



College of Business Bylaws

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BYLAWS OF THE COLLEGE OF BUSINESS

ARTICLE I

Introduction

Section 1. Vision and Mission Statements.

Vision: To be recognized for exceptional education, research, and service.

Mission: To promote individual, organizational, and regional prosperity through business education, research, and service.

Section 2. College of Business.

The College of Business is one of the degree granting units of the University of West Florida. The College of Business is organized with a Dean and a faculty along with an appropriate support staff. (See Attachment 1 for the current organizational chart of the College of Business.) The Dean of the College, one of the administrative officers of the University, is the chief executive officer of the College and reports to the Provost and Executive Vice President.

The Dean will:

1. Work to improve the educational environment and quality of education for the students.
2. Support and enhance the quality of professional life for the faculty and staff.
3. Support and enhance the standing of the College in the community.
4. Represent the needs of the College and its faculty and staff to the University.
5. Serve as a communication link for information from the University to the faculty and staff of the College.

Specific tasks include:

1. Providing leadership in the development and implementation of the mission of the College.
2. Taking the lead in the development and maintenance of a strategic plan for the College.
3. Taking the lead in the development and coordination of the programs of the College.
4. Presenting proposals for new degrees and curriculum changes in the College.

5. Appointing and evaluating Assistant and Associate Deans, Department Chairs, and Directors.
6. Serving as the hiring authority for new faculty.
7. Recommending merit increases in salary, promotions, tenure, and dismissal for the faculty within the College.
8. Preparing and administering a budget for the College and securing external funding to advance the College mission.
9. Exercising general supervision over the academic work of students in the College.
10. Being responsible for the program of academic advisement for the students in the College.
11. Presiding at all regular and special meetings of the faculty of the College.
12. Serving as the principal representative and medium of communication for all official business with University authorities, students, and the public.
13. Nominating candidates for degrees in the College.
14. Determining the organizational structure of the College.
15. Serving as the principal representative for the College and a medium for College communications both internally and externally.

Section 3. The Departments.

The College is organized by Departments. The Department is the fundamental unit of academic as well as administrative organization within the College. It exists for the purpose of providing instruction and conducting research in its respective fields of teaching and investigation. The College is composed of those Departments recommended by the Dean to the Provost and Executive Vice President and approved by him or her.

Section 4. Chairs of Departments.

The Chairs of the Departments serve at the pleasure of the Dean. Appointments will be made after consultation with the faculty of the particular Department and the Provost and Executive Vice President. The Chair must hold the rank of associate professor or professor with tenure and an earned doctorate. In carrying out the duties established by these *bylaws*, the Chair of the Department will consult with and seek the guidance of the Department faculty and will call such meetings as are necessary for the Department faculty to exercise its general responsibility for the academic program(s) of the Department.

Department Chairs will:

1. Ensure that students receive the best educational opportunities possible.

2. Represent their respective faculty to the Dean and to the University.
3. Represent the Dean and the University to their respective faculty.

Specific tasks include:

1. Having general direction over the work of the Department and establishing and maintaining communication with members of the Department.
2. Representing the Department in all official communications.
3. Recommending to the Dean, after consultation with faculty, the requirements of the major(s) offered by the Department.
4. Mentoring new faculty members joining the Department as outlined in the Administrative Guidelines section of the University of West Florida Promotion, Tenure, Annual Evaluation, and Sustained Performance Evaluation document.
5. Conducting a mid-point tenure review as outlined in the University of West Florida Promotion, Tenure, Annual Evaluation, and Sustained Performance Evaluation document by inserting a statement regarding the mid-point tenure review into the annual evaluation being done at the mid-point for each tenure-earning faculty member and providing a review of progress towards tenure in the faculty annual evaluations.
6. Being responsible for the quality of instruction in the Department.
7. Being responsible for the coordination of instruction in courses offered in multiple sections and seeing that all sections of the same course have essentially the same content.
8. Preparing and submitting to the Dean such information regarding the courses in the Department as may be needed for the catalog.
9. Assigning faculty to courses within the Department and maintaining, insofar as possible, an equitable distribution of courses and sections as well as submitting to the Dean class schedules to be worked into the master schedule.
10. Ensuring that there is no undesirable duplication of courses in the Department and bringing to the attention of the Dean any instance in which another Department, Division or School is offering a course that conflicts with, or duplicates, a course offered in his or her own Department.
11. Coordinating the advisement of students who are majoring in the Department.
12. Establishing and maintaining communication with those students who are Departmental majors as well as with other students enrolled in courses offered by the Department.

13. Serving as the principal administrator of Departmental resources, including Departmental funds, staff, facilities and the care and use of Departmental property.
14. Evaluating annually the teaching, research and service functions of faculty. Recommending faculty within his or her Department to the Dean for appointments, merit salary increases based upon the established guidelines, tenure, promotion, and dismissal.
15. Making an annual report to the Dean on the teaching, service and research accomplishments of the Department and including in the report a list of publications by members of the Department and of honors received by them.
16. Overseeing the Department's contribution to the College's mission, goals and priority action items.

Section 5. Other College of Business Administrative Units.

The Dean may recommend to the Provost and Executive Vice President the appointment of such additional administrative personnel as may be necessary from time to time to discharge efficiently the responsibilities of student work coordination, placement, advising and such other tasks as may arise. Such assistants will serve the entire College in a staff capacity and will not have line authority over the work of the faculty.

Center for Entrepreneurship.

The Center for Entrepreneurship serves as a source of support for the complete life cycle of the entrepreneur. The Director of the Center serves at the pleasure of the Dean and is responsible to the Dean for all matters pertaining to the operation of the Center.

