

**SMEAL COLLEGE OF BUSINESS
THE PENNSYLVANIA STATE UNIVERSITY
FACULTY ORGANIZATION AND OPERATING GUIDELINES
December 2007**

I. Preamble

The purpose in organizing the faculty of the Smeal College of Business (the "College") is to facilitate achievement of academic and scholarly excellence in keeping with the vision and mission of the College. The organization serves as the voice of the faculty in legislative, advisory, consultative, and forensic functions, subject to the rules and regulations of the University, recognizing the authority vested in this constitution has been delegated by the University Faculty Senate.

II. Membership

The faculty of the College consists of tenured faculty of all ranks; persons on tenure-track appointments; and faculty who hold a Fixed-Term I (including Clinical) appointment; whose primary responsibilities include teaching, research, and/or service.

III. Departments

The six academic departments of the College are the administrative and academic homes for the College's students and faculty members.

- A. Accounting
- B. Finance
- C. Insurance and Real Estate
- D. Management and Organization
- E. Marketing
- F. Supply Chain and Information Systems

IV. Elected Committees and Positions

The College has the following elected committees and positions, the composition of which is determined by a majority of those voting.

A. Distinguished Professor Committee

The purpose of the Distinguished Professor Committee is to review and advise the Dean on nominations for Distinguished Professor. Three members of the faculty who hold the rank of Full Professor are elected for two-year staggered terms. All members of the faculty may vote for committee membership.

B. Faculty Advisory Committee

The Faculty Advisory Committee (FAC) is composed of one representative from each academic department. The functions and purpose of FAC are:

- a. To be responsive to and represent the wishes, needs, problems, and aspirations of individual faculty members or a faculty group to the Dean;
- b. To advise the Dean;
- c. To develop the organizational structure of the faculty as concerns committees, task forces, etc.;
- d. To conduct elections for those positions on university and college committees and other bodies for which faculty are elected;
- e. To develop policies governing voting procedures;
- f. To recommend committee members as requested by the Dean.

The committee members are elected for two-year staggered terms. Current members of PATCOM cannot serve on this committee. All members of the faculty may vote for membership, but only tenured and tenure-track faculty can hold office.

C. Graduate Council Representatives

The Graduate Council Representatives have the responsibility to represent the graduate faculty of the College on the Graduate Council, which is responsible for the educational policies and procedures of the Graduate School and for any appropriate legislative matter, which may be referred.

Two members of the graduate faculty are elected for two-year staggered terms. Only members of the graduate faculty of the College may vote in the election.

D. Graduate Policy Committee

Members of the Graduate Policy Committee have the responsibility of advising the Graduate Faculty, the Associate Dean for Research, and the Director of Ph.D. Programs. The committee represents the graduate faculty of the College.

Five members of the graduate faculty are elected for two-year staggered terms. Only members of the graduate faculty of the College may vote in the election.

E. Ombudsperson

The role of the College Ombudsperson is to clarify misunderstandings; advise faculty and administrators as to appropriate courses of action; assist in the informal resolution of differences; assure that appropriate department, college and/or campus procedures are exhausted before referring the case to higher levels; and, inform the University Provost's Office and appropriate college or campus officials if a matter cannot be resolved at the lower level and the case is to be

referred to the Committee on Faculty Rights and Responsibilities (see also Policy HR 76).

One tenured member of the faculty is elected for a one-year term. All members of the faculty may vote in the election

F. Promotion and Tenure Committee

The functions, purpose, and makeup of the Promotion and Tenure Committee (PATCOM) are as follows (see also Policy HR 23):

- a. To make recommendations to the Dean on promotion to the rank of Associate Professor, appointments and promotions to the rank of Full Professor, and upon all tenure decisions.
- b. PATCOM will be composed of seven members. Six members are elected such that there is one member from each College department. A seventh member will be appointed by this six-member Promotion and Tenure Committee in consultation with the Dean. The appointment of the seventh member is to be guided by the voting of the faculty subject to issues concerning departmental representation, balance, availability, eligibility, nature of the workload, etc.
- c. Five members of the committee must hold the rank of tenured Full Professor. Elected members are to serve for two consecutive years. If the seventh member selected holds the rank of Full Professor, his/her term is for one year.
- d. Two members of the committee must hold the rank of tenured Associate Professor and serve for a single year. If the appointed seventh member holds the rank of Associate Professor, his/her term is also for one year.
- e. Members of the faculty who have been awarded tenure with the exception of Deans, Department Chairs, members of University PATCOM and members of the Faculty Advisory Committee (FAC) may serve on this committee. Faculty who are being considered for promotion in a given year may not serve on this committee.
- f. Members of the faculty who have been awarded or who are candidates for tenure are eligible to vote in the PATCOM election.

G. University Faculty Senators

The University Faculty Senate is the representative body of the faculty of The Pennsylvania State University with authority on all matters that pertain to the educational interest of the University. The Senate also acts as an advisory and consultative body to the President on any matter that may affect the attainment of the educational objectives of the University.

The appropriate number of members of the faculty (as defined by the annual Faculty Senate census) are elected to four-year staggered terms, and all members of the faculty, as specified by the Senate (see Section 1, Faculty Senate Constitution), are eligible to hold office and may vote in the Senate election.

H. Clinical Promotion Advisory Committee

The multiple missions of the Smeal College encourage the employment of Fixed Term 1 appointees called “Clinical Professors” who have outstanding professional credentials or experience and whose primary focus is on teaching, rather than research.

The role of the Clinical Promotion Advisory Committee (CPAC) is to make recommendations to the Dean on promotions to the rank of Clinical Associate Professor and promotions to the rank of Clinical Full Professor.

CPAC shall consist of one Clinical Full Professor, one Clinical Associate Professor, one Full Professor with tenure, and one Associate Professor with tenure who are elected to staggered two-year terms. Members of the FAC may not serve on CPAC. All clinical, tenured, and tenure-track faculty may vote for membership.

V. Standing Committees

Standing committees may be appointed by the Dean of the College. A list of standing committees will be published at the beginning of each academic year.

The chair of each standing committee, unless otherwise provided, shall be selected by the committee members. A standing committee will meet at the request of its chair. Reports from standing committees will be submitted to the faculty when appropriate.

VI. Special Committees

Special committees may be appointed by the Dean of the College.

VII. Departmental Promotion and Tenure Recommendations

Each department provides peer review for promotion and tenure recommendations and submits these recommendations through the department chair. Both recommendations are forwarded to PATCOM.

VIII. Faculty Meetings

The faculty may meet throughout each academic year, or at the request of a quorum of the faculty. The meeting agendas are determined by the Dean in consultation with the chair of the FAC.

IX. Quorum

A simple majority of the faculty shall constitute a quorum.

X. Rules of Procedure

Robert's Rules of Order (most recent edition) will serve as the official document governing rules of procedure. A Parliamentarian may be appointed by the FAC.

XI. Amendments

This document and the provisions hereof are subject to change by a majority vote of the members of the faculty as defined in paragraph II, with the advice and approval of the Dean.