

School of Business – Camden
By - Laws

BY-LAWS OF

The School of Management
Rutgers, The State University of New Jersey
Camden, New Jersey

Article I

NAME

This academic component shall be known as The School of Management, Rutgers, The State University of New Jersey at Camden.

Article II

RESPONSIBILITIES

Section 1. The School of Management shall be responsible for: (1) providing undergraduate academic programs to juniors and seniors leading to the degree of Bachelor of Science in all areas related to management and accounting; (2) providing non-credit education in all areas related to management and accounting; (3) providing appropriate community service and research programs related to its educational missions; (4) its own organization and procedure; (5) academic policies and regulations within procedures prescribed by the University; and (6) such related matters and programs as shall be referred to it by its members or by appropriate university officers.

Section 2. The School of Management shall create such committees and other structures as necessary to ensure that it can effectively carry out its responsibilities.

Section 3. The principal legislative body of The School of Management shall be its faculty.

Article III

FACULTY

Section 1. In accordance with University Statute (4.11), the Undergraduate Faculty of the School of Management shall consist of the President and Executive Vice President for Academic Affairs of the University, the Camden Provost, the Dean of the School of Management, the Professors, Associate Professors, Assistant Professors and Instructors who have served at least one year. The Undergraduate Faculty shall also include professional business librarians of equivalent rank. Other officers may be designated as faculty in accordance with University Statute 4.11.

Section 2. Other officers may be invited by the Undergraduate Faculty to its meetings and may take part in the discussion, but shall not vote (4.13).

Article IV

OFFICERS

Section 1. The Dean of the School of Management shall be the Chief Academic and Administrative Officer of the School and shall preside over all meetings of the faculty. The Dean is responsible for managing the affairs of the School and for carrying out the programs and policies approved by its faculty.

Section 2. Additional officers shall be appointed, as needed, by the Dean, with the advice of the Policy Committee. These officers shall be responsible to the Dean and shall carry out their duties as assigned by the Dean.

Article V

MEETINGS

Section 1. The faculty shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester (statue 4.41) and special meetings shall be held at the call of the President or the Dean or of twenty-five percent of the members of the faculty (statute 4.41).

Section 2. All faculty with rank of Assistant Professor and above shall be eligible to vote; instructors shall be eligible to vote after their first year of teaching on this faculty.

Section 3. Part-time faculty are encouraged to attend meetings, but shall have no voting rights.

Section 4. Non-faculty Administrative personnel as well as students shall be represented at the meetings of the faculty and their representatives shall have voting rights. Specific procedures to ensure this representation shall be determined by the Dean with the advice of the faculty.

Section 5. Fifty percent of the faculty shall constitute a quorum for the transaction of business. A meeting at which no quorum is present may however set the date for another meeting and issue a call for such a meeting before adjourning.

Article VI

AREA CO-ORDINATORS AND DEPARTMENT CHAIRPERSONS

The Dean, with the advice of appropriate faculty bodies, may appoint area co-ordinators or department chairpersons as are considered necessary to assist with the operation of The School of Management. The role and duties of these coordinators or chairpersons will be determined by the Dean with the advice of the Policy Committee.

Article VII

EXECUTIVE ADVISORY COUNCIL

An Executive Advisory Council shall be established by the Dean with the advice of the Policy Committee, to serve as a liaison and advisory group between The School of Management and the community at large.

Article VIII

STANDING COMMITTEES

Section 1. An Administrative Advisory Committee shall provide advice, planning and counsel to the Dean on the affairs of the School; shall meet with the Dean on a regular basis; and shall be composed of all area coordinators, department chairpersons and other officers of the School. The Dean shall chair this Committee.

Section 2. A Policy Committee shall consider faculty and academic concerns, acting in an advisory capacity to the Dean. This Committee shall act as an executive committee of the faculty and shall be responsible for long-range planning, rules of procedure, and academic policies. All committees except the Administrative Advisory Committee and the Appointments and Promotions Committee shall report to the Dean and the faculty through the Policy Committee. The Policy Committee shall be composed of four members elected for two year terms, with two being elected each year. Members of the Administrative Advisory Committee are not eligible for election to this Committee. The Policy Committee shall elect a chairperson from among its members. The Dean is an ex-officio member, but shall not serve as chairperson.

concentration within the school will be represented on the Committee. This Committee shall report its recommendations to the faculty through the Policy Committee.

Section 4. An External Program Committee shall develop relationships with the business community in such areas as credit and non-credit courses. The committee shall be composed of two faculty members appointed by the Dean and one elected by the faculty. The officer of the school responsible for management development and continuing education shall serve EX OFFICIO and shall chair this committee. The officer responsible for external development activities shall also serve EX OFFICIO.

