

**Darla Moore School of Business  
University of South Carolina  
Faculty Bylaws  
Latest Approval Date: March 27, 2024**

**ARTICLE I. Name**

The name of this organization is the Faculty of the Darla Moore School of Business, University of South Carolina. Hereafter the Darla Moore School of Business shall be referred to as the School, the University of South Carolina as the University, and the Faculty of the Darla Moore School of Business as the Faculty.

**ARTICLE II. Functions**

As indicated in the University Faculty Manual, the Faculty has legislative powers and responsibility for the standards of admission, registration, requirements for and the granting of earned degrees, curriculum, instruction, research, discipline of students, and the educational policies and standards of the School. Matters relating to tenure and/or promotion are prescribed within each department's tenure and promotion criteria and are completely separate from the Bylaws.

**ARTICLE III. Membership**

**Section 1.**

The Faculty of the School shall consist of all of the following with primary academic appointments in one of the established departments: the dean, associate and assistant deans, and full-time faculty (i.e., professors, associate professors, assistant professors, full-time academic instructors and full-time lecturers who are not degree candidates in the units of their appointments, clinical professors, clinical associate professors, clinical assistant professors, visiting faculty, and emeriti professors).

**Section 2.**

Voting rights are held by individuals defined in Section 1 except that (a) only tenured faculty can vote on matters concerning tenure and promotion guidelines and advancement of tenure-track faculty and (b) voting on matters of graduate academic programming (including courses, curriculum, and admissions standards), is restricted to Regular and Associate members of the Graduate Faculty.

Under no circumstance do any voting rights extend to individuals serving as visiting, adjunct, temporary or part-time appointees, emeriti professors (unless employed full-time), or research faculty.

**ARTICLE IV. Meetings**

**Section 1.**

The Faculty shall meet at least once during both the Fall and Spring semesters at dates selected by the

Dean. Additional meetings may be called on the initiative of the Dean and must be called by the Dean upon the written request of ten voting members of the Faculty.

Regular meetings shall have at least five business days' notice including providing a specific agenda and all relevant materials related to items to be voted on. If the meeting is called upon written request, the meeting must be held no later than ten business days following the receipt of its request. Such a called meeting will be limited to the issue raised in its petition, and the Faculty shall be apprised of the matter in the notice of the meeting distributed at least five business days before the scheduled meeting.

## **Section 2. Parliamentary Procedure**

The rules contained in the most current edition of *Robert's Rules of Order* shall govern the School in all cases to which they are applicable and in which they are consistent with these Bylaws or the actions of the University Faculty and the Faculty Senate. The Dean shall, by August 15, identify a faculty member who has the necessary knowledge of parliamentary procedure and has indicated his/her willingness to serve as Parliamentarian for the School for a one-year term.

The Dean or a person chosen by the Dean shall preside at meetings of the Faculty and the Dean shall provide a Secretary to compile and distribute minutes of the meeting within 10 business days following the meeting. Once minutes are approved by the Faculty, official copies of the minutes shall be filed in the Dean's Office and be available to the Faculty upon request.

## **Section 3. Quorum**

A majority of the voting members of the Faculty shall constitute a quorum at all its meetings and the Dean shall endeavor to encourage the fullest attendance. No voting by proxy will be permitted.

## **Section 4. Voting Process**

Action of the voting faculty may be taken only at its scheduled or called meetings, except in the case of an anonymous vote as described in more detail below. The "presiding dean" refers to the individual chosen by the Dean's Office to conduct the faculty meeting. Except in the case of elections, voting shall be by voice vote or, upon request of the presiding dean, the Faculty Council, or a voting faculty member (defined in Article III, Section 2), a show of hands. If the outcome of the vote is in doubt, the presiding dean, the Faculty Council, or a voting faculty member may call for a show of hands and order a count. A twenty (20) percent vote of the voting faculty present at the meeting in support of a faculty member's request is needed to order a count.

Alternatively, a decision to have an anonymous vote can take place in two ways. First, the presiding dean or the chair of the Faculty Council can decide prior to the meeting to hold an anonymous vote on any topic and state so in the meeting agenda. Second, any voting faculty member may request an anonymous vote during a meeting. A twenty (20) percent vote of the voting faculty present at the meeting in support of a voting faculty member's request is needed to require an anonymous vote.

