

CHARTER

**DEPARTMENT OF
INFORMATION TECHNOLOGY &
DECISION SCIENCES**

**College of Business
University of North Texas**

**Revised 10/29/2004
Revised May 8, 2009
Revised October 30, 2009**

CHARTER
DEPARTMENT OF
INFORMATION TECHNOLOGY &
DECISION SCIENCES

TABLE OF CONTENTS

ARTICLE	PAGE NO.
I. FACULTY OF THE DEPARTMENT	3
II. OFFICE OF THE CHAIRPERSON	4
III. OTHER OFFICERS OF THE DEPARTMENT	4
IV. STANDING DEPARTMENTAL COMMITTEES	5
V. OTHER COMMITTEES	6
VI. MEETINGS OF THE FACULTY	7
VII. CURRICULAR MATTERS	7
VIII. GRIEVANCE PROCEDURES	8
IX. RATIFICATION, AMENDMENT, AND INTERPRETATION	8

CHARTER

DEPARTMENT OF INFORMATION TECHNOLOGY & DECISION SCIENCES College of Business University of North Texas

PREAMBLE

The Department of Information Technology & Decision Sciences is an academic unit within the University community of scholars whose primary mission is the dissemination of knowledge and ideas through teaching, research, and public service. To achieve this purpose, the Department requires a defined and consistent process for the implementation of the necessary actions consistent with and in response to the responsibility of the Department. The Charter and Bylaws of the Department specify the process.

ARTICLE I

FACULTY OF THE DEPARTMENT

Section 1

Establishing Departmental policies is the responsibility of the Faculty. The policies established will be administered by the Department Chairperson through the committees of the Department.

Section 2

The Faculty of the Department (here after referred to as the Faculty) shall be considered to consist of:

- a. Those persons who usually teach courses offered by the Department and hold appointments as full-time tenured or tenure track Faculty, and full-time Lecturers, Senior Lecturers, and Principal Lecturers ; or
- b. Those persons who hold joint Faculty appointments or are non-tenure track and are admitted to membership in the Department by a majority vote of the Faculty; or
- c. Those persons who are tenure track faculty, have at least a fifty percent academic appointment within the Department and do not hold voting rights in another department.

Section 3

Those persons who are regarded as adjunct Faculty members shall not have a vote in matters coming before the Faculty.

ARTICLE II

OFFICE OF CHAIRPERSON

Section 1

The Chairperson is first a member of the academic Faculty and is second the chief administrative officer of the Department.

Section 2

The Chairperson shall carry out, with the advice and counsel of the Faculty and its established committees the administrative and educational policies of the Department and the University. He may delegate administrative duties to other faculty of the Department as necessary to fulfill the mission of the Department.

Section 3

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

ARTICLE III

OTHER OFFICERS OF THE DEPARTMENT

Section 1

Other officers of the Department will consist of :

The Secretary of the Department
The Undergraduate Coordinator
Masters Coordinator
Ph.D. Coordinator
Assessment Coordinator
Center Director(s)

ARTICLE IV

STANDING DEPARTMENTAL COMMITTEES

Section 1

The following standing committees will be formed according to the provisions in the Bylaws. The committees shall meet regularly and promptly report appropriate matters to the Faculty. These committees shall take an active role in the development, review, and implementation of policies in their respective areas of responsibilities.

- a. Executive Committee
- b. Scholarship Committee
- c. Promotion and Tenure Committee
- d. Personnel Affairs Committee
- e. Academic Curriculum Committee

- f. Graduate Faculty Committee
- g. Assessment Committee

Section 2

The Executive Committee shall advise the Chairperson in non-academic administrative matters of the Department.

Section 3

The Scholarship Committee shall make recommendations to the Chairperson in all matters related to its activities which include the identification of students eligible for Departmental scholarships, the identification of sources of funds to support these scholarships and other related activities.

Section 4

The Promotion and Tenure Committee shall recommend to the Faculty, for their formal approval, all Departmental guidelines for promotion and tenure. The Chairperson shall ensure that the written document detailing these approved guidelines is maintained in the Faculty Handbook. The Committee shall make recommendations on promotion and tenure of members of the Department and the reappointment of all probationary faculty to the Chairperson.

