THE SCHOOL OF BUSINESS
BYLAWS

February 20, 2019
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FACULTY BYLAWS

ARTICLE 1. PURPOSE

A. Authority and Jurisdiction

The Constitution of the Portland State University Faculty notes "The Faculty shall have power, subject to legal limits, to take action to promote faculty welfare. The Faculty shall have power to act upon matters of educational policy, to enact such rules and regulations as it may deem desirable to promote or enforce such policies, and to decide upon curricula and new courses of study. This power shall include, but not be confined to, action upon the establishment, abolition, or major alteration of the structure or educational function of departments or of programs, which include more than one department or instructional unit of the University. The Faculty will normally exercise this power through its representative, the Senate."

Accordingly, The School of Business (SB) Faculty Council embodies the above powers, roles and responsibilities and will make decisions regarding:

1. Faculty welfare – including but not limited to peer evaluation for promotion, tenure, merit and post tenure review policies, procedures, and guidelines (initiated by faculty with signoff by the Dean, the Provost, and/or Faculty Senate as appropriate) and other matters.
2. Educational policy – curriculum, programs, and policies (initiated by faculty with signoff by the Dean).
3. School structure – including addition or deletion of programs, departments, major options, and courses and organizational structure of the School (initiated by faculty with signoff by the Dean).

Moreover, Faculty Council will provide a faculty voice in and be an advisory body to the Deans regarding the strategic direction of the School, the School’s goals and objectives, as well as other matters deemed appropriate.

Nothing in these Bylaws shall be construed in any way that conflicts with Portland State University Governance guidelines, including the Constitution of the Portland State University Faculty, the University P&T Guideliness, and the collective bargaining agreements.

B. Objectives

The SB Faculty Council is a forum for faculty. In addition, Faculty Council will assist in resolving the issues faced by the School and take greater advantage of the opportunities available to it through:

1. Faculty communication and cohesiveness
   - Improving communication and coordination within the faculty and between the faculty and administration of the School.
   - Providing greater communication and information flow between the School faculty and administration, thus enabling greater transparency, cohesiveness, support and action.
   - Providing a faculty forum to discuss and encourage excellence in scholarly pursuits, research and publication, teaching, outreach and service.
   - Providing a faculty forum to discuss other issues and policies of faculty concern or interest.
   - Providing a forum through which the administration might air its proposals, or speak to the faculty on policies of faculty interest.
2. Faculty input to SB goals

- Helping to determine the direction of the School and developing strategies to achieve those goals.
- Preparing the way for change by providing a forum for faculty to motivate discussion and planning.
- Enable the identification, study, and discussion of opportunities and problems; and making recommendations for action with respect to them.

Article II. OPERATING PROCEDURES

In matters of faculty governance, as well as in all other matters, all faculty and staff are expected to conduct themselves in accordance with the University’s Code of Ethics https://www.pdx.edu/hr/code-ethics and the Professional Standards of Conduct Policy https://www.pdx.edu/hr/professional-standards-conduct.

On significant issues (such as the above items, as well as any others which are viewed by the Faculty Council officers as being within the province of the Faculty Council) formal Faculty Council discussion is required and approval is required before the matter is referred to the Dean. Items may be referred to the Faculty Council Officers for consideration as an agenda item by an individual member, a faculty interest group, a committee, or a member of the administration.

To facilitate the accomplishment of the communication objective of the Council, the Dean and Assistant/Associate Deans will be invited to speak at all Council meetings. In addition, with appropriate notice the Faculty Council Officers may ask the Dean or Assistant/Associate Deans to explain the administration’s position on particular policies or issues of interest to the faculty.

Faculty Council shall have the power to create committees to address specific issues of concern to faculty as empowered above and as discussed in the SB Committees section below. All SB committees will be expected to provide an Annual Report to the Faculty Council, in writing, every spring. The Faculty Council will make the report available to faculty via email.

The President and Provost of the University shall be invited to Council meetings at least annually. The Faculty Council Officers can determine if it is appropriate to invite the President or Provost more often as issues arise.

Article III. FACULTY COUNCIL COMPOSITION AND ROLES

A. Membership

Faculty Council membership shall consist of all persons whose full-time equivalent is .50 or above teaching or research at Portland State University, and who hold tenure-track and non-tenure-track appointments, excluding fixed-term appointments, in the SB. Directors of academic programs with curricular and assurance of learning responsibilities who teach in the SB also are members of Faculty Council.

The Business Librarian and, unless ranked, SB Directors of non-academic programs will serve as non-voting ex officio members to Faculty Council. The Dean, unranked Assistant and Associate Deans, and unranked Directors of academic programs who do not teach in the SB also shall be non-voting ex officio members. Adjunct faculty are not members of Faculty Council. Adjunct faculty may attend Faculty Council meetings as non-voting members, but their attendance is not generally required. In any case where a
specific adjunct faculty member is requested or required to attend, they must be compensated as provided in Article 2, Section 6 of the PSUFA 2015-2020 CBA. Any such request must be approved by the Dean in advance. At the start of every academic year, the Office of the Dean shall provide the Faculty Council Chair and the Secretary with a list of persons qualifying under the criteria mentioned above. This list will be circulated to the faculty by the Faculty Council Chair.

B. Faculty Council Officers and Responsibilities

Three faculty-elected officers direct the faculty governance activities of the SB: Chair, Vice-Chair, and Secretary. Officers are members of the faculty. Members of administration of the SB (e.g., the Dean, Assistant/Associate Deans, or unranked Directors who do not teach in the SB) as well as ex officio members shall not be eligible to hold officer positions in the Council. Since they play a role in the promotion and tenure process (creating promotion and tenure committees, overseeing promotion and tenure meetings), the Chair and Vice Chair roles must be filled by tenured faculty. Any member of the Faculty Council may serve as Secretary.

The Faculty Council officers shall provide direction and leadership to the Faculty Council. Its members may be viewed as the conduit for the airing of faculty proposals. Through their agenda setting ability, the Faculty Council officers shall help determine which committee is to be assigned topics, issues, and proposals, and will determine the channels by which these topics, issues, and proposals will be brought before the Faculty Council as a whole. Council members wishing to see an item on the agenda should express their wish to one of the officers. Agenda item requests should be made by email to the Faculty Council Chair. The Chair will respond to the faculty member indicating whether the agenda item is approved and distribute the agenda seven calendar days before the meeting. The officers shall meet and confer with the Dean and/or Assistant/Associate Dean(s), prior to preparing the agenda for each Council meeting. If a topic is referred to the Faculty Council Officers for consideration in writing by three or more Council members, the item must be placed on a Council meeting agenda for discussion within two meetings from when the issue is raised. The Faculty Council officers shall be the faculty’s formal representatives in any counsel with the Deans. The officers will also oversee the planning of the annual Fall Faculty Retreat in consultation with the Dean and Assistant/Associate Deans. In addition, the officers initiate the faculty committee/task force assignments for the year and work with the Dean and Associate Deans to make final decision for committee/task force assignments for the year. At the beginning of the academic year, the officers are also responsible for distributing a list of committees and task forces available for faculty participation for that year. The officers will also provide a committee/task force sign-up sheet, assess faculty committee/task force requests. Engagement in University service qualifies as a faculty member’s service commitment for the year, and can be reported by the faculty member on the sign-up sheet.

