

BYLAWS OF THE COLLEGE OF BUSINESS

Approved by COB faculty April 30, 2009

Approved by the Academic Senate November 4, 2009

ARTICLE I. PURPOSE

Section 1. Pursuant to the Constitution of Illinois State University, the College of Business hereby establishes its governance.

ARTICLE II. COLLEGE GOVERNANCE

Section 1. The participation in the sharing of governance of the College of Business shall be through regularly scheduled faculty meetings and College teams. College teams will include the following:

- College Coordinating Team
- Human Resource Development Team
- Curriculum Team
- Technology
- Constituent Satisfaction and Outreach Team

Section 2. College of Business faculty meetings shall be held no less than once each academic semester. It shall be the responsibility of the Dean, with input from the College Coordinating Team, to convene the faculty. In addition, the College Coordinating Team may call meetings of the faculty of the College of Business for consideration of any item deemed appropriate. If the Dean and the College Coordinating Team agree, such meetings may count as the required faculty meeting to be held each semester. For faculty meetings which it calls, the College Coordinating Team shall establish the rules of the agenda, which shall not contravene these bylaws.

ARTICLE III. RESPONSIBILITIES OF THE COLLEGE TEAMS

Section 1. The College Coordinating Team, acting as an advisory body, shall provide faculty, staff and students of the College of Business with a means of input on broad policy issues, mission, and strategic plan. The Coordinating Team shall be responsible for coordinating efforts across college teams and assuring effective communication among faculty, staff, students, and administrative leaders. The team will be actively involved in long-range strategic planning issues and will involve other faculty, staff, and students as appropriate. The Coordinating Team will also work with the Dean in guiding the College toward meeting appropriate standards of its accrediting body. The College Coordinating Team will be responsible for assuring annual elections of eligible faculty to the four college teams, and shall also administer all other college-wide elections.

Members of the Coordinating Team shall consist of the four elected Chairpersons of the four college teams. The Dean of the College shall serve as an ex officio member. The elected Chairpersons of the college teams shall elect from their number (1) a Chairperson of the College Coordinating Team; and (2) a Secretary. It shall be the responsibility of the Chairperson to call meetings of the Coordinating Team at least three times each semester. Those meetings shall be open to all and notice of the meetings shall be given on the College website at least five days in advance of the meeting.

Section 2. Human Resource Development Team, acting as an advisory body, shall recommend, implement and oversee activities and resources directed toward the continuing professional development of all faculty and staff of the College of Business

Section 3. The Curriculum Team shall recommend, implement, and oversee activities and resources directed toward evaluating and improving the curriculum on both the undergraduate and graduate levels.

Section 4. The Technology Team shall recommend, implement, and oversee activities and resources directed toward advancing and enhancing technology and the physical environment for teaching and learning in ways that support and enhance the college's mission and strategic plan.

Section 5. Constituent Satisfaction and Outreach Team shall recommend, implement, and oversee activities and resources directed toward improving and enhancing constituent satisfaction in ways that are consistent with the college's mission and strategic plan.

ARTICLE IV. MEMBERSHIP OF THE COLLEGE TEAMS

Section 1. Tenured/Tenure Track faculty members, excluding departmental chairpersons, who have regular appointments in the College of Business and who have been tenured/tenure track faculty members at Illinois State University for at least one full academic semester preceding the election shall be eligible for election to a College Team, unless they are on leave at the time of election, or have requested leave for the whole or part of the following academic year, or are on disability leave under the State University Retirement System. All faculty, staff and students are eligible for appointment to any Team.

Section 2. Annually, the Human Resource Development Team, the Curriculum Team, the Technology Team, and the Constituent Satisfaction and Outreach Team, shall elect a team leader, or chair, from among the elected faculty members on the team.

Section 3. Tenured/Tenure track faculty members of the College of Business are eligible to vote for their departmental team representatives.

Section 4. All faculty, staff and students are eligible for appointment to any Team. After the department elections are complete, faculty and staff will be polled and given the opportunity to indicate, in priority order, the teams on which they would like to serve.

Section 5. Size and selection of each college team shall be as follows:

College Coordinating Team: The College Coordinating Team shall consist of the chair or leader from each of the four college teams: Human Resource Development; Curriculum; Technology; Constituent Satisfaction and Outreach. The Dean of the College of Business shall be a nonvoting member.

Human Resource Development Team: The Human Resource Development Team shall consist of one member elected by each department, and up to three additional members appointed by the Dean.

Curriculum Team: The Curriculum Team shall consist of one member elected by each department, and up to three members appointed by the Dean.

Technology Team: The Technology Team shall consist of one member elected by each department and up to three members appointed by the Dean.

Constituent Satisfaction and Outreach Team: The Constituent Satisfaction and Outreach Team shall consist of one member elected by each department and up to three members appointed by the Dean

Section 6. The terms of office of all elected team members shall be two years. Terms shall be staggered so that terms of two elected members of each team shall expire each year. Team members shall serve no more than two consecutive terms. (Filling another member's vacated position shall not be construed as having served a term.) Appointed team members shall serve terms of one year.