The Promotion and Tenure Committee shall review Faculty appeals regarding promotion and tenure, in accordance with Department, College and University governance procedures.

Section 5

The Personnel Affairs Committee shall review annually the performance of each Faculty member, and the Chairperson as a faculty member and report its finding to the Chairperson. Each Faculty member will receive a written evaluation from the Committee and from the Chairperson. The written evaluation will become a permanent part of the Faculty members record and will include the final numerical evaluations from the chairperson and from each member of the Committee (identified by name) for every member of the faculty being evaluated. The written evaluations will also contain the comments of the Chairperson and the Committee concerning only that individual Faculty member's performance.

The Personnel Affairs Committee shall assist in Faculty recruitment. The Committee shall review potential Faculty members and make recommendations on campus visit invitations and employment to the Chairperson. The Committee and the Chairperson shall jointly discuss the details of all offers before such recommendations are forwarded to the Dean of the College and the Vice President for Academic Affairs.

The Personnel Affairs Committee shall review Faculty appeals regarding annual faculty evaluations.

Section 6

The Academic Curriculum Committee shall be responsible for the coordination of academic policy as established by the Faculty.

The Committee shall review all matters pertaining to academic standards.

The Committee shall review the content, title description, prerequisites, and course outlines of all courses in the Departmental course inventory to ensure their consistency with the academic objectives of the overall curriculum.

The Committee shall review all proposed curriculum changes prior to their submission to the Faculty for approval. The Committee shall forward their recommendation with regard to the curriculum changes at the same time they are submitted to the Faculty for consideration.

Section 7

The Graduate Faculty Committee shall make recommendations to the Chairperson regarding appointments to the associate and full Graduate Faculty.

The Graduate Faculty Committee shall review Faculty appeals regarding appointment to the Graduate Faculty.

Section 8

The Assessment Committee shall collect and report data required for the department plan and learning outcomes assessment program, provide input into any changes made as a result of this data, and periodically update the plans, learning outcomes, and/or means of assessment associated with the assessment program.

ARTICLE V

OTHER COMMITTEES

Section 1

Additional ad hoc committees may be established as necessary by the Chairperson or elected by the Faculty to carry out the mission of the Department.

Section 2

Department representatives to College of Business and University committees will be selected in accordance with procedures specified in the Bylaws of the Department, the College of Business, and University governance procedures.

ARTICLE VI

MEETINGS OF THE FACULTY

Section 1

The Chairperson of the Department shall schedule one regular meeting per month during the fall and spring terms. However, if there is no business to come before the Faculty, the Chairperson may notify the Faculty that the regular meeting is canceled. Additional Departmental meetings may be called as specified by the Bylaws.

Section 2

Questions of Parliamentary Procedure will be settled as prescribed in Roberts Rules of Order (Revised) except as provided herein.

Section 3

Business shall not be conducted at a regularly scheduled or called meetings of the Department unless a quorum is present.

ARTICLE VII

CURRICULAR MATTERS

Section 1

All of the departmental requirements for degrees with a major or minor in the Department shall be reviewed by the Academic Curriculum Committee and approved by the Faculty by a majority vote.

Section 2

Degree programs shall be administered as provided in the Bylaws of the Department.

ARTICLE VIII

GRIEVANCE PROCEDURES

Section 1

All appeals from the Faculty relating to committee actions shall be reviewed by the committee that initiated the action. In the event that a reconciliation cannot be reached between the Faculty member and the committee, the Faculty member shall follow the University procedures for appeals as specified in the "Grievances and Appeals" section of the Faculty Handbook and in the Departmental Grievance Policy and Procedures.

ARTICLE IX

RATIFICATION, AMENDMENT, AND INTERPRETATION

Section 1

This Charter and the associated Bylaws shall become effective immediately upon approval by a majority vote of the faculty. Such vote is to be by secret ballot following discussion in open meeting.

