

COLLEGE OF BUSINESS CODE

COLORADO STATE UNIVERSITY

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1. PURPOSE

- 1.1. The College of Business faculty is the policy making body for the academic affairs of the college. The operation of the college will be guided by the basic principle that the administrative officers of the college will execute academic policies as established by the college's faculty. The Colorado State University Academic Faculty and Administrative Professional Manual (hereafter referred to as the *Faculty Manual*) Section C.2.4.1.1 specifies the requirements for the *College Code*.
- 1.2. This College Code supersedes all previous versions of the College Code.

2. COLLEGE OBJECTIVES

- 2.1. Consonant with the traditions of Colorado State University as a land grant university and its status as a Carnegie doctoral/research extensive university, the objectives of the College of Business are the following:
 - 2.1.1. Provide our students with an educational experience of the highest quality possible
 - 2.1.2. Produce high quality, high impact research, with emphasis on publication in nationally recognized tier one and tier two journals
 - 2.1.3. Support the University's outreach and engagement initiatives, including research on global, national and regional issues
 - 2.1.4. Support the University's funded research agenda
 - 2.1.5. Maintain, for each faculty member, a portfolio of balanced excellence in teaching, research and service

3. RESPONSIBILITIES

- 3.1. In a manner consistent with the *Faculty Manual*, the faculty of the College of Business is responsible for:
 - 3.1.1. Standards for admission, continuation, and graduation for undergraduate and graduate students.
 - 3.1.2. Approval of programs and policies concerning the academic curricula for all degree-granting programs.
 - 3.1.3. Degree requirements, scholastic standards, honors and distinctions granted and counseling activities.
 - 3.1.4. College and departmental organization and research activities.
 - 3.1.5. Standards for professionalism and ethical behavior.

3.1.6. Other responsibilities as described in the *Faculty Manual*.

4. COLLEGE OF BUSINESS ADMINISTRATIVE OFFICERS

4.1. The College of Business administrative officers may include:

4.1.1. Dean

4.1.2. Associate Dean(s)

4.1.3. Assistant Dean(s)

4.1.4. Chair of each academic department

4.2. Procedures for filling new or vacated administrative officer positions:

4.2.1. The selection and appointment of all administrative officers of the college, with the exception of department chairs, will follow the procedures outlined in Section E.3.4 of the *Faculty Manual*.

4.2.2. The selection and appointment of department chairs will follow the procedures outlined in Section E.3.3 of the *Faculty Manual* and the code of the department for which the appointment is being made.

