

Department of Marketing and Professional Sales

Kennesaw State University

BYLAWS

PREAMBLE

The Department of Marketing and Professional Sales is a unit of the Coles College of Business at Kennesaw State University. Consequently, the Department is subject to the university's and the college's governance structure. The Marketing and Professional Sales Department embraces a collegial, entrepreneurial, and balanced workplace that values, encourages, and supports excellence in teaching, scholarship and creative activity, and professional service. These bylaws provide a plan for governance and procedures for the operation of the Department of Marketing and Professional Sales. Members of the Department share responsibility for making collective decisions on matters of policy and procedure and the overall performance of the Department. These bylaws were first adopted by the faculty of the Department of Marketing and Professional Sales on March 1, 2008, amended on March 12, 2013, April 13, 2015, May 4, 2017, November 14, 2017, September 5, 2018, and September 3, 2020.

ARTICLE I. Administration

1. Department Chair

- 1.1 The Department Chair shall be appointed by the Dean of the Coles College of Business and serves at the pleasure of the Dean. The Department shall provide the Dean with input in the selection.
- 1.2 The Department Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to: supervising the operation of the Department, leading strategic planning, providing fiduciary oversight, administering Departmental budgets, overseeing recruitment efforts for full-time faculty and staff, hiring part-time and temporary faculty, managing workload, assigning office and laboratory space, managing staff, evaluating faculty and staff including delivering annual reviews, mentoring faculty members, advising students, presiding over Departmental meetings, representing the Department in College and University affairs, informing the faculty of events affecting the Department or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the Coles College of Business.
- 1.3 Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.
- 1.4 Any concerns regarding the actions/decisions of the Department Chair should be addressed through the Department Faculty Council (DFC).

2. Assistant/Associate Chair

- 2.1 The Department Chair may appoint an Assistant/Associate Chair who serves at the pleasure of the Department Chair. The Department Chair will obtain the advice and counsel of the DFC when selecting an Assistant/Associate Chair.

- 2.2 The Assistant/Associate Chair must be a permanent full-time faculty member in the Department.
- 2.3 The Assistant/Associate Chair shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as: advising, scheduling, monitoring enrollment, assisting part-time faculty, representing the Department Chair at college and/or university meetings, and completing special projects as assigned by the Department Chair.
- 2.4 The Assistant/Associate Chair will serve as Acting Chair of the Department at any time the Department Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

3. Course Coordinators

- 3.1 Course Coordinators will exist for courses required in the Coles College core curriculum (graduate and undergraduate) and for courses required by students for the majors offered by the Department.
- 3.2 Course Coordinators for courses required in the Coles College core curriculum are selected by the Department Chair after soliciting nominations from faculty members and consulting with the DFC. The Department Chair can replace a course coordinator for courses required in the Coles College core curriculum if supported by the DFC.
- 3.3 Course coordinators for courses required of students pursuing majors offered by the Department will be chosen by the primary instructors of the respective courses. Primary instructors include permanent full-time faculty who have taught the course sometime during the previous twelve months. (Exceptions to the twelve-month requirement can be made by the Department Chair in consultation with the DFC if necessary). Course coordinators for courses required of students pursuing majors offered by the Department can be replaced by a majority vote of the primary instructors of the course. If there are only two primary instructors, any issues will be addressed by the DFC.
- 3.4 Course coordinators must be permanent full-time faculty members.
- 3.5 Course Coordinators coordinate respective assessment activities and chair working groups to review and improve the Department's curriculum and its assessment. Courses that are required within specific programs are expected to provide a certain body of knowledge and/or develop specific skills. Course coordinators coordinate content across multiple instructors in required courses.
- 3.6 Course coordinators and instructors of the affected classes are expected to work together with a sense of collegiality and collaboration. If disagreements should arise, they will be handled by the DFC whose decisions will be final.
- 3.7 If no faculty members are willing to serve as course coordinators for courses included in Coles college core, these activities will be handled by the DFC (or its designee) whose decisions will be final. If no faculty members are willing to serve as course coordinators for a course required in the marketing or professional sales majors, the course will be considered not to be an important component of the major and will be removed from the major to be replaced by a marketing elective.
- 3.8 The responsibilities of course coordinators include coordinating with faculty teaching the course to produce the following:
 - a. Prepare a master course syllabus with consistent learning outcomes, assignments, and

