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SECTION I PURPOSE OF THE BYLAWS

The purpose of these Bylaws is to provide a set of operating procedures for implementation of the mission of the RBS–N&NB (as stated in the Mission, Goals & Strategies of the FOM, February, 1996) and its programs: the Undergraduate Program–Newark, the Undergraduate Program–New Brunswick, and the MBA Graduate Programs–Newark and New Brunswick. These Bylaws shall not contradict University Regulations, Procedures, and Practices, the Collective Bargaining Agreement between the University and the Rutgers Council of AAUP Chapters, or any other agreements between programs and other units of the University.

SECTION II ACADEMIC PROGRAMS OF THE RBS–N&NB

The academic degree programs offered by the RBS–N&NB include bachelors, masters, and doctoral programs. Additional degree programs may be recommended following approval by the RBS–N&NB faculty.

SECTION III FACULTY MEMBERSHIP AND POWERS

III. A. Membership of the RBS–N&NB

III. A. 1. The voting members of the RBS–N&NB shall include the following: The President of the University; the Newark Chancellor; the Dean of the RBS–N&NB; all those members of the faculty of Rutgers University (including faculty members on leave and faculty members named to administrative positions such as Associate Dean) occupying 50% or more of an RBS–N&NB line, and holding the rank of Professor, Associate Professor or Assistant Professor (including tenure-track Adjunct Instructors); and, clinical faculty members and non-tenure-track full-time instructors occupying an RBS–N&NB line who have served at least one year.

III. A. 2. Other full-time faculty members in Rutgers University may be granted voting membership in the RBS–N&NB upon approval by a simple majority of the faculty acting on written recommendation of the Nominating Committee. Such approval, if granted, shall be for a one-year period unless otherwise specified in the corresponding resolution.

III. A. 3. The non-voting associate members of the RBS–N&NB shall consist of the following: a) all full-time faculty members budgeted at more than 50% to Rutgers units other than the RBS–N&NB who teach in an RBS–N&NB department; b) all full-time visiting faculty members during their tenure in their relevant department; c) emeriti faculty of the RBS–N&NB and the predecessors of its constituent units; d) executives in residence at RBS–N&NB; e) clinical faculty members on three-year terms who have not yet served one year; and f) RBS–N&NB administrative staff. Such associate members will have the right to attend all faculty meetings with voice, but not vote.

III. B. Powers of the Faculty

III. B. 1. The faculty shall constitute the legislative body of the RBS–N&NB. The faculty's powers shall include, but not be limited to, determining the academic policy of the RBS–N&NB (including degree programs, admission and graduation requirements, courses, etc.) and advising about the departmental structure and faculty appointment, reappointment, promotion and tenure policy of the RBS–N&NB, subject to the limitations articulated in Section I.

III. B. 2. The Undergraduate Program–NB Faculty Fellows, comprising tenure-track RBS–N&NB faculty who teach in, or are willing to teach in, the Undergraduate Program–NB , shall have responsibility for advising the Dean on unit-wide educational matters, including admission requirements, transfer requirements, core distribution requirements, and credits to degree. Faculty of the RBS–N&NB may nominate themselves to serve as Fellows.

III. B. 3. At every five-year interval following adoption of these Bylaws, the faculty shall conduct a review of the Administration of the RBS–N&NB. The Nominating Committee will prepare a list of faculty nominees for election to a three-person Administration Review Panel. The Panel will collect data pertinent to the performance of the RBS–N&NB Administration as defined in Section IV of these Bylaws. The panel will analyze the data, prepare a report, and meet with the RBS–N&NB to discuss its findings.

SECTION IV THE DEAN OF THE RBS–N&NB

IV. A. The Dean is the principal officer of the RBS–N&NB and is responsible for the administration of these units. It is the responsibility of the Dean to ensure that academic decisions of the faculty are carried out and that University Regulations, Policies, and Procedures, and the Bylaws of the RBS–N&NB are implemented properly.

IV. B. The selection of the Dean shall be in accord with established procedures of the University. At such time that the position of Dean becomes vacant and the President requests the selection or nomination of RBS–N&NB faculty representatives to the search committee, the Secretary of the Faculty shall hold an election by mail or Web-based ballot in accord with accepted practice in the RBS–N&NB.

IV. C. The Dean shall appoint an Associate Dean of Faculty who shall assist the Dean in his/her functions and act in his/her absence, and such other Associate and Assistant Deans as shall be appropriate.

IV. D. The Dean of the RBS–N&NB and the Associate Dean of Faculty shall be tenured members of one of the departments. No Dean or Associate Dean shall vote on departmental affairs.

IV. E. Whenever appointments are to be made to the positions of Associate Dean and Program Directors, and to extra compensation positions that faculty might typically fill, the Dean shall first write to all members of the RBS–N&NB, describing the required duties and soliciting suggestions and self-nominations for these positions.

IV. F. The responsibilities of the Dean shall include:

IV. F. 1. The appointment of Department Chairpersons and Vice-Chairpersons in accordance with University regulations and Section VI, Articles B to D of these Bylaws.

IV. F. 2. Review of each Department Chairperson. The Dean shall initiate a formal evaluation during the second year of the Chairperson's term of appointment. This evaluation is expected to involve consultation with the faculty of the department.

