

# Constitution

## Faculty Council of the Lubin School of Business

### Preamble

The Faculty of the Lubin School of Business establishes this constitution and the Pace University Board of Trustees ratifies it to provide a framework for faculty governance of the School. By so doing the Board of Trustees confers and the Faculty accepts the responsibility for establishing and accomplishing the mission, objectives, and policies of the School. This constitution defines a structure and process by which the Faculty makes decisions and conducts business.

### Article I

#### Name and Jurisdiction

- A. **Name.** The name of this organization is the Faculty Council of the Lubin School of Business.
- B. **Jurisdiction.** The Faculty Council of the Lubin School of Business is a legislative assembly that deliberates issues and establishes the policies and programs of the School, unless explicitly reserved by the Board of Trustees of Pace University.
  - 1. The Council is the governing organization for all Lubin School of Business faculty, programs, and locations.
  - 2. The Council has primary jurisdiction over all matters that impact its members and programs.
  - 3. The Council represents the faculty of the Lubin School of Business in relations with other administrative and governance organizations within Pace University.
- C. **Authority.** The range of specific Faculty Council authority and responsibilities includes but is not limited to the following areas:
  - 1. The Council determines what educational programs the School offers and what degrees it confers.
  - 2. The Council establishes the academic requirements and standards for all its degrees and defines the curriculum for all its educational programs.
  - 3. The Council establishes student recruitment policy, admissions criteria, scholarship requirements, advising practices, academic standards, and retention procedures for all its degree programs.
  - 4. The Council identifies students who have satisfactorily completed degree program requirements and recommends conferral of their degrees.
  - 5. The Council establishes policies governing teaching, scholarship, and service to the University, the business community, and society.
  - 6. The Council establishes procedures for the evaluation of faculty performance and for the settlement of faculty grievances.

D. **Representation.** The range in which the Faculty Council specifically participates in School and University affairs includes but is not limited to the following areas:

1. The Council recommends the appointment, promotion, and tenure of all full-time and part-time faculty to the dean, the Council of Deans and Faculty on Promotion and Tenure (or other university review committees), and the university administration.
2. The Council recommends priorities for allocating the resources of the School, including its budget.

## Article II

### Membership and Participation

A. **Definitions.** Throughout this constitution the following terms have specific definitions.

1. The "University" refers to Pace University.
2. The "School" refers to the Lubin School of Business.
3. The "Faculty Council" or "Council" refers to the collective membership of the legislative assembly as defined in Section B of this article.
4. The "Dean" refers to the Dean of the Lubin School of Business.
5. The "Dean's Office" refers to employees of the University assigned to the School whose administrative titles include the word "Dean."
6. The "Instructional Staff" refers to professors emeritus, visiting faculty, lecturers, adjunct faculty, faculty from other schools or universities, and others during semesters when they teach in degree programs of the School.
7. The "Administrative Staff" refers to full-time employees of the University who do not have faculty appointments.
8. The "Academic Year" refers to the twelve-month period beginning September 1. The academic year is the basis for determining membership.
9. The "Regular Terms" refers to academic semesters, trimesters, or quarters during which Faculty members may normally satisfy their teaching load requirements.
10. The "Faculty" refers to members of the Council as described in Paragraph 1 of Section B of this article.

B. **Faculty Council Membership.** Only the terms and conditions of employment by the University determine membership in the Faculty Council.

1. All Pace University employees with full-time faculty appointments to the Lubin School of Business with ranks of professor, associate professor, assistant professor, or instructor are members of the Council.
2. All employees who meet the qualification of Paragraph 1 in this section are members of the Council; other University employees are not members. No employee who meets the qualification of Paragraph 1 may renounce Council membership or abrogate its responsibility.

C. **Faculty Council Membership Responsibilities.** Members of the Council have the following specific rights and responsibilities in addition to those identified in the Pace University Faculty Handbook.

1. Only members of the Council may cast votes or ballots conducted by the Council for elections or resolutions to be adopted by the Council. No member of the Council may cast a vote or ballot by proxy.
2. Only members of the Council on a committee may cast votes or ballots conducted by the committee for resolutions to be adopted by the committee. No member of the Council may cast a committee vote or ballot by proxy.
3. All members of the Council shall attend meetings, participate in deliberations, and cast votes and ballots.
4. All members of the Council shall participate actively in meetings and seek to serve on committees of the New York City and Westchester Faculty Councils.

