

BYLAWS OF THE COLLEGE OF BUSINESS
As amended on April 5, 2013- Faculty Assembly meeting

PREAMBLE

The community of scholars concept dictates that policy making within a college be decentralized to the faculty level. In keeping with the concept, the faculty of the College of Business shall make policy. The Dean and other college administrators shall carry out policy.

Operationally, these boundaries will not be absolute; rather, a close partnership should exist between the Dean and the faculty, permitting policy to be made in a collegial manner by the Assembly in cooperation with the Dean.

ARTICLE I. THE FACULTY ASSEMBLY

Section 1. Functions. The Faculty Assembly (hereafter, Assembly) is the legislative body of the College. Subject to Board of Trustees regulations, and the FAU Constitution and its Bylaws, the Assembly shall develop and articulate the academic policies of the College. In performing its functions the Assembly shall take cognizance of and comply with all University-wide policies. The Assembly shall be primarily concerned with: (1) matters of College educational policy, including curriculum, admissions, and degree programs; (2) matters of College faculty interest, including tenure, hiring policies, and promotion; (3) student affairs, and (4) certain administrative matters of general college interest, including College reorganization and the coordination of academic programs at multiple sites. The Assembly shall have the affirmative responsibility of insuring that the activities of the College of Business are in conformance with the Bylaws and Policies and Procedures of the Assembly. In exercising its functions the Assembly's recommendations shall prevail if not in conflict with University policies.

Section 2. Membership. All full-time members of the College who hold tenure-earning positions are members of the Assembly.

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 week 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.

Ten week days before an Assembly meeting, a consent agenda shall be distributed to the faculty. It will consist of routine, non-controversial and informational items not requiring additional discussion by the Assembly. 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. Upon recommendation by the Dean and appointment by the Steering Committee, members of the Dean's Executive Advisory Board may serve as non-voting, advisory members of the Graduate Council, Undergraduate Council, Faculty Development Committee, and on such ad hoc committees as the Steering Committee may feel are appropriate. 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 Committees shall be elected by the Assembly from among each committee's 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 meeting. The chairs of Steering and P&T shall be granted a one course release for this service per academic year. Strategic Planning and Bylaws committees shall elect chairpersons from among its 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 either 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. The Assembly members of each academic department or school shall elect one of its members to this committee. Committee members all serve for two-year staggered terms. The Committee will act in an advisory capacity to the Dean in such matters as changes in rank and granting of tenure.
3. Bylaws. 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.

4. Strategic Planning. The membership of this committee shall consist of two members appointed by the Dean, one member elected from each academic unit, and the Dean (or the Dean's designate). The Committee shall have two co-chairs. The first shall be the Dean or the Dean's designate. The second shall be elected by the members of the Committee. The Committee shall be responsible for monitoring and recommending changes in the college strategic plan, reviewing and making recommendations to the Assembly regarding program unit strategic planning and reporting, and establishing standards for assessing progress as it relates to the COB strategic plan. Committee members shall serve for two-year staggered terms.

B. Elected Councils. Chairpersons shall be elected by the councils from among each council's membership annually at their 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 Dean, Ph.D. Director, the Director of the Masters' Programs, and the Director of the Graduate Business Communication Program shall be non-voting, ex-officio members of the council. The council shall be responsible for overseeing all graduate programs within the College. The oversight shall include initiation of new graduate programs, review of existing programs to ensure conformity with AACSB standards and program objectives, program assessment (which will entail assessment of student learning and assessment of curriculum and its delivery), monitoring program offerings at comparable institutions, evaluation of community needs/response to our programs, and to assure that the programs as a system support the strategic plan of the College. The chair of this council should also serve on the equivalent university level council. Council members shall serve for two-year staggered terms.
2. Undergraduate Council. The Assembly members of each academic department or school shall elect one of its members to this council. The Dean and the Director of Student Services shall be non-voting, ex-officio members of the council. The council shall be responsible for overseeing all undergraduate programs within the College. The oversight shall include review of the undergraduate courses, initiation of new undergraduate programs, review of existing programs to insure conformity with AACSB standards and program objectives, program assessment (which will entail assessment of student learning and assessment of curriculum and its delivery), monitoring program offerings at comparable institutions, evaluation of community needs/response to our programs, and to assure that the core as a system support the strategic plan of the College. The Chair of this council should also serve on the equivalent university level council. Council members shall serve for two-year staggered terms.
3. Faculty Development Council. The Assembly members of each academic department or school shall elect one of its members to this council. The Dean shall be a non-voting, ex-officio member of the council. The council shall be responsible for guiding and encouraging faculty development and interaction. This responsibility

