

University of Wisconsin -  
La Crosse

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

Adopted: March 4, 2005  
Amended: September 1, 2005  
Amended: August 27, 2019

# **College of Business Administration Bylaws**

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

The CBA mission, vision, and values drive all CBA decisions. The Dean and the Steering Committee create and make changes to the mission, vision, and values with input from faculty and present it to the CBA faculty for approval. The mission, vision, and values will be reviewed periodically by the Dean and the Steering Committee. The Dean will make regular reports to the Steering Committee and the faculty on the college's success in meeting the CBA mission.

## **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, the Academic Services Director, or other parties. Any identification of the Dean also includes those to whom the Dean 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 academic 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

In addition to the academic departments, the Small Business Development Center (SBDC) is also an integral part of the CBA. The SBDC is responsible for finding ways for small business owners to solve their business concerns. The SBDC is not an academic department, and so the academic and faculty issues in the bylaws do not apply to the SBDC.

There are also three organizations that advise the Dean but are not governed by these bylaws:

1. Board of Advisors
2. Silver Eagles
3. Council of Student Organization Presidents and Senators

The academic departments are the first line of authority that runs from department, CBA, UWL, and UWS. Duties and powers of the academic departments include but are not limited to:

1. Providing quality teaching and learning experiences for students
2. Maintaining their collective expertise through scholarship
3. Meeting the needs of the college, university, and academic disciplines through service
4. Providing the class sections necessary for the department, CBA, and UWL
5. Creating department curriculum
6. Determining faculty merit
7. Recommending promotion, retention, and tenure decisions
8. Recommending sabbaticals and leave
9. Selecting a chair
10. Managing their academic program(s)
11. Managing the departmental budget
12. Assessing their academic program(s)
13. Contributing to the assessment efforts of the College of Business Administration program(s)
14. Scheduling course and program offerings
15. Advising student organizations
16. Advising students
17. Recruiting new faculty and staff
18. 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 five standing committees of the CBA:

1. Steering Committee
2. Curriculum Committee
3. Scholarship Committee
4. International Business Advisory Committee
5. Assurance of Learning Committee

### **Committee Protocol**

With the exception of the Steering Committee, each committee is composed of one faculty member (may include rank faculty and instructional academic staff) from each academic department. 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. When possible, committee members serve two-year terms. There are no term limits on committee membership.

For all CBA committees, there must be a quorum in order to have a committee vote. 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.

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

Each committee is encouraged, as appropriate, to seek advice, inform, and respond to the following organizations that advise the Dean: the CBA Board of Advisors, the Silver Eagles, and the Council of Student Organization Presidents and Senators.

### **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.

### **Curriculum Committee**

The Curriculum Committee (CC) consists of one member from each department. No more than half of the committee's membership should be in the first year of their term. The CC deals with CBA-wide undergraduate curriculum matters including assessment. Any change to CBA core or pre-core curriculum, CBA minor, or interdisciplinary minors housed within the CBA departments requires a vote held during a regularly scheduled meeting. The regular meeting schedule must be set and posted on the CBA website at the start of each academic year. Changes to non-core CBA curriculum are subject to informal CC review lasting no more than three business days. During informal review, non-core curricular changes may be placed on a regular meeting agenda for formal review at the request of two or more committee members. The Dean or Steering Committee may also refer non-core curricular changes to the CC for formal review. Formal review of non-core curriculum changes may occur during a Special Meeting if a quorum can be reached that includes CC members who requested review and a representative of the department

initiating the change. The Dean or the Associate Dean or designee serves as a non-voting ex officio member of the committee. The committee elects a chair and recorder for single year terms from among its members.

### **Scholarship Committee**

The Scholarship Committee makes recommendations for CBA-wide scholarships. In addition to faculty representatives from each department, the Academic Services Director serves as a voting ex-officio member (and is eligible for chair) of the committee and provides administrative support to the committee. The committee elects a chair and recorder for single-year terms from among its members.

### **International Business Advisory Committee**

The International Business Advisory Committee (IBAC) functions as a departmental curriculum committee for the international business major and minor. The Dean, Associate Dean, or their designee serves as a non-voting ex-officio member of the committee.

### **Assurance of Learning Committee**

The Assurance of Learning Committee coordinates the assessment efforts of the College of Business Administration, including assessment of the CBA learning outcomes in the CBA pre-core and core courses, and competency in the major assessment, in which the committee oversees the efforts by each individual academic department. The committee makes decisions on the assurance of learning processes in the college, coordinates with the core course instructors and academic departments on the administration of assessment tasks and reporting of results, and creates reports on student learning in the CBA core curriculum for accreditation purposes and for college stakeholders. The committee is composed of one faculty member from each of the six CBA academic departments. Each faculty member serves a two-year renewable term and terms should be staggered to minimize turnover over any one year. The Dean, Associate Dean, or their designee serves as a non-voting ex-officio member of the committee. The committee elects a chair and recorder for single-year terms from among its members.

