

COLLEGE OF THE ARTS (COTA)  
BYLAWS Revised: February 12, 2021  
Kennesaw State University

*Transformational student engagement with professional practices in the Arts*

**Key College of the Arts Values**

**We are about:**

- Visionary Ideas
- Craftsmanship and Technique
- Critical Thinking and Research
- Point of View/Self-Authorship

**Our students experience:**

- Inspiring Faculty and Staff
- Acclaimed Guest Artists
- Professional Performances and Exhibitions
- Experiential and Applied Learning
- Transformative Growth

**We are connected by our:**

- Partnerships
- Collaborations
- Outreach
- Arts Events
- Presenting Season

**We value:**

- Diversity & Inclusion
- Innovation
- Mentoring
- Rigor and Excellence
- Engagement
- Community

## **ARTICLE I – ADMINISTRATION**

### **Section 1. Administration**

#### **A. Dean**

- I. The Provost and Vice President for Academic Affairs, using feedback from the administrators, faculty, and staff of the college, shall appoint the Dean.
- II. The Dean is the chief academic and administrative officer of the college and shall provide academic and administrative leadership for the college as specified by the Board of Regents and delegated by the Provost and Vice President for Academic Affairs. The Dean serves at the pleasure of the Provost.

#### **B. Associate Deans**

- I. The Dean shall appoint the Associate Deans using the processes identified in the Search Procedures section.
- II. The Associate Deans shall carry out such duties as assigned by the Dean.

#### **C. Chairs and Directors**

- I. The Dean, using feedback from the administrators, faculty, and staff of the College, shall appoint departmental chairs and school directors. Both departments and schools will subsequently be referred to as units.
- II. The Unit Leader is the chief academic and administrative officer of that academic group and shall provide academic and administrative leadership for the unit as specified by the Board of Regents and delegated by the Dean. Unit Leaders serve at the pleasure of the Dean.
- III. With approval of the Dean and Provost, COTA Chairs and Directors may appoint a faculty Artistic Director or Assistant Chair/Director for their academic unit.

#### **D. Interim Positions**

- I. Per the Office of the Provost and Vice President for Academic Affairs, “For all interim positions at the rank of Department Chair/School Director or above, the Dean, in consultation with the Provost, or the Provost, as appropriate, will examine the department/college/university faculty for a qualified or interested candidate. If a qualified or interested faculty member is not found internally, the Dean or Provost, as appropriate, may elect to conduct a national search.”

- II. The Deans' office will notify the COTA full-time faculty when interim positions at the rank of Unit Leader or above are available.

## **Section 2. Review and Search Procedures**

### **A. Review**

- I. The Dean's review is part of the University's Administrative Review Process, and as such, Academic Affairs shall determine the process and timeline.
- II. The Dean shall review the Associate Deans annually with input from COTA Unit Leaders, faculty, and staff, as appropriate, or by any process developed by Academic Affairs.

### **B. Search Procedures**

#### **I. Dean**

- a. When the Dean position becomes available, the search committee is customarily appointed and convened by the Provost and Vice President for Academic Affairs.
- b. The search committee should be no less than five (preferably an odd number, not counting the committee chair), and include representation from each academic unit in COTA, at least one professional staff person from COTA, and may include any other representation from campus constituencies as identified by the Provost and Vice President for Academic Affairs.
- c. Committees are encouraged, but not *required*, to include a student representative.
- d. Unless otherwise instructed by the Provost and Vice President for Academic Affairs, the search committee will be charged with conducting a national search.

#### **I. Associate Deans**

- a. When an Associate Dean position becomes available, the Dean will seek the advice of the Unit Leaders in constituting a search committee consisting of at least four members, not including the chair of the committee.
- b. The composition of the search committee shall ideally consist of: at least one representative from among the Unit Leaders, at least one representative from among the staff, and faculty from all the tenure track/tenured faculty ranks.

- c. Committees are encouraged, but not required, to include a student representative.
- d. Either an Associate Dean or a Unit Leader of a school shall chair the committee.
- e. The search committee will be charged with conducting an internal or national search.
- f. The search committee will screen all candidates and select a short list of semi-finalists. The Dean will screen the committee's list before invitations for interviews are sent and return the list to the committee.
- g. The search committee will seek input from the faculty and staff regarding the candidates and include this information in its report and recommendations.
- h. The search committee will send recommendations or summaries to the Dean for final selection. Typically, this list will have at least two candidates. The Dean may request that the search committee identify additional candidates from which a final candidate may be chosen.

