

CHARTER OF THE FACULTY SENATE

COLLEGE OF BUSINESS ADMINISTRATION
UNIVERSITY OF HAWAII AT MANOA

(Revised October 9, 2006)

PREAMBLE

In pursuit of the objectives of collegiality, responsibility, participation and academic freedom, this Charter of the Faculty Senate exists. Consistent with the Mission Statement of the College of Business Administration, the Faculty Senate seeks to insure the continuous improvement of quality in all activities of the College by authorizing the Faculty Senate as its policy recommending body.

ARTICLE I. REPEAL OF THE OLD CHARTER

All previous charters of the Faculty Senate (formerly called the Faculty Council) of the College of Business Administration are hereby repealed.

ARTICLE II. NAME AND PURPOSE

Section 1. The name of this organization shall be the College of Business Administration (hereinafter called the College or CBA) Faculty Senate (hereinafter called the Faculty Senate).

Section 2. The CBA Faculty Senate shall be the sole body representing the College of Business Administration faculty for all matters in which faculty participation at the College level is provided in the Board of Regents (BOR) policy, administrative policy at the University of Hawaii, or administrative policy within the CBA. In accordance with BOR policies, section 1-10, the role of the CBA Faculty Senate is to advise the CBA administration on matters relating to the maintenance and development of academic policy and standards to the end that quality education is provided, preserved, and improved.

Section 3. The term "policy" under this charter applies to general rules of conduct for the faculty, student body and administrators of the College, insofar as they apply to the following:

- a. the mission and objectives of the College,
- b. the programs and curricula of the College, and
- c. the standards of teaching, research and scholarship of the College.

Section 4. Consistent with the Accreditation Standards set forth by the American Assembly of Collegiate Schools of Business (hereinafter called AACSB), the Faculty Senate shall facilitate faculty involvement in the monitoring of the College's mission statement, objectives, and development plan.

Section 5. The Faculty Senate may also consider and recommend in areas involving questions of academic freedom, personnel policy, and representation on various University bodies as the occasion may arise.

ARTICLE III. MEMBERSHIP

Section 1. All Faculty of the College shall be members of the Faculty Senate. "Faculty" is defined as regular half time or greater University employees who are appointed by the University of Hawai`i Board of Regents in "I", "R", or "S" positions. Full-time visiting faculty shall be non-voting members.

Section 2. The Dean of the College shall be an ex-officio non-voting member. Managerial/professional administrative personnel who do not have teaching and/or research appointments shall be non-voting members.

ARTICLE IV. PRINCIPLES OF ADMINISTRATION AND GOVERNANCE

Section 1. The Faculty Senate declares and reaffirms its commitment to the University's policies on equal education and employment opportunities and affirmative action. The CBA does not discriminate or condone disrespectful behavior or harassment on the basis of race, sex, color, national origin, citizenship, disability, sexual orientation, marital status, arrest and court record, and veteran status in any of its departments, programs, policies, procedures, or practices.

Section 2. The Faculty Senate endorses and calls for a principle of openness in the governance and administration of the College.

ARTICLE V. OFFICERS AND DUTIES

Section 1. The presiding officer of the Faculty Senate shall be a President. The President shall be elected by the Faculty at large from its members.

Section 2. Faculty Senate Officers and Representatives to standing committees may not serve more than two consecutive full terms in the same office.

Section 3. The Secretary and Alternate President shall be selected by the Executive Committee from the membership of the Executive Committee. The President may appoint such other Assistants as he or she may deem necessary, with the consent of the Executive Committee.

Section 4. In the absence of the President, the Alternate President shall assume the duties of the President.

Section 5. The term of elected Executive Committee and International Management Doctoral Program Committee shall be two years beginning July 1 following election or until their successors have been duly elected and take office. The term of President and the Chair of Doctoral Programs shall be two years, and Secretary and the Alternate President shall be one year beginning on July 1 following election or until their successors have been duly elected and take office.

