SCHOOL OF BUSINESS
REPORT TO THE RIVERSIDE DIVISION
May 9, 2018

To be adopted:

Proposed Change to the School of Business Administration By-laws

PRESENT

SOBA1 Membership
SOBA1.1 The Faculty of the School of Business Administration consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business Administration; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business Administration; (f) designated Senate members from other colleges and schools, who are assigned to the School of Business Administration; (g) such other Senate members as may be specified by the bylaws of the Division.

SOBA1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business Administration.

SOBA2 Officers
SOBA2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.
SOBA2.1.1 The Chair of the Faculty is elected for a two-year term and is not eligible to succeed himself/herself immediately, unless his/her previous term lasted for less than one year. To assure orderly transition, the Chair of the Faculty shall remain in office until the successor assumes office. The election is conducted in accordance with the procedure prescribed in these bylaws. If the Chair is unable to complete the term of office, the Secretary-Parliamentarian of the Division shall within one month conduct an election in accordance with the procedure prescribed in these bylaws for the unexpired term provided that the unexpired term is longer

PROPOSED

B1 Membership
B1.1 The Faculty of the School of Business consists of (a) the President of the University; (b) the Chancellor; (c) the Executive Vice Chancellor; (d) the Dean of the School of Business; (e) all members of the Academic Senate who are members of the department(s) assigned to the School of Business; (f) designated Senate members from other colleges and schools, who are assigned to the School of Business; (g) such other Senate members as may be specified by the bylaws of the Division.

B1.2 Only voting members of the Academic Senate are eligible to vote in the Faculty of the School of Business.

B2 Officers
B2.1 The Officers of the Faculty consist of a Chair, vice chair and a secretary.
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than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair.

**SOBA2.1.2** The Vice Chair of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.

**SOBA2.1.3** The secretary of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.

**SOBA2.1.4** The election of the Chair of the Faculty is conducted as provided in Chapter 7 of the bylaws of the Division.

**SOBA2.1.5** The Chair assumes office on the first day of September following his/her election at a regular election, or immediately upon completion of the ballot count at a special election. The vice chair and secretary take office immediately upon appointment.

**SOBA3 Meetings**

**SOBA3.1** Regular Meetings of the faculty are scheduled by the Chair of the faculty to be held in the first month of classes in the Fall term, in the first month of classes in the Winter term, and in the last month of classes in the Spring term. Under the above scheduling constraints, the meeting will be scheduled by the Chair of the faculty to accommodate as many faculty as possible. Special Meetings may be called by the Dean of the School of Business Administration, the Chair of the Faculty, the Executive Committee or by the written request of five voting members of the Faculty. (Am Feb. 15, 2011) (Am Feb. 19, 2013)

**SOBA3.1.1** At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.

**SOBA3.1.2** At least one week prior to a unexpired term is longer than six months. In the interim or in the event the vacated term is less than six months, the Vice Chair of the Faculty will serve as Chair.

**B2.1.2** The Vice Chair of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.

**B2.1.3** The secretary of the Faculty is chosen by the Executive Committee from among its members. The term of office expires at the end of his or her term of committee membership.

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**B3.1.1** At least two weeks prior to each scheduled Regular Meeting, the Chair shall issue a solicitation of requests for agenda items to the faculty. The Chair has the final discretion to include or exclude any proposed agenda item from a Regular Meeting unless it was submitted on behalf of at least five voting members of the Faculty.

**B3.1.2** At least one week prior to a
scheduled Regular Meeting, the Chair shall
distribute the agenda for the meeting
together with all pertinent documents to
each member of the Faculty.
SOBA3.1.3 Special Meetings are intended
for the purpose of addressing urgent agenda
and require at least four business days prior
notice to the faculty. At least three business
days prior to a scheduled Special Meeting,
the Chair shall distribute the agenda for the
meeting together with all pertinent
documents to each member of the Faculty.
SOBA3.1.4 A quorum consists of one-half of
the members of the Faculty of the School of
Business Administration who are members
of the Academic Senate and not emeritus
faculty. A quorum is necessary to conduct
any official business at such meeting.
SOBA3.1.5 A motion to submit a measure to
mail ballot has precedence over a motion for
a vote in a meeting.

SOBA3.1.6 The Faculty shall not vote on
any main motion (e.g., change curricular
requirements, change regulations of the
school or its structure, or change these
bylaws) at a meeting at which such
proposals for change are first made,
unless notice is previously given to all
members of the Faculty in a call to the
meeting.

SOBA3.1.7 Any main motion introduced by
a member of the faculty at a meeting and not
previously announced in the meeting
agenda shall be either tabled until the next
meeting or vote on the motion by mail ballot
with balloting to close no sooner than one
week after the meeting when the motion was
introduced.
SOBA3.1.8 These bylaws constitute primary
rules of order for meetings of the Faculty
and of the Standing Committees of the
School of Business Administration. The

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least four business days prior notice to the
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to a scheduled Special Meeting, the Chair
shall distribute the agenda for the meeting
together with all pertinent documents to
each member of the Faculty.

