

## **Bylaws and Governing Practices of the Henry W. Bloch School of Management**

(Proposed Changes to Bylaws Adopted by the Faculty of the Bloch School of Management on  
April 26, 2019 and amended on October 15, 2021)

These Governing Practices have been developed and adopted by the faculty of the Henry W. Bloch School of Management to govern the work of the school, as required and authorized by the University of Missouri Collected Rules and Regulations (CRRs) including, in particular, the Faculty Bylaws of the University of Missouri – Kansas City (CRR 300.020). These Bylaws are subordinate to the CRRs and may not call for any practices that are inconsistent with those CRRs or UMKC Bylaws.

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### **1. MEMBERSHIP**

The Faculty shall consist of all persons who hold academic appointments at the School, including tenured, tenure track and ranked non-tenure track faculty consistent with the provisions of CRR 300.020B or its successor(s), and with an appointment of at least a .75 FTE and a nine (9) month duration.

- A) Faculty votes on issues specific to tenure and tenure-track faculty shall be restricted to tenured and tenure-track faculty.

### **2. FACULTY ROLE IN DEPARTMENTS AND SCHOOL**

- A) The faculty shall have the following roles in the governance of the School:

- 1. Curriculum and Degrees: The Faculty, together with the appropriate administrative officers, shall be responsible for recommending all academic courses and programs and for recommending candidates for degrees. This will include recommending to the Dean:

- a. New program proposals including new degrees, and new degree programs, and deletions of degrees and degree programs;
  - b. Curricular proposals regarding requirements of existing degree programs and addition or deletion of courses presented under the auspices of the School.
2. Selection and Retention of Academic Faculty: The Faculty will recommend for the approval of the Dean and information of the Faculty the criteria and procedures to be followed in recommending the selection, retention and promotion of members of the Faculty. These procedures will be specified in a formal Promotion and Tenure Policy per Section 5 of these Bylaws.
  - a. Recommendations for promotion and/or tenure shall be made after the Dean of the school has received a written recommendation from the appropriate department committee (or equivalent teaching unit) and department chair, and a written recommendation from the school's Promotion and Tenure Committee.
3. Selection and Evaluation of Administrators:
  - a. Selection of Dean: Recommendation for the selection of the Dean shall be made to the Chancellor after consultation with an appropriate committee which will include members of the Faculty of the School.
  - b. Selection of Department Chairs: The Dean shall recommend appointment or replacement of a Department Chair only after consultation with the Faculty of the relevant department.
  - c. Evaluation of Academic and Professional Administrators: The voting Faculty will participate in the regular evaluation of School academic and professional administrators.
- B) Inter-Departmental Transfers: Any faculty member in any department in the Henry W. Bloch School of Management may apply for any open position in any other department. The faculty member will be considered for the hiring department on the same basis as all other applicants for the opening. If the faculty member is selected to fill the opening, the faculty member becomes a member of the hiring department. All other requests for inter-departmental transfers will be decided by the Dean, upon consultation with faculty members of the departments involved.

### 3. MEETINGS OF THE FACULTY

The Faculty shall hold its regular meetings no fewer than four times per year, with at least two meetings occurring during each semester (fall and spring). Special meetings may be called at any time by the Chancellor or by the Dean of the School. Special meetings may be called by the Faculty Chair with the concurrence of the Faculty Leadership Committee. Special meetings must be called if requested by one-fourth of the faculty or the Faculty Leadership Committee.

At the first meeting of the Faculty meeting of the Fall Semester, each department shall present one or more nominees to serve as Chair and Vice Chair, Faculty Meetings, the Henry W. Bloch School of Management. The Chair and the Vice-Chair shall be elected by a plurality of the votes cast at this meeting.

