

Portland State University
School of Business Administration
FACULTY COUNCIL

OBJECTIVES

The Faculty Council is a forum for the faculty and an advisory body to the Deans. The basic goal of this organization is to assist in resolving the issues faced by the School of Business Administration and to take greater advantage of the opportunities available to it through:

Faculty Communication and Cohesiveness

Improving communication and coordination within the total faculty and between the faculty and administration of the School of Business Administration

Providing greater cohesiveness of the School of Business Administration faculty and administration, thus enabling greater unity of support and action

Providing a faculty forum to discuss and encourage excellence in scholarly pursuits, research and publication, and teaching

Providing a faculty forum to discuss other issues and policies of faculty concern or interest

Faculty Input to SBA Goals

Helping to determine the direction of the School and developing strategies to achieve those goals

Preparing the way for change by providing a faculty body to motivate discussion and planning

Enable the identification, study, and discussion of opportunities and problems; and making recommendations for action with respect to them

Providing a forum through which the administration might air its proposals, or speak to the faculty on policies of faculty interest

JURISDICTION

1. Nothing in this Charter shall be construed in any way that conflicts with Portland State University Governance guidelines, including the Constitution of the Portland State University Faculty.
2. The Faculty Council is advisory to the Deans
3. The Jurisdiction of the Faculty Council shall encompass all matters having an impact on the performance of the School of Business as a whole and the welfare of its administration, faculty, and students. Such jurisdiction includes, but not limited to, the following:

Goals and objectives of the School

School of Business Administration promotion, tenure, and merit policies, procedures, and guidelines

Organizational structure of the School

Significant curricula matters, including addition or deletion of programs, major options, and courses.

On significant issues (such as the above items, as well as any others which are viewed by the Executive Board as being within the province of the Faculty Council) formal Council discussion is required, and approval is to be requested, before the matter is referred to the Dean

4. Items may be referred to the Executive Board of the Faculty Council for consideration as an agenda item by an individual member, a faculty interest group, a committee, or a member of the Administration.
5. The Search Committee for the Associate Dean positions shall consist of The Executive Board of the Faculty Council, and one member selected by the faculty. The selection process for this member shall be the same (except for timing) as the process for electing faculty council officers. The search committee shall recommend a list of candidates to the Dean. The search committee shall include a written poll of the faculty opinion in its consideration of the candidates.
6. To facilitate the accomplishment of the communication objective of the Council, the Dean and Associate Deans will be invited to speak at all Council meetings. In addition, with appropriate notice the Executive Board of the faculty council may ask the Dean or Associate Deans to explain the Administration's position on particular policies or issues of interest to the faculty.
7. All School of Business committees will be expected to provide an Annual Report to the Faculty Council, verbally and in writing, every spring.
8. The President and Provost of the University shall be invited to Council meetings at least annually. The Executive Board of the Faculty Council can determine if it is appropriate to invite the President or Provost more often as issues arise.

ORGANIZATION AND PROCEDURES

Membership

The Faculty Council shall consist of all faculty members and directors of programs in the School of Business Administration and the Business Administration Librarian(s) holding full-time (.5 FTE or greater) appointments at Portland State University. The Office of the Dean shall provide the Secretary with a list of persons qualifying under these criteria.

Officers

The Faculty Council shall, each May, elect three officers to direct the activities of the Council. These officers shall include:

Chair
Vice-Chair
Secretary

Administration officers of the School of Business shall not be eligible to hold office in the Council.

Executive Board of the Faculty Council

The Chair, Vice-Chair, Secretary, and Past Chair shall make up the Executive Board of the Faculty Council. The Executive Board shall provide direction and leadership to the Faculty Council. Its members may be viewed as the conduit for the airing of faculty proposals. Through its agenda setting ability, the Executive Board shall help determine which Committee is to be assigned topics, issues, and proposals, and will determine the channels by which these topics, issues, and proposals will be brought before the faculty council as a whole. Council members wishing to see an item on the agenda should express their wish to a member of the Executive Board.

Meetings

The Faculty Council will meet at least twice each quarter, except summer.

The Council Chair will preside over Council meetings. In the absence of the Chair, the Vice-Chair, and then the Secretary, will preside.

The first agenda item will be the approval of the previous meeting's minutes.

Meetings will operate under Robert's Rules of Order.

A prime purpose of Faculty Council meetings is to permit collegial discourse and deliberation. In order to facilitate the largest possible attendance, by the second week of each term, the Faculty Council Chair will notify members of Faculty Council of the dates of regularly scheduled meetings for the term. Additional meetings may be scheduled, but require notification seven days in advance. In the event of emergency, a meeting may be called without notice; however, as in the case of scheduled meetings, a quorum is required to take action or make resolutions. Courses will be scheduled to create as few conflicts as possible for tenure-track and fixed-term faculty members. When scheduling teaching assignments for the following year, Deans and Area Directors will identify a time of week to be reserved for Faculty Council business, and will not, if possible, schedule tenure track or fixed-term faculty to teach at this time.