Mission: The University of West Florida Center for Entrepreneurship is dedicated to seeding economic growth. The Center encourages and supports educational initiatives related to entrepreneurship and entrepreneurial thinking and serves as a comprehensive resource for economic innovation for students, faculty, industry and community partners. The Center for Entrepreneurship seeks to support the complete life cycle of an entrepreneur.

Executive Mentor Program

The College of Business Executive Mentor Program serves as a source of support for students preparing for successful careers. The Director of the Program serves at the pleasure of the Dean and is responsible to the Dean for all matters pertaining to the operation of the Program.

Mission: The Executive Mentor Program increases the workforce readiness of students by giving them the opportunity to learn from business executives who serve as coaches and role models, sharing personal and professional experience, knowledge and skills to prepare students for successful entry into the business world.

Florida Small Business Development Center at the University of West Florida – College of Business (FSBDC at UWF).

The Florida Small Business Development Center at the University of West Florida – College of Business (FSBDC at UWF) is a service unit within the College of Business. Its Director serves at the pleasure of the Dean and is responsible to the Dean for all matters pertaining to the operation of the Center.

Mission: The Florida Small Business Development Center at the University of West Florida – College of Business (FSBDC at UWF) delivers through certified professionals consulting, training and information to help businesses succeed and create a positive impact for the Florida economy while providing value for our stakeholders.

Student Advising.

The College of Business recognizes the importance of providing its students with guidance and information as they progress through the various academic programs that are offered. This guidance is done through professional staff advisors, Department Chairs and faculty, who work closely together to help students achieve their academic goals.

Master of Business Administration Program.

The Master of Business Administration Program Office handles the administration of the College's MBA program, including the admission of students, advising activities, record keeping, and the scheduling of MBA courses in consultation with the Department Chairs. The Director of the Program serves at the pleasure of the Dean and is responsible to the Dean for all matters pertaining to the operation of the Program.

ARTICLE II

Faculty of the College of Business

Section 1. Composition.

The faculty of the College of Business will consist of the eminent scholars, professors, associate professors, assistant professors, instructors, lecturers, associates in ____, assistants in ____, and counselors/advisors in the Departments of the College as designated by the Dean in accordance with University guidelines. The faculty will include visiting faculty in these ranks. This designation of faculty applies to all aspects of the *bylaws*. Section 7, item 6 defines *voting members* of the College of Business faculty.

Section 2. Authority and Responsibility.

The role of the faculty is to:

1. Teach undergraduate and graduate courses that are consistent with, and in support of, the mission and programs of the College.
2. Conduct applied, pedagogical and basic research that is consistent with, and in support of, the mission and programs of the College.
3. Perform public and professional service that is consistent with, and in support of, the mission and programs of the College.

4. Serve on appropriate Departmental, College and University committees.
5. Establish entrance requirements for students in the College.
6. Prescribe and define courses of study for students in the College, including the undergraduate and graduate common cores as well as majors, minors, tracks, and certificate programs.
7. Establish requirements for degrees and certificates offered in the College.
8. Recommend those candidates who have fulfilled the specified requirements for degrees.
9. Establish and enforce academic regulations for the guidance and advisement of students in the College.
10. Exercise jurisdiction, in general, over all educational matters within the College.
11. Establish committees, through the College of Business Council, as required to discharge duties and responsibilities of the College.
12. Adopt regulations governing its own procedures and bylaws necessary and proper for the orderly and efficient administration of the College.
13. Have the fullest measure of autonomy consistent with the maintenance of general educational policy and standards of correct academic and administrative relations with the governing authority of the University. When doubts arise regarding the proper limits of this autonomy, the faculty of the College will be entitled to present its position to all appropriate administrative levels, up to and including the President.

Section 3. Appointment of Faculty Members.

Members of the College faculty are appointed by the President upon the recommendation of the appropriate Departmental faculty, Department Chair, the Dean and the Provost and Executive Vice President.

Section 4. Promotion of Faculty Members.

Faculty members who are eligible for promotion are responsible for submitting complete portfolios/dossiers to their Department Chair in accordance with the calendar and procedures established by the University as contained in annual correspondence and in accordance with standards as established by the faculty member's respective Department.

Recommendations for promotion are made by the Chair of the faculty member's Department, after consideration by the faculty of that Department, and are then forwarded with the complete portfolios/dossiers to the College of Business Personnel Committee through the Dean. Evaluations of each applicant's portfolio/dossier are then made by the College of Business Personnel Committee and forwarded to the Dean for his or her endorsement prior to being sent to the Provost and Executive Vice President for further action according to University policies and procedures.

Section 5. Tenure of Faculty Members.

Faculty members who are eligible for tenure are responsible for submitting complete portfolios/dossiers to their Department Chair in accordance with the calendar and procedures established by the University as contained in annual correspondence and in accordance with the standards as established by the faculty member's respective Department.

Recommendations for tenure are made by the Chair of the faculty member's Department, after consideration by the tenured faculty of that Department, and are then forwarded with the complete portfolios/dossiers to the College of Business Personnel Committee through the Dean. Evaluations of each applicant's portfolio/dossier are then made by the College of Business Personnel Committee and forwarded to the Dean for his or her endorsement prior to being sent to the Provost and Executive Vice President for further action according to University policies and procedures.

Tenure is awarded by the Board of Trustees on the recommendation of the President only to assistant professors, associate professors, and professors who are employed full-time in accordance with the relevant University and College guidelines. The Board of Trustees intends that its policies should be the minimum standard for the award of tenure and not a limitation upon additional standards and requirements that the College may wish to adopt for its own improvement.

Section 6. Annual Evaluation of Faculty Members.

