1) Voting Members: The voting members of the School of Business Assembly are all tenured and tenure track faculty, all non-tenure track faculty who have taught more than half time for two years, and student representatives elected by the UBC, GBC, and ABDS.

2) Meeting Dates: The dates of regular meeting of the School of Business Assembly will be announced at the beginning of each semester. If there are no substantive agenda items, a scheduled meeting may be cancelled.

3) Agenda: The agenda and supporting materials for each meeting will be distributed to members of the School of Business Assembly at least four days before the meeting (Monday afternoon for a Friday afternoon meeting). No items that require a vote of the Assembly can be added after the agenda is distributed; however, informational items can be added. The School of Business Assembly may vote to amend items that appear on the agenda at the meeting.

   Rationale for 2 and 3: These are to insure that members of the Assembly are given sufficient notice of when the meeting will be held and of the items to be discussed at the meetings so they can participate in the meetings and come to the meetings informed.

4) Items Requiring Assembly Approval: The following are items requiring School of Business Assembly approval.

   a) Any changes to the curriculum of any program in the School of Business. The following are examples of curricular changes.

      i)  A change to degree requirements including things like changes in the course requirements or the admission requirements to the program.

      ii) A change to in the requirements for a major or a concentration in any program.

      iii) A change in any course including the course description, the prerequisites, or the hours of credit.

      iv) Addition or removal of a course from the catalog.

   b) Substantive policy changes that affect the faculty of the School of Business. Examples include proposed changes to evaluation of faculty, proposed changes to teaching loads, changes to composition or election procedures for elected committees, etc.
c) Substantive policy changes to School of Business programs. Examples include proposed changes in the admission requirements to programs, proposed changes in dismissal standards, etc.

5) Curricular Changes: Proposed changes in the curriculum of any School of Business program will require two readings conducted at two separate meetings. This policy can be waived if the intent to waive the policy appears on the agenda and 2/3 of the members in attendance vote to waive the second reading.

   Rationale for 5: This continues current policy and sets specific rules for the waiving the second reading.

6) Consent Agenda Items: Items that are believed by the committee or team recommending the item to be routine or not controversial can be placed on the consent agenda for the meeting. All items on this agenda will be passed by consent of the School of Business Assembly. Any item will be removed from the consent agenda if any Assembly member present at the meeting asks to have the item removed from the consent agenda.

   A short one-half page summary including the following items should be provided so that it can be included with the agenda.

   a) A concise statement of the proposal.

   b) A listing of the methods that have been used to obtain input about the proposal.

   c) A statement about why the proposal should be adopted. This should include the present status and the changes that are likely to result if the proposal is passed.

   d) Any pros and cons of the proposal that are known.

   e) A list of the members of the committee or team that is making the proposal except if the committee includes the entire faculty in one of the three areas.

   Rationale for 6: When an item is not controversial, an efficient way to pass these items through the assembly should be available.

7) Regular Agenda Items: Committees or teams that propose items for the regular agenda must provide a short summary (about 1 page) including the following information. This summary is in addition to any supporting materials related to the proposal.

   a) A concise statement of the proposal.

   b) A listing of the methods that have been used to obtain input about the proposal. If faculty have not had sufficient opportunity to provide input, the item will not be put on the agenda.
c) A statement about why the proposal should be adopted. This should include the present status and the changes that are likely to result if the proposal is passed.

d) Any known pros and cons of the proposal. This should include all the issues that have come up about the proposal from faculty input. The parts of the proposal that have been widely supported and the parts of the proposal that are controversial should be indicated. The pros and the cons of the parts that are controversial are especially important.

e) A list of the members of the committee or team that is making the proposal except if the committee includes the entire faculty in one of the three areas.

Rationale for 7: This is to insure that all assembly members have the opportunity for input on substantive items that will eventually be voted on by the assembly. The intent is for most of the discussion and changes to occur prior to the assembly meetings.

8) Emergency Items: If an item is brought before a School of Business curricular team that needs to be acted upon before the next scheduled Assembly meeting, that team is authorized to make a decision about that item on a temporary basis. These decisions must have the approval of two thirds of the curricular team. If the two-thirds approval cannot be achieved, the committee may bring the issue before the FAC for consideration and possible approval. These actions must be reported by the curricular team to the School of Business Assembly at their next meeting and the Assembly must approve the decision. These items may appear on the consent agenda or the regular agenda.

Rationale for 8: There needs to be a means for curricular teams to make time sensitive decisions when the School Assembly is not scheduled to meet before the decision needs to be made or the window of opportunity will pass for a substantial period of time. This provides the authority for these decisions to be made on a temporary basis by the relevant curricular team.

9) Chair of the School of Business Assembly Meeting: The Dean of the Business School may act as chair of the Assembly meeting or may ask the head of the Faculty Advisory Committee (FAC) to chair meetings. Another member of the FAC may also act as chair when the head of the FAC is not available.

10) Agenda items will be submitted to the Dean’s Assistant: The chairperson of the FAC will work with the Dean’s Assistant to develop rules to judge whether or not proposed agenda items meet the criteria set forth in this document to be included on the agenda. The chairperson of the FAC will decide if an item can appear on the agenda in cases where it is not clear if the requirements have been met.