

**Bylaws
of
The Jesse H. Jones School of Business
Texas Southern University**

Preamble

WE THE FACULTY of the Jesse H. Jones School of Business, in order to achieve the maximum in academic excellence, professional competence and integrity, effective communication and cooperation among the faculty, students, and administration; and, to avail ourselves and the student body of opportunities to learn and grow, do establish these amended Bylaws of the Jesse H. Jones School of Business, Texas Southern University.

ARTICLE I NAME

The name of this body shall be the Jesse H. Jones School of Business Faculty.

ARTICLE II COMPOSITION

The Jesse H. Jones School of Business Faculty, hereinafter referred to as the School of Business Faculty, shall be composed of the Dean, the Associate Deans, Assistant Deans, Department Chairs, Professors, Associate Professors, Assistant Professors, Instructors and Lecturers on a full- and part-time basis. Executive Directors, Directors and such other persons as the Dean designates are part of the School but are not faculty members.

ARTICLE III PURPOSE

The School of Business Faculty shall be a policy-making body in all matters pertaining to the educational needs and goals of the School.

ARTICLE IV RESPONSIBILITIES AND RIGHTS

It shall be the responsibility of the Faculty to determine admission standards and academic policies and requirements; curricula and programs of instruction; requirements and standards for granting degrees; criteria for, and through its appropriate committees, participation in matters relating to faculty status and governance.

It shall be the responsibility of each faculty member to plan adequately, to prepare and conduct course instruction, to interact with students in a frequent and meaningful manner, to participate in faculty and departmental meetings, to serve on committees, and to conduct relevant research and community service.

It shall be the responsibility of each faculty member to adhere to the policies of the accrediting bodies of the JHJ School of Business. This includes providing teaching, service and

research. Research includes the expectation of publishing, at least two refereed publications, or an equivalent such as book, within a five- year period.

It shall be the right of the faculty and each faculty member to enjoy self-expression, assertion and dissent within the framework of the University regulations and statutes. The Faculty shall have the right to participate in non-academic matters and shall be accorded those rights and privileges traditionally enjoyed by members of a profession.

ARTICLE V ORGANIZATION AND MEETINGS

In order to provide for the attainment of the objectives established by the Faculty, the following organization and meeting process is established:

Section 1—Administration: The Administration shall be comprised of those persons specified in Article II.

Section 2---Faculty: The Faculty shall be composed of those persons specified in Article II.

Section 3---Executive Directors/Directors: The Executive Directors and Directors shall be composed of those persons listed in Article II and shall be established by directives from the Office of the Dean.

Section 4—Student Representation: The Student Body of the School shall be entitled to representation at Faculty meetings by one representative from the undergraduate students and one representative from the graduate students.

Section 5—Voting Rights and Procedures: All full-time faculty shall have the right to cast one vote in all matters coming before the Faculty.

Section 6—Meetings: Regular meetings of the Faculty shall be held. Special meetings of the Faculty may be called by the Dean or Chair of their respective departments as circumstances warrant, and upon written request by any three members of the Faculty, who must state the purpose for such meeting. Notice of special meeting, stating the date, time, place and purpose shall be issued by the Dean, Associate Deans or Chairperson of their respective departments to the Faculty at least twenty-four hours preceding each such meeting, except in extreme emergencies. The person(s) calling for said meeting shall prepare and distribute an agenda of the business to be transacted at each meeting at least twenty-four hours prior to each meeting.

Section 7—Conduct of Meetings: The quorum necessary for all meetings consists of a simple majority of all faculty members, excluding faculty members on leave. The adoption of motions shall require the approval of a simple majority of those voting, unless otherwise specified in these Policies and Procedures. Roberts Rules of Order, current edition, shall control all proceedings unless otherwise provided in these Policies and Procedures. The Parliamentarian shall advise the presiding officer on all meetings of the Faculty.

Section 8—Minutes of Meetings: Minutes of Faculty meetings shall be recorded by a designated person on the School's staff. That person shall be designated by the Dean. The minutes shall be reviewed and distributed to the Faculty by the Chairperson or Vice-Chairperson prior to the next regular meeting of the Faculty.

