

Rev. April 2009  
Rev. Fall 2002

**CONSTITUTION**  
of the  
**COLLEGE OF BUSINESS AND TECHNOLOGY**  
University of Nebraska at Kearney

**PREAMBLE:**

The College of Business and Technology is committed to a quality educational experience which provides students with sound academic backgrounds and professional training in their chosen areas of study.

The Revised Statutes of Nebraska and the By-laws of the Board of Regents of the University of Nebraska vest the immediate governance of the College of Business and Technology in its Faculty. The Faculty of the College of Business and Technology shall adopt rules and regulations relating to its governance that shall be subject to approval by the Board.

**Article I. Faculty**

**Section 1. Voting Membership**

The voting membership of the Faculty of the College of Business and Technology (hereafter referred to as Faculty) consists of full-time Senior Lecturers, Lecturers, Instructors, Assistant Professors, Associate Professors, and Professors of the College. Persons exercising administrative responsibilities which involve more than half of their workload assignment shall not have voting privileges nor be eligible to be elected as representatives of the College. At the beginning of the academic year, individuals with equal responsibilities in more than one college will declare in which College and school they desire to be voting members, subject to approval of the Dean of the College they chose.

**Section 2. Ex Officio Membership**

The Dean of the College of Business and Technology and such other persons as may be designated by the Faculty shall be ex officio members of the Faculty without voting privileges. The Dean shall be an ex officio member of all committees without voting privileges.

**Section 3. Responsibilities**

The Faculty of the College is responsible for the determination of its education policies and procedures. Specifically, the Faculty shall formulate:

- A. The academic mission, goals, objectives, and strategies of the College;
- B. The development and evaluation of the academic program and professional activities of the College;
- C. The academic standards for students.

**Section 4. Participation**

The Faculty, with student input where appropriate, shall establish and compose committees which will advise the Administration regarding the development of policies and procedures consistent with the academic objectives of the College and the University in the following areas:

- A. Appointment, retention, granting of continuous appointment (tenure), and promotion of the teaching staff;
- B. Enhancement of the scholarly environment;
- C. Support for co-curricular activities of the students;
- D. Allocation of resources of the College;
- E. Meaningful participation in the selection, evaluation, and retention of College administrators;
- F. Assessment of college programs to determine if the goals of the College are being met.

**Section 5. Meetings**

Regular business meetings and special meetings of the Faculty shall be held in accordance to Article 5 of the By-laws of this constitution.

**Article II. College Organization****Section 1. Office of the Dean**

The College is administered by a Dean in accordance with the By-laws of the Board of Regents of the University of Nebraska. The Dean is assisted in fulfilling administrative responsibilities by persons filling the following positions: Associate and/or Assistant Deans; Assistants to the Dean; Program and Center Directors; Department Chairs; and other administrative positions. Prior to recommending to the Chancellor persons to fill these positions, the Dean shall use formal procedures to consult with the Faculty in the recruiting, screening, and selection process as defined in the By-laws of this constitution.

## **Section 2. Departments and Academic Programs**

### **A. Departments**

A department is an academic community of interest and an administrative unit of the College. Subject to the jurisdiction of those who have overall responsibility for the University of Nebraska at Kearney and in conformity with the policies of the College of Business and Technology, a department shall determine its academic and administrative policies and programs through procedures adopted by the department and approved by the Faculty of the College.

For convenience, assessment, and accreditation issues, the business departments of Accounting and Finance, Economics, Management, and Marketing and Management Information Systems may be referred to collectively as the Business Division (BD) of the College.

### **B. Academic Programs**

An academic program within a department is a systemized unit of instruction offering regular college courses which may lead to a major, a minor, or an emphasis.

## **Section 3. Centers and Other Entities**

A center within the College of Business and Technology exists as a formal administrative entity requiring approval of the University of Nebraska Board of Regents. Other entities also may be identified as bureaus, institutions, laboratories, and so forth.

## **Article III. Amendments of the Constitution**

### **Section 1. Proposal of Amendments**

Amendments to the constitution may be proposed by the Dean's Advisory Committee or by at least twenty (20) Faculty members, but in either case proposals must be presented in writing to the Faculty through the Dean's Advisory Committee and Dean at least ten (10) working days before a Faculty meeting as provided in Article I, Section 5.

