

# **Section Two**

## **Shared Governance and Committees of KSU**

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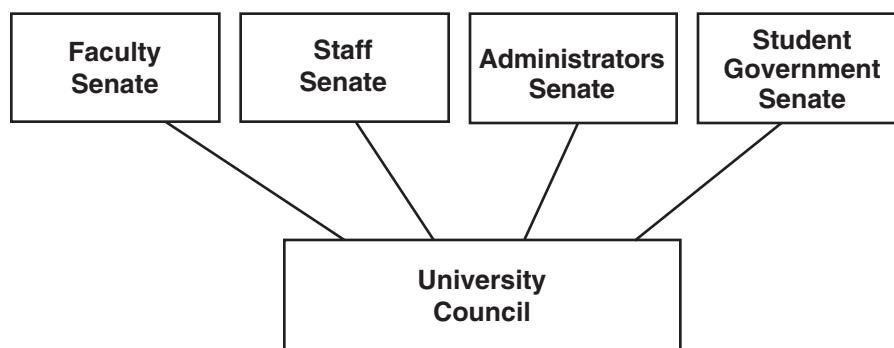
## Shared Governance & Committees of KSU

### I. Constituencies Involved in Shared Governance

The Constitution of the State of Georgia and Georgia law authorize the Board of Regents to serve as the governing board for the University System of Georgia and its member institutions, including Kennesaw State University. The Board of Regents has authorized the President of KSU to administer all aspects of the institution's operations in accordance with Board policies. To accomplish that task, the President and the other administrative officers of the University engage the major constituencies of the University community through a prescribed structure and process of shared governance for the institution's operations. That structure for shared governance at KSU includes a number of University Standing Committees, four Senates representing the major constituencies of the university community (faculty, staff, administrators and students), and a University Council. These groups have responsibilities for institutional oversight as outlined below and serve in a recommending and advisory capacity to the administrative officers of the University, including the President.

### II. Senate and University Council Structure

The four major constituencies of the University community (faculty, staff, administrators and students) review and respond to important issues and conditions affecting them through their elected representative Senates. Each Senate's president and vice president serve on the University Council with four of KSU's academic and administrative officers to coordinate and facilitate the entire governance process and to reconcile conflicting advisory opinions and recommendations of different governance bodies when they arise. The following chart depicts these five key representative bodies for shared governance.



To facilitate communication among the Faculty, Staff and Administrators Senates, each of those representative bodies elects a liaison to the other and each liaison participates in the meetings of the other senate as a non-voting member. Senators on the Faculty, Staff and Administrators Senates are elected for three-year terms in order to have sufficient time to learn their roles, understand the issues before them, and contribute to constructive recommendations for change and improvement. The President and Vice President/President-Elect of each of these three Senates will be elected by the Senate's voting membership from the pool of eligible Senators. The membership and elections of the Student Government Senate are described elsewhere in the Constitution for Student Government at KSU.

## Shared Governance & Committees

The University Standing Committees are also vital components of KSU's shared governance system. Their work is defined in greater detail below and they have advisory roles to particular university administrators. Each Standing Committee is also assigned either to the University Council or the Faculty Senate for general direction and support as needed. Those two bodies will periodically review the activity and productivity of their assigned standing committees and take appropriate action to reactivate or abolish unnecessary standing committees.

### A. "Senates"

One aim of the restructuring of KSU's shared governance system in 2006 at the Council and Senate levels was to establish smaller and more streamlined advisory bodies whose agendas were more focused on relevant issues to the constituencies they represent than was the case previously.

#### **1. Faculty Senate (advisory to the Provost and Vice President for Academic Affairs or other Vice President as appropriate for the issue being discussed).**

The membership of the Faculty Senate was initially determined by the previous Faculty Council and University Senate in consultation with the Provost and University President. The membership can be altered by the Senate's elected membership in consultation with the University President and the administrator designated by the University President. The composition of the Faculty Senate is determined as follows:

- Each instructional department elects one Senator.
- Eligibility to participate in elections of the department's Senator is restricted to the full-time tenure-track, nontenure-track and temporary faculty of the department, excluding the department chair.
- Eligibility to serve as the department's Senator is restricted to the full-time tenure-track, non-tenure-track, and temporary faculty of the department, excluding the department chair.
- The department's Senator is elected for a three-year term.

#### **2. Staff Senate (advisory to the Chief Human Resources Officer or administrative officer as appropriate for the issue being discussed).**

The membership of the Staff Senate was initially determined by the previous Staff Council and University Senate in consultation with the Chief Human Resources Officer and University President. The membership can be altered by the Senate's elected membership in consultation with the University President and the administrator designated by the University President. The composition of the Staff Senate is determined as follows:

- The Staff Senate is composed of 30 Senators who are elected to represent a major administrative division of the University. Each division's representation is determined according to the size and complexity of its staff. The Senators are distributed as follows: Business & Administration Division (11 Senators), Academic Affairs Division (8 Senators), Student Success & Enrollment Services Division (4 Senators), Technology & Human Resources Division (4 Senators), and Advancement & President's Other Reports (3 Senators).
- Eligibility to participate in elections of the division's Senators is restricted to the full-time classified staff who are not university administrators in the division.
- Eligibility to serve as a division's Senator is restricted to the full-time classified staff who are not university administrators in the division.
- A division's Senator is elected for a three-year term.

