CONSTITUTION FOR FACULTY GOVERNANCE
(CA 82-1)
College of Management
University of Massachusetts Boston

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as amended through
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PREAMBLE

In recognition of its right, responsibility, and privilege of advising on policies affecting the College, the faculty of the College of Management shall participate in the governance of the College according to the principles and through the representative and administrative bodies defined in this Constitution.
ARTICLE I
UNIVERSITY GOVERNANCE

Section 1

The University of Massachusetts, established by the General Court of the Commonwealth of Massachusetts, is governed by the Board of Trustees. The principal academic and executive officer of the University of Massachusetts is the president. The chief academic and executive officer of the University of Massachusetts at Boston is the Chancellor. The chief academic and executive officer of the College of Management is the Dean.

Section 2

The provisions of this College Constitution shall be exercised to the extent compatible with the provisions of the Constitution of the University of Massachusetts Boston. In case of conflict between provisions of the Constitution of the College of Management and the Constitution of the University Assembly, or between the Constitution of the University Assembly and any act of a component of governance of the College of Management, the Constitution of the University Assembly shall take precedence.

Section 3

Faculty governance at the College level shall be subject to the authority of the Dean, the Chancellor and the President, and to the final authority of the University Board of Trustees, and shall be in accordance with the general laws of the Commonwealth of Massachusetts, by-laws of the Board of Trustees, and such rules, regulations, and restrictions as the Board of Trustees may promulgate, including the operative collective bargaining agreement.

ARTICLE II
FACULTY GOVERNANCE IN THE COLLEGE

Section 1: Joint Effort and Primary Responsibility

1. Recognizing that the variety and complexity of the University's tasks require the interdependence of the governing board, the administration, the faculty, and the students, the Board of Trustees formally adopts the principle of joint effort in governance. Joint effort will take a variety of forms. Depending on the issue and situation, one or another component of the University will propose, review, advise, endorse and/or enact recommendations. In all instances, however, the principle of joint effort requires that components within the University remain sensitive to the interests of other components.
2. The Board of Trustees further recognizes that certain components of the University have, "by virtue of interest, training, and experience, a special concern and competence in certain areas . . . These components shall have primary responsibility in their areas of special competence and concern."

3. Wherever the phrase "primary responsibility" occurs in this Constitution, it is defined as in the Trustee Document "Academic Personnel Policy of the University of Massachusetts," T76-081, Section 1.7:

"As defined in Trustee Document T73-098, (primary responsibility) is the capacity to initiate recommendations after appropriate consultation, which will be overruled only by written reasons stated in detail . . ."

a. The faculty shall have primary responsibility in academic matters and matters of faculty status.

b. The Dean shall have primary responsibility in matters of planning development and budget.

c. The students shall have primary responsibility in matters of student affairs.

Section 2: Components of Faculty Governance

The components of faculty governance shall be the following:

1. Dean: As Chief Executive Officer of the College, The Dean oversees and directs the educational work of the College and attends to the efficient management of the College. He/she stimulates and supports the intellectual life of the faculty and serves as its spokesperson to the University and the external community.

2. Faculty Assembly: The Faculty Assembly is the representative body through which the faculty of the College formally participate in the governance of the College and exercise their primary responsibility in academic matters and matters of faculty status.

3. Steering Committee: The Steering Committee is elected from among Assembly members to serve as an executive committee for the Assembly in order to organize and direct faculty participation in College governance. The chairperson of the Steering Committee chairs the Assembly and serves as its spokesperson within the University.

4. Assembly Committees: Subunits of the Assembly, Assembly Committees are constituted to perform the work of the Assembly as specified in this Constitution.

5. Department Chair: As both faculty member and administrator, the Department Chair oversees and directs the educational work of the Department, attends to its efficient management, and acts as liaison between the Department and the Dean's Office. He/she stimulates and supports the intellectual life of the department faculty and serves as department spokesperson.
6. **Department Faculty:** All full- and part-time faculty of the College are members of an academic department. Departmental faculties shall exercise their roles in College governance through such Departmental committees or other agents as each Department faculty shall designate, individually or jointly with other Departments.