ARTICLE VI OFFICERS

In faculty meetings, the Faculty shall be served by a Chairperson, who shall be the Dean, a Vice-Chairperson, who shall be the Associate Dean of Academic Affairs and Curriculum, and the Assistant Vice Chairperson who shall be the Associate Dean for Faculty Improvement and Assessment and a Parliamentarian who shall be a faculty member that is elected at the first faculty meeting of the fall semester.

Section 1—Chairperson: The Dean of the School of Business shall serve as the permanent Chairperson of the Faculty and shall preside over all regular and special meetings of the Faculty unless otherwise unavailable.

Section 2—Vice-Chairperson: The Associate Dean of Academic Affairs of the School of Business shall serve as Vice-Chairperson, shall preside over all meetings of the Faculty in the absence of the Chairperson, and shall perform such other duties as the Chairperson shall delegate.

ARTICLE VII COMMITTEES

The School of Business Faculty shall operate through standing and special committees. Standing committees shall be: The Curriculum Committee, the Graduate Committee, the Grievance Committee, the Strategic Planning Committee, the Faculty Committee, the Student Scholarship Committee, The Reappointment, Tenure and Promotion Committee, and such other standing committees as the Faculty shall establish by amending these Bylaws. Specially appointed committees may be created by the Dean and/or appointed by the Chairperson as deemed desirable.

Section 1—Procedure: With the exception of the Post Tenure Review Committee and the Rank, Tenure and Promotion Committee, all Faculty members shall be eligible to serve on any committee. Standing Committees shall each be comprised of at least four Faculty members unless otherwise provided herein. The members of all standing committees shall be elected annually at the first Fall Semester meeting of the Faculty. Vacancies shall be filled as they occur by election at Faculty meetings. Where it is feasible, standing committees should have at least one representative of each department of the School. Whenever possible, no Faculty member shall serve on more than two standing committees at any time. Departments with fewer than five members may decline to nominate members to each standing committee. The Chair of each committee shall be elected by members of the committee unless otherwise provided in these Bylaws. Standing committees should generally meet on at least a monthly basis and should prepare and file with the Dean or Associate Dean, as designated, reports of their activities. These shall be made available to any interested faculty member. Each standing committee shall submit annual reports to the faculty at the final meeting of the academic year, and such other reports as may be required during the year. Committees are urged to present minority reports where significant diversity of opinion exists within the committee. Unless otherwise provided herein, each standing

committee, except the Grievance Committee and Rank, Tenure Committee, and Post Tenure Review Committee may include two student representatives: one undergraduate and one graduate.

Section 2—Curriculum Committee: This committee has the responsibility at the undergraduate level for developing and reviewing educational objectives for each degree program, developing long-range plans for improving curricula and programs, monitoring the effectiveness of the curriculum, and evaluating and recommending proposed curricula and program changes. They also recommend academic policies affecting the undergraduate program.

Section 3—Graduate Studies Committee: This committee has the responsibility at the graduate level for developing and reviewing educational objectives for each degree program, developing long-range plans for improving curricula and programs, monitoring the effectiveness of the curricula, and evaluating and recommending proposed curricula and program changes. They also recommend academic policies affecting all graduate programs in the School of Business.

Section 4—Grievance Committee: This committee shall consider student grievances, work toward mutually agreeable solutions in concert with the student and the instructor and make final recommendations to the Dean of the School of Business.

Section 5—Strategic Planning Committee: This committee is responsible for regularly reviewing the mission and strategic plan of the School of Business, recommending revisions to the Faculty, and monitoring the effectiveness of the strategic planning process.

Section 6—Faculty Committee: This committee is responsible for recommending to the Faculty policies and processes related to faculty research. This includes reviewing proposals for research grants, developing policies for research support, coordinating School of Business Research Seminars, and making recommendations on these and other research-related matters to the Dean of the School of Business

Section 7—Student Scholarship Committee: This committee reviews applications for all undergraduate and graduate student scholarships and makes recommendations to the Dean of the School of Business. It also recommends criteria for the awarding of scholarships and the details of the Agreement with the scholarship students. Staff members responsible for student scholarships also serve on this committee. With reference to scholarships from outside entities which request nominations for scholarships, the faculty may give nominations to the Chair of the Department who will forward those names to the scholarship awarding entity. That entity will have the final decision of awarding the scholarships to the respective students.

