

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 University Personnel committee.

Membership: The Personnel Committee shall be composed of seven tenured faculty who hold the rank of associate professor or full professor. Six of these members shall be elected by the College of Business faculty at large, and one shall be appointed by the Dean. No more than three 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 during his/her term of membership or is otherwise unable to serve shall be replaced by an appointment of the Dean. Such replacements shall be for the remainder of the membership term.

Chair: A tenured, full professor, elected by and from the membership of the Committee, shall serve as Chair and shall retain voting rights.

Term of Membership: Members shall serve staggered, three-year terms; no member shall serve more than two consecutive terms.

Functions:

- a. The Committee shall evaluate, in a consistent and unbiased manner, the records of those being considered for promotion and/or tenure in accordance with the guidelines as established by the faculty member's respective department.
- b. The Committee shall make recommendations to the Dean based on the guidelines as established by the faculty member's respective department.
- c. The Committee shall solicit, evaluate, and summarize input from other faculty 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 *UWF Student Planner and Handbook*. Specifically, the Committee is to adjudicate matters in the following areas:

- a. Probation/Suspension - The Committee shall decide who will be placed on, removed from, and/or continued on academic probation. Also, the

Committee shall suspend students who show no academic progress. These decisions will be made in a manner consistent with the applicable College and University guidelines.

- b. Academic Misconduct - The Committee shall study cases of academic misconduct which are brought before it. When necessary, the Committee shall recommend the punishment that the guilty student shall receive. Academic misconduct means cheating, plagiarism, bribery, conspiracy, misrepresentation, or any act which might be construed as academic fraud as defined in the *UWF Student Planner and Handbook*. Recommendations about academic misconduct allegations shall be given to the Dean who will make the final decision about guilt and punishment.
- c. Grade appeals - The Committee shall handle grade appeals in accordance with the process contained in the *UWF Student Planner and Handbook*.
- d. Other matters - The Committee shall handle other matters consistent with its purpose as deemed appropriate by the Dean.

Membership: The Committee shall consist of two different memberships, depending upon the matter under adjudication. For academic matters not involving misconduct, the Committee shall be composed of five members—four faculty (at least one from each Department) and one staff advisor. The Committee members shall be appointed by the Dean. For academic misconduct, the Committee shall consist of a total of six members, three of the members will be appointed by the Dean from the four faculty members mentioned above. Three student members will also serve on the committee. Each Fall Semester the Dean, in consultation with the Chairs, shall appoint three student members to serve a one-year term. Students may be re-appointed at the discretion of the Dean. If a student appointee has the appearance of prior knowledge or bias in a particular misconduct allegation, then the Dean will appoint another student for that case only.

Chair: The Chair of the Committee will be appointed by the Dean from the membership of the Committee on an annual basis. The Chair shall be eligible to vote on all matters considered by the Committee.

Term of Membership: Members shall serve staggered, three-year terms; no member shall serve more than two consecutive terms.

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

Source: College of Business By-Laws