**Section 3: Definition of Powers and Privileges**

1. **Recommendation:** the power to submit or not to submit proposals to the Dean for enactment or concurrence.

2. **Reporting Out:** the power of component not herein authorized to make a recommendation to the Dean on a particular matter to render a judgement on a proposal before terminating that proposal or submitting it for the consideration of the component authorized to recommend to the Dean on that matter, in accordance with Article III.

3. **Enactment:** the power to declare a recommendation submitted for enactment as official College policy. In addition, such recommendation shall be considered enacted unless disapproved of by the component with the power of enactment within twenty working days of written notification of the recommendation by the component with the power of recommendations.

4. **Concurrence:** the power to approve or disapprove recommendation as a condition of that recommendation's submission to higher levels of authority for possible enactment.

5. **Consultation:** the privilege of rendering advice with respect to a particular matter to the component with the power of reporting out on that matter or, where power of reporting does not pertain, to the component with the power of recommendation. The component with the power of reporting out or the power of recommendation shall solicit such advice prior to reporting out or making a recommendation.

6. **Opinion:** the privilege of rendering a written judgement with respect to a particular matter to the component with the power of reporting out for that matter or, where the power to report out does not pertain, to the component with the power of recommendation. The component with the power of reporting out or the power of recommendation shall solicit such opinion from the appropriate component and, if the opinion is provided, shall append it to the proposal before it is forwarded.

**ARTICLE III**

**JURISDICTION: POWERS AND PRIVILEGES**

**Section 1: Dean**

1. **Consultation:** The Dean shall have the opportunity to render advice in areas of faculty primary responsibility.

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*Article III pertains to the powers and privileges of the components of faculty governance except with respect to personnel actions as stipulated in College Assembly Document CA-81-1, Trustee Document T76-081, the Boston Campus Implementation Guidelines, and the operative collective bargaining agreement.*
2. **Enactment:** The Dean shall have the power of enactment with respect to policies pertaining to the internal affairs of the College and/or other matters that may be delegated to him/her. In particular, the Dean shall enact policies pertaining to:

   a. Disciplinary and interdisciplinary course titles, goals, scope and objectives, and prerequisites;

   b. Degree requirements;

   c. Academic standards, including policy on waivers and evaluation of transfer credit; and student awards, student academic integrity, and student grievances;

   d. Admissions;

   e. Academic advising;

   f. Faculty development, including travel, seminars and colloquia, external grants, and Faculty Development Grants;

   g. The Constitution and the initial set of by-laws recommended pursuant thereto.

3. **Concurrence:** Where the power of enactment does not apply, the Dean shall have the power of concurrence in personal policies, including policy on new appointments, reappointment, reappointment through tenure decision year, promotion, tenure, merit, sabbatical leave, and the annual evaluation.

4. **Emergency powers:** The Dean may take such measures as he/she deems necessary to maintain the orderly functioning of the College when neither the regular nor the emergency powers* of the components of governance can be exercised. Within ten working days, the Dean shall inform the Steering Committee in writing of the nature of the emergency and the action taken.

Section 2: Faculty Assembly

1. **Consultation:** The Faculty Assembly shall have the opportunity to advise in the following matters:

   a. Academic standards policy on student academic integrity and student grievances;

   b. Planning with respect to College mission and goals.

* See Article III, Section 4, paragraph 4, for the Steering Committee's emergency powers, and Article III, Section 5, paragraph 3, for the Department Chairperson's emergency powers.
2. **Recommendation:** The Faculty Assembly shall recommend in the following matters:

   a. Disciplinary and interdisciplinary course goals when relevant course(s) is (are) required for the degree;
   
   b. Degree requirements for general education, the Foundation, the Core, and the Academic plan;
   
   c. Curricular function of Concentrations, including role of Concentrations in the curriculum and the maximum and minimum number of courses required for the Concentration;
   
   d. Admissions standards;
   
   e. Academic advising with respect to who advises students;
   
   f. Personnel policy, including policy on new appointments, reappointments, reappointments through tenure decision year, promotion, tenure, merit, and sabbatical leave;
   
   g. Ratification and amendment of the Constitution.