The terms of the Faculty Chair and Vice Chair shall commence at the second faculty meeting of the Fall Semester. The primary duties of the Chair shall be to preside at regularly scheduled and special meetings of the Faculty, to prepare the agenda for these meetings, and to oversee and administer the faculty voting process. The Chair shall solicit faculty input for these meetings including motions from the Faculty, and set the agenda for these meetings in cooperation with the Office of the Dean, Department Chairpersons, and Chairs of faculty committees in accordance with the existing governing rules of the School. The primary duty of the Vice-Chair shall be to preside at regularly scheduled and special meetings of the Faculty should the Chair not be able to do so. The Office of the Dean shall provide administrative support to the Chair and the Vice-Chair. Such support shall include but not be limited to secretarial support for the production and circulation of materials related to faculty meetings, and support for administering faculty votes. To the greatest degree possible, the Chair shall distribute the agenda for faculty meetings at least five workdays prior to each faculty meeting.

At a school faculty meeting, a quorum shall consist of the majority of regular voting faculty in the Henry W. Bloch School of Management.

#### 4. COMMITTEES

There will be four standing committees of the Faculty of the School. In addition, ad hoc committees and task forces may be established by the Dean or by vote of the Faculty to address other needs as necessary. The Dean and/or Associate Dean shall be ex-officio members without vote of each committee and shall be notified in advance of the meetings of these committees.

##### A) Faculty Leadership Committee

1. Membership: The committee shall include one Faculty member from each department. Each department election shall take place prior to the selection of the at-large member at the first faculty meeting of the fall semester. At the first fall semester faculty meeting, the Faculty shall elect a tenured associate or full professor to serve as the at-large representative, if an additional committee member is needed in order to have an odd number of members. Membership will not include any department chair. Members of the committee shall be elected for two-year terms, with staggered terms (three replaced at the end of each year). The Chair of the committee shall be elected at the end of an academic year from the group of three continuing members to provide continuity for the following year.

Every internal constituent of the School shall have the right to speak before the Faculty Leadership Committee for the purpose of voicing his or her concerns regarding general matters relating to the functioning of the School.

2. Charge: The function of the Faculty Leadership Committee is to:
  - a. Represent the interests of the Bloch School Faculty in all School, campus, University and external matters that affect the Faculty's ability to effectively perform teaching, research and service.
  - b. Receive from the Dean all information regarding the budget process; share that information with the Faculty of the School; and advise the Dean regarding

- objectives and funding priorities as well as necessary allocations to achieve those objectives.
  - c. Represent the internal constituents of the School (including faculty, staff and students) in reacting to campus or University requests for advice and inputs on University policy, plans and regulations.
  - d. Draft School Bylaws and School policies and revisions for consideration and action by the Faculty and the Dean.
  - e. Advise the Dean and Faculty on changes in the administrative structure of the School, and on the creation of ad hoc and standing committees and their membership.
  - f. Speak for the Faculty on issues of faculty governance, welfare and other factors which contribute to the professional satisfaction of the Faculty, including acting upon initiatives that are proposed to the School by UMKC, the Faculty Senate, and the University System.
  - g. Facilitate the periodic evaluation of School administrators by the Faculty.
  - h. Recommend to the Dean principles regarding salary allocations, workloads, class scheduling; and review and making recommendations on proposals to revise annual faculty evaluation instruments and processes.
  - i. Call special faculty meeting as needed, per Section 3 of these Bylaws.
3. The Faculty Leadership Committee Chair is required to file any changes to the School's Bylaws with the Faculty Senate and the Chancellor's office, consistent with the Regulations of the UM System and UMKC bylaws.

#### C) Faculty Promotion and Tenure Committee

- 1) Membership: The Bloch School Promotion and Tenure (P&T) Committee consists of one member elected from each department, elected at the first faculty meeting of the Fall Semester, and as vacancies occur. The departmental representatives will serve three-year terms with staggered appointments. Each representative should be a full professor. If a department has no (or not enough) full professors, then a full-time, tenured associate professor may be elected to serve as the department's representative. However, associate professors may not sit on the Bloch School P&T Committee when deliberating the promotion of an associate professor to full professor, or the tenure of a full professor. If there is an associate professor on the Committee when such a deliberation arises, the relevant department must elect a replacement full-time, tenured, full professor from another department in the Bloch School to participate on their behalf for the purposes of that specific deliberation.
- 2) Charge: The function of the Bloch School Promotion and Tenure Committee is to:
  - a. Provide a professional evaluation of the suitability of a candidate for promotion and/or tenure, and review the suitability of candidates under consideration for employment for Associate or Full Professor positions, based on the recommendations of the relevant departmental promotion and tenure committee and consistent with the Promotion and Tenure policies of the Bloch School of Management.
  - b. Review and recommend faculty who have applied for research grants and awards

that are administered by the Bloch School of Management for consideration by the Dean.

