

**The University of Tennessee  
Haslam College of Business  
Department of Marketing and Supply Chain  
Management**

**Department By-Laws**

**Faculty Amended: December 2, 2016  
Faculty Approved Electronically: December 6, 2016**

## **I. Faculty Membership in the Department**

*The purpose of these By-laws is to establish the overall organization of the Department and to provide for the cooperation, advice and consent of the Department faculty in the conduct of the Department's affairs, all within the general framework of the organization and regulations of the Haslam College of Business and the University of Tennessee.*

- A. Membership of the faculty of the Department of Marketing and Supply Chain Management shall consist of all persons holding regular or temporary department appointment to an academic rank as lecturers, senior lecturers, distinguished lecturers, instructors, assistant professors, associate professors, and professors.
- B. Voting membership of the Department are faculty members in tenure-track positions, including those who have not yet earned tenure. This includes persons on joint appointments with other research, administrative or teaching departments, bureaus, or offices within the university. All such persons shall enjoy full voting membership in the Department.
- C. Faculty members appointed to full time non-tenure track positions in the Department shall be regarded as voting members of the departmental faculty with the exception of votes regarding tenure, promotion and retention.
- D. Faculty members who are on full or part-time leaves of absence (or reduced time) shall enjoy the voting status that would be available to them were they not on leave.
- E. Departmental Emeritus Professors are a special case of Departmental nonvoting faculty members.
- F. The *Faculty Handbook* states that "visiting faculty do not participate in the governance of the department," and as such, are consider nonvoting faculty members.
- G. The Department Head and faculty share in the governance of the Department.

## **II. Departmental Meetings**

- A. Department meetings shall be held at least twice per semester during the academic year. Additional meetings may be called by the Department Head or at the written request of a simple majority of the voting faculty. A quorum shall exist if at least one half of the voting membership is present, either physically or by electronic connection. Proxies specific to particular items on the agenda may be given by one faculty member to any other voting member. In all matters, the Department Head's presence, vote, and proxy shall be counted on par with any other voting member.
- B. In the case of departmental meetings in which questions of hiring tenure-track faculty are decided, two thirds of the voting departmental membership must be in attendance, either physically or through electronic connection, in order to constitute a quorum.
- C. A 2/3 majority of those present and those sending proxy votes and/or absentee ballots shall

decide an issue,. The Department Head shall ensure that every voting member of the faculty who is present will have the opportunity, although not an obligation, to express an opinion on those issues that come to a vote.

- D. Any voting member on any issue that requires a vote may call for a secret ballot vote.
- E. The Department Head, or his/her designate, shall serve as chair of the department meetings. Minutes of the meeting and reports submitted to the faculty shall be kept and made available to the faculty.
- F. The initial agenda for regular Department meetings shall be prepared by the Department Head and distributed in writing to the faculty at least five calendar days prior to the meeting. Additional items may be suggested by individual faculty and, at the discretion of the Departmental Head, be added to the agenda. Alternately, items may be placed on the agenda by written petition of twenty-five percent of the voting faculty. All additions to the Head's initial agenda must occur at least three days prior to the meeting. Announcements, which are informational items that do not require faculty action, can be added to the agenda at any time.
- G. If, during the meeting, a matter not on the agenda evolves into a formal motion, that motion must be tabled until the next meeting if so requested by any voting member.
- H. At the discretion of the Department Head, a vote of the faculty may be taken electronically. Faculty will have a minimum of five (5) business days to submit their vote after notification of the electronic vote. 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 automatically occur if 20% or more of the faculty members who cast a vote so request.

### III. Department Committees

There shall be three types of department committees:

- Promotion and tenure committees
- Standing committees
- Ad hoc committees

A. Promotion and Tenure Committees: Criteria for promotion and tenure are as set forth in the *Faculty Handbook, UT Manual for Faculty Evaluation* and *CBA Faculty Evaluation Procedures and Guidelines*.

