GOVERNANCE DOCUMENT OF THE COLLEGE OF BUSINESS ADMINISTRATION

FLORIDA INTERNATIONAL UNIVERSITY

CONSTITUTION/BYLAWS OF THE FACULTY OF COLLEGE OF BUSINESS ADMINISTRATION

This document was originally adopted by the CBA Faculty Assembly on November 15, 1990, and then amended in 1994, 1997, 1999 and 2005.
GOVERNANCE OF THE COLLEGE OF BUSINESS ADMINISTRATION
Florida International University
Constitution/Bylaws of the Faculty
College of Business Administration

Article I

NAME

Section 1. The governing body shall be called the faculty Assembly of the College of Business Administration (hereafter also “Assembly” and “College” respectively).

Article II

Section 1. The faculty of the College (hereafter also “faculty”) accepts the responsibility of collegial governance to promote effective business education and high standards of academic excellence in all phases of instruction, research, and service.

Section 2. The faculty recognizes that governance requires active and responsible involvement in the following academic areas: (i) curriculum policy and curricular structure; (ii) degree requirements and awards; (iii) policies for student recruitment, admission and retention; (iv) development, curtailment, discontinuance or reorganization of academic programs and departments; (v) selection of instructional and library materials; (vi) grading policies; (vii) recruitment of new faculty and professional employees; (viii) participation in the development and implementation of criteria related to tenure, promotion, and merit pay; (ix) academic programs delivered anywhere; (x) and other matters of professional and traditional concern.

Section 3. The rules herein provide structure for the business of the Assembly to be conducted in harmony with the collective bargaining Agreement between the Board of regents and the United Faculty of Florida. Towards this end, faculty Assembly and the Dean of The College shall confer regularly.

Article III

ASSEMBLY MEMBERS

Section 1. Members of the Assembly shall comprise faculty who are tenured or in tenure-earning lines (including faculty on sabbatical or on leave and other FIU university administrators on tenure positions in the College of Business Administration) all Deans, Directors, Counselors, and all full-time lecturers and instructors with teaching and research appointments (minimum nine months contract) but excluding adjuncts. All other full-time employees of College of Business Administration, while they may not introduce
motions or vote, are invited to attend, comment and participate in the discussions and motions brought before the Assembly.

Section 2. Notwithstanding the language of Articles V and VI, elected committee membership shall be limited as follows: All administrators, either on a nine month or twelve month contract, including Deans, Associate Deans, Assistant Deans, Chairpersons of academic departments, and Directors of Schools and Centers, shall not serve as elected representatives of the faculty in the Faculty Council, The Graduate Program Advisory Board, and the CBA standing committees noted herein in Article VI.

Article IV

ASSEMBLY MEETINGS

Section 1. During the academic year, there shall be a minimum of two regular Assembly meetings. The Faculty Council (hereafter "Council") shall determine the time, date and place for Assembly meetings, notifying the faculty and distributing an agenda ten calendar days in advance of such meetings.

Section 2. Special meetings may be called by the signed request of at least 10% of the Assembly, to be submitted to the Council along with an agenda, whereupon the Council shall arrange for a meeting within 30 days.

Section 3. A quorum of the assembly shall consist of 40% of the members not on sabbaticals or on leave of absence.

Section 4. Meetings of the Assembly shall be convened by the chairperson of the Council. The chairperson of the Council may coordinate Assembly meetings with College faculty meetings called by the Dean.

Section 5. Faculty Assembly decisions may be made by voice vote, a show of hands, a rising vote, ballot, or mail, at the discretion of the chair. However, a ballot vote may be ordered by a majority vote. In the event that a vote by mail is required, the mail ballot shall be sent to the faculty member’s home address reflected in the Faculty Council’s database and said ballot shall be due in the designated ballot-box (es) not more than fourteen days after the date of mailing.

Article V

FACULTY COUNCIL

Section 1. The purpose and responsibility of the Faculty Council is to facilitate and assure that the faculty is able to adhere to the principles states in Article II, section 2.

