

**BYLAWS OF THE FACULTY OF THE COLLEGE OF BUSINESS
WESTERN CAROLINA UNIVERSITY**

Approved Aug 31, 2021

These bylaws are written under the provisions of the Faculty Constitution, the Bylaws of the General Faculty, and the Faculty Handbook. In those cases in which the College of Business Bylaws conflict, the other documents will govern.

ARTICLE I OFFICERS

- I.1 The officers of the College of Business Faculty shall be the Chair of the Faculty, the Vice-Chair of the Faculty, and the Secretary of the Faculty.
- I.2 The Dean of the College of Business shall serve as the Chair of the Faculty and shall be the presiding officer at College of Business Faculty meetings. The Dean or designee will convene committees of the Faculty, where appropriate, for the purpose of electing a chair and a secretary for each committee.
- I.3 The Vice-Chair shall represent the Faculty, in a manner determined by the Faculty, in academic matters (See Article IV.1.2 of the Faculty Constitution) and whenever requested to do so by the Dean.
- I.4 The Secretary shall keep minutes of all meetings of the College of Business Faculty and enter these in the permanent minutes of the Faculty. Copies of the minutes shall be distributed to all Faculty and the Dean within ten working days of the meetings. Electronic distribution of agenda and minutes is acceptable as long as an original is available. The Secretary shall keep records and a file of the minutes of all committees of the Faculty, and keep records of all elections, slate and results, conducted by the College. These minutes shall be available to all Faculty and shall be found in the Dean's office.

The Secretary of the Faculty shall conduct all elections for College representatives to the Faculty Senate, Graduate Council, University Collegial Review Committee, Vice-Chair and Secretary of the Faculty and all committees of the College that have members elected by the College Faculty according to the Faculty Constitution and the Bylaws of the Faculty and other elections as called upon at meetings of the Faculty. A special election will be conducted on a timely basis to fill vacant posts.

The Secretary and Vice-Chair shall devise appropriate and uniform election procedures as necessary. The Secretary and Vice-Chair will resolve questions of eligibility for the various positions for which it conducts elections. In situations where no nominations for an office are forthcoming to complete the ballot, the Secretary and Vice-chair shall work to determine two nominees for that office. Those receiving a simple majority of the ballots cast shall be deemed elected.

Schools will notify the Secretary of their election results by the end of the first week of classes in the fall semester.

- I.5 Those eligible for office of Vice-Chair and Secretary of the College of Business Faculty must hold academic rank and devote at least one-half time to teaching. The Vice-Chair and the Secretary shall serve two year staggered terms, and shall be eligible for two consecutive terms. Nominations and elections shall be held in the spring term, and the person shall take office on the following July 1. The Vice-Chair and Secretary of the Faculty are elected by the College Faculty. All full-time faculty are eligible to vote.

ARTICLE II COLLEGE OF BUSINESS FACULTY MEETINGS

- II.1 The College of Business Faculty shall hold at least one meeting each academic semester and at least 3 meetings per academic year to act on matters of concern to the Faculty. Special meetings may be called by the Dean. A special meeting shall be held upon the written request of ten percent of the Faculty of the College. At regular and special meetings, one-third of the Faculty of the College shall constitute a quorum.
- II.2 Meetings shall be chaired by the Dean or, in the Dean's absence or at the Dean's request, the Vice-Chair of the Faculty.
- II.3 Scope: The purpose of College of Business Faculty meetings is to conduct the Faculty's business. Where appropriate, matters within the charge of the Faculty's standing committees will be referred to a specific committee for consideration and possible action.
- II.4 The agenda for College of Business Faculty meetings will be developed by the Steering Committee. Any College Faculty member, school, or Committee, may submit agenda items to the Steering Committee. The Secretary shall send notification of meetings and a copy of the agenda to faculty members at least five working days before all meetings. All meetings shall be scheduled during the academic year at a time and place to permit maximum participation.
- II.5 The Strategic Planning Committee will bring its work before the Faculty during the pre-academic year retreat.
- II.6 The committees of the Faculty, excluding the Collegial Review Committee, will report on their major activities to the Faculty at least once each academic year at the Spring meeting. They will also file a formal, written report of the academic year's activities in April of the academic year with the Secretary of the College.
- II.7 Meetings shall be conducted according to the current edition of Robert's Rules of Order. The Dean's Office shall have a current edition of Robert's Rules of Order on file and available to the Faculty.

