



# Rules of Organization and Bylaws

## Gladys A. Kelce College of Business

Originally Approved by the General Faculty – December 11, 2012

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### 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.

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### ARTICLE I

#### Definition of the Faculty

- A. The College General Faculty shall consist of those persons who hold an appointment in the College of 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 700-level and 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.
- 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 Associate Dean 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. All minutes will be archived and available to the faculty through the university's website.
- 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 graduate programs 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. Undergraduate Curricula Management and Assurance of Learning Committee
2. Graduate Curricula Management and Assurance of Learning Committee
3. Strategic Planning Committee
4. Faculty Development and Instructional Resources Committee
5. Student Recruitment and Retention Committee
6. Student Reinstatement Committee
7. College Academic Honors Committee
8. College Faculty Promotion Committee

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

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## 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 the Kelce Leadership Team 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 by the faculty.
- B. Membership of each College Standing Committee shall be appropriately representative of the College's 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 with the start 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. The Kelce Leadership Team shall appoint replacements in case of vacancies.
  - 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 organize and convene within two class weeks of the beginning of each fall semester. Those committees with elected chairs must provide notification of the chair's election to the Dean's Office after the first meeting.
  - 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 and Kelce Leadership Team 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. Undergraduate Curricula Management and Assurance of Learning Committee
  - 1. Membership will consist of one Faculty representative from each of the undergraduate degree programs – Accounting, Business Economics, Computer Information Systems, Finance, International Business, Management, and Marketing. An additional member of the committee, drawn from the faculty at large, and who will serve as committee chair, will be appointed by the Kelce Leadership Team. The Director of Academic Advising and Career Readiness shall serve as a permanent ex-officio member of the committee.
  - 2. Faculty in 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 appointed chair of the committee shall also serve as the College's representative to the University Curriculum Committee.
  - 4. This committee shall review proposals for curriculum changes from all disciplines within the College and make recommendations for action to the Faculty, the KLT, and the University Curriculum Committee. The committee may also recommend curriculum changes to the Faculty, which then will decide if those changes should be pursued for further action.

5. Curriculum recommendations to the committee from the faculty must have received formal prior approval by a majority vote of the faculty within the relevant disciplinary program(s). Dissenting opinions from any faculty member(s) 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 undergraduate 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 KLT and the General Faculty with a summary analysis of assessment results, recommendations, and implemented improvements.
8. The committee shall ensure that the undergraduate 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 undergraduate assurance of learning process is coordinated with university assessment policies and procedures and is consistent with the intention of all accreditation standards.

#### B. Graduate Curricula Management and Assurance of Learning Committee

1. Membership will consist of one Graduate Faculty representative from the core disciplines of the MBA and MPAcc programs – Accounting, Finance, Management, and Marketing. An additional member of the committee, drawn from the faculty at large, and who will serve as committee chair, will be appointed by the Kelce Leadership Team. One ex-officio member will be appointed from each discipline, either inside or outside of the College, that offers a concentration or emphasis area within the MBA program. The Associate Dean for the Kelce Graduate School of Business will serve as a permanent ex-officio member of the committee.
2. Each represented discipline may choose to provide an alternate for those instances when the regular member cannot attend a meeting of the committee.
3. The committee's primary function is to oversee the curriculum of the MBA and MPAcc programs, to provide continuing evaluation of the programs' outcomes, to recommend and oversee policy relating to the administration of the programs, and to provide advice and recommendations for consideration and action by the College Graduate Faculty, the KLT, the Associate Dean for the Kelce Graduate School of Business, the university Graduate Council, and the Dean of Graduate and Continuing Studies.

4. This committee will also design and coordinate the College's assurance of learning processes for the graduate programs, evaluate the outcomes of these processes, and recommend improvements to the College Graduate Faculty as warranted.
5. During each fall semester, the committee will provide the KLT and the College Graduate Faculty with a summary analysis of assessment results, recommendations, and implemented improvements.
6. The committee shall ensure that the curriculum in each graduate program 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 graduate assurance of learning process is coordinated with university assessment policies and procedures and is consistent with the intention of all accreditation standards.

