

# **THE GRADUATE SCHOOL OF BUSINESS AND LEADERSHIP (GSBL) CONSTITUTION – 2025 (v.02-21-25)**

## **Preamble**

This Constitution is created in order to establish a productive and intellectual community; cultivate collaborative and cooperative relations among faculty, administration, and students; affirm and assure academic freedom; advance the general welfare of the rights of individuals; promote the rules of governance for carrying on the educational responsibilities ensuring the well-being and success of students of the Graduate School of Business and Leadership (GSBL); effect a closer coordination among the various faculties, campuses, and centers; provide a forum for the fullest possible communication and discussion of problems and concerns pertinent to the welfare and adequate functioning of the faculty and College; offer opportunities for using special and creative competencies of the faculty in the formation of research opportunities; and implement innovative educational programs of the Graduate School of Business and Leadership (GSBL) of National Louis University. The GSBL constitution does not supersede the Faculty Association Constitution.

## **Article I - Name**

The agency of governance for the Graduate School of Business and Leadership (GSBL) shall be known as the Graduate School of Business and Leadership Faculty.

## **Article II - Jurisdiction and Powers**

### **A. The Powers of the Graduate School of Business and Leadership Faculty**

The powers of the GSBL Faculty are delegated by the President of National Louis University as the chief executive officer of the University under the authority granted by the Board of Trustees. This delegation of powers is through the Faculty Association Constitution. The GSBL Faculty, through its governance structure, and collaboration with the Dean, retains the following powers to:

1. Investigate all matters within its area of jurisdiction;
2. Make recommendations regarding policy matters within its areas of jurisdiction; and
3. Implement those policies formulated and approved through and according to the articles and amendments of this Constitution.
4. Make Recommendations to the Dean's office of GSBL on matters of general interest to the faculty and students of the College.

### **B. Jurisdiction**

The Graduate School of Business and Leadership, led by the Dean of the College, as Chief Academic and Administrative Officer of the College, and acting with shared governance practices shall have general legislative oversight on all matters pertaining to its meetings and committees; to the admission requirements, curriculum, instruction, examinations, grading, granting of authorized degrees; to the supervision and regulation of research, institutes and GSBL faculty. In order to govern the college and carry out the responsibilities of the college, as delegated by the President and Provost, the Dean delegates to the college faculty responsibilities and accountabilities so they can collaboratively work together to advance the college and outcomes for students. The faculty exercise their voice by making recommendations on all such matters to the Dean of the College, who

shall take all approved recommendations through appropriate channels for final approval to ensure no recommendations are in opposition to university policy or practices and that no such recommendations supersede faculty governance processes for the university.

Jurisdiction of policies pertaining to promotion, tenure, salaries, sabbaticals, leaves of absence and faculty welfare is specifically reserved to the Faculty Association and its Senate as granted by the President of the University. However, the Dean of the College has the authority and accountability to either forward or deny any requests presented at the college level on any of these matters. The GSBL faculty shall submit written recommendations regarding these matters to the Dean. With the Dean's approval, such recommendations may be forwarded on to the Faculty Association, the Senate and the President of the University.

### **C. Constitution**

1. The GSBL faculty shall establish and maintain an up-to-date Constitution. All official actions taken in the name of the GSBL faculty shall be governed by this Constitution. The Chair of the College shall be responsible for the annual dissemination of the current Constitution to the faculty.
2. The GSBL faculty affirms its commitment to democratic forms of decision-making and to the full expression, consideration, representation, and counting of all faculty voices. Faculty members who believe a specific action or structure that is being recommended does not abide by this commitment can invoke this clause in a motion to reconsider. Such a motion shall be approved with affirmative vote of a majority of those present.

### **Article III – Membership**

- A. Academic personnel in GSBL who meet the following qualifications shall have full voting membership in the College:
  1. Full-time appointment to the faculty of GSBL by the Provost of the University as evidenced by signing a 10, 11 or 12-month faculty contract.
  2. Assignment to at least one-half time faculty position in GSBL or its equivalent.
- B. Administrators are included in the GSBL faculty according to the following criteria:
  1. The Dean of the GSBL, as Chief Academic and Administrative Officer of the College, and accountable for its success, shall be a non-voting member of the Graduate School of Business and Leadership faculty.
  2. GSBL Administrators and staff with faculty rank as appointed by the Academic Administration including the President, Provost, or Dean shall be non-voting members of the Graduate School of Business and Leadership faculty
  3. GSBL Administrators and staff without faculty rank shall not be considered voting members of the Graduate School of Business and Leadership faculty.
- C. The membership list shall be distributed by the GSBL Dean or designee annually in the fall to all members of the GSBL faculty and to the Chair of the Faculty Association. Membership for faculty and administrators is continuous until a change in status occurs at the University.
- D. Other personnel and students may be invited by the officers of the GSBL faculty to attend meetings and to take part in the deliberation of the meetings but shall not vote.

