

FACULTY ASSEMBLY
SAINT LOUIS UNIVERSITY
JOHN COOK SCHOOL OF BUSINESS

BY-LAWS

Article 1 – Objectives

Section 1. The objectives of the Faculty Assembly shall be to promote the interests of the John Cook School of Business. To achieve these objectives, the Assembly shall have the right to discuss and to recommend action to the proper University authority with regard to matters concerning the welfare of the School as a whole, and its faculty and students.

Article 2 – Membership

Section 1. Voting members: All tenured, tenure-track faculty, tenured faculty on phased retirement and full-time non-tenure track faculty with primary appointments in the School are members of the Faculty Assembly. The non-tenure track faculty are permitted to vote on all matters of faculty governance other than those related to promotion and tenure of tenure track faculty and doctoral programs.

Section 2. Nonvoting members: All faculty of the School who do not meet the definition in Section 1 of this Article are nonvoting members and may participate in meetings of the Faculty Assembly as nonvoting members unless the Faculty Assembly goes into closed session.

Section 3. As a matter of course program managers and center managers will be invited to attend meetings, other than when in closed session. Other individuals, within and from outside the Cook School, may be invited to attend with the approval of the Cook School Council.

Section 4. The Chairperson of the Faculty Assembly may call for a closed session of the Faculty Assembly at his or her discretion. Otherwise, a voting member of the faculty may request such a session, the convening of which requires a majority vote of the voting membership present at the meeting of the aforesaid Assembly.

Section 5. The membership and voting provisions of this Article shall also apply to the various department and the sub-units of the John Cook School of Business. Exceptions to these voting and membership provisions may, however, be made for a specific term of service by a majority of the voting membership of the appropriate electing unit (sub-unit, department, or Faculty Assembly) if it so chooses.

Article 3 – Chairperson

Section 1. The Dean of the John Cook School of Business is the Chairperson of the Faculty Assembly. The Dean shall appoint a faculty member, as defined in Article 2, Section 1, to chair the meeting if he or she is unable to attend.

Article 4 – Cook Council

Section 1. The Faculty Assembly shall designate the Chairpersons of the Departments of the John Cook School of Business and four members elected from the Faculty as the Cook Council. (If the position of Department Chairperson is vacant, then a departmental representative will serve until the position is filled). The Dean of the John Cook School of Business is designated as Chairperson of the Cook Council.

Section 2. Faculty personnel elected as members of the Cook Council shall be elected for staggered terms of three years. There shall be no limit on the number of consecutive terms for a faculty member who may be elected to the Cook Council.

Section 3. The Cook Council shall elect one of its members as Secretary. It shall be the duty of the Secretary to keep and distribute minutes of the meetings of the Cook Council.

Section 4. The Cook Council shall prepare an agenda for each meeting of the Faculty Assembly. Any member may suggest to the Cook Council items for the agenda. Agenda items requested by written petition of at least five Members must be included on the agenda.

Section 5. The Cook Council shall monitor and report on the implementation of actions decided on by the Faculty Assembly.

Section 6. The Cook Council shall have the authority to establish committees, which report to the Cook Council.

Section 7. The Cook Council may, at its discretion, send invitations and notices for meetings to any Associate Members or other interested individuals whose attendance it considers desirable.

Article 5 – Standing Committees

Section 1. The Faculty Assembly shall designate a committee for the evaluation of tenure and promotion to be called the Cook School Rank and Tenure Committee. The committee will be comprised of one representative from each department. The full Faculty Assembly will elect that representative from the list of qualified nominees. Department chairs will be excluded from membership. Members will be required to have achieved the rank of full professor. Should there be no full professor in the department or able to serve, an associate professor may serve instead. Department chairs will be excluded from membership unless there are no other faculty who are both tenured and scholarly qualified per AACSB (i.e., sabbatical). This committee will be responsible for the three-year evaluation of assistant professors, the tenure and promotion decision from assistant to associate and the promotion decision from associate to full professor. They will annually review the effectiveness of their procedures, practices, and standards with the opportunity to propose recommendations for modifications to the Faculty Assembly.

