

The University of Texas  
Rio Grande Valley<sup>TM</sup>

.....  
*Robert C. Vackar College of  
Business & Entrepreneurship*

**BYLAWS**

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**BYLAWS**

**ROBERT C. VACKAR COLLEGE**

**OF**

**BUSINESS AND ENTREPRENEURSHIP**

**PREAMBLE**

These Bylaws provide a framework within which the faculty of the Robert C. Vackar College of Business and Entrepreneurship (VVCoBE) participate in the educational and decision-making processes of the College. These Bylaws are valid to the extent they comply with policies and procedures set forth by the State of Texas, The University of Texas System Regents' [\*Rules and Regulations\*](#), The University of Texas Rio Grande Valley (UTRGV) [\*Handbook of Operating Procedures\*](#) (HOP) and the Faculty Senate.

**ARTICLE I - NAME**

This organization shall be known as the Robert C. Vackar College of Business and Entrepreneurship, The University of Texas Rio Grande Valley.

**ARTICLE II - MEMBERSHIP**

The General Faculty of VCoBE shall consist of all fulltime faculty members within the College (*i.e.*, tenured, tenure track, professors in practice, and fulltime lecturers). This includes VCoBE faculty holding joint positions in other colleges, institutions or agencies.

**ARTICLE III - MISSION**

The mission of VCoBE “is to be the agent of innovation, knowledge discovery, and economic development in South Texas, Northern Mexico, and beyond, by offering a rigorous curriculum informed by experiential learning, high quality research, and community partnerships.”

**ARTICLE IV - ORGANIZATIONAL STRUCTURE AND DUTIES**

VCoBE's Organizational Structure and descriptions of duties are depicted in Appendices A & B and are incorporated as amended from time to time.

**ARTICLE V - MEETINGS**

**General Meetings**

A meeting of the General Faculty shall be held at least twice a year. Special meetings may be called by the Dean or by a petition signed by at least one quarter of the General Faculty.

Notice of meetings of the General Faculty shall be delivered by e-mail no less than seven calendar days prior to the set meeting time.

Agenda items requiring action of the General Faculty can be submitted to the Dean via e-mail up to five working days prior to the meeting date. Items not included on the agenda may be raised as new business at the meeting.

### **Standing Committee Meetings**

Unless otherwise noted in Article VI, standing committees will adhere to the following:

Appointment of Committee Members: The department/school representatives to the standing committees shall be appointed by the chair/director following a selection process adopted by the full-time faculty of the department/school.

Leadership of Committees: Each committee chair shall be elected from among the voting committee members at the first meeting of each academic year. A recording secretary shall be selected by the committee. Both will serve for a period of one year. There is no term limit for either position except for the faculty member's term on the committee.

Meeting Schedule and Quorum Requirements: Committees shall meet at least once each fall and spring semester. Special meetings may be requested by the Dean (or other stakeholders) and should be held within two weeks of the call for such meetings. A quorum to conduct the official business of the Committee consists of voting members present. A simple majority of members present and voting shall decide an action of the Committee at a meeting.

Length of Terms: All standing committee appointments will be for one three-year term. At the start of each academic year each standing committee should attempt to maintain staggered terms as provided in Appendix C.

Voting Procedures: Decisions and recommendations shall be approved by the members present and voting by unanimous consent or by majority vote by voice, show of hands, or secret ballot as appropriate. Any committee member can ask for a secret ballot. Committees should weigh the importance of the issue being voted upon to determine the voting method. Certain circumstances may be deemed important enough to take to the corresponding faculty body (General, Graduate or Doctoral) for discussion or vote. An ex-officio committee member, unless otherwise noted, is a nonvoting committee member unless also serving in the role of departmental/school representative on the standing committee.

Voting by email is permissible only in special circumstances in which a committee agrees by unanimous consent of the members. In such cases, electronic voting shall be open either for a period of five business days, closing at 5:00 p.m. local time on the final day, or until a decisive majority of eligible voting members have cast their email votes, should they do so in less than five business days.

