

# BYLAWS OF THE COLLEGE OF BUSINESS

## PREAMBLE

As a community of scholars, the College of Business Faculty Assembly participates in shared governance. The Faculty Assembly ensures that faculty interests and perspectives are given due consideration in decision-making processes. These Bylaws and all College specific policies are subordinate to Federal and State laws, University Policies and Regulations, and the President's and Provost's Memoranda.

## ARTICLE I. THE FACULTY ASSEMBLY

Section 1. Collectively, the faculty of the College of Business will constitute the College Assembly, which considers:

1. Educational policies (curriculum, admissions, and degree programs).
2. Hiring, promotion, and tenure policies.
3. Student affairs.
4. General administrative matters including organization and coordination of academic programs.

In matters of planning and budgeting, the College of Business Faculty Assembly will be advisory to the Dean.

Section 2. Membership. All full-time faculty members of the College are members of the Assembly. Tenure-track faculty have the right to vote on all issues. Instructors have the right to vote on strategic plans, educational policies as appropriate, and instructor promotion issues.

Section 3. Officers. The Chairperson, who shall conduct the business of Assembly meetings, shall be the Chairperson of the Steering Committee. The Secretary of the Assembly shall be the Secretary of the Steering Committee.

Section 4. Meetings. The Chairperson shall convene the Assembly at least once each academic semester at a time specified in writing to the membership. Notice of meetings and agenda shall be distributed to all members via e-mail at least 10 business days prior to the meetings. Special meetings of the Assembly will be called, upon due notice, at the request of the Dean or upon petition of 25 percent of the Assembly membership. At all meetings, a quorum shall consist of 40 percent of the membership. When feasible, meetings shall be held live in one room. A majority of members present and voting is required to pass a motion in meetings of the Assembly and its committees. Proxy votes are not allowed. Meetings will be limited to two hours.

A consent agenda consisting of routine, non-controversial and informational items not requiring additional discussion by the Assembly can be distributed 10 business days before an Assembly meeting. A consent agenda is approved in one action rather than requiring separate motions on each item. Items can be removed from the consent agenda and placed on the regular agenda by a request from any member of the Assembly.

Section 5. Committees. Much of the Assembly business will be conducted by its elected and appointive standing committees and councils. Membership on elected committees and councils is limited to tenure-track faculty with the exception of the Instructor Promotion and Evaluation Committee (IPEC). Membership on councils is limited to tenure-track faculty with the exception of departments or units that have no tenure-track faculty. Upon recommendation by the Dean and Steering Committee, members of the Dean's Executive Committee may serve as non-voting, advisory members of the Graduate Council, Undergraduate Council, and ad hoc committees. The term of any such appointment is limited to the academic year in which the appointment is made.

- A. Elected Committees. Chairpersons for the Steering and Promotion and Tenure (P&T) Committees shall be elected by the Assembly from among each of these respective committees' membership. The Steering Chair will serve a two-year term as Chair. The Chair of the P&T Committee is elected annually at the spring assembly meeting. The chairs of Steering and P&T shall be granted a one-course release for this service per academic year. The Strategic Planning, Sustained Performance and Bylaws committees shall elect chairpersons from among their respective members at their organizing meetings following the spring Assembly meeting.
1. Steering Committee. The Assembly members of each academic department or school shall elect one of its members to this Committee. The Committee shall meet as necessary, and a majority shall constitute a quorum. The Committee shall prepare and distribute the agenda of all Assembly meetings. The Committee may consider, advise, and make recommendations to the Assembly on all matters within the Assembly's jurisdiction. It may investigate, prepare or request informational and advisory reports and invite any member of the Assembly or College administration to sit with it for deliberation and advice on matters within its jurisdiction. In performing its functions, it may establish ad hoc committees as needed. The Steering Committee shall have the power to assign matters to standing or ad hoc committees and councils. Committee members shall serve for two-year staggered terms. The Committee shall elect its Secretary annually from among its members.
  2. Promotion and Tenure Committee. The Assembly members of each academic department or school shall elect one of its members to this committee. Committee members shall serve for two-year staggered terms. Associate professors on the committee may not vote on the promotion of full professors. The Committee will act in an advisory capacity to the Dean in matters such as changes in rank and granting of tenure. The chair of the Committee shall represent the College on the University Promotion and Tenure Committee.

