

College of Business Bylaws

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 personnel whose appointments are not primarily focused on teaching and research but nonetheless support the College's mission.

B. STUDENTS

Students are individuals 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 a quorum of 2/3 of eligible faculty voters, consistent with UW 2-411.

The College will also have a set of Standard Administrative Policies and Procedures (SAPPs), which outline operational rules and procedures, details of policy implementation, responsibility, and accountability. The 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 led 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 the College of Business 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 University of Wyoming Board of Trustees (in consultation with COB 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. Administrative officers 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, after consideration of recommendations of the department's faculty. 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 and strategic plan. 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 academic departments shall provide instruction, conduct research, and participate in service and engagement.

C. Centers

Centers and institutes shall operate under the dean and will be guided by 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 per 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. 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 within the College of Business. 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 of the committee, without voting authority. 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 committee discussions and votes.

C. Assessment Committee

An Assessment Committee shall be comprised of faculty representatives from each department within the College of Business, plus one representative from the MBA program, and one representative from the College's doctoral programs. A representative from the Dean's Office and designated manager of assurance of learning shall serve as non-voting members.

The Assessment Committee shall develop assessment plans and methods for evaluating student performance that are recommended to the dean. The Committee shall also help departments and programs interpret assessment data. The Assessment Committee plays a major role in "closing the loop" by ensuring assessment information, which are derived from various measures, are 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.

D. 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 College's doctoral programs. Non-voting members shall consist of a representative from the Green Johnson Student Success Center, the MBA Director, a designated manager of assurance of learning, 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, which shall be advanced to the Committee through departmental channels and recorded votes. The scope of Policy and Curriculum Committee responsibilities include 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.

E. 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* committees shall not usurp the functions, duties, or responsibilities of any standing committee.

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), by the Dean's Office, and then by the University-level Course Approval Committee. Department faculty are also responsible for assuring assessment and improvement plans are consistent with their department's curriculum and program needs, the College's strategic and assessment plans, 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 a quorum of 2/3 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. Bylaws shall be informed and guided by external advisory groups, such as the College of Business Advisory Board, but the opinions of these groups are ultimately advisory only.

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 Executive Vice President and the President, and where appropriate, by the Board of Trustees.

BYLAWS ACCEPTED BY FACULTY VOTE ON: March 26, 2024

Approved by Provost: October 4, 2019

Revision Approved by Provost: May 14, 2024