



**School of Art and Design  
Kennesaw State University  
BYLAWS**

**Mission Statement**

The mission of the Kennesaw State University School of Art and Design (SOAAD) is to be a leader in the education of art students and to promote the visual arts as an essential expression of the human condition. We cultivate artistic growth through the development of creativity, innovation and technical proficiency. Our programs uphold national standards in studio art, art history, art criticism, aesthetics, and art education. We are committed to promoting awareness of global aesthetics and involving students in appreciation of the arts as a legitimate and integral part of community life.

**ARTICLE I. ADMINISTRATION**

**A. SOAAD Director**

1. Qualifications and terms of appointment
  - a. The Director shall demonstrate experience and understanding of the various fields of visual art and shall hold the terminal degree in at least one of the fields of Visual Art.
  - b. Candidates for Director must be tenured professors or tenured associate professors.
  - c. The Director shall be appointed by the Dean of the College of the Arts (COTA) and serves at the pleasure of the Dean.
  - d. An external search for a Director is wholly dependent upon agreement by the Dean and the Provost.
  - e. If an external search is chosen, but funding is not available or the search is unsuccessful, the SOAAD voting membership (as defined in Article V-A) may, by a two-thirds majority vote, recommend the current Director to remain in the position for one year, or elect an interim Director.
  - f. A two-thirds majority of voting members will be required to recommend a Director. In the event that there is not a two-thirds majority, the top two candidates would be placed on a second ballot. In the event neither candidate receives a two-thirds majority, both names will be forwarded to the dean.
  - g. The Director holds a twelve-month administrative appointment and negotiates his/her workload with the Dean of the College of the Arts.
  - h. After serving, the Director may become a faculty member with a nine-month contract, unless offered a different administrative post.
2. The Director shall provide academic and administrative leadership for SOAAD and perform duties including, but not limited to: supervising the operation of SOAAD; administering SOAAD budgets; overseeing recruitment efforts; hiring part-time and temporary faculty; managing workload in accordance with University guidelines; evaluating faculty and staff; presiding over SOAAD meetings; representing SOAAD in College and University affairs; informing the faculty of decisions and events affecting SOAAD or the faculty's welfare; and performing such duties as assigned by the University or the Dean of the College of the Arts. Acting/interim Directors will assume all duties and responsibilities of the Director, except as modified by the Dean.

3. The Director shall be evaluated annually by means of the College of the Arts Assessment of Managerial Effectiveness of Department Chair and/or other university-approved evaluation instruments.
4. Faculty may comment and advise on leadership issues in the following ways:
  - a. Address issues directly with the Director.
  - b. Address issues through the SOAAD Faculty Council (DFC).
  - c. If issues remain unresolved, the faculty may seek the intervention of the Dean.

**B. Assistant or Associate Director**

1. An Assistant or Associate Director may be appointed by the Director in consultation with the Dean of the College of the Arts.
2. Such an appointment will follow the procedures in I-A-1 for the SOAAD Director.
3. An Assistant or Associate Director holds a twelve-month administrative appointment and negotiates his/her work load with the Dean of the College of the Arts in consultation with the Director.
4. Assistant or Associate Directors shall assist the Director in the execution of duties outlined in I-A-2.

**C. Coordinator Positions**

Coordinators may be appointed by the Director as appropriate and necessary from tenured or tenure-track faculty. This position may also be filled from a national search when financially feasible and approved by the dean.

1. Area Coordinators
  - a. For courses or curricular concentrations that are frequently taught by multiple faculty members the course coordinator shall determine and monitor general course policy and content in consultation with both the Director and the faculty who regularly teach in the specific area.
  - b. Area coordinators shall take the lead role in content and assessment and shall call meetings to discuss changes. Area coordinators shall attend General Education Council meetings and meet twice annually to review matters such as course overlap, interdisciplinary elements, experiential content, and topics and skills taught in order to stay abreast of new institutional initiatives.
  - c. Area coordinators may receive appropriate course reassignments as determined in consultation with the Director and approved by the Dean.
2. Program Coordinators
  - a. Program coordinators may be appointed for the art education degree programs.
  - b. These teacher education program coordinators will be responsible for placing students in schools for field experiences, student teaching, writing NCATE (National Council for Accreditation of Teacher Education) documents, PSC (Professional Standards Commission) and other required reports, and will act as official SOAAD representatives to the PTEU (Professional Teacher Education Unit).
  - c. Program coordinators may receive appropriate course reassignment as determined in consultation with the Director and approved by the dean.
3. Event Coordinators
  - a. Event coordinators shall organize and implement special events within SOAAD and will be responsible for administration and coordination of the assigned area.
  - b. Event coordinators shall identify appropriate guest artists and events for the specific event or events when needed and be responsible for determining schedules and coordinating with participating members (guest artists, faculty, and/or students) and the University. Events will be designed and implemented in consultation with the Director.
  - c. Event coordinators may receive appropriate course reassignment as determined in consultation with the Director and approved by the dean.

