

Muma College of Business Committees

The Dean, as Chief Executive Officer of the College, is responsible, in conjunction with the College faculty for developing administrative policies and programs. The Dean or his representative is an ex-officio member of all standing College committees.

Standing Committees

All standing committees are expected to provide written minutes of all meetings. These minutes are to be distributed to all committee members and made available to the Dean if requested.

Muma College Administrative Committee

The Muma College Administrative Committee (MCAC) comprises the Dean, Associate Deans, department heads (chairs, director(s), Director of MBA Programs, Director of Undergraduate Studies, center directors, the college development officer and the Director of Communications and External Relations. The MCAC is responsible for the development of “action agendas” to implement strategies, policies, and procedures.

Faculty Executive Committee

As noted in the Faculty Charter, the Faculty Executive Committee (FEC) is the representative voice of the College faculty. Elected by and responsible to the College faculty, the FEC represents the faculty in appropriate matters of faculty jurisdiction and concern and facilitates communication between the College faculty and the Office of the Dean. The FEC comprises two elected members from each department or school. The terms of members are two years with one member from each department or school elected each April to take office the following August. A Chair is elected by majority vote of the FEC to serve a one year term.

The FEC meets at least once each semester during the regular academic year; additional meetings may be called by the Chair, upon request to the Chair of a Committee member, or by the Dean.

Doctoral Programs Committee

Curriculum planning, review, and revision are an ongoing process for the College’s doctoral programs. Curriculum planning is the responsibility of school program areas, the Doctor of Business Administration (DBA) directors, and the Doctoral Programs Committee.

The Doctoral Programs Committee shall be composed of the doctoral program coordinators from each School and the Academic Director of the DBA program. Each School’s coordinator may be housed on any USF campus. The Associate Dean for Research serves as an ex-officio member of this committee and has oversight responsibility for planning and evaluation processes and budget. All academic aspects of the PhD and DBA programs, including admissions, course waivers, pre-admittance course requirements, student appeals and retention standards to the addition of new specializations/concentrations and courses, come under the purview of this committee. The committee reviews proposed course changes, specialization/concentration changes and administrative changes and recommends approval or disapproval of the proposed changes to the

College faculty. The Doctoral Programs Committee may, without a vote of the entire faculty, approve/disapprove such non-substantive academic course requirement changes as a:

- change in the name of a course
- change in prerequisites for a given course requested by a school when the change will not affect other schools
- change in courses in a PhD concentration requested by a school
- change in courses in the DBA program requested by the DBA Committee

The Doctoral Programs Committee must recommend approval/disapproval to the entire faculty when the proposed change is substantive and will impact more than one school. Permanent addition of courses and modification in the structure of the PhD and/or DBA program require full faculty approval.

The Doctoral Programs Committee is responsible for the syllabus and staffing of the Research and Writing Skills for Doctoral Students course in the PhD program.

In addition, the Doctoral Programs Committee is responsible for periodic review (at least once in 5 years) of the entire PhD and DBA curricula including changes in program learning objectives and the achievement of those objectives. This ensures that programs meet the needs of all constituencies served by the College and is applicable to the current academic and professional business communities.

The Doctoral Programs Committee is responsible for approving funding requests from doctoral students in the PhD in Business Administration program from any endowments dedicated specifically to the PhD in Business Administration program.

Research and Scholarship Committee

The Research and Scholarship Committee is responsible for advising the Dean on matters pertaining to policies and procedures to promote growth, excellence, and integrity in research and creative activity throughout the College. This committee comprises one research-active faculty member from each department/school within the College; the Chair is appointed by the Dean.

Graduate Policy Committee

There shall be a standing GRADUATE POLICY COMMITTEE to oversee academic curricula and policies for the college's graduate degrees. All College graduate offerings are included in the scope of the Committee's consideration, including graduate degrees, concentrations and certificates.

The committee has the following charges:

It shall consider any proposed additions or revisions to admission and retention standards, curricula, courses and course prerequisites and objectives. Consideration shall include academic impact as well as impact related to the need for additional College resources. By majority vote of the committee, the committee will approve or veto proposed additions or changes. For approved substantive proposals or proposals (substantive or not) that will impact more than one school within the college, that relate to college graduate, concentrations, certificates, courses, and academic policies related to them, the committee shall then advise and make recommendations to the college faculty and dean for their approval to be then forwarded to the appropriate University administration and committees.

For proposed non-substantive additions or changes (e.g. change in course name, prerequisites or course sequencing that only impacts a single school within the college), the committee shall consider all proposed changes and by majority vote approve or veto proposals without the need to advance the proposal to the full college faculty.

The Committee shall set the learning goals and outcomes for the graduate core curriculum and is charged with regular and periodic assurance of learning assessment. This includes ensuring that assessment is conducted, reviewing the results of assessment and making recommendations for improvement of the graduate degree programs based on the results of assessment.

The Committee shall present to the Dean and the Faculty Executive Committee a written report at the end of each academic year that summarizes its activities and actions during the academic year.

