

# **Section One**

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### **I. Faculty Membership at Kennesaw State University**

The faculty consists of the corps of instruction and the administrative officers. Full-time professors, associate professors, assistant professors, instructors, senior lecturers, lecturers and teaching personnel with such other titles as may be approved by the president, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office shall retain his/her academic rank and rights of tenure as an ex officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership.

The term “teaching faculty” is used at KSU in reference to those members of the Corps of Instruction who hold rank and typically serve on an academic-year (9-month) contract. Lecturers and senior lecturers are non-tenure track with renewable contracts as indicated in the BOR Policy Manual (Sections 803.03 and 803.0301). Non-tenure-track status may be granted to administrative faculty with rank, faculty in the University College, and research faculty with approval of the president.

### **II. Institutional Mission**

During the 2006-07 academic year, Kennesaw State prepared a new strategic plan to guide the university through 2012. As part of that process, an updated vision and mission statement was developed, as outlined below:

#### **Kennesaw State University Vision**

Kennesaw State University is among the best learning-centered comprehensive universities in the country and is expanding its programs of distinction to meet state and national needs. KSU provides excellent and accessible education, promotes research and scholarship, fosters community engagement, supports intellectual inquiry, and contributes to economic development. KSU alumni are well educated in the liberal arts, leaders in their chosen professions, and engaged citizens whose global awareness and lifelong learning make them visionary leaders for Georgia, the nation, and the world.

#### **Kennesaw State University Mission**

Kennesaw State University is a comprehensive public university that serves primarily northwest Georgia and Atlanta. With nationally recognized liberal arts, professional, and continuing education programs, KSU offers exemplary disciplinary and interdisciplinary education at the baccalaureate, master’s, specialist, and professional doctoral levels. KSU’s students prosper in a supportive environment with faculty, staff, and administrators who are vitally engaged in student life. KSU’s academic programs are collaborative and creative, emphasizing both the development and application of knowledge. The KSU community values and promotes integrity, global awareness, technological literacy, diversity, and lifelong learning.

## **Purpose and Organization**

### **Kennesaw State University Goals**

KSU's 2007-2012 Strategic Plan identifies the following as the University's five leading goals:

**Goal 1:** *To enhance and expand academic programs and delivery.*

**Goal 2:** *To improve retention, progression, and graduation rates while maintaining high quality.*

**Goal 3:** *To expand campus resources and enhance campus infrastructure.*

**Goal 4:** *To enhance student life activities and prepare students to be leaders.*

**Goal 5:** *To improve service, strengthen accountability, and establish a stronger sense of community.*

## **III. University System of Georgia**

The University System of Georgia includes four research universities, two regional universities, thirteen state universities, seven state colleges, and ten two-year colleges.

### **Research Universities**

Georgia Institute of Technology  
Georgia State University  
Medical College of Georgia  
University of Georgia

### **Regional Universities**

Georgia Southern University  
Valdosta State University

### **State Universities**

Albany State University  
Armstrong Atlantic State University  
Augusta State University  
Clayton College & State University  
Columbus State University  
Fort Valley State University  
Georgia College & State University  
Georgia Southwestern State University  
Kennesaw State University  
North Georgia College & State University  
Savannah State University  
Southern Polytechnic State University  
University of West Georgia

### **State Colleges**

Abraham Baldwin Agricultural College  
Dalton State College  
Georgia Gwinnett College  
Gordon College  
Macon State College  
Middle Georgia College  
Gainesville State College

### **Two-Year Colleges**

Atlanta Metropolitan College  
Bainbridge College  
Coastal Georgia Community College  
Darton College  
East Georgia College

Georgia Highlands College  
Georgia Perimeter College  
South Georgia College  
Waycross College

### **The Board of Regents**

The eighteen-member constitutional Board of Regents governs the system, which has been in operation since the early 1930s. Appointments for seven-year terms of five board members from the state-at-large and one board member from each of the state's thirteen congressional districts are made by the Governor, subject to confirmation by the State Senate. The Board of Regents is responsible for all aspects of the operation and development of the University System and its institutions. Among the principal powers of the board are the establishment and organization of institutions of higher education; the employment of personnel for the institutions; the consolidation, suspension, or discontinuance of institutions; the merger of departments; and the addition or discontinuance of degree programs.

The board anticipates the state's needs in higher education and provides the institutions in the University System with the facilities and other resources required to meet these needs. The board makes annual requests to the General Assembly and the Governor, through the Office of Planning and Budget, for sufficient funds for the operation of the entire University System. State appropriations for the system are made to the board, which then allocates the money annually to the institutions.

The allocations by the board to the institutions are made approximately four months prior to the beginning of each fiscal year on July 1. Prior to the allocation of funds, the institutions submit their requests through the Chancellor to the board. These proposed expenditures are carefully analyzed by the members of the board and their staff. After receiving allocations, institutions prepare detailed annual budgets, which are submitted to the board for action prior to the beginning of the fiscal year.

### **Chancellor**

The Chancellor, as chief executive officer of the Board of Regents and chief administrative officer of the University System, executes the resolutions, policies, rules, and regulations adopted by the board for the governing of the system. In addition, the chancellor is empowered to execute board-approved documents. The Chancellor is the medium through which all matters are presented to the board, including recommendations, reports, and suggestions from institutions, their faculty members, employees, and students. It is the Chancellor's responsibility to make recommendations on matters presented to the board from institutions. The Chancellor is a member of all faculties and other academic bodies having legislative authority within the system and is a non-voting ex-officio member of all committees of the board. Based on conferring with presidents of the institutions, the Chancellor prepares and submits to the board suggested annual allocations of state appropriations to the institutions.

### **Operation of the Board**

Regular meetings of the Board of Regents are held monthly, usually at the board's official central office in Atlanta but occasionally on campuses of institutions of the University System. Regular meetings are held on the second Wednesday of each month. The business of the University System is handled through the central office by full-time staff members. Staff members are assigned by the Chancellor's office or by the senior vice chancellor to handle responsibilities, including liaison work with the institutions, in each of the areas of the overall operations of the system.

### **The University System Advisory Council**

An important adjunct to the Board of Regents in the policy-making procedure is the University System Advisory Council. Voting membership on the council includes the Chancellor, the Executive Vice Chancellor, and the presidents of all institutions in the University System. To facilitate the work of the Advisory Council, an extensive committee structure is operational, involving both academic and administrative areas. See "Governance & Committees" for a listing of the University System Level Committees.

## Purpose and Organization

### IV. Kennesaw State University's Administrative Officers & Organization

#### President

The president is the chief executive officer of the university and in that capacity is responsible for all aspects of the institution's operations and affairs. Appointed annually by the Board of Regents, the president reports to the Executive Vice Chancellor/Chief Academic Officer of the University System of Georgia and recommends to the Board of Regents, through the Chancellor's Office, all institutional matters requiring Regents' approval.

#### President's Cabinet

The president's cabinet meets regularly to review and discuss matters of institutional planning and operations, coordination and priority, and serves as the principal advisory body to the president. The cabinet membership is as follows:

- The provost and vice president for academic affairs, who serves as the chief academic officer of the university, represents the president when called upon and performs other duties as assigned by the president. In the absence of the president, the provost and vice president for academic affairs acts as chief executive officer of the university.
- The vice president for operations oversees the fiscal, business, human relations, technology, and campus safety functions of the university.
- The vice president for student success and enrollment services is the chief student services officer and is responsible for a variety of programs, services, and activities that enhance student success from the point of recruitment and admission, advisement and registration, student and residential life, and retention and graduation.
- The vice president for advancement is the university's chief advancement and fund-raising officer and is responsible for managing, coordinating, and integrating the university's fundraising and capital development projects with the Kennesaw State University Foundation.
- The special assistant to the president for legal affairs is responsible for providing legal counsel and advice to the president, the leadership team, and the campus community, and for assuring that equal employment opportunities exist and are understood throughout the campus community.
- The special assistant to the president for university relations and external affairs is responsible for coordinating, directing, and implementing the university's community relations, government relations, public relations, and marketing programs.
- The faculty executive assistant to the president provides executive support to the president by acting as a key presidential liaison to a wide variety of constituents both within and outside the university, by providing feedback and advice to the president on a wide variety of issues, and by undertaking special projects as assigned by the president.
- The chief diversity officer coordinates diversity-oriented programs and initiatives, including the development and implementation of a specific strategic plan aligned with the university's strategic plan.
- The executive assistant to the president manages and coordinates the administrative affairs of the office of the president.

### **Other Reports to the President**

Three other administrative units in addition to those represented on the cabinet report directly to the president.

#### **Intercollegiate Athletics**

The director of athletics is responsible for the development and implementation of the university's intercollegiate athletics program.

#### **Internal Auditor**

The internal auditor is responsible for performing internal audits of financial and operational practices of the university.

#### **NCAA Athletics Compliance Officer**

The compliance officer is responsible for ensuring that Kennesaw State's athletics programs meet all NCAA compliance requirements.

