

**Coles College of Business  
Kennesaw State University  
BYLAWS  
(approved Friday, 11 December 2020)**

**PREAMBLE**

The Coles College of Business at Kennesaw State University is a collaborative, collegial, and diverse group of scholars who value excellence in teaching and mentorship, who are active in campus leadership, and who are successful in research activities that may involve both undergraduate and graduate students.

**ARTICLE I. Purpose**

The purpose of these bylaws is to promote the orderly conduct of the business of the Coles College. Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty, Employee, and/or University Handbook and other materials provided by the Office of the Provost & Vice President for Academic Affairs or the Board of Regents of the University System of Georgia.

Each unit (department or school) within the Coles College similarly shall develop its bylaws to ensure the smooth and effective running of their unit.

**ARTICLE II. Administration**

A. Dean

- a. The Dean is the chief administrative officer of the College. The Dean has the responsibilities and authority specified by the Board of Regents and delegated by the Provost.

B. Associate/Assistant Dean

- a. The Dean may appoint Associate/Assistant Dean(s) as needed.
- b. The Associate/Assistant Dean(s) shall carry out such duties as assigned by the Dean.

**ARTICLE III. Committees**

In any college-level decision involving creation, consolidation, or dissolution of standing committees, the Dean before making a decision will consult with the College Faculty Council (CFC).

Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection

by a majority of the committee members. All committee members for the next year's committees will be selected via an election by May 15. The Chair for the next year's committee will also be selected by this date.

The bylaws apply, generally and as specified in this document, to the Coles Elections Officer and all standing college committees including, but not limited to, the following:

College Faculty Council (CFC), Executive Committee (EC), Strategic Planning Committee (SPC), Research and Development Committee (RDC), College Graduate Policies & Curriculum Committee (CGPCC), College Undergraduate Curriculum Committee (CUCC), Online BBA Committee, and Faculty Review Committee (FRC).

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

##### a. Role and Purpose

- i. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
- ii. 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 concerning the development of policy and to increase communication about the implementation of the policy. The following areas are examples of issues upon which the CFC may advise the Dean. Additional areas may be determined yearly through discussion between the Dean and the CFC.
  1. Strategic planning
  2. Annual budgeting
  3. Hiring
  4. Space and resource allocation
  5. Reassign-time
  6. Salaries and raises
  7. Appointment and reports of ad hoc committees
- iii. Recommendations of individual members of the CFC are to reflect what each believes to be in the best interests of the College as a whole.

##### b. Membership

- i. The CFC will consist of one tenured member from each Department Faculty Council (DFC) and two at-large tenured representatives elected by a majority secret ballot of the permanent, full-time Coles College faculty.
- ii. The method of selection of a DFC representative for service on the CFC will be left to the discretion of each Department Faculty Council.
- iii. A department may recall a representative by a 2/3 secret ballot vote.
- iv. The Dean shall be an ex officio non-voting member of the CFC.
- v. Only permanent, non-administrative faculty are eligible to serve on the CFC.
- vi. Departmental CFC representatives are permitted to authorize tenured-faculty proxies for any meeting. If necessary, non-tenured faculty proxies may be authorized. In the event of a representative's complete absence

(meaning without proxy coverage) from two CFC meetings in succession, his/her respective department will be notified and asked to select a replacement representative. The replacement will serve until the end of the academic year.

- vii. The at-large CFC representatives are permitted to authorize tenured-faculty proxies for any meeting. If an at-large CFC member misses two meetings without proxy coverage or an at-large member resigns, the CFC will replace that member using the following policy:
  1. Nominations for replacements are taken from the tenured Coles College faculty.
  2. CFC members elect a replacement from the submitted nominations.
  3. The CFC replacement will serve until the end of the academic year.

b. Leadership

- i. The CFC Chair is elected by the CFC.
- ii. The CFC Chair must have served on the CFC for one year during five preceding academic years.

c. Faculty Awards

- i. The CFC is responsible for developing the criteria, process, and eligibility, soliciting faculty applications and providing a recommendation to the Coles College Dean on the following Coles College Faculty Awards:
  1. Distinguished Professor Award
  2. Distinguished Undergraduate Teaching Award
  3. Distinguished Graduate Teaching Award
  4. Distinguished Scholarship Award
  5. Distinguished Service Award
  6. Faculty Engagement Award
  7. Innovation in Teaching Award
  8. Coles College Collaboration Award
  9. KSU Collaboration Award
  10. Coles College Career Achievement Award
  11. Tom Roper Outstanding Hughes Leadership & Career Program Advisor Award
  12. Gary Roberts Outstanding Advisor/Coach to Student Organizations Award

d. Operation

- i. At its discretion, the CFC may, as necessary, meet by open, properly notified conference call or other reasonable collaboration tools.
- ii. The CFC will hold an executive session at the end of each scheduled meeting.
- iii. The CFC chair will make available a summary of issues raised in the executive session.

