

meeting, or through the Faculty Council, or by mailed ballot, shall be consulted in the operations of the College of Business and shall participate in the formation of College policies by discussion and voting. This consultation with the Faculty shall include but is not limited to:

- 1) Admission and retention of students.
- 2) Curriculum, including establishment of new programs, elimination of existing ones, and creation of interdepartmental programs.
- 3) Course organization, teaching methodology, textbook selection, course standards, and evaluative procedures.
- 4) Student grade appeals.
- 5) Degree, certificate, and minor requirements.

- 1.43 The Faculty, by Faculty meeting, or through the Faculty Council, or by mailed ballot, shall be consulted formally by the Dean concerning College policies, programs, departmental structure, and the general welfare of the College.
- 1.44 The Faculty shall take no action that abridges the autonomy of a department except as the interests of the College clearly dictate or require.
- 1.45 The Faculty, by Faculty meeting, or through the Faculty Council, or by

non-tenure track Faculty, and conducive to the highest standards of student scholarship.

ARTICLE III DEPARTMENTS OF THE COLLEGE

- 3.11 Departments of the College are Accountancy; Finance; Information Systems; Management/Human Resource Management; and Marketing.
- 3.12 Committees of each department shall have direct access to the Faculty Council, the College standing committees, and the Dean.

ARTICLE IV THE FACULTY COUNCIL OF THE COLLEGE

- 4.11 The Faculty Council shall be the elected representative body of the Faculty, and it shall exercise the rights and powers of the Faculty when the Faculty is not convened in a formal meeting.
- 4.12 Each department shall elect one Faculty Council member, not currently serving as Department Chair, Dean, or in other major College administrative positions, and the Faculty of the College shall elect three “at large” Faculty Council members, each from a different department. In order to spre o spre o spre

shall arrange for prompt election of permanent members, as soon as possible.

- 4.29 The Faculty Council may establish ad hoc committees, with representation from each department, as appropriate. Each committee's purpose must be precisely defined. Ad hoc committees must contain a sunset clause.

ARTICLE V ADMINISTRATIVE COUNCIL

- 5.11 The Administrative Council, which is advisory only, shall be responsible for coordination among departments and the Office of the Dean, and shall provide input regarding budget preparation and allocation and other financial and administrative considerations.
- 5.12 The Administrative Council shall meet at least four times per semester and shall consist of the Dean of the College, the Chair of each department (or designee), the Chair (or designee) of the Faculty Council; and as ex officio, non-voting members, the Associate Dean(s) and Administrative Services Manager. Designees will be selected by the group represented (Faculty Council or department), and they shall have the right to vote.
- 5.13 The Dean shall be Chair of the Administrative Council and an Associate Dean shall serve as Secretary.
- 5.14 The Chair of the Administrative Council shall establish the time and place of its meetings, give five working days' notice of a scheduled meeting to Faculty, and formulate and distribute the agenda to the faculty at least five working days prior to the meeting. The Secretary shall distribute minutes of the meeting to the Faculty within five working days subsequent to the meeting.
- 5.15 Administrative Council meetings shall be open to all Faculty except when the Council is considering confidential or personnel matters.

ARTICLE VI COMMITTEE STRUCTURE

- 6.11 College standing committees represent the Faculty and shall consist of one Faculty member elected by and from each department. (Certain committees may have student membership.)
- 6.12 Faculty members shall serve staggered two-year terms. The departments of Finance and Information Systems shall elect in even numbered years and the departments of Accountancy, Marketing, and Management/Human Resource Management shall elect in odd numbered years.
- 6.13 Committee structure of the Faculty of the College of Business includes, but shall not be limited to, the following standing committees:

- 6.17 All standing and ad hoc committees and task forces are accountable to the Faculty (or Faculty Council in the absence of a Faculty meeting). Ad hoc committees report to the person or agency that established the committee.
- 6.18 Committees may conduct business electronically, but a meeting, with a quorum present, must be held to transact official business if any committee member so requests
- 6.19 All major policy recommendations by committees or any other groups must be submitted for policy analysis and approval by the Faculty (or by the Faculty Council in the absence of a Faculty Meeting). The Faculty (or the Faculty Council in the absence of a Faculty Meeting) may override a recommendation of a faculty committee, provided such actions do not contravene the CFA-CSU contract or University policy.
- 6.20 Meetings of college committees shall be open to Faculty members, except when considering personnel or other confidential matters.
- 6.21 Committee selection procedures and charges shall be described

- 7.52 The College Graduate Programs Committee shall be charged with departmental responsibilities for defining for the graduate students of the College the “common body of knowledge,” for designating certain graduate courses which shall be required of all master’s degree candidates of the College, and for defining requirements for the Master of Business Administration degree.
- 7.53 The College Undergraduate Programs Committee shall be charged with departmental responsibilities for general education of the core program for the Bachelor of Science degree in Business Administration.
- 7.54 Curriculum proposals shall be prepared following the format prescribed by appropriate College Programs Committee and University procedures.
- 7.55 Department curriculum proposals, if recommended, shall be forwarded to the Chair of the appropriate College Programs Committee for decision and recommendation.
- 7.56 College Programs Committees shall forward recommendations directly to the Dean, except when changes of wide application are proposed. Substantive changes shall be referred to the Faculty Council [for consideration] as prescribed in Sections 7.11 and 7.12. Authority for approving curriculum changes rests with the Faculty (or the Faculty Council in the absence of a Faculty meeting).

ARTICLE VIII ADOPTION, AMENDMENT, AND INTERPRETATION OF THIS CONSTITUTION

- 8.11 This Constitution shall become effective when it has been ratified by a secret ballot by a majority of the Faculty of the College of Business eligible to vote and has been accepted by the Dean of the College and by the Provost/Senior Vice President for Academic Affairs. If the Dean does not accept the Constitution, it shall be sent back to the Faculty for a vote by secret ballot. If it receives a favorable vote of 2/3 of those voting, it shall be sent to the Provost/Senior Vice President for Academic Affairs.
- 8.12 Amendments may be proposed by the Faculty Council, the Dean, or by written petition signed by a minimum of ten percent of the Faculty eligible to vote and presented to the Dean and the Chair of the Faculty Council.
- 8.13 Proposals for amendment shall be distributed to the Faculty by the Dean and the Chair of the Faculty Council within five working days of receipts. A meeting of the Faculty may be called for discussion of these proposals before voting.
- 8.14 Proposals shall be submitted to the Faculty of the CBA for vote by secret ballot.

- 8.15 A proposed amendment to this Constitution shall become effective when it has received a favorable vote by secret ballot by a majority of the Faculty of the College of Business to vote.