Quorum

A quorum shall be 40% of the membership of the Faculty Council. Faculty members currently on leave (sabbatical or other) shall not count in the determination of a quorum, regardless of whether they attend a meeting. A faculty member who attends a meeting, or receives a ballot, is permitted to vote.

Voting on Issues

On all significant issues, discussion will be held at one meeting and voting will take place at the next meeting of the Faculty Council. Discussion is important before an informed faculty can vote on issues. Faculty voting can take place through either one of the following two procedures. In either case, a majority of those voting is necessary for passage.

1. Discussion on a motion begins at one meeting, and voting takes place at the next meeting.
2. Discussion on a motion begins at a meeting, and, after a timely distribution of the minutes to Council members, a mail ballot is distributed to faculty. All mail ballots will be confidential, and will have specific due dates. In order for the mail ballot to count, a quorum must vote.
3. The Faculty Council Chairperson shall decide whether Procedure #1 or Procedure #2 will be utilized.

Under no circumstances will proxies be accepted for business conducted in Faculty Council Meetings.

Faculty Council Charter Amendments

This Charter may be amended in the same way that other votes occur.

Committees

In accordance with Portland State University Governance requirements, the School of Business will have two permanent curriculum committees: Graduate Programs and Undergraduate Curriculum. Other year-long committees may be established in conjunction with the deans.

To facilitate the study and analysis of problems and opportunities, the Chair of the Faculty Council may appoint temporary ad hoc committees to analyze, report, and make recommendations for Council approval.

The Faculty Council will not, on its own authority, establish permanent committees, with the exception of its own Executive Board. Task forces may be established by the Dean, the Faculty Council Chair, or both in cooperation.

The Executive Board will meet with the Deans between September 16 and September 30 to cooperate in making appointments to all permanent and other year-long committees and any such task forces as are established at that time. Appointments to other task forces will be made when the task forces are established.

RESPONSIBILITIES

Executive Board

The Executive Board of the Faculty Council shall solicit agenda items from all Council members. All Council members, including faculty and administration, are responsible for suggesting agenda topics and attending meetings.

The Executive Board of the Council, in consultation with the Dean and Associate Deans, shall prepare the agenda for each Council meeting.

The Executive Board of the Faculty Council shall be the Search Committee for the Associate Dean positions.

The Faculty Council Officers shall be the faculty's formal representatives in any council with the deans.

Chair & Vice Chair

The Chair and Vice Chair are responsible for preparing and distributing an agenda for Council meetings.

Notice of Council meetings and a related agenda shall be available to Council members on a timely manner. For all meetings, the agenda and all materials requiring a vote shall be distributed seven days in advance. Normally any materials for which faculty discussion is anticipated will also be so distributed.

The Faculty Council Chair shall preside over all meetings of the faculty held to consider a candidate for promotion and/or tenure. Exception: meetings of Professors held to consider a candidate for promotion to Professor must be chaired by a Professor. If the Faculty Council Chair does not hold the rank of Professor, then the Vice Chair, Secretary, or Past Chair, in that order, will preside at such meetings, if eligible. In the event that no current officer of the faculty council holds the rank of Professor, the chair will appoint a Professor to preside at each such meeting.

Secretary

The Secretary shall record and distribute minutes for each meeting.

Minutes shall be distributed to Council members on a timely basis. (It is suggested that minutes be distributed within five working days after meetings.)

Minutes shall include the names of faculty members who are present. Minutes shall also include the names of faculty members who are absent.

ELECTIONS AND OFFICER SUCCESSION

1. Elections shall take place in May and shall be by secret ballot.
2. The Dean and the Faculty Council Chair shall appoint a nominating committee for the positions of Vice-Chair and Secretary. The committee shall solicit nominations from the members of the Faculty Council. All eligible and willing nominations submitted by Council members should be included on the initial ballot. If fewer than two names are submitted per position, the nominating committee may seek additional candidates. If no one receives a simple majority on the initial ballot, a run off vote between the two top candidates will be held. If there is a tie for second place, this tie must be resolved in a runoff for second before a final runoff can be held. Write-in votes are to be allowed.
3. The Vice-Chair will run unopposed for Chair. Write-in votes are to be allowed.
4. New officers shall assume their responsibilities on July 1 following their election. Exception: the newly elected Faculty Council Chair is immediately, upon election, responsible for carrying out the timely appointment of promotion and tenure committees for the following academic year.
5. Mid-term elections, under the guidelines stated above, are to be held within two weeks after a vacancy occurs. Officers would assume their new positions immediately. If a new Council Chair takes office after February 15, that person has the option of continuing as Chair for the next academic year, or becoming Past Chair and allowing standard succession procedures to operate.
6. In consideration of the workload involved, and other requirements of junior faculty, only faculty eligible for promotion to Associate Professor, Associate and Full Professor are permitted to run for Faculty Council offices. Only tenured faculty are permitted to become Chair.

