



College of Science and Mathematics

College of Science and Mathematics Bylaws Kennesaw State University

PREAMBLE

The College of Science and Mathematics 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. 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. Assistant/Associate Dean(s) and other college level positions
 - a. The Dean may appoint Assistant/Associate Dean(s), as well as other college level administrators, with flexible terms as needed.
 - b. The Assistant/Associate Dean(s) and other college level administrators shall carry out such duties as assigned by the Dean.
 - c. An Assistant/Associate Dean or other college level administrator may serve as Acting Dean at any time the Dean is out of town, unavailable, or incapacitated and unable to administer the affairs of the College.
 - d. Descriptions of college level positions will be made available online by the office of the Dean.

ARTICLE II. Committees

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. Faculty with more than 50% administrative duties shall not serve on faculty committees. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a majority of committee members. Standing committee members shall be selected via an election held in the Fall semester of each year for the next year's committees.

Unless stated otherwise, all standing and ad hoc committees shall operate according to the following procedures.

- Each committee shall elect its Chair annually. To avoid delays in committee activity, the Chair for an upcoming academic year should be selected in late April/early May once the committee elections are finalized.
- Each committee shall elect a secretary at the first fall semester committee meeting. The secretary shall be responsible for keeping and distributing minutes.
- Minutes of meetings shall include the names of all members and guests present as well as a description of items discussed. Minutes shall be distributed electronically to all faculty and staff in a timely fashion, after approval by the committee. The minutes of any committee dealing with sensitive issues (e.g. personnel issues, awards, or other) shall only indicate the general nature of the items discussed without revealing names or final decisions.
- Committees shall meet at least twice each semester during the academic year, and more often as deemed appropriate by members.
- Meeting location shall be determined by committee members with consideration afforded members who must travel between campuses.
- Committee representatives shall serve 2 year staggered terms to allow continuity.
- When a new committee is formed, about half of its members shall serve one year and the remaining shall serve two years. After the first year, each newly elected member shall serve two years. This will ensure staggering of terms.
- A department may recall any committee representative by a 2/3 vote.

Standing committees:

A. College Faculty Council

a. Duties

- i. The College Faculty Council (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 with regard to the development and implementation of policy, including, but not limited to, the following areas:
 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

b. Membership

- i. Each department shall elect a member of its tenured faculty to the CFC.
- ii. Each department shall select its representative(s) to the CFC by vote of permanent full-time faculty of the department (i.e. faculty whose salary comes from hardline budget items).

- iii. The Dean shall be an ex officio non-voting member of the CFC. The Dean shall respect the council's desire, on occasion, to meet without the Dean, or members of the Dean's staff.
- iv. The chair of the CFC must be an elected department representative.
- c. Meeting times
 - The CFC shall continue functioning during the summer months. During that time, if a CFC member cannot participate, he/she shall name a proxy from the member's department. This proxy must meet the same criteria as the member.
- d. Term
 - Each member of the CFC shall serve a 3 year term. Terms are staggered to allow continuity, with 1/3 changeover each year. The chair shall be selected from members who have served at least one year on the CFC.

B. College Program Improvement and Curriculum Committee

- a. Duties:
 - i. The College Program Improvement and Curriculum Committee (CPICC) oversees the development of academic program Assessment Plans and Improvement Reports.
 - ii. The committee oversees all changes and improvements in curricula in the College, serving as a level of review between the Department Program Improvement and Curriculum Committee, and the KSU Undergraduate and Graduate Policy and Curriculum Committees. Curriculum changes should be driven in large part by the reported results of all forms of academic program assessment, including Improvement Reports, discipline accreditation reports, and USG Comprehensive Program Review.
 - iii. The committee verifies that any changes are consistent with the goals and strategic plan of the College.
- b. Membership
 - Each department in the College shall elect a member of its faculty to the CPICC.