For anonymous votes, votes should be taken using a process, approved by the Faculty Council, that

provides security and anonymity to ensure only valid votes are collected. Anonymous votes may occur immediately (for example, by paper ballot at an in-person meeting, or via a Faculty Council approved electronic process) or outside the faculty meeting over a limited time period. A twenty (20) percent vote of the voting faculty present at the meeting in support of voting outside of the faculty meeting is required. If an outside vote is approved, the voting must be done electronically, and votes can be submitted 24 hours from the time the service opens. The announcement of anonymous voting results shall include the number of the Faculty voting on each side of the question and the number, if any, who explicitly respond to acknowledge presence without casting a vote. Administration of the electronic voting process, counting of votes, and presentation of results will be conducted by a member of the Dean's Office and a member of the Faculty Council.

## **ARTICLE V. Standing Committees and Special Purpose Bodies of the Faculty**

### **A. General**

#### **Section 1.**

Each committee and faculty body named below is an agent of the Faculty, responsible for making recommendations to the Faculty, carrying out the wishes of the Faculty, or acting in the name of the Faculty, as appropriate.

#### **Section 2.**

Terms of service for members of each committee named below shall begin on August 15.

#### **Section 3.**

Across the standing committees and special bodies of the Faculty, no faculty member may serve at any time on more than three. Unless specified otherwise, faculty members are eligible to succeed themselves as members of the same committee, but members should generally not serve more than two consecutive terms on the same committee.

#### **Section 4.**

In addition to the committees listed, the Faculty Council may establish other ad hoc committees as it deems necessary. The faculty committees listed here are to be distinguished from appointed committees designated and filled by administrative action within the School.

### **B. The Standing Faculty Committees of the School are:**

#### **(1) Undergraduate Petitions Committee**

This committee oversees and acts on petitions that concern School and University academic regulations. The committee acts on petitions that are brought before the committee. The committee will, by September 1, make an annual report to the University Scholastic Standards and Petitions Committee on the number of petitions received and their disposition.

The committee consists of three faculty members. Any member of the Faculty may serve on the committee. As per the University Faculty Manual, members of this committee shall be elected from the Faculty. Faculty Council shall put forward one or more nominees to fill expiring or unexpired terms, such that together with the continuing members of the committee, each member shall come from a different department. Faculty members shall serve terms of three years, and the terms shall be staggered. The chair is elected by the committee and approved by the Faculty Council. The chair of the committee shall establish the schedule of meetings.

## **(2) Student Academic Grievance**

This committee oversees and conducts student grievance proceedings within the School, consistent with the School “Student Grievances Policy”. The committee shall make recommendations to the student, the faculty member, and the Dean’s Office.

The committee consists of three faculty members, one undergraduate student member, and one graduate student member. Any member of the Faculty may serve on the committee. The undergraduate and graduate student members of the committee shall be students at the School. Members are appointed by the Dean’s Office and approved by the Faculty Council. Each faculty member shall come from a different department. Student members will also be appointed by the Dean’s Office and approved by the Faculty Council. In addition, if the grievance involves DMSB staff with teaching responsibilities, an additional committee member may be appointed on a contingent basis. This additional member should be a staff member with teaching responsibilities, appointed by the Dean’s Office and approved by Faculty Council. Faculty committee members shall serve terms of three years, and the terms shall be staggered. Student members shall serve one-year terms. The chair is elected by the committee and approved by the Faculty Council. The chair of the committee shall establish the schedule of meetings.

## **(3) Faculty Budget Committee**

This committee serves as a liaison between the Faculty and the Dean’s Office on budgetary matters and advocates for faculty priorities on matters of the budget and budgetary policy. The committee serves as an informed resource for the Faculty on matters pertaining to the University budget, the School budget, and corresponding budget processes. It provides a venue for discussing questions and concerns of the Faculty surrounding the budgets and budget processes. The committee shall meet regularly with the Dean and/or other senior administrative officers of the School to discuss financial matters and collaborate in the development of the budgetary processes and plans; share perspectives of the Faculty with the Dean’s Office on matters pertaining to the budgets and budgetary policy; report its work to the Faculty of the School and solicit feedback and input from the Faculty on budget matters. The committee supports the key role that chairs and directors play in the School’s budget decision making.

