

## CHARTER

DEPARTMENT OF FINANCE, INSURANCE, REAL ESTATE AND LAW

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## PREAMBLE

The members of the Department of Finance, Insurance, Real Estate and Law (henceforth Department) consider their Department to be a community of scholars devoted to teaching, research, and community service. The members affirm their commitment to the education of their students, to each of their disciplines, and to the University. Departmental officers and committees, who act in the name of the Department, receive their authority from and are responsible to the University Administration and the Board of Regents.

## ARTICLE 1. ORGANIZATION AND MEETINGS

### Section 1.1 Departmental Faculty

1.1.1. The Departmental Faculty includes all full-time faculty members of the University of North Texas in the Department. Voting privileges are extended to all tenured or tenure track members, unless prohibited by other University regulations.

1.1.2. The academic units in the Department consist of Finance, Insurance, Real Estate, and Business Law.

### Section 1.2. Departmental Affairs

Departmental affairs shall be conducted by the following representatives of the Department:

- a. Chair
- b. Election Judge
- c. Executive Committee
- d. Personnel Affairs Committee [PAC]
- e. Promotion and Tenure Committee [PATC]

### Section 1.3. Meetings

1.3.1. Regular meetings of the Departmental Faculty shall be held in the months of September, November, and March and at least once during the long Summer Session. Special meetings of the Faculty must be held at the call of the Chair, the Executive Committee, or on petition from any five members of the Department.

1.3.2. Notification of all meetings of the Departmental Faculty shall be given by memorandum posted on the mail boxes or inserted in the mail box of each voting member of the Faculty. Such notification shall be given at least one week in advance of the meeting, and shall include the agenda of the meeting. Any change in Departmental policy not previously listed on such agenda shall not be brought to a vote until the next meeting of the Faculty. The Department Faculty may by a two-thirds vote of those present and voting waive any limitations imposed by this Section in order to consider a particular item of business.

1.3.3. A quorum shall consist of a majority of the voting members of the Departmental Faculty. In all parliamentary questions not otherwise provided for, the most recent edition of Roberts' *Rules of Order* shall apply.

1.3.4. Minutes shall be kept for all meetings of the Departmental Faculty by a departmental secretary and shall be made a matter of Departmental record. Copies shall be distributed to all full-time members of the Departmental Faculty and to University Administrators requesting them. Minutes of a meeting should be distributed within five (5) working days of the meeting.

## ARTICLE 2. THE DEPARTMENT CHAIR AND ADMINISTRATION

### Section 2.1. The Chair

2.1.1. The Chair is the chief executive office of the department. The authority of the Chair is exercised with the assistance of Departmental committees. Subject to University Policy and to Department policy as determined by the Faculty, the Chair is responsible for administrative, educational, personnel, budgetary and student affairs of the Department. The Department Chair shall also serve as chair of the Executive Committee. The Chair's conduct of the office shall be consistent with the spirit and letter of the University of North Texas *Faculty Handbook*, [Section IV-F, "Guidelines for Faculty Participation in Instructional Units and for Departmental Personnel Administration"](#) and UNT *Policy Manual*, [13.2](#) and [13.3](#).

2.1.2. The Faculty of the Department shall be actively involved in the selection, review, and evaluation of the Chair according to the specific guidelines and procedures established by the University and those adopted by the Faculty.

2.1.3. Original selection of the Chair must meet with Departmental Faculty approval by at least a majority of Faculty eligible to vote. The faculty recommendation shall be sent to the Dean for final selection.

2.1.4. The Chair is appointed by the Dean for a term not to exceed four calendar years. On the approval of at least a majority of the departmental Faculty voting by secret ballot, the Chair may be reappointed for one additional four-year term. A person becomes eligible for a new appointment after the passage of four years.

2.1.5. An election to remove the Chair must be held upon written petition to the election judge by at least one-third of the Faculty members eligible to vote. A recommendation to remove the Chair is forwarded to the Dean upon at least a two-thirds vote of the Departmental Faculty eligible to vote in such an election.

2.1.6. The Chair shall be assisted in carrying out administrative tasks by an Area Coordinator from each academic area in the Department and by advisors for Masters and Doctoral students. Area coordinators and advisors are appointed by the Chair for one-year terms and may be reappointed at the pleasure of the Chair.

## Section 2.2. Standing Departmental Committees

The following standing committees will be formed according to the provisions of this Charter:

Executive

Personnel Affairs Committee [PAC]

Promotion and Tenure Committee [PATC]

## Section 2.4. Policy

The Chair shall be responsible for keeping a current compilation of the Department's policies. These shall consist of all continuing Department policy decisions which do not amend the Charter, and which are deemed by the Faculty not to constitute an addition to the Charter.

