

Boler School of Business *Teaching Committee Bylaws*

1. Duties - The Boler School of Business (BSOB) Teaching Committee is responsible for ensuring and encouraging high quality teaching and continuous improvement in the classroom, and to recommend changes as needed. Given that the Committee's focus is on how we teach, rather than what we teach, the charge of the Committee includes:

- Oversight of the BSOB student evaluation of teaching instrument and process
- Oversight of policies related to teaching
- Oversight of the Wasmer Fellows process
- Oversight of the BSOB academic advising process and evaluation of BSOB advisors and faculty mentors
- Oversight of the Wasmer Teaching award (and any other teaching awards created by the committee)
- Review of EBI data on teaching

Any proposed changes will be discussed among all BSOB faculty, generally at a regularly scheduled BSOB faculty meeting. The voting may be accomplished either by paper ballot or electronically.

2. Composition: Teaching Committee membership shall consist of one representative from each academic department within the BSOB, as well as an at-large representative appointed by the BSOB Dean, based on recommendation from the Teaching Committee. Members shall be selected by the faculties of each department by May 1 of each year, to serve a three-year term beginning the next full academic year. Term expiration dates will vary across members to ensure that there are no more than two new members on the committee in any one year. The committee shall elect a chair at the beginning of each academic year, during the first meeting. The Associate Dean, Academics and Accreditation, shall serve as an ex-officio, non-voting member of the committee except in the case of a tie vote. A committee member who is under consideration for appointment as a Wasmer Fellow will recuse him- or herself. If for some reason a committee member is unable to fulfill his or her responsibilities, that person's department will identify a substitute for the interim.

3. Amendments to the Bylaws: Amendments to the bylaws require a majority vote of the Boler faculty who vote.

4. Call for Meeting, Voting, and Rules of Order. The chair of the committee shall convene the committee, at a frequency of no less than once per academic year, or more frequently, if required. In all general meetings where a quorum is present (defined as a majority of the voting committee members), all matters will be resolved by a simple majority vote of those eligible members present and voting. Unless otherwise specified in these bylaws, Robert's Rules of Order shall prevail.

5. Minutes. The chair of the committee shall be responsible for recording the actions of the committee and said minutes will remain on file in the Deans office. Minutes of the prior meeting will be distributed to committee members prior to the next meeting and any needed changes or corrections will be approved by the committee at the beginning of the meeting.