D. **Faculty Council Meeting Attendance.** Attending Faculty Council meetings is a right and responsibility of all members.

1. The Council may invite members of the instructional staff to attend meetings, present reports, and participate in discussions. However, these teachers may not cast votes or ballots.
2. The Council may invite members of the administrative staff of the School or the University to attend meetings, present reports, and participate in discussions related to specific topics. However, these administrators may not cast votes or ballots.
3. The Council may exclude from a meeting or portions of a meeting anyone who is not a member of the Council by passing a resolution supported by a majority of the Council members present at a meeting.
4. The Council may exclude from a meeting or portions of a meeting a Council member by passing a resolution supported by two-thirds of the Council members present at a meeting.

## Article III

### Officers of the Council

A. **Duties of Officers.** The Faculty Council has four officers: The Chair, Recorder, New York Representative, and Westchester Representative.

1. The Chair has the following responsibilities:
  - a. Presides at all regular and special Council meetings.
  - b. Schedules and presides at any meetings of the chairs of Council committees.
  - c. Serves as an *ex officio* member of all select Council committees.
  - d. Communicates the resolutions of the Council to School and University administrators, other faculty governance organizations within the University, and external constituencies of the University.
  - e. Corresponds with external individuals and organizations on behalf of the Council.

2. The Recorder has the following responsibilities:
  - a. Maintains the official records of the Council in the Office of the Dean with a copy available on each campus.
  - b. Prepares and distributes minutes of all regular and special Council meetings and all Council Executive Committee meetings.
  - c. Provides notices, agenda, and materials for regular and special Council meetings.
  - d. Corresponds with faculty members on behalf of the Council.
  - e. Incorporates any Amendments to the Constitution and makes the amended Constitution available to the membership within thirty days after they become effective.
3. The New York Representative has the responsibility to communicate to the Council the effect of any pending resolutions on the New York City locations.
4. The Westchester Representative has the responsibility to communicate to the Council the effect of any pending resolutions on Westchester locations.
5. In the event the Chair cannot preside at a Council meeting, the Council Executive Committee selects either the New York Representative or the Westchester Representative to preside. In the event the Recorder cannot function at a meeting, the Chair appoints either the New York Representative or the Westchester Representative to prepare the minutes.

**B. Terms, Qualifications, and Succession of Office.** The officers of the Faculty Council have the following terms of office and succession to office:

1. The Council Chair and Recorder shall be nominated and elected at the annual meeting to serve for a term of one year, commencing on the first day of the first regular term of the academic year after they are elected. No member of the Council may serve as Chair or Recorder for more than three consecutive terms in the same position. A Council member who ceases to serve as Chair may not be elected to the Executive Committee for a period of two years from the end of the last term served.
2. The New York Representative and the Westchester Representative shall serve terms of two years commencing on the first day of the first regular term of the academic year after they are elected. In odd-numbered years the Westchester Representative shall be nominated and elected from among those faculty members who teach a majority load on Westchester campuses. In even-numbered years the New York City Representative shall be nominated and elected from among those faculty members who teach a majority load on New York City campuses.
3. In the event an office of Council becomes vacant the Nominating Committee shall prepare a slate of no more than two qualified nominees to serve the unexpired term.
4. All officers shall be members of the Council.
5. No member of the Council may serve as an officer of the Council for more than four consecutive years. A council member who ceases to serve as a member of the Executive Committee may not be elected to the Executive Committee for a period of two years from the end of the last term served.

6. The Council may remove any incumbent officer from office by passing a ballot supported by a majority of the Council membership.
- C. **Appointment of the Dean.** The Dean is the chief administrative officer of the School. The Faculty Council has an important role in the selection and retention of the Dean.
1. The University President appoints the Dean of the School from among one or more nominations submitted by a search committee.
  2. The Council shall establish a select committee to review the performance of the Dean during the year prior to the last year of the Dean's term of office or contract period. If the Dean serves without a formal term of office or contract period, the Council shall establish this committee in the fourth anniversary year of the Dean's initial appointment. This review committee shall not be formed if the Dean declares.
  3. The Council shall establish a select committee to review the performance of the Dean during the fourth semester of the first term of office.
  4. At other times the Council may establish a select committee to review the performance of the Dean by passing a ballot supported by a majority of the Council membership.
- D. **Role of the Dean.** As a member of the faculty and chief academic officer of the school, the Dean has a unique role in the affairs of the Council.
1. The Dean is a voting member of the Council.
  2. The Dean is an *ex officio* non-voting member of all Council standing committees unless otherwise stipulated within this constitution.

