

UNIVERSITY OF LOUISVILLE
COLLEGE OF BUSINESS
BYLAWS

ARTICLE I. Purpose

The purpose of these Bylaws is to establish the organizational structure and governance procedures of the Faculty of the College of Business, hereafter referred to as “COB” or “the College.” These Bylaws seek to promote participation in governance and decision-making, the orderly and efficient conduct of business, and a healthy organizational culture and climate.

ARTICLE II. Organization

~~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.~~

Organization

A. Organization Structure

1. The COB shall be organized into schools, departments, schools and/or other appropriate subunits. Appended to this document is The Dean’s Office shall post to the COB intranet an organizational chart with administrative position descriptions reflecting the most current organizational structure, which.
2. Changes. Changes to the organizational structure may be changed initiated by the Dean. The Dean must solicit, consider, and report advisory input from time to time with the approval of the Faculty of affected schools, departments, and/or subunits. Changes must be approved by the University Provost.

B. Organization Mission

1. The work of the COB shall be guided by its Mission Document and Vision Document. The Dean’s Office shall post to the COB website its Mission Document and Vision Document.
2. Changes. Changes to the Mission Document and/or Vision Document may be initiated by faculty member(s) or the Dean. Any changes must be presented to and approved by a majority vote of COB Faculty and by the Dean before they are adopted.

ARTICLE III. Membership

A. The College Participating Faculty

1. Definition. ~~The Association to Advance Collegiate Schools of Business Faculty shall consist of personnel~~ (AACSB, the College's accreditation body) defines Participating Faculty as those members who participate actively and fully in the College's intellectual and operational work beyond their direct teaching functions.
2. Membership. Participating Faculty include individuals with specific appointments to the College of Business on a full-time basis:
 - a. Tenured Faculty. ~~Personnel who have probationary and tenured appointments as authorized by,~~ pursuant to Section 4.1.1.C of *The Redbook*.
 - b. Probationary Faculty. ~~Personnel who have tenure-eligible appointments, pursuant to Section 4.1.1.B of *The Redbook*.~~
 - c. Term Faculty. ~~Personnel who have non-tenure-eligible, renewable appointments, pursuant to Section 4.1.1.A of *The Redbook*.~~
 - d. Primary Joint-Appointed Faculty. ~~Tenured, Probationary, or Term faculty members appointed to two or more departments or units at the University of Louisville, when the primary-designated appointment is in the COB, pursuant to Section 4.1.4 of *The Redbook*.~~
3. Rights. Participating Faculty shall have voting rights, except as stipulated below:

Tenured Faculty only shall have responsibility for matters related to tenure, including pre-tenure and tenure reviews of Probationary Faculty, recommendations for granting (or denial) of tenure, and the periodic career review of Tenured Faculty. Probationary Faculty and Term Faculty shall not have voting rights on matters of tenure, including but not limited to, standards for tenure, voting on individual tenure cases, voting on promotion for tenured faculty members, and/or periodic career reviews of tenured faculty members.

B. Supporting Faculty

1. Definition. ~~AACSB defines Supporting Faculty as those individuals who do not normally participate in the intellectual or operational life of the school beyond direct performance of teaching duties. Supporting Faculty include personnel whose commitment to the College is limited to direct performance of teaching responsibilities, contractually assigned duties, and/or other contributions of a restricted scope or time period.~~
2. Membership. ~~Supporting Faculty includes those individuals with contingent or special appointments to the College of Business, pursuant to Sections 4.1.2, 4.1.B3, and 4.1.4.C.4 of *The Redbook*:~~
 - ~~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.~~