Section 8--- Reappointment, Tenure and Promotion Committee: This committee shall review faculty matters in the case of appointments, promotion, change in tenure status, post tenure review or performance evaluation of the faculty and shall be guided by Article VIII, Section 3 of these Bylaws.

Section 9—Specially Appointed Committees: These committees may be created for any purpose outside the appropriate jurisdiction and concerns of the standing committees or existing specially appointed committees. Except in extraordinary circumstances, two student

representatives, one undergraduate and one graduate, may serve on such committees. All specially appointed committees shall dissolve at the conclusion of the academic year in which they were created unless their continuance is specifically directed by the presiding officer or by the Faculty at a Faculty meeting. The specially appointed committees which have been deemed to serve an ongoing purpose of the school are:

- a. AACSB Steering Committee: This committee shall be responsible for guiding the school through all issues that may arise with accreditation from the AACSB.
- b. AOL Committee: This committee is responsible for the review of the assurance of learning process and evaluations and to make suggestions for improvement and changes.
- c. Library Committee: This committee shall be charged with maintaining a relationship with the University library and keeping current with research journals, and software requirements needed by faculty members.
- d. International Exchange and Partnership Committee: This committee shall be charged with developing a relationship with international partner universities for the purpose of offering students the opportunity to network from professionals and learn about business from other cultures. Additionally, the committee shall pursue opportunities for faculty to develop courses that can be taught at partner universities.

ARTICLE VIII DEPARTMENTAL ORGANIZATION

The School is organized into the academic Departments of Accounting and Finance and the Department of Business Administration, and such other departments as the University shall create upon recommendation of the Dean and vote of the Faculty.

Section 1—Chairpersons: The Chairpersons of each Department shall be a tenured member of the Department and shall serve a 3-year term. After the initial 3-year term, there will be a mandatory review by the faculty prior to a potential renewal for consecutive terms. At the conclusion of a second three year term the department faculty may vote to recommend re-appointment of the department chair. In accordance with the Faculty Manual, members of the Department, using an electoral process, nominate candidates for the position of Departmental Chairperson. The Dean, by following Section 2.10 of the Faculty Manual, selects the individual to serve as Departmental Chairperson, subject to the approval of the President and the University Board of Regents. The Chairperson shall be the presiding officer of the Department.

With reference to the selection of a new Chair, the university shall conduct a nationwide search, which is inclusive of internal candidates. The procedure for said search shall follow the process outlines in Section 2.10 (A) of the Faculty Manual.

Section 2—Functions: Each Department shall be responsible for formulating and implementing its instructional and research programs under the direction of its Chairperson, which shall be consistent with Faculty, School and University administrative policy. The Departments shall have that measure of autonomy consistent with the maintenance of such policies.

Departments shall meet on a regular basis, with each Faculty member entitled to vote at each such meeting.

Section 3—Procedures for Appointments, Reappointments, Promotion, Tenure, and Termination: Recommendations concerning Faculty appointments, reappointments, tenure status and termination shall be initiated within each Department by the Chairperson of that Department. Recommendations by the Departmental Rank, Tenure and Promotion Committee, Department Chair and Faculty of rank shall be made to the Dean. Recommendations of the Departmental Rank, Tenure and Promotion Committee shall be made by majority vote; however, in emergency situations, the Chairperson of the Department shall have the right to recommend initial appointments after the approval, by vote, of a majority of those Committee members available for voting. Departmental Rank, Tenure and Promotion Committees shall be comprised of the tenured faculty who hold the rank of Associate Professor or Professor of each Department. The Chair of this Committee shall be elected by the majority vote of all the members of committee. In making its recommendations, this Committee shall in all cases consult with other members of the Department, and shall base its recommendations upon a favorable review of the performance and qualifications of the person under consideration, applying criteria which have been established by the Department with the concurrence by the Faculty of the School. A summary of such evaluations shall become a part of that person's department personnel file. In the event a Department Chairperson refuses to initiate the recommendation for promotion and/or tenure of a Faculty member upon his or her request, that person may present such request directly to this Departmental Committee, which shall consider the matter following the procedure and applying the criteria stated above. In the event this Committee recommends the promotion and/or tenure of such person, it shall transmit its conclusion to the Department Chairperson, and directly to the Dean.

