

1.02.04 The J. Whitney Bunting College of Business By-Laws

Revisions: March 2003; March 2004; 4/17/2009; 12/2/2011; 1/6/12

Article I - Purposes

These By-laws shall govern the operation of the Georgia College & State University College of Business faculty as established under Article V, Section I of the University Statutes. These By-laws shall in no way conflict with the Georgia College & State University Statutes.

Article II - Memberships and Meetings

All full-time professors, associate professors, assistant professors, and lecturers assigned to the College of Business are eligible to vote. Persons with adjunct appointments are not eligible to vote. A quorum shall consist of a simple majority of the faculty. There shall be no proxy or in absentia voting except when specifically announced three days in advance of a meeting. A simple majority vote of those present will prevail, except where a two-thirds vote is required by Robert's Rules of Order.

The faculty will meet twice a year or on call of the Dean or by petition to the Dean of a simple majority of the full-time College of Business faculty. Should a question of parliamentary procedure arise, Robert's Rules of Order shall govern, and a parliamentarian may be designated by the presiding officer.

Article III - Officers

The Dean, or a person designated by the Dean, shall preside at all meetings of the faculty.

Article IV - Standing Committees

In addition to the membership specified for each committee presented below, it is recognized that the Dean of the College of Business is an ex officio member of all College of Business committees. The Dean will be a non-voting member of the committees unless specified otherwise in individual committee structure.

For each of the standing committees within the College of Business, individuals are elected to committees by the full-time faculty within departments and serve for a period of two years with staggered terms. The committee chair and secretary will be elected by the committee members. The chair coordinates committee activities; the secretary publishes minutes of meetings. Individuals can succeed themselves on a committee if re-elected by the departmental faculty.

Each committee will consult with the dean or assistant/associate dean regarding the work of the committee to develop new policy and/or modify existing policy, as well as identify concerns within its area of responsibility. Committee proposals are considered by the College of Business faculty.

ASSURANCE OF LEARNING COMMITTEE

Membership: The membership of the committee shall consist of one member selected from the faculty of each College of Business academic program. The dean will appoint a coordinator for assurance of learning who will serve as the committee chair and serve on the university assessment committee. The Assistant/Associate Dean shall serve as a non-voting member.

Responsibilities include, but are not limited to the following:

The Assurance of Learning Committee, consistent with Georgia College & State University Statutes:

- (1) Shall be familiar with all accreditation requirements related to undergraduate and graduate programs within the college, including AACSB and SACS.
- (2) Shall be familiar with university and University System of Georgia assessment cycle, policies, and procedures.
- (3) Shall review annual program reviews and continuous program review reports.
- (4) Shall coordinate the collection of assurance of learning data the dissemination of that data to the faculty of the college.
- (5) Shall make recommendations to the College of Business faculty for their action on the college assessment plan, and program improvements to "close the loop" and reinforce the continuous cycle of the assessment plan.

UNDERGRADUATE ADMISSIONS, CURRICULUM, AND STANDARDS COMMITTEE

Membership: The membership of the committee shall consist of one member elected from each College of Business academic department. The committee will elect its own chair. The Assistant/Associate Dean shall serve as a non-voting member.

Responsibilities include, but are not limited to the following:

The Undergraduate Admissions, Curriculum and Standards Committee, consistent with Georgia College & State University Statutes:

- (1) Shall be familiar with accreditation requirements as well as other requirements that must be met by the College of Business and strive to satisfy those requirements.
- (2) Shall establish and monitor admission, retention, and graduation requirements.
- (3) Shall review all changes or additions in courses, titles, pre-requisites, degree requirements and major requirements, and make recommendations to the College of Business faculty.
- (4) May recommend to the Dean creation of ad hoc committees for specific purposes and needs relative to undergraduate admissions, curriculum, and standards.

GRADUATE ADMISSIONS, CURRICULUM, AND STANDARDS COMMITTEE

Membership: The membership of the committee shall consist of members of the College of Business permanent graduate faculty and one non-voting member. The non-voting member is the Director of Graduate Programs in Business. One member shall be elected from each academic department in the College of Business; however, the non-voting member cannot serve as voting representative of a department. A chairperson shall be nominated and elected by the committee itself and must be a voting member. The Assistant/Associate Dean shall serve as a non-voting member.

Responsibilities include, but are not limited to the following:

The Graduate Admissions, Curriculum and Standards Committee, consistent with Georgia College & State University Statutes:

- (1) Shall be familiar with all accreditation requirements related to graduate programs as well as other requirements, and shall endeavor to see that these standards are met by the College of Business.

(2) Shall review course content to ensure that it meets accreditation standards as well as statements, such as course descriptions, set forth in the Graduate Catalog.

(3) Shall review and make recommendations to the College of Business faculty for their action on admissions, all changes in the graduate curriculum, curriculum changes required to meet accreditation standards, and graduate standards, policies, and procedures of Georgia College.

LIBERAL ARTS MBA STEERING COMMITTEE

Membership: The membership of the committee shall consist of members of the College of Business permanent graduate faculty and one non-voting member. One faculty member shall be elected from each academic department in the College of Business. This person must have previously taught a course in the Liberal Arts MBA program. The non-voting member is the Director of Graduate Programs in Business. A chairperson shall be nominated and elected by the committee itself and must be a voting member.

Responsibilities include, but are not limited to the following:

The Liberal Arts MBA Steering Committee, consistent with Georgia College & State University Statutes:

(1) Shall provide oversight of the Liberal Arts MBA program.

(2) Shall review and make recommendations to the College of Business Graduate Admissions, Curriculum and Standards Committee, for their action on all changes to the Liberal Arts MBA curriculum and admission policies.

