



College of Business

BY-LAWS

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BY-LAWS OF THE COLLEGE OF BUSINESS**Article I****Introduction****Section 1. Mission Statement**

The mission of the College of Business is to provide a high quality, student-oriented, educational experience to baccalaureate and master's degree students primarily from the Northwest Florida region.

With a focused priority on teaching excellence, supported by scholarship and service, the College of Business prepares students for successful careers in business and society and, in doing so, advances the educational and economic development of Northwest Florida.

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, Academic Affairs.

The Dean shall:

- a. Work to improve the educational environment and quality of education for the students;
- b. Support and enhance the quality of professional life for the faculty;
- c. Support and enhance the standing of the College in the community;
- d. Represent the needs of the College and its faculty and staff to the University; and
- e. Serve as a communications 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 coordination of the programs of the College;
3. Presenting proposals for new degrees and curriculum changes in the College;
4. Recommending promotions, tenure, and merit increases in salary for the faculty within the College;
5. Preparing and administering a budget for the College;
6. Taking the lead in the development and maintenance of a strategic plan for the College;
7. Exercising general supervision over the work of students in the College;
8. Being responsible for the program of academic advisement for the students in the College;
9. Presiding at all regular and special meetings of the faculty of the College;
10. Serving as the medium of communication for all official business with University authorities, students, and the public;
11. Nominating candidates for degrees in the College; and
12. Determining the organizational structure of the College.

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, Academic Affairs and approved by him/her.

Section 4. Chairs of Departments.

The Chairs of the Departments serve at the pleasure of the Dean. Appointments shall be made after consultation with the faculty of the particular Department and the Provost, Academic

Affairs. 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 *By-Laws*, the Chair of the Department is to consult with and seek the guidance of the Department faculty and to 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 shall:

- a. Ensure that students receive the best educational opportunities possible;
- b. Represent their respective faculties to the Dean and the University; and
- c. Represent the Dean and the University to their respective faculties.

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. Being responsible for the quality of instruction in the Department;
5. 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;
6. Preparing and submitting to the Dean such information regarding the courses in the Department as may be needed for the catalog;
7. Assigning faculty to courses within the Department and maintaining, insofar as possible, an equitable distribution of courses and sections and submitting to the Dean class schedules to be worked into the master schedule;
8. 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 or division is offering a course that conflicts with, or duplicates, a course offered in his/her own Department;
9. Coordinating the advisement of students who are majoring in the Department;

10. Establishing and maintaining communication with those students who are departmental majors as well as with other students enrolled in courses offered by the Department;
11. Preparing and submitting to the Dean an annual budget for the Department and overseeing the expenditure of Departmental funds and the care and use of Departmental property;
12. Recommending faculty within his/her Department to the Dean for appointments, promotions, tenure, merit increases in salary based upon the established guidelines, and dismissals; and
13. 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.

Section 5. Other College of Business Administrative Units.

The Dean may recommend to the Provost, Academic Affairs 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 shall serve the entire College in a staff capacity and shall not have line authority over the work of the faculty.

Small Business Development Center (SBDC)

The UWF Small Business Development Center is a service unit within the College of Business. Its Director serves at the behest 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 Small Business Development Center, a member of the Florida Small Business Development Center Network, provides existing and prospective entrepreneurs in Escambia, Santa Rosa, Okaloosa, and Walton Counties with high quality management counseling, entrepreneurial training, and information access and transfer, enabling them to maximize their businesses' growth, competitiveness, and profitability within their trading area.

Haas Center for Business Research & Economic Development (CBRED)

The Haas Center is a service unit within the College of Business. Its director serves at the behest of the Dean for all matters pertaining to the operation of the Center.

The Haas Center has as its primary mission the collection, analysis, and dissemination of information on the Northwest Florida business environment. This includes providing social, economic, and demographic information on the ten-county Northwest Florida region and delivering custom research to enhance regional economic development.

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 which are offered. This is done through professional staff advisors, department chairs and faculty who work closely together to help students achieve their academic goals.

The 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 MBA Program Director also serves as chair of the Graduate Programs and Curriculum Committee.

Article II

The Faculty of the College of Business

Section 1. Composition.

The faculty of the College of Business shall consist of the professors, associate professors, assistant professors, and instructors, including visiting faculty in these ranks, in the Departments of the College as designated by the Dean in accordance with University guidelines. This designation of faculty applies to all aspects of the *By-Laws*. Section 7.f. defines *voting members* of the College of Business faculty.

Section 2. Authority and Responsibility.

