

***FACULTY HANDBOOK***

***COLLEGE OF BUSINESS ADMINISTRATION***

***FALL, 2003***

## CONTENTS

<b>INTRODUCTION</b> .....	5
<b>OBJECTIVES</b> .....	5
<b>ARTICLE I – THE FACULTY OF THE COLLEGE</b> .....	5
1.1.0 Name and Membership .....	5
1.2.0 Organization of the Faculty of the College.....	6
1.3.0 Faculty Meetings .....	6
1.4.0 Powers of the Faculty of the College.....	6
1.5.0 Policies and Procedures for Selection and Appointment of Academic Administrators .....	6
1.6.0 Faculty Participation in Selection and Appointment of College Administrators and Faculty and Staff Hired at the College Level .....	7
1.7.0 Faculty Participation in the Appointment of Faculty Hired at the College Level .....	7
 <b>ARTICLE II – THE FACULTY COUNCIL OF THE COLLEGE</b> .....	8
2.1.0 Membership.....	8
2.2.0 Election and Term of Office .....	8
2.3.0 Role of the Faculty Council .....	8
 <b>ARTICLE III – OFFICE OF THE DEAN</b> .....	9
3.1.0 Duties of the Dean .....	9
3.2.0 The Role of Associate Dean(s) .....	10
3.3.0 Duties of the Director of Graduate Programs and Executive Education.....	13
3.4.0 Duties of the Director of the International Business Program.....	13
3.5.0 The Administrative Services Manager .....	13
3.6.0 Periodic Review .....	14
 <b>ARTICLE IV – THE ADMINISTRATIVE COUNCIL</b> .....	14

4.1.0	Responsibilities of the Administrative Council.....	14
4.2.0	Membership of the Administrative Council .....	14
4.3.0	Meetings of the Administrative Council.....	14

## **ARTICLE V – COMMITTEE STRUCTURE .....** 14

5.1.0	College Standing Committees and Ad Hoc Committees .....	15
5.2.0	Responsibilities of College Committees.....	16
5.3.0	Membership and Election of Standing Committees.....	16
5.4.0	Standing Committees .....	17
5.4.1	Faculty Council.....	17
5.4.2	Retention, Tenure, and Promotion Committee .....	17
5.4.3	Faculty Activities Committee.....	17
5.4.4	Faculty Development, Professional Leave, and Ethics Committee.....	18
5.4.5	Grade Appeals Committee .....	19
5.4.6	Graduate Programs Committee .....	19
5.4.7	Financial Resource Review Committee .....	20
5.4.8	Instructional Technology and Lottery Committee .....	21
5.4.9	Strategic Planning and Assessment Committee.....	21
5.4.10	Undergraduate Programs Committee .....	22
5.5.0	Faculty Authority Over College Committees .....	23
5.6.0	General Duties of College Committees .....	23

## **ARTICLE VI – COLLEGE POLICY AND PROCEDURE .....** 23

6.1.0	Proposals for College Policy .....	23
6.2.0	Governance.....	24
6.3.0	Budget Information and Allocation .....	24
6.4.0	Availability of Budget Information.....	24
6.5.0	Curriculum Development.....	24

6.6.0	Assigned Time.....	24
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**ARTICLE VII – DEPARTMENTS OF THE COLLEGE ..... 25**

7.1.0	Departmentalization Criteria.....	25
7.2.0	Department Name Change Policy.....	25
7.3.0	Departments of the College.....	25
7.4.0	Autonomy of Departments.....	25
7.5.0	Department Committees .....	26
7.6.0	Faculty Assignments and Schedules .....	26
7.7.0	Summer School Assignments .....	26
7.8.0	Duties and Selection of the Department Chair .....	26
7.9.0	Role of the Department Associate Chair .....	27
7.10.0	Department Meetings and/or Elections.....	27
7.11.0	Special Incentives to New Hires .....	27
7.12.0	Retreat Rights .....	28

**ARTICLE VIII – RETENTION, TENURE, AND PROMOTION (RTP) ..... 28**

8.1.0	See current <u>University Faculty Handbook</u> . .....	28
8.2.0	Philosophy of the College of Business Administration.....	28
8.3.0	Department Committees and Procedures.....	29
8.4.0	The College RTP Committee and Its Procedures.....	30
	8.4.1 Membership .....	30
	8.4.2 Procedures.....	31
8.5.0	Criteria for Evaluating Candidates for Retention, Tenure, and Promotion .....	31

**ARTICLE IX – COLLEGE OF BUSINESS ADMINISTRATION HANDBOOK:  
ADOPTION AND AMENDMENT PROCEDURES ..... 31**

## INTRODUCTION

This College Handbook supersedes all previous handbooks and becomes effective immediately upon approval by a majority of the eligible voting faculty and the Dean of the College.

Mission of the College: The College of Business Administration is a teaching-learning community of scholars that academically and professionally prepares a diverse student body to excel in a dynamic global environment.

## OBJECTIVES

Six objectives have been articulated by the faculty and by the College of Business Administration.

1. To emphasize continuous improvement and lifelong learning in a participatory environment.
2. To accept and implement responsibility for enhancement of the high standards of the Strategic Plan.
3. To foster communication, application, and creation of knowledge.
4. To offer rigorous, innovative curricula in all our programs.
5. To create a community in which a diverse population can live and work in a supportive atmosphere with mutual respect.
6. To encourage technological improvement and professional development to support faculty and staff.