Section 2

This Charter and the associated Bylaws may be amended in the following manner:

- a. The proposed change shall be read in a regularly scheduled Faculty meeting prior to the regularly scheduled Faculty meeting at which the vote is taken;**
- b. Amendments shall be ratified upon approval by a majority vote of the faculty. Voting shall be by secret ballot. Proxy voting shall be allowed as set forth in Article IX, Section 1 of the Bylaws.**

Section 3

Any disagreement or question with respect to the interpretation or meaning of any provision of this Charter or the Bylaws shall be settled by a secret vote of the Faculty during a regular or called meeting. The Chairperson shall attach a copy of the interpretation to the master copy of the Charter and Bylaws maintained in the departmental files.

BYLAWS

**DEPARTMENT OF
INFORMATION TECHNOLOGY &
DECISION SCIENCES**

**College of Business
University of North Texas**

**Revised 10/29/2004
Revised Spring 2009
Revised October 30, 2009**

BYLAWS

**DEPARTMENT OF
INFORMATION TECHNOLOGY &
DECISION SCIENCES**

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>PAGE NO.</u>
I. FACULTY OF THE DEPARTMENT	11
II. OFFICE OF THE CHAIRPERSON	11
III. OTHER OFFICERS OF THE DEPARTMENT	13
IV. STANDING DEPARTMENTAL COMMITTEES	14
V. OTHER COMMITTEES	15
VI. MEETING OF THE FACULTY	15
VII. CURRICULAR MATTERS	16
VIII. RATIFICATION, AMENDMENT, AND INTERPRETATION	17
IX. ELECTIONS	18
X. DEFINITIONS	18

BYLAWS

**DEPARTMENT OF
INFORMATION TECHNOLOGY &
DECISION SCIENCES**

**College of Business
University of North Texas**

ARTICLE I

FACULTY OF THE DEPARTMENT

Section 1

The Faculty of the Department shall be those members of the Department as defined in Article I of the Charter of the Department.

ARTICLE II

OFFICE OF THE CHAIRPERSON

Section 1

The Chairperson may delegate administrative duties to other members of the Department as necessary to fulfill the mission of the Department.

The Chairperson's duties include such responsibilities as presenting budgets, appointment, promotions, severance, courses and schedules for the approval by the administration.

The Chairperson will use the Personnel Affairs Committee evaluations to establish the departmental evaluations. In arriving at the departmental evaluations, the Chairperson may unilaterally increase or decrease an individual faculty member's final Personnel Affairs Committee average numerical performance rating by no more than 0.50 points, on a 1 to 10 scale, for each evaluation category. Should the Chairperson differ with the Personnel Affairs Committee by more than this amount, the Chairperson must call a meeting of the Personnel Affairs Committee to reconcile the differences. After discussing the differences, each member of the Personnel Affairs Committee will be given an opportunity to change his or her evaluation numbers of the faculty member being discussed. These new numbers will be reported and used as the Personnel Affairs Committee final numerical performance evaluation findings. The Chairperson may increase or decrease the resulting new average in each category by no more than 0.50 points, on a 1 to 10 scale, to establish the departmental evaluations.

In addition the Chairperson shall have responsibilities such as:

To serve as official representative of the Department;

To solicit and accept grants for the benefit of the Department;

To develop and maintain a positive relationship with the business community for the purposes of instructional and research support for the faculty and graduate students of the Department;

To develop and maintain a positive relationship with those professional organizations, both practitioner and academic, associated with the teaching and research missions of the Department;

To develop and provide safekeeping for the personal dossier of each member of the Department Faculty. However, it shall be the responsibility of the individual Faculty member to keep his or her personal dossier current;

To call regular meetings and special meetings of the Faculty under provisions specified in the Charter and Bylaws;

To arrange for the hiring of departmental secretaries and other non-teaching personnel;

To arrange for the hiring of part time instructional staff according to departmental policies and guidelines;

To preserve, in the files of the Department, a master copy of this Charter and Bylaws, along with all duly adopted "Interpretations" of the Charter and Bylaws;

To maintain a Departmental policy manual which contains all policies and procedures adopted by the Department; and

To make call for agenda items and to prepare the agenda for regular and special meetings of the Faculty as specified in the Charter and Bylaws.