The role of the faculty is to:

- a. Teach undergraduate and graduate courses which are consistent with, and in support of, the mission and programs of the College;
- b. Conduct basic, applied, and pedagogical research which is consistent with, and in support of, the mission and programs of the College;
- c. Perform public and professional service which is consistent with, and in support of, the mission and programs of the College;
- d. Establish entrance requirements for students in the College;
- e. Prescribe and define courses of study for students in the College, including the undergraduate and graduate common cores, majors, minors, tracks, and certificate programs;
- f. Establish requirements for degrees and certificates offered in the College and recommend for degrees those candidates who have fulfilled the specified degree requirements;
- g. Establish and enforce academic regulations for the guidance and advisement of students in the College;
- h. Exercise jurisdiction, in general, over all educational matters within the College;
- i. Establish committees, through the Business College Council, as required to discharge duties and responsibilities of the College;
- j. Adopt regulations governing its own procedures and by-laws necessary and proper for the orderly and efficient administration of the College;

- k. Have the fullest measure of autonomy consistent with the maintenance of general educational policy and standards and 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 shall be entitled to present its position to all appropriate administrative levels, up to and including the President;
- l. Serve on appropriate Departmental, College, and University committees.

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, Academic Affairs.

Section 4. Promotion of Faculty Members.

Faculty members who are eligible for promotion are responsible for submitting complete portfolios/dossiers to their Department Chairs in accordance with the calendar and procedures established by the University as contained in annual correspondence and 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 Personnel Committee through the Dean. Evaluations of each applicant's portfolio/dossier are then made by the College Personnel Committee and forwarded to the Dean for his/her endorsement prior to being sent to the University Personnel Committee which in turn makes its recommendations to the Provost, Academic Affairs. The Provost, Academic Affairs, adds his/her recommendation and then submits the entire package on each applicant to the President for final action.

Section 5. Tenure of Faculty Members.

Faculty members who are eligible for tenure are responsible for submitting complete portfolios/dossiers to their Department Chairs in accordance with the calendar and procedures established by the University as contained in annual correspondence and 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 Personnel Committee through the Dean. Evaluations of each applicant's portfolio/dossier are then made by the College Personnel Committee and forwarded to the Dean for his/her endorsement prior to being sent to the University Personnel Committee which in turn makes its recommendations to the Provost, Academic Affairs. The Provost, Academic Affairs adds his/her recommendation and then submits the entire package on each applicant to the President for final University action.

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. Since the decision to award tenure is made by the Board of Trustees, it is intended by the Board that its policies should be the minimum standard for the award of tenure and not a limitation upon the adoption of such additional standards and requirements as 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, any Collective Bargaining Agreement which is in force, and the University. 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 evaluations 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/her designee, shall preside in an *ex-officio* capacity at all meetings of the College faculty as a whole. College faculty meetings shall be conducted as follows:

- a. The College faculty shall meet at least once during the Fall Semester to execute in a timely manner the business that needs to be transacted. Except as provided in subsection (g) of this section, all meetings are to be called with at least three working days' notice. However, no such notice is required if the purpose of such meeting is to give or receive information and no other action is required or taken.
- b. The Dean shall 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 *By-Laws*. The Minutes are to be distributed to the members of the faculty within ten working days of the meeting for which they were taken.

- c. *Robert's Rules of Order* shall be observed in the conduct of meetings, and the College faculty may, each spring, elect a parliamentarian to preserve the integrity of these rules.
- d. The Dean shall convene special meetings of the College faculty upon petition of at least ten faculty members or when deemed necessary by the Business College Council or the Dean.
- e. A quorum shall consist of a majority of the voting members of the College faculty as defined in subsection (f) below. However, a quorum is not necessary when the purpose of the meeting is solely to give or receive information.
- f. Voting is to be limited to full-time tenured and tenure track faculty and full-time instructors. This excludes visiting appointments and phased retirees. This definition of *voting members* applies throughout these *By-Laws*.
- g. Proxies may be submitted to the Dean prior to the faculty meeting. These must designate the procurator and be signed by the absentee voting member.
- h. Proposed motions affecting the educational policy of the College must be submitted in writing to the Dean at least ten 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 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 (f) above) present at such meeting.
- i. The Dean shall 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. No new curriculum changes can be considered for final passage by the faculty unless the proposed change has been submitted to the Dean by the appropriate curriculum committee at least ten 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 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 are to be by majority vote of the voting members present and may be conducted at a meeting described in Section 7 of this Article or may be conducted without the necessity of a meeting.