**Section 2. Approval of Amendments**

Voting will be by distributed ballot at a College of Business and Technology Faculty meeting. Ballots will be collected and tallied by three (3) Faculty representatives appointed by the Dean's Advisory Committee. Adoption of an amendment requires approval by two-thirds (2/3) of the Faculty voting on the questions. Faculty who are absent on official school leave during the Faculty meeting may vote by absentee ballot prior to the vote at the Faculty meeting. Absentee ballots will be made available through the Dean's office.

**Article IV. Acceptance of the Constitution**

Majority approval of the Faculty voting on the questions will be necessary for acceptance of this Constitution which will become effective upon promulgation by the Chancellor of the University of Nebraska at Kearney and the Board of Regents of the University of Nebraska.

**Article V. Supra-Department or Inter-Departmental Units**

Supra-Departmental or Inter-Departmental units, such as divisions, schools, interdisciplinary programs may be established. Channels of administrative communication shall be defined when such units are created.

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**BY-LAWS**  
of the  
**COLLEGE OF BUSINESS AND TECHNOLOGY**  
University of Nebraska at Kearney

**Article 1. College Structure**

The College of Business and Technology consists of: departments, programs, centers, and other entities.

**Article 2. Office of the Dean**

**Section 1. Responsibilities**

The Dean of the College shall provide leadership and guidance to Departments, Programs, Centers, and other academic and administrative entities; shall be the officer primarily charged with the administration of the College; shall serve as intermediary between the College and the University; shall be the presiding officer at Faculty meetings; shall report to the Faculty at regular business meetings on the status of College legislation.

**Section 2. Selection of the Dean**

Appointment of the Dean shall be recommended to the President and the Board of Regents by the Chancellor, following procedures specified in the By-laws of the Board. When College recommendations are made for membership on an advisory/search committee, the Dean's Advisory Committee shall make such recommendations. At least every fifth anniversary of the appointment, the Dean's Advisory Committee shall make recommendations, based on input from the faculty, to the Chancellor or designated representatives concerning the continued appointment of the Dean.

**Section 3. Selection of Associate and/or Assistant Deans**

Recommendation for the appointment of Associate and/or Assistant Deans shall be made by the Chancellor, upon recommendation of the Dean. The Dean's Advisory Committee shall provide its advice to the Dean concerning such recommendations. At least every fifth anniversary of the appointment, the Dean's Advisory Committee shall make recommendations, based on input from the Faculty, to the Dean or designated representative concerning the continued appointment of the Associate and/or Assistant Deans.

**Section 4. Temporary Vacancy**

In case of incapacitation or other temporary vacancy in the position of other Dean, the Dean's Advisory Committee shall confer with the Vice Chancellor for Academic Affairs and College Council on the appointment of an Acting Dean.

**Article 3. Department Chairs, Program and Center Directors****Section 1. Department Chair Responsibilities**

The Department Chair shall be responsible to the Dean for departmental administration, shall provide academic leadership for the Department; shall be the Department's official representative in all matters except those delegated to other members of the Department; and shall serve as intermediary between the Department and other individuals and units of the University. The Chair of the Department may make recommendations to the Dean and the Faculty of the College concerning the academic welfare of the Department or its relation to other departments. Before making such recommendations, the Chair shall consult with the Faculty of the Department. Where the recommendation of the Chair differs from the advice of the Faculty, the Chair shall so inform the Dean. Meetings of the Department may be called by the Chancellor, the Dean, the Chair, or by a majority of its Faculty.

**Section 2. Program Director Responsibilities**

The Program Director shall be responsible to the Department Chair and/or Dean for program administration; shall provide academic leadership for the Program; shall be the Program's official representative in all matters except those delegated to other members of the Program; and shall serve as intermediary between the Program and other individuals and units of the University. The Program Director may make recommendations to the Department Chair and the Faculty of the Program concerning the welfare of the Program or its relations to other programs and departments. Before making such recommendations, the Director shall consult with the Faculty of the Program. Where the recommendation of the Director differs from the advice of the Faculty, the Director shall so inform the Department Chair. Meetings of the Program may be called by the Dean, the Department Chair, the Director, or by a majority of its Faculty.

