

Belk College of Business Faculty Bylaws

Approved by the Belk College Faculty April 26, 2013

PREAMBLE

We, the Faculty of the Belk College of Business of the University of North Carolina at Charlotte, in order to create a system of governance which will permit the exercise of such authority as may be granted to us, do establish these Bylaws for the Faculty of the Belk College of Business of the University of North Carolina at Charlotte.

ARTICLE I

MISSION, VISION, AND SHARED VALUES

Vision Statement

The vision of the Belk College of Business is to be a leading urban research business school.

Mission Statement

We are committed to creating an inclusive culture that inspires a passion for knowledge and intellectual growth as well as a dedication to service. We engage in research that fosters innovative business theory, policy, and practice. In strategic partnership with the Greater Charlotte region, we educate our students to become leaders who are critical thinkers, ethically informed, and globally aware.

Shared Values

Integrity: We embrace integrity as the fundamental basis for trust, leadership, and organizational culture.

Knowledge and Innovation: We are dedicated to encouraging intellectual curiosity, advancing knowledge, and promoting innovation.

Excellence: We have a passion for excellence in business, research, and education.

Diversity and Inclusion: We foster an environment that is based on mutual respect, broadens understanding, and builds trust.

Global Citizenship: We promote ethically principled and sustainable global practices that foster economic and social value.

ARTICLE II

REGULAR AND ASSOCIATE FACULTY

The Regular Faculty of the Belk College of Business of the University of North Carolina at Charlotte, hereinafter known as the Belk College Faculty, consists of all full-time persons holding the academic rank of Professor, Associate Professor, Assistant Professor, Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor, Senior Lecturer or Lecturer. The Associate Faculty of the Belk College of Business consists of all Visiting Faculty, Part-time Faculty, and Adjunct Faculty.

The Belk College of Business has criteria for appointment as either a Regular Graduate Faculty member or as an Associate Graduate Faculty member. These criteria are fully described in the document *Belk College Criteria for Appointment to the Graduate Faculty*, which is hereby incorporated by reference into these Bylaws. The Graduate Faculty of the Belk College of Business of the University of North Carolina at Charlotte, hereinafter known as the Graduate

Faculty, shall consist of all Faculty members who meet the criteria for appointment to the Regular Graduate Faculty or the Associate Graduate Faculty.

ARTICLE III RIGHT TO VOTE AND HOLD OFFICE

All members of the Regular Faculty shall have the right to vote on any matter put before the Belk College Faculty with the following exceptions:

1. Only faculty members that hold permanent tenure may vote on a reappointment, promotion, or tenure case.
2. Only faculty members that either hold permanent tenure or are in a tenure-track position may vote to modify or amend the document *Belk College of Business Policies and Procedures for Reappointment, Promotion, and Grant of Permanent Tenure* (hereafter referred to as the *Belk College RPT Policy*).
3. Only members of the Regular Graduate Faculty may vote on issues relating to graduate programs or to modify the *Belk College Graduate Council (BCGC) Roles and Responsibilities* document.

Any member of the Regular Faculty may serve on any faculty committee or serve as an officer of the faculty, with the following exceptions:

1. Only faculty members holding permanent tenure may serve on the College Review Committee;
2. Faculty members holding administrative appointments such as the Dean, Associate Dean, or Departmental Chair may not serve on the Departmental Review Committee or College Review Committee. Normally faculty members holding such administrative appointment will not serve on Belk College standing faculty committees defined in Article VIII except in *ex-officio* roles.
3. Only members of the Regular Graduate Faculty may serve on the Belk College Graduate Council.

ARTICLE IV PURPOSE AND AUTHORITY OF THE BELK COLLEGE FACULTY

Section 1: General Purpose

The Faculty shall strive to fulfill the Mission and Vision of the University and the Belk College in an environment characterized by the Shared Values of the College.

Section 2: Justification for Faculty Authority

The Faculty accepts the major portion of accountability for the curriculum and for the quality of instruction and scholarship in the Belk College. Therefore, it is fitting and proper that responsibility and authority, both primary and shared, for certain functions within the Belk College be assigned and delegated to the Faculty and that the process for the discharge of these responsibilities and the exercise of this authority be defined.

Section 3: Policy-Making, Not Implementation

As noted in the Constitution of the Faculty of the University of North Carolina at Charlotte, in identifying functions for which authority, primary or shared, should be delegated to the Faculty, the emphasis is on the formation of policy. It is recognized that the primary responsibility for the implementation of academic policy rests with the administration of the University and the Belk College, subject to *The Code Provisions of The University of North Carolina* and other pertinent documents.

