

University of Wisconsin -  
La Crosse

College of Business Administration  
Philosophy, Bylaws, Policy Statements,  
and Guidelines

Adopted: March 4, 2005  
Amended: September 1, 2005

# **College of Business Administration Bylaws**

## **CBA Mission, Objectives, and Goals**

The CBA mission drives all CBA activities. The objectives and goals provide more detailed prescriptions for CBA activities. The mission of the CBA will be reviewed on a three-year cycle. The objective statement of the CBA will be reviewed on a different three-year cycle.

The goals of the CBA will be reviewed annually. They will be created by the dean and steering committee with input from the CBA faculty and submitted to the CBA faculty for approval. The dean will make a report to the steering committee and the faculty on the success of the CBA in meeting its goals.

## **CBA Organization**

The dean is the chief academic administrator in the CBA. The associate dean is immediately below the dean. The dean may delegate operational activities to the associate dean, assistant to the dean or other parties. Any identification of the dean also includes those to whom he/she has delegated responsibility. Unless specified otherwise, all meetings of the CBA and its committees will be governed by Robert's Rules of Order.

## **CBA Organization: Departments**

Faculty members are organized on the basis of their disciplines into departments. Faculty members carry out the responsibilities of the department through their contributions in the areas of teaching, scholarship and service. There are six academic departments in the CBA:

1. Accountancy
2. Economics
3. Finance
4. Information Systems
5. Management
6. Marketing

The Business Development Center (BDC) is an integral part of the CBA but is not an academic department. The BDC is responsible for finding ways for small business owners to solve their business concerns. The academic and faculty issues in the bylaws do not apply to the BDC. There are also three organizations advising the dean: the Student Advisory Committee, the Dean's Advisory Council, and the Silver Eagles. These three organizations are not governed by these bylaws.

Departments are the first line of authority that runs from department, CBA, UW-L, and UWS. Duties and powers of academic departments' include but are not limited to:

1. Providing quality teaching and learning experiences for students.
2. Maintaining their collective expertise through scholarship and service.
3. Providing the class sections necessary for the department, CBA, and UW-L.
4. Creating department curriculum.
5. Determining faculty merit.
6. Recommending promotion, retention, and tenure decisions.
7. Selecting a chair.
8. Managing their academic program(s).

9. Managing the departmental budget.
10. Assessing their academic program(s) .
11. Scheduling course and program offerings (see Scheduling Guidelines).
12. Advising student organizations.
13. Advising students.
14. Recruiting new faculty and staff.
15. Building connections with alumni and other external constituencies.

### **CBA Organization: Committees**

The standing committees of the CBA are empowered to act for the faculty. There are six standing committees of the CBA:

1. Steering Committee.
2. Undergraduate Curriculum Committee.
3. Graduate Curriculum Committee.
4. Scholarship Committee.
5. Technology Advisory Committee.
6. International Business Advisory Committee.

In order to have a committee vote there must be a quorum. A simple majority of the members of the committee constitutes a quorum. Motions pass when the yeas exceed the nays. Abstaining or not voting does not have an impact in the determination of the majority. There are no committee decisions requiring a supermajority to pass.

### **Committee Protocol**

Each department determines its own method of selecting committee representatives. Any committee vacancies will be filled by the appropriate department in a method of its choosing. There are no term limits on committee membership.

All CBA committees will operate openly in accordance with UW-L, UWS and statutory requirements. Meeting times and minutes will be available to all CBA members. Meetings will be open unless the committee appropriately votes to go into a closed session.

Three organizations provide advice to the dean: the Student Advisory Committee, the Dean's Advisory Council, and the Silver Eagles. Each committee is encouraged, as appropriate, to ask advice, inform, and respond to these organizations.

### **Steering Committee**

The Steering Committee consists of all CBA department chairs, all CBA directors, the dean, and associate dean. The steering committee provides recommendations and counsel to the dean.

### **Undergraduate Curriculum Committee**

The Undergraduate Curriculum Committee (UCC) consists of one member from each department. Committee members will serve two-year terms. I-S, MGT, and MKT will be elected in the odd years and ACC, ECO, and FIN will be elected in the even years. The UCC deals with CBA-wide undergraduate curriculum matters including assessment.

### **Graduate Curriculum Committee**

The Graduate Curriculum Committee (GCC) consists of one member from each department. Committee members will serve two-year terms. I-S, MGT, and MKT will be

elected in the odd years and ACC, ECO, and FIN will be elected in the even years. The GCC deals with CBA-wide graduate curriculum matters including assessment.