### **Administrative Divisions**

In addition to the Office of the President, there are four major administrative divisions of the university; 1) the academic division, 2) the operations division, including business services and information technology, 3) the student success division and 4) the advancement division.

The Academic Division, headed by the provost and vice president for academic affairs, is the largest and most complex of the university's divisions. Over two-thirds of the university's annual operating budget is committed to the teaching, research, public service, and academic support functions of this division. Because of its large size and complexity, the provost and vice president for academic affairs is aided by two associate vice presidents and a director of cabinet strategic projects, and an associate provost. The academic departments and offices are divided into colleges and academic support divisions, each of which is headed by an academic dean, aided by one or more associate deans and/or assistant deans. Each academic department is headed by an academic department chair and may be aided by an assistant department chair.

The associate provost, associate vice presidents for academic affairs and the academic deans meet regularly with the provost and vice president for academic affairs as the council of deans for the purpose of facilitating the planning, coordination, organizational development, and continuous improvement of the academic division. Several times a year all of the academic department heads and deans may gather for a deans and chairs meeting. The agendas for those meetings focus on campus-wide academic concerns. The deans in turn meet regularly with their department heads to facilitate the operation and advancement of their colleges. Instructional department chairs hold departmental faculty meetings on a regular basis to facilitate departmental administration, communication, and coordination.

The remaining administrative departments and offices are divided among the other three vice presidents and the president, forming the other major administrative divisions of the university. Like the provost and vice president for academic affairs, the other three vice presidents have regular meetings with their department heads to facilitate planning, coordination, organizational development, and continuous improvement.

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### V. Descriptions of Organizational Divisions, Colleges, & Departments

#### Academic Affairs Office

The academic affairs office is a general term used to describe the administrative unit that oversees the university's entire academic affairs division. This office is centrally involved in university-wide academic administration. It is headed by the provost and vice president for academic affairs who is assisted by the associate provost, associate vice president for academic affairs, the dean of university college and associate vice president for academic affairs, the dean of the graduate college and the director of cabinet strategic projects.

As the chief academic officer of the university, the provost and vice president for academic affairs is the university's principal academic administrator and liaison with the president and the university system's staff in matters involving the university's a) curriculum and degree program approvals; b) faculty appointments and contracts; c) promotion and tenure recommendations; d) capital improvement proposals for the academic division; e) academic budget allocation and redirection, and f) follow-up on strategic priorities and academic policy directives set at the levels of the university system and/or KSU. Working with the teaching faculty and other academic administrators, the provost and vice president is expected to provide leadership, direction, and support for the planning, operation, evaluation, and advancement of the university's academic programs, services, and research. The provost and academic vice president is a member of the president's administrative team, providing support and assistance to the president and the other vice presidents as necessary.

The associate provost serves as the provost's second in command and as a key member of the provost's administrative team for academic affairs. The associate provost assists the provost with a wide range of tasks including: campus-wide leadership in achieving the academic goals and objectives of KSU; leading integrated strategic planning for the university, and oversight of the strategic directions, personnel, curricula, and budgets for the colleges and other academic units that report to the provost.

In addition, the associate provost oversees the work of the Center for Excellence in Teaching and Learning, Institute for Global Initiatives, the Siegel Institute for Leadership, Ethics, and Character, and the KSU Press. The heads of these academic units report to the associate provost. The associate provost represents the provost when called upon and performs other duties as assigned.

The associate vice president for academic affairs serves as chief assistant to the Provost/VPAA and is primarily responsible for supporting and facilitating the success of KSU's teaching faculty and department chairs.

#### Academic Division

The provost and vice president for academic affairs and the Office of Academic Affairs oversees all operations of the academic division, providing administrative oversight, academic leadership, and external representation. The Provost/VPAA is assisted by the associate provost, associate vice president for academic affairs, the dean of university college and associate vice president for academic affairs, the dean of the graduate college, the director of cabinet strategic projects, as well as the executive director of The Institute for Global Initiatives, the executive director of the Siegel Institute for Leadership, Ethics, and Character, the director of the Kennesaw State University Press, and the director of the Center for Excellence in Teaching and Learning.

#### Office of the Dean of University College

The Office of the Dean of University College provides university-wide administrative support and direction in matters involving undergraduate programs and undergraduate students as well as assistance and support to the academic vice president in a variety of university-wide curricular concerns and administrative activities. The undergraduate dean provides leadership in undergraduate policies and processes, appeals from college deans' decisions for undergraduate academic programs, decisions on transfer credit, decisions regarding substitutions for the general education curriculum, and decisions regarding advanced placement.

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This office plays a key role in advancing interdisciplinary programs on campus. Working closely with the General Education Council, this office oversees the General Education program, the University PALS program connecting underserved public school students with the university, the Council on Undergraduate Academic Advising, and special programs, such as the American Democracy initiative and the Political Engagement Project. The dean provides oversight and operations for University-wide programs housed in the Departments of First Year Programs and University Studies (e.g., Honors Program, KSU 1101, KSU 1102, Sophomore Year Experience, Senior Year Experience, English as a Second Language, Interdisciplinary programs, and Learning Support Programs). In addition, the dean heads the graduate and undergraduate scholarship committee for university-wide scholarships.

### **Office of the Dean of Graduate College**

This office provides university-wide administrative support and direction in matters involving graduate programs and graduate students, as well as assistance and support to the provost and academic vice president in a variety of university-wide curricular concerns and administrative activities. The dean of the graduate college provides leadership in sustaining and enhancing graduate program quality, and in the advancement of graduate faculty identity and graduate student success. The office of the dean of the graduate college oversees graduate program policies and processes, production of the graduate catalog and publications, makes decisions on appeals of college deans' decisions for graduate academic programs and graduate students, approves and awards graduate research assistantships (GRAs), facilitates the development of new graduate programs, and awards graduate faculty status to qualified faculty.

The office plays a key role in the promotion and support of scholarship on campus and in this role provides support for and is supported by the Kennesaw State University Research and Service Foundation and the Office of Sponsored Programs. The dean of the graduate college has oversight responsibility for KSU's Institutional Review Board (IRB), the Graduate Policies and Curriculum Committee (GPCC), and the Graduate Council (comprised of all Graduate Program Directors).

### **Special Units:**

The Office of Sponsored Programs (OSP) functions as the primary service office for faculty seeking external support for research, education, training, service and professional development activities. The OSP maintains a reference library on federal, corporate, and private funding sources; maintains liaison with agency program officers; assists faculty with identification of potential sponsors; offers technical proposal development assistance; reviews proposals for compliance with agency, Regents', and KSU policies; and facilitates the internal administrative review process.

The Office of Graduate Admissions is responsible for receiving and processing applications and supporting documents for those students seeking admission to a graduate program. This includes data entry and image scanning of these documents. This office also works with the various program offices to market and recruit graduate students and is available to prospective students to answer questions about our various graduate degree programs.

### **Academic Deans**

Each of the degree-granting colleges, as well as the Division of Continuing Education, is headed by an academic dean. The dean provides administrative oversight and academic leadership for all aspects in the operation of their area. The deans are centrally involved in the planning, resource acquisition, program operational administration, personnel decisions, and external relations of their college/division/office. The academic deans are members of the provost's and academic vice president's administrative team. A college's/division's/office's administrative team typically includes associate and/or assistant deans, department chairs and directors, lead by the dean.

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### Department Chairs, Directors & Coordinators

The head of a degree-credit instructional department carries the title department chair. The administrative head of other departments and units is typically titled director or coordinator. All of these administrative faculty are responsible for managing the personnel and operations of their departments and serving on the administrative team of the provost, vice president, or dean to whom they report organizationally. Department chairs are centrally involved in program oversight and development, class scheduling, student advisement and appeals, faculty recruitment and staffing, personnel performance review and salary recommendations, tenure, promotion and retention recommendations, and departmental budget management. A department chair's "administrative team" typically consists of the full-time teaching faculty in the department, and may include an assistant department chair, who often share administrative responsibilities as assigned by the chair.

### College of the Arts

The College of the Arts maintains an exceptional faculty whose accomplishments are recognized locally, regionally, nationally and internationally. Students command high professional regard. The disciplines that make up the College of the Arts place the teaching of students as their central mission. The College of the Arts provides a professional environment conducive to artistic growth that prepares students for the aesthetic and professional challenges facing musicians, artists, designers, historians, and teachers in the 21st century. The College recognizes and embraces important influences on the arts that cross international borders.

The College of the Arts provides the region with a stimulating community of students, artists, scholars and teachers who apply aesthetic and intellectual vision to the expression of complex ideas; who value both artistic tradition and experimentation in the search for creative solutions; who connect global perspectives to professional education; who integrate technical skills with theoretical understandings; and who care about the impact of their work on people and the community.

The College of the Arts annually hosts a number of guest artists who provide students with rich professional training experiences. These artists appear as part of major exhibitions in the Fine Arts Gallery, the Sturgis Library Gallery, and performances in the Premiere Series, the Musical Arts Series, and productions in the Studio Theater and on the Mainstage. The College of the Arts offers the Starlight Summer Series at the Legacy Gazebo Amphitheater featuring local and international jazz and pops artists. These unique experiences provide exceptional opportunities for the college's talented students.