B. The Executive Committee (EC)

a. Role and Purpose

- i. The Executive Committee will serve in an advisory capacity to the Dean in matters of planning and budget and assist in the day-to-day operations of the College.
  - b. Membership
    - i. The Executive Committee consists of the Dean (Chair), the Chairpersons of all departments in the College, the Associate Deans, program directors, and a member of the CFC. Additional members may be appointed by the Dean as appropriate.
  - c. Operation
    - i. The Executive Committee will meet monthly and as needed throughout the academic year.

#### C. Strategic Planning Committee (SPC)

- a. Role and Purpose
  - i. The SPC exists to advise and assist the Dean in the development and implementation of the Coles College Strategic Plan. The SPC will seek input from a variety of stakeholders including students, faculty, staff, advisory board members, the business community, and alumni. Newly created strategic plans will be presented to the faculty for approval.
- b. Membership:
  - i. The SPC consists of the following
    1. Dean
    2. Associate Deans
    3. Department Representatives are selected as follows: The permanent, full-time faculty of each department shall elect, by secret ballot, one representative to the SPC.
    4. A CFC representative, elected by the CFC.
    5. Advisory board members, alumni, students, and other faculty members with specific subject matter expertise. These individuals will be recommended by the dean and/or membership and approved by the SPC. The total number of members of this group shall not exceed four.
  - ii. Representatives shall serve three-year terms.
  - iii. The committee will elect a chair annually.
- c. Operation
  - i. The SPC will meet a minimum of two times during an academic year.

#### D. Research and Development Committee (RDC)

- a. Role and Purpose
  - i. The purpose of the RDC is to promote research and development in the college by increasing the transparency of allocation of funds and to have an advisory role to the dean on related matters. Specific responsibilities include evaluating (hereafter simply “evaluation”) R&D grant applications and the Research Foundation Competition.
- b. Membership

- i. The permanent, full-time faculty of each department shall elect two representatives to the RDC from among the department's tenured or tenure-track faculty. Also, the RDC may elect one current Faculty Development and Awards Committee (FDAC) representative from the college to serve as a non-voting advisor to the RDC for Distinguished Awards matters.
    - ii. Representatives shall serve two-year terms (after the first cohort, which will be elected to staggered terms).
  - c. Operation
    - i. The committee will meet on an ad hoc basis as necessary to accomplish its role and purpose.
    - ii. Final evaluations will be conducted at committee meetings, but members can vote without having to be present at the meeting. Non-responding members will be counted as abstaining. A 51% majority of non-abstaining members is required for committee evaluation decisions. The inability to reach a majority evaluation decision represents a rejection decision.

E. Coles College Graduate Policies & Curriculum Committee (Coles GPCC)

- a. Role and Purpose
  - i. The purpose of the CGPCC is to oversee the development and implementation of the graduate curriculum and to approve proposals for changes to the graduate curriculum before their presentation to the University GPCC.
- b. Membership
  - i. The permanent, full-time faculty of each department shall elect by secret ballot one representative on to the CGPCC by secret ballot.
  - ii. GPCC members must be tenured or tenure-track, graduate faculty, and members of their respective electing departments.
  - iii. Representatives shall serve two-year terms, after the first cohort, which will be elected to staggered terms.
  - iv. Coles graduate program directors shall be ex officio non-voting members of the CGPCC.
- c. Operation
  - i. The CGPCC shall organize itself in the spring before the end of the academic year, electing its chair and secretary from among those members representing academic departments.
  - ii. The date and place of the meeting shall be established at the organizational meeting.
  - iii. A quorum shall consist of 60 percent of academic department representatives.
  - iv. An agenda of items to be considered in any meeting shall be sent by the Chair to members of the committee not less than seven days before the call of the meeting.

