

# **BYLAWS OF THE FOX SCHOOL OF BUSINESS AND MANAGEMENT**

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## **ARTICLE I. NAME AND AUTHORITY**

- A. The assembly of the faculty members shall be known as the Collegial Assembly of the Fox School of Business and Management (the Collegial Assembly).
- B. Prevailing Authority of University Policies
  - 1. The term “University Policies” refers to any action, resolution, or policy of the Temple University Board of Trustees, (2) any action or policy of the President of Temple University taken within the President's authority, or (3) any administrative policy or procedure that may be adopted pursuant to the authority granted by the Board of Trustees or by the President.
  - 2. University Policies as defined here shall include collective bargaining contracts that have been approved by the Board of Trustees or by the President when they have been delegated to do so by the Board of Trustees, and any amendments or supplementary letters of agreement to such contracts that may be approved by the Board of Trustees or the President during the life of any collective bargaining contract.
  - 3. In the event of any conflict or contradiction between the by-laws of the Fox School of Business and Management and any University Policy now in effect or adopted in the future, such Fox School by-law or action shall be superseded by the pertinent University Policy.

## **ARTICLE II. GOVERNANCE, ORGANIZATION, AND STRUCTURE**

- A. The Collegial Assembly of the Fox School of Business and Management derives its powers and purposes from the Constitution and Bylaws of the All-University Faculty Senate. The concerns of the Assembly shall include all matters of collegial interest that apply or may apply to more than one department.
- B. The Collegial Assembly shall provide a forum to discuss any matters that may involve the Fox School of Business and Management. The Collegial Assembly shall function in relation to the Dean or Administrative Officers of the Fox School of Business and Management in all matters of collegial interest by providing, among other things: (1) consultation, (2) review, (3) ratification, and (4) recommendation as defined in Article III - Definitions - of the Bylaws of the Constitution of the All-University Faculty Senate (3-27-69).
- C. The President of the University appoints the Dean of the Fox School of Business and Management in conformance with such Dean Search Guidelines as the President may from time to time promulgate.
- D. The Dean of the Fox School of Business and Management shall report to and be accountable to the President or the President's designee, and shall serve at the pleasure of the President.
- E. The Dean of the Fox School of Business and Management is the chief executive officer and the chief academic officer of the Fox School. The Dean's duties and responsibilities are

defined by pertinent policies of the Board of Trustees, by the Dean's Position Description that shall be issued from time to time by the President, and by administrative policies and procedures that may be adopted pursuant to the authority granted by the Board of Trustees or the President.

- F. The Dean of the Fox School of Business and Management shall exercise such authority as may be delegated to the Dean by University Policies. The Dean shall be responsible for the administration of the Fox School's budget that may be adopted by the Board of Trustees, including any budget rules or guidelines that may be adopted pursuant to that budget.
- G. The Dean shall be an *ex officio* non-voting member of all standing committees unless the Dean's presence would affect their exercise of independent judgment.
- H. The Dean shall be responsible for the supervision of the Fox School's administration, pursuant to University Policies. The Dean shall, subject to applicable University policies and within the Fox School's authorized budget, appoint associate deans, assistant deans, and other academic and administrative personnel.
  - 1. The Dean is normally expected to obtain the advice of the CAFSBM Steering Committee on the appointment of academic administrators, the formulation and revision of academic policies and programs, the Fox School budget, and such other matters as the Dean may regard as important to academic excellence in the Fox School.
  - 2. The Dean is normally expected to obtain the advice of a department regarding who shall be the Department Chair, at such time as a decision must be made. The Dean appoints the Chair of each Department, and Chairs serve at the pleasure of the Dean.
- I. The Dean shall annually, at a regularly called meeting of the Collegial Assembly, provide a State of the School address or statement that sets forth the academic condition of the Fox School and outlines the goals for the improvement of the Fox School's academic policies and programs.
- J. The Office of the Dean shall endeavor to facilitate the functioning of the Collegial Assembly by:
  - 1. Retaining records of the membership of all committees of the Collegial Assembly, including years of initial election or appointment and the remaining term of all committee members. (The Steering Committee shall assist the Dean's Office in this undertaking by reporting the results of ballots and of any changes in the constituency of the various committees.)
  - 2. Aiding, in conjunction with CAFSBM leadership, in producing a Fox School Calendar that includes:
    - a. Internal deadlines for University-sponsored awards, including but not limited to: sabbaticals, promotion and tenure applications, merit-pay recommendations, University research-incentive applications, and University faculty awards.
    - b. The composition and contact information for the standing committees of CAFSBM.
    - c. The dates for Fox School events, including but not limited to Collegial Assembly meetings, Commencement, accreditation visits, and other important events.

