



**BYLAWS
of the
Gordon Ford College of Business Graduate Committee**

Adopted 03/13/2019

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INTRODUCTION

The GFCB Graduate Committee (GFCB GC) is a standing committee of the Gordon Ford College of Business. The WKU Graduate Council is a standing committee of the university. The GFCB GC is composed of regular and advisory members representing the graduate faculty, administration, and Assurance of Learning committee. The GFCB GC makes recommendations to the Graduate Council; and consistent with the role of the Graduate Council and the Association to Advance Collegiate Schools of Business (AACSB), the role of the GFCB GC is to ensure the development of high quality graduate courses, programs, and academic policies for our college. Refer to the wku.edu/gcc for formal review of the graduate curriculum process.

BYLAWS

I. NAME

The name of the body is the Gordon Ford College of Business Graduate Committee (GFCB GC).

II. AFFILIATION

The GFCB GC is a standing committee of the Gordon Ford College of Business.

III. PURPOSE

Consistent with the Graduate Council and the maintenance of AACSB accreditation, the GFCB GC is responsible for reviewing graduate programs, courses, and policies to ensure a high quality graduate business education.

IV. FUNCTIONS OF THE GFCB GC

The functions of the GFCB GC shall be:

- to review existing graduate academic programs and new graduate academic program proposals in light of the college's mission and accreditation standards.
- to serve as an information conduit to the Gordon Ford Administrative Council regarding graduate program academic matters, such as assessment outcomes, curricular change, program requirements, and graduation requirements.
- to review existing graduate courses and proposals to create or change graduate courses.
- to study any graduate curricular matter it chooses.
- to study graduate academic matters assigned to it by the Graduate Council.

V. MEMBERSHIP

A. COMPOSITION

1. The GFCB Associate Dean for Faculty and Administration.
2. One graduate faculty representative from each GFCB academic department.
3. The director of each graduate degree program who serves as an ex-officio member.

B. QUALIFICATIONS

Faculty representatives must be full-time employees of the University who hold graduate faculty rank. Visiting professors are excluded from this qualification.

C. TERMS OF OFFICE

1. All voting representatives shall serve a two-year term from August 1 through July 31 and may be reelected or reappointed to one successive term of office, not to exceed four consecutive years. An individual must sit out one full term before being eligible for reappointment.
2. If a voting representative's term is expiring, the Department Chair will identify the replacement representative prior to the last meeting of the Spring semester so that the newly named representative may be considered in the election for Graduate Council representative for the subsequent year.
3. If a voting member is absent from two regularly scheduled GFCB GC meetings during an academic year and the Department Chair fails to provide a substitute, the GFCB GC Chair, in consultation with the Department Chair, may declare the member's position vacant. The GFCB GC Chair and Department Chair will then identify a replacement to complete the term of membership. If the remaining term of membership is for less than one academic year, then this faculty member is eligible to serve two additional consecutive terms.

D. OFFICERS AND THEIR FUNCTIONS

1. The Associate Dean for Faculty and Administration shall serve as chair and preside at meetings, set meeting agendas, insure proper recording of the minutes of each meeting, create ad hoc committees as needed, and appoint members to ad hoc committees.
2. The Chair casts the deciding vote in the event of a tie.
3. The Chair shall oversee editing of curriculum proposals prior to the proposal's placement on the agenda. Oversight may include returning proposals to the department or committee for further editing and formatting revisions.
4. The Chair is responsible for serving as liaison between the Gordon Ford Administrative Council (GFAC) and the GFCB GC.
5. The Recorder will be assigned by the Chair and be responsible for taking minutes and ensuring that all materials are appropriately shared with the college faculty, staff, and administration and the Graduate Council.

VI. SUBCOMMITTEES

The Chair may create subcommittees as needed and may appoint members to subcommittees from the membership and from outside the membership as appropriate.

VII. MEETINGS AND RULES OF PROCEDURE FOR THE GFCB GC AND SUBCOMMITTEES

- A. Regular meetings of the GFCB GC shall be held once a month during the academic year, according to the schedule set by the Chair in consultation with the Graduate Council calendar. Special meetings may be called at the discretion of the Chair.

- B. Chairs of subcommittees shall arrange meetings, prepare agendas, and notify members of their respective subcommittees.
- C. If a departmental representative cannot attend a GFCB GC meeting, the Department Chair may send any qualified member of his/her department as a substitute.
- D. The Recorder, in consultation with the Chair, shall prepare the agenda for each GFCB GC meeting. Agenda items should be submitted to the Recorder and/or Chair 14 days prior to the meeting. Items submitted after that date will only be considered when excluding it would delay programmatic or course change until the next academic year.
- E. A quorum shall consist of a simple majority of the voting members of the GFCB GC. Once quorum has been met, it shall be presumed for the remainder of the meeting.
- F. All meetings shall be open to all members of the graduate faculty and other interested parties. Visitors shall be permitted to address the GFCB GC at the discretion of the Chair.
- G. With consent of the membership, a vote may be conducted electronically. The conditions and requirements for conducting an electronic vote shall be specified at the time that a matter is put to a vote.
- H. The procedures for proposal routing and formats, types and formats of agenda items, deadlines and other procedures not specified herein but deemed necessary for carrying out the mission of the GFCB GC as defined in these Bylaws shall be governed by the Graduate Council Guidelines, which are found on the Graduate Council website.
- I. Changes to the Bylaws of the GFCB GC require a 2/3 majority vote.