



Bylaws
of the
College of Business
University of Michigan-Dearborn

APPROVED: January 24, 2025

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PREAMBLE

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PREAMBLE

We the Faculty of the College of Business at the University of Michigan-Dearborn, in order to advance our academic purposes, better manage our administrative responsibilities, and achieve our Mission and Goals, establish these College of Business Bylaws.

The vision of the University of Michigan-Dearborn's College of Business is to build on the quality tradition of the Block M by being a thought leader, known for creating positive impact on the communities we serve, and for promoting a global perspective through active learning, relevant teaching, and influential research.

The mission of the University of Michigan-Dearborn's College of Business is to offer a challenging and engaging business education that broadens our students' intellectual perspectives and career opportunities in an inclusive environment through a balanced emphasis on active learning, and rigorous and relevant teaching and research.

In accomplishing our mission, we are student-centered and value the importance of:

- practical and experiential learning
- personal connections among students, faculty, and staff
- leading-edge scholarship
- curricular innovation
- diverse students and programming, and
- industry and community partnerships

ARTICLE I. NAME

The name of this faculty shall be the Faculty of the College of Business (COB), constituting a unit of the University of Michigan-Dearborn.

ARTICLE II. MEMBERSHIP

Section 1

As used in these bylaws:

- 1a. The term *faculty* means the members of the College of Business' teaching and research staff.
- 1b. The term *Professorial Staff* of the Governing Faculty means those members of the College of Business who are professors, associate professors and assistant professors.
- 1c. The term *Governing Faculty* shall include Professorial Staff of the College of Business. The Governing Faculty shall also include instructors and lecturers who hold appointments in the College of Business of one-half time or more
- 1d. All Professorial Staff members and lecturers holding the rank of Lecturer IV may vote at faculty meetings. Other instructors and lecturers may vote at faculty meetings only if they have held appointments for one or more years and are authorized to vote by a majority of the Professorial Staff of the College. Lecturers may not vote on any matter that involves only the Professorial Staff.
- 1e. In the remainder of these bylaws and all other COB policy and guideline documents, governing faculty who have voting rights will be referred to as *Voting Governing Faculty*.
- 1f. The term *teaching staff* means professors, associate professors, assistant professors, visiting professors, instructors, and lecturers.
- 1g. The term *Guidelines for RPT* refers to the COB document titled *Guidelines for Faculty Appointments, Evaluations, Contract Renewals, Awarding of Tenure, and Promotion Standards and Procedures*

Section 2

Classes of membership on the faculty of the College of Business and qualifications thereof shall be as stated in the Bylaws of the Board of Regents. Such membership shall at all times be contingent upon the fulfillment of all obligations to the University of Michigan and to this faculty.

ARTICLE III. DEPARTMENTS

Section 1

- 1a. The Departments shall constitute the basic units of the College of Business. There shall be at least two Departments.
- 1b. Recommended changes to designations, number, and/or discipline composition can come from the Executive Committee, a Department, or any member of the Governing Faculty provided such Executive Committee, Department, or Governing Faculty member recommendation is also supported, at a Department meeting, by a two-thirds vote of an affected Department's Voting Governing Faculty, and also supported, at a Governing Faculty meeting, by a two-thirds vote of the College's Voting Governing Faculty.

The term "*affected Department*" means a Department whose *designation or discipline composition* will be significantly changed by a restructuring of the College's department structure existing at the time of the recommended restructuring.

Such designations shall be subject to the approval of the Executive Committee, the Dean, the Executive Vice Chancellor for Academic Affairs of the University of Michigan-Dearborn, the Chancellor of the University of Michigan-Dearborn, the President of the University of Michigan, and the Board of Regents.

Section 2

- 2a. Teaching staff shall be assigned by the Dean to Departments appropriate to their field of study, expertise, and teaching assignments.
- 2b. The Governing Faculty of a Department are those faculty who have been assigned to the Department and who have been designated as members of the Governing Faculty of the College of Business. Although a Voting Governing Faculty member may have, by agreement of the Department concerned, a vote in the internal affairs of more than one Department, such faculty member may not vote in more than one Department on matters concerning the entire College.