C. Executive Faculty Council Board

The three Faculty Council officers, in conjunction with the Past Chair, compose the Executive Board of the Faculty Council. If the Past Chair has subsequently assumed a position as an administration officer, the Past Chair will not serve on the Board and the Executive Board will consist of the current Chair, Vice Chair and Secretary.

The Executive Board of the Faculty Council in conjunction with an additional one tenure track and one non-tenure track faculty-elected Faculty Council member (additional information below) as well as one staff member (elected by the staff) shall serve as the Search Committee for the Assistant/Associate Dean positions.

D. Chair and Vice Chair

The Chair and Vice Chair are responsible for preparing and distributing an agenda for Council meetings. Notice of Council meetings and the meeting agenda shall be available to Council members in a timely manner. For all meetings, the agenda and all materials requiring a vote shall be distributed seven days in advance.
The Faculty Council Chair shall play an instrumental role in creating promotion and/or tenure committees (see SB Promotion & Tenure Guidelines) and preside over all meetings of the faculty held to consider a candidate for promotion and/or tenure. Exception: meetings held to consider a candidate for promotion to Professor must be chaired by a Professor. If the Faculty Council Chair does not hold the rank of Professor, then the Vice Chair, Secretary, or Past Chair, in that order, will preside at such meetings, if of eligible rank. In the event that no current officer of the faculty council holds the rank of Professor, the Chair will appoint a Professor to preside at each such meeting.

E. Secretary

The Secretary shall record and distribute minutes for each meeting. The Secretary shall also be responsible for maintaining an independent record of Faculty Council minutes and decisions as well as copies of documents pertaining to faculty governance. Minutes shall be distributed electronically to Council members within seven calendar days after meetings. Minutes shall include the names of faculty members who are present, as well as the names of faculty members who are absent. Minutes for all Faculty Council meetings will be archived on a Google drive available to all members and the Dean.

ARTICLE IV. FACULTY COUNCIL OFFICER ELECTIONS AND OFFICER SUCESSION

1. Elections shall take place in April or May and shall be by secret ballot.

2. The current Chair will solicit nominations from the members of the Faculty Council for the positions of incoming Vice-Chair and Secretary. All eligible and willing nominations submitted by Council members should be included on the initial ballot. If fewer than two names are submitted per position, the Chair may seek additional candidates. If no one receives a simple majority on the initial ballot, a run off vote between the two top candidates will be held. If there is a tie for second place, this tie must be resolved in a runoff for second place before a final runoff can be held. Write-in votes are to be allowed.

3. In the normal course of events, and in order to provide some continuity, the residing Vice-Chair will serve as the incoming Faculty Council Chair. If the Vice-Chair decides that they cannot serve as Chair the following year, the nomination and voting procedure outlined in #2 or #6 of this Article will be followed.

4. New officers shall assume their responsibilities on September 16, following their election. Exception: the newly elected Faculty Council Chair is immediately, upon election, responsible for carrying out the timely appointment of promotion and tenure committees for the following academic year. In general, length of service for the officers will be one academic year.

5. If the office of Chair becomes vacant, then the Vice-Chair has the option of assuming the office of Chair or remaining in the office of Vice-Chair. If the Vice-Chair chooses to remain in the office of Vice-Chair, then election procedures will commence within two weeks for the office of Chair, and the newly elected Chair would serve through the end of the academic year. In either case, the Vice-Chair would serve as Chair the subsequent year.

6. Whenever there is a vacancy in the office of Vice-Chair or Secretary, election procedures will commence within two weeks. Officers elected mid-term would assume their new positions immediately.

7. Faculty Council Officers can be recalled. A recall may be based on the officer’s lack of availability, failure to fulfill duties, or engagement in behavior that violates the University’s Code of Ethics or the Professional Standards of Conduct Policy. A recall would be initiated by a motion at a Faculty Council
meeting followed by a vote in favor of the recall by two-thirds of the voting Faculty Council membership. If the vote is successful, a mid-term election shall be held to fill the vacated position(s).

8. The Faculty Council Chair cannot serve as the Chair of any SB standing committee (discussed below), nor on any promotion and tenure committee.

ARTICLE V. FACULTY COUNCIL MEETINGS

A. Timing and Scheduling of Meetings

The Faculty Council will meet at least twice each quarter, except summer. Meetings will normally run 90 minutes. A prime purpose of Faculty Council meetings is to permit collegial discourse and deliberation. In order to facilitate the largest possible attendance, by the second week of each term, the Faculty Council Chair will notify members of Faculty Council of the dates of regularly scheduled meetings for the term. Additional meetings may be scheduled but require notification seven days in advance. In the event of emergency, a meeting may be called without notice; however, as in the case of scheduled meetings, a quorum is required to take action or make resolutions. As a main forum in which issues of relevance are addressed, members are expected to attend Faculty Council meetings whenever possible. Meetings will be scheduled to create as few conflicts as possible for members. Every effort should be made to schedule meetings at a time when the most faculty members should be able to attend, and there is the least conflict with normal teaching schedules.

B. Consent Agenda

In order to make the best use of Faculty Council meetings, Faculty Council will utilize a Consent Agenda to make decisions on issues that are deemed by Faculty Council Officers in conjunction with SB Committees and Area Directors to not require discussion and voting by the full Faculty Council. Some examples of these decisions include: changes in course numbers, changes in course pre-reqs, etc. Items on the Consent Agenda along with supporting documentation will be sent out along with the Faculty Council meeting agenda seven days in advance of each Faculty Council Meeting.

If any item on the Consent Agenda is questioned by one or more Council member(s) prior to the vote on the Consent Agenda, it shall be removed from the Consent Agenda for that meeting and time will be made at that meeting or the next meeting for the item to be addressed (either put back on the Consent Agenda if the issues with the item are resolved or discussed by the full Council). The Consent Agenda will be voted on at the beginning of each Faculty Council meeting after the minutes have been approved. The Faculty Council Chair will first ask if there are any changes to the Consent Agenda (i.e., any items to remove). Once this has been done, a vote will be held on the Consent Agenda. A simple majority is required to pass the Consent Agenda.

C. Conduction of Meetings

The Council Chair will preside over Council meetings. In the absence of the Chair, the Vice-Chair, and then the Secretary, will preside. The first agenda item will be the approval of the previous meeting’s minutes. Minutes of each meeting will be taken by the Secretary of Faculty Council and should be distributed by email to all members within seven calendar days of the meeting. The Minutes should be as comprehensive as necessary including lists of members present and absent and copies of any presentation materials shared in the meeting. Recommended corrections or amendments to the Minutes should be submitted by email to the Secretary within 10 days of the distribution. Amended Minutes should be distributed to the members within seven days of the revisions. The second agenda item will be to vote on the Consent Agenda as defined below. Meetings will operate under Robert’s Rules of Order.