shall include development of programs to assist faculty in improving their skills in teaching and research. Examples of these types of programs include teaching workshops, research seminars, and short courses. Council members shall serve for two-year staggered terms.

C. Appointive Committees. Members shall be appointed by the Dean from nominees submitted by the Steering Committee. The chairpersons of each appointive committee shall be elected by the committee’s members annually.

D. Terms for Assembly Committees will be staggered as follows:

Term of Committee Member Begins in Fall of:

<u>Committee</u>	<u>Even Calendar Years</u>	<u>Odd Calendar Years</u>
Steering, Strategic Planning	Accounting Management Economics	Finance Marketing ITOM

Promotion & Tenure

Finance Marketing ITOM	Accounting Management Economics
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By-Laws (all members at large)	One member	Two members
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E. Terms for Assembly Councils will be staggered as follows:

Term of Council Member Begins in Fall of:

<u>Council</u>	<u>Even Calendar Years</u>	<u>Odd Calendar Years</u>
Graduate Council	Finance Marketing ITOM	Accounting Management Economics
Undergraduate and Faculty Development	Accounting Management Economics	Finance Marketing ITOM

F. Elections to fill vacancies for an Assembly Committee and Assembly Council shall take place during the spring semester of each year.

- G. At the first Assembly meeting of the academic year, each standing committee and council shall provide the Assembly with a brief report on goals for the coming year and, where necessary, proposals for changes in policies and procedures. Each standing committee and council shall provide the Assembly with a brief report on its activities for the year at the Spring 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, necessary to carry out the powers and responsibilities outlined in these Bylaws. Policies and procedures should be submitted in writing to the Steering Committee and published via email to the faculty at large for a 10 week day comment period. 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.

ARTICLE II. ADMINISTRATION

Section 1. The Dean. The Dean shall administer the affairs of the College under policies determined by the College's Assembly, consistent with University-wide policies. The Dean shall be a member of the faculty of an appropriate department or academic discipline with professorial rank. The Dean shall be periodically reviewed as specified in the FAU Bylaws. The Steering Committee shall be responsible for seeing that any such evaluation is properly conducted.

Section 2. Chairpersons and Directors. Chairpersons and Directors shall administer the academic and budgetary affairs of their units under policies developed by their respective faculties and consistent with College and University-wide policies. The faculty of an academic department or school shall nominate chairpersons or directors to the Dean. Each department or school shall set up a formal procedure for nominating and evaluating chairpersons and director.

Section 3. All-College Units. The Dean shall appoint associate deans, assistant deans, directors, and executive officers of all-College units such as Student Services and the Graduate Communications Program after consultation with the Assembly Steering Committee.

Section 4. Executive Committee. The voting members of this committee shall be made up of all academic department chairpersons, school directors, and the Chairperson of the Assembly Steering Committee. The Committee may also include such other college faculty and staff as the Dean may wish to appoint on an ex-officio basis. The function of this Committee is to assist the Dean in developing college-wide procedures to coordinate the budgetary policies of academic departments and schools and to facilitate inter-unit communications and effective budgetary and administrative operations.

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 ten 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 week 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 week days prior to the meeting at which the amendment or amendments are to be considered.

Section 3. Adoption of Amendments. Amendments will be adopted by a two-thirds vote of the members of the Assembly present and voting at any meeting, providing that the text of any proposed amendment or amendments has been distributed via e-mail to the members of the Assembly as an agenda item at least 10 week days prior to the meeting at which the amendment or amendments are to be considered.

ARTICLE IV. ENACTMENT

The provisions of these Bylaws shall be enacted and shall govern the activities of the College upon an affirmative written vote of a majority of the full-time tenure-earning faculty of the College.