



Rules of Organization and Bylaws

Gladys A. Kelce College of Business

Approved by the General Faculty – December 11, 2012

PREAMBLE

This document provides the framework within which the Faculty of the Gladys A. Kelce College of Business participates in the academic and operational decision-making processes of the College.

ARTICLE I

Definition of the Faculty

- A. The College General Faculty shall consist of those persons who hold an appointment in the College to an academic rank of Lecturer, Instructor, Assistant Professor, Associate Professor, Professor, or University Professor and whose responsibilities include instruction, research, service, and/or academic administration within the College. Those who hold an academic or administrative appointment of at least .5 FTE have full voting privileges. Members of the Faculty maintain their voting privileges while on Sabbatical or other university-approved leaves of absence. Those holding adjunct appointments or appointments less than .5 FTE are encouraged to attend and participate in the meetings of the Faculty but may not vote on any issue. (Unless otherwise noted, in this document the term Faculty refers to the College General Faculty.)
 - B. Members of the College General Faculty who are also members of the university graduate faculty, or who are officially appointed for university graduate service, shall constitute the College Graduate Faculty. For accreditation purposes, only those faculty members who regularly teach 800-level courses shall be included in the reporting of graduate faculty qualifications and intellectual contributions.
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ARTICLE II

Objectives of the Faculty

- A. The Faculty will participate in establishing the academic goals and objectives for the College, fulfilling and maintaining all accreditation standards and procedures, and applying the individual and collective powers of its membership toward these ends.
 - B. The Faculty will coordinate all interdisciplinary programs and policies of the College with the other colleges and academic units of Pittsburg State University for the general welfare of the institution as a whole.
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ARTICLE III

Faculty Oversight

- A. The Faculty and appropriate committees will manage established educational processes to ensure high quality and continuous improvement of degree programs. The Faculty shall vote in formally convened meetings and transmit to the Dean its recommendations concerning such general educational policy matters as:

- 1. Requirements for admission to the College
- 2. Requirements and enforcement for students' maintenance in good standing
- 3. Subject matter, courses, and curricula that pertain to the College's Core Curriculum and graduation requirements
- 4. Adding or deleting academic degrees administered by the College

It is recognized that Faculty decisions regarding these matters may be subject to the approval of the Dean, Provost, President, and Kansas Board of Regents as dictated by university and state policies and procedures.

- B. The Faculty shall address all other academic and operational matters referred to it by the Dean, appropriate College committees, and members of the Faculty.
 - C. The Faculty shall vote in college-wide Faculty meetings and transmit the recommendations to the Dean. When a formal meeting is deemed unnecessary by the Dean, a vote of the Faculty may be conducted electronically (e.g. email, web-based vote).
 - D. Faculty on sabbatical, official leave, or other approved absence may leave a written and signed voting proxy with another Faculty member.
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ARTICLE IV

Convening and Conduct of Faculty Meetings

- A. Regular Faculty meetings may be called by the Dean of the College during the Fall and Spring semesters of each academic year. A minimum of one regular meeting will be held each semester. All calls for a regular Faculty meeting will be conveyed by written notice or email to members of the Faculty no less than 14 days prior to the time set for the meeting.
- B. Agenda items for a regular Faculty meeting may be suggested by any member of the Faculty and included on the agenda if submitted to the Dean within three class days of the original call. The agenda prepared by the Dean shall be distributed to the Faculty at least three class days prior to the meeting.
- C. The Dean of the College shall call a special meeting of the faculty upon receipt of a petition signed by at least five members of the faculty of the College requesting the meeting and indicating proposed items of business. The special meeting shall be called within ten class days of the filing of such a petition. The meeting shall be held within 14 class days of the call.
- D. Emergency meetings of the Faculty to address crisis situations may be called by the Dean or by a majority vote of the Kelce Leadership Team without a 14-day notice.
- E. The Dean shall be the presiding officer of all meetings of the Faculty and the Dean's administrative assistant or other designee shall be the recording secretary. In the event that the Dean is unable to preside, the department chair present holding the most years of service to the college shall oversee the meeting.
- F. A quorum shall consist of a simple majority of the Faculty holding voting rights.
- G. In the absence of any special rules which the Faculty may adopt, *Roberts Rules of Order* (most recent edition) shall govern the conduct of all Faculty meetings.
- H. The recording secretary will make the minutes of all Faculty meetings available within 10 days following a meeting. The recording secretary shall establish and maintain a complete file of the meeting minutes together with reports and presentation materials distributed in writing.
- I. When possible, voting shall be conducted in person during Faculty meetings. However, at the discretion of the Dean, the Faculty is authorized to conduct votes electronically at a later date unless at least one faculty member objects.
- J. Voting on matters relating specifically to the MBA program is limited to those holding membership in the College Graduate Faculty.

ARTICLE V

Committee Structure

To facilitate the accomplishment of the Faculty's oversight responsibilities, the following College Standing Committees will be maintained:

1. Curricula Management and Assurance of Learning Committee
2. MBA Program Committee
3. Strategic Planning Committee
4. Faculty Development and Instructional Resources Committee
5. Student Reinstatement Committee
6. College Academic Honors Committee
7. Faculty Promotion Committee

In addition to the named College Standing Committees, the Dean may appoint ad hoc committees as deemed necessary to address important issues and events.

