

Approved April 24, 2012

UNIVERSITY OF LOUISVILLE
COLLEGE OF BUSINESS

BYLAWS

The faculty of the College of Business (COB) is responsible for the direction and standards for all educational programs. The dean and other administrative officers provide leadership. The staff provides support for all programs. Guided by the Board of Trustees' general instructions for the COB and the standards articulated by AACSB, The International Association for Management Education the faculty is charged with developing and maintaining academic programs of overall high quality. Faculty and staff shall assist the dean in all issues relating to the effective and efficient accomplishment of the unit mission. Unit bylaws are authorized by Sec. 3.3.4 of The Redbook.

1. Organization

The COB shall be organized into departments, schools or other appropriate subunits. Appended to this document is an organizational chart with administrative position descriptions reflecting the most current organizational structure, which may be changed from time to time with the approval of the University Provost.

2. Membership

- A. The College of Business Faculty shall consist of personnel in the College of Business who have probationary and tenured appointments as authorized by *The Redbook* pursuant to Sections 4.1.1.B and 4.1.1.C.
- B. Term Faculty shall consist of all personnel in the College of Business who are appointed on non-tenure track, full-time contracts, pursuant to Section 4.1.1.A.2. of *The Redbook*.
- C. Part-time Faculty shall consist of personnel in the College of Business hired to teach a specific course or courses on a non-full time, non-tenure track basis pursuant to Section 4.1.2. of *The Redbook*.
- D. Adjunct Faculty shall consist of personnel in the College of Business hired to teach a specific course or courses on a non-full time, non-tenure track basis and shall have position of equal rank external to the College of Business and equal qualifications of probationary and tenured faculty of the College of Business pursuant to Section 4.1.2 of *The Redbook*..

- E. Emeritus Faculty shall consist of those retired tenured College of Business Faculty given emeritus appointment by the Board of Trustees upon the recommendation of the school, dean, and the president of the university, in recognition of distinguished contributions to the college and the university pursuant to Section 4.1.3 of *The Redbook*.
- F. Endowed Chairs or Named Professors shall consist of specific College of Business Faculty members who have probationary or tenured appointments or personnel who have term appointments pursuant to 2.A. and 2.B. of these Bylaws and who have received special recognition.
- G. Executives in Residence or Entrepreneurs in Residence, College of Business working titles, shall consist of term or part-time faculty so named at the time of appointment or contract renewal.
- H. Program Faculty shall consist of College of Business Faculty (Par 2.A) whose responsibilities include teaching assignments in a particular academic program housed in the College of Business. Teaching assignments in a particular program do not limit voting rights in other programs with the exception of undergraduate majors. Programs change as the structure of the College changes. Current programs, for example, include, but are not limited to: the undergraduate program, MBA programs, and the PhD in Entrepreneurship in the College of Business.
- I. Unless otherwise noted, College of Business Faculty in this document includes only personnel described in Paragraph 2. A.
- J. Staff includes professional and administrative as well as classified staff. Staff members are encouraged to participate in all school activities. Staff members will be represented on all appropriate committees.

3. Faculty Governance Franchise

A. College of Business Faculty (probationary and tenured) Responsibility.

Except for those areas enumerated below, or as specifically provided elsewhere, the College of Business Faculty shall share general responsibility for determining policy of the College of Business.

1. The College of Business Faculty as described in Paragraph 2.A shall have responsibility for **recommendation to the dean on** the selection, retention, reappointment, promotion, tenure, and periodic career review or contract review of College of Business Faculty and Term Faculty.
2. The Dean of the College of Business, in consultation with the chairman, director, or administrator of the appropriate department and other appropriate faculty committees, shall have responsibility for the appointment of Part-Time, and Adjunct Faculty, at rank commensurate with education and experience, pursuant to the College of Business Personnel Document.

