

BY-LAWS

of the

FACULTY

of the

COLLEGE OF BUSINESS



ADOPTED APRIL 1974

AMENDED SEPTEMBER 1976

AMENDED DECEMBER 1989

AMENDED APRIL 2010

Bylaws of the Faculty of the University of Cincinnati College of Business 4-9-10

I. Name, Membership, and Purpose

- A. The organization for which these bylaws are stated is the Faculty of the College of Business.
- B. In conformance with the Regulations of the Board of Trustees, the Faculty of the College of Business shall consist of the President of the University, the Provost for Academic Affairs, the Dean of the College of Business, and the professors, associate professors, assistant professors, and instructors of the College of Business. Also included are all persons holding clinical, field service, or research titles, and all persons with adjunct appointments of 65% or more FTE. Only members of the Graduate Faculty of the College shall vote on matters pertaining to graduate studies.
- C. The purpose of this organization is to conduct the affairs of the College through its officers and committees. The Faculty shall be the legislative body of the College.

II. Authority of the Organization

- A. The affairs of this College shall be conducted under:
 - 1. the laws of the State of Ohio;
 - 2. the Bylaws and Regulations of the Board of Trustees of the University of Cincinnati;
 - 3. any appropriate sections of the Agreement between the University of Cincinnati and the American Association of University Professors, University of Cincinnati Chapter;
 - 4. the Rules and Regulations of the University Graduate faculty;
 - 5. the Bylaws of the College; and
 - 6. such other rules and regulations as are adopted by the legislative body of this College.
- B. The College of Business Faculty shall establish regulations governing the admission and exclusion of students (including, but not limited to, articulation and scholarship agreements with other institutions), the courses of instruction to be offered, grading policy, recommendations for degrees, certificates, honors and prizes, other fundamental areas of curriculum, and such other matters as may be within its jurisdiction. The Faculty shall also be entitled to share significantly in the responsibilities for program development, program review, Department review, and Department and College reorganization. The College of Business Faculty shall have the right to advise, aid, and counsel the Dean of the College on matters affecting the

College and the University, and shall be given sufficient time to do so (see Article 27).

III. Meetings and Quorums

- A. The presiding officer of the Faculty is the College of Business Dean. The Dean shall provide a secretary for the purpose of keeping minutes and preparing agenda and other necessary documents.
- B. The Dean shall schedule and call at least one regular meeting of the Faculty in each term of the regular academic year. At least one week's notice of such regular meeting shall be given to the Faculty. Special meetings may be called by the Dean or upon request of 12 voting members of the Faculty with no less than 72 hours notice.
- C. An agenda and supporting documents of each meeting shall be prepared and distributed at least 72 hours prior to each meeting. The agenda for a Faculty meeting will be developed by the Dean. Normally, agenda items that will require a Faculty vote should already have been discussed and approved by appropriate standing committees of the college. Proposals raised at any meeting shall be referred to the agenda of the next meeting unless a two-thirds majority of those voting members present shall determine that the proposal is of such immediate importance that it should be considered immediately, or that it is a continuation of a matter before the body and not a new topic. Voting on such proposals as well as other proposals on the meeting agenda can be conducted electronically after the meeting if the electronic vote is approved by a two-thirds majority of those voting members present in person or electronically. All electronic votes require quorum participation in order to be counted. Electronic voting will be administered using a system that ensures confidentiality, anonymity and restricts voting to eligible individuals as defined by the contract. At each meeting, there will be a report from the Faculty Senators and from the AAUP Associates Council Representative. Additionally, the Dean shall provide periodic updates on enrollment and budgetary-related issues at these meetings.
- D. A quorum of the Faculty or of the Graduate Faculty for the purpose of conducting business of the College shall be 60% of the eligible voting members.
- E. If a Faculty member is unable to attend a Faculty meeting due to a conflict with College- or University-sanctioned activities, that person may cast a proxy vote if ruled in order by the Dean after being informed, in writing, of:
 - 1. the nature of the conflict; and
 - 2. the name of the person chosen to cast the proxy vote.Proxy votes will not count toward the quorum.
If appropriate technology is available, arrangements should be made to permit Faculty members who are unable to attend a Faculty meeting in person due to a conflict with College- or University-sanctioned activities to participate and vote in

the meeting electronically. These votes will count toward the quorum. Electronic voting will be administered using a system that ensures confidentiality, anonymity and restricts voting to eligible individuals as defined by the contract.

IV. Procedures and Amendments

- A. The rules contained in the most recent revised edition of Robert's Rules of Order shall govern the conduct of meetings of the Faculty of the College of Business.
- B. Amendments to these Bylaws must be proposed in writing at a regularly scheduled meeting of the faculty and shall be voted upon at the next meeting. Amendments shall be approved by a two-thirds majority of those voting members of the College present.
- C. These Bylaws may not be set aside.
- D. Except as provided otherwise in these Bylaws, all elections shall be won by a plurality of those voting.