- a. Elections conducted at a meeting described in Section 7 are by majority vote of those voting members present at such meeting. Nominations may be only from voting members of the faculty. If a faculty member does not want his/her name to be placed in nomination, he/she may decline the nomination at the meeting or give prior notice to his/her Department Chair.
- b. Elections not conducted at a meeting are to be by majority vote of the voting members of the faculty. However, before any faculty member's name is placed in nomination, the person making the nomination must secure the consent of the prospective nominee. The Vice-Chair of the Business College Council shall be responsible for conducting all elections not occurring at a faculty meeting and reporting the results of those elections to the faculty.

Article III

College of Business Standing Committees

The following are standing committees of the College of Business: the Business College Council, the Undergraduate Programs and Curriculum Committee, the Graduate Programs and Curriculum Committee, the 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 following 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 shall maintain departmental representation to the maximum extent possible.

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

If a committee is appointed by the Dean to investigate or make recommendations concerning a grievance, the members of such a committee shall consist of at least three faculty members and all members of such a committee shall be tenured faculty. Standing committee membership shall come from the voting members of the College. A quorum for any committee meeting shall be fifty percent of the membership plus one, and signed proxies will be accepted and counted in determining a meeting quorum.

Section 1. Business College Council

Purpose: The Council shall 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 *By-Laws* and their Appendices and Attachments on an annual basis and make recommendations concerning appropriate changes to the Dean; and establish standing sub-committees and *ad hoc* committees as appropriate.

Membership: The Business College Council shall be composed of:

- a. One representative from each Department elected by the Departmental faculty as a whole
- b. Four tenured, at large representatives elected by the College faculty as a whole
- c. Director of the SBDC, *ex-officio*, non-voting.

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

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

Vice Chair: The Vice Chair shall be a tenured faculty member elected by and from the elected representatives of the Council. The Vice Chair shall preside over the activities of the Council in the absence of the Chair. The Vice Chair shall administer and oversee the elections of the College. The Vice Chair shall be elected annually at the Council's first meeting during the Fall Semester.

Steering Committee: A Steering Committee shall serve as the executive policy committee of the Council and advise the Dean on all matters pertaining to the faculty, staff, and students of the College of Business. The Steering Committee shall be composed of the Council Chair and two other members of the Council elected by the Council. The Steering Committee shall be elected annually at the Council's first meeting during the Fall Semester.

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

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

Minutes: A summary of work done and actions taken shall 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 shall appoint a secretary to assist the Council in all administrative functions.

Section 2. Undergraduate Programs and Curriculum Committee

Purpose: The purposes of the Undergraduate Programs and Curriculum Committee are:

- a. To advise and make recommendations to the Dean on all undergraduate curricular matters.
- b. To study trends in business and administration with the objective of making recommendations to the faculty which would make the undergraduate curricula more relevant for our students.
- c. To continuously review the undergraduate curricula of the College for adequacy and effectiveness and 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.
- d. To oversee the Curriculum Change Request (CCR) process as it relates to undergraduate courses.

- e. To recommend to the College faculty the minimum requirements for undergraduate admissions and degrees.
- f. To evaluate proposals to revise the College of Business Core. The Curriculum 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 should contain the following items: (1) Description of the proposed curriculum change including rationale for the proposed change, (2) Itemization of course(s), (3) Statement as to which current core course(s) are to be affected and the rationale for the selection of those course(s), (4) Anticipated effect on College of Business FTE generation, and (5) Statement as to resources required for the change including staffing, scheduling, equipment, etc.

(Note: These matters may originate with the Committee or reach it through Departments, students, or individual faculty members. Undergraduate curricular 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, subsection (i) of this document).

Membership: The seven-member Undergraduate Programs and Curriculum Committee shall be composed of one representative from each sub-discipline (i.e., Accounting, Economics, Finance, Management, MIS, Marketing) elected by the voting faculty of that sub-discipline.

Ex-officio Members: There shall be two *ex officio* members of the Undergraduate Programs and Curriculum Committee: (1) an undergraduate staff advisor who shall be appointed by the Dean and (2) the College of Business representative to the University Undergraduate/Graduate Program Committee. Both shall serve without vote.

Chair: The Chair of the Committee shall be a voting faculty member appointed by the Dean and serves at the pleasure of the Dean. The Chair shall vote only in the event of a tie.

Term of Membership: Members shall serve staggered, three-year terms; no member shall serve more than two consecutive terms. The Chair and the *ex-officio* members shall not be restricted by this limitation.

