

The J. Whitney Bunting College of Business Bylaws

Revisions: March 2003; March 2004; 4/17/2009; 12/2/2011; 1/6/12; 11/21/2014; 10/23/2015; 1/20/2018; 10/26/2018; 9/27/19, 1/14/22

Article I - Purposes

These Bylaws shall govern the operation of Georgia College & State University's J. Whitney Bunting College of Business faculty as established under Article V, Section I of the University Statutes. These Bylaws 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 part-time appointments are ineligible 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 of yay votes of those present and voting will prevail, except where a two-thirds vote is required by Robert's Rules of Order. (Abstentions are not a vote.)

The faculty will meet at-least 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. If a parliamentarian is designated to address an issue, the parliamentarian does not vote on that issue.

Use of Electronic Voting by the College of Business: As a rule, discussions within the College of Business are carried out by way of synchronous meetings. Occasionally, there are routine items that, by themselves, may not warrant a synchronous meeting. To facilitate these types of requests when there is insufficient time to give notice of a synchronous college-wide faculty meeting, the college may elect to hold an electronic vote using the following procedure:

Proposals to be considered by the CoB are most often approved by faculty within the department/program and then by a college-level committee. Normally, the proposal will be discussed at the next synchronous meeting of the College of Business. If no meeting is scheduled or if the item is of such a routine nature that a face-to-face discussion is not warranted, the dean or designee may call for an electronic discussion and vote. Items that require solicitation of faculty feedback are not routine.

In order to conduct an electronic discussion and vote:

- 1) The dean or designee sends the proposal to the faculty and requests an electronic vote. The dean or designee must provide a rationale for the request. Based on faculty response, the dean or designee will decide to proceed with the electronic vote or hold a synchronous meeting.
- 2) The results of the electronic discussion and vote are shared with the faculty. If the proposal passes, the action is recorded and processed as required; otherwise, the request reverts to the next synchronous meeting of the College of Business.

Article III - Officers

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

Article IV - Standing Committees

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

records minutes of meetings and submits the minutes to the dean's office for filing. Individuals can succeed themselves on a committee if re-elected by the departmental faculty.

Each committee will consult with the dean or 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.

Use of Electronic Voting by College of Business Standing Committees: As a rule, discussions within the College of Business are carried out by way of synchronous meetings among members of various committees. Occasionally, there are routine items that, by themselves, may not warrant a face-to-face meeting. To facilitate these types of requests from departments, for example, when there is insufficient time to give notice of a synchronous committee meeting prior to the date of a college-wide faculty meeting, the committee may elect to hold an electronic vote using the following procedure.

Proposals to be considered by a CoB-level committee are most often approved by faculty within the department/program. The committee representative from the department/program moves the approved proposal to the committee chair, who forwards the proposed action to committee members.

Normally, the proposal will be discussed at the next synchronous meeting of the committee. If no meeting is scheduled prior to the next college-wide meeting or if the item is of such a routine nature that a synchronous discussion is not warranted, the committee chair may call for an electronic discussion and vote. Items that require solicitation of faculty feedback are not routine.

In order to conduct an electronic discussion and vote on a request to a committee:

- 1) The committee chair sends the proposal to the committee members and requests an electronic discussion. The chair must provide a rationale for the request. If the majority of committee members decline the electronic discussion, no later than 5:00 PM the business day following the call for a discussion, the proposal does not move forward until the next meeting of the committee. Likewise, if a member provides a reason to hold a face-to-face meeting, the proposal does not move forward until the next meeting of the committee.
- 2) If the electronic discussion proceeds, the members will send their comments back to all other members. In this way all comments are voiced prior to the vote. Members should respond to the discussion no later than 5:00 PM the second business day following the initiation of the discussion by the chair.
- 3) Once every member has responded, or the 5:00 PM deadline has passed, then the chair, being satisfied that the discussion is complete, should call for the vote.
- 4) The results of the electronic discussion and vote are shared with the committee members. If the proposal passes, the action is sent to the associate dean as an agenda item for the next CoB faculty meeting; otherwise, the request reverts to the next synchronous meeting of the committee.

ASSESSMENT COORDINATORS TEAM

Membership: The membership of the team shall consist of one assessment coordinator from each College of Business undergraduate major and graduate program. The dean will appoint a college of business assessment coordinator who will serve on the university assessment team. The associate dean shall serve as a non-voting member.

Responsibilities include, but are not limited to the following:

The Assessment Coordinators Team, 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, ABET, and SACS.

- 2) Shall be familiar with Georgia College and University System of Georgia assessment cycles, policies, and procedures.
- 3) Shall coordinate the collection of assessment data and the dissemination of data to the faculty of the college.
- 4) Shall make recommendations to the College of Business faculty for their action on the college assessment plan, program improvements to "close the loop" and reinforce the continuous cycle of the assessment plan.