### ARTICLE III. THE COLLEGIAL ASSEMBLY

- A. Membership: All full-time faculty members within the Fox School shall be members of the Collegial Assembly. Membership shall be without application upon faculty appointment and shall entitle the member with the right of vote.
- B. No measure, policy, or recommendation may be designated "approved by the faculty of the Fox School of Business" unless it receives both a majority vote of the Collegial Assembly, after due discussion by that body, and approval by the Dean.

- C. The Collegial Assembly may be called upon by the Dean to nominate people to serve on school or university committees.
- D. Election Procedures for all Positions
  - 1. Candidates for all offices must be members of CAFSBM in good standing.
  - 2. Voting for contested elected positions that are to be filled by the Assembly shall proceed by either standard procedures in Robert's Rules or Condorcet (ranked choice) voting.
  - 3. Candidates who run unopposed shall be presumed to have obtained a majority.
  - 4. Unless otherwise specified, vacancies in elected positions shall be filled by vote of the Assembly as soon as is practical. Elected representatives shall serve the remainder of the term, and the partial term shall not count toward any specified term limits.
  - 5. The term of office shall run from May 1 to April 30.
- E. Election of Members to the All-University Representative Faculty Senate
  - 1. Each spring before the elections, the Dean of the Fox School or the Dean's designate shall certify the names and total number of full-time faculty members of the Collegial Assembly who are eligible for election to the All-University Representative Senate. The information shall be made available to the Collegial Assembly and the Faculty Senate Office.
  - 2. Representatives shall be elected at large.
  - 3. The term of office shall be consistent with the rules of the Faculty Senate.
  - 4. Election of Members to the All-University Faculty Senate Steering Committee
    - a. One Collegial Assembly member who is a representative Faculty Senator shall be elected to the All-University Faculty Senate Steering Committee.
    - b. Method of Election: The Representative Faculty Senators shall elect one of their number to be the University Faculty Senate Steering Committee Representative. The meeting to elect a new Faculty Senate Steering Committee Representative shall be called by the previous Faculty Senate Steering Committee Representative.
    - c. The term of the Faculty Senate Steering Committee Representative shall be for one year.

#### ARTICLE IV. OFFICERS OF THE COLLEGIAL ASSEMBLY

- A. The Officers of the Collegial Assembly shall be the Chair, Chair-Elect, Past Chair, and Secretary.
  - 1. The Officers of the Collegial Assembly shall hold office for a one-year term following election in the spring.
  - 2. The Officers of the Collegial Assembly shall also serve as Chair, Chair-Elect, Past Chair, and Secretary of the Collegial Assembly Steering Committee.
- B. Officers are limited to a one-year term except the Secretary, who is limited to three consecutive terms in office.
- C. Vacancies due to resignation or other reasons shall be filled in the following manner
  - 1. Upon vacancy of the office of Chair of the Collegial Assembly, the Chair-Elect shall serve the remainder of the term.
  - 2. Upon vacancy of the office of Chair-Elect or Secretary, the Steering Committee shall identify nominees for the vacant office. Nominees shall be placed on the agenda as the first order of business at the next regularly scheduled Collegial Assembly meeting. The Assembly may also accept the nomination from the floor of any additional candidates to fill said office.

#### ARTICLE V. MEETINGS OF THE COLLEGIAL ASSEMBLY AND ITS COMMITTEES

- A. The Chair of CAFSBM shall be the presiding officer of the Collegial Assembly. The Chair may delegate this role to another voting member of the Steering Committee, or appoint a

parliamentarian to assist them, at their discretion. Committee chairs are the presiding officers of their committees.