## Article IV

### Faculty Council Meetings

- A. **Regular Faculty Council Meetings.** The Council Executive Committee shall provide written notice to all Council members of the schedule of at least two "regular" Faculty Council meetings. The schedule may contain more than two regular meetings if the Council Executive Committee concludes that the legislative agenda requires them.
1. The first regular Council meeting shall be within the first six weeks of the first regular term of the academic year.
  2. The last regular Council meeting shall be no later than two weeks prior to the last class day, excluding final examinations, of the last regular term of the academic year. This meeting is the annual meeting.
  3. Regular Council meetings shall not be scheduled on Saturdays, Sundays, holidays, or days when University classes are not scheduled.
  4. The Council Executive Committee may cancel any regular meeting, except the first and annual meetings of the academic year, by providing written notice to all Council members at least two weeks before the meeting date.
  5. The Council may consider items not on the agenda only for the purpose of reference to the appropriate committee, unless two-thirds of those present and voting agree that the matter

cannot be postponed until the next regular Council meeting or until a special Council meeting.

**B. Special Faculty Council Meetings.** All meetings of the Council other than regular meetings are special Faculty Council meetings.

1. The Council Executive Committee shall give written notice to all Council members of a special Council meeting under any of the following circumstances:
  - a. The Council passes a resolution for a special Faculty meeting supported by two-thirds of the Council members present at a regular or special Faculty meeting.
  - b. The Council Executive Committee identifies an issue that must be resolved before the next regular Council meeting.
  - c. Twenty percent of the Council membership submits to the Council Executive Committee a signed petition requesting a special Faculty meeting.
2. When announcing a special Council meeting the Council Executive Committee shall specify the date, time, place, and purpose for the meeting, and nature and scope of the matters to be considered. The Council may not vote on resolutions beyond that scope.
3. When announcing a special Council meeting the Council Executive Committee shall give as much prior notice as feasible under the circumstances, but shall provide a minimum of seven days.
4. Special Council meetings may be scheduled at times other than during regular terms only if the matter to be considered is urgent.

**C. Conduct of Meetings.** The following provisions govern all regular and special Faculty Council meetings:

1. Forty percent of the Council membership constitutes a quorum for the purpose of conducting business at any Council meeting. No resolutions may be voted or balloted, except mail ballots, without a quorum present at the time of the vote or ballot.
2. When guests are present at a Council meeting, the first order of business shall be to vote on a resolution inviting them specifically or collectively to attend the meeting.
3. Votes shall be cast by a show of hands, unless 10% of those present request a secret ballot; however, a ballot shall be conducted for all elections and other personnel questions.
4. The Council may vote to conduct a mail ballot to determine a resolution.

**D. Minutes of Meetings.** Minutes of all Faculty Council meetings shall be recorded and maintained.

1. The minutes of all Council meetings shall include a copy of all committee reports and recommendations, and other documents presented at a Council meeting.
2. The numerical count of each vote (except elections and personnel matters) shall appear in the minutes together with a disposition specified as "Adopted" or "Rejected."
3. The minutes shall be prepared and distributed within three weeks following each Council meeting. One copy of the minutes shall be included in the official files of the School in the Dean's office with copies on each campus and one copy shall be provided to each Council member.

## Article V

### The Council Executive Committee

- A. **Function.** The Council Executive Committee furthers the purpose and policy of the Faculty Council.
1. The Council Executive Committee shall meet frequently between Council meetings to develop the legislative agenda for the Council and the School and to monitor implementation of resolutions adopted by the Council.
  2. The Council Executive Committee shall prepare and distribute minutes of its meetings to all Council members.
  3. The Council Executive Committee shall actively seek the opinions of the Council members on matters confronting the School.
  4. The Council Executive Committee shall notify all Council members in writing of the schedule of Council meetings as provided in Article IV of this constitution. It shall specify the dates, times, and places of all regular Council meetings for the next academic year after the annual Council meeting and before the beginning of final examinations.
  5. The Council Executive Committee shall prepare and distribute to all Council members the agenda and all relevant supporting documents for a Council meeting at least two weeks prior to regular Council meetings and at least one week prior to special Council meetings.
  6. The Council Executive Committee shall establish select committees as needed to complete the work of the Council that is beyond the scope of its standing committees.
  7. The Council Executive Committee shall meet each year between the annual meeting and the first meeting of the next academic year with the Dean and the Directors for Graduate and Undergraduate Programs to propose annual objectives and activities for each standing committee (including standing program committees) of the Council. The Council Executive Committee shall communicate its proposed objectives and activities to each standing committee prior to the first Council meeting of the academic year.
  8. The Council Executive Committee shall coordinate and review the activities of all other Council committees.
  9. The Council Executive Committee shall communicate the policies of the Council to the School and University administration.
- B. **Meetings.** The Council Executive Committee shall give notice to all members of the Council of the time, date, location, and agenda of its meeting at least seven days prior to the meeting.
1. Any members of the Council may observe a Council Executive Committee meeting; however, they may not speak unless the Council Executive Committee votes otherwise.
  2. The Council Executive Committee may exclude observers from its deliberations, but not its votes, on personnel matters, provided it includes its intention to do so with notification of the meeting.
- C. **Membership.** The Council Executive Committee consists of the four officers of the Council. No member of the Council Executive Committee shall have a right to be represented by others or to cast votes by proxy if absent from a meeting.

