Bylaws for the College of Business at Florida State University

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These are the bylaws for the College of Business at Florida State University. These bylaws were last approved on March 24, 2022 by a majority of the applicable voting members of the college and on April 25, 2022 by the Office of Faculty Development and Advancement.

I. Bylaws

A. Adherence with Other Governing Documents. At all times, college policy shall adhere to and be consistent with all university policies found in the FSU Constitution, the BOT-UFF Collective Bargaining Agreement, the Faculty Handbook, and the Annual Memorandum on the Promotion and Tenure Process issued by the Office of Faculty Development and Advancement.

B. Bylaws Revision. These Bylaws may be amended at any meeting of the general faculty where a quorum is present by a two-thirds vote. The proposed amendments shall be submitted to each member of the general faculty at least one month prior to the meeting in which voting is to take place.

C. Substantive Change Statement. Faculty and staff members are expected to be familiar with and follow the Florida State University Substantive Change Policy as found on the university website https://sacs.fsu.edu/substantive-change-policy/.

II. Membership and Voting Rights

A. Faculty Membership. The faculty of the College of Business shall consist of those persons holding full-time rank of teaching, instructional support, research, or research support faculty I, II, or III, assistant in, associate in, assistant professor, associate professor, professor, and other positions in the faculty bargaining unit in the College of Business.

B. College Membership. In addition to the faculty defined in II.A above, the following are members of the College of Business: part-time faculty, postdocs, and staff.

C. Faculty Voting Rights. All faculty defined in II.A above shall have full voting rights.

D. Non-faculty Voting Rights. The dean of the College may, upon recommendation of the executive committee, appoint visiting and part-time faculty to voting membership in the College. Otherwise, College of Business members identified in II.B above do not have voting rights.
III. College Organization and Governance

A. Jurisdiction.

1. The basic legislative body of the College of Business shall consist of the general faculty in the college, defined in II.A. above. Subject to state law, the regulations of the Florida Board of Governors, and the Constitution of FSU, this legislative body shall have full authority to develop policy and decide matters of curriculum, program offerings, admissions, grading, and any other academic matters of concern to the college.

2. The general voting faculty in the College may resolve on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

B. College Faculty Meetings.

1. The general faculty shall meet in regular session in each of the academic terms at the call of the Dean.

2. Special sessions shall be held at the call of the Dean either on his or her own initiative or at the written request of not less than five members of the general faculty.

3. The Dean of the College shall be the presiding officer and shall prepare and distribute the agenda at least three days in advance of the meetings. The Dean may delegate the duties of presiding officer to the faculty member who has been elected to the office of Chairperson of the Faculty. In the absence of the Dean and the Chairperson of the Faculty, the Associate Dean with the highest rank shall preside.

4. One-half plus one of the general faculty that can be reasonably expected to attend shall constitute a quorum at any regular or special meeting. The faculty that can be reasonably expected to attend shall be defined as the general faculty as outlined in Section II.A above, less those faculty that have assigned classes at the time of a scheduled meeting and those faculty that are absent from the campus due to official university business. Any faculty member who cannot be reasonably expected to attend shall be provided the opportunity to vote by proxy on any item of business scheduled for the regular or special meeting.
5. Order of Business
   a. Minutes
   b. Special Orders
   c. Report of Standing Committees
   d. Report of Special Committees
   e. Unfinished Business
   f. New Business
   g. Announcements by the dean

6. All meetings shall be conducted in accordance with Robert's Rules of Order, latest revision, except as otherwise provided by these Bylaws.

7. Minutes shall be kept by the secretary of the College of Business faculty who will be elected by the general faculty for a term of two years. The minutes shall be distributed to the general faculty.

C. College Leadership.

1. The Dean
   a. The Dean shall serve as the chief administrative officer of the College.
   b. The Dean shall appoint any individuals needed to administer the College’s affairs. Those individuals shall act with the authority of the Dean as designated by the Dean. The Dean shall report to the College, as soon as practical, normally at the beginning of the fall semester, the names and duties of such appointees.
   c. The Dean shall establish committees for the conduct of College affairs as provided in Section D.
   d. At least once a year, the Dean shall report on the “State of the College” to the faculty. This report shall address the state of the College, priorities for the upcoming year, the College’s budgetary status, and other major issues of concern to the College and the faculty.
   e. The dean shall be responsible for developing procedures to ensure that assignments will be discussed with each faculty member in advance.
f. The dean shall be responsible for promoting the interests of the College within the larger University, the community at large, all levels of government, and with the alumni.

g. The dean shall be responsible for developing and maintaining an active Alumni Association.

2. Chairperson of the Faculty

a. The chairperson of the faculty shall be elected at large by and from the general faculty at the last regularly scheduled faculty meeting of each academic year.

b. The functions of the chairperson of the faculty shall be:

- To serve as a member of the executive committee.
- To preside at all faculty meetings (if so designated by the dean).
- To assist in the development of appropriate committees for the College of Business.
- To Chair the College’s Strategic Planning Committee (as provided in Section D.9).
- To perform other duties deemed appropriate by the dean and agreed to by the chairperson of the faculty.