### **3. Administrators Senate (advisory to the Chief Human Resources Officer or the Vice President for Student Success or both or administrative officer as appropriate for the issue being discussed).**

The membership of the Administrators Senate was initially determined by the previous Staff Council and University Senate in consultation with the Chief Human Resources Officer, the Vice President for Student Success, and the University President. This membership can be altered by the Senate's elected membership in consultation with the University President and the administrator designated by the University President. The composition of the Administrators Senate is determined as follows:

- The Administrators Senate is composed of eight Senators, three elected at large (the Senate's President, Vice President and Secretary) and one from each of the following five divisions: Academic Affairs, Student Success & Enrollment Services, Business & Administration, Information Technology & Human Resources, and Advancement, Global Diversity and Community Relations.
- Eligibility to participate in elections of these Senators is restricted to full-time employees with an exempt professional status and mid-management level responsibilities and have director status or below.
- Eligibility to serve as a Senator is restricted to full-time employees with an exempt professional status and mid-management level responsibilities and have director status or below.
- Senators are elected for a three-year term.

### **4. Student Government Senate (advisory to the Vice President for Student Success or administrative officer as appropriate for the issue being discussed).**

The membership and elections for the Student Government Senate can be found in the Student Government Constitution as published on the SG Web site. The SG Senate's composition was not affected by the restructuring of KSU's shared governance system in 2006.

## **B. University Council (UC) – usually advisory to the University President (or Provost)**

1. Membership of the UC shall consist of:
  - a. The president and vice-president (or the equivalents of these offices) from each of the following - the Faculty Senate, the Staff Senate, the University Administrators Senate, and the Student Government Senate.
  - b. One representative each from the Chairs' Council, the Deans' Council and the President's Cabinet, and the University President.
2. Presiding Officer of the UC:
  - a. The President of the Faculty Senate will serve ex officio as Chair of the President's Planning and Budget Advisory Committee.
3. Operating Procedures of the UC:
  - a. Formal votes will not be part of the UC's regular operating procedure. The purpose of the UC is to advise the President of the points of view of the different constituencies represented, and, where there are differences, to seek consensus.
  - b. The UC will hold a formal meeting at least two (2) times each semester. Meetings will be scheduled by the UC Chair in consultation with members.
  - c. A UC Executive Committee, composed of the presidents of the three senates and the President of the Student Government Senate, will handle routine administrative matters between formal meetings of the UC.

## Shared Governance & Committees

4. Reassign-time for officer-members of the UC:
  - a. The presidents and president-elects of the Faculty Senate, Staff Senate and the University Administrators Senate will have reassign time from their ordinary duties to enable them to provide effective leadership for their respective shared governance bodies and to represent those bodies in the University Council.
5. Key Responsibilities: The University Council would
  - a. Assign issues to the most appropriate governance body (or bodies), but with the understanding that other bodies may also comment if they wish;
  - b. Assure that the appropriate governance bodies are consulted in the creation of any ad hoc committee or task force addressing issues of general importance, and, if desired, will have the opportunity to nominate members to such ad hoc committees or task forces;
  - c. Assure that the appropriate governance bodies are given the opportunity to consider and offer formal comment on the final reports of any such ad hoc committee or task force;
  - d. Report to the President and other UC members the results of deliberations in various bodies when issues or reports are considered by multiple bodies; and
  - e. Seek to reconcile conflicting advisory opinions when different bodies have conflicting views.
6. Important Prerogatives of the UC: The University Council may, at its discretion,
  - a. Call a Joint Session of all the representative bodies of the university's governance structure;
  - b. Call a Town Hall Meeting of the entire campus community.

### C. University Standing Committees

The following describes Kennesaw State University's current standing committees including their make-up and their purpose. The make-up of these committees consists of Teaching Faculty (TF), Administrators (AD), Staff (SF), and Students (SD).

#### 1. Undergraduate Policies and Curriculum Committee — assigned to the Faculty Senate and advisory to the Provost

- a. Purpose:

This committee will receive proposed policy changes regarding admission, progression, retention, course/program description and requirements for any undergraduate course of study offered at Kennesaw State University (in essence, any changes in the university catalog). It will also receive undergraduate course and program proposals from colleges and departments and will insure their compliance with university policies and goals. Its recommendations will be directed to the provost and vice-president for academic affairs and the president for their action, and to the executive committee of the senate for its use in monitoring the activities of this committee. This committee will also make policy recommendations regarding the curriculum development and review process to the senate.

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b. Membership:

- 1) TF 14; two elected from each college; one from University College; one from and elected by the General Education Council
- 2) AD 3; a person appointed by the provost and vice president for academic affairs; an elected librarian; the registrar
- 3) SD 2; two undergraduate students appointed by the president of Student Government Senate in consultation with the vice president for student success & enrollment services

### **2. Graduate Policies and Curriculum Committee — assigned to the Faculty Senate and advisory to the Dean of Graduate College**

a. Purpose:

This committee will receive graduate course and program proposals from colleges and departments and insure their compliance with university policies and goals. This committee will also approve changes in curriculum including the addition or deletion of courses, approval of new programs or concentrations, and changes in program requirements. The committee recommends changes in graduate policies and procedures and monitors assessment of graduate programs. Its recommendations will be directed to the dean of graduate studies, the provost and vice president for academic affairs and the president for their action, and to the executive committee of the senate for its use in monitoring the activities of this committee. It also makes recommendations regarding the curriculum development and review process to the senate.

b. Membership:

- 1) TF 10; two faculty members with full provisional graduate faculty status elected by graduate faculty from each college. No more than one of the elected faculty members from each college may be a graduate program director or graduate program coordinator.
- 2) AD 3; the Dean of Graduate College; an elected librarian; the registrar or his/her appointed designee.
- 3) SD 5; one graduate student from each college which has a graduate program, appointed by the graduate program director or dean of that college.
- 4) nonvoting ex officio members: graduate program directors.