## Article VI

### Faculty Council Committees

- A. **Standing Committee Membership.** The Council Nominating Committee has primary responsibility for staffing Faculty Council committees.
1. Membership shall reflect individual interests and skills as well as representation by rank, program, location, and discipline, and/or department when appropriate.
  2. Elected committee members assume their responsibilities at first meeting of the committee following the annual meeting of the Council.
  3. Immediately following the annual meeting of the Council, and prior to the close of the spring semester, each committee shall elect its chair from among its members. The Council Executive Committee shall designate a member of each committee as convener to organize and conduct the election. A Council member who has served as the chair of the committee for all of the preceding five consecutive years shall be ineligible to serve as the chair. At its first meeting following the annual meeting of the Council, each committee shall prepare an agenda for the year.
  4. Unless otherwise specified in this constitution, each committee shall have no more than ten members.
  5. Unless otherwise specified in this constitution, each committee shall have no more than three additional members who are full-time faculty members with initial contracts commencing less than five years before the annual meeting. The three additional members may serve a maximum of three one-year terms on the same committee.
  6. No member may serve on more than two Lubin standing committees, including standing program committees, at the same time.
- B. **Select Committee Membership.** When the Council must address an issue beyond the scope of its standing committees (including standing program committees), it may constitute a select committee.
1. When either the Council Executive Committee or a vote of the Council determines that a select committee is needed, the Council Executive Committee shall define and announce its specific scope and charge in writing.
  2. The Council Executive Committee shall announce the creation of a select committee and nominate Council members to staff it. Except under extraordinary circumstances, the Executive Committee shall submit the creation of a special committee, including its scope, charge, and membership for approval as part of the agenda of the next regular Council meeting.
  3. Select committees, unlike standing committees, shall remain constituted only as long as required to complete their assignments. Their membership is not subject to annual election. However, select committees normally shall not exist for more than twelve months.
- C. **Committee Procedures.** All committees shall follow the same broad procedures.
1. The quorum required for a committee to conduct votes is 50% of the members eligible to vote.

2. All committees shall maintain minutes of their meetings and shall forward their minutes and reports to the Council Executive Committee within 14 days of their meetings for distribution to the Council.
3. Any three Council members may submit a written request that the Council Executive Committee refer a matter to a Council committee. However, the Council Executive Committee shall determine which committee has jurisdiction.
4. Committees shall fully investigate and deliberate on all matters concerning them or referred to them.
5. A Council committee chair, or designee, shall prepare written reports summarizing the findings and conclusions of committee investigations and deliberations. Such reports shall identify recommendations upon which the Council must vote. Committee members may file minority reports. The Council Executive Committee will put these recommendations on the Council meeting agenda and include committee and minority reports.
6. All Council committees shall submit reports on the activities, progress, and accomplishments, including any matters for consideration by the committee during the next academic year, for the annual meeting.
7. The Council may consider and decide urgent matters whether or not they have been previously referred to a Council committee. However, consideration of such matters requires a resolution supported by two-thirds of the Council members present at a meeting.

D. **Committee Membership Nominations.** The Council Nominating Committee shall conduct nominations for the Council officers and standing committee (including standing program committees) members in the following manner.