D. College Committees.

1. Executive Committee
The Executive Committee advises the dean with respect to the administrative and academic affairs of the College. The committee shall consist of the associate deans, assistant deans, the chairperson of each academic department, and the chairperson of the faculty.

2. Undergraduate Policy Committee
The Undergraduate Policy Committee shall be responsible for making recommendations to the general faculty on policy, curricula, programs, and for implementing procedures for undergraduate study. The committee shall consist of a representative from each academic department, appointed by the department chair, and a non-voting undergraduate student.

3. Master’s Policy Committee
The Master’s Policy Committee shall be responsible for making recommendations to the general faculty on policy, curricula, programs, and for implementing procedures for study at the master’s degree level, other than MBA programs, which are governed by a separate committee.
The committee shall consist of the faculty coordinator for each master’s degree program and a non-voting master’s student.

4. **MBA Policy Committee**
   The MBA Policy Committee shall be responsible for making recommendations to the general faculty on policy, curricula and program issues related to the MBA programs. The committee also reviews applications for study in the MBA degree programs and makes admission decisions. The committee shall consist of one faculty member from each department, as appointed by the department chair.

5. **Doctoral Policy Committee**
   The Doctoral Policy Committee shall be responsible for making recommendations to the general faculty on policy and curricula, and for implementing procedures for doctoral study. The committee shall consist of a representative of each major in the doctoral program, limited to two majors from any academic department, and a non-voting doctoral student. The representative for each major will be appointed by the respective department chair.

6. **Graduate Admissions Appeals Committee**
   The duties and responsibilities of the Graduate Admissions Appeals Committee are to develop procedures for academic appeals and to hear appeals from graduate students who do not meet the requirements for admission to the College of Business. The committee shall consist of the Associate Dean for Academic Affairs as the chairperson in a nonvoting capacity and three additional faculty members appointed by the dean. One graduate student shall also be appointed to this committee by the dean.

7. **Student Leadership Council**
   The Student Leadership Council (SLC) promotes student engagement, collaboration, and connection within the college and among the broader stakeholder community. The SLC assists with the administration of various student-focused initiatives and networking events within the college. Exemplary students with a declared major in the College of Business can apply for SLC membership and commit to serve a one-year term (three consecutive semesters). Existing SLC officers are responsible for membership decisions with the approval of the dean.

8. **Promotion and Tenure Committee**
   The College of Business Promotion and Tenure Committee shall consist of a tenured faculty member from each academic department, selected by its own faculty as a representative to the College committee. In addition, three at-large tenured faculty members will be elected by College faculty. No more than two members of the committee may come from any one department. Department Chairpersons are prohibited from serving on the College of Business Promotion and Tenure Committee except that a
chairperson is permitted to serve if his or her department has no other tenured faculty member eligible to serve. This committee is responsible for reviewing faculty seeking promotion and/or tenure, conducting a secret ballot, and providing a narrative of the meeting and recommendation to the Dean and the University Promotion and Tenure Committee in accordance with the applicable policies of the University. The committee will elect the representatives to serve on the University Promotion and Tenure Committee from among its members.

9. **Strategic Planning Committee**
   The Strategic Planning Committee shall be responsible for advising the dean on the development, implementation, maintenance, and revision of the College of Business Strategic Plan. The committee shall consist of a representative from each academic department, appointed by the department chair, and the faculty chair who shall chair the Strategic Planning Committee.

10. **Technology Committee**
    The Technology Committee shall be responsible for advising the dean on technology issues, including the acquisition and management of service, infrastructure, hardware, data, and software for the College of Business. The committee shall consist of a representative from each academic department, appointed by the department chair, and a non-voting member from the staff of the University Technology Administrators (UTA). The staff member from UTA shall be appointed by the dean.

11. **International Programs**
    The International Programs Committee shall be responsible for reviewing the college’s international activities and making recommendations for enhancing international programming for both students and faculty. The committee shall consist of a representative from each academic department, appointed by the department chair, and a non-voting undergraduate student. The College’s Director of International Programs, appointed by the dean, shall serve ex officio on this committee.

12. **Teaching Awards Committee**
    The Teaching Awards Committee shall be responsible for evaluating nominations for annual undergraduate and graduate teaching awards. The committee shall consist of the following members:

    a. Faculty members receiving a College Teaching Award in the previous year (limited to one per department as determined by the department chair)
    b. One faculty member from each department not receiving an award in the previous year, appointed by the department chair
    c. Chair of the college’s Recent Alumni Board (appointed by the dean)
    d. A recent graduate from a College undergraduate program (appointed by the dean)
e. A recent graduate from a College master’s program (appointed by the dean)

The Dean will apprise the committee of the number and nature of the awards to be granted each year. Nominations are open to faculty, staff, students, and alumni. Faculty may self-nominate. The committee will solicit supporting materials, select one candidate for each award, and forward the names to the Dean for approval.