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

Minutes: A summary of work done and actions taken shall 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 and Curriculum Committee

Purpose: The purposes of the Graduate Programs and Curriculum Committee are:

- a. To advise and make recommendations to the Dean on all graduate curricular matters.
- b. To study trends in business and administration with the objective of making recommendations to the faculty which would make the graduate curricula more relevant for our students.
- c. To continuously review the graduate curricula of the College for adequacy and effectiveness and make recommendations to the faculty concerning new courses to initiate and/or current courses to be discontinued or altered.
- d. To oversee the Curriculum Change Request (CCR) process as it relates to graduate courses.
- e. To recommend to the College faculty the minimum requirements for graduate admissions and degrees.

(Note: These matters may originate with the Committee or reach it through Departments, students, or individual faculty members. Graduate curricular 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, subsection (c) of this document).

Membership: The Graduate Programs and Curriculum Committee shall be composed of one faculty member from each Department who shall be elected by the voting faculty of that Department.

Ex-officio Member: The College of Business representative to the University Undergraduate/Graduate Program Committee will be an *ex-officio* member of the committee and will serve without vote.

Chair: The Director of the MBA Program will serve as the Chair of the Committee. The Chair shall vote only in the event of a tie.

Term of Membership: Members shall serve staggered, three-year terms; no member shall serve more than two consecutive terms. The Chair and the *ex-officio* member shall not be restricted by this limitation.

Agenda: The Chair shall prepare and make available an agenda with the call to meet.

Minutes: A summary of work done and actions taken shall 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. Assurance of Learning Committee

Established 2009; approved by COB Council on 7/21/09 and COB faculty on 9/11/09

Purpose: The purposes of the Assurance of learning Committee are:

- a. To advise and make recommendations to the Dean on the College's assurance of learning plans for the College's bachelor's and master's degrees.
- b. To review outcome assessment results related to assurance of learning.
- c. To design and conduct surveys of graduating students, alumni, and community business leaders and to analyze data related to satisfaction with, expressed needs for, and perceptions of the quality of the College's academic programs and support services.
- d. To coordinate with the College's undergraduate and graduate curriculum committees with respect to assessments associated with program level student learning outcomes.

Membership: The eight-member Assurance of learning Committee shall be composed of one representative from each sub-discipline (i.e., Accounting, Economics, Finance, Management, MIS, Marketing) appointed by the Chair of the respective departments, the director of the MBA program, and a member appointed by the Dean. The representative from Accounting should teach in both the undergraduate and graduate Accounting programs. At least one of the faculty representatives should teach in the Master of business Administration (MBA) program.

Chair: The Chair of the Committee is the member appointed by the Dean.

Term of Membership: Members appointed by the department chairs shall serve staggered, three-year terms; no such member shall serve more than two consecutive terms. The Director of the MBA program and the member appointed by the Dean shall not be restricted by this limitation.

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

Meetings: The committee shall meet at least once in each of the fall and spring semesters.

Minutes: A summary of work done and actions taken shall be prepared by the Chair and distributed to members of the Committee, members of the faculty, Chairs of the Departments, and the Dean.

Section 5. 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.

Article IV

Business Advisory Council

The general purpose of the Business Advisory Council shall be to provide advice, guidance, and support for the continuing development of high quality business programs at The University. The Council's role shall 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 *By-Laws*.

More specifically, the Council shall 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 regarding the disposition of available financial resources in the College.

Article V

Student Organizations

The College of Business shall recognize appropriately constituted, business oriented, student organizations which 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 *By-Laws*.

Article VI

Interpretation

The faculty, through action taken in regular or called meetings, shall by majority vote (a quorum present) be the final authority on interpretation of these *By-Laws*. However, these *By-Laws* 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

Definitions

1. Rules & 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 shall become part of the *By-Laws* of the College of Business as if it were originally part of such *By-Laws*.
2. Earned Doctorate: An earned doctorate shall be any earned, terminal degree accepted by AACSB International—The Association to Advance Collegiate Schools of Business for accreditation purposes to the extent that such an interpretation is consistent with the policies of The University of West Florida and the requirements of the State of Florida.

Article VIII**Ratification**

These *By-Laws* of the faculty of the College of Business shall become effective when approved by a two-thirds 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 shall have the power to amend these *By-Laws*. The *By-Laws* amendment procedure is as follows:

- a. Proposals to amend the *By-Laws* shall be submitted to the College faculty no later than ten working days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending. Proposals may arise from any College of Business entity: Dean, College of Business committees and individuals.
- b. Proposed amendments must be adopted by a two-thirds 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 *By-Laws*.