### HAVE THE MISSION AND OBJECTIVES CHANGED?

## ARTICLE I THE FACULTY OF THE COLLEGE

### 1.1.0 Name and Membership

See Constitution of the College of Business, Article I, and the current University Faculty Handbook

- 1.1.1 Faculty shall be recruited consistent with department, college, university, and fair employment practices.
  - 1.1.2 Only tenured department faculty may vote on appointment, retention, tenure, and promotion of faculty.
  - 1.1.3 To utilize best the faculty resources, departmental cross-listing of faculty may be desirable. The departmental cross-listing of faculty shall be approved by a two-thirds vote of the regular faculty of each of the departments involved and agreed to by the faculty member being cross-listed. A cross-listed faculty member shall vote only in his/her resident department and shall be considered for retention, tenure, or promotion purposes only by the resident department. The resident department shall consult with the other department(s) on retention, tenure, and promotion matters where faculty are cross-listed.
- 1.2.0 Organization of the Faculty of the College
- See Constitution of the College of Business, Article I.
- 1.3.0 Faculty Meetings
- See Constitution of the College of Business, Article I.
- 1.4.0 Powers of the Faculty of the College
- 1.4.1 Participation
- See Constitution of the College of Business, Article I.
- 1.4.2 Consultation with College Administration
- See Constitution of the College of Business, Article I.
- 1.4.3 Other Responsibilities
- See Constitution of the College of Business, Article I.
- 1.4.4 Election to College and University Councils and Committees
- See Constitution of the College of Business, Article I.

### 1.5.0 Policies and Procedures for Selection and Appointment of Academic Administrators

See current University Faculty Handbook.

### 1.6.0 Faculty Participation in Selection and Appointment of College Administrators and Faculty and Staff Hired at the College Level

See current University Faculty Handbook

1.6.1 Advisory Committees on Selection and Appointment shall be employed in the selection of the Dean and Associate Deans. The Faculty Council shall provide for the selection of Faculty to constitute the Advisory Committees, per University Policy Statement 94-02.

### 1.6.2 Advisory Committee on Selection and Appointment--Procedural Guidelines

See current University Faculty Handbook.

### 1.6.3 Appointment of Associate Deans

(1) The Associate Deans of the College shall be appointed by the Dean of the College in consultation with the Advisory Committee on Selection and Appointment. The Associate Deans shall serve at the pleasure of the Dean.

(2) The rules governing the selection and appointment of associate deans shall be determined by university policy.

### 1.6.4 Department Chair Selection, Appointment, and Reappointment Procedures

See current University Faculty Handbook.

### 1.6.5 Acting and Interim Appointments

If an acting or interim appointment has been made without the consultation process set forth above, the Dean or the Chair of the Faculty Council shall call for the election of the Advisory Committee on Selection and Appointment within ninety days of the acting or interim appointment.

### 1.7.0 Faculty Participation in the Appointment of Faculty Hired at the College Level

1.7.1 In situations where a) the College has faculty positions that are hired at the College level and not allocated to departments; b) the faculty filling the positions have a

College rather than a Department designation; and 3) the faculty filling the positions will be under the supervision of the Dean or his/her designee, the Faculty Council and Administrative Council must participate and be consulted by the Dean in the procedures listed below, with 1. and 5. requiring a meeting of the Council with at least a quorum present:

1. Consultation regarding the purpose of the position
2. Review of the position description.
3. Review of the Hiring Protocol
4. Review of the pool of applicants.
5. Election of the Screening Committee. Recommendations for nominations may be made by the Dean or Associate Dean(s) and/or the Faculty Council and/or the Administrative Council.

1.7.2 Every effort should be made for all of the procedures listed above to occur during the regular academic year.

## **ARTICLE II THE FACULTY COUNCIL OF THE COLLEGE**

### 2.1.0 Membership

See Constitution of the College of Business, Article IV.

### 2.2.0 Election and Term of Office

See Constitution of the College of Business, Article IV.

2.2.1 The term of office of the members of the Faculty Council will be two years, and members shall be elected on a rotational basis with Finance, Real Estate & Law and Information Systems members elected on even years, and members from Accountancy, Marketing, and Management/Human Resources Management elected on odd years.

2.2.2 In even-numbered years, two at-large members shall be elected and on odd-numbered years, one at-large member shall be elected.

### 2.3.0 Role of the Faculty Council

See Constitution of the College of Business, Article IV.

**ARTICLE III  
OFFICE OF THE DEAN**

3.1.0 Duties of the Dean

See Constitution of the College of Business, Article II.

3.1.1 The Role of the Dean

See current University Faculty Handbook.

In carrying out the responsibilities of his/her office, the Dean has responsibility for the following:

- (1) Exercising leadership in the areas of teaching, research, and public service. Central to this task is the recruitment of an able student body, a superior faculty, and an effective support staff. The Dean must have the ability to communicate with an ethnically and culturally diverse campus community
- (2) Fund-raising and development of public/private partnerships
- (3) Planning the orderly development of the College and its programs
- (4) Fostering effective and innovative curriculum and new business educational models
- (5) Promoting understanding of international markets and the role of international business education and research
- (6) Fostering a collegial and consultative work environment with students, staff, faculty, and administrators within the College and throughout the University
- (7) Building and maintaining effective relationships with alumni/ae and business communities
- (8) Enhancing the reputation of CBA within the University and within the business community
- (9) Stimulating and supporting faculty research and proposals for external and internal funding

- (10) Coordinating, supporting, and evaluating efforts on behalf of the instruction, research, and service missions of the University
- (11) Articulation between the University and community colleges
- (12) Maintaining an effective student advising and evaluation program
- (13) Supporting student organizations
- (14) **Managing the fiscal and human resources of the College in consultation with the Faculty Council and the Administrative Council and in support of the Mission**
- (15) Supervising the work of the department chairs
- (16) Ensuring that the College continues to meet accredited status
- (17) Enhancing ties with business, industry, government, sister institutions, professional organizations, and the host community to stimulate support for the degree programs in the College and the University
- (18) Developing and monitoring implementation of the Mission Statement of the College in consultation with faculty
- (19) Developing, in consultation with the Faculty, a policy, a structure, and support for a student assessment procedure, for both internal and external uses.

