

BYLAWS OF THE FACULTY OF THE WARRINGTON COLLEGE OF BUSINESS ADMINISTRATION

UNIVERSITY OF FLORIDA

ADOPTED BY THE FACULTY

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1. COLLEGE ORGANIZATION AND PURPOSE

- 1.1 The Warrington College of Business Administration is one of the basic degree-granting units of the University of Florida.
- 1.2 The mission of the Warrington College of Business Administration is:

The Warrington College of Business Administration's mission is to build a better society by creating influential research and educating tomorrow's business leaders.
- 1.3 The academic units of the College are: The Hough Graduate School of Business, The Heavener School of Business, The Fisher School of Accounting; and the departments of Finance, Insurance, and Real Estate; Information Systems and Operations Management; Management; and Marketing.
- 1.4 The chief executive administrative officer of the College shall be the Dean, who is responsible to the President of the University for administration of the College and shall be the agent of the faculty for the execution of education policy.
- 1.5 The Dean may appoint such associate and assistant deans, directors, and assistants as the Dean deems necessary to the effective accomplishment of the Dean's goals, subject to the approval of the President and the Board of Trustees. The Dean may establish, with approval of appropriate officers of the University, Centers that further the research, teaching, and service mission of the College.

2. THE FACULTY OF THE WARRINGTON COLLEGE OF BUSINESS ADMINISTRATION

2.1 Composition

The faculty of the College shall consist of all members who hold the ranks of lecturer or above, or the equivalent, in academic ranks in the academic units of the College; non-teaching officers of research or extension who hold the rank or rank-equivalent of lecturer or higher in the College; members of the faculty of another college who teach regularly in the College as part of their duties, when so appointed by specific action of the deans concerned; and the Dean, Senior Associate Dean, Associate Deans, Assistant Deans, of the College and the President of the University, as voting ex-officio members.

2.2 Appointment of Faculty Members

Nominations for the appointment of faculty members shall be made by the academic unit heads and shall be submitted to the Dean for approval or rejection. In the event of approval, the nomination should be transmitted to the President.

2.3 Recommendation for Promotion and/or Tenure of Faculty Members

Recommendations for promotion and/or tenure of faculty members shall be made in accordance with, and policies outlined in, the University of Florida Regulations, Collective Bargaining Agreement, Warrington College of Business Administration Guidelines, Fisher School of Accounting Guidelines.

2.4 Sustained Performance Evaluations

All tenured faculty will participate in a required sustained performance evaluation, and provide input to the chair, using the criteria for annual evaluations.

2.5 Academic Programs

Subject to the limitations of higher approval, the faculty of the College shall exercise control over the academic affairs of the College. These are defined to include:

- a) Requirements for admission and graduation;
- b) Form of degrees to be conferred;
- c) Arrangement and content of the curricula;
- d) Recommendations of students who are to be granted degrees.

The faculty of the Fisher School of Accounting shall exercise control over a), b), c), and d) with respect to the undergraduate and master's degree programs of the School.

3. THE GRADUATE FACULTY

3.1 Graduate Programs in Business Administration

The Graduate Faculty of the College is known collectively as Graduate Programs in Business Administration

3.2 Composition

All members of the faculty of the Warrington College of Business Administration who have been appointed by the Graduate School to membership in the Graduate Faculty of the University shall be considered members of the Graduate Faculty and Graduate Programs in Business Administration.

3.3 Duties

The Graduate Faculty of the Warrington College of Business Administration shall have all powers and duties relating to graduate students and programs that the College faculty has with

respect to undergraduate students and programs under these bylaws and in cooperation with the Graduate School of the University of Florida.

4. UNIT ORGANIZATION

4.1 Definition

The department is the fundamental unit of academic administration within the College, as it is within the University. The head of a department is a chair. A school shall be a unit subordinate to a college and is organized for a special program of studies. The head of a school is a director. Academic unit heads are subject to the supervision of the Dean of the College.

4.2 The academic unit head is to be nominated by the Dean of the College after consultation with a committee of the unit elected by its tenured members. The academic unit head shall be responsible for budgetary matters, physical facilities, and personnel matters in their jurisdiction, in consultation with their faculty, and shall call such meetings as are necessary for the faculty to exercise its general responsibility for the academic program as provided in Section 4.5 below.

4.3 In conjunction with the periodic evaluation of academic units, called for by the University of Florida Regulation, or the Collective Bargaining Agreement for those faculty in the bargaining unit, the Dean shall consult members (defined in section 4.4 below) of each academic unit, individually and confidentially, for an opinion on the continuance of its academic unit head. This consultation shall take place at intervals concurrent with the term of appointment of the academic unit head. An academic unit head shall be appointed by the Dean for terms of from three to five years.