**ARTICLE II. COMMITTEES**

**A. Standing Committees**

The School of Art and Design maintains the following standing committees:

Tenure & Promotion	Portfolio
Scholarship	Recruitment
Curriculum	Visiting Artist

1. Standing committees shall generally be composed of an odd number of faculty with full-time appointments (usually three) and, in appropriate cases, full-time staff. Part-time faculty and part-time staff may in rare cases voluntarily serve on a committee with the approval of the faculty, Director and Dean.
  2. Standing committees shall meet at least once each semester, except summer.
  3. Committee members shall serve overlapping three-year terms with at least one member elected each year.
  4. Standing committee members shall be selected via elections conducted by the SOAAD Director during the fall, for service during the following academic year.
  5. Each committee member shall serve as committee chair during the second year of his or her three-year term.
  6. Promotion and Tenure Committee
    - a. The Promotion and Tenure Committee will follow written SOAAD and university guidelines regarding composition and operation.
    - b. Given the significance of the decisions rendered by this Committee and the relatively short duration of its service, all members shall assign top priority to Promotion and Tenure Committee meetings.
  7. Portfolio Committee
    - a. Because of the nature of the work done in this body, a larger number of members is required (5-7).
    - b. One or two members' three-year terms will expire each year. Annual elections will be held accordingly.
    - c. Given the significance of the decisions rendered by this Committee, all members shall assign top priority to Portfolio Committee meetings. Attendance at meetings and prompt execution of duties are crucial.
- B. Ad Hoc and Temporary Committees**
1. Membership in ad hoc or temporary committees shall be based on the criteria in II-A-1.
  2. The Director shall notify the SOAAD faculty and staff of the need for any ad hoc or temporary committees and allow for those interested in serving to volunteer. If there are no volunteers the committee shall be appointed by the Director.
  3. A committee chair will be elected by simple majority vote of its members.
- C. Operation of Committees**
1. Requirements for committee vote shall conform to SOAAD voting guidelines as stated in Article V.
  2. Each committee shall keep records of its meetings and make these records available to all full-time faculty and staff when requested, as well as at SOAAD faculty meetings.
  3. Committees should maintain an appropriate level of confidentiality in their deliberations.

**ARTICLE III. SCHOOL OF ART AND DESIGN DEPARTMENT FACULTY COUNCIL (DFC)**

**A. Function**

The name of this committee is the School of Art and Design Faculty Council (DFC).

**B. Roles and Responsibilities**

1. The purpose of the DFC is to promote shared governance and increased transparency/two-way communication between faculty and administration regarding the development and

implementation of policy. Implementation of policy includes, but is not limited to: strategic planning, annual budgeting, hiring, space and resource allocation, reassigned time, salaries and raises, and appointment and reports of *ad hoc* committees. The DFC is advisory to the Director, who holds decision-making authority at the department level.

2. The DFC shall have the right to prompt access of information relating to the above.
3. The DFC may work with the Dean and/or the Ombuds Office to address issues arising in its work that may require such assistance and may notify the Faculty Senate Executive Committee.
4. The DFC shall carry out its role and responsibilities by addressing issues and concerns brought by individuals or groups of department faculty members.

