

**Department/School Name**  
**Kennesaw State University**  
**BYLAWS**

**PREAMBLE**

Provide overview of the Department/School of NAME. Where they fit within the University; Any special statement you wish to make that may indicate your strengths, priorities, values etc. The Department/School of NAME is a unit of the College of NAME at Kennesaw State University.

These bylaws provide a plan for governance, and procedures for operation, of the Department/School of NAME. These bylaws were first adopted by the faculty of the Department/School of NAME on date, amended on date.

**ARTICLE I. Administration (add other positions and/or additional descriptions as appropriate)**

- A. Department Chair/Director (use which ever term is appropriate)
- a) The Chair shall be appointed by the Dean of the College of NAME and serves at the pleasure of the Dean.
  - b) The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to: supervising the operation of the Department, administering departmental budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and laboratory space, evaluating faculty and staff, presiding over Departmental meetings, representing the Department in College and University affairs, informing the faculty of events affecting the Department or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the College of NAME.
  - c) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.
- B. Assistant/Associate Chair
- a) The Department Chair may appoint an Assistant/Associate Chair.
  - b) The Assistant/Associate Chair shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as: advising, scheduling, monitoring enrollment, assisting part-time faculty, representing Chair at college and/or university meetings, completing special projects as assigned by Department Chair.
  - c) The Assistant/Associate Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

C. Others as needed such as Course Coordinators or Program Coordinators (**mention in description of Program Coordinators that you must ensure that faculty serving as Program Coordinators meet SACS qualifications**).

**ARTICLE II. Committees (Below are some committees that each department must have; add others as appropriate; include duties, membership, meeting times, and terms)**

Section 1. Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee member will be selected via an election held in the Fall (December meeting) semester of each year for the next year's committees. Each committee shall elect its Chair annually, effective Fall Semester of the academic year. The Chair of the previous year's committee shall convene the first Fall semester meeting.

- a) Department/School Faculty Council (DFC) (**must be included**)
  - i) The DFC is advisory to the Chair/Director, who holds decision-making authority at the college level (**must have this statement found in Faculty Handbook**).
  - ii) Duties: responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with, workload, teaching load, hiring strategies, overall goals, ideas about new programs etc.
  - iii) Membership: Six tenure track-faculty; The Chair of the DFC will be a tenured faculty member elected by members of the committee.
  - iv) Meeting times: Irregular, usually 3-4 times per academic year.
  - v) Term: 2 year staggered.
  - vi) The Department Chair is an *ex-officio* non-voting member of the DFC, and will respect the DFC's desire, on occasion, to meet without the Chair present.
  
- b) Curriculum Committee (**must be included**)
  - i) Duties: Oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions etc. This committee shall periodically review the departmental curriculum and make recommendations about modifications of the curriculum. Also provides oversight for Special Topics and Advanced Topics courses. Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees; Chair (or

designee) will represent department at College and/or University Curriculum Committee meetings to present proposals.

ii) Membership:

iii) Meeting times: Irregular, usually 3-4 times per academic year.

iv) Term: 2 year staggered

c) Department Promotion & Tenure Committee (P&T) **(must be included)**

i) Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that go into faculty's portfolio. Reviews department P&T guidelines and makes recommendation for revisions to department Chair.

ii) Membership: Five full-time tenured faculty; individuals going up for review should not serve on this committee the year they are up for review (in which case a one year replacement will be elected); see University guidelines for further details.

iii) Meeting times: Meets several times per year; intensive effort in early to mid Fall semester.

iv) Term: 3 year staggered

**d) Other committees as needed**

Section 2. *Ad Hoc* Committees **(must be included)**

*Ad hoc* committees shall be appointed by the Chair of the department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any *ad hoc* committees.

Section 3. Operation of Committees **(must be included including a provision for minutes)**

a) Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.

b) Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4.

c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

**ARTICLE III. Department Meetings (must be included; details may vary)**

Section 1. Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters.

Section 2. The Chair of the department shall call such additional meetings as deemed necessary.

Section 3. All full-time faculty and staff are required to attend department meetings. For excused absences, notification must be given to the Department Chair prior to meeting.

Section 4. Minutes of each department meeting will be taken, reviewed by the Department Chair and distributed to all faculty and staff.

#### **ARTICLE IV. Voting (must be included but details may vary)**

Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental bylaws shall be determined as follow:

##### Section 1. Eligibility

- a) All faculty who are not part-time or temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- b) Absent faculty/staff may vote by written proxy.

##### Section 2. Quorum

- a) A quorum shall consist of two-thirds (or whatever number is decided upon by department) of those eligible to vote.
- b) Proxies shall not count toward a quorum.

##### Section 3. Passage of a Motion

- a) A simple majority (or whatever number is decided upon by department) of those voting shall be required to pass a motion.
- b) A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

##### Section 4. Ballots

- a) Secret ballots shall be used for all votes.

##### Section 5. Electronic Voting

- a) Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

**ARTICLE V. Changes in the Curriculum (strongly encouraged)**

Section 1. New course offerings, course deletions, changes in requirements for the NAME OF degrees with a major in NAME and changes in the requirements for a minor in NAME (all as appropriate).

- a.) The department Chair or any tenured or tenure-track departmental faculty may propose such changes.
- b.) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
- c.) A completed copy of the appropriate form must be distributed to BPC<sup>3</sup> committee members at least one week prior to discussion and vote.
- d.) A majority of the eligible voting BPC<sup>3</sup> members is required to approve and to adopt proposals for new course, course deletions, course revisions and changes in the curriculum and in degree requirements.

**ARTICLE VI. Guidelines for Tenure-track Faculty Searches (strongly encouraged but must be in concordance with hiring policies found on Faculty Affairs website)**

Section 1. Search Committee Designation

- a) After discussion with the department faculty (either as a whole and/or the strategic planning committee) about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the dean, a search committee that includes at least three tenured or tenure-track faculty shall be appointed by the Department Chair.
- b) The Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website. The Department Chair shall provide the committee with specific guidelines about conducting searches.

Section 2. Potential Conflicts of Interest.

Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close personal relationship, s/he should make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

**ARTICLE VII. Summer Session Teaching. (strongly encouraged to include but details may vary by department/college)**

The following guidelines shall be used to determine priority for teaching during summer session.

Section 1. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.

Section 2. The following ranked criteria shall be considered when making teaching assignments during summer sessions.

- a.) Course demand and faculty specialization.
- b.) Budget conditions.
- c.) Preference will be given to full-time, tenure-track faculty.
- d.) Possession of the terminal degree.
- e.) When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

**ARTICLE VIII. Amendments to Bylaws (must be included)**

Amendments to these Bylaws shall be submitted in writing to XXX and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

**ARTICLE IX. Relationship to Other Governing Rules and Regulations (must be included)**

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the College of NAME and the Board of Regents of the University System of Georgia.



SAMPLE