Subject to the delegation of authority from the Chancellor and the Dean of the Belk College, and also subject to the regulations and/or policies of the Board of Trustees of The University of North Carolina at Charlotte, the Board of Governors of The University of North Carolina, and the President's Office, the Faculty of the Belk College assumes primary policy-making responsibility for:

1. setting degree requirements for the Belk College, subject to the minimal degree requirements set by the University faculty;
2. setting admission standards for the Belk College in addition to the minimal University admission standards set by the faculty of the University;
3. establishing academic plans and curricula and developing and reviewing proposed new programs, including auxiliary academic programs (e.g., continuing education);
4. establishing policy, within the limitations of *The Code Provisions of the University of North Carolina* and subject to the tenure policies of the UNC Charlotte as outlined in University Policy 102.13, "Tenure Policies, Regulations, and Procedures of the University of North Carolina at Charlotte", concerning promotion, appointment, reappointment, tenure, and post-tenure review of faculty (It is recognized that the tenure document is, and will continue to be, subject to judicial interpretation and to interpretation by the administration after hearing the advice of appropriate faculty bodies as designated by the Faculty Council);
5. establishing policies governing academic counseling of students;
6. establishing policies and procedures for the faculty review of College and Departmental administrators;
7. establishing policies and procedures governing assurance of learning.

ARTICLE V

PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Belk College Faculty in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules the Belk College Faculty may adopt, the policies of the University of North Carolina at Charlotte, the University of North Carolina System, or North Carolina or Federal laws.

ARTICLE VI

OFFICERS OF THE BELK COLLEGE FACULTY

Section 1: Belk College Faculty President

A Belk College Faculty President shall be elected by the Belk College Faculty for a term of two years. Any member of the Regular Faculty is eligible to serve as Belk College Faculty President. Normally the Faculty President will be elected at the April faculty meeting for a term that begins

on July 1. A faculty member may serve no more than two consecutive two-year terms as the Belk College Faculty President.

The duties of the Belk College Faculty President are:

1. Presiding over Belk College faculty meetings;
2. Serving on University Committees which require a faculty President from the Belk College;
3. Serving as the representative of the Belk College faculty as needed on an *ad-hoc* basis;
4. Meeting with the Associate Dean for Faculty and Research on a monthly basis.
5. Serving as the Chair of the Belk College Nominations Committee.

Section 2: Parliamentarian

A Belk College Parliamentarian shall be elected by the Belk College Faculty for a term of one year. Any member of the Regular Faculty is eligible to serve as Belk College Parliamentarian. Normally the Faculty Parliamentarian will be elected at the April faculty meeting for a term that begins on July 1. There is no limit to how many times a faculty member may serve as the Belk College Faculty Parliamentarian. The same person shall not serve as both Belk College Faculty President and Belk College Parliamentarian.

The duties of the Belk College Parliamentarian include:

1. Advising the Belk College Faculty President regarding matters of Parliamentary Procedure;
2. Determining if a quorum is present at a faculty meeting;
3. Determining the eligibility of an individual to vote on a matter before the Belk College Faculty;
4. Counting votes in all votes on matters before the faculty other than the election of the Parliamentarian;
5. Presiding over Belk College faculty meetings in the event that the Belk College Faculty President is not able to attend.

ARTICLE VII FACULTY MEETINGS

Section 1: Authority to Call Faculty Meetings

The Dean of the Belk College shall establish a calendar of scheduled faculty meetings at the beginning of each academic year. The Dean shall schedule a minimum of one faculty meeting in each of the fall and spring semesters.

In addition to regularly scheduled faculty meetings, the Dean of the Belk College as well as the Belk College Faculty President may call additional faculty meetings as needed throughout the academic year. An additional faculty meeting must also be called if requested by at least one-third of the members of the Regular Faculty. Extraordinary meetings can be called during the summer with at least three weeks' notice. If a meeting is called during the summer, the same quorum and voting rules apply as during the academic year.

Section 2: Conduct of the Meetings

The Belk College Faculty President shall preside over Belk College faculty meetings. In the event that the Belk College Faculty President is unable to attend a meeting, the Parliamentarian shall preside over the meeting.