3. **Enactment:** The Assembly shall enact recommendations amending the by-laws

**Section 3: Assembly Committees**

1. **Consultation:** Assembly Committees shall have the opportunity to advise in areas of primary responsibility of the Dean and students, including the following:
   
   a. Planning, development, and budget with respect to College priorities, organization and structure, resource allocation and program evaluation;
   
   b. Student affairs with respect to non-academic advising, non-academic grievances, and other areas of student life.

2. **Opinion:** An Assembly Committee shall have the opportunity to provide a written judgement pertaining to the establishment of curricular concentrations and/or scope, and number of courses required or included in a concentration.

3. **Reporting Out:** Whether a proposal is accepted or rejected, Assembly Committees shall submit to the Assembly proposals on the following matters:
   
   a. Degree requirements for General Education, the Foundation, the Core, and the Academic Plan;
   
   b. Admissions standards;
   
   c. Academic advising with respect to who advises;
   
   d. Personnel policy, including policy on new appointments, reappointments, reappointments through tenure decision year, promotion, tenure, merit, and sabbatical leave.
4. **Recommendation:** Assembly Committees shall recommend in the following matters:

   a. Disciplinary and interdisciplinary course goals, when the course affected is an elective;

   b. Interdisciplinary course titles;

   c. Disciplinary and interdisciplinary course scope and objectives, and prerequisites;

   d. Admissions, except with respect to standards;

   e. Academic advising, except with respect to who advises;

   Academic standards, including policy on waivers, evaluation of transfer credit. College level student awards, student academic integrity, and student grievances;

   g. Faculty development policy with respect to travel, seminars and colloquia, external grants, and Faculty Development Grants.

5. **Terms of Office:** Terms of office for all Faculty Assembly Committees do not normally coincide with the exercise of office. Terms of office extend over a full calendar year in the following manner. Terms of office are marked by original appointment or, where provision is made for committee membership to cover more than one year, by re-appointment to the committee each Fall. (In the case of the Steering Committee, terms of office are marked by election to membership each Spring with service commencing on May 1st. See Article V. 3. 2b and g.) Exercise of office does not cover a full calendar year. Consonant with faculty union contracts, all Faculty Assembly Committees, including the Steering Committee, shall normally function only during the academic year. Thus, the exercise of office extends over this designated period and is not normally coincident with the terms of office.

**Section 4: Steering Committee**

1. **Consultation:** The Steering Committee shall have the opportunity to advise with respect to interdisciplinary course titles, goals, scope and objectives, and prerequisites.

2. **Reporting Out:** Whether a proposal is accepted or rejected, the Steering Committee shall submit to the Assembly proposals concerning the initial set of by-laws adopted pursuant to this Constitution and amendments to the Constitution.

3. **Recommendation:** The Steering Committee shall recommend amendments to the by-laws.

4. **Emergency Powers:** In circumstances where an Assembly Committee or the Faculty Assembly cannot exercise its powers concerning a particular academic matter, and where the need for a policy recommendation is immediate and critical, the Steering Committee may exercise the powers of an Assembly Committee or the Faculty Assembly with respect to that matter. Within ten working days, the Steering Committee shall inform the Assembly and the Dean in writing of the nature of the emergency action taken.
5. Records: The Steering Committee shall establish for all Faculty Assembly committees mechanisms and procedures for keeping records of committee transactions and for communicating information about committee activities to both committee and non-committee administrative units.

6. Terms of Office: Terms of office for Steering Committee members do not normally coincide with the exercise of office. See Article III. 3. 5 and Article V. 3. 2b and g.