### 3.1.2 Periodic Faculty Consultation

The Faculty Council will meet at least annually with the Dean to provide informal faculty suggestions on ways of improving working relationships between faculty and administration.

### 3.2.0 The Role of Associate Dean(s)

3.2.1 The Associate Deans are appointed by the Dean in consultation with the College Search Committee. The term of office shall be at the convenience of the Dean.

### 3.2.2 Associate Dean (Full-Time)

The Associate Dean (Full-Time) reports to the Dean of the College. The

responsibilities of the Associate Dean of the College shall be to assist the Dean in carrying out his/her tasks and to participate in at least the following functions.

### 3.2.3 Internal Management Functions

- (1) Coordinate with appropriate department and faculty units on personnel procedures
- (2) Coordinate recruitment efforts
- (3) Review appointments of all part-time employees and graduate assistants
- (4) Act as the Chief Affirmative Action Officer for the College
- (5) Deal with Faculty grievances
- (6) Coordinate election procedures with the Elections Committee and monitor College committee membership lists
- (7) Monitor Faculty position allocation and control
- (8) Monitor the class schedules, enrollments, Faculty workloads, Faculty class assignments, and registration procedures
- (9) Coordinate use of physical facilities and equipment
- (10) Perform the duties of the Dean in his/her absence
- (11) Be responsible for the operation of the Minority Business Program, the Information Processing Center, and the Computer Lab.
- (12) Monitor AACSB accreditation requirements and ensure that CBA adheres to accreditation standards.
- (13) Perform additional responsibilities as delegated by the Dean of the College

### 3.2.4 Curricular Responsibilities

- (1) Be responsible for the operation of the Admissions and Advisement Center
- (2) Obtain, assemble, and provide data requested by the Undergraduate Curriculum Committees and of such sub-committees as the Committees

may designate

- (3) Serve as ex-officio member of the Undergraduate Curriculum Committees and of such subcommittees as the Committees may designate
- (4) Coordinate the Extension, Continuing Education, and Summer Programs of the College
- (5) Coordinate facilities and support services for the College, including overall management of College-based facilities equipment as well as the development of short- and long-range planning in connection with College maintenance and repair, replacement of equipment, minor capital outlay, and space utilization
- (6) Serve as advisor to the Dean on policy issues relating to the organization and management of the College, including the coordinating or conducting of the preparation of administrative studies and reports and develop, within University guidelines, new policies and procedures as necessary.
- (7) Serve as the Faculty and Staff Relations Coordinator, exercising responsibility for the administration of all matters relating to employee recruitment and selection, classification and pay, employee relations, affirmative actions, and training and development.

#### 3.2.5. Associate Dean for Academic Initiatives

The Associate Dean for Academic Initiatives reports to the Dean of the College. The responsibilities of the Associate Dean for Academic Initiatives shall be to assist the Dean in carrying out his/her tasks and to participate in at least the following functions.

- (1) Work with faculty to enhance scholarly work and teaching
- (2) Participate in the continuing strategic planning activities of the College
- (3) Oversee the College's assessment activities
- (4) Participate in the development of a community relations/public image plan
- (5) Assist and advise the College's Centers of Excellence with regard to potential research avenues, funding, and program development

- (6) Work to improve the intellectual contributions of the faculty
- (7) Perform additional responsibilities as delegated by the Dean of the College

### 3.3.0 Duties of the Director of Graduate Programs and Executive Education

The Director of Graduate Programs and Executive Education reports to the Dean of the College. The responsibilities of the Director of Graduate Programs and Executive Education shall include the following:

- 3.3.1 Coordinate external recruiting and admission of prospective students to the MBA Program
- 3.3.2 Track the progress of and advise students in the program
- 3.3.3 Coordinate the marketing of graduates with personal contacts, prospective employers, and the Career Development office.
- 3.3.4 Monitor the graduate curricula and coordinate with the Graduate Curriculum Committee on curriculum changes
- 3.3.5 Contact and monitor progress of graduates through a newsletter or some other means
- 3.3.6 Maintain contact and continuity between the activities of the College Graduate Curriculum Committee and the University Graduate Council
- 3.3.7 Coordinate with other units within the university as necessary
- 3.3.8 Direct the activities of the MBA office staff
- 3.3.9 Provide consultation, support, planning and coordination with the University College and Extension Services in the development of executive education.

### 3.4.0 Duties of the Director of the International Business Program

The Director of the International Business Program reports to the Dean of the CBA.

### 3.5.0 The Administrative Services Manager

The Administrative Services Manager reports to the Dean of the CBA.

He or she is responsible for the fiscal and (staff) personnel services within the College. Specific duties are given in the ASM position description.

### 3.6.0 Periodic Review

The Dean and Associate Deans will be reviewed periodically in accordance with university policy. The Director of Graduate Programs and Executive Education, Director of External Relations, and Director of the International Business Program shall be reviewed periodically using the same requirements imposed by university policy on the Dean and Associate Dean.

## **ARTICLE IV THE ADMINISTRATIVE COUNCIL**

### 4.1.0 Responsibilities of the Administrative Council

4.1.1 See Constitution of the College of Business, Article V.

4.1.2 **Conclusions will be reached by consensus, persuasion, or secret ballot. If the matter is substantive, the Council will vote by secret ballot using Robert's Rules of Order, Revised, and the majority position will prevail.**

4.1.3 Any Council member may call for a secret ballot on any issue.

### 4.2.0 Membership of the Administrative Council

See Constitution of the College of Business, Article V.

### 4.3.0 Meetings of the Administrative Council

4.3.1 See Constitution of the College of Business, Article IV.

4.3.2 An agenda item may be considered for discussion by the Council upon request from any member of the Council or any member of the Faculty.