Action by Unanimous Consent without a Meeting: An action may be taken by the members of a committee by unanimous consent in writing or by electronic transmission without a meeting. The writing or electronic transmission shall state the action to be taken, and be signed and dated, on paper or digitally, by each member of the committee. The writings and/or electronic transmissions shall be filed with the minutes of the proceedings of the committee. "Electronic transmission" means any form of electronic communication, such as email, not directly involving the physical transmission of paper, that

creates a record that may be retained, retrieved and reviewed by a recipient thereof, and that may be directly reproduced in paper form by such a recipient.

Meeting Participation: One or more members may participate in a meeting of the committee by means of a remote electronic communication system, including telephone or videoconferencing technology or the Internet, only if the communication means provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with all other participants with access to all documents, visual aids, and discussion presented at the meeting.

Reporting Requirements: The recording secretary of the meeting shall circulate within a week of the meeting to the members in attendance a draft form of the minutes. The draft minutes also shall be attached to the agenda for the next meeting and shall be presented for approval. Once approved, and corrected if necessary, the approved minutes and agenda for the reported meeting shall be posted to a secure VCoBE electronic file-sharing platform accessible by appropriate constituents.

Parliamentary Procedure: Except as otherwise provided herein, or by unanimous consent of the members, the procedures governing VCoBE standing committee meetings shall be in accordance with the latest edition of Robert's Rules of Order.

Dismissal from Academic Standing Committee: A committee member may be dismissed from a standing committee if that member has three (3) unexcused absences from properly noticed committee meetings during an academic year.

Unanticipated Vacancy: If a standing committee vacancy occurs before the normal end of term, the corresponding department/school chair/director, in consultation with his or her faculty will identify a replacement. If the vacancy is for less than half of the standing committee's term the faculty member filling the vacancy will be eligible for a second term.

Standing Committees' Use of Subcommittees: Standing Committees can and should utilize *ad hoc* subcommittees for specialized/focused issues. Subcommittees shall be chaired by a Standing Committee member. Composition of subcommittee membership shall be determined by the subcommittee chair, and may include non-standing committee members. *Ad hoc* subcommittee members shall have no vote on Standing Committees.

## ARTICLE VI - STANDING COMMITTEES <sup>1</sup>

### **The Accreditation Committee**

Purpose: The Accreditation Committee is charged with oversight and guidance of VCoBE's efforts to maintain AACSB and support SACSCOC accreditations. The committee will meet as needed to guide and ensure (i) internal and external communication of accreditation processes and (ii) progress toward alignment and mission attainment.

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➤ <sup>1</sup> The Dean of the College may establish ad hoc committees as deemed necessary to conduct the business of VCoBE.

**Composition:** The Committee shall be composed of one representative for each major discipline offered in VCoBE. The Associate Dean of Assessment & Engagement and the PhD and MBA Program Directors will serve as *ex-officio* members unless also serving in the role of departmental/school representative on the Accreditation Committee. (At the start that would be (9 major disciplines) MARK, ECON (one to represent both BBA & BA degrees), FINA, INFS, MTML, ENTR, MGMT, ACCT, & INTB)

### **Research & Engagement Committee**

**Purpose:** The purpose of the Research and Engagement Committee is to support faculty and student research and to promote engagement activities with the community and other stakeholders. Specific activities of the Committee may include, but are not limited to, identifying and promoting research funding opportunities for faculty, promoting student research and experiential learning, and providing a liaison for consulting, internships, and joint projects with community stakeholders.

**Composition:** The Committee shall be composed of two faculty representatives from each department/school. All Center Directors and Associate Deans will serve as *ex-officio* members.

### **Ph.D. Committee**

**Purpose:** The Ph.D. Committee shall serve as a liaison between the doctoral faculty and the Ph.D. Program Director. Any matters relating to doctoral admission, content, and curriculum will be considered and evaluated by the Committee.

The Ph.D. Committee:

- a. develops, periodically reviews and as needed makes changes to the program's admission policy in consultation with VCoBE's leadership;
- b. develops policies and procedures relating to the doctoral education curriculum and conducts periodic reviews to ensure its relevance and appropriateness;
- c. in consultation with the Ph.D. Program Director (PPD), oversees development of the program's learning goals and assessment tools to meet accreditation criteria, and periodically and systematically documents the learning assessment process with a goal of continuous improvement;
- d. reviews and if appropriate grants doctoral faculty status to faculty;
- e. plays an advisory role to the PPD in academic matters pertaining to the program; and
- f. as appropriate, initiates a review of and changes to program policies and procedures.