ARTICLE IX FACULTY WORKLOAD

The Texas Southern University Faculty Manual, Section 5.1 describes the normal teaching load for faculty members. The School of Business adopts and follows the "Faculty Workload Requirements, Rules and Regulations" that were adopted by the Faculty Senate on December 1, 2016 and approved by the TSU Board of Regents on April 20, 2017.

ARTICLE X ADVISING

All faculty must be committed to the wellbeing of students, both inside and outside of the classroom. Effective advising helps create an environment which fosters student learning and student retention. The formal and informal advising and mentoring of undergraduate student is an indispensable component of the broader education experience. The Faculty shall strive to partner with the academic advising and career counseling units of the school to create a system where student advisement can be implemented, and the outcomes can be assessed.

ARTICLE XI STUDENT PROCESSES

A. Grade Disputes

In cases where a student disputes his or her grade that student shall follow the procedures as shown below:

1. Before filing a formal appeal, discuss the matter with the professor informally. If there is no resolution, the student may file a written appeal to the department grievance committee by following the procedures listed below. The appeal shall be filed no later than 20 calendar days after the posting of the grade or within 20 calendar days after the first day of the next semester(not including summers). Students shall be expected to abide by the final decision of the committee. However, a student may seek a review of a final grade by filing an appeal to the school grievance committee if he or she feels that one of the following conditions apply:
 - a. A grade was assigned on some basis other than performance in the course, or
 - b. The standards applied to a grade were not the same as those applied to other students in the course, or
 - c. The assigned grade represents a substantial and unannounced departure from the instructor's previously stated standards

Procedures for appeal:

1. File an appeal by submitting to the departmental committee a detailed statement regarding the alleged improper grade, as well as any relevant evidence. The appeal shall be dismissed if:
 - a. The appeal is not timely, or
 - b. The student has not conferred with the instructor or department chair before filing the appeal.
2. Allow the department committee time to review the complaint. If the appeal is not dismissed, the committee shall submit a copy of the student's written appeal to the instructor with a request for a prompt written reply.
3. The committee can make recommendation but is not authorized to award a letter grade or to reprimand, or otherwise, take disciplinary action against the instructor. The decision of the committee is final within the academic unit and shall be promptly reported in writing to the parties involved.
4. If a mutually agreeable solution is not achieved, the committee shall advise both the student and the instructor that the matter has been sent to the dean of the academic unit offering the course. The Dean of the academic unit has the responsibility for implementing the decision of the committee. In addition, if the faculty member cannot be located, fails to timely respond to a grievance notice, has resigned or has passed, the Dean can, with consultation with the Department Chairperson and the Chairperson of the Grievance Committee can uphold, change or assign a grade that was the subject of the grievance

5. The student may appeal the decision to the Office of the Provost who has the authority to hear the grievance or refer it to a committee outside the college/school. The Provost, after reviewing the evidence, shall make a final decision and inform the parties involved.

B. Independent study, course transfers,

1. In no case shall an independent study course be allowed to substitute for, or taken in lieu of, a core course. In all cases where credit for independent study is requested, the request must be presented to the Chair of the Department and written approval must be obtained from the Chair and the Dean.

2. Credit for transferred courses

In cases where students are transferring courses from other universities, the student's transcript will be evaluated by the admissions office of the University and the equivalency decisions are forwarded to the JHJ Office Business Student Services. If the student has requested to take a course at another university and that course falls within the last 30 hours of the student's graduation, that student must receive written permission from the Chairman and the Dean in order to enroll and receive credit for that course

ARTICLE XII EVALUATIONS

Each person who comprises the composition as listed in Article II shall be subject to annual evaluations according to the following:

- A. Directors/Executive Directors, annually by the Dean.
- B. Faculty, annually by the Chairpersons.
- C. Dean, annually by the Provost.

ARTICLE XIII POST-TENURE REVIEW

The following post-tenure review information is consistent with the Texas Southern University Faculty Manual, section 4.10. Post-tenure review of all tenured faculty members is required by Texas Education Code Section 51.942 which is entitled *PERFORMANCE EVALUATION of TENURED FACULTY*. The policies in this document are written in accordance with this law and the Faculty Manual.