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### 3. General Education Council — assigned to the Faculty Senate and advisory to the Dean of University College

- a. Purpose:

The General Education Council serves as an advocate for and facilitator of the general education program on the KSU campus. It is the voice that speaks for the general education program, much as the academic departments speak for their majors. Its goal is to develop and maintain a unified, integrated, and effective general education program. The council is advisory and submits proposals to the UPCC.
- b. Membership:

The council is chaired by the dean of university college. General education coordinators are those faculty/administrators who coordinate general education activities in their respective departments and function as liaisons between those departments and the council.

|     |  |
|-----|--|
| 20; | one general education coordinator from each discipline represented in the core: anthropology, biology, chemistry, communication, economics, English, foreign language, geography, history, health, physical education and sport science, mathematics, music, philosophy, physics, psychology, sociology, theater, political science, and visual arts |
| 2;  | one representative elected from each college with no core courses; one elected from university college   |

### 4. Faculty Development and Awards Committee — assigned to the Faculty Senate and advisory to the Director of CETL

- a. Purpose:

This committee will solicit and evaluate applications and select recipients for internal grants such as the Master Teaching Program and Master Scholarship Program. This committee will also solicit applications or nominations, evaluate responses, and select recipients for campus-wide faculty honors and awards. Awards to be included are the Distinguished Teaching Award, Distinguished Scholarship Award, and Distinguished Service Award. The results of this committee's work are sent to the provost and vice president for academic affairs.
- b. Membership:

|       |     |  |
|-------|-----|--|
| 1) TF | 16; | one elected from each college and university college; three previous winners of the Distinguished Teaching Award; three previous winners of the Distinguished Service Award; three previous winners of the Distinguished Scholarship Award |
| 2) AD | 3;  | director of sponsored programs; associate vice president for academic affairs; dean of graduate college  |
| 3) SF | 0   |  |
| 4) SD | 3;  | three SALT students  |

### **5. Academic Standing Committee — assigned to the Faculty Senate and advisory to the Registrar**

- a. Purpose:  
This committee shall evaluate petitions for exceptions to academic regulations in the areas of admissions, withdrawals, retention, suspension, grade changes, graduation requirements and other matters of academic standing. The results of this committee's work will be sent to the provost and vice-president for academic affairs.
- b. Membership:
  - 1) TF 7; one elected from each college; one elected from university college
  - 2) AD 3; registrar; director of admissions; a chairperson elected from all chairs by chair council
  - 3) SF 0
  - 4) SD 0
- c. The registrar will chair this committee.

### **6. KSU Athletics Board — assigned to the University Council and advisory to the Athletic Director**

- a. Purpose:  
The primary role of the KSU Athletics Board is to serve as an advisory group to the president of the university concerning the intercollegiate athletics program, including providing oversight on strategic and budget planning and implementation, and on compliance with NCAA regulations. The Athletics Board will also report at least annually to the university council and will provide briefings to other university shared governance bodies as requested and as schedules permit. Teaching faculty and administrators who hold an academic appointment must constitute at least a majority of the Athletics Board, and at least a majority of its executive committee.
- b. Membership:
  - 1) TF 10; one appointed by the university president who will serve as chair of the board; faculty athletics representative to the NCAA; elected representatives from the faculty senate, one per college, elected by the senators of that college; department chair of health, physical education and sport science
  - 2) AD 4; director of athletics; vice president for student success and enrollment services; vice president for business and finance; administrators senate representative elected by administrators
  - 3) SF 1; staff representative elected by and from staff
  - 4) SD 2; two appointed by the Student Government Senate. One must be female and one male. One must also be an athlete

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### 7. Institutional Review Board for Research with Human Participants — assigned to the Faculty Senate and advisory to the Provost

- a. Purpose:

This committee is charged with the prior review and approval of all research involving human participants that is conducted under the auspices of Kennesaw State University. The committee will be responsible for ensuring that all research involving human participants complies with the Department of Health and Human Services regulations for the protection of human participants. A complete description of the policies and procedures of the committee is found in the *Kennesaw State University Assurance of Compliance with the Department of Health and Human Services Regulations for Protection of Human Research Participants* (on file in the office of academic affairs and the library).
- b. Membership:
  - 1) The dean of graduate college.
  - 2) TF 10; appointed by college deans, in consultation with the dean of graduate college, for staggered three-year terms. Faculty shall have diverse backgrounds as required to promote complete and adequate review of research activities covered by this assurance. Faculty shall have the professional competence necessary to review the specific research activities that will be assigned to it. At least one faculty member appointed will have scientific research experience.
  - 3) SF 0
  - 4) SD 0
  - 5) Community 2; volunteer appointments to be recommended by the university president, provost and vice president for academic affairs, dean of graduate college, or college deans for staggered three-year terms. Neither this person nor the members of his/her immediate family should be affiliated with Kennesaw State University.

Each member of the IRB (except for the dean of graduate college, which is a permanent appointment to the IRB) shall serve for a term of three years, with terms running August July 31 and staggered in their ending years. Should an IRB member resign prior to the end of his/her term, a replacement shall be appointed for the balance of the term. The chairperson of the IRB is appointed by the dean of graduate college and serves a two-year term as chairperson.