Section 3

- 3a. Each Department shall have a Chair.
- 3b. The Chairs of the Departments shall be appointed by the Board of Regents upon the recommendation of the Chancellor, the Executive Vice Chancellor for Academic Affairs, and the Dean, who shall be guided by the recommendation of the Voting Governing Faculty of the Department.
- 3c. The Chair must hold tenure or must have successfully completed the tenure review process of the College of Business when the appointment to office commences.

- 3d. The term of office of a Department Chair shall be three years. The Chair shall not serve the office of Department Chair within a period of one year from the time of completion of two consecutive terms of office without a majority vote of support from the Department.
- 3e. In the event that a Chair will be unable to fulfill the duties of the position for more than two weeks but less than a full semester, the Chair of the Department shall, with the approval of the Dean, designate a Voting Governing Faculty member of the Department to serve as Acting Chair. If the Chair is unable or unwilling to designate a replacement, the Dean may select an Acting Chair for up to one semester. If absence is anticipated to be for a full semester or longer, or a vacancy occurs, the Department shall submit nominations for an Acting Chair to serve for the remainder of the term, in accordance with the procedures for nominating a Chair.

Section 4

- 4a. The performance of the Chair shall be reviewed by the Governing Faculty of the Department by the end of the final year of each term of office. The review shall be anonymous and shall be initiated and conducted by the ranking COB Executive Committee member from such Department. After considering the recommendation of the Voting Governing Faculty of the Department, the Dean may recommend reappointment for this position, subject to Article III, Section 3d. The results of the review shall be shared with the Governing Faculty of the Department, the Department Chair being reviewed, the Executive Committee, and the Dean of the College of Business.
- 4b. When needed, the Dean shall initiate the search process for a department chair. Searches that include external candidates will follow University of Michigan-Dearborn recruiting practices. For searches that are restricted to internal candidates, the following process shall normally apply:
 - a. The recommendation process for the Department Chair will be supervised by the most senior Professorial Staff member of the Department who is not a candidate for the position.
 - b. There will be a one-week window wherein any Governing Faculty member of the Department may nominate any Professorial Staff member of the Department, subject to Article III, Section 3, or may nominate herself or himself, also subject to Article III, Section 3. Such nominations need not be restricted to current members of the Department. The recommendation supervisor is responsible for verifying the intent to seek election of all nominated faculty.
 - c. Voting by the Voting Governing Faculty of the Department will take place via secret ballot, beginning on a Monday at 8:00AM and ending on the subsequent Friday at 4:00PM.
 - d. Votes (affirm/not affirm) will be submitted in a sealed and signed envelope, and will be placed in the Department Chair Ballot box (location to be determined prior to voting).

- e. Following the close of the voting period, the recommendation supervisor will record the votes with an administrator from the Dean's office present.
 - f. The Governing Faculty of the Department and the Dean will be notified of all candidates who, by majority vote, are considered acceptable to the Governing Faculty of the Department.
- 4c. If the Voting Governing Faculty of the Department fails to recommend a candidate for Chair, the Dean, after consultation with the Governing Faculty of the Department, shall designate an Acting Chair to serve for a period of up to one year.

Section 5

The Department Chair shall exercise leadership and hold administrative responsibility for matters relating to the curriculum. Subject to review and approval by the Dean, the Department Chair shall have administrative responsibility for the schedule and budget. The Chair shall also be responsible for directing the administrative process for the appointment, development and promotion of faculty members within the Department, consistent with the promotion and tenure policies of the College. Directing development shall include, but is not limited to assisting faculty on improving research, teaching, and service activities that lead to positive tenure and promotion decisions. The Chair shall be responsible for enhancing both student and external professional relationships. This responsibility shall include, but is not limited to participation in both student and professional events, and securing new professional contacts for the Department. The Chair shall appoint faculty members to ad-hoc committees, as needed.

