

**Department of Accounting, Finance, Economics & Political Science
CBGA
The University of Tennessee at Martin**

Operating By-Laws (As revised and ratified on September 7, 2018)

PREAMBLE:

The faculty of the Department of Accounting, Finance, Economics and Political Science at The University of Tennessee at Martin, consistent with the by-laws of the CBGA and desirous of establishing an operating framework in which collective decision making and collegiality will be enhanced, do hereby adopt these Departmental bylaws.

ARTICLE I. GENERAL PROVISIONS:

Section 1.01 Membership and voting: All faculty members who are serving as full-time, tenured or tenure-track faculty within the Department pursuant to an appropriate appointment by the Vice Chancellor for Academic Affairs (VCAA) are entitled to vote, subject to University guidelines, on all matters for which faculty input is sought. All faculty members are similarly expected – again, subject to appropriate University restrictions – to participate fully in all Department responsibilities. Non-tenure-track full-time faculty are encouraged to participate in Departmental meetings and activities, and may vote on matters other than tenure, promotion, and/or departmental bylaws provisions concerning tenure or tenure-track faculty only (tenure, promotion, etc.).

Section 1.02 Chair: The administrative head of the Department, who reports directly to the Dean of the CBGA (CBGA), will be called the “Chair”. (For clarity in these bylaws, the Chair is sometimes referred to as the “Department Chair”.

Section 1.03 Meetings: The Department shall meet as scheduled by the Chair, normally at least once per semester. All meetings requiring faculty involvement will be conducted during the fall and spring semesters. Should circumstances demand meeting at any other time, any items voted on at such a meeting must be brought before the Departmental faculty for ratification at the next fall or spring semester meeting. All full-time faculty members are expected to attend all meetings, notice of which will be given as far in advance as possible. One-half of the full-time faculty shall constitute a quorum and (except as otherwise provided herein) a simple majority of those present shall decide an issue. The Chair will maintain minutes of all meetings and make them available to faculty.

Section 1.04 Other elections: Elections for Department representatives to the Faculty Senate will be conducted in the spring semester (prior to completion of the fall semester schedule if possible) during which a current representative is concluding his/her term of office. Eligibility requirements for service in the Senate are detailed in the Faculty Handbook. Election of members to Departmental search and other committees will take place as necessary and in accordance with University guidelines. All full-time faculty members may vote in such elections even if personally ineligible to serve.

Section 1.05 Teaching assignments: The Chair is responsible for determining which courses will be offered, who will teach those courses and when they will be offered. Prior to preparing the respective semester departmental schedules, he/she should seek the input of the faculty and that input should be incorporated into the schedule to the extent which is practical. Teaching assignments per summer session will be based on a rotation schedule by discipline. The rotation schedule will be established on the basis of seniority (defined as years of service at The University of Tennessee at Martin). Faculty rotation will begin with the person in each discipline with the most seniority being at the top of the list and an order of seniority being established so that the person on the bottom of the list has the least number of years of service. In the case of the same number of years of service, the faculty member with the oldest appointment letter will be ranked ahead of the others(s). The rotation list will be used to assign each faculty member one course, then two courses. Anytime there is an opportunity to teach three courses, seniority will be used regardless of the person's place on the rotation schedule. The schedule rotates in those years when faculty in a discipline did not teach two courses in the previous summer. Anytime this occurs, all faculty members who have been at UTM more than one year and who did not teach two courses in the previous summer rotate based on seniority above the senior most faculty member. Any year all faculty members taught two courses the previous summer, the rotation returns to a rotation based on seniority. Arrangements for "banked" courses, when agreed to, will be handled in accordance with University policies.

Section 1.06 Conflicts with Faculty Handbook: In the event any provision herein is in conflict with the Faculty Handbook, the Faculty Handbook shall be construed as controlling. To the extent any provision herein or any College, University or U.T. System guideline is unclear, it shall be construed in the manner most favorable to the individual faculty member.

Section 1.07 Amendments: These by-laws may be amended at any regular or special Departmental faculty meeting for which particular notice of at least two weeks, in writing, has been given. A two-thirds (2/3) vote of the full-time tenured and tenure-track faculty is required to amend any provisions concerning tenure or tenure-track faculty only (tenure, promotion, etc.), and a two-thirds (2/3) vote of the eligible voting faculty concerning any other provision.