Section 6. The duties of the Officers shall be designated from time to time by the Faculty Senate, and shall include the following:

- a. The President shall be the primary representative of the CBA Faculty. The President shall preside at all faculty senate and Executive Committee meetings, serve as the faculty liaison to the Dean, and represent the CBA faculty on University committees as needed.
- b. The Secretary shall keep the minutes of all Faculty Senate and Executive Committee meetings, shall post the minutes in a public place in the College, shall transmit a copy of the

minutes to the Dean of the College, and shall at the end of his/her term, hand over to the newly elected Secretary the records of the Faculty Senate and Executive Committee.

c. Assistants shall perform such duties as the President and the Executive Committee may determine from time to time.

ARTICLE VI. DEPARTMENTS AND DEPARTMENT CHAIRS

Section 1. Except for the School of Accountancy, all Department Chairs at the CBA will be nominated to the Dean through a secret ballot election held by each department, with each member of the faculty Senate in that department eligible to cast a ballot. Departments will meet and develop a slate of nominees at least one week prior to the election. All tenured faculty members in a department are eligible for election. The term of office of Department Chairs will be three years. Tenured faculty who plan a sabbatical leave during the future term of the Department Chair are asked not to run or to agree to postpone their sabbatical until after the term of office.

Section 2. Once nominated by faculty vote, the individual will be appointed annually as Department Chair by the Dean. The Dean may only adversely exercise his/her authority in exceptional circumstances. In such an event, the Dean shall provide a written explanation to the full Department as to the nature of these circumstances and his/her reason for non-concurrence with the appointment of the faculty nominee. Such explanation shall be consistent with UH Board of Regents policies, including the UHPA Agreement, and Hawai'i state and Federal laws. Faculty may serve successive terms as Department Chairs.

Section 3. In conjunction with the department faculty, the Department Chair shall administer the department, develop, with the CBA Office of Student Services, departmental teaching schedules, and serve as the departmental Representative to the Curriculum and Programs Committee.

Section 4. It is recommended that Department Chairs will be required to teach a maximum of two courses per academic year, and that Department Chairs will be placed on an 11-month appointment for the duration of their service.

Section 5. Department Chairs shall not be eligible to serve as departmental Representatives to the Executive Committee.

Section 6. In the event that a Department Chair is appointed by the Dean without a supporting vote of the Faculty Senate members of that department, the department shall hold a secret ballot election to determine the departmental Representative to the Curriculum and Programs Committee. All tenured faculty members of the department are eligible to be elected, including the appointed Department Chair. In the event that the elected departmental Representative to the Curriculum and Programs Committee is not the appointed Department Chair, the departmental Representative shall receive a one-course per year teaching load reduction and the Department Chair's load shall be increased by one course per year above the level specified in Section 4 of this Article.

ARTICLE VII. REPRESENTATIVES AND STANDING COMMITTEES

Section 1. There shall be a standing Executive Committee. The committee shall be composed of the President, one Representative from each Department, plus one Representative for the faculty not assigned to an academic department. All committee members shall be voting members. The President cannot also be a committee Representative.

The Executive Committee shall:

- a. Serve as an agent of the Faculty Senate to deal with routine matters between regularly scheduled Faculty Senate meetings.
- b. Discuss and evaluate any items pertinent to the Faculty Senate. However, any decisions or actions that by Charter have been placed under the governance of the Faculty Senate will be deferred for formal approval by the Faculty Senate at large. The Executive Committee shall ensure that the Faculty Senate is promptly informed (by memo or in a meeting) of actions taken. Special meetings of the Faculty Senate should be convened by the Executive Committee when it is necessary to approve major policy or curriculum changes.
- c. Establish such additional committees other than those covered in this charter, as it deems necessary to give the faculty full participation in those matters set forth in the Article II of this Charter. The President shall appoint the members of such committees with the consent of the Executive Committee.
- d. Conduct the nomination and election of all candidates for office and elected representatives to standing committees as further provided for in the By-Laws to this Charter.
- e. Monitor internal evaluations and evaluation processes as required in Article X of this charter.
- f. Serve as the liaison between the Faculty Senate and CBA students and student organizations.
- g. Require periodic reports from the CBA representatives to the Manoa Faculty Senate.
- h. Recommend faculty members to the Dean for nomination to the Dean of the University Graduate Division as the Chair of Doctoral Programs, Chair of Business Master Programs, and Chair of Accounting Master Programs. The Executive Committee shall ensure that each nominee is qualified to serve as a graduate chair.