Section 2. Faculty Council representatives shall be nominated and elected within their academic units in March or spring of each academic year, terms to start in the beginning of the following academic year. Election shall be by a majority of the ballots cast. The
term of office shall be for staggered two-year terms. Such elections shall take effect upon announcement by the Faculty Council.

Section 3. The Faculty Council shall be comprised of one non-administrative tenured faculty member from each of the Schools and Departments. At present these units are: the School of Accounting, the Department of Decision Sciences and Information Systems, the Department of Finance, the Department of Management and International Business, and the Department of Marketing and Environment. In addition, there shall be provision for at-large member election, if necessary, to assure one representative from the combined North Miami/Broward campuses (elected by the North Miami/Broward faculty), and one representative with the rank of full professor. No more that one at-large member shall come from any single academic unit. Faculty members holding the following positions (or equivalents) shall not serve in the Faculty Council: Dean, Associate Dean(s), Assistant Dean(s), Department Chair(s), or Director of the School of Accounting.

Section 4. As the Faculty Council representatives shall serve for two year staggered terms, the first election following the approval of this document shall be as follows; the representatives from the School of Accounting, the Department of Decision Sciences and Information System, the Finance Department, and the at-large full professor member shall serve for two years; the representatives from the Department of Management and International Business, the Department of Marketing and Environment, and the other at-large member (= North Miami/Broward) shall serve for one year. Thereafter, all other elections shall be for a two-year term.

Section 5. The Council shall elect its Chair, who shall preside at Assembly and Council meetings. The Chair shall appoint a secretary and a parliamentarian to serve a two-year term. The appointment shall be rectified by the Assembly, at its first scheduled meeting thereafter. Neither of these two officers need be a member of the Assembly. The Chair shall also appoint two tellers to serve for each Assembly meeting.

Section 6. The Council shall create its own procedural rules, consistent with the provisions of the CBA governance rules, and keep minutes of its meetings. Voting shall be by voice or show of hands, unless a motion to ballot is adopted.

Section 7. The Council shall: (i) convene regular as well as special meetings of the Assembly; (ii) prepare the Agenda; (iii) accept proposals from any faculty member, and work to present these to the Assembly in an appropriate form for voting; (iv) receive nominations and organize elections, including special elections, as necessary, for vacant positions; (iv) supervise the work of standing and special committees; (v) advise the Dean, as well as other administrators, as to faculty views on College-wide issues; (vi) administer the “Advise and Consent” policy, the subject of Article VII; (vii) design and implement other relevant CBA policies, and (viii) administer and annual evaluation of the following administrators in the College: the Dean, Associate and/or Assistant Deans, the Directors of the MBA and Ph.D. Programs, Academic Unit Heads, and Associate and/or Assistant Department Administrators. The Council shall make the evaluation results
available to the faculty, as well as to the evaluated administrators and his/her immediate supervisor.

Section 8. Voting on College-wide elections and issues may be organized by the Council between Assembly meetings. Such voting shall be conducted by ballot. The council shall provide for ballot box security at each campus location. A majority vote adopts motions. In an election for one position, the candidate receiving a majority of votes shall be declared the winner. Where no majority is recorded, a run-off election between the two candidates receiving the largest members of votes shall be held. If said run-off election results in a tie, the Faculty Council will declare the winner by a toss of a coin. In an election for more than one position, the candidate receiving the majority of votes will be declared a winner. Then a run-off election shall be held to fill the remaining positions. The number of candidates in the run-off shall be limited to the number of remaining positions plus one, with the candidates receiving the most votes participating in the run-off. If said run-off election results in a tie(s), the Faculty Council will declare the winner(s) by a toss of a coin.

Section 9. Between Assembly meetings, the Council may create and appoint the membership of special committees. The Chair shall report the objectives and progress of any such committees at Assembly meetings. Membership of special committees is not limited to Faculty Assembly members. The Council also administers and conducts elections for the Graduate Program Advisory Board within the framework established by the Graduate programs.