Section 2. The Faculty Assembly shall designate a committee for the support of research and scholarship. The committee will be comprised of one representative from each department and will be determined by each department. Department chairs will be excluded from membership unless there are no other faculty who are both tenured and scholarly qualified per AACSB (i.e., sabbatical). This committee will be broadly responsible for enhancing the productivity and quality of Cook School research and scholarship. It will be responsible for assessing proposed changes to the journal list based on market and Cook School standards. It will recommend programs, policies, and activities that enhance the productivity and quality of Cook School research and scholarship.

Section 3. The Faculty Assembly shall designate a committee for the support of undergraduate program. The committee will be comprised of one representative from each department. That representative will be recommended by the respective department.

Section 4. The Faculty Assembly shall designate a committee for the support of graduate programs. The committee will be comprised of one representative from each department. That representative will be recommended by the respective department.

Section 5. The Faculty Assembly shall designate a committee for the consideration of diversity at the Cook School. The committee will be comprised of one representative from each department. That representative will be recommended by the respective department.

Section 6. The Faculty Assembly shall designate a committee for the insurance of academic honesty. The committee consists of three faculty serving three-year staggered terms as elected by the faculty assembly and one undergraduate and one graduate student serving one-year terms as appointed by the Dean.

Section 7. The Faculty Assembly shall designate a committee for the support of assessment of learning. Each department will be represented on the committee and the respective department will recommend that representative.

Section 8. The Faculty Assembly shall designate a committee to provide advice on Learning Technology. The two members will be appointed by the Dean.

Section 9. The Faculty Assembly shall designate a committee to guide the doctoral program to be called the PhD steering committee. Representatives will be selected from departments with doctoral program and the representatives must be qualified to teach in the doctoral program per AACSB guidelines established by the Cook School of Business.

Section 10. Unless otherwise noted, faculty personnel serving as members of the different committees mentioned in Sections 1 through 9 shall have a three-year term. There shall be no limit on the number of consecutive terms for which a faculty member may serve on any of the above committees.

Section 11. To avoid having committees with no meaningful charge, the Faculty Assembly by majority vote can move to terminate any particular committee. The Faculty Assembly may also reduce or elaborate the charge to any committee, working with the Dean may customize particular ad hoc tasks within the broad purview of the committee's charge for enactment.

Article 6 -- Meetings

Section 1. The Faculty Assembly shall meet at least once each semester. Additional meetings may be held at the discretion of the Cook School Council or on petition of at least one-third of the voting members of the Faculty Assembly. Written notice must be given to all members at least two weeks in advance of a meeting. The time and place of the meetings shall be determined by the Cook Council.

Section 2. The Chairperson of the Faculty Assembly or his/her designee shall preside at all meetings. A parliamentarian and secretary shall be appointed by the Chairperson. The Secretary shall keep official minutes and distribute them to all members of the Assembly and appropriate University officials.

Section 3. One-half of the voting members shall constitute a Quorum. A Quorum is required to conduct affairs of the Assembly. Proxy votes are not permitted. Voting shall be by voice, show of hands, or secret ballot. Any member may require a secret ballot. A majority of those eligible and voting shall be required to adopt or amend a motion.

Section 4. The Faculty Assembly or Dean has the authority to establish ad hoc committees and task forces, which report to the Dean and/or Faculty Assembly.

Section 5. The Order of Business at each meeting shall be:

- a) The determination of the presence of a Quorum by the Chairperson.
- b) Approval of the minutes of the previous meeting.
- c) Report on the progress and status of, or action taken, on pending previous proposals of the Assembly.
- d) Approval, or revision, of the agenda of the meeting.
- e) Consideration of items on the agenda.
- f) Adjournment.

Article 7 – By-Laws

Section 1. By-Laws for the Assembly shall be adopted or amended by a majority of those members present and voting at a meeting. Those changes become effective only when approved by the appropriate University authorities.