

CHARTER

**College of Business
Central Washington University
Ellensburg ♦ Lynnwood ♦ Des Moines**

PREAMBLE

Effective faculty participation in the formulation of policies requires a structure of academic governance which is recognized as acting for the faculty, and which ensures regular and meaningful communication between the faculty and the college administration in policy affairs. The success of the program for faculty/administration relationships depends on the clear understanding of the roles and responsibilities of all parties.

In academic governance, the value of the contributions made by the faculty in policy areas depends on the assumption that policy changes will be reviewed by the appropriate standing committee and that faculty and/or standing committee recommendations will be implemented subject to approval by the dean.

ARTICLE I—THE REGULAR FACULTY

A. DEFINITION AND MEMBERSHIP:

1. The faculty is defined as a committee of the whole and consists of all tenured, tenure-track, and annually-contracted faculty of the college.
2. While sitting as a committee of the whole, the faculty shall have the following rights in connection with the functioning of this body:
 - a. Right to be counted toward a quorum,
 - b. Right to make nominations,
 - c. Right to make motions, and
 - d. Right to vote or sign petitions.
3. Nothing in this Charter supersedes or limits the rights outlined in the Collective Bargaining Agreement.

B. OFFICER—THE COLLEGE OF BUSINESS FACULTY LIAISON:

1. The duties of the College of Business Faculty Liaison shall consist of the following:
 - a. To serve as a voting member of the College of Business Executive Committee.

- b. Upon receipt by the College of Business Faculty Liaison of a petition signed by one third or more members of the faculty, including faculty from two or more departments, to request that the dean convene a meeting of the faculty.
 - c. To facilitate the effective flow of information from the College of Business Executive Committee, the dean, and the standing committees of the college to the members of the faculty.
 - d. To make recommendations to the dean for structuring the agenda of meetings of the faculty.
- 2. The College of Business Faculty Liaison shall be elected by the faculty by the end of the spring quarter for a one-year term, which begins the following fall quarter. Department chairs are not eligible to serve as the College of Business Faculty Liaison. No one can be elected to this post for more than two consecutive terms.
 - 3. The person finishing second on the election ballot for this position shall be the alternate College of Business Faculty Liaison. The alternate shall assume these functions in the absence of the College of Business Faculty Liaison.

C. ROLE OF THE FACULTY IN ACADEMIC GOVERNANCE:

The functions of the faculty shall consist of the following:

- 1. To receive and review in meetings, state-of-the-college reports of the dean.
- 2. To consider issues referred to the faculty by the College of Business Executive Committee. Personnel cases are governed by the Collective Bargaining Agreement *and* excluded from such review.
- 3. To discuss items of concern to the faculty that have been delivered to the dean by the College of Business Faculty Liaison in accordance with B.1.b.
- 4. To elect the College of Business Faculty Liaison.

D. OPERATING PROCEDURES OF THE FACULTY

- 1. A meeting of the College of Business faculty may be called under the following conditions:
 - a. by the dean, or
 - b. by a petition of one third or more members of the faculty, including faculty from two or more departments, and delivered to the dean by the Faculty Liaison.
- 2. There will be at least one meeting of the College of Business faculty as a whole each academic year.

3. A quorum shall consist of a number equal to one-half of the members of the College of Business faculty of the current academic year.
4. The dean shall preside over meetings of the College of Business faculty except when a meeting of the faculty is called by the College of Business Faculty Liaison, in which case he or she will preside.
5. The agendas for meetings of the faculty shall be distributed at least five (5) working days prior to the meeting.
6. All matters put to a vote (except as provided in Article V) shall be decided by a majority vote of those present. A secret mail or e-mail ballot to the faculty for voting on any issue put before the faculty shall be conducted upon request of the dean or upon request by a majority of the faculty present at any faculty meeting concerned with that issue.
7. Faculty members on approved leaves of absence are permitted to vote in all departmental and college elections. Those faculty members wishing to vote during their absence must notify their department secretary, in writing, of their intention and furnish an address to which they wish ballots to be sent. A return-addressed envelope will be provided by the department for the return of the ballot.

The department secretary will mail or e-mail ballots on the day they are available to the faculty in residence and so note the date next to the individual's name on the election roster. Only ballots received by the time the polls are closed will be counted in the election.

Notifications of requests for nominations, and announcements of college faculty meetings will be handled in the same manner as outlined above.