ARTICLE V. PARTICIPATION IN AND REPORTING OF COLLEGE COORDINATING TEAM MEETINGS

Section 1. Faculty, staff and students may attend all meetings of the College Coordinating Team.

Section 2. Faculty, staff and students desiring to bring specific matters in writing to the attention of the College Coordinating Team are invited to do so.

Section 3. Minutes of College Coordinating Team meetings shall be distributed regularly to the faculty and staff of the College of Business. Copies of these minutes will be available to students in the departmental offices. At least one permanent file of these minutes shall be maintained by the secretary to the Dean of the College of Business.

Section 4. Each of the College Teams will provide a written report of its activities no less often than once a year . That report shall be posted on the College of Business Website.

ARTICLE VI. GOVERNANCE OF DEPARTMENTS

Section 1. Departments within the College of Business shall establish a system of internal governance consistent with the Constitution of Illinois State University, the Bylaws of the Academic Senate, and the Bylaws of the College of Business. In this context, governance refers to the team or committee structure within the department.

ARTICLE VII. SELECTION OF DEPARTMENTAL CHAIRPERSON

Section 1. In accordance with university policies and procedures, the selection procedure for departmental chairpersons shall be initiated by the Dean of the College of Business, after conferring with the College Coordinating Team.

Section 2. When necessary, the Dean of the College of Business shall name an acting chairperson of a department; that person may be named from among faculty who hold rank in another department. An acting chairperson shall be eligible to become a candidate for the position of the chairperson of the department.

Section 3. The Dean of the College of Business shall immediately proceed to provide for the election of members of a Recruiting and Search Committee.

The Recruiting and Search Committee shall be composed of five members holding faculty rank, three members to be elected from the regular, tenured/tenure track faculty members of the department and a chairperson and secretary who shall be selected by the Dean of the College of Business from eligible faculty members outside the department.

Section 4. The Recruiting and Search Committee shall set up its procedures in consultation with the Dean of the College of Business and in accordance with this Article. The Dean shall be informed in advance of and may attend, but not vote at, all Recruiting and Search Committee meetings.

Section 5. Any tenured/tenure track faculty member at Illinois State University, including acting department chairs, shall be eligible to become a candidate for department chair. No member of the Recruiting and Search Committee may become a candidate for the position of department chair.

Section 6. The Recruiting and Search Committee shall frequently report its progress to the Dean of the College of Business, the College Coordinating Team, and the department faculty, and shall conduct interviews of selected candidates by the entire department faculty, invited students, and appropriate university officials. Interviews with candidates shall be announced in advance, and the credentials of candidates shall be available to all members of the department faculty.

Section 7. After interviews have been completed and written opinions of the department faculty have been submitted, the Recruiting and Search Committee shall recommend candidates in ranked order to the Dean of the College of Business and request that the Dean proceed with the selection of a departmental chairperson according to the university policies and procedures.

Section 8. The Dean of the College may reject all candidates recommended by the Committee, in which case the Dean may either instruct the Recruiting and Search Committee to continue the search for qualified candidates or provide for the creation of a new Committee in accordance with these procedures.

ARTICLE VIII.

REFERENDA

Section 1. The College Coordinating Team and the Dean may refer to a vote of the faculty any matter pending before it. The College faculty may also request a vote on any issue by submitting to the Coordinating Team a petition signed by at least one-third of the voting members of the faculty. A referendum on the question shall be conducted by ballot within one month of the day the Coordinating Team receives the petition.

Section 2. Prior to any referendum, the faculty shall have an opportunity to discuss the questions to be voted on at one or more of the following:

- a. College of Business faculty meetings
- b. Department faculty meetings within the College of Business
- c. Other groupings of the College of Business faculty

Section 3. Any tenured/tenure track faculty member of the College of Business may vote in the referendum.

Section 4. The results of any referendum shall be forwarded in writing by the College Coordinating Team to the Dean of the College of Business and any other administrative officers of the University to whom transmittal of such information would be appropriate.

ARTICLE IX.

AMENDMENTS OF THE BYLAWS

Section 1. Proposed amendments to these Bylaws may be submitted in writing by any faculty member to the College Coordinating Team who shall report the proposal to the faculty.

Section 2. The College Coordinating Team shall determine whether a referendum of the faculty on the proposed amendment should be held. If the proposal for an amendment is accompanied by a petition bearing the signatures of at least one third of the tenured/tenure track faculty members of the College of Business, a referendum must be held.

Section 3. When a referendum is held, the proposal must be submitted in writing to the College of Business faculty at least one week prior to the election. If a majority of those voting in the referendum vote in favor of the proposal, providing those voting constitute a majority of the faculty eligible to vote, the proposal shall be adopted and become effective when approved by the Academic Senate.

ARTICLE X.

REVIEW OF THE BYLAWS

Section 1. The College Coordinating Team shall provide for a review of the Bylaws every three years. The review committee shall consist of one faculty member from each department of the College of Business appointed by the College Coordinating Team.

Section 2. The review committee shall submit its report to the College Coordinating Team who shall inform the faculty of its recommendations and (if revisions are recommended) determine whether a referendum on the proposed revisions should be held, in accordance with Article IX, Section 2.