All faculty members must be evaluated on an annual basis as prescribed by Departmental standards, University policies and any Collective Bargaining Agreement that is in force. Annual evaluations are not only a means of assessing and communicating the nature and extent of a faculty member's performance of assigned duties on a yearly basis, but are also a critical part of the College's rolling, five-year faculty development process to achieve continuous improvement. The specific procedures for conducting annual evaluation of faculty members are established and maintained in the faculty member's respective Department.

Section 7. College of Business Faculty Meetings.

The Dean or his or her designee will preside in an *ex officio* capacity at all meetings of the College faculty as a whole. College faculty meetings will be conducted as follows:

1. The College faculty will meet at least once during the Fall semester to execute in a timely manner the business that needs to be transacted.
2. The Dean will select a secretary to be responsible for keeping a permanent record of College faculty meetings. The secretary is ultimately responsible for keeping and distributing the minutes as required by these *bylaws*. The minutes are to be distributed to the members of the faculty within ten working days of the meeting for which they were taken.
3. *Robert's Rules of Order* will be observed in the conduct of meetings, and the College faculty may, each Spring, elect a Parliamentarian to preserve the integrity of these rules.

4. The Dean will convene special meetings of the College faculty upon petition of at least ten (10) faculty members or when deemed necessary by the College of Business Council or the Dean.
5. A quorum will consist of a majority of the voting members of the College faculty as defined in subsection (6), below. Proxies will not be included in the determination of a quorum. However, a quorum is not necessary when the purpose of the meeting is solely to give or receive information.
6. Voting will be limited to full-time tenured and tenure-track faculty and full-time instructors and lecturers, including faculty with a multi-year contract of three (3) years or more. Voting rights will be extended to individuals with such designations who voluntarily reduce job status to less than full-time. This definition excludes faculty in visiting appointments. This definition of *voting members* applies throughout these *bylaws*.
7. Proxies will be submitted to the Dean prior to the faculty meeting and will identify the procurator. These notifications will be signed by the absentee voting member if submitted on paper. Notification may be sent to the Dean electronically but will be sent from the faculty member's official University of West Florida e-mail account. The proxy will either be general or limited and, if limited, the nature of such limitation will be specified. Individuals will not be permitted to hold more than one proxy.
8. Proposed motions affecting the educational policy of the College will be submitted in writing to the Dean at least ten (10) working days prior to the meeting at which these motions are to be made, with electronic or paper copies distributed to faculty members at least five (5) working days in advance of the meeting, unless the requirement for advance notification is waived by consent of three-fourths of the voting faculty (as defined in subsection (6), above) present at such meeting.
9. The Dean will prepare and distribute an agenda with the call for each meeting, except that a majority of the voting faculty who are present may vote to permit discussion and action on non-agenda items, except for curriculum changes (as indicated in item 10).
10. No new curriculum changes can be considered for final passage by the faculty unless the proposed changes have been submitted to the Dean by the appropriate curriculum committee at least ten (10) days prior to the faculty meeting and unless electronic or paper copies of the proposed changes in curriculum have been distributed to the faculty five (5) working days in advance of the meeting. However, in matters of extreme urgency, such submission and notification may be waived by a three-fourths vote of the voting faculty present at such meeting, providing a quorum is present.

Section 8. Elections.

Elections will be by majority vote of the voting members present at a meeting described in Section 7 of this Article. Elections may be conducted without the necessity of a meeting (e.g., through a paper ballot or via electronic means).

1. Elections conducted at a meeting described in Section 7 will be by majority vote of those voting members present at such meeting, including proxies.
2. Nominations may only be from voting members of the faculty. If a faculty member does not want his or her name to be placed in nomination, he or she may decline the nomination at the meeting or give prior notice to his or her Department Chair.
3. Elections not conducted at a meeting will require that a majority of the voting faculty respond. Elections are to be by majority vote of the voting members of the faculty that respond. However, before any faculty member's name is placed in nomination, the person making the nomination will secure the consent of the prospective nominee.
4. The vice chair of the College of Business Council will be responsible for conducting all elections not occurring at a faculty meeting and reporting the results of those elections to the faculty. The vice chair will identify vacancies on committees, solicit nominations, review vote tallies and report results to the faculty.

ARTICLE III

College of Business Standing Committees

The following are standing committees of the College of Business:

- The College of Business Council;
- The Undergraduate Programs, Curriculum, and Assurance of Learning Committee;
- The Graduate Programs, Curriculum, and Assurance of Learning Committee; • The College of Business Personnel Committee; and
- The Academic Review and Standards Committee.

The nature and functions of these committees are set forth in the sections of this Article. The initial meeting of each committee, when a chair does not carry over from the preceding year, will be called by the member of the committee whose last name is alphabetically first. All other meetings will be called by the chair.

All College committees will maintain Departmental representation.

Additional committees may be established as required to discharge the duties and responsibilities of the College.

Standing committee membership will come from the voting members of the College. A quorum for any committee meeting will be any more than fifty percent of the membership, and proxies (signed paper proxies or electronic proxies that are sent from the individual's official University of West Florida e-mail account) will be accepted and counted in determining a meeting quorum.

Section 1. College of Business Council.

Purpose: The Council will act as the principal forum for the discussion of all matters of broad concern to the College of Business; review fundamental issues and make recommendations to the Dean with the overall purpose of improving and facilitating the operation of the Departments and the College of Business; serve as a liaison between the faculty, staff, and students and the Dean; serve as a liaison between the Faculty Senate and College faculty; evaluate the governance of the College as described in these *bylaws* and their appendices and attachments on an annual basis and make recommendations concerning appropriate changes to the Dean; establish standing subcommittees and *ad hoc* committees as appropriate; and review the bylaws of each department regularly.

Membership: The College of Business Council will be composed of:

1. One (1) representative from each Department elected by the Departmental faculty as a whole.
2. Four (4) tenured, at large representatives elected by the College faculty as a whole.
3. Director of the FSBDC at UWF, *ex officio*, voting.

