

V. GOVERNANCE STRUCTURE OF THE SCHOOL OF BUSINESS

The size of the faculty of the School of Business results in frequent informal consensus in many areas and the faculty may also act as a committee of the whole.

Committees act as advisory to the Dean and also to review (and/or initiate) various proposals. Their deliberations are referred to the Faculty, Executive and Coordinating Committee, or Dean as appropriate.

Present Committees are:

- Executive and Coordinating
- Promotion and Tenure
- Planning and Review
- Curriculum
- Faculty and Personnel Student Affairs
- Task

The Executive and Coordinating Committee is composed of a Chairperson, elected by the whole faculty on an annual basis, and the chairperson of the Planning and Review Committee, Curriculum Committee, Student Affairs Committee, and the Faculty and Personnel Committee. The Chairperson of the Executive and Coordinating Committee cannot simultaneously serve as chairperson of any other standing committee.

The chairpersons of the Planning and Review committee, Curriculum Committee, Student Affairs Committee, and the Faculty and Personnel Committee, are elected by the members of the respective committees. The Chairperson of each committee is usually a carry-over member. Appropriate membership is determined by the Executive and Coordinating

Committee. Members usually serve two-year terms. Two major, nonacademic programs are associated with the School of Business. They are the Small Business Development Center and Continuing Business Education and Professional Development.

The SBDC functions include training programs, counseling and research and information services. Training programs that are applicable to small businesses are sponsored by the SBDC. While the faculty has no direct association with the SBDC, there are important areas of interaction such as acting as SBDC consultants and instructors for training programs.

The Continuing Business Education and Professional Development program works with Shawnee County business and industrial organizations providing their employees with continuing education workshops, seminars, specialty training, and credit courses where desired. This program coordinates the Internship program in the School of Business and the OPTIONS program and has a consulting reporting responsibility to the Dean of the School of Business.

A. Committee Purposes and Responsibilities

The general purpose of all committees is to establish and modify policies and processes for adapting and responding to the dynamic internal and external operating environment of the School of Business. Committees may solicit input from School of Business stakeholders.

1. Executive and Coordinating Committee

This committee is primarily responsible for developing, implementing, evaluating and modifying the processes for:

- Nominating School of Business committee membership (subject to faculty approval).
- Coordinating the activities of all committees.
- Ensuring committee compliance with the School of Business mission statement.
- Calling faculty meetings and accepting and preparing agenda items.
- Responding to unforeseen issues as deemed appropriate.
- Ensuring the maintenance of records and minutes of all committees.

2. Promotion and Tenure Committees

These committees are primarily responsible for reviewing applications for tenure/promotion of faculty members.

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- Provide individual, written recommendations for approval or rejection of applications for promotion/tenure.

3. Planning and Review Committee

This committee is primarily responsible for developing, implementing, evaluating and modifying the processes for:

- Reviewing and developing the mission of the School of Business. Reviewing the organizational structure of the School of Business.
- Reviewing graduate and undergraduate programs of the School of Business.
- Reviewing the administration positions of the School of Business.

4. Student Affairs Committee

This committee is primarily responsible for developing, implementing, evaluating, and modifying the processes for:

- Maintaining and reviewing academic standards for undergraduate and graduate students.
- Advising students.
- Recruiting new students and placing graduating students.
- Awarding scholarships to students.
- Granting waivers/exceptions to students.

5. Curriculum Committee

This committee is primarily responsible for developing, implementing, evaluating and modifying the processes for:

- Reviewing and revising the graduate and undergraduate curriculum. Administering and evaluating the instructional needs and resources of the School of Business.
- Evaluating course content.

6. Faculty and Personnel Committee

This committee is primarily responsible for developing, implementing, evaluating and modifying the processes for:

- Maintaining and developing programs which enhance faculty performance.
- Evaluating faculty performance.

- Recruiting and retention of faculty and adjuncts. Orienting new faculty members.

7. Task Committees

These committees will be formed to perform specific duties. Task committee duties will be a subset of the assigned activities of one or several permanent committees and will require oversight by the permanent committees. Any member of the administration or faculty of the School of Business can propose a task committee by presenting a written proposal to the Planning and Review Committee for approval.

The proposal must include : a. the specific responsibilities, outcomes, and name of the proposed task committee, b. the reporting relationship of the task committee with pertinent permanent committees, and c. the expected duration of the task committee. Task Committees will be established only after approval of the Planning and Review Committee. The chair and the members of the committee will be solicited and appointed by the Executive Committee.

B. Selection of Committees

The faculty chairperson is elected by all full-time faculty in the spring semester for the following academic year.

The Executive and Coordinating Committee offers nominations for committee positions on the Planning and Review, Curriculum, Student Affairs and Faculty and Personnel committees in the spring semester for the following academic year. The nominations are presented to the whole faculty for amendment as necessary and approval.

Promotion and Tenure committees are established annually. Individual committee membership will be in accordance with Section III.B.4d.

The Associate Dean will call an organizational meeting of eligible committee members.

C. Faculty Meetings

The Faculty Chairperson presides over all faculty meetings. Faculty meetings can be called by any of the following:

- the Dean of the School of Business
- the Faculty Chairperson
- at least three faculty members.