B3.1.4 A quorum consists of one-half of
the members of the Faculty of the School
of Business who are members of the
Academic Senate and not emeritus faculty.
A quorum must be physically present at a
meeting to conduct any official business.

B3.1.5 By default, a main motion in a
Regular Meeting will be submitted to mail
ballot with balloting to close no sooner
than one week after the meeting when the
motion was introduced and a main motion
in a Special Meeting will be voted on in the
meeting. To do otherwise, requires a
majority vote in the meeting.

B3.1.6 The Faculty shall not vote on any
main motion at a meeting unless it has
been included in the meeting’s agenda.

B3.1.7 Unless otherwise specified, for a
motion to pass, the number of votes cast
for the motion must be larger than the
number of votes cast against the motion.

B3.1.8 These bylaws constitute primary
rules of order for meetings of the Faculty
and of the Standing Committees of the
School of Business. The order of business
order of business is that prescribed in Chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by The Standard Code of Parliamentary Procedure.

SOBA3.1.9 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Administration Standing Committee will be made available to all Faculty within ten business days after the meeting.

SOBA4. Committees

SOBA4.1 There shall be an Executive Committee consisting of the Chair of the Faculty and the elected members of the Faculty as provided in SOBA 4.1.1. In addition, the Dean of the School is an ex officio member and the associate Dean(s) of the School is/are non-voting ex officio member(s) unless he/she is an elected member. An elected member is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises.

SOBA4.2 The School of Business academic programs shall be guided by three Standing Committees: the Undergraduate and the Master level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The academic program committees guide the design and implementation of the School of Business’ Assurance of Learning program as defined by AACSB.

SOBA4.2.1 The members of the School of Business academic programs committees will be appointed by the

is that prescribed in Chapter 4 of the bylaws of the Division. Questions of order not covered by these bylaws or those of the Division are covered by The Standard Code of Parliamentary Procedure.

B3.1.9 The minutes of every meeting of the Faculty, the Executive Committee and every School of Business Standing Committee will be made available to all Faculty within ten business days after the meeting.

B4 Committees

B4.1 There shall be an Executive Committee consisting of the Chair of the Faculty and the elected members of the Faculty as provided in B 4.1.1. In addition, the Dean of the School is an ex officio member and the associate Dean(s) of the School is/are non-voting ex officio member(s) unless he/she is an elected member. An elected member is not eligible for immediate reelection unless he/she has completed a term of fewer than 18 months. Eligibility is reestablished after one year of non-service. The Chair, Vice Chair, and Secretary of the Faculty occupy corresponding offices in the Executive Committee. The Vice Chair and Secretary are elected by the Executive Committee from the existing elected Faculty members of the Executive Committee whenever a vacancy arises.

B4.2 The School of Business academic programs shall be guided by three Standing Committees: the Undergraduate, the Master and the PhD level committees. The duty of the academic program committees is to oversee the relevant curricula. This includes developing, monitoring, evaluating and revising the substance and delivery of the curricula of degree programs and to assess the impact of the curricula on learning. The academic program committees guide the design and implementation of the School of Business’ Assurance of Learning program as defined by AACSB.

B4.2.1 The members of the School of Business academic programs committees will be appointed by the Executive
Executive Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business Administration will be an ex officio member and the Associate Dean(s) of the School will be non-voting ex officio member(s). In addition, the Executive Committee can appoint other non-voting members to the committees as needed. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013) (Am 2 Dec 14) (Am Oct 10 2016)

SOBA4.2.2 The chairs of the master’s level Academic Programs Committee and the Chair of the undergraduate Administration Academic Programs Committee will be appointed by the Dean of the School of Business Administration and approved by the Executive Committee. (Am 8 Jun 78) (Am Feb. 15, 2011)

SOBA4.2.3 The term of office of the master’s level Academic Programs Committee is two years. The term of office of undergraduate Academic Programs Committee is two years. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013)

SOBA4.2.4 All new programs must be approved by the faculty of the School of Business Administration. (En 15 Feb 2011) (Am Feb 19 2013)

SOBA4.3 The Executive Committee may appoint additional committees as needed.

SOBA5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division Committee and shall have representation in all academic areas as defined in 4.1.1. The Dean of the School of Business will be an ex officio member of all academic programs committees.

The Associate Dean for the Undergraduate Program will be an ex officio member of the Undergraduate level committee. The Associate Dean for Graduate Programs and the Directors of the master level programs will be ex officio members of the Master level committee and the Associate Dean for Graduate Programs and the PhD Graduate Advisor will be ex officio members of the PhD level committee.

In addition, the Executive Committee can appoint other non-voting members to the committees as needed. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013) (Am 2 Dec 14) (Am Oct 10 2016)

B4.2.2 The chairs of the Academic Program Committees will be appointed by the Dean of the School of Business and approved by the Executive Committee. (Am 8 Jun 78) (Am Feb. 15, 2011)

B4.2.3 The term of office of members of the Academic Program Committees is two years. (En 5 May 77) (Am Feb. 15, 2011) (Am Feb 19 2013)

B4.2.4 All new programs must be approved by the Executive Committee and the faculty of the School of Business. (En 15 Feb 2011) (Am Feb 19 2013)

B4.3 The Executive Committee may appoint additional committees as needed.

