



FACULTY HANDBOOK

COLLEGE OF BUSINESS

Spring 2017

Draft approved May 8, 2017

CONTENTS

INTRODUCTION	5
OBJECTIVES	5
ARTICLE I – THE FACULTY OF THE COLLEGE	5
1.1.0 Name and Membership.....	5
1.2.0 Organization of the Faculty of the College.....	6
1.3.0 Faculty Meetings.....	6
1.4.0 Powers of the Faculty of the College.....	6
1.5.0 Policies and Procedures for Selection and Appointment of Academic Administrators	6
1.6.0 Faculty Participation in Selection and Appointment of College Administrators and Faculty and Staff Hired at the College Level	7
1.7.0 Faculty Participation in the Appointment of Faculty Hired at the College Level	7
 ARTICLE II – THE FACULTY COUNCIL OF THE COLLEGE	8
2.1.0 Membership	8
2.2.0 Election and Term of Office	8
2.3.0 Role of the Faculty Council	8
 ARTICLE III – OFFICE OF THE DEAN	9
3.1.0 Duties of the Dean	9
3.2.0 The Role of Associate Dean(s)	9
3.3.0 Duties of the Director of Graduate Programs.....	11
3.4.0 Duties of the Director of the International Business Program	12
3.5.0 The Administrative Services Manager	12
3.6.0 Periodic Review.....	12
 ARTICLE IV – THE ADMINISTRATIVE COUNCIL	12
4.1.0 Responsibilities of the Administrative Council.....	12

	3
4.2.0 Membership of the Administrative Council	13
4.3.0 Meetings of the Administrative Council.....	13
ARTICLE V – COMMITTEE STRUCTURE	13
5.1.0 College Standing Committees and Ad Hoc Committees	13
5.2.0 Responsibilities of College Committees.....	14
5.3.0 Membership and Election of Standing Committees.....	14
5.4.0 Standing Committees.....	15
5.4.1 Faculty Council.....	15
5.4.2 Reappointment, Tenure, and Promotion Committee.....	15
5.4.3 Faculty Activities Committee.....	15
5.4.4 Awards, Development, and Ethics Committee	16
5.4.5 Grade Appeals Committee.....	17
5.4.6 Graduate Programs Committee.....	17
5.4.7 Financial Resources Review Committee.....	18
5.4.8 Instructional Technology and Lottery Committee	20
5.4.9 Strategic Planning Committee	20
5.4.10 Undergraduate Programs Committee	21
5.4.11 Assessment Workgroup.....	22
5.5.0 Faculty Authority Over College Committees	22
ARTICLE VI – DEPARTMENTS OF THE COLLEGE	22
6.1.0 Departmentalization Criteria.....	22
6.2.0 Department Name Change Policy	22
6.3.0 Departments of the College	22
6.4.0 Autonomy of Departments.....	22
6.5.0 Department Committees	23
6.6.0 Faculty Assignments and Schedules.....	23
6.7.0 Summer School Assignments.....	23

	4
6.8.0 Duties and Selection of the Department Chair	23
6.9.0 Role of the Department Associate Chair	24
6.10.0 Department Meetings and/or Elections	24
6.11.0 Special Incentives to New Hires	24
6.12.0 Retreat Rights	25
ARTICLE VII – COLLEGE OF BUSINESS HANDBOOK:	
ADOPTION AND AMENDMENT PROCEDURES.....	25

INTRODUCTION

This College Handbook supersedes all previous handbooks and becomes effective immediately upon approval by a majority of the eligible voting faculty and the Dean of the College.

Mission of the College: The College of Business is a teaching-learning community of scholars that academically and professionally prepares a diverse student body to excel in a dynamic global environment.

OBJECTIVES

Six objectives have been articulated by the faculty and by the College of Business.

1. To emphasize continuous improvement and lifelong learning in a participatory environment.
2. To accept and implement responsibility for enhancement of the high standards of the Strategic Plan.
3. To foster communication, application, and creation of knowledge.
4. To offer rigorous, innovative curricula in all our programs.
5. To create a community in which a diverse population can live and work in a supportive atmosphere with mutual respect.
6. To encourage technological improvement and professional development to support faculty and staff.

ARTICLE I THE FACULTY OF THE COLLEGE

1.1.0 Name and Membership

See [Constitution of the College of Business](#), Article I.

1.1.1 Faculty shall be recruited consistent with department, college, university, and fair employment practices.

1.1.2 Only tenured department faculty may vote on appointment, retention, tenure, and

promotion of faculty.