4.4 Members of Academic Unit Faculty

The members of an academic unit shall be all those faculty members who hold the rank of lecturer or higher in the academic unit budget and such other persons who teach in or do research in the academic unit and are accepted by academic unit vote.

4.5 Program

The program of an academic unit shall be conducted by the faculty through an academic unit head who shall have general responsibility for the teaching, research, and service activities of the unit.

5. MEETINGS OF THE FACULTY

- 5.1 The Dean, or such person as the Dean shall designate, shall preside at all faculty meetings.
- 5.2 A member of the Dean's administrative staff shall serve as secretary to the faculty and shall keep a permanent record of its proceedings. Draft minutes shall be circulated to members of the faculty for consideration at a subsequent faculty meeting and are subject to approval by the faculty at the subsequent meeting.
- 5.3 Both the College faculty and the Graduate Faculty shall meet in separate meetings at least once each semester, excluding the summer semester. Faculty meetings shall be called by the Dean with advance notice of at least ten working days. Faculty members and faculty committees may request items to be placed on the agenda in the form of a written request to the Dean. Such requests must be made at least fifteen working days prior to the meeting. Curriculum changes must have been considered by the appropriate committee in order to be placed on the agenda. Written copies of the proposed changes in the curriculum must be distributed to the faculty at least five working days in advance of each meeting.
- 5.4 A quorum shall consist of one-third of the voting faculty members in residence. The absence of a quorum does not invalidate actions of the faculty in an otherwise regular faculty meeting unless a call for quorum count is made by a faculty member in attendance at the meeting and an objection is raised in the meeting to an action to be taken in the absence of a quorum. The quorum call and objection must be made prior to vote on the item. In the event of a quorum call and a failed quorum, the faculty cannot take valid action on the item that is the subject of the call and objection.
- 5.5 Voting shall be limited to the faculty of the College. No one who is a candidate for an advanced degree in the College is entitled to vote.
- 5.6 Roberts' Rules of Order shall guide the conduct of faculty meetings. The presider of the meeting will rule on any point of order raised in the meeting.
- 5.7 An agenda shall be prepared and circulated at least five working days in advance of each meeting. By a vote of two-thirds of the faculty members in attendance, non-agenda items may be added and discussed, but no action may be taken on these items. These non-agenda items must be available in writing and be distributed at the beginning of the meeting. However, no new degree programs, new concentrations in existing degree programs, or curriculum changes shall be considered as non-agenda items by the faculty.
- 5.8 When circumstances warrant, at the discretion of the dean or a majority of the Faculty Advisory Committee, the faculty of the College may vote by email. The faculty must be given a period of five days to vote. If any member of the faculty raises an objection to an email vote, the issue must be voted upon at a meeting of the faculty of the College.

6. ADMINISTRATORS' MEETINGS

6.1 The Dean, Senior Associate Dean, Associate Deans, Academic Unit Heads, and Program Directors will meet at least twice each semester.

7. COMMITTEES

7.1 There shall be the following standing committees of the College and Graduate faculty.

- Doctor of Business Administration (DBA) Committee
- Faculty Advisory Committee
- Information Resources Committee
- Master of Business Administration (MBA) Committee
- Ph.D. Committee
- Promotion and Tenure Committee
- Research Committee
- Specialized Graduate Programs Committee
- Teaching Committee
- Undergraduate Committee

For matters relating to the undergraduate and master's level academic programs of the Fisher School of Accounting, the functions of the above committees shall be performed by committees of the faculty of the Fisher School of Accounting.

7.2 Faculty members will be appointed to the University Senate, Sabbatical Evaluation Committee, search committees, and other university-directed committees, as directed by the appropriate university authorities.

7.3 Unless otherwise stated, faculty appointments to committees with terms greater than one year will be staggered.

7.4 Ad hoc Committees

Ad hoc committees can be formed by the Dean, Chair, or by faculty, as needed. Members of these committees shall volunteer for the assignment and shall elect a chair from among their members, if a chair is deemed necessary.

(Statements of the nature of functions of the college committees are shown on the following pages.)