IV. F. 3. The appointment and review of Program Directors.

IV. F. 4. The recommendation of appointments, reappointments, and promotions of faculty members in the RBS–N&NB.

IV. F. 5. The appointment of committee members when applicable.

IV. F. 6. The appointment of an affirmative action coordinator (a) to serve as a source of information on affirmative action/equal employment opportunity (AA/EEO); (b) to ensure that University AA/EEO policies and procedures are implemented within the unit; (c) to assist in the development of unit programs designed to supplement AA/EEO procedures, and (d) to serve as a contact person with the Office of Affirmative Action.

IV. F. 7. Development of the asking and working budgets.

IV. F. 8. Reporting to the faculty annually, typically at the first meeting of each academic year, in order to review operations of the RBS–N&NB, to report details of the RBS–N&NB budget and fundraising activities, and to discuss plans for RBS–N&NB’s future.

SECTION V OFFICERS

V. A. The officers of the RBS–N&NB shall be the Dean, the University Senators representing the RBS–N&NB, and RBS–N&NB representatives to the Newark and New Brunswick Faculty Councils, Parliamentarian, and Secretary. All officers shall be faculty of the RBS–N&NB. Nominations for each of these positions (except for the Dean) shall be made by the Nominating Committee, and additional nominations may be made following the procedure described in VIII.C.2.

V. B. All full-time faculty members are eligible to vote for the RBS–N&NB representatives to the Newark and New Brunswick Faculty Councils. All full-time faculty members are eligible to serve on the Newark or New Brunswick Faculty Councils, regardless of the campus location of their offices.

V. C. The Faculty Secretary shall be elected by the faculty for a term of two years. The Faculty Secretary shall see that accurate minutes of faculty meetings are kept and distributed to the members, shall supervise the nomination process for Department Chairpersons, shall supervise elections of faculty officers and committee memberships elected by mail or Web-based ballot, and shall serve ex officio as a voting member on the Committee on Rules of Procedure. The Faculty Secretary shall be responsible for maintaining a current copy of these Bylaws and assuring their availability to the faculty, and maintaining a list of the voting members of the faculty. In the event of a secret ballot, the ballots shall be counted by the Faculty Secretary (interested faculty may observe the counting process).

V. D. The Faculty Parliamentarian shall be elected by the faculty for a term of two years. This position requires thorough knowledge of Robert’s Rules of Order (Revised) and parliamentary procedure. The Parliamentarian shall advise the faculty and the Dean or other presiding officer on parliamentary procedures. Matters of substance concerning procedure shall be referred to the Committee on Rules of Procedure, on which Committee the Parliamentarian shall sit, ex officio as a voting member.

V. E. If no member of the faculty is willing to serve as Parliamentarian or Secretary, then the Dean may appoint a member of the RBS–N&NB staff to fill one or both of these positions. A staff member so appointed shall not have vote on the Committee on Rules of Procedure except in the case of ties as noted in article VIII. A. 2.

SECTION VI DEPARTMENTS

VI. A. The Departments of the RBS–N&NB shall be: Accounting and Information Systems, Finance and Economics, Management and Global Business, Management Science and Information Systems, Marketing, and Supply Chain Management and Marketing Sciences.

VI. B. In each department a member will serve as Department Chairperson. Those departments with an undergraduate major in the Undergraduate Program–NB will have a faculty member serve as Vice-Chairperson. The Chairperson and Vice Chairperson shall ordinarily be tenured at the rank of associate professor or professor. The Chairperson and Vice-Chairperson normally will not have their primary offices on the same campus.

VI. C. Whenever the position of Department Chairperson is to become vacant, the voting members of the Department who have served at least one full semester shall nominate by ballot one or more of the persons eligible for appointment. The Department shall forward the name of the nominee(s) to the Dean. Following appropriate consultation with members of the Department, the Dean shall appoint the Chairperson to a term not to exceed three years. The Dean shall appoint a Vice-Chairperson on the advice of the Department Chairperson. If the Dean does not appoint as Chairperson the winner of the Department’s election, the Dean shall meet with the Departmental faculty, as a group, to explain the reason. A subsequent Departmental election shall then be expeditiously held, possibly with a different slate of candidates.

VI. D. If for any reason a Department Chairperson cannot complete her/his term of appointment, the Dean may appoint, after consultation with the voting members of the Department, one of the associate professors or professors in the Department to serve as an Acting Chairperson for a period not to exceed one year. As part of this consultation, the Dean shall explain the circumstances necessitating the appointment of an Acting Chairperson and invite suggestions and self-nominations for that position.

VI. E. The Department Chairperson is the chief administrative officer of the department, charged with the task of supervising the daily activity of the department. The Department Chairperson shall preside at all meetings of the faculty of the department. In cooperation with members of the department, the Department Chairperson shall:

