

# **JINDAL SCHOOL OF MANAGEMENT**

## **Bylaws**

### **PREAMBLE**

#### ***Purpose and Strategy***

The purpose of this document is to provide guidance to the faculty and provide information to the University Administration on the operation and organizational structure of the Jindal School of Management and the various duties and responsibilities of the faculty as well as administration in the School.

The School is organized into five areas; namely, Accounting, Finance, Information Systems and Operations Management, Marketing, and Organizations, Strategy and International Management. Each faculty member is assigned to at least one area. Each area has an Area Coordinator who is responsible for the efficient functioning of the area as an academic unit, with specific responsibilities that will subsequently be explained in greater detail.

This document will define the roles of the faculty, the administrative personnel and the various committees and their roles to ensure the smooth functioning of the School.

### **FACULTY**

#### ***Faculty***

The faculty of the School consists of all individuals appointed at least 50% at the rank of Assistant, Associate or Full Professor, Clinical Assistant, Clinical Associate or Clinical Professor, or Senior Lecturer within the Jindal School of Management. Faculty who have 75% or more appointment at the School will have voting rights within the School. Only above-rank tenured faculty will have voting rights related to promotion and tenure recommendations.

#### ***General Faculty Meetings and Voting***

There will be at least one general faculty meeting during each of the regular semesters (Fall and Spring). Additional meetings may be called whenever matters that require discussion and voting by the faculty arise. Faculty meetings will normally be called by the Dean. Faculty will be given at least two weeks' notice prior to the faculty meetings. The agenda will be provided to the faculty at least one week prior to the faculty meeting. Faculty may also propose agenda items when the notice of the meeting is disseminated. Agenda items proposed by faculty will first be voted on by the faculty present at the meeting to determine whether the issue is of sufficient interest to the majority of the faculty. The topic will be taken up for discussion only if a majority of the faculty present at the meeting vote to take the topic up for discussion.

Meetings can also be called by petition signed by at least ten members of the faculty. The petition must include at least one agenda item. The Dean will call for an electronic vote of the faculty to determine if a majority of the faculty are interested in a faculty meeting to discuss and vote on the topic. A meeting will be called only if two thirds of the faculty vote and a majority of these faculty vote in favor of a meeting. If the vote is positive, a faculty meeting will be held within two weeks of the tabulation of the results from the electronic vote.

All faculty meetings will be chaired by the Dean or his designee. Only faculty who are at the meeting may vote; no proxies will be allowed. A faculty member who cannot be at the meeting will be allowed to submit a written vote before the meeting for items that have been disseminated prior to the meeting. Faculty meetings will follow Robert's Rules of Order. A quorum for the meeting shall consist of at least 50% of the voting faculty.

### ***Caucus Meetings***

Five or more faculty may call a meeting of the faculty without the Dean or Associate Deans being present. Caucus meetings cannot make policies for the School. Caucus meetings can formulate positions to be considered by the Dean. Any positions or policy needs to be considered in a regular faculty meeting with a formal vote.

### ***Conduct of Business***

The School will generally use faculty meetings as the main forum to discuss policy, curriculum and other issues that are relevant to and affect the School as a whole. When deemed appropriate by the Dean, information can be disseminated via email, with electronic discussion and voting.

## **OFFICERS**

### ***Dean***

The Dean is responsible for overall administrative oversight of the School. The duties of the Dean include strategy formulation and strategy implementation, relationship cultivation and development, resource acquisition and allocation, faculty and program development and representing the interests of the School to the President and Provost.

### ***Vice Dean***

The Vice Dean is appointed by the Dean. The Vice Dean reports to the Dean and is evaluated by the Dean.

The Vice Dean is responsible for the overall operations of the School with a primary focus on Academic Affairs and Personnel. In keeping with this responsibility, the Vice

Dean is responsible for the academic program administration, evaluation of teaching, oversight and implementation of policies and procedures, addressing student, faculty, and staff concerns, and resource oversight. The Vice Dean represents the School on the Graduate Council.

