

Coles College Committee Bylaws

5/3/2010

I. Scope

A. These bylaws prescribe the committee governance process in the Coles College of Business. The bylaws apply, generally and as specified in this document, to the Coles Elections Officer and all standing college committees including, but not limited to, the following:

College Faculty Council (CFC), Executive Committee (EC), Strategic Planning Committee (SPC), Research and Development Committee (RDC), College Graduate Policies & Curriculum Committee (CGPCC), College Undergraduate Curriculum Committee (CUCC), and Faculty Review Committee (FRC).

B. These bylaws may be amended by a majority vote from all full-time, permanent faculty of the Coles College of Business.

II. Generally Applicable Transparency Principles

A. Open Meetings. University Counsel has determined that the Georgia Open Meetings Law is not applicable to college committee sessions. Open committee meetings are encouraged when appropriate, however, as a way of promoting transparency. Committees are also encouraged to announce meetings with sufficient advance notice and to post minutes in a timely manner.

B. Committee Rules. All committees shall decide and record in the minutes of their first meeting of each year the rules by which they will conduct their business. Committees are encouraged to use Roberts Rules of Order or a functional equivalent. Except as otherwise specified below, a majority of the members of any committee or their duly authorized proxies shall constitute a quorum for decision making purposes at any meeting.

III. College Faculty Council (CFC)

A. Role and Purpose of the Faculty Council

1. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
2. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the Dean. Additional areas may be determined on a yearly basis through discussion between the Dean and the CFC.

- Strategic planning
- Annual budgeting
- Hiring
- Space and resource allocation

- Reassign-time
 - Salaries and raises
 - Appointment and reports of *ad hoc* committees
3. Recommendations of individual members of the CFC are to reflect what each believes to be in the best interests of the College as a whole.

B. CFC Membership

The CFC will consist of one tenured member from each Department Faculty Council (DFC) and two at-large tenured representative elected by a majority secret ballot of the permanent, full time Coles College faculty.

1. Elections for DFC membership will take place within each department no later than April 30 each year. Method of selection of a DFC representative for service on the CFC will be left to the discretion of each Department Faculty Council.

2. The names of DFC members selected to represent their departments on the CFC will be provided to the Coles Election Officer by May 15. The at-large representatives will be elected during the April election session specified in the Coles College Bylaws.

To ensure continuity, elections will be conducted on a staggered basis. A three-year rotation schedule is illustrated below:

Election	ACTG & ECON/FIN & At-Large Rep.2	MKTG & MGMT & At-Large Rep.1
Spring 2009	Election to 1-yr Term	Election to 2-yr Term
Spring 2010	Election to 3-yr Terms Thereafter	
Spring 2011		Election to 3-yr Terms Thereafter

3. A department may recall a representative by a 2/3 secret ballot vote.
 4. The Dean shall be an ex officio non-voting member of the CFC.
 5. Only permanent, non-administrative faculty are eligible to serve on the CFC.
 6. Departmental CFC representatives are permitted to authorize tenured-faculty proxies for any meeting. If necessary, non-tenured faculty proxies may be authorized. In the event of a representative's complete absence (meaning without proxy coverage) from two CFC meetings in succession, his/her respective department will be notified and asked to select a replacement representative. The replacement will serve until the end of the academic year.
 7. The at-large CFC representatives are permitted to authorize tenured-faculty proxies for any meeting. If an at-large CFC member misses two meetings without proxy coverage or an at-large member resigns, the CFC will replace that member using the following policy:
 - a. Nominations for replacements are taken from the tenured Coles College faculty.
 - b. CFC members elect a replacement from the submitted nominations.
 - c. The CFC replacement will serve until the end of the academic year.
- C. CFC Leadership
1. The CFC Chair and Secretary are elected by the CFC, and each must be an elected CFC representative.
 2. The CFC Chair must have served on the CFC for one year during five preceding academic years. However, this year of service requirement is waived for the first CFC Chair.
- D. CFC Operation
1. At its discretion, the CFC may, as necessary, meet by open, properly notified conference call.
 2. The CFC will hold an executive session at the end of each scheduled meeting. The CFC chair will make available a summary of issues raised in the executive session.