DOCTOR OF BUSINESS ADMINISTRATION (DBA) COMMITTEE

Membership:	One graduate faculty member from each academic unit, selected in a manner determined by the faculty of each academic unit and nominated to the Dean by the academic unit head; and a chairperson.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Senior Associate Dean (non-voting)
Term of Membership:	Two-year term for faculty members.
Purpose and Function:	The Doctor of Business Administration (DBA) Program aims to integrate the theory and practice of business with the context of current issues that the business world faces. The DBA is a professional doctorate that emphasizes the application of theory to actual business issues. The DBA program will help candidates develop proficiency in applied research by improving their methodological and analytical skills. Participants who successfully complete the program will be equipped for high-level positions in numerous sectors including higher education and consulting.
Regular Meetings:	None.
Other Meetings:	When called by the Chair on one week's notice to members.
Agenda:	Prepared by Chair, made available to members one week prior to meeting.
Minutes:	The secretary shall prepare minutes of each meeting and, when the minutes have been approved by the Committee, shall post the minutes to the online site for college committees.
Other:	The Chair will prepare an annual report of the work done by the Committee and will post the report to the online site for college committees.
Resources Available:	Office of the Senior Associate Dean.

FACULTY ADVISORY COMMITTEE

Membership:	Two members from each of the academic units, will be elected by the faculty. Membership is restricted to tenured faculty. Faculty members in dean, director, or academic unit head positions are not eligible. All faculty members eligible to vote in a faculty meeting are eligible to vote for the membership from their academic unit. Ballots will be sent by the Dean's office to each department with a vacancy; all faculty eligible to serve will be listed on the ballot; voting will be handled electronically.
Chair:	Elected by the Committee for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Term of Membership:	All members shall serve a two-year term. Terms will be staggered. Each year, five members will be elected. An eligible faculty member may serve no more than two consecutive terms, but is otherwise eligible for service at any time.
Purpose and Function:	<p>To serve as an elected representative body of the faculty with elected leadership. The FAC is charged, together with the Dean, with:</p> <ol style="list-style-type: none">1) Developing and overseeing the implementation of shared governance in the College;2) Developing with the College administration, the continuing strategic plan of the College; and3) Periodic evaluation of the effectiveness of shared governance in the College. In addition, the FAC provides a forum for advice to and consultation with the Dean regarding College policies. <p>In addition, the committee advises and recommends policy to the College administration and faculty on matters related to the overall welfare of the faculty, students, and administrators of the College. This charge includes, but is not limited to, consideration of means to foster freedom of academic inquiry and expression, equity, minority affairs and academic ethics in the common life of the College and its members.</p> <p>On a majority vote of the committee, the chair may call a general meeting of the faculty.</p>
Regular Meetings:	None.
Other Meetings:	When called by the Chair with reasonable notice to members.
Minutes:	The secretary shall prepare minutes of each Committee meeting and, when the minutes have been approved by the Committee, shall post the minutes to the online site for college committees.

Other: The Chair will prepare an annual report of the work done by the committee and will post the report to the online site for college committees.

Resources Available: Office of the Dean.

INFORMATION RESOURCES COMMITTEE

Membership:	One member from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Associate Dean and the Director of Information Technology (non-voting)
Term of Membership:	Two-year term for faculty members.
Purpose and Function:	To enhance the acquisition and use of information and communications resources, including computer databases and technology, library resources, and telecommunications.
Regular Meetings:	None.
Other Meetings:	When called by the Chair with one week notice to members.
Agenda:	Prepared by the Chair, made available to members one week prior to meeting.
Minutes:	The secretary shall prepare minutes of each meeting and, when the minutes have been approved by the Committee, will post the minutes to the online site for college committees.
Other:	The Chair will prepare an annual report of the work done by the Committee and post the report to the online site for college committees.
Resources Available:	Office of the Senior Associate Dean.

MASTER OF BUSINESS ADMINISTRATION (MBA) COMMITTEE

Membership:	One member of the graduate faculty from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Senior Associate Dean for Graduate Programs, the Assistant Dean and Director of the MBA Program and the Director of Student Services of the MBA Program (non-voting)
Term of Membership:	Two-year term for faculty members.
Purpose and Function:	The MBA Committee oversees the development, management, and review of all important aspects of the MBA Programs. Specific activities include (but are not limited to) course and program development, curriculum, formulation of student admission and placement strategies, student relations, and budgets. The committee will make recommendations to the Dean, Program Director, and WCBA faculty regarding all significant aspects of the MBA programs. The committee recommends to the faculty new courses or courses to be discontinued and minimum admissions and degree requirements for the MBA degree.
Regular Meetings:	None.
Other Meetings:	When called by the Chair with one week's notice to members, or unanimous consent.
Agenda:	Prepared by the Chair, made available to members one week prior to meeting.
Minutes:	The secretary shall prepare minutes of each meeting of the Committee and, when the minutes have been approved by the Committee, shall post the minutes to the online site for college committees.
Other:	The Chair shall prepare an annual report of the work done by the Committee and will post the report to the online site for college committees.
Resources Available:	Office of the Director of the MBA program.

