



HEIDER COLLEGE OF BUSINESS BYLAWS

Revised April 30, 2021

Creighton University
Heider College of Business
Bylaws

ARTICLE I

The name of the College shall be the Creighton University Heider College of Business, hereafter referred to as the College. The purpose of these bylaws is to facilitate faculty and student participation in the governance of the College. Each member of the faculty shall be provided with a copy of these bylaws. The most recent revision of the College bylaws was approved April 30, 2021.

ARTICLE II
Responsibilities and Functions

Section 1. - Dean

The Dean shall be responsible for the effective governance of the College in accordance with Article II, Section 2.A. of the current Creighton University Statutes, hereafter referred to as the Statutes. In the discharge of this responsibility, the Dean should elicit the advice of faculty, staff, and students. In eliciting such advice, the Dean should refer matters to the appropriate committee or administrative unit, as outlined below. If none of the bodies described below is appropriate, the Dean may establish an ad hoc committee to study the issues involved. The areas of inquiry, membership (including chair), governance, and responsibility of such ad hoc committees shall be established by the Dean.

Section 2. - Faculty

The College faculty shall consist of all officers of the College academic administration appointed by the President, all full-time faculty, and all part-time faculty, who are directly involved in teaching or administering an academic course or program falling within the College jurisdiction. (See: Article II, Section 1A.7., Statutes, and Section III, A. Creighton University Faculty Handbook, hereafter referred to as Handbook.)

The faculty of the College is expected to foster the Mission of the University (see Handbook) in all its activities. Specifically, the faculty is responsible for providing quality instruction to its assigned students, and engaging in research designed to advance their respective disciplines. The faculty is also expected to provide expertise and service to meet the needs of the College, the University and the Community at large. The faculty shall be offered the opportunity to meet with and evaluate any candidate brought to campus for an office of academic administration in the College or a full-time faculty position in the College.

Section 3. - Departmental Chairs

The departmental chairs are responsible for the effective administration of their departments, in accordance with Article II, Section 2.B. of the Statutes. The College has administratively established departments in accordance with Article II, Section 1.B. of the Statutes. Specifically, the departmental chairs are responsible for scheduling departmental course offerings, assigning departmental faculty to teach courses, promoting and enhancing individual faculty and staff development, evaluating departmental faculty and staff, making recommendations on salary, retention and promotion of departmental faculty and staff, administering student affairs for the department, assisting the Dean in recruiting departmental faculty and staff, and other internal departmental administrative affairs.

Section 4. - Executive Committee

The Executive Committee shall be available to advise the Dean on all matters relating to the internal affairs of the College. The Executive Committee shall have no responsibility concerning rank and tenure matters for individual faculty members, but it may address general rank and tenure concerns. In discharging its responsibility, the Executive Committee may establish appropriate subcommittees except in areas in which a College committee has been established by these bylaws. The areas of inquiry, membership (including chair), governance, and responsibility of such subcommittees shall be established by the Executive Committee.

Section 5. - Undergraduate Program Committee

The Undergraduate Program Committee shall advise the faculty on matters that are germane to the College's undergraduate programs. This committee is responsible for maintaining a continuing evaluation and coordination of the undergraduate curricula and degree programs offered by the College and changes thereto. This evaluation includes responsibility for all aspects of the Assurance of Learning (AoL) program for undergraduate programs. The committee may address issues on its own motion or on that of a department, students, faculty, or administrators. The curricula of the College shall be considered to be standing rules of the body. Therefore, committee proposals advanced to the full faculty to change a curriculum may pass with majority approval by the faculty when prior notice of the proposal is given (see Article III, Section 3), but a two-thirds majority is required in the absence of prior notice. If an amendment to any proposal for which prior notice was given exceeds the scope of the original proposal and the amendment has not received prior notice, the amendment may be adopted by a majority vote but the amended proposal will require a two-thirds majority for approval.

Section 6. - Graduate Programs Committee

The Graduate Programs Committee shall advise the faculty on matters that are germane to the College's graduate programs. This committee is responsible for maintaining a continuing evaluation and coordination of the graduate curricula and degree programs offered by the College and changes thereto. It may address issues on its own motion or on that of a department, students, faculty, or administrators. The curricula of the College shall be considered to be standing rules of the body. Therefore, committee proposals advanced to the full faculty to change a curriculum may pass with majority approval by the faculty when prior notice of the proposal is given (see Article III, Section 3), but a two-thirds majority is required in the absence of prior notice. If an amendment to any proposal for which prior notice was given exceeds the scope of the original proposal and the amendment has not received prior notice, the amendment may be adopted by a majority vote but the amended proposal will require a two-thirds majority for approval.

