm. The chair shall cause notice of meetings and all related materials to be timely sent to all members, voting and not voting, in accordance with 3.1.1 or 3.2.3.

2. THE CHAIR OF THE DEPARTMENT

- 2.1 The chair shall administer the general affairs of the department in accordance with the contract.
  - 2.1.1 The chair’s duties shall be delegable only as expressly approved by a majority vote of the members at a meeting governed by section 2.3 and then by any others authorized to approve or consent.
- 2.2 Unless the chair’s term is interrupted according to provisions allowed in the contract or by resignation, the chair will serve for a three year term. A chair may be re-elected for additional three year term(s).
- 2.3 Before the end of the fourth semester of the incumbent chair’s term of office, or if the chair otherwise is, or is expected to be, vacant prematurely, members shall nominate tenured colleagues for that position at a timely department meeting, or a tenured candidate may self-nominate or be nominated by voice at that meeting. The invitation to nominate shall be extended in accordance with section 3.1.

- 2.4 The next chair normally shall be selected from among three to five tenured nominees, elected by a simple majority of the voting members then present at the next faculty meeting following the receipt of nominations. Prior notice of any meeting at which such nominations may be discussed, or at which any election may vote conducted, must be given to each voting member in accordance with section 3.1.
- 2.5 Any eligible member may nominate another such member (or themselves) by providing a written nomination to the current chair or by voice nomination during a scheduled faculty meeting prior to the meeting at which the election will occur. The chair shall be elected by the department members by secret ballot. If no nominee receives a simple majority of votes, a second vote will be taken immediately, between only the nominees who received the two largest numbers of votes from the first ballot. If that second vote does not result in a simple majority of votes for a single candidate, the current chair will cast an additional, deciding vote.
- 2.6 The current chair shall promptly forward the name of the nominee receiving a simple majority of the votes cast to the Dean of the School of Business (the “Dean”) for recommendation to the President. If the President disapproves of the selection, the President and Dean will meet with the voting members to determine a new chair acceptable to both the President and the Department If the President and the voting members cannot reach such an agreement, procedures and time limits specified in the CCSU faculty handbook shall govern.
- 2.7 If a chair resigns or otherwise becomes unavailable to complete the three year term, the Dean may appoint a temporary chair to operate until such time as the voting members organize a special election. A special election shall follow the same procedures as a regular election except that the chair elect will take office either immediately (if a temporary chair has not been appointed or the chair has resigned effective at a future date) or at the beginning of the next term.
- 2.8 If the chair is going to be absent for more than two weeks but plans to return as chair, in consultation with the faculty and with the approval of the Dean, the chair will designate a temporary chair to serve in their stead, to attend meetings, sign appropriate forms, schedule courses, hire adjuncts and otherwise carry out the chair’s responsibilities until the chair returns to office.
- 2.8.1 The compensation attached to the position of chair per the contract, including release time and stipend, will be pro-rated and apportioned to the chair and temporary chair based on the proportion of the academic year served by the temporary chair.

### 3. ORGANIZATION AND CONDUCT OF DEPARTMENT MEETINGS

- 3.1 The chair shall cause notice to be sent to all *faculty* of the time and place of meetings, together with the proposed agenda and all materials to be considered for action at that meeting, at least seven calendar days before the meeting date. This notification shall be made by electronic mail with all such materials as attachments thereto.
  - 3.1.1 The chair also shall provide, in the time and manner specified in section 3.1, a list or summary of main points discussed in the most recent meeting of department chairs with the Dean.
  - 3.1.2 In the event that a meeting notice does not comply fully with the requirements of section 3.1, including timeliness and advance attachment of all appropriate materials, the consideration of any deficient agenda item(s) shall, at the request of not less than two members, be postponed to a subsequent department meeting.
- 3.2 The chair shall preside over meetings and shall be responsible for informing the members concerning communications schedules, reports, regulations, and other items of business, as needed, subject to section 4.1.
  - 3.2.1 If the chair cannot be present for a meeting, a member shall be designated by those members in attendance to preside over the meeting.
  - 3.2.2 A secretary shall be appointed by the chair to take and then prepare minutes of the meetings, or multiple secretaries may share this duty within an academic year. The secretary shall distribute minutes of each meeting electronically to all faculty, and these shall be posted to a location accessible by the Dean and the Chief Academic Officer, within two weeks after the meeting.
  - 3.2.3 All full-time members are expected to attend meetings.
  - 3.2.4 Members of department, school, and university committees should be prepared to report on action taken by the various committees of which they are members.
  - 3.2.5 Upon written request of three or more members, accompanied by a proposed agenda, a special meeting shall be called by the chair. The proposed agenda and all supporting materials shall be included with the call.

#### 4. PROCEDURES IN MEETINGS

- 4.1 Unless otherwise agreed by a majority of the members then in attendance, the order of business in department meetings shall be (a) call to order, (b) verification of a quorum, (c) minutes of the previous meeting, (d) correspondence, (e) committee reports,

(f) old business, (g) new business (h) nominations and elections, and (i) announcements by the chair and/or others. The prior distribution of all materials for consideration shall be governed by sections 3.1 and 3.1.2.