- 1.1.3 To best utilize the faculty resources, departmental cross-listing of faculty may be desirable. The departmental cross-listing of faculty shall be approved by a two-thirds vote of the regular faculty of each of the departments involved and agreed to by the faculty member being cross-listed. A cross-listed faculty member shall vote only in his/her resident department and shall be considered for retention, tenure, or promotion purposes only by the resident department. The resident department shall consult with the other department(s) on retention, tenure, and promotion matters where faculty are cross-listed.

1.2.0 Organization of the Faculty of the College

See [Constitution of the College of Business](#), Article I.

1.3.0 Faculty Meetings

See [Constitution of the College of Business](#), Article I.

1.4.0 Powers of the Faculty of the College

1.4.1 Participation

See [Constitution of the College of Business](#), Article I.

1.4.2 Consultation with College Administration

See [Constitution of the College of Business](#), Article I.

1.4.3 Other Responsibilities

See [Constitution of the College of Business](#), Article I.

1.4.4 Election to College and University Councils and Committees

See [Constitution of the College of Business](#), Article I.

1.5.0 Policies and Procedures for Selection and Appointment of Academic Administrators

See current [Academic Senate Policy Statements](#).¹

¹ Effective Fall 2013, appropriate policy is [Policy Statement 02-04](#), "Policies and Procedures for the Selection, Appointment and Review of Academic Administrators."

1.6.0 Faculty Participation in Selection and Appointment of College Administrators and Faculty and Staff Hired at the College Level

See current [Academic Senate Policy Statements](#).²

1.6.1 Search committees shall be employed in the selection of the Dean and Associate Deans. The Faculty Council shall provide for the selection of Faculty to constitute the search committees, per [Academic Senate Policy Statements](#).³

1.6.2 Search Committee--Procedural Guidelines

See current [Academic Senate Policy Statements](#).⁴

1.6.3 Appointment of Associate Deans

(1) The Associate Deans of the College shall be appointed by the Dean of the College in consultation with the search committee. The Associate Deans shall serve at the pleasure of the Dean.

(2) See current [Academic Senate Policy Statements](#).⁵

1.6.4 Department Chair Selection, Appointment, and Reappointment Procedures

See current [Academic Senate Policy Statements](#).⁶

1.6.5 Acting and Interim Appointments

If an acting or interim appointment has been made without the consultation process set forth above, the Dean or the Chair of the Faculty Council shall call for the election of the search committee within ninety days of the acting or interim appointment.

1.7.0 Faculty Participation in the Appointment of Faculty Hired at the College Level

² Effective Fall 2013, appropriate policy is [Policy Statement 02-04](#), "Policies and Procedures for the Selection, Appointment and Review of Academic Administrators."

³ Effective Fall 2013, appropriate policy is [Policy Statement 02-04](#), "Policies and Procedures for the Selection, Appointment and Review of Academic Administrators."

⁴ Effective Fall 2013, appropriate policy is [Policy Statement 02-04](#), "Policies and Procedures for the Selection, Appointment and Review of Academic Administrators."

⁵ Effective Fall 2013, appropriate policy is [Policy Statement 02-04](#), "Policies and Procedures for the Selection, Appointment and Review of Academic Administrators."

⁶ Effective Fall 2013, appropriate policy is [Policy Statement 11-06](#), "Policies and Procedures for the Appointment and Review of Department Chairs."

1.7.1 In situations where a) the College has faculty positions that are hired at the College level and not allocated to departments; b) the faculty filling the positions have a College rather than a Department designation; and 3) the faculty filling the positions will be under the supervision of the Dean or his/her designee, the Faculty Council and Administrative Council must participate and be consulted by the Dean in the procedures listed below, with 1. and 5. requiring a meeting of the Council with at least a quorum present:

1. Consultation regarding the purpose of the position.
2. Review of the position description.
3. Review of the Hiring Protocol.
4. Review of the pool of applicants.
5. Election of the Screening Committee. Recommendations for nominations may be made by the Dean or Associate Dean(s) and/or the Faculty Council and/or the Administrative Council.

1.7.2 Every effort should be made for all of the procedures listed above to occur during the regular academic year.

ARTICLE II THE FACULTY COUNCIL OF THE COLLEGE

2.1.0 Membership

See [Constitution of the College of Business](#), Article IV.

2.2.0 Election and Term of Office

See [Constitution of the College of Business](#), Article IV.

2.2.1 The term of office of the members of the Faculty Council will be two years, and members shall be elected on a rotational basis with Finance and Information Systems members elected on even years and members from Accountancy, Marketing, and Management/Human Resource Management elected on odd years.

2.2.2 In even-numbered years, two at-large members shall be elected and on odd-numbered years, one at-large member shall be elected.