F. Coles College Undergraduate Curriculum Committee (Coles UCC)

- a. Purpose

- i. The purpose of the Coles UCC is to oversee the development and coordination of the undergraduate curriculum of the Coles College. As one of several levels of review within the university-wide process for the review and evaluation of curriculum, the Coles UCC reviews and evaluates undergraduate course and program proposals initiated by Coles faculty for consistency with policies and goals of the Coles College, as well as for accuracy and completeness.
- b. Membership
  - i. The voting members (hereafter, simply “members” or “the committee”) will comprise one non-administrative permanent, full-time faculty member from each department, elected by the department’s non-administrative permanent, full-time faculty to serve a two-year term (unless a mix of one-year and two-year terms is necessary to achieve staggered two-year terms within the committee).
  - ii. The Associate Dean for Undergraduate programs serves as an ex officio non-voting member.
  - iii. At the first meeting of an academic year, the members will elect a Chair and Secretary for that academic year. The Chair should be chosen from those members (if any) who have had at least one year of prior service on the committee. The first meeting of each academic year will be convened by the preceding year’s Chair.
  - iv. It is the responsibility of each member to both represent his/her department (e.g., by sharing with the committee the perspectives of his/her department on all proposals under consideration) and serve the best interests of the college as a whole.
  - v. It is the responsibility of the Secretary to write summary minutes for each meeting of the committee.
  - vi. If a member cannot attend a meeting, he may authorize a faculty member to serve as his proxy.
- c. Operation
  - i. For each of the fall and spring terms, the committee will establish early in the term a schedule of meetings for that term.
  - ii. To be on the agenda for a meeting, a proposal: (a) needs to have been approved by the departmental curriculum committee and department chair/school director ; and (b) must be submitted to the Chair of the Coles UCC at least one week before the meeting.
  - iii. Submitters of proposals (or their designated proxies) must attend the meetings during which their proposals are under review to address any questions or concerns about their proposals.
  - iv. Proposals will be voted upon by secret ballot.
  - v. A proposal approved by fifty percent or more of the members will be deemed approved by the committee.

G. Online BBA Committee  
 a. Role and Purpose

- i. The Coles Online BBA committee exists to evaluate improvements, recommend initiatives, and advise leadership on methods to improve the quality of the Coles Online BBA.
  - b. Membership
    - i. The Coles Online BBA committee consists of the following eight members:
      - 1. Online BBA Director
      - 2. Associate Dean for Undergraduate Business Programs
      - 3. One full-time faculty representative from each of the 5 academic departments.
      - 4. One at-large representative selected based on expertise and availability, selected by the Online BBA Director and approved by the existing Online BBA committee.
    - ii. Member Appointment or Selection
      - 1. The Online BBA Director (Committee Chair) and the Associate Dean for Undergraduate Business Programs will be permanent members of the Online BBA Committee.
      - 2. The faculty representative from each department will be appointed by the department chair/school director . The department chair/school director may decide the process for determining this appointment within their department including hosting elections if necessary.
      - 3. The at-large representative will be selected by the Online BBA Director and approved by the existing Online BBA Committee.
    - iii. Service Guidelines
      - 1. Each non-permanent representative shall serve a three-year term after the first cohort, which will serve staggered terms as determined by the Coles Online BBA committee.
      - 2. Due to the limited number of faculty in most departments teaching online, committee members can serve multiple sequential terms.
  - c. Operation
    - i. The Coles Online BBA Committee will meet a minimum of three times per academic year.
    - ii. If a member cannot attend a meeting, they may appoint a proxy to attend. A proxy shall not count toward a quorum.
    - iii. Faculty/administrators that are not members may bring agenda items directly to the committee when faculty representatives are not used. These agenda items must be submitted at least two weeks before the meeting.
    - iv. The committee will follow the meeting standards of the Coles College.
  - d. Voting
    - i. While much of the operation of the Coles Online BBA Committee will be information gathering and strategizing, some policy changes or recommendations will come from the committee. For policy changes, the rules are as follows:
      - 1. A quorum shall consist of at least 6 of 8 committee members and is required for any vote.

2. A policy will be approved with a simple majority vote.
3. In the event of a split vote (4-4 or 3-3), the committee chair will cast the deciding vote.

#### H. Faculty Review Committee (FRC)

##### a. Role and Purpose

- i. The FRC is advisory to the Provost, who retains final decision-making authority at the university level.
- ii. The purpose of the FRC is to review faculty applications for tenure and promotion and produce committee recommendations in response to such applications.
- iii. The FRC will examine all tenured faculty up for five-year reviews, and act as an appeal committee for T&P appeals.
- iv. The FRC will review upon request of faculty members the consistency between department T&P guidelines and Coles College of Business faculty evaluation guidelines.
- v. When needed or requested, the FRC will coordinate a review of the Coles College of Business faculty evaluation guidelines.