### **Section 3. Budget Transparency**

#### **A. Dean**

- I. The Dean shall provide the current COTA budget to all full-time faculty and staff before the end of the first week of classes in the fall semester.

#### **B. Unit Leaders**

- I. The Unit Leaders will share a copy their unit's proposed budget with all of its full-time faculty and staff prior to a faculty meeting in which its' planned uses are discussed.
- II. Within 30 calendar days of the Dean's budget release, the Unit Leaders will distribute a copy of the final detailed budget to their respective unit's faculty and staff, as well as the COTA Dean.

## **ARTICLE II -STANDING COMMITTEES AND COUNCILS**

### **Section 1. Governance**

The following governance bodies are formed to foster greater communication, shared discussion and transparency on matters that warrant collaboration across COTA units and constituencies.

#### **A. Staff Council**

The purposes of the Staff Council are to exchange information of best practices, gather information relevant to respective jobs, network and establish good working relationships, and

make recommendations to the Dean for staff development needs and opportunities. The council is one of the governing bodies that comprise the system of shared governance in the college. The council will operate according to its bylaws.

- I. Membership Open to all staff in the college.
- II. Meetings: The council shall hold monthly meetings during the fall and spring semesters.
- III. Speakers on various job-related topics shall be periodically invited to address the group.
- IV. The Dean will meet with the Staff Council at least once a semester.

#### B. College Faculty Council (CFC)

The purposes of the CFC are to promote collegiality and effective shared governance of the college by increasing 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 including, but not limited to, strategic planning, annual budgeting, hiring, space and resource allocation, reassignment time, salaries and raises, fundraising, and appointment and reports of ad hoc committees. The CFC is advisory to the Dean, who holds decision-making authority at the college level. The CFC is responsible for facilitating faculty elections for university committees. Elections will be held in the fall semester to allow for inclusion of committee membership in the FPA. The CFC leadership will meet regularly with the Dean. In addition, the Dean will attend selected CFC meetings. The committee will operate according to its bylaws.

##### I. Membership

- a. Each unit in COTA will have one or two representatives to the CFC. They are elected by the regular full-time faculty (tenure track, tenured, lecturer, and senior lecturer) of that unit. A unit with six or fewer full-time tenured or tenure track faculty members may opt to elect one representative and an alternate.
- b. Unit Leaders are not eligible to vote for or serve as representatives to the CFC.
- c. The Dean is an ex officio nonvoting member of the CFC.

#### C. COTA Dean's Cabinet

##### I. Membership

The cabinet comprises the Dean, Associate Deans, and the Chairs and Directors of the four COTA units.

## D. COTA Leadership Team

### I. Membership

This committee comprises the Dean's Cabinet, Assistant or Associate Chairs of COTA units, Artistic Directors, CFC Chair, Staff Council Chair, Student Council Chair, Budget Manager, Marketing Director, Patron Services Manager, Development Director, Executive Assistant to the Dean, Academic Advising Manager, COTA Human Resources Partner and COTA Diversity Liaison.

## E. COTA Student Council:

### I. Membership

- a. This committee comprises two student representatives from all four COTA academic units.

## **Section 2. Other Councils and Committees**

### A. College of the Arts Curriculum Committee

The COTACC evaluates proposed changes to the curricula, to ensure they meet COTA and university strategic plans and conform to university policies. Units and programs are responsible for initiating curricular change, including the addition, modification, or removal of courses; or the establishment, modification, or discontinuation of programs. Committee members rely on the expertise of units and programs when reviewing proposals and considering the broader curricular concerns of the college. On occasion, the Committee revises its procedures so as to improve the review process while adhering to university policy.

The COTACC will conduct a review of annual program assessment reports for all COTA units to verify improvement based upon curricular adjustments and, when appropriate, suggest possible curricular changes. In this aspect, the committee is advisory only. The committee will operate according to its bylaws.

#### I. Membership

- a. The committee comprises the chairs of the COTA units' curriculum committees.
- b. The Dean may appoint a nonvoting ex officio member of the committee.