- VI. E. 1. Develop tactical and strategic plans for the department;
- VI. E. 2. Develop, recommend, and administer the budget for the department;
- VI. E. 3. Evaluate the instruction, research, and administrative processes of the department and make appropriate recommendations to the Dean;
- VI. E. 4. With the advice and consent of the voting faculty of the department, develop and recommend curriculum for the department;
- VI. E. 5. Evaluate periodically the members of the department, and report the evaluations as required;
- VI. E. 6. In consultation with the members of the department, recruit new faculty members and recommend appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University Regulations, Policies and Procedures and the collective bargaining agreement with the Rutgers Council of AAUP Chapters;
- VI. E. 7. Assure that appropriate supervision, advice, and training are afforded new members of the department;
- VI. E. 8. Provide for the advisement of students and certify graduates;
- VI. E. 9. Collect and maintain thorough records of each member's teaching, scholarship and service, taking care to measure teaching effectiveness objectively and continuously by such means as peer reviews and student evaluations;
- VI. E. 10. Promote the effectiveness of the department, RBS–N&NB, and University by every appropriate means.
- VI. F. The Department Chairperson shall make teaching assignments in a fair manner and in conformance with AACSB standards and in consultation with appropriate program directors and departmental faculty. Any differences regarding staffing between the Department Chairpersons and program directors or departmental faculty will be resolved by the Dean's office.
- VI. G. Each Department shall adopt written rules and procedures for departmental governance that shall be consistent with the Bylaws of the RBS–N&NB, University regulations, the collective bargaining agreement with the Rutgers Council of AAUP Chapters, and agreements between programs and other units of the University.
- VI. H. When initially employed, each member of the faculty shall be assigned to a department. When a faculty member's responsibilities fall in the domain of more than one department, the Dean shall, subject to University Regulations and procedures, designate one of them as the primary department, in which all personnel actions, scheduling, and administrative support will be undertaken.
- VI. I. A faculty member may transfer to another department in the RBS–N&NB upon written request by the faculty member, and upon recommendation of the Chairpersons of the initiating and receiving departments, and upon the approval of the tenured faculty of the receiving department, the Dean, the Chancellor, and the Vice-President for Academic Affairs. Normally, the department from which the faculty member transfers will not suffer a loss of a faculty line as a consequence of such a reassignment.
- VI. J. Recommendations for the establishment, elimination, or combination of departments may be made only after appropriate consultation with the members of the involved Department(s) and the RBS–N&NB Planning Committee, and subsequent approval by a majority of the eligible voting members of the RBS–N&NB. Such recommendations shall take effect only after Administration and Board of Governors approval as specified in the University's Approval Process for New Programs.

SECTION VII DEAN'S CABINET

- VII. A. Membership shall normally consist of the Dean, the Associate Deans, the Chairpersons of the departments, and the Directors of all programs of the RBS–N&NB. The Dean shall chair meetings of the Cabinet and may augment its membership as appropriate.
- VII. B. The Cabinet shall advise the Dean on policies of the RBS–N&NB, budget development and implementation, and other matters of concern.
- VII. C. Any actions taken by the Cabinet shall be reported by the Department Chairpersons to the members of their respective departments.

SECTION VIII
COMMITTEES OF THE RBS–N&NB

VIII. A. General Principles and Criteria for RBS–N&NB Standing Committees.

VIII. A. 1. The standing committees of the RBS–N&NB are: Advisory Committee on Appointments and Promotions; Committee of Review; Technology Policy; Courses of Study; Nominating; Planning; Research Resources; Rules of Procedure; and Teaching Methods and Innovation.

VIII. A. 2. Except where noted, ex officio members of the standing committee shall have voice and shall cast the deciding vote in the event of a tie vote except where noted otherwise. If an ex officio member is not present, then a tie vote is a "No" vote. All voting members of the faculty, as defined in Section III.A.1, are eligible to be elected or appointed to standing committees, except that a member may not be elected or appointed to the committee on which he or she serves ex officio.

VIII. A. 3. If a department has fewer than 5 tenured faculty, the Dean may upon request by either the department chair or the RBS Nominating Committee, exempt the department from a required representation on one or more RBS committees. If requested by the RBS Nominating Committee, the Dean shall consult with the department chair before granting an exemption. Any exemption will not automatically be renewed-it must be requested and reviewed by the Dean annually. A committee position vacated by such an exemption will not be otherwise filled.

VIII. A. 4. a. The Planning Committee, the Courses of Study Committee, and the Research Resources Committee shall each consist of six faculty members, one from each of the departments of the RBS–N&NB. Four of the members shall be elected by the faculty, and the other two shall be appointed by the Dean after the election. The Teaching Methods and Innovations Committee, and the Technology Policy Committee shall each consist of six faculty members, four of which shall be elected at large from the faculty, and two appointed by the Dean after the election. Members of each committee shall serve two-year staggered terms, with the two elected members receiving the highest votes in the first year serving the first two-year terms, and the other two elected members serving one-year terms during the first year. The appointed members will serve for only one year.

VIII. A. 4. b. On creation of the new Department of Supply Chain Management and Marketing Sciences: a) for committees described in article VIII. A. 4. a. where no elected members transfer to the new department, the Dean shall appoint two members; b) in the case of the Teaching Methods and Innovations Committee, the Courses of Study Committee, and the Technology Policy Committee, even if some elected members transfer to the new department, the four elected members shall continue to serve their elected terms, and the Dean shall appoint two additional members; c) in the case of the Planning Committee and the Research Resources Committee, if any elected members transfer to the new department, new elections shall be held to elect members from the departments losing their elected member (to serve the remaining term of the departing elected member) and the Dean shall appoint two additional members.

VIII. A. 5. The Nominating Committee shall solicit nominations from each department and also directly from the faculty for each standing committee and shall present the slates to the faculty. The Faculty Secretary shall conduct the elections.