The College of the Arts offers both academic and professional programs of study that prepare students for careers in the visual and performing arts. Undergraduate programs are built upon a strong common liberal arts component. Through its departments, the College offers the Bachelor of Arts degree in Dance, Music and in Theatre and Performance Studies, the Bachelor of Fine Arts degree in Art, the Bachelor of Music degree in Music Education, and in Performance, and the Bachelor of Science degree in Art Education.

#### Special Units:

**The Dance Studio** - equipped with a double-sprung floor for dance classes and rehearsals, the studio also offers seating capacity for 100.

**The Stillwell Theater** - theatrical, musical, and other university events are held in the University's Stillwell Theater.

**The Music Library** - this library serves the curricular needs of students and faculty in the School of Music. The library houses musical scores, sound recordings, video recordings, reference materials, music/historical collections, and other musicological materials.

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**Performance Libraries** - the libraries housing the performance materials of the orchestra, wind ensembles, and choirs are housed in the School of Music.

**Technology Labs** - the arts labs provide faculty and staff with state-of-the-art computer labs for artistic creation in music, theatre, and graphic arts.

**Art Galleries** - the Department of Visual Arts maintains three visual art galleries. A gallery director oversees the displays and functions of the art galleries.

**Bailey Performance Center** - the Bailey Center houses a 600-seat acoustically stellar performance hall for music, the Brooker Rehearsal Hall and the Clayton Gallery.

### **Michael J. Coles College of Business**

The Michael J. Coles College of Business offer academic programs, that respond to the needs of our rapidly changing global, business environment. It is a major asset to the growth and economic development of metropolitan Atlanta and the region. The unique, innovative spirit of the Coles College of Business arises from an emphasis on building partnerships with the corporate world, the community, business leaders, other academic institutions, government, and nonprofit enterprises. These alliances enable The College to achieve its goals of continuous improvement and targeted program development.

The Coles College of Business and its exceptional faculty enjoy national recognition in a number of areas. Undergraduate and graduate business and accounting programs in the College are fully accredited by AACSB International The Association to Advance Collegiate Schools of Business, the internationally recognized accrediting agency for business schools. The 2008 edition of the Princeton Review named the Coles College as one of the best business schools in the nation.

The Coles College of Business grants over 35% of all the degrees awarded at Kennesaw State University. An undergraduate major in International Business has recently been added, and The College supports a variety of study abroad programs and courses. There are numerous business student organizations in the Coles College of Business, including chapters of the international academic honoraries, Beta Gamma Sigma and Beta Alpha Psi.

The dean of the College, who provides administrative oversight and academic leadership to all aspects of the College's operation, oversees the Coles College of Business. An associate dean for administration, associate dean for undergraduate programs, and associate dean of graduate programs support the Dean and are also faculty members in academic departments within the College.

### **The Instructional Departments of the College include:**

Economics & Finance, Leadership & Executive Development, Management & Entrepreneurship Marketing & Professional Sales, and the School of Accountancy. The chief administrator of each unit is the department chair or director. Each department decides its own administrative structure, which includes coordinators and committees for supervising the functions of the department and for annually reviewing curriculum. The Coles College also houses the Business Undergraduate Advising Center and the Bank of America Career Resource Center.

## Purpose and Organization

### **Special Units:**

#### **The Edge Connection - Microenterprise Center**

The Edge Connection is an entrepreneurial center within the Coles College of Business that provides intense business development training, technical assistance, and access to capital and new markets. Services are targeted for low to moderate income women, minorities, and people living with disabilities. Services are also provided to grow and sustain microenterprise ventures in the business incubator located at the center. The business incubator provides residential and virtual office services to businesses on a growth trajectory. The Edge Connection is a certified SBA Women's Business Center, one of 91 centers in the United States.

#### **Cox Family Enterprise Center**

The Cox Family Enterprise Center offers the finest family business expertise available. Our programs promote effective family business management and secure the growth of healthy family relationships. Research reports focusing on topics as diverse as estate taxes and succession issues are distributed globally. Cox Family Enterprise Center faculty edit the leading journal in the field, Family Business Review.

#### **Econometric Center**

The Econometric Center is a business and economic research arm of the Coles College. Its monthly Business Conditions Survey parallels the Institute of Supply Chain Management National Survey and aggregates data from purchasing professionals in metropolitan Atlanta and northwest Georgia. The Econometric Center also conducts a quarterly Consumer Confidence Index for metropolitan Atlanta in conjunction with the Greater Atlanta Home Builders Association.

#### **Center for Professional Selling**

The mission of the Center for Professional Selling is to enhance the practice and professionalism of selling and sales management careers by: a) educating future sales professionals, b) forging university/business community partnerships to strengthen the skills of existing salespeople and sales executives, and c) researching selling and sales management topics. With its state-of-the-art facilities and a world-class sales laboratory, the Center is recognized nationally as a leader in sales and sales management education. Center programs include the National Collegiate Sales Competition held each spring on the KSU campus.

#### **Small Business Development Center (SBDC)**

The Small Business Development Center offers free management assistance to existing and pre-venture businesses. Areas of assistance include start-up information, developing business plans, financial planning, record keeping and accounting, marketing and market research, government procurement, organization analysis and change, legal issues and other areas of need. The SBDC also conducts seminars presenting essential knowledge and skills to existing and prospective small business owners.

#### **The Coles International Center**

The Coles International Center advances the role, image, and presence of Coles College of Business in the global business community by collaborating and networking with academic and nonacademic organizations to serve the needs of the stakeholders of the Coles College of

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Business. The four primary goals of the Center are to [1] to serve as a central contact point for and data resource of international interests and activities at the Coles College of Business; [2] to serve as an advocate, link, and liaison for the Coles College of Business to the international business academic and marketplace communities; [3] to identify, initiate, communicate, and facilitate potential international business and academic relationships and activities that will benefit the Coles College of Business and its stakeholders, and [4] to develop and implement non-degree academic and nonacademic activities and programs.

### **Corporate Governance Center**

Founded in 1995, the Corporate Governance Center in the Coles College of Business is internationally recognized as a leading provider of governance information to directors, CEOs and other senior executives, researchers, professors and students, advisors, and other interested parties. Through research, teaching, and advising, Center faculty and fellows work to improve the governance of public, private and nonprofit enterprises, with particular emphasis on audit committees, diversity in the boardroom, and entrepreneurial companies. Collectively, these professors have published more than 1000 articles and books on a variety of management and boardroom issues, and their opinions have appeared in more than 500 publications and on national and local television and radio.

### **The Leland and Clarice Bagwell College of Education**

The Leland and Clarice Bagwell College of Education offers nationally accredited undergraduate and graduate programs. Students preparing to be teachers and leaders through one of Kennesaw State University's teacher education programs are assured experiences which help them develop a deep understanding of the subject matter they will teach and be skilled in practices that lead most effectively to the improvement of student learning. The Professional Teacher Education Unit (PTEU) was created so that faculty with an interest or teaching responsibility in teacher education could collaborate with like faculty across disciplines on significant matters related to Kennesaw State University's preparation of teachers. Since its creation, the PTEU has enabled faculty through its organizational structure to work effectively across disciplines and benefit from different perspectives on matters common to all programs. The PTEU is an autonomous body that values the diversity of its members and insights of individuals outside the member's home department. It was through collaboration that the conceptual framework Collaborative Development of Expertise in Teaching, Learning and Leadership, which underlies all Kennesaw State University's teacher education programs, was developed. The collaborative model is the mechanism for both change and ensuring compliance with our core framework and beliefs. The Teacher Education Council (TEC) was established by the Kennesaw State University Senate to serve in lieu of the college-level curriculum committees in all matters pertaining to teacher education courses, programs, requirements and policies. This single university-wide curriculum committee for teacher education, with members representing all teacher preparation programs, key support services, and professionals in the field, represent the PTEU faculty in matters of curricular review, policies, program administration, and faculty governance.

Instructional departments in the Bagwell College of Education include: Educational Leadership; Elementary and Early Childhood Education; Secondary and Middle Grades Education; and Inclusive Education. The chief administrator of each academic department is the department chair. Each department has its own administrative structure, which includes coordinators and committees for carrying out the functions of the department.

## Purpose and Organization

### Special Support Units:

#### **Teacher Resource and Activity Center (TRAC)**

The Teacher Resource and Activity Center (TRAC), located on the second floor of Kennesaw Hall, Room 2005, offers area teachers as well as Kennesaw State students and staff, assistance with instructional material development, a curriculum center, and a varied program of workshops on topics of interest to teachers. Also available in TRAC are computers that are Internet accessible, laminators, badge makers, binding machines, poster makers, and TV's with VCR's for previewing videos.

#### **Office of Field Experiences**

The Office of Field Experiences arranges placements in nine partnership school districts to accommodate student teachers, TOSS students, and students taking EDUC 2110, 2120, 2130, INED 3304, ECE 3320 and 3340. The Office of Field Experiences builds collaborative relationships with collaborating teachers, local school administrators, school districts and the community.

