

## **The Lutgert College of Business (LCOB) Bylaws (November 7, 2018)**

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### **Article 1 - Organizational Structure**

1. These Bylaws govern the organization and procedures of the LCOB (College) at Florida Gulf Coast University (FGCU).
2. The College is an undergraduate and graduate degree-granting unit of FGCU. The administration and faculty abide by the code of conduct agreements, standards, policies, and procedures established by FGCU.
3. The Department or School is the primary organizational unit within the College. Each Department or School is led by a Department Chair or Director. In this document, “Department Chair” is understood to include Director and “Department” is understood to include School. A School may be led by a Director.
4. The College has several standing committees (“Committee” with a **capital “C”**). In addition, College faculty may serve on Senate and other FGCU committees outside the college (“committee” with a **lower case “c”**).

### **Article 2. Roles and Responsibilities**

1. Faculty Members:
  - a. Faculty member recruitment, retention, and termination are controlled by FGCU and College employment standards, processes, and practices.
  - b. Each faculty member has one of the following roles:

- i. Ranked faculty (assistant, associate, or full professor; visiting assistant, associate or full professor; or eminent scholar);
  - ii. Instructor (I, II, and III; visiting instructor I, II, and III); or
  - iii. Adjunct faculty.
- c. Faculty members are responsible for teaching, service, and scholarship as specified in the:
  - i. FGCU Collective Bargaining Agreement (CBA);
  - ii. FGCU Faculty Performance Evaluation Document (FPED);
  - iii. LCOB Framework and Standards for Contract Renewal and Promotion; and
  - iv. Other FGCU or College documents that may apply in specific circumstances.
- d. Each College faculty member has a designated “home department” for purposes of voting for department representatives on College Committees and Senate and FGCU committees.

2. Graduate Faculty Members:

- a. To teach graduate level courses, a College faculty member must be accepted into one of the Graduate Faculty Member ranks by the Dean of Graduate Studies as specified in the document entitled FGCU Guidelines on Graduate Faculty Appointment and Functions and meet the Scholarly Academic or Scholarly Practitioner criteria as defined by the College.
- b. As defined in the FGCU Guidelines on Graduate Faculty Appointment and Functions, the graduate faculty ranks are: Member, Associate Member, or Graduate Adjunct Member.

3. Dean:

- a. The Dean reports to the Vice President for Academic Affairs/Provost.
- b. The Dean is the chief executive administrative officer of the College.
- c. The Dean executes FGCU, College, and faculty agreements, including respective policies, procedures, and strategies.
- d. The Dean may choose to delegate various roles and responsibilities to other College administrators to ensure the effective operation of the College.
- e. The Dean may create Working Groups (see Article 3, item 4.a-e).

4. College Leadership Team – The College Leadership Team is appointed by the Dean. All members report to the Dean.

5. Department Chairs – The Department Chair is responsible for the operations and administration of his or her Department and is the Director of all departmental undergraduate and graduate programs (also see item 6. below) in the department. If the Chair’s academic credentials differ from a program’s credentials as defined by SACS, the Chair cannot serve as Director, and a Program Leader must be appointed.

The Department Chair is chosen and appointed by the Dean. The Dean considers input and advice from internal (Department faculty, other College faculty, staff, students, and leadership) and external (FGCU and community) stakeholders when choosing a Department Chair. The Department Chair may be an internal or external applicant and serves at the discretion of the Dean or his/her designee.

6. Program Leaders – Where necessary (e.g., more than one undergraduate or graduate degree is offered in a department, the department is large, or SACS rules require that the Program Leader’s highest degree be in the discipline of the program/major), the Department Chair, can establish a Program Leader position and identify its related roles, responsibilities, and procedures. Program Leaders are responsible for matters relating to curriculum and assessment. The Department Chair, with input and advice of the departmental faculty, recommends a Program Leader to the Dean for appointment. Only full-time College faculty members with terminal degrees in the program area are eligible to serve as program leaders.

7. Course coordinators – Course coordinators are responsible for ensuring all sections of each core course have common goals and objectives and to work with faculty members teaching required core courses to ensure that the requirements of relevant accreditation agencies, University policies, and College policies are met. Course Coordinators:

- a. Are appointed by the respective Department Chairs.
- b. Must be appointed from College faculty residing in the Department who teach at least one section of the course during a calendar year.

### **Article 3. College Committees, Subcommittees, and Working Groups**

1. College Committees – Each Committee is expected to adopt and publish its own operating guidelines (OGs) consistent with these Bylaws, all relevant university policies and procedures, and the CBA. The OGs are part of the Bylaws and any changes must be approved by the faculty, as noted in Article 6.

