

**SCHOOL OF BUSINESS
REPORT TO THE RIVERSIDE DIVISION
May 10, 2019**

To be adopted:

Proposed Change to the School of Business Bylaws

Current

Proposed

~~SOBA1~~ Membership

B1 Membership

~~SOBA1.1~~ The Faculty of the School of Business ~~Administration~~ consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business ~~Administration~~; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business ~~Administration~~; (f) designated Senate members from other colleges and schools, who are assigned to the School of Business ~~Administration~~; (g) such other Senate members as may be specified by the bylaws of the Division.

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~~SOBA1.2~~ Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business ~~Administration~~.

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~~SOBA2~~ Officers

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~~SOBA2.1~~ The Officers of the Faculty consist of a Chair, vice chair and a secretary.

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~~SOBA2.1.1~~ The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately, unless his/her previous term lasted for less than one year. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within one month conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided

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that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair.

~~SOBA2.1.2~~ The Vice Chair of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.

~~SOBA2.1.3~~ The secretary of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end his or her term of committee membership.

~~SOBA2.1.4~~ The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.

~~SOBA2.1.5~~ The Chair assumes office on the first day of September following his/her election at a regular election, or immediately upon completion of the ballot count at a special election. The vice chair and secretary take office immediately upon appointment.

~~SOBA3~~ Meetings

~~SOBA3.1~~ Regular Meetings of the faculty are scheduled by the Chair of the faculty to be held in the first month of classes in the Fall term, in the first month of classes in the Winter term, and in the last month of classes in the Spring term. Under the above scheduling constraints, the meeting will be scheduled by the Chair of the faculty to accommodate as many faculty as possible. Special Meetings may be called by the Dean of the School of Business Administration, the Chair of the Faculty, the Executive Committee or by the written request of five voting members of the Faculty.

~~SOBA3.1.1~~ At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final

term provided that the unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair.

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B3.1.1 At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final

discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.

SOBA3.1.2 At least one week prior to a scheduled Regular Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.

SOBA3.1.3 Special Meetings are intended for the purpose of addressing urgent agenda and require at least four business days prior notice to the faculty. At least three business days prior to a scheduled Special Meeting, the Chair shall distribute the agenda for the meeting together with all pertinent documents to each member of the Faculty.

Justification: Better language

SOBA3.1.4 A quorum consists of one-half of the members of the Faculty of the School of Business Administration who are members of the Academic Senate and not emeritus faculty. A quorum is necessary to conduct any official business at such meeting.

SOBA3.1.5 A motion to submit a measure to mail ballot has precedence over a motion for a vote in a meeting.

SOBA3.1.6 The Faculty shall not vote on any main motion (e.g., change curricular requirements, change regulations of the school or its structure, or change these bylaws) at a meeting at which such proposals for change are first made, unless notice is previously given to all members of the Faculty in a call to the meeting.

SOBA3.1.7 Any main motion introduced by a member of the faculty at a meeting and not previously announced in the meeting agenda shall be either tabled until the next meeting or

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B3.1.4 A quorum consists of one-half of the members of the Faculty of the School of Business who are members of the Academic Senate and not emeritus faculty. A quorum must be physically present at a meeting to conduct any official business.

B3.1.5 By default, a main motion in a Regular Meeting will be submitted to mail or electronic ballot with balloting to close no sooner than one week after the meeting when the motion was introduced and a main motion in a Special Meeting will be voted on in the meeting. To do otherwise, requires a majority vote in the meeting.

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~~vote on the motion by mail ballot with balloting to close no sooner than one week after the meeting when the motion was introduced.~~

~~**SOBA3.1.8**~~ These bylaws constitute primary rules of order for meetings of the Faculty and of the Standing Committees of the School of Business Administration. The order of business is that prescribed in Chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by The Standard Code of Parliamentary Procedure

~~**SOBA3.1.9**~~ The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Administration Standing Committee will be made available to all Faculty within ten business days after the meeting

~~**SOBA4**~~ Committees

~~**SOBA4.1**~~ There shall be an Executive Committee consisting of the Chair of the Faculty and the elected members of the Faculty as provided in ~~**SOBA**~~ 4.1.1, In addition, the Dean of the School is an ex officio member and the associate Dean(s) of the School is/are non-voting ex officio member(s) unless he/she is an elected member. An elected member is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises

~~**SOBA4.1.1**~~ The elected members of the committee shall include one member chosen from each designated academic area in the

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B4.1.1 The elected members of the committee shall include one member chosen from each designated academic area in the

School. The five currently designated academic areas are Accounting and Information Systems, Finance, Operations and Supply Chain Management, Marketing, and Management. The election is conducted as provided in Chapter 7 of the bylaws of the Division. The first order of business of the Executive Committee, after the election of the Chair of the Faculty, will be to determine whether the representation formula needs change and to recommend appropriately to the Faculty.

SOBA4.1.1.1 The election for the Executive Committee is conducted as provided in Chapter 7 of the bylaws of the Division.

SOBA4.1.1.2 The term of office of members of the Executive Committee is two years.

SOBA4.1.2 The Executive Committee has the following functions:

SOBA4.1.2.1 The Executive Committee has general oversight of the academic welfare and discipline of students in the school and has the power to bring before the Faculty any matters that the committee deems advisable.

SOBA4.1.2.2 The Executive Committee appoints all other standing committees and all special committees of the Faculty unless otherwise directed at a meeting of the faculty.

SOBA4.1.2.3 The Executive Committee acts finally for the Faculty (a) in the awarding of all degrees to students of the school and (b) in the awarding of honors at graduation. The committee is likewise empowered to act on petitions of students for graduation under suspension of the regulations. The committee will report all degrees approved to the Division.

SOBA4.1.2.4 Unless otherwise mandated by Senate bylaws, policies, and procedures, the Executive Committee acts for the Faculty in the establishment, modification, and discontinuation of majors and minors within the school.

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~~SOBA4.1.2.6~~ The Executive Committee reviews and makes recommendations to the Dean of the School of Business Administration on proposals to restructure the School and reviews the status of all interdisciplinary programs.

~~SOBA4.1.2.7~~ The Executive Committee establishes and maintains liaison with the Executive Committees of the other colleges and schools in the Division.

~~SOBA4.1.2.8~~ The Executive Committee assists the Dean on his/her request in matters relating to the administration of the School of Business Administration

~~SOBA4.1.3~~ Changes or revisions in the masters level graduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee. Changes or revisions in the undergraduate programs curriculum, including proposals for new courses or deletion of existing courses, must be approved by the Executive Committee.

~~SOBA4.2~~ The School of Business Administration academic programs shall be guided by ~~two~~ Standing Committees: the Undergraduate and the Master level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The academic program committees guide the design and implementation of the School of Business' Assurance of Learning program as defined by AACSB.

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B4.2 The School of Business academic programs shall be guided by three Standing Committees: the Undergraduate, the Master and the Ph.D. level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The academic program committees guide the design and implementation of the School of Business' Assurance of Learning program as defined by AACSB.

B4.2.1 The members of the School of Business academic programs committees will be appointed by the Executive Committee and shall have representation in

academic areas as defined in 4.1.1. The Dean of the School of Business Administration will be an ex officio member and the Associate Dean(s) of the School will be non-voting ex officio member(s). In addition, the Executive Committee can appoint other non-voting members to the committees as needed.

~~**SOBA4.2.2** The chairs of the master's level Academic Programs Committee and the Chair of the undergraduate Administration Academic Programs Committee will be appointed by the Dean of the School of Business Administration and approved by the Executive Committee.~~

~~**SOBA4.2.3** The term of office of the master's level Academic Programs Committee is two years. The term of office undergraduate Academic Programs Committee is two years.~~

~~**SOBA4.2.4** All new programs must be approved by the faculty of the School of Business Administration.~~

~~**SOBA4.3** The Executive Committee may appoint additional committees as needed.~~

~~**SOBA5** Revisions and Amendments~~

~~**SOBA5.1** These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division.~~

all academic areas as defined in 4.1.1. The Dean of the School of Business will be an ex officio member of all academic programs committees. The Associate Dean for the Undergraduate Program will be an ex officio member of the Undergraduate level committee. The Associate Dean for Graduate Programs and the Directors of the master level programs will be ex officio members of the Master level committee and the Associate Dean for Graduate Programs and the Ph.D. Graduate Advisor will be ex officio members of the Ph.D. level committee. In addition, the Executive Committee can appoint other non-voting members to the committees as needed.