### **Scholarship Committee**

The Scholarship Committee consists of one member from each department and the Assistant to the Dean, who chairs the committee. Committee members will serve two-year terms. I-S, MGT, and MKT will be elected in the odd years and ACC, ECO, and FIN will be elected in the even years. The scholarship committee makes recommendations for CBA-wide scholarships.

### **Technology Advisory Committee**

The Technology Advisory Committee (TAC) consists of one member from each department. Committee members will serve two-year terms. I-S, MGT, and MKT will be elected in the odd years and ACC, ECO, and FIN will be elected in the even years. The TAC makes recommendations to the dean on technology issues. Recommendations include but are not limited to: hardware and software for faculty and staff, CBA classrooms, computer classrooms, and computer labs.

### **International Business Advisory Committee**

The International Business Advisory Committee (IBAC) consists of one member from each department. I-S, MGT, and MKT will be elected in the odd years and ACC, ECO, and FIN will be elected in the even years. IBAC functions as a departmental curriculum committee for the international business major and minor.

### **CBA Faculty: Membership and Voting**

CBA faculty consists of all persons appointed full-time by the University in the rank of instructor or above with at least 50% of assigned teaching responsibility in the CBA. Academic staff members will be automatically eligible to exercise faculty voting rights if they are working in an instructional assignment with an appointment of at least 50% in the CBA and in at least their second consecutive year in that type of appointment.

Individuals on leave but otherwise eligible to exercise faculty voting rights are still eligible to attend meetings and vote. Neither absentee ballots nor proxy votes are permitted. Individuals with more than a 50% administrative appointment do not have faculty voting rights.

CBA meetings use the same voting procedures as CBA standing committees. In order to have a vote there must be a quorum. A simple majority of the individuals with faculty voting rights constitutes a quorum. Unless otherwise specified, motions pass when the yeas exceed the nays. Abstentions and improper votes are not counted. Votes will be conducted at CBA meetings by voice vote or secret ballot.

Only in the following situations do votes require a supermajority to pass. In each of the following, the supermajority required to pass is two-thirds:

- Amend the bylaws or rules of order previously adopted. (see amendment section)
- Amend or rescind a standing rule, program, or order of business or a resolution previously adopted, without notice being given at a previous meeting or in the call for the meeting.
- Take up a question out of its proper order.
- Suspend the rules.
- Make a special order.

- Discharge an order of the day before it is pending.
- Refuse to proceed to the orders of the day.
- Sustain an objection to the consideration of a question.
- Limit, or extend the limits, of debate.
- Changes to the CBA core curriculum

Votes to require a supermajority require the same supermajority to approve.

Votes to remove an action supported by a required supermajority for approval require the same supermajority. The CBA can vote to require a supermajority of any size on any issue it chooses.

### **Duties, Powers and Responsibilities**

All individuals and groups within the CBA must support:

- All UWL and UWS statutes
- Uphold the principle of the protection of speech embedded in the concept of academic freedom

### **CBA Faculty**

Subject to the general jurisdiction of UWL and UWS over all educational matters, the CBA faculty has the following duties and powers within their collegiate unit:

1. Provide a quality teaching and learning experience for students.
2. Maintain their collective expertise through scholarship (see CBA Scholarly Productivity Guidelines) and service
3. Determine CBA Bylaws
4. Form curriculum and long-range curriculum plans and coordinate curriculum within the College and with other Colleges.
5. Form College policies concerning the recruitment, evaluation, and appointment of persons to be assigned to teaching or professional duties in the College and determine other faculty personnel policies in the College such as Scholarly Productivity Guidelines and Teaching Load Guidelines.
6. Control matters involving scholarship, including the advancement of students and dismissal of students for defective scholarship.
7. Set and administer the regulations for the admission of students to the CBA.
8. Recommend to the Chancellor candidates for degrees in courses of study in the CBA.
9. Recommend students for fellowships, scholarships, and awards.
10. Establish research and field services and sponsor conferences, institutes, clinics, and short courses appropriate to the CBA.
11. Report to the appropriate Director cases of student misconduct requiring investigation.
12. Review and make recommendations to appropriate administrative officers concerning proposals affecting the administration or academic matters of the CBA.

### **Dean**

The Dean, within a shared governance context, will provide intellectual and creative leadership and coordination of academic programs and will work with the respective departments and programs in ongoing planning activities. The Dean will act

as a vital link between the college, the university, and the local business and civic community. The Dean will take the lead in generating ongoing institutional support among the broader business and local community and college alumni. Primary responsibilities include general administration of all college programs and the oversight of curricular, budgetary, program and faculty development.

