By-Laws of the Decision Sciences Department
Paul College of Business & Economics University of New Hampshire

(Approved unanimously by the DS Faculty on October 5, 2010)
(Change to name of academic unit approved unanimously May 10, 2018)
(Change to Department Promotion and Tenure Committee, approved unanimously May 7, 2019)
(Change to update lecturer voting rights, approved unanimously April 15, 2021)

I. Membership. The faculty members of the Decision Sciences Department are individuals who have been hired to teach those courses offered by the department. Voting members of the department are tenure-track/tenured and multi-year contract lecturers. Tenured and tenure-track faculty shall vote on all matters brought before the department. Multi-year contract lecturers shall vote on matters outlined in the College-Level Voting Policy.

II. Department Chair. The department chair will be elected by the tenure-track/tenured voting members of the department and serve with the approval of the Dean for a three-year term. There is no limit on the number of terms an individual can serve. Only tenured faculty members are eligible to be department chair.

III. Meetings. The chair will convene at least one department faculty meeting per semester. A quorum will consist of one-half of the tenure-track/tenured faculty. Any two or more voting members may call for a special department meeting at any time, with at least 24 hours written notice to all other members of the department. Agendas for the department meetings will be divided into two standing sessions: full faculty sessions and tenured/tenure-track faculty sessions. On matters that are not clearly described in the college-level voting policy, the department chair would determine (after soliciting input from the department faculty) which items are “all-faculty” or “tenure-track only”.

IV. Faculty Recruitment. The department shall determine the hiring objectives and criteria. For tenure-track recruitment, a search committee consisting of two or three tenured/tenure-track faculty members will solicit evaluations and conduct preliminary interviews. All tenure-track/tenured members of the department serving as a committee of the whole shall be responsible for the final selection of the candidate(s) to be forwarded to the Dean for further processing. Recruitment of lecturers and adjunct faculty shall be conducted in accordance with the guidelines established in the UNH Faculty Search Manual.

V. Department Promotion and Tenure Committee.
   (1) The committee shall consist of a maximum of six eligible, tenured members of the department and the department chair who is a non-voting member. Committee members will be elected through a vote, for a term of one year. All full-time tenure-track faculty members of the
department are eligible to vote. All full-time tenured faculty members are considered candidates for membership on the committee. The six candidates with the most votes will become members of the committee, with the following restriction: at least one committee member will come from each candidate’s area of expertise. In the case of a tie that influences the composition of the committee, a run-off election will be held. Members of the department on a leave of absence or sabbatical are not eligible to serve on the committee. If fewer than three department members are available to serve on the committee, the department chair will recruit committee members from the tenured faculty members of other departments to form a committee of three.

(2) The committee shall appoint a committee chair from the members eligible to serve on it.

(3) Role of the Department P&T Committee

a) Ensure that the candidate receives a fair and equitable opportunity to be assessed for promotion and tenure.
b) Adhere to all university, state and federal labor legislation, policies, and procedures.
c) Ensure due process.
d) Solicit input from the entire department.
e) Uphold the university’s spirit of diversity.
f) Make decision according to UNH, school and department policies and procedures.

(4) Role of the Department P&T Committee Chair

a) Conduct meetings, oversees process.
b) Acts as liaison person to candidate. Assists the candidate in preparing the best case for a tenure and/or promotion decision.
c) Writes up the committee’s final recommendations.
d) Forwards recommendation of Department P&T committee to the department chair after all Department P&T committee members review written documentation, convene, prepare, and vote upon a final statement of decision.

(5) Role of Department Chair

a) Organizes the committee for the department.
b) Consults with candidate and eligible department faculty, as necessary, where the members of a committee must be solicited external to the department.
c) Does not vote, but may enter into Department P&T committee discussions.
d) Prepares independent recommendation and forwards it according to UNH policies and procedures.

(6) Role of Candidate

a) Candidate is responsible for preparing case for promotion and/or tenure.
b) Candidate for promotion and/or tenure must provide the committee chair with a list of no fewer than five names to be considered as external evaluators. Persons named on the list cannot be co-authors of past research projects or persons currently involved in projects with the candidate.

(7) Standards: The department will use the relevant department, school and university standards to guide it in its decision for promotion and tenure.

a) The current Faculty Handbook.
b) Guidelines published by the Vice President for Academic Affairs.
c) The current Faculty Collective Bargaining Agreement.
d) The Department’s Teaching, Service and Research Statements.

VI. Interim Review Committee.

(1) The purpose of Interim Reviews is to provide untenured faculty members with guidance on their progress to date and to assist them in planning for tenure and advancement in rank.

(2) Interim Reviews are typically scheduled either at the end of the untenured faculty member’s third year or at the beginning of their fourth year. The tenured faculty members of the department with the exception of the chair, will select a committee of three tenured faculty members whenever a review is scheduled. It is recommended that at least one committee member be in the same functional area at the member being assessed.

(3) In the event that three eligible members are not available from the department, the necessary additional members will be drawn from the tenured faculty of the school. These additional members will be chosen by the department chair and the eligible department members of the committee, in consultation with the faculty member being reviewed.

(4) The committee will follow the tenure review process guidelines, except that candidates will not provide a list of potential outside evaluators. The spirit of the process will be to counsel and coach candidates for the tenure review process.

(5) The committee shall prepare a report which separately assesses the strengths and weaknesses in (a) teaching, (b) research, publications, and scholarly activity, and (c) service. The report is submitted to the faculty member being assessed, to the Department Chair, and to the Dean. The committee should make every effort to meet with faculty member being assessed in a timely fashion and review the report.

VII. Teaching Statement

The department supports the University of New Hampshire position that a faculty member’s first responsibility is teaching students. The Department is committed to the transmission, through excellent teaching, of basic and advanced education it its four broad disciplines: management information systems, management science, operations management, and statistics. The Department is a significant contributor toward the Paul College’s goal of preparing students for future careers in management, public service, research and education. Excellent teaching is embedded in a current and relevant curriculum that brings to the classroom a balanced integration of practice and theory.

VIII. Research Statement

We seek to distinguish ourselves and the Department through research. The Department is a pluralism of four broad research disciplines and the Department seeks to provide an environment which supports academic and professional growth and intellectual maturity. We will distinguish ourselves and the department by working on individual research projects which may or may not involve colleagues from with the Department, from within the Paul College and from outside the Paul College. Although cohesiveness is not necessary to achieve departmental excellence, we may
have within the department strengths and interests in overlapping areas of research, and these strengths and interests may develop into joint projects through normal departmental interaction and seminars. Our goal is to make and disseminate significant contributions to our individual fields.

IX. Service Statement

The Decision Sciences Department sees itself as an active member of the school, the university, our academic disciplines, and the business community. While all members are expected to engage in service activities, our expectations regarding the amount of service and the appropriate types of service vary by academic career stage. Department members’ service accomplishments are evaluated in terms of the number or quality of service roles (i.e., committees, task forces, journals and conferences reviewed for), the outcomes of those service roles (i.e., committee decisions, task force recommendations, number of papers reviewed), and the number of leadership roles held in the department, school, university and professional associations.

X. Amendments

These Bylaws may be amended at any department meeting by unanimous consent of the tenure-track/tenured faculty members present or by a two-thirds vote of tenure-track/tenured faculty members present providing such amendments were presented in writing at a previous meeting.