

Recommendation Two

Motion

We move that, in order to ensure consistency in governance throughout the University, each college shall form an executive/governance committee that acts independently of the Dean's Office or an advisory board. Such committees exist in the College of Business Administration, the College of Information Technology and in the College of Education. At a minimum, college executive/governance committees should be a liaison with the dean, administrate along with the dean by-laws changes, and facilitate along with the dean the operation of standing committees of the college.

Further, for colleges that currently do not have by-laws for the college, we move that each of these colleges elect two members from each department or if a college does not have departments that faculty elect representation to an executive/governance committee and that the dean of each of these colleges charge this committee with writing the by-laws which would then be approved by the dean, Provost and President.

Examples

For the College of Education, the following describes such a committee:

Faculty Executive Committee

It is the responsibility of the Faculty Executive Committee to:

1. Be the primary vehicle to coordinate the fulfillment of Faculty responsibilities in areas such as curriculum, tenure and promotion, etc.
2. Communicate with the Dean of the college on a regular basis.
3. Serve as a forum for the Faculty of the college to present and share ideas, express concerns, and address matters when no other forum is available.
4. Represent Faculty on issues concerning governance in the college and the revision of the policy and procedures manual and other related documents ensuring agreement between these bylaws and all related documents guiding the development and implementation of policies and procedures in the college.
5. Bring forward issues and matters pertinent to the Faculty of the college.
6. Facilitate, in conjunction with the Dean, the functioning of standing committees.
7. Establish, in approval of the Dean, ad hoc committees and facilitate the functioning of these committees.
8. Consult with the dean on the replacement of representatives on University Committees when vacancies arise between regularly established elections.
9. Participate in the development of the college conceptual framework and mission and vision statements.
10. Call and sponsor forums (e.g., By-Laws discussion) of the Faculty of the

College of Education, as deemed necessary.

11. Serve as an additional conduit for representatives on committees outside the College of Education to provide pertinent information to the Faculty.

12. Assist the dean, chairs, and other administrators in ensuring that all constituents affected by policy changes have been notified and provided with an opportunity to respond to suggested policy changes.

For the College of Business Administration, the following describes such a committee:

1. GOVERNANCE COMMITTEE:

Purpose: Faculty governance is a significant element in any viable academic institution and should assist in promoting a shared college-wide vision. Given this fact, it is the goal of the Governance Committee to search for consistency, justice, efficiency, and fair representation concerning the faculty in all appropriate matters of the College.

Membership: One representative from each School/Department elected by the faculty of that School/Department. In addition four faculty members elected by the faculty of the College. Committee members will be elected in accordance with the election procedure outlined above

Chair: The chairperson shall be selected by the Dean from a pool of full or associate tenured professors nominated by the Governance Committee with input from school directors/department chairs and other faculty. As an additional member of the Committee, the committee chair only votes in the event of a tie vote. The person selected to serve as chair must have served on the Governance Committee during the most recent membership term. The chairperson will also serve as COBA's contact for the University's Election Committee, a standing committee of the Faculty Senate.

COBA BY-LAWS C-5

Revised: October 2008

Term of Membership: Terms of membership shall be for two years. Other than the chair, no committee member may serve more than two consecutive two-year terms.

Functions:

(1.) The Committee shall review and revise the COBA By-Laws on an as-needed basis.

(2.) The Committee shall meet at least once each academic term to examine any matters related to faculty governance of the College.

(3.) The Committee shall meet as needed to nominate members of the faculty to serve as

Faculty Senators and as members of University and College Standing Committees. Where appropriate, such nominations must then be approved by vote of the faculty of the College.

(4.) The Committee shall appoint on an as-needed basis Ad-Hoc Faculty

Grievance Committees consisting of three faculty of the College. Each Ad-Hoc Faculty Grievance Committee will be created in response to a written faculty appeal to the Dean of an employment related decision that has been made at the school/departmental level within the College. The chair of each Ad-Hoc Committee shall be appointed by the Dean from the three committee members. Recommendations from an Ad-Hoc Faculty Grievance Committee will be reported to the faculty member and the appropriate administrative unit heads. It is noted that the College Faculty Grievance Committee structure does not replace the University Grievance Committee process. It is instead a review mechanism for possible use prior to any utilization of the University Grievance Process

(5.) The Committee shall ensure retention, control, and accessibility of key governance documents by maintaining current master files, providing backup copies to the Dean's secretary, and placing copies in a source convenient to the faculty at large (e.g. a common drive on the file server). Files will be maintained in a manner that facilitates ease of access and historical review of decisions and changes made. Specifically, files will be organized and/or named in a way that reflects the nature of the document and the last date of revision.

As a minimum, this function applies to the following documents:

- (a.) COBA Bylaws (to include all appendices)
- (b.) Assignments to University and College committees (to include terms of office)
- (c.) Annual summaries submitted by each standing committee
- (d.) Governance Committee minutes, to include items discussed and decisions made.

Agenda: The agenda for each meeting will be prepared by the chair and made available with the call to meet.

Minutes: A written summary of the work done and actions taken by the Governance Committee will be the responsibility of the chair.

COBA BY-LAWS C-6

Revised: October 2008 appropriate means to the committee membership as well as other members of the COBA faculty.

For the College of Information Technology, the following describes such a committee:

Governance Committee

Functions

The Governance Committee has the following functions:

1. The Committee shall review and revise the CIT By-Laws on an as-needed basis.
2. The Committee shall meet at least once each academic term to examine any matters related to faculty governance of the College.

3. The Committee shall meet as needed to nominate members of the faculty to serve as Faculty Senators and as members of University and College Standing Committees. Where appropriate, such nominations must then be approved by vote of the faculty of the College.
4. The Committee shall appoint on an as-needed basis Ad-Hoc Faculty Grievance Committees consisting of three faculty of the College. Each Ad-Hoc Faculty Grievance Committee will be created in response to a written faculty appeal to the dean of an employment related decision that has been made at the Departmental level within the College. The chair of each Ad-Hoc Committee shall be appointed by the dean from the three committee members. Recommendations from an Ad-Hoc Faculty Grievance Committee will be reported to the faculty member and the appropriate administrative unit heads. It is noted that the College Faculty Grievance Committee structure does not replace the University Grievance Committee process. It is instead a review mechanism for possible use prior to any utilization of the University Grievance Process.