#### **Center for Service, Outreach and Partnerships (S.O.A.P.)**

The Center for Service, Outreach, and Partnerships promotes the development of schools to meet the needs of all learners through teaching induction programs, conferences, professional learning opportunities, research and service to KSU partnership schools and districts.

#### **Cobb Education Consortium (CEC)**

Cobb Education Consortium consists of a network of public education services including P-12, technical institutes and senior colleges and universities. The six institutions that form the membership of the CEC are: Chattahoochee Technical Institute; Cobb County Public Schools; Kennesaw State University; Marietta City Schools; North Metro Technical Institute; and Southern Polytechnic State University. The exemplary Cobb educational culture insists that learners can transfer credits between institutions as they explore, upgrade, and retool their knowledge and skills throughout their careers. Each of the Cobb institutions complements the others and is noted for its excellence.

#### **Educational Technology Center (ETC)**

The KSU Educational Technology Center (ETC) is a collaborative partnership between the Bagwell College of Education and the Georgia Department of Education. The ETC is one of the largest DOE Educational Technology Centers in the state. The mission of the ETC is to provide high quality service, consulting, and professional learning for Georgia educators and to advance the effective use of technology for teaching, learning, and leading. ETC provides comprehensive instructional, administrative and technical technology training for educators in order to enhance teaching and learning in Georgia's classrooms. ETC's service area consists of 11 school systems within metro Atlanta and North Georgia.

#### **William D. Impey Teacher Education Advisement Center (TEAC)**

The William D. Impey Teacher Education Advisement Center has been established to guide education majors as they complete program requirements for full admission to the teacher education programs. The Center provides advisement services to freshmen, sophomores, transfer students, and second baccalaureate students who are preparing to meet the prerequisites for admission to

## Purpose and Organization

teacher education programs. Advising responsibility for each student begins in the Dr. William D. Impey Advisement Center. Upon admission to each education, the student is assigned to a faculty member in the student's teacher preparation program area.

Students in the following undergraduate teacher preparation programs receive advisement from the William D. Impey Teacher Education Advisement Center:

- Early Childhood Education (P-5 program)
- Middle Grades Education (4-8 Program)
- History Education (6-12 program)

Students in the following undergraduate teacher preparation majors receive advisement directly from their program areas or departments from the beginning of their studies at KSU:

### **Secondary Teacher Certification Program**

- Bachelor of Science in Biology Education
- Bachelor of Science in English Education
- Bachelor of Science in Mathematics Education
- Bachelor of Science in Chemistry (Chemistry Education Track)

### **P-12 Teacher Education Certification Program**

- Bachelor of Science in Art Education
- Bachelor of Science in Health and Physical Education
- Bachelor of Music in Music Education
- Bachelor of Arts in Modern Language and Culture (Teacher Certification in Foreign Language Education Concentration)

### **Graduate Programs Office (GPO)**

The Bagwell College of Education and PTEU partners offer a variety of graduate degrees including the Master of Arts in Teaching (MAT), Master of Education (MEd), Educational Specialist (EdS) and the Doctor of Education (EdD). Graduate students in all degree programs receive initial advisement through the Graduate Programs Office (GPO) located in the Bagwell College of Education. Upon admission, graduate students are advised by the program coordinator and/or advisor in their respective departments

### **WellStar College of Health and Human Services**

The WellStar College of Health and Human Services is a dynamic academic unit that consists of the Department of Social Work and Human Services, the Department of Health, Physical Education and Sport Science, and the School of Nursing. Additionally, the college includes the campus-wide Wellness Center, Student Health Clinic, and the Global Center for Social Change.

The WellStar College of Health and Human Services prepares graduates through the WellStar School of Nursing and the Department of Social Work and Human Services to seek employment in a wide variety of health/human service fields, as registered nurses, social workers, or as generalist practitioners in a variety of private, nonprofit, or governmental human service organizations. The WellStar Primary Care Nurse Practitioner Program is housed in the WellStar School of Nursing and prepares graduates as primary care nurse practitioners. Additionally, the graduate nursing division offers a degree program in Advanced Care Management and Leadership including tracks in Clinical Leadership and Leadership in Nursing Educa-

## Purpose and Organization

tion. The WellStar College of Health and Human Services offers the undergraduate degree in Human Services and a master's degree in Social Work in the Department of Social Work and Human Services. The WellStar College also offers three separate major programs through the Department of Health, Physical Education and Sport Science: 1) Exercise and Health Science prepares students in the area of health promotion or as exercise specialists; 2) Health and Physical Education prepares students for licensure in grades P-12 to teach health and physical education; and 3) Sport Management prepares students in either fitness management, sport communications, sport marketing, or recreation management.

The College recently hired an Associate Dean whose duties include the development of faculty scholarship and grants. This initiative was designed to foster a comprehensive interdepartmental approach to research initiatives.

Members of each of the college units are actively engaged in the pursuit of excellence in undergraduate and graduate education. The WellStar College of Health and Human Services is overseen by the dean of the college, who provides administrative oversight and academic leadership to all aspects of the college's operation.

The chief administrator of each academic unit is either the chair or director. Each academic unit decides its own administrative structure, which includes coordinators and committees for supervising the functions of the department.

In addition to the academic departments the WellStar College of Health and Human Services, provides service to the students, faculty and staff through support of:

### **Special Units:**

#### **Center for Health Promotion and Wellness**

The Center for Health Promotion and Wellness promotes wellness and encourages students, faculty and staff to assume more responsibility for their health through a variety of education and prevention programs and services. In addition, the Center supervises a fitness center for faculty and staff.

#### **Walk In Health Clinic**

The University Health Clinic serves as a fee-for service clinic for all students, faculty, and staff. It is staffed with nurse practitioner faculty, physicians, and nursing students. Services include immunizations, illness care, women's health, and physical examinations.

#### **Global Center for Social Change**

The Global Center for Social Change serves to create meaningful social change in order to positively impact the lives of oppressed, underserved, and/or economically deprived persons worldwide.

The Global Center's four divisions serve to fulfill its business model which provides training and consulting, business and policy development, cultural exchange and education programs:

- 1) International Academy for Disability Rights – Promoting international human rights for people with disabilities through partnership with the United Nations.

## Purpose and Organization

- 2) International Academy for Women's Leadership & Health – Creating opportunities and development of women leaders in the Middle East, Africa and Central Asia.
- 3) Sport for Health, Development & Peace – Encouraging health and fitness, cultural exchange, human rights, peace, and economic development through an 'Academy' structure in select African countries.
- 4) Community Partnerships – Supporting the welfare and rights of children through strategic partnerships via the Center for Excellence in Children's Advocacy.

### College of Humanities and Social Sciences

The College of Humanities and Social Sciences has eight academic departments, two endowed chairs, three centers, and an institute.

The academic departments offer programs of study leading to baccalaureate degrees, master's degrees, and certificates. The programs, which include traditional and interdisciplinary fields of study, provide students with learning opportunities that:

- cultivate an appreciation of the richness of human experience.
- encourage individual achievement and a sense of social responsibility.
- emphasize critical thinking, problem solving, effective communication, and lifelong learning
- promote the development of knowledge, skills, and intercultural awareness that lead to personal and professional success in an ever-changing, global society.
- foster engaged citizenship.

The endowed chairs conduct research, organize public programs, and conduct other outreach efforts that support the overall mission of the college.

The centers and institute serve Kennesaw State University and the community with research services and outreach programs. The College serves the university-at-large by providing many of the courses in the general education curriculum.

#### Academic Departments

Communication	English
Foreign Languages	Geography and Anthropology
History and Philosophy	Political Science and International Affairs
Psychology	Sociology and Criminal Justice

#### Academic Programs (leading to a baccalaureate degree)

African and African Diaspora Studies	Geography
Anthropology	History and History Education
Communication	International Affairs
Criminal Justice	Modern Language and Culture
English and English Education	Political Science
Geographic Information Science	Psychology
	Sociology

## Purpose and Organization

### **Programs leading to a Master's Degree**

Conflict Management                      Public Administration  
Professional Writing

### **Programs with an Interdisciplinary Focus**

American Studies                      African and African Diaspora Studies  
Gender/Women's Studies              Public History

### **Programs leading to a Certificate — Undergraduate**

Alternative Dispute Resolution        European Union Studies  
Geographic Information Systems       Professional Politics  
Public History

### **Programs leading to a Certificate — Graduate**

Creative Writing                      Professional Writing for International Audiences

### **In addition, the College has**

- an array of minor programs of study
- a range of elective courses in anthropology, geography, and philosophy
- courses in the following languages: Chinese, French, German, Italian, Latin, and Spanish
- courses in the following critical languages: Arabic, Japanese, Korean, Portuguese, Russian, and Swahili.

### **Endowed Chairs**

#### **Shaw Industries Distinguished Chair in Southern Economic History**

The chair's mission is to investigate and illuminate the economic and business history of the South for both a scholarly audience and the general public through traditional research, public programs, and community outreach.