Section 6

- 6a. The Department Chair shall call at least one regular meeting of the Governing Faculty of the Department during each Fall and Winter term, and may call special meetings as necessary. Departmental meetings shall be scheduled to obtain the largest possible attendance and to not consistently exclude any member of the Governing Faculty of the Department. Notice of meetings shall normally be given at least one week prior to the meeting. An agenda, including documents and proposals to be discussed for these meetings, shall be distributed at least three working days prior to the meeting. Agenda items shall be submitted to the Chair by members of the Department at least four working days prior to the meeting.
- 6b. At the request of the Department Chair or any three members of the Governing Faculty of the Department, the Chair shall call a special meeting of the Department. Notice of such a meeting shall be given within one week of receiving the request, and the meeting shall be convened within two weeks of receiving the request, unless those requesting the meeting agree to a postponement. It shall be the duty of those requesting the meeting to provide appropriate information to the Department Chair regarding the purpose of the special meeting.

- 6c. A quorum shall exist with the presence of fifty percent plus one of the Department's Governing Faculty. Except where noted in these Bylaws, a motion shall carry by a simple majority of the Voting Governing Faculty of the Department present at a meeting.
- 6d. Minutes of the meeting of the Department shall be written and distributed to the members of the Department within fourteen calendar days of the meeting.

ARTICLE IV. OFFICERS AND ADMINISTRATIVE POSITIONS

Section 1. Dean

- 1a. The Dean of the College of Business shall be appointed by the Board of Regents on the recommendation of the Chancellor and Executive Vice Chancellor for Academic Affairs, who in turn shall be guided by the recommendation of the Voting Governing Faculty.
- 1b. Consistent with the Regental Bylaws, the term of office for the Dean shall normally be five years. Near the end of the third year of this term, a review of the Dean's performance shall be initiated and conducted by the ranking Executive Committee member, seeking primary input from the Governing Faculty, as well as inputs from other appropriate stakeholders. The results of this review shall be shared with the Governing Faculty, the Dean, and the Vice Chancellor for Academic Affairs.

If the Executive Vice Chancellor for Academic Affairs requests it, the ranking Executive Committee member shall initiate and conduct a similar review of the Dean's performance during the final year of the Dean's term. The results of this review shall be shared with the Governing Faculty, the Dean, and the Executive Vice Chancellor for Academic Affairs, and shall include the Voting Governing Faculty's recommendation for or against reappointment.

- 1c. The Dean shall be the chief administrative officer of the College of Business and shall be responsible for the overall leadership of the College. The Dean presides at meetings of the Executive Committee, College RPT Committee, and the Governing Faculty in an ex-officio capacity.
- 1d. The Dean is responsible for the administration and coordination of all activities within the College. With the assistance and input of the Executive Committee, the Dean is responsible for administering faculty reward systems. Consistent with faculty approved policies and procedures, and with the assistance and input of the Executive Committee, the Dean is responsible for annual budget determination and administration.
- 1e. The Dean represents the College both within the University and with professional, business, government, alumni, and other groups. The Dean also holds primary responsibility for directing the fund raising activities of the College.

Section 2. Associate/Assistant Deans

- 2a. The Dean of the College, after considering the recommendation of the Executive Committee, may designate an Associate Dean or tenured member of the Voting Governing Faculty to act as Dean during an extended absence. Such an appointment shall be subject to approval by the Board of Regents.
- 2b. The Dean of the College, after considering the recommendation of the Executive Committee, may recommend to the Executive Vice Chancellor for Academic Affairs the appointment or reappointment of one or more Associate and Assistant Deans to assist in the administration of the College. The term of office for these positions shall be three years. Near the end of the final year of appointment, the ranking COB Executive Committee member shall initiate and conduct an anonymous performance review of the Associate/Assistant Dean using Governing Faculty input. After considering the recommendation of the Executive Committee, the Dean may recommend reappointment for this position. The results of this review shall be shared with the Governing Faculty, the Associate/Assistant Dean being reviewed, and the Dean.
- 2c. The Dean, in consultation with the Executive Committee, will determine the duties and remuneration of Associate and Assistant Deans consistent with University practice.

Section 3. Faculty Secretary

- 3a. There shall be a faculty Secretary elected by the Voting Governing Faculty. Any member of the Governing Faculty shall be eligible for election as Secretary to the faculty of the College of Business. The term of office shall be for one year.
- 3b. The Secretary shall be responsible for: (a) keeping a record of the proceedings of the Governing Faculty, of the attendance at meetings, and of all matters for which a record may be deemed advisable, which records shall belong to the Governing Faculty and shall, at all reasonable times, be open to inspection by any member of the Governing Faculty; (b) notifying, in writing, all members of the Governing Faculty of all meetings of this Governing Faculty; (c) notifying, in writing, all members of the Governing Faculty of all nominees for election as provided in these Bylaws; (d) performing such other appropriate duties as may be assigned by the Governing Faculty or as are required by Bylaws of the Board of Regents; (e) acting as Parliamentarian; and (f) at the expiration of the term of office turning over to a successor all documents and records pertaining to the official office of the Secretary of the Governing Faculty.