Section 10. Missing two consecutive meetings shall constitute a vacancy to be filled by the department election. A two-thirds vote of the Council may override the vacancy.

Article VI

STANDING COMMITTEES

Section 1. There shall be the following Standing Committees of the Faculty Council elected by the Assembly: The Faculty Development Committee, The Graduate Curriculum Committee, the Undergraduate Curriculum Committee, the International Committee, the Graduate Program Advisory Board and Learning Goals Committee.

Section 2. Standing committee members shall be elected by a majority of ballots cast for staggered two-year terms during the month of March or Spring of each year, terms to start in the beginning of the following academic year. Such election shall take effect upon the announcement by the Faculty Council. The terms of office begins immediately after the election.

Section 3. All committees of the Council shall keep minutes of their meetings. These minutes shall, at a minimum, contain a record of any action taken by the committees. A
copy of the minutes must be transmitted to the Faculty Council within two weeks of any
meetings. In addition, each committee will submit year-end-reports to the faculty Council
and these reports shall be available to members of the Assembly not later than the first
Assembly Meeting of the academic year.

Section 4. Quorum: A quorum for committee meetings shall be the majority of its
membership. Each committee shall be responsible for developing its procedural rules
consistent with this document and Robert’s Rules of Order-Newly Revised. The Faculty
Council shall serve as an appellate body for any procedural dispute with the standing
committees.

Section 5. Vacancy of committee positions

Starting with the end of the second missed meeting, the committee chairperson may move
that the position held by the absent committee member be declared vacant. If the motion
is adopted, the chairperson shall notify the Faculty Council within seven days. This
decision shall be ratified or rejected by the Faculty Council within seven days of
notification.

The final decision shall be communicated in writing to the Dean and to the Committee
member within seven days of receipt of the memo from the committee chairperson by the
Faculty Council.

The committee member may submit reasons for his/her absence, in writing or otherwise,
at any time prior to the committee’s vote. These reasons shall be part of the written memo
to the faculty Council. In extraordinary circumstances, the Chairperson and/or the Faculty
Council may consider additional direct communications from the committee member in
question.

For purposes of this section, two consecutive occurrence of tardiness amounting to more
than half an hour shall constitute an absence.

Section 6. Faculty Development Committee

A. This committee shall be comprised of six tenured members. Three members
will hold the rank of Professor, and will have staggered three-year terms; three
members will hold the rank of Associate Professor, and will serve staggered
two-year terms. Following the annual elections, the Committee will elect a
Chairman who shall serve a one-year term of office, but may be re-elected for
any subsequent year.

B. This committee is responsible for the development and updating of a college-
wide document on tenure and promotion procedure/guidelines. The initial as
well as subsequent three-year revision of such document requires ratification
by the Assembly.

C. This committee serves as a peer evaluation body. Among its duties is to
recommend the faculty to the Dean for tenure and/or promotion. The
committee reviews each candidate’s application, conducts its own independent assessment of the candidate on the basis of the college’s and the university’s tenure and promotion policies, and interviews the candidates and other individuals as necessary.

D. At least fourteen (14) calendar days prior to the candidate’s interview, the committee shall submit in writing to the candidate and matter that the committee considers important that does not appear in the application files prepared by the candidate. If the committee plans to conduct its own independent investigation, it shall notify the candidate in writing prior to the commencement of such inquiry. The committee’s vote becomes a part of the candidate’s file. If the majority vote is negative and a contributing factor is information obtained during the committee’s own independent investigation, the committee shall indicate those factors in the written memorandum to the Dean and the Provost copied to the candidate.

The peer review process occurs in addition to the evaluation of candidates by other bodies such as chairpersons, and the Dean. Other duties of the committee include any which may be designated by the Faculty Council.