B. Regular Meetings

1. The Collegial Assembly shall meet in Regular Session at least once during both the fall and spring semesters. The Officers of the Collegial Assembly shall establish and report to the members the exact dates for all meetings.
2. Additional meetings may be held at the call of the Dean or by petition of twenty-five percent (25%) of the members of the Collegial Assembly.
3. A notice of meeting and agenda shall be circulated to the members of the Collegial Assembly at least three (3) days prior to the meeting. When committee reports include motions for the agenda, these motions must be published in the agenda notice.

C. Special Meetings

1. Special Meetings may be called by the Chair of the Collegial Assembly or written petition of 10% of the voting members.
2. A notice of meetings and agenda shall be circulated to the members of the Collegial Assembly at least three (3) days prior to a Special Meeting.
3. The Dean of the Fox School may request the Chair of the Collegial Assembly to call a Special Meeting, in which case ten (10) days advance notice must be given to members of the Collegial Assembly, except that the Dean may call an Emergency Meeting upon 48 hours' notice if authorized by the President or the President's designee.

D. Quorum

1. A quorum for a vote at all Collegial Assembly meetings shall be 25% of the members of the Assembly. However, discussion and debate may occur without a quorum.
2. A quorum for the conduct of business at Committee meetings shall be 50% of the voting members of the Committee for committees with more than 3 members.

E. Voting in the Assembly and its Committees

1. Committees (including Steering) may permit an electronic ballot, at their discretion, in lieu of a vote at an Assembly meeting. Electronic voting is subject to the following provisos:
  - a. Debate: Members must have had the opportunity to debate the topic at a properly scheduled Assembly or Committee meeting, unless
    - (1) There was no quorum at the meeting, and the timing requires that a decision be made, OR
    - (2) The vote is unanimous in favor.
  - b. A link to the ballot, together with the exact text of the motion to be voted upon, shall be distributed upon opening the electronic vote. Ballots shall remain open for no less than 5 days.
  - c. Electronic ballots shall be authenticated and shall be designed to prevent overvotes.
  - d. For purposes of determining quorum, electronic balloting shall be considered a meeting consisting of all CAFSBM members who cast a valid vote.

ARTICLE VI. STEERING COMMITTEE OF THE COLLEGIAL ASSEMBLY

A. The Steering Committee shall be composed of the following:

1. The officers of the Collegial Assembly.
2. The person elected as the faculty's Representative to the All-University Faculty Steering Committee.
3. The Chairs of the standing committees enumerated in these bylaws.
4. Three CAFSBM members elected at large.
5. The Dean or their designee shall serve as an *ex officio* member.

- B. For a Collegial Assembly Steering Committee meeting to be official, a notice of meeting shall be circulated to the Collegial Assembly Steering Committee members at least two (2) days prior to the meeting.
- C. Functions of the Collegial Assembly Steering Committee
  - 1. The Steering Committee shall prepare the agenda of regular meetings, which shall be circulated to all members by the Secretary of the Collegial Assembly.
  - 2. The Steering Committee shall determine the need for additional committees of the Collegial Assembly and determine methods of membership to such committees. The Steering Committee shall oversee and guide the work of all Committees of the Assembly, and it shall resolve jurisdictional disputes among CAFSBM Committees.
  - 3. The Steering Committee shall act for the Collegial Assembly in the implementation of resolutions, and as liaison between the faculty and the Dean.
  - 4. The Steering Committee shall develop policy recommendations between regular meetings.
  - 5. The Steering Committee shall be responsible for overseeing both the nomination of candidates for elective offices and for the conduct of elections.
  - 6. The Steering Committee shall serve in an advisory capacity to the Dean for strategic issues and for all major administrative appointments, such as the selection of associate and assistant deans.
  - 7. The Steering Committee shall provide a report to the Collegial Assembly within thirty (30) days of the last day of class for the spring semester of each academic year that includes:
    - a. A review of the Fox School's Mission Statement.
    - b. Accomplishments and future agenda items for each CAFSBM committee that met during the academic year.