**Section 3. Center Director Responsibilities**

The Center Director shall be responsible to the Department Chair and/or Dean for center administration; shall provide academic leadership for the Center; shall be the Center's official representative in all matters except those delegated to other members of the Center, and shall serve as intermediary between the Center and other individuals and units of the University. The Center Director may make recommendations to the Dean and the Faculty of the College concerning the welfare of the Center or its relations to other centers, programs and departments. Before making such recommendations, the Director shall consult with the Faculty of the Center. Where the recommendation of the Director differs from the advice of the Faculty, the Director shall so inform the Dean. Meetings of the Center may be called by the Dean, the Director or by a majority of its Faculty.

**Section 4. Selection of Department Chair, Program Director, and/or Center Director**

In case of a vacancy existing or pending in a Department's Chair, Program's Director, or a Center's Director, the Dean will request the Faculty of the Department/Program/Center to provide a suggested name or names of candidates through a procedure determined by the Faculty of the Department/Program/Center.

The Chair shall be appointed by the Board of Regents, upon recommendation of the Dean, the Chancellor and the President, after appropriate consultation with the departmental Faculty, for a term not exceeding five (5) years, but eligible for reappointment. Within a reasonable time before recommending the appointment/reappointment of a Chair, the Dean shall seek the advice of the Faculty by taking a closed ballot of the departmental Faculty on the question of appointment of the candidate or reappointment of the incumbent.

Program Directors, Center Directors, and other administrative positions shall be appointed by the Chancellor, upon recommendation of the Dean, after appropriate consultation with the affected Faculty, for a term not exceeding five (5) years, but eligible for reappointment. Within a reasonable time before recommending the appointment/reappointment of the Program Director, Center Director, or other administrative position, the Dean shall seek the advice of the Faculty by taking a closed ballot of the administrative unit's Faculty on the question of appointment of the candidate or reappointment of the incumbent.

**Section 5. College Council**

**Part A. College Council Membership**

The College Council shall consist of the Department Chairs and appropriate Program and Center Directors as determined by the Dean. If a member must be absent from a Council meeting, a representative to the Council meeting may be appointed by the absent member.

**Part B. College Council Responsibilities**

The College Council shall:

1. advise the Dean on matters relating to administrative policies and procedures within the College and its Departments, Programs, Centers or other administrative units. These advisory duties shall not supersede those delegated to the Standing Committees as defined in Article 4, Section 1 of these By-laws;
2. recommend to the Dean on matters relating to University administrative policies and procedures which affect the College and its Departments, Programs, Centers or other Administrative units;
3. provide a forum for discussion of mutual issues and concerns relating to the administration of Departments, Programs, Centers, or other administrative units within the College.
4. meet at the discretion of the Dean

**Article 4. College Committees**

**Section 1. Standing Committees**

Faculty governance of the College of Business and Technology shall be conducted by six (6) standing committees: Dean's Advisory Committee, Academic Affairs Committee, Faculty Affairs Committee, Faculty Development Committee, Student Affairs Committee, and Business Division Assurance of Learning (BD:AOL) Committee. These committees shall convene at regular intervals to be determined by the membership at the beginning of each academic year. Special meetings may be called by either the chair of the committee, or by any two members of the committee, or by request of the Dean, upon the giving of five (5) working days notice to all members of the committee.

Faculty members shall assume their duties on the Standing Committee at the beginning of the Fall semester and shall serve for a term of two years. Terms of service shall be staggered so that no more than half of the membership is elected each year.



The initial standing committee meeting for each academic year shall be called by the Dean or a representative of the Dean's Office. At the initial meeting of the committee during each academic year, the members of the committee shall select from among themselves a chair and a secretary who shall, subject to resignation or removal for just cause, hold such position throughout the year.

**Part A. Dean's Advisory Committee**

The Dean's Advisory Committee shall encourage continuous improvement by:

1. advising the Dean on matters initiated by the Committee or by the Faculty or referred to it by the Dean;
2. advising the Dean on the formulation and implementation of college policies;
3. reviewing the goals and long-term aspects of the College's activities, including staff, equipment, and facility requirements;
4. reviewing and advising on policies and procedures relative to the allocation of resources;
5. advising University administration regarding the development and maintenance of College buildings and grounds;
6. consulting and participating with appropriate University administrators to evaluate the Dean and Associate and/or Assistant Deans;
7. reviewing and recommending specific procedures to provide Faculty input in the appointment/reappointment process of the Dean and Associate and/or Assistant Dean;
8. notifying the faculty at least ten (10) working days prior to special meetings, as provided in Article 5, Section 2 of the By-laws;
9. informing the Faculty through distribution of minutes of action taken by the Dean's Advisory Committee;
10. reviewing the college mission, including receiving input from stakeholders, in even-numbered years;
11. preparing a timely report at the end of each year discussing the Committee's accomplishments, leading to continuous improvement in the College. These reports should be disseminated to the faculty and the Dean.