***Senior Associate Dean***

The Senior Associate Dean (SAD) is appointed by the Dean. The SAD reports to the Dean and Vice Dean and is evaluated by the Dean.

The SAD assists the Vice Dean with the overall operations of the School with a primary focus on academic program administration. The SAD is responsible for the student services operations, student engagement, careers and recruiting.

***Associate Dean for Graduate Programs***

The Associate Dean for Graduate Programs (ADGP) is appointed by the Dean. The ADGP reports to the Dean and SAD and is evaluated by the Dean.

The ADGP is responsible for the management and development of the graduate programs. This includes program assessment, student recruiting, retention and advising, as well as the promotion of the many programs run by the School of Management and program promotion. The ADGP is also responsible for interfacing with Area Coordinators and Program Directors for curriculum development and program evaluation.

***Associate Dean for Undergraduate Programs***

The Associate Dean for Undergraduate Programs (ADUG) is appointed by the Dean. The ADUG reports to the Dean and SAD and is evaluated by the Dean.

The ADUG is responsible for the management and development of the undergraduate programs. This includes program assessment, student recruiting, retention and advising, and program promotion. The ADUG is also responsible for interfacing with Area Coordinators and Program Directors regarding curriculum development and program evaluation.

***Associate Dean for Executive Education***

The Associate Dean for Executive Education (ADEE) is appointed by the Dean. The ADEE reports to the Dean and is evaluated by the Dean.

The ADEE is responsible for the management and development of executive programs, including degree programs, certificate programs and corporate programs.

***Associate Dean for Operations***

The Associate Dean for Operations (ADO) is appointed by the Dean. The ADO reports to the Dean and SAD and is evaluated by the Dean.

The ADO is responsible for ensuring that the infrastructure of the School operates smoothly. The infrastructure overseen by the ADO includes the Advising Office, Information Technology Services and building maintenance. The ADO is also responsible for interfacing with the Area Coordinators to develop and coordinate class schedules across academic areas.

### ***Associate Dean for External Affairs***

The Associate Dean for External Affairs (ADEA) is appointed by the Dean. The ADEA reports to the Dean and is evaluated by the Dean.

The ADEA is responsible for cultivation and development of partnerships with industry, alumni and donors. The ADEA is also responsible for public relations strategy, working with the School's strategic partners and Advisory Council. The ADEA is also responsible for the communications function within the School.

### ***Area Coordinators***

Area Coordinators (AC) are appointed by the Dean. The Area Coordinators report to the Dean and SAD and they are evaluated by the Dean. Currently, each of the following areas have an AC: Accounting, Finance, Information Systems and Operations Management, Marketing, and Organizations, Strategy and International Management.

Only a tenured faculty member is appointed as an Area Coordinator.

The AC for each area is responsible for curriculum development, evaluation and planning, course scheduling in coordination with the ADO, catalog revision for their area, student advising, staffing of classes, assessment of courses within the area, faculty evaluation, and supervision and hiring of support staff for the area. They are also champions for their areas.

### ***Program Directors (Bachelors and Masters Programs)***

Program Directors (PD) are appointed by the Dean. Program Directors are assigned to a degree program. Depending on the area in which the degree program is housed, the Program Directors report to the appropriate AC. They also report to the ADUG or ADGP if the degree program is UG or Graduate respectively. They are evaluated by the Dean with input from the AC and ADUG/ADGP.

Program Directors are responsible for the operational details of their programs. This includes student recruiting, program assessment, student activities, student placement, and maintaining the program history.

### ***Ph.D. Program Director***

The Ph.D. Program Director (PPD) is appointed by the Dean. The PPD reports to the Dean and SAD and is evaluated by the Dean with input from the SAD.

The PPD chairs the Ph.D. program committee and is responsible for the program administration and evaluation. The PPD champions the program and is responsible for the program assessment, program promotion, admissions, orientation and curriculum development.

### ***Other Officers***

The Dean at his discretion may appoint Assistant Deans, Assistant Area Coordinators or Assistant Program Directors to support specific needs that may arise within the School. Responsibilities for these positions will be defined at the time of the appointment of these individuals.