13. Research Awards Committee
The Research Awards Committee shall be responsible for evaluating nominations for annual faculty research awards. The committee shall consist of a representative from each academic department. The departmental representatives shall be selected by the respective department chairs from among the research-active faculty in that department. The Dean will apprise the committee of the number and nature of the awards to be granted each year. The committee will then solicit nominations from the department chairs. Each chair can nominate one faculty member for each award. The committee will review the nominees, select one candidate for each award and forward the names to the Dean for approval.

14. Faculty and Staff Awards Committee
The Faculty and Staff Awards Committee is responsible for other non-teaching and non-research awards to recognize outstanding performance in the College. The committee consists of one faculty representative from each academic department, appointed by the respective department chairs, and five staff members in the College, appointed by the Dean. The annual Core Values Awards recognize three faculty and three staff members who exemplify the core values of the College. The monthly We Choose Excellence Award recognizes a faculty or staff member who exemplifies the College’s goal of true excellence. Other annual staff awards recognize exceptional service to the College and are chosen exclusively by the staff members serving on the full committee. Selections for all awards are forwarded to the Dean for approval.

15. Seneff Honors Program Committee
The Seneff Honors Program Committee reviews student applications for the Seneff Honors Program and makes appropriate recommendations for admission. The Committee members will engage with the Seneff Scholars in a supportive role throughout the academic year. The committee consists of one representative from each academic department, appointed by the respective department chairs.

16. Scholarship Committee
The Scholarship Committee shall be responsible for reviewing student applications for available scholarships in the College. The committee shall consist of one faculty member from each department, as appointed by the
department chair. The committee will evaluate applicants in accordance with award criteria specified by donors in related gift agreements.

17. **Diversity, Equity and Inclusion Committee**
   The Diversity, Equity and Inclusion Committee shall be responsible for fostering and supporting diversity, equity, inclusion and collegiality within the College of Business. To that end, the committee makes recommendations to the dean and general faculty on issues such as:

   - Diversity and inclusion within the College’s Strategic Plan
   - Encouraging a diverse and inclusive curriculum
   - The hiring and retention of a diverse and inclusive faculty and staff
   - The composition of a diverse student body
   - The promotion of programming and events related to diversity, equity and inclusion
   - Fostering a culture of diverse and inclusive engagement within the College.

The Committee shall consist of a representative from each academic department, as appointed by the department chair. The committee shall also include up to five staff members and up to five students who are appointed by the dean.

18. **Assessment Committee**
   The Assessment Committee is responsible for the assurance of learning process in the College. The committee consists of one representative from each academic department, appointed by the department chair. The committee meets each semester to review the assurance of learning outcomes provided by the departments as well as plans for improvement or changes to the assessment mechanisms.

19. **Library Committee**
   The members of the Library Committee are responsible for working with business faculty in securing suggestions for library materials, for a better use of the library on the part of students, for evaluating business materials, and for working with the university director of libraries regarding the acquisition of business materials. The committee will include one faculty representative from each of the academic departments, appointed by the department chair.

20. **Ad Hoc Committees**
   The dean of the College may establish such ad hoc committees as the dean deems necessary for the conduct of the business of the College.

21. **At-large Committee Appointments**
   Faculty assigned to College of Business centers may be appointed by the dean to a standing or ad hoc committee as an at-large member where appropriate.
22. **Committee Chairpersons**

Unless stated otherwise above, the chairperson of each standing committee shall be elected from among its members at an organizational meeting. Committee chairs should serve no more than three consecutive years.

**E. Faculty Senators**

1. Representatives to the Faculty Senate shall be elected at large by the general faculty.

2. The dean shall appoint a nominating committee composed of a faculty member from each academic department and designate one of these members as chairperson. The committee shall select faculty members to fill each of the required Faculty Senate (and alternate) seats. These names will be presented to the general faculty for election at a scheduled College faculty meeting. The faculty may nominate additional candidates from the floor.

3. Specialized faculty in the College will independently nominate and elect specialized faculty senators in accordance with Faculty Senate bylaws. The nomination and election process will be administered by the Faculty Senate Elections Committee.

**F. Unit Reorganization.** The Dean shall be responsible for the organization and administration of the College. Any changes in the organizational structure will be done in consultation with related faculty and with the majority approval of the College’s Executive Committee.

**IV. Degree Approval**

The Undergraduate Programs Office and the Graduate Programs Office in the College of Business are responsible for graduation clearances. Each semester, each office receives a list of students in the College of Business who have applied for graduation. The staff uses this list to verify which students are in the process of completing all graduation requirements in that term and notifies the Registrar’s Office of each student’s eligibility to remain on the graduation roster. At the end of the semester, the staff once again reviews each student’s record to confirm whether the student has satisfied all graduation requirements.