3. The College of Business Faculty and Term Faculty shall have responsibility for curriculum; admissions policies; and academic standards for retention, advancement, and graduation of students.
4. In matters requiring a vote, all College of Business Faculty (including those on sabbatical leave or leave of absence) and term faculty shall have one vote. Faculty having joint appointments within the COB, but whose primary appointment is in another unit will not have voting rights; however, their opinions and recommendations will be considered.
5. Committee appointments are defined in Section 6 of these Bylaws

B. Term and Part-time Faculty

1. Term faculty may not vote on personnel matters but may vote on non-personnel matters, including but not exclusively, curriculum matters; admissions policies; and academic standards for retention, advancement, and graduation of students..
2. Part-time faculty normally do not have formal voting rights but are encouraged to participate in all activities important to the College of Business as their opinions and recommendations will be considered.

4. Meetings

There must be at least one meeting of the **full-time** college faculty each semester of the academic year. Other college faculty meetings may be called by the dean (or designated representative) or at the written request of at least one-fourth of the members of the faculty. A quorum must be present to conduct any official business of the COB. A quorum shall consist of one-half the members of the probationary, tenured, and term faculty. Unless otherwise specified, a majority vote of the faculty means a majority of a quorum.

One week prior to all faculty meetings, a preliminary agenda will be provided to all faculty. Minutes of each faculty meeting including notice of all actions taken will be emailed to all faculty, staff,, student organizations, the Provost, and others as directed by The Redbook (Sec. 3.3.3) and must be posted on the Intranet within 14 days for review. Minutes of each meeting will be approved at the following faculty meeting.

5. College Officers

The officers of the college are the dean, associate dean(s), assistant dean(s), department chairs and the director of the School of Accountancy. (Hereafter the term “department chairs” includes the director of the School of Accountancy.) Those officers, designated as administrators under The Redbook, are appointed by the Board of Trustees and serve at the pleasure of the Board. The dean is appointed as described in The Redbook. The dean shall recommend to the University Provost all other officers for appointment after consultation with appropriate faculty groups as required by The Redbook.

Current job descriptions, which may be changed from time to time with the approval of the University Provost, are appended to this document. The associate dean(s) and assistant dean(s) will serve for a period mutually agreed to with the dean. The department chairs will serve terms as specified in The Redbook.

6 Standing Committees

The COB shall have three standing committees. The faculty will elect the members of the committees as specified below:

a. **Personnel.** The composition, duties and election of the Personnel Committee are delineated in the COB Personnel Document.

b. **Performance Review Committee.** The composition, duties and election of the Performance Review Committee are delineated in the COB Personnel Document. A faculty member may not serve concurrently on the Personnel Committee, the University Faculty Grievance Committee, and the Performance Review Committee.

c. **Undergraduate Studies Committee.** The Undergraduate Studies Committee is responsible for overseeing the undergraduate core curriculum and undergraduate academic standards. Voting membership shall be comprised of one elected faculty representative from each department that teaches undergraduate core courses. Ex officio (non-voting) members will include the Assistant Dean for Advising, an undergraduate student representative, and an Undergraduate advisor. The Associate Dean for Undergraduate Programs will chair the Committee and only vote to break ties.

7. Other Committees

The COB faculty, by majority vote, or the Dean may create other *ad hoc* committees.

8. Faculty

Faculty rank carries with it a duty to interact responsibly with students and colleagues, an expectation of professional competence and behavior, a respect for the learning process, and a commitment to the university and college.

Faculty members shall participate in the work of the college.

9 Amendments

Amendments to the COB bylaws may be made by a majority vote of the COB faculty at a duly called faculty meeting. Amendments are effective after approval by the Board of Trustees. A copy of any proposed amendment must be made available to each member of the faculty at least five days before the meeting at which it is first considered.

10. Adoption

These bylaws shall become effective when approved by a majority vote of the COB

faculty after consideration at a regularly scheduled meeting and after approval by the Board of Trustees

APPENDIX A

The Mission and Vision

Mission

To prepare our students for successful careers with a curriculum that reflects an entrepreneurial mindset, the global economy, and the importance of ethical practices. To enhance the intellectual and economic vitality of Louisville, Kentucky, the region, and the broader business community through our academic programs, research, and community outreach activities.