Section 4. Directors

The Dean of the College, after considering the recommendation of the Executive Committee, may recommend to the Vice Chancellor for Academic Affairs the appointment or reappointment of one or more Directors to assist in the administration of the College. The Dean in consultation with the Executive Committee will determine the duties, the term of office, and remuneration of the Directors consistent with University practice. Each Director's performance shall be reviewed

by the Dean before such Director is reappointed. To the extent permitted under the employment policies of the University of Michigan-Dearborn, the results of this review shall be shared with Executive Committee.

Section 5. Accreditation Team

- 5a. There shall be an Accreditation Team appointed by the Dean, in consultation with the Associate/Assistant Dean(s), Chairs, and Executive Committee. The Accreditation Team will be chaired by an Associate Dean.
- 5b. The Accreditation Team is responsible for coordinating the assurance of learning process for all degree programs in the College of Business. It will review program learning goals and objectives, collaborate with faculty regarding sources of data on student learning, and coordinate analysis and interpretation of this data. The Accreditation Team will work with faculty and Curriculum Committees to reassess student learning after curriculum changes are made.

ARTICLE V. STANDING COMMITTEES OF THE COLLEGE

Section 1. Executive Committee

- 1a. The Executive Committee shall consist of the Dean and five elected members of the Professorial Staff approved by the Board of Regents on recommendation by the Executive Vice Chancellor for Academic Affairs, the Chancellor, and the President. The Dean shall chair the committee, ex-officio.
- 1b. The Executive Committee is charged with the general duties delegated to Executive Committees under Chapter V of the University of Michigan Regent Bylaws, but only to the extent such duties are not reserved under the College Bylaws to the Governing Faculty as a whole, or are specifically delegated under the College Bylaws to other College Committees. These general duties consist of: (1) assisting with the College's administrative functions, (2) investigating and formulating educational and instructional policies for consideration by the College's faculty, and (3) acting for the College's faculty in matters of budgets, appointments, and merit.
- 1c. Except as stated below, any member of the Professorial Staff shall be eligible for *election* to the Executive Committee as long as each Department has at least one representative and no department has more than two representatives. Per Board of Regents Bylaws, there must be a gap of at least one year between successive terms for any member. The Dean, Associate/Assistant Deans, Department Chairs, and Directors holding a one-half time or more appointment are ineligible to serve as one of the *elected* members of the Executive Committee. At least one representative from each department shall be of tenured rank. The terms of office shall be three years. Such election shall constitute a recommendation to be made for appointment by the Board of Regents.

- 1d. Cross References to Various Other Duties Specifically Delegated to the Executive Committee under the College Bylaws:
- a. Recommend to the Dean and the Governing Faculty for approval, changes in department structure, names, or discipline composition. [Art. III: 1]
 - b. The ranking departmental EC member shall lead the assessment of his/her Department Chair by the end of the final year of the Chair's term and inform the EC of the results. [Art. III: 4]
 - c. Ranking EC member shall lead the assessment of Dean near the end of the third year of his/her term and inform the EC of the results. [Art. IV: 1b]
 - d. Dean is chair of the EC in an ex-officio capacity. The EC shall assist the Dean in the annual budget determination and administration decisions and in administering the faculty promotion and reward systems. [Art. IV: 1c]
 - e. Designate an Acting Dean during extended absences of the Dean. [Art. IV: 2a]
 - f. Recommend appointments and reappointments of Associate and Assistant Deans to the Dean and consult with the Dean as to their duties and remuneration. Share in the results of Dean's review of an Associate or Assistant Dean prior to an Associate or Assistant Dean's reappointment. [Art. IV: 2b, 2c]
 - g. Recommend appointments and reappointments of Directors to the Dean and consult with the Dean as to their duties, remuneration, and terms. Share in the results of Dean's review of a Director prior to a Director's reappointment. [Art. IV: 4a, 4b]
 - h. Review Academic Standards rulings "on an appeal basis." [Art. V: 3b]
 - i. Be advised by P&T Committee on policies for faculty reward. [Art. V: 4b]
 - j. Call Governing Faculty meetings, with less than one week's notice [Art. VI: 1]
 - k. Consult with Dean as to filling committee vacancies if needed before scheduled elections. [Art. VIII: 1]
 - l. Approve nominations to fill committee vacancies if no alternates exist. [Art. VIII: 3]
 - m. Approve professorial search committee membership. [Art. IX: 1a]
 - n. Review and make recommendations of Summer Supplemental Support.
 - o. Other activities as requested by the Dean.