2. The College Committees are listed below in alphabetical sequence. Operating guidelines for each Committee are included in Appendices A-F, as follows:

- a. Assurance of Learning Committee (AOLC) – Appendix A.
- b. Faculty Advisory Committee (FAC) – Appendix B.
- c. Graduate Program Committee (GPC) – Appendix C.
- d. Instructional Resources and Responsibilities Committee (IRRC) – Appendix D.
- e. Peer Review Committee (PRC) – Appendix E.
- f. Undergraduate Program Committee (UPC) – Appendix F.

3. College Committees, upon recommendation by the Committee Chair and with the approval of the Dean, may create Subcommittees, as follows:

- a. Subcommittees are comprised of faculty members selected from the existing Committee members by the Committee Chair.
- b. Faculty and staff from outside the Committee may be appointed as ex officio members of the subcommittee.
- c. The Committee Chair appoints a Subcommittee Chair and a Secretary.
- d. The Committee Chair, in partnership with the Committee membership, provides the Subcommittee members with the following:
  - i. Purpose of the Subcommittee.
  - ii. Charge of the Subcommittee.
  - iii. Timeframe in which the Subcommittee shall complete its charge.
- e. Subcommittees meet as appropriate during an academic semester to demonstrate progress towards satisfactory completion of their charge.

- f. The Subcommittee Secretary provides notice of the meetings to both the Committee Chair and the Dean or the Dean's designee and posts official Subcommittee minutes on the College's designated site.
- g. The Committee Chairs dissolve the Subcommittees upon satisfactory completion of their charge or unsatisfactory progress by the Subcommittees to complete their charge.

4. Working Groups (WG) which includes other titles such as Task Forces, Ad Hoc Task Forces, and Teams, may be established by the Dean to either address a concern or take advantage of an opportunity of College-wide importance. All faculty, staff, and individuals from the community are eligible to serve in WGs. For each WG:
- a. The Dean provides the WG's charge. The charge of a WG must not duplicate or overlap with the functions of College Committees.
  - b. The Dean appoints the members.
  - c. The Dean designates a Chair and a Secretary.
  - d. The Secretary gives notice of meetings to the Dean or the Dean's designee and posts minutes on the College's designated site.
  - e. The Dean dissolves the WGs upon satisfactory completion of their charge or unsatisfactory progress by the WGs to complete their charge.

#### **Article 4. Search Committees**

College Search Committees are appointed by the respective Department Chairs (for full-time, continuing faculty positions) or the Dean (for College Leadership positions) in accordance with the university guidelines provided by Human Resources and other FGCU administrative offices such as Office of the Provost, Office of Diversity and Community Outreach, and Office of the General Council. Search Committees may be charged to consider only external, only internal, or both internal and external candidates for an open position.

#### **Article 5. General Faculty, Department, and Committee Meeting Processes**

1. A quorum is required for all College-wide, Department, and Committee votes.
2. Quorum is defined as a majority of all eligible voting faculty members (see item 4.a. below) in the College, Department, or Committee.
3. A majority of votes cast by the quorum of faculty is required for adoption.
4. Voting and Eligibility – Eligibility is determined by the Collective Bargaining Agreement (CBA) and within these Bylaws, as follows:
  - a. All College faculty residing in a Department and designated “in-unit” per the CBA are eligible (except as noted in Committee/committee operating guidelines) to serve on College Committees and University (Senate and other FGCU) committees, standing teams, councils, task forces, and other related service opportunities.
  - b. College Committee memberships are determined by Departmental elections (except as noted in College Committee operating guidelines) where Departments elect a faculty member to represent the Department in College Committees.

