

# V. GOVERNANCE STRUCTURE OF THE SCHOOL OF BUSINESS

The governance structure consists of the Dean, Associate Dean, directors, the Faculty Chair, committees, and the faculty as a whole. The Dean is the executive officer for the School of Business and reports to the Provost & Vice President of Academic Affairs (see Section 1.V.D). The Associate Dean's responsibilities are assigned by the Dean. Both the MBA and MAcc programs have faculty directors. The Associate Dean, program directors, Director of Student Affairs, and the Director of the Washburn University Kansas Small Business Development Center report to the Dean. The Dean and Associate Dean work with the faculty committees, the Faculty Chair, and Directors to accomplish the goals and objectives of the School.

Committees act as advisory to the Dean and also review (and/or initiate) various proposals and initiatives. Their proposals and reports are referred to the Faculty, Coordinating Committee, or Dean as appropriate.

Present Committees are:

- Coordinating
- Planning and Review
- Student Affairs
- Curriculum
- Faculty and Personnel
- Promotion and Tenure (ad hoc)
- Task

The chairpersons of the Planning and Review, Curriculum, Student Affairs, and Faculty and Personnel Committees are elected by the members of the respective committees. The Chairperson of each committee is usually a carry-over member. Appropriate membership is determined by the Coordinating Committee.

The School also has a major nonacademic unit, the Washburn University Kansas Small Business Development Center. The WUKSBDC functions include training programs, counseling and research and information services. There are important areas of interaction between the WUKSBDC and faculty such as serving as consultants and instructors for training programs.

## A. Committee Purposes and Responsibilities

The general purpose of all committees is to establish and modify policies and processes for adapting and responding to the dynamic internal and external operating environment of the School of Business, including compliance with AACSB standards. Committees may solicit input from School of Business stakeholders. Other duties may be assigned to the Committees as needed by the coordinating committee or the Dean.

### 1. Coordinating Committee

The Coordinating Committee is composed of the Dean, Associate Dean, and Faculty Chairperson, Graduate Program Directors, the Chairpersons of the Planning and Review, Curriculum, Student Affairs, and the Faculty and Personnel Committees. The Dean serves as Chair of this Committee.

The Coordinating Committee is primarily responsible for developing, implementing, evaluating and modifying the processes for:

1. Nominating School of Business committee membership (subject to faculty approval).
2. Coordinating the activities of all committees.
3. Ensuring committee compliance with the School of Business mission statement and committee responsibilities.
4. Responding to unforeseen issues as appropriate.

### 2. Planning and Review Committee

Planning and Review Committee is primarily responsible for the processes of developing, reviewing, modifying, and monitoring the implementation of the School's

1. Mission statement.
2. Strategic plan.
3. Academic programs.
4. Compliance with AACSB Standards related to Mission and Strategic Management.

### 3. Student Affairs Committee

This committee is primarily responsible for developing, implementing, evaluating, and modifying the processes for:

1. Marketing and recruiting new students, and placement of graduating students.
2. Maintaining and reviewing academic and behavioral standards for students.
3. Advising students.
4. Awarding scholarships to students.
5. Encouraging development of School of Business Student Organizations
6. AAACB Standards compliance related to Student Affairs

### 4. Curriculum Committee

This committee is primarily responsible for:

1. Reviewing and making recommendations to the faculty for the graduate and undergraduate curriculum.
2. Evaluating all new program proposals, course proposals and revisions and making recommendations to the faculty
3. Evaluating course content as it relates to Student Learning Outcomes (SLOs), and documenting compliance with the School of Business Assurance of Learning process.
4. Evaluating course content to ensure consistency in the core courses.
5. Preparing and reporting the SOBU annual assessment report.
6. Documenting compliance with and reporting on AACSB Standards as related to Curriculum and Assurance of Learning Standards.

### 5. Faculty and Personnel Committee

This committee is primarily responsible for:

1. Developing and modifying processes and procedures for appointment, evaluation, and tenure and promotion of faculty.
2. Developing, maintaining, and promoting programs that enhance faculty performance.
3. Review and maintenance of the School's Journal Quality List.
4. Periodically evaluating and refining procedures for recruitment and retention of faculty.

5. Monitoring the AACSB Standards related to faculty and personnel issues and recommending changes in SOBU policies and procedures to ensure compliance with those standards

#### **6. Promotion and Tenure Committees (Ad hoc)**

Committees are created, as needed, according to the School's Promotion and Tenure policies.

These committees are primarily responsible for reviewing applications for tenure/promotion of faculty members.

1. Review applications for tenure/promotion of faculty members.
2. Provide individual, written recommendations to the Dean for approval or rejection of applications for promotion/tenure.
3. The senior ranking member of the Committee will normally serve as Chair of the Committee

#### **7. Task Committees**

These committees will be formed to perform specific duties. Task committee duties will be a subset of the assigned activities of one or several permanent committees and will require oversight by the permanent committees. Any member of the administration or faculty of the School of Business can propose a task committee by presenting a written proposal to the Coordinating Committee for approval. The proposal must include: a. the specific responsibilities, outcomes, and name of the proposed task committee, b. the reporting relationship of the task committee with pertinent permanent committees, and c. the expected duration of the task committee. Task Committees will be established only after approval of the Coordinating Committee. The chair and the members of the committee will be solicited and appointed by the Coordinating Committee. A Task committee will disband after the assigned task is complete

#### **B. Selection of Committees**

The Coordinating Committee offers nominations for committee positions on the Planning and Review, Curriculum, Student Affairs and Faculty and Personnel committees in the Fall semester for the academic year. The nominations are presented to the whole faculty for amendment as necessary and approval. Committee assignments are reviewed on an annual basis, with a comprehensive review to occur every five years.

Faculty preferences will be considered when assigning committee membership.

Promotion and Tenure committees are established annually. Individual committee membership will be in accordance with Section III.B.4d. The Associate Dean will call an organizational meeting of eligible committee members.

#### **C. Faculty Meetings**

The Faculty Chairperson is elected by all full-time faculty in the spring semester for the following academic year.

The Faculty Chairperson presides over all faculty meetings.

Faculty meetings can be called by any of the following:

1. The Dean of the School of Business
2. The Faculty Chairperson
3. At least three faculty members.

In faculty meetings, the faculty:

1. Receive reports from the Dean and others.
2. Review proposals forwarded by School committees, and provide approval recommendations to the Dean.
3. Elect the faculty chairperson and SOBU representatives on the Faculty Senate and University-wide committees.