ARTICLE II. PROVISIONS CONCERNING DEPARTMENT CHAIR

Section 2.01 Job Responsibilities of the Chair: The Department Chair is a faculty member from a department discipline who is responsible for administering and leading the department. The majority of the duties of the Department Chair are described in the Faculty Handbook.

Section 2.02 Further Department Chair Responsibilities:

- (a) Curricula Standards – Engage faculty, through a continuous process of review and improvement, to work toward making the curricula of the Department meet the professional standards required in all areas of programming.
- (b) Internships – Serve as liaison with the CBGA Coordinator of Internships.
- (c) External Constituencies – Cultivate relations with alumni and friends of the Department and professional organizations.
- (d) Boards of Advisors – Work with appropriate boards of advisors to generate useful suggestions for curricular development and fund raising.
- (e) Department Business – Appoint faculty to conduct business of the Department other than specified in these Bylaws or the Faculty Handbook.
- (f) Annual Report – Prepare an Annual Report of the Department’s activities and distribute the Report to interested parties and friends of the Department.

ARTICLE III. TENURE PROCEDURES

Section 3.01 Definition of Tenure (from BT0006): Tenure is a principle that entitles a faculty member to continuation of his or her annual appointment until relinquishment or forfeiture of tenure or until termination of tenure for Adequate Cause, financial exigency, or academic program discontinuance. The burden of proof that tenure should be awarded rests with the faculty member. The grant of tenure shifts the burden of proof concerning the faculty member’s continuing appointment from the faculty member to the University, except in the case of relinquishment or forfeiture of tenure.

Section 3.02 Tenure Criteria: Refer to CBGA bylaws.

Section 3.03 Tenure Dossier Requirements: Candidates for tenure shall prepare a dossier supporting his/her tenure. The Department Chair at his/her discretion may appoint an advisory committee of tenured faculty members to consult with and assist the candidate in the preparation of such dossier. Candidates should consult the current UTM Faculty Handbook for formatting or additional dossier/portfolio procedures. The dossier will include, at minimum:

- (a) Personal Information
- (b) Education Credentials: Including a list of colleges and universities attended with dates, degrees (most recent degree first), and discipline.
- (c) Employment History and Teaching: Including, but not limited to, chronology of professional employment, teaching accomplishments, summarization of teaching effectiveness, and, if applicable, summarization of advising effectiveness.
- (d) Scholarly Activities: Publications and professional presentations with appropriate bibliographic data.
- (e) Service Activities: Including service to the profession, to the University of Tennessee at Martin, and to the public.
- (f) External Review of Research: Candidates will provide a list of three to five names to the Department Chair of appropriate reviewers with a terminal degree in candidate's field and a current or prior appointment in the candidate's or an immediately-related field. The chair and candidate should avoid conflicts of interest, including co-authors of the candidate, familial ties, and the like. The candidate and chair will choose from the list two individuals to request a review of the candidate's research, under current AFEPS departmental guidelines with a supporting statement of evaluation. The request should be made no fewer than one year before the candidate's tenure dossier is submitted. The reviewer will have six months to complete the evaluation. The candidate may include a written response and/or additional materials to rebut or support the external reviewer's evaluation, including but not limited to intellectual contributions, proceedings, presentations, accepted papers, and published articles. Reviewer's evaluation of the candidate's scholarship may serve as 'some evidence' in consideration of candidate's tenure application; however, the tenure committee is not bound by the external reviewer's evaluation and the external reviewer's evaluation shall not be dispositive, by itself, of candidate's tenure application.
- (g) Peer Review of Teaching: Candidates will include the results of the teaching portion of their annual performance review. The candidate may include a written response and/or additional materials to rebut or support the annual assessments.

Section 3.04 Tenured Faculty Role: During each academic year in which one or more departmental faculty members may become candidates for tenure, the Department Chair shall schedule a meeting of the tenured faculty in the department and elect by majority vote a Chair of that year's Tenure Committee (sometimes called the advisory committee) from among the tenured faculty excluding tenured Departmental members (Department Chair, College Dean, University Provost, Chancellor, or any other) that would review the candidate's dossier at a higher level. This would normally be done during the fall semester as an agenda item at a departmental meeting. The Department Chair will not serve as Chair of the Tenure Committee and normally should not be a member nor participate in the deliberation of the Tenure Committee. All tenured faculty members in the Department are voting members of the Tenure Committee. There must be a least three tenured faculty on this committee. If fewer than three tenured faculty members within the Department are available, the Departmental faculty will select one or more tenured faculty to serve on this committee from one or more other Departments within the CBGA. The names of all faculty members serving on the Tenure Committee shall be submitted for approval to the VCAA by the Department Chair.