C. College Review Committee

- a. Duties:
 - The committee has duties as laid out in the University Faculty Handbook, including review of portfolios for tenure, promotion, and post-tenure review, as needed.
- b. Membership:
 - i. One tenured member from each department shall be elected by the tenured and tenure-track faculty of that department and one at large tenured faculty member shall be elected from each of the areas of Mathematical Sciences, Life Sciences, and Physical Sciences. Each at-large member shall be elected by members of the departments he/she represents. When considering an application for promotion to full professor, voting members must be associate professors or above.

- ii. Faculty on department review committees are not eligible to serve as members of the College Review Committee.
 - iii. When a department does not have a tenured faculty member eligible to serve, its faculty shall elect tenured faculty from an outside department within the College.
 - iv. Faculty whose documents are under review may not serve on the College Review Committee.
- c. Meeting Times:
The committee shall convene as needed to meet the schedule of reviews laid out in the University Faculty Handbook.

D. Science and Mathematics Awards Committee

- a. Duties:
- i. The Science and Mathematics Awards Committee solicits and evaluates applications and selects recipients for internal college-funded grants.
 - ii. This committee also solicits applications or nominations, evaluates responses, and selects recipients for college-wide faculty honors and awards.
 - iii. The results of this committee's work are sent to the Dean of the College of Science and Mathematics.
- b. Membership:
- i. The Science and Mathematics Awards Committee shall consist of one tenured or tenure track representative from each department in the College.
 - ii. The representative from each department shall be elected by the permanent, full-time faculty of that department.
 - iii. The College Dean or his/her representative shall be an ex officio non-voting member of the Science and Mathematics Awards Committee.

E. College Safety Committee

- a. Duties:
- The Safety Committee works with Environmental Health and Safety, Strategic Security and Safety and the Department of Public Safety to protect the environment and to promote a safe working environment for all faculty, staff, students, visitors and the general public. Its specific duties are to:
- i. Create and maintain active faculty, staff and student participation in safety compliance;
 - ii. Identify safety issues of concern;
 - iii. Communicate with faculty, staff and students on issues of safety and compliance;
 - iv. Oversee implementation of safety policies and procedures;
 - v. Review all lab policies and Standard Operating Procedures (SOPs) periodically, improving or creating new policies where needed;
 - vi. Oversee and participate in self-audit of laboratory space;
 - vii. Educate faculty, staff and students in appropriate safety policy.

- b. Membership:
 - i. The College Safety Committee shall consist of all Laboratory Safety Officers in the College, one faculty member from each lab science department, and at least one lab coordinator.
 - ii. The committee chair shall also serve on the University Safety Council.
- c. Term:

Laboratory Safety Officers shall be permanent members of the College Safety Committee. Faculty committee members shall serve two year staggered terms. Lab coordinators shall serve one year terms and rotate through the lab science departments.

F. Ad hoc committees

- a. An ad hoc committee may be appointed by the Dean in consultation with the College Faculty Council.
- b. An ad hoc committee may be appointed by the College Faculty Council in consultation with the Dean.
- c. Ad hoc committees have specific charges and fixed duration.

G. University-wide Committees

Representatives from the College of Science and Mathematics to university-wide committees shall be elected annually via anonymous ballot during the month of December so that faculty members may include this information in their Faculty Performance Agreements for the following year.

ARTICLE III. College Meetings

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

ARTICLE IV. Voting

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

- A. Permanent, full-time faculty interested in representing their department to a college or university-wide committee may nominate themselves or be nominated by colleagues. A list of potential candidates shall be compiled by the office of the Dean.
- B. All permanent full time faculty and Research Faculty shall be eligible to vote in all college-wide voting. Faculty under the designation of Research Faculty shall not be able to vote on issues related to tenure and promotion or curriculum.
- C. No quorum is required for college-wide votes.
- D. All voting shall be done by anonymous ballot generated and administered by the office of the Dean. At least seven class days shall be allowed for voting. The results of the vote shall be reported to the faculty.

ARTICLE V. Amendments to Bylaws

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

ARTICLE VI. 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.

Approved: Paula C. Jackson 08/18/2015
Chair, College Faculty Council Date

Approved: M. R. Anderson 8/18/2015
Dean, College of Science and Mathematics Date

Approved: W. Ron Hamner 8/18/15
Provost and Vice President for Academic Affairs Date