assessment of learning across sections for all delivery formats, including face-to-face, hybrid, online, etc. Faculty members will be free to add to and enhance the master syllabus to make your classes their own.

- b. Collect assessment (Assurance of Learning (AOL)) data as needed and collate and report the information.
- c. Call meetings to discuss any modifications proposed for the course.
- d. Keep the general faculty, the Department Chair, and relevant committees informed about significant changes to the course.
- e. Develop and share common course templates and/or updates to the template with other faculty at least 4 weeks prior to start of each semester.
- f. Mentor and provide oversight to first time new faculty members teaching the course.
- g. Conduct and document at least two meetings with faculty members teaching the course (one before the start of the semester where the master syllabus will be agreed upon and one during the semester to assure that no problems are being encountered and that all faculty are performing their responsibilities).
- h. The development of a master syllabus and the discussions that will take place must take place within the framework of academic freedom. Although the master syllabus will specify 75-80 percent of course content and will specify the requirements for AOL, faculty members will be free to determine how the required content will be addressed and the content to complete the remainder of their classes.

4. Minor (Path) Champions

- 4.1 Minor (Path) Champions will exist for minors and career paths offered by the Department.
- 4.2 Minor (Path) Champions will be chosen by the primary instructors of the courses included in the minor (or path). Primary instructors are those who regularly teach specific required course(s) in the minor/path. If consensus cannot be reached, the Minor (Path) Champion will be selected by the DFC. If there is no interest among faculty to act as a Champion for a particular minor/path, the minor/path will no longer be offered. Minor (Path) Champions can be replaced by a majority vote of the primary instructors included in the minor/path. If there are only two primary instructors, any issues will be addressed by the DFC.
- 4.3 In addition to being a primary instructor of the courses in the minor or path, it is expected that Minor (Path) Champions will possess knowledge of and passion for the topic area.
- 4.4 Responsibilities of the Minor/Path Champions will include promoting the minor/path to potential students, gaining involvement from businesses, and working with the Department Chair/Assistant/Associate Chair in scheduling classes.

5. Assessment Coordinator

- 5.1 Assessment of courses and programs will be conducted consistent with the College's policies and guidelines.
- 5.2 The Assessment Coordinator will be appointed by the Department Chair with the advice and consent of the DFC. The Department Chair can replace the Assessment Coordinator if supported by the DFC.
- 5.3 A faculty member may simultaneously serve as the Assessment Coordinator and as a Course

Coordinator.

- 5.4 The duties of the Assessment Coordinator include, but are not limited to:
- a. Lead additional assessment activities that may be appropriate to provide the Department with information to further student success, including developing pertinent course-embedded assessment vehicles.
 - b. Engage Department faculty in the assessment process.
 - c. Analyze assessment results and report to the Department. Suggest changes to reflect assessment results.
 - d. The Assessment Coordinator will represent the Department to the College AOL Committee and manage all assessment activities for all programs in the Department and all Coles BBA (Bachelors of Business Administration) courses with independent assessment needs.
 - e. The Assessment Coordinator will work with the course coordinators of the courses in the Cole College core curriculum to develop and maintain goals, learning outcomes, and assessments for their respective courses.