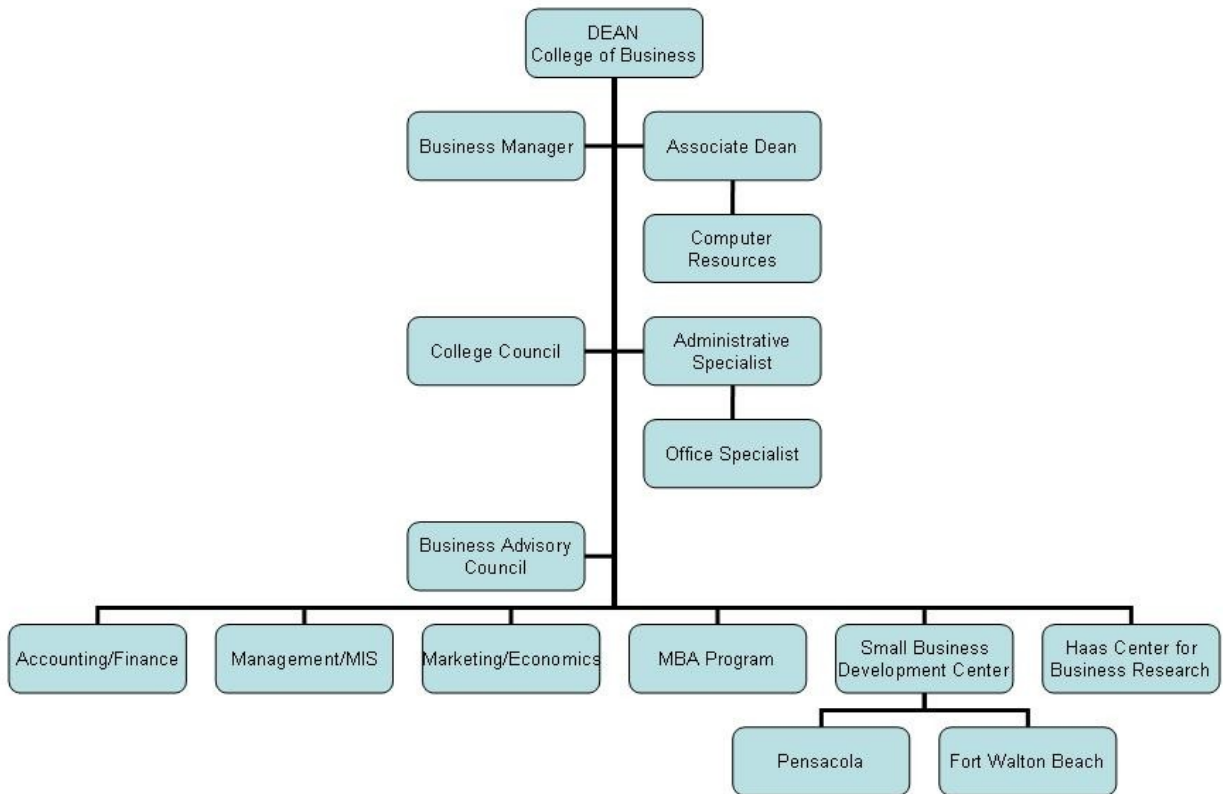
This document was approved by the faculty of the College of Business on April 10, 2003

Chair, Business College Council

Dean, College of Business

ATTACHMENT 1

College of Business Organizational Chart



ATTACHMENT 2

**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 Non-Voting 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

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.

ATTACHMENT 3
COLLEGE OF BUSINESS
STUDENT ORGANIZATIONS

1. 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.

2. 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.

2. 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.

3. College of Business Student Advisory Council

The College of Business Student Advisory Council was established to provide 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.

4. **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.

5. **Financial Management Association**

The mission of the Financial Management Association is to serve the finance community by broadening the common interests between academics and practitioners, providing opportunities for professional interaction between and among academics, practitioners and students, promoting the development and understanding of basic and applied research and of sound financial practices and enhancing the quality of education in finance.

6. **Future Executives**

The Future Executives consists of a select group of 5-6 of the College's best upperclassmen to provide internal support for the College of Business in promoting its student groups, participating in community activities, assisting with COB special events and other activities that promote the College.

7. **Marketing and Logistics Association**

The Marketing and Logistics Association provides a forum for students to learn about marketing, logistics and employment opportunities by exposure to business professionals and networking with other students and faculty.

8. **Students in Free Enterprise (SIFE)**

Students in Free Enterprise is an international organization giving students opportunities to learn, teach, and apply the principles of free enterprise through community and campus contacts.