### **8. Library Committee — assigned to the University Council and advisory to the Chief Librarian**

- a. Purpose:

This committee will serve as an advisory group to the library and liaison with each department and group represented regarding library needs and issues. It will make recommendations regarding departmental allocations and acquisitions within the library budget and advise the library in the development and refinement of library policies. The results of this committee's work will be reported to the library director, chief information officer, provost and vice president for academic affairs, and president.
- b. Membership:
  - 1) TF 13; one graduate and one undergraduate faculty representative elected from each college and university college
  - 2) AD 2; one librarian appointed by the library director, one representative appointed by the vice president for business and administration from the business and administration area
  - 3) SF 1; one library staff representative elected by the library staff members.
  - 4) SD 2; one undergraduate student appointed by the president of Student Government Senate; one graduate student appointed by the president of Student Government Senate in consultation with the deans of the colleges with graduate programs.

### **9. Environmental Concerns Committee — assigned to the University Council and advisory to the Vice President of Business and Administration**

- a. Purpose:

This committee will serve as an advisory group to the university administration on campus environmental concerns, including matters of environmental education, land use, natural areas, recycling, resource and energy conservation. Its recommendations will be directed to the president and the vice president for business and finance for their action, and to the University Council for its use in monitoring the activities of this committee.
- b. Membership
  - 1) TF 7; one from each college, one from university college
  - 2) AD 1; elected at-large
  - 3) SF 5; one from each major administrative division
  - 4) SD 6; four appointed by the president of the Student Government Senate and two elected from the Environmental Alliance
  - 5) Ex Officio Member; the KSU director environmental health and safety, voting

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### 10. Teacher Education Council — assigned to the Faculty Senate and advisory to the Dean of Bagwell College of Education

a. Purpose:

The Teacher Education Council (TEC) is the equivalent of a college curriculum committee for all professional teacher education degrees and endorsement programs at KSU. The TEC is a standing university-wide governance committee, established to represent the entire Professional Teacher Education Unit (PTEU) in curricular and policy matters affecting these programs. Recommendations are forwarded to the UPCC or GPCC as appropriate. The PTEU includes any faculty member at KSU who identifies with or wants to contribute to teacher preparation and formally joins one or more of the professional teacher education program groups (elementary, middle grades, secondary, P-12, etc.)

b. Membership:

Membership on the TEC is representative of all degree programs, several significant academic support functions, students at the basic and advanced levels, and the world of practice:

|    |                                      |    |  |
|----|--------------------------------------|----|--|
| 1) | Degree Program                       | 14 | elected from those with a primary affiliation in Representatives PTEU graduate and undergraduate degree programs by program faculty  |
| 2) | Academic Support Representatives and | 6; | representatives from Center for Field Experiences Partnerships, Impey Teacher Education Advisement Center, and Educational Technology Center. Bagwell College of Education Dean's appointees to represent multicultural perspectives, technology, and teacher education assessment |
| 3) | Student Representatives              | 6; | selected by the program faculty<br>four undergraduate and two graduate students  |
| 4) | Alumni/Practicing Professionals      | 5; | selected by program faculty<br>elementary teacher, middle grades teacher, secondary teacher, P-12 teacher, P-12 administrator  |
| 5) | Ex-Officio (nonvoting)               |    | PTEU deans<br>PTEU department chairs   |

**11. Information Technology Advisory Committee — assigned to the University Council and advisory to the Vice President of Technology, Human Resources, and Chief Information Officer**

a. Purpose:

The purpose of the ITAC Committee is to advise the chief information officer on planning and policy issues concerning use of information technology, increase/facilitate communication between the CIO and IT users, and provide support for the teaching mission at KSU through appropriate use of technology to improve learning.

All members of the faculty, staff, students, and administration of KSU who have an interest in information technology are invited to join one of the subcommittees. Three subcommittees will meet four times a year, twice during fall semester and twice during spring semester:

- Academic subcommittee
- Administrative subcommittee
- Student subcommittee

b. Membership of the Executive Committee

- |    |            |    |  |
|----|------------|----|--|
| 1) | TF         | 8; | one representative from each college, with IT background/interest; university college; CETL Fellow   |
| 2) | AD/SF      | 5; | one administrator or staff member elected from each of the following units: business and finance, student success, advancement and development, academic affairs, continuing education |
| 3) | SD         | 4; | four students elected by the Student Government Senate   |
| 5) | Ex Officio |    | CIO; any other members of Information Technology Services (nonvoting)  |

The executive committee of ITAC will meet monthly from August through May with the exception of December.

**12. Public Safety Advisory Committee — assigned to the University Council and advisory to the Vice President of Business and Administration**

a. Purpose:

The purpose of the Public Safety Advisory Committee is to advise the Vice President of Business and Administration about all public safety issues on campus (including but not limited to: automobile and pedestrian traffic flow on and adjacent to Kennesaw State campus, the disposition and use of parking lots and parking decks, personal safety factors for students, staff, and faculty, and safety issues arising in the student housing complexes) and that it report its recommendations, minutes, and all proceedings to the campus at large, preferably electronically.