2.3.0 Role of the Faculty Council

See [Constitution of the College of Business](#), Article IV.

**ARTICLE III
OFFICE OF THE DEAN**

3.1.0 Duties of the Dean

See [Constitution of the College of Business](#), Article II.

3.2.0 The Role of Associate Dean(s)

3.2.1 The Associate Deans are appointed by the Dean in consultation with the College Search Committee. The term of office shall be at the convenience of the Dean.

3.2.2 Associate Dean for Administration

The Associate Dean for Administration reports to the Dean of the College. The responsibilities of the Associate Dean for Administration shall be to assist the Dean in carrying out his/her tasks and to participate in at least the following functions.

3.2.3 Internal Management Functions

- (1) Coordinate with appropriate department and faculty units on personnel procedures.
- (2) Coordinate recruitment efforts.
- (3) Review appointments of all part-time employees and graduate assistants.
- (4) Act as the Chief Affirmative Action Officer for the College.
- (5) Deal with Faculty grievances.
- (6) Coordinate election procedures with the Elections Committee and monitor College committee membership lists.
- (7) Monitor Faculty position allocation and control.
- (8) Monitor the class schedules, enrollments, Faculty workloads, Faculty class assignments, and registration procedures.
- (9) Coordinate use of physical facilities and equipment.
- (10) Perform the duties of the Dean in his/her absence.

- (11) Be responsible for the operation of the Student Center for Professional Development and the Instructional Technology Center.
- (12) Monitor AACSB accreditation requirements and ensure that COB adheres to accreditation standards.
- (13) Perform additional responsibilities as delegated by the Dean of the College.

3.2.4 Curricular Responsibilities

- (1) Be responsible for the operation of the Center for Student Success.
- (2) Obtain, assemble, and provide data requested by the Undergraduate Curriculum Committees and of such sub-committees as the Committee may designate.
- (3) Serve as ex-officio member of the Undergraduate Curriculum Committees and of such subcommittees as the Committee may designate.
- (4) Coordinate the Extension, Continuing Education, and Summer Programs of the College.
- (5) Coordinate facilities and support services for the College, including overall management of College-based facilities equipment as well as the development of short- and long-range planning in connection with College maintenance and repair, replacement of equipment, minor capital outlay, and space utilization.
- (6) Serve as advisor to the Dean on policy issues relating to the organization and management of the College, including the coordinating or conducting of the preparation of administrative studies and reports and develop, within University guidelines, new policies and procedures as necessary.
- (7) Serve as the Faculty and Staff Relations Coordinator, exercising responsibility for the administration of all matters relating to employee recruitment and selection, classification and pay, employee relations, affirmative actions, and training and development.

3.2.5 Associate Dean for Accreditation

The Associate Dean for Accreditation reports to the Dean of the College. The responsibilities of the Associate Dean for Accreditation shall be to assist the Dean in carrying out his/her tasks and to participate in at least the following functions.

- (1) Lead and prepare the College of Business to comply with Association to Advance Collegiate Schools of Business International (AACSB) standards on: (1) strategic planning, (2) assurance of learning, and (3) faculty qualifications.
- (2) Collaborate with faculty and committees to develop and update policies and procedures relevant to AACSB accreditation.
- (3) Develop, implement, and update assurance of learning plan for undergraduate and graduate programs in consultation with committees, chairs, faculty, and staff.
- (4) Use criteria developed by appropriate committees to determine faculty qualification status of all faculty.
- (5) Oversee and maintain database to document faculty qualifications and update reporting system to reflect current AACSB requirements.
- (6) Develop strategies and policies to increase scholarly and professional activities so as to meet AACSB standards.
- (7) Ensure strategic planning processes and outcomes meet AACSB requirements.
- (8) Supervise staff assigned to work on AACSB projects.
- (9) Perform additional responsibilities as delegated by the Dean of the College.

3.3.0 Duties of the Director of Graduate Programs

The Director of Graduate Programs reports to the Dean of the College. The responsibilities of the Director of Graduate Programs and Executive Education shall include the following:

- 3.3.1 Coordinate external recruiting and admission of prospective students to the MBA Program.
- 3.3.2 Track the progress of and advise students in the program.
- 3.3.3 Coordinate the marketing of graduates with personal contacts, prospective employers, and the Career Development office.
- 3.3.4 Monitor the graduate curricula and coordinate with the Graduate Curriculum

Committee on curriculum changes.