- c. Review and recommend candidates for appointment to the Doctoral or Graduate Faculty of UMKC. The recommendations shall be forwarded to the Campus Review Group through the Dean.
- d. Recommend revisions and updates to the Bloch School Promotion and Tenure policies and procedures for consideration and action by the Faculty and the Dean.

The Bloch School Promotion and Tenure Committee will carefully review each candidate's record in the categories of teaching, scholarship, and professional service, and collegiality (in the case of tenure). Each candidate will be judged individually, not relative to other candidates. The Bloch School P&T Committee will review the materials submitted by the candidates, the external review letters, and recommendations of the relevant department committee and department chair, along with any rebuttal from the candidate. After departmental review, the Bloch School P&T Committee will submit a recommendation to the Dean. The Bloch School Promotion and Tenure Committee is also charged with ensuring that promotion and tenure policies are available to all faculty of the school.

#### C) AACSB Programs Committee

1. Membership: The committee shall include one faculty member from each Bloch School department offering AACSB-accredited programs. Full-time instructors and teaching faculty are eligible for service on this committee. The selection of committee members from participating departments shall be made before the first faculty meeting of the academic year. At-large members will be elected at the first faculty meeting of the Fall Semester. The committee will select its chair from its voting members at this first committee meeting of the academic year.
2. Charge: The function of the AACSB Programs Committee is to develop, monitor, evaluate and revise the substance and delivery of all degree programs accredited under AACSB including, but not limited to:
  - a. Ensuring the School uses well-defined and systematic processes for creation, delivery, evaluation and continuous improvement of AACSB programs.
  - b. Receiving annual reports from chairs of the participating departments, and the EMBA Program Director about creation, delivery, evaluation and continuous improvement of programs.
  - c. Forwarding to the Bloch School Faculty recommendations regarding all changes to courses and programs, for discussion and approval by the Faculty.
  - d. Ensuring compliance of AACSB programs with the Bloch School Assurance of Learning Plan as well as AACSB requirements, and facilitating communication between the University Assessment Committee, the Dean, and the faculty of the AACSB degree programs.
  - e. Upon request, reviewing external submissions completed by AACSB-related programs of the Bloch School of Management related to requests for information from rankings bodies.

#### D) NASPAA Programs Committee

1. Membership: The committee shall be comprised of all faculty in the Public Affairs Department. The Department may choose to invite additional Bloch School faculty members or other stakeholders to participate as voting or nonvoting members of the committee, or on subcommittees.
2. Charge: The function of the NASPAA Program Committee is to develop, monitor, evaluate and revise the substance and delivery of all degree programs accredited under NASPAA including, but not limited to:
  - a. Ensuring the School uses well-defined and systematic processes for creation, delivery, evaluation and continuous improvement of NASPAA programs.
  - b. Reviewing regular reports on NASPAA program emphases and certificates about creation, delivery, evaluation and continuous improvement of programs.
  - c. Forwarding to the Bloch School Faculty recommendations regarding all changes to courses and programs, for discussion and approval by the Faculty.
  - d. Ensuring compliance of NASPAA programs with the Bloch School Assurance of Learning Plan as well as NASPAA requirements, and facilitating communication between the University Assessment Committee, the Dean, and the faculty of the NASPAA degree programs.
  - e. Upon request, review external submissions completed by NASPAA-related programs of the Bloch School of Management related to requests for information from rankings bodies.