6. Online Course Developers

- 6.1 Online courses will be developed to meet the same course requirements as face-to-face courses.
- 6.2 Online courses will be reviewed every three years.
- 6.3 Online Course Developers will be identified by the DFC for each online course taught by the Department. They should be one of the primary instructors of the course and have completed training as required for teaching online. The DFC can replace online course developers if the need should arise.
- 6.4 A faculty member can simultaneously serve as Course Coordinator and Online Course Developer for the same course.
- 6.5 The duties of the Online Course Developers include, but are not limited to:
- a. Online course developers will engage all primary instructors of the course (those who have taught the course in any modality during the previous 12 months) and any other interested faculty members.
 - b. Online Course Developers will be responsible to lead course development, maintain the course Master in D2L, provide access to that course when requested for use by others in the department, and coordinate all reviews. They are responsible for the timely completion of these activities.
 - c. If the Online Course Developer does not also fulfill the role of Course Coordinator, the Online Course Developer is required to work with the Coordinator to ensure that the online course meets all of the requirements for that course.

7. Administrative Assistant

- 7.1 The Administrative Assistant is chosen by the Department Chair. The Assistant Chair, DFC Chair, and/or DFC members will serve as the search committee and will provide input into the choice.
- 7.2 The duty of the Administrative Assistant is to serve as the Executive Assistant to the Department Chair and to support members and activities of the Department and perform duties including, but

not limited to, maintaining the Department's physical environment, developing and providing an orientation to new full- and part-time faculty, overseeing and monitoring student assistants, facilitating and participating in Department activities, supporting faculty members, and performing activities as assigned by the University, the Dean of the Coles College of Business, the Department Chair, the Assistant Chair, and Department faculty. As a member of the Department, Department personnel are expected to treat the Administrative Assistant with respect, similar in form to other professional relationships. The Administrative Assistant is expected to treat members of the Department in a similar manner.

- 7.3 Problems with the performance of the Administrative Assistant are to be brought to the attention of the DFC. The Department Chair, DFC, and when necessary, HR, will meet to develop appropriate expectations. If expectations are not met within 30 days of communication, the Department Chair and/or the DFC can recommend replacement.

ARTICLE II. Committees

1. Standing Committees

- 1.1 Standing committees are permanent committees.
- 1.2 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 committee member. Standing committees shall be composed of faculty with full-time permanent appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so.
- 1.3 Committee members will be selected via an election by secret ballot held by no later than February 28th of the spring semester every year (in concert with the meeting that includes voting for Coles Committees) for the next year's committees. Potential committee members may self-nominate or nominate a colleague. When considering nominating a colleague for department committees, the person nominated must be consulted and agree to run and serve if elected.
- 1.4 The Chair of the current year's committee shall convene the meeting once voting is completed to elect the chair for next year's committee.
- 1.5 The Department Chair is not eligible to serve on any of the Department's standing committees.
- 1.6 Each standing committee shall keep a record of its meetings and distribute to all full-time faculty and staff via storage in an electronic format in a location accessible to all members of the Department. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. 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.
- 1.7 In conformity with Kennesaw State University's policies, the Department has the following standing committees:
 - 1.7.1 Department Faculty Council (DFC)
 - a. Duties: responsible for providing input to the Chair about Department issues

and contributing to the leadership of the Department in areas such as writing guidelines/policies dealing with workload, teaching load, hiring strategies, overall goals, and the future direction of the Department.