B5 Revisions and Amendments

B5.1 These bylaws and regulations can be amended or suspended only as provided in chapter 6 of the bylaws of the Division
Statement of Purpose and Effect:

The proposed changes to the by-laws are related to four issues: (1) voting and meeting rules, (2) committee structure, (3) EC approval of new programs, and (4) the recently approved name change. These issues were raised in about more than a dozen separate motions at a School of Business faculty meeting. A mail vote was taken on each motion and most passed with at least 23 votes from among the 34 faculty members who are eligible to vote. However, there were often a half dozen people or more who did not vote, causing some of the ballots to fail on the first round. A second faculty meeting was held where the failed motions were proposed again and another mail ballot was sent out related to those motions, in the hopes of obtaining greater participation. In a few cases, the second ballot failed and those are not included in the proposed changes. The proposals are based on 13 motions that all passed with 2/3 majority or more. None of the proposals received even as many as 5 no votes, indicating that the changes have widespread support in the school.

Most of the proposed changes (in number) are related to the change to the school’s name to the School of Business from School of Business Administration. One of the 13 motions is to include this change throughout the by-laws. Furthermore, the abbreviation of SOBA is no longer appropriate given this name change. We propose that the letter B, standing for business, be used in place of SoBA throughout the by-laws.

The second most frequent source of changes stems from how our faculty vote. The school is just one department with 34 Senate members, so it is often difficult to schedule faculty meetings at a time that allows the majority of voters to attend. For a motion to pass, the majority of the faculty must vote for the proposal and thus it is not sufficient for the majority of the voters in the room to approve a motion. Consequently, poor attendance is often the reason why motions do not pass. To reduce the impact of this problem, the faculty proposes changes that make it easier to hold a mail ballot. In particular, the by-laws will make mail ballots the default. As a result, the by-laws should be changed to indicate the time required for a vote and to eliminate rules about requiring advance notice of votes before a faculty meeting. The changes also outline how the faculty might hold an in-person ballot, which we expect will now occur only in special circumstances. The new by-laws also address the issue of a quorum. The school typically holds meetings that only last an hour, as attendance would be even lower if the meetings were much longer. There might be enough people at the beginning of a meeting but by the time a vote comes up some people may have had to leave, which raises concerns about whether a quorum still holds. There were some meetings where people “attended” via phone calls but then it was not clear they were still on the phone when a vote was taken. This led to a desire to count a quorum based on physical presence, as the new by-laws indicate. Shorter meetings mean less is accomplished, so the school started to hold more frequent meetings. This raised the issue of whether they were special meetings or regular meetings, even when the dates of the meetings had been set months in advance. Thus, the proposed changes also include clarification about the ability to hold more frequent regular meetings.

A third set of changes is related to the existence of the Ph.D. program. The program was an interdepartmental program that only included two of the five research areas in business, but starting with the 2017-18 academic year the program is no longer interdepartmental and it now includes all five research areas. The current by-laws refer to two standing committees, one for undergraduates and one for master’s programs. This was appropriate when the school had no doctoral program, or perhaps when the doctoral program was not specific to the school, but the master’s committee should now either be changed to graduate committee or a third committee dedicated to the Ph.D. programs should be formed. The faculty voted to create a specialized
doctoral committee with the expectation that its members will include the Ph.D. coordinators from the five areas. These committees work closely with the area coordinators, deans and the department chair to improve the school’s programs and the work is best done if everyone on the committee is aware of policies and efforts that come from the school’s administration. To ensure this outcome, the faculty voted to make the associate deans ex officio members of the committees in charge of their respective topics.

Finally, the by-laws are currently unclear as to the role of the EC in approving new programs. Several professors inquired about the interpretation of the rules last year and were told by the Senate that it would be a good idea to clarify them. The change in the wording regarding new programs is intended to clarify that the EC must approve all new programs in the School of Business so that a program cannot be proposed to the Senate without EC approval. Currently, a program can be proposed and forwarded to the Senate without the support of the EC. While a faculty vote in support of a new program is informative to the UCR Academic Senate, the faculty as a group is not able to answer questions or provide a justification for elements of the program. So, the faculty need a voice and a champion that will help send the program through the approval process. When questions come back about why it is needed, how minor details are addressed and so forth, the EC deals with them. When the EC itself is not in favor of a program that the majority of the faculty approved, they are not in a position to answer questions, let alone champion the proposal. In something as major as a program initiation, it is important to have full support from all areas of the school – the faculty as a whole, the faculty leadership (EC members), the dean, the associate deans and, preferably, current students and alumni. The fact that the EC did not approve a program that the faculty supported despite their view suggests a lack of support of the program and that it will ultimately not be successful. The proposed change to regulation B4.2.4 is intended to ensure that new program proposals have widespread support before going to the Senate.

Approved by the School of Business faculty: April 20, 2018