##### b. Membership

- i. The permanent, tenured, and tenure-track full-time faculty of each department shall elect by secret ballot two representatives to the FRC.
- ii. FRC members must be tenured members of the department they represent.
- iii. Representatives shall serve three-year terms after the first cohort, which will serve staggered terms.
- iv. The FRC will comply with all University standards and the guidelines contained in the current University Faculty Handbook.

##### c. Operation

- i. The FRC shall determine its leadership and operation in a manner consistent with Section L below.

#### I. Graduate Programs Committee

##### a. Role and Purpose

- i. The purpose of the Coles GPC is to oversee program-level changes in the Ph.D., EMBA, and MBA units of the Coles College, as well as course level changes in courses that do not have a departmental home.

##### b. Membership

- i. Faculty leads of the Ph.D. program, appointed members by the Director of EMBA program, and appointment members of MBA faculty, appointed by the Director of the MBA program.

##### c. Operation

- i. There will be three co-chairs for this committee, one each for the Ph.D., EMBA program, and MBA programs. They will be voted on by the appropriate subsets of the committee. The term of these co-chairs will be two years and can be renewed.



- ii. The role of the chair of the Business Administration department that is affiliated with the committee, for curriculum, will be shared by the Directors of the Ph.D., EMBA, and MBA programs.
- iii. The GPC shall determine its operation in a manner consistent with Section M below.

J. University Standing Committees

These standing committees are assigned to a governance body and the committees also provide feedback to administrative units on campus. Given the nature of these committees (i.e. at the university level) and to maintain the conciseness of our bylaws we only include a list providing names of these committees (note: this list may change with time). Information on their purpose, membership, etc. can be obtained at the link below.

Noting new university standing committees could be added to this list or existing committees dissolved over time as the University evolves and needs change, CFC will update the list without going through the time-consuming process of approving the bylaws every time a change happens. Note that this only applies to university standing committees. Any other changes to the bylaws must be approved by faculty vote.

<http://catalog.kennesaw.edu/content.php?catoid=53&navoid=3814>

- a. Academic Standing Committee
- b. Adult Learning Committee
- c. Community Engagement Committee
- d. Distance Learning Advisory Committee
- e. Education Abroad Advisory Committee (EAAC)
- f. Faculty Development Committee
- g. Foundation Award Committees
- h. General Education Council (GEC)
- i. Graduate Policies and Curriculum Committee (GPCC)
- j. Information Technology Advisory Committee (ITAC)
- k. Institutional Review Board (IRB)
- l. Library Advisory Committee
- m. Promotion and Tenure Process Review Committee
- n. Undergraduate Policies and Curriculum Committee (UPCC)

- o. University Faculty Committee on Global Engagement (UFCGE)

#### K. Elections Officer (EO)

- a. Role and Purpose of the EO
  - i. The purpose of the EO is to coordinate and ensure the integrity of the elections process.
- b. Procedures
  - i. The EO will solicit nominations for candidates to fill all open committee positions at college and university levels so that elections are completed by April 20 each year or more often as required to fill vacancies. Chairs of the Coles Committees should notify the EO of any vacancies by March 20 each year.
  - ii. Individuals can self-nominate or be nominated by others.
  - iii. If there are no nominations for a given position, the department chair/school director may nominate an individual from his or her respective department, provided that the individual is willing to appear on the ballot and serve as a department representative.
  - iv. Elections shall be conducted by secret ballot. All positions, whether contested or uncontested, shall be included in the ballot. The ballot will include a write-in section for each committee election. The results of the election shall be communicated to all constituencies within 7 days of the election.
  - v. All election ballots must be kept for a term of seven years. These records shall be safely preserved in the EO's office.
  - vi. In case of ties for a position resulting in more than the required number needed, a run-off election shall be conducted within 14 days of the first election.
  - vii. If a vacant position cannot be filled after two election attempts, the department chair/school director may appoint an individual to serve on the committee.
- c. Records
  - i. The EO shall keep records of the names of all Coles committee representatives and regularly publish updates to the College.
- d. Selection of the EO
  - i. The EO, who must be a tenured, full-time faculty member shall be appointed by the CFC and shall serve a term of two years which may be renewed.
- e. Votes on Other Faculty Issues
  - i. The EO will conduct votes of the Coles College faculty, as needed, on other faculty issues.

#### L. Ad hoc Committees

- a. An ad hoc committee may be appointed by the Dean with a consultation with the College Faculty Council.
- b. An ad hoc committee may be appointed by the College Faculty Council with a consultation with the Dean.

