

ADELPHI UNIVERSITY
SCHOOL OF BUSINESS
By-Laws

Article I. Name

School of Business

Article II. Purpose

Section A. Subject to the ultimate authority of the Board of Trustees, including the authority delegated to the President by the Board of Trustees, the School of Business Faculty, in accordance with the University's Articles of Governance and Provisions for Peer Review, is organized to act on educational matters within the scope of its academic domain. This document specifies the authority and governing policies for assuming such responsibility.

Section B. The faculty has primary responsibility for the curriculum, methods of instruction, research, faculty status and those aspects of student life which relate to the School of Business' programs.

Article III. Membership

During any academic year, the voting faculty of the School of Business shall consist of all full-time faculty in its departments and programs. Voting privileges are simultaneous with the date of initial appointment and terminate with the date of severance, for whatever reason, from the School of Business. Specifically excluded from voting are Emeritus faculty, students, faculty classified as "part-time" and/or faculty classified as "visiting" as long as this is in accord with the Collective Bargaining Agreement and accreditation agency requirements. The Dean of the School of Business is the chief executive officer.

Article IV. Meetings

1. Meetings of the faculty may be called by:
 - a. The Dean.
 - b. A written request to the Dean by any three voting members of the faculty.
2. The Dean of the School of Business or the Dean's designated representative shall preside at all meetings of the faculty.
3. A recorder of the minutes and a parliamentarian shall be designated for each meeting of the faculty.
4. Fifty (50) % of the voting faculty shall constitute a quorum.

5. All decisions of the faculty shall be determined by majority vote except as stated in other sections of the by-laws.
6. The Dean shall call at least two meetings of the faculty each semester.
7. All action items shall be formally brought to the faculty's attention at least ten [10] calendar days prior to the meeting. The faculty may waive this notice rule by a majority vote.

Article V. Committees

All standing committees of the school shall be elected by the faculty from among its full-time members. Each committee shall elect its chair and shall report its activities to the full faculty at least once each semester. The Dean or the Dean's designated representative shall serve ex-officio [non- voting] on all standing committees except the Peer Review Committee.

Where not otherwise specified, terms of elected members shall be two years with reelection permitted. In order to ensure continuity the terms of elected members shall be staggered.

The Dean may create ad hoc committees as needed and request faculty to serve.

Standing Committees

1. **Peer Review Committee:** This committee shall be constituted and shall conduct its affairs according to the existing unit Provisions of Peer Review document.
2. **Curriculum Committee:** The committee shall consist of four elected faculty members and the department chairs. The charge to the committee is to receive, assess, and evaluate any proposed changes to the curriculum, courses, programs, and degree offerings of the school and to recommend actions thereon to the faculty.
3. **Academic Standards Committee:** The committee shall consist of four elected faculty members. The charge to the committee is to receive, review, and evaluate proposed changes to academic standards and practices, retention standards, student probation policies and to recommend actions thereon to the faculty. In addition, the committee will act on student petitions and appeals.
4. **Accreditation Committee:** The committee shall consist of a chair appointed by the Dean, the chairs of its subcommittees, two elected faculty and the department chairs. The charge to the committee is to prepare for achieving and subsequently maintaining accreditation by AACSB and to recommend actions thereon to the faculty.

Article VI. Referenda

Twenty (20) % of the voting faculty may petition the Dean for a referendum by the faculty on any specific issue. To be valid, a referendum requires that seventy-five (75) percent of the voting faculty participate. A majority vote shall prevail and supersede any existing school policy subject to Article II above.

Article VII. Parliamentary Authority

Section A. Robert's Rules of Order Revised shall govern the faculty in all cases in which they are applicable and in which they are not inconsistent with the University's By-Laws or Special Rules.

Section B. The Dean shall appoint the parliamentarian who shall serve for the academic year. The person may be reappointed.

Article VIII. Ratification and Amendment

As specified by the Articles of Governance of Adelphi University, Article VII, these By-Laws and any amendments of them become effective upon approval by the Board of Trustees. This document shall be submitted to the Board of Trustees following a majority vote of the eligible faculty (as defined in Article III) who cast ballots. Amendments to this document may be proposed by at least 20% of the voting members of the faculty, or by a majority of the faculty at a meeting at which a quorum is present. Amendments shall be presented to the faculty with a rationale prepared by the sponsoring body. To pass, an amendment must receive the affirmative vote of a majority of the faculty eligible to vote.

Adopted May 2, 2005 by a majority vote of the eligible faculty casting ballots, and submitted to the Board of Trustees.