## **ARTICLE V COMMITTEE STRUCTURE**

### 5.1.0 College Standing Committees and Ad Hoc Committees

See Constitution of the College of Business, Section VI.

5.1.1 **Standing and ad hoc committees are established within the College to carry on the**

business of the College, to facilitate interaction between the Faculty and the Dean, to provide additional avenues for Faculty to make recommendations with respect to policy formulation or operational decisions, and to provide information and to make recommendations to the Dean and to the Administrative Council for their use in making operating decisions and in implementing policy.

- 5.1.2 Upon approval by the Faculty Council and Administrative Council, the Dean may create ad hoc committees and, after consultation with appropriate Chairs, appoint members of such ad hoc committees, provided each affected Department is offered representation on such committees.
- 5.1.3 Findings and recommendations of ad hoc committees are to be presented to the applicable College Committee and/or to the Faculty Council for action or for information.
- 5.1.4 To be eligible to serve on College Committees, one must be a full-time Faculty member. A department may, by majority vote, allow those with full-time Lecturer status to participate. Under no circumstances may Lecturers vote on the selection or review of department chairs.

#### 5.2.0 Responsibilities of College Committees

- 5.2.1 Minutes must be kept of all meetings of College Committees and copies shall be distributed in a timely manner, generally within five working days, to faculty members, the Dean of the College, and the Associate Dean of the College by the Secretary of the Committee.
- 5.2.2 The Chair and Secretary of each Committee shall be determined by simple majority vote as the first item of business at the first meeting of the Committee. Each Committee may develop and apply such rules as that Committee may decide, provided, however, that rules and procedures adopted must be consistent with University policies and procedures, and provided that in all voting in all Committees, votes only for or against an issue will be counted in determining the result.
- 5.2.3 Each of the Committees shall meet at a time most convenient for all members and as often as necessary.
- 5.2.4 It shall be the responsibility of each of these Committees within the College to present to the Faculty Council, the Dean, and the Administrative Council as may be appropriate, recommendations in the area of that Committee's responsibility. Either upon request of the Faculty Council or upon its own initiative, any Committee may present its recommendations to the Faculty for discussion and vote at a regularly

constituted College Faculty meeting or through a mailed ballot. If anyone requests a mailed ballot, a mailed ballot is required.

- 5.2.5. By May 1 of each academic year, the chair of each committee is responsible for submitting to the Faculty Council a report of the committee's activities, with reference to its duties and charges.
  - 5.2.6. Only members entitled to vote shall count toward a quorum.
  - 5.2.7 Unless otherwise specified, for recommendations from a Committee to pass, a majority vote is required of the voting faculty. Voting shall be done only during the regular academic semester.
  - 5.2.8 Except for executive sessions on personnel matters, all Committee meetings shall be open to all Faculty members of the College.
- 5.3.0 Membership and Election of Standing Committees
- 5.3.1 See Constitution of the College of Business, Article VI.
  - 5.3.2 College Standing Committees represent the faculty and shall consist of one faculty member elected by and from each department, with exceptions/additions as noted below.
  - 5.3.3 Membership on certain committees shall be limited to tenured faculty and possibly to full professors. Also, certain committees are entitled to student membership.
  - 5.3.4 Faculty members shall serve staggered, two-year terms except where otherwise stated. The departments of Finance, Real Estate and Law and Information Systems shall elect in even numbered years and the departments of Accountancy, Marketing, and Management/Human Resources Management shall elect in odd numbered years.
  - 5.3.5 Membership on any committee charged with the distribution of resources; e.g., the Instructional Technology and Lottery Committee, shall be limited to two consecutive terms.
  - 5.3.6 Membership in and Chair of the College Committees for the subsequent academic year shall be determined by May 15 of each Spring semester. The exception is that a department's member of the College RTP Committee may be determined by the end of the first week of the Fall semester if that department has pending questions of availability with respect to tenure, promotion, sabbatical, etc.

#### 5.4.0 Standing Committees

Committee structure of the Faculty of the College includes the following Standing Committees:

##### 5.4.1 Faculty Council (See Constitution Article IV and Handbook Article II.)

##### 5.4.2 Retention, Tenure, and Promotion Committee (Members must be confirmed by a majority vote of the College Faculty on a secret ballot.) See Article VIII of this Handbook.

##### 5.4.3 Faculty Activities Committee

- (1) a. The Committee on Faculty Activities shall conduct all College-wide Elections required within the College and shall certify to the Faculty Council, the Dean, and other appropriate administrators the results of any election held within the College. At least three members of the Committee shall be present when the ballots of any election are counted. The results of elections shall be certified by the Chair of the Committee, and the results of an election shall be sent in writing to the Faculty of the College as soon after an election is conducted as is practicable. The Committee on Faculty Activities shall establish election rules for the College, supervise issuance of ballots, and perform any other tasks required to insure that all elections are conducted in a proper and democratic fashion.
- (1) b. Voting shall be by written ballot unless or until an electronic system of voting is in place.
- (2) The Committee on Faculty Activities shall assist the Office of the Dean in planning the Commencement exercises in which the College participates. In conjunction with the Office of the Dean and with the concurrence of the Office of the President, it may recommend commencement speakers, proceedings, activities, and such other aspects of the exercise as it may desire and shall request participation in the exercises by appropriate department representation.
- (3) The Committee on Faculty Activities shall oversee Human Subjects Policy. The committee shall provide an independent evaluation of the risks and benefits that may be involved with research using human subjects to protect the well-being of participants and researchers from unseen liabilities of some research projects. See CSULB Policy Statement PS 88-05 for regulations governing inventions and patents resulting from research.