VIII. A. 6. Except as otherwise noted, the person who receives the highest number of votes before transfers in the first round of the STV count in which a candidate is elected for a particular committee will convene the first meeting of that committee no later than the later of September 30th or one month following the announcement of election results. The chairperson of the committee shall be elected at the first meeting, and will notify the Dean of her/his election. Should the committee not convene within the later of September 30th or one month after the announcement of election results, the Dean will appoint another member to convene the first meeting.

VIII. A. 7. In any committee for which student members are mandated, the student governing bodies of the MBA Graduate Programs–N&NB, the Undergraduate Program–N, and the Undergraduate Program–NB shall each appoint a representative.

VIII. A. 8. Ad hoc committees may be formed for specific purposes at the initiative of the Dean or by vote of the faculty. If the Dean appoints an ad hoc committee, he/she should inform the faculty. Members may be either appointed or elected to serve until the specific purpose of the ad hoc committee has been achieved, at which time the committee shall be dissolved.

VIII. A. 9. A quorum shall consist of a majority of the members eligible to vote on a committee, unless that committee establishes a different quorum and registers it with the Secretary of the RBS–N&NB.

VIII. A. 10. When a faculty member elected to any committee or office is unable to continue to serve, and a year or more of the elected term remains, a replacement shall be elected to serve the remainder of the original term.

VIII. B. Advisory Committee(s) on Appointments and Promotions

VIII. B. 1. The Advisory Committee(s) on Appointments and Promotions (through the rank of Professor I) and the Professor II Committee shall be constituted in accordance with University Regulations. Each committee shall normally consist of six members, one from each of the departments of the RBS–N&NB. The Dean has the power of appointment, but may consider the faculty's recommendations (through an advisory election each year) for membership on the Committees.

VIII. B. 2. The duties of the Advisory Committee(s) on Appointments and Promotions are prescribed in the annual Academic Reappointment/Promotion Instructions. The Committee will convene in accordance with the yearly university schedule for completing reviews of faculty appointments and promotions.

VIII. C. Nominating Committee/Committee on Review/Rules of Procedure Committee

VIII. C. 1. General Structure

VIII. C. 1. a. The Nominating Committee shall consist of six elected faculty members, one from each department, at least four of whom must have tenure. The Committee of Review will consist of four tenured faculty members selected by the Nominating Committee from its membership. The Rules of Procedure Committee will have the same membership as the Nominating Committee, except that the Faculty Parliamentarian and Faculty Secretary will meet with it ex officio

VIII. C. 1. b. In December of each year, nominations for membership in the Nominating Committee will be solicited from the faculty by the Dean. An election by mail or Web-based ballot of those nominees who agree to serve will be conducted prior to first faculty meeting of the Spring semester. For the first year only, the top three candidates obtaining the highest votes will serve two-year terms. The candidates receiving the fourth through sixth highest vote totals will serve for one-year terms. If this process is not completed by the first faculty meeting of the Spring semester, nominations and elections will be put on the agenda of that meeting. On creation of the new Department of Supply Chain Management and Marketing Sciences, an election shall be held for a member of the Nominating Committee from the new department (to serve a two-year term) and for members from any department whose elected representatives transfer to the new department (to serve the remaining terms of the departing elected members).

VIII. C. 1. c. The candidate receiving the greatest number of votes before transfers in the first round of the STV count in which a candidate is elected will convene the first meeting of the Nominating Committee no later than two weeks prior to the start of the subsequent Fall semester. The Nominating Committee will then select a chairperson. It also will select the four of its members who will serve as the Committee on Review, and the Committee on Review and the Rules of Procedure Committee will select their chairperson. Should this selection not be done prior to the end of Fall semester, the Dean will appoint a chairperson for each of the committees from the membership of the Nominating Committee.

VIII. C. 2. The Nominating Committee

Prior to the last faculty meeting of the Fall semester, the Nominating Committee shall, in writing, solicit preferences from the faculty to all RBS standing committees (with the exception of the Committee of Review, the Nominating Committee, and the Rules of Procedure Committee), all Program Policy Committees, and officers of the faculty. At the last faculty meeting of the Fall semester, the Nominating Committee shall solicit nominations directly from the faculty. It shall then present to the faculty, in writing, a list of nominees which include the nominees from this meeting. The faculty shall then have 14 calendar days to provide additional nominations, which shall be added to the list prior to issuing the election ballot. Nominees shall be removed from the list if they do not indicate that they are willing to serve if elected. If the election has not been completed by the first faculty meeting of the Spring semester, nominations and elections will be put on the agenda of that meeting. Winners of elections for University Senate, Newark Faculty Council, and New Brunswick Faculty Council will begin serving on the dates determined by the respective bodies for the forthcoming academic year. Other election winners will begin serving on August 1.

VIII. C. 3. Committee on Review

VIII. C. 3. a. The Committee:

- (1). shall provide counsel and advice to any faculty member who seeks such help regarding the member's status as a member of the University and the RBS–N&NB.
- (2). may hear and attempt to settle disputes among faculty members or between faculty members and administrators which do not fall under the terms of the current Collective Bargaining Agreement.
- (3). shall review, upon written request, any conflicts or problems in personnel assignment.

VIII. C. 3. b. The Committee shall have advisory powers only. It may report to the Dean, the Chancellor or the President, or the University Board of Governors, and may at its discretion make reports also for the information of the Faculty. The Committee shall report its findings to the appropriate administrative officers, Chairpersons of involved departments, and to the faculty directly involved. On its own initiative, the Committee may also make suggestions about personnel matters to the administrative officers of the University.