IV. The Executive Committee (EC)

- A. **Role and Purpose:** The Executive Committee will serve in an advisory capacity to the Dean in matters of planning and budget and assist in the day-to-day operations of the College.
- B. **Membership:** The Executive Committee consists of the Dean (Chair), the Chairpersons of all departments in the College, the Associate Deans, program directors, and a member of the CFC. Additional members may be appointed by the Dean as appropriate.
- C. **Operation:** The Executive Committee will meet monthly and as needed throughout the academic year.

V. Strategic Planning Committee (SPC)

- A. **Role and Purpose:** The SPC exists to advise and assist the dean in the development and implementation of the Coles College Strategic Plan. The SPC will seek input from a variety of stakeholders including students, faculty, staff, advisory board members, the business community and alumni. Newly created strategic plans will be presented to the faculty for approval.
- B. **Membership:** The SPC consists of the following:
 - Dean
 - Associate Deans
 - Department Representatives are selected as follows: The permanent, fulltime faculty of each department shall elect, by secret ballot, one representative to the SPC.
 - A department chair, elected by peers
 - A CFC representative, elected by the CFC.
 - Advisory board members, alumni, students and other faculty members with specific subject matter expertise. These individuals will be recommended by the dean and/or membership and approved by the SPC. Total number of members from this group shall not exceed four.
 - Representatives shall serve three-year terms with the exception of the cohort beginning in fall 2010, which will serve staggered terms as follows: ACCT– two year term, EFQA – 3 year term, MGT - 1 year term, MKT - 2 year term
 - The committee will elect a chair annually.
- C. **Operation:** The SPC will meet a minimum of two times during an academic year.

VI. Research and Development Committee (RDC)

A. Role and Purpose:

The purpose of the RDC is to promote research and development in the college by increasing the transparency of allocation of funds and to have an advisory role to the dean

on related matters. Specific responsibilities include evaluating (hereafter simply “evaluation”) R&D grant applications, the Research Foundation Competition, and the Distinguished Professor, Teaching, Scholarship, & Service Awards each year (specific date to be checked annually).

B. Membership

1. The permanent, full-time faculty of each department shall elect two representatives to the RDC from among the department’s tenured or tenure-track faculty. In addition, the RDC may elect one current Faculty Development and Awards Committee (FDAC) representative from the college to serve as a non-voting advisor to the RDC for Distinguished Awards matters.

2. Representatives shall serve two-year terms (after the first cohort, which will be elected to staggered terms).

3. Leadership & Operation. The leadership and operation of the RDC shall be structured by the RDC in a manner consistent with Part II (Generally Accepted Transparency Principles), above.

- a. The committee will meet on an ad hoc basis as necessary to accomplish its role and purpose.
- b. Final evaluations will be conducted at committee meetings, but members can vote without having to be present at the meeting. Non-responding members will be counted as abstaining. A 51% majority of non-abstaining members is required for committee evaluation decisions. Inability to reach a majority evaluation decision represents a rejection decision.

VII. Coles College Graduate Curriculum Committee (Coles GCC)

A. The Role and Purpose of the CGPCC: The purpose of the CGPCC is to assist in the development and implementation of graduate curriculum and to approve proposals for changes to the graduate curriculum prior to their presentation to the University GPCC.

B. Membership of the CGPCC

1. The permanent, fulltime faculty of each department shall elect by secret ballot one representative on the CGPCC.
2. GPCC members must be tenured or tenure-track, graduate faculty and members of their respective electing departments.
3. Representatives shall serve two-year terms, after the first cohort, which will be elected to staggered terms.
4. Coles graduate program directors shall be ex officio non-voting members of the CGPCC.
5. Department chairs are not eligible to vote for or to serve as representatives to the CGPCC.

C. Leadership & Operation.

1. The CGPCC shall organize itself in the spring before the end of the academic year, electing its chair and secretary from among those members representing academic departments.

2. The date and place of meeting shall be established at the organizational meeting.
3. A quorum shall consist of 60 percent of academic department representatives.
4. An agenda of items to be considered in any meeting shall be sent by the Chair to members of the committee not less than seven days prior to the call of the meeting.
5. The by-laws shall be distributed to members prior to the first fall CGPCC meeting.

VIII. Coles College Undergraduate Curriculum Committee (Coles UCC)

A. Purpose: The purpose of the Coles UCC is to oversee the development and coordination of the undergraduate curriculum of the Coles College. As one of several levels of review within the university-wide process for the review and evaluation of curriculum, the Coles UCC reviews and evaluates undergraduate course and program proposals initiated by Coles faculty for consistency with policies and goals of the Coles College, as well as for accuracy and completeness.