- b. The DFC will assist the Department Chair with strategic planning.
- c. The DFC will promote collegiality and effective shared governance by working to increase the transparency and communication between the Department Chair and faculty and between faculty members. Whenever a conflict arises in the Department, faculty members may seek the consultation of the DFC. The DFC may agree to conduct a review and make a recommendation. The DFC will work with external individuals and bodies to address issues when necessary or beneficial, such as the Dean, the Ombuds office, the Behavioral Response Team.
- d. Membership: At least three permanent full-time faculty (e.g., instructors, lecturers, tenure-track, and tenured faculty), the majority of whom are tenured/tenure-track faculty with at least one marketing and one professional sales faculty as members. Faculty members will be designated as professional sales faculty if their undergraduate teaching assignment from the previous 12 months was comprised of at least one-half professional sales classes) (other activities, such as teaching in a Coles program or administrative assignments are not included in this calculation). If less than two undergraduate courses have been taught in the previous twelve-month period by a faculty member, earlier twelve-month periods will be examined. Any questions of a faculty member's status will be addressed by the DFC.
- e. Representatives to the DFC will be determined by vote of permanent full-time faculty of the Department. The Chair of the DFC will be a tenured faculty member elected by members of the committee. The Chair will also serve as the Department representative to the Coles Faculty Council (CFC). The Chair will also serve as the Acting Chair of the Department at any time the Chair and the Assistant/Associate Chair (if any) are out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.
- f. Meeting times: As necessary. The Department Chair or any full-time permanent faculty member of the Department may also request a meeting of the DFC.
- g. Term: 3 year staggered.
- h. All permanent members of the Department are welcome to attend DFC meetings. Nonmembers of the DFC, including the Department Chair, may be asked to leave when personnel matters are discussed.
- i. Optimally, the DFC will be able to reach consensus on issues. If consensus cannot be reached, a vote may be taken but only DFC members are voting members of the committee.
- j. The Department Chair is an ex-officio non-voting member of the DFC, and will respect the DFC's desire, on occasion, to meet without the Department Chair present.
- k. The DFC is advisory to the Department Chair, who holds decision-making

authority at the Department level.

1. Recall: A DFC member may be recalled by a 2/3rds vote of the permanent full-time faculty of the Department.

1.7.2 Curriculum Committee

- a. Duties: Oversees all (undergraduate; graduate; and doctoral) changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions etc. This committee shall periodically (every three to five years) review the Departmental curriculum (both the core and elective courses) and make recommendations about modifications of the curriculum. The committee also provides oversight for changing, adding, and deleting programs/courses, directed studies, special topics, advanced topics, and cross-listed courses, and revising college catalogs when needed.
- b. The Chair of the committee is responsible for monitoring progress of paperwork to College and University Curriculum committees. The Chair (or designee) also serves as the representative to the Coles Curriculum Committee and represents the Department at College and/or University Curriculum Committee meetings to present proposals.
- c. Membership: The Curriculum Committee will consist of at least three full-time faculty members.
- d. Meeting times: As necessary.
- e. Term: 3 year staggered
- f. The Committee will simultaneously serve as undergraduate and graduate curriculum committees unless the Department chooses to maintain separate undergraduate and graduate committees or if university or college policies should require it.
- g. Recall: A Curriculum Committee member may be recalled by a 2/3rds vote of the permanent full-time faculty of the Department.

1.7.3 Department Faculty Review Committee (FRC) – Promotion & Tenure Committee (P&T)

- a. Duties: Evaluates portfolios for Pre-tenure, Tenure and Promotion. Writes letters that go into faculty members' portfolios. Reviews Department P&T guidelines and makes recommendation for revisions to the Department and Department Chair.
- b. Membership: At least three full-time tenured faculty elected by permanent, tenured and tenure-track fulltime faculty. Individuals going up for review should not serve on this committee the year they are up for review (in which case a one- year ad-hoc replacement will be elected). At least one member will be a marketing faculty member and one member will be a professional sales faculty. (See Article II 1.7.1 d). Only tenured and tenure-track faculty can vote on the membership of this committee. When considering a promotion to professor, only full professors on the committee may vote.

- c. The Chair of the FRC will be elected by members of the committee. See University guidelines for further details.
- d. Meeting times: Meets several times per year; intensive effort in early to mid-Fall semester.
- e. Term: 3 year staggered.
- f. When required, ad-hoc members will be elected by permanent, tenured and tenure-track fulltime faculty.
- g. The FRC will develop and maintain a rubric that clearly indicates what level of performance is necessary to meet the “noteworthy” and the “satisfactory” standards in promotion and tenure decisions.
- h. A list of peer reviewed academic journals is maintained by the Journal List subcommittee of the Promotion and Tenure Committee and is recognized as the official list of acceptable publications for evaluating Scholarship and Creative Activity for annual review, promotion, and tenure decisions.
- i. Recall: An FRC member may be recalled by a 2/3rds vote of the permanent full-time faculty of the Department.