5. PROCEDURES FOR REVIEWING AND EVALUATING THE PERFORMANCE OF COLLEGE ADMINISTRATIVE OFFICERS

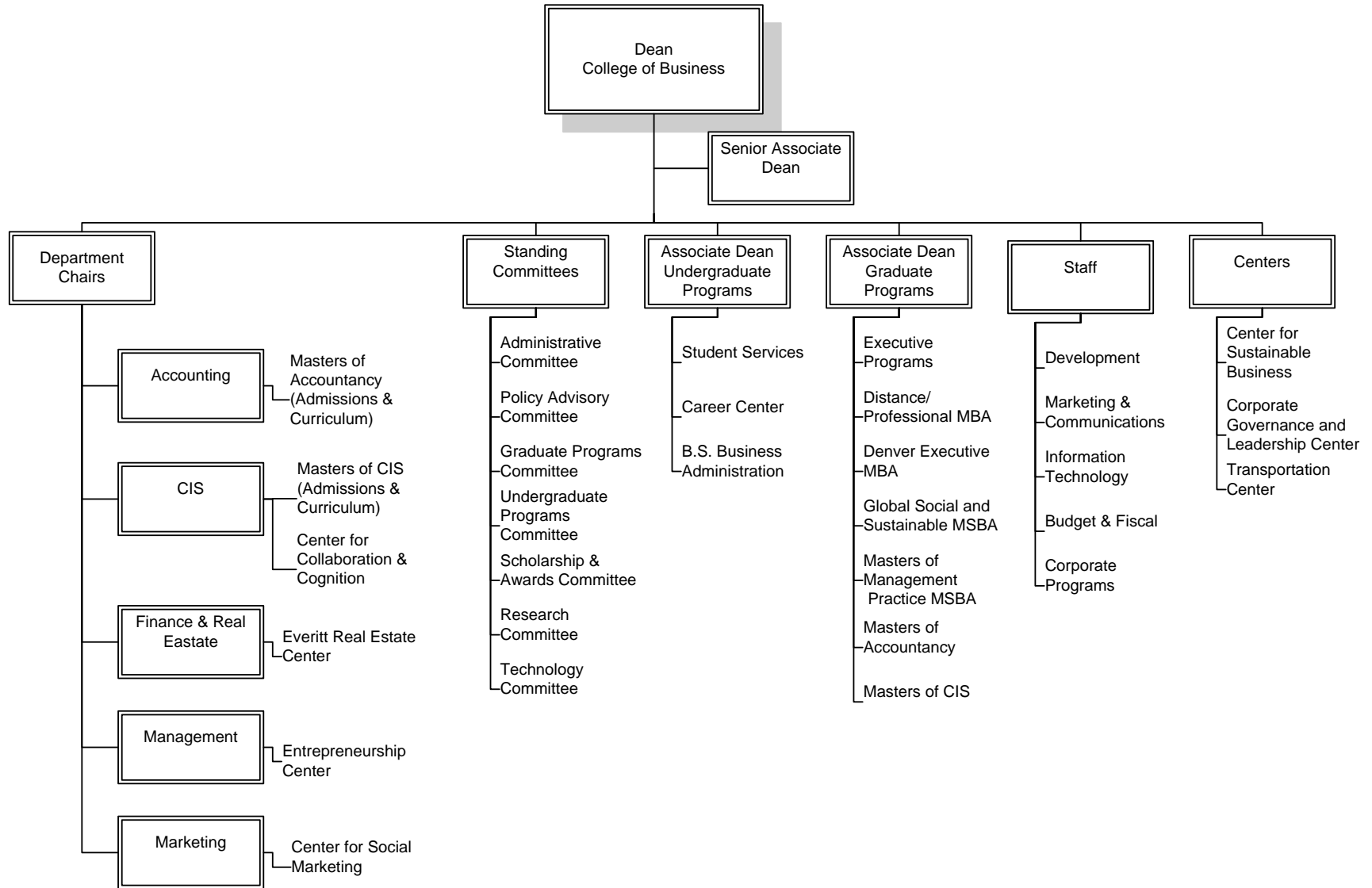
5.1. Section C.2.7 of the *Faculty Manual* requires an annual performance evaluation of the administrative officers of the College.

5.1.1. **Evaluation of performance of administrative officers (other than the dean):**

The dean will solicit and utilize feedback from the faculty in the review of the college's administrative officers, to include the associate deans, assistant deans and department chairpersons. It is important that this feedback be collected in an objective manner that provides a reasonable opportunity for all faculty members to participate. It is important that faculty recognize the importance of this process and provide constructive feedback.

5.1.2. **Evaluation of the dean's performance:** The departments will follow the provisions of their departmental codes in forwarding their comments concerning the performance of the dean to appropriate university officials in accordance with the Section C.2.7.b of the *Faculty Manual*.

6. ORGANIZATION OF THE COLLEGE OF BUSINESS



7. FACULTY MEMBERSHIP AND VOTING

7.1. **Eligibility:** Members of the faculty who have voting privileges include: (1) all faculty with regular (full-time or part-time) appointments, (2) special appointments (subject to 7.1.1) or (3) transitional appointments as defined by the *Faculty Manual*.

7.1.1. Faculty members holding special appointments may only vote on matters that directly pertain to the college's curriculum, except where those matters involve changes to the College Code. The selection and appointment of special faculty members must follow the process outlined in the *Faculty Manual* (see E.3.2).

7.2. Meetings:

7.2.1. **Chair of meeting:** The dean will serve as Chair of the College of Business faculty and will appoint a secretary.

7.2.2. The College of Business faculty will hold at least one meeting each semester, at a time to be determined by the dean. College faculty meetings will be scheduled at a time when it would be reasonable to expect that a majority of the college faculty will be able to attend. Written notice of college faculty meetings must be provided at least 10 working days in advance of the meeting and must include an agenda.