#### 1. *Committee on Promotion to Rank of Associate Professor*

This committee shall consist of all Professors and Associate Professors who hold tenure in the Department of Marketing and Supply Chain Management. Its purpose shall be to report to the Departmental Head with regard to candidates for promotion to the rank of Associate Professor. Two thirds of the committee membership being in attendance, either physically or through electronic connection, shall constitute a quorum for conducting business. A vote shall be taken on the candidate's dossier and the results made part of the submitted report. Any committee member may call for a secret ballot vote. One member of the Committee

shall be designated by the Department Head to summarize discussion and submit a formal recommendation to the Department Head.

- a. The Department Head cannot participate in the vote.
- b. The Department Head shall preside at meetings of the full committee and shall be responsible for calling a meeting of the committee. The time and place of meetings shall be made known to committee members at least seven calendar days in advance.
- c. Absentee votes shall be allowed if the absentee voter is willing to relinquish any claim to anonymity.
- d. In unusual circumstances, operational procedures may be altered by two-thirds vote of the committee membership.

2. *Committee on promotion to Rank of Professor*

This committee shall consist of all Professors who hold tenure in the Department of Marketing and Supply Chain Management. Its purpose shall be to make recommendations to the Departmental Head with regard to candidates for promotion to the rank of Professor. Operational rules for this committee shall be equivalent to those of the Committee on Promotion to Rank of Associate Professor.

3. *Committee on Awarding of Tenure*

This committee shall consist of all tenured members of the departmental faculty. Its purpose shall be to make tenure recommendations to the Department Head in situations in which tenure decisions must be made separate and apart from promotion recommendations and decisions. Operational rules for this committee shall be equivalent to those of the Committee on Promotion to Rank of Associate Professor.

4. *Committee on promotion for non-tenure track faculty*

If it is determined by the Department Head that a full-time lecturer is eligible to be considered for promotion to Senior Lecturer, or that a Senior Lecturer is eligible to be considered for promotion to Distinguished Lecturer, the Department Head will form a committee to consider the candidate's dossier and make recommendation to the Department Head. This committee should consist of a minimum of three faculty members, two of whom should be tenured faculty. If a non-tenure faculty member is included on the committee, that individual should be at a higher rank than the current rank of the candidate under review.

B. Standing Committees

There are four standing Department committees:

- Undergraduate Studies Committee
  - Two subcommittees: Marketing and Supply Chain Management
- Graduate Studies Committee
  - Two subcommittees: Marketing and Supply Chain Management
- Peer Teaching Review Committee

· Strategy Advisory Committee

1. *The Undergraduate Studies Committee* will consist of two subcommittees: one that focuses on undergraduate studies issues in Marketing, and one that focuses on undergraduate studies issues in Supply Chain Management. Appointment to these subcommittees will be made by the Department Head. Each subcommittee will consist of a minimum of three members, and should include at least one tenured faculty members. Each subcommittee should meet at least once per semester to consider issues such as SACS Assurance of Learning processes, major field tests, possible curriculum changes, and any other issues as assigned by the Department Head.
2. *The Graduate Studies Committee* will consist of two subcommittees: one that focuses on graduate issues in Marketing, and one that focuses on graduate issues in Supply Chain Management. Appointment to these subcommittees will be made by the Department Head. Each subcommittee will consist of a minimum of three members, all of whom should be tenured or tenure-track. One of the members of each subcommittee should be the Director of the Ph.D. program in each of the departmental disciplines. Each subcommittee should meet at least once per academic year to consider issues involving graduate curriculum, Ph.D. program concerns, other relevant topics, and any other issues as assigned by the Department Head.
3. *The Peer Teaching Review Committee* shall consist of two or three faculty members from the department, making sure that both Marketing and Supply Chain are represented. This team will conduct all peer teaching reviews required by the department during the year. The team members are appointed by the department head, and will serve staggered two-year terms for the purposes of providing continuity, i.e., each year at least one person is “new,” and at least one other is in their second and final year of service. The chair of the team is selected by the department head. Team members may hold tenure-track or non-tenure track positions, but at least one member of each committee must hold a tenure-track position and . Guidelines for the responsibilities of The Peer Teaching Review Committee can be found in the *Haslam College of Business, Peer Teaching Review Procedure* document.
4. *The Strategy Advisory Committee* will consist of the Department Head as chair, and two individuals from each side of the Department (Marketing and Supply Chain Management) to be elected by each side of the Department. At least one elected member from each side of the Department should be a full professor who holds a chair or professorship. At least one elected member should be a non-tenure track faculty member. Elected members shall serve a three-year term. One purpose of the strategy advisory standing committee is to annually review the departmental strategic plan, and make recommendations to the department for update or renewal of that strategic plan. Another purpose of this committee is to review and, if necessary, present to the Department's faculty proposed revisions of (a) the Faculty Evaluation and Development Process document and (b) the Department's By-Laws.