(NOTE: No more than three members of any one Department will be allowed to simultaneously sit on the College of Business Council.)

Chair: The chair of the Council will be a tenured faculty member elected by and from the elected representatives of the Council. The chair will be elected annually at the Council's first meeting during the Fall semester. The chair will vote only in the event of a tie.

Vice Chair: The vice chair will be a tenured faculty member elected by and from the elected representatives of the Council. The vice chair will preside over the activities of the Council in the absence of the chair. The vice chair will conduct the elections of the College (as indicated in Section 8, item 4 of this Article). The vice chair will be elected annually at the Council's first meeting during the Fall semester.

Term of Membership: Elected members will serve staggered, three (3)-year terms. No elected member will serve more than two (2) consecutive terms.

Agenda: An agenda will be prepared by the chair and made available with the call to meet.

Minutes: A summary of work done and actions taken will be prepared and distributed to members of the Council and to members of the faculty, Chairs of the Departments, the Dean, and the other

College Councils of the University. The Dean will appoint a secretary to assist the Council in all administrative functions.

Section 2. Undergraduate Programs, Curriculum, and Assurance of Learning Committee.

Purpose: The purposes of the Undergraduate Programs, Curriculum, and Assurance of Learning (AOL) Committee are as follows:

1. To advise and make recommendations to the Dean on all of the College's undergraduate curricular and assurance of learning matters.
2. To review outcome assessment results related to assurance of learning.
3. To study trends in business and administration with the objective of making recommendations to the faculty that would make the undergraduate curricula more relevant for students.
4. To continuously review the undergraduate curricula of the College for adequacy and effectiveness and to make recommendations to the faculty concerning changes in the common business core, new courses to initiate, and/or current courses to be discontinued or altered.
5. To oversee the curriculum change request (CCR) process as it relates to undergraduate courses.
6. To recommend to the College faculty the minimum requirements for undergraduate admissions and degrees.
7. To evaluate proposals to revise the College of Business core. The Undergraduate Programs, Curriculum, and Assurance of Learning Committee is charged to consider requests for changes to the core on a case-by-case basis. Requests for core changes made to the Committee will contain the following items:
 - a. Description of the proposed curriculum change, including rationale for the proposed change;
 - b. Identification of all affected courses;
 - c. Statement as to which current core course(s) are to be affected and the rationale for the selection of those course(s);
 - d. Anticipated effect on the College of Business FTE (full time equivalent) faculty credit hour generation; and
 - e. Statement as to resources required for the change, including staffing, scheduling, equipment, etc.

(Note: These matters may originate with the Committee or from external constituents. Undergraduate curricular and assurance of learning items will not be included on the agenda for College faculty meetings prior to consideration by this committee, except as provided by Article II, Section 7, item 10 of this document.)

Membership: The seven (7)-member Undergraduate Programs, Curriculum, and Assurance of Learning Committee will be composed of at least one (1) representative from each Department in the College of Business, with the restriction that no Department will have more than three (3) representatives. Each Department will elect one (1) member of the committee, with the remaining members elected by the voting faculty in the College of Business.

Ex-officio Members: The person in the Dean's Office who serves as coordinator of assurance of learning will sit as an *ex officio*, non-voting member of the Undergraduate Programs, Curriculum, and Assurance of Learning Committee. An undergraduate advisor will be appointed by the Dean to serve as an *ex officio* member of the Undergraduate Programs, Curriculum, and Assurance of Learning Committee.

Chair: The chair of the committee will be a member of the voting faculty who is appointed by the Dean and who serves as chair of the committee at the pleasure of the Dean. The chair will vote only in the event of a tie.

Term of Membership: Members will serve staggered, three (3)-year terms. No member will serve more than two (2) consecutive terms. The chair and the *ex officio* members will not be restricted by this limitation.

Agenda: An agenda will be prepared by the chair and made available with the call to meet.

Minutes: A summary of work done and actions taken will be prepared by the chair and distributed to members of the committee, members of the faculty, Chairs of the Departments, and the Dean.

Section 3. Graduate Programs, Curriculum, and Assurance of Learning Committee.

Purpose: The purposes of the Graduate Programs, Curriculum, and Assurance of Learning Committee are as follows:

1. To advise and make recommendations to the Dean on all of the College's graduate curricular and assurance of learning matters;
2. To review outcome assessment results related to assurance of learning;
3. To study trends in business and administration with the objective of making recommendations to the faculty that would make the graduate curricula more relevant for students;
4. To continuously review the graduate curricula of the College for adequacy and effectiveness and to make recommendations to the faculty concerning new courses to initiate and/or current courses to be discontinued or altered;

5. To oversee the curriculum change request (CCR) process as it relates to graduate courses; and
6. To recommend to the College faculty the minimum requirements for graduate admissions and degrees.

(Note: These matters may originate with the Committee or from external constituents. Graduate curricular and assurance of learning items will not be included on the agenda for College faculty meetings prior to consideration by this committee, except as provided by Article II, Section 7, item 10 of this document.)

Membership: The Graduate Programs, Curriculum, and Assurance of Learning Committee will be composed of one (1) faculty member from each Department who teaches or has taught a graduate level course within the past three (3) years. Members will be elected from each Department by the voting faculty of that Department.

Ex Officio Members: The Director of the MBA Program, the person in the Department of Accounting and Finance in charge of coordinating the M. Acc. Program, and the person in the Dean's Office who serves as coordinator of assurance of learning will serve as *ex officio*, non-voting members of the Graduate Programs, Curriculum, and Assurance of Learning Committee.

Chair: The chair of the committee will be appointed by the Dean from among the voting faculty members. This person serves as chair of the committee at the pleasure of the Dean. The chair will vote only in the event of a tie.