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The Public Safety Advisory Committee (PSAC) will also review an annual budget analysis prepared by the Business and Finance office concerning the utilization of all parking fees to assess appropriate cost.

b. Membership

- 1) TF 2; two faculty (at least one of whom is tenured) appointed by the chair of the faculty council
- 2) AD 3; director of public safety (or designated representative); one director appointed by vice president of student success and enrollment services; one chair appointed by chair's council
- 3) SF 2; two staff members appointed by the chair of staff council
- 4) SD 2; two students appointed by the Student Government Senate president
- 5) invited ex-officio administrators, staff, faculty, and/or students depending on the issues under consideration

### **13. President's Planning and Budget Advisory Committee — assigned to the University Council and advisory to the Vice President of Business and Administration**

a. Purpose:

The purpose of this committee is:

- 1) To establish and implement a set of principles and guidelines for collaborative budgeting and long-term planning;
- 2) To review the university budget and make recommendations to the president and the president's cabinet regarding funding priorities and budget allocations;
- 3) To make recommendations to the president and university council regarding the long-range planning of the institution including the master plan for facilities and also planning for academic programs;
- 4) To ensure that budgeting reflects the long-term goals of the university.  
The committee shall meet at least twice during both fall and spring semesters and as needed during summer semester. The chair of the committee shall be elected from among the teaching faculty members of the committee. Members should be elected for staggered 2-year terms (initially half of the members shall be elected for three year terms).

b. Membership

- 1) TF 9; one teaching faculty member from each college or university college; chair of faculty council (or representative); chair of faculty senate (or representative)
- 2) AD 3; one department chair elected by the chairs council; one dean elected by the dean's council; one administrative faculty director elected by the directors
- 3) SF 1; chair of the staff senate (or representative)

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- |    |            |    |   |
|----|------------|----|---|
| 4) | SD         | 1; | Student Government Senate president (or representative)   |
| 5) | Non-Voting | 5; | provost and vice president for academic affairs; vice Ex-Officio president for student success and enrollment services; vice president for business and administration; chief information officer; vice president for external affairs and university relations |

### **14. Grievance Oversight Committee — assigned to the Faculty Senate and advisory to the Provost**

a. Purpose:

The committee reviews petitions from faculty for a grievance hearing using the procedures outlined in the Faculty Conflict Resolution Policy. The committee shall, in collaboration with the Provost and VPAA and the Ombuds, also have the responsibility of evaluating the effectiveness of the Conflict Resolution Policy and recommending changes in the Policy to the Senate. The Policy should be evaluated on a yearly basis.

Members of this committee will receive training in policies and procedures at the beginning of each academic year. The Faculty Ombuds will coordinate the training.

b. Membership

- |    |    |    |   |
|----|----|----|---|
| 1) | TF | 6; | three principal<br>three alternates elected by the faculty council  |
| 2) | AD | 4; | two chairs; one principal and one alternate elected by the chairs council<br>two deans or assistant deans; one principal and one alternate elected by the deans council |

Members of the Grievance Oversight Committee serve 2-year, staggered terms. Elections will occur during spring semester of each year for terms that begin during fall semester of the following academic year. The Chair's Council will elect the Chairs and the Dean's Council will elect the Deans. The Faculty Council will elect teaching faculty from tenured faculty at large. The Faculty Council Chair will invite nominations from all faculty members in January of each year. The Faculty Council Chair will check that each nominee is qualified to serve and will contact each nominee to ensure his or her willingness to serve. In even years, the Faculty Council will vote for two representatives and one alternate from those nominated. In odd years, one representative and two alternates will be elected. Once the elections have been held, the Faculty Council Chair will send the name(s) of the faculty member representative(s) to the Chair of the Oversight Committee, the Ombuds, and the Faculty Senate Chair.

The Chair of the Grievance Oversight Committee must be a member of the Teaching Faculty and will be elected by a majority vote of the whole committee. Since the Chair of the Grievance Oversight Committee has an especially significant role in the application of these procedures, it is recommended that the individual receive a minimum of one course release per semester and one course equivalent of salary during summer semester. Funds should be allocated for salary and release time in the University Budget.

## Shared Governance & Committees

### Committee Procedures

1. Committees will elect a chair-elect and secretary from among their members annually.
2. Committees will meet as necessary to conduct the business of the committee at a time and place announced to the campus.
3. Committee chair-elect and secretaries will serve one-year terms.
4. Committee secretaries will send two copies of committee minutes to the Library for the archives and will post them on the KSU Web for general examination.
5. VOTING
  - a. To conduct the business of a committee a quorum must be present. A quorum is 1/2 of the total voting members.
  - b. Proxy voting will be allowed only by written statements from the absent committee member.
6. The most recently published procedures in this section automatically supersede any prior governance procedures.

### **15. Tenure and Promotion Oversight Committee — assigned to the Faculty Senate and advisory to the Provost**

- a. Purpose:

The committee will review the Tenure and Promotion Guidelines as they have been implemented in the current year cycle, and refer to the entire faculty senate any changes it recommends be made to the Faculty Handbook based on this review.

Members of this committee will receive training in policies and procedures at the beginning of each academic year. The Faculty Ombuds will coordinate the training.

- b. Membership
  - 1) TF 7; chairs of college review committee from the previous year

### **16. Human Resource Advisory Committee — assigned to the University Council and advisory to the Vice President of Information Technology and Human Resources and Chief Information Officer**

- a. Purpose:

The Human Resource Advisory Committee (HRAC) is a standing committee of the University and advises the vice president responsible for HR on strategic human resources issues. The committee does not make policy decisions.
- b. Membership

Advisory committee should be comprised of carefully selected and diversified individuals expected to impart honest feedback, new ideas, and experience knowledge.

The membership should be reflective of the constituencies of the University.

