

**Articles of the Faculty Assembly and the Elected Faculty Council
in
The Tippie College of Business
at
The University of Iowa**

**May 14, 2004
Amended May 12, 2006**

I. Faculty Assembly

1. Purpose

In order to complete and harmonize the governance of the College and to perfect and promote the good work therein, the Faculty Assembly is hereby instituted in the Tippie College of Business.

2. Authority

The organization, authority, purpose and function of this Assembly in the Tippie College of Business, hereinafter called the “Assembly,” are to be construed within the legal framework of the Code of the State of Iowa and subject to both the authority of the Board of Regents of the State of Iowa and the approval of the President of The University. It is recognized that the Assembly is authorized to investigate, advise, and recommend and that the College Administration will provide explanations to the Assembly for any Assembly recommendations that the Administration rejects.

3. Responsibility

The responsibility of the Assembly is to meet to discuss matters pertinent to the purposes and functions, welfare and governance of the College as the occasion may warrant and to vote on such matters when necessary. The discussion and the outcome of any voting will serve as a recommendation to the Dean and other administrators with respect to such matters.

4. Membership

All members of the voting faculty of the College shall be members of the Assembly. The voting faculty, hereinafter referred to simply as faculty, comprises persons holding at least a 10% appointment in the College with the rank of professor, associate professor, assistant professor or instructor as defined in the University of Iowa Operations Manual, including both clinical and tenure-track appointments, but not those on the lecturer, adjunct, adjunct clinical, or visiting tracks.

5. Officers and Duties

- i. There shall be three officers of the Assembly: a Chairperson, a Vice-Chairperson, and a Secretary of the Assembly. These will coincide with be the Chairperson, Vice-Chairperson and Secretary, respectively, of the Elected Faculty Council (EFC).
- ii. The Chairperson shall preside at all meetings of the Assembly.
- iii. The Vice-Chairperson shall, in the absence or disability of the Chairperson, perform the duties of the Chairperson.
- iv. The Secretary shall keep or cause to be kept records of all meetings of the Assembly. In the event of the absence or disability of the Secretary, the Chairperson shall appoint a temporary Secretary.

6. Meetings and Activities

- i. Meetings of the Assembly are to be called by the Chairperson at his or her discretion, though the Chairperson must call a meeting of the Assembly upon petition by (a) the Dean, (b) a majority of the EFC, or (c) 20% of the Assembly members.
- ii. The Chairperson will announce the agenda at least one week prior to each meeting.
- iii. Meetings shall be conducted by the Chairperson, who may elect to follow Roberts' Rules of Order or another set of rules.
- iv. Thirty percent of the Assembly's members will constitute a quorum for the purpose of conducting Assembly business.

II. Elected Faculty Council (EFC)

1. Authority

The Elected Faculty Council is authorized to investigate, advise and recommend. The EFC acts on the authority of, and on behalf of, the Assembly. The College Administration will provide explanations to the EFC and the Assembly for any EFC recommendations that the Administration rejects.

2. Responsibility

This Council represents the Assembly, and, for matters of general interest or concern, serves as a conduit to the Assembly. The Council shall be concerned with the planning, policy and review of matters pertinent to the purposes and functions, welfare and governance of the College. Accordingly, this Council will undertake to investigate, advise and recommend with respect to such matters, as the occasion may warrant.

3. Purview

- i. The EFC shall review all major changes to College procedures, operations, and curriculum brought to it by other committees or the Dean.
- ii. The EFC shall review and discuss issues of interest to the faculty of the College.
- iii. The EFC shall hold formal discussions on issues brought to it by petition of (a) 10% of the Assembly, (b) a majority of any one of the College's academic departments, or (c) a majority of the DEO Council.

4. Membership

The EFC shall consist of six members who shall be nominated and elected from and by all the members of the Assembly. Faculty members who are serving in the Dean's Office, the Tippie School of Management, or the Undergraduate Programs Office, who are serving as department executive officers (DEOs), or who are serving on the Dean's Advisory Council may vote in the election of members but are not eligible to serve as members on the EFC.