Vision

The University of Louisville has a state-mandated mission to be recognized as a “premier metropolitan research university.” Consistent with this university-level mission, the College of Business seeks to be broadly recognized as one of the top metropolitan research business schools in the U.S. and the leading business school in this region. The College of Business will:

- build upon its national reputation in the area of entrepreneurship;
- develop programs with the potential for unique distinction in the areas of supply chain management, franchising, family business, and equine business;
- develop innovative programming that produces a growing number of alumni who create new ventures, and revitalize established organizations by using their functional skills, leadership talents, and entrepreneurial way of thinking;
- implement a core business management curriculum that is judged to be among the best in terms of currency, content, and delivery;
- offer opportunities for high quality functional specialization;
- develop a comprehensive menu of graduate business program offerings
- develop programs to serve the lifelong learning needs of our alumni and the broader community;
- support the scholarly research of its faculty.

APPENDIX B-2

Duties of the College Officers and Description of the Executive Council

DEAN

As the chief executive officer of the college, the dean is responsible for the vision, leadership, and ultimate accountability for all activities within the college. The dean reports to the University Provost and Vice President for Academic Affairs.

Primary activities of the dean are to represent the college to external publics, be an advocate for college activities as well as communicate the college's needs to internal and external constituents, and develop resources through program initiatives, internal university resources, and external fund raising.

The dean's activities will not only focus on the regional community but will cover national and international audiences as well.

Reporting directly to the dean are the associate and assistant deans, the department chairs, and the directors of major college initiatives. For those having faculty appointments, the reporting relationship will be limited to the administrative responsibilities.

ASSOCIATE DEAN

The associate dean (AD) serves as the chief academic officer for the COB and has responsibility for all graduate academic programs. The AD, with input from department chairs, is the final arbiter for program and course scheduling, faculty assignments, and oversight of the accountability and continuous improvement process. The AD is the final check point and liaison with the university community for academic issues. The AD (or the AD for undergraduate programs) conducts all college-wide elections.

ASSOCIATE DEAN FOR UNDERGRADUATE PROGRAMS

The associate dean for undergraduate programs (ADU) serves as the coordinator and advocate for all undergraduate program offerings. The ADU coordinates curriculum development and innovation, oversees the work of the advising office, and is responsible for assessment and continuous improvement efforts at the undergraduate level.

ASSISTANT DEAN FOR DEVELOPMENT

With the dean and the department chairs, the assistant dean for development develops, manages, and supports organizational linkages between the college and the community. This assistant dean researches, visits to cultivate, and solicits alumni for 1798 gifts. This assistant dean identifies potential donors for major gifts and prepares proposals for such gifts.

ASSISTANT DEAN FOR ADVISING

The assistant dean for advising has responsibility for the academic advising services of the college. This assistant dean oversees the administration/registration processes and procedures for the COB International MBA degree programs. This assistant dean coordinates the semester course offerings and updates the graduate and undergraduate COB sections of the university catalogs.

DEPARTMENT CHAIRS (SCHOOL DIRECTORS)

The department chairs are responsible for recruiting, developing, and evaluating faculty members assigned to their departments. Working with the academic directors of the MBA programs and the other department chairs, the chair creates the teaching schedules for all faculty members assigned to the department. The chair provides leadership for all programs assigned to the department. The chair supports the research efforts of the departmental faculty members and assures that probationary faculty receive proper career development mentoring.

EXECUTIVE COUNCIL

The dean, associate dean(s), assistant deans, and the department chairs compose the Executive Council (EC). The dean may make additional appointments to the EC as he or she deems appropriate. The EC is responsible for college policy and resource allocation. The EC will meet on a regular basis to communicate activities, coordinate planning and advise the dean on the distribution of resources. Members of the council will be expected to balance advocacy for their constituents with the overall strategies of the college; to be candid; and, when consensus is achieved, support EC decisions. Unless personnel issues are being discussed, meetings of the council will be open to faculty and staff who wish to observe. The council will keep no minutes except when policy is developed, however a summary of each meeting will be posted.

OTHERS

Other positions that may have some administrative functions but do not require approval above the level of the COB will be described in a COB policy statement.