#### 5.4.4 Faculty Development, Professional Leave, and Ethics Committee

Committee members shall not serve more than two consecutive terms. An elected member applying for any developmental resources shall not participate in deliberations on his or her own case, but his or her department may elect an alternate to participate in deliberations on this committee member's application. Election to this committee requires that the faculty member be intellectually active, as defined by the AACSB.

- (1) It shall promote scholarly research and publication by faculty members and recommend to the Dean such steps as will facilitate the expansion of faculty research and publication, enhance and develop an environment conducive to research and publication by all faculty members, and review and evaluate faculty requests for assistance and recommend provision of such assistance.
- (2) The Committee on Faculty Development and Leave shall make recommendations for the allocation of SCAC and other assigned time in accord with CSU System and University policies and guidelines.
- (3) In coordination with the Dean, it shall establish the purpose for which gifts and grants may be used, monitor the expenditure of such funds, assure the accountability of funds received as gifts and grants, and establish priorities in the use of gifts and grants.
- (4) The Committee on Faculty Development and Leave shall prepare criteria against which applications for sabbatical leave may be judged, including the following standards: (a) The proposal should contribute to the intellectual and professorial growth of the faculty member. (b) The proposal should enhance the effectiveness of the faculty member's teaching and research ability. (c) The proposal shall include planned research activity looking toward publication. (d) The proposal should expand the discipline of the member. (e) The proposal should give evidence that the leave will directly or indirectly contribute to the growth in excellence of the University. (f) In being forwarded, the proposal may contain a recommendation from the department, with a request that the committee consider giving preference to proposals with a higher departmental ranking.
- (5) Based upon the program and materials presented, the Committee shall recommend to the Dean a list of professors recommended for sabbatical leaves, including in the recommendation the types of sabbatical leaves to be awarded. Such listing shall rank the recommended applicants in highest to lowest priority; and with the recommendations, the Committee shall include the basis for the priority listing.
- (6) The Committee on Faculty Development and Leave shall monitor Professional

Standards and Ethics for the College. It shall monitor application, within the College, of the requirements set forth in Appendix B, "Documents on Professional Standards and Ethics and Related Documents," of the current University Faculty Handbook. As may be necessary in the Committee's own judgment, the Committee may, upon request to the Committee from any source within the College, make investigations as a representative committee of the faculty or make representations or recommendations to appropriate administrative officers.

#### 5.4.5 Grade Appeals Committee

The Grade Appeals Committee shall consist of one elected tenured full professor from each department and one student member selected by ABSOC. (See University policy on Grade Appeals.)

#### 5.4.6 Graduate Programs Committee

The Graduate Programs Committee shall be an elected body consisting of one member from each department.

The Graduate Programs Committee is responsible for improving the quality, and enhancing the stature and growth of Graduate Programs and Executive Education in the College. The Graduate Programs Committee is responsible for evaluating existing policies, standards, guidelines, and regulations pertaining to graduate programs, curriculum, admissions, compensation and assessment and making recommendations. Its duties include, but are not limited to the following.

- (1) Develop and/or review and recommend new graduate programs, specializations, and executive education, and recommend discontinuance, if necessary.
- (2) Initiate recommendations regarding degree and core requirements, as well as other matters relating to the curricula that are necessary to continuously improve and strengthen the graduate programs and executive education.
- (3) Develop standards and guidelines for graduate courses, review the quality of teaching and student satisfaction, and make recommendations.
- (4) Review the admissions policies/standards and incoming student quality, and recommend changes.
- (5) Review workload and compensation for graduate teaching.

- (6) Review and recommend changes in the graduate catalog and material to be included therein.
- (7) Work in conjunction with the Strategic Planning and Assessment Committee regarding strategic plans for graduate programs and executive education.
- (8) Work in conjunction with the Strategic Planning and Assessment Committee regarding assessment of graduate programs and executive education.
- (9) Develop criteria for the selection of graduate students for the Graduate Dean's List of University Scholars and Artists, review the applications, and make recommendations.
- (10) Determine requirements for scholarships/honors/awards for graduate students, review applications, and recommend finalists (unless these requirements are specified by the donor organization).
- (11) Perform other duties as appropriate within the scope of their function.

#### 5.4.7 Financial Resource Review Committee

Committee members shall not serve more than two consecutive terms. In addition to one elected representative from each department,

- (a) An Associate Dean or designee shall serve as ex-officio, non-voting member.
- (b) The staff may select one of its members (in addition to ASM) to serve on the Committee. The staff member shall serve for a one-year term and may be reelected.

The Financial Resource Review Committee shall

- (1) Obtain information for continuous improvement in bargaining power with other Colleges' resource negotiators.
- (2) Support collegial resource problem solving within each department and between department representatives.
- (3) Produce semester reports on the financial resources of the College. The semester reports and the minutes should be maintained and transmitted to the succeeding year's committee. The reports shall contain, at minimum, the following six sections. (a) The expectations implied in the College mission statement. (b) The

resources, including release time, travel, and other high-profile discretionary resources, budgeted for mission-specific subgoals. (c) Actual expenditures, following the Approved Chart of Accounts format. (d) Explanation of significant variances between budgeted and actual expenditures for the last year or semester with lessons learned and improved knowledge about the realities of system bargaining. (e) Priorities for directing attention for the next two bargaining and problem-solving cycles. (f) Determination of the method of resource allocation.

#### 5.4.8 Instructional Technology and Lottery Committee

The Instructional Technology and Lottery Committee is an elected body consisting of one member from each department. The Committee reports to the Faculty Council. The Chair of the Committee shall be elected for a one-year term and shall meet weekly or more frequently with the Director of the Computer Lab. The Committee's responsibilities consist of the following duties.