#### C. Strategic Planning Committee

1. The core membership of this committee shall include the members of the Kelce Leadership Team, one representative from the College General Faculty, one representative from the College Graduate Faculty, and the Chair of the Kelce Board of Advisors (or his/her designee). This core committee will oversee the annual planning procedures dictated by university policy. Supplemental committee membership shall include the current president of the Student Leadership Council and the president of the MBA Student Association. 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 Dean of the Kelce College of Business will serve as chair of the Strategic Planning Committee.
3. 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 Faculty.
4. 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.
5. Specific charges to the committee may be made by the Dean in response to university-wide initiatives.

D. Faculty Development and Instructional Resources Committee

1. This committee shall consist of three Faculty members drawn at large from across the College and will elect its chair. The Director of Academic Advising and Career Readiness shall serve as a permanent ex-officio member 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 Kelce College.
4. The committee will ensure that the faculty development efforts and the instructional technology infrastructure plans of the Kelce College are consistent with university expectations and accreditation standards.

E. Student Recruitment and Retention Committee

1. This committee shall consist of three Faculty members, drawn at large from across the College, plus the Director of Outreach and Business Engagement who will serve as chair. The Director of Academic Advising and Career Readiness shall serve as a permanent ex-officio member of the committee.
2. This committee is charged with devising, planning, and producing initiatives to grow the enrollment of the College's undergraduate and graduate programs in a sustainable way. The committee will coordinate its work with the offices of the university's Enrollment Management and Student Success unit.
3. The committee will oversee the design and production of the College's promotional recruitment materials and coordinate the College's participation in university-wide recruitment events. The committee will also initiate and oversee activities to retain current business students who are at risk of dropping out. The committee is responsible for making recommendations to the Faculty and Kelce Leadership Team regarding policies and procedures that affect College enrollment.
4. The committee will ensure that all recruitment and retention efforts of the Kelce College are consistent with university expectations and accreditation standards.



#### F. Student Reinstatement Committee

1. This committee shall consist of three Faculty members drawn at large from across the College and will elect its chair. The Director of Academic Advising and Career Readiness shall serve as a permanent ex-officio member of the committee.
2. This committee shall consider and decide upon student petitions for reinstatement to the College following the policies and procedures established by the 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 harmony with Faculty Senate guidelines, this committee is comprised of one Faculty member selected from each major within the Kelce Undergraduate School of Business. The committee will elect its chair who 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. College Faculty Promotion Committee

1. Membership of this committee is comprised of one senior ranking Faculty member from each disciplinary major within the College. In accordance with university policies and the Unit Contract, 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 committee

recommendations will be based on the standards for rank established within the relevant college guidelines document.

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 for the Kelce Undergraduate School of Business, the Associate Dean for the Kelce Graduate School of Business, the Director of Academic Advising and Career Readiness, and the Director of Outreach and Business Engagement. 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 and archived on the university's website.
- 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

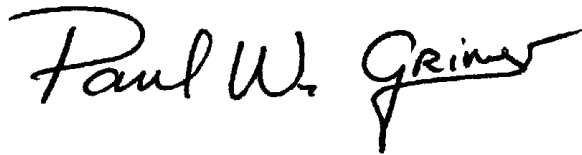
### Amendments to the Bylaws

- 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 class 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. Griner". 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 (obsolete)

Article VIII. A. - Kelce Leadership Team, Approved 05/02/16 (obsolete)

Article VII. A. - Curricula Management and Assurance of Learning Committee, Approved 08/18/16 (obsolete)

Articles V. through VIII. - To reflect administrative reorganization and resulting committee structures, Approved 02/22/19

Article V. and VII. H. - Corrected to align with Unit Agreement's definition of Promotion Committee, Approved 05/06/19