Section 2. There shall be a standing Curriculum and Programs Committee. Except for the School of Accountancy, this Committee shall be composed of the Chairs of each CBA Department. The School of Accountancy Representative shall be duly elected by the Faculty Senate members of that School and may be the School's Director. An undergraduate student, a representative of the Graduate Business Student Association, a representative from the Dean's Office, and the Assistant Dean for Student Services shall serve as ex-officio non-voting members of the Curriculum and Programs Committee.

A Chair of the Curriculum and Programs Committee shall be elected at large from among the tenured members of the Faculty Senate who are not serving as Department Chairs. All members of the Faculty Senate are eligible to vote. The term of the elected Chair of the Curriculum and Programs Committee shall be two years.

The Curriculum and Programs Committee shall:

- a. Monitor the College's conformance to the AACSB standards for both Graduate and Undergraduate programs.
- b. Recommend actions to the Faculty Senate via the Executive Committee that will insure CBA compliance with the AACSB standards.
- c. Review all curriculum related proposals created by the Departments and recommend, if worthy, these proposals to the Faculty Senate, via the Executive Committee.
- d. Review the College's admissions and retention standards, and develop and recommend appropriate policies to the Faculty Senate, via the Executive Committee, on admission and retention.
- e. Evaluate proposals for new College programs prior to being presented to the Faculty Senate, via the Executive Committee.

Section 3. The Chair of the Curriculum and Programs Committee shall vote in committee only to break a tie vote of the departmental representatives on the committee.

Section 4. There shall be a standing committee named the International Management Doctoral Program Committee. It will be composed of one elected representative from the International Management PhD graduate faculty members of each CBA Department and the School of Accountancy. A representative from the Dean's Office shall serve as ex-officio non-voting members of the International Management Doctoral Program Committee. The International Management Doctoral Program Committee shall report to Executive Committee.

The Chair of the Doctoral Programs shall be the Chair of the International Management Doctoral Program Committee.

The International Management Doctoral Program Committee shall:

- a. Monitor the College's conformance to the AACSB standards for the doctoral program.
- b. Recommend actions to the Faculty Senate via the Executive Committee that will insure CBA compliance with the AACSB standards.
- c. Review all curriculum related proposals for the doctoral program and recommend, if worthy, these proposals to the Faculty Senate, via the Curriculum and Programs Committee and Executive Committee.
- d. Review the College's doctoral admissions and retention standards, and develop and recommend appropriate policies to the Faculty Senate, via the Executive Committee, on admission and retention.
- e. Conduct the admissions to the IM PhD program.
- f. Review progress of the doctoral students at least annually and recommend academic actions as appropriate.
- g. Develop and review at least annually doctoral program policies and procedures.
- h. Coordinate allocation of resources and administrative duties with the Dean's office.

Section 5. The Chair of the International Management Doctoral Program Committee shall vote in committee only to break a tie vote of the representatives on the committee.

Section 6. A person cannot simultaneously be chair of two standing committees. A person cannot simultaneously be chair of a standing committee and serve as Faculty Senate President.

ARTICLE VIII. RECALL

Section 1. Recall of Officers, Representatives, and Chairs may be initiated by written petition to the Executive Committee by at least 20% of the Faculty constituency that elected

them. Petition signatures will be certified by the Dean of the College within one month of receipt of the petition.

Section 2. Recall elections must be held within one month of the certification of petition signatures. The same faculty constituency shall be entitled to vote in the recall referendum and a majority of votes cast shall be necessary to recall the Officer or Representative.

ARTICLE IX. MEETINGS

Section 1. The Faculty Senate shall meet at least twice during each semester. The time, place, and tentative agenda for each Faculty Senate meeting shall be determined by the Executive Committee. The President or Secretary shall notify each Faculty Senate member as to the agenda, the time, and the place of meeting not less than four faculty duty days prior to each Faculty Senate meeting.

Section 2. "Robert's Rules of Order, Newly Revised," shall govern the Faculty Senate in all cases where they are not inconsistent with this Charter or the By-Laws.