### **CBA Organization: Task Forces**

The Dean in collaboration with the Steering Committee may make recommendations for forming a task force composed of CBA faculty and/or staff for a specified task. The Dean with input from the Steering Committee can decide on the membership of the task force

and voting privileges of the task force members. Task forces may bring recommendations to the CBA following the same process and privileges as standing committees. Task forces are intended to fill temporary and specific objectives. Task forces may not operate for more than five consecutive years. After five years, a task force must be changed to a committee to continue operating, which requires amending these bylaws. As with other amendments to the CBA bylaws, creating a CBA committee requires a vote of all eligible CBA faculty and is passed with a two-thirds majority.

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

In any given semester, the CBA faculty consists of all rank faculty, and all instructional academic staff with at least 50% appointment of assigned teaching responsibility in the CBA during that semester. Individuals on leave but otherwise eligible to exercise faculty voting rights are also included among the CBA faculty and are still eligible to attend meetings and vote. Neither absentee ballots nor proxy votes are permitted. Following UWL faculty senate policies, individuals with administrative authority over department chairpersons do not have faculty voting rights. Such titles may include dean, assistant dean, associate dean, assistant chancellor, assistant vice chancellor, provost, vice chancellor, and chancellor, and includes appointments of permanent, fixed-term, or interim basis.

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 following Wisconsin state statutes on open meetings.

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 of the voting members present.

- 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 principles of academic freedom and freedom of expression as described by UWS and UWL policies.
- The Wisconsin Idea that education should influence people's lives beyond the boundaries of the classroom

## **CBA Faculty**

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

1. Provide a quality teaching and learning experience for students.
2. Maintain their collective expertise through scholarship following the CBA Scholarly Productivity Guidelines
3. Meet the needs of the college, university, and academic disciplines through service
4. Determine the bylaws for the CBA, its committees, and individual departments
5. Form curriculum and long-range curriculum plans and coordinate curriculum within the College and with other Colleges
6. 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
7. Control matters involving student scholarship, including the advancement of students and dismissal of students for defective scholarship
8. Set and administer the regulations for the admission of students to the CBA
9. Recommend to the Chancellor candidates for degrees in courses of study in the CBA
10. Recommend students for fellowships, scholarships, and awards
11. Establish research and field services and sponsor conferences, institutes, clinics, and short courses appropriate to the CBA
12. Report cases of student misconduct requiring investigation
13. 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 aids the dean in coordinating AACSB International accreditation activities and advises 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.

## **Academic Services Director**

The Academic Services Director is responsible for coordinating the CBA undergraduate advising program, and administering and overseeing the CBA and University academic policies and procedures. The Academic Services Director may be asked to represent the Dean and the college in internal and external interactions in the university and community.

## **Department Chairs**

The departmental chairs are responsible for ensuring that the policies and procedures of the academic departments 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 UWL in accordance with University policy. Each chair may also receive a summer stipend from the CBA for service completed while not otherwise on contract. 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, the Dean, the Dean's designees, or the department chair may identify other activities that require the chair's attention. As with the other officers of the CBA, many of these duties may be delegated in part or whole to other members of the same academic department. Departments will not necessarily be uniform in their expectations of their chair.

## **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**

Departmental promotion, retention, and tenure decisions for faculty are made by their respective Promotion, Retention, and Tenure (PRT) Committees. The PRT committees provide their decision in writing to both the Dean and the candidate, which should include the decision and reasoning behind the decision. To assure transparency in decision making, any documentation produced by the PRT committees in relation to promotion, retention, and tenure decisions must be provided to both the candidate and the Dean. The Dean gives a recommendation to the chancellor on candidate's qualifications based on the portfolio provided by the candidate and the recommendation and documentation provided by the PRT committee, following administrative code UWS 3.06 and UWL 3.06. Both the Dean and the PRT Committee should follow the applicable departmental bylaws.

A negative opinion by the Dean must inform the candidate of his/her rights for 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 probational appointments described in UWL 3.04 and UWS 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**

Performance of instructional academic staff (IAS) will be evaluated annually by the academic departments following University policy and in a manner consistent with department bylaws.

Academic department will recommend promotion and retention decisions for IAS provide their decision in writing to both the Dean and the candidate, which should include the decision and reasoning behind the decision. To assure transparency in decision making, any documentation produced by department in relation to promotion or retention decisions must be provided to both the candidate and the Dean. The Dean gives a recommendation on candidate's qualifications based on the portfolio provided by the candidate, the recommendation and documentation provided by the academic department, and budgetary circumstances. Both the Dean and the PRT Committee should follow the applicable departmental bylaws.

### **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 of the CBA faculty.

### **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.