## **STANDING COMMITTEES**

### ***Academic Advisory Committee***

The Academic Advisory Committee is made up of the Area Coordinators and Associate Deans in the School and three elected members from the faculty. The election will be held in such a manner to have representation from the tenured, the tenure-track and the non-tenure track faculty. This committee's role is to provide advice to the Dean on administrative and academic issues.

### ***Faculty Personnel Review Committee***

The Faculty Personnel Review Committee is chaired by the Dean. It includes at least 4 tenured Full Professors in the JSOM. Typically, each area will have a representative on the committee. The committee is appointed by the Dean for a maximum period of two consecutive years. The committee reviews Assistant Professors and Associate Professors. Non-tenure track faculty are reviewed by Area Coordinators. This committee, as per UTD policy, also reviews faculty development applications and makes recommendations to the Dean.

### ***Periodic Performance Evaluation Committee***

As per UTD policy, the JSOM has a Periodic Performance Evaluation Committee. This committee is composed of all tenured Full Professors who are not being evaluated. Any eligible Full Professor can decline to serve on the committee. The committee provides input to the Dean on the report to be submitted to the Provost's office regarding the person being evaluated.

### ***Teaching Committee***

This is a JSOM standing faculty committee which reviews the quality of teaching in the School's programs and makes recommendations for improvement. It is also responsible for the selection of the School's annual Teaching Excellence Award recipients. The committee is appointed by the Dean and has representation from each area. The committee evaluates teaching based on student evaluations and comments, course syllabi, diversity of courses taught and periodic classroom evaluations.

### ***Undergraduate Studies Committee***

A standing faculty committee which reviews, evaluates, and recommends improvements in the School's undergraduate degree programs, including the admissions standards for these programs. The committee has representation from each academic area and is appointed by the Dean. The committee is chaired by the Undergraduate Committee chair appointed by the Dean. The committee is responsible for approving the catalog copy which is prepared by the Assistant or Associate Dean of Undergraduate Studies.

### ***Masters Programs Committee***

A standing faculty committee which reviews, evaluates, and recommends improvements to the School's Master's degree programs, including the admissions standards for these programs. It comprises a standing subcommittee which determines individual admissions to the Masters programs, consistent with School policy. The committee, as well as the chair of the committee is appointed by the Dean. Changes to the catalog copy relating to the Master's program are approved by the committee.

### ***Research and Ph.D. Program Committee***

A standing faculty committee which reviews, evaluates, and recommends improvements in the School's doctoral degree programs, including admissions standards, policies, procedures, and degree requirements. The committee and chair of the committee is appointed by the Dean.

### ***Academic Policy and Planning Committee***

A standing faculty committee which considers the long-range strategy, policies, and organization of the School, advises the Dean's Office on these matters, coordinates the School's faculty governance process, and makes recommendations to other school committees and the faculty, as appropriate.

### ***Executive Education Committee***

A standing faculty committee which advises on the content, structure, and delivery of executive education programs. The committee is appointed by the Dean.

### ***Library and Facilities Committee***

A standing faculty committee which considers the library, computer, space, and other facilities needs of the School and provides input and recommendations to the Dean's Office, the campus administration, and University committees as appropriate.

### ***Information Technology Committee***

The IT Committee is responsible for evaluating the IT infrastructure for JSOM and making recommendations for improvement.

### ***Web Committee***

The Web Committee is responsible for evaluating the web presence of the JSOM and for making recommendations for improvement.

### ***Strategic Planning and Steering Committee***

The Steering Committee is responsible for helping implement the Strategic Plan for the School. Steering Committee members are charged with specific activities relating to the strategic action plan and are responsible for the effective execution of the plan. The committee is also responsible for periodically reviewing and updating the policies

### ***Development Committee***

The Development Committee is responsible for identifying and pursuing resources for the JSOM. Activities include promotion of the School, identifying donors, and identifying industry partners for the JSOM.

### ***TA Supervision Committee***

The TA supervision committee is responsible for evaluating the performance of the TAs and RAs employed by the School. The committee will make recommendations regarding termination of support for non-performance.