Section 3: Agenda Procedures

The Belk College Faculty President shall work with the Dean of the Belk College to establish an agenda for faculty meetings and shall normally distribute this agenda to the faculty via email at least two weeks prior to the meeting.

If an agenda item requires a vote of the Belk College faculty, the Belk College Faculty President shall provide a written motion to the faculty two weeks prior to the meeting. The Belk College Faculty can waive the two week written motion requirement by a vote of more than 50% of the faculty present at meeting in which a quorum has been established.

Any proposed modification or amendment to the Belk College Reappointment, Promotion, & Tenure Criteria must be presented in writing to the faculty at a faculty meeting and the faculty must be presented with an opportunity to discuss the proposed amendments at that meeting. A vote may not be taken, however, until the subsequent meeting, even if such meeting occurs in the next academic year. All votes on any modifications or amendments shall be conducted via written ballot by eligible faculty as defined in Article III, Section 2. These procedures for modification or amendment to Belk College Reappointment, Promotion, & Tenure Criteria requirement may not be waived by a vote of eligible faculty.

The Dean of the Belk College and the Associate Deans of the Belk College may place items on the Agenda, including items which require a vote of the faculty. The President of the Belk College Faculty and the President of the Belk College Staff Association may place items on the Agenda, including items which require a vote of the faculty. The Chairs of the Standing Committees of the Belk College may also place motions passed by their committees on the Agenda.

Any faculty member may move from the floor to have an item placed on the agenda of the next faculty meeting. If the motion carries by a vote of more than 50% of the faculty present, the item will be placed on the agenda of the next faculty meeting.

Section 4: Quorum

A quorum is established by:

1. for matters relating to Reappointment, Promotion, and Tenure, the attendance of more than 50% of the tenured and tenure-track faculty members;
2. for matters relating to Graduate Programs, the attendance of more than 50% of the faculty members that hold Regular Graduate Faculty status;
3. for all other matters, the attendance of more than 50% of faculty members.

The appropriate quorum shall be verified by the Parliamentarian using a visual count, a written poll, or the official sign-in sheet for the meeting.

Section 5: Voting Procedures

The President of the Faculty of the Belk College shall conduct all votes on matters before the faculty in accordance with the aforementioned *Robert's Rules*. Counts of all votes taken by written ballot shall be conducted by the Parliamentarian who shall report the results to the President of the Belk College Faculty. Only faculty members that are physically present in a meeting may vote; proxies are not allowed.

The eligibility of a faculty member to vote on a particular matter is defined in Article III of these Bylaws. For most matters before the faculty, an affirmative vote by more than 50% of the eligible faculty present at a meeting in which a quorum has been established shall be sufficient to pass a matter. Changing or amending these Bylaws and certain other documents which have been included by reference, however, requires following the procedures outlined in Article XI.

Section 6: Records

The Dean shall appoint a staff member to keep records of the meeting and to make such records available in a timely manner to members of the faculty.

ARTICLE VIII COMMITTEES OF THE BELK FACULTY

The Belk College Faculty shall maintain the following standing committees:

1. The Belk College Graduate Council.

The roles, rights and responsibilities of the Belk College Graduate Council, as well as its composition, are detailed in the document *The Belk College Graduate Council (BCGC) Roles and Responsibilities* which is hereby incorporated by reference into these Bylaws. Should the Belk College Faculty vote to modify or amend the *Belk College Graduate Council (BCGC) Roles and Responsibilities* document, the amended document is hereby incorporated by reference into these Bylaws. The Belk College Graduate Council shall elect its own chair at the beginning of each academic year.

2. The Belk College Undergraduate Curriculum and Assurance of Learning Committee

The roles, rights and responsibilities of the Belk College Undergraduate Curriculum and Assurance of Learning Committee (UCALC) as well as its composition, are detailed in the document *Undergraduate Curriculum and Assurance of Learning Committee*, which is hereby incorporated by reference into these Bylaws. Should the Belk College Faculty vote to modify or amend the *Undergraduate Curriculum and Assurance of Learning Committee* document, the amended document is hereby incorporated by reference into these Bylaws. The Belk College Undergraduate Curriculum and Assurance of Learning Committee shall elect its own chair at the beginning of each academic year.

3. The Belk College Review Committee

The composition and duties of the Belk College Review Committee (CRC) are specified in section 2.2 of the *Belk College RPT Policy* which is hereby incorporated by reference into these Bylaws. Should the Belk College Faculty vote to modify or amend the *RPT Policy*, the amended document is hereby incorporated by reference into these Bylaws. The Belk College Review Committee shall elect its own chair at the beginning of each academic year.