Section 7. - Committee on Rank and Tenure

The Committee on Rank and Tenure shall consider requests for rank and tenure and make recommendations to the Dean about the disposition of such requests. The report of the Committee on Rank and Tenure shall be included in any dossier for an individual faculty member that is forwarded by the Dean to the University Committee on Rank and Tenure. The Committee also is responsible, either on its own motion or upon request, for periodically advising the Dean and the Faculty of the College about the operation of the rank and tenure process and the guidelines for rank and tenure.

Section 8.- Assurance of Learning Committee

The Assurance of Learning Committee shall ensure that the Assurance of Learning standards established by accrediting bodies, such as AACSB and HLC, are implemented in the Heider College of Business. The committee shall further be responsible for writing and communicating annual assessment reports to the Heider College and the University Assessment Committee and periodic reports on

assessment for accrediting bodies.

Section 9. Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion (DEI) Committee shall advise the faculty on matters related to diversity, equity, and inclusion. In line with Cura Personalis, the committee's mission is to build and assess resources and programs that will enable the College to be an open and respectful community where every member can flourish. This committee is responsible for coordinating the College's DEI efforts and may consist of a variety of initiatives including but not limited to: reviewing hiring practices, curriculum related to DEI, as well as for disseminating information about DEI related activities, data, and analysis in the College. The committee may develop and make recommendations for programmatic initiatives related to DEI. The committee will review DEI data (e.g., demographic composition of students, faculty, and staff; retention rates), make recommendations as necessary, and notify the relevant parties to ensure culturally responsive and inclusive pedagogy.

ARTICLE III

Regular and Special Faculty Meetings

Section 1. - Frequency of Meetings

Meetings of the entire faculty of the College shall be held at least once each semester, excluding the Summer sessions. Special meetings may be called by the Dean, by the Executive Committee, or by petition of at least 20 percent of the members of the faculty of the College eligible to vote (See Article III, Section 5 of these bylaws). A special meeting to amend these bylaws requires a petition signed by at least one-third of the number of faculty eligible to vote. The scheduled dates for faculty meetings should be published and transmitted by the Dean within three weeks of the first day of classes for each semester. The date of a meeting should be chosen by the Dean to provide maximum opportunity for all interested parties to participate.

Section 2. - Notice of Meetings

Notice of regular meetings shall be published and transmitted to the faculty ten working days prior to the actual date of the meeting. Notice and agenda for special meetings shall be published and transmitted to the faculty five working days prior to the meeting. Transmittal of notice will normally be accomplished by email, but other transmittal media, such as telephone or U.S. mail may be used in appropriate circumstances.

Section 3. - Agenda for Meetings

The agenda for regular meetings of the faculty will consist of those topics and proposals which the Dean and/or faculty consider appropriate for consideration. Any member of the faculty may submit topics and proposals to the Dean for discussion at a regular meeting. All items for inclusion on the agenda must be submitted to the Dean seven working days prior to the meeting. The topic or topics to be discussed at special meetings of the faculty will be confined to the express purpose stated by the Dean, the Executive Committee, or the petitioning faculty members in their respective call for the meeting. The agenda for any meeting of the faculty of the College must be published and transmitted to the faculty five working days prior to the meeting.

Section 4. - Attendance at Meetings

Regular and special meetings of the College faculty are open to all members of the faculty, and other guests invited by a member of the faculty or the Dean. All persons in attendance at a faculty meeting shall have the privilege of the floor upon being recognized by the presiding officer of the meeting.

Section 5. - Conduct of Meetings

The Dean, or substitute presiding officer appointed by the Dean, will preside over meetings. Only full-time members of the University faculty with an appointment in the College may vote. A member of the faculty must be present at a meeting in order to vote; voting by proxy shall not be allowed. Secret ballots will be used upon the request of any member of the faculty entitled to vote on the question at hand. A quorum of the faculty must be present at any meeting where a vote occurs. A quorum will consist of a majority of the members of the College faculty eligible to vote.

The Dean, or substitute presiding officer, will appoint a Parliamentarian who will interpret the appropriateness of procedural matters and advise the presiding officer thereon. A copy of these bylaws and the most recent authorized revision of Robert's Rules of Order shall be brought to the meeting by the Parliamentarian. The Parliamentarian will not be allowed to serve in that capacity at any meeting at which he or she is expected to preside over the body at any point during the meeting.

The most recent authorized revision of Robert's Rules of Order shall be the parliamentary authority used to guide meetings and detail procedures for taking effective action.

Requirements for prior notice for general faculty meetings can be waived by a two-thirds vote of the faculty eligible to vote.

