

**BY-LAWS OF THE  
FACULTY OF THE SCHOOL OF BUSINESS ADMINISTRATION  
OF THE COLLEGE OF WILLIAM AND MARY**

(Adopted March 22, 1989)  
(Revised November 1, 1989)  
(Revised December 6, 1991)  
(Revised April 30, 1992)  
(Revised April 29, 1994)  
(Revised February 11, 2000)  
(Revised September 14, 2001)

**ARTICLE I - Definition of the Faculty**

**Section 1.** For the purpose of these By-Laws, the term "Faculty" is defined as consisting of: (1) the President of the College, (2) the Provost, (3) the Dean of the School, (4) Professors, Associate Professors, Assistant Professors, Instructors, and Lecturers of the School of Business Administration, who are in either tenured, probationary, or two or three-year term appointment status, (5) Visiting, Acting, Adjunct, or Emeritus Professors, Associate Professors, Assistant Professors, Instructors, and Lecturers who hold temporary and restricted full-time appointments for one semester or one academic year, and (6) the Librarian of the College. The term "Voting Faculty" is defined as consisting of the first four categories listed above, and only these faculty have voting privileges.

**ARTICLE II - Meetings of the Faculty**

**Section 1.** Regular faculty meetings shall be held within two weeks of the beginning of classes in August/September, in either November or December, in either January or February, and within two weeks of the end of classes in April/May. Notice of these meetings shall be given to all members of the Faculty at least seventy-two hours in advance.

**Section 2.** Special meetings may be called at any time in the calendar year by the President, the Provost, the Dean of the School of Business Administration, or by a majority of the Voting Faculty. Notice of these meetings shall be given to all members of the Faculty at least twenty-four hours in advance.

**Section 3.** A quorum shall consist of a majority of the members of the Voting Faculty.

**Section 4.** Meetings of the Faculty shall be conducted in accordance with the current edition of Robert's "Rules of Order Revised" in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws.

**Section 5.** Persons not members of the Faculty of the School of Business Administration may attend any meeting at the invitation of the President, the Provost, or the Dean of the School of Business Administration.

**Section 6.** All proposed motions affecting the educational policy of the School of Business Administration, including academic curriculum and personnel matters, shall be submitted in writing to the Dean at least ten days prior to the meeting at which these motions are to be made, and copies of such proposed motions shall be sent by him to all members of the Faculty at least one week in advance. These requirements may be waived by the consent of three-fourths of the Voting Faculty present at such meeting.

**Section 7.** Voting on any proposed motion shall be by ballot if so requested by any member of the Voting Faculty.

**Section 8.** Except as stated otherwise in these By-Laws, nominations for all elected positions shall be from the floor.

**Section 9.** Except as stated otherwise in these By-Laws, elections shall be by ballot, and a majority is necessary for election. In the event that more than two candidates are nominated for a position, and none receives a majority on the first ballot, balloting continues with the names of all candidates except the two receiving the most votes (more if

the count is tied) being dropped from the ballot, until a candidate receives a majority. The names of the winners shall be announced and recorded in the minutes, but the count is neither announced nor recorded. In the event a Committee member is unable to serve any portion of his or her elected term, a special election using these same procedures shall be held as soon as practicable to select a replacement for that period until the original member can return to service.

### **ARTICLE III - Officers of the Faculty**

**Section 1.** The officers of the Faculty shall be a Chairman, a Vice Chairman, and a Secretary. The Dean of the School of Business Administration shall hold the office of Chairman. The Vice Chairman and the Secretary shall be elected from among the members of the Voting Faculty, each for a term of one year.

**Section 2.** The President, or the Provost, may preside at any meeting of the Faculty, in accordance with the By-Laws of the Board of Visitors. Otherwise, the Chairman, or in his absence, the Vice Chairman, shall preside. In the absence of all four, the Voting Faculty shall elect a temporary presiding officer from among their number.

**Section 3.** The secretary shall record the minutes of the meeting, and shall read them at the following meeting unless they have been previously distributed to each faculty member. He shall make at least five copies of the minutes for each meeting: one for the archives of the College, one for the President, one for the Provost, one for the Dean of the School of Business Administration, and one for the Secretary. The Secretary shall also keep a book, with a copy for the Dean, in which the By-Laws, special Rules of Order, and Standing Rules of the Faculty shall all be written, leaving every other page blank; and whenever an amendment is made to any of them, in addition to being recorded in the minutes it shall be entered on the page opposite to the article being amended, with a reference, in red ink, to the date and page of the minutes where it is recorded. The copy of the minutes and the copy of the Rules Book in the possession of the Dean or the Secretary may be consulted at any time by any member of the Faculty. The Secretary shall serve as the alternate delegate from the School of Business Administration to the Faculty Assembly.