## Shared Governance & Committees

Members consist of 16 representatives to include:

- 1) Staff Senate 1; immediate past chair
- 2) TF 2; determined by faculty council
- 3) SF 6; one from each division as determined by staff senate (business and administration, student success, advancement, academic affairs, ITS/CIO, and president's reports)
- 4) Administrative Staff 6; one from each division as determined by vice presidents of business and administration, student success, advancement, academic affairs, and ITS/CIO, and president's reports
- 5) HR representative 1; determined by HR representative
- 6) Ex-Officio 1; vice president responsible for human resources and (non-voting) HR staff

Members shall serve staggered two year terms and may only serve two consecutive terms. The Advisory Committee shall elect among themselves a chair who will schedule and chair the meeting, prepare the agenda, and oversee the activities of the committee and communicate with the vice president responsible for HR. In addition, a secretary or other elected officers of the committee or both may be established.

### **17. Faculty Handbook Committee — assigned to the Faculty Senate advisory to the Provost**

- a. Purpose:  
The Faculty Handbook Committee will facilitate continuous scrutiny of the published policies and procedures that affect Kennesaw State University faculty, staff, and students.
- b. Membership
  - 1) TF 1; one representative elected by the faculty senate
  - 2) SF 1; one representative elected by the staff senate
  - 3) AD 1; one representative elected by the administrators senate
  - 4) SD 1; one representative elected by the student government senate

Members serve two year terms.

## Shared Governance & Committees

### III. General Faculty Meeting

The president and the provost and vice president for academic affairs are responsible for calling general faculty meetings when appropriate and as necessary.

#### Reconsideration of Senate Recommendation

1. Any individual or group of individuals from any constituency who objects to a recommendation of the senate may submit that objection, and the reasons for it, to the president in writing.
2. The president will call a meeting of the appropriate constituents for reconsideration if:
  - a. a petition signed by 20% of the faculty or more is submitted to the president's office,
  - or
  - b. a petition signed by 20% of the staff or more is submitted to the president's office, or
  - c. a petition signed by 5% of the student body is submitted to the president's office, and
  - d. said petition(s) is (are) received by the president's office within 14 days of the publication of the recommendations as noted in the Senate minutes.
3. A senate recommendation will be overridden by a 2/3 vote of the faculty present at the general faculty meeting.

### IV. University System Committees

Listed below are the academic and administrative committees of the University System. These committees assist the Advisory Council of the University System.

#### 1. University System Academic Committees

Arts and Sciences  
Biological Sciences  
Business Administration, Management, & Economics  
Chemistry  
Computer Science and Systems Analysis  
Criminal Justice  
Education  
Educator Preparation  
English  
Family & Consumer Science  
Fine and Applied Arts  
Foreign Languages  
Geological Sciences and Geography  
Health Professions  
History  
Learning Support  
Libraries  
Mathematical Subjects  
Philosophy  
Physical Education, Health Education & Recreation  
Physics and Astronomy  
Political Science

Psychology  
Sociology, Anthropology, and Social Work

### **2. University System Administrative Committees**

Academic Affairs  
Distance Education (RACDE)  
Fiscal Affairs  
General Education  
Graduate Work  
Information Technology (ACIT)  
Institutional Research & Planning  
Institutional Effectiveness (RACIE)  
Learning Disorders  
Records & Admissions  
Student Financial Aid (RACSFA)  
Student Affairs  
Student Accounts Receivable (RACAR)  
Student Life (RACSL)

### **3. Other Committees and Councils**

Minority Advising Program/Minority Recruitment Office (MAP/MRO)  
Regents Public Library Advisory Committee (RPLAC)  
System Council on International Education (SCIE)  
Student Advisory Council (SAC)

### **4. Atlanta Regional Consortium for Higher Education**

The Atlanta Regional Consortium for Higher Education is an association of public and private colleges and universities in the Atlanta-Athens area. The Consortium is involved in cooperative academic endeavors, such as interlibrary lending, cross-registration, and visiting scholar programs.

## **V. Departmental Bylaws and Department Faculty Council (DFC)**

### **A. Departmental Bylaws**

1. Each department shall, by February 15, 2008, have written bylaws which shall describe the roles, procedures, and membership of all college standing committees. The bylaws shall provide a procedure for the approval and amendment of such bylaws by a majority vote of the permanent, full-time faculty of the department taken by a secret ballot.
2. An up-to-date version of the bylaws shall be posted on the department website and linked to the department homepage, in a conspicuous way, by the end of the Spring Semester 2008.
3. The bylaws shall provide for a Department Faculty Council (or like body\*\*) to be operational by October 1, 2007, and constituted in a way consistent with the parameters outlined below. The bylaws shall provide a procedure for the approval and amendment of such bylaws by a majority vote of the permanent, fulltime faculty of the department taken by a secret ballot. The Department Faculty Council will operate as an *ad hoc* body until the bylaws have been developed and approved.

## Shared Governance & Committees

### B. The Department Faculty Council

#### 1. The Role and Purpose of the DFC

- The DFC is advisory to the Chair, who holds decision-making authority at the department level.
- The purpose of the DFC is to promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Chair with regard to the development of policy and to increase communication about the implementation of policy.