SECTION 6. - Secretary

The Dean, or substitute presiding officer, shall appoint a Secretary for the body. The Secretary need not be a member of the faculty. The Secretary and/or Dean's designee shall keep and promptly disseminate minutes to those eligible to attend meetings, notify participants of meetings, and distribute agendas.

SECTION 7. - Executive Sessions

The Dean, or substitute presiding officer, or a majority of faculty members entitled to vote who are in attendance at a meeting, may determine that a meeting, or portion of a meeting, should be conducted in executive session. An executive session may be attended only by the Dean, or substitute presiding officer, any Associate and Assistant Deans, the secretary, and the faculty. If an executive session is called, discussion of the agenda items so affected shall be deferred until such time as the faculty devolves into executive session.

ARTICLE IV Executive Committee

Section 1. – Membership

The Executive Committee shall be comprised of the Dean and any Associate Deans, all members ex officio, one tenured or tenure-track faculty representative from each department, one at-large full-time non-tenure track faculty member from any department, and two student representatives. The tenured or tenure-track faculty shall be elected by their representative department. The at-large faculty shall be elected at a general faculty meeting. Faculty candidates for election to the Executive Committee must be on the full-time College faculty for at least three academic years prior to the start of the academic year for which elected. Department Chairs are not eligible to serve on the committee. One upper division undergraduate student member shall be selected by the undergraduate student governance organization and one graduate student representative shall be selected by the Dean's office. All members of the Executive Committee shall have full voting power with the exception of student representatives who shall not have the power to vote.

Section 2. - Term of Office

Faculty representatives shall be elected for a two-year term with elections held prior to the end of the academic year. Faculty may serve no more than two full terms in succession. All other positions on the Executive Committee are ex officio and limits do not apply. Student representatives, however, shall be appointed for one-year terms and may serve for no more than two full terms in succession.

The Dean's office is responsible for managing committee composition. This includes replacement of faculty representatives so that there is membership continuity while assuring staggered terms.

Section 3. - Vacancies

A vacancy within the elected faculty group shall be filled to complete the unexpired term by election in the appropriate body; i.e., a department representative shall be replaced by another department member elected by the department and an at-large representative shall be replaced by an at-large member elected by the faculty.

Section 4. - Frequency of Meetings

The Executive Committee shall meet at least once each semester not including Summer sessions. Additional meetings may be called at any time by the Dean or by petition of two voting members of the Executive Committee. A simple majority of voting members shall constitute a quorum.

Section 5. - Notice of Meetings

Notice of scheduled regular meeting dates for the Executive Committee shall be published and transmitted by the Dean to the faculty within three weeks of the first day of classes for each semester. Notice and agenda of special meetings shall be published and transmitted to the faculty by the Dean at least two working days before the meeting date. Transmittal of notice will normally be accomplished by email, but other transmittal media such as telephone or U.S. mail may be used in appropriate circumstances.

Section 6. - Agenda for Meetings

The agenda for Executive Committee meetings will consist of topics and proposals to be considered by the body. Agendas of the meetings of the Committee shall be communicated to all committee members in advance of a meeting and be made available to all other faculty no fewer than three working days in advance of a meeting. Faculty, administrators, and students of Heider College of Business may place an item on the agenda provided the request is submitted to the secretary or Dean's designee at least seven working days in advance of the meeting.

Section 7. - Secretary

The Dean shall appoint a Secretary for the Executive Committee. The Secretary need not be a member of the Executive Committee. The Secretary and/or Dean's designee shall keep and promptly disseminate minutes to all members and faculty, notify members and faculty of meetings, distribute agendas, and attend to Executive Committee correspondence.

Section 8. Conduct of Meeting

The Dean or Dean's designee shall preside over Executive Committee meetings. Members of the Committee must be present at a meeting in order to vote; voting by proxy shall not be allowed. Only members of the Committee and the secretary may be in attendance except when the Dean has invited others to the meeting.

ARTICLE V
Committees

Section 1. - Determination of Committees

The need for standing committees for continuing or long-term projects and/or activities will be determined by the Dean, normally with the advice of the Executive Committee, except that there shall be at least the following standing committees:

- 1) Undergraduate Program Committee (See Article V, Section 2).
- 2) Graduate Programs Committee (See Article V, Section 3).
- 3) Committee on Rank and Tenure (See Article V, Section 4).
- 4) Assurance of Learning Committee (See Article V, Section 5).
- 5) Committee on Diversity, Equity, and Inclusion (See Article V, Section 6)

Section 2. - Undergraduate Program Committee

The Undergraduate Program Committee shall consist of six full-time faculty members, one representing each of the following disciplines: Accounting, Business Intelligence and Analytics, Economics, Finance, Management, and Marketing. In addition, the Dean or the Dean's faculty designee shall be an ex officio member of this committee. Faculty representatives will be appointed to the Committee by the Dean, with the advice of the department chairs. Faculty representatives on the Committee must have served on the full-time College faculty for at least one academic year prior to the start of the academic year appointed. All members shall be voting members. A quorum of the members must be present at any meeting where a vote occurs. A majority of the committee members must be in attendance to constitute a quorum.