7.2.3. No issues may be voted unless they have been placed on the meeting agenda and the proper notice has been given.

7.2.4. A simple majority of the college's eligible faculty will constitute a quorum (proxies will not be recognized in establishing a quorum). Voting in all matters, except to change the College Code, will be by a simple majority of those voting. Each eligible faculty member in attendance may hold the proxy of only one absent faculty member. Proxies must be in writing and appropriately signed (signature is exempted for those proxies originating by email).

7.2.5. **Special College Faculty Meetings:** Special college faculty meetings may be called by the dean or his/her designated representative, or at the request of at least ten members (by petition) of the college faculty who are eligible to vote. Not fewer than three working days notice to the faculty is required for such meetings.

7.2.6. College of Business faculty meetings will be conducted in accordance with Robert's Rules of Order (latest revision).

7.2.7. Voting by Email

7.2.7.1. Email voting is to be used (1) for the convenience of the faculty and to create a more responsive and efficient process for resolving routine matters or (2) for those matters on which the faculty discussion has essentially been concluded. Email voting may never be used to avoid or

curtail the discussion of the faculty or to circumvent the faculty governance process.

- 7.2.7.2. The email vote must be sent to all eligible members of the faculty, negating the need for a quorum. The test of a “majority” or a “two-thirds majority” will be determined by dividing the number of eligible votes cast by the number of eligible faculty members in the college. If no email response is received from a given eligible faculty member within the pre-established time period, it will be counted as an abstention and will not be included in the calculation of the “majority” or “two-thirds majority.”
- 7.2.7.3. The email vote must be cancelled when at least five eligible faculty members request that a formal faculty meeting be held in place of the email vote. The requests for email vote cancellation should be emailed to the two persons receiving and validating the vote, whose names must be stipulated in the email vote.
- 7.2.7.4. No email vote may be taken where the time to vote is less than three working days after the call for such a vote. Email voting should not be conducted during periods of the year when faculty members may be reasonably expected to be away from campus (for instance, winter break) or are generally not on appointment (summer).
- 7.2.7.5. A record of all electronic votes must be maintained in a college file. The record of the vote will include a list of the faculty members who were sent the email vote, but will not include the specific voting record for that faculty member. The record of the vote will be a simple tally. All electronic votes will be validated by a minimum of two persons, one of whom must be an eligible member of the faculty. It is recommended that this faculty member be drawn from the members of the COB Policy Committee.

8. STANDING COMMITTEES OF THE COLLEGE OF BUSINESS

8.1. **Definition:** The standing committees for governance of the college include:

- 8.1.1. Administrative Committee (ADCOM), Undergraduate Programs Committee (UPC), Graduate Programs Committee (GPC), Policy Advisory Committee, Scholarship and Awards Committee, Technology Committee and Research Committee.
- 8.1.2. Ad hoc committees may be appointed by the dean for activities related to special topics or problems not directly the concern of the standing committees. These ad hoc committees will function in accordance with the charge and procedure specified by the dean. The duration of an ad hoc committee should not exceed one year.

- 8.1.3. With the exception of the Administrative Committee, terms of service for members of the standing committees will be three years, with the terms of approximately one-third of each committee's members expiring in any given year. Terms of office for new members are to begin July 1, by election or appointment. Vacancies, other than those occurring because of expiring terms, are to be filled for the unexpired portion of the term and are to be filled in the same manner that the original selection was made.

8.2. Standing Committees:

- 8.2.1. ***Administrative Committee*** - The ADCOM coordinates the college's instructional and affiliated programs, reviews and makes recommendations to the faculty concerning changes to the curricula where matters of staffing and financial resources are concerned and generally fosters the attainment of the college's objectives. The ADCOM also makes recommendations to the dean regarding budget, honors and awards, and other matters as charged by the dean.

The Administrative Committee (ADCOM) will be composed of the dean (as chair), department chairs, associate deans and assistant dean(s). The dean has the responsibility for calling the meeting and setting the agenda.

- 8.2.2. ***Undergraduate Programs Committee*** – The Undergraduate Programs Committee is responsible for representing the faculty on all aspects of the undergraduate program, to include content and operations of the program, marketing, admissions, curriculum, teaching, delivery and program evaluation.