Section 2. Curriculum Committees

- 2a. There shall be two Curriculum Committees: an Undergraduate Curriculum Committee and a Graduate Curriculum Committee. Each committee will consist of five elected Voting Governing Faculty members (restricted to Professorial Staff members in the case of the Graduate Curriculum Committee) and five ex-officio members: an Associate Dean, the Chair of each department, and the undergraduate or graduate program director. Only elected Voting Governing Faculty members (Professorial Staff members in the case of the Graduate Curriculum Committee) shall have a vote. Ex-officio committee members serve only in a non-voting, advice-giving capacity. Each Curriculum Committee shall elect a chair, who must be a tenured faculty member, from its elected Voting Governing Faculty members.

- 2b. The Undergraduate Curriculum Committee shall consider all matters relating to the undergraduate curriculum of the College of Business including internship programs, new programs, new courses, changes in program content, changes in course descriptions, coordination of program and course content and make recommendations to the Governing Faculty as appropriate. For minor changes to courses (title and/or prerequisites), the vote of the Curriculum Committee is final. The Graduate Curriculum Committee shall have the same duties for the graduate curricula of the College of Business. The Curriculum Committees will communicate with the Accreditation Team on a systematic basis to ensure alignment between program curricula and assessment results. Each Curriculum Committee shall make periodic reports to the College to keep it informed on all decisions.
- 2c. Each Curriculum Committee may from time-to-time form ad hoc curriculum subcommittees to assist the Committee in its assigned duties. Ad hoc curriculum subcommittee membership shall not be restricted to members of a Curriculum Committee. However, the membership of each ad hoc curriculum subcommittee must have at least two members chosen from that Curriculum Committee's elected Voting Governing Faculty members. All ad hoc curriculum subcommittees shall report their findings and make their recommendations to the Curriculum Committee which created the subcommittee.
- 2d. Except as stated below, any member of the Voting Governing Faculty shall be eligible for election to each Curriculum Committee. On each Curriculum Committee each department shall have at least one representative and no department shall have more than two representatives, with at least one representative from each department holding tenure. The Dean, Associate/Assistant Deans, Department Chairs, and Directors holding a one-half time or more appointment are ineligible to serve as one of the *elected* members of Curriculum Committees. The terms of office shall be three years.
- 2e. Chair of the Undergraduate Curriculum Committee and an Associate Dean will serve as the College of Business representatives to the University Curriculum and Degree Committee.
- 2f. The Chair of the Graduate Curriculum Committee and an Associate Dean will serve as the College of Business representatives to the Graduate Subcommittee.

Section 3. Academic Standards Committee

- 3a. There shall be an Academic Standards Committee consisting of three elected members of the Voting Governing Faculty. The Committee shall elect its Chair from its membership.
- 3b. The Academic Standards Committee shall interpret and implement the policies of the College relating to graduate and undergraduate student academic performance. As appropriate, it shall make recommendations to the faculty concerning policies on academic standards. The committee shall establish its own policies and procedures for its decision making processes so long as they are consistent with University and Campus policy. Decisions of the Committee will be subject to review by the Executive Committee on an appeals basis, and to any further review as may be specified by University policy.

- 3c. Except as stated below, any member of the Voting Governing Faculty shall be eligible for *election* to the Academic Standards Committee, as long as each Department has one representative. At least one committee member shall be tenured. The Dean, Associate/Assistant Deans, Department Chairs and Directors holding a one-half time or more appointment are ineligible to serve as *elected* members of the Academic Standards Committee. The terms of office shall be three years and arranged so that no more than one person shall be elected each year.