- c. In the event that there is an even number of representatives on a Committee, an additional, at-large representative may be elected in accordance with the College election guidelines (currently, this process applies only to the College PRC).
  - d. Faculty holding joint appointments with other colleges or in two Departments within the College must declare a College Department to be their primary affiliation in order to be eligible to serve on College Committees and University committees.
  - e. All Committee members are subject to a recall vote called by the Dean. For at-large positions, a majority of all College faculty must affirm. For Departmental Committee representatives, a majority of all Department faculty must affirm.
  - f. Roberts' Rules of Order shall guide the conduct of meetings. The presider of a meeting will rule on any point of order raised at the meeting. Meeting presider may suspend the use of Robert's Rules to facilitate discussion.
  - g. Proxies: Proxy voting is available for College-wide, Department, and Committee votes:
    - i. The absentee notifies the Department Chair (for College-wide and Department votes) or Committee Chair (for Committee votes) of the reason for the absence and designates the in-unit faculty member who will be holding the proxy.
    - ii. The absence is approved in writing (e.g., via email).
    - iii. An agenda and a ballot must be published at least five (5) days in advance of the College or Department meeting or as identified in the Committee Operating Guidelines.
    - iv. The absentee can revoke the ballot any time prior to the meeting by notice to the appropriate Department or Committee Chair in writing.
    - v. Proxy votes are included in the determination of quorum.
5. College-wide Voting, Nomination, and Election Processes –
- a. Votes on College-wide faculty elections and Bylaws are conducted by the FAC according to the following process:
    - i. The FAC and the Dean or designee, meet to determine the best date, time, method, and process of disseminating the results for a College-wide vote.
    - ii. A sample ballot containing the language and/or nominations to be approved is distributed to the faculty two weeks prior to the start of voting.
    - iii. A minimum of three working days shall be allotted for faculty voting, unless voting is taking place at a scheduled, noticed College meeting.
    - iv. If voting is taking place at a scheduled, noticed College meeting, votes can only be cast at the meeting.
  - b. For details on nomination and election processes, see Articles 7 and 8.
6. All College Departments meet prior to or following the August College retreat.
7. All College Committees meet immediately following the August College retreat. This meeting is designated as the organizational meeting. During the organizational meeting, each Committee:
- a. Elects a Chair and a Secretary.
  - b. Is charged by the Dean or Dean's designee.
  - c. Schedules the first regular meeting of the Committee.

8. The first meeting (after the organizational meeting) of each Committee takes place before the end of the third week of classes of the fall semester. At this meeting, the Committees identify their regular meeting schedule for the remainder of the academic year.

#### **Article 6. College-wide Faculty Meetings**

1. The Dean, or Dean's designee, shall preside at all College faculty meetings.
2. The Dean will provide notice of a College-wide meeting by March 15 (see Appendix G for important dates). A meeting agenda shall be prepared and circulated at least five (5) days in advance of each meeting. Faculty members may request an item be added to the meeting agenda by sending an e-mail message to the Dean describing the topic to be presented to the faculty ten (10) days in advance of the scheduled meeting. The Dean, or the Dean's designee, will meet with the faculty member making the agenda request to determine whether the topic shall be added to the agenda.
3. A member of the Dean's administrative staff shall serve as secretary to the faculty and keep a permanent record of meeting proceedings. Draft minutes from each meeting will be circulated to members of the faculty for consideration at a subsequent faculty meeting. Draft minutes are subject to correction and approval by the faculty at the subsequent meeting. Once approved, meeting minutes are filed at the College's designated site.
4. Agendas may include external as well as College-related items, FAC initiated votes, elections, Committee and task force reports. All final agendas will be filed at the College's designated site.

#### **Article 7. Senate, FGCU, and College PRC Committee At-Large Position: Nominations and Elections**

1. The election process for the Senate, FGCU, and College-wide at-large committee positions that begin in the next academic year is as follows:
  - a. The College follows the election calendar established by the Faculty Senate and conducts all Senate and FGCU committee elections during its spring meeting.
  - b. The College conducts all College-wide Committee elections during its spring meeting.
  - c. The FAC conducts all College-wide elections.
2. Nominations and elections –
  - a. Eligible College faculty members may self-nominate or be nominated by another faculty member or their Department for Senate and FGCU committee vacancies and for the PRC at-large position vacancy.
  - b. By March 20, the Dean, or the Dean's designee, provides the FAC and Department Chairs:
    - i. A slate of faculty members currently serving in the Senate and open positions that are available in the Senate during the next academic year.
    - ii. A slate of faculty members currently serving on FGCU committees and open positions that are available on these committees during the next academic year.
    - iii. Notification that the PRC at-large position is open.

- c. By March 27, Departments nominate representatives for committees and the PRC at-large position (if vacant).
- d. The FAC distributes both slates and notification (if appropriate) to the College faculty and provides:
  - i. The dates to receive nominations or self-nominations (March 22 – 29).
  - ii. The date of the College spring meeting to vote on nominees for the open positions (the spring meeting must be held by April 15).
- e. The FAC may receive nominations from faculty members to nominate a faculty member to serve on a committee position and the PRC at-large position. The faculty member nominated to serve on such a position by another faculty member may decline the nomination.
- f. The FAC constructs a ballot of nominees for each committee and the PRC at-large position (if appropriate) following the nomination closing date and distributes it to the faculty by March 31.
- g. During a scheduled, noticed, College meeting, the FAC may solicit nominations from the floor.
- h. Voting may take place using a paper or electronic ballot.
- i. The FAC tabulates the voting results and sends an e-mail message to the faculty, Department Chairs and the Dean, or the Dean’s designee, listing the faculty member that has been elected to serve in each committee position.
- j. Faculty members assume their positions starting on the date specified in the above notification.