#### 2. Implementation and Membership of the DFC

- Each department that does not have a DFC shall establish an Implementation Committee to coordinate and oversee the establishment of its DFC. That same committee shall also initiate the establishment of written bylaws in cases where such bylaws do not already exist. Membership of the Implementation Committee shall be the department's Faculty Senator plus the chairs of the department's Curriculum Committee and its Tenure and Promotion Committee.
- The Implementation Committee should work with the Faculty Senate Executive Committee to address problems arising in its work that may require external assistance.
- A DFC shall consist of at least three members, all selected by vote of the department faculty.
- A majority of the DFC should be tenured or tenure-track faculty if possible.
- The exact method by which the department selects its representatives to the DFC shall be determined by vote of permanent full-time faculty of the department (*i.e.* instructors, lecturers, tenure-track, and tenured faculty). A department may recall any DFC member by a 2/3 vote.
- The Chair is an *ex officio*, non-voting member of the DFC. Chairs will respect their DFC's desire, on occasion, to meet without the Chair present.
- Department Chairs are not eligible to vote for or to serve as representatives to the DFC.

#### 3. Alternatives to the DFC

The body performing the functions here outlined for the DFC may be constituted differently if the faculty so desire, but any such alternative body must:

- Be composed of a majority of voting members who are elected by the permanent full-time faculty of the departments they represent.
- Be chaired by a tenured, elected faculty member who is selected by vote of the elected members of the body.
- Clearly acknowledge in its bylaws the prerogative of the elected members, when those members wish, to meet without the Chair.
- Be clearly identified in the department's bylaws as performing the functions of the DFC.
- Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the department by secret ballot as their preferred alternative to a DFC as outlined elsewhere in this document.

**Similarly departments may substitute a Committee of the Whole for a DFC, but such a Committee of the Whole must:**

- Be composed of a two-thirds majority of fulltime permanent faculty members.
- Be chaired by a tenured, elected faculty member who is selected by vote of the body.
- Clearly acknowledge in its bylaws the prerogative of the Committee of the Whole and its sub-committees to meet without the Chair.

## Shared Governance & Committees

- Be clearly identified in the department's bylaws as performing the purpose of the DFC.
- Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the department by secret ballot as their preferred alternative to a DFC as outlined elsewhere in this document.

### 4. DFC Leadership

- The chair must be elected by the elected members of the DFC from among their number.

### 5. Operation

- Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the Chair, the DFC shall have the right to prompt access to department information relating to the planning and implementation of departmental policies.
- Once the DFC is established in a particular department, the DFC should work with the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.

### 6. Frequency of Meeting and Summer DFCs

- The DFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting shall be called by the chair of the DFC. The Chair or any other member of the DFC can request a meeting by contacting the chair of the DFC.
- Each DFC shall take necessary measures to assure continuing functioning of the DFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name, or elect, proxies from among the faculty of their department, and electing an acting DFC chair. Determining the best mix of such necessary measures shall be the decision of the DFC itself, based on immediate circumstances and without outside intervention. Such a "Summer DFC" shall be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the department during the summer months, and consulted accordingly.

## VI. College Bylaws and College Faculty Councils (CFC)

### A. College Bylaws

1. Each college shall, by February 15, 2008, have written bylaws which shall describe the roles, procedures, and membership of all college standing committees. The bylaws shall provide a procedure for the approval and amendment of such bylaws by a majority vote of the permanent, full-time faculty of the college taken by a secret ballot.
2. An up-to-date version of the bylaws shall be posted on the college website and linked to the college homepage in a conspicuous way, by the end of the Spring Semester 2008.
3. The bylaws shall provide for a College Faculty Council to be operational by October 1, 2007, and constituted in a way consistent with the parameters outlined below. The College Faculty Council will operate as an *ad hoc* body until the bylaws have been developed and approved.

## Shared Governance & Committees

### B. The College Faculty Council

#### 1. The Role and Purpose of the CFC

- a. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
- b. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the Dean. Additional areas may be determined in each college on a yearly basis through discussion between the Dean and the CFC.
  - Strategic planning
  - Annual budgeting
  - Hiring
  - Space and resource allocation
  - Reassign-time
  - Salaries and raises
  - Appointment and reports of *ad hoc* committees

### C. Implementation and Membership of the CFC

Each college shall establish an Implementation Committee to coordinate and oversee the establishment of its CFC. That same committee shall also initiate the establishment of written bylaws in cases where such bylaws do not already exist. Membership of the Implementation Committee shall be the members of the college's delegation to the Faculty Senate plus the chairs of the college's Curriculum Committee and its Tenure and Promotion Committee.

The Implementation Committee should work with the Faculty Senate Executive Committee to address problems arising in its work that may require external assistance.

#### 1. A CFC shall consist of at least four members.

- a. Each department in each college shall have at least one representative on its CFC elected by the permanent, full-time faculty of that department. The college bylaws may specify additional members (for example: at large members or additional members for large departments).
- b. CFC members must be tenured members of the department they represent, if the department has tenured members who are willing to serve. If not they should be tenure-track members.
- c. Representatives shall serve three-year terms (after the first cohort, which will be elected to staggered terms). A department may recall any representative by a 2/3 vote.
- d. The method by which the department will select its representative(s) to the CFC shall be determined by vote of permanent full-time faculty of the department (*i.e.*, instructors, lecturers, tenure-track, and tenured faculty).
- e. Deans shall be *ex officio*, non-voting members of their CFC. Deans will respect their council's desire, on occasion, to meet without the Dean, or members of the Dean's staff.
- f. Department chairs are not eligible to vote for or to serve as representatives to the CFC.

#### 2. Alternatives to the CFC

- a. The body performing the functions here outlined for the CFC may be constituted differently if the faculty so desire, but any such alternative body must:
- b. Be composed of a majority of the faculty who are elected by the permanent full-time faculty of the departments they represent.
- c. Be chaired by a tenured, elected faculty member who is selected by vote of the elected members of the body.