Section 5: Department Chair

1. Consultation: The Department Chair shall have the opportunity to advise in the following matters:

   a. Course titles, goals, scope and objectives, and prerequisites within the relevant department;

   b. Interdisciplinary course titles, goals, scope and objectives, and prerequisites when the department houses one of the relevant disciplines;

   c. Degree requirements for General Education, the Foundation, the Core Concentrations, and the Academic Plan;

   d. Personnel policy with respect to new appointments and the annual evaluation.

2. Opinion: The Department Chair shall have the opportunity to render a written opinion in the following matters:

   a. Course titles, goals, scope and objectives, and prerequisites within the relevant department;

   b. Interdisciplinary course titles, goals, scope and objectives, and prerequisites when the department houses one of the relevant disciplines;

   c. Establishment of concentrations offered by the department and/or the scope, number of courses required or included in the concentration.

3. Emergency Powers: In circumstances where a Department Faculty cannot exercise its powers concerning a particular academic matter, and where the need for such exercise is immediate and critical, the Department Chair may exercise the Department Faculty’s powers with respect to that matter. Within ten working days, the Department Chairperson shall inform the Department Faculty and the Steering Committee in writing of the nature of the emergency action taken.

Section 6: Department Faculty

1. Consultation: Department Faculty shall have the opportunity to advise in the following matters:

   a. Degree requirements for General Education, the Foundation, the Core, and the Academic Plan;
b. Personnel policy with respect to new appointments, reappointments, reappointments through tenure decision year, promotion, tenure, merit, and sabbatical leave;

c. Resource allocation

2. Reporting Out: When a proposal is accepted, the Department Faculty shall submit to an Assembly Committee proposals concerning the following matters:

a. Disciplinary and interdisciplinary course goals, scope and objectives, and prerequisites;

b. Interdisciplinary course titles

When a proposal is rejected, the proposal is terminated.

3. Recommendation: Department Faculty shall recommend in the following matters:

a. Disciplinary course titles;

b. Establishment of concentrations offered by the department with respect to scope, number of courses required, and courses included in the concentration;

c. Personnel policy with respect to the annual evaluation;

d. Department student awards.

ARTICLE IV
MEMBERSHIP AND COMPOSITION

Section 1

The Assembly shall be composed of full-time College of Management faculty who are appointed to one of the regular academic ranks and those other CM faculty whose membership is specified on the operative form (Approved Offer and Acceptance Form or Notification, Offer and Acceptance of Professional Staff Reappointment Form).

The Dean and Associate Dean(s) of CM shall be non-voting members of the Assembly.

Section 2

The Steering Committee of the Assembly shall be composed of one member from each of the Academic Departments of the College.

Section 3

Faculty or students who are not members of the Assembly may be appointed to Assembly Committees except the Steering Committee and the College Personnel Committee.
ARTICLE V
ORGANIZATION AND MEETINGS

Section 1: The Dean

The Dean is responsible for the direction of the College, its programs and resources shall take administrative action to discharge those responsibilities. As leader of the faculty, he/she shall convene the faculty and establish select committees as necessary to review, discuss, and debate issues of concern to the College and the University.

Section 2: The Faculty Assembly

1. Procedural Powers:
   a. Approve Assembly meeting agendas and minutes;
   b. Establish standing or select Assembly Committees;
   c. Elect the Assembly Steering Committee;
   d. Upon the motion of one of its members at a duly constituted meeting, recall the Steering Committee prior to the expiration of its term of office.

2. Voting: Unless otherwise specified in the Constitution, or in the by-laws adopted thereunder, a majority of the members of the Assembly shall be necessary to adopt any motion. A majority shall be defined as on-half plus one of the members present and voting at a duly constituted meeting. The total number of members present and voting shall include affirmative votes, negative votes, and abstentions cast on the motion.