**Composition:** The Committee shall be composed of one doctoral faculty member from each department/school. The Ph.D. Director and the Associate Dean for Administration, Graduate Studies & Research shall serve as *ex-officio* members unless also serving in the role of departmental/school representative on the Ph.D. Committee.

### **Student Scholarships & Awards Committee**

**Purpose:** The Student Scholarships & Awards Committee shall administer VCoBE scholarships and awards.

The Committee:

- a. publicizes available scholarships and awards;
- b. solicits and evaluates applications and makes recommendations to the appropriate Associate Dean regarding which students shall be considered for scholarships and awards;
- c. makes periodic reports to VCoBE to keep it informed of all decisions; and
- d. supports department/school/unit level committees administering student awards and scholarships based upon funding for or from a specific department/school.

Composition: The Committee shall be composed of one faculty member from each department/school. One VCoBE Program Coordinator and the Associate Dean for Undergraduate Programs shall serve as *ex-officio* members.

### **Undergraduate Envisioning Committee**

Purpose: The Undergraduate Envisioning Committee shall act as an agent of continuous improvement to ensure the quality of undergraduate programs.

The Committee:

- a. envisions and operationalizes VCoBE strategic objectives as related to undergraduate programs;
- b. reviews all suggested undergraduate courses and degree changes, additions, and deletions and makes recommendations to the Associate Dean for Undergraduate Programs;
- c. promotes collaboration among VCoBE undergraduate programs in areas such as student advising, experiential learning, assurances of learning, outcomes assessment, and distant education;
- d. critically analyzes information and student resources as they relate to undergraduate programs and provides recommendations for improvement and implementation; and
- e. uses assessment information sources such as the assurance of learning data to appropriately nurture our undergraduate programs.

Composition: The Committee shall be composed of one faculty member from each department/school. Each VCoBE department/school housing more than one discipline will have a maximum of two faculty representatives on this committee. One VCoBE Program Coordinator and the Associate Dean for Undergraduate Programs shall serve as *ex-officio* members.

### **Graduate Masters Committee**

Purpose: The Graduate Masters Committee

- a. makes recommendations regarding the curricula, course offerings and minimum coverage to improve the quality and effectiveness of the masters' degree programs; and
- b. oversees the assurance of learning process to ensure continuous improvement of the programs.



Composition: The Committee shall be composed of one graduate faculty member from each department/school. Collaboratively, the faculty member will work in consultation with the master's degree directors to assure each of the master's degree programs and modes of delivery are represented by faculty having taught in the relevant master's degree program within two years prior to their appointment. The master's degree directors, any associate master's degree director, and the Associate Dean for Administration, Graduate Studies & Research shall serve as *ex-officio* members, unless also serving in the role of departmental/school representative on the Graduate Masters Committee.

### **Tenure, Promotion and Annual Review Committee**

Purpose: The Tenure, Promotion and Annual Review Committee shall conduct independent evaluations and provide substantive feedback to reviewed faculty every year, faculty seeking tenure and/or promotion, tenure-track faculty in their fourth year [sixth year would be tenure] of employment, and other faculty as determined by the UTRGV HOP [ADM 6-505](#) (Faculty Tenure and Promotion) and [ADM 6-502](#) (Annual Faculty Review). These independent evaluations shall highlight each faculty member's strengths and weaknesses, as well as areas for improvement. The Committee shall follow the timeline specified by UTRGV procedures.

Composition: The composition shall follow the composition of the department [school] Tenure and Promotion Committee specified in the UTRGV HOP: ADM 6-505 (Faculty Tenure and Promotion), [Sections E.2.b.ii and iii.](#)

### **Student Stakeholders Advisory Board**

Purpose: Building on the mission to maximize student success, the Robert C. Vackar College of Business and Entrepreneurship Student Stakeholders Advisory Board will provide the important "Voice of the Student" to both hear from and speak to undergraduate and graduate VCoBE students. The Committee

- a. identifies issues needing attention;
- b. provides constructive feedback to the Dean or the Dean's representative;
- c. facilitates communication between VCoBE administration/faculty/staff and the students; and
- d. promotes, coordinates and participates in various student and VCoBE events.