### **C. Membership**

1. The DFC shall have five members, each of whom must be a permanent, full-time faculty member of the School of Art and Design. Members will serve two-year terms. **All full-time faculty members in the School of Art and Design will serve on the DFC in a continuous rotation.**
  - 1.1. The faculty of the school will be divided into a randomized list of names.
  - 1.2. The randomized list of faculty names will be divided into five equal groups identified as Groups 1 through 5.
  - 1.3. Within each group, faculty will serve two-year terms in alphabetical order.
  - 1.4. New faculty names will be added as needed, beginning with any groups having a lesser number of members. When all groups have an equal number, new faculty names will be added sequentially, beginning with Group 1.
  - 1.5. The DFC, in collaboration with the Director, will re-affirm the correct membership of the committee at the beginning of each academic year.
  - 1.6. The groups will rotate two-year terms on a staggering basis (Group 1, 3, & 5 on odd years, Groups 2 & 4 on even years).
2. If a DFC representative is unable to attend a meeting, it is his/her responsibility to find another representative to attend in his/her place.
3. Irrespective of the current DFC membership, all full-time faculty members of the School are encouraged to attend and make contributions to any or all meetings of the DFC.
4. The Department Director is an *ex officio* non-voting member. The Director may be asked to attend a meeting but shall respect the DFC's desire to meet without the Director present. Any full-time faculty member of the Department may attend a meeting or make proposals to amend these Bylaws.
6. The membership, composition of groups and by-laws of the DFC should be annually reaffirmed during the first fall meeting by simple majority vote.

### **D. Chair**

1. The Chair of the DFC shall be a rotating position. The DFC shall be chaired by a tenured faculty member elected by simple majority vote.
2. Elections of the DFC chair are to be held in the fall semester during the first meeting and the elected chair will serve for a two-year term.
3. The DFC Chair shall announce dates of meetings at least one week prior and distribute an agenda to the faculty at least 48 hours in advance of a meeting.
4. It is the DFC Chair's responsibility to ensure that the meetings are conducted according to the by-laws.
5. The department faculty may remove the DFC Chair by simple majority vote.

### **E. Solicitation and Discussion of Agenda Items**

1. The council chair shall solicit input from faculty concerning agenda items at least two weeks before the called meeting.
  - 1.1. Agenda items from faculty must be submitted via email or hardcopy.
  - 1.2. Agenda items from faculty can be submitted to DFC members or to the council chair.
  - 1.3. Agenda items must be submitted at least five working days before the called meeting and posted in the published agenda.

- a. Agenda items submitted by faculty to DFC members must be relayed to the chair to be included in agenda.
  - b. Agenda items submitted by faculty shall be posted as agenda items without name(s) attached unless the faculty member submitting the agenda item wishes to be named. The faculty member must put such a wish in writing.
- 1.4 Agenda items from the Director will be communicated to the DFC chair five working days before the called meeting and included in the posted agenda.
2. All agenda items submitted by faculty will be addressed.
3. Agenda items submitted by faculty will be discussed without name(s) of submitting faculty member(s) mentioned unless the faculty member submitting the agenda item provides his/her written permission to use his/her name.
4. All actions taken during DFC meetings shall be communicated via meeting minutes or meeting summaries and sent by e-mail prior to the next meeting.

#### **F. Meetings**

1. The DFC should meet at least twice each semester during the regular academic year.
2. Voting is by simple majority vote of the five DFC members and any member may ask for a vote by secret ballot.
3. The DFC shall take necessary measures to assure continued 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 to 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 circumstance 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.
4. If appropriate and practical, the committee may conduct a meeting and vote electronically unless there is an objection by a simple majority of committee members.

### **ARTICLE IV. SCHOOL OF ART AND DESIGN MEETINGS**

#### **A. Timing and Frequency**

1. SOAAD meetings will be held when necessary as determined by the Director in consultation with the faculty.
2. Whenever possible meeting days shall be varied to best accommodate teaching schedules.
3. The Director shall announce dates of meetings at least one week prior. The Director shall ask the faculty for agenda items at least three working days in advance of the meeting.
4. The DFC may request additional meetings as deemed necessary.

#### **B. Attendance**

1. All full-time faculty and staff are required to attend SOAAD meetings.
2. Notification of absences must be given to the Director prior to the meeting, except in case of serious emergencies where prior communication is impossible.

#### **C. Procedures**

1. The Director presides over SOAAD meetings.
2. An agenda will be provided prior to each meeting.
3. Minutes of each SOAAD meeting will be taken by Administrative Associates and distributed to all faculty and staff.
4. If procedural issues arise during a meeting, the faculty may refer to Robert's Rules of Order for assistance.

### **ARTICLE V. VOTING**

Voting on matters of SOAAD policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, SOAAD representation, nominations for college and university positions, and revision of SOAAD by-laws shall be determined as follows:

**A. Eligibility**

Only full-time, permanent faculty are eligible to vote. Full-time staff may vote for positions for which they are eligible to be elected. A vote shall be considered passed when approved by a simple majority of those present (except where otherwise indicated).