Section 5. An Appointments and Promotions Committee shall be created. The duties of this committee shall be to advise the Dean as to appointments, reappointments, promotions, retirements, or personnel procedures generally. In the case of appointments, reappointments, or promotions into and within tenure rank, the recommendations of the committee shall also be forwarded to the Camden Provost and to the Vice President for Academic Affairs. The committee may also on its own initiative make suggestions as to personnel matters to administrative officers (statue 4.24).

All tenured faculty of The School of Management shall be eligible to serve for junior faculty decisions, and all full professors, who are tenured in the school shall be eligible to serve for senior faculty decisions. The Dean shall appoint one associate professor and one full professor to this committee. The faculty shall elect the remaining two members, one associate and one full professor. Two alternates (one appointed by the Dean and one elected by the faculty) are assigned to the committee to serve when the elected (or appointed) person is unable to serve.

Section 6. A Scholastic Standing Committee shall be responsible for the following duties:

- a. to interpret and execute the rules and regulations of the School and of the University, in individual cases of students involving scholastic standing.

The Committee may, in its discretion, and with the approval of the Dean, suspend for an individual student the force of a scholastic regulation, provided such action does not violate a University regulation. It shall report such action at the next meeting of the Policy Committee;

- b. to impose such restrictions on the student's educational program as may be considered desirable;
- c. to inform the faculty of the current methods of the Committee in interpreting and executing the existing rules and regulations regarding scholastic standing of students;
- d. to advise the faculty members after each semester of the scholastic standing of the students under their jurisdiction;
- e. to propose new scholastic regulations to the Policy Committee.

This Committee shall be composed of four faculty and two students appointed by the Dean.

Section 7. A Student-Faculty Relations Committee shall be responsible for the following duties:

- a. to recommend procedures for improving relations between student and faculty;
- b. to attempt alleviation of conditions causing student frustration or discontent, through informal or discontent, through informal contacts or through recommendations for faculty or administrative action;
- c. to review regulations governing the general conduct of students in the school;
- d. to inform and counsel students about their student and civil rights, especially with regard to disciplinary procedures.

This committee shall be composed of four faculty and three students appointed by the Dean.

Section 8. A Committee on Review shall be created. This Committee shall consist of four tenured members, two appointed by the Dean and two elected by the faculty. One member shall be elected and one appointed each year for a two-year term. The Committee may report to the Dean, the Provost of the University, the President, or the Governors, and may in its discretion make reports for the information of the faculty of the School (statute 4.23).

The duties of the Committee shall be to counsel and advise any member of the faculty of the School who seeks such advice with respect to any problem affecting his status as a member of the University (statute 4.23).

(This Committee has two alternates chosen in the same manner as the Appointments and Promotions Committee.)

Section 9. The Policy Committee or Administrative Advisory Committee as determined by the Policy Committee will handle the affairs of the following committees until there is a need to appoint an entire committee for any particular task: Committee on Admissions, Committee on Honors Programs, Committee on Security, and Committee on Teacher Evaluation.

Section 10. The Dean shall appoint the chairperson to all committees except as otherwise stated in these bylaws.

Article IX

PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised, shall govern the meetings of the faculty and of all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or special rules of order previously adopted by those bodies.

Article X

AMENDMENTS

These bylaws can be amended at any regular meeting of the Faculty by two-thirds vote of the members present and voting. Copies of the amendment must be provided to all members of the faculty two weeks prior to the meeting at which the amendment will be brought to the floor for a vote.

BY-LAWS OF
The Graduate School of Management
Rutgers, The State University of New Jersey
Camden, New Jersey

Article I

NAME

This academic component shall be known as The School of Management, Rutgers, The State University of New Jersey at Camden.

Article II

RESPONSIBILITIES

Section 1. The Graduate School of Management shall be responsible for: (1) providing academic programs to graduate students leading to the degree of Masters of Business Administration; (2) providing other graduate courses and programs either by itself or in cooperation with other graduate components of the university as shall be approved by it's faculty and other necessary bodies within the university (3) providing appropriate community service and research programs related to its educational missions; (4) its own organization and procedure; (5) academic policies and regulations within the procedures prescribed by the University; and (6) such related matters as shall be referred to it by its members or by appropriate university officers.

Section 2. The Graduate School of Management shall create such committees and other structures as necessary to ensure that it can effectively carry out its responsibilities.

Section 3. The principal legislative body of The Graduate School of Management shall be its faculty.

Article III

FACULTY

Section 1. The faculty of the Graduate School of Management shall consist of the President and Executive Vice President for Academic Affairs of the University, the Camden Provost, the Dean of the Graduate School of Management, and the Professors, Associate Professors, and Assistant Professors of the School of Management on the Camden campus.

Section 2. Other individuals may be invited by the Graduate Faculty to its meetings and may take part in the proceedings but shall have no vote.

