

Department of Chemistry and Biochemistry
Kennesaw State University
BYLAWS

PREAMBLE

The Department of Chemistry and Biochemistry offers ACS accredited degree programs in chemistry and biochemistry in addition to concentrations in forensic chemistry, pharmaceutical chemistry, and chemistry education. The Department will be recognized as a collaborative, collegial and diverse group of scholars who value excellence in teaching, research, and mentorship. The Department will be recognized as active in campus leadership and successful in research activities that involve both undergraduate and graduate students. The Department of Chemistry and Biochemistry is a unit of the College of Science and Mathematics at Kennesaw State University.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Chemistry and Biochemistry. These bylaws were amended and approved by the faculty of the Department of Chemistry and Biochemistry on August 11, 2017.

ARTICLE I. Administration

A. Department Chair

- a) The Chair shall be appointed by the Dean of the College of Science and Mathematics and serves at the pleasure of the Dean.
- b) The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to: supervising the operation of the Department, administering Departmental budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and laboratory space, evaluating faculty and staff, 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 College of Sciences and Mathematics.
- c) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.
- d) Department Chairs who are Associate Professors may review the promotion portfolio of any faculty member regardless of rank.

B. Assistant/Associate Chair

- a) The Department Chair may appoint an Assistant/Associate Chair.
- b) 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 Chair at College and/or University meetings, completing special projects as assigned by Department Chair.
- c) The Assistant/Associate Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer

the affairs of the Department.

C. Departmental Coordinators

Departmental Coordinators will be appointed by the Department Chair in consultation with the DFC. Duties of each position will be discussed and determined through consultations with the Chair. The length of service in these roles is open-ended.

Coordinators may receive course reassignments or summer stipend, as negotiated with the Chair. The source of any stipends awarded is the departmental operating budget.

ARTICLE II. Committees

Section 1. Elections

Department committees are elected by the tenure-track faculty of the Department. Committee members will be selected via an election held in the first spring semester meeting of each year for the next academic year's committees. Each committee shall elect its Chair annually, effective fall semester of the academic year.

Section 2. Membership

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.

Section 3. Operation

- a) Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- b) Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4.
- c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute 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 which 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.
- d) 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.

Section 4. Standing Committees

a) Department Faculty Council (DFC)

- i) Duties: The DFC is advisory to the Chair, who holds decision-making authority at the Department level. The DFC should promote collegiality and effective shared governance of the Department by increasing the transparency and two-way communication between the faculty and the Chair with regard to the development and implementation of policy including but not limited to strategic planning, annual budgeting, hiring, space and resource allocation, reassign-time, salaries and raises, appointment and reports of ad hoc committees, workload, teaching

load, overall goals, ideas about new programs, etc. The DFC shall have the right to prompt access to Department information relating to the planning and implementation of Departmental policies. The DFC should work with the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes. This committee should also be consulted on significant infrastructural expansions and renovations.

- ii) Membership: Three members, besides the Assistant Chair, selected by the Department's permanent full-time faculty using secret ballot. A majority of the DFC will be tenured faculty.
 - iii) Meeting times: Monthly, typically one week prior to faculty meetings.
 - iv) Term: 3 year staggered.
 - v) The Department Chair and Assistant Chair are *ex-officio* non-voting members of the DFC, and will respect the DFC's desire, on occasion, to meet without the Chair and/or Assistant Chair present.
- b) Curriculum Committee
- i) Duties: Oversees all changes in curriculum and academic policy such as approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions, etc. This Committee shall periodically review the Departmental curriculum and make recommendations about modifications of the curriculum. Keeps advising sheets current (including on the "I" drive and the 4th floor Science Building hallway) by updating with curriculum changes on Curriculog. Ensures the website designer updates the advising forms online. Sends advisee lists to faculty members on a yearly basis.
 - ii) Membership: One faculty member from each of the subdisciplines, one liaison from the College of Science and Mathematics Advising Center, and the Assistant Chair.
 - iii) Meeting times: Regularly scheduled face-to-face or electronic communication per the UPCC/GPCC calendar, with at least one joint meeting with the Assessment Committee every semester.
 - iv) Term: 2 years staggered.
- c) Department Review Committee (DRC)
- i) Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review.
 - ii) Writes letter that go into faculty's portfolio. Reviews Department T&P guidelines and makes recommendation for revisions to the Department.
 - iii) Membership: Members of this Committee cannot be on the College T & P Committee. As per the Faculty Handbook, the DRC has a minimum of three tenured faculty members who must have an FPA that specifies 30% or less in the area of Administration outside the Department. Members of this Committee are voted on by the permanent faculty.
 - iv) Meeting times: Meets several times per year; intensive effort in early to mid- fall semester.