- (1) Develop policy and evaluate effectiveness of the College instructional technology resources based on College needs. Specific guidelines shall fairly balance the allocation of resources such as faculty and student workstations, and maintenance and replacement of hardware, software, and supplies.
- (2) Review historical distinctions between administrative and academic computer resources for opportunities arising from long-range strategic planning decisions.
- (3) Identify and pursue entrepreneurial situations for serving community, student, staff, and faculty needs.
- (4) Evaluate proposals for Lottery funds and make recommendations to the Dean.

#### 5.4.9 Strategic Planning and Assessment Committee

The Strategic Planning and Assessment Committee is an elected body consisting of one representative from each academic department, one member representing staff, and one member representing students.

Its responsibilities include the following duties and functions:

- (1) Review and re-draft, if necessary, the CBA Mission Statement.
- (2) Review and re-draft, if necessary, the CBA Strategic Plan.
- (3) Monitor the environment to develop and recommend for approvals, where

appropriate, alternative strategies to minimize problems and threats.

- (4) Oversee, monitor and review all assessment activities of the College. Deliberate on results of regularly scheduled assessment activities, refer results to appropriate bodies within the CBA, and consider and incorporate results in strategic planning decisions.
- (5) Monitor marketing efforts designed to distinguish CSULB from other business schools in the surrounding area.
- (6) Explore jointly with the appropriate College Undergraduate Programs and Graduate Programs Committees strategies for revision at undergraduate and graduate levels in order to address new AACSB curriculum standards.
- (7) Explore innovative methods of curriculum delivery for consideration by the appropriate programs committees.

The SPAC must work within the budgetary constraints placed on CBA and should avoid duplication of functions of existing committee structures.

Before implementation of any recommendations of the SPAC, the matter must be placed before the College Faculty for a vote. For the recommendation to pass, a majority vote is required of the total number of tenured/tenure-track faculty. Voting shall be done only during the regular academic semester.

#### 5.4.10 Undergraduate Programs Committee

The Undergraduate Programs Committee shall be an elected body consisting of one member from each department.

The Undergraduate Programs Committee is responsible for improving the quality, and enhancing the stature and growth of undergraduate programs in the College. The Undergraduate Programs Committee is responsible for evaluating existing policies, standards, guidelines, and regulations pertaining to undergraduate programs, curriculum, admissions, and assessment and making recommendations. Its duties include, but are not limited to the following.

- (1) Develop and/or review new undergraduate programs, majors, options, as well as recommend discontinuance, if necessary.
- (2) Initiate and develop recommendations regarding degree and core requirements, as well as other matters relating to the curricula that are necessary to continuously improve and

strengthen the undergraduate programs, majors and options.

- (3) Develop standards and guidelines for undergraduate courses, review the quality of teaching and student satisfaction, and make recommendations.
- (4) Review the admissions policies/standards and incoming student quality, and recommend changes.
- (5) Review and recommend changes in the undergraduate catalog and material to be included therein.
- (6) Develop procedures on student petitions and waiver of course requirements.
- (7) Work in conjunction with the Strategic Planning and Assessment Committee regarding strategic plans for undergraduate programs.
- (8) Work in conjunction with the Strategic Planning and Assessment Committee regarding assessment of undergraduate programs.
- (9) Develop criteria for the selection of the Outstanding Graduating Senior Award, review the applications and make recommendations.
- (10) Determine requirements for scholarships/honors/awards for undergraduate students, review applications, and recommend finalists (unless these requirements are specified by the donor organization).

#### 5.5.0 Faculty Authority Over College Committees

See Constitution of the College of Business, Article VI.

#### 5.6.0 General Duties of College Committees

See Constitution of the College of Business, Article VI.

### **ARTICLE VI COLLEGE POLICY AND PROCEDURE**

#### 6.1.0 Proposals for College Policy

See Constitution of the College of Business, Article VII.

## 6.2.0 Governance

See Constitution of the College of Business, Article VII.

## 6.3.0 Budget Information and Allocation

See Constitution of the College of Business, Article VII.

## 6.4.0 Availability of Budget Information

See Constitution of the College of Business, Article VII.

## 6.5.0 Curriculum Development

### 6.5.1 Curriculum Proposals

See Constitution of the College of Business, Article VII.

### 6.5.2 College Curriculum Committees

See Constitution of the College of Business, Article VII.

### 6.5.3 Curricular Changes

See Constitution of the College of Business, Article VII.

## 6.6.0 Assigned Time

See current University Faculty Handbook. The awarding of assigned time for Research and Creative Activity and for the Professional Opportunities Program is described.

Prior Work Accomplished Reports are to be considered in the awarding of assigned time. Assigned time within the College is divided into two categories: position-based assigned time and competitive assigned time.

### 6.6.1 Position-based assigned time involves the following activities.

- (1) Excess Enrollment (Code 11): See current University Administrative Handbook.
- (2) New Hires (Code 22b): The University encourages that all new hires be granted three units of assigned time per term to support their research during

their pre-tenure years of employment. It is the College's responsibility to finance half of this program insofar as the budget permits. The other half is financed by the Vice President for Academic Affairs.

- (3) Chairs (Code 22b or Code 33): The duties and responsibilities of the Chair are to be funded by an administrative fraction. The University's administrative fraction will support a reduced load of one class. To augment this allocation, Chairs receive three units of assigned time to support their research (Code 22b) or curricular planning (Code 23) from the College insofar as the budget permits.
- (5) Accreditation Responsibilities (Code 34): Assigned time may be granted to support faculty involved in the accreditation process.
- (6) Other: Other activities can be supported. See relevant Department, College, and University policies.

#### 6.6.2 Competitive Assigned Time

The primary use of competitive assigned time in this College and throughout the University is to support faculty research (Code 22b).

### **ARTICLE VII DEPARTMENTS OF THE COLLEGE**

#### 7.1.0 Departmentalization Criteria

See current University Faculty Handbook.