#### **Robert D. Fowler Distinguished Chair of Communication**

The focus of the chair is to advance the scholarship, teaching, and practice of public journalism.

### **Centers**

#### **Center for Regional History & Culture**

The Center for Regional History & Culture was established in 1998 and is housed in the Department of History and Philosophy. Its mission is to promote a deeper understanding of the Northwest Georgia region among area residents. The Center conducts and encourages research on the history and culture of Northwest Georgia, gathers oral histories, and provides programs open to the public.

#### **Center for Conflict Management**

The Center for Conflict Management is housed in the College of Humanities and Social Sciences. Established in 1998, the Center works closely with the Master of Science in Conflict Management (MSCM) graduate program and the ADR Certificate program for undergraduates. The Center works collaboratively with other units on campus and throughout the University System to promote and provide conflict management skills training and consultation. The Center also provides consultative services, research, and training to private and public institutions and works collaboratively with both domestic and international partners. A library of relevant resources for conflict theory, research, and practice is available in the Center.

### **Kennesaw Mountain Writing Project**

The Kennesaw Mountain Writing Project (KMWP) was established in 1994 on the campus of Kennesaw State University. Funded primarily by the National Writing Project (NWP), the KMWP was born of the cooperative efforts of the Kennesaw State English Department and leaders from several metro Atlanta and northwest Georgia school districts.

The KMWP draws on the NWP's teachers-teaching-teachers model to support professional development for educators, kindergarten through university. As in all NWP sites, the KMWP organizes its work around three core programs promoting teachers' and students' literacy-based learning across the curriculum: a month-long summer institute for educators; professional development offerings for schools, districts, universities and individual teachers; and a wide range of programs supporting continuity and sustainability in KMWP affiliates' best educational practices. In addition to the NWP's core programs, the KMWP has drawn on partnerships with schools and community groups, as well as external funding from sources such as the National Endowment for the Humanities, to enhance its work. The most important resource of the KMWP, however, is its affiliates longstanding commitment to core values of diversity, teacher leadership, and community building.

### **Institute**

#### **A.L. Burruss Institute of Public Service and Research**

With a dedicated, professional staff and faculty, The Burruss Institute is known for creating and maintaining large, high-quality datasets, and providing a wide range of technical assistance in a broad range of policy areas to nonprofit organizations and governmental entities at various levels. The Institute maintains a core of faculty, administrative faculty and staff. Additional Institute staff members serve in a variety of positions funded by grants and contracts from federal, state, and local governments as well as nonprofit agencies. The Telephone Survey Lab maintains a professional staff of telephone interviewers and supervisors who serve on a part-time basis. In order to address the various research needs of clients, the Institute often draws on faculty expertise. Faculty members are contracted to work on individual projects, or provide technical and administrative support services to complete their research. Institute staff members have experience in research design, survey construction, methodology, technical and statistical analyses, and teaching and training. For more information please see the Burruss Institute's Web site at [http://www.kennesaw.edu/burruss\\_inst/about.html](http://www.kennesaw.edu/burruss_inst/about.html)

### **College of Science and Mathematics**

The College of Science and Mathematics is staffed by faculty with exceptional teaching skills and varied research interests. The college offers contemporary degrees that have gained nationwide recognition for the success of their faculty and graduates. The programs offer curricula that are relevant and challenging. Opportunities abound for students to develop a strong identity with their respective departments through student organizations and mentoring relations with the faculty.

The college offers baccalaureate degree programs in biology, biology education, biochemistry, biotechnology, chemistry, (chemistry education track), computer science, information security and assurance, information systems, mathematics and mathematics education. The college also offers master's degrees in information systems, applied computer science, and applied statistics and MATs (Master of Arts in Teaching) in both science education and mathematics education. Close, collaborative relationships exist

## Purpose and Organization

between the departments and the other colleges within the university, particularly, the Bagwell College of Education. These collaborations are reflected in the strong content areas in Biology, Chemistry and Mathematics teacher preparation programs. Biology, chemistry and mathematics education graduates receive the same in-depth course work in the disciplines of science and mathematics, as do students majoring in these fields. Students in chemistry education receive a B.S. degree in Chemistry.

Students with career interests in the sciences, mathematics, computer science or information systems will find degree programs in these areas in the College of Science and Mathematics that prepare them for graduate school, professional schools or careers in industry. Student advising is also a valued service provided to all students. Furthermore, students have numerous opportunities to gain practical experience in their field through co-ops and internships as well as by working one-on-one with faculty on research projects. Faculty working with students can apply for support from the College of Science & Mathematics Mentor-Protégé Program.

The Science Complex includes the Science Building that houses the lab and research areas and the Clendenin Computer Science Building that contains state-of-the-art technology designed to enhance student learning. High-speed wireless Internet access is available throughout the Science Complex.

The College of Science and Mathematics is overseen by the dean of the college, who provides administrative oversight and academic leadership to all aspects of the college's operation.

The academic departments are: Biology and Physics, (Science 3rd floor), Chemistry and Biochemistry, (Science 4th floor), Computer Science and Information Systems, (Clendenin 3rd floor), and Mathematics and Statistics (Science 5th floor). The chief administrator of each academic department is the department chair. Each department decides its own administrative structure, which includes coordinators and committees for supervising the functions of the department. Chairs of large and complex departments may be assisted by an assistant department chair. Bylaws exist to provide a plan of governance and procedures of operation for each department.

### Special Units:

The **Center for Election Systems** is a joint initiative between the Georgia Office of the Secretary of State and Kennesaw State University. The Center provides services for Georgia election officials and poll workers to assist them with the maintenance and use of voting technologies. The core functions of the Center include outreach, education, training, consultation, and technical support. (<http://elections.kennesaw.edu>)

The **Center for Information Security Education and Awareness** seeks to increase the level of information security awareness in the Kennesaw State University community and to serve as a clearinghouse for information on security education, training and security awareness programs. The Center supports applied research in the area of information systems security. (<http://infosec.kennesaw.edu>)

The **International Center for Innovation in Technologies (ICIT)** develops and builds relationships with global organizations around the theme of creating, using, and applying innovative technologies. This research center will create and maintain strong links with organizations and institutions investing in and using technologies. The Center provides a locus of opportunity for institutions wanting to interact with researchers, students, and faculty in the College of

## Purpose and Organization

Science and Mathematics at KSU. In addition to working within the regional community, ICIT intends to develop a number of international partner institutional alliances. These alliances will enable industrial collaboration on an international scale and may include large multinational corporations and startups. The goal of ICIT is to generate intellectual property with partnering organizations, but maintain separate intellectual property rights when it is advantageous to multiple participating parties.

### **The Institute for Global Initiatives**

The Institute for Global Initiatives (IGI) promotes and collaboratively leads global learning and regional studies among KSU's faculty, students, staff and the community through academic services and programs, research and scholarship, and partnerships. The IGI supports and promotes KSU's mission of global learning by collaborating with divisions, colleges, schools, departments, and other units to ensure the infusion of international dimensions into teaching, scholarship, and community service.

### **Special Units:**

#### **Center for African and African Diaspora Studies**

The Center for African and African Diaspora Studies (CAADS) is dedicated to promoting research, scholarly exchanges, programs, and collaborative projects which foster an understanding of the complex relations of Black peoples around the world. The Center also coordinates the interdisciplinary major in African and African Diaspora Studies and the minor in African and African-American Studies in collaboration with the College of Humanities and Social Sciences.

#### **Center for Hispanic Studies**

The Center for Hispanic Studies at Kennesaw State University fosters social cohesion in a democratic context by producing and disseminating information, developed with the highest standards of research, mainly, but not exclusively, for the larger community in Georgia and the Southeast of the United States on social, cultural, educational, and technological matters that promote the understanding and advancement of Hispanics as legitimate and productive members of Society.

#### **Office of International Services and Programs**

The Office of International Services and Programs (OISP) promotes international and cross-cultural understanding, both on the KSU campus and in the communities we serve. Kennesaw State University believes such international understanding is vital to student and community success in an increasingly global marketplace. The OISP enhances international education by working collaboratively with a wide range of academic departments, student groups, and community organizations. Through its activities, the OISP expands teaching and learning on international subjects at the university. OISP mobilizes the university's resources to internationalize the community, and it facilitates greater involvement of skilled community groups and individuals in building a model international educational program at Kennesaw State University.

#### **The Confucius Institute at KSU**

The Confucius Institute at KSU (CIKSU) promotes the teaching and understanding of Chinese language and culture in among educators, business, and the general community in the metropolitan Atlanta and North Georgia. It organizes workshops and training programs on a variety of topics, collaborates with various KSU academic units to deliver cutting edge workshops for entrepreneurs interested in doing business in China, and administers the Chinese proficiency test. The CIKSU partners with Yangzhou University, China.