To invite, with the approval of a majority vote of the Personnel Affairs Committee, potential Faculty for an on campus interview.

To recommend to the Dean of the College of Business the appointment of a candidate to the Faculty only after receiving a majority vote by the Faculty to make such an appointment.

Section 2

The term of office and reappointment procedure for the Chairperson for the Department shall be as follows:

The Chairperson of the Department shall serve one term of not more than five academic years. The Chairperson may serve one additional term not to exceed five years.

During the spring semester of the fourth year of Chairperson's first term the Chairperson of the Affairs Committee shall call a meeting of all full time faculty. During this meeting tenure track faculty will discuss the qualifications of the Chairperson to serve one additional five year term. Immediately following this meeting the Chairperson of the Personnel Affairs Committee shall request that the Dean initiate procedures for reappointment of the existing department chairperson or for the selection of a new department chairperson.

Section 3.

The procedures for selecting a new chairperson will be as follows: A search committee composed of four full time faculty members of the Department shall be elected by the Faculty during the chairperson's last year in office. Additional members may be appointed by the Dean of the College. This committee shall recommend nominees to the Dean only after the nominees have been screened and discussed by the Faculty in an open meeting of the Department.

ARTICLE III

OTHER OFFICERS OF THE DEPARTMENT

Section 1

Other officers of the Department are as follows:

Secretary. The Secretary or his/her designee shall serve as election judge, shall be the custodian of all records related to Faculty actions at its meetings, shall keep a roll of the members of the Faculty and notify officers, committees and others of their appointments. The Secretary shall maintain a record of the minutes, Charter, Bylaws and rules of order. The Secretary shall be elected by a majority vote of the Faculty once a year.

Undergraduate Coordinator. The duties of this office are as specified in Article VII of the Bylaws. The Undergraduate Coordinator shall be appointed by the Chairperson.

Masters Coordinator. The duties of this office are as specified in Article VII of the BYLAWS. The Masters Coordinator shall be appointed by the Chairperson.

Ph.D. Coordinator. The duties of this office are as specified in Article VII of the BYLAWS. The Ph.D. Coordinator shall be appointed by the Chairperson.

Assessment Coordinator. The duties of this office are to oversee the department plan and learning outcomes assessment program as required by the College of Business and UNT for SACS and AACSB International and to collect and maintain data required for the reporting required for the outcomes assessment program in a timely manner as specified by the UNT Assessment Calendar. This office will oversee and ensure that plans, learning outcomes, and/or means of assessment associated with the assessment program are periodically reviewed and updated as necessary. The Assessment Coordinator shall be appointed by the Chairperson.

Center Director(s). The duties of a Center Director are to provide the leadership and management of the Center. A Center Director is nominated by a vote of the Department Faculty and recommended by the Department Chairperson to the Dean of the College of Business. The nomination shall be for a four year term. A Center Director may serve multiple four year terms. A Center Director shall be evaluated during the Spring Semester by the Department Faculty (this evaluation shall be considered a recommendation to the Department Chairperson and the Dean of the College). The Department PAC will conduct the evaluation.

ARTICLE IV

STANDING DEPARTMENTAL COMMITTEES

Section 1

The Executive Committee shall be composed of the Chairperson, and four elected tenured or tenure track Faculty. At least three of the four elected members of the Executive Committee shall come from the tenured faculty. The Chairperson of the Department shall be the Chairperson of the Committee.

The Executive Committee shall meet at least once a semester with the Department Chairperson and advise him/her in all Departmental matters.

Section 2

The Scholarship Committee shall be composed of three elected members. At least one elected member shall be IS faculty and at least one elected member shall be DSCI Faculty. At least two of the three elected members of the Scholarship Committee shall be tenured or tenure-track Faculty. The Undergraduate Coordinator, Masters Coordinator, and Ph.D Coordinator are members of this committee as specified in their duties in Article VII of the Bylaws. The Chairperson of the Committee shall be elected by the Committee. Recommendations of the Committee shall be forwarded to the Departmental Chairperson.