#### 7.2.0 Department Name Change Policy

See current University Faculty Handbook.

#### 7.3.0 Departments of the College

See Constitution of the College of Business, Article III.

#### 7.4.0 Autonomy of Departments

See Constitution of the College of Business, Article I.

7.4.1 Each department shall establish its own internal policies and procedures for the

organization and operation of that specific department, consistent with College and University policy.

7.4.2 Each department shall select its representatives to College Standing Committees on which all departments are represented.

#### 7.5.0 Department Committees

See Constitution of the College of Business, Article III.

#### 7.6.0 Faculty Assignments and Schedules

7.6.1 The assignment for faculty members is to be determined by the faculty and department chair in relation to other University responsibilities of the faculty member concerned, the nature of the subject matter involved, the needs of the department, and requirements of the appropriate State codes. Approval of a department schedule of assignments by the Chair constitutes certification that an appropriate work week is scheduled for each faculty member employed during the specific semester or summer term concerned. Thereafter, the signature of the Department Chair on the monthly payroll certifies that scheduled work week obligations have been fulfilled.

7.6.2 The Dean will have the authority to approve or disapprove of any teaching activity by full-time CSULB faculty in degree programs involving disciplines within the College.

#### 7.7.0 Summer School Assignments

Course demand by students and qualification of faculty to teach are fundamental to the determination of class offerings and faculty assignments. Having provided an identifiable student demand, each department shall establish its own procedure regarding the allocation of summer teaching assignments, subject to University policies.

#### 7.8.0 Duties and Selection of the Department Chair

The Department Chairs serve at the pleasure of the President of the University. With the President also lies their ultimate appointment and supervision. The Chancellor's Office has deemed that this responsibility be delegated to the Dean of the College.

##### 7.8.1 Duties of the Department Chair

See current University Faculty Handbook.

### 7.8.2 Selection of the Department Chair

See current University Faculty Handbook.

### 7.9.0 Role of the Department Associate Chair

Each academic department may, at its own discretion, have a Department Associate Chair/Secretary elected by the department faculty from among the full-time members who have that department as their resident department.

7.9.1 A Department Associate Chair/Secretary shall be selected, evaluated, and continued in office in the same manner as the Department Chair.

7.9.2 The Department Associate Chair/Secretary shall assist the Department Chair in administering the department and shall serve as Secretary at department meetings and shall assume the duties of the Department Chair in his/her absence. Additional duties may be assigned by the department faculty or Chair.

### 7.10.0 Department Meetings and/or Elections

7.10.1 Provided there is no inconsistency with the Handbook, each department shall develop and implement its own policies and procedures for the specific organization of that department and in other matters clearly within the purview of that department.

7.10.2 The right to vote in department elections is extended to full-time, in residence, regularly appointed (tenured/tenure-track) faculty; and this right may be extended to Lecturers as a department may, at its own discretion, decide, provided, however, that Lecturers may not vote for recommendation and selection of Department Chairs or on RTP matters. Assigned time held by a faculty member qualifies as a teaching assignment under this provision.

7.10.3 No substantial changes in College or Department structure, programs, or curricula shall be permitted to occur during any College or Department summer meetings unless such meetings meet requirements set forth in this Handbook with respect to quorums, voting, etc.

### 7.11.0 Special Incentives to New Hires

7.11.1 The department faculty will act as a Committee of the Whole to approve disbursement of special incentives, financial or other, offered to new hires.

7.11.2 The Faculty Council shall approve offers of special incentives to new hires at the College level.

#### 7.12.0 Retreat Rights

Retreat rights for new hires should be approved by the department in which retreat rights are sought. Only tenured faculty should vote on the issue.

### **ARTICLE VIII RETENTION, TENURE, AND PROMOTION (RTP)**

8.1.0 See current University Faculty Handbook. The University RTP Document is the basic governing document for the College of Business Administration, and was approved by majority vote of the Faculty in October 1985, and approved by the President. The section of that Document entitled "RTP Documents" states the following:

Each school or equivalent, shall adopt an RTP document which shall outline the procedures and criteria for the RTP process to be used by all parties (peer committees and administrators) in accordance with the Memorandum of Understanding between the Board of Trustees and the exclusive employee representative, the regulations of the State University system, and with the RTP Policies of CSULB included in this document.

Colleges, or equivalent, are urged to develop additional criteria which amplify and enhance those established by the Trustees and those included in this document. The College RTP Document shall be adopted by the faculty of the school by a majority of the votes cast on a secret ballot. RTP documents adopted by each school shall be forwarded to the Vice-President for Academic Affairs for final approval after consultation with the University Faculty Personnel Policies Council.

All questions of interpretation of the College RTP Document shall be referred to the Vice-President for Academic Affairs who in turn will consult with the University Faculty Personnel Policies Council before making a decision. Decisions may be appealed to the Academic Senate and its recommendations will be forwarded to the President.

#### 8.2.0 Philosophy of the College of Business Administration

All questions of interpretation of the RTP section of the Document shall be referred initially

to the College RTP Committee. The entire faculty shall be necessary, however, to resolve questions of a major consequence and the Dean shall so provide upon certification by the College RTP Committee.