### B. College Promotion and Tenure Committee

Duties of the committee are identified in the University Faculty Handbook, Review and Evaluation of Faculty Performance. They include review of portfolios for tenure, promotion, and post-tenure review, as needed. The Committee will operate according to its bylaws.

I. Membership

- a. Each Unit in the College of the Arts shall elect two tenured associate or full professors. A unit with six or fewer full-time tenured or tenure track faculty members may opt to elect one representative and an alternate.
- b. If a Unit does not have adequate tenured faculty members eligible to serve, a COTA tenured associate or full professor from outside the unit will be appointed by the Unit Leader or Dean.
- c. The Dean may appoint a nonvoting ex officio member of the Committee.

C. College Awards Committee of the College of the Arts

This committee will solicit applications or nominations, evaluate responses, and select recipients for internal and college-wide faculty honors and awards. The committee will operate according to its bylaws.

I. Membership

The committee shall be composed of one member from each of the COTA units.

D. Diversity, Equity and Inclusion Committee

I. Membership

The Committee shall be composed of:

- a. One faculty representative from each academic unit chosen by the Department Faculty Council.
- b. One staff representative from each academic unit chosen by the Department Staff Council.
- c. One student representative from each academic unit chosen by the Department Student Council, one representative from the COTA Dean's office.
- d. The Committee shall be chaired by the COTA Diversity Liaison who will also serve as the faculty representative from their home academic unit.

#### E. College of the Arts Scholarship Committee

The purpose of the COTA Scholarship Committee is to coordinate and review applications for college-level student scholarships and to select scholarship recipients in accordance with various scholarship specifications.

##### I. Membership

- a. The committee comprises the chairs of COTA units' scholarship committees.
- b. The Dean may appoint ex officio members of the committee.
- c. Ex officio members are nonvoting except in the instance of a tie vote.

#### F. College of the Arts Production Committee

The purpose of the COTA Production Committee is to coordinate scheduling, special events, and other technical elements of production across COTA's four academic units.

##### I. Membership

- a. The committee comprises representatives from patron services staff, marketing staff, museum staff, and production staff from all academic units within the College of the Arts.
- b. The Dean may appoint nonvoting, ex officio members of the committee.

##### II. Sub-committees

- a. The COTA production committee may designate sub-committees composed of appropriate subgroups within its members.

#### G. COTA Safety Committee

- I. The COTA Safety Committee is aligned with the KSU Safety Committee whose mission is to:
  - a. Help identify hazards and risks and possible control measures in operations and participate in the implementation of identified control measures.
  - b. Participate and provide input in safety inspections, job hazard analysis, incident investigation, procedure development and safety training development.
  - c. Listen and evaluate employees' safety suggestions and/or concerns and serve as a good example for safety.

## II. Membership

- a. The committee comprises staff representatives from all COTA units.
- b. The Dean may appoint nonvoting, ex officio members of the committee.
- c. The COTA Safety committee chairperson serves as COTA's representative to the KSU Safety Committee.

## H. Research Advisory Committee of the College of the Arts

This committee advises, supports, and advocates for faculty, graduate, and undergraduate research within all units of the college, including providing support for professional conference presentations, publications, and grants.

### I. Membership

- a. The RAC shall be composed of a maximum of two members elected from each unit in the COTA, and a minimum of five members.
- b. In the event that the membership might overextend members of a unit, it is possible that the unit may not have a representative. Regardless of representation, the committee must represent the interests of all the COTA Units, and include members from three of the four units in COTA.
- c. Faculty eligible for this committee must have presented at scholarly venues or published research.
- d. The Dean may appoint a nonvoting ex officio member of the committee.

## I. Council on Undergraduate Research

- I. Mission - The mission of the COTA, Council on Undergraduate Research is three-fold:
  - a. To support the nature and value of undergraduate research in the College of the Arts.
  - b. To promote the integration of undergraduate research throughout the curriculum of every COTA unit.
  - c. To facilitate a university-wide dissemination of undergraduate research from each COTA unit.

## II. Membership

- a. Each COTA unit shall elect a representative by tenure-track/tenured faculty by anonymous vote or by a voting method of the unit's choice.