## Section 2.5. Elections

2.5.1. All elections to Departmental elected positions shall be conducted by the Election Judge elected at the first Departmental meeting in the fall semester each year and shall be eligible for re-election to successive one-year terms. The election of the Election Judge shall be conducted by the Department Chair.

2.5.2. All elections for Departmental positions shall be by secret ballot. Such elections shall require a majority of those in attendance to elect, with a run-off election between the top two candidates in case there is no majority on the first ballot. In case of a tie vote in a run-off election, the position shall be filled by lot, between the two run-off candidates.

## ARTICLE 3. COMMITTEES

### Section 3.1. General Provisions

3.1.1. The committees listed in Article 2, Section 2, constitute the standing committees of the Department. The Chair shall publish a complete list of each committee's membership in the Departmental Bulletin prior to the second scheduled meeting of the Faculty each year.

3.1.2. Faculty members with more than one-half duties in College or University administration shall not serve as regular committee members except as noted in this Charter. Such Faculty may serve as *ex officio* committee members.

### Section 3.2. Standing Committee Tasks and Composition

3.2.1. The Executive Committee advises the Chair in non-academic administrative matters of the Department. The intent of this Charter is that the Faculty make policy for the Department, and the Executive Committee's functions shall be construed accordingly. The Executive Committee shall consist of the Chair (serving as the Chair of the committee) and a representative elected by each area in the Department.

3.2.2. The Executive Committee also advises the Faculty on curricula and programs in the bachelors, masters, and doctoral areas.

3.2.3. The Personnel Affairs Committee [PAC] shall consist of seven (7) Faculty members serving for two years each. At least five (5) of the members must be tenured. Membership shall alternate so that at least three new members are elected each year. Finance shall have at least three members, Business Law shall have at least one member, Real Estate or Insurance shall have at least one member, and the final two members shall be ad hoc from any of the four areas. The initial election to this Committee shall be carried out in such a way that three members shall be elected for two years and three members shall be elected for one year. Elections thereafter shall be for a two-year term. Preference in nominations for election should be given to faculty who have not served for at least the past two years.

3.2.3.1. The Personnel Affairs Committee [PAC] shall review annually the performance of each Faculty member, including the Chair, and report its findings to the Chair. Each faculty member will receive a written evaluation from the Committee and from the Chair. Written evaluations will be forwarded to the Dean. The Personnel Affairs Committee shall assist in faculty recruitment by reviewing potential faculty members and make recommendation on employment to the Chair.

3.2.3.2. Tenured members of the Personnel Affairs Committee shall serve on the Department's Promotion and Tenure Committee whose function it is to advise the Chair in defining guidelines for promotion and tenure of members of the Department to the Chair. The Promotion and Tenure Committee shall review annually the performance of each Faculty member who is not both tenured and at the rank of full professor. Each faculty member will receive a written evaluation from the Promotion and Tenure Committee and from the Chair, copies of which shall be kept in the permanent personnel files of the Department. Written evaluations which recommend promotion and/or tenure will be forwarded to the Dean. Written evaluations which do not recommend promotion and/or tenure will be forwarded when a faculty member requests it or is in the final year of the probationary period.

3.2.3.3. At no time shall the Promotion and Tenure Committee consist of fewer than five members.

### Section 3.3. Other Committees

Additional committees may be established as necessary by the Chair or elected by the faculty to carry out the activities of the Department.

### Section 3.4. Committee Meetings

3.4.1. Each standing committee normally shall meet at least once during the two long terms, and at other times on call by the committee Chair, or any two members of the committee.

3.4.2. Meetings may be dispensed with during short months and during the summer session at the committee Chair's option, but the Chair must notify committee members by memorandum of the decision to cancel a meeting, or not to call a meeting, in any month. A quorum of at least one half of the members shall be required for official committee acts.

3.4.3. All committee meetings shall be open to any member of the Department Faculty, with the

exception of meetings of the Department's Personnel Committee and the Promotion and Tenure Committee. (See *Faculty Handbook*, [Section IV-F](#) and *UNT Policy Manual*, [13.2](#) and [13.3](#).)

3.4.4. All committee meetings shall be conducted in a democratic manner, consistent with the spirit of the *Faculty Handbook*, [Section IV-F](#) and *UNT Policy Manual*, [13.2](#) and [13.3](#).

3.4.5. The chair of each committee shall be responsible for publicizing upcoming meetings at least one week in advance. The committee chair shall also be responsible for other proposals to be brought to the Faculty by the committee at the next Faculty meeting.