8. Except as stated in this document, Robert's Rules of Order, (Newly Revised) shall govern all meetings of the faculty.

ARTICLE II—COLLEGE ADMINISTRATION

A. DEAN

1. In support of the missions of the College of Business and Central Washington University, the dean holds responsibilities in the following areas:
 - a. Supervising and evaluating performance of personnel
 - b. Providing leadership in evaluating and developing curriculum
 - c. Planning and controlling expenditures within established budgetary constraints

- d. Administering academic programs in accounting, business administration, and economics in Ellensburg, Des Moines, Lynnwood, and other university center sites
 - e. Providing leadership toward meeting the standards for accreditation
 - f. Planning for and responding to university and public needs
 - g. Maintaining close working relationships with all other university units delivering academic programs and academic-support services
 - h. Developing and maintaining close working relationships with the business community
 - i. Planning and monitoring the use of funds held in the Central Washington University Foundation in support of faculty development and other programmatic needs of the College of Business.
2. The dean is responsible for the strategic management of fund raising efforts of the College of Business.

B. ASSOCIATE DEAN

1. The primary duty of the associate dean is to serve in a support role to the dean in areas related to budgeting, course scheduling, implementing the Collective Bargaining Agreement, student advising, enforcing academic policies and practices, administering summer school, managing curriculum flow and College of Business strategic planning (including the AACSB accreditation effort).

C. DEPARTMENT CHAIRS

1. Department chairs are responsible for the following:
- a. Faculty Activities—Teach a portion of a faculty load as required by the university and the college. Engage in scholarship and service activities.
 - b. Curriculum—Provide leadership in the planning, delivery, assessment, accreditation, improvement, and development of the academic curriculum in the disciplines housed in the department.
 - c. Faculty Personnel—Administer evaluations, workloads, annual activities reports and other department personnel matters.
 - d. Student-Staff Personnel—Recruit, supervise and evaluate support staff.
 - e. Students and Academic Policy—Apply academic policy and respond to student needs; participate in student recruitment and retention.

- f. Planning and Budgets—Coordinate department development, review, and revision of the department strategic plan; prepare the department budget request; and monitor departmental budget expenditures.
 - g. Facilities and Equipment—Oversee the use and maintenance of department facilities and equipment.
 - h. External Relations—Develop and maintain relationships with units and individuals external to the department.
 - i. Other Administrative Duties—Perform other duties and responsibilities as assigned by the dean.
2. Each department normally elects its chair at a meeting or process presided over by the dean. The election constitutes a recommendation to the dean, the provost and vice president for academic affairs, the president, and the board of trustees. Service is for four years and chairs may be reelected. Candidates may be considered from internal and external sources and must be tenured.
 3. Department chairs will be evaluated in accordance with university policies and procedures.

ARTICLE III—COLLEGE COMMITTEES, GENERAL CONSIDERATIONS

- A. ESTABLISHMENT OF COMMITTEES**—Five standing committees shall be maintained through the College of Business’s structure of academic governance. The College of Business standing committees are the: 1) Executive Committee; 2) Faculty Committee; 3) Curriculum Committee; 4) Students Committee; and 5) Assurance of Learning Committee. In addition to the standing committees, special purpose ad hoc committees of limited duration may be established. Ad hoc committees shall be appointed by the dean.
- B. SELECTION OF MEMBERS**—The College of Business Executive Committee is comprised of the Dean, Associate Dean, Accounting Chair, Economics Chair, Finance & OSC Chair, Management Chair, and the Faculty Liaison representative. The College of Business Executive Committee appoints faculty members to the remaining four standing committees.
- C. DEAN'S FACULTY APPOINTEES AND ADMINISTRATIVE LIAISON MEMBERS**—With the exception of the College of Business Executive Committee, the dean shall have the right to appoint one non-voting member (either administrator or faculty) to serve as the administrative liaison, as constituted in Article IV.
- D. SITE REPRESENTATION**—The College of Business Executive Committee will ensure that at least one faculty member from each site is represented on each committee.
- E. TERMS OF OFFICE**—The term of office for appointed members of college standing committees shall be two years.