VIII. C. 3. c. A member of the Committee shall step down and be replaced by another tenured member of the Nominating Committee whenever a party to a complaint or a dispute is from the member's own department, or whenever the member believes he or she has a conflict of interest with regard to any party to a complaint. The complainant shall have the right to raise, in writing to the Committee, questions of conflict of interest with regard to any member of the Committee. The Committee member shall take such representations into consideration in deciding whether or not it is appropriate for him/her to serve in such a case. In cases in which it is necessary or advisable to replace a member of the Committee of Review, but no other member of the Nominating Committee is tenured, the Dean may appoint an appropriate RBS–N&NB faculty member.

VIII. C. 4. Rules of Procedure Committee

The Committee shall maintain a continuous review of the bylaws of the RBS–N&NB and shall make recommendations to the faculty for their improvement. The Committee may initiate and shall review proposed amendments to these bylaws and report to the faculty for final action. The interpretation of these bylaws shall be referred to the Committee for a ruling.

VIII. D. Courses of Study Committee

VIII. D. 1. Membership shall consist of the Dean or his/her representative ex officio, six faculty, and three students.

VIII. D. 2. The Committee shall receive and consider all proposals for new degree-granting programs or courses within any programs having no Program Policy committee after they have been reviewed by the appropriate department and appropriate program director. The Committee shall make a recommendation to the faculty on the proposals received.

VIII. D. 3. The Committee will conduct reviews of those instructional programs for which there is no responsible Program Policy committee and recommend to the Dean and faculty ways of improving curricula quality and effectiveness.

VIII. E. Planning Committee

VIII. E. 1. Membership shall consist of the Dean or his/her representative ex officio and six faculty. The faculty members serving on this Committee should ordinarily not be Department Chairpersons. The Committee may invite student representation on specific issues.

VIII. E. 2. The Committee shall advise the Dean regarding (a) program priorities in the area of line assignments, teaching, research, and service in relation to resources allocated to the RBS–N&NB; and (b) long range planning (three to five years) in the areas listed above. Nothing in this section shall abrogate the duties and responsibilities of the Dean, department Chairpersons, or the faculty detailed elsewhere in these bylaws.

VIII. E. 3. The Dean shall provide the Committee with all financial and budgetary information necessary for performing its functions.

VIII. F. Research Resources Committee

VIII. F. 1. Membership shall consist of the Dean or his/her representative ex officio and six faculty.

VIII. F. 2. The Committee shall be responsible for developing policies and initiating actions to encourage effective research. Specifically, the responsibilities of the Committee shall be to:

VIII. F. 2. a. promote and encourage research by the RBS–N&NB, and provide advice to the Dean on such matters;

VIII. F. 2. b. make policy recommendations to the Dean for obtaining and allocating research funds;

VIII. F. 3. c. solicit research proposals from the faculty and make recommendations to the Dean for the allocation of RBS–N&NB research funds.

VIII. G. Teaching Methods and Innovation Committee

VIII. G. 1. Membership shall consist of the Dean of the RBS–N&NB or his/her representative ex officio, six faculty, and three students.

VIII. G. 2. The Committee shall be responsible for developing policies and programs to encourage effective teaching methods and innovations in all programs administered by the RBS–N&NB.

VIII. H. Technology Policy Committee

VIII. H. 1. Membership shall consist of the Dean or his/her representative(s) ex officio, the Director of the RBS–N&NB computing services (ex officio), six faculty members and three students.

VIII.H.2. The responsibilities of the Committee shall be to:

VIII. H. 2. a. represent the faculty and students concerning their needs and desires relative to computing and other technological services available within the RBS–N&NB to support research and teaching activities;

VIII. H. 2. b. solicit, summarize, and present to the appropriate computing personnel the faculty needs for computer software and hardware, and other technological innovations;

VIII. H. 2. c. review/recommend policies affecting use of computing and other technological facilities of the RBS–N&NB;

VIII. H. 2. d. review/recommend and solicit expert opinions concerning plans for the future directions of computing and other technological services.

SECTION IX PROGRAM STANDING COMMITTEES

IX. A. General Principles of Program Standing Committees

IX. A. 1. The standing committees of the Undergraduate–N, Undergraduate–NB and MBA Graduate Programs–N&NB shall be the admissions Committee, the Academic Standing Committee, and the Policy Committee. The administrator in charge of RBS–N&NB Academic Programs shall be an ex officio member of all Program Standing Committees and shall cast the deciding vote in the event of a tie vote except where noted otherwise. If an ex officio member is not present, then a tie vote is a "No" vote. Except where otherwise noted, the Dean will appoint the members of all these committees.

IX. A. 2. The Dean, in consultation with the program directors, will appoint ad hoc committees as appropriate.

IX. B. Undergraduate Program–Newark

IX. B. 1 Membership on the Admissions Committee and on the Academic Standing Committee of the Undergraduate Program–N is drawn from the RBS–N&NB and the Faculty of Arts and Sciences, Newark (FASN). Differences that arise between the schools which cannot be resolved through discussions between the offices of the Deans shall be resolved by the Newark Chancellor.