- a. Adjunct Faculty shall consist of personnel in the College of Business. Individuals hired to teach a specific course or courses on a non- for a designated contract period, regardless of full-time or part-time employment status.
 - b. Secondary Joint-Appointed Faculty. Tenured, Probationary, or Term faculty members appointed to two or more departments or units at the University of Louisville, when less than half of the appointment is inside the COB.
 - c. Associate Faculty. Individuals with a primary faculty appointment at University of Louisville, in a unit other than the COB, who are appointed to contribute in a limited capacity in the teaching, research, and/or service mission of the COB.
 - d. Gratis Faculty. Individuals appointed to an unpaid position to support the teaching, research, and/or service mission of the COB.
 - e. Visiting Faculty or Visiting Scholars. Individuals invited to COB for a specified period of time to contribute to the teaching, research, and/or service mission of the COB. Visiting appointments may be paid or unpaid.
 - f. Post-Doctoral Fellows. Individuals with a doctoral degree who are hired into a limited term position that carries expectations for research and/or teaching, and in which duties are performed under close supervision and mentorship of a designated COB faculty member. Post-Doctoral Fellow positions shall be granted on one-year contracts and are renewable for a maximum of five years.
 - g. Part-Time Faculty. Individuals, whether tenured or term, with less than a 0.8 FTE appointment.
 - h. Phased Retirement Faculty. Individuals who previously had been 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*.-time faculty members (tenured or term) and who have entered into a formal phased retirement agreement.
- ~~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.~~
- ~~i. Emeriti Faculty. Individuals who have retired from the COB and have been granted the honorary status of emeritus and who may make continued contributions to the teaching, research, and/or service mission of the COB on either a volunteer or contract basis.~~
- ~~3. Rights. Supporting Faculty generally shall not have voting rights. However, exceptions may be granted on a case-by-case basis. In such instances, voting rights should be both limited in scope (i.e., only those rights necessary for fulfillment of duties) and approved by appropriate parties (e.g., program directors, department faculty, department chair, dean's office). In no case shall a Supporting Faculty member have rights to vote on the Bylaws or Personnel Document. In cases of approved exceptions, specific voting rights must be documented in writing and provided to the individual, the individual's respective Department Chair and/or Program Director(s), and kept on file in the Dean's Office.~~
- ~~C. In these Bylaws, the term "COB Faculty" refers to Participating Faculty described in Paragraphs III.A.2.a, III.A.2.b, III.A.2.c, and III.A.2.d. Additionally, "COB Faculty" shall include individual faculty members with exceptions provided per Section III.B.3, but only for matters explicitly outlined in their exception documentation.~~

ARTICLE IV

~~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 the recommendation for 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

A. ThereMeetings

- ~~1. The Dean must be convene the Faculty for at least one meeting of the College of Business faculty each semester of the academic year. Other college faculty meetings may be called by The Dean (or designated representative) or at the may at any time call additional meetings. The Dean shall be required to call a meeting upon written request of at least 10 COB Faculty members. Meetings shall be scheduled within 14 calendars days or at a mutually agreed upon date.~~
- ~~2. For matters in which only a subset of COB Faculty are eligible to vote, the Dean shall be required to call a special meeting upon written request of at least one-fourth of the members of the faculty- voting-eligible faculty members. Meetings shall be scheduled within 14 calendars days or at a mutually agreed upon date.~~
- ~~3. School and Department Faculty must convene for at least one meeting each semester of the academic year. The Director and/or Chair may at any time call additional meetings. The Director and/or Chair shall be required to call a meeting upon the written request of at least 3 members of respective School or Department Faculty. Meetings shall be scheduled within 14 calendars days or at a mutually agreed upon date.~~
- ~~4. Meetings will be guided by the current edition of Robert's Rules of Order as modified by the College.~~

B. Voting

1. A quorum must be present, to conduct any official business ~~of the COB~~. A quorum shall consist of at least one-half of the members of the ~~probationary, tenured, and term faculty~~ Faculty being in attendance, either in person or online. Unless otherwise specified, a majority vote of the Faculty means a majority of a quorum.
2. ~~One week~~ Any COB Faculty members who are unable to attend a meeting retain the right to vote on motions by providing their proxy for another faculty member to vote in their stead. Assignment of a proxy must be in writing and copied to the faculty member's Department Chair at least one hour prior to a voting.
3. Voting may be conducted by voice vote, show of hands, or confidential ballot (paper or electronic). As a general rule, the simplest voting format shall prevail. On matters that are more sensitive or potentially contentious, voting should be conducted by ballot.
4. In matters requiring a vote of the Faculty, and except where specifically provided elsewhere, all eligible Faculty members shall have one vote. Clarifications are noted below.
 - a. Faculty members on sabbatical leave, parental leave, or family medical leave shall retain their vote.
 - b. Faculty members on personal leave or entrepreneurial leave of absence shall not have a vote for the period of their leave.

C. Documentation

1. The Dean's Office (or its designee) shall be responsible for documenting Faculty meetings and all actions taken.
2. For regularly scheduled Faculty meetings, a preliminary agenda ~~will~~ shall be ~~provided~~ distributed to all members of the COB Faculty at least 7 days prior.
3. In the case of emergency faculty meetings, an agenda shall be distributed as soon as reasonably practicable.
4. ~~Draft minutes of 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 meetings shall be distributed within 14 days of each meeting for review and correction or clarification. Meeting minutes will be approved at the following next COB Faculty meeting.~~
5. Approved minutes will be posted to the COB Intranet.