Committee membership:

The GRADUATE POLICY COMMITTEE shall be composed of two members from each multi-campus school each to serve a two-year staggered term. The single-campus schools shall affiliate to recommend one member to serve on the committee. Committee members shall be appointed by the DEAN based on recommendations from school directors. The committee chair shall be appointed by the DEAN with recommendations from the school directors. Through these appointments, the DEAN shall ensure all campuses are represented and at least one-third of the total committee membership is from the Sarasota-Manatee and St. Petersburg campuses. The DEAN'S representative(s) shall serve as ex officio member(s) on the committee.

Undergraduate Policy Committee

There shall be a standing UNDERGRADUATE POLICY COMMITTEE to oversee academic curricula and policies for the college's undergraduate degrees. All College undergraduate offerings are included in the scope of the Committee's consideration, including major and minor degrees, concentrations and certificates.

The committee has the following charges:

It shall consider any proposed additions or revisions to admission and retention standards, curricula, courses and course prerequisites and objectives. Consideration shall include academic impact as well as impact related to the need for additional College resources. By majority vote of the committee, the committee will approve or veto proposed additions or changes. For approved substantive proposals or proposals (substantive or not) that will impact more than one school within the college, that relate to college undergraduate majors and minors, concentrations, certificates, courses, and academic policies related to them, the committee shall then advise and make recommendations to the college faculty and dean for their approval to be then forwarded to the appropriate University administration and committees.

For proposed non-substantive additions or changes (e.g. change in course name, prerequisites or course sequencing that only impacts a single school within the college), the committee shall consider all proposed changes and by majority vote approve or veto proposals without the need to advance the proposal to the full college faculty.

The Committee shall set the learning goals and outcomes for the undergraduate core curriculum and is charged with regular and periodic assurance of learning assessment. This includes ensuring that assessment is conducted, reviewing the results of assessment and making recommendations for improvement of the undergraduate degree programs based on the results of assessment.

The Committee shall present to the Dean and the Faculty Executive Committee a written report at the end of each academic year that summarizes its activities and actions during the academic year.

Committee membership:

The UNDERGRADUATE POLICY COMMITTEE shall be composed of two members from each multi-campus school each to serve a two-year staggered term. The single-campus schools shall affiliate to recommend one member to serve on the committee. Committee members shall be appointed by the DEAN based on recommendations from school directors. The committee chair shall be appointed by the DEAN with recommendations from the school directors. Through these appointments, the DEAN shall ensure all campuses are represented and at least one-third of the total committee membership is from the Sarasota-Manatee and St. Petersburg campuses. The DEAN'S representative(s) shall serve as ex officio member(s) on the committee.

Tenure and Promotion Committee

The Tenure and Promotion Committee (TPC) is responsible for reviewing all cases relative to tenure and promotion. As described in the Faculty Charter, the TPC comprises two tenured professors from each department/school elected by a vote of the members of that department/school. At least one of the two members must be a full professor.

Tenure and promotion reviews and progress toward tenure reviews are performed initially by the department/school, then by the TPC. Upon completing its review, the TPC is responsible for providing a report detailing the candidate's strengths and weaknesses as well as the TPC's vote to the Dean. Additionally, until the revised Tenure and Promotion policies are implemented in June 2018, the committee will provide its report on any Tenure or Promotions to the eligible College faculty sitting as a Committee of the Whole.

Strategic Planning and Assessment Committee

The Muma College of Strategic Planning and Business Assessment Committee provides guidance and oversight on matters related to assurance of learning and assessment. The committee is responsible for ensuring college policies and procedures on assurance of learning are implemented at the undergraduate, masters and doctoral program levels and for periodically assessing college policies and procedures for assessment and recommending changes. This committee comprises the chairs/directors from each department/school within the College; the Associate Deans and the Dean. At least annually the committee is expanded to include all members of the FEC, the Administrative Committee, and the chairs of other key standing committees. During the expanded meeting annual review and planning is conducted.

Diversity Committee

The Diversity Committee is responsible for developing the Muma College's Diversity Plan; for setting goals, objectives, and improvement targets for climate, leadership, excellence,

access, and representation; for developing resource requirements, timelines, and evaluation measures; and for gathering and analyzing statistical and attitudinal data. The Diversity Committee is comprised of one representative from each department/school; the chair is appointed by the Dean.

Scholarship/Financial Aid Committee

The Scholarship/Financial Aid Committee comprises one representative from each department/school; the chair is appointed by the Dean. This committee sets scholarship criteria, receives and reviews student applications and makes scholarship awards.

MBA Committee

The MBA Committee is responsible for admission and retention decisions and academic aspects of the MBA program. It proposes to the GPC any changes to the admissions criteria or curriculum for the MBA program. The MBA Committee is comprised of one representative from each department/school; the chair is appointed by the Dean.

Special Committees

Grievance Committee

Grievance committees are convened as necessary.

Instructor Promotion Committee

The committee is convened as necessary for the purpose of reviewing instructor promotion materials. Based on the review of materials the committee makes a recommendation to the Dean regarding the request for promotion.