3. Vacancies – If a vacancy occurs in a Senate or FGCU committee, the FAC initiates a special nomination and selection process to elect another faculty member to complete the remaining term of the departing faculty member. The Department Chair notifies the FAC, the Dean’s Office, and the Committee Chair when the election is completed.

**Article 8. College Committee Nominations, Appointments, Elections, and Operations**

- 1. Nominations, Appointments, Elections, and College Approval –
  - a. By March 20, the Dean, or the Dean’s designee, provides Department Chairs with a list of open College Committee positions for the upcoming academic year.
  - b. By March 27, each Department has the responsibility to nominate, appoint, and elect departmental faculty to serve on College Committees.
  - c. Department faculty members may:
    - i. Self-nominate themselves for any College Committee.
    - ii. Be nominated by other departmental faculty members to serve on College Committees.
    - iii. Choose to decline the nomination.
  - d. The Department Chair oversees the voting process for each open Committee position. Each eligible departmental faculty member present at the departmental meeting may vote for one nominee for each open Committee position.
  - e. Upon completion of Departmental elections, the Department Chair sends, via email message, to the Chair of the FAC and the Dean, or the Dean’s designee, a list of the faculty members that were elected to serve in each of the College Committees.

- f. The Chair of the FAC provides all College faculty members with a list of faculty members in each Department that have been elected to College Committees.
2. Vacancies – If a vacancy occurs in a College Committee, the Department Chair initiates a special nomination and selection process to elect another faculty member to complete the remaining term of the departing faculty member.
  3. Terms – Committee members serve two-year terms and at-large Committee members serve one-year terms.
  4. Miscellaneous operating items – Meetings should be face-to-face, or, under extenuating circumstances, may be conducted virtually or by conference call.

### **Article 9. Resignations and Removals**

1. Resignations:
  - a. Faculty members may choose to resign their position.
  - b. If faculty members decide to resign their positions, they must inform in writing the Chair of their Committee or committee, their Department Chair, the Chair of the FAC, and the Dean, or the Dean’s designee.
2. Removals:
  - a. Faculty members who do not attend two or more meetings may be removed from their positions by a majority vote of all Committee members and approval of the Dean or designee.
  - b. If a faculty member is removed from a position, the Chair notifies the faculty member’s Department Chair, the Chair of the FAC, and the Dean, or the Dean’s designee.
  - c. The Department Chair or the Chair of the FAC (as appropriate) initiates a special nomination and selection process to elect another faculty member to complete the remaining term of the departing faculty member.
  - d. The Dean may ask for a recall vote for Committee members (see Article 5, 4.f.).

### **Article 10. Roles of College Committee Officers and Members**

1. Chairs. The role of Committee Chairs includes:
  - a. Collaborating with Committee members to set a schedule of meetings.
  - b. Communicating meeting dates and locations at the beginning of each semester, and other times as needed.
  - c. Establishing and distributing the proposed meeting agenda and minutes from the previous meeting no less than three (3) working days from the time of a scheduled meeting.
  - d. Leading all meetings.
  - e. Being aware of College, University, BOG, and legislative rules, policies and procedures which may directly affect the Committee’s operations and deliberations.
  - f. Attending meetings, as necessary, with the Dean or his/her designee.
2. Secretaries. The role of Committee Secretaries includes:
  - a. Taking minutes.



- b. Submitting minutes for review and approval by Committee members.
  - c. Submitting meeting agendas and meeting minutes (after they are approved) to the College's designated site.
3. Members. The role of Committee Members includes:
- a. Attending scheduled meetings.
  - b. Serving as a representative of their respective program or department (or, College faculty, if at-large member).
  - c. Working to complete the charge provided to the Committee.
4. Ex Officio Members. The role of Ex Officio and Liaison Members includes:
- a. Serving by virtue of their position and at the discretion of the Dean.
  - b. All ex officio members are non-voting members of committees.
5. Observers/guests may attend the open portions of any Committee meeting according to the state and federal laws that govern FGCU but cannot participate in the proceedings.