### **ARTICLE IV - Duties of the Faculty**

**Section 1.** The Faculty shall have authority: (1) to determine the requirements for all academic degrees awarded by the School of Business Administration (2) to certify to the Registrar the names of those students who have fulfilled the requirements for these degrees; (3) to determine admission standards to the undergraduate and graduate degree programs; (4) to make recommendations to the President, or the Provost, concerning matters of educational policy affecting the School of Business Administration; (5) to advise and make recommendations on appointments, retention, promotion, and granting of tenure, to the Dean and the Provost, according to procedures and criteria established by the Faculty; and, (6) to perform such other functions as may come within the province of its duties and responsibilities as defined by the By-Laws of the Board of Visitors.

### **ARTICLE V - The Committees of the Faculty**

**Section 1.** The elected committees of the Faculty shall be the Faculty Affairs Committee and the Faculty Personnel Committee.

**Section 2.** The Faculty Affairs Committee shall:

(a) consist of five members, to include four members at large elected to staggered three-year terms, and the School's elected representative to the Procedural Review Committee. Newly elected members shall assume their duties immediately after the April/May faculty meeting. Except for the President, the Provost, the Dean, and the Associate Deans, all Voting Faculty who will have completed at least one year of service as a member of the School's Voting Faculty and who will not have completed two consecutive terms of service as members of the Faculty Affairs Committee within less than two years will be eligible for election. For purpose of eligibility, a partial

term shall be counted as a full term. The Faculty Assembly member who serves on the Executive Committee of the Faculty Assembly, or, in his or her absence, the member with the most Assembly seniority, shall be an ex-officio member of the Faculty Affairs Committee. Election of the representative to the Procedural Review Committee and of the members at large shall be at the April/May faculty meeting.

(b) at the first meeting of the academic year, elect a Chair and a Vice Chair, each to hold office for one year. The Chair may not succeed himself or herself. The Chair, or in his or her absence, the Vice Chair, shall preside at Committee meetings and shall report on Committee business at regular faculty meetings;

(c) consult with and make recommendations to the faculty and to the Dean with respect to planning and priorities on all matters affecting the faculty of the School;

(d) consult with and make recommendations to the faculty and to the Dean with respect to establishing and revising policies and procedures (including these By-Laws) to be followed in all faculty affairs, and particularly in connection with faculty evaluations for the purpose of appointments (including eminent scholars), retention, promotion, tenure, and the awarding of research grants, prizes, and awards;

(e) consult with and advise the Dean on matters of School governance and on any other matters affecting the faculty;

(f) act as liaison between the faculty and other parts of the university, on all matters of academic policy and university governance;

(g) be responsible for, and oversee, the work of the following four standing committees: Affirmative Action, Appointments, Curriculum, and Research and Faculty Development. The Committee shall be empowered to create additional ad hoc committees, as needed. The Committee shall, after consultation with the Dean, appoint the members of these committees each for a three year term, shall set an agenda and direct the work of these committees, and shall receive their reports. Chairs shall be appointed for a one year term from the continuing members of each committee and shall not be appointed to succeed themselves, and no individual shall concurrently chair more than one of these committees. To ensure continuity, committee chairs for the upcoming school year should be appointed in the Spring semester after the new Faculty Affairs Committee has been elected. Consecutive service on a committee may not exceed four years. The Committee shall appoint the members of the following year's Appointments Committee at the end of the preceding Spring semester, immediately after the election of their own new members, and this new Appointments Committee shall begin their duties immediately. The other committees shall be appointed by the second week of school the Fall semester. Temporary appointments may be made to these committees when needed. The Dean may appoint an administrator with Voting Faculty status to serve, without vote, on each of these four committees;

(h) appoint the Medallion Committee, in the Spring of each year with concurrence of the Dean. The Committee should have no fewer than three members and no more than five members; and,

(i) solicit faculty nominations and faculty interest in being nominated for each elected position and in serving on any of the School or University committees appointed by the Faculty Affairs Committee or the Faculty Assembly. Prior to any election the Committee shall distribute to the faculty a list of those who have expressed an interest and willingness to be nominated for that elected position, and these names shall be placed in nomination.

**Section 3.** - The Faculty Personnel Committee shall:

(a) consist of five members, each of whom will serve a term of three years. Members shall be elected annually no later than the April/May meeting by special ballot, in which each voter is to rank order all eligible candidates. A person who has served four or more consecutive years on the Committee is ineligible for re-election until one full year has passed. The Condorcet Criterion shall be used to determine the results, and if there is a tie, the Adjusted Borda Count, direct paired comparisons, the Borda Count, and a deciding vote by the Dean, are to be used sequentially, until the tie is broken. Eligible candidates consist of all members of the Voting faculty who, as of the following September, will be tenured Professors, will have been members of the Voting Faculty for at least two years, and will not be the Dean or the Associate Deans of the School. The names of the winners shall be announced

and recorded in the minutes, but the count is neither announced nor recorded. In the event a Committee member is unable or unwilling to complete his or her elected term, a special election using these same procedures shall be held as soon as practicable to fill the unexpired term. After the annual election of new members, the Committee shall elect a Chair and a Vice Chair, each to hold office for one year. The Chair may not succeed himself or herself;