THE FOLLOWING STATEMENTS BECOME EFFECTIVE FOR FY 2018 REVIEWS

- v) Only Full professors can vote on a candidate's promotion to Full professor. Both Associate and Full Professors can vote on a candidate's promotion to Associate Professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate's promotion to Full Professor (committees can borrow faculty from other departments if needed).
 - vi) Full professors are expected to serve on P&T committees as required.
 - vii) The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes).
 - viii) Term: 2 years staggered.
- d) Assessment Committee
- i) Duties: The Assessment Committee is charged with assessing the effectiveness of the two undergraduate degree programs, B.S. biochemistry and B.S. chemistry and the Master of Science in Chemical Sciences, MSCB. This Committee is responsible for generating reports for the University Academic Program Improvement Advisory Group.
 - ii) Membership: Six faculty members, 2 from chemistry or chemical education subdisciplines, 2 from biochemistry subdiscipline, and 2 with knowledge of the MSCB and Full or Provisional Graduate Faculty Status.
 - iii) Meeting times: Meets as needed, with at least one joint meeting with the Curriculum Committee every semester.
 - iv) Term: 2 years staggered.
- e) Awards Committee
- i) Duties: Organizes yearly Spring Awards ceremony. Gathers list of nominations and solicits faculty input for awards. This Committee makes award decisions (not specialty area awards).
 - ii) Membership: At least two faculty members, Program Coordinator, and the Administrative Assistant.
 - iii) Meeting times: As needed.
 - iv) Term: 2 years staggered.
- f) Olympiad Committee
- i) Duties: Coordinate the Chemistry Olympiad for the Georgia Local Section of the American Chemical Society.
 - ii) Membership: Two faculty members.
 - iii) Meeting times: As needed.
 - iv) Term: 2 years staggered.
- g) Seminar
- i) Duties: Coordinates Departmental seminars, finds speakers, advertises seminars, makes arrangements for outside speakers as needed.
 - ii) Membership: Two faculty members, and the Administrative Assistant.
 - iii) Meeting times: As needed.
 - iv) Term: 2 years staggered.
- h) Graduate Committee
- i) Duties: Make decisions on acceptance of applicants to the program based on evaluation of materials submitted for admission, Make decisions on awarding

teaching assistantships, assess how well Graduate Teaching Assistants are meeting their responsibilities, evaluate revisions to the graduate curriculum and submit revisions to appropriate curriculum committees, Develop or revise other policies that specifically involve the MSCB graduate programs, as needed. Detailed information is provided in the MSCB faculty handbook.

- ii) Membership: Department Chair, Assistant Chair, MSCB Graduate Coordinator, and additional faculty members appointed by the Department Chair. Eligible faculty must be tenure-track, and have Full or Provisional Graduate Faculty Status. Effort will be made to ensure representation from each sub discipline.
- iii) Meeting times: As needed.
- iv) Term: 2 years staggered.

Section 5. *Ad Hoc* Committees

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.

ARTICLE III. Department Meetings

Section 1. Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of fall and spring semesters.

Section 2. The Chair of the Department shall call such additional meetings as deemed necessary.

Section 3. 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 meeting.

Section 4. Minutes of each Department meeting will be taken including attendance, reviewed by the Department Chair and made available to all faculty and staff.

ARTICLE IV. Voting

Voting on matters of Departmental 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 Departmental bylaws shall be determined as follow:

Section 1. Eligibility

- a) All department faculty who are not part-time or limited-term are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- b) Absent faculty/staff may vote by written proxy, submitted in an envelope to the Department Chair.

Section 2. Quorum (See Article III)

- a) A quorum shall consist of two-thirds of those eligible to vote.
- b) Proxies shall not count toward a quorum.

- c) In the rare event that a quorum is not achieved, the vote will be tabled until the next meeting.