### **Article 11. Changes, Approvals, and Corrections**

1. Changes - Proposals for Bylaw changes may come from the President, Provost, Dean, Department Heads, and any member of the faculty eligible to vote. Proposed amendments must be submitted to the Chair of the FAC at least five (5) weeks prior to the meeting at which they are considered. The FAC will disseminate proposed changes to the faculty and solicit input at least four (4) weeks before submitting the proposed changes to the Dean's office.
2. Approvals - Proposed amendments to these Bylaws require:
- a. A vote by a majority of a quorum of eligible College faculty members voting virtually or in face-to-face meetings.
  - b. Approval of the Dean, or the Dean's designee.
3. Corrections - Non-substantive editing and corrections to this Bylaws document may be made by approval of the FAC in coordination with the Dean or Dean's designee. Changes to the policies and procedures require approval by the College faculty.

### **Appendix A Assurance of Learning Committee (AOLC) Operating Guidelines (OGs)**

The AOLC is comprised of two teams: The Undergraduate Assurance of Learning Team (UAOLT) and the Graduate Assurance of Learning Team (GAOLT). The Operating Guidelines of the respective teams follow below.

#### **I. Undergraduate Assurance of Learning Team (UAOLT) Operating Guidelines (OGs)**

##### **1. Purpose.**

The UAOLT is responsible for the oversight and maintenance of the College undergraduate business degree core, assurance of learning, assessment process, and timeline.

## **2. Composition.**

The UAOLT consists of the course coordinators of each course in the undergraduate business core. Additional undergraduate degree programs may participate if they choose not to have an internal AOL process. Members may serve multiple terms, as long as they remain a course coordinator of a core course. Additionally, the Associate Dean responsible for AOL, a member of the Undergraduate Program Committee, and a member of the Graduate Program Committee serve as non-voting *ex officio* members of the committee.

The Officers of the UAOLT includes a Chair and a Secretary. Both the Chair and the Secretary are elected at the first meeting of the academic year as part of the first order of business. If the Chair or Secretary positions become vacant, the Committee Members will elect replacement officers.

The Chair presides at each meeting, represents the UAOLT as designated, and is the principal spokesperson for the UAOLT before the Faculty.

The Secretary is the custodian of minutes, communications and recorded histories. Also, he/she is responsible for recording and communicating the minutes of each meeting. Minutes will be posted at the College's designated site.

If a subcommittee is formed, the subcommittee will have a Chair and a Secretary.

3. **Eligibility.** Course coordinators of the undergraduate business degree core courses are eligible to serve on the UAOLT.

## **4. Functions.**

The UAOLT's responsibilities includes:

- Monitoring and assisting with, the collection, analysis and interpretation of assessment data.
- Communicating and cooperating with the Undergraduate and Graduate Program Committees in curriculum matters, including making curriculum recommendations to the Committees.
- Additional responsibilities are identified in the LCOB Assurance of Learning and Curriculum Management Document.

## **5. Schedule of Meetings.**

The UAOLT meets at least once each semester and holds additional meetings as needed or as requested by a member (an option which can only be exercised once per month). All meetings will be open.

## **II. Graduate Assurance of Learning Team (GAOLT) Operating Guidelines (OGs)**

### **1. Purpose.**

The GAOLT is responsible for the oversight and maintenance of the LCOB graduate business and MBA degree core assurance of learning and assessment process and timeline.

### **2. Composition.**

The GAOLT consists of the course coordinators of each course in the graduate business and MBA cores. Additional degree programs may participate if they choose not to have an internal AOL process. Members may serve multiple terms, as long as they remain course a coordinator of a core course. Additionally, the Associate Dean responsible for AOL, a member of the Undergraduate Program Committee, and a member of the Graduate Program Committee serve as non-voting *ex officio* members of the GAOLT.

The Officers of the GAOLT includes a Chair and a Secretary. Both the Chair and the Secretary are elected at the first meeting of the academic year as part of the first order of business. If the Chair or Secretary positions become vacant, the GAOLT Members will elect replacement officers.

The Chair presides at each meeting, represents the committee as designated, and is the principal spokesperson for the Committee before the assembled Faculty.

The Secretary is the custodian of minutes, communications, and recorded histories. Also, he/she is responsible for recording and communicating the minutes of each meeting. Minutes will be posted at the College's designated site.

If a subcommittee is formed, the subcommittee will have a Chair and a Secretary.

### **3. Eligibility.**

Course coordinators of the graduate business degree and MBA core courses are eligible to serve on the GAOLT.