The Undergraduate Programs Committee will be composed of five regular or special (see 7.1.1) faculty members, one from each academic department. Members are appointed by their respective department chairs. Members of the Administrative Committee are not eligible to serve as voting members of this committee.

In addition, non-voting ex-officio members of the committee will include the College of Business representative to the University Curriculum Committee (if not already appointed as a departmental regular faculty member) as well as Assistant/Associate Dean(s) and member(s) of the undergraduate support staff as appropriate.

- 8.2.3. ***Graduate Programs Committee*** - The Graduate Programs Committee has the responsibility for representing the faculty on all aspects of the graduate program, to include content and operations of the program, marketing, admissions, curriculum, teaching, delivery, and program evaluation.

The Graduate Programs Committee will be composed of five regular or special (see 7.1.1) faculty members, one from each academic department. Members are appointed by their respective department chairs. Members of the Administrative Committee are not eligible to serve as voting members.

In addition, there will be non-voting ex-officio members from the University Curriculum Committee and the Faculty Council Standing Committee on Scholarship, Research and Graduate Education (COSRGE) (if not already appointed as a departmental regular faculty member) and Assistant/Associate Dean(s) as appropriate. It is recommended that the COB faculty representative to COSRGE be the chair of the Graduate Programs Committee.

- 8.2.4. ***Policy Advisory Committee*** - The Policy Advisory Committee has the responsibility for representing the faculty on college policy and is responsible for maintaining the College Code.

The Policy Advisory Committee will be composed of five regular faculty members, one from each academic department. Members are appointed by their respective department chairs. Members of the Administrative Committee are not eligible to serve as voting members.

- 8.2.5. ***Scholarship and Awards Committee*** - The Scholarship and Awards Committee has the following three functions: (1) to administer and conduct the selection process for college-wide awards, scholarships, and honors (excluding graduate assistantships), (2) to coordinate departmental award activities with the dean's office and to ensure that appropriate communications, recognition, and record-keeping are completed, and (3) to work with the administration of the college to ensure that application processes, promotional brochures, communications, and central record-keeping procedures.

The Scholarship and Awards Committee will be composed of five regular or special (see 7.1.1) faculty members, one from each academic department. Members are appointed by their respective department chairs. Members of the Administrative Committee are not eligible to serve as voting members.

In addition, Associate/Assistant deans may serve on the Scholarship and Awards Committee in an ex-officio, non-voting capacity.

- 8.2.6. ***Technology Committee*** - The Technology Committee has the responsibility for representing the faculty on all aspects of the college's technology. In addition, a representative of the college's Information Technology staff and a representative of the Student Technology Advisory Committee will serve as ex-officio, non-voting members.

The Technology Committee will be composed of five regular or special (see 7.1.1) faculty members, one from each academic department. Members are appointed by their respective department chair. The voting membership will also include one representative of college state classified staff and one representative of administrative professional staff. These members are appointed by the dean.

Members of the Administrative Committee are not eligible to serve as voting members.

- 8.2.7. **Research Committee** - The Research Committee has the responsibility for representing the faculty on the matter of promoting and enhancing the scholarly work of the College of Business faculty.

The Research Committee will be composed of five regular faculty members, one from each academic department. Members must be academically qualified and are appointed by their respective department chairs. Members of the College of Business Administrative Committee are not eligible to serve as voting members. The Associate Dean responsible for research is an ex-officio, non-voting member of this committee.

9. CURRICULUM

- 9.1. The following procedures will be used in making changes to the undergraduate curriculum:

- 9.1.1. For changes that affect courses that are not in the college's undergraduate core curriculum:

9.1.1.1. The department, subject to the provisions of its code, will initiate the curriculum change process by submitting a curriculum change request to the Undergraduate Programs Committee (UPC). Where a curriculum change will eventually require University Curriculum Committee (UCC) approval, it must be initiated on the appropriate UCC forms.

9.1.1.2. The UPC will consider the curriculum change request in a manner consistent with its charge. If the request requires additional college resources, the UPC will provide the Administrative Committee with the opportunity to review and comment on the request and will consider this review in its decision on whether or not to endorse the request.