ARTICLE V. College Officers

The Dean and other College Officers provide leadership to College, as described below.

A. Dean

1. *Duties*~~officers.~~ The Dean shall be the chief executive and academic officer of the College ~~are the dean, associate dean(s), assistant dean(s), department chairs and.~~ The Dean provides leadership and has ultimate accountability for the ~~director~~College's fulfillment of its mission. The Dean's primary duties include setting the School of Accountancy. (Hereafter College's strategic direction within the term "department chairs" includes bounds of the director of COB Faculty-approved Mission Document and Vision Document; managing the School of Accountancy.) Those ~~officers, designated as administrators under The Redbook, are appointed by~~College in efforts to retain AACSB accreditation; managing the College's budget; developing the College's resources through securing internal university resources and external fundraising; recruiting, developing, and retaining faculty and staff; providing an annual evaluation of College Officers and Center Directors; setting the tone and direction for the College's Board of Trustees and serve at the pleasure of the BoardAdvisors; and representing the College to internal University and external business communities, regionally, nationally and internationally.
2. *Appointment.* The Dean is appointed as described in *The Redbook* and serves at the pleasure of the President and the Board of Trustees.
3. *Reporting.* The Dean reports directly to the University Provost and Vice President for Academic Affairs, through whom the Dean shall be responsible to the President for the administration of the College.
4. *Review.* The Dean shall be subject to review per *The Redbook*.

B. Officers

1. *Membership.* In addition to the Dean, the College Officers include associate dean(s), assistant dean(s), school director(s), and department chair(s).
 - a. Faculty Officers shall have Dual Appointments as stipulated by section 4.1.4 of *The Redbook* and shall be classified as Faculty with Administrative Functions per Section 2.3.1.B of *The Redbook*.
 - b. Staff Officers without a faculty appointment shall be classified as Staff with Administrative Functions per Section 2.3.1.C of *The Redbook*. Staff Officers are not faculty and shall not have voting rights.
2. *Positions and Duties.* The College Officer titles, descriptions, duties, and reporting relationships are set by the Dean. The Dean's Office shall post to the COB intranet a current listing of Officers and the primary responsibilities of each.
3. *Appointment.* The Dean shall recommend to the University Provost all ~~other~~Officers for (re)appointment after consultation with appropriate faculty groups as required by *The Redbook* and *COB Personnel Document*. Officers will serve for a period mutually agreed to with the Dean. Officers must receive approval of their appointments from the Board of Trustees and serve at the pleasure of the Dean and the Board of Trustees.

~~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

4. Reporting. Officers shall report to the Dean or to the Dean's designee. The reporting relationship between the Dean and Faculty Officers shall be limited to administrative responsibilities.
5. Review. College Officers are subject to review per *The Redbook*. The Dean shall conduct a periodic review of College Officers at least every five years. The review shall include feedback from Faculty, other Officers, and staff.

Article VI. Committees

A. For the efficient functioning of the College, faculty governance shall be facilitated through designated committees.

1. Standing Committees. ~~The COB shall have three~~ College has the following standing committees. ~~The faculty will elect the members of the committees as specified below.:~~
 - a. ~~a. Personnel.~~ Personnel Committee (PC) has primary responsibility for advising the Dean on all matters related to faculty status (tenure, promotion, endowed chair appointments, advanced rank at time of hire) and review of faculty performance. The composition, duties and election of the Personnel Committee are delineated in the COB Personnel Document.
 - b. ~~b. Performance Review Committee.~~ Performance Review Committee (PRC) has primary responsibility for overseeing annual faculty performance reviews, including ensuring fairness of annual reviews, managing appeals, and setting annual workloads. 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. ~~c. Undergraduate Studies Committee.~~ The Undergraduate Studies Committee is responsible ~~Research Committee (RC) has primary responsibility for activities and initiatives that enhance the quality and output of research of the College. The RC shall be composed of one Tenured faculty representative from each School or Department that has Tenured and/or Probationary faculty members. The Tenured and Probationary faculty of each eligible School or Department shall elect their representative. Representatives shall serve for two-year terms, which are renewable.~~
 - e.d. Undergraduate Studies Committee (UGSC) has primary responsibility for overseeing the undergraduate core curriculum and undergraduate academic standards. Voting membership shall be comprised of include one elected faculty

representative from each department ~~that teaches~~offering undergraduate core courses. ~~Ex officio (non-voting) members will include the Assistant Dean~~Representatives shall serve 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.~~two-year terms, which are renewable.~~

