

Martin V. Smith School of Business & Economics

By Laws*

*Passed by unanimous vote of Smith School tenured and probationary faculty members on September 15, 2008

1. Unit Definition

The Martin V. Smith School of Business and Economics (“Smith School”) comprises the faculty members appointed in the areas of Accounting, Economics, Finance, Management, Management Information Systems and Marketing. The Smith School offers four degree programs: a Bachelor of Arts in Economics, a Bachelor of Science in Business, a Master of Business Administration and a Dual Degree (MS in Biotechnology/MBA). The Smith School also offers a Minor in Business Management, a Minor in Economics and a Certificate in Business Administration. All courses carrying the prefixes ACCT, BUS, ECON, FIN, MIS, MGT, MKT are offered through the Smith School. The Smith School currently has a Director (a CSU management level employee, “MPP”), tenured or probationary faculty members, lecturer faculty members and administrative staff members. All faculty members and staff members are employed under two Collective Bargaining Agreements (CBA).

2. Smith School Mission

Actively promote the CSUCI Mission by building and supporting a learning community of faculty and students who pursue excellence in business and economics education, scholarship and community relations.

3. Touchstones to the Mission

- Multi-Disciplinary Liberal Arts approach to business and economics education
- Work towards students’ ultimate best interests
- Undergraduate three Cs: Critical Thinking, Collaboration, Communication
- Graduate three Is: Innovative, Integrative, International
- Excellence in all areas
- Effectively manage resources
- Seek non-state resources
- Excellent faculty + relevant curriculum + support = optimal educational opportunities

4. Smith School Membership and Administrative Assignments

Because disciplines related to business and economics are housed in the Smith School, it has a unique structure which differs from most other CSUCI Academic Programs. The Director of the Smith School is a management employee of the University. The Director is appointed by the President and serves on an ongoing basis at the pleasure of the President. Currently, the Director reports to the Dean of the Faculty.

Currently, the Smith School has no other “officers” such as Chairs or Coordinators. The Director is responsible for all functions performed by a Program Chair with two exceptions. The duties of the Chair are presented in the Handbook on the Roles and Responsibilities of Program Chairs. Since the Director

is a management employee of the University, the Director does not conduct peer reviews of the faculty or fill the Chair's role in the RTP process.

The Smith School Academic Advisor advises students in the BA in Economics degree, in the BS in Business degree and on other undergraduate issues. Currently, the Director of the Smith School is also the Director of the MBA Program. As such, the Director works closely with the Division of Extended Education since the Certificate in Business Administration, the MBA and the Dual degrees are offered through that Division.

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SECTIONS 5-10 BELOW APPLY IF/WHEN THE PROVOST DETERMINES THAT THE SMITH SCHOOL REQUIRES ADDITIONAL ACADEMIC LEADERSHIP

5. If the Provost creates the position of Chair or Coordinator: Term and Term Limits

The Chair serves a 3-year term. A faculty member may serve no more than 2 consecutive terms. The position of Chair is appointed by the President and serves at the pleasure of the President. The Coordinator serves a 1-year term, and may serve an unlimited number of terms. The Advisor serves a 1-year term, and may serve an unlimited number of terms. The Positions of Coordinator and of Advisor are appointed by the Director - at the recommendation of the Chair - and serve at the pleasure of the Director.

6. Votes of Confidence/No Confidence

Any tenured or probationary faculty member may call for a vote of no confidence in the Chair. The call may be made at any regularly-scheduled faculty meeting, or at a meeting called for that purpose by any tenured or probationary faculty member. A vote of no confidence will be taken by secret ballot by the same procedure specified for the election of the Chair. The results of a vote of no confidence will be reported to the Director who will notify the Dean of the Faculty and the Provost.

7. Election of Officers

All tenured faculty members in the Smith School are eligible to serve as Chair. In the spring semester of the last year of the current Chair's term, the Director will send out a call for nominations for Chair. The list of nominees will be circulated to all faculty members in the School (tenured and probationary and lecturer), with notice that the vote will be held between certain dates. On the first day of the election, the Program's Administrative Assistant will distribute ballots to all faculty members eligible to vote.

