

Message from the Dean

These Model By-laws were compiled during the Summer of 2016 by the following task force members:

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Special thanks is expressed to Marie Rieber, SBDC University Services Program Associate, who did the final formatting.

Their initial charge is in the following paragraphs but be aware that these are guidelines are reflecting currency as of Summer 2016. Some technical details here and there may have been missed; others evolve over time. The UWL academic department by-law template always reflects the most recent and accurate information for required elements. For example, line 537 should read:

- c. **Notification of Decision.** Within ~~14~~ 7 calendar days after the review meeting the probationary faculty member shall be notified of the decision.

Here is additional information from the notes from the UWL template that may be of help:

The probationary faculty member shall be notified in writing within seven days after each decision or recommendation at each reviewing level (UWL 3.06). For departments this is seven [*calendar*] days after the retention review meeting and can be limited to the results of the decision (if in accordance with department by-laws) and could take the form of an email. However, the letter from the department to the Dean (included as part of the departmental materials submitted to the Dean on each faculty member under contract review) should include the date of the vote, the numerical outcome, a clear indication of a 1 or 2 year contract recommendation, and departmental review of the strengths and weaknesses of the faculty member's teaching, scholarship and service. Department by-laws can determine the length of time between the departmental retention review and the receipt of the letter; however, the probationary faculty member must receive the departmental materials before or at the deadline for the materials being sent to the Dean along with the individual faculty member's annual report on activities and retention (or tenure) report since date of hire with narratives and additional evidence as provided.

That section also indicated a May 1 deadline.

The May 1 deadline is ONLY the latest deadline that a spring review of a first year faculty member can be submitted to the Dean and HR. For probationary faculty retention there are very strict deadlines provided by HR for 2nd year and then 3-6 year faculty associated with contracts being issued on time that must be followed and are published in the academic calendar on the Provost's site and in materials from HR. .

Understand that after these were written and submitted, the post-tenure review guidelines were solidified. Please see: <https://www.uwlax.edu/human-resources/post-tenure-review-policy/>

The Committee Charge from the Dean:

Purpose: To Write a By-law Best Practice for the College of Business Administration

Background: Each CBA department has their own by-laws which have evolved to accommodate specific department histories, both the good histories and the bad histories. As a result, many of the by-laws have become cumbersome and difficult to interpret by non-native faculty and even new department faculty have a difficult time with them. Also because there have been issues for faculty seeking promotion at the university-wide committee level, the department by-laws need to address what will be necessary for promotion at UWL. Sections are missing or are rendered effectively impotent. Examples of this would be travel and IAS. The IAS faculty are working on a cross-college model however and for the time being, that section can be ignored.

Research necessary: Clearly the CBA department by-laws should be compared but also included in that comparison will be by-laws from other departments across campus. Suggested departments outside of the college would be Psychology, Sociology, Communication Studies, Theater, Biology, Mathematics, and Physics for the overall approach. Departments outside of the college singled out for their travel by-laws include English, History, Psychology,

Goal: The ideal for the final report would be to ultimately propel the college to having the by-law verbiage standardized across the departments with department variations listed as caveats. While clearly each department can maintain their own standards, actual best practices with regard to promotion, tenure, travel, department functioning should be highlighted. Given the turnover in the college and the fact that departments vary in their composition with regard to rank and tenure status, highlighting those department by-laws that show flexibility with regard to committee composition would be extremely useful.

Presentation on findings would be made at the Fall All-College Meeting.

The final report would need to follow the 8.18.15 UWL By-Law Template for Academic Departments, and incorporate the following: CBA By-laws; September, 2005 Draft Revisions; V#3, follow a By-laws Revision Rubric (Guideline) as well as include a survey of other departments across campus. It would also have to address some problematic issues in the CBA: PRT Membership (esp. in times of shortages of Full professors); tenure qualifications implying that "meeting" AACSB Maintenance qualifications is sufficient; addressing continuous improvement in one's own teaching (which would not mean rising SEI's) but would need to use the term "assessment;" ensuring department obligations to support all-college needs (e.g., AOL's); travel; IAS issues (but be aware that IAS faculty are working on some suggested solutions); creating a better fit with JPC expectations; avoiding invoking the Assoc. Dean/Dean for tasks; department chair evaluations, and establishing standards of professional/collegial behavior.

The Final Report should be actual By-laws written from scratch as if a new department were being created. This will show the Best Practices/Gold Standards of By-laws.

In conclusion, sincere appreciation is expressed to the Task Force for their work. They have provided a Best Practices Model for departments across the college to contemplate and consider adopting over time.

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