## ARTICLE 4. GRIEVANCE

### Section 4.1. Grievance Initiation

Whenever a faculty grievance arises, the aggrieved party shall seek to resolve the matter by discussion with the appropriate Departmental representative. Normally this would mean the Department Chair in matters of salary and of Departmental administration within the Chair's purview. On other matters it would mean the Promotion and Tenure Committee or the Personnel Committee in cases involving promotion, tenure, and peer evaluation disputes. In the event that the grievance is not satisfied by discussion, the complainant shall initiate action by a formal letter of complaint to the departmental Chair, setting out the nature of the grievance, the steps taken to settle it by discussion, and the desired remedy.

### Section 4.2. Grievance Procedures

4.2.1. Upon receiving a complaint letter, the Chair shall see that a Departmental *ad hoc* committee is created to handle the matter. This committee shall include one person who shall be named by the complainant in the letter of complaint, a second selected by the Departmental representative with whom the dispute has arisen, and one agreed upon by the first two -- the latter shall be chair of the *ad hoc* committee. The Chair of the Department shall be ineligible to serve on such committee.

4.2.2. It is the responsibility of the Departmental Chair to notify promptly the Personnel Committee that a formal grievance has been filed.

4.2.3. If the Departmental representative fails to appoint its committee member within ten working days of the date of the letter of complaint, it forfeits the case at the Department level; notice of such failure shall be a part of the record of the case.

4.2.4. If the *ad hoc* committee has not completed action on the grievance within twenty working days from the date of the letter of complaint, the complainant will have the right to withdraw the case from the *ad hoc* committee and appeal it to the appropriate University body.

4.2.5. In its consideration of the matter, the *ad hoc* committee shall be guided by the principle of due process, including timely notification to the parties, hearings with all parties having the right to be present, and full availability of documentation and communication to all concerned parties.

## Section 4.3. Disposition of Grievances

4.3.1. If the *ad hoc* committee decides against the complainant, the latter has the right to appeal to the appropriate University body.

4.3.2. If the *ad hoc* committee decides in favor of the complainant, it shall specify the remedy it believes is justified. If the Department Chair or Personnel Action Subcommittee declines to accept the *ad hoc* committee's finding, appeal by the complainant to the appropriate University body shall be in order.

4.3.3. In all cases the Chair of the *ad hoc* committee shall be responsible for the preservation of a complete record of the case. A copy of this record shall be placed in the permanent files of the Department.

## ARTICLE 5. AMENDMENT OF THE CHARTER

### Section 5.1. Procedure

5.1.1. Any member of the Department may initiate a Charter amendment or policy change by distribution of copies of the proposal at any regular or special meeting of the Faculty. All such proposals shall be clearly labeled at the top of the first page, "Proposed Charter Amendment" or "Proposed Policy Change" as appropriate.

5.1.2. Elections to ratify or modify the charter and policies shall be by secret ballot. Ratification or modification requires a two-thirds majority of the Faculty eligible to vote in such an election. The election judge shall accept written ballots for five (5) working days after the distribution of the minutes of the meeting calling for such an election.

### Section 5.2. Review

The Department shall formally consider the question of Charter review at intervals no greater than five years. At any time within such intervals the Chair of the Department may appoint an *ad hoc* charter review committee, which shall make a report on the question to the Faculty before the expiration of the academic year in which it was appointed.

## ARTICLE 6. CHARTER IMPLEMENTATION AND RELATED MATTERS

### Section 6.1. Ratification

This Charter shall be considered ratified when accepted by a vote of the majority of the Faculty at a regular faculty meeting. The Charter becomes effective upon ratification.

## Section 6.2. Distribution

Each member of the Faculty shall be given a copy of this Charter. It shall be the responsibility of the Chair of the Department to keep the Charter updated. Charter amendments shall be publicized in the Departmental Bulletin when ratified, but updated copies of the Charter with all amendments included shall be made available to all members of the Faculty at the regular September meeting of the Faculty in the academic years following those in which amendments have been added.

## Section 6.3. Updating

Amendments to the Charter shall be included at their proper place in the Charter, rather than added serially at the end. All wording which has been removed from the Charter by amendment shall be deleted from the updated copies of the Charter mentioned in Section 2 above. All wording added by amendment shall be so identified in updated copies of the Charter by being underlined, and the date of the amendment shall be indicated in parentheses following such underlined provisions.

## Section 6.4. Transition Provisions

6.4.1. Charter provisions regarding Committee composition shall be observed no later than September 1, 1984.

6.4.2. Charter provisions with respect to the present Chair shall be effective January 1, 1984.