~~7. Ex-officio (non-voting) members will include a senior leader from Undergraduate Academic Services, an Undergraduate advisor, and an undergraduate student representative. The Associate Dean for Undergraduate Programs (or other Faculty Officer designated by the Dean) will chair the UGSC and only vote to break ties.~~

2. *Other Committees.* The COB Faculty, by majority vote, or the Dean may create other ad hoc committees. The Dean's Office shall post to the COB intranet a complete list of all committees and the current membership of each.

B. Committee Membership

1. Except where specifically provided elsewhere, all Participating Faculty members shall be eligible to serve as a representative on committees at their respective Department/School, College, and University levels.

To 8 Faculty

2. reduce conflicts of interest, a faculty member may not serve concurrently on two or more of the following: Personnel Committee, Performance Review Committee, and University Faculty Grievance Committee.
3. Except where specifically provided elsewhere, all Participating Faculty members shall have a vote on representatives to committees, at their respective Department/School, College, and University levels.
4. Elected and/or appointed members to Departmental, College, and University committees may be removed or replaced for non-performance of duties or for reasonable concern that the faculty member is unable or unwilling to represent the College's interests. Removal must be supported by a two-thirds vote of the respective Department or College faculty.

ARTICLE VII. Faculty Responsibilities and Governance

- A. *Responsibilities.* For Participating and Supporting Faculty alike, faculty rank carries with it a duty to interact civilly and responsibly with students and colleagues, an expectation of professional competence and behavior, a respect for the learning process, and a commitment to the university~~College~~ and college~~University~~.

~~Faculty members shall participate in the work of the college.~~

9

1. Participating Faculty shall engage actively in the work of the College. They are expected to attend and participate in College and Department meetings. They are expected to serve on University, College, and/or Department committees for the purpose of completing the work of the College.

2. Supporting Faculty have the right to attend College and Department meetings, but are not required to do so.

B. Faculty Governance. Except for those areas enumerated below, or as specifically provided elsewhere, COB Faculty shall share general responsibility for developing and maintaining high-quality academic programs, for making determinations of faculty status, for participating in shaping the policy of the College, and for making positive contributions to the effective and efficient accomplishment of the College mission. Specifically:

1. COB Faculty shall have responsibility for curriculum; admissions policies; and academic standards for retention, advancement, and graduation of students.

2. COB Faculty shall have responsibility for faculty status and related matters—including making recommendations for appointment, reappointment, promotion, and review of Faculty and Supporting Faculty, as specified in the COB Bylaws and the COB Personnel Document.

3. Tenured Faculty (not Term Faculty or Probationary Faculty) shall have responsibility for all matters related to tenure, including pre-tenure and tenure reviews of Probationary Faculty, recommendations for granting or denial of tenure, and the periodic career review of Tenured Faculty.

4. COB Faculty shall have responsibility for providing advisory input on benchmark standards for performance in research, teaching, and service.

ARTICLE VIII. Amendments

Amendments to the COB Bylaws may be made by proposed by any standing or ad hoc committee. Amendments may also be proposed by an individual faculty member if the proposed amendment is endorsed by 8 or more members of the COB Faculty. Amendments will be considered at the next regularly scheduled meeting of the COB Faculty. The committee or individual presenting the amendment must distribute the amendment and any supporting documentation to all COB Faculty at least one week before the meeting at which it is to be considered.

Amendments to the Bylaws require a two-thirds majority vote of the COB faculty at a duly called faculty meeting. COB Faculty to pass. The Dean's Office must submit amended Bylaws for University approval within 14 calendar days of Faculty vote. 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~~

PENDING FACULTY SENATE & BOARD OF TRUSTEES APPROVAL

APPENDIX A

The Mission and Vision

Mission

Bylaws Approved: December 5, 2023

Amendments Approved: August 23, 2024



~~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.~~

PENDING FACULTY SENATE & BOARD OF TRUSTEES APPROVAL

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. COB Bylaws Approved April 24, 2012 8~~

~~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. COB Bylaws Approved April 24, 2012-9~~

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.~~

PENDING FACULTY SENATE & BOARD OF TRUSTEES APPROVAL