D. Quorum
A quorum shall be 40% of the membership of the Faculty Council attending live or virtually. Members of Faculty Council who are currently on leave (sabbatical or other) shall not count in the determination of a quorum unless they vote. A Faculty Council member who attends a meeting or receives a ballot, is permitted to vote.

E. Voting on Issues

Discussion is important before an informed faculty can vote on issues. In order to provide adequate time for discussion, committee/task force Chairs who plan to propose a motion (regarding issues not on the Consent Agenda) at a Faculty Council meeting should email the motion and supporting materials to the membership at least seven days prior to the meeting.

1. Voting procedures

Each faculty member shall have one vote. Non-voting ex officio members are not allowed to vote on Faculty Council matters. Only tenure-track faculty can vote on issues regarding tenure-track faculty review (e.g., tenure-track promotion and tenure-related matters, tenure-track merit issues, etc.). Additionally, only tenure-track and non-tenure track faculty can vote on issues regarding NTTF review (e.g., NTTF promotion, annual review, continuous appointment, merit issues, etc.).

Faculty voting will take place through one of the following two procedures:

Discussion on a motion begins at one meeting, and if not time sensitive, voting takes place at the next meeting. Between the meetings, the Faculty Council Chair will act as a liaison and receive any feedback on the motion who will discuss the feedback with the respective committee/task force Chair and the faculty member who raised the issue. Voting for formal matters (which generally includes all matters that are not addressed via informal voting procedures such as amendments to motions, the consent agenda, or motions passed via general consent) will take place by secret ballot whereby the Faculty Council Chair distributes ballot forms to be completed and returned. The Chair will announce the vote tally during the meeting. Amendments can be moved and voted upon during Faculty Council meetings.

Discussion on a motion begins at one meeting and subsequent feedback on the motion is directed to the Faculty Council Chair, who discusses the feedback with the respective committee/task force Chair. The Faculty Council officers will assess whether further action is needed by the Faculty Council which requires presentation in the next Faculty Council meeting. If one or more officers believe further discussion is warranted, the item will be brought up again at a future Faculty Council meeting as Old Business. If no additional presentation is deemed necessary, a confidential electronic ballot will be distributed no sooner than three working days following the distribution of the minutes of the Faculty Council meeting in which the motion was made. All ballots will be confidential and have specific due dates.

For non-formal matter votes, a secret ballot is required if one or more members of Faculty Council requests it.

Under no circumstances will proxies be accepted for business conducted in Faculty Council Meetings.

2. Voting period

Normally a voting period of at least seven calendar days will be allotted, unless the voting time period rule is suspended by a two-thirds vote of the voting Faculty Council membership in a Faculty Council meeting. Ballots are to be returned to the staff person designated to collect ballots by the specified date on the ballot.

3. Voting outcomes
Voting outcomes are to be decided by a simple majority of the votes cast, unless otherwise specified by the Faculty Council Bylaws. The Faculty Council Chair will communicate the vote tally to the faculty following the final count. Ballots shall be retained by the aforementioned staff person until such time as the outcome is put into effect without challenge from the voter-eligible School faculty.

ARTICLE VI. AMENDMENTS AND CHANGES TO SB BYLAWS

Modification of policies and procedures require notification to and approval by OAA. Notice of intent to modify a policy or procedure must be provided prior to adoption. Changes to bylaws and all other governance documents do not become effective until approved by the Dean and OAA.

The Faculty Bylaws may be amended by a two-thirds vote of the voting Faculty Council membership. An exception pertains to the certain Constitutional Committee Responsibilities in Appendix II, which can be changed by a majority vote of the respective committee (AOL, Fun, Research, Teaching Innovation, BA Core UG AOL, Graduate Program Specific, Accounting UG AOL, and Scholarship). It is the responsibility of committee Chairs to communicate changes to committee responsibilities to the Faculty Council Chair, so Appendix II can be updated. The Faculty Bylaws, including the responsibilities of the committees, shall be reviewed by the Executive Board and at least one additional voting Faculty Council member at least every three years.

ARTICLE VII. ACCESS TO GOVERNANCE DOCUMENTS

All governance documents for the SB shall be posted on the School’s website, including the SB Bylaws, and Promotion, Tenure & Review Guidelines.

ARTICLE VIII. SB COMMITTEES

A. Committee Types

For purposes of these Bylaws, committees shall be defined as either a standing committee or an ad hoc committee (often referred to as a task force). Standing committees are ongoing, meet every year, and are designed to handle the normal business of the University or School. A program committee is an example of a standing committee (see Appendix I). Ad hoc committees meet to achieve a specific one-time purpose, are of limited duration, and will cease to exist once they have achieved their stated purpose. In accordance with the PSU Governance Guide, 1 committees can fall into two categories: Constitutional or Administrative. Constitutional committees deal with issues that fall under the purview of faculty governance and report to Faculty Council. Administrative committees deal with issues that fall under the purview of the Deans’ office and report to either the Dean or one of the Assistant/Associate Deans.

The following matrix provides examples of each committee:

<table>
<thead>
<tr>
<th>Standing Programs</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad hoc UG Revision Task Force</td>
<td>Building</td>
</tr>
</tbody>
</table>

The complete list of SB Standing Constitutional and Administrative committees, as well as the outline of their responsibilities, can be found in Appendix I.

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1 According to the PSU Governance Guide, "Constitutional committees report to the Faculty Senate, administrative committees report to the President or his designee, and ad hoc committees report as assigned. .... The Committee on Committees determines all faculty appointments to constitutional committees, and makes nominations to the President for faculty appointments to most administrative committees."
B. Formation of New Committees:

New committees (whether standing or ad hoc, whether formed at the beginning of the academic year or later in the year) are to be formed with the same guiding principles and collegiality as identified above. If a faculty member, staff, or administrator perceives a need for a new committee or task force, the request would be brought to one of the Faculty Council officers, the Dean or an Associate Dean. Requests should be in writing and entail a 1-2 page document providing a description of the new committee or task force, the need it will be serving, the goals and outcomes that are expected, and the resources it will require. The Faculty Council officers and the Deans’ office will meet and confer regarding the creation of the new committee. The Deans’ office and the Faculty Council officers will mutually determine whether this is to be a Constitutional or an Administrative committee, thus acknowledging under whose authority the committee will fall. At that point, the one in authority is to determine the committee charge and appoint members. Nothing in this paragraph shall preclude the Deans’ office’s ability and authority to create an Administrative committee or the faculty’s ability and authority to create a Constitutional committee.

Mid Year Committee Appointments: These appointments will utilize the same processes noted in the preceding paragraph.

C. Annual Committee Service

1. Committee choice

At the beginning of the academic year, the Faculty Council officers are responsible for distributing a list of SB committees and task forces available for faculty participation for that year. The officers will also provide a committee/task force sign-up form to be completed and returned to the Faculty Council Chair. Engagement in University service qualifies as a faculty member’s service commitment for the year, and should be indicated by the faculty member on the sign-up sheet in lieu of an SB service commitment.