A. Purpose:

“The purposes of post-tenure review, according to the Faculty Manual, are to: identify and officially acknowledge substantial or chronic deficits in performance; determine what, if any, additional elements are necessary to develop a specific professional development plan by which to remedy deficiencies over and above those which have already been identified by the

department chair and the faculty member in the written plan for near term improvement; and monitor progress towards achievement of the professional development plan.”

More specifically, Texas Education Code 51.942, 3(b) states that “The governing board may design its rules and procedures to fit the institution’s particular educational mission, traditions, resources and circumstances relevant to its character, role, and scope, in addition to other relevant factors determined by the governing board in the rules adopted pursuant to this section. Additionally, 51.942 (3) (c) affirms that each faculty member be subject to a comprehensive performance evaluation process conducted no more often than once every year, but no less often than once every six years, after the date the faculty member was granted tenure OR received an academic promotion at the institution. Furthermore, 51.942. 3(3) *directs that the process be directed toward the professional development of the faculty member.*

Our charge is to follow, not only the directives set forth in the university guidelines, but to also be cognizant of best practices at other universities. In that light, we agree that periodic evaluation should provide guidance for continuing and meaningful development which ensures faculty are meeting their responsibilities, that the intended purpose of review is met while, on the other hand, the concept of tenure is not threatened.

B. Scope:

There are two possible phases to Post-Tenure Review (PTR), one mandatory and the other conditional on the outcome of the first phase.

C. Phase 1:

All tenured faculty members will undergo a post-tenure review every five years. Post-tenure review is linked to the annual review. The annual review is different from the comprehensive review. All faculty members are required to participate in the annual review process. After the completed review, the Chair of the Department shall acknowledge the submission and completion by giving the faculty member a copy of his/her evaluation. If the faculty member fails to receive the acknowledgement, he or she shall direct an inquiry to the Chair and send a duplicate copy of the inquiry to the Dean for clarification of the omission. If a faculty member fails to submit himself/herself to an annual review process, this is interpreted as an automatic negative evaluation.

Composition of Post-Tenure Review Committee: Each academic unit shall impanel a Post-Tenure Review Committee comprised of tenured, elected faculty in an open forum from the college or school. The size of the committee may vary from one academic unit to another; however, the committee must have a minimum of *three members*. In cases in which the department does not have enough tenured regular faculty members to constitute a Post-Tenure Review Committee, the department Rank, Tenure, and Promotion Committee will elect regular faculty members from other departments who are qualified to serve on the Post-Tenure Review Committee. The Post-Tenure Review Committee will elect its own chair.

D. Exemptions and waivers:

A faculty member planning to retire at the end of the same academic year in which the post-tenure review would occur is exempt, provided that a binding letter of intent to retire is signed by the faculty member.

E. Phase II:

Post-tenure review consists of additional review by the Post-Tenure Review Committee and the department Chair of those identified as subject to further review. A tenured faculty member who receives two or more annual performance ratings of unsatisfactory/substantial deficiency during the five-year period will be reviewed under the second phase of post-tenure review. The scale used to determine performance ratings will be as follows:

80 -100 - No deficiencies identified.

60 - 79 - Some deficiencies identified, but found to be unsubstantial, but improvement needed.

59 - below - Substantial deficiencies. Unsatisfactory.

Procedure: To ensure the necessary institutional rigor, the following procedures must be used for Phase II:

1. Within one month of notification, the faculty member to be reviewed will prepare a review dossier.
2. The dossier will contain, at minimum, the following items: current vitae, a teaching portfolio, and a statement on current research, and scholarship/creative work.
3. The department Chair will add to the dossier any further materials he or she deems necessary or relevant. The additional materials shall be sent directly to the faculty member to be reviewed.
4. The faculty member has the right to respond in writing to the information added by the department Chair. In addition, the faculty member may add relevant materials at any time during the review process.
5. The review will be conducted by a three-member ad-hoc committee appointed by the respective Dean in consultation with the respective department Chair and the faculty member to be reviewed.

F. Outcome:

Within three months of the submission of the dossier, the review shall be completed. The committee may make one of three possible findings:

1. No deficiencies identified.
2. Some deficiencies identified, but are found to be unsubstantial; or
3. Substantial deficiencies.