## **Purpose and Organization**

### **Chinese Proficiency Testing Center**

The Chinese Proficiency Testing Center, also known as HSK, is China's national standardized test designed to assess the Chinese language proficiency of speakers whose first language is not Chinese. The Center was established at KSU in 2003 and serves all of the southeastern U.S. It was housed in the College of Education until 2008 when it was moved to the Department of Foreign Languages. From its present "home," the HSK and the Confucius Institute will work together to organize tests and other activities.

### **International Training Programs in Continuing Education**

A prominent part of Continuing Education at KSU is its international training. Concentrating so far on China, the mission of ITP is to support and facilitate international program development across campus by best utilizing resources and outstanding services. ITP designs programs and provides Chinese officials with a variety of short-term training opportunities in the U.S. It organizes visits by U.S. executives to China to study Chinese business, society, and culture. It is the goal of the ITP to extend this model of international training into other countries. The ITP won the 2007 Governor's Award for excellence in International Education programming.

### **Continuing Education**

Continuing Education at Kennesaw State University is one of the largest continuing education programs in the country. Offering more than 2,700 non-degree professional development and personal enrichment classes and serving more than 22,000 registrants annually, the program offers a unique opportunity to acquire new skills or enhance existing ones in a multitude of different areas.

Certificate programs are available in diverse disciplines including management, technology, healthcare, paralegal, human resources, hospitality, and event and meeting planning. A robust Languages Program features training in 7 different foreign languages as well as English as a Second Language (ESL) classes in six levels of expertise. Training may also be customized to meet the needs of business and industry, and may be taught at the KSU Center or on site. All customized training is designed to provide immediate, practical, and long-term application of new knowledge and techniques that increase productivity and job satisfaction. For those who enjoy the flexibility of online learning, more than 120 classes are offered in either start-anytime formats, or with specific begin and end dates.

For those interested in developing recreational interests and talents, a wide variety of personal enrichment courses in art and music, fitness and recreation, home and garden, culinary arts are available. In addition, Continuing Education conducts more than 30 educational summer classes for kids and teens as part of its Summer University program.

Classes and activities tailored specifically for older adults (ages 50+) are conducted by the Osher Lifelong Learning Institute (OLLI) every quarter. In addition to over 40 classes in a wide assortment of subjects, OLLI sponsors three evening socials each year as well as day trips to local music, theater and museum events, and bridge tournaments. OLLI also has a member's only Club Room located in the KSU Center.

Continuing Education Units (CEUs) are assigned to all professional development programs with one CEU awarded for 10 contact hours of participation. Many courses also award PLUs for teacher recertification.

## Purpose and Organization

Transcripts of earned CEUs are available upon request. Continuing Education at Kennesaw State University has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), the international standard for excellence for training. KSU employees may attend Continuing Education programs at a discounted cost on a space available basis (with some exceptions).

Please visit the Continuing Education Web site at <http://www.kennesaw.edu/ConEd> or call 770-423-6765 for more information.

### **Siegel Institute for Leadership, Ethics, and Character**

The following describes the vision, mission, and goals of the Siegel Institute for Ethics, Leadership, and Character.

#### **Vision**

The Siegel Institute for Leadership, Ethics & Character seeks to inspire, enable and promote ethical conduct, decision making and leadership for the common good.

#### **Mission**

The Siegel Institute for Leadership, Ethics & Character exists to develop and promote ethical leadership among individuals and organizations through education, service and applied research.

#### **Goals**

Continue to support current partnerships while seeking out and creating new partnerships that will enable the Siegel Institute to work with departments, colleges, business, non-profits and other organizations committed to the goal of valuing diversity and enhancing ethical conduct and leadership.

## **UNIVERSITY OPERATIONS DIVISION**

The vice president for operations and chief information officer/chief business officer provides leadership for the non-academic operations of the University, to include the following departments:

### **Strategic Security and Safety**

Under the leadership of its assistant vice president and chief security officer, the Office of Strategic Security and Safety was created to evaluate campus security, safety, and emergency response practices; identify areas needing improvement, and implement a multi-layered system of emergency mitigation processes to include notification and response measures. This office is responsible for the management, provisioning, and training of KSU's volunteer Crisis Management Team; coordinating regularly-scheduled, comprehensive emergency drills, and facilitating emergency-preparedness collaboration between campus, local, and state law enforcement agencies.

### **Enterprise Information Management (EIM)**

The executive director of the Enterprise Information Management office is the university's chief program and institutional evaluation officer, the university's official SACS accreditation liaison, and the overseer of the university's comprehensive program review and improvement process. The offices of Enterprise Information Reporting and Enterprise Data Management and Analysis aid in facilitating the production of statistical information, data analysis, and special studies in support of institutional reporting, planning, assessment, and administrative oversight.

### **Information Systems**

Under the direction of the assistant vice president for Information Systems, Information Technology Services is responsible for the infrastructure of all computing and telecommunication resources on campus. The departments of Enterprise Systems and Services (ESS), Online Learn-

## Purpose and Organization

ing Services (OLS), and the Multimedia Development Group (MDG) and their directors provide enterprise-wide service to the campus, working closely with faculty, staff, and students to help strike a balance between keeping up with ever-changing technology and ensuring that all services provided to campus operate predictably.

### **Human Resources Services**

The Office of Human Resources is responsible for the personnel services and human resource development. Under the direction of its assistant vice president, the office administers all university payroll and personnel functions, as well as the recruitment and hiring of non-faculty personnel. More specific services provided include in-processing, maintaining personnel records, and administering employee group benefits. The department also serves as a central location for employees to initiate changes to the university's payroll/personnel/benefit database.

### **Facilities Services**

The Office of Facilities Services includes Planning & Design Services and Facilities Operations. Under the leadership of the assistant vice president for Facilities Services, these departments are responsible for maintaining the buildings, grounds, vehicles, and equipment of the University; providing support services for campus operation; providing design and coordination of new campus construction and renovations, and the oversight of the campus master plan.

### **Library Services**

The Office of Library Services is led by the assistant vice president for Library Services and an associate director, is responsible for the development of the library, its holdings, and their management. Access to the extensive book collection is provided through the library's public catalog, which is available online. For research purposes, students and faculty have access to full-text data services and a wide variety of in-house periodical databases, also available via computer. Also housed within the Office of Library Services, the Department of Archives and Records Management is responsible for overseeing the cycle of university records, the Records Management Program, and the disposal of university records in accordance with the USG Board of Regents Retention Guidelines and to satisfy legal, fiscal, and administrative needs of the university.

### **Financial Services**

The Office of Financial Services is responsible for the administration and maintenance of the fiscal affairs of the campus. The assistant vice president provides leadership, direction, and oversight management for Auxiliary Services, the Card Services Center, Business Services, Budgets, and the Project Management Office. This division is heavily involved in all aspects of the institution's operations.

### **Information Systems Architect**

Reporting directly to the vice president for operations and chief information officer/chief business officer, the information systems architect is responsible for analyzing, designing, and implementing campus-wide information systems to meet educational, technical, security and business requirements; assessing new products and methods, and developing and implementing appropriate IT/IS infrastructure practices spanning the entire range of administrative and academic computing.

### **Public Safety**

The Department of Public Safety is responsible for a wide range of services to the campus community. On hand with certified police officers 24 hours per day, the department is ready to answer calls relating to anything from law enforcement and medical emergencies to more routine matters such as traffic safety, escorts, and after-hours building access. In addition, the department has certified emergency medical technicians or first responders on duty to handle any illnesses and accidents that occur on campus.

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### **Environmental Health and Safety (EHS)**

The Office of Environmental Health & Safety ensures that Kennesaw State University complies with local, state, and federal regulations in the areas of worker safety and the protection of the environment while overseeing risk management, training, and proper hazardous waste disposal for the campus. This department provides specific training in hazard recognition and accident prevention to the staff and faculty. The department helps to ensure safe working environments by conducting routine audits to identify and correct hazardous situations and activities at Kennesaw State University. The director provides technical assistance to university employees in the area of the protection of the environment and health and safety.

### **Student Success and Enrollment Services Division**

The Division of Student Success and Enrollment Services is responsible for a variety of services that assist and enhance student success. These activities, programs and services cover a wide spectrum of student contact including recruitment and admission, advising undeclared majors, registration, graduation, and beyond.

In addition, this division houses the non-academic aspects of the student experience at Kennesaw State University. Included in this division are areas such as student financial aid, career services, on-campus housing, intramural sports and leisure activities, registered student organizations, programs for specific populations, student leadership programs and the student judiciary program.

The following offices report to the vice president of student success and enrollment services:

#### **Admissions**

The Office of Admissions is primarily responsible for the supervision and management of undergraduate recruitment and admission procedures. The office consists of four basic functions: counseling, recruitment, data entry and telecounseling. In cooperation with other campus departments, this office provides enrollment services for new traditional, nontraditional, and readmit students. The dean of university admissions oversees all admission operations for the university.

#### **Registrar's Office**

This is the central administrative office responsible for registering students, maintaining permanent academic records, administering the Regents Test, performing degree audits, enforcing the academic policies of the University and generally ensuring that students' academic issues are handled accurately and professionally. The registrar's staff also handles transfer evaluations and veterans' benefits. Requests for data from the computerized student records system are approved by this office.