4. The Belk College Nominations Committee

The Belk College Nominations Committee will serve to nominate Belk College faculty members to various University Committees. The Nominations Committee shall be comprised of one elected faculty representative from each of the six Departments and shall be chaired by the Belk College Faculty President.

5. The Belk College Research Grants Committee

From time to time the Belk College has research grant funds which are made generally available to the faculty through a competitive process. The Belk College Research Grants Committee shall allocate those funds in accordance with the priorities, procedures and rules established by the Dean or the Dean's representative.

The Belk College Research Grants Committee shall consist of one representative from each of the departments and the Associate Dean for Faculty and Research. Normally if a faculty member was awarded a Dean's Scholar grant in the previous grant cycle they will serve as their departmental representative for the subsequent cycle. If no member of the department was awarded a Dean's scholar grant in the previous cycle, then the departmental faculty shall elect their representative.

The Associate Dean for Faculty and Research shall serve as the Chair of the Belk College Research Grants Committee, but shall only vote in the case of a tie vote on the committee.

6. The Belk College Joint Faculty/Staff Committee on Diversity

This committee will serve to advise the Dean on matters relating to diversity within the Belk College, including diversity within the student body, faculty, and staff. The committee shall consist of one faculty member elected from each Department and four elected members of the Staff. The Committee on Diversity will be co-chaired by the Belk College Faculty President and the Belk College Staff Association President.

7. The Belk College MBA Program Committee

The roles, rights and responsibilities of the Belk College MBA Program Committee, as well as its composition, are detailed in the document *The Belk College MBA Program Committee Roles and Responsibilities*, which is hereby incorporated by reference into these Bylaws. Should the Belk College Faculty vote to modify or amend the *Belk College MBA Program Committee Roles and Responsibilities* document, the amended document is hereby incorporated by reference into these Bylaws. The Belk College MBA Program Committee shall elect its own chair at the beginning of each academic year.

The Dean of the Belk College has the authority to appoint ad hoc committees to deal with issues that arise periodically or spontaneously. Such committees will report and make appropriate recommendations to the faculty of the Belk College.

**ARTICLE IX
BYLAW AMENDMENTS**

Modification or amendment of these Bylaws requires a vote of the faculty of the Belk College. Any proposed modification or amendment must be presented in writing to the faculty at a faculty meeting and the faculty must be presented with an opportunity to discuss the proposed amendments at that meeting. A vote may not be taken, however, until the subsequent meeting, even if such meeting occurs in the next academic year. All votes on any modifications or amendments shall be conducted via written ballot.

Modifications or amendments to these bylaws require an affirmative vote of at least 50% of the faculty members eligible to vote on that matter as defined in Article III.

**ADDENDUM
DOCUMENTS INCORPORATED BY REFERENCE**

The documents listed below are incorporated by reference into the Belk College of Business Faculty Bylaws. Modifications to these documents are not modifications to the Belk College Bylaws and as such do not require the modification and voting process described in Article IX. Changes to these documents will be proposed by the relevant faculty committee and then be presented for approval at a meeting of the faculty.

Document	Relevant Committee
Belk College Criteria for Appointment to the Graduate Faculty	The Belk College Graduate Council
The Belk College Graduate Council (BCGC) Roles & Responsibilities	The Belk College Graduate Council
Undergraduate Curriculum and Assurance of Learning Committee (UCALC) Policies & Guidelines	The Belk College Undergraduate Curriculum and Assurance of Learning Committee (UCALC)

The Belk College Reappointment, Promotion, & Tenure Criteria	The Belk College Review Committee
The Belk College MBA Program Committee Roles & Responsibilities	The Belk College MBA Program Committee

The current version of these documents is maintained at the following URL: <http://belkcollege.uncc.edu/faculty-staff/policies-and-procedures>. This location may change from time to time; however, such a change in the location will be deemed purely editorial and will not require a faculty vote for approval.

In addition to the documents incorporated by reference, the following document (responsible committee) is also relevant to Belk College of Business operations: The Belk College Clinical Faculty Appointment & Reappointment Criteria (TBD). Modifications to this document are not modifications to the Belk College Bylaws and as such do not require the modification and voting process described in Article IX. Changes to this document will be proposed by the responsible committee and then be presented for approval at a meeting of the faculty.

Approved by the Faculty of the Belk College of Business on April 26, 2013