2. Ad Hoc Committees

- 2.1 Ad hoc committees shall be appointed by the Chair of the Department for a specific term. The Department Chair shall notify the Departmental faculty of the existence of any ad hoc committees.
- 2.2 Ad hoc committees are expected to continue until they have completed the work to which they have been tasked.
- 2.3 Each ad hoc committee shall keep a record of its meetings and distribute to all full-time faculty and staff via storage in an electronic format in a location accessible to all members of the Department. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. 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 III. Department Meetings

- 1.1 Regularly scheduled meetings shall be held at least twice per semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters. The Chair of the Department shall call additional meetings as deemed necessary.
- 1.2 Agenda items will be requested of the Department at least 72 hours prior to the meeting start.
- 1.3 The agenda will be distributed to the Department members at least 24 hours prior to meeting.
- 1.4 All full-time faculty and staff are required to attend Department meetings. For excused absences, notification must be given to the Department Chair prior to the meeting. Part-

time faculty are invited to attend Department meetings, but their attendance is not required.

- 1.5 Minutes of each Department meeting will be taken, reviewed by the Department Chair and distributed to all faculty and staff via storage in an electronic format in a location accessible to all members of the Department. At the beginning of each Department meeting, faculty and staff will vote to approve minutes of previous meetings subject to any revision. Department minutes will be available on Department's I-drive before each meeting for review.
- 1.6 Department meetings are a place where information can be shared and a time to discuss issues. Due to time constraints, however, much of the discussion on important issues needs to be pursued outside of faculty meetings. Consequently, issues that can be most productively handled outside of Department meetings will be handled in more suitable venues (e.g., private meetings, specifically themed meetings, standing committees).
- 1.7 It is expected that civility will be maintained in Department meetings at all times. Within their duties to promote collegiality, members of the DFC will address any instances where civility is not maintained and is free to pursue any action necessary to restore order if necessary.

ARTICLE IV. Voting

- 1.1 The DFC may appoint a Department Voting Officer (VO) and an alternate VO to oversee all Departmental voting for elections and other matters. The Alternate VO will handle voting responsibilities whenever the VO is not available.
- 1.2 Each year, the VO will solicit nominations for open Department committee positions consistent with the schedule that appears elsewhere in this document and for college and other committees which require a member of the Department as a member.
- 1.3 Each semester, the VO will oversee a vote for each program's Outstanding Student Awards and will compile and submit appropriate materials and information.
- 1.4 Voting on matters of Department policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, Departmental representation, nominations for college and university positions and revision of Department bylaws shall be determined as follows:
 - a. Eligibility: All faculty who are not part-time or temporary are eligible to vote for positions for which they are eligible. Staff may vote for positions in which staff are eligible to be elected. Absent faculty/staff may vote by written proxy.
 - b. Quorum: A quorum shall consist of two-thirds of those eligible to vote. Proxies shall count toward a quorum.
 - c. Passage of a Motion: A simple majority of those voting shall be required to pass a motion. However, a two-thirds majority of those voting shall be required to pass an amendment to the Department bylaws.
 - d. Ballots: Secret ballots shall be used when requested by a faculty member or when required.
 - e. Electronic Voting: Voting may be done electronically if approved by a simple majority of the members of a committee or the Department. Since votes taken

online generally result from emergencies or abnormal situations, the vote to take a vote online may be taken online in such situations. At least one week must be allowed between the time that an online vote is announced and the time the opportunity to vote is closed. The window to vote online should be at least 24 hours.