5. Election of members

- i. Elections shall be organized and completed by staff in the Dean's Office under the direction of the Chairperson of the EFC annually in April.
- ii. The election of faculty members to the EFC shall proceed in the following manner:
 - a. Three new members are to be elected each year, one each from the departments whose representatives' terms are expiring.
 - b. One ballot shall be distributed to each Assembly member.
 - c. Each Assembly member may vote for a maximum of one person from each of the departments that are not represented by continuing members of the EFC.
 - d. The top vote getter from each department shall be elected. Ties will be resolved by random selection. If any elected Assembly member is unwilling to serve, the person in that department with the next highest number of votes will be elected. This process will be repeated until all vote getters in each department have been contacted. If a department remains unrepresented at the completion of this process, the EFC shall elect a replacement from the College.

6. Tenure

- i. Faculty members elected to the EFC will serve a two-year term beginning with the May meeting of the EFC following their election in April.

- ii. Replacements for faculty members who are unable to complete their terms of office shall be determined by faculty elections according to procedures specified by the EFC.

7. Officers and Duties

- i. There will be a Chairperson, a Vice-Chairperson, and a Secretary. They will be chosen annually by the Council members in their May meeting.
- ii. The Chairperson shall preside at all meetings of the EFC.
- iii. The Vice-Chairperson shall, in the absence or disability of the Chairperson, perform the duties of the Chairperson. The Vice-Chairperson shall attend all meetings of the College Executive Committee or comparably functioning bodies and will make regular reports on such meetings to the EFC; but it is recognized that there may be rare and extraordinary circumstances at the discretion of the Dean of the College that would warrant the exclusion of the Vice-Chairperson from such meetings.
- iv. The Secretary shall keep or cause to be kept correct records of all regular and special meetings of the EFC. In the event of the absence or disability of the Secretary, the Chairperson shall appoint a temporary Secretary.
- v. At the discretion of the EFC, the positions of the Vice-Chairperson and Secretary may rotate among members.

8. Meetings and Activities

- i. Meetings of the EFC shall be open to members of the EFC and such other persons the EFC invites. Meetings may be closed at the discretion of the EFC.
- ii. The EFC will meet on a regular basis monthly and at such other times as may be necessary.
- iii. All meetings of the EFC will be called by the Chairperson, who will announce the time, place, and agenda of all open meetings to the College at least one week prior to the meeting. Minutes will be posted on the College website.
- iv. Any four of the EFC's six members will constitute a quorum for the purpose of conducting Council business.
- v. The EFC will report to the College faculty, at least annually.
- vi. The EFC will meet as appropriate with the President, Provost or other appropriate officials of the University to discuss issues related to the College.

- vii. The EFC will maintain regular communication with the Dean of the College; said communication shall include the Dean's attendance at one or more regular meetings on invitation from the EFC or at a special meeting called for that purpose.

9. Actions:

The EFC shall act on behalf of the Assembly and may:

- i. Approve recommendations of standing committees, the Dean, and the departments.
- ii. Recommend that proposals that originate from one unit of the College be routed to another unit of the College for examination and approval.
- iii. Call a meeting of the Assembly for the purpose of conducting a vote on a proposal.
- iv. Return to the originator a proposal submitted by a unit of the College for further analysis and justification.

III. Dean's Advisory Council (DAC)

1. Purpose

The DAC will advise the Dean on current policy issues facing the College. This includes reviewing current operations of the College and evaluating new proposals by the Dean.

2. Membership

Membership in the DAC will consist of the Dean and six Full Professors selected from the membership of the Assembly. EFC members are not eligible to serve on the Dean's Advisory Council. At the start of each academic year, the Council will elect a Chair from its membership. The Chair cannot be the Dean. The Full Professors on the DAC will serve two-year terms.

3. Election of Members

Section III.3 was adopted by faculty assembly on May 12, 2006.

The six members of the DAC will be appointed by the Dean for overlapping two-year terms, with three of the members' terms expiring each year. There will at all times be one member from each department on the Council. Replacements for faculty members who are unable to complete their terms of office shall be appointed by the Dean.