- 3.3.5 Contact and monitor progress of graduates through a newsletter or some other means.
 - 3.3.6 Maintain contact and continuity between the activities of the College Graduate Curriculum Committee and the University Graduate Council.
 - 3.3.7 Coordinate with other units within the university as necessary.
 - 3.3.8 Direct the activities of the MBA office staff.
 - 3.3.9 Provide consultation, support, planning and coordination with the University College of Continuing and Professional Education in the development of executive education.
- 3.4.0 Duties of the Director of the International Business Program
- The Director of the International Business Program reports to the Dean of the COB.
- 3.5.0 The Administrative Services Manager
- The Administrative Services Manager reports to the Dean of the COB.
- He or she is responsible for the fiscal and (staff) personnel services within the College. Specific duties are given in the ASM position description.
- 3.6.0 Periodic Review
- The Dean and Associate Deans will be reviewed periodically in accordance with university policy. The Director of Graduate Programs and Director of the International Business Program shall be reviewed periodically using the same requirements imposed by university policy on the Dean and Associate Dean.

ARTICLE IV THE ADMINISTRATIVE COUNCIL

- 4.1.0 Responsibilities of the Administrative Council
 - 4.1.1 See [Constitution of the College of Business](#), Article V.
 - 4.1.2 Conclusions will be reached by consensus, persuasion, or secret ballot. If the matter

is substantive, the Council will vote by secret ballot using the latest edition of Robert's Rules of Order, and the majority position will prevail.

- 4.1.3 Any Council member may call for a secret ballot on any issue.
- 4.2.0 Membership of the Administrative Council
See [Constitution of the College of Business](#), Article V.
- 4.3.0 Meetings of the Administrative Council
 - 4.3.1 See [Constitution of the College of Business](#), Article V.
 - 4.3.2 An agenda item may be considered for discussion by the Council upon request from any member of the Council or any member of the Faculty.

ARTICLE V COMMITTEE STRUCTURE

- 5.1.0 College Standing Committees and Ad Hoc Committees
See [Constitution of the College of Business](#), Article VI.
 - 5.1.1 Standing and ad hoc committees are established within the College to carry on the business of the College, to facilitate interaction between the Faculty and the Dean, to provide additional avenues for Faculty to make recommendations with respect to policy formulation or operational decisions, and to provide information and to make recommendations to the Dean and to the Administrative Council for their use in making operating decisions and in implementing policy.
 - 5.1.2 Upon approval by the Faculty Council and Administrative Council, the Dean may create ad hoc committees and, after consultation with appropriate Chairs, appoint members of such ad hoc committees, provided each affected Department is offered representation on such committees.
 - 5.1.3 Findings and recommendations of ad hoc committees are to be presented to the applicable College Committee and/or to the Faculty Council for action or for information.
 - 5.1.4 To be eligible to serve on College Committees, one must be a full-time Faculty member, unless the specific committee membership specified in this document includes COB staff or students. A department may, by majority vote, allow those with full-time Lecturer status to participate.

5.2.0 Responsibilities of College Committees

- 5.2.1 Minutes of all meetings must be kept and distributed in accordance with the [Constitution of the College of Business](#), Article VI.
- 5.2.2 The Chair and Secretary of each Committee shall be determined by simple majority vote as the first item of business at the first meeting of the Committee. Each Committee may develop and apply such rules as that Committee may decide, provided, however, that rules and procedures adopted must be consistent with University policies and procedures, and provided that in all voting in all Committees, votes only for or against an issue will be counted in determining the result.
- 5.2.3 Each of the Committees shall meet at a time most convenient for all members and as often as necessary.
- 5.2.4 It shall be the responsibility of each of these Committees within the College to present to the Faculty Council, the Dean, and the Administrative Council as may be appropriate, recommendations in the area of that Committee's responsibility. Either upon request of the Faculty Council or upon its own initiative, any Committee may present its recommendations to the Faculty for discussion and vote at a regularly constituted College Faculty meeting or through a mailed ballot. If anyone requests a mailed ballot, a mailed ballot is required.
- 5.2.5 By May 1 of each academic year, the chair of each committee is responsible for submitting to the Faculty Council a report of the committee's activities, with reference to its duties and charges.
- 5.2.6 Only members entitled to vote shall count toward a quorum.
- 5.2.7 Unless otherwise specified, for recommendations from a Committee to pass, a majority vote is required of the voting faculty. Voting shall be done only during the regular academic semester.
- 5.2.8 Except for executive sessions on personnel matters, all Committee meetings shall be open to all Faculty members of the College.

5.3.0 Membership and Election of Standing Committees

- 5.3.1 See [Constitution of the College of Business](#), Article VI.
- 5.3.2 College Standing Committees represent the faculty and shall consist of one faculty member elected by and from each department, with exceptions/additions as noted

below.