The committee shall be properly oriented and trained in the details of the University and School budgeting processes. The committee shall have access to all relevant data to fulfill its purpose including, but not limited to, analyses of past budgetary experience, reports on current budgets, and budgetary projections. A report to the Faculty will be provided at least once a year.

The committee consists of eight faculty members. At least five members must be tenured faculty. Each department will elect a faculty member to serve on the committee. In addition, one member of the Faculty Council shall serve as the eighth member. Committee members shall serve three-year terms, and the terms shall be staggered. The chair of the committee is elected by the committee and approved by the Faculty Council. The chair of the committee shall establish the schedule of meetings.

**(4) Research Committee**

This committee oversees programs and policies for promoting research excellence at the School. The committee also serves to implement the School's research grants program, which includes evaluating research grant proposals and providing recommendations on their funding. It provides recommendations to the Faculty and Dean's Office regarding new or redesigned research grant programs and policies for promoting research excellence. It also seeks to suggest innovations intended to foster research excellence at the School. A report to the Faculty will be provided at least once a year.

The committee consists of research-active faculty, with one representative from each department. Members are appointed by the Dean's Office and approved by the Faculty Council. Committee members shall serve three-year terms, and the terms shall be staggered. Members are eligible to succeed themselves as members of the committee, but members cannot serve more than two consecutive terms. The chair of this committee must be a tenured professor, elected by the committee and approved by the Faculty Council. The chair of the committee shall establish the schedule of meetings.

**(5) Assessment of Teaching Effectiveness and Learning Committee**

This committee reviews, develops, and implements programs intended to foster teaching excellence at the School. The committee also serves to recognize outstanding teaching performance by faculty members, including through soliciting nominations and selecting teaching award winners. It reviews and offers recommendations for policies and programs that can promote teaching excellence at the School. It advises the Faculty and the Dean's Office on matters concerning teaching performance, including how to effectively allocate resources that are available for fostering teaching excellence. A report to the Faculty will be provided at least once a year.

The committee consists of one representative from each department, and as a group, the committee should have familiarity with the range of teaching responsibilities and instruction provided by the Faculty. Members are appointed by the Dean's Office and approved by the Faculty Council. Committee members shall serve three-year terms, and the terms shall be staggered. The chair of this committee must be a tenured professor elected by the committee and approved by the Faculty Council. The chair of the committee shall establish the schedule of meetings.

**(6) Undergraduate Programs Faculty Committee (UPFC)**

This committee provides curriculum oversight and general stewardship of the undergraduate programs within the School. The committee evaluates academic issues related to the undergraduate programs within the School and recommends actions to the Faculty. It offers guidance to the Faculty regarding course and curriculum development that pertains to the undergraduate degree programs. It reviews and provides recommendations to the Faculty on course and curriculum changes and proposals. The

committee also oversees and reviews regulations concerning the scholastic standards of undergraduate programs within the School. These include criteria for entrance into degree programs, criteria for determining scholastic eligibility of majors enrolled in degree programs, the number of majors that a degree program may accommodate, and attendance. Note that recommendations for Faculty vote concerning the scholastic standards of the School's undergraduate programs shall not be lower than the general University standards. The committee will also ensure that any new or revised regulations approved by the Faculty are submitted to the University Committee on Scholastic Standards and Petitions. The committee will make a report to the Faculty once a year.

The committee consists of one representative from each department who has experience teaching in undergraduate degree programs. Members are appointed by the Dean's Office and approved by the Faculty Council. Committee members shall serve three-year terms, and the terms shall be staggered. The chair of this committee must be a tenured professor elected by the committee and approved by the Faculty Council. The chair of the Committee shall establish the schedule of meetings.