IX. B. 2. Undergraduate Program–N Admissions Committee

IX. B. 2. a. Voting members shall consist of three RBS–N&NB faculty members each of whom will serve staggered three-year terms and three faculty members elected by the FASN, according to its rules and procedures.

IX. B. 2. b. Members who shall have voice but no vote shall consist of the Director of Undergraduate Admissions ex officio, the Director of Undergraduate Financial Aid ex officio, the administrator in charge of Undergraduate Program–N academic programs (or his or her representative) ex officio, two students from the Undergraduate Program–N chosen by the Undergraduate Program–N student government, and two representatives from the county colleges chosen by the administrator in charge of Undergraduate Program–N academic programs.

IX. B. 2. c. The Deans of the RBS–N&NB and FASN shall each have the right to appoint one member ex officio to the Committee. In the event of a tie vote, the representative of the Dean of the RBS–N&NB shall cast the deciding vote.

IX. B. 2. d. The Committee shall recommend to the RBS–N&NB criteria for admission to the Undergraduate Program–N in accordance with its mission and goals. The Committee shall review admissions goals of Undergraduate Program–N and articulation agreements, guided by RBS–N&NB and University admissions policies and goals, and by long range plans developed by the Planning Committee and approved by the RBS–N&NB.

IX. B.3. Undergraduate Program–N Academic Standing Committee

IX. B. 3. a. Voting members shall consist of three RBS–N&NB faculty members each of whom will serve staggered three-year terms and three faculty members elected by the FASN according to its rules and procedures.

IX. B. 3. b. Members who shall have voice but no vote shall consist of the director of admissions ex officio, the director of financial aid ex officio, the administrator in charge of Undergraduate Program–N academic programs (or his/her representative) ex officio, and two students from Undergraduate Program–N chosen by the Undergraduate Program–N student government.

IX. B. 3. c. The Deans of the RBS–N&NB and FASN shall each have the right to appoint one member ex officio to the Committee. In the event of a tie vote, the representative of the Dean of the RBS–N&NB shall cast the deciding vote.

IX. B. 3. d. The duties of the Committee are to make recommendations to the RBS–N&NB concerning criteria for academic honors and scholarships, academic probation and academic dismissal. The Committee shall establish procedures and administer appeals for Undergraduate Program–N. However, student members of the Committee shall not participate in the evaluation of appeals by individual students.

IX. B. 4. Undergraduate Program–N Policy Committee

IX. B. 4. a. Voting members shall consist of six faculty members, one from each of the academic departments with programs in the Undergraduate Program–N. Four of the members shall be elected by the faculty, and the other two shall be appointed by the Dean after the election. Members of the committee shall serve two-year staggered terms, with the two elected members receiving the highest votes in the first year serving the first two-year terms, and the other two elected members serving one-year terms during the first year. The appointed members will serve for only one year. Membership shall also include three students.

IX. B. 4. b. The duties of the Committee are to ensure that the programs offered by the Undergraduate Program–N provide a full and diverse curriculum. The Committee shall review and make recommendations to the Faculty of the RBS–N&NB concerning course and curriculum proposals, including new courses and new majors.

IX. B. 4. c. The Committee will conduct reviews of instructional programs and recommend to the Dean and faculty ways of improving curricula quality and effectiveness.

IX. C. Undergraduate Program–New Brunswick

IX. C. 1. Faculty membership on the Program standing committees will be restricted to Undergraduate Program–NB Faculty Fellows.

IX. C. 2. Undergraduate Program–NB Admissions Committee

IX. C. 1. a. The Admissions Committee shall be composed of one member from each of the departments who is also a Fellow of the Undergraduate Program–NB, and a representative from each of the following Colleges: Douglass, Livingston, Rutgers, and University Colleges. The administrator in charge of Undergraduate Program–NB academic programs (or his/her representative), shall be an ex officio member of this committee and shall cast the deciding vote in the event of a tie vote.

IX. C. 1. b. The Committee shall recommend to the RBS–N&NB criteria for admission to the Undergraduate Program–NB in accordance with its mission and goals. The Committee shall review admissions goals of Undergraduate Program–NB and articulation agreements, guided by RBS–N&NB and University admissions policies, and by goals and long range plans developed by the Planning Committee and approved by the Fellows of the Undergraduate Program–NB.

IX. C. 2. Undergraduate Program–NB Academic Standing Committee

IX. C. 2. a. Voting members shall consist of six faculty Fellows of the Undergraduate Program–NB (from each of the academic Departments with a presence in Undergraduate Program–NB), each of whom will serve a three-year term, and a representative from each of the following Colleges: Douglass, Livingston, Rutgers, and University. The administrator in charge of Undergraduate Program–NB academic programs shall be an ex officio member of this committee, and shall cast the deciding vote in the event of a tie vote.

IX. C. 2. b. The duties of the Committee are to make recommendations to the Fellows of the Undergraduate Program–NB and the RBS–N&NB concerning criteria for academic honors and scholarships, academic probation, and academic dismissal. The Committee shall establish procedures and administer appeals for Undergraduate Program–NB.

IX. C. 2. c. The Committee shall counsel and advise any student who has exhausted the usual administrative remedies at the Undergraduate Program–NB , and who seeks such advice with respect to any problem affecting the student’s academic relationship with any faculty member. The Committee may also on its own make suggestions concerning these matters to administrative officers. The Committee may report to the Dean of the RBS–N&NB and shall respond to requests for advice from the Dean concerning such matters.