Faculty members will serve for staggered three-year terms and may serve no more than two full terms in succession. The Dean's office is responsible for managing committee composition. This includes replacement of faculty representatives from two (of six) disciplines each year so that there is membership continuity while assuring staggered terms.

Faculty vacancies shall be filled by appointment by the Dean for the unexpired term.

The committee shall elect its Chairperson annually from the faculty membership. The Chairperson may select a Secretary for the Committee to keep and disseminate minutes to all faculty and Committee members, notify members of meetings, distribute agendas, and attend to Committee correspondence. A substitute may be appointed to temporarily cover these duties in the Secretary's absence. The Secretary need not be a member of the Committee.

The committee shall meet on the call of the Chairperson or by petition of 20 percent of the Committee membership. Agendas of the meetings of the Committee shall be communicated to all committee members in advance of a meeting and be made available to all other faculty no fewer than three working days in advance of a meeting. Agendas of the Committee shall consist of those topics and proposals to be considered by the Committee. Besides Committee members, all College faculty members and any invited guests may attend Committee meetings. Requirements for prior notice under these bylaws for the Undergraduate Program Committee cannot be waived by any vote.

Section 3. - Graduate Programs Committee

The Graduate Program Committee shall consist of six full-time faculty members, one representing each of the following disciplines: Accounting, Business Intelligence and Analytics, Economics, Finance, Management, and Marketing. In addition, the Dean or the Dean's faculty designee shall be an ex officio member of this committee. Faculty representatives will be appointed to the Committee by the Dean, with the advice of the department chairs. Faculty representatives on the Committee must have served on the full-time College faculty for at least one academic year prior to the start of the academic year appointed.

All members shall be voting members. A quorum of the members must be present at any meeting where a vote occurs. A majority of the committee members must be in attendance to constitute a quorum.

Student members shall serve one-year terms, which can be renewed once. Student vacancies shall be filled by appointment by the Dean's office for the unexpired term.

The Committee shall elect its Chairperson annually from the faculty membership. The Chairperson may select a Secretary for the Committee to keep and disseminate minutes to all faculty and Committee members, notify members of meetings, distribute agendas, and attend to Committee correspondence. A substitute may be appointed to temporarily cover these duties in the Secretary's absence. The Secretary need not be a member of the Committee.

The Committee shall meet on the call of the Chairperson or by petition of 20 percent of the Committee membership. Agendas of the meetings of the Committee shall be communicated to all committee members in advance of a meeting and be made available to all other faculty no fewer than three working days in advance of a meeting. Agendas of the Committee shall consist of those topics and proposals to be considered by the Committee. Besides Committee members, all College faculty members and any invited guests may attend Committee meetings. Requirements for prior notice under these bylaws for the Graduate Programs Committee cannot be waived by any vote.

Section 4. - Committee on Rank and Tenure

The Committee on Rank and Tenure will consist of seven full-time tenured faculty members. Each department shall select two full-time faculty representatives. In addition, one member shall be elected at-large. The at-large representative will be elected during the first faculty meeting of the Fall Semester of each odd-numbered year. Representatives on the Committee must have served on the full-time College faculty for at least one academic year prior to the start of the academic year for which selected. Committee members shall serve staggered terms of two years. Members may serve no more than three full terms in succession. The Dean's office is responsible for managing committee composition. This includes replacement of faculty representatives from each department each year so that there is membership continuity while assuring staggered terms and also scheduling of the election of the at-large member.

Deans and department chairs are not eligible to serve on the Committee. The Committee shall elect its Chairperson annually from its membership.

If a member of the Committee leaves the Committee for any reason, the vacancy shall be filled by the appropriate body for the unexpired term; i.e., a department representative shall be replaced by another department member selected by the department and at-large representatives shall be replaced by an at-large member elected by the faculty. In the case where a Committee member is being evaluated for promotion, the member must take a leave of absence from the Committee for the academic year of the review. A replacement shall be selected and hold office for the academic year in which the review occurs.

The Committee shall use the Heider College of Business Rank and Tenure Guidelines that have been adopted by the Faculty and approved by the Dean in evaluating candidates for rank and tenure.