### **4. Functions.**

The GAOLT's responsibilities includes:

- Monitoring and assisting with, the collection, analysis and interpretation of assessment data.
- Communicating and cooperating with the Undergraduate and Graduate Program Committees in curriculum matters, including making curriculum recommendations to the Committees.
- Additional responsibilities are identified in the LCOB Assurance of Learning and Curriculum Management Document.

### **5. Schedule of Meetings.**

The GAOLT meets at least once each semester and holds additional meetings as needed or as requested by a member (an option which can only be exercised once per month). All meetings will be open.

## **Appendix B Faculty Advisory Committee (FAC) – Operating Guidelines (OGs)**

### **1. Purpose.**

The FAC represents the faculty in matters relating to academic or administrative governance with the College Leadership.

## **2. Composition.**

The composition of the FAC includes one faculty member representing each academic department within the College. FAC members are elected by the faculty of their respective departments. Annually, FAC members elect a Chair and a Secretary. In order to preserve continuity, members serve two-year staggered terms so that only half of the members of the committee are replaced each year.

## **3. Eligibility.**

Members of the FAC must be in-unit, College faculty.

## **4. Functions.**

The FAC has the responsibility to:

- a. Advise the Dean on matters that might affect or pertain to the faculty's welfare, professional goals, teaching, research, and service activities.
- b. Facilitate communication and collaborate with College Leadership and faculty.
- c. As necessary, send a representative to the College Leadership meetings as an observer and make presentations.
- d. Solicit nominations for elected membership on College, Senate, and FGCU service positions.
- e. Conduct elections in April for the upcoming academic year, and, other times, as necessary.
- f. Solicit nominations and call for elections, when needed, for College representatives to other FGCU-wide service opportunities.
- g. Maintain the College Bylaws.
- h. Post minutes at the College's designated site.

## **5. Faculty Matters.**

Any faculty member or administrator in the College may bring a business item before the FAC. If the item is unanimously considered by the FAC to be straightforward and not in need of broader faculty consideration, the FAC may act on behalf of the faculty member. Items falling under the purview of another College Committee are referred to the appropriate Committee Chair for action or recommendation. If there is no College Committee or appointed body to address the item, the FAC may appoint an ad hoc team to review the issue and make recommendations. When recommendations made by either College Committees or ad hoc teams are considered by the FAC to be substantive in nature, the FAC shall manage an inclusive, College-wide consideration of the recommendations.

## **Appendix C**

### **Graduate Program Committee (GPC) – Operating Guidelines (OGs)**

#### **1. Purpose.**

The GPC is responsible for the oversight of the Lutgert College of Business graduate curriculum and recommendations on graduate student appeals.

#### **2. Composition.**

The GPC consists of one voting faculty member elected from each department that participates in

a graduate program. The Directors of each LCOB graduate program and the Dean's designee representing student affairs are Ex-officio members of the GPC. The term of office on the GPC is two years. To ensure leadership continuity, terms shall be staggered with roughly one-half of the committee replaced each year. Members can be re-elected to the GPC.

The Chair of the GPC is elected by the GPC members at the beginning of the academic year as part of the first order of business. Eligibility to be Chair is restricted to voting committee members. The Chair shall represent the LCOB GPC on the FGCU Graduate Program Team.

Departments fill any vacancies immediately. Should it become necessary to replace the Chair, the voting members of the committee elect the new chair. If there are any changes in the status of the Chair or a committee member, the Dean's Office must be notified immediately.

Minutes are taken for each meeting of the Committee and shall be approved, along with any pertinent documents, at the next meeting. Approved minutes are posted at the College's designated site.

### **3. Eligibility.**

The GPC shall consist of one, in-unit, graduate faculty member from each department in the College that participates in a graduate program.

### **4. Functions.**

The GPC reports to the faculty. The purpose of the GPC is to review and make recommendations to the LCOB Dean and faculty regarding all proposed graduate courses, graduate program changes, and other items related to graduate programs originating from the academic departments and programs of the LCOB, the Dean, and the LCOB faculty. The GPC also reviews and provides recommendations on matters that may impact the graduate curriculum and make recommendations on graduate student appeals.

In performing its duties, the Committee shall consider strategic plans, missions, goals, objectives, related assessments, recommendations of the Graduate AOL Team and the requirements and guidelines of the affected departments, programs, College, FGCU, and external accrediting bodies. The GPC shall provide guidance and feedback as each program Director conducts a review of his/her respective program in accordance with College and FGCU requirements and guidelines.

### **5. Schedule of Meetings.**

The GPC shall hold meetings during the academic year which is from August 7 to May 6. If a meeting is required outside of this scheduled time period, it will be held at a time, place, and manner agreed upon by a majority of the voting members or their departmental designees. All GPC meetings are open to the faculty of the LCOB except during student appeal discussions, which are closed.