IX. C. 3. Undergraduate Program–NB Policy Committee

IX. C. 3. a. Voting members shall consist of six faculty members, one from each of the academic departments with programs in the Undergraduate Program–NB. Four of the members shall be elected by the faculty, and the other two shall be appointed by the Dean after the election. Members of the committee shall serve two-year staggered terms, with the two elected members receiving the highest votes in the first year serving the first two-year terms, and the other two elected members serving one-year terms during the first year. The appointed members will serve for only one year. Membership shall also include three students. The administrator in charge of Undergraduate Program–NB academic programs shall be an ex officio member of this committee and shall cast the deciding vote in the event of a tie vote on any matter.

IX. C. 3. b. The duties of the Committee are to ensure that the programs offered by the Undergraduate Program–NB provide a full and diverse curriculum. The Committee shall review and make recommendations to the Fellows of the Undergraduate Program–NB and the Faculty of the RBS–N&NB concerning course and curriculum proposals, including new courses and new majors.

IX. C. 3. c. The Committee will conduct reviews of instructional programs and recommend to the Dean and faculty ways of improving curricula quality and effectiveness.

IX. D. Master of Business Administration Program

IX. D.1. MBA Admissions Committee

IX. D. 1. a. Membership shall consist of the MBA Graduate Programs–N&NB Director of Admissions ex officio, the MBA Program Director or his/her representative ex officio, three faculty members appointed by the Dean to serve staggered three-year terms, and two students from MBA Graduate Programs–N&NB chosen by the MBA Graduate Programs–N&NB student government.

IX. D. 1. b. The Committee shall recommend criteria for admission in accordance with the mission and goals of the MBA Graduate Programs–N&NB. The Committee shall review admissions goals of the MBA program and articulation agreements, guided by RBS–N&NB and University admissions policies, and by goals and long range plans developed by the Planning Committee and approved by the RBS–N&NB.

IX. D. 2. MBA Academic Standing Committee

IX. D. 2. a. Membership shall consist of the MBA Program Director ex officio, three faculty members appointed by the Dean to serve staggered three-year terms, and two students from MBA Graduate Programs–N&NB chosen by the MBA Graduate Programs–N&NB student government.

IX. D. 2. b. The duties of the Committee are to make recommendations to the Faculty concerning criteria for academic honors and scholarships, academic probation and academic dismissal. The Committee shall establish procedures and administer appeals for MBA Graduate Programs–N&NB. However, student members of the Committee shall not participate in the evaluation of appeals by individual students. The Committee shall act as an appeals board to review departmental decisions on student academic grievances.

IX. D. 3. MBA Policy Committee

IX. D. 3. a. Membership shall consist of the MBA Program Director ex officio, three students, and six faculty members, one from each of the academic departments with programs in the MBA Graduate Programs–N&NB. Four of the faculty members shall be elected by the faculty, and the other two shall be appointed by the Dean after the election. Members of the committee shall serve two-year staggered terms, with the two elected members receiving the highest votes in the first year serving the first two-year terms, and the other two elected members serving one-year terms during the first year. The appointed members will serve for only one year.

IX. D. 3. b. The duties of the Committee are to ensure that the instructional programs offered in the MBA provide a full and diverse curriculum. The Committee shall review and make recommendations to the RBS–N&NB concerning course and curriculum proposals, including new courses and new majors.

IX. D. 3. c. The Committee will conduct reviews of concentrations in the MBA instructional programs and recommend to the Dean and faculty ways of improving curricula quality and effectiveness.

IX. E. Ph.D. Program in Management

IX. E. 1. The Ph.D. Program in Management is administered by the Rutgers Business School–Newark & New Brunswick, although it is governed by an Executive Committee within the Graduate School-Newark

IX. E. 2. Ph.D. Executive Committee

IX. E. 2. a. As agreed with the Graduate School– Newark, the Ph.D. Executive Committee shall consist of the Doctoral Coordinator for the Accounting and Information Systems Department; the Doctoral Coordinator for the Finance and Economics Department; the Doctoral Coordinator for the Management and Global Business Department; the Doctoral Coordinator for the Management Science and Information Systems Department; the Coordinator for the Master’s in Information Technology; the Coordinator for the Master’s in Quantitative Finance; the Coordinator for the Rutgers–Newark Master’s in Economics; the RBS Associate Dean for Academic Programs; and the Director of the Program (all with vote). It shall be chaired by the Director of the Program.

IX. E. 2. b. The Dean of RBS–N&NB may appoint a representative (such as the administrator in charge of RBS–N&NB academic programs) to meet ex officio with the Executive Committee.

IX. E. 2. c. The Committee is the policy-making body of the Program. It reports through the Director of the Program to the Dean of the Graduate School-Newark.

IX. F. 1. The Nominating Committee shall solicit nominations from each department and also directly from the faculty for each Program Policy committee and shall present the slates to the faculty. The Faculty Secretary shall conduct the elections.

SECTION X FACULTY MEETINGS

X. A. There shall be at least one faculty meeting in each of the Fall and Spring terms of the academic year. The Dean or the Dean’s representative shall normally preside at faculty meetings, unless the President or the Newark Chancellor is present and presiding.

X. B. Meetings may be called by the President, the Newark Chancellor, or the Dean, or by written petition of at least 25% of the voting members of the faculty. Faculty members shall be notified of the meeting at least three weeks prior to the date of the meeting.