#### ARTICLE VII. COMMITTEES OF THE COLLEGIAL ASSEMBLY

- A. The Collegial Assembly or the Steering Committee may establish, by majority vote, Standing or Special Committees to assist in the conduct of its business.
- B. The Steering Committee or any Standing Committee may appoint *ex officio* members as appropriate to assist in the conduct of its business.
- C. Unless otherwise indicated, each committee shall elect a Chair from among its voting members. Committee Chairs must be voting members of the committee and members of CAFSBM. The Chair of each Collegial Assembly committee shall make a report on the activities, accomplishments, and future plans for their committee at or before the last regular Collegial Assembly meeting of each academic year.
- D. Standing and special committees shall create and maintain by-laws and/or operating procedures and shall forward them annually to the Steering Committee.
  - 1. Upon creation of a committee, bylaws/operating procedures should be approved by the Steering Committee as soon as is practical.
  - 2. All changes to bylaws/operating procedures must be submitted to the Steering Committee for approval.
- E. All elected committees must meet annually before May 15th to elect a chair for the upcoming year. For this purpose, only those committee members who will constitute the committee for the upcoming year are eligible to vote.
- F. The Committees of the Collegial Assembly of the Fox School of Business and Management are enumerated below.
- G. FACULTY RESPONSIBILITY COMMITTEE
  - 1. Charge: The Dean, in consultation with the Steering Committee, shall appoint an *ad hoc* (not standing) Faculty Responsibility Committee to investigate allegations of misconduct

against a faculty member. A Faculty Responsibility Committee is constituted to conduct a specific inquiry into allegations of misconduct.

- a. The Committee shall consider faculty personnel matters, including but not limited to: serious allegations of misconduct against a faculty member, matters of academic freedom, dismissal, denial of promotion or tenure, salaries and benefits issues, any personnel issues addressed in the Faculty Professional Obligation statement, and appeals of election results.
2. Composition: The Committee shall have no fewer than three, and preferably at least five, members.
  - a. The members of the Faculty Responsibility Committee must have no conflict of interest with respect to or bias toward the faculty member subject to the investigation.
  - b. No more than one member of the Faculty Responsibility Committee may be from the same program or department as the faculty member who is subject to investigation.
3. The Faculty Responsibility Committee shall assure that any person who brings allegations of misconduct will have a full and fair opportunity to present written or oral information to support their allegations. Any faculty member who is being investigated shall be given a full and fair opportunity to provide relevant written or oral information to rebut allegations of misconduct or to explain such conduct. The complainants and the faculty member accused of misconduct may offer relevant written or oral statements by others who have knowledge of the alleged conduct. However, the Committee will decide whether to hear such oral evidence and the extent of such evidence that will be heard.
4. The Committee may examine documents or seek statements independent of information offered by the complainant or the faculty member accused of misconduct. If the Committee relies on such information in making its report, the Committee shall clearly identify the source and character of such information and shall include, whenever possible, such information or summaries offered as attachments to its final report.
5. The Faculty Responsibility Committee shall maintain confidentiality as to allegations of misconduct submitted to it, all evidence – oral, written, or tangible – submitted for its consideration, and its deliberations and recommendations, except to the extent that such information must be provided to others in order to conduct its investigations.
6. The Faculty Responsibility Committee may seek the advice of University Counsel, as deemed necessary by the Committee, and University Counsel shall endeavor to give reasonable assistance if possible.
7. The Faculty Responsibility Committee shall report its findings and recommendations to the Dean of the Fox School. The report should provide a full statement of its deliberations, conclusions, and recommendations and, to the extent reasonably possible, should include as attachments, any written statements, any documents, and any other written or tangible evidence upon which the Committee relied. Within thirty days or as soon as soon thereafter as is practicable, the Dean shall transmit the report and their recommendations for any actions or further proceedings to the Faculty Senate Personnel Committee and to the President or the President's designee.

#### H. STUDENT APPEAL AND GRIEVANCE COMMITTEE

1. Charge: The Student Appeal and Grievance Committee shall hear appeals and grievances by students about academic matters, including good standing, grades, and other matters affecting a student's academic degree program and/or academic performance.
  - a. The Student Appeal and Grievance Committee shall follow all University and School policies and procedures for student appeals and grievances. It shall refer student

appeals or grievances to other University offices where those offices have jurisdiction over the subject of the student's appeal or grievance.

