

## College of Business Bylaws

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### **I. PURPOSE**

The Bylaws of the College of Business are established by provision of UW Regulation 2-411 (Academic Organization).

### **II. MISSION**

The College of Business (COB) aims to be the business college of choice for people who value enriching experiences and the integrity of the handshake.

### **III. DEFINITIONS:**

#### **A. PERSONNEL**

Faculty include tenure stream (tenured and tenure track) and non-tenure track full time benefitted academic personnel.

Staff include those whose appointments facilitate execution of the college's mission in ways that are not primarily through teaching and research.

#### **B. STUDENTS**

Students are those enrolled in the college's courses.

### **IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS**

College bylaws and any proposed modifications to them shall be subject to approval by 2/3 of a quorum of eligible faculty voters, consistent with UW 2-411.

The college will also have a set of Standard Administrative Policies and Procedures (SAPPs) that outline operational rules and procedures, details of policy implementation, responsibility, and accountability. These SAPPs will contain guidelines for (but not limited to): hiring, promotion, and tenure expectations for faculty; academic dishonesty and grade appeal procedures for students; expectations for graduate students and their advisors; and other matters relevant to college operations. The SAPPs can be initiated by any faculty or staff and shall be vetted by appropriate COB committees and approved by the dean.

## V. ORGANIZATION AND GOVERNANCE

### A. Personnel

#### 1. Dean

The college shall be headed by a dean who is responsible for all matters relating to the educational, research, service, and administrative affairs of the college. The appointment, review and reassignment of college dean shall be in accordance with UW Regulations. The dean shall set the strategic vision of the college, assemble the college's leadership team, preside at meetings of the college faculty, recommend the college budget to the board of trustees in consultation with the department chairs, administer the college budget, and recommend appointments and promotions for faculty and staff of the college. If the dean is tenured in a department, the person retains the tenure during the period of deanship. A dean selected from outside the college must be appointed as a faculty member within an appropriate department.

#### 2. Administrative Officers

Associate deans, assistant deans, chaired professors, distinguished professors, program directors, professors of excellence, and ad hoc administrative positions shall be appointed by the dean in accordance with UW Regulations. These individuals shall perform functions assigned by the dean.

#### 3. Department Chairs

Department chairs shall be nominated by each department's faculty. The dean shall appoint the college's department chairs (with approval of the University President) and upon careful consideration of recommendations of the department's faculty, and if necessary further consultation with the department's faculty if disagreement exists. Chairs shall report to the dean (or, at the dean's discretion, an associate dean) and are responsible for promoting the vision of the dean in advancing the college's mission. Department chairs shall have general responsibility for the instructional, research, service, budget, administrative operations, and policies of their departments, in consultation with the members of the department's faculty.

### B. Academic Departments

Academic departments within the college shall include:

- Accounting and Finance
- Economics
- Management and Marketing

Faculty in these academic departments shall provide instruction, conduct research, and participate in service and engagement.

### C. Centers

Centers and institutes shall operate under the dean with guidance by approved SAPPs and associated university regulations. Questions of autonomy and jurisdiction between units in the college shall be decided by the dean.

## **VI. MEETINGS**

The dean shall announce and conduct regular meetings, at least one each semester, to update college faculty and staff on issues relevant to the college. In addition, the dean shall call and conduct meetings with an executive team (defined below) as necessary for the effective functioning of the college.

## **VII. STANDING COMMITTEES**

The following standing committees and councils shall be established.

### **A. Executive Team**

The executive team shall consist of the dean, associate and assistant deans, department chairs, and others whom the dean may designate as appropriate. The executive team will meet on a regular basis as specified by the dean.

The executive team's duties are to:

- Provide a forum for the open exchange of information, ideas, concerns, and opinions between the department heads, other college leadership, and dean's office representatives.
- Promote positive relations and cooperation within the college, with the purpose of creating a cohesive culture.
- Provide a forum for the discussion and formulation of long-term plans for the college.
- Provide a mechanism for the timely dissemination of information to faculty and staff within the college.

### **B. Staff Advisory Council**

The Staff Advisory Council shall consist of those staff from within each unit of the college as approved by the dean. Its duties are to:

- Provide a mechanism for staff to share experiences, concerns, and suggestions relevant to decision-making in the college.
- Serve as a working group to address key issues of importance to our staff.
- Provide a venue for expression and increased communication between the staff, college administration, faculty, and students.
- Promote positive relations and cooperation within the college with the purpose of creating cohesive culture.
- Promote increased cooperation within the University of Wyoming community.
- Generate additional interaction between the college and the Staff Senate.