### **Section 3. Ad Hoc Committees and Task Forces**

The Dean shall appoint ad hoc committees and task forces for a specific term and purpose. Typically, these committees shall have representatives from each unit involved in the specific concern. They shall meet as needed to address their specific concerns, draw up reports, and submit them to the appropriate Dean or University official. Should any of the needs addressed by an ad hoc committee become permanent, the ad hoc committee will become a standing committee.

### **Section 4. Operation of Committees**

Unless otherwise specified, the following applies to the operation of all COTA committees:

- A. Each committee shall elect a chair and operate under a set of goals given them at time of appointment.
- B. Requirements for committee vote shall conform to Article IV.
- C. Each standing and ad hoc committee shall keep a record of its meetings and make the record available to full-time faculty and staff.

## **ARTICLE III -COLLEGE MEETINGS AND FACULTY RESPONSIBILITIES**

### A. College Meetings

- a. The college will meet at the beginning of the fall and possibly the spring semesters
- b. All full-time faculty and staff are expected to attend the opening of the college meeting, held in the first contractual week of the fall semester, prior to the start of classes.
- c. The college will also meet when important issues would benefit from participation of the entire college.

### B. Faculty Responsibilities

Faculty are expected to abide by all policies and procedures as outlined in the Faculty Handbook, including but not limited to commencement attendance and participation. Full-time faculty members are expected to attend and participate in at least one COTA Commencement ceremony during the regular Academic Year. Full-time faculty members who teach on campus in a face-to-face or hybrid environment in summer school are expected to attend and participate in the COTA summer commencement ceremony.

## **ARTICLE IV -VOTING**

Unless otherwise specified, the following applies to college-wide voting:

- A. All regular full-time faculty will be eligible to vote in all college-wide voting. Staff may be eligible to vote on some issues.
- B. A quorum is not required for college-wide votes.
- C. All college-wide voting shall be done by electronic means unless noted otherwise. At least five business days will be allowed for voting. The results of the vote will be reported to faculty and staff.

## **ARTICLE V - BYLAWS AND AMENDMENT TO THE BYLAWS**

All standing committees must submit bylaws in writing to the CFC. The CFC will review the bylaws and share them with the Dean and Dean's Cabinet. The CFC will provide feedback to the standing committee after which it will be reviewed and voted on by said committee.

Any standing committee with significant proposed amendments to their bylaws shall submit proposed amendments in writing to the CFC. The CFC will review the amendments and share them with the Dean and Dean's Cabinet. The CFC will provide feedback to the standing committee after which it will be reviewed and voted on by said committee.

Proposed significant amendments to the CFC bylaws shall be submitted in writing to the College Dean, via the CFC, Dean's Cabinet, or any functioning group in the college. The Dean will share and provide feedback to CFC and Dean's Cabinet, after which it will be reviewed and voted on by the CFC and Dean's Cabinet. If the amendment is applicable to the staff, the Staff Council will review and vote on it. The Dean and Provost are responsible for providing final approval.

## **ARTICLE VI - RELATIONSHIP TO OTHER GOVERNING RULES AND REGULATIONS**

- A. In accordance with shared governance and university policy, each unit in the college will have written bylaws that, among other things, provide a procedure for the approval and amendment of such bylaws by a majority vote of the regular full-time faculty of the unit that is taken by a secret ballot.
- B. Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs.

Kennesaw State University  
Academic Affairs

**Approval Form for College of the Arts Bylaws**

I confirm that the attached guidelines, dated **February 12, 2021** were approved by the faculty of the College of the Arts in accordance with department bylaws:

College Faculty Council Approval - I approve the attached guidelines:

**Keith Smith**  
Chair, College of the Arts CFC

DocuSigned by:  
*Keith Smith* February 16, 2021  
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\_\_\_\_\_  
Signature/ Date

College Dean Approval - I approve the attached guidelines:

**Dr. Ivan Pulinkala**  
Dean, College of the Arts

DocuSigned by:  
*Dr. Ivan Pulinkala* February 17, 2021  
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Signature/ Date

Provost Approval - I approve the attached guidelines:

**Dr. Kathy Schwaig**  
Provost and VP of Academic Affairs

DocuSigned by:  
*Dr. Kathy Schwaig* February 18, 2021  
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Signature/ Date

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