**Part B. Academic Affairs Committee**

The Academic Affairs Committee shall exercise general oversight of the College's academic standards by:

1. advising the Dean on all matters of educational policy;

2. reviewing, evaluating, and reporting to the Faculty proposed policies concerning admission and graduation requirements, including changes in requirements, new programs, new degrees, and general studies requirements;
3. approving academic program changes such as addition or deletion of courses and changes in course names and numbers. The Committee will consider student needs, duplication, and intellectual content, and the relationship with other College and University programs in making curricular decisions. All decisions shall be communicated in writing to the Faculty. These decisions will be considered approved unless within fifteen (15) working days from issuance, action is initiated under Article 5 of the By-laws;
4. receiving from the Dean the names of students who have completed the requirements for graduation. The faculty members of the committee are authorized by the Faculty to recommend to the Chancellor, the President, and the Board of Regents that the respective degrees be awarded. The Registrar acts as the agent of the Faculty in assuring that requirements have been fulfilled;
5. recommending to the Dean on matters of staffing, budget, and programs as they affect educational policy;
6. reviewing, evaluating, and advising the Dean on external programs created by or co-sponsored by the College. The Committee shall be a formal channel for communication between the external program units of the College and the Faculty of the College;
7. reviewing reports of waivers of degree requirements granted to students. Reports are to be submitted to the Committee each semester by the various department chairs.
8. encouraging the systematic review and continuous improvement of curricular programs within the College;
9. serving as members, together with members of the Student Affairs Committee, of an Appeals Committee for undergraduate students who believe their grades were capriciously or prejudicially determined. The Appeals Subcommittee shall adopt rules, procedures, and standards for the judgment of cases;
10. informing the Faculty through distribution of minutes of actions taken by the committee;
11. preparing a timely report at the end of each year discussing the Committee's accomplishments, leading to continuous improvement in the College. These reports should be disseminated to the faculty and the Dean.

**Part C. Faculty Affairs Committee**

The Faculty Affairs Committee shall encourage continuous improvement by:

1. advising the Dean on all matters concerning faculty welfare, including gender and minority issues;
2. reviewing and recommending policies concerning promotion and the granting of continuous appointment (tenure) within the college;
3. recommending to the Dean regarding personnel decisions, such as the appointment, reappointment, non-reappointment, promotion, granting of continuous appointment (tenure), demotion, transfer, dismissal, or removal of Faculty and other academic personnel. If the recommendation of the Committee differs from that of the Dean, the Dean shall so inform the Vice Chancellor for Academic Affairs and the Chancellor.
4. organizing and monitoring the election process of Standing Committee seats;
5. informing the Faculty through the distribution of minutes of action taken, subject to the rights of privacy.
6. preparing a timely report at the end of each year discussing the Committee's accomplishments, leading to continuous improvements in the College. These reports should be disseminated to the faculty and the Dean.

**Part D. Faculty Development Committee**

The Faculty Development Committee shall encourage continuous improvement by:

1. developing activities and programs to promote the teaching mission of the College. The Committee shall review and advise regarding current teaching support needed for faculty development.
2. developing activities and programs to promote the intellectual contribution mission of the College. The Committee shall review and advise regarding current intellectual contribution support needed for faculty development.
3. developing activities and programs to promote the service mission of the College.
4. recommending policies for leaves of absence, release time, and sabbaticals within the College.
5. advising the Dean regarding needs for academic computing as it relates to faculty development and the mission for teaching, intellectual contribution, and service;

6. informing the faculty through distribution of minutes of action taken;
7. preparing a timely report at the end of each year discussing the Committee's accomplishments, leading to continuous improvement in the College. These reports should be disseminated to the faculty and the Dean.