4.2 Unless otherwise agreed, department meetings shall be governed by Robert's Rules of Order. Any member of the department may make a motion, and it shall be appropriately dealt with. A majority vote of those voting members present normally shall be sufficient to pass a motion. A voice vote indicating "Aye" or "No" or "Abstain" will be the usual procedure. When the chair is in doubt, or if a member so requests, the chair shall ask members for show of hands indicating affirmative, negative, or abstaining votes, or shall conduct a secret ballot as next provided.

4.2.1 A ballot shall be voted and submitted in secret if so requested by any voting member. This request shall not be debatable. All such "secret" ballots shall be counted publicly by the chair and any interested members at an announced, mutually convenient time and place. They shall conduct their actual count by "candidate" or by other outcome, but they then shall announce only the prevailing candidate or option.

4.2.2 If moved in advance of the vote by a member, and seconded, a secret ballot instead shall be counted promptly by two disinterested parties from the office of the Dean.

4.3 The department and each of its standing committees shall keep minutes of their meetings. Such minutes shall be available to all full- and (except as these apply to personnel matters, such as DEC's and faculty search committees) part-time members, the Dean and the Chief Academic Officer. The chair shall post all such minutes promptly to a shared computer drive.

## 5. COMMITTEES AND ELECTIONS

5.1 Not less than seven days before the next-to-last regularly scheduled department meeting of the spring semester, nominations shall be accepted by the chair for membership on committees for the following academic year, including any Departmental Evaluation Committee, Search Committees, or ad hoc committees, and of departmental representatives to the Faculty Senate, the Curriculum Committee, or others.

### 5.1.2 Departmental Evaluation Committee

5.1.2.1 A duly elected Departmental Evaluation Committee (DEC) shall discharge, throughout the academic year for which its members were elected, the responsibilities assigned to it by the current contract.

5.1.2.2 The DEC shall make recommendations concerning reappointments, non-appointments, sabbaticals, promotions, tenure, and dismissal decisions in accordance with established faculty senate and contract procedures.

5.1.2.3 The DEC shall be composed of at least three but not more than five tenured members of the department, elected by the Department members, in addition to the Department Chair, who serves ex-officio. In the event that the committee falls below three members not including the Chair, the Department will hold an election to return to at least three members.

5.1.2.4 The conduct of all members of the DEC shall follow the provisions of 4.11.,4.12 and (if requested) 4.13 of the latest ratified contract.

5.1.2.5 The DEC shall use student evaluations as it sees fit in its evaluation assessment of faculty.

5.1.2.6 DEC member(s) may conduct in-class assessment visits. Notification shall be given to the faculty to be visited at least one week in advance of the visit by any DEC member, unless otherwise arranged.

5.1.2.7 Members eligible for sabbatical leaves shall submit proposals to the DEC if more than one member of the department applies for a sabbatical for any given year.

5.1.3 Faculty Search. In any academic year, one or more duly-selected departmental search committees shall act to establish position description, qualifications, and other related materials for each search aimed to produce a full-time faculty appointment, and shall discharge other business pertaining to such search(es), as authorized or directed.

5.1.3.1 The hiring manager cognizant over such a search shall select (usually three or four) individuals to serve as members of the search committee. The hiring manager should not be a member of such a committee. Committee membership is subject to approval by the CCSU office of diversity and equity. The hiring manager shall identify the search committee's chair.

5.1.4 Special Committees/Liaison Representatives.



5.1.4.1 By majority vote of the members, special or ad hoc committees may be created as the need arises. If volunteers are not available for special committee memberships, the chair may appoint members.

5.1.4.2 Liaison representatives to professional groups outside the University may be chosen by majority vote of the members.

## 6. AMENDMENT OF BYLAWS

6.1 These bylaws may be amended or repealed by majority votes of the members present at two successive meetings, if complete and timely notice of each proposed change has been contained in the notices of both those meetings. To be effective, amendments to bylaws shall require subsequent approval by the Dean. A copy of the latest bylaws as amended and approved from time to time shall be filed with the Faculty Senate, the Dean, the Chief Academic Officer, and the local AAUP Chapter.

6.1.1 These bylaws shall supersede the prior bylaws with prospective effect at the start of the semester that next follows the amendment and approval.

Revised	<u>September 20, 2020</u>	<u>Department Faculty</u>
Approved (1 <sup>st</sup> draft)	<u>November 10, 2020</u>	<u>Department Meeting</u>
Approved (final draft)	<u>December 15, 2020</u>	<u>Department Meeting</u>
Approved	Dec 17, 2020	 <hr/> <small>Gregory Berry (Dec 17, 2020 10:34 EST)</small> <hr/> Greg Berry, Department Chair
Approved	Dec 17, 2020	 <hr/> Joseph Farhat, Dean, School of Business









# Fac Bylaw MO (2020\_1215)

Final Audit Report

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