3. Officers:
   a. Chairperson
      (1) The Chairperson of the Steering committee shall serve as Chairperson of the Assembly.
      (2) The Chairperson of the Assembly shall:
         (a) Chair meetings of the Assembly;
         (b) Interpret the Constitution and by-laws;
         (c) Rule on parliamentary procedures;
         (d) Speak for the Assembly with respect to its policies and procedures;
         (e) Appoint the Parliamentarian from among the members of the Steering Committee.
b. Secretary

(1) The Secretary of the Steering Committee shall serve a Secretary of the Assembly.

(2) The Secretary of the Assembly shall:

(a) Distribute the agenda in advance of Assembly meetings;

(b) Prepare minutes for the Assembly, and distribute minutes in advance of Assembly meetings;

(c) Prepare written motions and supporting documents for Assembly deliberations;

(d) Transmit recommendations of any governance components to the Dean;

(e) Keep files of Assembly documents.

c. Parliamentarian

(1) The Parliamentarian of the Assembly shall be appointed by the Chairperson of the Assembly.

(2) The Parliamentarian shall:

(a) Advise the Chairperson in interpretations of the Constitution and by-laws;

(b) Advise the Chairperson on the implementation of the provisions of the Constitution, by-laws, or Robert's Rules of Order.

4 Meetings

a. The Faculty Assembly shall govern itself in accordance with Robert's Rules of Order, except as otherwise provided in the Constitution or in the Assembly by-laws.

b. The first meeting of the Assembly shall take place by the fourth week of classes each fall semester.

c. The Assembly may convocate itself by petition of twenty-five percent or more of its members.

d. A duly constituted meeting may conduct any and all business of the CM Faculty Assembly. A duly constituted meeting is one which is legally convened (See Article V, Section 2.4c and 3.1d), for which at least five (5) working days prior notification has been made stating time, place, and agenda of the meeting, and at which a quorum is present.
e. Unless otherwise stated, a quorum shall be 33% of those members entitled to vote.

Section 3: The Steering Committee

1. Procedural Powers:

   a. Select, in consultation with the Dean, members of Assembly Committee, and the College personnel Committee.

   b. Elect the Steering Committee Chair and Secretary from among members;

   c. Recall, in consultation with the Dean, any of its officers or an Assembly Committee member or chair prior to the expiration of his/her term of office;

   d. Convoke the Assembly;

   e. Propose the Assembly agenda;

   f. Organize and coordinate the activities of the Assembly, including routing of proposed policies or actions to the appropriate Committee or Committees.

2. Election of the Steering Committee

   The regular election of members to vacancies on the Steering Committee shall take place on or before April 15 of each year. A representative from the Department of Management Sciences and Information Systems shall be elected in even-numbered years, representatives from other Departments shall be elected in odd-numbered years.

   b. The term of office of each member shall be two years, beginning on May 1st of the election year and ending on April 30th of the second year of service. No member shall serve two consecutive terms. Terms of office do not normally coincide with the exercise of office. (See Article III, Section 3.5)

   c. Consistent with the appropriate calendar vacancies as stated in Sections 2.a and 2.b above, each academic department whose representatives terms will expire on April 30th shall forward to the Steering Committee the names of at least one nominee for service on the Steering Committee on or before April 1st. All full-time faculty, except those whose terms of service on the Committee are expiring, are eligible for nomination. The Governance Committee shall distribute the ballots to the members of the Assembly (see Article V, section e.)
d. At the time of election, all voting members of the Assembly—with the exception of the current Chair of the Steering Committee—shall be eligible to vote for the members of the committee. The members of the Assembly shall vote for one nominee from each academic department.

e. Votes shall be cast by a written, mail ballot, which shall be supervised by the Steering Committee.

f. Election to the Steering Committee shall be determined by a majority vote (one-half plus one) of all vote cast. In the event of a tie or ties in the voting, the Chair of the Steering Committee at the time of the election shall cast the tie-breaking vote(s).