3. Sustained Performance Evaluation (SPE) Committee. The Assembly members of each academic department or school shall elect one of its members to this committee who will not be evaluated during the upcoming two-year period. Committee members shall serve for two-year staggered terms. Any tenured faculty member is eligible to serve; however, associate professors on the SPE committee may not vote on the SPE review of full professors. The Committee shall review the portfolios of the faculty who are being evaluated each year and write an evaluation report and recommendation on each faculty for consideration by the Dean, following the College policy. The Committee shall also oversee revisions of the College policy as needed.
  4. Strategic Planning Committee. The membership of this committee shall consist of two members appointed by the Dean, one member elected from each department/school and the Dean (or the Dean's designee). The Committee shall have two co-chairs. The first shall be the Dean or the Dean's designee. The second shall be elected by the members of the Committee. Committee members shall serve for two-year staggered terms. The Committee shall annually elect its co-chair from the members of the Committee. The Committee shall annually track progress on the implementation of the College Strategic Plan based on the activities reported in the Annual Report of the College. They shall also be responsible for proposing changes in the Plan to the Faculty Assembly as needed.
  5. Bylaws Committee. The Committee shall consist of three members elected by the Assembly from its membership, with no more than one member from any one department or school. The Committee shall advise the Assembly on matters of Bylaws revisions and amendments. Committee members shall serve for two-year staggered terms. The Committee shall respond to requests from the Steering Committee to update the Bylaws and ensure that they are consistent with the University Policies and Regulations, and the President's and Provost's Memoranda.
  6. Instructor Promotion and Evaluation Committee (IPEC). This Committee is composed of one administrator appointed by the Dean, two Senior/University instructors and two tenured full professors. Members of the Faculty Assembly eligible to vote will elect the two Senior/University instructors and the two full professors to staggered two-year terms. Each year, the IPEC will elect one of the two full professors to serve as chair of the Committee. The Committee will act in an advisory capacity to the Dean on promotion.
- B. Elected Councils. Chairpersons shall be elected by the councils from among each council's membership annually at its organizing meeting following the spring Assembly meeting.

1. Graduate Council. The Assembly members of each academic department or school shall elect one of its members to this council. The Associate Dean(s) working with graduate programs, and the Director of the Business Communication Program shall be non-voting, ex-officio members of the council. The council shall be responsible for the following goals and objectives:
  - a. Review and recommend all matters pertaining to the graduate curriculum including but not limited to new course or program proposals, course or program change proposals, degree and admission requirements, and so on.
  - b. Consider and recommend academic-related policy for graduate programs offered by the College to the Dean.
  - c. The chair (or designee) of this council shall represent the College at the University Graduate Programs Committee (UGPC), the University Graduate Council (UGC), the Graduate Grievance Committee, and the University Faculty Senate as required.
  - d. Report to affected College, department, administrators, and the Faculty Assembly, information, policies and issues being discussed or recommended at the UGPC and the UGC including decisions about course and curriculum proposals brought by the College to the UGPC, UGC and University Faculty Senate.
  - e. Coordinate with the Assessment and Assurance of Learning Committee to ensure conformity with AACSB standards and program objectives and program assessment.
  
2. Undergraduate Council. The Assembly members of each academic department or school shall elect one of its members to this council. The Associate Dean(s) working with undergraduate programs and the Director of the Business Communication Program shall be non-voting, ex-officio members of the council. The council shall be responsible for the following goals and objectives:
  - a. Review and recommend all matters pertaining to the undergraduate curriculum including but not limited to new course or program proposals, course or program change proposals, degree and admission requirements, and so on.
  - b. Consider and recommend academic-related policy for undergraduate programs offered by the College to the Dean.
  - c. The chair (or designee) of this council shall represent the College at the University Undergraduate Programs Committee (UUPC) and the University Faculty Senate as required.
  - d. Report to affected College, department, administrators, and the Faculty Assembly information, policies, issues, and recommendations being discussed at the UUPC including decisions about course and curriculum proposals brought by the College to the UUPC and University Faculty Senate.
  - e. Coordinate with the Assessment and Assurance of Learning Committee to ensure conformity with AACSB standards and program objectives and program assessment.

- C. Appointive Committees. Other committees provide support to the College in a variety of ways including the following.
1. AACSB Faculty Qualifications Committee. The Dean's designee assigned to manage AACSB accreditation selects the Committee members in consultation with appropriate department chairs. The appointment of Committee members is flexible and indefinite. The Committee assists in developing AACSB, SACS, and other accreditation agencies' faculty qualification standards. The frequency of the Committee's deliberations vary over time depending on the need to revise faculty qualifications. Revisions in faculty qualifications for accreditation are to be reviewed and approved by the Faculty Assembly.
  2. Assessment and Assurance of Learning Committee. The Dean's designee assigned to manage accreditation and assurance of learning selects the Committee members in consultation with each of the department chairs and program directors. The appointment of Committee members is flexible and indefinite. All program areas at the undergraduate and graduate levels are represented on the Committee. A member of the Committee represents the College on the University's Team for Assurance of Student Learning (TASL) Committee. The Dean's designee provides an annual report of assurance of learning to the Faculty Assembly.
  3. Undergraduate Teacher and Advisor Awards Committee. The Committee composed of the members of the Master Teacher Committee; faculty from each department not represented by the Master Teacher Committee who are appointed by their chair; and a representative from the College Office of Student Advising Services who is appointed by the supervisor of that Office. The Committee reviews applications from the candidates and nominates Awardees to the Dean.
  4. Scholarship Committee. Each department including the Business Communications area is represented on the Committee. Committee members are nominated by the department chairs and approved by the Dean who appoints the Committee chair. The Committee recommends scholarship recipients from the College to the Dean, or designee, for approval.
  5. Ph.D. Committee. The Committee includes the College Director of the Ph.D. Program, who is appointed by the Dean and who serves as chair, and the coordinators from each unit that supports the Ph.D. program in the College who are appointed by their department chairs. The Committee develops the policies and procedures of the Program, oversees its operations, and ensures the efficient coordination of resources across participating academic units. Revisions to the Ph.D. Program are reviewed and approved by the Graduate Council.
  6. Research Committee. The Committee is composed of the members of the Ph.D. Committee and faculty from each department and selective academic areas not represented by the Ph.D. Committee. The Associate Dean for Research chairs the Committee and is the College representative on the University Vice President's