- 5.3.3 Membership on certain committees shall be limited to tenured faculty and possibly to full professors.
- 5.3.4 Faculty members shall serve staggered, two-year terms except where otherwise stated. The departments of Finance and Information Systems shall elect in even numbered years and the departments of Accountancy, Marketing, and Management/Human Resource Management shall elect in odd numbered years.
- 5.3.5 Membership on any committee charged with the distribution of resources shall be limited to two consecutive terms.
- 5.3.6 Membership in College Committees for the subsequent academic year shall be determined by May 15 of each Spring semester. The exception is that a department's member of the College RTP Committee may be determined by the end of the first week of the Fall semester if that department has pending questions of availability with respect to tenure, promotion, sabbatical, etc.

5.4.0 Standing Committees

Committee structure of the Faculty of the College includes the following Standing Committees:

- 5.4.1 Faculty Council (See [Constitution of the College of Business](#) Article IV and Faculty Handbook Article II.)
- 5.4.2 Reappointment, Tenure, and Promotion Committee (See [College of Business Policy on Reappointment, Tenure, and Promotion](#)). Members must be confirmed by a majority vote of the College Faculty on a secret ballot.
- 5.4.3 Faculty Activities Committee
 - (1) The Committee on Faculty Activities shall conduct all College-wide Elections required within the College and shall certify to the Faculty Council, the Dean, and other appropriate administrators the results of any election held within the College. At least three members of the Committee shall be present when the ballots of any election are counted. The results of elections shall be certified by the Chair of the Committee, and the results of an election shall be sent in writing to the Faculty of the College as soon after an election is conducted as is practicable. The Committee on Faculty Activities shall establish election rules for the College, supervise issuance of ballots, and perform any other tasks required to insure that all elections are conducted in a proper and democratic fashion.

- (2) Voting shall be by written ballot unless or until an electronic system of voting is in place.
- (3) The Committee on Faculty Activities shall assist the Office of the Dean in planning the Commencement exercises in which the College participates. In conjunction with the Office of the Dean and with the concurrence of the Office of the President, it may recommend commencement speakers, proceedings, activities, and such other aspects of the exercise as it may desire and shall request participation in the exercises by appropriate department representation.
- (4) The Committee on Faculty Activities shall oversee Human Subjects Policy. The committee shall provide an independent evaluation of the risks and benefits that may be involved with research using human subjects to protect the well-being of participants and researchers from unseen liabilities of some research projects. See current [Academic Senate Policy Statements](#) for regulations governing inventions and patents resulting from research.⁷

5.4.4 Awards, Development, and Ethics Committee

Committee members shall not serve more than two consecutive terms. Membership on this committee shall be limited to tenured faculty. An elected member applying for any developmental resources shall not participate in deliberations on his or her own case. Election to this committee requires that the faculty member be scholarly academic, as defined by the AACSB.

- (1) It shall promote scholarly research and publication by faculty members and recommend to the Dean such steps as will facilitate the expansion of faculty research and publication, enhance and develop an environment conducive to research and publication by all faculty members, and review and evaluate faculty requests for assistance and recommend provision of such assistance.
- (2) The Committee shall make recommendations for the allocation of RSCA and other assigned time in accord with CSU System and University policies and guidelines.
- (3) In coordination with the Dean, the Committee shall establish the purpose for which faculty development-related gifts and grants may be used, monitor the

⁷ Effective Fall 2013, appropriate policy is [Policy Statement 07-05](#), “Policy on Intellectual Property: Inventions and Discoveries.”

expenditure of such funds, assure the accountability of funds received as such gifts and grants, and establish priorities in the use of gifts and grants.

- (4) The Committee shall prepare criteria against which applications for sabbatical leave may be judged, including the following standards: (a) The proposal should contribute to the intellectual and professorial growth of the faculty member. (b) The proposal should enhance the effectiveness of the faculty member's teaching and research ability. (c) The proposal shall include planned research activity looking toward publication. (d) The proposal should expand the discipline of the member. (e) The proposal should give evidence that the leave will directly or indirectly contribute to the growth in excellence of the University. (f) In being forwarded, the proposal may contain a recommendation from the department, with a request that the committee consider giving preference to proposals with a higher departmental ranking.
- (5) Based upon the program and materials presented, the Committee shall recommend to the Dean a list of professors recommended for sabbatical leaves, including in the recommendation the types of sabbatical leaves to be awarded. Such listing shall rank the recommended applicants in highest to lowest priority; and with the recommendations, the Committee shall include the basis for the priority listing.
- (6) The Committee shall, upon request from any source within the College, and if the Committee deems it appropriate, make investigations regarding alleged violations of ethical and professional standards and make recommendations to appropriate administrative officers.