- b. Unless precluded by University or School/College policies, the student shall be provided a full opportunity to present their appeal or grievance, including reasonable evidence in support of their claim, and the Committee shall give the student's claim full and fair consideration. Where the appeal or grievance seeks to change a decision taken by a member of the faculty, staff, or administration of the School, that person shall be given a full and fair opportunity to describe and document the rationale for their decision.
  - c. The Student Appeal and Grievance Committee shall make recommendations to the Dean on each appeal or grievance. All recommendations to the Dean shall reasonably summarize the student's claim, provide the basis for the Committee's recommendations, and state clearly the Committee's recommended disposition of the student's claim.
2. Composition: The Student Appeal and Grievance Committee shall consist of six (6) CAFSBM members elected to staggered 3-year terms, and one student from each of the undergraduate, masters, and Ph.D. programs, who shall serve 1-year terms. Students representing their respective programs must be matriculated, full-time students in The Fox School.
    - a. The student members shall be named to the Committee by the office of the Dean and shall be students in good academic standing.
    - b. The committee may form subcommittees to deal with any particular appeal or grievance provided that such subcommittees contain (1) the student representative from the program of the complainant as the only student, and (2) additional faculty to result in an odd number of members.

#### I. FACULTY DEVELOPMENT COMMITTEE

1. Charge: The Committee shall have responsibility for faculty development in the areas of teaching, scholarship, and service. Specifically:
  - a. The Committee shall have the primary responsibility for making recommendations regarding collective instructional responsibilities, including, but not limited to: assessments of teaching effectiveness, design and evaluation of teaching evaluations, use of teaching evaluations in promotion, tenure, and renewal decisions, and the development of programs to improve teaching effectiveness.
  - b. The Committee shall make recommendations for Awards and Honors in the areas of teaching, scholarship, and service, including both Fox School Awards and University-level awards.
  - c. The Committee shall evaluate summer research, study leave, and sabbatical award applications.
  - d. The Committee shall provide guidance on policies affecting research capabilities and opportunities within The Fox School, including recommendations for rewards systems associated with research, teaching, service, merit allocation, summer support, and teaching load.
  - e. The Committee shall run the Fox School Mentoring program.
2. Composition: The Committee will consist of two CAFSBM faculty members appointed by each department in the Fox School to a two-year staggered term. At least 4 members of the committee should be NTT faculty. At least 4 members of the committee should be tenured or tenure-track faculty. Faculty Development Committee members will be

appointed for specific responsibilities (e.g.: fall awards, evaluating research, etc.). The committee may create sub-committees as needed to conduct its business.

#### J. PROMOTION AND TENURE COMMITTEE

1. Charge: The Committee shall make recommendations annually to the Dean and to the University on all promotion and tenure decisions within the Fox School of Business. The Promotion and Tenure Committee will follow the Guidelines for Promotion and Tenure of the Fox School of Business and those of Temple University.
2. Composition: The Committee shall consist of ten tenured CAFSBM members, with one each elected by the respective tenured and tenure-track faculty from the ten disciplines within the Fox School—Accounting, Finance, Human Resource Management, Legal Studies in Business, Management Information Systems, Marketing, Operations/Supply Chain Management, Risk Management & Insurance/Actuarial Science, Statistical Science, and Strategic Management—to staggered three-year terms, and subject to the following requirements:
  - a. No department Chair may serve on the Promotion and Tenure Committee.
  - b. Any member of the Committee who is to be considered for promotion must step down from the Committee for the year in which the Committee member is being considered for promotion.
  - c. Any member who is unable to serve must be replaced, by discipline vote, abiding by the composition guidelines above, for a term necessary to fulfill the unexpired term of the unavailable member.
  - d. If a discipline cannot elect a valid representative, the seat will remain vacant until such time as the discipline can fill the vacancy.