g. No later than May 1st of each year, the newly constituted Steering Committee shall convene to elect from amongst its members the Chair and the Secretary of the Committee. The terms of office of the Chair and the Secretary of the Steering Committee, whose specific duties are laid out elsewhere in the Constitution, shall begin on May 1st and extend until April 30th of the following year. Terms of Office do not normally coincide with the exercise of office. (See Article III, Section 3.5)

h. Vacancies in the Steering Committee which occur prior to the expiration of a member’s term of office shall be filled by appointment until the next regular election. Such appointment shall be made within fifteen (15) days after the vacancy occurs by the Chair of the department affected. At the next regular election of the Steering Committee, the Assembly shall elect a new representative from that department, who shall be limited to a one year term of office if the vacant member’s term were only half-expired. If such a vacancy arises in the case of the Chair of the Steering Committee, and within five (5) days after an appointment is made to fill this vacancy, the Steering Committee shall vote upon a new Chair, for which the appointed member may be eligible.

i. In the case of any such vacancies (Section 2h, above), the Committee shall inform the Assembly of its altered composition at the next regularly scheduled Assembly meeting.

3. Officers

a. Chairperson

(1) The Chairperson of the Steering Committee shall be elected by the Steering Committee, and shall also chair the Faculty Assembly.

(2) The regular election of the Chairperson of the Steering Committee shall take place during the first week following the election of the Steering Committee. The term of office shall extend to April 30 of the following year.

(3) The Steering Committee Chairperson shall:
b. Secretary

(1) The Secretary of the Steering Committee shall be elected by the Steering Committee, and shall also serve as Secretary of the Faculty Assembly.

(2) The regular election of the Secretary of the Steering Committee shall take place during the first week following the election of the Steering Committee. The term of office shall extend to April 30 of the following year.

(3) The Steering Committee Secretary shall:

(a) Distribute the agenda in advance of Steering Committee meetings;

(b) Prepare minutes for the Steering Committee, and distribute minutes in advance of Steering Committee meetings;

(c) Prepare written motions and supporting documents for Steering Committee deliberations;

(d) Transmit recommendations of any governance component to the dean;

(e) Keep files of Steering Committee documents.

c. Parliamentarian

(1) The Parliamentarian of the Steering Committee shall be appointed by the Chairperson of the Steering Committee, and shall also serve as Parliamentarian of the Faculty Assembly.

(2) The Steering Committee Parliamentarian shall:

(a) Advise the Chairperson in interpretations of the Constitution and by-laws;
(b) Advise the Chairperson on the implementation of the provisions of the Constitution, by-laws, or Robert’s Rules of Order.

4. Meetings

a. The Steering Committee shall govern itself in accordance with Robert’s Rules of Order, except as otherwise provided in the constitution or in the Faculty Assembly by-laws.

b. The first meeting of the Steering Committee shall take place during the first week after its election each Spring Semester.

c. The Steering Committee may convoke itself by petition of two or more of its members.

5. Voting: Unless otherwise specified in the Constitution, or in the by-laws adopted thereunder, a majority of the members of the Steering Committee shall be necessary to adopt any motion. A majority shall be defined as one-half plus one of the members present and voting at a duly constituted meeting. The total number of members present and voting shall include affirmative votes, negative votes, and abstentions cast on the motion.

Section 4: Assembly Committees

The term of all Committees shall extend for one year except as provided by the Steering Committee.

Section 5: Department Chairperson

The Department Chairperson shall:

1. Organize and coordinate the activities of the Department Faculty.

2. Convene and chair meetings of the Department Faculty.

3. Where appropriate, serve as liaison between the Department Faculty and other governance components.

4. As appropriate, serve as spokesperson for the Department

5. Act to insure the efficient management of the Department

ARTICLE VI
CONSTITUTIONAL AMENDMENT

Amendments to the Constitution shall be effective upon the recommendation of three-fourths of the College Assembly present and voting at a duly constituted meeting, and the enactment of the Dean.