The SAC shall elect a chair, vice-chair, and secretary for two-year terms.

### **C. Tenure and Promotion Committee**

The Tenure and Promotion Committee shall review all candidates for reappointment, extended year contracts, promotion, and tenure in the college in accordance with the college's SAPP. Committee members shall then report their recommendations to the dean in writing.

The committee shall consist of at least one tenured (full) Professor from each academic department. If a department does not have any faculty at the rank of professor who can serve, a tenured associate professor may serve. The dean, or his/her representative, shall be an ex-officio member without vote. Elected members shall serve staggered three-year terms and may be re-elected for consecutive terms. A member serving as a replacement may be elected to a subsequent full term. Associate or assistant deans and department heads may not serve as elected members on the Committee. Members of the University Tenure and Promotion Committee may not serve on the College Tenure and Promotion Committee. Members of the University Tenure and Promotion Committee vote at the department level. Members of the College Tenure and Promotion Committee vote at the college level and abstain from the department vote. A member of the College Tenure and Promotion Committee being considered for promotion may not be present during that discussion and vote.

### **D. Assessment Committee**

An Assessment Committee shall be comprised of faculty representatives from each department within the college, plus one representative from the MBA program, and one representative from the doctoral programs. A representative from the Dean's Office and the Director for Accreditation and Assessment shall serve as non-voting members.

The Assessment Committee shall assist in evaluating student performance at the undergraduate and graduate levels, assessing data points such as essays, oral presentations, capstone projects, and an exit exam. The committee shall also help departments and programs interpret assessment data. The Assessment Committee plays a major role in "closing the loop" by ensuring that assessment information derived from various measures is used to drive continuous improvement across the college's curricula. The committee chair is elected by the assessment committee members and shall serve a three-year term. The chair may be re-elected for no more than two (2) consecutive terms.

### **E. Policy and Curriculum Committee**

The Policy and Curriculum Committee shall be comprised of faculty representatives from each department within the COB, plus one representative from the MBA program, and one representative from the doctoral programs. Non-voting members shall consist of the Assistant Director of Academic Advising, the MBA Director, the Director for Accreditation and Assessment and a representative from the Dean's Office.

The Policy and Curriculum Committee will review proposed changes to the college's degree programs and curricula, including requirements for majors, minors, admission requirements, and graduation requirements. Members of the committee will serve as liaisons between the committee and their respective departments, particularly the curriculum committees within those departments. The Policy and Curriculum Committee will also consider recommendations suggested by the College's Assessment Committee, in response to findings from assessment data. The committee chair is elected by the policy and curriculum committee members and shall serve a three-year term. Chair may be re-elected for no more than two (2) consecutive terms.

#### **F. Ad Hoc Committees**

The dean may appoint ad hoc committees with input and participation of the faculty, staff and students as appropriate, to address specific issues within the college. The dean shall define the duties and responsibilities of each ad hoc committee and shall appoint the chairperson. The ad hoc committee functions shall not usurp the functions, duties, or responsibilities of any standing committee. Ad hoc committee charters will normally expire one year after their establishment.

### **VIII. CURRICULUM OF THE COLLEGE**

Faculty in each department shall be responsible for determining and administering their curriculum. All new or modified courses must be considered and approved by the college's Policy and Curriculum Committee (described above), and then by the university-level Course Approval Committee. Department faculty are also responsible for assuring that assessment and improvement plans are consistent with their department's curriculum and program needs, the college's strategic plan, and any AACSB stipulations for accreditation.

### **IX. AMENDMENT OF THE BYLAWS**

Consistent with UW 2-411, COB Bylaws or amendments thereof must be approved by 2/3 of a quorum of faculty voters. A draft of proposed amendment(s) shall be circulated to the members of the college faculty at least two weeks before a faculty meeting where the amendment will be discussed. Bylaws must also be approved by the Provost and Vice President of Academic Affairs and must be reviewed every three (3) years.

### **X. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES**

In the event of conflict, University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws.

Exceptions to University Regulations and Standard Administrative Policies and Procedures must be approved by the Provost and President, and where appropriate, by the Board of Trustees.

**BYLAWS ACCEPTED BY FACULTY VOTE ON: October 3, 2019**

**Approved by Provost:** October 4, 2019

**Revised:**