

SPECIAL RULES AND REGULATIONS

COLLEGE OF BUSINESS ADMINISTRATION FACULTY

**March 6, 1992; Sections 2.24 and 3.5 added October 3, 2003; Section 6.22 deleted
November 30, 2009**

1. Membership: all faculty appointed to the College of Business Administration (hereafter The College) holding a half-time appointment or more rank above Assistant Instructor are members of The College. All members shall have the privilege of the floor at any regular or special meeting. Any other person shall have the privilege of the floor at the invitation of the Dean of the College and Graduate School of Business, or by majority vote of the voting members in attendance.
2. Officers:
 - 2.1 Chairman. The Dean of The College is Chairman ex officio of The College of Business Administration Faculty at its meetings. When he or she is unable to attend a meeting, or wishes to participate in the discussion of the faculty, he or she shall designate an Associate Dean to serve as Chairman-pro tempore. In absence of such designation, the voting members present shall by majority vote elect one of their number to preside.
 - 2.2 Secretary. At the last regular scheduled meeting in the long session, the voting faculty shall elect, for the following year, its secretary. The secretary does not have to be a voting member of The College, but must be a faculty or staff member of The College.
 - 2.21 The secretary shall record the minutes of each regular and special meeting. Copies shall be available to any faculty member within fourteen (14) days of written request to the secretary. A synopsis of actions taken by the faculty shall be distributed to all members of The College faculty within a reasonable time after each regular and special meeting.
 - 2.22 The secretary shall distribute to all members of The College notice of the date, time, and place of regular meetings to be held, and the agenda of the items to be reported, discussed, or acted upon at least one calendar week prior to any called regular meeting. All communications which deal with matters to be voted on at a regular meeting must be distributed with the notice and agenda.
 - 2.23 The secretary shall distribute to all members of The College notice of the date, time, and place of special meetings to be held, and the agenda of the items to be reported, discussed or acted upon forty-eight (48) hours before the meeting. This notice shall include any

communications which deal with matters to be voted upon at the special meeting.

2.24 Any item requiring faculty action may be submitted for faculty enactment on a no-protest basis if the item is determined to be minor. When an item requiring faculty action is proposed by a faculty-elected standing committee, that committee shall determine whether the item is minor. Any item requiring faculty action that is proposed by anyone other than a faculty-elected standing committee may be submitted for faculty enactment on a no-protest basis only if the item is determined to be minor by the faculty secretary and parliamentarian, or, if the faculty secretary is not a voting member of the faculty, by the parliamentarian. The secretary shall distribute a minor item for faculty enactment on a no-protest basis to all voting members of the faculty in the same manner as any other legislative matter brought before the faculty.

2.3 Parliamentarian. At its first meeting each year, the voting faculty shall elect one of its members parliamentarian, who shall serve one year. His or her decisions shall be based on the Special Rules and Regulations governing the College of Business Administration, the Rules and Regulations of the Board of Regents, and the Handbook of Operating Procedures of the University of Texas. Where the issue is not governed by The College, Regent's Rule and Regulations, or Handbook of Operating Procedures, decisions shall be based on the most recent edition of Robert's Rules of Order, Revised.

3. Meetings:

3.1 Regular Meetings. Regular meetings of The College faculty shall be held during the long term on Friday at 3:00 p.m. on dates announced by the Dean.

3.2 Special Meetings. Special meetings of The College faculty may be called by the President, the Dean, or at the written request of fifteen (15) voting members of the faculty.

3.3 Any matter listed on a properly distributed agenda (Section 2.22 and 2.23) can be voted on at a regular or special meeting. If a matter is placed on the agenda for a vote, and a quorum is not present, the matter can be discussed at the meeting, and the secretary will conduct a mail ballot to be held and completed within ten (10) calendar days or another meeting will be called to consider the matter. A majority vote of those ballots received will decide the issue.

3.4 Voting shall be viva voce or by a show of hands. Any five voting members of the faculty can require a secret written ballot on any agenda listed matter by a signed written request to the secretary at least two hours prior to any regular or special meeting. A motion for a secret written ballot may be made from the floor, but approval requires a majority vote of the voting assembly.

