

**CBA  
COMMITTEE  
STRUCTURE**

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## **LIST OF STANDING COMMITTEES OF THE COLLEGE OF BUSINESS ADMINISTRATION**

Executive Committee

General Committee (details included in CBA bylaws)

College Promotion & Tenure Committee (details included in CBA bylaws)

Undergraduate Committee

MBA Committee

PhD Committee

Committee on Scholarships, Honors and Awards

Research and Professorship Review Committee

## COLLEGE OF BUSINESS ADMINISTRATION COMMITTEE STRUCTURE

**Unless specific committee rules specify differently, the following standing rules apply to all college-level committees:**

1. Faculty eligible for committee assignments are defined as full-time, tenure-track or tenured Academic/Administrative employees of the College of Business Administration with an administrative appointment less than .5 FTE. Professors of Practice may serve on the CBA (at large member of) executive committee, committee on scholarship, honors, and awards, and the undergraduate committee.
2. All department faculty shall be informed of a committee opening and, if eligible, be given an opportunity to apply for the position.
3. Faculty representatives shall be selected by their respective departments according to each department's bylaws, and the department chairs shall promptly inform the dean's office of the name of the representative.
4. Elected committee assignments will be for a maximum of two consecutive three-year terms (including partial term assignments). A faculty member will become eligible to serve additional terms after being off the committee for a three-year term. Staggered three-year terms will be established for all college-level standing committees.
5. All elections will be completed by April 30 for the subsequent academic year.
6. Interim elections or appointments may be used to fill vacancies.
7. If membership on a committee is limited to tenured or tenure track faculty, or for elections to positions that may only be held by tenured or tenure track faculty, then only tenured and tenure track faculty may vote in the election.
8. At the beginning of each academic year, or more frequently if decided by the membership, each Standing Committee shall elect its own chair and other officers it deems necessary.
9. Each committee chair shall submit a brief written report on committee activities to be circulated with the April faculty meeting notice.
10. The term of office for committee positions shall begin with the academic year.
11. Each committee shall meet at least once each semester.
12. All faculty committee meetings are open to CBA faculty members except when personnel matters regarding specific individuals are to be discussed. Notice of committee meetings will be announced by email. Faculty members who are not committee members cannot vote on issues before the committee but may:
  - speak to any issue on the committee's agenda with the approval of the chair;
  - request that matters be placed on the committee's agenda through either the Chair of the committee or their faculty representative.

## **EXECUTIVE COMMITTEE**

**Members:** The dean (chair), assistant and/or associate dean(s), department chairs, the Chair of the General Committee and one at-large member. The at-large member serves for a maximum of two consecutive three-year terms. The at-large member is selected by the Dean from three nominees sent forward by the General Committee at the expiration of each three-year term or upon a vacancy.

### **Responsibilities:**

- To promote communication and coordination among the administrators of the college with respect to operating policies and procedures.
- To consider budgetary matters for the college as a whole.
- To engage in long-range planning for the development of the college.
- To advise the Dean on faculty recruiting needs.
- To communicate to the faculty, recommendations regarding planning, recruiting, and budgetary matters.

## **UNDERGRADUATE COMMITTEE**

**Members:** An associate dean, one faculty representative from each of the academic departments who is elected by their department for a term of three years. The committee shall elect a chair and other officers it deems necessary at the beginning of each academic year, or more frequently if decided by the membership. The Assistant Dean for Undergraduate Programs serves as an ex-officio member of the committee and dean's liaison. The Director of Assessment serves as an ex-officio member for assessment activities.

### **Responsibilities:**

- Determine the adequacy of undergraduate course offerings and programs.
- To propose policy and curriculum or course changes to the faculty on any matters related to undergraduate education.
- To periodically review the undergraduate curriculum and engage in planning for the continuous improvement and development of the curriculum and programs in the college and make recommendations for changes.
- To consider the recommendations of departments for new undergraduate courses, changes in undergraduate course descriptions and changes in undergraduate course numbering and bring approved changes to the college faculty.
- Keep informed on current accreditation rules of AACSB and other appropriate accrediting bodies.
- Plan, perform, and document assessment for undergraduate programs to comply with accreditation expectations of AACSB and other appropriate accrediting bodies.
- Serve as the university liaison for Achievement Centered Education (ACE) review and compliance.