#### **Article IV - Faculty Appointment Procedure**

The following procedure shall apply to the search for candidates for core faculty positions in the GSBL in accordance with the hiring policies of the University:

- A. The program which is hiring shall assist the search committee by formulating a job description. The search committee shall receive and evaluate the credentials of the candidates and present a slate of its preferred candidates to the Dean of the School. The search committee shall then conduct interviews, arrange contact between candidates and the GSBL faculty and other interested members of the institution, and make its final recommendation to the Dean of the GSBL who will forward final candidates to the Provost and President for final approval.
- B. The program, in collaboration with the Dean, and the Office of Human Resources, will develop job descriptions for hiring core faculty positions and provide this information to the search committees.
- C. Part-time appointments shall be made by the Dean of the GSBL pursuant to the recommendation by the Program Chair or Director of the program, which is hiring, along with an account of the search process used.

#### **Article V - Organization**

##### **A. Officers**

- 1. The Graduate School of Business and Leadership faculty shall have the following officers: Faculty Chair, Faculty Chair-Elect/Secretary, and the Past Faculty Chair. The Faculty Chair-Elect/Secretary shall be elected by ballot before the end of the last regularly scheduled meeting of the GSBL faculty each academic year. They shall take office at the conclusion of the last spring meeting and shall serve for one academic year. If an election cannot be completed by the end of the last regularly scheduled meeting, the GSBL Faculty Chair shall conduct the remaining elections by mail or electronic means.
- 2. The officers of the GSBL faculty plus the Dean and Dean assigned designee(s) shall serve as the GSBL Leadership Team. At least one GSBL Senator shall also serve.

##### **B. Duties of Officers**

- 1. The Faculty Chair in collaboration with the Dean or Dean designee shall jointly create the agenda. The Faculty Chair shall preside at all meetings of the GSBL faculty, be responsible for the general conduct of the GSBL faculty business and shall appoint committees which are not otherwise selected by provisions in this Constitution.
- 2. The Faculty Chair-Elect/Secretary shall have all the powers and perform all the duties of the Faculty Chair in the absence of the Faculty Chair and shall be the Faculty Chair when the normal term as Faculty Chair-Elect/Secretary ends. The Faculty Chair-Elect/Secretary shall request a membership list of the faculty in GSBL from the GSBL Dean's office and distribute it during the fall term. The Dean's office shall inform the Faculty Chair-Elect/Secretary of any changes as they occur so that the Faculty Chair-Elect/Secretary can update the list as changes occur and inform the GSBL faculty of any changes at a regular GSBL meeting.