Section 3. The quorum necessary for the conduct of Faculty Senate business shall consist of thirty percent of the voting members of the Faculty Senate.

Section 4. All recommendations of the Faculty Senate shall be referred to the Dean. The Faculty Senate shall state when it desires to transmit a policy change to the Vice President for Academic Affairs, the University President and the Board of Regents. The record of the vote of the Faculty Senate shall accompany all recommendations transmitted to administrative levels above the Dean.

ARTICLE X. INTERNAL EVALUATION

Section 1. The Faculty Senate accepts the principle that regular internal evaluation is an important element of professional and institutional development.

Section 2. CBA faculty members shall undergo periodic evaluation as prescribed by the UHPA Agreement and UH Board of Regent policies.

Section 3. The Dean and other members of the College Administration (e.g., Associate Dean and Assistant Dean) shall be evaluated annually by the Faculty. Such an evaluation shall include but not be limited to the following:

- a. setting and reviewing the Dean's goals and performance with the Executive Committee, including input to and from the Vice President for Academic Affairs;
- b. conducting an anonymous Faculty administrative evaluation survey, structured to be consistent with the setting and review of goals and performance as set forth in part (a), above.

ARTICLE XI. BY-LAWS

The Faculty Senate may adopt such by-laws as it deems necessary or appropriate. Adoption, revision, or repeal of by-laws shall require a simple majority vote of the total membership of the Faculty Senate voting after two readings.

ARTICLE XII. AMENDMENT OF THE CHARTER

Section 1. Amendments may be proposed by the Executive Committee or by petition from no fewer than 20% of the voting members of the Senate. Proposed amendments shall be submitted to the Executive Committee for study and transmittal to all members of the

Senate. Such proposed amendment shall be distributed to the Faculty at least one week prior to a scheduled Faculty Senate meeting.

Section 2. Proposed amendments shall be read and discussed at two meetings of the Faculty Senate. Approval shall be by a majority vote of all eligible members of the Faculty Senate voting. Vote shall be by secret ballot.

Section 3. Amendments approved by the Faculty Senate shall become effective as soon as feasible after certification of the vote by the Executive Committee.

BY-LAWS OF THE FACULTY SENATE

COLLEGE OF BUSINESS ADMINISTRATION UNIVERSITY OF HAWAII AT MANOA

(Revised May 2002)

I. GENERAL BY-LAWS

The Faculty Senate shall adopt By-Laws providing for internal organization, control and procedures, including but not limited to the following:

1. The orderly nomination and election of Officers and all other elected Representatives.
2. The orderly functioning of Faculty Senate committees.

II. NOMINATIONS AND ELECTIONS

A. Officers of the Faculty Senate, Committee Chairs and Representatives, and Department Chairs

1. The election of Department Chairs, standing committee chairs, standing committee representatives, and officers of the Faculty Senate shall be completed prior to the last day of instruction of each year, allowing time for nominations, elections, and run-offs.
2. Each elected representative to a standing committee shall designate an alternate should he or she be unable to attend a committee meeting.
3. Where possible, Representatives to the standing committees shall be tenured faculty members.

B. Nominating and Election Procedures

1. Elections for Department Chairs shall be completed prior to March 15.
2. Elections for President shall be completed prior to April 1.
3. Elections for representatives to the Executive Committee and the Chair of the Curriculum and Programs Committee shall be completed prior to April 15.
4. Election of the President, departmental representatives to the Executive Committee and the chair of the Curriculum and Programs Committee shall be accomplished by at least one nominating plus one electing ballot. There should be at least three faculty duty days between the distribution of ballots to members and the voting deadline. All nominating and electing votes shall be by secret ballot.
5. In the event that no candidate for a position receives a clear majority vote, there shall be a run-off election between the two candidates receiving the most votes. If more than two candidates received an equal number of top votes, all shall be included in the run-off election. In the event of a tie in the run-off election, the winner shall be determined by the

flip of a coin by the President. Such run-off elections shall be completed within one week of the deadline of the election.

6. Approximately one-half of the members of each standing committee shall be elected each year.

7. A vacancy in any position on the Executive Committee, other than President or Secretary shall be filled for the remainder of the vacated term by special election. If a vacancy in any position occurs between election and the time of taking office, it shall be filled by the newly elected Representative from the appropriate Department. Eligibility for any elected office or position shall be limited to those voting Faculty not scheduled to be absent for foreseeable reasons during the prospective term of service.