Term of Membership: Members will serve staggered, three (3)-year terms. No member will serve more than two (2) consecutive terms. The Chair and the *ex officio* members will not be restricted by this limitation.

Agenda: The chair will prepare and make available an agenda with the call to meet.

Minutes: A summary of work done and actions taken will be prepared by the chair and distributed to members of the committee, members of the faculty, Chairs of the Departments, and the Dean.

Section 4. Personnel Committee

Purpose: The purpose of the Personnel Committee is to advise the Dean on recommendations for promotion and tenure in the College of Business. The Dean is responsible for making the promotion/tenure recommendation to the Provost and Executive Vice President.

Membership: The Personnel Committee will be composed of seven (7) tenured faculty who hold the rank of associate professor or professor. Six (6) of these members will be elected by the College of Business faculty at large, and one (1) will be appointed by the Dean. No more than three (3) members of any one Department may simultaneously sit on this committee, and each Department must be represented. Chairs of Departments are ineligible to serve. Any member of this committee who elects to become a candidate for promotion or tenure during his or her term of membership or is otherwise unable to serve will be replaced by an appointment of the Dean. Such replacements will be for the year of candidacy or inability to serve.

Chair: A tenured faculty member at rank of professor, elected by and from the membership of the committee, will serve as chair and will retain voting rights.

Term of Membership: Members will have staggered, three (3)-year terms; members are not eligible for re-election until they have been off the committee for at least two years. An individual appointed to replace a voting member for less than two (2) years will not be considered to have served a term.

Functions:

1. The committee will evaluate, in a consistent and unbiased manner, the record of those being considered for promotion and/or tenure in accordance with the guidelines as established by the faculty member's respective Department.
2. The committee will make recommendations to the Dean based on the guidelines as established by the faculty member's respective Department.
3. The committee may evaluate and summarize input from other faculty members who have already been granted tenure and/or have achieved rank equal to or above that for which the candidate is applying.

Section 5. Academic Review and Standards Committee

Purpose: The purpose of the Academic Review and Standards Committee is to ensure the academic integrity of the College of Business in light of the policies and procedures contained in the current *University of West Florida Student Handbook* (<http://uwf.edu/offices/studentaffairs/publications/publications/>). Specifically, the committee is to adjudicate matters in the following areas:

1. Probation/Suspension – The committee decides who will be placed on, removed from, and/or continued on academic probation. Also, the committee may suspend students with unsatisfactory academic progress. These decisions will be consistent with the applicable College and University guidelines (see <http://catalog.uwf.edu/undergraduate/academicpolicies/general/#academicstanding>).
2. Grade appeals – The committee will handle grade appeals in accordance with the process contained in the University Appeals and Grievance Policies (<http://uwf.edu/appeals>).
3. Academic misconduct: Allegations of academic misconduct will proceed as set forth in the University policy (<http://uwf.edu/media/university-of-westflorida/offices/student-affairs/dean-of-students/osrr/documents/AcademicMisconduct-Code.pdf>).
4. Other matters – The committee will handle other matters as deemed appropriate by the Dean or as set forth in University policy.

Membership: The committee will consist of the Department Chairs, the Directors of the MBA and MAcc programs, and the advisors. Members serving in multiple roles (e.g., Chair and Director) will be entitled to only one vote on the committee.

Chair: The chair of the committee will be appointed by the committee from the membership of the committee each academic year. The chair will be eligible to vote on all matters considered by the committee.

Reporting Structure: The chair of the committee will report in writing to the Dean of the College of Business concerning all matters considered by the Committee.

Section 6. Special Rules for Ad hoc Grievance Committee

If a committee is appointed by the Dean to investigate or make recommendations concerning a grievance not included in University policies or a collective bargaining agreement, the members of any such committee will consist of tenured faculty. There will be at least three (3) faculty members.

ARTICLE IV

Business Advisory Council

The general purpose of the Business Advisory Council will be to provide advice, guidance and support for the continuing development of high quality programs within the College of Business. The Council's role will be advisory to the Dean and the faculty in promoting leadership in business and management. A copy of the current Constitution of the College's Business Advisory Council is contained in Attachment 2 of these *bylaws*.

More specifically, the Council will assist the College by:

1. Providing advice and counsel to the Dean and faculty on all pertinent matters affecting the College, internal as well as external, so as to best assist the College to relate its programs to the changing needs of the business community.
2. Supplementing the existing career counseling and placement services so as to increase the availability of job opportunities to the University's undergraduate and graduate business majors. This effort will include liaison and communication between business people and students to acquaint the latter with challenges and opportunities in business.
3. Providing opportunities to the faculty for meaningful business engagements, shortterm employment in responsible positions, and other relationships with and programs within the business community. These opportunities include, but are not limited to, providing research support for faculty members by assisting them in gaining access to organizations or databases and, if appropriate, providing research grants to faculty members.

4. Sharing the special insight and expertise of business executives through classroom presentations or presentations within other meeting situations, executive-inresidence programs, executive-student counseling, faculty consultation and the like.
5. Serving as a resource in faculty recruiting by meeting with prospective faculty members and enabling them to better understand the opportunities at the University.
6. Assisting the College in acquiring the resources necessary to continue its development as a leader in business education by taking an active role in private fund-raising activities.
7. Providing counsel to the Dean regarding the disposition of available financial resources in the College.

ARTICLE V

Student Organizations

The College of Business will recognize appropriately constituted, business oriented, student organizations that have as their primary purpose the enhancement of business knowledge and practice for students and the facilitation of communication between the student body, faculty and administration of the College. The current roster of recognized student organizations is contained in Attachment 3 of these *bylaws*.