Section 4. College Reappointment, Promotion, and Tenure (RPT) Committee

- 4a. For reappointment, promotion, and tenure decisions involving assistant professors, there shall be a College RPT Committee consisting of one tenured faculty member from each College of Business discipline, as specified in the *Guidelines for RPT*. If the number of specified disciplines is an even number, the College RPT Committee will also include one (1) at-large tenured faculty member from the College of Business.
- 4b. College RPT Committee members will serve staggered three-year terms with roughly one third of its members rotating off each year. Members may seek reelection if they so desire.
- 4c. If any member of the College RPT Committee is unable or unwilling to serve, the Dean will appoint a replacement from that discipline (or closely related discipline if no one from that discipline is available) in consultation with the Executive Committee. In the case of at-large members, the replacement (if needed) can be by any tenured faculty member from the College of Business.
- 4d. The College RPT Committee shall advise the Dean, the Executive Committee and the Governing Faculty on appropriate policies and procedures for the appointment of faculty, the evaluation of faculty performance, contract renewals, promotion, tenure, and merit. Such policies and procedures, as approved by the Professorial Staff, shall serve as the basis for the appointment of faculty, the evaluation of faculty performance, contract renewals, promotion, tenure, and merit for all College of Business faculty.
- 4e. For promotion (and tenure, if applicable) decisions involving Associate Professors, there shall be a College RPT Committee consisting of all tenured Full Professors in the College of Business.
- 4f. The Dean shall chair the College RPT Committee, *ex officio*, except where not allowed per the *Guidelines for RPT*.

Section 5. Scholarships and Awards Committee

- 5a. There shall be a Scholarships and Awards Committee consisting of two at-large staff members - with at least one of them being from the Graduate Programs Office or the Undergraduate Programs Office - and three elected Governing Faculty members. A non-voting Associate/Assistant Dean shall chair the committee, *ex-officio*. Staff

members on the scholarship committee have voting rights except in cases where the scholarship or award specifically restricts it to selection by faculty.

- 5b. The Scholarships and Awards Committee shall consider all matters relating to Scholarships and Awards that are determined and/or awarded by the College of Business including but not limited to selecting candidates for scholarships and/or awards consistent with the criteria for selection of such candidates; monitoring the selection of candidates for scholarships and/or awards where the selection of such candidates rests with entities and/or individuals outside of the Committee, as provided by the documentation establishing such scholarship and/or award, and; developing criteria for the awarding of scholarships and/or awards, where necessary. The Scholarships and Awards Committee shall make periodic reports to the College to keep it informed on all decisions.
- 5c. Except as stated below, any member of the Voting Governing Faculty shall be eligible for *election* to the Scholarships and Awards Committee as long as each Department has one representative. The terms of office shall be three years. The Dean, Associate/Assistant Deans, Department Chairs, and Directors holding a one-half time or more appointment are ineligible to serve as one of the *elected* members of the Scholarships and Awards Committee.

Section 6. Grievance Committee

- 6a. There shall be a Grievance Committee within the College of Business consisting of five elected members of the Professorial Staff. The Committee shall elect its Chair from its members.
- 6b. The purpose of the Grievance Committee is to receive, conduct inquiries, and consult with the Dean concerning faculty grievances appealed from the departments of the College. It is not empowered to create policy.
- 6c. If either the grievant or respondent is unwilling to accept the recommendation of the Grievance Committee, they may appeal to the Faculty Senate. All other procedures used by the Grievance Committee shall be reviewed by the Executive Committee.
- 6d. Except as stated below, any member of the Professorial Staff shall be eligible for election to the Grievance Committee. At least three of the five committee members shall be tenured faculty. Each department shall have at least one representative and no department shall have more than two representatives, with at least one representative from each department holding tenure. The Dean, Associate/Assistant Deans, Department Chairs, and Directors holding a one-half time or more appointment are ineligible to serve as one of the *elected* members of the Grievance Committee. The terms of office shall be three years.