Section 3

The Promotion and Tenure Committee shall be composed of all tenured Faculty holding the rank of associate professor or professor. The Chairperson of the Department and the Department representative to the College of Business Reappointment, Promotion and Tenure Committee shall not serve as members of the committee for discussions and votes on promotion, tenure, or continuation of current faculty. The tenured associate professors and professors who are members of the Personnel Affairs Committee shall serve as a subcommittee of the Promotion and Tenure Committee for the purpose of maintaining documents as required in the Department Charter. The Chairperson of the Committee shall be the Chairperson of the Personnel Affairs Committee.

Section 4

The Personnel Affairs Committee shall be composed of four Faculty members who are tenured and hold the rank of associate professor or professor plus two additional members who hold the rank of Assistant Professor, Associate Professor, or Professor elected at large from the Faculty. At least two members of this committee shall come from each of the disciplines represented in the department.

The Chairperson of the Personnel Affairs Committee shall be elected by the majority vote of the members of the Committee from the members who are tenured holding the rank of associate professor or professor.

Section 5

The Academic Curriculum Committee shall be composed of the Undergraduate, Masters and Ph.D Coordinators and two additional elected members. One elected member shall be IS faculty and one elected member shall be DSCI faculty. The Chairperson of the Committee shall be elected by the Committee.

Section 6

The Graduate Faculty Committee shall be composed of the Chairperson and members of the full graduate Faculty. The Chairperson of the Department shall be the Chairperson of the Committee.

For reappointment as a full Graduate Faculty member, a candidate must have demonstrated research capability during his or her previous appointment as a member of the Graduate Faculty.

Section 7

The Assessment Committee shall be composed of the ITDS Assessment Coordinator and at least one faculty member from each of the courses in which program learning outcomes are assessed. The Undergraduate Coordinator, Masters Coordinator, and Ph.D Coordinator are also members of this committee. The Assessment Coordinator shall be the chair of this committee.

Section 8

Faculty holding a fifty percent or greater administrative appointment shall not serve on any standing Departmental committee except where explicitly stated in the By-Laws.

ARTICLE V

OTHER COMMITTEES

Section 1

Additional ad hoc committees shall be appointed by the Chairperson or elected by the Faculty as appropriate.

ARTICLE VI

MEETINGS OF THE FACULTY

Section 1

In the event that meetings of the Faculty, in addition to regularly scheduled meetings, are needed, the Department Chairperson may call such meetings at his/her own discretion or upon the written request of at least one-third of the Faculty. Such meetings shall not be called if the matters at hand can be dealt with in regularly scheduled meetings of the Departmental Faculty. All regularly scheduled and called meetings of the Faculty must be held on a normal University class day.

At least ten working days prior to a regularly scheduled Faculty meeting, the Chairperson shall distribute to the Faculty a notice of the meeting and ask for agenda items. Items will be entered on the agenda of a given meeting by the Chairperson. Items must be entered on the agenda if requested in writing by at least two Faculty members. An agenda with supporting material for all voting items shall be distributed to the Faculty at least five class days prior to such meetings by the Chairperson. All voting items on the agenda must have supporting material.

Minutes of all Faculty meetings shall be recorded by the Secretary or his/her designee and reviewed by the Secretary and the Departmental Chairperson prior to distribution to the Faculty. It is the responsibility of the Faculty Secretary to distribute minutes to the Faculty.

Unfinished business from any meeting shall become the first order of business at the next meeting of the Faculty.

ARTICLE VII

CURRICULAR MATTERS

Section 1

The administration of degree programs shall be coordinated through the Chairperson and through the coordinators for each program.

It shall be the focus of the Undergraduate and Masters Coordinators:

To approve and sign all respective degree plans or changes in degree plans of all students majoring or minoring in the Department in accordance with policies approved by the Department, College of Business and the University;

To coordinate the advising of undergraduate and masters students on matters related to career or academic goals.

To maintain a file of the undergraduate and masters programs approved to ensure that the programs are in conformity with the policies set forth by the Faculty, the College of Business and the University;

To administer the comprehensive examinations when appropriate;

To serve as a member of the Scholarship Committee.