## **Appendix D Instructional Resources and Responsibilities Committee (IRRC) – Operating Guidelines (OGs)**

### **1. Purpose.**

The IRRC is responsible for reviewing and making recommendations regarding matters related to: general LCOB technology; library adoption, usage, holding, and acquisition and use of library materials; and technology for pedagogy.

## **2. Composition.**

The IRRC consists of one faculty member elected from each LCOB department. Details of the nomination and election procedures are left to the discretion of each department. Membership in the IRRC is for two years, beginning with the fall semester, and ending with the spring semester. In order to preserve continuity, members serve two-year staggered terms so that only half of the members of the IRRC are replaced each year. The IRRC selects a Chair and a Secretary at its first meeting each fall semester.

## **3. Eligibility.**

Members of the IRRC must be in-unit, College faculty.

## **4. Functions.**

The IRRC has the responsibility to:

- a. Consider and make recommendations to the Dean's Office on matters related to: general LCOB technology; library adoption, usage, and holding, and other matters related to the adoption, acquisition and use of library materials; and technology for pedagogy.
- b. Work with the departments to develop suggestions that help improve instructional resources acquisition and management within the College and make suggestions to the Dean's Office.
- c. Support degree programs by working with the departments to develop suggestions that will help improve instruction within the College.
- d. Post minutes at the College's designated site.

## **Appendix E**

### **Peer Review Committee (PRC) – Operating Guidelines (OGs)**

#### **1. Purpose.**

The PRC reviews and makes recommendations (Review(s)) to the Dean of the LCOB (Dean) on all matters related to promotion, contract renewal, and emeritus status for the faculty of the LCOB.

#### **2. Composition.**

The LCOB PRC is comprised of one elected member from each department and one elected member from the School of Resort and Hospitality Management. The term of office of PRC members shall be two years. To ensure continuity, terms shall be staggered over the two years. In the event that the PRC has an even number of members, one "at large" LCOB member will be elected to serve one year. All PRC members are voting members.

#### **3. Eligibility.**

At least two of the members of the PRC will hold the rank of Professor. All members will hold a minimum rank of Associate Professor. Each member of the PRC will be nominated to the PRC by those Departmental faculty members in his/her Department who are eligible to vote, except the at large member, who is elected by all LCOB faculty members who are eligible to vote. The election shall be decided by a majority vote with at least a quorum of faculty eligible to vote.

It is preferable that a faculty member who expects to apply for Review during the proposed term of office not serve on the PRC. In the event a member of the PRC decides to apply for Review during

his or her term of office, that member may not partake in, nor be present for, any discussion and vote regarding their own Review.

#### **4. Functions.**

The PRC's responsibilities, generally, are to provide guidance and assistance to faculty members with regard to promotion documentation, interim reviews regarding progress toward promotion, performance reviews, PDPs, and PIPs.

The PRC provides recommendations for promotion, successive fixed multi-year appointment, and emeritus status.

As needed, the PRC reviews the LCOB Framework and Standards for Contract Renewal and Promotion. The PRC revises and submits all changes to the Dean and LCOB faculty for approval.

The PRC ensures that the Reviews are consistent with the mission and standards of the LCOB, the Collective Bargaining Agreement (CBA), the Faculty Performance Evaluation Document (FPED), and the requirements of relevant accrediting bodies.

#### **5. Chair and Secretary.**

The Chair and the Secretary of the PRC are 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. The Secretary posts minutes for faculty access.

#### **6. 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. If it is necessary to replace the Chair, the PRC elects a new chair.

#### **7. Schedule of Meetings.**

The PRC holds 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.

#### **8. Conflict of Interest.**

In cases of conflict of interest (*see* Section 112.3143, Florida Statutes), the PRC member will recuse him/herself from deliberation and the decision making process.

#### **9. PRC Member Impartiality.**

PRC members consider, discuss, and make recommendations on the promotion, emeritus status, or other Review of candidates in an objective and impartial manner. In an attempt to assure a fair and impartial assessment of each candidate's merit, members of the PRC will disclose any bias regarding any of the candidates under Review.

Members disclosing potential bias may express whether they feel they are able to be sufficiently impartial in the consideration of the identified candidate(s), and/or whether they wish to recuse themselves from the discussion and vote regarding the candidate.

Members of the PRC are expected to perform their duties independent of outside influences and to rely on candidates' portfolios to speak for themselves. Non-members may not attend PRC meetings to advocate for or against a candidate. However, when needed, the PRC may invite department representatives to clarify any aspect of the candidates' portfolios.