(3) Shall make admission decisions for the Liberal Arts MBA program.

(4) Shall provide support for program activities such as orientation, workshops, and recruitment.

PROMOTION AND TENURE COMMITTEE

Membership:

College Committee: The membership of the committee shall consist of one tenured faculty member elected from each academic department—elected by tenured colleagues within each department for a two-year term. Committee members who are being considered for promotion may not be present during deliberations of the committee on their own promotion.

Department chairs and the Dean are not eligible to serve on the Promotion and Tenure Committee.

Department Committee: A Committee of all tenured faculty except the chair from each department shall make a recommendation to the Department Chair. The Chair makes a recommendation to the Dean. All tenured members of the department will serve on the departmental tenure committee except the department chair. The departmental representative to the College of Business Promotion and Tenure Committee may be present for the deliberations and may cast a vote. Recommendations on promotion are only made by faculty of the same rank or higher. Recommendations on promotion to full professor are made by faculty of that rank at the department and College level. At no time do faculty vote on their own promotion or tenure.

Responsibilities of the College Committee include, but are not limited to the following:

The promotion and tenure committee consistent with the Georgia College & State University Statutes:

(1) Shall be familiar with the Georgia College & State University statutory requirements for promotion and/or tenure.

(2) Shall review all recommendations for promotion and/or tenure of College of Business faculty and report in writing to the Dean of the College of Business the committee's approval or disapproval of promotion or tenure recommendations.

(3) Shall, when a faculty member eligible by virtue of time of service has not been recommended for tenure by the Department Chair and has appealed the decision of the Chair to the Dean, review appropriate documents forwarded by the Dean to the committee and shall make a recommendation to the Dean prior to the Dean making a recommendation to the Provost and Vice President for Academic Affairs.

Current standards and schedule for Promotion and for Tenure as revised are maintained in a separate document.

STRATEGIC MANAGEMENT COMMITTEE

Membership: The membership of the Strategic Management Committee shall consist of the: Dean of the College of Business—Chair, Assistant/Associate Dean of the College of Business, Administrative Assistant to the Dean representing the staff, serving as Secretary to the Committee, Department Chairs of each academic department within the College of Business, and one individual elected by each academic department to represent the faculty of that department.

Responsibilities include, but are not limited to the following:

The Strategic Management Committee, consistent with Georgia College & State University Statutes:

(1) Shall be familiar with the University Strategic Plan and mission.

(2) Shall be familiar with the College of Business Strategic Plan and mission.

(3) Shall be familiar with all relevant accreditation standards.

(4) Shall monitor the internal and external environment for changes that could affect the College of Business Strategic Plan.

(5) Shall propose changes to the College of Business Strategic Plan that reflect the changing environment of higher education and the continuing improvement of the College of Business.

(6) Shall monitor and evaluate the implementation and the performance of the College of Business in achieving the Strategic Plan.

(7) Shall periodically review the By-laws of the College of Business to ensure currency and shall review all proposed amendments to the By-laws and make recommendations to the faculty concerning such amendments.

FACULTY DEVELOPMENT COMMITTEE

Membership: The committee shall consist of tenured associate professors or professors, one member elected from each College of Business academic department.

Responsibilities include, but are not limited to the following:

The purpose of the committee is to examine all issues, policies, and procedures relating to the continuing development of College of Business faculty, to include, but not limited to, faculty research, teaching effectiveness, university service and public service. The Committee shall make recommendations concerning faculty development to the Dean and/or the faculty, as appropriate and sponsor faculty teaching and research workshops each semester.

HONORS AND AWARDS COMMITTEE

Membership: The membership of the Honors and Awards Committee shall consist of one member elected from each College of Business academic department.

Responsibilities include, but are not limited to the following:

The Committee, consistent with Georgia College & State University Statutes, shall promote and encourage the recognition of student and faculty academic and professional achievement by:

- (1) Making recommendations to the Dean for the various scholarships awarded specifically by the College of Business, as specified by the donor agreement for each scholarship.
- (2) Coordinating and promoting applications for campus-wide student awards and other university-wide scholarships.
- (3) Encouraging and promoting applications from the College of Business Faculty for university-wide awards.
- (4) Making recommendations to the Dean regarding the McMillan Award – given to a non-tenured Business faculty biannually.
- (5) Encouraging individual departments to recognize and honor their top students.

LIBRARY ACQUISITIONS AND USAGE COMMITTEE

Membership: The membership of the committee shall consist of one member elected from each academic department within the College of Business for two-year terms (staggered), as well as a liaison from the library, when possible. The committee will elect its own chair.

Responsibilities include, but are not limited to the following:

The committee, consistent with Georgia College & State University Statutes shall endeavor to:

- (1) Serve as a liaison between the faculty and the library staff
- (2) Up-date library acquisition requests, and,
- (3) Review current periodical assortments across departments.

Article V - Ad Hoc Committees

Ad hoc or Special Purpose Committees may be established by any Standing Committee or by the Dean. Such committees must be given their charge in writing. Ad hoc committees continue until their assignment is completed and they are dismissed by the person or group initially establishing the committee.

Article VI – Administrative Policies

ELECTION OF SENATORS

The College of Business is apportioned senate seats by the University Senate. The assignment of those seats across the college is made by the Strategic Management Committee.

Article VII - Amendments

Amendments to these By-laws may be proposed by any voting member at any regular College of Business faculty meeting. If distributed to the faculty one week in advance, final action on an amendment may be taken at the meeting; if not, at the next meeting. Amendments approved become effective after being cleared with the Provost and Vice President for Academic Affairs. A two-thirds vote of those voting, a quorum being present, is required for any change of the By-laws.

1/06/2012: date the By-Laws were last amended by College of Business faculty members