

OPERATING PAPER  
OF THE DEPARTMENT OF MARKETING  
OF SOUTHERN ILLINOIS UNIVERSITY AT CARBONDALE

The functions of the Department of Marketing of the College of Business of Southern Illinois University at Carbondale (Department) are to conduct programs of instruction, to promote the professional and intellectual development of its faculty and students, and to support the advancement of the University. The Department has the right to develop its own Department Operating Paper, which must be consistent with the College of Business Operating Paper (College Operating Paper) and the Bylaws and Statutes of the Board of Trustees of S.I.U., and the IEA/SIUC contract.

I. Membership of the Department.

[See College Operating Paper, Section 2.04 Faculty Voting Rights within Departments.]

The Department shall determine its membership regarding its internal affairs.

A. The Department Chair (Chair).

[See College Operating Paper, Section 1.06 Department Chairs and Directors.]

B. The Faculty of the Department (Faculty).

[See College Operating Paper, Section 1.07 Faculty of the College.]

C. Voting Faculty of the Department (Voting Faculty).

[See College Operating Paper, Section 2.03 Voting Rights of the Faculty.]

D. Non-voting Faculty of the Department (Non-voting Faculty).

[See College Operating Paper, Section 2.03 Voting Rights of the Faculty.]

The Chair shall determine, after considering requests and input from the Voting Faculty, whether Non-Voting Faculty shall attend a meeting of the Department and their role in the meeting.

## II. Officers of the Faculty.

### A. The Chair of the Faculty.

The Chair shall act as presiding officer at all regular meetings unless a conflict of interest arises.

### B. The Secretary of the Department.

Each year at a Fall meeting the Voting Faculty shall elect a Secretary who shall prepare minutes of all meetings of the Faculty, safeguard all records of the Faculty, call and preside over special meetings as necessary, and perform other duties as are indicated in this document or which may be assigned by the Faculty.

### C. The Parliamentarian of the Department.

Each year at a Fall meeting the Voting Faculty shall elect, from its membership, a Parliamentarian who shall perform the usual duties of a Parliamentarian and interpret, voluntarily or upon request, the provisions of this document to the Faculty. The Parliamentarian's interpretations may be overridden by a two-thirds majority of the Voting Faculty present at the meeting.

## III. Meetings of the Faculty.

### A. Regular Meetings.

Regular meetings shall be held in the Fall and Spring terms, at least once each term.

The time and location of such meetings shall be determined by the Chair.

### B. Special Meetings.

Special meetings may be called by the Chair or the Secretary at any time at the discretion of either officer. Faculty may request a special meeting. Faculty may request a special meeting with the time and location of such meetings determined by the Chair.

C. The Call for a Meeting.

The call for a meeting, the business agenda, and copies of all materials to be considered shall be sent by the Chair or, when appropriate, by the Secretary and distributed to the Faculty at least five (5) school days before the date of such meeting. School days are hereinafter defined as any day classes or examinations are conducted during a school term, exclusive of Saturday, Sunday, and inter-session periods.

D. Quorum.

An attendance greater than 50% of the Voting Faculty shall constitute a quorum at any regular meetings. Any member of the Voting Faculty who is on an approved leave of absence and any member who relinquishes the right to vote by means of a written waiver to the Chair or the Secretary shall not be counted in determining a quorum at any meetings. In the absence of a quorum, the Chair or the Secretary shall adjourn the meeting and may call another meeting, giving notice as provided above.

E. Rules of Procedure.

Rules of procedure at all meetings shall follow the most recent edition of Robert's Rules of Order, unless contrary to this document, as interpreted by the Parliamentarian.

F. Voting.

1. No votes shall be taken on any topic not specifically listed on the business agenda for the meeting, including those designated "new business," except by consent of a two-thirds majority of the Voting Faculty present at the meeting.
2. Each Voting Faculty shall have one vote.