YEARLY REVIEW AND MERIT TEAM

The purpose of the YRM team is to advise the Dean on the distribution of merit pay increases.

RESPONSIBILITY OF CHAIR OF FACULTY COUNCIL

The Yearly Review and Merit Team shall be constituted if there are merit pay increases to be allocated, other than by prespecified formula.

Upon the next occasion that brings this Team into being, these procedures will be reviewed and revised as deemed necessary. If no changes are made, the following procedures stand.

The Chair of the Faculty Council will supervise the election of team members according to the above requirements. The Dean will give timely notices to faculty regarding due dates.

RESPONSIBILITY OF DEAN

The Dean will accept the evaluation report from the Team, and will see that copies of the evaluation are placed in the personnel files of the faculty members. The Dean will advise the team of the terms and conditions the

University has placed on the merit award, and other information pertinent to the process. In due course, he or she will accept the recommendations of the team as to allocation of merit increases. He or she will make use of these recommendations in a manner consistent with university guidelines.

RESPONSIBILITY OF THE YEARLY REVIEW AND MERIT TEAM

Dates

May	Faculty Council president conducts election of new team members
Sept./Oct.	The chairperson of the Yearly Review and Merit Committee will convene the committee during the first month of the academic year to elect a new chairperson.
October 1	Activity report due from faculty.
October 15	The team conducts interviews of individual faculty members during the third week in October. Information from these interviews will be included with the activity report and used in making the evaluation.
December 5	The team completes its evaluation. The team sends a letter to each faculty member summarizing the evaluation of that faculty member. The team also sends a copy to the Dean.

When merit pay increases are required, the team will set dates for the elements of the merit review process. These dates will be set so as to allow time for review by the Dean and meet the deadline requirements of the University.

When Merit Increases Must Be Allocated

The timing of merit increases varies, depending on events throughout the state system of higher education. Therefore, it is impossible to place deadlines in advance of any given merit round. However, the following can be specified.

Upon receipt from the Dean of any specification of merit awards, the team will meet to formulate a recommendation to the Dean as to how these increases will be allocated. The team will assimilate the material that has been used for yearly review for this purpose. It will also consider material from earlier yearly merit awards. The team will determine how to incorporate the relevant information.

Conditions Imposed on the Evaluation

The team will consider performance in each of the three primary areas of research, teaching, and service. The measures of relative importance for these areas are 30%, 30% and 30% respectively. The final 10% will be discretionary.

For each primary area, the team will place each faculty member in one of three performance groups, ranging from top performance to bottom performance. While the relative size of each group is up to the team, it should regard membership in the middle group as representing commendable performance.

In writing the evaluative letter to the faculty member, the team will make clear that 1) the evaluation is based on one year’s work, 2) although a high evaluation may result from strong contributions in some areas, there may be weak areas that are insufficiently attended to for the purposes of promotion and/or tenure. That is, a strong evaluation cannot in and of itself be construed as satisfactory progress toward promotion and/or tenure. Judgment of such progress is the responsibility of the Annual Deferral and Post-Tenure review team.

Report and Appeal Process

Step 1: The YRM Committee meets with the SBA faculty and reports a general summary of awards.

Step 2: A faculty member can choose to appeal the decision of the committee to the YRM Chairperson.

Step 3: A faculty member can choose to appeal the decision of the committee in a meeting of the SBA Dean, the Associate Deans and YRM Chairperson.

Replaced by Part 4 of the SBA Promotion and Tenure Guidelines, as revised and approved February 3, 2004

(Appendices to SBA Review Procedures. Adopted 10/20/92)

REVIEW OF DEANS, ASSOCIATES AND ASSISTANT DEANS
(Appendix B)

This Appendix is to be amended after a task-force review in the 2004-2005 academic year.

The following guidelines specify the timing of and procedures for review of Deans, Associate and Assistant Deans in the School of Business Administration.

1. The Dean and Associate and Assistant Deans shall be reviewed annually by June 15th by officers of the Faculty Council.
2. Reviews of Associate and Assistant Deans shall be forwarded to the Dean of the School of Business Administration.
3. The review of the Dean of the School of Business Administration shall be forwarded to the Provost of Portland State University.