Composition: The Committee shall be composed of students representing a cross section of VCoBE student interests such as major, geography, graduate and undergraduate, SGA representation, full-time and part-time students, students with children, and evening students. Each VCoBE student organization shall have at least one representative. One VCoBE Program Coordinator and the Associate Deans shall serve as *ex-officio* members.

Members will be selected through a process coordinated by the *ex-officio* members. An annual application process to attract a diverse student representation is recommended.

### **College Administrative Team**

Purpose: The purpose of the College Administrative Team is to facilitate the flow of information within VCoBE, develop college-level policy recommendations for the Dean, and otherwise advise the Dean on

matters concerning VCoBE, including but not limited to matters and activities both internal to VCoBE and UTRGV and external to the broader community.

Composition: The Committee shall be composed of the Dean, the Associate Deans, Graduate Program Directors, Department/School Chairs/Director, and Center Directors, and one VCoBE Faculty Senator (normally the VCoBE representative to the Faculty Senate Executive Committee).

## ARTICLE VII - ADOPTION AND AMENDMENTS TO THE BYLAWS

Quorum is reached if more than half of the General Faculty are present and voting at a meeting, or if more than half of the General Faculty cast electronic votes.

Initial adoption of these bylaws requires a simple majority favorable vote of the General Faculty constituting a quorum.

Any standing committee, the Dean or a petition of twenty-five percent of the General Faculty may propose amendments to the Bylaws.

An amendment to these bylaws requires a two-thirds favorable vote of the General Faculty constituting a quorum.

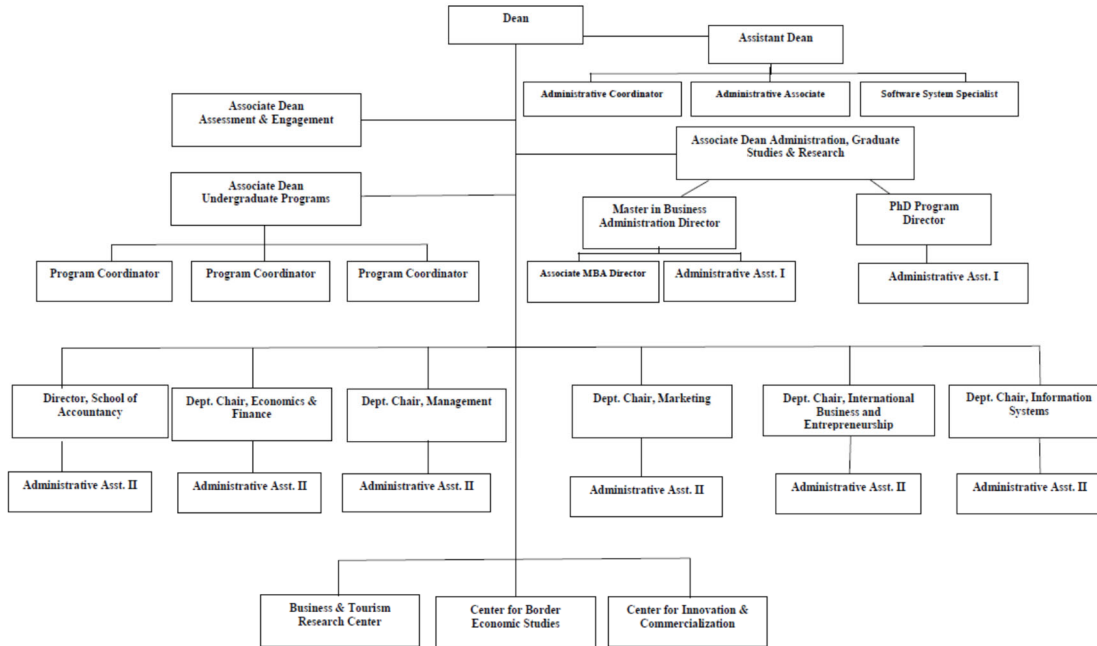
The voting procedure for initial adoption, or any subsequent electronic vote, is as follows:

- a. The proposed bylaws or amendments must be distributed to the General Faculty for electronic voting by the Assistant Dean.
- b. Electronic voting shall be open for at least ten (10) days.
- c. The measure shall pass if (a) a simple majority approves in the case of original adoption, or (b) two-thirds approve in the case of amendments.
- d. The bylaws shall take effect immediately upon approval. Each amendment shall state an effective date.