3. Conditional to consent of a two-thirds majority of the Voting Faculty through prior agreement or by those present at the meeting, votes may be by a show of hands, by proxy, or by mail ballot.
4. Conditional to a specific request by a Voting Faculty member, votes may be by secret ballot.
5. Not conditional to consent of the Voting Faculty are votes involving personnel, which must be by secret ballot [See College Operating Paper, Section 2.05. Meetings of College Faculty.]
6. Conditional to consent of a majority of the Voting Faculty present at the meeting, a deferred vote may be taken on any matter, except a parliamentary interpretation, and the location of the polling place for the deferred vote determined at that time by that majority. The conduct and reporting of the deferred vote to the Voting Faculty shall be under the general supervision of the Secretary. The deferred vote shall not be held sooner than the fifth school day following the meeting at which the motion was made.

#### IV. Responsibilities of the Faculty.

##### A. Academic Programs.

##### 1. The Marketing Major and Minor.

The Faculty have the responsibility for initiating, formulating, approving, and continuously improving all educational policies and procedures relating to the Marketing major and minor under the general guidance and approval of the Undergraduate Programs Committee (UPC).

[See College Operating Paper, Section 2.08. Undergraduate Programs Committee.]

2. The MBA Program.

The Faculty have the responsibility for initiating, formulating, approving, and continuously improving its courses offered in the MBA Program under the general guidance and approval of the Masters Program Committee (MPC) and the Director of the MBA Program.

[See College Operating Paper, Section 2.09. Masters Programs Committee.]

3. The Ph.D. Program.

The Faculty have the responsibility for initiating, formulating, approving and continuously improving its delivery of the Ph.D. Program under the general guidance and approval of the Doctoral Programs Committee (DPC).

[See College Operating Paper, Section 2.10. Doctoral Programs Committee.]

B. Committees.

1. Department Representatives to College Standing and Ad Hoc Committees.

[See College Operating Paper Section 2.07. Standing Committees of the Faculty of the College, with the standing committees described in Sections 2.08 through 2.15; See Section 2.16. Other Ad Hoc Committees.]

a. The Voting Faculty shall elect, unless otherwise specified, Department Representatives from the Voting Faculty with the rank of Assistant Professor, Associate Professor, or Professor, and having at least one academic year's service at SIU prior to joining the committee.

b. Department Representatives shall represent the Department's interests based on a majority of the Voting Faculty, shall abide by the guidelines and requirements of their respective committees, and shall report to the

Chair and the Voting Faculty regarding their respective committees.

- c. Evaluation of the performances of the Department Representatives in their roles is a personnel issue and is under the purview of the Chair, who may consider input from the Voting Faculty.

2. Department Standing and Ad Hoc Committees.

- a. The Voting Faculty shall reserve the right to form standing committees as determined by a majority of the Voting Faculty. Such formation would require an addendum to the Department's Operating Paper and the terms of formation would be determined at that time by a majority of the Voting Faculty.
- b. The Voting Faculty shall reserve the right to form ad hoc committees as determined by a majority of the Voting Faculty. In doing so, formal approval of the Chair is not required, but the Voting Faculty may consider input from the Chair.
- c. The Chair shall reserve the right to form ad hoc committees as deemed necessary. In doing so, formal approval of the Voting Faculty is not required, but the Chair may consider input from the Voting Faculty.

V. Adoption and Amendments.

- A. This document shall become effective by its passage by a simple majority of the Voting Faculty and by approval by the Dean and Chancellor (or designee).
- B. This document, when adopted, supersedes any and all constitutions, rules, regulations, working papers, and bylaws previously adopted for the Department.

- C. Any proposed amendment to the Department Operating Paper must be presented for discussion at a special or regular meeting of the Voting Faculty, with attendance constituting a quorum, provided the meeting's purpose has been stated in full in the call for the meeting. The vote on any amendment shall be by deferred secret ballot. Amendments shall become effective upon the affirmative vote of a simple majority of the Voting Faculty and by approval by the Dean and Chancellor (or designee).

Approved by the Voting Faculty of the Department of Marketing on October 24, 2012.

Eight faculty members were eligible to vote; 7 faculty members voted.

The following votes were cast: For acceptance 7; Against acceptance 0.