9.1.1.3. In the event that the request requires UCC approval, the committee will forward the UPC-endorsed request to the college's representative to the UCC for consideration by this committee. If the request does not require UCC approval, final approval rests with the UPC.

- 9.1.2. For changes that affect courses that are in the college's undergraduate core curriculum

9.1.2.1. The department, subject to the provisions of its code, will initiate the curriculum change process by submitting a curriculum change request to the Undergraduate Programs Committee (UPC). Where a curriculum change will eventually require University Curriculum Committee (UCC) approval, it must be initiated on the appropriate UCC forms.

- 9.1.2.2. A college administrative officer may also initiate the curriculum change process by submitting a curriculum change request to the UPC. Where a curriculum change will eventually require UCC approval, it must be initiated on the appropriate UCC forms.
 - 9.1.2.3. The UPC will consider the curriculum change request in a manner consistent with its charge. If the request requires additional college resources, the UPC will provide the Administrative Committee with the opportunity to review and comment on the request and will consider this review in its decision on whether or not to endorse the request.
 - 9.1.2.4. In the event that the UPC chooses not to endorse a curriculum change request, the department or administrative officer that sponsored the request may place the curriculum change request on the agenda for an upcoming college faculty meeting. In the event that the curriculum change request requires UCC approval, the college's representative to the UCC will take the ***college faculty-endorsed*** request to the UCC for consideration. If the request does not require UCC approval, the final approval rests with the college faculty.
 - 9.1.2.5. The Undergraduate Curriculum Committee will place endorsed curriculum changes on the agenda for an upcoming College of Business faculty meeting, where the college faculty will consider the UPC-endorsed curriculum change request. In the event that the curriculum change request requires UCC approval, the college's representative to the UCC will take the ***college faculty-endorsed*** request to the UCC for consideration. If the request does not require UCC approval, the final approval rests with college faculty.
- 9.2. The following procedures will be used in making changes to the graduate curriculum:
- 9.2.1. For changes that affect courses that are related to departmentally-focused masters programs (ex: MAcc and MCIS):
 - 9.2.1.1. A change request originates from an administrative officer of the college or a department or a faculty member.
 - 9.2.1.2. The change is forwarded to the department where the masters program resides for review. If the department, subject to the provisions of its code, endorses the change, then the request is submitted to GPC.
 - 9.2.1.3. The GPC will consider the curriculum change request in a manner consistent with its charge. If the request requires additional college resources, the GPC will provide the Administrative Committee with the opportunity to review and comment on the request and will consider this review in its decision on whether or not to endorse the request.

- 9.2.1.4. In the event that the request requires UCC approval, the committee will forward the *GPC-endorsed* request to the college's representative to the UCC for consideration by this committee. If the request does not require UCC approval, final approval rests with the GPC.
- 9.2.2. For changes that affect courses that are related to college-focused masters programs (ex: MBA, GSSE and MMP):
- 9.2.2.1. A change request originates from either an administrative officer of the college, a department or a faculty member. The change request is forwarded to GPC. GPC will, as appropriate, determine whether the change request is major or minor. Examples of major change requests include, but are not limited to, adding or deleting a course or program or changing the number of credits for a program. Voting members of the GPC must be in unanimous agreement that a change request is a minor change or it *must* be treated as a major change.
- 9.2.2.2. For minor changes:
- 9.2.2.2.1. The GPC will consider the curriculum change request in a manner consistent with its charge. If the request requires additional college resources, the GPC will provide the Administrative Committee with the opportunity to review and comment on the request and will consider this review in its decision on whether or not to endorse the request. The GPC will solicit input from all departments affected by the requested change. The GPC will consider the input received by the departments in its decision on whether or not to endorse the request.
- 9.2.2.2.2. In the event that the request requires UCC approval, the committee will forward the *GPC-endorsed* request to the college's representative to the UCC for consideration by this committee. If the request does not require UCC approval, final approval rests with the GPC.
- 9.2.2.2.3. In the event that the GPC chooses not to endorse a curriculum change request, the department, administrative officer, or faculty member that sponsored the request may place the curriculum change request on the agenda for an upcoming college faculty meeting. In the event that the curriculum change request requires UCC approval, the college's representative to the UCC will take the *college faculty-endorsed* request to the UCC for consideration. If the request does not require UCC approval, the final approval rests with college faculty.
- 9.2.2.3. For major changes:
- 9.2.2.3.1. The GPC will consider the curriculum change request in a manner consistent with its charge. If the request requires additional college

