

Department of Accounting and MIS

BYLAWS

The Department of Accounting and MIS hereby establishes its Bylaws in order to facilitate broad participation by its members in the formulation of decisions, to ensure that these decisions are made with both deliberation and expedition, and to produce an equitable distribution of the burdens involved in the execution of departmental policies.

General Powers

All duties, responsibilities, and privileges delegated to the faculty of the Department reside with the faculty as a whole, unless specifically assigned to committees of the faculty.

1. The Department faculty shall (1) provide for the establishment of curricula and courses, (2) recommend educational and academic policies for admission to the Department, (3) determine the requirements for diplomas, degrees, and certificates, (4) adopt regulations governing its own procedures, (5) make recommendations to the Chairperson concerning workloads, appointments, promotions, tenure, and dismissals, (6) comment and take action on such other matters as are deemed appropriate by the Department faculty.
2. The Chair is responsible for administering the policies and procedures of the University, the College, and the Department, as outlined in the (1) University of Delaware Policy Guide for Department Chairs and Academic Program Directors and the (2) Collective Bargain Agreement. These responsibilities include (but are not limited to) the recruitment, development, retention, and advancement of Department faculty, annual performance appraisals, and the administration of faculty workloads.

Department Faculty Membership

The faculty of the Department of Accounting and MIS shall consist of all Professors, Associate Professors, Assistant Professors, Lecturers and Instructors who hold full-time appointments in the Department. Visiting faculty are not eligible to vote.

Meeting Organization and Procedures

The Department faculty will meet at least once during the academic year. Other meetings may be called by the Chairperson or by one third of the voting membership of the Department. If a meeting is called by other than the chairman then those calling the meeting must supply the agenda.

1. Notice of Meetings - Written or electronic notice of all meetings shall be given to the faculty at least 72 hours in advance of such meetings.

2. Agenda - The Chairperson will distribute an agenda in advance of each meeting. Any member of the Department faculty may place items on the agenda if provided in writing to the Chair 48 hours in advance of the meeting.
3. Quorum - Two thirds of the Department faculty not on official leave shall constitute a quorum. Faculty members on leave may fully participate in the meeting, but are not counted for purposes of determining a quorum unless in attendance.
4. Presiding Officer - The Department Chairperson or the Chairperson's representative shall conduct and preside at all meetings.
5. Voting - Department decisions are made by a simple majority vote of those present. The Chair votes to break ties. Faculty members not in attendance may vote by proxy on any matter scheduled and on the published agenda. Secret ballots are permitted if requested and approved by the majority of voting faculty present.
6. Minutes - A copy will be retained on file in the Departmental Office.

Departmental Committees

General Provisions - Unless otherwise noted, the Department Chairperson is responsible for selecting faculty for membership on Department committees.

1. Promotion and Tenure Committee - Responsibilities and membership are defined in the "Promotion and Tenure Policies, Procedures and Criteria" of the Department of Accounting and MIS. Faculty members on leave may choose to remain on the committee, providing they are able to participate in the deliberations.
2. Curriculum Committee - Membership consists of three faculty representatives - the Undergraduate Program Advisor and Graduate Program Advisor and any faculty members representing the department on College Curriculum Committees. Responsibilities include oversight of the curriculum and review of all proposals to add, modify, or delete courses.
3. Search Committee - Membership consists of three at-large faculty representatives. Responsibilities include oversight of the Department's recruitment process for new faculty members. The Committee shall recommend candidates to the Department to be interviewed at appropriate conferences.

4. Ad hoc Committees - The Chairperson is empowered to appoint, from time to time, ad hoc committees to work on special projects of general interest to the faculty.

Bylaw Amendments

These Department bylaws can be changed by a simple majority vote of the faculty eligible to vote. The text of the proposed amendment will be submitted to all members of the faculty at least one week prior to voting. Votes may be cast at a departmental meeting, or by ballot (electronic or paper).

Adopted 05/2003