1. The Council Nominating Committee shall request nominations and preference for officers and committee membership to all members of the Council, prior to the end of the sixth week preceding the annual meeting. The Council Nominating Committee shall consider all nominations received before the end of the fourth week preceding the annual meeting.
2. The Council Nominating Committee shall prepare a list of no more than two qualified nominees for the offices of the Council whose terms expire before the first meeting of the next academic year. The Nominating Committee shall have the authority to recruit Council members to be nominated for officers and committee memberships and the responsibility to assure that all nominees are properly qualified and willing to serve, and to notify any nominees who are not qualified to serve.
3. The Council Nominating Committee shall determine for which officers or committees the nominations exceed the available positions and shall prepare and distribute ballots before the end of the third week preceding the annual meeting. The balloting shall close at 5:00 am on the day before the annual meeting. The ballots shall be distributed and collected electronically using the Internet.
4. At the annual meeting, the Council Nominating Committee shall present the results of the ballots as the elected officers and committee members.
5. Each committee convener shall organize and conduct an election for committee chair prior to the close of the spring semester.

**E. Committee Membership Elections for Non-designated Committees.** The Council Nominating Committee shall conduct elections in the following manner for committees not exempted from Article VI, Section A, Paragraph 5.

1. When the number of qualified nominees with initial contracts over five years exceeds ten or the total number of nominees exceeds thirteen, the Nominating Committee shall conduct an election to determine which nominees shall serve.
2. For each committee with excessive nominees, the election ballot shall list the nominees in alphabetical order. No other information about the nominees shall appear on the ballot.
3. The ballot shall be distributed to all Council members with explicit instructions for each officer or committee. Each Council member shall be allowed only one ballot and a maximum of ten votes for each committee. Council members may not cast more than one vote for each nominee. Ballots that do not conform to the instructions shall not be counted.
4. For each committee the Council Nominating Committee shall total the number of votes received by each nominee and shall create a list of nominees ordered from the largest to smallest number of votes received and note whether each nominee's initial contract date was more or less than five years earlier. Starting from the top of the list, the Nominating Committee shall award each successive nominee to a regular committee position if the initial contract date were more than five years earlier or to an extra position if the initial contract date were less than five years earlier. This allocation shall continue until either all regular positions or all additional positions are filled.
  - a. If all regular positions are filled first, the remaining extra positions shall be assigned to the remaining nominees who have the highest number of votes and who have initial contract dates less than five years earlier.
  - b. If all additional positions are filled first, the remaining regular positions shall be assigned to the remaining nominees who have the highest number of votes, regardless of their initial contract dates.

**F. Committee Membership Elections for Designated Committees.** The Council Nominating Committee shall conduct elections in the following manner for committees exempted from Article VI, Section A, Paragraph 5.

1. When the number of qualified nominees for any department exceeds the maximum number of department members that may serve on the committee, the Nominating Committee shall conduct an election to determine which nominees shall serve.
2. For each committee with excessive nominees, the election ballot shall list the nominees in alphabetical order for each department with excessive nominees. No other information about the nominees shall appear on the ballot.
3. The ballot shall be distributed to all Council members with explicit instructions for each officer or committee. Each Council member shall be allowed only one ballot and within each department list be allowed to cast no more votes than the maximum number of

department members allowed to serve on the committee. Council members may not cast more than one vote for each nominee. Ballots that do not conform to the instructions shall not be counted.

4. For each committee, the Nominating Committee shall total the number of votes for each committee in each department list and shall award the available department committee positions to the nominees with the highest number of votes.

**G Standing Committee Responsibilities.** The Faculty Council shall maintain and staff the following committees. Standing program committees are identified in Section H of this Article.

1. **Policy, Planning, and Budget Committee.** This committee shall:

- a. Review periodically the mission of the School to determine whether it is appropriate and whether the School is adequately fulfilling that mission.
- b. Identify internal and external goals and objectives for the School and formulate plans and priorities for their achievement.
- c. Advise the Dean and the Council on opportunities or problems facing the School or the University.
- d. Review with the Dean the School's administrative policies and operational guidelines, including the use or deployment of facilities and the provision of all other support services.
- e. Advise the Dean and report to the Council on the adequacy of existing resources, including library, technology, and physical resources, and the capital and operating budgets available to the school.
- f. Recommend allocations of the resources of the School consistent with the School's mission and strategic plan.
- g. Provide a liaison to University committees on planning and budgeting. The committee shall report annually to the Council concerning the financial health of the University.
- h. Recommend to the Council and the Dean, policies and programs for strengthening the school's external relations.