- f. If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

ARTICLE V. Changes in the Curriculum

- 1.1 Curriculum changes include: New course offerings, course deletions, changes in requirements for the majors and minors offered by the Department of Marketing and Professional Sales. Also included are any current and future masters or doctoral degrees with a major in Marketing or Professional Sales.
- 1.2 The Department Chair or any Department faculty may propose such changes.
- 1.3 Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
- 1.4 A completed copy of the appropriate form must be distributed to Department of Marketing and Professional Sales Curriculum Committee members at least one week prior to discussion and vote.
- 1.5 A majority of the eligible voting Department of Marketing and Professional Sales Curriculum Committee members are required to approve and to adopt proposals for new courses, course deletions, course revisions and changes in the curriculum and in degree requirements.

ARTICLE VI. Guidelines for Faculty Searches

- 1.1 Search Committee Designation
 - a. After discussion with the Department faculty (either as a whole and/or the strategic planning committee) about which discipline to seek for a given faculty position, and in consultation with the Dean of the College, a search committee that includes at least five permanent members of the Department shall be appointed by the Department Chair. The Department Chair will solicit volunteers. Several members of the committee should represent the position that is being sought (tenured and tenure-track faculty serving on committees for tenure-track faculty, lecturers and clinical faculty members serving on committees for non-tenured faculty). Both tenured and tenure-track faculty and nontenured track faculty members shall be represented on each faculty search committee. The Department Chair shall strive to assemble diverse (in all senses of the word) search committees.
 - b. The Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures as specified by Faculty Affairs and the university. The Department Chair shall provide the committee with specific guidelines about conducting searches.
 - c. As an ad hoc committee, search committees must also follow the requirements for

ad hoc committees.

1.2 Search Committee Processes

- a. The committee will draft a position announcement, which will be reviewed and approved by the Department Chair and Human Resources.
- b. The committee Chair will coordinate with the Department Chair on the posting of the position announcement.
- c. The committee Chair will collect submissions for the position, and upon closure of the application window, will convene a meeting of the committee, where the Department Chair will provide guidance on the review of the candidates.
- d. The committee members will schedule review of the candidates and develop a list of candidates to be interviewed by phone.
- e. The committee will conduct phone interviews of selected candidates and create a list of candidates to recommend to the Department Chair for on-site interviews (or an alternative format if conditions warrant) and further consideration.
- f. The committee will coordinate with the Department Chair and the Dean of the College for on-site candidate visits, presentations, and logistics.
- g. The committee will work with the Department Administrative Assistant and the Department Chair to schedule the on-site visits, presentations and interviews with the appropriate University representatives. Resumes of candidates and finalized interview schedules should be made available to faculty at least one week before the campus visits.
- h. Subsequent to campus visits by candidates, the faculty shall provide information on the acceptability of candidates by completing and returning an evaluation form. Results should be tabulated and the search committee will produce a list of each acceptable candidate's strengths and weaknesses to the Department Chair and the Dean of the college.
- i. The Dean of the college will make the final decision.

- 1.3 Potential Conflicts of Interest: In order to avoid the appearance of a conflict of interest, following the closing date and after initial review of the application documents of all qualified applicants, if a search committee member discovers that one or more applicants is a person or persons with whom the member has or has had a prior relationship (for example, a colleague at a prior institution, a colleague with whom one has published, a prior intimate/dating partner, or a relative), s/he must make this information known to the committee, the Department Chair, and/or Dean, who will then discuss whether it is appropriate for that search committee member to be replaced on the search committee.

ARTICLE VII. Summer Session Teaching

- 1.1 The following guidelines shall be used to determine priority for teaching during summer session:
- a. Through written solicitation, the Department Chair or the Assistant Chair shall determine which faculty members wish to teach during the forthcoming summer sessions.

- b. The following ranked criteria shall be considered when making teaching assignments during summer sessions: a) Budget conditions. b) Faculty should meet the necessary academic eligibility requirements in order to teach during the summer. c) Course demand and faculty specialization. d) Preference will be given to full-time faculty. e) When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.
- c. If faculty member teaches a class or teaches in a specific modality in the summer (e.g., online), the faculty member will be available to teach that class or to teach in the specific modality during the school year as well.