DIVERSITY, EQUITY, AND INCLUSION LEADERSHIP TEAM

Membership: The membership of the team shall consist of at least three full-time faculty members nominated by colleagues and/or department chairs with appointment by the dean. Members will serve staggered three year-terms with renewal at the discretion of the dean.

Responsibilities include, but are not limited to the following:

The Diversity, Equity, and Inclusion Leadership Team, consistent with Georgia College & State University Statutes shall:

1. Develop and implement an annual College of Business Diversity Action Plan that includes initiatives and activities to support our mission, strategic plan, and guiding values; submit an annual report on the impact of the initiatives and activities to the dean and relevant University officials.
2. Be familiar with all accreditation principles and standards related to diversity, equity, and inclusion.
3. Participate in professional development workshops and activities in the areas of diversity, equity, and inclusion.
4. Advise the dean and leadership team on matters of diversity, equity, and inclusion.

UNDERGRADUATE ADMISSIONS, CURRICULUM, AND STANDARDS COMMITTEE

Membership: The membership of the committee shall consist of one member elected from each College of Business department. The committee will elect its own chair. The 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) Review and propose changes to curriculum policies and procedures.
- 3) Present committee rationale/summary for curricula votes.
- 4) 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.
- 5) May recommend to the Strategic Management Committee 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 faculty currently teaching in a graduate program and two non-voting members. One non-voting member is the Director of Graduate Programs in Business, the other is the associate dean. One member shall be elected from each graduate program in the College of Business; however, the non-voting member cannot serve as voting representative of a program. 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 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.
- 4) Approve the CoB representatives to the GC Graduate Council and approve faculty for Graduate Faculty Status.

The GC Graduate Council provides a central body for: communicating between graduate programs, reviewing program proposals for content and consistency, and maintaining high standards by graduate faculty and graduate students. It reviews/develops graduate policies, reviews graduate course proposals, and approves graduate program proposals (GC Graduate Council Bylaws). The CoB representatives to the Graduate Council are specified in the Graduate Council Bylaws.

Faculty members and the Graduate Coordinator from the CoB who are appointed or elected to serve on the Graduate Council represent CoB interests in a university-wide committee, thus they must have a very strong, vested interest in CoB graduate programs, be willing to actively and diplomatically engage in Council deliberations, and regularly attend Council meetings.

Dean's designee: Associate Dean

Coordinator: Director of Graduate Programs in Business

Graduate faculty: To meet the Graduate Council Bylaws requirement for an election process, the CoB Graduate Curriculum Committee will elect a representative to facilitate regular communication between the Graduate Council and the GCC. In the event the GCC is unable to identify a qualified representative, the CoB department chairs will select the representative.

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, using the University's e-portfolio process.
- 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.
- 4) Review, discuss, and vote on whether to approve or reject an application for a journal to be included on the College of Business Journal List when there is an appeal to the associate dean's decision.

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, 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 Bylaws of the College of Business to ensure currency and shall review all proposed amendments to the Bylaws and make recommendations to the faculty concerning such amendments.

FACULTY DEVELOPMENT COMMITTEE

Membership: The membership of the Faculty Development Committee shall consist of 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 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) Coordinating the process whereby individual majors 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, 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) Update library acquisition requests.
- 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 Strategic Management Committee. 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. Each department is given one seat and any remaining seats are filled by an at-large election of the College of Business faculty members. The assignment of those seats across the college is made by the Strategic Management Committee.

Article VII - Amendments

Amendments to these Bylaws 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, final action may be taken 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 Bylaws.

11/21/2014: ByLaws amended by College of Business faculty members

10/23/2015: Amended by vote of CoB faculty (add GC Graduate Council representative process); approved by GC Grad Council 11/20/15 and sent to CAPC as an informational item.

1/20/2018: Amended to reflect change of administrative/department structure in the CoB

10/26/2018: Amended by vote in CoB faculty meeting to add "Use of Electronic Voting" to Article IV - Standing Committees

9/27/19: Amended during CoB faculty meeting to modify description of Assurance of Learning Committee and change name to Assessment Coordinators Team

01/14/22: Amended to change By-Laws to Bylaws. Added electronic voting for College under Article II. Modified charges to UCC under Article IV. Added Diversity, Equity, and Inclusion Team under Article IV. Modified charges to GCC Under Article IV. Removed reference to CoB Graduate Liasion under GCC in Article IV. Matched P&T responsibilities for e-portfolio process and journal inclusion to Journal Inclusion Policy in Article IV. Added Senator Seat information in Article VI. Cleaned up spacing and numbering.