5.4.5 Grade Appeals Committee

The Grade Appeals Committee shall consist of one elected tenured full professor from each department and one student member selected by Associated Students, Incorporated (ASI). (See current [Academic Senate Policy Statements](#).)⁸

5.4.6 Graduate Programs Committee

The Graduate Programs Committee shall be an elected body consisting of one elected tenured or tenure-track faculty member from each department. In addition, the committee shall include the Director/s of graduate programs or designee to serve as ex-officio non-voting member/s.

⁸ Effective Fall 2013, appropriate policy is [Policy Statement 11-09](#), "Grade Appeal Procedure."

The Graduate Programs Committee is responsible for improving the quality, and enhancing the stature and growth of Graduate Programs and Executive Education in the College. The Graduate Programs Committee is responsible for evaluating existing policies, standards, guidelines, and regulations pertaining to graduate programs, curriculum, admissions, compensation and assessment and making recommendations. Its duties include, but are not limited to the following.

- (1) Develop and/or review and recommend new graduate programs, specializations, and executive education, and recommend discontinuance, if necessary.
- (2) Initiate recommendations regarding degree and core requirements, as well as other matters relating to the curricula that are necessary to continuously improve and strengthen the graduate programs and executive education.
- (3) Develop standards and guidelines for graduate courses, review student satisfaction, and make recommendations.
- (4) Review the admissions policies/standards and incoming student quality, and recommend changes.
- (5) Review workload and compensation for graduate teaching.
- (6) Review and recommend changes in the graduate catalog and material to be included therein.
- (7) Work in conjunction with appropriate committee/s regarding strategic plans for graduate programs and executive education.
- (8) Work in conjunction with appropriate committee/s regarding assessment of graduate programs and executive education.
- (9) Select graduate students for the Graduate Dean's List of University Scholars and Artists, review the applications, and make recommendations.
- (10) Perform other duties as appropriate within the scope of their function.

5.4.7 Financial Resources Review Committee

The Financial Resources Review Committee shall be an elected body consisting of one tenured or tenure-track faculty member from each department. In addition, the committee shall include

- (a) The College ASM who shall serve as ex-officio, non-voting member.
- (b) An Associate Dean or designee who shall serve as ex-officio, non-voting member.
- (c) An elected member of the staff in addition to ASM, will serve on the Committee as a voting member. The staff member shall serve for a two-year term and may be reelected.

The mission of the FRRC is to facilitate *improvement in the management and transparency in the reporting* of the COB's financial resources. This shall be accomplished through the FRRC's collection and analysis of information about sources and uses of COB funds and the preparation of an annual report of its findings.

The Financial Resources Review Committee shall produce semester reports on the financial resources of the College. The fall semester report will focus on variances between budgeted and actual expenditures during the previous fiscal year. A spring report shall contain the following:

- (a) The resources budgeted and actual expenditures for release time, travel, and other discretionary purposes, including a breakdown by department.
- (b) An explanation of significant variances between budgeted and actual/projected expenditures for the current year.
- (c) Examination and analysis of the resource allocation processes.
- (d) An assessment of the consistency of the aforementioned items with the mission of the College.
- (e) Recommendations regarding on-going and future fiscal management of the College.

The Financial Resources Review Committee shall determine requirements for scholarships/honors/awards for undergraduate students, review applications, and recommend finalists (unless these requirements are specified by the donor organization).

The Financial Resources Review Committee shall determine requirements for scholarships for graduate students, review applications, and recommend finalists to the University Scholarship office.

5.4.8 Instructional Technology and Lottery Committee

The Instructional Technology and Lottery Committee is an elected body consisting of one member from each department. In addition, the Dean shall nominate one of the two COB elected faculty representatives from the University Resources Council to serve as an ex-officio voting member of the committee. The Committee reports to the Faculty Council. The Chair of the Committee shall meet weekly or as needed with the head of Instructional Technology. The Committee's responsibilities consist of the following duties.

- (1) Assess relevant policy and guidelines, and evaluate effectiveness of the College's instructional technology resources based on College needs. Specific guidelines shall fairly balance the allocation of resources such as faculty, staff, and student workstations; and maintenance and replacement of hardware, software, and supplies.
- (2) Review and revise IT and computer resources policies to be consistent with long-range strategic plan decisions. Recommendations will then be forwarded to the Dean for consideration and/or approval.
- (3) Identify and examine instructional technology advances (e.g., use of new digital devices for instructional purposes, computer software advancements) that serve community, student, staff, and faculty needs.
- (4) Evaluate proposals for COB Lottery funds and make recommendations to the Dean in the form of a draft proposal. The draft should be submitted to the Dean at least one week prior to the University deadline for all college Lottery Proposals.