ARTICLE VIII. Involvement in the Department

- 1.1 The successful operations of the Department are dependent on the activities and involvement of all faculty members within an environment of shared governance. Since the Department bylaws require an environment of shared governance based on the active involvement of its members, the following has been determined to be the minimum acceptable Department service for an environment of shared governance to exist in the Department.
- 1.2 Per Section 2.3 of the Statement of Philosophy and Guidelines for Faculty Performance, Planning, and Evaluation from the Coles College of Business Kennesaw State University (Approved by vote of the Coles College Faculty Date: 03/26/2018), the Coles College of Business defines service as contributions to the mission and goals of the department, college, and university through activities outside of teaching or research. Reviewers evaluate service based on two criteria: 1) time spent engaged in the service activity and 2) the impact of the service activity on stakeholders (Coles Strategic Plan).
- 1.3 Service activities are designed to contribute to the growth of the faculty member and to the enhancement of the department, college, university, and academic and business communities. Faculty members are expected to participate in the internal affairs and governance of the department, college, and university. ... As per university policy, all workload tracks require a minimum of 10% service (Statement of Philosophy and Guidelines for Faculty Performance, Planning, and Evaluation).
- 1.4 Although service activities can include a number of varied activities, for the good of the Department, and to maintain the integrity and values of the Department of Marketing and Professional Sales, the following minimum Department service activities are required of faculty:
 - a. Office hours: Maintain 0.5 hour per week for each credit hour taught with a minimum of 3 hours. Hours in excess of 3 can be conducted in a form other than face-to-face. Exceptions must be cleared by the Department Chair. Faculty should also be available to students at other times that may be convenient to both, students and faculty (“or by appointment”). If permitted by the Dean, a faculty member can opt to hold all office hours online if a) all classes being taught are online, b) prior service plans are made in advance to ensure involvement in the Department, and c) there is a willingness to forego a private office on campus. When office hours are missed, the occurrence must be communicated to the Department Administrative Assistant before they are missed, or in the event of an emergency, as soon as possible afterward.
 - b. Department meetings: Attendance at all meetings.
 - c. Coles faculty meetings: Attendance at all meetings.

- d. Committees: Attendance and participation in all meetings for committees in which one is a member.
 - e. Faculty recruiting: Participation in interviewing each candidate in Department faculty searches.
 - f. Department events: Assistance and Participation (not just attendance) required at 3 during the academic year. Possible events include Department-Sponsored Faculty Development, National Collegiate Sales Competition (NCSC), Digital Marketing Competition, Executive Advisory Board, Kennesaw Marketing Association (KMA), and Sales Club. “Department events” are not restricted only to those events developed by the “Department.” Indeed, many “Department events” were initially developed by individual faculty members. Faculty are free to develop and implement their own events. With the increased emphasis on minors/paths, many opportunities will likely present themselves for the development of additional events to benefit our students.
 - g. Graduation: Attend at least one graduation ceremony each year.
- 1.5 Please note that these internal service requirements represent the minimum internal service required. Involvement in these activities does not replace other service activities. Given that Department service activities only represent one form of service and that different workload tracks have different service expectations, the level of involvement in Department activities depicted in the list above is necessary for at least a “meets expectations” rating in service. However, merely successfully completing these activities is generally not sufficient for a “meets expectations” rating.