2. **Faculty Development and Scholarship Committee.** This committee shall:

- a. Promote and encourage the development of faculty skills to promote teaching effectiveness and research excellence.
- b. Review the School's approaches to evaluating the faculty teaching effectiveness and scholarship.
- c. Assist the Dean and the faculty in the development and creation of seminars, workshops, and similar activities to improve the teaching and research skills of the faculty.

3. **Faculty Affairs Committee.** Only members of Council may serve on this committee. The deans may not serve on this committee. No members of the Dean's office, discipline chairs, department chairs, or program chairs may serve on this committee. This committee shall:

- a. Assess all matters concerning faculty working conditions, performance evaluation, compensation, and benefits, and report recommendations for improvement to the faculty and the Dean.
    - b. Act as a liaison between the administration of the School and the University on matters concerning faculty working conditions, compensation, and benefits.
    - c. Review all matters brought by faculty members that are not within the purview of other School of University committees.
  4. **Tenure and Promotion Committee.** Only tenured members of faculty may serve on this committee. The deans may not serve on this committee. No members of the Dean's office, discipline chairs, department chairs, program chairs, assistant chairs, or other administrators of academic departments may serve on this committee. This committee shall have no less than one and no more than two members from each academic department. This committee shall not have additional members as provided in Article VI, Section A, Paragraph 5. Committee members shall serve one-year terms not to exceed three years, with eligibility for re-election one year after the conclusion of three consecutive years of membership. This committee shall:
    - a. Review all faculty applications for and make recommendations on tenure and promotion decisions to the Dean and the University administration.
    - b. Review all applications and proposals for the appointment and renewal of Lubin faculty members to the title of Distinguished Professor.
    - c. Notify all members of the Council, promptly at the conclusion of its deliberations, of the recommendation for tenure or promotion it made for each faculty member it considered.
    - d. Provide each Council member considered for tenure or promotion with a detailed written evaluation that supports its recommendation.
    - e. Exercise authority delegated to it by the Faculty Handbook or the regulations governing tenure, promotion, and reappointment.
  5. **Council Nominating Committee.** Only members of the Council may serve on this committee. This committee shall have no more than five members and no more than one member from each department. This committee shall not have additional members as provided in Article VI, Section A, Paragraph 5. No deans may serve on this committee. No members of the Dean's office, discipline chairs, department chairs, program chairs, assistant chairs, or other administrators of academic departments may serve on this committee. No Council member shall serve simultaneously on this committee and the Council Executive Committee. No Council member shall serve on this committee who has served on the Council Nominating Committee within the two academic years preceding the election. This committee is responsible for the nomination and election of Council officers and committees.
- H. **Standing Program Committees.** These committees have the same stature as other standing committees. However, for each citation below, the Faculty Council will maintain a separate committee for each category of degree program. For these committees the Dean may delegate the Dean's ex officio membership to an associate dean with responsibility for the program concerning the committee.
1. **Graduate Admission Committee.** For Master's degree programs, this committee shall:

- a. Establish policy and criteria for admission of all students applying to degree programs of the School.
  - b. Determine the disposition of recommendations of the University Admission Office for the admission of candidates as exceptions to the establish admission standards of the school.
  - c. Determine the disposition of petitions for admission by students who were originally rejected for admission to the School.
  - d. Advise the University Admission Offices on admissions procedures and practices.
  - e. Analyze application, acceptance, conversion, and admission statistics and report findings to the Council.
  - f. Review the programs, processes, and contents of marketing, recruitment and conversion activities, and standards for awarding scholarships and assistantships.
2. **Undergraduate Admission Committee.** For undergraduate degree programs this committees shall:
  - a. Review criteria for admission used in the previous academic year and report to faculty with comments and recommendations generally in the late Fall or early Spring meeting.
  - b. Evaluate the policy and criteria for admission as part of an annual review and make recommendations to the Dean for follow up with the University Admission Offices.
  - c. Analyze application, acceptance, conversion, and admission statistics and report findings to the Council once a year.
  - d. Review the programs, processes, and contents of marketing, recruitment, and conversion activities.
  - e. Help recruit faculty for calling campaigns and work with University Admission Offices to complete them. Evaluate the campaigns as needed.
3. **Undergraduate Academic Standards Committee and Graduate Academic Standards Committee.** For degree programs, except the doctoral program, these committees shall:
  - a. Recommend (for undergraduate programs) and establish (for masters' programs) the scholastic standards, grading policy, and academic regulations of the School or its degree programs and provisions for their implementation.
  - b. Determine the disposition of recommendations brought by the Academic Advising Offices for continued enrollment of students as exceptions to the academic standards of the School.
  - c. Determine the disposition of recommendations brought by the Academic Advising Offices to dismiss students for failing to meet the academic standards of the School.
  - d. Determine the disposition of petitions for readmission or other relief by students who have been academically dismissed from the school.
  - e. Assess the adequacy of academic advising procedures and the quality of advice provided to students.