#### 5. POLICIES OF THE BLOCH SCHOOL OF MANAGEMENT

It is the responsibility of the Faculty Leadership Committee to ensure there exist an appropriate set of policies to guide and inform the implementation of these Bylaws by the appropriate committees, departments, and the administrators of the Bloch School of Management. These policies are to be kept on record by the Dean's Office, and made readily accessible to all members of the faculty via the school's online faculty portal. This set of policies must include, but is not limited to:

- A) Faculty Workload Policy
- B) Promotion and Tenure Policy
- C) Data and Oversight Review Policy (please see C) 2. e, and D) 2. e)

#### 6. VOTING

##### A) Scope

1. Changes to existing courses including student learning objectives, course name, course description or course prerequisites, must be approved by the sponsoring department and the AACSB Committee or NASPAA Committee as appropriate. These measures do not require consideration or approval by the full Faculty. The Chair of the AACSB Committee or NASPAA Committee must report to the full Faculty at the earliest subsequent Faculty meeting following Committee action of all measures considered by the Committee and the outcome of any votes taken regarding the preceding measures. Upon consent of the Faculty, the full Faculty may take further action during the Faculty

meeting regarding the preceding measures.

2. Changes to programs or new program proposals must be approved by the AACSB Committee or NASPAA Committee as appropriate and require consideration and approval by the full Faculty.
3. The full Faculty must vote on all other matters requiring faculty consideration.

#### B) Procedure

1. Role of the Faculty Chair: The Faculty Chair oversees and administers faculty voting. The Chair ensures the integrity of the voting process, facilitates notification of a pending vote and its outcome, and ensures enfranchisement of relevant faculty.
2. Role of the AACSB and NASPAA Committee Chair: The AACSB and NASPAA Committee Chair notifies the Faculty Chair of any committee action requiring consideration of the full Faculty. The Committee Chairs will report on the outcome of any committee action, and provide any relevant documentation concerning the issue for faculty consideration to the Faculty Chair.
3. Role of the Faculty Leadership Committee Chair: The Faculty Leadership Committee Chair notifies the Faculty Chair of any issue requiring faculty consideration that falls outside of the scope of the AACSB or NASPAA Committees.
4. Voting during a Faculty meeting: Conducting votes during a scheduled Faculty meeting is the preferred approach for actions requiring consideration of the full Faculty. The Faculty Chair, with assistance as specified in Section 3, may employ voice, counted, or ballot voting for all measures under consideration. Upon consent of the Faculty, the Faculty Chair may require ballot voting.
5. Electronic voting: The Faculty Chair may utilize electronic voting when, in the chair's judgement, use of a normally scheduled faculty meeting for voting would delay the implementation of proposed curriculum changes. In such instance, the electronic voting process will proceed as follows:
  - a. The Faculty Chair will call for a faculty vote within three business days upon notification by the AACSB or NASPAA Committee Chair, or the Faculty Leadership Committee Chair of an issue for faculty consideration.
  - b. The Faculty Chair will ensure enfranchisement of relevant faculty consistent with Section 1 of these bylaws and will notify eligible faculty of an issue for consideration via email to each faculty member's University of Missouri System email address. The notification email will include a hyperlink to the information system used for the vote.
  - c. The Faculty Chair will use a University of Missouri System-approved information systems platform for each vote. At minimum, such a platform must provide:
    - 1) An easily accessible description of the issue under consideration
    - 2) A secure method for recording each faculty member's vote

- 3) Access to any documentation concerning the issue provided by the AACSB or NASPAA Committee Chair, or Faculty Leadership Committee Chair as appropriate
  - 4) The ability for faculty to comment electronically on the issue, engage in an electronic dialogue, and post additional information documentation for faculty consideration
- d. The Faculty Chair will hold the vote open to faculty consideration for three business days following the notification of the vote.

## 7. AMENDMENTS

Proposed amendments to these Bylaws and Governing Practices shall be submitted by the Faculty Leadership Committee for preparation for Faculty action. Subject to consistency with the UMKC Bylaws, these Bylaws and Governing Practices may be amended by a majority of those faculty voting at a regular faculty meeting. The Chairperson of the Faculty Leadership Committee is required to file with the Chancellor and the Faculty Senate, within 10 days after completion of each of Fall and Spring Semesters, and subject to consistency with the Collected Rules and Regulations of the UM System and UMKC Bylaws, any amendment made to these Bylaws and Governing Practices during the preceding period.