**Part E. Student Affairs Committee**

The Student Affairs Committee shall encourage continuous improvement by:

1. organizing Honors Night for the College of Business and Technology;
2. advising the Dean on matters concerning student welfare;
3. advising the Dean on matters regarding the awarding of College scholarships and awards;
4. serving as members, together with members of the Academic Affairs Committee, of an Appeals Committee for undergraduates who believe their grades were capriciously or prejudicially determined. The Appeals Subcommittee shall adopt rules, procedures, and standards for the judgment of cases;
5. assisting and advising the Dean regarding the academic advising of students;
6. informing the Faculty through distribution of minutes with actions taken, subject to rights of privacy;
7. preparing a timely report at the end of each year discussing the Committee's accomplishments, leading to continuous improvement in the College. These reports will be disseminated to the faculty and the Dean.

**Part F. Business Division Assurance of Learning Committee**

The College of Business and Technology Business Division Assurance of Learning (CBT:BD AOL) Committee shall encourage continuous improvement by:

1. designing and conducting assessment activities related to the core curriculum;
2. reviewing and analyzing assessment reports;
3. recommending changes to the core curriculum to the Dean, Department Chairs, and faculty;
4. informing the Business Division faculty through distribution of minutes of assessment actions taken by the committee;

5. preparing a timely report for the discussing the committee's accomplishments supporting continuous improvement. These reports will be disseminated to the faculty and the Dean.

## **Section 2. Special Committees**

Special ad hoc committees and subcommittees may be created by the College of Business and Technology, Dean, Faculty, or Standing Committees.

## **Section 3. Standing Committee Membership**

The Dean's Advisory Committee, Academic Affairs Committee, Faculty Development Committee, Faculty Affairs Committee, and Student Affairs Committee shall each be composed of one faculty elected from each of the following six academic areas: (1) the Department of Accounting and Finance, (2) the Department of Industrial Technology, (3) the Department of Family Studies and Interior Design, (4) The Department of Economics, (5) The Department of Management, and (6) the Department of Marketing and Management Information Systems (MIS).

The members of the Faculty Affairs Committee shall be tenured faculty holding the rank of Associate Professor or above.

The members of the CBT:BD Assurance of Learning Committee shall be composed of up to two tenure-track or tenured faculty members elected from and by each of the CBT:BD departments. The Associate Dean will be the permanent chairperson and the faculty member responsible for the CBT database will be an ex-officio member.

The Student Affairs Committee shall also include one student member-at-large, whose terms shall be one year.

Faculty serving as Department Chairs shall be ineligible for election to the College of Business and Technology Standing Committees.

## **Section 4. Standing Committee Elections**

The election of Faculty members to Standing Committees shall be completed by each department by the end of Spring Semester.

**Article 5. Meetings of the Faculty**

**Section 1. Regular Meetings**

Regular business meetings will be held in the Fall and the Spring semester at a time designated by the Dean, with at least two week's notice given to the Faculty.

**Section 2. Special Meetings**

Special meetings may be called by the Chancellor of the University, the Vice Chancellor for Academic Affairs, or by the Dean of the College. Special meetings must be called within ten (10) working days after the Dean's receipt of: (1) a petition signed by at least ten (10) Faculty members; or (2) a request made by the Dean's Advisory Committee; or (3) a majority vote by Faculty for a Special meeting.

**Section 3. Quorum**

One-third of the Faculty constitutes a quorum.

**Section 4. General Procedure**

The Dean of the College or the Dean's designee will preside at all College Faculty meetings. The Dean shall appoint a parliamentarian at the first meeting of each academic year. Meetings will be conducted according to *Robert's Rules of Order, Newly Revised*, when not in conflict with the Constitution or By-laws of the College.

**Article 6. Amendments to the By-laws**

**Section 1. Proposal of Amendments**

Amendments to the By-laws may be proposed by the Dean's Advisory Committee or by at least twenty (20) Faculty members, but in either case proposals must be presented in writing to the Faculty through the Dean's Advisory Committee and Dean at least ten (10) working days before a Faculty meeting as provided in Article 5 of the By-laws.

**Section 2. Approval of Amendments**

Voting will be distributed by ballot at a College meeting and ballots will be collected and tallied by three Faculty representatives appointed by the Dean's Advisory Committee. Simple majority approval of the Faculty voting on the question will be necessary for adoption.

**Article 7. Acceptance of the By-laws**

Majority approval by the Faculty voting on the question will be necessary for acceptance of these By-laws which will become effective upon promulgation by the Chancellor of the University of Nebraska at Kearney and the Board of Regents of the University of Nebraska.