ARTICLE VI

Committee Formation and Organization

College Standing Committees are formed and organized through the following process:

- A. Faculty members are appointed to College Standing Committees by their department chair with an effort made to match Faculty interests and talents with committee assignments. The Faculty Promotion Committee is an exception to this procedure as university policy requires all its members to be elected.
- B. Membership of each College Standing Committee shall be appropriately representative of the College's departments, degree programs, and academic disciplines. Specific representation within each committee is reflected in Article VII below.
- C. Each member appointed, or elected, to a College Standing Committee shall serve a term of three years, unless fulfilling an unexpired term. Terms will be staggered across members.
- D. Committee memberships will be announced prior to the start of each fall semester. The term of office for all College Standing Committees shall begin immediately following the first college-wide Faculty meeting of the fall semester.

- E. No faculty member shall serve more than two consecutive full terms on any given College Standing Committee.
 - F. If a committee member has two consecutive unexcused absences from committee meetings, the committee chair may ask the Dean to replace that committee member. All vacancies shall be filled by the appropriate department head.
 - G. The chair of each College Standing Committee is responsible for presenting progress reports at each Regular Faculty meeting or when requested by the Dean.
 - H. Each College Standing Committee shall convene within two class weeks of the beginning of each fall semester to elect a committee chair. Notification of the chair's election shall be reported to the Dean's Office.
 - I. The Dean's Office will publish and maintain a current College Standing Committee membership list.
 - J. Ad hoc committees may be created by the Dean as needed and eliminated once their specific task or charge is completed. The structure of ad hoc committees is flexible and members may be appointed, elected, or volunteered.
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ARTICLE VII

Committee Membership and Responsibilities

- A. Curricula Management and Assurance of Learning Committee
 - 1. Membership will consist of the Chairs of each department, the MBA Director, and one Faculty representative from each of the undergraduate degree programs – Accounting, Computer Information Systems, Economics, Finance, International Business, Management, and Marketing. The Academic Advising Coordinator shall serve as permanent ex-officio members of the committee.
 - 2. Each degree program may choose to provide an alternate for those instances when the regular member cannot attend a meeting of the committee.
 - 3. The elected chair of the committee shall serve as the College's representative to the University undergraduate committee.
 - 4. This committee shall review proposals for curriculum changes from all departments of the college and make recommendations for action to the Faculty, the Dean, and the University Curriculum Committee. The committee may also recommend curriculum changes to the Faculty and departments, which then will decide if those changes should be proposed for further action.

5. Curriculum recommendations to the committee from departments must have received formal prior approval by a majority vote of the departmental Faculty. Dissenting opinions from departmental faculty may be presented concurrently with proposals upon prior notification to the chair of the committee.
6. This committee will also design and coordinate the college's assurance of learning processes, evaluate the outcomes of these processes, and recommend improvements to the Faculty as warranted.
7. During each fall semester, the committee will provide the Dean and the Faculty with a summary analysis of assessment results, recommendations, and implemented improvements.
8. The committee shall ensure that the curriculum remains current and relevant, is consistent with the College mission, and is in accordance with all university policies and accreditation guidelines. The committee shall also ensure that the College's assurance of learning process is coordinated with university policies and procedures and is consistent with the intention of all accreditation standards.

B. MBA Program Committee

1. Membership will consist of the MBA Director and one Graduate Faculty representative from each of the college disciplinary areas – Accounting, Computer Information Systems, Economics, Finance, International Business, Management, and Marketing. Each department shall provide an alternate for those instances when the regular member cannot attend a meeting of the committee. The College Dean and current MBA Association President serve as a permanent ex-officio members of the committee. The committee chair shall be elected from one of the faculty representative positions.
2. The committee's function is to oversee the MBA curriculum, to provide continuing evaluation of the program, to recommend and oversee policy relating to the administration of the program, and to provide advice and recommendations for consideration and action by the College Graduate Faculty, the College Dean, the MBA program director, the university Graduate Council, and the Dean of Graduate and Continuing Studies.
3. The committee shall ensure that the MBA program remains current and relevant, is consistent with the College mission, and is in accordance with all university policies and accreditation guidelines.

C. Strategic Planning Committee

1. The core membership of this committee shall include one Faculty member selected from each degree granting program, the department chairs, the MBA Director, and the Dean. This core committee will oversee the annual planning procedures dictated by university policy. Supplemental committee membership shall include the College's Academic Advising Coordinator, the current president of the Student Leadership Council, the president of the MBA Student Association, and the chair of the Kelce Board of Advisors (or his/her designee). Additional supplemental members may be appointed by the Dean to ensure that all relevant stakeholders are represented. The core and supplemental members together shall oversee long-range planning consistent with accreditation guidelines.
2. The full committee will formally review the College's mission statement at least once every three years and make recommendations for modification. Final approval of the mission statement is determined by a majority vote of the college-wide Faculty.
3. The committee shall ensure that the College's strategic planning process is coordinated with university policies and procedures and consistent with the intention of all accreditation standards.
4. Specific charges to the committee shall be made by the Dean in consultation with the Kelce Leadership Team.