resources, the GPC will provide the Administrative Committee with the opportunity to review and comment on the request and will consider this review in its decision on whether or not to endorse the request. The GPC will solicit input from all departments affected by the requested change. The GPC will consider the input received by the departments in its decision regarding whether or not to endorse the request.

9.2.2.3.2. If GPC chooses to endorse a curriculum change request, it will place the *GPC-endorsed* curriculum changes on the agenda for an upcoming college faculty meeting. In the event that the curriculum change request requires UCC approval, the college's representative to the UCC will take the *college faculty-endorsed* request to the UCC for consideration. If the request does not require UCC approval, the final approval rests with the college faculty.

9.2.2.3.3. In the event that the GPC chooses not to endorse a curriculum change request, the department, administrative officer, or faculty member that sponsored the request may place the curriculum change request on the agenda for an upcoming college faculty meeting. In the event that the curriculum change request requires UCC approval, the college's representative to the UCC will take the *college faculty-endorsed* request to the UCC for consideration. If the request does not require UCC approval, the final approval rests with college faculty.

10. EXTRA-UNIVERSITY EMPLOYMENT, CONSULTING ACTIVITIES, AND SUPPLEMENTAL PAY

10.1. See Sections D.7.6 and D.7.7 of the *Faculty Manual*.

11. SABBATICAL LEAVE POLICY

11.1. See Section F.3.4 of the *Faculty Manual*

12. PROCEDURES FOR COLLEGE SELF-EVALUATION

12.1. The dean will initiate the formal college self-evaluation process by requesting that each administrative unit and college program conduct a self-evaluation. The dean's request will include a timeline for the self-evaluation process that is consistent with Section C.2.4.2.2.d of the *Faculty Manual*.

12.2. The college faculty, in concert with the dean, will develop and maintain a process for self-evaluation that will be used between the formal self-assessment described above.

13. PROCEDURES FOR AMENDING THE COLLEGE CODE

13.1. Changes to the College Code may be proposed by any eligible faculty member (see 7.1).

13.1.1. Proposals for changing the College Code will be presented in writing to the Policy Advisory Committee (PAC). If the PAC chooses to endorse the change,

the PAC will place the proposed change on the agenda for an upcoming college faculty meeting.

- 13.1.1.1. The PAC will present endorsed proposals for change to the College Code to each eligible faculty member at least ten working days prior to the meeting at which the matter is to be considered.
 - 13.1.1.2. Should the PAC not endorse a proposal for change, an eligible faculty member may still place a proposal on the agenda for an upcoming college faculty meeting, subject to the caveat that there must be at least ten eligible faculty members in support of adding the proposal to the agenda. The preferred method for establishing the required support is through the use of a petition. The petition must state the proposed change to the College Code and be signed by at least ten eligible faculty members. The petition must then be delivered to the dean. Should the dean receive a petition properly endorsed by ten eligible faculty members, the dean must place the item on the next college faculty meeting.
 - 13.1.1.3. Proposed changes to the College Code must be approved by a two-thirds majority of faculty with regular (full-time or part-time) appointments or transitional appointments, before being forwarded to the dean and the Provost/Academic Vice President. In the event that changes to the College Code are approved, the revised version of the College Code will be sent to every college faculty member.
- 13.1.2. No change shall be made to the College Code that would contradict the provisions of the University Code. Requirements for the College Code may be found in Section C.2.4.1.1 of the *Faculty Manual*. Requirements for the departmental codes may be found in Section C.2.4.2.1 of the *Faculty Manual*. The *Faculty Manual* imparts different requirements and authority for each of these codes and neither should be in contradiction with the other. In the event of a conflict between the College Code and departmental codes, the *Faculty Manual* will be used as the method for determining where the authority in question should appropriately reside.