- Provide oversight of other activities appropriate to ensuring high quality academic programs. Such activities can include, but not be limited to, student recruitment, admissions, retention, advising, placement, and alumni relations.
- To act as an advisory committee on any matters related to undergraduate education.

Recommendations and proposals approved shall be forwarded to the CBA Faculty for appropriate consideration pursuant to CBA Bylaws.

## **MBA/MASTERS COMMITTEE**

**Members:** An associate dean, and one faculty representative from each academic department elected for three-year terms, and the Director of MBA/MABA Programs. The MBA administrative Director serves as an ex-officio member of the committee and Dean's liaison. Each academic department elects its own member to the committee. The Director of MBA/MABA Programs shall chair the committee and the committee shall elect other officers it deems necessary at the beginning of each academic year, or more frequently if decided by the membership. The Dean may appoint up to two additional members from among the College of Business tenured or tenure-track faculty whose primary assignment designation is faculty and not administration. The Director of Assessment serves as an ex-officio member for assessment activities.

### **Responsibilities:**

- Provide overall guidance for academic policy and curriculum recommendations for the MBA, the MA in Business and Graduate Certificate Business programs to facilitate continuous curricula improvement
- Recommend to the faculty the criterion for admission to the MBA, the MA in Business and Graduate Certificate Business Programs.
- Work with the MBA Director to oversee MBA, MA in Business and Graduate Certificate Business program admissions. On behalf of the faculty and in conjunction with the MBA Director make admission decisions.
- Keep informed on current accreditation rules of AACSB and other appropriate accrediting bodies.
- Plan, perform, and document assessment for the MBA, MA in Business, and Graduate Certificate Business programs to comply with accreditation expectations of AACSB and other appropriate accrediting bodies.
- Determine the adequacy of course offerings and specializations.
- Make recommendations regarding policies addressing admissions, candidacy and reinstatements to the MBA, MA in Business and Graduate Certificate Business Programs.
- Receive, hear, and review recommendations and proposals from the Dean and from the faculty.
- Evaluate proposals for new and modified courses, degree requirements, and specialization requirements for the MBA, MA in Business and Graduate Certificate Programs and maintain admission standards for all CBA Masters programs to provide consistency across the college. For all CBA Masters Programs other than the MBA, MA in Business, and Graduate Certificate Programs, act in a limited capacity as the repository and conduit for new and modified courses, degree requirements and specialization requirements to the College.

Recommendations and proposals approved shall be forwarded to the CBA Faculty for appropriate consideration pursuant to CBA Bylaws.

## **PHD COMMITTEE**

**Members:** The committee shall consist of the Ph.D. directors and the Associate Dean of Graduate Programs and Research (the Graduate Chair for Business Administration). The Graduate Chair for Business Administration shall serve as chair of the committee and the committee shall elect other officers it deems necessary at the beginning of each academic year, or more frequently if decided by the membership. The Director of Assessment serves as an ex-officio member for assessment activities.

### **Responsibilities:**

- Provide oversight to the doctoral Ph.D. in Business Administration and the Ph.D. in Economics programs.
  - Provide overall guidance for academic policy as it pertains to the doctoral programs
  - Advise the Dean on policies, initiatives, and matters related to the PhD programs in Business and Economics. Such guidance will include, but not be limited to, curriculum coordination, proposals for new and modified courses, degree requirements, and major area requirements for the Ph.D. program.
  - Keep itself informed on current accreditation rules of AACSB and other appropriate accrediting bodies.
  - Plan, perform, and document assessment for the PhD in Business Administration and PhD in Economics programs to comply with accreditation expectations of AACSB and other appropriate accrediting bodies.
  - Help ensure the adequacy of course offerings in the major areas.
  - Develop and monitor general policies addressing admissions and reinstatements to the Ph.D. program
  - Consider recommendations regarding candidacy for those degrees.
  - Receive, hear, and review recommendations and proposals pertaining to Ph.D. curriculum issues from the Dean and from the Doctoral faculty.
  - Provide oversight of other activities appropriate to ensuring a high quality doctoral program. Such activities can include, but not be limited to, doctoral student recruitment, admissions retention, advising, placement, and alumni relations.

