Coggin College of Business Bylaws

Adopted September 24, 2021

ARTICLE I
NAME

The name of the College is the Coggin College of Business. The College is an administrative unit of the Division of Academic Affairs.

ARTICLE II
PURPOSES

SECTION 1.
The College is organized into Academic Departments and supported by auxiliary units such as the Small Business Development Center (SBDC) and the Center for Entrepreneurship and Innovation (CEI). The academic departments are Accounting and Finance; Economics and Geography; Management; and Marketing and Logistics. The College promotes internal and external support for programs that meet the University's needs and the region it serves and provides overall administration, organization, and direction for stakeholders.

SECTION 2.
The College participates in the overall governance of the University, as established by the University Constitution. The College maintains accreditation in business and accounting by AACSB International.

ARTICLE III
JURISDICTION

SECTION 1.
The Faculty is the primary legislative body of the College. Subject to the University's constitution and the rules and policies of the Board of Governors and the University of North Florida Board of Trustees. Upon recommendation from various academic constituencies of the College, the Faculty determines the requirements for academic degrees and establishes admissions and granting policies. It may act upon any academic matter of concern to the College.

SECTION 2.
The Faculty may reflect and deliberate on any general-interest issue to the University or College and make recommendations to the appropriate officer or body.

ARTICLE IV
MEMBERSHIP

SECTION 1
Any person holding the rank of Professor, Associate Professor, Assistant Professor, University Instructor, Associate Instructor, Instructor, University Lecturer, Associate Lecturer, or Lecturer in an academic unit of the College is a member of the Faculty. Membership carries the right to participate in the governance and administration of the College as prescribed herein.

SECTION 2.
The Faculty is the judge of its own membership where questions of eligibility arise, except as provided in theUniversity Constitution.

ARTICLE V
COLLEGE EXECUTIVE COMMITTEE

SECTION 1.
Each department of the College is represented on the College Executive Committee by its Director or Chairperson. The remaining members of the College Executive Committee consist of the Associate Dean (s) and those other College officers the Dean so designates. The Dean conducts Committee meetings, and in the Dean's absence, the Dean's designee presides. Minutes of the meetings are made available to the Faculty and staff.

SECTION 2.
The purpose of the College Executive Committee is to provide guidance and advice to the Dean as necessary for the effective conduct of the College.

ARTICLE VI
OTHER COMMITTEES

SECTION 1.
The College has standing committees as specified in these Bylaws to address College purposes. Standing committees other than those specified may be added, deleted, or altered only by amending these Bylaws. Committees with a limited term of existence may be formed to address special needs not covered by the purview of any standing committee or a combination thereof, as recommended by the Dean or the College Executive Committeeor as deemed necessary by the Faculty. Except as noted in these Bylaws, standing committees elect their chairs annually at the beginning of the academic year and inform the College membership of their meetings. At least five working days' notice and agenda must be provided to the CCB faculty for standing committee meetings. Meeting notification occurs via electronic mail to all members of the Faculty.

SECTION 2.
The standing committees are:

I. Bylaws Committee
II. Undergraduate Assurance of Learning and Assessment Committee
III. Technology and Innovation Committee
IV. Undergraduate Curriculum Committee
V. Scholarship Committee
VI. Strategic Planning Committee

SECTION 3.
I. The members of standing committees serve two-year terms. Any voting member of the Faculty may raise the issue of committee membership eligibility. Departments that fail to elect a representative shall lose their voting rights on said standing committee until they ensure the properly elected representative.
II. Membership on each standing committee shall consist of 1 faculty member from each academic department and 1 faculty member elected at-large by the Faculty of the College.
III. The Dean designates the appropriate Faculty or staff member(s) to represent him/her on all committees as a non-voting member.
IV. Selection of representatives occurs through election during the spring semester, with membership beginning with the start of the next academic year. Only members of a department may vote for that department's representative. The election may occur at a Department faculty meeting, through virtual means, or an email vote conducted by the Department Chair.
V. Selection of at-large representatives will occur during the spring college faculty meeting, with membership beginning at the start of the next academic year. If the meeting is held virtually, the Dean's office will conduct the voting through electronic means.
VI. Unless elected to the CCB Technology and Innovation Committee, the College representative on the University Distance Learning and Committee and Campus Technology Committee shall serve as a non-voting member of the CCB Technology and Innovation Committee.
VII. Each committee will keep minutes that are distributed within a month of the meeting to all members and copied to the Dean and Associate Dean. Committee minutes will then be made available to all Coggin faculty, staff, and administrators on a shared electronic drive. Minutes must include, at a minimum, the names of attendees, meeting date/time, and the primary discussion items.

SECTION 4.

All standing committees address proposals and actions concerning their areas of responsibility. Standing committees may form subcommittees. Specific standing committee duties and responsibilities include the following:

I. The Bylaws Committee reviews and recommends changes to the College's bylaws.

II. The Undergraduate Assurance of Learning and Assessment Committee provides guidance on the development of Assurance of Learning (AOL) plans for undergraduate programs, monitors the AOL process by reviewing undergraduate assessment outcomes and making recommendations for continuous improvement, and reports annually to the CCB faculty on assurance of learning and assessment activities within the College.

III. The Technology and Innovation Committee:
1. Promotes technology enhanced learning activities that optimize the learning experience for student participants;
2. Suggests quality improvement measures for adoption by the Coggin College;
3. Reviews and recommends to the faculty policies regarding equipment and systems acquisition and utilization, priorities for major equipment and system acquisitions, laboratory operations and maintenance, and instruction and research equipment upgrade and maintenance, and,
4. Recommends additional innovative learning activities to increase the robustness and desirability of UNF Coggin College Business degrees.