2. Committee membership

On all committee matters, the Dean, Associate Deans, and Faculty Council Officers shall meet and confer in the process of determining committee membership and committee goals. The final authority on membership and operations for Constitutional committees or ad hoc committees initiated by Faculty Council Officers shall lie with the Faculty Council. The Dean and Associate Deans shall have final authority on membership and operations for any Administrative committees or ad hoc committees they have initiated. Mid year committee appointments will utilize the same process noted in the preceding paragraph.

3. Communication of committee appointments

At the beginning of the academic year, after appointments have been determined, the Faculty Council Chair shall send out a committee list to all faculty members. When midterm appointments are made, they are to be made as described above, and are to be communicated in writing to the individual involved, the Committee Chair, the Deans’ office, and the Faculty Council Chair.

4. Faculty search committees

Faculty and Associate Deans shall have the opportunity for effective participation in deliberations leading to recommendations for appointment of faculty. Faculty will be involved in recruiting and hiring efforts in a number of ways. For each faculty search, the Dean or Associate Dean of Faculty & Research will convene a faculty search committee. Faculty search committees are ad hoc committees and will operate until the search process is complete. Each committee will consist of a subset of faculty from the specific area in which the search is concentrated. Depending on the specific search, a representative from an outside area may be part of the search committee. In general, search committees will consist of 3 - 4 tenure track faculty members, but the number and composition may vary depending on the search. When
a NTTF search is being conducted a NTTF should, if available, be part of the committee. The role of the search committee is to work with the Dean’s office to create the position description, review applicants, and oversee the on-campus visits. Faculty outside the search committee can provide input to the decision through a variety of means such as making suggestions for the position description, attending job talks, and participating in the on-campus interviews. All faculty members observing or interacting with the job candidates during their visits shall be given the opportunity to provide written feedback. Based on their assessment of the candidates (which should take into consideration faculty feedback), the search committee will make a hiring recommendation to the Dean. The Dean is responsible for making the final hiring decision.

ARTICLE IX. FACULTY AND ACADEMIC PROFESSIONAL SUPPORT

A. Individual Professional Development Accounts (IPDA)

Faculty members and academic professionals may utilize funds in their IPDA for activities that support the job-related professional development of the member. The use of IPDA funds is subject to the pre-approval of the Associate Dean of Faculty & Research and to all applicable University policies and procedures regarding the appropriate use and documentation of University expenditures. Pre-approval of funds use for Academic Professionals will be made by their supervisors. Approval decisions for IPDA use will be based on the extent to which the request is reasonably tied to professional development and constitutes an appropriate use of funds. Examples of such use from the CBA include, but are not limited to, travel for the presentation of scholarly work, conference fees and travel, professional organization fees, professional licensure or certification requirements, acquisition of specialized equipment (such as laboratory or art supplies), tuition and/or fees, subscriptions and books, submission fees, and relevant training and continuing education opportunities. Full-time faculty members on sabbatical shall have their IPDA accounts funded at 1.0 FTE.

B. Work-Life Balance Within The SB

The SB and the University is committed to creating a workplace environment that supports its community members in balancing their professional and personal lives. On August 1, 2001, a Work/Life Policy was established to provide direction for the University’s commitment to support employees in both their work and personal lives.

To support PSU community members, the Human Resources Family Friendly Resources website houses a comprehensive collection of links to organizations at PSU and in the Portland community that represent resources to help integrate balance and wellness. These include relocation, lactation space, childcare, elder care, homeownership, campus, diversity, and community resources.

The 2015-19 AAUP/PSU CBA -- LOA #4: PSU and AAUP Standing Committee on Work/Life Balance establishes a committee made up of representatives from AAUP, the PSU Faculty senate and Administration and is charged with continuing policy and practice development that will provide support and career options for employees who balance family and career. Reports from the Committee will be made to Faculty senate every 6 months.

C. Academic Professional Workload and Worklife Balance

Academic professionals that are overtime-exempt are expected to work approximately 2080 hours (which is approximately 40 hours per week) per year, hours include any sick or vacation leave taken in accordance with University policies. Overtime exempt academic professionals have no expectation of receiving additional salary for hours that exceed this number. The amount of work may cycle with time of year, specific assignments, and/or other situational demands. In the event an overtime-exempt academic professional’s workload is unusually high for some period of time the academic professional will be provided sufficient flexibility in order to balance out the academic professional’s work commitment. The Department Chair designee and academic professional shall work together to determine when and how
such adjustments will be made. This is not intended as an hour-for-hour adjustment, but rather as a mechanism to provide flexibility in an overtime-exempt Academic Professional’s work schedule in keeping with work-life balance ideals. It is not necessary for exempt employees to maintain complex records of hours worked.

ARTICLE X. FACULTY GOVERNANCE RELATED TO SB ADMINISTRATORS

A. Assignment of Assistant/Associate Deans

Upon a vacancy in one of the Assistant/Associate Dean positions, the Faculty Council Executive Board (Past Chair, Current Chair, Vice Chair, Secretary) shall convene as a Search Committee to serve in an advisory capacity to the Dean in the new Assistant/Associate Dean selection. The Search Committee also will include one full-time tenure-track or NTTF member of the Faculty Council. This additional member will be elected by the faculty following a solicitation of nominations.

The role of the Search Committee is to collect materials from faculty applicants interested in the Assistant/Associate Dean role, circulate those materials to the faculty, review application materials, meet with each candidate, solicit and review feedback from the faculty on each candidate, and as a committee, provide feedback to the Dean that will be instrumental in the Dean’s final decision. The Search Committee shall solicit written comments on the strengths and weaknesses of each applicant either via email or hard copy from the faculty. These comments are to be submitted to the person who collects faculty council votes and then forwarded to Search Committee to be included in the feedback to the Dean.

B. Dean Review

The Provost conducts a review of the SB Dean every five years. To aid in the review, the Provost puts together the Provost’s Advisory Committee for the Evaluation of Deans (PACED) consisting of the Provost, a peer dean, two SB faculty members and one SB staff member. The Provost selects the individuals serving on PACED. The SB faculty and staff will have the opportunity to provide feedback for this 5th year review by way of a survey administered by the Provost’s office.

Faculty Council has the ability, but not the obligation, to provide formal, systematic, and developmental feedback to the SB Dean regarding his or her performance at the end of each academic year. The Executive Board will be responsible for executing the process to be used for providing this feedback. The Executive Board will communicate both the process and the overall feedback to the Dean. The process should be communicated to all Faculty Council members and to the Dean in a timely fashion each year that the survey is to be conducted. All information obtained from individual Faculty Council members through this process will be both anonymous and confidential. The feedback will be provided to the Dean from the Executive Board in written form, and, if the Provost desires, will be forwarded to the Provost. Should either the Executive Board or the Dean wish, the Executive Board and the Dean will meet in person to discuss the feedback.
Appendix I. Committee Types

SB Standing Committees

(Committee responsibilities are described in Appendix II).