5.4.9 Strategic Planning Committee

The Strategic Planning Committee is an elected body consisting of one representative from each academic department, one member representing staff, and one member representing students.

Its responsibilities include the following duties and functions:

- (1) Review and re-draft, if necessary, the COB Strategic Plan.
- (2) Develop and, where appropriate, recommend strategies to take advantage of strengths and opportunities and to minimize weaknesses and threats. .
- (3) In cooperation with College undergraduate and graduate programs committees,

explore strategies at both undergraduate and graduate levels that address changes in AACSB accreditation standards.

SPC recommendations are to be forwarded to Faculty Council, Administrative Council, and the Dean, as appropriate, for discussion and approval. SPC recommendations are to be submitted to faculty vote where appropriate.

5.4.10 Undergraduate Programs Committee

The Undergraduate Programs Committee shall be an elected body consisting of one member from each department.

The Undergraduate Programs Committee is responsible for improving the quality, and enhancing the stature and growth of undergraduate programs in the College. The Undergraduate Programs Committee is responsible for evaluating existing policies, standards, guidelines, and regulations pertaining to undergraduate programs, curriculum, admissions, and assessment and making recommendations. Its duties include, but are not limited to the following.

- (1) Develop and/or review new undergraduate programs, majors, options, as well as recommend discontinuance, if necessary.
- (2) Initiate and develop recommendations regarding degree and core requirements, as well as other matters relating to the curricula that are necessary to continuously improve and strengthen the undergraduate programs, majors and options.
- (3) Develop standards and guidelines for undergraduate courses, review the quality of teaching and student satisfaction, and make recommendations.
- (4) Review the admissions policies/standards and incoming student quality, and recommend changes.
- (5) Review and recommend changes in the undergraduate catalog and material to be included therein.
- (6) Develop procedures on student petitions and waiver of course requirements.
- (7) Work in conjunction with the Strategic Planning and Assessment Committee regarding strategic plans for undergraduate programs.
- (8) Work in conjunction with the Strategic Planning and Assessment Committee regarding assessment of undergraduate programs.

- (9) Develop criteria for the selection of the Outstanding Graduating Senior Award, review the applications and make recommendations.

5.4.11 Assessment Workgroup

The Assessment Workgroup members are COB core course coordinators, graduate program directors, assessment coordinator, and Associate Dean for Accreditation. The Workgroup's responsibilities consist of the following duties:

- (1) Develop and update learning goals for both undergraduate and graduate programs.
- (2) Develop assessment schedule for both undergraduate and graduate programs.
- (3) Develop rubrics and assessment methodologies for undergraduate and graduate programs.
- (4) Prepare assessment reports based on assessment data.
- (5) Recommend actions for improvement based on the results from assessment.

5.5.0 Faculty Authority Over College Committees

See [Constitution of the College of Business](#), Article VI.

ARTICLE VI DEPARTMENTS OF THE COLLEGE

6.1.0 Departmentalization Criteria

See current [Academic Senate Policy Statements](#).⁹

6.2.0 Department Name Change Policy

See current [Academic Senate Policy Statements](#).¹⁰

6.3.0 Departments of the College

See [Constitution of the College of Business](#), Article III.

6.4.0 Autonomy of Departments

⁹ Effective Fall 2013, appropriate policy is [Policy Statement 95-19](#), "Departmentalization Procedures."

¹⁰ Effective Fall 2013, appropriate policy is [Policy Statement 97-01](#), "Name Change Policy for Academic Units."

See [Constitution of the College of Business](#), Article I.

6.4.1 Each department shall establish its own internal policies and procedures for the organization and operation of that specific department, consistent with College and University policy.

6.4.2 Each department shall select its representatives to College Standing Committees on which all departments are represented.

6.5.0 Department Committees

See [Constitution of the College of Business](#), Article III.

6.6.0 Faculty Assignments and Schedules

6.6.1 The assignment for faculty members is to be determined by the faculty and department chair in relation to other University responsibilities of the faculty member concerned, the nature of the subject matter involved, the needs of the department, and requirements of the appropriate State codes. Approval of a department schedule of assignments by the Chair constitutes certification that an appropriate work week is scheduled for each faculty member employed during the specific semester or summer term concerned. Thereafter, the signature of the Department Chair on the monthly payroll certifies that scheduled work week obligations have been fulfilled.