M. Generally Applicable Transparency Principles and Operation of Committees

a. Open Meetings

- i. University Counsel has determined that the Georgia Open Meetings Law does not apply to college committee sessions. Open committee meetings are encouraged when appropriate, however, as a way of promoting transparency. Committees are also encouraged to announce meetings with sufficient advance notice and to post minutes promptly.

b. Committee Rules

- i. All committees shall decide and record in the minutes of their first meeting of each year the rules by which they will conduct their business. Committees are encouraged to use Roberts Rules of Order or a functional equivalent.
- ii. Each committee shall elect a Chair and operate under a set of goals given to them at the time of appointment.
- iii. Except as otherwise specified, a majority of the members of any committee or their duly authorized proxies shall constitute a quorum for decision-making purposes at any meeting
- iv. Each standing and ad hoc committee shall keep a record of its meetings and distribute it to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions

**ARTICLE IV. College Meetings**

- A. The College will meet at the beginning of the Fall and end of the Spring semesters.
- B. The College will also meet when important issues would benefit from the participation of the entire college.

**ARTICLE V. Voting**

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

- A. All tenured faculty, tenure-track faculty, lecturers, and senior lecturers will be eligible to vote in all college-wide voting. Staff may be eligible to vote on some issues.
- B. No quorum is required for college-wide votes.
- C. A plurality is required to elect someone to a college-wide committee or as a College representative to a University committee.
- D. All voting shall be done by an anonymous survey. A reasonable period will be allowed to faculty and staff for voting. The results of the vote will be reported to the faculty and staff.

## **ARTICLE VI. Outside Activities/Consulting Policy**

Coles College will follow pertinent policies in KSU Faculty Handbook (see section 4.3) to address issues such as conflict of interest and commitment in the realm of outside work. Outside work includes consulting and other external activities for compensation that extend beyond the primary responsibilities and secondary responsibilities of a Coles College faculty member.

**Conflict of Interest** is defined as any activity or situation in which personal gain or interest conflicts with the individual's obligation to the institution.

**Conflict of Commitment** is defined as any activity that interferes with an employee's contractual duties. Such conflicts should be resolved by the procedures outlined in this policy.

**Primary Responsibilities** are teaching, research, service, clinical practice, administrative duties, and any other duties assigned by Coles College to the faculty member.

**Secondary Responsibilities** include activities undertaken by Coles College faculty outside of the primary responsibilities but those wherein the faculty legally and professionally represents the university and his or her affiliation. Examples of such activities include but are not limited to:

- Membership and service to professional associations and learned societies
- Membership on professional or scientific review or advisory panels
- Presentation of lectures, papers, or exhibits
- Participation in seminars and conferences
- Reviewing or editing scholarly publications and books
- Service to national or international associations, foundations, or on governing boards closely aligned with or related to faculty work
- Work or service required to maintain credentials or board certifications related to the University faculty position
- Participation in review of grants and policies for governmental or professional organizations

## **ARTICLE VII. Conflict of Interest – Primary Responsibilities**

While section V focuses on policies that apply to outside work, it does not address conflict of interest issues that might arise concerning a Coles College faculty's primary responsibilities.

Below are some (by no means is this an exhaustive list) examples of actions faculty should abide by to avoid conflict of interest in their primary duties:

- A. A faculty shall make reasonable effort to avoid conflict of interest in teaching, research, or service.
- B. A faculty shall recuse themselves from committee deliberations that involve a review of the portfolio (third year, tenure, post-tenure, or promotion), application for grants, or awards submitted by their relatives/partners/spouses or self.
- C. Coles College faculty are not allowed to assign work (in particular those that classify strictly as their primary responsibilities) to their relatives in any scenario.

D. A faculty must disclose any conflict of interest to the committee on which he/she serves or to his/her immediate supervisor, Chair or the Dean when it is non-committee work.

**ARTICLE VIII. Amendments to Bylaws**

Proposed amendments to these Bylaws shall be submitted in writing to the College Faculty Council. An amendment must be approved by a simple majority vote of the College faculty and by the Dean and Provost.

**Kennesaw State University Approval Form for College Bylaws**

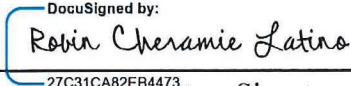
A copy of this form, completed, must be attached to the college bylaws.

I confirm that the attached bylaws, dated 12 / 11 / 2020, were approved by the faculty of the Coles College of Business in accordance with college policies and procedures:


College Faculty Council Approval - I approve the attached bylaws:

Jomon A. Paul  12/22/2020  
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Robin Cheramie Latino  December 23, 2020  
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Kathy S Schuy  1/4/2021  
Name (printed or typed) Signature/ Date