B. Membership

1. The voting members (hereafter, simply “members” or “the committee”) will comprise one non-administrative permanent, full-time faculty member from each department, elected by the department’s non-administrative permanent, full-time faculty to serve a two-year term (unless a mix of one-year and two-year terms is necessary to achieve staggered two-year terms within the committee).
2. The Associate Dean for Undergraduate programs serves as an *ex officio* non-voting member.
3. At the first meeting of an academic year, the members will elect a Chair and Secretary for that academic year. The Chair should be chosen from those members (if any) who have had at least one year of prior service on the committee. The first meeting of each academic year will be convened by the preceding year’s Chair.
4. It is the responsibility of each member to both represent his/her department (e.g., by sharing with the committee the perspectives of his/her department on all proposals under consideration) and serve the best interests of the college as a whole.
5. It is the responsibility of the Secretary to write summary minutes for each meeting of the committee.
6. If a member cannot attend a meeting, he may authorize a faculty member to serve as his proxy.

C. Operation

1. For each of the fall and spring terms, the committee will establish early in the term a schedule of meetings for that term.
2. To be on the agenda for a meeting, a proposal: (a) needs to have been approved by the departmental curriculum committee and department chair; and (b) must be submitted to the Chair of the Coles UCC at least one week prior to the meeting.
3. Submitters of proposals (or their designated proxies) must attend the meetings during which their proposals are under review so as to address any questions or concerns about their proposals.

4. Proposals will be voted upon by secret ballot.
5. A proposal approved by fifty percent or more of the members will be deemed approved by the committee.

IX. Faculty Review Committee (FRC)

A. Role and Purpose of the FRC

1. The FRC is advisory to the Provost, who retains final decision-making authority at the university level.
2. The purpose of the FRC is to review faculty applications for tenure and promotion and produce committee recommendations in response to such applications.
3. The FRC will examine all tenured faculty up for five-year reviews, and act as an appeal committee for T&P appeals.
4. The FRC will review upon request of faculty members the consistency between department P&T guidelines and Coles College of Business faculty evaluation guidelines.
5. When needed or requested, the FRC will coordinate a review of the Coles College of Business faculty evaluation guidelines.

B. Membership of the FRC

1. The permanent, tenured and tenure-track fulltime faculty of each department shall elect by secret ballot two representatives to the FRC.
2. FRC members must be tenured members of the department they represent.
3. Representatives shall serve three-year terms after the first cohort, which will serve staggered terms.
4. Department chairs are not eligible to vote for or to serve as representatives to the FRC.
5. The FRC will comply with all University standards and the guidelines contained in the current University Faculty Handbook.

C. Leadership & Operation: The FRC shall determine its leadership and operation in a manner consistent with Part II, above.

X. Elections Officer (EO)

A. Role and Purpose of the EO. The purpose of the EO is to coordinate and ensure the integrity of the elections process.

B. Procedures

1. The EO will solicit nominations for candidates to fill all open committee positions at college and university levels so that elections are completed by April 20 each year or more often as required to fill vacancies. Chairs of the Coles Committees should notify the EO of any vacancies by March 20 each year.
2. Individuals can self-nominate or be nominated by others.
3. In the event that there are no nominations for a given position, the department chair may nominate an individual from his or her respective department, provided that individual is willing to appear on the ballot and serve as a department representative.

4. Elections shall be conducted by secret ballot. All positions, whether contested or uncontested, shall be included in the ballot. The ballot will include a write-in section for each committee election. Results of the election shall be communicated to all constituencies within 7 days of the election.
 5. All election ballots must be kept for a term of seven years.
 6. In case of ties for a position resulting in more than the required number needed, a run-off election shall be conducted within 14 days of the first election.
 7. If a vacant position cannot be filled after two election attempts, the department chair may appoint an individual to serve on the committee.
- B. Records: The EO shall keep records of the names of all Coles committee representatives and regularly publish updates to the College.
- C. Selection of the EO: The EO, who must be a tenured, full-time faculty member shall be appointed by the CFC and shall serve a term of two years which may be renewed.
- D. Votes on Other Faculty Issues: The EO will conduct votes of the Coles College faculty, as needed, on other faculty issues.