SB Constitutional Committees:

Assurance of Learning (AOL) Council
Annual Development, Promotion & Tenure (ADPT)
Post-Tenure Review Committee
Faculty Council Executive Committee
Fun Committee
Research Committee
Teaching Innovation Committee

Program Committees:

Graduate Programs Committee
Individual Graduate Program Committees (curricular and AOL responsibilities):
  • Global Supply Chain Management (GSCM)
  • Health Care MBA (HC-MBA)
  • Master of Business Administration (MBA)
  • Master of Science in Finance (MSF)
  • Master of Taxation (MTAX)
  • Master of Real Estate Development (MRED)

Undergraduate Programs Committee
Undergraduate BA Assurance of Learning Committee
Undergraduate Accounting Assurance of Learning Committee
Individual Undergraduate Program Committees:
  • Accounting Program Committee
  • Finance Program Committee
  • Management Program Committee
  • Marketing Program Committee
  • Supply & Logistics Management Program Committee

SB Administrative Committees:

Scholarship Committee
Appendix II. Committee Descriptions

The School of Business Standing Committees

School of Business Constitutional Committees

Assurance of Learning (AOL) Council

**Purpose:** Assurance of Learning Council was created as a mechanism for sharing Assurance of Learning knowledge across programs. This knowledge includes, but is not limited to, best practices for assessment, mechanisms to facilitate that learning goals are identified and measured for each program, and innovative ways to address Assurance of Learning in order to ensure consistency across programs and assessment progress within The School of Business. In addition to ensuring the quality of programs through assessment, the Assurance of Learning Council plays an important role in helping The School of Business prepare for successful accreditation reviews.

**Committee membership:**
The Assurance of Learning Council shall be composed of at least 1 full-time faculty member who serves as the Assurance of Learning representative from each of the graduate and undergraduate programs, plus the Director of Accreditation. Members may be either tenure track or NTTF, and from any rank. Ideally, the Program Director will serve as each Program’s representative, but this is not required. If an accredited program within The School of Business wishes to have more than 1 member serve on the Assurance of Learning Council, this will be decided on by the standing members of the committee, in whatever manner they deem appropriate. The total number of members required will be determined based on the particular responsibilities of the committee for that year. Members will serve 1-year terms, or until replaced by another representative from their program.

**Committee formation:**
Assurance of Learning Council Committee members will be appointed by each accredited program. The Director of Accreditation will serve as committee Chair. Vacancies will be filled on a rolling basis as soon as possible by appointment from the respective program. While the Associate Deans for Graduate and Undergraduate Programs may be asked to counsel, and consult with, the Council periodically, they will not formally serve on the Committee nor be ex officio members.

**Procedural operations:**
The Council Chair will be responsible for setting up meetings which usually take place once per academic quarter. Meetings will take place at a time that allows either the most members to attend or the most critical members to attend given the agenda. Decision-making within the Council will be handled within the committee meetings, by a vote of all attending members, as necessary. A quorum of at least 50% of the members is necessary for any vote to be held. As this is largely an advisory committee designed to share information, most actual decision-making should be happening within the program specific Assurance of Learning committees (discussed separately below). The Assurance of Learning Council Chair will be responsible for taking and disseminating minutes.

**Responsibilities:**
The Council members are responsible for reporting on progress (or obstacles) in assessment in their respective programs, sharing ideas within the Council about ways to successfully reach assessment outcomes, holding all areas and programs accountable for maintaining Assurance of Learning progress, and planning events and other relevant activities that will help to engage the faculty at large and other community members (e.g., students, industry members) in The School of Businesses Assurance of Learning process.
Annual Development, Promotion & Tenure Committee (ADPT)

Purpose:
The role of the ADPT committee is to conduct annual and third-year reviews for each untenured tenure-track faculty member up to the point of their promotion and tenure review. Specific details regarding the ADPT review process is found in The School of Business Promotion, Tenure, & Review Guidelines document.

Committee membership:
The committee is comprised of five tenured faculty members of Associate or Professor rank, one from each of the School of Business functional areas of Accounting, Finance, Management, Marketing and Supply Chain Management. Each member serves a three-year term of service on the committee. Membership terms are staggered to ensure that at least two members at any given year have recent experience serving on the committee.

Committee formation:
Membership on the committee is by faculty election run by the Faculty Council Officers. The spring quarter before a member’s term on the committee ends, the Faculty Council Chair will send out a call to all tenure track faculty for nominations for possible members to fill the upcoming vacancy in the specific area. If more than one faculty member is nominated from a given area to serve, the Faculty Council Chair will send out a confidential ballot listing all nominees. All tenure track faculty vote on the nominees. The nominee with the majority of votes will serve as the elected member from their respective area. If unexpected vacancies occur during the year, the Faculty Council Chair will follow the steps outlined above to find a replacement.

Procedure operations:
Once convened each fall term, the ADPT committee meets to discuss the review load for the current year and to elect a Chair. The number of the meetings to take place during fall and winter quarters is dependent on the number of reviews to be conducted that year. After considering each faculty review packet, the committee meets to discuss the packets and share their opinions on the faculty members’ progress and areas for needed development. The committee then meets with each faculty member being reviewed for the purpose of inquiry to specific aspects of the person’s record or review packet, permit the faculty member to provide additional information to the committee, and for the committee members to provide their feedback. No minutes of the meeting are taken. Subsequent to the meeting, a summary of the committee’s assessment and developmental feedback is provided to the faculty member in the form of a review letter signed by the committee members. Ideally, the committee should reach consensus on the nature of each review, but if this is not possible, a minority review may be produced.

Responsibilities:
The ADPT committee’s task is to evaluate and to provide an assessment of whether untenured faculty are making satisfactory progress toward promotion and tenure, and to provide constructive developmental feedback regarding any deficiencies that need to be addressed to facilitate the faculty member’s progress. Committee members are responsible for considering each faculty member’s review materials in terms of scholarly research, instruction, and service, thoughtfully participating in meetings to discuss reviews, collaborating in the drafting of formal review letters, and being a resource for the faculty members post review, if needed. The committee Chair is responsible for working with the Associate Dean of Faculty to identify and notify untenured faculty of their upcoming reviews, overseeing the committee’s operations and review process, and for notifying the Associate Dean of Faculty of issues that arise with the ADPT review process or with specific review cases.
**Faculty Council Executive Board**

**Purpose:**
The Executive Board serves in a consulting role to the Dean and oversees the effective functioning of the School of Business Faculty Council and its faculty governance responsibilities.

**Committee membership:**
The Executive Board is comprised of residing faculty-elected Faculty Council officers (Chair, Vice Chair, and Secretary), and the past year’s Faculty Council Chair. The current Chair and Vice Chair, as well as the past year’s Chair must be tenured faculty. The Secretary may be a full-time tenure stream or NTT faculty member, or any other individual who meets the criteria of a member of Faculty Council (See Article III.A) Given that Faculty Council officers usually only serve one-year terms, tenure on the Executive Board is one year.