- 3.5 If an item requiring faculty action is proposed for faculty enactment on a no-protest basis, and has been distributed to all voting members of the faculty by the secretary, the item shall be enacted if the secretary does not receive at least five protests from voting members of the faculty within one calendar week after the item has been distributed, and the faculty will be notified of such enactment. If the secretary receives at least five protests from voting members of the faculty within one calendar week after the item has been circulated, the item will not be deemed minor and shall be treated as any other legislative item brought before the faculty.
4. Quorum:
 - 4.1 A quorum for a regular meeting of The College faculty is 40 voting members.
 - 4.2 A quorum for a special meeting of The College faculty is forty (40) per cent of the voting members.
5. Voting Membership: The voting membership of The College faculty shall be the same as provided for in the University Handbook of Operating Procedures. (Presently voting members are all half-time or more professors, associate professors, assistant professors; and visiting professors, visiting associate professors, senior lecturers, lecturers, and instructors with two or more semesters of services at the rank of instructor or above at the University of Texas at Austin – plus such other officers as are designated in the Regents’ Rules and Regulations or designated by the Board of Regents.)
6. Committees:
 - 6.1 Standing Committee
 - 6.11 The faculty shall establish a standing committee only for each major activity. For special issues an ad hoc committee will be appointed by the Dean, which will terminate after completion of its specific assignment. A standing committee will have the authority to appoint faculty ad hoc committees within their area of responsibility. The responsibility of each standing committee shall be specified in the Special Rules and Regulations of the College of Business Administration.
 - 6.12 In order to better utilize faculty time and energy, a committee should contain only the minimum number of faculty needed to efficiently discharge committee responsibilities. Committee size should be related to the scope of the issues.
 - 6.13 Effective discharge of the duties of the standing committees requires regularly scheduled meetings with dates announced well in advance.
 - 6.14 Standing committee chairmen are appointed by the Dean from among the faculty members of the committee.

- 6.15 Subject to economic constraints adequate administrative support will be available to all committees. The Associate Deans and Assistant Deans will provide appropriate coordination for all committee activity.
- 6.16 Committee work is an integral part of the responsibility of all faculty and will be recognized and rewarded by the respective budget councils or executive committees and the Dean in consideration for promotion and compensation and in consideration of faculty workloads.
- 6.17 Chairmen of standing committees should meet periodically with the coordinating committee to facilitate information exchanges.

6.2 Standing Committees – Role and Scope

- 6.21 Undergraduate Academic Program Committee: The committee is responsible for bringing to the faculty policy issues related to the BBA academic programs, such as the BBA core courses, interdepartmental program, and self-review and coordination of departmental programs. The committee shall review proposed curriculum changes, academic standards, enrollment control, and such other areas that affect the academic quality of the undergraduate degree. The committee shall specify standard reports and periodic analyses essential to their policy deliberations and for the periodic distribution to the faculty. They will also review related administrative procedures of the Dean's Office to ensure that they reflect the policies established by the faculty.
- 6.23 CBA Honors Program Committee: The committee shall be composed of one faculty member from each department in The College. Three members shall serve as advisors to the three Honors classes, selection to be at the discretion of the committee. The committee shall oversee policies, procedures, and the administration for admission and continuance of students in the Honors program, and will recommend policies concerning the curriculum and other policy matters pertaining to the Honors Program to The College.
- 6.24 Dean's Advisory Committees: The dean shall constitute standing committees set forth by the University's Rules and Regulation and ad hoc advisory committees as required.

Because of the special nature of the Dean's Advisory Committees, these will be appointed by the Dean. Student members should be selected by the appropriate student government organizations in accordance with the policies and procedures of these organizations.

The advisory standing committees shall include at least the following:

- a) Coordination committee, consisting of all department chairmen, academic associate and assistant deans, and others appointed by the Dean.
- b) Promotion Advisory Committee as required by University regulations.

6.3 Membership: Faculty members of standing committees, except the Dean's Advisory Committees, shall be elected by the faculty at its last regular meeting in the Spring semester. Nominations for these committee positions shall be made by the Dean and the department chairmen. Any faculty member may at the meeting for the election place names in nomination for committee positions. No more than two members of any one department shall serve on any one standing committee.