IV. The Undergraduate Curriculum Committee recommends policies regarding undergraduate degree requirements, academic programs, and program evaluations. The Committee reviews, approves, and recommends to the Faculty all changes to the College's undergraduate curricular offerings including which courses are in the College's core (referred to in the current Undergraduate Catalog as "Required Lower LevelCourses (7) and Courses Common to all Majors(7)".)

V. The Scholarship Committee evaluates eligibility and determines awardees for all college-level scholarships.

VI. The Strategic Planning Committee provides input to the Dean and makes recommendations regarding the College's goals, objectives and strategic direction.

SECTION 5.

The Coggin Graduate Council is led by the Associate Dean and Director of Graduate and Executive Programs, The voting members of this council are the graduate program directors. All CGC members must be members of the Graduate Faculty.

I. Only members of the Graduate Faculty are allowed to vote on graduate curriculum and graduate issues.
II. The Coggin Graduate Council (CGC) reviews all proposals to add, delete, or alter graduate courses in the Coggin College and recommends to the Coggin College graduate faculty whether specific recommendations should be adopted.
III. The CGC reviews all proposals to add, delete, or alter graduate programs in the Coggin College and recommends to the graduate faculty of the Coggin College whether specific proposals should be adopted.
IV. Each graduate program in the College will have an advisory Graduate Program Committee (GPC) comprised of faculty members that teach in the program. All proposals relating to those programs originate in or through the various GPCs. The CGC will review all GPC recommendations. The CGC will recommend to the Coggin Graduate faculty to accept or reject those proposals.
V. The Coggin Graduate Council will serve as the Graduate Program Committee for the MBA and MSM programs.
VI. The GPCs will develop and implement Assurance of Learning (AOL)plans for their programs and will report the AOL process and outcomes to Coggin Faculty and Dean annually.

SECTION 6.
In the event that the position of the Dean of the Coggin College of Business is vacated, the Academic Vice President shall appoint members from outside the Coggin college and charge all members of the search committee. The College membership of the Dean's search committee will be elected by the College Faculty. Coggin College faculty members must make up at least a majority of the members of the committee and include one faculty representative from each of the College's departments.

ARTICLE VII
COLLEGE FACULTY MEETINGS

SECTION 1.
The members of the Faculty meet at least once each term (fall and spring) during the Academic Year. Virtual meetings are considered the same as in-person meetings with the in-person rules applying to virtual meetings. Special meetings may be called by the Dean or by the College Executive Committee. At least 5 working days' notice must be provided to the CCB faculty for regular meetings. Meeting notification occurs via electronic mail to all members of the Faculty.

SECTION 2.
The Dean of the College is the presiding officer of Faculty meetings. In the absence of the Dean, the Dean's designee presides.

SECTION 3.
The Faculty adopts and amends standing rules and these Bylaws;; adopts statements of policy and takes actions appropriate to the purposes of the College; establishes special committees that have been recommended for approval; and acts as the final authority on all matters arising in the College for which the authority has not been vested in some other officer or unit. Departmental Faculty elect their own representatives to standing committees.

SECTION 4.
A quorum for a meeting of the College is a majority of the Faculty. Absentee ballots are not allowed forthe establishment of a quorum.

SECTION 5.
Virtual meetings may replace in-person meetings and serve the same purpose with voting handled just like in-person meetings.

SECTION 6.
College Voting Procedures:

I. All matters brought before the Faculty will be considered and voted upon if appropriate. Unless otherwise prohibited by these Bylaws, voting may take place at Faculty meetings or electronically. The technical requirements for electronic voting are maintained by the Dean's office and may only be changed by a faculty vote.
II. On matters related to graduate programs and graduate curriculum, only members of the Graduate Faculty may vote.
III. Absentee ballots for the transaction of the business of the Coggin College faculty must be received prior to the meeting's call to order. Absentee ballots are to be cast by the Department Chair or Chair's designee for absent Faculty.
IV. There is no provision for absentee ballots for an electronic vote. There is no need to have a provision for a quorum in an electronic vote.

SECTION 7
The order of business at each meeting is as follows:

A. Minutes
B. Reports of Standing Committees
C. Reports of Special Committees

D. Unfinished Business
E. New Business
F. Announcements

SECTION 8.
All meetings are conducted in accordance with Robert's Rules of Order (RROO), latest revision, except as otherwise provided by these Bylaws. Appeals of procedural decisions of RROO shall be made to the Dean of the Coggin College of Business for final decision.

SECTION 9.
The Dean or Dean's designee keeps minutes and distributes them to the Faculty and staff.

ARTICLE VIII
AMENDMENTS

SECTION 1.
These Bylaws may be amended with the approval of at least two-thirds of those Faculty voting. Voting takes place as stated in Article VII, Section 6.

SECTION 2.
In order to be considered for a Faculty vote, proposed Bylaws amendments must be received in writing by the Bylaws Committee at least thirty days prior to the Faculty meeting at which they are to be considered.

SECTION 3.
If the vote will occur at a Faculty meeting, proposed amendments to the Bylaws must be made available to the Faculty at least five working days prior to the Faculty meeting at which they are to be considered. If the vote will occur electronically, Faculty will have five working days in which to vote. Electronic voting will only occur during the Fall semester and the Spring semester when classes are in session.