### 8.3.0 Department Committees and Procedures

- 8.3.1 Each Department shall have an elected RTP Committee composed of at least three full-time tenured faculty holding a rank higher than that of any candidate for promotion. The Department Chair may be a member of the Committee. If the Chair is a member of the Committee s/he will not prepare an independent evaluation. If fewer than the number of members specified are elected, faculty from outside the department may be elected to meet this requirement. The Committee members from outside the department must be approved by a majority of the votes cast by the department faculty eligible to vote. To be eligible for membership on a Department RTP Committee, a faculty member must be teaching a minimum of six units in that department, and assigned time held by a faculty member shall qualify as teaching units under this provision. Where faculty membership will permit, the Department Committee shall include at least one member from the preceding year's Committee and no member shall serve more than three years in succession.
- 8.3.2 Department Committees shall be elected prior to May 15 for the subsequent year. It shall be the department's responsibility to implement the specifics of the Document.
- 8.3.3 If a member of a Department Committee becomes a member of the College Committee, that member shall no longer serve on the Department Committee and the Department Committee shall elect a replacement as soon as possible.
- 8.3.4 Any Faculty member whose own case is being considered for RTP purposes may make a peremptory challenge of one Department Committee member. If such occurs, the Committee member will be replaced for that particular case, and only that case.
- 8.3.5 The Department Chair may meet with the Department Committee at its invitation or at the Chair's request for exchange of information.
- 8.3.6 All voting on RTP matters shall be conducted in executive session.
- 8.3.7 RTP evaluations and recommendations shall be made at the Department level. The Department Chair, shall, through maximum consultation and information exchange with the Committee, provide an evaluation and recommendation separate and distinct from that of the Department Committee. The recommendations and justifications shall be transmitted to the College RTP Committee. Each RTP file

shall include the following items.

- (1) A statement of criteria used by the Department.
- (2) Data on teaching effectiveness as judged both by peers and students.
- (3) A copy of the student evaluation form used.
- (4) A summary statement of recommendations.

8.3.8 The candidate shall be provided with a copy of the Department Chair and Department Committee recommendations and justifications at least ten working days prior to forwarding them to the College Committee.

8.3.9 The candidate may respond within five working days to negative Department recommendations. After the candidate's response is received by the Department, the Department shall have five working days to provide a further rationale before the recommendations are forwarded to the College Committee. No later than the time such recommendations are forwarded to the College Committee, the candidate who has responded shall be informed in writing of the final recommendations of the Department Committee and of the Department Chair.

#### 8.4.0 The College RTP Committee and Its Procedures

##### 8.4.1 Membership

- (1) The College RTP Committee shall consist of one faculty member selected by each department and ratified by secret ballot of the College faculty.
- (2) Faculty who serve on the College Committee must be full-time, be tenured, and hold the rank of Professor. Deans and Associate Deans shall be excluded from serving on the Committee.
- (3) Members will serve two-year terms, as provided in Article V, Section III. A member may not succeed himself/herself.
- (4) College Committee elections shall take place prior to May 15 preceding the academic year they will serve.
- (5) If a Committee member resigns or otherwise leaves vacant an unexpired term of office on a College Committee, his/her department will provide a nominee.

#### 8.4.2 Procedures

- (1) The Dean may meet with the College Committee at their invitation or at his/her request for exchange of information before beginning review of files.
- (2) All voting on RTP matters shall be conducted in executive sessions and under such rules as the Committee may decide.
- (3) The Dean, in consultation with the College Committee, has the responsibility for allocations of funds for promotion and for advancement.
- (4) The College Committee, and separately the Dean, shall place candidates for promotion in the various categories as required by University policy.
- (5) RTP evaluations and recommendations shall be made at the College level. Recommendations and justifications shall be transmitted to the Dean.
- (6) The candidate shall be informed of the Department RTP Committee's, the College RTP Committee's, and the Dean's recommendations. At each level, the candidate may submit a rebuttal statement or response in writing and / or request a meeting be held to discuss the recommendation within seven days following receipt of the recommendation.

#### 8.5.0 Criteria for Evaluating Candidates for Retention, Tenure, and Promotion

All candidates shall be evaluated on the basis of the criteria specified by the University, College, and Department. See University, College of Business Administration, and Departmental RTP policies, latest versions.

### **ARTICLE IX COLLEGE OF BUSINESS ADMINISTRATION HANDBOOK: ADOPTION AND AMENDMENT PROCEDURES**

- 9.1.0 Considered and reflected herein are applicable laws of the State of California, pertinent regulations of the Board of Trustees of the California State Universities, Policies and Regulations of the California State University, Long Beach, and the Collective Bargaining Agreement. Any provision herein that is in conflict with any of the foregoing is void. As amendments/ changes occur in these laws, policies, and regulations, appropriate changes will be made in this Handbook; the time required to effect such changes shall not, however, relieve the faculty of complying with laws, University policies and regulations, and the

Collective Bargaining Agreement when they become effective as established by proper authority.

- 9.2.0 Any proposed amendment to this document shall be submitted in writing to the Dean by no fewer than five members of the faculty. The Dean will notify the faculty in writing with a copy of the proposed amendment within thirty calendar days following his/her receipt of the proposed amendment. Proposed amendments shall not be considered from the end of the Spring semester to the beginning of the subsequent Fall semester.
- 9.3.0 Any such proposed amendment may be discussed and/or approved by the faculty in a duly constituted College meeting by a majority vote of eligible voting faculty members present, as designated in Article I, Section III.
- 9.3.1 A College meeting must be called by the Dean within fifteen days of having been given notice of the proposed amendment, or alternatively, the Dean may elect to forego a College meeting and may conduct a mail ballot to determine acceptance or rejection of the proposed amendment.
- 9.3.2 The proposed amendment shall be adopted if a majority of the votes cast are in favor of the proposal and the amendment has been accepted by the Dean of the College. If the Dean does not accept the amendment, it shall be sent back to the faculty for a vote by secret ballot. If the amendment receives a favorable vote of three-quarters of the vote cast or two-thirds of the entire faculty, whichever is smaller, it shall become effective.
- 9.3.3 Only those votes will be tallied that are either for or against adoption of the proposal.
- 9.4.0 The Constitution of the Faculty
- See Constitution of the College of Business, Section VIII.