ARTICLE IX. Department Values

- 1.1 Successful shared governance is dependent on values exercised by the members of the Department.
- 1.2 From the University’s mission statement: “The KSU community values open, honest, and thoughtful intellectual inquiry, innovative and creative problem solving, professionalism, expertise, collaboration, integrity and ethical behavior, engaged citizenship, global understanding, sustainability, mutual respect, and appreciation of human and cultural diversity. The University community strives continually to enhance student success, improve institutional quality, and respond to public demand for higher education (KSU mission statement).”
- 1.3 Consistent with the university’s mission, integrity from all parties is indispensable to the success of the Department. Honesty must pervade all activities of everyone associated with the Department, including all interactions and relationships with others, both internal to the Department and external to the Department. Consequently, everyone associated with the Department needs to seek to uphold the highest professional and academic standards in all interactions with all stakeholders.
- 1.4 Integrity in interactions with students goes without saying. Integrity is central to the educational process. Students must be treated fairly and must be treated with respect. Within their classes, students must be given the same opportunities and face identical grading schema. Integrity also includes providing students with up-to-date transformative instruction. Likewise, students are expected to uphold integrity in all of their activities and their interactions with others.
- 1.5 Trust is necessary for successful personal interaction and trust is not possible without honesty. Consequently, it is important that all members of the Department adhere to the highest standards of moral integrity in all dealings. To successfully operate within a successful Departmental environment, members must hold themselves and others responsible for their words and their actions.
- 1.6 To successfully operate as a Department, freedom of speech and academic freedom must be protected. This is the hallmark of academia – the ability to openly hold different opinions and

perspectives and the freedom to discuss and wrestle with differing perspectives. Hence, diversity, in all fashions, must be embraced. Although all may not agree with the opinions of others, there must be respect for others and others must be treated with dignity.

- 1.7 Department members are expected to adhere to these values and expect others to do likewise. The DFC is charged with maintaining these values within the Department and to take action when necessary.
- 1.8 The Department holds:
 - a. Our primary customers are the businesses, industries, and society of the state of Georgia and beyond. Hence, our activities are aimed at serving these constituencies.
 - b. Teaching and learning is a shared responsibility between faculty members and students.
 - c. Our focus is on preparing a diverse student body for success in their chosen careers post-graduation and preparing them to become life-long productive, participating citizens.
 - d. To prepare students for success, students must be treated with respect and must remain a primary focus.
 - e. We must maintain an atmosphere where faculty members are committed to excellence in teaching, scholarship, and engagement.
 - f. Creating partnerships within the college, university, as well as with business and industry, is required to promote student learning.
 - g. We have an obligation to accommodate diversity of opinions, experiences, and opportunities from internal members of the Department and from parties outside of the Department.
 - h. We will foster a culture of engagement and service from members of the Department by exercising teamwork based on respect, trust and integrity.
 - i. We are committed to an environment characterized by free and open inquiry and expression. We are committed to the expression of varying perspectives.
 - j. All members of the Department must be consistently treated with the utmost level of respect. Respect is shown through actions. Supporting and assisting others in their quests to best cater to the needs of our students and our primary constituents is the clearest sign of respect and is expected from all members of the Department.

ARTICLE X. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to the Department Faculty Council or the Department Chair and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

ARTICLE XI. 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 and /or University Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the Coles College of Business and the Board of Regents of the University System of Georgia.


ARTICLE XII. Unforeseen Circumstances

In the event of a significant unforeseen event, the DFC has the authority to temporarily make changes to Department operations where required. Any changes made are only if necessary and are only temporary in scope. Any permanent changes to Department procedures and practices must go through ordinary channels.

Kennesaw State University Approval Form for Department/School Bylaws

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

I confirm that the attached bylaws, dated 9/3/2020, were approved by the faculty of the Department/School of Marketing and Professional Sales in accordance with department policies and procedures:

David J. Burns  1/11/21
 Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Debbie Lester  1/12/2021
 Name (printed or typed) Signature/ Date

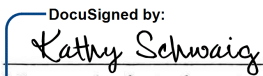
College Faculty Council Approval - I approve the attached bylaws:

Jomon A. Paul  March 30, 2021
 Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Robin Cheramic Letino  3-23-21
 Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

 April 1, 2021
 Name (printed or typed) Signature/ Date