

FLORIDA STATE UNIVERSITY COLLEGE OF BUSINESS BYLAWS

Section A—Membership

Voting members of the general faculty of the College of Business (hereinafter referred to as the general faculty) 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. The dean of the College may, upon recommendation of the executive committee, appoint visiting and part-time faculty to voting membership in the College.

Section B—Jurisdiction

1. The general faculty shall be the basic legislative body of the College. Subject to the Florida State University Constitution, the rules and regulations of the Board of Governors and the Florida State University Board of Trustees, the Collective Bargaining Agreement between the Board of Trustees and the United Faculty of Florida, and Florida and Federal Statutes, and upon recommendation from various areas of the College, it shall determine the requirements for the several academic degrees, and shall establish minimum admissions and grading policies. It may act on any other academic matters of concern to the College.
2. The general faculty may reflect and deliberate on any issue of general interest to the University or College and make recommendations to the appropriate officer or body.

Section C—The Dean

1. The dean shall serve as the chief administrative officer of the College.
2. 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.
3. The dean shall establish committees for the conduct of College affairs as provided in Section E.
4. 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.

5. The dean shall be responsible for developing procedures to ensure that assignments will be discussed with each faculty member in advance.
6. 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.
7. The dean shall be responsible for developing and maintaining an active Alumni Association.

Section D—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 A of the Bylaws 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.

Section E— 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, 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 and a non-voting undergraduate student. The departmental representatives shall be selected by the respective departments from among the members of its general faculty.

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. The committee shall consist the faculty coordinator for each Masters Degree program and a non-voting master's student.

4. 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 representatives shall be selected by the respective departments from among the members of its graduate faculty.

5. 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 Graduate Programs 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.

6. *Business Student Advisory Committee*

The Business Student Advisory Committee (BSAC) will advise the general faculty through the dean on such matters as academic standards, course offerings, counseling, and such other areas where interests of students and faculty intersect. The committee shall consist of the presidents of all College of Business student organizations and one faculty member appointed by the dean and designated as chairperson.

7. *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. The departmental representatives will be selected through their individual department procedures.

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 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 and the faculty chair who shall chair the Strategic Planning Committee. The departmental representatives shall be selected by the respective departments from among the members of its general faculty.

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 and a non-voting member from the staff of the University Technology Administrators (UTA). The departmental representatives shall be selected by the respective departments from among the members of its general faculty. The staff member from UTA shall be appointed by the dean. The dean will appoint the committee chairperson from the departmental representatives selected by the academic departments.

11. International Programs

The International Programs Committee shall be responsible for reviewing all of the college's international activities and making recommendations for enhancing our international programming for both students and faculty. The committee shall consist of a representative from each academic department and a non-voting undergraduate student. The departmental representatives shall be selected by the respective departments from among the members of its general faculty.

12. 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.

13. Committee Chairpersons

Unless stated otherwise above, the chairperson of each standing committee shall be elected from among its members at an organizational meeting.

Section F—Election of Representatives to the Faculty Senate and Election of the Chairperson of the Faculty

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 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. 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. No person shall

succeed himself or herself as chairperson of the faculty more than once. The functions of the chairperson of the faculty shall be:

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

Section G—Approval of Candidates for Graduation

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 or not the student has satisfied all graduation requirements.

Section H—Amendments

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.

APPROVED: March 3, 2015