## **Appendix F**

### **Undergraduate Program Committee (UPC) – Operating Guidelines (OGs)**

#### **1. Purpose.**

The UPC reviews all proposed course and program changes and other related items originating from the academic departments of the LCOB, the Dean or his designate, and the LCOB faculty that can potentially impact the curriculum of the College to: (a) preserve and maintain the integrity of curriculum and course offerings; (b) review and resolve curricular issues; and (c) assure public accountability by the LCOB.

#### **2. Composition.**

The UPC consists of one faculty member representing each academic department and a representative from the Office of Student Affairs (ex officio) of the College. UPC members are elected by the faculty of their respective departments. Annually, UPC members elect a Chair and a Secretary. The term of office on the UPC is two years. In order to preserve continuity, members serve two-year staggered terms so that roughly one-half of the members are replaced each year.

#### **3. Eligibility.**

Members of the UPC must be in-unit, College faculty.

#### **4. Functions.**

The UPC has the responsibility to:

- a. Develop policies and procedures associated with the creation, maintenance and revision of undergraduate curriculum, academic policies and standards, and accreditation issues.
- b. Review proposed changes in, additions to, and deletions from the undergraduate curriculum, course descriptions and catalog information, and forward recommendations to the Deans Office.
- c. Report recommendations that have college-wide or cross-departmental impacts to Faculty, which approves or disapproves the recommendations.
- d. Assess the proposed changes in terms of their consistency with the mission of the LCOB, the strategic plan of the affected department, and the requirements of accrediting bodies.
- e. Review program goals, learning objectives, and skills for AACSB accredited undergraduate programs and submit proposed revisions in those programs to the Dean's office for review and comments.
- f. Review the assessment results annually for AACSB accredited undergraduate programs as a joint effort with AOLC and make recommendations to the Dean, AOLC, and/or faculty at large for continuous improvement.
- g. Conduct a comprehensive review of the prerequisite and core curriculum of AACSB



accredited undergraduate programs at least every five years, or as requested by the Faculty, the Dean or designee, and make recommendations to the Dean, AOLC, and/or faculty at large.

- h. Review reports submitted by each major and minor and provide feedback and recommendations at least every five years (starting in 2017).
- i. Post minutes at the College's designated site.

## **Appendix G Important Dates**

**Note:**

<b><u>C</u>ommittee</b>	Designates College committees
<b><u>c</u>ommittee</b>	Designates Senate, FGCU, and other committees and service opportunities

### **I. Important Spring Events by Date -**

**By March 15**                      a. Announces the College spring meeting date (must be held by April 15).  
(Dean's Office)

**By March 20**                      a. Senate and other FGCU **c**ommittee memberships and upcoming open  
(Dean's Office)                      positions, along with the notice that the at-large **PRC** position is open.  
Provides to FAC)                      b. College **C**ommittee memberships and upcoming open positions.

**By March 22**                      a. The list of FGCU and Senate **c**ommittee and at-large **PRC** open  
(FAC provides)                      positions to the faculty and Department Chairs.  
b. The list of College **C**ommittee memberships and upcoming open  
positions to the faculty and Department Chairs.

**By March 27**                      a. Meet to nominate (voluntary) faculty for upcoming Senate and other  
(Departments)                      FGCU **c**ommittee memberships, along with nominations for the at-large  
Provide to FAC)                      **PRC** position.  
b. Meet to elect (must be done) College **C**ommittee members for  
upcoming open positions.

**March 22 – 29**                      a. Faculty members are nominated by their colleagues or self-nominate to  
(Faculty to FAC)                      the open FGCU and Senate **c**ommittee and at-large **PRC** positions.

**March 22 – 29**                      a. Receives self-nominations and nominations from other faculty for  
(FAC)                                      the upcoming Senate and FGCU **c**ommittee open positions and the at-large  
**PRC** position.  
b. Receives the names of the departmental faculty elected to the College  
**C**ommittee positions.  
c. Receives the Departmental nominations (voluntary) to Senate and FGCU  
**c**ommittee positions and the **PRC** at-large positions.

**By March 31**  
(FAC)

- a. Provides FGCU and Senate committee and at-large PRC ballots to the faculty.
- b. Provides the Departmental College Committee election results to the faculty.

**By April 10**  
(Dean's Office)

- a. Provides the College spring meeting agenda to the faculty.

**By April 15**  
(All)

The LCOB spring meeting must occur on or before this date.