Section 7. Lecturer Review Committee

- 7a. There shall be a Lecturer Review Committee within the College of Business consisting of five elected members of the Voting Governing Faculty. At least three members should be

from the Professorial Staff and each department shall have at least one representative and no department shall have more than two representatives. The Dean, Associate/ Assistant Deans, Department Chairs, and Directors holding a one-half time or more appointment are ineligible to serve as one of the *elected* members of the Lecturer Review Committee. The terms of office shall be three years.

- 7b. The purpose of the Lecturer Review Committee is to assist the relevant department chair in the review of all full-time and part-time lecturers who are scheduled for an interim, continuing, or major review that year.

Section 8. Alternate Members for Standing Committees

- 8a. Each of the standing committees (except for the College RPT Committee) shall have an alternate member in addition to its regular members. Alternates must meet the same eligibility conditions as regular members. The terms of office for alternates shall be one year and an alternate shall fill-in for a regular member on a committee (if needed) only until the end of that academic year. In order to maintain proper departmental representation, the alternate for a committee must be from the department that has fewer regular members on that committee.

ARTICLE VI. MEETINGS AND VOTING

Section 1

There shall be at least one meeting of the Governing Faculty in each of the Fall and Winter terms. Written and e-mail notice of each meeting shall be sent by the Dean's office to every member of the Governing Faculty at least one week before such meeting. Under special circumstances a meeting can be called with less than one week's notice if authorized by a majority of the Executive Committee.

The requirements of this section do not relate to meetings to discuss faculty hires called in accordance with Article IX Section 1a.

Section 2

Meetings of the Governing Faculty may be called at any reasonable time by the Dean or by the Executive Committee; and such meetings may be called by the Secretary upon written request of at least five (5) members of the Governing Faculty.

Section 3

At any meeting, a majority of the Governing Faculty members will constitute a quorum. Faculty on leave will not be considered in the quorum calculation unless they attend the meeting.

Section 4

- 4a. When a standing committee established by these by-laws considers it necessary to consider a question before the next regular Governing Faculty meeting, it may direct the Faculty Secretary to conduct an electronic vote of the Voting Governing Faculty. The Faculty Secretary shall determine the timing of the vote, which must remain open for at least one week. Within one business day of receiving the electronic voting item(s) notification, any member of the Voting Governing Faculty can request that the item(s) be placed on the agenda of the next Governing Faculty meeting for discussion and vote. For a motion to be approved electronically, the affirmative votes must be a majority of the votes cast and also more than half the number of voting faculty who attended the most recent Governing Faculty meeting. By-law amendments and departmental reclassifications cannot be considered via this electronic method.
- 4b. Electronic voting may be allowed for the election of members to standing committees established by these by-laws.
- 4c. Electronic voting may only occur during the Fall and Winter semesters.

ARTICLE VII. MATTERS OF PROCEDURE

All questions of procedure not covered by these Bylaws shall be determined by the Parliamentarian in accordance with Robert's Rules of Order, latest edition, or any other standard parliamentary procedure guide as may be prescribed by the Governing Faculty.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

Section 1

The Voting Governing Faculty, and where restricted, Professorial Staff shall be elected to the standing committees established by these by-laws. No Voting Governing Faculty member shall serve as a regular member on more than two standing committees (not including the Grievance Committee and the College RPT Committee) and as an alternate member on more than one standing committee at one time. If a Voting Governing Faculty member is elected to more committees than specified above, they will serve on the committee(s) where they received the highest number of votes.

Two weeks prior to an election, the Secretary shall circulate to the Voting Governing Faculty a nomination e-mail that includes a list of all faculty members eligible for nomination to each office. Any eligible faculty member wishing to run for an office shall notify the Secretary via e-mail no later than seven calendar days prior to the election. Only faculty members who indicate a desire to run shall be included on the ballots; faculty members who do not respond will not be included on the ballot. For any office for which there are not enough candidates to fulfill the Bylaw requirements, the Department Chairs, in consultation with the Executive Committee, shall

identify, seek the consent of, and nominate the requisite number of additional candidates. A complete nomination e-mail shall include the following information:

- The name of each of the continuing members on the committee, along with the expiration date of each member's term.
- The name(s) of the committee member(s) rotating off the committee.
- The description of the term to be filed (e.g., "one-three year term expiring August 31, 2XXX).
- Eligibility requirements of the office (e.g. Voting Governing Faculty status or Professorial Staff of the Governing Faculty status).
- A list of all faculty members eligible for nomination.