# APPENDIX A – ORGANIZATIONAL CHART

CoBE Bylaws – Appendix A

## College of Business and Entrepreneurship



Revised November 5, 2015

## APPENDIX B – ADMINISTRATIVE POSITION DESCRIPTIONS

**Associate Dean for Administration, Graduate Studies and Research:** Will be responsible for day-to-day operation of the VCoBE, including budget preparation and compliance, University process fulfillment, and VCoBE policy implementation. In addition, the Associate Dean for Administration, Graduate Studies and Research will be responsible for developing and implementing policies to encourage high-quality research, as well as aid in identifying resources for, and facilitating research in the VCoBE. The Associate Dean for Administration, Graduate Studies and Research also will oversee the administration of the VCoBE's various graduate programs.

**Associate Dean for Undergraduate Programs:** Will be responsible for overseeing the development and deployment of undergraduate business programs across the UTRGV service region. The Associate Dean for Undergraduate Programs will work with department chairs, school directors and faculty to insure the quality and availability of all VCoBE undergraduate programs, regardless of delivery format or location of classes. The Associate Dean for Undergraduate Programs will oversee class scheduling and choices of modalities so as to achieve the most effective use of faculty resources and the highest quality learning experience for our undergraduate students. The Associate Dean for Undergraduate Programs will be entrepreneurial in working with the department chairs, school directors, faculty, and the communities served in identifying and launching new programs needed in the region.

**Associate Dean for Assessment and Engagement:** Will be responsible for insuring VCoBE program assessment efforts are appropriate and timely so as to achieve continuous improvement in all VCoBE programs. The Associate Dean for Assessment and Engagement will be responsible for overseeing the accreditation process and insure compliance with AACSB International's standards for accreditation and lead the VCoBE's efforts in the University's regional accreditation process. Additionally, the Associate Dean for Assessment and Development will work with the Dean and University Development staff in their efforts to promote the VCoBE and engage the communities across the UTRGV footprint.

**Director of the PhD Program:** Will oversee the recruitment, selection, and progress of the VCoBE's doctoral students. The Director will report to the Associate Dean for Administration, Graduate Studies and Research, and will work with department chairs in scheduling PhD seminars, staffing dissertation committees, and helping the doctoral faculty and VCoBE administration in the continuous improvement of the doctoral degree program.

**Director of MBA Programs:** Will be responsible for the recruitment, selection, and progress of the VCoBE's MBA students pursuing a degree in any of the MBA delivery modes. The Director will be entrepreneurial in seeking out opportunities to expand and enhance masters-level program offerings in the service region. The Director will report to the Associate Dean for Administration, Graduate Studies, and Research. The Director also will work with department chairs, school directors and faculty to facilitate course scheduling so as to assure timely degree completion.

**Department Chair/Director:** Will be the chief academic officer for the programs offered by his/her department/school. The Department Chair/Director will be responsible for the recruitment, selection, development, evaluation, and retention of a high quality faculty in the field(s) housed in the department/school. The Department Chair/Director will be responsible for insuring the program content for each major is timely and relevant to the current business environment. The Department Chair will be responsible for leading the department's/school's faculty in the advancement of the quality of their research. Finally, the Department Chair/Director will be entrepreneurial in exploring with his/her faculty new ways for enhancing students' learning experiences in existing courses, as well as opportunities for developing new courses, programs, and delivery modalities that will benefit the service region.

## **APPENDIX C – PROVISOS**

### **Provisos governing the first three years of the College of Business and Entrepreneurship Bylaws**

#### Section 1- Article V- Length of Terms

1. To initiate the staggering of terms, 1/3 of each of the standing committee members shall be randomly selected to be one-year appointments, 1/3 to be two-year appointments, and 1/3 to be three-year appointments.
2. Any committee member serving a one- or two-year appointment is eligible to serve one additional three-year term.
3. The beginning of the term of any initial committee member shall be calculated from September 1, 2016 notwithstanding prior appointment.

#### Section 2 – Article VII Adoption and Amendment to the Bylaws

1. During the first three years following adoption of these bylaws, amendments thereto may be approved by a simple majority vote of the General Faculty constituting a quorum.