- F. EXCEPTIONS**—No member of the faculty shall be appointed to the same standing committee for more than two consecutive terms, except for those unusual cases when no other member of the faculty is available to serve. No member of the faculty shall serve for more than four consecutive years on any one college standing committee.
- G. SERVICE ON MULTIPLE COMMITTEES**—No member of the faculty shall serve at any time on more than two college standing committees, except for those unusual circumstances when no other member of the faculty is available to serve.
- H. COMMITTEE CHAIRS**—The term of office of a chair of a standing committee shall be two years. A member of the College of Business Executive Committee shall not serve as chair of a college standing committee.
- I. APPOINTMENT OF COMMITTEE CHAIRS**—The dean shall appoint the chair of each standing committee before the end of Spring Quarter, with the term of office to begin with Fall Quarter.
- J. MEETINGS WITH DEAN**—All standing committees of the college shall meet with the dean at least once each academic year. The committee or the dean, when appropriate, may request additional meetings.
- K. DISTRIBUTION OF MINUTES OF MEETINGS OF STANDING COMMITTEES**—All college standing committees shall maintain minutes. The minutes shall be distributed to and filed by the dean's office and department offices.
- L. COMMITTEE RECOMMENDATIONS**—Recommendations of college standing committees shall be incorporated in the minutes of those committees.
- M. COLLEGE OF BUSINESS POLICY MANUAL**—Current policies of the College of Business shall be maintained in the College of Business Policy Manual.
- N. RULES OF ORDER**—Except as it conflicts with this document, Robert's Rules of Order (Newly Revised) shall govern all meetings of all college committees.

ARTICLE IV – COLLEGE OF BUSINESS COLLEGE COMMITTEES

A. STANDING COMMITTEES

1. College of Business Executive Committee. The purpose of this committee is to:
 - a. Review the College of Business Mission Statement.
 - b. Conduct appropriate strategic planning functions, including development and implementation.
 - c. Propose needed charges and agenda items for the college standing committees.

- d. Evaluate recommendations of the college standing committees before the dean takes action on the recommendations.
 - e. Oversee the continuing processes required to obtain/maintain accreditation, including assessment.
 - f. Review and establish College of Business policies.
2. Faculty Committee. The purpose of this committee is to:
- a. Identify College of Business strengths and weaknesses relative to the AACSB's Faculty Sufficiency, Qualifications, Management and Support standards.
 - b. Review the college's strategic objectives and tactics to ensure compliance with AACSB's faculty standards; make recommendations as needed.
 - c. Devise, administer, and document the assessments called for by the college's faculty-related strategic objectives and tactics.
 - d. Make recommendations regarding faculty matters to the College of Business Executive Committee.
3. Curriculum Committee. The purpose of this committee is to:
- a. Identify College of Business strengths and weaknesses relative to the AACSB's Management of Curricula standards.
 - b. Review the college's strategic objectives and tactics related to developing, monitoring, evaluating and revising the content and delivery of the curricula of degree programs; make recommendations as needed. Coordinate curriculum evaluation with the Assurance of Learning Committee.
 - c. Devise, administer, and document the assessments called for by the college's curriculum-related strategic objectives and tactics.
 - d. Develop and/or review and recommend approval for all college curricular plans, policies, and procedures, including new course proposals; modifications of existing courses; and new majors, specializations, minors, and certificate programs.
 - e. Make recommendations regarding curriculum matters to the College of Business Executive Committee.
4. Students Committee. The purpose of this committee is to:

- a. Identify College of Business strengths and weaknesses relative to the AACSB Student Admission, Retention and Support standards.
 - b. Review the college's strategic objectives and tactics to ensure compliance with AACSB's students-related standards; make recommendations as needed.
 - c. Devise, administer, and document the assessments called for by the college's students-related strategic objectives and tactics.
 - d. Develop and make recommendations to the College of Business Executive Committee college policy and procedures regarding student recruitment, admissions, scholarships, advisement, career placement, and operation of student organizations.
5. Assurance of Learning Committee. The purpose of this committee is to:
- a. Identify College of Business strengths and weaknesses relative to the AACSB Assurance of Learning standards.
 - b. Review the college's strategic objectives and tactics to ensure compliance with AACSB's Assurance of Learning standards; make recommendations as needed.
 - c. Develop, revise, implement and document procedures to assess the impact of curricula on learning.
 - d. Make recommendations to the College of Business Executive Committee on assessment-related matters, including recommendations for improving the effectiveness of the curricula.

Article V—Amendments

This document may be amended by a 60 percent majority of the votes cast by the faculty voting by mail ballot, and with the subsequent approval of the dean.

Approved at Faculty Retreat: September 21, 2000

Updated Name Changes: Fall 2001

Revised: Winter 2007

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