Section 2

Elections shall be conducted via electronic ballots distributed to eligible Voting Governing Faculty via e-mail on the day of the election and must be completed within four days. Voters will be allowed to vote for up to two candidates per opening on the committee for which the election is being held. For example, if a committee has two open slots, voters may vote for up to four candidates. The candidate with the most votes wins the election. Ties will be broken by sending a follow-up electronic ballot (for this specific election) to all eligible Voting Governing Faculty.

The ballot shall include the following information:

- The name of each of the continuing members on the committee, along with the expiration date of each member's term.
- The name of the committee member(s) rotating off the committee.
- The description of the term to be filed (e.g., "one-three year term expiring August 31, 2XXX").
- Eligibility requirements of the office (e.g. "Voting Governing Faculty status and have not served for one year").
- A list of eligible faculty who have self-nominated for the committee.

The electronic ballot shall meet the following criteria:

- Developed using the survey software currently in use by the College of Business.
- Made available only to Voting Governing Faculty.
- Designed so that it is impossible to submit multiple ballots per person.
- Implemented so that collected data indicate which faculty members voted but do not link responses to identifying information. This criterion may be satisfied if any identifying information and the response data are immediately and permanently separated by the Faculty Secretary after the election ends and before the results are processed.

In the event that these criteria cannot be met with an electronic ballot, the election shall be conducted via paper ballots. If (and only if) paper balloting is necessary:

- Ballots shall be placed in Voting Governing Faculty mailboxes on the day of the election
- Ballots must be completed within four days to be counted.
- Completed ballots shall be submitted by placing the ballot in an envelope, signing across the seal, and placing the ballot in the designated receptacle.

- Once 4 days have elapsed, the Faculty Secretary shall collect the ballots then immediately and permanently separate the ballots from the envelopes.

Once the election results have been calculated, the Faculty Secretary shall e-mail to the Governing Faculty a list of the winner of and alternate for each opening. The Faculty Secretary shall print the names of Voting Governing Faculty who submitted ballots and the unlinked responses (devoid of any identifying information). These documents shall be kept on file for a period of 3 years after the election date. (If paper balloting is necessary due to the circumstances described above, then the Faculty Secretary shall instead retain the signed envelopes, completed ballots, and the complete rank order of all candidates for each position.)

Section 3

The annual term of office shall begin September 1st and end August 31st. In the event that an individual is unable to complete the term of office, the candidate placing second in the most recent election will serve for the uncompleted term. If no such candidate exists, the process will be repeated using the third place candidate, etc., until all candidates have been exhausted. If no further candidates exist, the Dean, with the approval of the Executive Committee and concurrence of the appropriate Department Chair, will appoint a Voting Governing Faculty member to complete the term of office.

ARTICLE IX. APPOINTMENTS, TENURE & PROMOTIONS

Section 1

- 1a. Searches for tenured and tenure-track appointments to the Professorial Staff in the College of Business shall follow the processes described in the *Guidelines for RPT*.
- 1b. All promotions of tenure-track positions to tenured positions shall follow the processes described in the *Guidelines for RPT*.
- 1c. All promotions from Assistant Professor to Associate Professor and from Associate Professor to Full Professor shall follow the processes described in the *Guidelines for RPT*.
- 1d. All promotions of LEO faculty shall be made in accordance with the University's agreement with the Lecturers' Employee Organization.
- 1e. Faculty searches, appointments, and promotion and tenure decisions for joint appointments between Departments within the College of Business or with other units of the University of Michigan-Dearborn shall follow the processes described in the *Guidelines for RPT*.

ARTICLE X. RULES AND REGULATIONS

The Bylaws of the Board of Regents of the University of Michigan, the Bylaws of the Campus and any rules and regulations made pursuant thereto, shall at all times take precedence over the Bylaws of this faculty.

ARTICLE XI. AMENDMENTS

These Bylaws may be amended, or new Bylaws made, by a two-thirds vote of the Voting Governing Faculty *present* at any regular meeting of the Governing Faculty, provided that the proposed change or changes to the Bylaws have been stated in full in the call for the meeting at which action is to be taken.