(b) evaluate periodically all Faculty of the School in accord with College policy, with review procedures, and with the criteria established by the Faculty; and,

(c) act for the Faculty on recommendations to the Dean and the Provost concerning retention, rank, and tenure;

**Section 4.** - The Faculty Appointments Committee shall:

(a) consist of at least five voting members, and shall include a representative from each functional area for which a Voting Faculty teaching, administrative, or research appointment is being considered. Temporary appointments to the Committee for the duration of such consideration may be made. Members of this Committee must have been members of the Voting Faculty for at least one academic year;

(b) make recommendations to the Faculty Affairs Committee identifying the need for new or replacement Voting Faculty positions;

(c) act for the Faculty in reviewing/screening candidate's files for Voting Faculty appointments in teaching, administrative, and research positions, and make written recommendations to the Dean regarding candidates to be invited for campus interviews. All faculty shall be given an opportunity to review the files of candidates in their functional area and to provide input to this process;

(d) interview each candidate for Voting Faculty status in teaching, administrative, and research positions. Insofar as it is feasible, all faculty in a candidate's functional area shall be afforded an opportunity to participate at some point in the interview process;

(e) consult with the Dean and make written appointment recommendations to the Dean, with copies to the Faculty Affairs Committee and to the Personnel Committee. The Committee will solicit and consider input from the faculty prior to making its recommendations. In the event of a significant conflict of judgment on a candidate's merits between the Committee and the Dean, the Faculty Affairs Committee shall comment on the recommendation of the Appointments Committee, and both shall be attached to the Dean's recommendation to the Provost; and,

(f) carry out the agenda set by the Faculty Affairs Committee.

**Section 5.** - The Curriculum Committee shall:

(a) consist of at least six voting members, including a teaching faculty representative from any functional area, and the Program Director of any program, whose curricula is on the agenda for particular review or revision;

(b) review regularly the general educational policy of the School of Business Administration, insofar as it concerns undergraduate and graduate curricular matters, and make recommendations to the Faculty Affairs Committee and to the Faculty. All faculty associated with the particular functional area of any course being considered for addition, revision, or deletion from the curriculum, shall be advised of any such proposals and afforded an opportunity to comment upon said proposals prior to the Committee making its recommendation;

(c) discharge the School's responsibility for student assessment; and,

(d) carry out the agenda set by the Faculty Affairs Committee.

**Section 6.** - The Affirmative Action Committee shall:

(a) consist of at least four voting members, with at least two being of female or minority status;

(b) monitor the School's conformity to both the letter and the spirit of the School's and College's non-discrimination and affirmative action guidelines;

(c) address concerns relating to equity issues in the workplace and concerns about sexual harassment, and recommend procedures by which these matters shall be handled;

(d) report to the Faculty Affairs Committee, the Dean, and to the university's affirmative action officer; and,

(e) carry out the agenda of the Faculty Affairs Committee.

**Section 7.** - The Research and Faculty Development Committee shall;

(a) consist of at least three voting members;

(b) seek to enhance faculty research and teaching development, and make recommendations to the Faculty Affairs Committee. This shall include consideration of methods for improving teaching and research skills and for evaluating teaching and research accomplishment;

(c) provide planning assistance and guidance for the Faculty Affairs Committee regarding present and anticipated resource needs and allocation for both research and classroom support;

(d) provide information for the faculty regarding grants and other opportunities;

(e) initiate and maintain support activities including a working paper series and research seminar; and,

(f) carry out the agenda of the Faculty Affairs Committee.

**Section 8.** - The Medallion Committee, after deliberation, should nominate no fewer than three candidates and no more than five candidates. Brief biographies of each candidate would be prepared and a ballot distributed to all faculty members in the Fall, containing an opportunity for write-in candidates. The faculty will have the right to reject all nominees submitted by the committee. The recipient shall be chosen by special ballot in which each voter is to rank order the candidates, including the non-candidate designated 'None of the Above'. The results shall be determined by the method described in Article V Section 3 of these By-Laws. If the top candidate is unable to accept the award, it will be given to the second place candidate.

The Committee should give consideration to management leaders from the region, from the nation, and from the world as a whole. Due consideration should be given to those individuals who have recently "made their mark" as well as those individuals for whom the Medallion would recognize distinguished management careers over a long period of time. The Committee should seek to recognize and nominate individuals who represent the diversity of management activities and who not only have shown exceptional or innovative management skills but also have demonstrated ongoing commitments to ethical standards and social responsibility.

**Section 9.** - Committees on Academic Status, Degrees and Admissions will be appointed by the Dean. Additional Committees may also be appointed by the Dean.

## **ARTICLE VI** - Amendments

**Section 1.** - These By-Laws may be amended by the Board of Visitors on its own motion; or, subject to the approval of the President and the Board of Visitors, these By-Laws may be amended by a two-thirds vote at any Faculty meeting, provided a copy of the proposed amendments shall have been sent to every member of the Voting Faculty at least one week in advance.