## APPENDIX

### CBT ANNUAL FACULTY AWARDS

The following awards for Scholarship, Teaching, and Service were proposed by the CBT Faculty Development Committee and approved by vote of the CBT faculty. The Dean's Office announces annually the nomination/application process. The selection of award recipients is done by the CBT Faculty Affairs Committee.

### CBT ANNUAL SCHOLARSHIP AWARDS

Two scholarship awards will be awarded annually in the College of Business and Technology (the College), one to a tenured faculty member and one to untenured tenure track faculty member.

**Criteria:** Criteria for conferring the awards for outstanding scholarship are the same criteria as those used to evaluate scholarship in the context of annual evaluations as outlined in the Guidelines: Evaluation, Promotion and Continuous Appointment. Exceptions include the following;

1. A faculty member may submit up to five of the most recent years of scholarly work for consideration by the committee.
2. An award will not be conferred twice for the same body of research.

**Committee to confer the awards:** The Faculty Affairs Committee will review nominations for the scholarship award and select one nominee from each of the two faculty categories to receive the awards.

**Nominating process:** The College has in place a process to annually review faculty performance in the area of scholarship. While faculty members may nominate themselves or be nominated by any other member of the faculty of the College, the normal process of nominating faculty for scholarship awards links with the annual review process. Each department chair, in the process of evaluating faculty-scholarship portfolios during the annual review process, will determine faculty most meritorious of the scholarship awards. The department chair will ask selected faculty members to submit a copy of the scholarship section of the annual portfolio to the Committee, noting years of scholarship to be considered. The dean of the College will follow the same process for nominating department chairs. Materials should be submitted to the committee two weeks prior to the Annual College of Business and Technology Honors Night.

**Nature of the awards:** Each award will consist of cash (amount determined by the dean of the College of Business and Technology) and a certificate.



### **CBT Annual Teaching Awards**

Two teaching awards will be awarded annually in the College of Business and Technology (the College), one for tenured faculty and one for untenured faculty.

**Criteria:** Criteria for conferring the awards for outstanding teaching are the same criteria as those used to evaluate teaching in the context of annual evaluations as outlined in the Guidelines: Evaluation, Promotion and Continuous Appointment. Exceptions include the following:

1. Weight will be given to teaching in the most recent academic year over performance in prior years. 2. Considerable weight will be given to improvement in teaching effectiveness in the most recent academic year compared to prior years. 3. A faculty member receiving an award in one year will not be eligible for the award in the two succeeding years.

**Committee to confer the award:** The Faculty Affairs Committee will review nominations for the teaching awards and select one nominee from each of the two faculty categories to receive the awards.

**Nominating process:** The College has in place a process to annually review faculty performance in the area of teaching. While faculty members may nominate themselves or be nominated by any other member of the faculty of the College, the normal process of nominating faculty for teaching awards links with the annual review process. Each department chair, in the process of evaluating faculty-teaching portfolios during the annual review process, will determine faculty most meritorious of the teaching awards. The department chair will ask faculty members selected to submit a copy of the teaching section of the annual portfolio to the Committee. The dean of the College will follow the same process for nominating department chairs. Materials should be submitted to the committee two weeks prior to the Annual College of Business and Technology Honors Night.

**Nature of the awards:** Each award will consist of cash (amount determined by the dean of the College of Business and Technology) and a certificate.

### **CBT Annual Service Award**

One service award will be awarded annually in the College of Business and Technology.

**Criteria:** Criteria for conferring the award for outstanding service are the same criteria as those used to evaluate service in the context of annual evaluations as outlined in the Guidelines: Evaluation, Promotion and Continuous Appointment. The one exception is that a faculty member receiving an award in one year will not be eligible for the award in the two succeeding years.

**Committee to confer the award:** The Faculty Affairs Committee will review nominations for the service award and select one nominee to receive the award.

**Nominating process:** The College has in place a process to annually review faculty performance in the area of service. While faculty members may nominate themselves or be nominated by any other member of the faculty of the College, the normal process of nominating faculty for the service award links with the annual review process. Each department chair, in the process of evaluating faculty-service portfolios during the annual review process, will determine faculty most meritorious of the service award. The department chair will ask selected faculty members to submit a copy of the service section of the annual portfolio to the Committee. The dean of the College will follow the same process for nominating department chairs. Materials should be submitted to the committee two weeks prior to the Annual College of Business and Technology Honors Night.

**Nature of the award:**

Each award will consist of cash (amount determined by the dean of the College of Business and Technology) and a certificate.

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