- f. Evaluate student retention statistics and programs and report findings to the Council.
  - g. Determine the recipients of honors, prizes and awards.
  - h. Review the student honor code policy.
  - i. Establish standards for continuing scholarships.
4. **Undergraduate Curriculum Committee and Graduate Curriculum Committee.** These committees shall have no less than one and no more than three members from each academic department. These committees shall not have additional members as provided in Article VI, Section A, Paragraph 5. For all degree programs, including executive masters' programs and excluding the doctoral program, these committees shall:
- a. Assess the School program curricula compared to the curricula of other schools and to the needs of future business professionals and managers.
  - b. Monitor the content, coordination, and delivery of the core curriculum in each program.
  - c. Review the overall structure and specific content of various concentrations and elective courses for each program.
  - d. Ensure that courses do not excessively overlap in content, and that consistent standards are maintained across the curricula.
  - e. Review and recommend to the Council all proposed additions, deletions, or alterations in degree program curricula.
5. **Undergraduate Student Relations and Engagement Committee and Graduate Student Relations and Engagement Committee.** These committees shall:
- a. Foster a forward-looking, responsive, purposeful, and coordinated approach to understanding, evaluating, and improving student relations and engagement.
  - b. Evaluate annually the school's strategy, priorities, activities, outcomes, and concerns associated with how the school is providing an environment supporting interaction and engagement among students, administrators, faculty, and practitioners.
  - c. Periodically research and consider for adoption leading strategies and practices in student engagement among the School's peer, aspirant, and competitor institutions.
  - d. Assess the outcomes and success of the school's existing co-curricular and extracurricular activities and make recommendations to the Council for improvement.
  - e. Assess the nature, participation rates, and outcomes of Lubin faculty participation in activities supporting student interaction and engagement and make recommendations to the Council for improvements that will assist the faculty.
  - f. Interface with University student development offices in compiling, defining and resolving student concerns related to campus activities. Discuss appropriate courses of action with faculty advisors, school administrators, and student development personnel.
6. **Doctoral Committee.** This committee shall:
- a. Establish policy and criteria for admission, select candidates for the program, and advise on academic matters relating to the Doctoral Program.

- b. Establish the policies and procedures of the Doctoral Program.
  - c. Recommend curriculum and degree requirements for the Doctoral Program.
  - d. Review the academic progress of students matriculated in the Doctoral Program.
- I. **Select Committees.** The following select committees shall be established as needed. Select committees may be established for other purposes that are outside the responsibility of standing committees (including standing program committees).
- 1. The search committee for a new Dean is a select committee composed of three Council members appointed by the president and four Council members elected by the Council. No member of the dean's office, including the Dean, may serve on this committee. Before this committee begins the active search process, it shall consult with other Council committees and individual faculty to prepare a list of prioritized attributes and capabilities desired for a new Dean and present this list to the Council for deliberation.
  - 2. The committee to review the performance of the Dean is a select committee of five Council members. The Council elects four members and the Dean appoints the fifth member, who may not be a member of the Dean's office. The Dean shall not serve on this committee. The committee shall consult the Dean and School and University administrative staff as well as faculty in reviewing the performance of the Dean. The committee shall complete its evaluation within two months and report a summary of its findings and conclusions to the Council.
  - 3. The constitution committee is a select committee for the purpose of drafting one or more specific constitutional amendments and analyzing their implications for the Council and its members.
- J. **University Committees.** When asked to nominate representatives to serve on University committees, the Executive Committee shall nominate delegates of the Council to serve on committees that the Board of Trustees, University administration, or other bodies may convene. Where possible, the Executive Committee shall submit the nomination of Council delegates as part of the agenda of the next regular Council meeting.
- 1. Faculty members elected to these positions shall seek counsel and advice from the Council membership concerning issues and decisions on which they have a voice.
  - 2. While exercising their own judgment, faculty members elected to these positions shall fairly represent and support the policy, legislation, and advice of the Faculty Council.