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- d. Clearly acknowledge in its bylaws the prerogative of the elected members, when those members wish, to meet without the Dean, Deans' staff, or appointed members.
- e. Be clearly identified in the college's bylaws as performing the functions of the CFC.
- f. Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the college by secret ballot as their preferred alternative to a CFC as outlined elsewhere in this document.

### 3. CFC Leadership

The chair of the CFC must be an elected department representative who has served on the council the previous year (this year-of-service requirement does not apply to the first cohort).

### 4. Operation

- a. Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the Dean, the CFC shall have the right to reasonable access to college information, consistent with privacy rights, in the areas identified in item II.A above.
- b. Once the CFC is established in a particular college, the CFC should work with the Provost and/or the Ombuds to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.
- c. All CFCs shall open their meetings to the public except as required by law or written KSU policy, publish agenda and meeting times in advance, and publish minutes or a meeting summary that, at a minimum, records attendance and all actions, decisions, or recommendations of the CFC within one week of the end of the relevant meeting.

### D. Frequency of Meeting and Summer CFCs

- a. The CFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting shall be called by the chair of CFC. The Dean or any other member of the CFC can request a meeting by contacting the chair of the CFC.
- b. Each CFC shall take necessary measures to assure continuing functioning of the CFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name proxies from among the tenured faculty of their department, and the election of an acting CFC chair. Determining the best mix of such necessary measures shall be the decision of the CFC itself, based on immediate circumstances and without outside intervention. Such a "Summer CFC" shall be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the college during the summer months, and consulted accordingly.

## VII. Undergraduate and Graduate Curriculum Review and Approval Process

Curriculum is the collective responsibility of the faculty. The curriculum development and review process will be guided by the policies and goals of the university, colleges, and departments. Proposed changes and reactions to those proposals should be communicated to all interested parties and multiple viewpoints should be considered.

Faculty initiate proposals by completing and submitting the appropriate course/program proposal forms. These forms are available online at <http://www.kennesaw.edu/academicaffair/upcc> (for all undergraduate proposals forms) and <http://www.kennesaw.edu/gpcc> (for all graduate proposal forms).

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There are four categories of proposals, each with a different set of reviewing levels. (In the description below, PTEU is an acronym for Professional Teacher Education Unit, UPCC denotes the university-wide Undergraduate Policies and Curriculum Committee, and GPCC denotes the university-wide Graduate Policies and Curriculum Committee.)

**Category 1.** Proposals for Directed Study courses and Special Topics courses funded exclusively by department budgets require approval only by the associated department curriculum committee and department chair. Special Topics course approvals should be sent as information to the college dean.

**Category 2.** Proposals for Special Topics courses involving funding outside department budgets require approval by the:

- 1) department curriculum committee
- 2) department chair
- 3) college curriculum committee
- 4) college dean
- 5) UPCC or GPCC.

**Category 3.** Proposals relating to (a) teacher education program requirements (e.g., curriculum, admissions, certification), (b) general education and teaching field courses designed exclusively for teacher education programs, or (c) professional education courses require approval by the:

- 1) department curriculum committee in conjunction with the PTEU Program area (e.g., early childhood, middle grades, secondary, and all grades, P-12)
- 2) department chair responsible for course delivery
- 3) Teacher Education Council
- 4) dean of the Bagwell College of Education
- 5) UPCC or GPCC
- 6) dean of graduate college in the case of graduate courses or programs
- 7) provost and vice president for academic affairs and president.

**Category 4.** All other proposals (that is, proposals not in Categories 1, 2, or 3) require approval by the:

- 1) department curriculum committee (in conjunction with General Education Council if the proposal is related to a core course)
- 2) department chair
- 3) college curriculum committee
- 4) college dean
- 5) UPCC or GPCC
- 6) dean of graduate college in the case of graduate courses or programs
- 7) provost and vice president for academic affairs and president.

Rejection of a proposal at any of its designated levels of review precludes adoption of the proposal in its present form and must be accompanied by a written explanation of the rationale behind the rejection. This explanation is to be distributed by the rejecting level of review to all earlier levels of review and to the initiator of the proposal.

The UPCC or GPCC will receive course and program proposals from colleges and departments and insure their compliance with university policies and goals. These committees will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. Initiators of proposals under review will be invited to discuss those proposals at scheduled meetings. Committee

## Shared Governance & Committees

recommendations will be directed to the provost and vice president for academic affairs and president for their action and to the Executive Committee of the Senate for its use in monitoring the activities of these committees. The UPCC and GPCC will also make policy recommendations regarding the curriculum development and review process to the Senate. The General Education Council will assign one of its own members to serve concurrently as a voting member of the UPCC.

Each college curriculum committee will include representatives from all the departments in the college. It will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. Initiators of proposals under review will be invited to discuss those proposals at scheduled meetings. Input will be solicited from departments within the college that may be affected by substantive proposals under review. Each college curriculum committee chair should attend (or send a designee to attend) meetings of the UPCC and/or GPCC as applicable to relay input from departments within the college that may be affected by substantive proposals under review from other colleges. (Note: For Category 3 proposals, the Teacher Education Council plays the role of college curriculum committee in the Bagwell College of Education).

Each department curriculum committee will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. It will discuss substantive proposals with the department before passing those proposals on to the chair. It will share with the department the written explanation of the rejection provided by any level of review. Each department curriculum committee will maintain in writing policies and procedures guiding the development of directed studies and special topics courses within the department and will forward a copy of these policies and procedures to the UPCC and/or GPCC as applicable.