ARTICLE III COMMITTEES OF THE FACULTY

Section 1 Steering Committee

- III.1.1 Membership: The Steering Committee shall consist of the Dean, or designee, Vice-Chair and Secretary of the Faculty of the College of Business. The Dean, or designee, shall chair the Steering Committee.
- III.1.2 Meetings: The Committee shall meet prior to College of Business Faculty meetings to prepare the agenda. The Secretary shall send notification of faculty meetings and a copy of the agenda to Faculty members at least five working days before all meetings.
- III.1.3 Scope: The Committee shall annually review the structure and functions of the standing committees and make recommendations to the Faculty for appropriate changes. The Committee shall make recommendations to the Faculty for approval of ad hoc committees as needed. The Committee will determine the placement of new committees. After functioning for a period of three years, ad hoc committees shall either continue as part of the College governance structure or be disbanded. The Committee shall resolve questions of rules and procedures that may arise.

Section 2 Collegial Review Committee

- III.2.1 Membership: The College of Business Collegial Review Committee shall consist of the Dean as the nonvoting chair and two elected faculty members from each school. Elected faculty members, two from each school, are elected by the full-time faculty of the College to staggered three-year terms and shall be tenured faculty members. There are no limitations on consecutive terms.

Faculty members may not serve on the committee in a year, and only in that year, in which they, or their immediate family, are candidates for Committee consideration. Their place is to be taken by an alternate for that year, the alternate selected by special election.

- III.2.2 Meetings: The Committee meets in accordance with the University calendar and upon written notification of the Dean. The Committee will receive at least five days notice of its meetings. The Committee will elect a Secretary each year from its membership at the first called meeting. The Dean's secretary provides administrative support to the Secretary of the Committee.
- III.2.3 Scope: This Committee, in accordance with the provisions of The Faculty Constitution and its Bylaws, and Section 4.00 of the Faculty Handbook, is charged with reviewing the candidates for tenure, promotion, and reappointment, and making recommendations to the Dean.

Section 3 Dean's Advisory Committee

- III.3.1 Membership: The Dean's Advisory Committee shall be composed of the Dean, the Secretary of the College Faculty, ex officio, one member from each school, elected within and by the school, two faculty at large elected by the College Faculty, and an elected faculty member from another College/School within the University. The outside faculty member will be nominated and elected by the College of Business Faculty. Members shall serve staggered two-year terms. Members may be elected to no more than two consecutive terms. The Committee chair is elected from the Committee membership, excluding the Dean. The Secretary of the Faculty will keep minutes and provide copies within ten days to Committee members and the Dean.
- III.3.2 Meetings: The Dean's Advisory Committee will meet at least twice each semester at the call of the Dean who will provide an agenda at least five working days prior to the meeting. The Committee will also meet at the written request of three members, such request being addressed to the Dean.
- III.3.3 Scope: The Dean's Advisory Committee shall advise the Dean on any matter of concern, including, but not limited to, instructional resources and technology issues, matters of ethics, professional behavior and sanctions. Instructional resources and technology issues may include any of the following topics: assessing and prioritizing needs, establishing resource budgets, plans and policies, etc.

Section 4 Strategic Planning Committee

- III.4.1 Membership: Members of the Committee serve ex officio. Positions represented on this Committee include the Dean, Associate Dean , , School Directors, Vice-Chair of the Faculty, , the Director of Graduate Programs, and two elected faculty members. The elected members will serve two year staggered terms. Efforts will be made to ensure representation across Schools. The Chair of the Committee shall be the Dean in the dual roles of Chief Administrative Officer and Chair of the Faculty. Secretarial support for this committee will be provided by the Dean's office.
- III.4.2 Meetings: This Committee shall meet as often as necessary for the preparation of the College's long-range planning documents.
- III.4.3 Scope: This Committee shall be responsible for assisting the Dean in developing and revising the College of Business long range planning documents, including the vision and mission statements, strategic plan, exercising strategic control, and recommending implementation procedures where appropriate. The final long-range plan will constitute the Committee's formal written report and will be disseminated to the Faculty.