**Committee formation:**
If a Faculty Council officer is replaced per the procedures delineated in the School of Business Bylaws, the replacement officer will serve on the Board. If the past year’s Faculty Council Chair is not available for the Board, the Faculty Council Chair who served prior to that Chair is eligible to serve on the Board.

**Procedure operations:**
The Council will convene when there are appropriate responsibilities to be addressed. No minutes will be kept of their meetings. Ideally, the Council will attempt to reach consensus for decision making but if consensus cannot be reached, decisions will be based on majority rule.

**Responsibilities:**
The Council’s primary responsibilities include serving on Assistant/Associate Dean search committees, reviewing and if necessary updating the Faculty Bylaws every three years, and determining and executing the feedback process for the SB Dean. When needed the Council is also tasked with serving in a consultative capacity to the Dean and Associate Deans.

**Fun Committee**

**Purpose:** The overall purpose of the committee is to plan and oversee activities within the SB that help foster a sense of community and fun.

**Committee membership:** The committee usually consists of three to five full-time tenure stream or NTT faculty from any rank, and/or full-time staff members. Membership is for a one-year term, but members can request membership in subsequent years.

**Committee formation:** Committee membership will be determined using the procedure described in the SB Bylaws (p. 3, 2nd paragraph), whereby faculty members request membership through a sign-up sheet distributed at the beginning of the academic year by the Faculty Council officers. Staff are not required to serve on committees but may sign up for the Fun Committee if interested. If vacancies occur during the year and the committee Chair decides that more members are needed, the Chair sends out an email request to faculty and staff seeking a replacement.

**Procedure operations:** Once convened the committee will choose a Chair. The committee will meet in Fall quarter to determine the activities and events they will sponsor for the year, and then meet as needed through the remainder of the academic year. The committee will consult with the Dean’s office regarding scheduling, budget, and space issues when appropriate. Ideally, the committee will attempt to reach consensus for decision making regarding events they plan but if consensus cannot be reached, decisions will be based on majority rule. No minutes of the meetings are taken.
Responsibilities: The main responsibility of the committee is to plan, organize, and communicate regarding the SB’s Winter Party that takes place the end of Fall quarter. Other activities and events may also be offered by the committee throughout the academic year.

Post-Tenure Review (PTR) Committee

Purpose:
The role of the PTR committee is to conduct reviews for tenured faculty members with the intent to provide developmental feedback post-tenure, and to offer recommendation as to whether the faculty member should be eligible for a performance salary increase. Specific details regarding the PTR review process in terms of membership, committee formation, procedure operations, and responsibilities is found in The School of Business Promotion, Tenure, & Review Guidelines document.

Committee membership:
The committee is comprised of five tenured faculty members of Associate or Professor rank, one from each of The School of Business functional areas of Accounting, Finance, Management, Marketing and Supply Chain Management. Each member serves a three-year term of service on the committee. Membership terms are staggered to ensure that at least two members at any given year have recent experience serving on the committee. In years where there are no post-tenure reviews to be conducted during a committee member’s term, they can decide to extend their membership so that it covers three years when the committee is actively conducting reviews, or they can elect to step off after three calendar years.

Committee formation:
Membership on the committee is by faculty election. The spring quarter before a member’s term on the committee ends, the Faculty Council Chair will send out a call to all tenure track faculty for nominations for possible members to fill the upcoming vacancy in the specific area. If more than one faculty member is nominated from a given area to serve, the Faculty Council Chair will send out a confidential ballot listing all nominees. All tenure track faculty vote on the nominees. The nominee with the majority of votes will serve as the elected member from their respective area. If unexpected vacancies occur during the year, the Faculty Council Chair will follow the steps outlined above to find a replacement.

Procedure operations:
The committee will only convene in the years that the SB has faculty eligible for post-tenure review. Once convened the committee will choose a Chair. In the years the committee is convened, they will meet early Fall quarter to plan for the review(s) to be conducted that academic year. Subsequently, they will meet as needed. Ideally, the committee will attempt to reach consensus for decision making relevant to their charge, but if consensus cannot be reached, decisions will be based on majority rule. No minutes will be taken in the meetings.

Responsibilities:
The committee is charged with overseeing the creation of faculty members’ individual post-tenure review committees, facilitating faculty members undergoing review, the PTR committee will appoint two members of the PTR committee on each individual post-tenure review committee, and ensuring that post-tenure committee reviews are completed and submitted to the Dean’s office in a timely manner.

Research Committee

Purpose:
The focus of the committee is on faculty research. The purpose of the committee is to nurture the research culture, support research activity, and help guide the role of research within the strategic operation of the SB.
Committee membership: In general, membership is limited to full-time, research active faculty members from any rank. Membership is for a one-year term, but members can request membership in subsequent years. In general, membership ranges from six to 12 members.

Committee formation: Committee membership will be determined using the procedure described in the SB Bylaws (p. 3, 2nd paragraph), whereby faculty members request membership through a sign-up sheet distributed at the beginning of the academic year by the Faculty Council officers. If vacancies occur during the year and the committee Chair decides that more members are needed, the Chair sends out an email request to faculty and staff seeking a replacement.

Procedure operations:
The SB Research Director will serve as Chair of the committee. The committee will meet in Fall quarter to determine the activities and events they will sponsor for the year. The Dean and Associate Dean of Faculty & Research may request to meet with the committee during the academic year. In the usual course of events, the committee will meet once a quarter as a group, but all members attend activities and events sponsored by the committee. Ideally, the committee will attempt to reach consensus for decision making relevant to their charge, but if consensus cannot be reached, decisions will be based on majority rule. No minutes are taken at the meetings.

Responsibilities:
The committee is responsible for organizing activities and gatherings where faculty research is showcased and where faculty can share ideas and form collaborations (e.g., Research Brown Bag sessions); providing input to the Dean and Associate Dean of Faculty & Research on strategic conversations in all matters concerning research; identifying obstacles to, and opportunities for, faculty research and making recommendations to the Dean and Associate Dean of Faculty & Research; and publicizing SB research internally and externally. The Dean and Associate Dean of Faculty & Research may also consult with the committee on specific issues throughout the academic year and request that the committee take on special projects relating to research.

Teaching Innovation Committee

Purpose: The purpose of the committee is to nurture the teaching culture of the SB, be a champion of effective teaching and learning, support teaching activity, and help guide the role of teaching within the strategic operation of the SB.

Committee membership: The committee usually consists of three to five full-time tenure stream or NTT faculty from any rank, and/or full-time staff members. Membership is for a one-year term, but members can request membership in subsequent years. If the committee Chair felt that an adjunct’s participation would benefit the committee in some way, the Chair will confirm approval from the Dean and an invitation would be extended and the adjunct will receive compensation for their time.

