

Peer Review Committee Lutgert College of Business

Guidelines and By-laws

Responsibilities

The Peer Review Committee (PRC) shall review and make recommendations to the Dean of the Lutgert College of Business (Dean) on all matters related to promotion and contract renewal for the faculty of the Lutgert College of Business (LCOB). Also, the PRC shall review and revise the promotion and contract renewal standards for the LCOB.

In performing these tasks, the PRC shall ensure that the reviews are consistent with the mission and standards of the LCOB, and the requirements of the accrediting bodies.

The PRC shall submit all revisions to the LCOB standards document to the faculty of the COB which shall be empowered to approve or not approve the PRC's recommendation.

Committee Membership and Terms of Office

The Lutgert College of Business Peer Review Committee is comprised of one elected member from each department of the business college and two elected members from the Whitaker School of Engineering. In the event that the PRC has an even number of members, one "at large" Lutgert College of Business member will be elected to serve one year. All PRC members are voting members.

At least two of the members of the PRC will hold at minimum, the rank of Professor. There shall be no more than one member at a rank less than Associate Professor. All members of the PRC will be voted to the PRC by the COB faculty who are eligible to vote.

The term of office on the PRC shall be two years. To ensure continuity, terms shall be staggered over the two years.

Chair

The Chair of the PRC shall be elected by members of the PRC at the first meeting of the academic year as part of the order of business. Eligibility is restricted to committee members.

Committee Vacancies

Committee vacancies shall be filled in accordance with the committee membership guidelines. The member filling a vacancy shall serve only the remainder of the term of

the former member whose departure caused the vacancy. Should it be necessary to replace the chair, the PRC shall elect a new chair.

Schedule of Meetings

The PRC shall hold meetings as needed to conduct its business at a time and place agreed upon by its members. A quorum will be defined as four members. The meetings of the PRC are closed. A non-member of the PRC may attend only on the invitation of the PRC.

-Approved by the Faculty of the Lutgert College of Business: 2-5-2010.