#### **Student Financial Aid**

The Office of Student Financial Aid ensures University adherence to the primary purpose of the financial aid program, i.e. providing financial assistance to enrolled students. The financial aid office handles applications for scholarships, grants, loans, and the Emergency Loan Fund.

#### **Counseling and Advising Program Services (CAPS)**

Counseling and Advising Programs Services offers a number of student developmental programs and services designed to enhance students' personal, educational, and career success. Their objective is to assist students in the process of adapting to the university. See Section Six - Services and Facilities for the specific programs and services offered.

## **Purpose and Organization**

### **Career Services Center**

The Career Services Center offers experiential learning (co-op/internships), career development and employment opportunities for both KSU students and alumni. The director serves as the liaison between the students and the employment community.

### **Office of Student Conduct and Academic Integrity**

This office is responsible for implementing the University judiciary program. For further information visit the Web site at [www.kennesaw.edu/judiciary](http://www.kennesaw.edu/judiciary).

### **Student Life Department**

The Student Life Department's staff includes coordinators in the following areas: intramural sports, student activities, registered student organizations, student publications, and business operations. All student organizations fall under the supervision of the Student Life Department staff.

### **Center for Student Leadership (CSL)**

The Center for Student Leadership (CSL) focuses on providing students with the resources, training and programs that enhances their leadership skills and abilities. The CSL sponsors the LINK programs (Emerge, Ascend & Leads), the Presidential Fellow program, the Northwest Crescent Leadership program and the Center for Student Leadership Fellow program.

### **Student Development**

Student Development is responsible for non-academic programs and services focusing on the needs of several specific student populations. Areas of supervision include minority student retention, international student retention services, disabled student support services, adult learner programs, and student community service.

### **Residence Life**

The Office of Residence Life coordinates all programming for students living in on-campus housing. In addition, this office interfaces with the privatized management company that operates student housing.

## **University Advancement Division**

The Division of Advancement, headed by the vice president for advancement and executive director of the KSU foundation, is charged with advancing Kennesaw State University through strategic interface with its key constituencies. The division houses the Office of Development, which pursues private monetary and in-kind gift support. In addition, the division houses the department of University Events, which handles requests for all event and related service logistics at Kennesaw State University.

### **Office of Development**

The Office of Development is responsible for coordinating and conducting efforts to increase private support to advance the mission and priorities of the university. The Development Office staff works directly with the president, the vice presidents, deans, trustees and volunteers to maximize gift support for prioritized annual, major and special initiatives at both the institutional and unit levels. Fund-raising activities are carefully orchestrated by the Development Office so as to maximize support from several constituencies, including trustees, friends, alumni, faculty, staff, corporations and foundations. Faculty interested in pursuing private gift support must first secure the approval of their respective deans and the clearance of the Development Office. Monies raised are directed to the KSU Foundation, the 501c3 organization set up to receive and manage gifts on behalf of the university.

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### University Events

This department handles requests for all event and related service logistics at KSU. Academic course scheduling is handled through the Registrar's office; but all space requests for meetings, events, or conferences are facilitated through University Events. You must request space for your event. University Events coordinates vital campus support resources like Plant Operations, Catering, and Public Safety to ensure that your event is a success. Through the use of a comprehensive scheduling tool, space requests are processed to facilitate the best utilization of all campus space in conjunction with efficient use of resources and staffing. This streamlined process enables consistent communications and integration for Master Calendar utilization.

### External Affairs Division

The Division of External Affairs, headed by the special assistant to the president for external affairs, is charged with working to market and enhance the image of the university through public relations, media relations, and strategic marketing. The division houses the office of university relations.

### Office of University Relations

The Office of University Relations is responsible for coordinating efforts to enhance the image and build the reputation of the university consistent with the institutional mission and its priorities.

1. The University Relations staff serves as the primary contact to media sources for the president, administration, faculty and the institution. In addition to providing news releases and feature articles for placement in local and regional newspapers and television outlets, national newspapers, and international journals, staff members serve as writers and editors for many campus publications. University Relations also produces a reporter's source book to highlight faculty experts at the university.
2. The University Relations staff also serves as the point of contact for campus colleges, departments, and administrative units for the production and quality control of campus publications. In addition to working directly with campus personnel in designing and producing high-quality brochures, fact sheets, and general campus publications, the staff is responsible for the planning and implementation of a university marketing plan. This department is also responsible for enforcing compliance with the university's visual identity program.

# Officers of General Administration

## Chief Administrative Officers

President	Daniel S. Papp, Ph.D.
Provost and Vice President for Academic Affairs	Lendley C. Black, Ph.D.
Associate Provost	Teresa M. Joyce, Ph.D.
Vice President for Operations, Chief Information Officer (CIO), Chief Business Officer (CBO)	Randy C. Hinds, Ed.D.
Vice President for Student Success & Enrollment Services	Jerome Ratchford, Ph.D. (Interim)
Vice President for Advancement	Wesley K. Wicker, Ed.D.
University Attorney and Special Assistant to the President for Legal Affairs	Flora B. Devine, J.D.
Special Assistant to the President for External Affairs	Arlethia Perry-Johnson, B.A.
Chief Diversity Officer	Jennifer Wade-Berg, Ph.D.
Faculty Executive Assistant to the President	Sarah Robbins, Ph.D.
Executive Assistant to the President	Lynda K. Johnson

## Associate/Assistant Vice Presidents

Associate Vice President for Academic Affairs and Dean of University College	Ralph J. Rascati, Ph.D.
Associate Vice President for Academic Affairs	Valerie D. Whittlesey, Ph.D.
Assistant Vice President for Financial Services	Ashok K. Roy, Ph.D.
Assistant Vice President and Dean of Enrollment Services	Joe F. Head, M.Ed.
Assistant Vice President, Facility Planning & Design Services	John A. Anderson, M.S.
Assistant Vice President, University Development & Foundation Programs	Karen K. Paonessa, M.S.
Assistant Vice President, Strategic Security and Safety	Robert F. Lang, M.S.
Assistant Vice President for Human Resources	Rodney Bossert, M.A.
Assistant Vice President, Library Services	Robert B. Williams, M.A.

## Deans

College of the Arts	Joseph D. Meeks, M.M.
Michael J. Coles College of Business	Kathy S. Schwaig, Ph.D. (Interim)
Bagwell College of Education	Arlinda Eaton, Ph.D.
WellStar College of Health and Human Services	Richard L. Sowell, Ph.D.
College of Humanities and Social Sciences	Richard Vengroff, Ph.D.
College of Science and Mathematics	Laurence I. Peterson, Ph.D.
Graduate College	Teresa M. Joyce, Ph.D.
University College	Ralph J. Rascati, Ph.D.
Enrollment Services	Joe F. Head, M.Ed.
Division of Continuing Education	Barbara S. Calhoun, M.A.

## Associate and Assistant Deans

Associate Dean of Undergraduate Business Programs	Jane E. Campbell, Ph.D.
Associate Dean of Graduate Business and Executive Programs	Sheb True, Ph.D.
Associate Dean of Undergraduate Education Programs	Pam Cole, Ph.D. (Interim)
Associate Dean, WellStar College of Health and Human Services	Laura Tis, Ph.D.
Associate Dean, WellStar College, Community Partnerships	Benjamin Johnson, Ph.D.
Assistant Dean, Bagwell College of Education	Beverly F. Mitchell, Ph.D.

## Purpose and Organization

Associate Dean of Graduate Education Programs  
Assistant Dean, Wellstar College of Health and Human Services  
Associate Dean, College of Humanities and Social Sciences  
Associate Dean, College of Humanities and Social Sciences  
Assistant Dean, College of Humanities and Social Sciences  
Associate Dean, College of Science and Mathematics  
Associate Dean, University College  
Associate Dean, Sponsored Programs  
Associate Dean, Enrollment Services  
Assistant Dean of Admissions and Enrollment, College of Arts

Nita Paris, Ph.D.  
David N. Bennett, Ph.D.  
Thierry Leger, Ph.D.  
Lana J. Wachniak, Ph.D.  
Hugh C. Hunt, Jr., Ph.D.  
Adrian Epps, Ed.D.  
Michael S. Heard, Ph.D.  
Beverly Maddox, Ed.D.  
Susan Blake, M.S.  
Samuel G. Robinson, B.S.