Upon a finding of substantial deficiency, the faculty member, review committee and department Chair shall work together to develop a professional development plan.

G. Written report:

All post-tenure reviews are formal and must be reduced to writing. A finding of deficiency must be substantiated and communicated in writing to the faculty member, the department Chair, and the Dean.

H. Professional developmental plan

Nature of the plan: The professional developmental plan shall indicate the specific deficiencies of the faculty member and how such deficiencies are to be remedied. If the faculty member, the review committee and the department Chair fail to agree on the developmental plan, the Dean will determine the plan.

Each plan shall contain the following: (a) specific deficiencies to be addressed; (b) specific goals or outcomes necessary to remedy the deficiencies; (c) outline the activities necessary to be undertaken to achieve the necessary outcomes; (d) set timelines for accomplishing the activities and achieving intermediate and ultimate outcomes; (e) indicate the criteria for assessment of annual reviews of progress in the plan, and (f) identify institutional resources to be committed in support of the plan.

Assessment: The faculty member and department Chair will meet annually to review the faculty member's progress towards remedying deficiencies. A progress report will be forwarded to the review committee and the Dean. Annual reviews of this faculty member shall incorporate this developmental plan.

Completion of the plan: When the objectives of the plan have been met, or no later than two years after the start of the developmental plan, the department Chair shall make a final report to the faculty member and the Dean. If documented progress has been made, even though all objectives of the plan have not been met, the department Chair may request a one-year extension before being required to submit a final report.

Dismissal for unsatisfactory professional performance: If, after consulting with the review committee, the department Chair and Dean agree that the faculty member has failed to meet the terms of the professional development plan as well as satisfactorily completing the deficiency plan, dismissal proceedings may be initiated under this Manual.

Recourse: A faculty member subject to termination on the basis of a performance evaluation conducted pursuant to Texas Education Code, Section 51.942 shall have the opportunity for referral of the matter to a nonbinding alternative dispute resolution process as described in Chapter 154 of the Civil Practice and Remedies Code. More specifically, Section 154.027 (a) provides that non-binding arbitration is a forum in which each party and counsel for the party present the position of the party before an impartial third party, who renders a specific award, and (b) if the parties stipulate in advance, the award is binding and is enforceable in the same manner as any contract obligation. If the parties do not stipulate in advance that the award is

binding, the award is not binding and serves only as a basis for the parties' further settlement negotiations.

**PERFORMANCE EVALUATION of TENURED FACULTY
POST TENURE REVIEW PROCESS**

1. The process begins with the award of tenure.
2. The first review PTR occurs five years after the faculty member is continuously tenured and continues to occur at five-year intervals unless a promotion review, administrative appointment, leave of absence, or illness of more than one year takes place.
3. A promotion, administrative appointment will restart the PTR clock. A leave of absence or illness of more than one year will not count in the five-year period but will extend the time frame for review.
4. The Office of the Dean, shall maintain a calendar for performance evaluation/PTR
5. During the year in which a faculty member is undergoing Performance Evaluation/PTR he or she should not serve on the evaluation committee.

ARTICLE XIV ADOPTION AND AMENDMENT

These Bylaws shall become effective when adopted by a majority of the voting Faculty members. They may be amended by the faculty upon a two-thirds vote of the voting Faculty at a duly called regular or special Faculty meeting, provided that copies of the proposed amendment(s) shall be distributed to the Faculty at least five days prior to such meeting. The Constitution and Bylaws must be reviewed at least every five years by an ad hoc committee convened by the Dean, with recommendations to be considered by the Faculty. The Dean, in collaboration with a delegated ad hoc faculty committee, is responsible for updating and maintaining the bylaws to the standards set by the University and will propose amendments as needed. Unless specifically provided otherwise herein, nothing in these Bylaws shall contravene the mission of the University, or its policies or procedures as they apply to this School.

The above Bylaws, and Amendments thereto, of the Jesse H. Jones School of Business are hereby ratified and agreed upon on this the 17th day of October 2019.

Faculty Approval: Yes _____ No _____

Chair, Department of Business Administration

Chair, Department of Accounting and Finance

Dean: _____