**B. Passage of a Motion**

1. A quorum shall consist of two-thirds of those eligible to vote.
2. A simple majority of those present shall be required to pass a motion.
3. A two-thirds majority of the whole shall be required to pass an amendment to the SOAAD Bylaws.

**C. Voting Method**

1. Voting during meetings will be conducted by a show of hands with an option for a secret ballot. Secret ballots may be used for voting when requested by any member of the voting faculty.
2. If there is an excused absence, the excused faculty shall hand-deliver a paper ballot to the SOAAD main office within 7 calendar days of the date of the vote.
3. Voting for standing committees is conducted and tabulated by the assistant dean of the College of the Arts. Voting for other positions and issues may be tabulated if necessary at a meeting by a designated representative of the Department Faculty Council.
4. Voting by proxy is not allowed.
5. Voting may be done electronically if approved by a simple majority of voting members of a committee or the SOAAD.

**ARTICLE VI. POLICIES**

**A. Curricular Changes**

1. The Director or any other faculty member may propose curricular changes.
2. Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee and approved by the Director in accordance with university policies and procedures.

**B. Summer Teaching Assignments**

1. Through written solicitation, the Director shall determine which faculty members wish to teach during summer sessions.
2. The following ranked criteria shall be considered when making teaching assignments for summer sessions.
  - a. Course demand and faculty specialization.
  - b. Preference will be given to full-time, tenure-track faculty
  - c. Budget conditions
3. Faculty members not meeting the deadline for submitting requests for summer teaching forfeit the right to be considered for such courses.
4. Additional assignments may be made by the Director after each full-time faculty member indicating a desire to teach has received one section and if student demand exists for such classes.
5. Classes not meeting required enrollments by the final week of the first registration period shall be cancelled.

**C. College Policies**

Faculty questions regarding the operations of the College of the Arts should be addressed to the representatives of the College Faculty Council as faculty advocates and advisers to the Dean.

#### **ARTICLE VII. GUIDELINES FOR FACULTY SEARCHES**

##### **A. Search Committee Formation and Work**

1. Search Committees will be formed following the procedures in II-B.
2. Searches will follow all university-mandated procedures. The Director and Dean shall provide the committee with specific additional guidelines about conducting searches.
3. The committee will work with the Dean, Director, and appropriate university offices to create an effective advertisement and assemble candidate files (with the assistance of the Administrative Associates).
4. The committee is responsible for reviewing applications for completeness, making them accessible to committee members and to other faculty. The committee works with the Director to complete required documentation.
5. At the conclusion of the search the committee will forward a written recommendation to the Dean and Director outlining the strengths and weaknesses of the finalists.
6. The Dean has exclusive authority to extend offers of faculty employment.

##### **B. Potential Conflicts of Interest.**

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

#### **ARTICLE VIII. ANNUAL REVIEWS**

##### **A. Faculty Performance Agreement**

1. This document establishes performance expectations for the calendar year and provides a plan of work for the faculty member.
2. The guiding principles and content are determined by the *Faculty Handbook*, 5.17-18.
3. A template will be provided by the College of the Arts.
4. The agreement may be modified in consultation with the Director and faculty member

##### **B. Annual Performance Review**

1. This document guides administrative decisions on tenure and promotion, post-tenure review, and merit pay increases.
2. The guiding principles and content are determined by the *Faculty Handbook*.
3. A template will be provided by the College of the Arts.

##### **C. Grievance Process**

1. In accordance with the *Faculty Handbook*, 5.18, the faculty member may write a response to the review within ten days of its completion. This response becomes a permanent part of the review and may in turn receive a response from the evaluator.
2. In the event of a dispute between the faculty member and the Director or Dean regarding the faculty member's FPA, the faculty member may send a written request to the DFC Chair asking for a review of his or her ARD/FPA. The DFC shall then review all documents and vote to either support the decision of the Director and/or Dean or to question the decision and to inform the College Faculty Council (CFC) in writing of pertinent concerns. A referral vote shall require a two-thirds majority for approval. The College Faculty Council may forward the concerns to the Dean and/or Provost.

#### **ARTICLE IX. AMENDMENTS TO BY-LAWS**

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

**ARTICLE X. RELATIONSHIP TO OTHER GOVERNING RULES AND REGULATIONS**

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 Vice President of Academic affairs and/or of the College of the Arts.