3. The Past Chair shall assist with the transition and provide advice and counsel during the year.

### **C. Meetings**

1. Regular meetings of the GSBL faculty shall be held monthly, September to June, at the time and place designated by the Leadership team, or Dean, unless determined otherwise by a majority vote of the GSBL faculty.
2. The Faculty Chair-Elect/Secretary shall record the minutes of each meeting and/or record audio/or video record the meeting and distribute minutes/recording in a timely fashion, ensure that a permanent record is kept of the action taken at all meetings of the GSBL faculty, and shall be the custodian of all such records, including minutes and/or recordings of the meetings, written policies of the GSBL faculty, correspondence, and other records of the GSBL faculty. The Secretary shall ensure that a copy of each set of documents is added to the GSBL shared drive.
3. Special GSBL faculty meetings may be called by the Leadership Team, or Dean, or by signed petition of one-third of the GSBL faculty members by giving written notice thereof, stating the time, place and purpose of the meeting. Written notice of special meetings must be distributed to individual members at least seven (7) days before the meeting. No business shall be transacted at the special meeting except that stated in the notice of the meeting.
4. **Participation by Proxy** - All GSBL faculty with instructional assignments at a time and location that make participation impractical shall have the opportunity to present brief written position statements on announced agenda items, to vote by proxy or other absentee ballot arrangement, and to request reconsideration of any actions taken without reasonable opportunity for extended site participation. A written proxy statement must be presented to the Chair prior to the start of any meeting that the proxy is in force.
5. **Quorum** - A majority (>33% or 1/3) of voting membership of the GSBL faculty (excluding those on leave and emeritus faculty) shall constitute a quorum for the transaction of business at any regular or special meeting. This includes those members participating by proxy or either means of extended site communication or representation.
6. **Motions and Voting**
  - a. All motions presented for consideration by the GSBL faculty shall be put forward at a GSBL Faculty meeting at which a quorum is present. When a vote is taken on any matter at a meeting of the GSBL faculty, a quorum being present, a majority of the votes shall be sufficient for decision-making purposes.
  - b. **Proxy Voting** - A written authorization to act on another's behalf may authorize representation of all matters coming before the faculty or be limited to specific items. The Chair shall rule on any questions arising from the interpretation of proxy voting specifications and such actions will be recorded in the minutes of the meeting. All proxies must be submitted to the Chair no later than the beginning of the meeting.
  - c. **Mail and Electronic Voting** - When a vote is taken by mailed or electronic ballot, it is not considered decisive unless the total number of properly submitted ballots received by the Secretary as of the deadline date is at least equal to the quorum.

The results of a vote taken by mail or electronic means shall be reported to the membership within seven (7) days following the deadline and shall be recorded in the minutes of the next GSBL meeting. After being counted, the submitted ballots shall be secured by the Faculty Chair-Elect/Secretary until the next GSBL meeting.

**7. Agenda and Minutes**

- a. The agenda and minutes and/or the audio-visual recording from the previous GSBL faculty meeting shall be distributed to all members of the GSBL faculty at least one week before the meeting. The agenda shall be prepared by the Chair; the minutes shall be approved by the GSBL faculty at each meeting. All business shall be carefully recorded.
- b. All official minutes of meetings of GSBL and its committees shall be kept in an indexed format by the office of the Dean of the GSBL and be available to any member of the GSBL faculty via electronic storage means in use at the time, e.g., shared drive, etc.

8. **Rules of Order** - The rules of parliamentary procedure in *Robert's Rules of Order* (latest edition) shall be used in deliberations on all questions of procedure not covered in this Constitution.

**Article VI - GSBL Committees**

- A. **General Functions and Limitations of GSBL Committees** - Each GSBL Committee shall elect its own Chair during its last meeting of the previous academic year and shall function for the subsequent academic year. Committees may adopt and follow committee rules and procedures as they find useful, necessary, and in accordance with this Constitution, subject only to the following provisions:

1. The faculty shall be kept informed of committee actions by the submission of reports to the GSBL secretary who in turn shall distribute copies to the GSBL faculty and to the Dean and by publication in writing of any policies adopted, which will then become effective 30 days after publication, subject to review procedures described in items 2 and 3 below.
2. The GSBL faculty may by majority vote at any regular meeting request a review of any action taken, policy adopted, or decision made by any GSBL committee and may, on the basis of such review, call for the action or policy to return to the committee for reconsideration. This action is specific to the College/School level only.
3. A petition signed by one-fourth the members of the GSBL faculty shall call for review of any action, policy, or decision made by any GSBL committee. Final disposition of any review shall be decided by a majority vote of the GSBL faculty at its regular or special meeting. This action is specific to the College/School level only.
4. The Dean of GSBL or her/his designated representatives shall be ex-officio members of all committees and informed of scheduled meetings.
5. Members of any committees shall be selected by the GSBL at large, according to democratic procedures established, unless otherwise indicated in this Constitution.
  - a. Term of office shall be for three years unless otherwise determined by the GSBL Constitution with approximately 1/3 of the positions changing annually

- b. Full-time faculty members of the standing committees shall be GSBL faculty whose appointments are at least one-half time in the GSBL.
- c. A list of committee membership, including designated Chairs and each representative's term of service, shall be distributed by the Chair of the School to the GSBL faculty and the Dean's office during the fall term.
- d. No member of a committee may have more than one vote. Members listed as advisory, liaison, ex-officio, Dean or Dean's designees are non-voting members whose primary roles are advisory and communication.
- e. Each committee shall distribute to the faculty the agenda in advance of each meeting and shall distribute to the faculty the approved minutes. At the end of each academic year, each committee shall post its archives to the GSBL shared drive which shall contain a folder for Committees in which each Committee shall have a folder with fixed subfolders such as minutes, reports, correspondence and year-end report in which to identify in chronological order in each folder a record of all official, non-confidential proceedings and a brief year-end report which summarizes the year's major initiatives, highlights projected goals, and indicates who shall assume responsibility for calling the first meeting of the following year.