B4.2.2 The chairs of the Academic Program Committees will be appointed by the Dean of the School of Business and approved by the Executive Committee.

B4.2.3 The term of office of members of the Academic Program Committees is two years.

B4.2.4 All new programs must be approved by the Executive Committee and the faculty of the School of Business.

B4.3 The Executive Committee may appoint additional committees as needed.

B5 Revisions and Amendments

B5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division.

Statement of Purpose and Effect:

There are three major topics in these bylaws: (1) How to abbreviate the school's name; (2) adjusting the academic committee structure to reflect the existence of new Ph.D. concentrations and the transfer of the Ph.D. program to the school (previously, it was an interdepartmental program); and (3) issues related to faculty meetings.

Name change:

The School of Business changed its name from the School of Business Administration in 2018. Thus, SOBA is no longer an appropriate initialization to use in the bylaws. The proposal includes the change from SOBA to B in each bylaw identifier. Likewise, wherever the bylaws of the School use the phrase "School of Business Administration", the phrase "School of Business" is used instead.

Ph.D. program:

In 2015 the school proposed to change the interdepartmental doctoral program in management and marketing. Because most of the training was done in the School of Business, the interdepartmental nature of the program was dropped to reflect the fact that the school only has one department. At the same time, concentrations were expanded from management and marketing to include all five research areas in the school (i.e., finance, operations and accounting were added). The faculty felt that the appropriate way to ensure high quality doctoral training was to add a Ph.D. committee, rather than have one graduate committee deal with both masters and doctoral programs. These changes are made in the B4 bylaws.

Faculty Meetings:

Because the school is only one department, faculty meetings are identical to department meetings. There is typically more to discuss than can be dealt with in just three meetings a year, so B3.1 is amended to clarify that regular meetings can be held more than once a quarter. In recent years, the faculty meetings have been held twice a quarter and the dates of these meetings are announced in the summer. This allows for more attendance, given that faculty have the dates well in advance and can avoid planning other events on these regular meeting dates. To ensure sufficient in-person attendance in the meeting telepresence is allowed (e.g., phone, online) but will not count toward a quorum. We found that attendees on the telephone sometimes hung up before the meeting was over, making the count unreliable when they were considered as part of the quorum. Professors may still find it difficult to attend meetings, so to maximize participation in decision-making the bylaws are being adjusted to ensure that electronic ballots are easily used. In previous meetings, there were instances where it was not clear whether a vote had to be held in the meeting or not, which partially owed to confusion over the definition of a main motion. The Rules and Jurisdiction Committee recommended that we clarify our bylaws after an inquiry was made a few years ago. Since by default all votes on main motions in regular meetings will be done by mail, SOBA3.1.7 is no longer needed. We also had some confusion with close votes as to what defined a "majority vote." Finally, we specified that new programs must be approved by the Executive Committee (EC) and by the faculty to avoid a situation where a program was voted down by the EC but approved by the faculty as a whole. New programs require substantial review by the Senate and having a program that does not have the explicit support of the EC makes it unlikely to gain Senate approval. The faculty as a group are not able to answer questions or provide a justification for elements of the program. So the faculty need a voice and a champion that will help send the program through the Senate approval process. When questions come back about why it is needed, how minor details are addressed and so forth, the EC deals with them. When the EC itself is not in favor of a program that the majority of the faculty approved, they are not in a position to answer questions, let alone

champion the proposal. In something as major as a program initiation, it is important to have full support from all areas of the school – the faculty as a whole, the faculty leadership (EC members), the dean, the associate deans and, preferably, current students and alumni. The fact that the EC did not approve a program that the faculty supported despite their view suggests a lack of support of the program and that it will ultimately not be successful.

Approved by the faculty of the School of Business: April 11, 2018 and April 12, 2019

Approvals

The Committee on Rules and Jurisdiction finds the wording to be consistent with the code of the Academic Senate:

Received by Executive Council: