

**BY-LAWS**

**COLLEGE OF BUSINESS ADMINISTRATION**

**UNIVERSITY OF TENNESSEE, KNOXVILLE**  
[Ratified by faculty, September 13, 1999]

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The purposes of these by-laws are to establish the overall organization of the College of Business Administration (hereafter referred to as CBA) and to provide for the cooperation, advice and consent of the CBA faculty in the conduct of the College's activities within the general organization and regulations of the University of Tennessee, Knoxville.

I. FACULTY MEMBERSHIP OF THE CBA

Membership of the faculty consists of all persons holding regular or temporary academic rank as lecturers, instructors, assistant professors, associate professors, and professors. All faculty members are encouraged to participate in CBA activities, including discussions in faculty meetings and membership on CBA committees.

Voting members of the faculty are faculty members in tenure-track positions, including those who have not yet earned tenure. This includes persons on joint appointments between the CBA and other units of the University of Tennessee. Faculty members in non-tenure track positions are nonvoting members of the faculty. Tenure-track faculty members on full- or

part-time leaves of absence, or on reduced time, are voting members of the faculty.

Special voting requirements for promotions in academic rank and the granting of tenure are specified in the Faculty Handbook and take precedent over this document.

## II. FACULTY MEETINGS

A meeting of the CBA faculty will be held at least one time each regular semester (not including summer semesters). Additional faculty meetings will be scheduled as deemed necessary by the Dean or upon the written petition of 20% or more of the voting faculty members. The Dean or his/her designee shall chair CBA faculty meetings. All faculty meetings shall be conducted in accordance with acceptable parliamentary procedures. Minutes of meetings, results of all votes taken, and copies of all reports submitted shall be retained and made available to the faculty, upon request.

Faculty meetings will be announced, and each faculty member notified, at least one calendar month in advance of the scheduled time. An agenda, indicating all items and supporting materials for which a faculty vote is required, for each scheduled faculty meeting will be available at least one week (5 working days) in advance. Additional items may be suggested by individual faculty members and, at the discretion of the Dean, added to the agenda of the forthcoming meeting. Alternatively, items may be placed on the agenda by written petition of 20% or more of the voting faculty members.

In rare circumstances, the need may arise for a faculty meeting that does not permit adherence to the time requirements of advance notice and agenda stated above. Such “call” faculty meetings shall be held only with the majority approval of the executive committee of the College, with the time and place of the meeting, as well as the agenda, announced as soon as that approval is made.

Procedures for voting by faculty at scheduled meetings are as follows:

- A majority of the votes of faculty members in attendance at scheduled meetings, plus absentee ballots received in writing in the dean’s office up to the starting time of the meeting, shall decide an issue for which a vote is required.
- A faculty member on leave may vote in absentia as indicated above.
- A secret ballot vote may be called for by any voting member on any issue that requires a vote.

Situations may arise in which routine matters require a faculty decision, but to defer action until a scheduled faculty meeting will unduly delay moving forward with regard to the specific action. At the discretion of the Dean, a vote of the faculty may be taken by mail/e-mail. For votes taken in this manner, the decision will be based on a simple majority of those voting.

When voting in this manner, one option available to the faculty will be to request deferral of the vote until discussion is held at the next scheduled faculty meeting. Deferral will occur if 10% or more of the faculty members who cast a vote so request.

### III. STANDING COMMITTEES

#### A. Executive Committee

Membership: Dean, associate deans, assistant deans, department heads, others  
as deemed appropriate by the Dean. Each meeting shall be chaired  
by the Dean or his/her designee.

Charge: To provide general leadership for the College in all significant  
matters.

#### B. Tenure and Promotion Advisory Committee

Membership: One full professor from each academic department in the  
CBA, plus others as deemed appropriate by the Dean.

Members shall be appointed by the Dean, based on advice from the  
executive committee, and shall serve three-year staggered terms.  
The chair of the committee shall be elected by the committee from  
those members who are in their second or subsequent year of  
service.

Charge: To provide advice to the Dean with regard to specific faculty  
members being considered for tenure and promotion in academic  
rank, and to recommend changes in criteria, procedures, and all  
other aspects of the tenure and promotion process. \*

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\* All CBA activities regarding tenure and promotion in academic rank shall be carried out in a manner consistent with the University of Tennessee *Policies Governing Academic Freedom, Responsibility, and Tenure*.

### C. Undergraduate Policies Committee

Membership: One faculty member (actively involved in undergraduate curricula) from each academic department, one undergraduate student (ex-officio), and others as deemed appropriate by the Dean. The Director of Undergraduate Programs and Associate Dean for Academic Programs shall serve as ex-officio members. Members shall be appointed by the Dean, after consultation with department heads, and shall serve three-year staggered terms. The chair of the committee shall be appointed by the Dean.

Charge: To screen and recommend to the faculty changes in undergraduate curricula and make other suggestions, as deemed appropriate by the committee, concerning the undergraduate curricula of the CBA.

### D. Graduate Policies Committee

Membership: One faculty member (actively involved in graduate curricula) from each academic department, one graduate student (ex-officio), and others as deemed appropriate by the Dean. The Director/Assistant Dean of the MBA program and the Associate Dean for Academic Programs shall serve as ex-officio members. Members shall be appointed by the Dean, after consultation with department heads, and shall serve three-year staggered terms. The chair of the committee shall be appointed by the Dean.

Charge: To screen and recommend to the faculty changes in graduate

curricula proposed by the faculty, and make other suggestions, as deemed appropriate by the committee, regarding the graduate curricula of the CBA.

Committees, other than the standing committees, and task forces may be appointed as appropriate to serve special functions other than those performed by the standing committees. Such other committees and task forces may be of short duration or may be ongoing for an indefinite period of time. Membership of such committees shall be at the discretion of the Dean and shall be appointed each academic year. The chairs of such committees and task forces shall be appointed by the Dean.

#### IV. DEANS' FACULTY ADVISORY COUNCIL

Membership: One faculty member per academic department, elected by the faculty of the department, and up to four individuals selected by the deans. Members shall serve three-year staggered terms. The chair of the Council shall be elected by the Council.

Charge: To provide input on issues important to the College from faculty members who do not currently hold administrative positions in the CBA. The Council will meet at least one time each academic year.

#### V. RATIFICATION AND AMENDMENT OF BY-LAWS (OR CONSTITUTION)

Ratification and subsequent amendment of these by-laws (or constitution) may be accomplished by two-thirds majority of the voting faculty as defined herein by the voting process described herein.