Section 5. – Assurance of Learning (AoL) Committee

The Committee shall be comprised of leaders of each of the programs for which the College is responsible to construct, implement, and report AoL processes to our accrediting bodies. Members include: Program Directors for each graduate degree program; Associate Dean to represent the BSBA program; and Chair or Chair's designee of the department that houses the Accounting program (since the College maintains supplemental accounting accreditation with the AACSB). In addition, the Dean will appoint a Director of AoL who will serve as the Committee Chairperson. All members shall be voting members. A quorum of the members must be present at any meeting where a vote occurs. A majority of the committee members must be in attendance to constitute a quorum.

The Committee shall meet on the call of the Chairperson or by petition of 20% of the membership. If a committee member is unable to attend a meeting of the AoL Committee, they may designate a replacement who is teaching in that program to serve as a proxy. The Chairperson may select a Secretary for the Committee to keep and disseminate minutes to all faculty and Committee members, notify members of meetings, distribute agendas, and attend to Committee correspondence. A substitute may be temporarily appointed to cover these duties in the Secretary's absence. The Secretary need not be a member of the Committee.

Agendas of the meetings of the Committee shall be communicated to all committee members in advance of a meeting and be made available to all other faculty no fewer than three working days in advance of a meeting. Agendas of the Committee shall consist of those topics and proposals to be considered by the Committee. Besides Committee members, all College faculty members and any invited guests may attend Committee meetings. Requirements for prior notice under these bylaws for the AoL Committee cannot be waived by any vote.

Section 6. –Committee on Diversity Equity and Inclusion

The Diversity, Equity, and Inclusion (DEI) Committee shall consist of two faculty members representing each of the College's departments (at least one per department must be tenured or tenure-track), two staff members nominated by the College staff, one graduate student appointed by the Dean's office, and one undergraduate upper division student appointed by the undergraduate student governance organization. In addition, the Dean or the Dean's faculty designee shall be an ex officio member of this committee. Faculty representatives will be appointed to the Committee by the Dean, normally with the advice of the department chairs. Faculty representatives on the Committee must have served on the full-time College faculty for at least one academic year prior to the start of the academic year appointed. All members shall be voting members. A quorum of the members must be present at any meeting where a vote occurs. A majority of the committee members must be in attendance to constitute a quorum.

Faculty members will serve for staggered three-year terms and student members shall serve one-year terms. Faculty members may serve no more than two full terms in succession. The Dean's office is responsible for managing committee composition. This includes replacement of faculty representatives from two departments each year so that there is membership continuity while assuring staggered terms.

Faculty vacancies shall be filled by appointment by the Dean for the unexpired term. Student vacancies shall be filled by appointment by the applicable student organization (for undergraduate student) or by appointment by the Dean's office (for graduate student) for the unexpired term. The Committee shall elect its Chairperson annually from the faculty membership. The Committee shall meet on the call of the Chairperson or by petition of 20 percent of Committee membership.

The committee shall elect its Chairperson annually from the faculty membership. The Chairperson shall select a Secretary for the Committee to keep and disseminate minutes to all faculty and Committee members, notify members of meetings, distribute agendas, and attend to Committee correspondence. A substitute can may be appointed to temporarily cover these duties in the Secretary's absence. The Secretary need not be a member of the Committee.

The committee shall meet on the call of the Chairperson or by petition of 20 percent of the Committee membership. Agendas of the meetings of the Committee shall be communicated to all committee members in advance of a meeting and be made available to all other faculty no fewer than three working days in advance of a meeting. Agendas of the Committee shall consist of those topics and proposals to be considered by the Committee. Besides Committee members, all College faculty members and any invited guests may attend Committee meetings. Requirements for prior notice under these bylaws for the Undergraduate Program Committee cannot be waived by any vote.

ARTICLE VI
Committee Responsibilities and Removal

Attendance Requirements:

Executive Committee: No more than 50% of meetings can be missed, excused or unexcused, in an Academic year, excluding Summer Sessions.

Undergraduate and Graduate Program(s) Committees, Committee on Rank and Tenure, Assurance of Learning Committee, Diversity, Equity, and Inclusion Committee and any Ad Hoc Committee: No more than half (50%) of meetings can be missed, excused or unexcused, in an Academic year, excluding Summer Sessions.

ARTICLE VII
Amendments

These bylaws may be amended by a two-thirds vote of the faculty members eligible to vote present at a regular meeting or at a special faculty meeting called for that purpose, provided the proposed amendment is distributed to all faculty members at least ten working days before the meeting. Proposed amendments may be initiated by the Dean, the Executive Committee or by a petition signed by at least one-third of the faculty eligible to vote.