## **B. Specific Functions of the School Committees**

GSBL committees carrying on the work of the GSBL faculty are limited in their powers to recommend actions, policies or decisions to the GSBL Dean's office. Regular attendance at committee meetings is expected, and failure to do so is grounds for replacement by the Chair of the College or Dean.

### **1. Curriculum Committee**

The Curriculum Committee shall govern, support, review and approve all graduate courses including courses cross-listed for undergraduate credit and programs proposed by these academic units in the GSBL (including academic requirements for program and degree completion). It shall review and monitor existing GSBL graduate and undergraduate online, blended, and face-to-face courses and programs in the GSBL.

#### **a. Responsibilities & Membership**

- i. It is the responsibility of the Curriculum Committee to ensure that all GSBL program, curriculum and course proposals are submitted and endorsed by program faculty Subject Matter Experts and the Program Chair or Director of the program. The Curriculum Committee shall ensure that proposals submitted by individuals or entities other than faculty as described above are not accepted, reviewed or approved.
- ii. The membership of the Curriculum Committee shall consist of three (3) full-time faculty representatives from the GSBL. The Registrar, a representative from the Assessment and Accreditation office, and the Dean or his/her representative shall be non-voting ex-officio members.
- iii. The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year.

### **2. Academic Standards and Admissions Committee**

The Academic Standards and Admissions Committee will be responsible for enforcing academic standards for GSBL students. It shall also act as an appeal body for decisions relating to students made at the school, program, or college level within GSBL.

a. Responsibilities & Membership

- i. The Program Chair or Director of the program shall be charged with the responsibility of setting academic standards and the Academic Standards and Admissions Committee will be responsible for enforcing academic standards for GSBL students. It shall also act as an appeal body for decisions relating to students made at the school, program, or college level within GSBL. It is further charged with reviewing policy for the monitoring of student retention and determining the admissions standards for undergraduate students and graduate students in the GSBL and making policy or procedural recommendations to the GSBL faculty and Dean. In collaboration with the Office of Admissions and Records, it is charged with determining the standards of admission and respond to exceptions that the admissions would like to have considered.
- ii. Timely admission of graduate students into individual programs in the GSBL is primarily the responsibility of those specific programs and program directors/chairs. Decisions will be made in a time sensitive manner as applications are received.
- iii. The membership of the Academic Standards and Admissions Committee shall consist of three (3) full-time faculty representatives from the GSBL. Non-voting members include the Dean of GSBL or his/her representative, and representatives from the Office of the Registrar, Student Affairs and Other University offices that may be of value as deemed by the committee.
- iv. The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year.

**3. GSBL Leadership Team**

a. Members

- i. Dean
- ii. Dean's Designee(s)
- iii. Assistant and/or Associate Deans
- iv. Faculty Program Directors/Chairs
- v. Faculty Chair
- vi. Faculty Chair-Elect

b. Meetings

- i. The GSBL Dean shall serve as the Chair of the GSBL Administrative Committee/Leadership Team and will be responsible for the agenda
- ii. The Administrative Committee/Leadership Team shall meet on a regular monthly schedule
- iii. Additional meetings may be held at the request of the Dean or on request of at least two (2) members of the Leadership Team and as deemed necessary or appropriate by the Dean.

c. Duties

- i. The GSBL Leadership Team shall act in an advisory role to the Dean on matters of policy and administration, in particular those matters of college-wide interest pertaining to personnel, resources, and facility allocation.
- ii. The GSBL Leadership Team will establish a culture of continuous improvement by engaging in college wide planning and improvement processes informed by program health and performance, college reputation and other key drivers

including enrollment, retention, persistence, graduation, and student employment rates.

- iii. The GSBL Leadership Team will seek out input and data from other areas of the college, as appropriate, to support the development of operational recommendations aimed at improving student experience and/or outcomes.
- iv. Matters considered by the Administrative Committee may be initiated by any of its members. The Dean of the GSBL, as Chief Academic and Administrative Officer of the College, has accountability for its success. As such, the Dean may either forward or deny any requests presented at the college level.