III. GENERAL BY-LAWS FOR COMMITTEES

A. Each committee established under Article VII of the Charter shall determine a Vice-Chair. A Vice-Chair shall be elected at each Committee's first meeting, which shall be convened at the direction of the Faculty Senate President.

1. The Chair of each committee shall be an ex-officio non-voting member of the Executive Committee and shall provide progress reports to the Executive Committee.

2. The Chair of each committee shall call and conduct committee meetings, prepare materials for committee consideration, and author reports of the committee.

3. The Vice-Chair of each committee shall serve in the absence of the Chair and shall keep the minutes of the committee meetings. Copies of the minutes shall be forwarded to the Executive Committee within two weeks of the date of a meeting.

B. Unless otherwise provided for in these By-Laws and unless in conflict with UH Board of Regents policies including the UHPA Agreement and Hawai`i state and Federal laws, each committee shall:

1. determine its own rules for conducting its business,

2. report formally to the Faculty Senate at least once during each semester and all standing committees submit a year-end written report to the Faculty Senate before the last meeting of the academic year,

3. conduct meetings that are open to all who wish to attend. Announcement of meetings and agendas must be made at least four school days in advance of the meeting.

C. A committee considering issues for referral to the Faculty Senate for action shall provide for open hearings at which interested faculty and students may present testimony. This shall be done whenever the Committee or the Executive Committee determines that such hearing shall serve the purpose of the Faculty Senate.

D. The recommendation of a committee to the Faculty Senate shall be accompanied by a statement of the significant arguments, pro and con, raised in the committee's deliberations and the committee's rationale for its recommendations.

E. It is recommended that during the term of service, including summers, the President of the Faculty Senate, shall choose to receive either a two-course annual teaching reduction or shall be on an 11-month contract.

IV. EXECUTIVE COMMITTEE

A. The Chair of the Curriculum and Programs Committee shall be an ex-officio, non-voting member of the Executive Committee.

B. The Executive Committee shall meet at least monthly during the academic year. The Secretary, at the direction of the President, shall notify Committee members as to the tentative agenda, the time and the place of meeting not less than two school days prior to each committee meeting.

C. The Executive Committee shall meet at least once a month with the Dean during the school year to consult the Dean on such topics as the Representatives may care to bring up and to provide the Dean with the Executive Committee's views. The Executive Committee shall be responsible for reporting promptly to the Faculty Senate on the results of such meetings.

D. The Executive Committee shall facilitate the faculty evaluation of the CBA Administration.

1. At least one month before the end of each Spring semester the Executive Committee shall distribute to all members of the Faculty Senate a survey designed in a manner consistent with the process of setting and reviewing goals and performance described in Article X, Section 3, of the Charter.

2. Evaluation forms are to be distributed with directions that they be returned directly to the Executive Committee.

3. The Executive Committee shall prepare a summary of the evaluation results. The summary of the results shall be made available to the Faculty Senate prior to the end of the Spring semester. The raw survey data, in transcribed form, shall be available to the Dean.

V. CURRICULUM AND PROGRAMS COMMITTEE

A. It is recommended that during the term of service, including summers, the Chair of the Curriculum and Programs Committee, shall choose to receive either a two-course annual teaching reduction or shall be on an 11-month contract.

B. The Curriculum and Programs Committee shall review and act upon all proposals for curriculum changes, and shall transmit each approved curriculum item to the Faculty Senate, via the Executive Committee, for approval.

1. A properly submitted curriculum proposal must be decided within two (2) months of receipt.

2. Any extension of time shall require: (a) the approval of the Department which submitted the proposal and (b) the establishment of a fixed deadline for rendering a decision.

3. Failure to act upon a proposal within the term specified in this section shall enable the Department to submit a proposal directly to the Faculty Senate via petition to Executive Committee.

C. This committee will coordinate the subject areas in the graduate programs, eliminate duplications, provide for additions of subject areas when necessary, and take appropriate steps for maintaining high quality programs.