It shall be the function of the Ph.D. Coordinator:

To approve and sign all respective degree plans or changes in degree plans of all students majoring or minoring in the Department in accordance with policies approved by the Faculty;

To serve as advisor for Ph.D. students;

To make recommendations to the Dean of the Graduate School with respect to appointees to student Doctoral Program Committees giving due consideration to (1) the area of specialization indicated by the student, (2) the existing Program Committee appointments of each member of the Faculty qualified to sit on a Doctoral Program Committee, and (3) the desires of the student;

To maintain a file of the Ph.D. programs approved by the advisors of the individual students and to insure that the programs are in conformity with the policies set forth by the University, College and the Department Faculty;

To administer all qualifying examination which are prepared with the assistance of the graduate faculty; and

To serve as a member of the Scholarship Committee.

Section 2

The Undergraduate, Masters and Ph.D. Coordinators shall be the Departmental representatives to the College Undergraduate, Masters, and Ph.D. curriculum policy committees respectively.

Section 3

Course content, title, description, and prerequisites, in the Departmental course inventory shall be reviewed by the Academic Curriculum Committee and approved by a majority vote of the Faculty. Courses may not be added, deleted, or changed without the approval of the Faculty. All requests for additions, deletions, or changes to the curriculum will be forwarded to the Faculty for approval after review by the Academic Curriculum Committee.

Section 4

Student evaluations of courses shall be conducted in each class section during both fall and spring terms. Such evaluations are to be conducted at the option of the instructor during summer terms.

ARTICLE VIII

RATIFICATION, AMENDMENT, AND INTERPRETATION

Section 1

These bylaws are effective upon ratification according to Article IX, Section 1, in the Departmental Charter.

ARTICLE IX

ELECTIONS AND OTHER VOTING MATTERS

Section 1

At meetings of the Faculty, all ballots shall be cast during the time the meeting is in session. Proxy votes are permitted if the name of the proxy is submitted to the Chairperson, in writing, prior to the time of the voting.

Section 2

All departmental elections to the positions and committees specified in this Charter and Bylaws shall be by secret ballot and shall be held during the first regularly scheduled Faculty meeting in the fall semester. The elected committees shall serve until the next election.

Section 3

The Secretary shall inform the Faculty of an election at least two weeks prior to each election, and shall prepare and distribute to the Faculty a list of Faculty eligible for each office. All eligible members of the Faculty shall stand for election to all committees for which they are eligible unless they decline in writing to the Secretary before the meeting at which elections are held.

ARTICLE X

DEFINITIONS

For the purposes of the Charter and By-Laws of the Department of Information Technology and Decision Sciences the following definitions shall apply:

Full teaching or research load is an amount of not less than 50 percent of a faculty member's Total Workload assigned to categories other than Administration and Service on the Total Workload Report for an academic year.

Majority vote is "a number greater than one-half of the total votes in favor of and the total votes in opposition to an issue." A two-thirds majority vote is "a number greater than two-thirds of the total votes in favor of and the total votes in opposition to an issue." For purposes of counting a majority or two-thirds majority vote an abstention shall be considered a non-vote.

Voting faculty shall be considered those faculty actually casting a vote.

A Secret Ballot is a written ballot administered by the Secretary in such a manner as to maintain the anonymity of each ballot. Secret ballot votes may be conducted during a Department meeting by the Secretary or through the use of a mail ballot which conforms with the procedures established by the Faculty Senate.

A Quorum consists of a number equal to or greater than one-half the faculty of the department as defined in Article I of the Charter. During the Summer Terms a discretionary proxy vote from a Faculty member will count as a present Faculty member.

The Faculty of the Department (referred to as the Faculty) are those persons who usually teach courses offered by the Department and hold appointments as full-time tenured or tenure track Faculty and full-time Lecturers, Senior Lecturers, and Principal Lecturers. See Charter, Article I, Section 2 for exceptions.

A normal University class day is defined as any day except Saturday or Sunday when a regularly scheduled University class is held, beginning with the first day of classes in a semester and ending with the last day of exams of that semester.