If the committee’s majority decision on a candidate’s tenure and/or promotion differs from that of the relevant departmental chairperson, the committee shall explain its decision in writing. If the Dean’s recommendation is contrary to the majority decision of the Faculty Development Committee, and explanation of his/her decision should be submitted to the committee. A copy of any such communication shall be sent to the candidate, in each case within seven days.

Section 7. The Undergraduate Committee

A. This committee shall be comprised of one elected member from each of the academic units in the CBA, for two years terms. The committee shall elect its own chairperson at the first meeting of the committee.

B. This committee shall review all proposals of undergraduate curriculum changes initiated by College faculty and departments, giving special attention to the impact of such changes on undergraduate accreditation and degree programs of the College. This committee shall receive and evaluate written comments on proposals of undergraduate curriculum changes and shall coordinate College hearings of such changes as it deems appropriate.

C. This committee shall be responsible for the completeness and transmittal of the University Curriculum Committee (UCC) of documents related to undergraduate curriculum changes. This committee shall elect one of its members to alternate every two years with a Graduate Curriculum Committee member as the College’s alternate and representative member of the UCC. This committee’s member shall serve as alternate on the UCC for the first two years (term 1) and every odd-numbered term thereafter and shall serve as representative on the UCC for the second two years (term 2) and every even-numbered term thereafter. This committee’s chairperson shall assure that its
UCC alternate or representative is informed on matters which the Graduate Curriculum Committee wishes to bring before the UCC.

D. It is well established that the responsibility for the undergraduate curriculum development resides with the faculty, its departments and committees. The faculty expects the Dean of the College to make very reasonable effort to implement undergraduate curriculum changes.

E. The Undergraduate Curriculum Committee is charged with the responsibility for reviewing the results of the assessment of the set of courses that comprise the BBA course as well as the overall curriculum learning objectives and proposing changes needed to correct any deficiencies identified by the assessment. This assessment will be done on an annual basis.

Section 8. The Graduate Curriculum Committee

A. This committee shall be comprised of one elected member from each of the academic units in the CBA, for two year terms. The committee shall elect its own chairperson at the first meeting of the committee.

B. This committee shall review all proposals of graduate curriculum changes initiated by College faculty and departments, giving special attention to the impact of such changes on graduate accreditation and degree programs of the College. This committee shall receive and evaluate written comments on proposals of graduate curriculum changes and shall coordinate College hearings of such changes as it deems appropriate.

C. This committee shall be responsible for the completeness and transmittal of the University Curriculum Committee (UCC) of documents related to graduate curriculum changes. This committee shall elect one of its members to alternate every two years with a Undergraduate Curriculum Committee member as the College’s alternate and representative member of the UCC. This committee’s member shall serve as alternate on the UCC for the first two years (term 1) and every odd-numbered term thereafter and shall serve as representative on the UCC for the second two years (term 2) and every even-numbered term thereafter. This committee’s chairperson shall assure that its UCC alternate or representative is informed on matters which the Undergraduate Curriculum Committee wishes to bring before the UCC.

D. Its is well established that the responsibility for the graduate curriculum development resides with the faculty, its departments and committees. The faculty expects the Dean of the College to make very reasonable effort to implement graduate curriculum changes.

Section 9. The International Committee

A. This committee shall be comprised of one member from each academic unit within the College.

B. It considers and formulates plans for international projects and programs involving the College. It shall submit its recommendations to the Faculty
Council for their approval before being sent to the University Curriculum Committee.

Section 10. The Graduate Program Advisory Board

Purpose: In the discussions that led to the restructuring of the Chapman Graduate School of Business, a need was identified to establish a vehicle by which faculty governance could be exercised over all graduate programs. Therefore, the Faculty Council recommends the establishment of the GPFAB.