PH.D. COMMITTEE

Membership:	One graduate faculty member from each academic unit, selected in a manner determined by the faculty of each academic unit and nominated to the Dean by the academic unit head; and a chairperson.
Chair:	Appointed by the Dean for a one-year term.
Secretary:	Elected by the Committee for a one-year term.
Ex-Officio:	Senior Associate Dean (non-voting)
Term of Membership:	Two-year term for faculty members.
Purpose and Function:	Responsible for overseeing the development, management, and review of the Ph.D. programs of the College. Specific activities include, but are not limited to, making recommendations to the Dean, the program directors, and the WCBA faculty with respect to course and program development, formulation of admission and placement strategies, new courses and courses to be discontinued, or courses to be discontinued, and policies related to budgeting.
Regular Meetings:	None.
Other Meetings:	When called by the Chair on one week's notice to members.
Agenda:	Prepared by Chair, made available to members one week prior to meeting.
Minutes:	The secretary shall prepare minutes of each meeting and, when the minutes have been approved by the Committee, shall post the minutes to the online site for college committees.
Other:	The Chair will prepare an annual report of the work done by the Committee and will post the report to the online site for college committees.
Resources Available:	Office of the Senior Associate Dean.

PROMOTION AND TENURE COMMITTEE

Membership:	Three elected by tenured faculty; two appointed by the Dean. There shall be at least one faculty member from each academic unit on the committee. Tenured full professors, except heads of academic units, are eligible for membership. Only tenured faculty members are eligible to vote. Ballots will be sent by the Dean's office to all tenured faculty; all faculty eligible to serve from the areas that have a vacancy will be listed on the ballot; voting will be handled electronically.
Chair:	Elected by the Committee for a one-year term.
Secretary:	None.
Term of Membership:	All members shall serve a three-year term. Terms will be staggered. Each year at least one member will be elected and one member will be appointed. An eligible faculty member may serve no more than two consecutive terms, but is otherwise eligible for service at any time.
Purpose and Function:	To serve in a "fact-finding" capacity to assist the Dean in his evaluation of: <ol style="list-style-type: none">1) Candidates for tenure and promotion, including candidates for new appointments of associate and full professor from academic units;2) Three-year review for progress toward tenure
Regular Meetings:	None
Other Meetings:	When called by the Chair with one week's notice.
Agenda:	Prepared by the Chair, made available to members one week prior to meeting.
Other:	None.
Resources Available:	Office of the Dean.

RESEARCH COMMITTEE

Membership:	Five members of the tenured faculty: three elected; two appointed by the Dean.
Chair:	Appointed by the Dean for a one-year term
Secretary:	Elected by the Committee for a one-year term
Term of Membership:	All members shall serve a two-year term
Purpose and Function:	The committee is charged with encouraging and aiding research; recommending criteria for the administration of research grants and programs, as requested; assisting in the selection of award recipients, as requested; identifying and/or evaluating recommendations for major interdisciplinary research proposals for the College research support. A Fisher School of Accounting standing committee shall perform these functions with respect to the research program of the School.
Regular Meetings:	None
Other Meetings:	When called by the Chair with at least one week's notice
Agenda:	Prepared by the Chair, made available to members one week prior to meeting.
Minutes:	The secretary will prepare minutes of each Committee meeting and, when the minutes have been approved by the Committee, shall post the minutes to the online site for college committees.
Other:	The Chair shall prepare an annual report of the work done by the Committee and will post the report to the online site for college committees.
Resources Available:	Office of the Senior Associate Dean.

SPECIALIZED GRADUATE PROGRAMS COMMITTEE

Membership:	One member of the graduate faculty from each academic unit, selected in a manner determined by the faculty of each academic unit and nominated to the Dean by the Academic Unit Heads; and a chairperson.
Chair:	Appointed by the Dean for a one-year term
Secretary:	Elected by the Committee for a one-year term
Ex-Officio:	Senior Associate Dean for Graduate Programs (non-voting)
Term of Membership:	All members shall serve a two-year term
Purpose and Function:	Recommends to the faculty new courses or courses to be discontinued and minimum admission and degree requirements for masters degrees other than the MBA and the MAcc. These matters may originate with the Committee or reach the Committee through recommendations by academic units, other faculty committees, the student council, or individual faculty members or students.
Regular Meetings:	None
Other Meetings:	When called by the Chair on one week's notice to members
Agenda:	Prepared by Chair, made available to members one week prior to meeting
Minutes:	The secretary shall prepare minutes of each meeting and, when the minutes have been approved by the Committee, shall post the report to the online site for college committees.
Other:	The Chair shall prepare an annual report of the work done by the Committee and will post the report to the online site for college committees.
Resources Available:	Office of the Senior Associate Dean.