Research Deans' Committee. The College representative on the University Research Committee is elected by the faculty assembly and will also serve as a member of the University Research Committee to ensure appropriate coordination on matters of common purview for both the College and University Committees (e.g., Scholar of the Year Awards, Sabbaticals, etc.). The primary mission of the Committee is to support research activities among the faculty, including the approval of available resources needed for primary data collection and the acquisition of secondary data. The Associate Dean for Research presents an annual report of the Committee's activities to the Faculty Assembly. Revisions to Research policies are reviewed and approved by the Faculty Assembly.

D. Terms for Faculty Assembly elected Committees and Councils will be staggered as follows:

	Departments from which elected	
	During Even Calendar Years	During Odd Calendar Years
Steering Committee Strategic Planning Committee Undergraduate Council	Accounting Management Economics	Finance Marketing ITOM
Promotion and Tenure Committee, Sustained Performance Evaluation Committee Graduate Council	Finance Marketing ITOM	Accounting Management Economics

E. Elections to fill vacancies for an Assembly Committee and Assembly Council shall take place during the spring semester of each year. However, Committees' and Councils' positions that are vacated midterm are to be filled until the end of the original term in a special election. The replacing members do not start a new full term, unless selected in a regular election cycle.

F. At the regular Assembly meetings each semester, each standing Committee and Council shall provide the Assembly with a brief report on its activities since the previous meeting.

Section 6. Policies and Procedures. Standing committees and councils may, by majority vote of the members present, adopt policies and procedures, consistent with the Bylaws. Policy and procedure changes should be submitted in writing to the Steering Committee and published via email to the faculty at large for a 10 business day comment period. All P&T, SPE, and AACSB faculty qualification policy changes must be approved by a vote of the Assembly. For other policies, revisions become effective at the end of the comment period unless the Steering Committee on its own initiative or at the request of 25% of the faculty refers the revision for a vote of the Assembly. Policies and procedures adopted by the Assembly do not become effective until approved by the Dean and the Office of the Provost.

## ARTICLE II. ADMINISTRATION

Section 1. The Dean. The Dean shall be a member of the faculty of an appropriate department or academic discipline with professorial rank. The Dean shall administer the affairs of the College following University Policies and Regulations, the President's and Provost's Memoranda, and College policies that are consistent with University-wide policies. The Dean shall be periodically reviewed as specified in the in the most recent Provost's Memoranda.

Section 2. Chairpersons and Directors. Chairpersons and Directors shall be appointed by the Dean and in consultation with faculty members of the academic unit and following the process described in the Provost's Memorandum (March 28, 2011). They shall lead their units in pursuit of academic excellence consistent with the College policies and the responsibilities which are also articulated in the 2011 Memorandum. The Chairpersons and Directors shall be periodically reviewed as specified in the most recent Provost's Memoranda.

Section 3. All-College Units. The Dean shall appoint associate deans, assistant deans, and program directors, in consultation with the Faculty Assembly Steering Committee.

Section 4. Executive Committee. The Committee shall include the leadership team of the college. The Chairperson of the Assembly Steering Committee shall be a member of this Committee and participate in the deliberation of all matters that the Dean brings to the Committee.

## ARTICLE III. AMENDMENT

Section 1. Parliamentary Authority. The College Assembly shall operate according to the latest revised edition of Robert's Rules of Order, Newly Revised.

Section 2. Proposal of Amendments.

A. Faculty Petition. An amendment to the College of Business Assembly Bylaws may be proposed by a petition signed by 10 percent of the faculty members of College Assembly presented to the Chair of the Assembly for consideration. The Chair shall distribute the amendment via e-mail to the members of the Assembly as an agenda item at least 10 business days prior to the meeting at which the amendment or amendments are to be considered.

B. Assembly Action. An amendment to the College of Business Assembly Bylaws may be proposed by the Bylaws Committee to the Steering Committee. The Steering Committee shall review the need for the amendment, and, if appropriate, the Chair of the Assembly shall distribute the amendment via e-mail to the members of the Assembly as an agenda item at least 10 business days prior to the meeting at which the amendment or amendments are to be considered.

Section 3. Adoption of Amendments. Amendments will be adopted upon an affirmative vote

of two-thirds of the voting members (as specified in Article 1 Section 2) of the Assembly present and voting at any meeting, subject to approval by the Provost's office.

*Amended by the Faculty Assembly on April 23, 2024.*

*Approved by the Provost on April 23, 2024.*