#### **(7) Master's Programs Faculty Committee (MPFC)**

This committee provides curriculum oversight and general stewardship of the master's programs within the School. The committee evaluates academic issues related to the master's programs within the School and recommends actions to the Faculty. It offers guidance to the Faculty regarding course and curriculum development that pertains to the master's degree programs. It reviews and provides recommendations to the Faculty on course and curriculum changes and proposals. The committee also oversees and reviews regulations concerning the scholastic standards of master's programs within the School. This includes criteria for entrance into master's degree programs, criteria for determining scholastic eligibility of those enrolled in degree programs, the number of students that a degree program may accommodate, and attendance. Note that recommendations for Faculty vote concerning the School's scholastic standards of master's programs shall not be lower than the general University standards. The committee will make a report to the Faculty once a year.

The committee consists of one representative from each department who has experience teaching in masters programs. Members are appointed by the Dean's Office and approved by the Faculty Council. Committee members shall serve three-year terms, and the terms shall be staggered. The chair of this committee must be a tenured professor elected by the committee and approved by the Faculty Council. The chair of the Committee shall establish the schedule of meetings.

#### **(8) Doctoral Programs Faculty Committee (DPFC)**

This committee provides curriculum oversight and general stewardship of the doctoral programs within the School. The committee evaluates academic issues related to the doctoral programs within the School and recommends actions to the Faculty. It offers guidance to the Faculty regarding course and curriculum development that pertains to the doctoral programs. It reviews and provides recommendations to the Faculty on course and curriculum changes and proposals. The committee also oversees and reviews regulations concerning the scholastic standards of doctoral programs within the School. It recommends to the Faculty for vote new or revised regulations concerning the scholastic standards of doctoral programs within the School, with the intent to enhance the quality of the doctoral programs. The committee will make a report to the Faculty once a year.

The committee consists of the faculty members who are serving as coordinators for each of the doctoral programs in the School. The chair of this committee must be a tenured professor elected by the committee and approved by the Faculty Council. The chair of the committee shall establish the schedule of meetings.

### **C. Special Bodies of the School Faculty**

#### **(1) Faculty Council**

The Council serves to assist the Faculty in its governance role by advancing the collective responsibility of the Faculty within the School. This includes advising the Dean's Office on matters of Faculty concern and welfare and making recommendations to the Dean and the Faculty in all areas touching on the educational goals and ambitions of the School. Responsibilities of the Faculty Council also include reviewing school policies in areas of faculty responsibility, recommending enforcement of existing policy, proposing appropriate changes in existing policy, and developing new policies. The committee will make a report to the Faculty once a year.

The Faculty Council consists of one tenured faculty member from each of the departments elected by the Faculty for staggered terms of three years, along with two professional-track (i.e., non-tenure track) faculty members elected by the Faculty. The Faculty of each of the departments shall nominate two of its tenured faculty members to be among those voted on by the department, such that each department determines its tenured faculty representative to the Faculty Council. Each department shall also nominate one of its professional track faculty members to be among those voted on by the School. Council members serve three-year terms and cannot succeed themselves. The chair of the Faculty Council will be a tenured faculty member elected by the members of the Faculty Council. The chair shall establish the schedule of meetings.

#### **(2) Faculty Senate Caucus**

The School Faculty elects a representational number of its members to serve three-year terms on the University Faculty Senate. Each August the elected senators shall assemble and elect a member to head a Caucus of the faculty senators in the School. The Caucus, with due regard to the discretion awarded individual members, will act to advance any positions of the Faculty in the legislative agenda of the Senate, and the head of the Caucus shall report matters of concern to the Faculty.

### **ARTICLE VI. Adjudication Responsibility**

In the event of a question or disagreement regarding which Special Body or Committee has jurisdiction for a matter involving faculty governance, any of the involved members of the Faculty may refer the issue to the Faculty Council, who will have the responsibility for acting as representatives of the Faculty to resolve the jurisdictional issue.

### **ARTICLE VII. Amendments**

These bylaws can be amended at any meeting of the School Faculty by a two-thirds vote of the voting

faculty present, provided that the amendments have been distributed to the Faculty at least five business days prior to the meeting. They may also be amended by anonymous vote following the procedures described in Article IV, Section 4.