## **COMMITTEE ON SCHOLARSHIPS, HONORS AND AWARDS**

**Members:** An associate dean, one faculty member elected from each department, and one student appointed by the Student Advisory Board for a term of one year. The committee shall elect a chair and other officers it deems necessary at the beginning of each academic year, or more frequently if decided by the membership. The Assistant Dean for Undergraduate Programs serves as an ex-officio member of the committee and dean's liaison.

### **Responsibilities:**

- To establish policies with respect to the granting of scholarships and awards.

- To approve the recipients of student scholarships and awards.
- To recommend the names of students to be awarded degrees with distinction,-high distinction and highest distinction.
- To enable the committee to carry out its responsibilities, the dean will supervise the necessary collection and processing of records and to maintain a liaison with the University Office of Scholarships and Financial Aids, the University of Nebraska Foundation, and departments within the college as needed in carrying out the work of the committee.
- To recommend faculty and staff awards and honors (except as addressed in other committees) and select recipients for awards and honors including, but not limited to:
  - Distinguished Teaching Award (tenured, tenure-track)
  - Excellence in Teaching Award (non-tenure-track)
  - Graduate Student Teaching Award
  - Faculty Service Award
  - Distinguished Service Award (staff).
- May nominate persons to receive honorary degrees and other honors.

## **RESEARCH AND PROFESSORSHIP REVIEW COMMITTEE**

**Members:** The committee shall consist of an elected member from each academic department, one at-large member elected by the College, and the Associate Dean for Research. Departmental representation is limited to tenure-track or tenured faculty members. The at-large member must be tenured and hold an appointment as a chaired professor, professorship, or scholar. Given the nature of this committee's charge, members should be current and conversant in research methodologies and trends. If membership does not include at least three faculty members who hold an appointment as a chaired professor, professorship, or scholar, then the Dean will appoint faculty members to the committee with such appointments as necessary so the committee has three faculty members with such appointments. No more than two committee members from any academic department may serve simultaneously. The committee shall elect a chair and other officers it deems necessary at the beginning of each academic year, or more frequently if decided by the membership.

### **Responsibilities:**

- Advise the dean on policies, initiatives, and programs affecting the conduct of research in the College of Business Administration.
- Promote the Research Agenda for the College
  - Develop initiatives that will enhance the research reputation of the College.
  - To recommend and/or approve faculty research related awards and honors.
  - To set policies, subject to faculty approval, for making research, travel, and development grants from college funds.
  - To advise the dean in matters regarding research, travel, and development grants.
  - To act as the unit Institutional Review Board in accordance with UNL Institutional Review Board Guidelines.

- Evaluate the research and scholarly performance of each department every three years. This review is not intended to replicate the type of review of individual faculty that is undertaken for promotion and tenure. Rather, this review shall examine at an aggregate level the productivity of each department in the College. Such evaluations will be staggered such that approximately one-third of the departments are reviewed each year. Departments may request an accelerated or out-of-sequence review. Observations, conclusions and recommendations developed in the review shall be shared with the Dean, the department chair, and the faculty of the department being reviewed.
- Select recipients for the following CBA awards, including, but not limited to:
  - Distinguished Research Award
  - Best Paper Award
  - Graduate Student Research Award
- Serve in an advisory role for chaired professorships, professorships, and scholar designations (only committee members who hold appointments as chaired professors, professorships, or scholars carry out this charge):
  - To review all nominations received from the dean and forwarding a list of all nominees whom the committee recommends for recognition to the dean.
  - To advise the dean in cases where he or she is considering revoking either a Chaired Professorship, Professorship, or Scholar recognition because of substantive issues.