## **Committee Creation and Deletion**

Committees can be created on an ad hoc basis by the Dean to address specific needs. Once the needs are met, the committees will be dissolved.

## **KEY ADMINISTRATIVE PROCESSES**

### **P&T and Third Year Review meetings**

The P&T and Third Year Review meetings will be held in accordance with the requirements of the university policy on promotion and tenure and third year review. Above rank faculty will be invited to attend the meeting to discuss the case and vote on the candidate and will be given at least one week's notice. If a majority of the faculty provide written notice that they cannot attend, or if a majority of the faculty from any one of the five areas within the School cannot attend on the scheduled date due to an alternative organized activity such as attending a conference, then the meeting will be re-scheduled. The faculty attending the meeting will form the quorum for the meeting. The discussion and vote of the faculty attending the meeting will be recorded and reported to the Dean; there will be no proxy voting.

### **Promotion of non-tenure system faculty**

A three member *ad hoc* committee appointed by the Dean will review the credentials of the non-tenure track faculty member. The *ad hoc* committee will be composed of at least one member from the candidate's area, and all three members will be of higher rank than the candidate. Furthermore, the make-up of the committee will be such that it will be composed of at least one tenured faculty member and one above rank, non-tenure system faculty member from the same job classification (senior lecturer or clinical) as the candidate. The committee will evaluate the case and make a recommendation to the Dean. On receiving the recommendation, the Dean will call a meeting of the Full Professors and the highest rank non-tenure system faculty in the area of the candidate. A member of the *ad hoc* committee will be present at the meeting to answer any questions about the case. A secret ballot vote will be taken at the meeting and reported to the Dean. The Dean will consider the recommendations of the *ad hoc* committee and the votes of the promotion meeting and will make a final recommendation to the Provost.

## **Faculty Hiring**

### ***Tenured/Tenure Track Hires***

The need for faculty positions will be identified by the Area Coordinators in consultation with the Dean. Area Coordinators will create a Search Plan and submit it to the Dean for approval. The Search Committee will consist of tenured and tenure track faculty. The committee will include at least one tenured faculty member. The search will be conducted by the Search Committee according to the School and University regulations. Recommendations for tenured hires will go through the School and University tenure process. Recommendations for tenure-track positions will be acted upon by the Dean.

### ***Non-Tenure Track Hires***

The need for faculty positions will be identified by the Area Coordinators in consultation with the Dean. Area Coordinators will create a Search Plan and submit it to the Dean for approval. The Search Committee will consist of tenured/tenure track and non-tenure track faculty, with at least one member of the committee being a tenured faculty member. The search will be conducted by the Search Committee according to the School and University regulations. Recommendations by the committee will be acted upon by the Dean.

### **Creating New Degree Programs**

New degree programs can be proposed by areas in consultation with Dean. The proposal is then discussed and voted on by the appropriate degree program committee, undergraduate, masters or Ph.D. If a majority of the committee vote to approve the degree, the proposal will be submitted to the Dean who will put the proposal forward to the faculty for a vote. If a majority of the faculty attending a meeting or responding to an electronic vote approve the proposal, it will be forwarded to the Provost's office for further consideration within the University policies on new degree approvals.

### **Closing Existing Degree Programs**

Combining or eliminating degree programs will require a vote by the appropriate degree program committee. If a majority of the committee votes in favor of elimination or combining a degree program, then the proposal will go forward to the Dean who will put it to the faculty for a vote. If a majority of the faculty attending a meeting to discuss it or vote in an electronic vote agree with the decision, then it will be submitted to the Provost's office. If the elimination of programs results in termination of tenured faculty, then the requirements and process will follow the UTD policy on Academic Program Abandonment.

### **Modifications to the Bylaws**

The bylaws can be modified by a majority vote of the voting faculty. Any faculty member can recommend changes to the Dean, who in consultation with the Academic Advisory Committee may bring the changes to the voting faculty for a vote. If at least 25% of the faculty provide a written petition to the Dean for a modification of the bylaws, the Dean will bring it to the voting faculty for a vote.