D. Faculty Development and Instructional Resources Committee

1. The membership of this committee shall consist of one Faculty member from each department within the College. The College's Instructional Support Consultant and Technical Support Consultant shall serve as ex-officio members of the committee.
2. This committee shall coordinate faculty development opportunities within the College, including hosting faculty colloquia on academic and scholarly topics, and providing the Faculty and administration with recommendations concerning the acquisition and deployment of instructional technology in classrooms, laboratories, and offices.
3. At the direction of the Dean, this committee will prepare long-range plans concerning the professional development and technology needs of the College.
4. The committee will ensure that the faculty development efforts and the instructional technology infrastructure plans of the College are consistent with university expectations and accreditation standards.

F. Student Reinstatement Committee

1. This committee shall consist of one faculty member selected from each department within the College. The College's Academic Advising Coordinator shall serve as a permanent ex officio member of the committee.
2. This committee shall decide upon student petitions for reinstatement to the College following the policies and procedures established by the College Faculty and consistent with university regulations. All petitions and recommendations pertaining to specific reinstatement cases shall be kept confidential. Appeals on individual cases for reinstatement shall follow the procedures established by the University Appeals Committee.
3. The committee will ensure that all reinstatement appeals are judged fairly and that decisions are consistent with promoting student success while upholding the academic standards of the College and University.

G. College Academic Honors Committee

1. In accordance with Faculty Senate guidelines, this committee is comprised of one Faculty member selected from each department within the College. The elected chair of this committee shall serve as the College's representative to the Faculty Senate Departmental Academic Honors Committee.
2. The responsibility of this committee is to develop and implement clearly-defined standards and guidelines for Departmental Academic Honors Projects within their disciplines and to review all student applications submitted to ensure quality and rigor of the projects proposed.
3. This committee will ensure that all university policies and procedures are followed by Faculty overseeing undergraduate Departmental Academic Honors Projects while maintaining the integrity of the program and the scholastic standards of the College.

H. Faculty Promotion Committee

1. Membership of this committee is comprised of one senior ranking Faculty member from each department within the College. In accordance with university policies and procedures, members are to be elected by the Faculty.

2. This committee will receive and review applications for promotion in academic rank for Faculty members. Recommendations will be made and forwarded in accordance with established university policies and timelines. All recommendations will be based on the standards for rank established within the relevant *departmental* promotion and tenure guideline documents.
 3. This committee will ensure adherence of all university and bargaining unit policies and procedures relating to promotion in Faculty rank while promoting the academic standards and reputation of the College.
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ARTICLE VIII

Kelce Leadership Team

- A. The Kelce Leadership Team (KLT) shall be comprised of the Dean, the Associate Dean and MBA Director, the chairs of each department within the College, and the Coordinator of the Academic Advising Center. The Dean will serve as chair of the team.
 - B. The Dean's Administrative Specialist will serve as recording secretary for KLT meetings. Minutes of the meetings, excluding privileged personnel discussions, shall be public documents.
 - C. The KLT is responsible for the daily operation of the College and adherence to all relevant policies and procedures as set forth by the university and the Kansas Board of Regents.
 - D. The KLT shall oversee the adherence to the College's Rules of Organization and Bylaws as put forth in this document.
 - E. The KLT is charged with ensuring a high quality academic environment that is recognized through continuing accreditation by the Association for the Advancement of Collegiate Schools of Business (AACSB).
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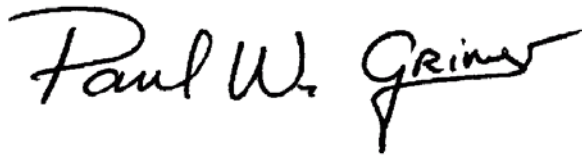
ARTICLE IX

Amendments to the Bylaws

- A. These bylaws shall be in effect after adoption by a simple majority vote of a quorum of the Faculty at a called Faculty meeting and approval by the Dean.
- B. The Dean shall periodically establish an ad hoc committee to review these bylaws and to make recommendations for improvement.

- C. Motions to amend these bylaws may occur at any called meeting of the Faculty at which a quorum is present. A simple majority vote is required for amendment, subject to the Dean's approval. Voting on amendments must be conducted within a formal meeting and not asynchronously via email or other electronic means.
- D. Amendments may be proposed by any duly constituted committee, the Dean, or at least five Faculty members holding voting rights.
- E. A copy of any proposed amendment(s) must be given to the Faculty by the Dean at least seven days prior to the date of the meeting at which the proposed amendment(s) is(are) to be voted upon.

Approved by vote of the General Faculty and accepted by:

A handwritten signature in black ink that reads "Paul W. Grimes". The signature is written in a cursive, flowing style.

Dean, Kelce College of Business

Date: 12/12/12

Revision History:

Article VII. B. – MBA Program Committee, Approved 01/16/15

Article VIII. A. – Kelce Leadership Team, Approved 05/02/16

Article VII. A – Curricula Management and Assurance of Learning Committee, Approved 08/18/16