V. Organization

- A. The term of appointment for the Dean of the College is five (5) years. Not later than the penultimate year of the incumbent's term, a committee chosen in the manner as set forth in Article Section of the Regulations of the Board of Trustees of the University of Cincinnati shall review progress in the College and ascertain whether the Dean wishes to continue to serve. The Committee shall then recommend either reappointment of the incumbent for an additional term or that a successor be appointed. The successor shall be recommended either by the review committee or by a new committee in the manner prescribed in Article Section of the regulations of the Board of Trustees.
- B. The term of appointment for a person's original appointment as Department Head shall be four (4) years. The term of appointment for reappointment as a Department Head shall be three (3) years. Not later than the end of the penultimate year of the incumbent's term, an ad hoc committee appointed in accordance with Article Section of the Regulations of the Board of Trustees shall review progress in the Department and ascertain whether the Head wishes to continue to serve. The ad hoc committee shall then recommend either reappointment of the incumbent for an additional term or that a successor be appointed. The successor shall be recommended either by the ad hoc review committee or by a new ad hoc committee of faculty and students from the Department concerned and related Departments.
- C. Two (2) Faculty representatives to the University Faculty Senate shall be elected for two (2) year terms, one (1) in the spring term of each year, thereby staggering the

terms of office. The term of office will start in the following fall term. Vacancies shall be filled by special election for the unexpired portion of the term. A Faculty Senator is limited to two (2) consecutive terms and must wait at least two (2) years before he/she can be re-elected.

VI. Standing Committees

Minutes of Executive Committee and all Program Committees shall be published in a timely fashion via email distribution.

A. Executive Committee (EC)

1. Membership. EC will consist of the Dean, Associate Dean(s), Department Heads, College of Business Chief Financial Officer *ex officio*, and Development Officer *ex officio*. The Dean will serve as the Chair of the EC.
2. Function. To provide leadership on all College of Business issues, set strategic direction for the College, and represent the College on University and external matters.

B. College Reappointment, Promotion, and Tenure (CRPT) Committee

1. Membership. Each Department will appoint a representative and alternate to serve on the CRPT. All CRPT representatives and alternates must be tenured and at the Associate or Full Professor level. At the first meeting, the CRPT will choose a chair.
2. Function. To evaluate candidates for reappointment, promotion, and/or tenure and other related matters, and make recommendations to the Dean.

C. Undergraduate Programs Committee (UPC)

1. Membership. The UPC will consist of the Associate Dean for Undergraduate Programs (*ex officio*), the Director(s) for Undergraduate Programs (*ex officio*), and a representative appointed from each Department. The Associate Dean for Undergraduate Programs will serve as Chair of the UPC.
2. Function. To continuously review undergraduate programs and recommend courses and curriculum changes to the Faculty for adoption. To monitor undergraduate curriculum policy adopted by either University or College Faculty. To monitor undergraduate program curricular compliance with AACSB standards. To create, monitor, and apply student learning objectives and assurance of learning for the undergraduate programs.

D. Graduate Programs Committee (GPC)

1. Membership. The GPC will consist of the Associate Dean for Graduate Programs (*ex officio*), the Director for Graduate Programs (*ex officio*), and a representative appointed from each Department. The Associate Dean for Graduate Programs will serve as chair of the GPC.
2. Function. To continuously review graduate programs at the master's level and recommend courses and curriculum changes to the Faculty for adoption. To monitor graduate curriculum policy relative to master's programs adopted by

either the University or College Faculty. To monitor graduate program curricular compliance with AACSB standards. To create, monitor, and apply student learning objectives and assurance of learning for the master's programs.

- E. Doctoral Programs Committee (DPC)
1. Membership. The DPC will consist of the Doctoral Program Director and the Departmental Doctoral Coordinators from each Department with doctoral students. The Doctoral Program Director will serve as chair of the DPC.
 2. Function. To continuously review doctoral programs and recommend courses and curriculum changes to the Faculty for adoption. To monitor graduate curriculum policy relative to doctoral programs adopted by either the University or College Faculty. To monitor doctoral program curricular compliance with AACSB standards. To create, monitor, and apply student learning objectives and assurance of learning for the doctoral program.
- F. International Programs Committee (IPC)
1. Membership. The IPC will consist of the Academic Director of International Business Programs, the Director(s) of International Business Programs, the Dean (*ex officio*), and three (3) faculty members appointed by the Dean in consultation with the Academic Director of International Business Programs. The Academic Director of International Business Programs will serve as Chair of the IPC.
 2. Function. To continuously review graduate and undergraduate programs and recommend international courses and global curriculum changes to the Faculty for adoption. To monitor international curriculum policy relative to all programs adopted by either the University of College Faculty. To create, monitor, and apply student learning objectives and assurance of learning for the international programs of the College of Business.
- G. College Student Grievance Review Committee
1. Membership. The College Student Grievance Review Committee will consist of the Associate Dean for Undergraduate Programs, a representative appointed by each Department, and four undergraduate students. The Associate Dean for Undergraduate Programs will serve as Chair of the committee.
 2. Function. To consider complaints of students arising out of academic or administrative matters within the College of Business; to conduct an investigation of the complaints as it deems necessary; and, where the committee feels it is appropriate, to make recommendations to the Dean for corrective actions.
- H. Suspension/Dismissal Appeals Committee
1. Membership. The Suspension/Dismissal Appeals Committee will consist the hearing chair, one representative selected by the college faculty and one representative selected either by the college tribunal or Student Government

for undergraduates, or by the graduate college tribunals or Graduate Student Governance Association for graduate students. The hearing chair shall be the appropriate (graduate or undergraduate) College Conduct Administrator. The hearing chair shall vote only in the event of a tie.

2. Function. To review the written appeals of undergraduate students facing suspension or dismissal.