### **Associate Dean**

The Associate Dean collaborates with the Dean on the administration of the college. The Associate Dean provides assistance to the dean in coordinating AACSB International accreditation activities, as well as, advice and counsel to the Dean and department chairs in other areas, including but not limited to the development of academic programs, faculty planning and development, resource allocation and overall administration. The Associate Dean may be asked to represent the Dean and the college in internal and external interactions in the university and community.

### **MBA Director**

The MBA Program Director is responsible for the planning, development and administration of the MBA Program and reports to the Associate Dean. The Assistant to the Dean provides administrative and coordinating support for the MBA Program Director.

### **Department Chairs**

The Departmental Chair is generally responsible for ensuring that the policies and procedures of the department are carried out in accordance with the departmental bylaws and that the department and its members are fulfilling their responsibilities.

The chair receives release time and a stipend from UW-L in accordance with UW-L rules. In addition, each chair may receive a summer stipend from the CBA. Departments are neither restricted from nor required to offer summer stipends or summer teaching to the chair. The responsibilities of the chair include (but are not limited to):

- Being a member of the CBA Steering Committee.
- Setting department teaching schedules and monitoring registration.,
- Implementing the authorized curriculum.
- Dealing with complaints, concerns, and questions from all stakeholders.
- Administering the relevant budgets and related orders.
- Supervising program assistants, graduate assistants and student workers.
- Scheduling and presiding at department meetings.
- Working with administration for the good of the department.
- Working with external agencies for the good of the department.

The department, dean, or chair may identify other activities that require a chair's attention. As with the other officers of the CBA, many of these duties may be delegated in part or whole. Departments will not necessarily be uniform in their expectations of their chair.

### **Putting items on the CBA Agenda**

The dean is responsible for scheduling CBA meetings, setting the agenda, and chairing the meeting. Matters that have significant CBA-wide impact should come before the CBA. In addition to meetings at the dean's discretion, the dean must schedule a meeting on a timely basis that includes the recommended agenda item if:

1. five or more faculty present a written request for a meeting on an agenda item, or
2. a standing committee recommends an agenda item.

Standing committee recommendations come before the CBA faculty as a motion already moved and seconded.

### **Departmental Bylaws**

Departmental bylaws have enormous influence on the dean, the CBA and the other departments because, among other things, they determine the criteria for personnel decisions. Therefore, changes in departmental bylaws must be forwarded to the dean. The dean must meet with the department to resolve situations where the dean finds bylaw changes unacceptable. In cases where the department and the dean cannot agree, the provost shall negotiate the final recommendation. The dean cannot require a department to change existing bylaws.

### **Promotion, Retention, and Tenure Decisions**

After retention and tenure decisions are made by Departmental PRT Committees the dean is required to opine on the candidate's qualifications. The dean is only required to opine on promotion recommendations by a PRT Committee if the dean disagrees with the departmental recommendation for promotion. Both the dean and the PRT Committee should use the applicable departmental bylaws.

A negative opinion by the dean must inform the candidate of his/her rights to reconsideration and appeal.

Written notification of PRT decisions must be sent to the Dean and faculty member concurrently. The dean does not have the power to change the PRT Committee's decision.

### **Faculty Leaves**

The CBA encourages its members to seek leaves for sabbaticals, faculty development, scholarship, service, and other activities that support the departmental or CBA mission. In addition, CBA members may seek leaves for medical and other reasons.

Leaves will be considered by the steering committee only when supported by the department. All personnel decisions must be consistent with the provisions of UWL 3.04. A steering committee member is not eligible to vote on his or her own request. The steering committee will make a recommendation to the dean who will make a recommendation to the provost.

### **Tenured Faculty Review and Development**

The dean shall inform the departments of the schedule for tenured faculty review on a timely basis. Departments and the faculty are responsible for responding on a timely basis in a manner consistent with departmental bylaws.

### **Evaluation of Instructional Academic Staff**

For merit, instructional academic staff (IAS) will be evaluated by the CBA during the faculty merit process. Full-time IAS will complete the departmental merit form as it relates to them and the form will be forwarded to the dean's office. Part-time IAS will be evaluated by their department.

Retention decisions for IAS will start with departments making recommendations to the dean. The dean will make a recommendation to the chancellor based on the departmental recommendation, the bylaws, and budgetary circumstances.

### **Statement on Professional Ethics**

The CBA will be guided by the ethical principles outlined in the Statement of Professional Ethics drafted by the American Association of University Professors (AAUP).

### **Amendments to the Bylaws**

These bylaws may be amended by a two-thirds majority vote.

### **Applicability**

These bylaws supersede all prior bylaws adopted by the CBA. Once adopted the bylaws shall be distributed to all CBA faculty and staff and available on the CBA web site.

Dated: March 4, 2005.

Amended: September 1, 2005 by faculty vote to add Statement on Professional Ethics.