Scope: The eleven member board is charged with monitoring program quality and collaborative operations and activities among all graduate programs in the Chapman Graduate School of Business. The Board is not charged with oversight of curricular matters. It will consist of eight voting, faculty members elected as follows:

- Five faculty members elected on a departmental basis from among, participating faculty who have taught at least one graduate program course within the prior three year period, and who shall serve staggered terms of two years duration (the AACSB definition of participating faculty will apply);
- Three similarly qualified, “at large” members, elected from among the graduate program Faculty Directors, to serve staggered terms of two years duration.

and three non-voting, ex officio members comprised of:

- The Graduate Dean of the Chapman Graduate School or his/her representative
- The Chapman Graduate School Director of Admissions
- The Chapman Graduate School Career Services Director

Major Responsibilities: The Board will

- recommend appropriate policies for all CBA graduate programs;
- foster an atmosphere of collaborative interaction among the various programs and their students and faculty;
- advise the Chapman Graduate School Dean on programmatic issues;
- advise the Dean of the Chapman school on the schedule of program reviews and comment on the results of such reviews;
- report to the faculty and the Chapman School Dean periodically on the health and development of all graduate programs;
- oversee the compliance of CBA graduate programs, including the “assurance of learning” processes, with AACSB requirements.

Section 11. Learning Goals Committee
Membership in the Committee:

1. The proposed Committee's work described below is concerned with the undergraduate programs only.

2. The proposed Committee will have eight members, one elected from among the teaching Faculty for each of the 7 majors currently offered in the BBA plus one from the School of Accounting. There will be no restriction as to who will serve on the Committee. (Current majors: marketing, MIS, finance, real estate, management, HR, IB)

3. The Committee members will be elected for a three year term from their respective units.

4. As the Learning Goals Committee representatives shall serve for three year staggered terms, the first election following the approval of this document shall be as follows. The representatives from the School of Accounting, the Department of Decision Sciences & Information Systems, and the Department of Finance shall serve for two year. The representatives from the Department of Management & International Business, the Department of Marketing will serve a period of three years. Thereafter, all other elections shall be for a three-year term.

5. The Committee shall elect its Chair every year during the first meeting of the Committee in the Fall semester.

6. The Committee shall create its own procedural rules, consistent with the provisions of the CBA Governance Rules, and keep minutes of its meetings. Voting shall be voice or show of hand, unless a motion to ballot is adopted.

7. The simple majority of the members present will constitute a quorum. In this case, six members present will constitute a quorum.

The Committee shall have responsibility for reviewing the learning goals for the BBA curricula, the core, and each major on an annual basis and recommending changes based on its analysis and review of the (annual) assessment results of the curricula, core, and major learning objectives. The Committee also has responsibility for ensuring that appropriate learning experiences are contained in the curriculum to support the acquisition of the learning goals and to make recommendations concerning the addition or modification of learning experiences. For any changes in learning goals, the committee will recommend curriculum changes along with new learning experiences necessary for students to be prepared to achieve the new learning goals as well as any necessary changes in the assessment methods. The Committee will have the responsibility for preparing an annual report of its work.

Article VII
ADVICE AND CONSENT

The appointment, continuation, or termination of chairpersons/directors shall be by the Dean of the College with the advice and consent of the faculty. Proposed appointment continuations, terminations may be overridden by a two-thirds vote of the eligible faculty of the unit.

Article VIII

PARLIAMENTARY AUTHORITY

Section 1. The rules contained in Roberts Rules of Order, Newly Revised, shall govern the meetings of the Assembly, Faculty Council and all committees where they are applicable and which they are not inconsistent with these rules and any special rules or orders the Assembly may adopt.

Article IX

AMENDMENT OF CONSTITUTION AND BYLAWS

Section 1. This Constitution and Bylaws may be amended by a mail vote of members of the Assembly. Adoption of the amendment requires a two thirds vote of those ballots are returned to designate collection point, or postmarked, within 21 days of the postmark on the copy of the proposed amendment and accompanying ballot, provided the total number of ballots returned is equal to or greater than a quorum of the Assembly as currently defined in the Constitution. This vote must be conducted during the fall or spring term. When appropriate, the text of the proposed amendment shall indicate which text would be retained, deleted, or added.