## Article VII

### **Parliamentary Authority and Constitutional Amendments**

- A. **Parliamentary Authority.** The Council shall conduct its business in accordance with the following provisions:
- 1. The provisions of the latest revision of *Robert's Rules of Order* shall govern the Council in all situations to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Council may adopt.
  - 2. The Council may designate one of its members to act as parliamentarian and advise the presiding officer and Council on the applicability of this constitution, any special rules of order

the Council may adopt, and the latest revision of *Robert's Rules of Order*, to any question before the Council.

3. The provisions of this Constitution shall not be construed in a manner inconsistent with any applicable rules of the University, its Board of Trustees, the State of New York, the American Assembly of Collegiate Schools of Business, or the Middle States Association of Colleges and Schools.

**B. Amendments.** This constitution may be amended when necessary only after careful consideration of the implications of the amendment and its impact on minority rights.

1. Any Council member may present a resolution to consider amending or repealing the constitution, provided that resolution specifies the nature and intent of the amendment.
2. If a resolution is passed to consider amending the constitution, the Council membership shall nominate and elect a select Constitution Committee for the specific nature and intent of the proposed amendment.
3. The Select Constitution Committee shall prepare a written report containing a precise statement of the amendment and the revised wording of the constitution, an explanation of its intended impacts, and a recommendation on its adoption.
4. The Council Executive Committee shall place the proposed amendment on the next Council meeting agenda and enclose a copy of the report to all faculty at least two weeks prior to the next Council meeting as notification that the amendment is pending.
5. Following the procedures outlined in this article and faculty debate during a Council meeting, the Council may pass a resolution supported by two-thirds of those present at the meeting to either return the amendment to the Select Constitution Committee for further consideration, or modify the amendment. Unless the Council returns the amendment to the Select Constitution Committee, the Council Executive Committee shall submit the proposed or modified amendment to a mail ballot, which requires an affirmative vote from two-thirds of the total Council membership.
6. Amendments to the constitution shall become effective immediately upon successful vote or ballot unless the motion contains provisos for delayed implementation.

## Constitution Adoption and Transition

According to *Robert's Rules of Order*, "It is a mistake to encumber the bylaws themselves with provisions [for transition rules] which have effect for only a limited time. If the mechanisms of transition to operation under a revised set of bylaws will be complicated in ways for which the act of adoption must make temporary provision, such provisions can be numbered and set out on a separate sheet attached to the revision under the heading 'Provisos.' The motion to adopt the revision can then be made in this form: 'I move the adoption of the revised bylaws with the provisos attached thereto.'"

Therefore, the final version of the motion to adopt the constitutions should have the following provisos that do not remain with the constitution after they have been fulfilled:

## Provisos

### Constitutional Adoption and Transition by the Faculty Council of the Lubin School of Business

- A. **Amendment by Substitution.** The vote to amend the constitution will be a vote to substitute this amended constitution for the constitution adopted in April 1995 and continuously effective from that date until the amended constitution becomes effective.
- B. **Effective Date.** This amended constitution shall come into effect when the Select Constitution Committee and the Council Executive Committee jointly certify that the amendment has fulfilled the provisions of Article VII of the constitution being amended. However, the transition rules in Section D of these provisos shall remain in effect until they are fulfilled.
- C. **Transitional Rules.** Until its next election the Council shall conform to the following transition rules:
  - 1. When the amended constitution is approved, the Assemblies of the Lubin Faculty Council shall cease to exist. All jurisdiction over, authority of, responsibility for, and supervision of committees of the Assemblies shall immediately revert to the Council.
  - 2. All officers of the Council and committee chairs and committee memberships of the Council and its Assemblies shall remain in place until the next election of the Council, except that the Executive Committees and Nominating Committees of the Assemblies shall cease to exist.
  - 3. In addition to the duties prescribed in the amended constitution to nominate Council members for the positions of the Chair and Recorder and Westchester Representative, the Nominating Committee shall propose a slate of not more than 2 candidates to serve for the interim one-year term in the position of New York Representative.
  - 4. The Council Nominating Committee shall follow the procedures outlined in Article VI, Section D, Paragraph 9 of the new constitution as it pertains to committee membership.
  - 5. The term limits and separation limits prescribed by Article III, Section B, Paragraph 7 shall apply to existing and former officers of the Council or the Assemblies.
  - 6. The term limits on Council committee chairs shall apply to all committees, except that committee chairs who complete a fifth consecutive year as chair in 2000 may, if elected, serve as chair for one additional year.