

SCHOOL OF BUSINESS FACULTY ADVISORY COMMITTEE

(Adopted by vote of the Assembly on April 7, 2006)

Name: Executive Committee will be renamed Faculty Advisory Committee (FAC)

Membership: There will be four members of the faculty on the FAC elected by “eligible faculty” members of the school to staggered two-year terms on the committee. Eligible faculty is defined as tenure track faculty and non-tenure track faculty eligible to vote in the assembly (50% appointment for at least two years with expectation to continue). The election process will be as described in the attached Appendix. Briefly, the election process will be as before but amended so that the FAC is guaranteed to have a representative from each of the four areas (AIS, FEDS, MEL, & MGMT) of the School. Two members will be elected each year. All eligible faculty can vote for any candidates during the nomination and final election stages. There will be no student members in the FAC. The dean and associate dean will serve as ex-officio members of the FAC.

Meetings: The FAC will meet at the beginning of the each semester, elect a chairperson (from amongst its members) for the semester, develop a list of tasks to be done during the semester in consultation with the deans, and then meet as necessary until it has accomplished all its tasks. A partial list of tasks the FAC will concern itself with is as follows.

FAC Tasks:

1. (*Faculty Recruiting*) The Dean’s office will consult with the FAC each Spring before finalizing plans for faculty recruiting, if any, for the following academic year.
2. (*School Governance*) Advise the Dean’s office on School governance issues. This includes recommending what permanent/ad-hoc committee/teams the School should have, and recommending special charges for these committees/teams as circumstances warrant.
3. (*Policy Change Decisions*) Advise the Dean’s office on policy change decisions regarding research, teaching, and administrative service. This would include policies such as teaching load policy, research standards, faculty evaluation and development plan, organization and administrative structure of the School, policy for allocation of monetary resources to faculty members, policy for re-appointment of named professors, etc.
4. (*Strategic Issues*) Advise the Dean’s office on strategic issues for the School such as new academic directions, mission/goals/objectives for the School, new programs, etc.
5. (*Input from an Elected Faculty Body*) Provide input to the Dean’s office, or directly to the Provost’s office as appropriate, when the University or Provost’s office requires or requests input from an elected faculty body. Be responsible for University and School governance procedures, such as grievance procedures, School of Business awards, etc., which require involvement by an elected faculty.

Appendix: Faculty Advisory Committee Election Process

For the Faculty Advisory Committee (FAC), the Chairperson of the FAC initiates the process of the elections each Spring semester (usually by the start of April). The election for the Promotion & Tenure Committee is held first, followed by the election for the Research & Development Committee, and lastly the FAC.

Faculty members that are eligible to vote are given notice, with a deadline, to withdraw their names from nomination. Then, they are sent the first ballot, with a deadline, to choose their selection of candidate(s) (minus the withdrawals). If two vacancies are to be filled, which is the norm, then twice that number (four) of highest-voted candidates are advanced to the final ballot *with the provision that at least two members be nominated from each area group not represented in the FAC*. The final ballot, with a deadline, is then given to the eligible voting faculty to choose the final winners of the election with the provision that at least one faculty member is chosen from each area group not represented in the FAC.

Two members will be elected each year. If for some reason, one of the continuing members resigns or decides to not serve or cannot serve the second year term, then that member's position will be filled for the remainder of the term by the faculty member in the most recent election who received the largest number of votes and was not elected.