Section 3.05 The Chair of the Tenure Committee shall schedule a meeting of the committee to debate and discuss the tenure candidates(s) at the most reasonably convenient time for the greatest number of members. Notice of the date, time and place of this meeting is to be given by the Chair of the Tenure Committee no less than 15 days before the meeting in writing. Steps and procedures to be followed before and during the above meeting are as follows:

- (a) Dossier –The dossier shall be made available to the tenured faculty members no less than 10 days prior to the meeting to consider the candidates(s). Other materials relevant to each candidate's tenure shall be furnished by the Department Chair to the tenured faculty members as they may request.
- (b) Quorum Required – A quorum of tenured faculty members (consisting of at least 50% of the total number) must be present at the meeting. Tenured Departmental members (Department Chair, College Dean, or University Provost) that would review the candidate's dossier at a higher level are excluded from the tenure committee and do not count towards the required quorum. If a quorum is not present, another meeting must be called as soon as practical. Once a quorum is formed it cannot be broken.
- (c) Rights of Candidate – The candidate shall have the opportunity to inspect all of his/her personnel files and materials to be presented during his/her consideration for tenure. The candidate shall be offered the opportunity to appear physically and/or in writing before the tenured faculty prior to the tenure vote.
- (d) Decision to Be Reached – The tenured faculty shall recommend the Department Chair:
 - (i) *Grant Tenure*
 - (ii) *Deny tenure*

- (e) Voting Procedure – A recommendation to grant tenure shall require the affirmative votes of at least 50% of the tenured faculty in the Department excluding tenured Departmental members (Department Chair, College Dean, University Provost, Chancellor, or any other) that would review the candidate's dossier at a higher level. The votes shall be cast during the meeting, by secret ballot and shall be counted by a committee of at least 3 tenured faculty members, with the result to be announced at the meeting and recorded by the Committee Chair. A tenured faculty member shall not be allowed to vote by absentee ballot but may attend the meeting and vote via prearranged alternate attendance, including but not limited to, conference call or video conference software. The chairman of the Tenure Committee shall report the tally of the tenure vote to the tenure candidate and the ballots are to be kept on file in the Departmental office until the recommendation concerning tenure is signed and forwarded to the Dean. In case of a tied vote, the candidate will have carried his/her burden of proof for an affirmative grant of tenure. Failure of a candidate to receive a 50% affirmative vote to grant tenure will result in a recommendation for denial of tenure.
- (f) Reporting of Recommendations – The Chair of the Tenure Committee shall prepare a written report of the recommendations of the tenured faculty, which shall be submitted to the Department Chair and the tenure candidate after it has been signed by no less than 2/3 of the tenured faculty members.
- (g) Alternate Procedure – If the situation in the Department makes the foregoing procedure unworkable in the view of a majority of the tenured faculty members, alternative procedure approved by the faculty shall be submitted to the Vice Chancellor for Academic Affairs through the Dean for review and approval.
- (h) Chair's Role - The vote of the tenured faculty is advisory to the Department Chair. After making an independent judgment on the tenure candidacy, the Chair shall submit his or her recommendation to the Dean and the tenure candidate with a written summary of his or her judgment. If the Chair's recommendation differs from the recommendation of the tenured faculty, the summary must explain the reasons for the differing judgment, and the Chair must provide a copy of the summary to the tenured faculty. The tenured faculty may forward a dissenting report to the next level of review.

Section 3.06 Enhanced Tenure Track Review (ETTR): Tenure-track faculty shall submit to a mid-tenure review during the fall of their third year of tenure-eligible service. The faculty member shall compile a dossier of materials from all categories required for the tenure dossier excluding the external reviews of scholarship. The Department Chair shall appoint a mid-tenure review committee of no fewer than three tenured faculty in the Department. The committee chair shall submit a report to the Department Chair based on the comments of the committee members during the following spring semester. The report should be a formative assessment of the faculty member's activities relevant to tenure; the report should seek to identify potential areas of weakness in meeting tenure criteria. The report may include the committee's preliminary assessment of whether the candidate will be able to meet the minimum requirements for tenure.