Section 3. Passage of a Motion

- a) A simple majority of those voting shall be required to pass a motion.
- b) A two-thirds majority of those voting shall be required to pass an amendment to the Departmental bylaws.

Section 4. Ballots

- a) Secret ballots shall be used for votes if requested by one or more faculty members.

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

New course offerings, course deletions, changes in requirements for the bachelor or master degrees with a major in chemistry, biochemistry, or chemical sciences, and changes in the requirements for a minor in chemistry shall be reviewed by the Curriculum Committee.

- a) The Department Chair or any tenured or tenure-track Departmental faculty may propose such changes.
- b) A completed electronic copy of the appropriate form(s) must be completed by the individual faculty member and submitted to the Committee Chair at least 2 weeks prior to a regularly scheduled meeting.
- c) The Chair will distribute proposals to all Committee members. Each Committee member should review the proposal and solicit input from his/her subdiscipline. The secretary of the Committee may also choose to post proposals on the "I" drive.
- d) Faculty members with concerns to any proposal are encouraged to attend Curriculum Committee meetings. Faculty members will be given time to voice concerns prior to the Committee vote at these meetings.
- e) A majority of the voting Curriculum Committee members is required to approve proposals for course revisions and changes. In cases of ties, the DFC shall decide.
- f) If passed, the faculty member who is proposing the change will present the proposal at College and University Curriculum Committee meetings. The Chair of the Curriculum Committee may be asked to accompany faculty to College and/or University Curriculum meetings.

ARTICLE VI. Guidelines for Full-Time Faculty Searches

Section 1. Search Committee Designation – Tenure-Track and Other Permanent Faculty Searches

- a) After discussion with the Department faculty about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the dean, the Department Chair shall appoint a search committee that includes at least three full time or tenure-track faculty, one of whom should be tenured.

- b) The Department Chair shall appoint a Chair of the search committee. The search committee Chair, working in concert with the Department Administrative Assistant and Department Chair, will work to gather applicants' files, reviewing their completeness, and making them accessible to committee members and other faculty/staff. The Department Chair will complete the paperwork related to EEO and other required documentation.
- c) The Committee is asked to present and bring candidates to the Department for on-campus interviews. After interviews are complete, faculty will discuss and vote on the acceptability of each candidate. This vote is advisory to the Department Chair. All negotiations with the applicant are to be between the Department Chair, the Dean of the College, and the candidate only.

Section 2. Limited Term Faculty Searches

In searches for Limited Term faculty members, the DFC often serves as the search committee, although other arrangements can be made, as appropriate.

Section 3. 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 should make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VII. Summer Session Teaching.

The following guidelines shall be used to determine priority for teaching during summer session.

Section 1. Through written solicitation, the Department Chair or designee shall determine which faculty members teach during summer sessions.

Section 2. The following ranked criteria shall be considered when making teaching assignments during summer sessions.

- a) Course demand and faculty specialization.
- b) Budget conditions.
- c) Preference will be given to full-time, tenure-track faculty.
- d) Possession of the terminal degree.
- 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.

Section 3. Summer teaching is done on a non-written contractual basis and compensation is as outlined in Section 4.2.2. of the Faculty Handbook. Non-instructional assignments are by special arrangement only as outlined in the Faculty Handbook. Non-instructional assignments during the summer term include sponsored program activities and/or other special assignments for the University. Compensation for non-instructional assignments will vary with the assignment and should be based on

the percentage of time devoted to the project.

Section 4. Professional development activities are encouraged, though not required. All permanent faculty have complete summer access to the University including their offices and lab spaces.

ARTICLE VIII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to either the DFC 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 IX. 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, the College of Science and Mathematics, and the Board of Regents of the University System of Georgia.

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 October 11, 2017, were approved by the faculty of the Department/School of Chemistry and Biochemistry in accordance with department policies and procedures:

Michelle Head Michelle Head 10/25/17
Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Mark B. Mitchell Mark B. Mitchell 10/25/17
Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Jared Tagliatela Jared Tagliatela 06/21/2018
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Mark R. Anderson M-R Anderson 6/20/2018
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

LINDA M. NOBLE Linda M. Noble 7-9-18
Name (printed or typed) Signature/ Date