8. Process by which officers are recommended to the Dean of the Faculty and Provost

For Chair: The results of the vote for Chair will be forwarded to the Director by the Academic Support Coordinator with the names of all nominees and the number of votes received by each. The Director will forward the recommendations to the President.

For Coordinator: the Program Chair will recommend the candidate for the following year to the Director no later than the beginning of finals week of each spring semester.

For Advisor: the Program Chair will recommend the candidate for the following year to the Director no later than the beginning of finals week of each spring semester.

9. Voting Rights

Only tenured and probationary faculty may vote in elections for Chair.

10. Chair Evaluation

The Chair will be evaluated in the spring semester of their second year in office, following the Chair Evaluation Policy approved by the Academic Senate.

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11. Other Assignments: Process for Advising Assignments

The Academic Advisor will be appointed by the Director, as specified above. The Advisor will advise all undergraduate majors and minors within the Smith School and will receive assigned time as determined by the Director.

12. Process for other Assigned Time within the School

Before making a final decision, the Director will consult with the faculty member in question and the Smith School’s Faculty Personnel Committee (see below) and the Dean of the Faculty about the distribution of other assigned time within the School.

13. Process for assigning other duties beyond teaching

Before making a final decision, the Director will consult with the faculty member in question and the School’s Faculty Personnel Committee (see below) about the assignment of other duties within the School.

14. The Faculty Personnel Committee (FPC)

The tenured and probationary faculty members of the School will elect a Faculty Personnel Committee (FPC) to address personnel matters including re-assigned time, peer evaluations and other related matters. The Program Chair is not eligible to be elected to the FPC. Only tenured faculty members are eligible to be elected. The FPC will have 3 or 5 members, depending on the number of tenured faculty in the School. If the School has no tenured faculty beyond the Chair, the probationary faculty will vote on one or more faculty members from outside the School to serve on the FPC.

15. Process to constitute the FPC

The FPC will be constituted according to the process outlined in the Smith School’s current “Program Personnel Standards (PPS).” The Smith School’s FPC will be reconstituted or reaffirmed every three years.

16. Process to constitute the Temporary Faculty Evaluation Committee

The FPC will serve as the evaluation committee for full-time lecturers. The FPC will coordinate its activities with the Director.

17. Process to amend PPS

The FPC will work with all tenured and probationary faculty members to modify the existing PPS - if needed. There is one PPS for the Smith School. After the Committee has consulted with faculty

members about any amendments to the PPS, it will circulate a draft of the proposed modification to the PPS and request feedback. After considering all feedback received, the FPC will vote on modifying the PPS, and will subsequently forward the modifications to the Faculty Affairs Office to begin the review process.

18. Number of classes evaluated

Every course in the Smith School will be evaluated every semester using the appropriate “Student Evaluation Process” approved by the Academic Senate and the President. *The decision to evaluate every class was made by a vote of all faculty members (tenured, probationary, part-time lecturers and full-time lecturers) at the Smith School faculty meeting held in August 2006.*

19. How classes are evaluated

Student evaluations of teaching shall be administered according to the University’s policy on “Student Evaluations.” In addition, all probationary and lecturer faculty members will have a peer observation of each of their classes. Each probationary and lecturer faculty member will consult with the Director to arrange for a peer observation. Faculty members may arrange additional observations without consultation with the Director.

20. Participation of FERP Faculty

FERP faculty members are eligible to serve on all School committees while they are in active employment status, except FERP faculty members are not eligible to serve as Chair or on the FPC.

21. Process to amend By Laws

Any tenured or probationary faculty member wishing to propose an amendment to the Smith School bylaws may do so at a regularly scheduled faculty meeting, or at a special meeting called for the purpose. Amendments shall be approved by a 2/3 majority secret ballot vote of the tenured and probationary faculty in the Smith School.

22. Smith School By Laws shall be approved by the Dean of the Faculty

The Dean will provide the Director with written approval of the By Laws on a timely basis. If the Dean does not approve the By Laws, the Dean will request that the Smith School revise the By Laws and resubmit them to the Dean for approval.

23. Smith School By Laws shall be approved by the Provost

The Provost will provide the Director with written approval of the By Laws on a timely basis. If the Provost does not approve the By Laws, the Provost will request that the Smith School revise the By Laws and resubmit them to the Provost for approval.