Section 3.07 Periodic Post-Tenure Performance Review (PPPR): Tenured faculty shall submit to a periodic post-tenure review in a six-year cycle following the granting of tenure or promotion, whichever is later. The Department Chair shall appoint a post-tenure review committee of all tenured faculty in the Discipline, excluding the Department Chair and CBGA Dean, and one member from the Department from outside the Faculty member's Discipline, or more to guarantee a minimum of three committee members. The faculty member shall compile a dossier of materials from all categories required for the tenure dossier excluding the external reviews of scholarship unless deemed necessary by the committee and CBGA Dean. The committee chair shall submit a report to the Department Chair based on the comments of the committee members during the following spring semester. The report should be a formative assessment of the faculty member's activities relevant to post-tenure performance; the report should seek to identify potential areas of weakness in the faculty member's performance.

ARTICLE IV. PROMOTION PROCEDURES

Section 4.01 Promotion Criteria: Refer to CBGA Bylaws.

Section 4.02 Advisory Promotion Committee: An Advisory Promotion Committee shall be elected by the faculty, near the beginning of each fall semester, in consultation with the Chair. No less than three tenured faculty members within the Department of Accounting, Finance, Economics and Political Science who have a rank higher than that of the candidate, at least one of whom (if available) shall be from the same discipline as the candidate, shall serve on any Departmental promotion review committee. No faculty member will serve on such a committee if there is a conflict of interest which calls into question the ability of such faculty member to impartially serve, or which raises the perception of such a conflict. The Chair will make any final decision as to whether a faculty member's conflict disqualifies him/her from service. The committee's recommendation will be advisory to the Chair, who will make an independent recommendation to the Dean. (It is understood that these rules may necessitate changing the composition of the committee as it deliberates on promotion at different levels and disciplines.) In accordance with the Faculty Handbook, the Chair shall submit

the names of those serving on the Advisory Promotion Committee to the Vice Chancellor for Academic Affairs for his/her approval.

Section 4.03 Chair's service on committee: The Chair shall not serve as a member of a promotion committee or participate in the deliberations. If the Chair is the candidate for promotion, all non-conflicted tenured faculty members within the department shall serve on the committee, and the committee's recommendation shall be forwarded directly to the Dean.

Section 4.04 Committee membership: If there are not three eligible faculty members within the Department, the faculty, after consultation with the Chair, will elect a qualified, tenured faculty member from the CBGA outside the Department to serve. Preference will be given to outside faculty who have demonstrated academic familiarity with the Department's disciplines. A committee, once properly constituted, will elect a chairperson who will have primary administrative responsibility for scheduling committee meetings and preparing the committee's recommendation. The Department Chair will provide the Committee Chair with a schedule of deadlines soon after the chair is elected together with such other materials as may be requested.

Section 4.05 Dossier: The candidate shall submit a dossier supporting his/her application. The dossier should contain evidence that the candidate meets the criteria established for promotion in the Faculty Handbook. The Department Chair at his/her discretion may appoint an advisory committee of tenured faculty members to consult with and assist the candidate in the preparation of such dossier. Consistent with the Handbook language on promotion criteria and the provision on Annual Evaluations hereinafter detailed, teaching effectiveness will be the primary focus of all promotion candidate evaluations. The Department Chair shall provide the committee with such materials relevant to the candidate's promotion as the committee may request.

Section 4.06 Candidate's rights and Committee Procedures: The candidate will be afforded the opportunity to meet with the committee and review all personnel files and materials considered by the committee and/or the Chair. At the conclusion of its deliberations and after a thorough review of all information submitted by the candidate, the committee will formally vote in writing as to whether the candidate should be promoted. A faculty member may withdraw his or her application for promotion at any time prior to the committee's vote. A recommendation that the candidate be promoted must be concurred with by a minimum of sixty per cent (60%) of the committee members.

Section 4.07 Chair's role: The Department Chair will carefully consider the committee's recommendation when independently reviewing the candidate's application, as supported by his/her dossier, consistent with the Faculty Handbook criteria. If the Department Chair disagrees with the committee's recommendation, he/she will explain his/her reasoning to the committee and allow the committee to submit an accompanying dissenting report for forwarding to the Dean. The Department Chair will report the committee's vote to the Dean in any case. The Chair will also provide the candidate and committee chair with copies of his/her recommendation at the time it is forwarded, together with an explanation in the event of a negative recommendation.