Section 3. Although the Graduate Faculty shall have all the rights and privileges attached to membership in any other graduate faculty of the university and shall normally provide the courses required to accomplish the missions of the school, other individuals may be asked to provide specific courses from time to time. Individual faculty members who are members of another graduate faculty in the university will need no further approval to do so. Other individuals who are not members of such a body must be recommended for approval to the Dean by the Policy Committee of the school and must be approved by the Dean.

Article IV

OFFICERS

Section 1. The Dean of the Graduate School of Management shall be the Chief Academic and Administrative Officer of the Graduate School and shall preside over all meetings of the faculty. The Dean is responsible for managing the affairs of the Graduate School and for carrying out the programs and policies approved by its faculty.

Section 2. Additional officers shall be appointed, as needed, by the Dean, with the advice of the Policy Committee. These officers shall be responsible to the Dean and shall carry out their duties as assigned by the Dean.

Article V

MEETINGS

Section 1. The graduate faculty shall prescribe for itself a suitable schedule of regular meetings. At least one meeting shall be held each semester and special meetings shall be held at the call of the President or the Dean or of twenty-five percent of the members of the faculty.

Section 2. All faculty with rank of Assistant Professor and above shall be eligible to vote.

Section 3. Part-time faculty are encouraged to attend meetings, but shall have no voting rights.

Section 4. Fifty percent of the faculty shall constitute quorum for the transaction of business. However a meeting which does not contain a quorum may determine the date for a subsequent meeting and issue a Call for such a meeting before adjourning.

Section 4. Non-faculty Administrative personnel as well as students shall be represented at the meetings of the faculty and their representatives shall have voting rights. Specific procedures to ensure this representation shall be determined by the Dean with the advice of the faculty.

Article VI

AREA COORDINATORS AND DEPARTMENT CHAIRPERSONS

The Dean, with the advice of appropriate faculty bodies, may appoint such area coordinators or department chairperson as are considered necessary to assist with the operation of The Graduate School of Management. The role and duties of these coordinators or chairpersons will be determined by the Dean with the advice of the Policy Committee.

Article VII

STANDING COMMITTEES

Section 1. An Administrative Advisory Committee shall provide advice, planning and counsel to the Dean on the affairs of the Graduate School; shall meet with the Dean on a regular basis; and shall be composed of all area coordinators, department chairpersons and other officers of the School. The Dean shall chair this Committee.

Section 2. A Policy Committee shall consider faculty and academic concerns, acting in an advisory capacity to the Dean. This Committee shall act as an executive committee to the graduate faculty and shall be responsible for long-range planning, rules of procedure, and academic policies. All the Committees shall report to the Dean and the faculty through the Policy Committee. The Policy Committee shall be composed of four members elected each year. Members of the Administrative Advisory Committee are not eligible for election to this Committee. The Policy Committee shall elect a chairperson from among its members. The Dean is an ex-officio member, but shall not serve as chairperson.

responsible for the following duties:

- a. to interpret and execute the rules and regulations of the School and of the University, in individual cases of students involving scholastic standing. The Committee may, in its discretion, and with the approval of the Dean suspend for an individual student the force of a Scholastic regulation, provided such action does not violate a University regulation. - It shall report such action at the next meeting of the Policy Committee;
- b. to impose such restrictions on the student's educational program as may be considered desirable;
- c. to inform the faculty of the current methods of the Committee in interpreting and executing the existing rules and regulations regarding scholastic standing
- d. to advise the faculty members after each semester of the scholastic standing of the students under their jurisdiction;
- e. to propose new scholastic regulations to the Policy Committee.

This committee shall be composed of four faculty and two students appointed by the Dean.

Section 5. A Student-Faculty Relations Committee shall be responsible for the following duties:

- a. to recommend procedures for improving relations between student and faculty;

- b. to attempt alleviation of conditions causing student frustration or discontent, through informal contacts or through recommendations for faculty or administrative action;
- d. to inform and counsel students about their student and civil rights, especially with regard to disciplinary procedures.

This committee shall be composed of four faculty and three students appointed by the Dean.

Section 6. The Policy Committee or Administrative Advisory Committee as determined by the Policy Committee will handle the affairs of the following committees until there is a need to appoint an entire committee for any particular task: Committee on Admissions, Committee on Honors Program, Committee on Security, and Committee on Teacher Evaluation.

Section 7. The Dean shall appoint the chairperson to all committees except as otherwise stated in these bylaws.

Article VIII

PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order, Newly Revised, shall govern the meetings of the faculty and of all committees or other entities created under the authority of these bylaws, in all cases to which they are applicable and in which they are not inconsistent with the relevant bylaws or other special rules of order adopted by those bodies.

Article IX

AMENDMENTS

These bylaws can be amended at any regular meeting of the faculty by two-thirds vote of the members present and voting. However copies of a proposed amendment must be distributed to all faculty members at least two weeks prior to the meeting at which such amendments will be brought to the floor for consideration.