TEACHING COMMITTEE

Membership:	One member from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads; one student from the Heavener School of Business, one student from the Hough Graduate School of Business, and one student from the Fisher School of Accounting, (non-voting) from nominations made by the Directors of the Heavener School of Business, the Hough Graduate School of Business, and the Fisher School of Accounting.
Chair:	Appointed by the Dean for a one-year term
Secretary:	Elected by the Committee for a one-year term
Ex-Officio:	Director of the Teaching and Learning Center (non-voting)
Term of Membership:	Two-year term for faculty members. One-year term for student members
Purpose and Function:	To encourage and aid quality teaching and to facilitate the evaluation of teaching
Regular Meetings:	None
Other Meetings:	When called by the Chair with reasonable notice to members
Agenda:	Prepared by the Chair, made available to members prior to the meetings
Minutes:	The secretary shall prepare minutes of each meeting and, when the minutes have been approved by the Committee, shall post the minutes to the online site for college committees.
Other:	The Chair will prepare an annual report of the work done by the Committee and will post the report to the online site for college committees.
Resources Available:	Secretarial resources of the academic units and the Copy Center of the Warrington College of Business Administration. Computer and Research Assistant time required to conduct analyses.

UNDERGRADUATE PROGRAMS COMMITTEE

Membership:	One faculty member from each academic unit, appointed by the Dean from faculty members nominated by academic unit heads; two undergraduate students; one from the Heavener School of Business; and one from the Fisher school of Accounting; (non-voting), appointed by the Dean from nominations made by the Director of the School of Business.
Chair:	Appointed by the Dean for a one-year term
Secretary:	Elected by the Committee for a one-year term
Ex-Officio:	Director of the Heavener School of Business (non-voting) Associate Director for Academic Advising (non-voting)
Term of Membership:	Two-year term for faculty members. One-year term for student members
Purpose and Function:	<p>The Undergraduate Programs Committee oversees the development, management, and review of all important aspects of the undergraduate degree programs. Specific activities include (but are not limited to) course and program development, curriculum, formulation of student admission and placement strategies, student relations, and budgets. The committee will make recommendations to the Dean, Director, and CBA faculty regarding all significant aspects of the undergraduate programs. The committee recommends to the faculty new courses or courses to be discontinued and minimum admissions and degree requirements for the BSBA and BABA degrees.</p> <p>Committees of the Fisher School of Accounting shall perform all of the above functions for the undergraduate programs of the Fisher School of Accounting.</p>
Regular Meetings:	None
Other Meetings:	When called by the Chair with reasonable notice to members
Agenda:	Prepared by the Chair, made available to members prior to the meetings
Minutes:	The secretary shall prepare minutes of each meeting of the Committee and, when the minutes have been approved by the Committee, shall post the minutes to the online site for college committees.
Other:	The Chair shall prepare an annual report of the work done by the Committee and will post the report to the online site for college committees.
Resources Available:	Undergraduate Programs Office

8. STUDENT COUNCIL

The faculty of the College shall recognize and appropriately constituted student council (referred to as the Business Administration College Council) to set up formal regularized communication among the College's student body, faculty, and administration. The faculty of the Fisher School of Accounting shall recognize an appropriately constituted student council (referred to as the Fisher School of Accounting Council) to set up formal, regularized communication among the School's student body, faculty, and administration. Other academic units may recognize appropriately constituted student organizations to improve communications among students, faculty, and administration.

9. INTERPRETATION AND AMENDMENTS

9.1 The faculty, through action in regular or called meetings, shall by majority vote be the final authority on interpretation of these bylaws.

9.2 Amendments to these bylaws may be proposed and discussed at a meeting of the faculty as regular agenda items and may not be added as a non-agenda item. They shall then be rewritten as necessary, based on discussion at the faculty meeting, redistributed to the faculty and placed on the agenda for the next faculty meeting for action. If passed by a majority of those attending, the amendment becomes effective at once unless otherwise stated. However, amendments to bylaws cannot be made during a summer term. Written copies of proposed changes in the College bylaws must be distributed to the faculty at least five working days in advance of any meeting at which they are considered.