ARTICLE V. ANNUAL EVALUATIONS

Section 5.01 Meeting format: The Chair will meet at least once a year with each faculty member for a formal Annual Performance and Planning Review (APPR), examining the previous year's activities and setting goals and objectives for the coming year. The Chair will provide a document summarizing the meeting to the faculty member (to be known as the APPR Results Report); that document will also include a subjective rating by the Chair of the faculty member's performance according to the system set out herein below

Section 5.02 Rating System: The rating developed during the APPR process will be based on the weights agreed to by the Faculty member of Teaching, Service, and Scholarship. An evaluation of each of these categories, as well as an overall rating shall be developed as set out in the UT Martin Faculty Evaluation Guide and the CBGA College By-Laws.

ARTICLE VI. DEPARTMENT COMMITTEES

Section 6.01 Standing and Ad Hoc Committees:

- (a) Each standing and Ad Hoc committee shall consist of members of the teaching faculty (faculty members who annually teach at least 50 percent of a normal teaching load), students, and ex officio members as noted. The Department Chair shall specify the number of faculty and student members of each committee, subject to the requirement that members of the teaching faculty shall constitute a majority on each committee. Faculty, administrators, or students may be requested to attend meetings of any committee for the purpose of giving advice or information.
- (b) Standing committees shall be appointed by the Department Chair. Each committee member shall serve for a term of four years. One-fourth of each committee shall be appointed each fall.
- (c) The chairperson of each standing committee shall regularly inform the Chair of the Department of its progress and shall notify the Executive Committee when the committee is ready to report to the department. Committee chairpersons at the end of the academic year shall send a brief report of each member's committee service to the department chair for use in annual evaluations. Similarly, the department Chair will report on the service of committee chairpersons to the Dean of the college.

Section 6.02 Department Curriculum Committees:

- (a) There shall be two Department Curriculum Committees, an Accounting, Finance, Economics, and Business Law (AFEB) Curriculum Committee and a Political Science and International Studies (POSC/IS) Curriculum Committee. The committees are concerned with standards for graduation of undergraduates; with curriculum in the undergraduate programs; and with

the approval of new undergraduate programs. It shall recommend changes as needed to maintain academic standards in a manner consistent with the mission and goals of the University.

- (b) The committees shall study the undergraduate curriculum within their respective disciplines; consider all requests for curriculum and course changes in their respective disciplines; initiate suggestions designed to improve the curriculum; study intercollege, interdepartmental, extension, and summer programs; consider what undergraduate programs are academically wise and financially practicable; and recommend to the department faculty and chair policies concerning such programs. Individual student petitions concerning deviation from degree, major and minor requirements will be heard by the appropriate committee. The committee will hear only those petitions which both the Student and a Faculty Advisor has signed. If the student petition is for a course taught outside the department, the department chair housing the course needs to approve or disapprove the request prior to the petition being submitted to the appropriate Curriculum Committee.
- (c) The AFEB Curriculum Committee shall be composed of three (3) representatives. The members will consist of at least one faculty member from each of the following areas: (1) Accounting and Business Law, (2) Economics, and (3) Finance. The POSC/IS Curriculum Committee shall be composed of all of the full-time Political Science and International Studies faculty members with regular teaching loads of at least two classes per semester.
- (d) Members of the AFEB Curriculum Committee shall be appointed by the department's Chair. It is recommended that members be from the senior faculty in the teaching areas when possible.

ARTICLE VII. PROCEDURES CONCERNING NON-TENURE TRACK FACULTY

Section 7.01 Hiring and Retention: All non-tenure track appointments for a year or less must be reviewed and approved by the Dean and Chair to ensure that appointees meet minimum qualifications set by the University, SACS, and AACSB. The Dean and/or Chair shall consult with faculty in the relevant discipline to insure the appointee's teaching credentials are appropriate for the needs of the discipline. During the yearly faculty evaluation process, the Dean and Chair shall confirm that the appointee's credentials continue to meet the minimum qualifications for the position. Appointments are made by the Provost upon written recommendation from the Dean.