## Instructional Department/School Chairs

School of Accountancy  
Biology and Physics  
Chemistry & Biochemistry  
Communication  
Computer Science and Information Systems  
Economics, Finance & Quantitative Analysis  
Educational Leadership  
Elementary & Early Childhood Education  
English  
First Year Programs  
Foreign Languages  
Geography and Anthropology  
Health, Physical Education and Sport Science  
History and Philosophy  
Inclusive Education  
Leadership and Executive Development  
Management & Entrepreneurship  
Marketing & Professional Sales  
Mathematics and Statistics  
School of Music  
Political Science & International Affairs  
Psychology  
Secondary & Middle School Education  
Social Work and Human Services  
Sociology and Criminal Justice  
Theatre and Performance Studies  
University Studies  
Visual Arts

William "Ken" Harmon, Ph.D.  
Ronald H. Matson, Ph.D.  
Mark B. Mitchell, Ph.D.  
Birgit Wassmuth, Ph.D.  
Donald L. Amoroso, Ph.D.  
Govind Hariharan, Ph.D.  
Charles Bowen, Ph.D. (Interim)  
James R. Cope, Ed.D. (Interim)  
Herbert William Rice, Ph.D.  
Keisha L. Hoerrner, Ph.D.  
William C. Griffin, Ph.D.  
Garrett C. Smith, Ph.D.  
Mitchell Collins, Ed.D.  
E. Howard Shealy, Ph.D.  
Deborah Wallace, Ph.D. (Interim)  
Michael S. Salvador, Ph.D.  
Richard M. Franza, Ph.D.  
R. Keith Tudor, Ph.D.  
Lynn Stallings, Ph.D. (Interim)  
Charles F. Schwartz, Ph.D.  
Chien-Pin Li, Ph.D.  
Sharon Pearcey, Ph.D.  
Susan L. Stockdale, Ph.D. (Interim)  
Ann Hicks-Coolick, Ph.D.  
Samuel Abaidoo, Ph.D.  
John S. Gentile, Ph.D.  
Rebecca J. Casey, Ph.D.  
Joe A. Thomas, Ph.D.

## Administrative Department Heads

KSU IS Architect  
Controller and Treasurer  
Director, Alumni Affairs  
Director, Admissions (Undergraduate)  
Director, Center for African and African Diaspora Studies (CAADS)

John Isenhour, Ph.D.  
Susan M. Dalton, M.B.A.  
Lisa A. Duke, B.S.  
Angela J. Evans, Ed.D.  
Rosa Bobia, Ph.D.

## Administrative Department Heads

Director, Annual Giving	Joan Duncan Ph.D.
Director, Archives and Records Management	Tamara Livingston, Ph.D.
Director, Artistic Director of Theatre and Performance Studies	Dean Adams, M.F.A.
Director, Assurance of Learning, Coles College of Business	Linda M. Malgeri, M.B.A.
Director, Chief Athletics Administrator	David L. Waples, Ed.D.
Director, Compliance Athletics	Darryl A. Pope, Ed.D.
Director, Finance, Athletics	Brenda R. Stopher, B.S.B.A.
Director, Marketing/Promotions, Athletics	George A. Olney, M.A.
Director, Athletics Sports Information	Mark E. Toma, B.S.
Internal Auditor	Clayton Dean, M.B.A.
Director, Bookstore and Director of Auxiliary Enterprises	Faye J. Silverman B.B.A.
Director, Office of Budget and Planning	Dawn Gamadanis, M.B.A.
Director, A.L. Burruss Institute of Public Service	Carol A. Pierannunzi, Ph.D.
Bursar	Rita A. Adams, M.B.A.
Director, Cabinet Strategic Projects	Barry J. Morriss, Ph.D.
Director, Card Services	Joe DiBattista, B.S.
Director, Career Services	Karen B. Andrews, M.Ed.
Director, Center for Excellence in Teaching and Learning (CETL)	G. William Hill IV, Ph.D.
Director, Center for Conflict Management	Linda M. Johnston, Ph.D.
Director, Continuing Education Conferences	Michael Todd Shinholster, M.B.A.
Director, Continuing Education, Office of the Dean	Elaine J. Williams
Director, Continuing Education, Financial & Personnel Administration	Tamara Grooms
Director, Continuing Education International Programs	Kehua (Ken) Jin, M.B.A.
Director, Continuing Education Osher Lifelong Learning Center	Richard J. Harp, B.A.
Director, Continuing Education Professional Development and Life Enrichment	Karen LaMarsh, M.Ed.
Director, Continuing Education Registration	Karen V. Stark, Ed.S.
Director, Contracts & Grants Administration	Carolyn E. Elliott-Farino, M.A.
Director, Convocation Center	William "Mike" Meads
Director, Counseling & Advisement Program Services (CAPS)	Robert J. Mattox, Ed.D.
Director, Cox Family Enterprise	Joseph H. Astrachan, Ph.D.
Director, Development, Coles College of Business	Henry E. Lane
Director, Development, College of Humanities and Social Science	Mark E. Hellman, B.A.
Director, Educational Technology Center	Traci C. Redish, Ph.D.
Director, Center for Election Systems	Ray Cobb, M.B.I.S.
Managing Director, Executive Education Programs	Lawrence E. Bell, M.B.A.
Director, EMBA Graduate Business Programs	Michael S. Salvador, Ph.D.
Director, Enterprise Data Management & Analytics	Erik Bowe, M.S.I.S., M.S.
Executive Director, Enterprise Information Management	Edwin Rugg, Ph.D.
Director, Enterprise Systems and Services	Wayne T. Dennison, M.S.
Director, Environmental Health and Public Safety	Gerald Donaldson, B.A.
Director, Facilities Operations & Maintenance	Jodie G. Sweat, B.S.
Director, Office of Field Experiences	Janice B. Traylor, Ed.S.
Director, Financial Aid	Ron Day, M.R.E.
Director, First-Year Experience	Kathy L. Matthews, M.A.
Academic Fiscal Affairs Officer	Walt Collier, M.B.A.
Director, Foreign Language Resource Center	Francesco Scordato, D.A.
Director, Foundation and Asset Management	Margaret Hoffman, B.A.
Director, Foundation Finance and Accounting	Valerie K. Patrick, B.B.A.

## Administrative Department Heads

Director, Capital Fundraising - University Foundation	Paula Jane Campbell, B.B.A.
Director, Capital Fundraising - University Foundation	Robert W. Heflin, Jr., B.A.
Executive Director, Institute for Global Initiatives	Akanmu G. Adebayo, Ph.D.
Director, Graduate Admissions	David R. Baugher, M.P.A.
Director, Center for Health Promotion and Wellness	Sherry Grable, M.Ed.
Director, Community Health Clinic Program	Kathie A. Aduddell, Ed.D.
Director, Health Clinic	Anne Y. Nichols, M.S.N.
Director, Center for Hispanic Studies	Robert Devillar, Ph.D.
Director, Honors Program	Patricia E. Davis, Ph.D.
Director, Human Resources Operations	Anita A. Sales, B.F.A.
Director, Information Security Education and Awareness	Michael E. Whitman, Ph.D.
Director, Information Technology Services	Lectra Lawhorne, M.S. (Interim)
Director, International Services and Programs	Daniel J. Paracka, Ph.D.
Director, International Student Admissions	Julio Espana, M.B.A.
Director of KSU Press	Arlethia Perry-Johnson, B.A.
Director, Learning Center	Linda M. Lyons, M.S.
Director, Horace W. Sturgis Library	David Evans, Ph.D.
Director, MBA Programs	Timothy P. Blumentritt, Ph.D.
Director, MPA (Master of Public Administration)	Andrew I. Ewoh, Ph.D.
Director, Multimedia Development Group (MDG)	Karl C. Aldag, M.L.S.
Director, WellStar School of Nursing	Mary L. DeChesnay, D.S.N.
Director, Faculty/Student OMBUD	Dorothy Graham, Ph.D.
Director, Online Learning Services	Gary C. Lewis, Ph.D.
Director, Portfolios for Student Success Programs and Senior Year Experience Programs	Joan E. Dominick, Ed.D.
Director, Project Management Office	Kenneth Bridges, B.S.
Director, Proposal Development & Programmatic Research	Laura L. Letbetter, M.A.
Director, Public Safety	Theodore J. Cochran, M.P.A.
Director, A.L. Burruss Institute of Public Service	Carol Pierannunzi, Ph.D.
Registrar	Kim West, M.A.
Director, Residence Life	Michael L. Sanseviro, M.S.
Executive Director, Service Outreach and Partnerships	Susan Brown, Ph.D.
Director, Small Business Development Center	Lydia C. Jones, M.B.A.
Director, Sophomore Year Experience	Edward K. Chan, M.A.
Director, Special Projects	Martha A. Roth, B.A.
Director, Student Conduct	Diane Walker, J.D.
Director, Student Development	Carol J. Pope, M.A.P.W. (Interim)
Director, Center for Student Leadership	Brian Wooten, M.P.A.
Director, Student Life	Kathy Alday, M.Ed.
Director, Student Support Services, Coles College of Business	Kathleen A. Wilcox, M.B.A.
Director, Sustainability	Robert C. Paul, Ph.D.
Director, Teacher Resource & Activity Center (TRAC)	Diana G. Poore, M.Ed.
Director, University Relations	Frances L. Harrison, M.A.P.W.
Director, Web MBA Program	Joseph S. Bocchi, D.A.
Director, WellStar School of Nursing Graduate Programs	Regina Dorman, Ph.D.
Director, WellStar School of Nursing Undergraduate Programs	Christina Horne, Ph.D.
Director, Writing Center	Robert G. Barrier, Ph.D.