ARTICLE VI

Interpretation

The faculty, through action taken in regular or called meetings, will by majority vote (a quorum present) be the final authority on interpretation of these *bylaws*. However, these *bylaws* may not be interpreted in any manner that is inconsistent with any collective bargaining agreement that is in force, the policies, rules and regulations of the University and the *Board of Trustees* or the laws of the Federal Government and the State of Florida.

ARTICLE VII

Rules and Regulations

The rules and regulations referred to in this document are the policies of the University as they may, from time to time, be amended. Any amendment to these policies will become part of the *bylaws* of the College of Business as if it were originally part of such *bylaws*.

ARTICLE VIII

Ratification

These *bylaws* of the faculty of the College of Business will become effective when approved by a two-thirds ($2/3^{\text{rds}}$) majority of the voting faculty present at a general faculty meeting, provided the required quorum is present at time of voting.

ARTICLE IX

Amendments

Only the faculty of the College of Business will have the power to amend these *bylaws*. The *bylaws* amendment procedure is as follows:

1. Proposals to amend the *bylaws* will be submitted to the College faculty no later than ten (10) working days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending the *bylaws*. Proposals may arise from any College of Business entity—the Dean, College of Business committees and individuals.
2. Proposed amendments to these bylaws will be adopted by a two-thirds ($2/3^{\text{rds}}$) majority of the voting faculty members present, provided the required quorum is present at the time of voting. Proxies, as previously discussed, are acceptable in amending the *bylaws*.

Originally approved by the faculty of the College of Business on April 10, 2003.

Amended October 28, 2012.

Amended April 25, 2014.

R. Daniel Pace
Chair, Business College Council April
17, 2014

W. Timothy O'Keefe
Interim Dean, College of Business
April 25, 2014



By-laws Attachment
1.pdf



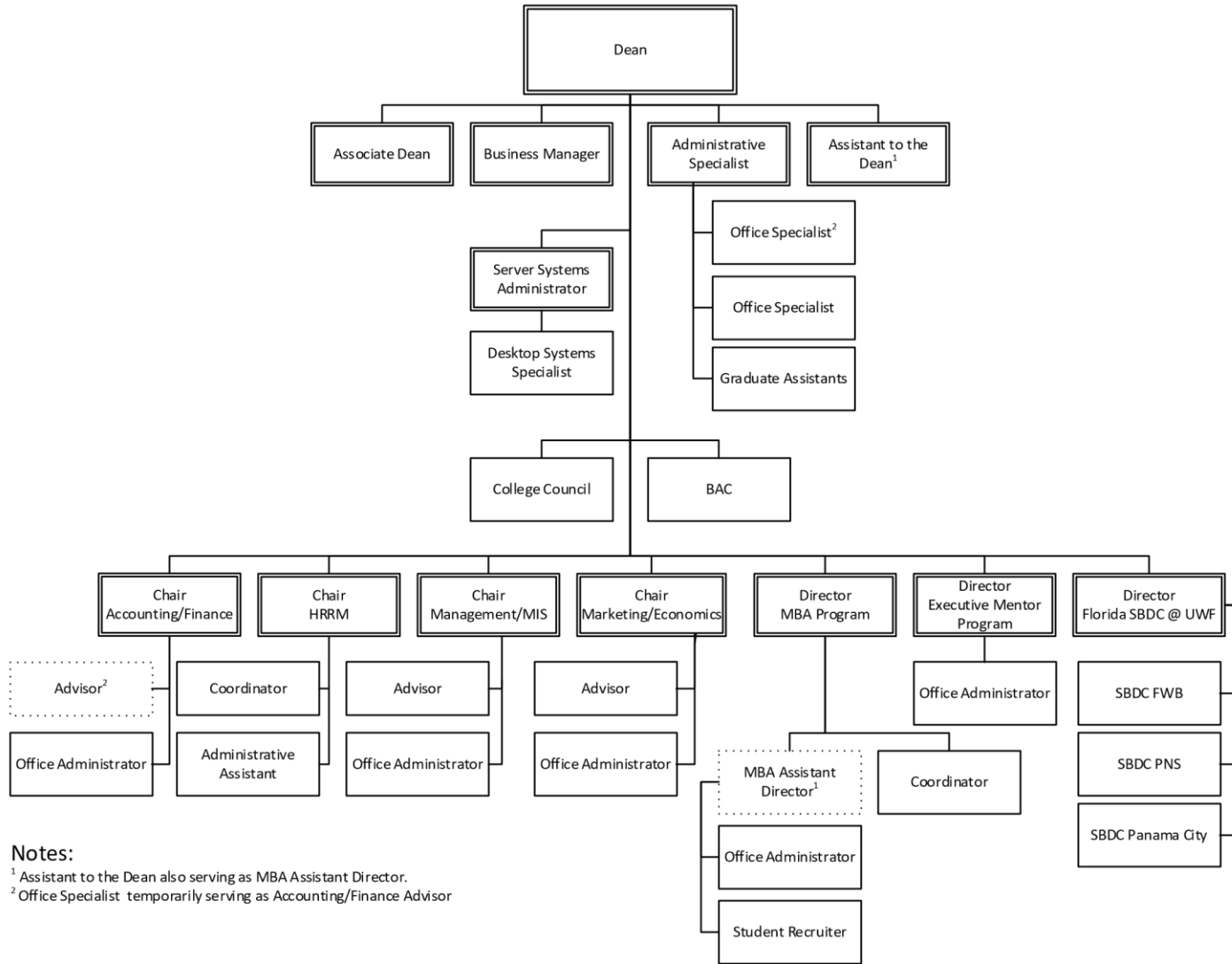
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ATTACHMENT 1 - Organizational Chart

University of West Florida – College of Business



Notes:

¹ Assistant to the Dean also serving as MBA Assistant Director.