#### **4. College Promotion and Tenure Committee**

- a. Pursuant to the Constitution of the Faculty Association, it is the duty of the GSBL Faculty to elect three full-time faculty members to serve on the College Promotion and Tenure Committee.
- b. Responsibilities:
  - i. The College Promotion and Tenure Committee shall review applications from faculty members and submit a full report of the vote to the Institutional Promotion and Tenure Committee.
  - ii. All deliberations and actions of the college committee shall remain confidential.
  - iii. At the end of each year, review the current National Louis University Promotions and Tenure Policy including any amendments made to it in regard to specific needs and concerns of GSBL faculty. The committee will make recommendations for additions and/or changes to the full GSBL faculty. Any action taken by the GSBL faculty is, of course, advisory. The report, along with the actions taken by the GSBL faculty, will be submitted to the IPTRC and the Provost.
- c. Membership:
  - i. The faculty of GSBL shall elect a committee of three (3) members to consider applications for promotion and/or tenure of its faculty.
  - ii. When staffing permits, the GSBL would have at least one (1) member of this committee shall be full-time tenured faculty member.
  - iii. At least one member of the committee shall hold the rank of Associate Professor or Professor.
  - iv. The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year.
  - v. A faculty member who applies for promotion while a member of the committee shall be replaced by special election for the remainder of his/her term.

#### **5. The School Governance Committee**

- i. Shall be the body responsible for reviewing and suggesting amendments and revisions to this Constitution (not abrogating the right of any GSBL Faculty to bring forward amendments). The Governance Committee shall meet and review the Constitution each fall and make any recommendations no later than the January college meeting.
- ii. It shall meet and consider changes at other times as the College Faculty Chair directs.

- iii. The Governance Committee shall be responsible also for advising the Chair on matters concerning the jurisdiction of committees set forth in this Constitution.
- iv. It shall advise the Chair in matters of interpretation of articles and amendments and procedures related there unto and shall also be responsible for advising the Chair on procedural questions of rules of order.
- v. Any vacancies occurring among the officers shall be filled for the unexpired term by appointment of the Chair of the GSBL Faculty in consultation with the Governance Committee. The membership of the Governance Committee shall consist of three (3) full-time faculty representatives elected from GSBL. The Dean of GSBL shall be a non-voting member and other University officers may be invited
- vi. The terms of office shall be three (3) years in length and shall be staggered so that one of the member's terms expires each year.

### **C. Election of GSBL Committee Members**

- 1. **Spring Elections** - Senate and University committee members will be elected at large by GSBL faculty. It is the duty of the GSBL Chair-Elect in consultation with the Governance Committee to certify that all elected representatives meet criteria as prescribed by this Constitution as well as the Constitution of the Faculty Association.
- 2. The names of the candidates for the annual election shall be gathered by the GSBL Chair-Elect. The list of nominees shall be distributed to members of the GSBL faculty at least seven days before the election. Additional nominations may be made from the floor, provided the consent of the nominee has been secured. The Governance Committee can provide support to the Chair-Elect during elections.
- 3. **Special Circumstances**
  - a. The GSBL Chair shall appoint a temporary replacement for a Senator or any member of a committee other than Promotion and Tenure Committees who will be on sabbatical or a leave of absence for less than or up to one (1) year. For absences of more than (1) year, an election shall be held to replace that individual at the next scheduled College meeting. If a replacement is necessary prior to the next scheduled meeting the Chair may appoint someone until such time that a replacement is elected by the college.
  - b. Vacancies of one term or longer caused by the absence of an elected member on the GSBL Promotion and Tenure Committee or Institutional Promotion and Tenure Committee must be filled by an election of an eligible candidate at the next GSBL meeting.

### **Article VII - Amendments**

This Constitution may be amended by two-thirds vote of the GSBL Faculty at any regular monthly meeting, provided that notice of the proposed amendment or amendments has been given at the preceding regular meeting.

### **Article VIII - Ratification**

This Constitution shall go into effect upon ratification of two-thirds of the GSBL faculty and

approval by the Dean, Provost and President.

Revised by the GSBL Governance Committee: April 15, 2024

Approved by the GSBL Faculty: April 12, 2023