#### K. MERIT COMMITTEE

1. Charge: The Committee will propose guidelines for assigning merit to the Collegial Assembly and will abide by any Merit Guidelines adopted by the Collegial Assembly. The Merit Committee shall make recommendations in accordance with the guidelines annually to the Dean on all merit decisions within the Fox School.
  - a. The Committee shall consider the merit recommendations made by both the departmental committees and the Chairs and then make their own independent recommendations on allocation.
  - b. The Committee shall make its final recommendations to the Dean on merit including the allocation of merit points in the three main categories of teaching, scholarship, and service, as well as outstanding special work.
2. Composition: The Committee shall consist of ten (10) CAFSBM members, with each department represented by at least one faculty member.
  - a. No department shall be represented by more than two persons on the committee.
  - b. The departments with two representatives shall follow an even rotation using a methodology defined by the committee's operating procedures.
  - c. Five members shall be elected from among the CAFSBM membership who are untenured (*i.e.*, either NTT or untenured TT), subject to the constraint in (a) and ensuring that at least one elected member is an NTT faculty member.
  - d. Five members shall be appointed by the Dean from among faculty who have recently served on the committees specified in the TAUP contract (*i.e.*, the CAFSBM Promotion and Tenure Committee or University Promotion and Tenure Committees) subject to the constraint in (a).



- e. Members shall serve staggered 3-year terms such that each year, two appointed and two elected positions will open, except in years evenly divisible by 3, in which one appointed and one elected position will open.

L. UNDERGRADUATE PROGRAMS COMMITTEE

1. Charge: The Undergraduate Programs Committee shall oversee the development and evaluation of undergraduate programs of the Fox School, review and recommend approval of courses, and propose and evaluate policies and other matters related to undergraduate affairs, making recommendations to the Dean and to CAFSBM. The committee's charge includes:
  - a. Formulation and recommendation of policies pertaining to undergraduate education
  - b. Review and recommendation of undergraduate courses and curricula
  - c. Review and recommendation of proposed undergraduate programs
  - d. Review and recommendation of changes in graduation requirements for undergraduate degrees
  - e. Review and recommendation of changes in curricula for undergraduate degrees granted by the College
  - f. Review and recommendation of other matters related to undergraduate affairs, either specific to the Fox School or Temple University.
2. Composition: The Committee shall consist of one CAFSBM faculty member appointed by each department that offers an undergraduate major in the Fox School to a two-year term and the designated member of the Dean's office responsible for Undergraduate Affairs as an *ex officio* member. Non-voting members shall include other Associate Deans responsible for undergraduate affairs, the faculty member responsible for overseeing Assessment, and one full time undergraduate student attending the Fox School, who shall be chosen by the Committee. Departmental terms shall be staggered.
  - a. Voting committee members must have at least 3 years of undergraduate teaching experience at a business school (either at Fox or elsewhere).
3. All changes and innovations recommended by the Undergraduate Programs Committee that affect multiple departments or programs, except approval of new courses, shall be forwarded to the Steering Committee and to the Dean. The Steering Committee may request approval of the recommendations by vote of the Collegial Assembly, at their discretion.

M. MASTER'S PROGRAMS COMMITTEE

1. Charge: The Master's Programs Committee shall oversee the development and evaluation of master's programs of the Fox School, review and recommend approval of courses, and propose and evaluate policies and other matters related to master's affairs, making recommendations to the Dean and to CAFSBM. The committee's charge includes:
  - a. Formulation and recommendation of policies pertaining to master's degree education
  - b. Review and recommendation of master's degree courses and curricula
  - c. Review and recommendation of proposed master's programs
  - d. Review and recommendation of changes in graduation requirements for master's degrees
  - e. Review and recommendation of changes in curricula for master's degrees granted by the College
  - f. Review and recommendation of other matters related to master's affairs, either specific to the Fox School or Temple University.

2. Composition: The Committee shall consist of one CAFSBM faculty member appointed by each department in the Fox School to a two-year term and the designated member of the Dean's office responsible for Graduate Affairs as an *ex officio* member. Non-voting members shall include other Associate Deans responsible for Graduate Affairs and the faculty member responsible for overseeing Assessment. Departmental terms shall be staggered.
  - a. Voting committee members must have at least 3 years of master's-level teaching experience at a business school (either at Fox or elsewhere).
3. All changes and innovations recommended by the Master's Programs Committee that affect multiple departments or programs, except approval of new courses, shall be forwarded to the Steering Committee and to the Dean. The Steering Committee may request approval of the recommendations by vote of the Collegial Assembly, at their discretion.