6.6.2 The Dean will have the authority to approve or disapprove of any teaching activity by full-time CSULB faculty in degree programs involving disciplines within the College.

6.7.0 Summer School Assignments

Course demand by students and qualification of faculty to teach are fundamental to the determination of class offerings and faculty assignments. Having provided an identifiable student demand, each department shall establish its own procedure regarding the allocation of summer teaching assignments, subject to University policies.

6.8.0 Duties and Selection of the Department Chair

The Department Chairs serve at the pleasure of the President of the University. With the President also lies their ultimate appointment and supervision. The Chancellor's Office has deemed that this responsibility be delegated to the Dean of the College.

6.9.0 Role of the Department Associate Chair

Each academic department may, at its own discretion, have a Department Associate Chair/Secretary elected by the department faculty from among the full-time members who have that department as their resident department.

6.9.1 A Department Associate Chair/Secretary shall be selected, evaluated, and continued in office in the same manner as the Department Chair.

6.9.2 The Department Associate Chair/Secretary shall assist the Department Chair in administering the department and shall serve as Secretary at department meetings and shall assume the duties of the Department Chair in his/her absence. Additional duties may be assigned by the department faculty or Chair.

6.10.0 Department Meetings and/or Elections

6.10.1 Provided there is no inconsistency with the Handbook, each department shall develop and implement its own policies and procedures for the specific organization of that department and in other matters clearly within the purview of that department.

6.10.2 The right to vote in department elections is extended to full-time, in residence, regularly appointed (tenured/tenure-track) faculty; departments at their own discretion may extend this right to lecturers, except as indicated in 6.10.3. Assigned time held by a faculty member qualifies as a teaching assignment under this provision.

6.10.3 Lecturers teaching 7.5 units or more during the semester voting takes place are entitled to participate in department chair elections. See current [Academic Senate Policy Statements](#).¹¹

6.10.4 No substantial changes in College or Department structure, programs, or curricula shall be permitted to occur during any College or Department summer meetings unless such meetings meet requirements set forth in this Handbook with respect to quorums, voting, etc.

6.11.0 Special Incentives to New Hires

6.11.1 The department faculty will act as a Committee of the Whole to approve disbursement of special incentives, financial or other, offered to new hires.

¹¹ Effective Fall 2013, appropriate policy is [Policy Statement 11-06](#), "Policies and Procedures for the Appointment and Review of Department Chairs."

6.11.2 The Faculty Council shall approve offers of special incentives to new hires at the College level.

6.12.0 Retreat Rights

Retreat rights for new hires should be approved by the department in which retreat rights are sought. Only tenured faculty should vote on the issue.

ARTICLE VII COLLEGE OF BUSINESS HANDBOOK: ADOPTION AND AMENDMENT PROCEDURES

- 7.1.0 Considered and reflected herein are applicable laws of the State of California, pertinent regulations of the Board of Trustees of the California State Universities, Policies and Regulations of the California State University, Long Beach, and the Collective Bargaining Agreement. Any provision herein that is in conflict with any of the foregoing is void. As amendments/ changes occur in these laws, policies, and regulations, appropriate changes will be made in this Handbook; the time required to effect such changes shall not, however, relieve the faculty of complying with laws, University policies and regulations, and the Collective Bargaining Agreement when they become effective as established by proper authority.
- 7.2.0 Any proposed amendment to this document shall be submitted in writing to the Dean by no fewer than five members of the faculty. The Dean will notify the faculty in writing with a copy of the proposed amendment within thirty calendar days following his/her receipt of the proposed amendment. Proposed amendments shall not be considered from the end of the Spring semester to the beginning of the subsequent Fall semester.
- 7.3.0 Any such proposed amendment may be discussed and/or approved by the faculty in a duly constituted College meeting by a majority vote of eligible voting faculty members present, as designated in Article I, Section III.
- 7.3.1 A College meeting must be called by the Dean within fifteen days of having been given notice of the proposed amendment, or alternatively, the Dean may elect to forego a College meeting and may conduct a mail ballot to determine acceptance or rejection of the proposed amendment.
- 7.3.2 The proposed amendment shall be adopted if a majority of the votes cast are in favor of the proposal and the amendment has been accepted by the Dean of the College. If the Dean does not accept the amendment, it shall be sent back to the faculty for a vote by secret ballot. If the amendment receives a favorable vote of three-quarters of

the vote cast or two-thirds of the entire faculty, whichever is smaller, it shall become effective.

7.3.3 Only those votes will be tallied that are either for or against adoption of the proposal.

7.4.0 The Constitution of the Faculty

See [Constitution of the College of Business](#), Article VIII.