Section 5 Curriculum and Standards Committee

- III.5.1 Membership: The Curriculum and Standards Committee will include Vice Chair of the Faculty, the Director of Graduate Programs, and the Chair of the Assurance of Learning Committee who will be permanent voting members of the Committee. In addition to above, one person from each discipline associated with a major or minor program not otherwise represented will be elected by faculty within the school. Each elected member shall serve two years, with one half of the Committee to be elected each year. Members may serve no more than two consecutive terms. The Committee will be chaired by the Associate Dean for Academic Affairs who would only vote in case of a tie. Secretarial duties are to be rotated among the members of the Committee every meeting.
- III.5.2 Meetings: The Curriculum and Standards Committee will meet as necessary to conduct business with agenda items introduced by any member of the College Faculty and announced to the Committee members, and the College Faculty, at least five working days prior to the meeting.
- III.5.3 Scope: The Curriculum and Standards Committee will discuss and recommend to the Dean all changes in academic programs and policies. Its business will include instruction, curricula, and other matters pertaining to academic objectives, standards, and operations. If the Dean does not approve changes coming from the Committee, the Dean will meet with the Committee to discuss reasons for non-approval and possible resolution of these issues.

Curriculum changes pertaining to a particular school and/or discipline are to be acted upon by the school and/or discipline faculty, a school/discipline committee, if appropriate, and the School Director before they are sent to the Curriculum and Standards Committee. All proposals forwarded to the Curriculum and Standards Committee shall go through the Curriculog process. Proposals involving another School or College on campus must be discussed by all parties and consultation forms signed by the affected parties before consideration by the School Director.

The Curriculum and Standards Committee has the right to establish ad hoc working groups or task forces as needed to accomplish their work. All curricular matters affecting the College of Business core shall be presented to the College Faculty by the Curriculum and Standards Committee for approval by a majority of the faculty either by ballot or at a meeting in which a quorum (see Section I.5) is present.

- III.5.4 All curriculum items under the purview of Section 14.00 of the Faculty Handbook, "Policies and Procedures for Curriculum Development and Revision," shall go before the Curriculum and Standards Committee

Section 6 Scholarships and Awards Committee

- III.6.1 Membership: The Scholarships and Awards Committee consists of two representatives from each School, one of which should also represent College of Business graduate programs. Members are appointed annually by the Dean. The committee chair is elected from the committee membership.
- III.6.2 Meetings: The Committee meets as often as necessary to carry out its charge.
- III.6.3 Scope: The Scholarship and Awards Committee selects the recipients of scholarships and awards administered by the College of Business. It plans and organizes the annual College of Business Scholarship and Awards ceremony. It is also charged with selecting recipients for the Creative and Innovative Teaching Awards and the Board of Governors Excellence in Teaching Award.

The Committee shall maintain a record of all scholarship and award recipients from the College of Business which will be kept in the Office of the Dean.

Section 7 Assurance of Learning Committee

- III.7.1 Membership: The Dean shall appoint the Chair of this Committee with the Associate Dean for Academic Affairs serving as a permanent member. The Chair will select an appropriate number of members to accomplish the Committee's business. Members of this Committee should be willing to be trained in the area of curriculum assessment. Terms are for three years, with one third of the Committee selected each year.
- III.7.2 Meetings: The Committee meets as often as necessary to carry out its charge.
- III.7.3 Scope: This Committee shall be responsible for assisting the Dean in developing and maintaining proper assurance of learning methods for the College.

ARTICLE IV AMENDMENTS OF THE BYLAWS

- IV.1 The College of Business Faculty may amend or repeal any part of the Faculty of the College of Business Bylaws. The Bylaws may be changed only during the regular academic year (mid-August through mid-May), and only after a ten-working-day notice of the proposed changes has been received by the Faculty. The proposed revisions may be voted on in a scheduled College of Business Faculty meeting (see Article II.1) or via electronic voting and changes require a two-thirds majority of the College of Business Faculty voting.

Approved by faculty vote, 12-2-98

Modification to Section 2 approved by faculty vote, 8-20-04

Modification to Section 5 approved by faculty vote, 4-25-06

Modification to Sections 5 and 6 and the introduction of Sections 9, 10, and 11 approved by faculty vote, 5-11-09

Modifications to the By-Laws approved by Faculty vote, 9-02-10

Modifications to Sections 3 and 4 the By-Laws approved by Faculty vote, 4-20-11
Modifications to Section 3 approved by Faculty vote, 10-7-12
Modifications to Section 4 approved by Faculty vote, 8-15-12
Modifications to reflect reorganization approved by Faculty vote, 4-24-15
Modifications to reflect change in WCU Faculty Bylaws and addition of MSM program, 5-28-17
Modifications to Scholarship and Awards Committee and CCRC Committee membership,
approved by faculty vote 11-13-20
Modifications to remove Graduate Curriculum Committee 8-31-21