4. Meetings and Agenda

Meetings of the DAC can be called either by the Dean or by the Chair of the DAC. Issues to be discussed by the DAC can be placed on the agenda by either the Dean or by the Chair of the DAC.

IV. DEO Council

1. Purpose

The DEO Council will advise the Dean on matters of recruiting, salary, and other faculty matters. The DEO Council will also assist other faculty committees in the evaluation of new policies for the College. By majority vote, the Council may request the EFC to study a policy issue. This request may include the recommendation that the issue be considered by the Assembly.

2. Membership

Membership in the DEO Council shall consist of the Dean, the Senior Associate Dean, and all current DEOs in the College. The College's Associate Deans shall be ex-officio members of the Council. Each May, the DEO Council will elect a Council Chair from its membership for a one-year term during the next academic year. The Chair must be a DEO.

3. Meetings and Agenda

Meetings of the DEO Council can be called either by the Dean or by the DEO Council Chair. Issues to be discussed may be placed on the agenda by either the Dean or the Council Chair.

V. College Committees

1. Purpose

College Committees are the appropriate source of most recommendations regarding College policy and procedures.

2. Purview

These committees are responsible for initiating changes and recommending major changes to the College's policies and procedures. Committee recommendations for major changes should be forwarded to the EFC for review. Recommendations forwarded to the EFC should be accompanied by a statement providing the views of the DEOs concerning the proposed changes.

3. Standing College Committees

- i. The Promotion and Tenure Committee serves as an advisory committee to the Dean concerning all promotion and tenure decisions and hiring of new faculty with tenure. Promotion and tenure recommendations of the committee are not subject to EFC review; committee recommendations involving major changes to promotion and tenure policies and procedures are to be forwarded to the EFC for review. Membership: One tenured Full Professor from each department, appointed by the Senior Associate Dean in consultation with the Dean and the faculty member's Department Executive Officer. Term: 2 years. Chair: Appointed by the Senior Associate Dean.
 - ii. The Ph.D. Committee oversees policy issues concerning the Ph.D. Programs in Business Administration and Economics. Meets bi-monthly. Membership: Department Ph.D. directors and Ex-Officio: Ph.D. Program Coordinator. Chair: Senior Associate Dean.
 - iii. The MBA Program Committee reviews the overall mission of the Full-time MBA Program, benchmarks selected MBA programs, revises and updates its admissions, educational and placement goals, develops curriculum changes in accordance with these goals and resolves student program-related appeals (for all MBA programs). Meets on an as-needed basis to hear appeals or for specific projects. Membership: One faculty member from each department appointed by the Senior Associate Dean in consultation with the faculty member's Department Executive Officer and the Program Committee Chair, MBA Association President, and an MBA student representative. Ex-Officio: MBA Adviser. Term: 2 years. Chair: Associate Dean, School of Management.
 - iv. The Undergraduate Programs Committee oversees policy issues concerning the Undergraduate Program. Meets monthly. Membership: One faculty member from each department appointed by the Senior Associate Dean in consultation with the faculty member's Department Executive Officer and the Program Committee Chair, Ex-Officio: Program Director and Undergraduate student representative. Term: 1 year. Chair: Associate Dean for the Undergraduate Program.
4. Other Committees

The Dean may create or disband other committees at his or her discretion. Major changes to existing policies and procedures made by these committees must be forwarded to the Elected Faculty Council for review. Recommendations forwarded to the Elected Faculty Council should be accompanied by a statement providing the views of the DEOs concerning the proposed changes. A list of current committees and their responsibilities will be maintained on the College website by the Dean's Office.

VI. Revisions to these Articles

Revisions to these Articles must be approved by a majority of Assembly members in attendance at a meeting called by EFC for this purpose. Notification of the purpose of this meeting shall be given 30 days in advance, and the meeting must be held during the regular academic year.

Adopted by majority vote of the faculty using a mail ballot, May 14, 2004.