X. C. A quorum shall consist of thirty per cent of the voting members of the faculty. Faculty on leave and faculty in an "off-term" shall fully participate and shall be counted in quorums and written petitions.

X. D. In the absence of the Parliamentarian, the presiding officer shall appoint a Parliamentarian pro tempore.

X. E. The procedures of Robert's Rules of Order (Revised) shall be followed except where stated otherwise in these bylaws. All decisions shall normally be by majority vote of the voting members present except as otherwise provided in these Bylaws or in University Regulations. Meetings shall be open to all provided that the presiding officer or majority vote of faculty present has not ruled that attendance at the meeting shall be limited to voting members only.

X. F. Three weeks prior to a scheduled faculty meeting, the Dean shall solicit agenda items from the faculty. Faculty shall have one week to recommend agenda items following the Dean’s solicitation. The agenda for a faculty meeting shall be prepared by the Dean and circulated to all voting members of the faculty at least five calendar days before a scheduled meeting.

X. G. Any original motion from the floor, or any new business not on the agenda, requires a majority vote of the voting members present to be placed on the agenda for discussion, and requires a two-thirds (2/3) vote of those present for adoption.

X. H. Any faculty member may request that a secret ballot shall be held on any issue and that request shall be honored.

X. I. A motion requesting that a mail or Web-based ballot be sent to all voting members of the faculty at their residences takes precedence over a call for the question and requires a two-thirds vote for adoption. The choices available shall include abstention. A revision of any matter decided by a mail or Web-based ballot must be attempted by another mail or Web-based ballot. However, if that ballot mentions that the mail or Web-based ballot is being attempted because the result would modify a previous mail or Web-based ballot and fails to receive sufficient votes, the matter may be decided in a faculty meeting.

X. J. A mail or Web-based ballot shall be considered VALID if any of the following three conditions is satisfied:

- 1) At least 50% of the voting members respond and the time period for balloting, including extensions, is not more than 7 calendar days;
- 2) At least 30% of the voting members respond and the time period for balloting, including extensions, is more than 7 but not more than 14 days;
- 3) At least 20% of the voting members respond and the time period for balloting, including extensions, is more than 14 calendar days, but not more than 21 days.

A deadline for returning ballots may not be extended once the counting of the ballots has commenced. If a ballot is considered void, it may be redone, but must have a return date including extensions no later than the next faculty meeting following the first ballot distribution. If an issue is not decided by this next faculty meeting, voting will take place on these issues as the first item of business after the call to order at the next faculty meeting. If this occurs, a mail or Web-based ballot on these issues would not be required in the future unless it is required by Section XI (Bylaws Revision) or a motion is passed as provided for in X.I.

X. K. A list of eligible voters from whom mail or Web-based ballots have been received will be maintained by the Dean's office and may be reviewed during balloting or after balloting by any other eligible voter. The Dean's office will retain this list for at least six months following the final return date of the mail or Web-based ballot.

X. L. A faculty member may use e-mail or a fax in lieu of a mail ballot to participate in an RBS–N&NB election or referendum.

X. M. The privilege of the floor may be granted to persons other than voting members of the RBS–N&NB on a motion passed by the faculty or upon invitation of the Dean.

X. N. Unless superseded by a faculty decision to use an alternative voting scheme relative to a specific issue, the results of all ballots or elections held under these bylaws shall be determined using the Single Transferable Voting System.

SECTION XI ADOPTION AND REVISIONS OF RBS–N&NB BYLAWS

XI. A. Adoption of these Bylaws by the RBS–N&NB faculty shall require a simple majority of all eligible voting members.

XI. B. Proposed changes in these Bylaws must be presented to the Rules of Procedure Committee before being considered by the Faculty. If the Committee rejects a proposal, it shall still be considered at a Faculty meeting if it is supported in writing by at least 25 percent of the voting members of the Faculty or by the Dean.

XI. C. In any event, the Rules of Procedure Committee must report, in writing, its recommendations concerning the proposed changes to the voting members of the Faculty at least seven calendar days before the faculty meeting at which the proposed changes are to be considered.

XI. D. Amendments to the proposed changes may be raised from the floor of the Faculty meeting. For the first three years after these Bylaws become effective, the final vote on any proposed change in these Bylaws must be made by mail ballot, with a simple majority vote of those eligible to vote required for adoption. Subsequent to this initial three-year period, revisions in the Bylaws shall require the approval of a Two-thirds vote of those voting by mail or Web-based ballot.

XI. E. All proposed changes in these Bylaws must be consistent with University Regulations, Policies and Procedures, and the Collective Bargaining Agreement between the University and the Rutgers Council of AAUP Chapters.

Approved by the Faculty of Management / /99
Approved by the Provost & the University on 8/23/99
Revised by Faculty Vote: 12/02; 4/03; 5/03; 11/03; 5/07; 12/07; 6/08; 1/10; 12/10; 5/13

Original FOM Bylaws Committee

William J. Carroll (MSIS), Michael E. Gordon (Org. Mgt.), Edwin M. Hartman (IB/BE), Stanley Kaish (Fin/Econ), L.J. Shrum (Marketing), Ephraim F. Sudit (Acctg & Info. Sys. - Chair), Yaw M. Mensah, Associate Dean for Faculty (Ex officio member)