Committee formation: Committee membership will be determined using the procedure described in the SB Bylaws (p. 3, 2nd paragraph), whereby faculty members request membership through a sign-up sheet distributed at the beginning of the academic year by the Faculty Council officers. Staff are not required to serve on committees but may sign up for the Teaching Innovation Committee if interested. If vacancies occur during the year and the committee Chair decides that more members are needed, the Chair sends out an email request to faculty and staff seeking a replacement.

Procedure operations: Once convened the committee will choose a Chair. The committee will meet in Fall quarter to determine the activities and events they will sponsor for the year, and then meet as needed through the remainder of the academic year. The committee will consult with the Dean’s office regarding scheduling, budget, and space issues when appropriate. Ideally, the committee will attempt to reach consensus for decision making regarding events they plan but if consensus cannot be reached, decisions will be based on majority rule. No minutes of the meetings are taken.
Responsibilities: The committee is responsible for organizing activities and gatherings where faculty teaching is showcased and where faculty can share ideas and form collaborations (e.g., Teaching Brown Bag sessions). Teaching Brown Bag sessions may encompass topics including: exploring practices relevant to teaching business subjects in the dynamic environment facing higher education; creating vehicles for sharing and observing best practices; providing opportunities for greater learning and understanding of the flipped classroom model; and, providing strategies and information on teaching with on-line technology. The committee will leverage campus resources for SB-specific teaching and learning trainings, identify and promote opportunities for the scholarship of teaching and learning research, and elevate and highlight the role of teaching quality in the SB.

Graduate Programs Committee

Purpose:
The role of the Graduate Programs Committee is to oversee, and provide guidance to, the portfolio of graduate programs within the SB in relation to curricula, practice, and development.

Committee Membership:
Committee includes 1 member from each Graduate Program-specific committee (see below) and a representative from the Graduate Programs Office appointed by the committee Chair. Members are full time faculty of either tenure track or NTT, and of any rank. When possible, the committee should consist of at least 50% tenure track faculty. If the committee Chair felt that an adjunct’s participation would benefit the committee in some way, the Chair will confirm approval from the Dean and an invitation would be extended and the adjunct will receive compensation for their time. Other representatives from Graduate Programs Office are encouraged to participate in an ex officio capacity, along with the Director of Assessment (ex officio) and Associate Dean for Graduate Programs (ex officio).

Committee formation:
The Chair of the individual Graduate Program-Specific Committees (see below) will appoint a member to be part of the Graduate Programs Committee. If a vacancy occurs, the Chair of the committee will notify the Chair of the respective Graduate Program-Specific Committee and request that a replacement member be appointed. In general, tenure on the committee is for one year, but members may maintain membership on the committee if approved by the Graduate Programs Committee Chair and the Chair of the respective Graduate Program-Specific Committee.

Procedure operations:
Once convened the committee will choose a Chair. In general, the committee meets once a month, but may meet more often if there are pressing issues to address. Ideally, the committee will attempt to reach consensus for decision making relevant to their charge, but if consensus cannot be reached, decisions will be based on majority rule. No minutes are taken at the meetings.

Responsibilities:
The committee is charged with three primary responsibilities: reviewing and recommending curricular proposals for graduate business programs to include addition, removal or change to courses or programs; establishing, reviewing and monitoring academic procedures for all graduate programs to ensure that the process conforms to the policies of the University; and to coordinate activities and share practices across graduate business programs. The committee also oversees all curricular revisions at the graduate level. The Associate Dean for Graduate Programs and the Dean can bring program review requests to the committee for consideration.

Graduate Program-Specific Committees

Purpose:
The SB has an individual committee for each of its graduate programs. Currently, those programs are Global Supply Chain Management (GSCM), Health Care MBA (HC-MBA), Master of Business Administration (MBA), Master of Finance (MSF), Master of Real Estate Development (MRED), and the
Master of Tax (MTAX). If new graduate programs are adopted by the SB, a specific committee will be created for that program. The purpose of each committee is to monitor, assess, generate and operationalize activities and decisions specific to that program as they relate to the respective curriculum and Assurance of Learning.

Committee membership:
In general, members of each committee are drawn from the full-time faculty that teach in the program. The committee usually consists of the Academic Director of the program and three to five tenure track or NTT faculty members of any rank. Committees may be larger depending on the tasks to be undertaken by the committee in a given year. If the committee Chair feels that an adjunct’s participation would benefit the committee in some way, an invitation would be extended and the adjunct would be compensated for their time. Membership is for a one-year term, but members can request membership in subsequent years.

Committee formation:
Committee membership will be determined using the procedure described in the SB Bylaws (p. 3, 2nd paragraph), whereby faculty members request membership through a sign-up sheet distributed at the beginning of the academic year by the Faculty Council officers. If vacancies occur during the year and the committee Chair decides that more members are needed, the Chair sends out an email request to faculty seeking a replacement.

Procedure operations:
Once convened, the committee will choose a Chair. In general, the committee meets once a month, but may meet more often if there are pressing issues to address. Ideally, the committee will attempt to reach consensus for decision making relevant to their charge, but if consensus cannot be reached, decisions will be based on majority rule. No minutes are taken at the meetings.

Responsibilities:
Each committee is responsible for developing and assessing individual learning goals, aligning the mission with the learning goals, providing assessment-based feedback for curriculum development and improvements, and generating a curriculum map, for its individual program. Each committee is also responsible for designing and implementing curriculum program revisions when appropriate.

Undergraduate Programs Committee

Purpose:
The role of the Undergraduate Programs Committee is to oversee and provide guidance across the BA core program and the individual discipline areas of Accounting, Finance, Management, Marketing, and Supply Chain Management in relation to curricula, practice, and development, as well as Assurance of Learning.

Committee membership:
Committee includes one to two members from the UG Accounting Assurance of Learning Committee and the UG BA Core Assurance of Learning Committee, the Area Director from each of the discipline areas of Accounting, Finance, Management, Marketing, and Supply Chain Management, and the Undergraduate Programs Office Director. When possible, the committee should consist of at least 50% tenure track faculty. The Associate Dean for Undergraduate Programs and the Director of Assessment serve as ex officio members. If the committee Chair feels that an adjunct’s participation would benefit the committee in some way, an invitation would be extended and the adjunct would be compensated for their time.

Committee formation:
The Chairs of the UG Accounting Assurance of Learning Committee and the UG BA Core Assurance of Learning Committee will each appoint one to two members to be part of the Undergraduate Programs Committee. The members from the five discipline areas are provided using the procedure described in the SB Bylaws (p. 3, 2nd paragraph), whereby faculty members request membership through a sign-up
sheet distributed at the beginning of the academic year by the Faculty Council officers. If a vacancy occurs among the Assurance of Learning Committee members, the Chair of the committee will notify the Chair of the respective Assurance of Learning Committees and request that a replacement member be appointed. If vacancies occur from one of the discipline areas during the year, the committee Chair sends out an email request to faculty from the respective discipline area seeking a replacement. In general, tenure on the committee is for one year, but members may maintain membership on the committee if approved by the Undergraduate Programs Committee Chair and the Chair of the respective Assurance of Learning Committees.

**Procedure operations:**
Once convened the committee will choose a Chair. In general, the committee meets twice a month, but may meet more often if there are pressing issues to address. Ideally, the committee will attempt to reach consensus for decision making relevant to their charge, but if consensus cannot be reached, decisions will be based on majority rule. No minutes are taken at the meetings.

**Responsibilities:**
The committee is charged with three primary responsibilities: reviewing and recommending curricular proposals for undergraduate business programs to add, remove, or make changes to courses or programs; establishing, reviewing and monitoring academic procedures for all undergraduate programs to ensure that the process conforms to the policies of the University; and to coordinate activities and share practices across undergraduate business programs. The committee is also charged with assessing the need for new curricular ideas and overseeing such revisions at the undergraduate level. The Associate Dean for Undergraduate Programs and the Dean can bring program review requests to the committee for consideration.

**BA Core Undergraduate Assurance of Learning Committee**

**Purpose:**
The committee’s role is to oversee the Assurance of Learning process in the BA core, communicate Assurance of Learning activities and programs to faculty and administration, ensure that AACSB accreditation standards and best practices are being followed in the BA core, and facilitate the SB in preparing pertinent documentation for accreditation purposes at the University and School level.

**Committee membership:**
The committee will consist of the four Learning Goal Owners (one for each of the four learning goals in the BA program). Learning Goal Owners must be a faculty member who is teaching the specific BA course chosen to showcase a learning goal for assessment purposes. The committee will also include at least two members of the Undergraduate Programs Committee (described above). All members are to be full time faculty, either tenure track or NTTF, from any rank. The Associate Dean for Undergraduate Programs and the Director of Assessment serve as ex officio members.

**Committee formation:**
Learning Goal Owner members are determined using the procedure described in the SB Bylaws (p. 3, 2nd paragraph), whereby faculty members request membership through a sign-up sheet distributed at the beginning of the academic year by the Faculty Council officers. The two additional members from the Undergraduate Programs Committee are appointed by the Chair of the Undergraduate Programs Committee. If vacancies occur during the year and the committee Chair decides that more members are needed, the Chair sends out an email request to faculty seeking a replacement.

**Procedure operations:**
Once convened the committee will choose a Chair. In general, the committee meets twice a month, but may meet more often, or less, depending on issues to address. Ideally, the committee will attempt to reach consensus for decision making relevant to their charge, but if consensus cannot be reached, decisions will be based on majority rule. No minutes are taken at the meetings.
Responsibilities:
The committee is tasked with a number of responsibilities including coordinating with the Undergraduate Programs Committee to ensure that course and curriculum changes are based on learning goal assessment outcomes; coordinating in-class assessments for Assurance of Learning; assist with assessments when necessary; compiling and analyzing results of each assessment; periodically review and revise Learning Goals, Learning Objectives, Assessment Rubrics, Curriculum Map, and Assessments Schedule, when warranted; and proposing recommendations for improving the assessment process, and improving the BA program based on assessment results.

Accounting Undergraduate Assurance of Learning Committee

Purpose:
The committee’s role is to oversee the Assurance of Learning process in the undergraduate Accounting program, communicate Assurance of Learning activities and programs to faculty and administration, ensure that AACSB accreditation standards and best practices are being followed in the BA core, and facilitate the SB in preparing pertinent documentation for accreditation purposes at the University and School level.

Committee membership:
The committee will consist of the four Learning Goal Owners (one for each of the four learning goals in the Accounting program). Learning Goal Owners must be a faculty member who is teaching the specific Accounting course chosen to showcase a learning goal for assessment purposes. The committee will also include at least one faculty member from the Accounting discipline area. All members are to be full time faculty, either tenure track or NTTF, from any rank. The Associate Dean for Undergraduate Programs and the Director of Assessment serve as ex officio members. The Retzlaff Accounting Director is also a member of the committee.

Committee formation:
Learning Goal Owner members are determined using the procedure described in the SB Bylaws (p. 3, 2nd paragraph), whereby faculty members request membership through a sign-up sheet distributed at the beginning of the academic year by the Faculty Council officers. The one additional member from the Undergraduate Programs Committee is appointed by the Chair of the Undergraduate Programs Committee. If vacancies occur during the year and the committee Chair decides that more members are needed, the Chair sends out an email request to faculty seeking a replacement.

Procedure operations:
The Retzlaff Accounting Director serves as the Chair of the committee. In general, the committee meets twice a month, but may meet more often, or less, depending on issues to address. Ideally, the committee will attempt to reach consensus for decision making relevant to their charge, but if consensus cannot be reached, decisions will be based on majority rule. No minutes are taken at the meetings.

Responsibilities:
The responsibilities of the committee include coordinating with the Undergraduate Programs Committee to ensure that course and curriculum changes are based on learning goal assessment outcomes; coordinating in-class assessments for Assurance of Learning; assist with assessments when necessary; compiling and analyzing results of each assessment; periodically review and revise Learning Goals, Learning Objectives, Assessment Rubrics, Curriculum Map, and Assessments Schedule, when warranted; and proposing recommendations for improving the assessment process, and improving the BA program based on assessment results.
School of Business Administrative Committees

Scholarship Committee

Purpose:
The purpose of the committee is to review student scholarship applications and provide award recommendations. It is the responsibility of the Scholarship Coordinator and Chair to make final awarding decisions.

Committee membership:
In order to adequately handle the workload, the committee should have at least 15 members who can be full-time faculty of either tenure track or NTT, and of any rank. Full-time staff members may also serve on the committee. If required, the Coordinator may invite other members of faculty, staff and adjuncts to volunteer for the committee. If asked to participate, adjuncts will be compensated for their time. The Dean’s Office Assistant acts as Scholarship Coordinator and is primarily responsible for the committee and oversee the process.

Committee formation:
Committee membership will be determined using the procedure described in the SB Bylaws (p. 3, 2nd paragraph), whereby faculty members request membership through a sign-up sheet distributed at the beginning of the academic year by the Faculty Council officers. If vacancies occur during the year and the Coordinator decides that more members are needed, the Coordinator sends out an email request seeking volunteers.

Procedure operations:
Once convened, the Coordinator will choose a Chair. Given the timing of scholarship applications, most of the committee’s work takes place during Winter term. The Coordinator will contact committee members when it is time to review applicant materials online using the scholarship system ScholarX. They will also provide any training necessary for the conduction of the reviews. The Coordinator will pre-screen applicants and make updates to the online system to ensure committee members have the relevant information and criteria needed to make their reviews. Reviews are conducted independently and submitted online. Each committee member must rank their top five candidates for each scholarship they are assigned to review by the deadline set by the Coordinator. The Coordinator will assess the rankings and meet with the Chair to determine final awarding. It is then the Coordinator’s responsibility to gain the Dean’s approval and communicate those decisions to students.

Responsibilities
Each committee member’s responsibility is to carefully review the submitted student applications, determine the extent to which the applications warrant the award of a scholarship and rank their top five candidates for each scholarship by the deadline set by the Coordinator.