#### N. DOCTORAL PROGRAMS COMMITTEE

1. Charge: The Doctoral Programs Committee shall oversee the development and evaluation of all doctoral-level degree programs within the Fox School, review and recommend approval of courses, and determine and evaluate policies and other matters related to doctoral affairs, making recommendations to the Dean and to CAFSBM. The committee's charge includes:
  - a. Proposals to the office of the Dean regarding graduate assistantships,
  - b. Overseeing nominations regarding fellowships and awards associated with doctoral programs,
  - c. Formulation of policies pertaining to doctoral education. In particular, the committee shall recommend, to the Dean and to the CAFSBM Steering Committee, guidelines for the required qualifications of faculty members to serve as Ph.D. Advisors or DBA Mentors.
  - d. Review and recommendation of doctoral courses and curricula,
  - e. Review and recommendation of proposed doctoral programs,
  - f. Review and recommendation of changes in graduation requirements for doctoral degrees,
  - g. Review and recommendation about other matters related to doctoral affairs, either specific to the Fox School or Temple University.
2. Composition: The voting members of the Committee shall consist of one CAFSBM faculty member from each doctoral degree program, as appointed by the Dean, and one CAFSBM faculty member from each concentration within a doctoral degree program, as appointed by the department that oversees the concentration. *Ex officio* non-voting members include the Associate Dean(s) responsible for Doctoral Programs and the administrator responsible for overseeing Assessment.
  - a. Voting members are appointed to a one-year term.
  - b. Voting members must be qualified to be a Mentor or Advisor in the program that they represent.
3. All changes and innovations approved by the Doctoral Programs Committee that affect multiple departments or programs, except approval of new courses, shall be forwarded to the Steering Committee and to the Dean. The Steering Committee may request approval of the recommendations by vote of the Collegial Assembly, at their discretion.

#### O. THE FOX SCHOOL BUDGET COMMITTEE

1. Charge: To act in an advisory capacity to the Dean of the Fox School of Business in matters relating to the Fox School's budget. The Committee will make recommendations to the Dean on budget policies and processes and shall report on their recommendations to CAFSBM. Appropriate areas of concern for the Budget Review Committee include:
  - a. Fox School budgetary planning.
  - b. Analysis of expenses and costs incurred by the Fox School.
  - c. The use of physical resources (*e.g.*, classrooms) as they affect the delivery of education activities of the Fox School.
  - d. Specific requests for review made by the CAFSBM Steering Committee or the Dean.
2. Composition: The Committee shall consist of nine (9) CAFSBM members. Three members shall be appointed by the CAFSBM Steering Committee from among its membership, three members shall be appointed by the Dean from among the CAFSBM overall membership, and three members shall be elected by the Collegial Assembly. In addition, there shall be three *ex officio* members: the Dean, the person serving as the CFO, and the second ranking administrator in the Dean's office.
  - a. Committee members appointed by the Dean and those elected by the Assembly shall serve three-year staggered terms such that 1 member from each of these membership "classes" shall come up for appointment or election each year.

#### ARTICLE VIII. PARLIAMENTARY AUTHORITY

- A. The rules contained in Robert's Rules of Order (latest edition, simplified or full) shall govern the meetings of the Collegial Assembly and its committees.

#### ARTICLE IX. ACCREDITATION AUTHORITY

- A. The Collegial Assembly of the Fox School of Business and Management recognizes the importance of the Association to Advance Collegiate Schools of Business (AACSB-International) and the importance of the accreditation standards of the AACSB. CAFSBM and its Committees shall take into consideration AACSB standards in their decision making.

#### ARTICLE X. AMENDMENTS

- A. Revisions or amendments to these Bylaws may be recommended by the Dean after consultation with the Steering Committee and then a two-thirds vote of the Collegial Assembly. Any amendment must be circulated to all CAFSBM members at least seven (7) days prior to the regular meeting at which it is to be discussed. Recommended revisions shall be forwarded to the President or their designee. Recommended revisions or amendments will be reviewed by University Counsel to assure conformity with University Policies. After the review by University Counsel, the President or their designee may approve the revisions or amendments and set the date upon which they will become effective.
- B. The Dean shall review these bylaws at least every five years and may, after consulting with the Steering Committee and the Collegial Assembly, recommend revisions or amendments to these bylaws.