² Office Specialist temporarily serving as Accounting/Finance Advisor

ATTACHMENT 2 – Business Advisory Council Constitution

**CONSTITUTION
THE BUSINESS ADVISORY COUNCIL
FOR THE
COLLEGE OF BUSINESS
THE UNIVERSITY OF WEST FLORIDA**

**ARTICLE I
(Name)**

This organization shall be known as the Business Advisory Council (hereinafter referred to as the “Council”) for the College of Business (hereinafter referred to as the “College”) of The University of West Florida (hereinafter referred to as “The University”).

**ARTICLE II
(Membership)**

- Section 1. There shall be two categories of membership: Voting members and NonVoting members (Dean’s Associates).
- Section 2. The Council shall have a maximum of fifty voting members appointed by the Dean of the College in consultation with the College’s faculty and the current members of the Council. Voting members will normally be appointed to three year, renewable terms with new or renewed appointments being effective as of January 1 of the year of the appointment. Terms are to be staggered so that approximately one third of the Council will be beginning a new or renewed appointment each year. A maximum of three, three years terms may be served consecutively without at least a one year break in service. A membership fee will not be required.
- Section 3. Dean’s Associates may be former voting members of the Council, retired executives who reside within the University’s service region, or others who wish to be involved in the activities of the College. They may be appointed by the Dean to serve on the Council for an unspecified term. They may not vote or serve on the Council’s Executive Committee. Otherwise, they shall be considered full members of the Council and shall be both invited and urged to participate in all Council activities. There shall be no limit as to the number of Dean’s Associates at any given time.

Section 4. The University's President, Provost, Academic Affairs, and Vice President for University Advancement shall be appointed as *ex-officio* members of the Council. The following College personnel shall also serve as *ex-officio* members of the Council: the Dean, the Associate Dean, the Department Chairs, the Director of the Haas Center, the Director of the UWF Small Business Development Center, the Director of the MBA Program, the Chair of the College of Business Council, and all chair holders among the faculty (e.g., the Mary Ball Washington Chair of Accounting and others that may be established). These *ex-officio* members are appointed to provide liaison between the Council and its committees and the College and its programs.

ARTICLE III (Purpose)

Section 1. The general purpose of the Council is to provide advice, guidance and support for the continuing development of high quality business programs at The University. The Council's role is advisory to the Dean and the faculty in promoting leadership in business and management.

Section 2. It is anticipated that the Council will also assist in promoting a professional image and good relations for the College with the larger business community and in relating the community to the students and faculty of the College.

Section 3. More specifically, the Council should assist the College by:

- a. Providing advice and counsel to the Dean and faculty on all pertinent matters affecting the College, internal as well as external, so as to best relate the College and its programs to the changing needs of the business community.
- b. Supplementing the existing career counseling and placement services so as to increase the availability of job opportunities to The University's undergraduate and graduate business majors. This includes liaison and communication between business people and students to acquaint the latter with challenges and opportunities in business.
- c. Providing to the faculty continuing opportunities for meaningful business engagements, short-term employment in responsible positions, and other relationships and programs with the business community. This includes, but is not limited to, providing research support for faculty members by assisting them in gaining access to organizations or data bases and, if appropriate, providing research grants to faculty members.

- d. Sharing the special insight and expertise of business executives through classroom presentations or other meeting situations, executive-in-residence programs, executive-student counseling, faculty consultation and the like.
- e. Serving as a resource in faculty recruiting by meeting with prospective faculty members, enabling them to better understand the opportunities at The University.
- f. Assisting the College in acquiring the resources necessary to continue its development as a leader in business education by taking an active role in private fund-raising activities.
- g. Providing counsel to the Dean and his or her staff regarding the disposition of available financial resources in the College.

ARTICLE IV (Officers)

Section 1. The Chairperson and the Vice Chairperson of the Council shall be elected by the membership upon the recommendation of the Executive Committee. These officers shall serve three year terms and may be reelected to their respective positions as long as they continue to be members of the Council as defined in Article I, Section 2, above. In no case, however, may an individual's term as an officer exceed his or her term on the Council. The Chairperson shall chair meetings of both the Council and the Executive Committee and work with the Dean in formulating agenda. The Vice Chairperson shall serve in the absence of the Chairperson.

Section 2. The Recording Secretary shall be appointed by the Dean from among the faculty or staff of the College. The Recording Secretary's appointment is without limit and the incumbent serves at the pleasure of the Dean.

ARTICLE V (Committees)

Section 1. Standing committees and their chairs shall be appointed by the Chairperson of the Council upon consultation with the Dean.

Section 2. Standing committees will normally be as follows with others established or dissolved as appropriate:

- a. Academic Committees: A committee for each academic department in the College, a committee which will focus on the undergraduate programs of the College and a committee which will focus on the graduate program of the College. Each voting Council member and Dean's Associate will normally be appointed to serve on one of these committees by the Chairperson in consultation with the Dean, although in special circumstances a given voting member or Dean's Associate may be appointed to serve on more than one committee.
- b. An Executive Committee: This committee shall be composed of the Chairperson, the Vice Chairperson and one voting Council member from each of the standing committees identified in Article V, Section 2., a. above, elected by the membership of those committees.

Section 3. *Ad hoc* committees may be established at any time by the Dean as appropriate to deal with issues which may need special attention. The composition and term of these committees will be announced when they are formed.

ARTICLE VI (Meetings)

Section 1. The Council will normally meet in the Fall and Spring of each academic year on dates established by the Chairperson in consultation with the Dean. Committees will normally meet during part of the general meetings and on other dates as appropriate. The format of meetings will vary depending on agenda and timing but will normally be open and informal to maximize discussion. Additional meetings may be called by the Council Chairperson as necessary.