Additional standing committees may be formed at the discretion of the Department Head or by consensus action of the faculty. Within ninety days of its creation each standing committee is required to submit to the entire voting faculty a written statement concerning its scope or responsibilities. Approval of the statement shall require a 2/3 majority vote of the faculty and the statement will then be attached to the minutes of the meeting. If a committee's scope of

responsibility changes at some later date, a new statement must be submitted and approved in the same manner.

Standing committees have the right and the responsibility to make motions to the faculty. Such motions do not require a second.

C. Ad Hoc Committees

Various ad hoc committees may be constituted, under the appointment and direction of the Departmental Head or by consensus of the faculty to deal with particular matters as they occur.

D. Committee Sunset Requirement

All committees, including any standing committees, will be disbanded at the end of three years unless reviewed and re-approved by the faculty for an additional two year period.

#### **IV. Department Head**

A. Selection and Length of Term

1. Selection of the Department Head will follow procedures as articulated in the *Faculty Handbook*. As part of that selection process, the voting members of the department will have the opportunity to vote on preference for department head, and that vote is reported to the Dean of the Haslam College of Business as advisory. The Department Head is appointed by the Dean of the Haslam College of Business. Normal term of office should be five (5) years. Renewal for another term is at the discretion of the Dean, in consultation with the faculty, as described in the *Faculty Handbook*.
2. In accordance with the *Faculty Handbook*, the Department Head will be reviewed annually by the Dean.

B. Hiring and Retention of Non-tenure Track Faculty

1. Non-tenure Track appointments are carried out at the discretion of the Department Head in a manner consistent with established department governance procedures, Haslam College of Business by-laws and the University of Tennessee policies.
2. Evaluation of Non-tenure Track Faculty is carried out at the discretion of the Department Head. S/he will conduct such evaluations in a manner consistent with the Haslam College of Business by-laws and the University of Tennessee policies.

C. Administration of Faculty Reviews

1. Faculty Responsibilities

- a. Each faculty member will contribute fully to the department. Those contributions will be divided into teaching, research and service categories. The proportions that a faculty member will contribute from each category will be established at the discretion of the Department Head, in a manner consistent with the Haslam College of Business by-laws and the University of Tennessee policies. The proportions will be communicated to the faculty member during annual reviews and evaluations.

2. Annual Retention Review

- a. The Department Head will follow the guidelines of Haslam College of Business as set forth in the *Faculty Handbook, UT Manual for Faculty Evaluation and Haslam College of Business Faculty Evaluation Procedures and Guidelines*.
3. Annual Faculty Evaluation
    - a. The Department Head will follow the guidelines of Haslam College of Business as set forth in the *UT Manual for Faculty Evaluation and Haslam College of Business Faculty Evaluation Procedures and Guidelines*.

**V. Ratification and Amendment of These By-Laws**

Ratification of these by-laws may be accomplished by the process defined in Section II above. Subsequent to ratification, it may be also amended by the process defined in Section II above..