Section 2. For the Council as a whole and for the Executive Committee, a quorum shall consist of those members present at any called meeting. All called meetings

BAC Constitution

Page 5

of the Council and/or the Executive Committee shall be announced at least two weeks in advance.

ARTICLE VII (Incorporation)

The Business Advisory Council for the College of Business shall not be separately incorporated. Fiscal matters will be handled through The University of West Florida Foundation.

ARTICLE VIII (Amendments)

Amendments to this Constitution may be proposed by either the Chairperson, the Executive Committee, or by a petition of not less than 25 percent of the eligible voting members of the Council. All proposed amendments must be approved by the President of The University prior to being presented to the voting members for consideration. All such authorized, proposed amendments must then be submitted to the voting members of the Council at least two weeks prior to a regular meeting and shall be ratified upon a simple, majority vote of those members present at that meeting and of those voting members who have submitted a written and signed proxy to the Chairperson at least two days in advance of the meeting.

ARTICLE IX (By-Laws)

By-laws governing the operation of the Council may be adopted as from time to time shall be deemed advisable by the Council. Such by-laws may be proposed by either the Chairperson, the Executive Committee, or by a petition of not less than 25 percent of the eligible voting members of the Council. All proposed by-laws must be consistent with this Constitution and with the operating policies and procedures of The University. All such proposed by-laws must be submitted to the voting members of the Council at least two weeks prior to a regular meeting and shall be ratified upon a simple, majority vote of those members present at that meeting and of those who have submitted a written and signed proxy to the Chairperson at least two days in advance of the meeting.

Revised: 4/96

ATTACHMENT 3 – College of Business Student Organizations

COLLEGE OF BUSINESS STUDENT ORGANIZATIONS

1. American Marketing Association, UWF Collegiate Chapter

The American Marketing Association (AMA) is the premier international marketing organization for marketing academics, professionals and college students. The more than 350 international AMA collegiate chapters primarily focus on professional development, community engagement, networking and fundraising. Each AMA collegiate chapter has the potential to impact student involvement by hosting numerous activities, including sales competitions, case competitions, marketing speakers, etiquette dinners, contests and so forth. The AMA has career partnerships with major companies that recruit AMA collegiate chapter members year round for jobs and internships.

2. Argonaut Hospitality Associates

The Argonaut Hospitality Associates (AHA) organization is primarily for Hospitality, Recreation and Resort Management students at the Fort Walton Beach campus. The organization exists to promote community enhancement through student involvement, encourage student networking to acquire professional contacts and expand student knowledge of opportunities available in the hospitality industry. The students are involved in a number of industry related activities in the Fort Walton Beach and Destin areas.

3. Association for Information Systems

The UWF Student Chapter of Association for Information Systems (AIS) is the student chapter of an international professional organization that aims to advance knowledge in the use of information technology to improve organizational performance and individual quality of life.

Some of the specific purposes of AIS are to (a) create a vision for the future of the IS field and profession, (b) establish standards of practice, ethics and education where appropriate, (c) promote high professional standards, (d) promote the growth of information systems, (e) improve the profession's quality throughout the world, (f) improve curricula, pedagogy and other aspects of IS education, (g) cooperate with other organizations interested in the advancement and practice of information systems and (h) stimulate research about information systems.

Membership in the UWF Student Chapter of AIS is open to all students, faculty and staff of all fields at the University of West Florida.

4. Beta Alpha Psi

Beta Alpha Psi is a national scholastic and professional accounting organization with the primary objective of encouraging and giving recognition to scholastic and professional excellence in the field of accounting. The organization promotes the study and practice of accounting, provides opportunities for self-development and association among members and practicing accountants, and encourages ethical, social and public responsibility.

5. Beta Gamma Sigma

Beta Gamma Sigma is a national scholastic honor society for business schools accredited by AACSB International. The mission of Beta Gamma Sigma is to encourage and honor academic achievement and personal excellence in the study and practice of business. It fosters in its members an enduring commitment to the principles and values of the society — honor and integrity, the pursuit of wisdom, earnestness. The society supports the advancement of business thought and encourages life-long learning.

6. Club Managers Association of America/Hospitality Club

This organization is for students, primarily at the Pensacola campus, interested in hospitality and club management careers. It seeks to enhance the classroom experiences by offering volunteer and networking experiences, guest speakers, field trips and conference trips.

7. College of Business Student Advisory Council

The College of Business Student Advisory Council provides the Dean of the College with input on College and University issues that impact students. Membership consists of the officers of the College of Business student organizations.

8. Delta Sigma Pi

Delta Sigma Pi is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce; and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

9. Student Collaborative Entrepreneurship Organization (CEO)

The purpose of the Student CEO is to link students at UWF interested in entrepreneurship, enhance student knowledge about entrepreneurship, and to facilitate networking between members and the business community. The

organization is open to all UWF students. While faculty and staff cannot be voting members, they are strongly encouraged to become involved in the organization.

10. Supply Chain Logistics Association

The Supply Chain Logistics Association (SCLA) is the College of Business student organization designed to link its members with industry in ways that provide students with significant advantages in launching careers in supply chain logistics. SCLA events include field trips to see up close logistics and production operations of major corporations. Members interact with supply chain logistics professionals through facility tours, guest speaking arrangements, webinars, UWF logistics program industry board meetings, and the annual SCLA luncheon with alumni and industry partners. Annually, the student team competes at Operation Stimulus, a national-level business logistics case competition. Through these activities, the SCLA helps to establish and maintain UWF's Supply Chain Logistics program as the preferred logistics program by students and employers. SCLA provides the most current and relevant practical knowledge and tools of the discipline, thereby creating highly skilled and marketable graduates. Doing so will create successful and dynamic supply chain logistics career launches that SCLA members and graduates may only have dreamed possible.