

**KENNESAW
STATE UNIVERSITY**
Department of Molecular and Cellular Biology
BYLAWS

PREAMBLE

The Department of Molecular and Cellular Biology (MCB) is a unit of the College of Science and Mathematics at Kennesaw State University. The Department will be recognized as a collaborative, collegial and diverse group of scholars who provide excellence in teaching and mentorship, who are successful in research and scholarship activities that may involve both undergraduate and graduate students, and who are active in campus and community leadership.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Molecular and Cellular Biology. These bylaws were first adopted by the faculty of the Department of Molecular and Cellular Biology on April 3, 2015 and revised February 17, 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. Duties of the Department Chair are established by the University and include, but not limited to:
 - setting priorities in consultation with the faculty,
 - providing strategic planning,
 - representing the Department in College and University affairs,
 - 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,
 - reviewing and evaluating faculty and staff according to University schedules,
 - mentoring faculty in career development,
 - presiding over Departmental meetings,
 - informing the faculty of events affecting the Department or welfare of the faculty,
 - 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.

B. Assistant Chair

- a) The Department Chair may appoint an Assistant Chair.
- b) The Assistant 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 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. Course Coordinators

Course coordinators may be appointed for courses that are frequently taught by multiple faculty members. Together with the faculty who teach the course, the Course Coordinators are responsible for:

- Coordinating development of learning outcomes for the course;
- Coordinating development of general course policies, content, and textbooks for lectures and laboratories;
- Developing lab manuals and establishing a uniform lab schedule each semester;
- Meeting with relevant faculty to discuss changes in the course;
- Work with the College of Science and Mathematics Safety Committee to develop standard operating procedures for lab courses.

Course coordinators will be appointed by joint consensus of the Department Chair of Molecular and Cellular Biology (MCB) and the Department Chair of Ecology, Evolution, and Organismal Biology (EEOB).

D. Program/Track Coordinators

A Program/Track Coordinator will be appointed for the Masters of Science in Integrative Biology (MSIB) program, for tracks in the Bachelor of Science in Biology program, for the Bachelor of Science in Environmental Science program, for General Education science courses, and for each formal certificate program offered by EEOB/MCB. Undergraduate Program/Track Coordinators will be appointed by joint consensus of the Department Chair of MCB and the Department Chair of EEOB. In making the appointments, the Department Chairs will consider expertise in the subject and administrative abilities, and they will make an effort to ensure fair, appropriate, and proportional representation between the MCB and EEOB departments. An individual faculty member may serve as program/track coordinator for more than one track or program. The MSIB Program Coordinator will be appointed by the Dean of the College of Science and Mathematics from the membership of the MSIB Program Committee. The MSIB Program Coordinator will serve for two years and may be re-appointed for consecutive terms. An effort shall be made by the Dean to alternate between EEOB and MCB faculty when appointing a new MSIB Program Coordinator.

Responsibilities of the Program/Track Coordinators include, but are not limited to:

- Working with the Course Coordinators and other faculty to establish learning outcomes in the program or track;
- Collection and evaluation of assessment data related to the program or track;

- Reviewing the program or track curriculum;
- Serving on either the Biology Undergraduate Curriculum and Assessment Program Committee (Undergraduate Program/Track Coordinators) or the MSIB Program Committee (MSIB Coordinator);
- Other activities relating to effective delivery of the programs and tracks.

ARTICLE II. Departmental Committees

Section 1. Standing Committees

- Standing departmental committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff.
 - The qualifications for committee membership (tenure-track, tenured, lecturer, or staff) are established by the University, College, or Department, depending on the committee.
 - Standing committees shall meet at least once during each Fall and Spring semester,
 - If appropriate and practical, the committee Chair may conduct a meeting electronically (for example, by email thread or internet teleconferencing); however, a committee member or the Department Chair may request a face-to-face meeting.
 - A committee member will be selected in an election held in the Fall semester (December meeting), with the new committee terms beginning the following Spring semester. In the event of an unopposed nominee, a voice vote supporting election of the nominee will be called. When more than one person is nominated per position, a written ballot will be used with the person receiving the most votes being elected.
 - In the event that a committee member temporarily (i.e. sabbatical, family leave) or permanently (i.e. resignation, retirement) leaves the Department while serving on a standing committee, the Department Chair will call for nominations and a special election will be held to elect a replacement committee member. In the case of temporary leave, the person elected as a replacement will serve only during the time that the original member is absent. If the original committee member's term ends prior to his/her return, the elected replacement member will serve until the end of the normal term. In the case of permanent leave from the department, the person elected as a replacement will serve the remainder of the original committee member's normal term.
 - Each committee shall elect its Chair annually effective Fall Semester of the academic year. A replacement committee member should not hold a Chair position if the original committee member is on temporary leave and will return prior to the end of his/her normal term and resume committee duties.
 - The Chair of the previous year's committee shall convene the first Fall Semester meeting.
- a) Department Faculty Council (DFC)
- i) Duties: Responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with workload, teaching load, hiring strategies, overall goals, ideas about new programs, and other factors related to the operation and future direction of the Department. As stated in the KSU Handbook *"The DFC is advisory to the Chair, who holds decision-making authority at the department level."*

- ii) Membership: Four tenured or tenure-track faculty. The Chair of the DFC will be a tenured faculty member elected by members of the committee.
 - iii) Meeting times: At least once per month and more frequently as needed.
 - iv) Term: 2 year staggered.
 - v) 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.
- b) Department Promotion and Tenure (P&T)
- i) Duties: Evaluates portfolios for tenure, promotion, and pre-tenure review. Writes the review letter that goes into the faculty's portfolio. Reviews Department P&T guidelines and makes recommendation for revisions to the Department Chair
 - ii) Membership: The committee shall include three full-time tenured faculty with at least one member at the rank of Professor and the remaining members at no less than the rank of Associate Professor. No member may have an FPA that specifies 30% or more in the area of Administration outside the Department. Only faculty at the rank of Professor can vote on requests for promotion in rank to Professor. In the event that the committee does not consist of three tenured Professors, the Department may elect ad hoc committee members from inside or outside the Department to serve in reviewing professor promotion cases. Individuals going up for review shall not serve on this committee the year they are up for review (in which case a one year replacement will be elected). A candidate under review for Post-Tenure Review can serve on the department Tenure and Promotion committee. Votes of review committees are by secret ballot. All deliberations and decisions of reviews are confidential and may not be discussed with the candidates or with others outside the review committee's membership (see Kennesaw State University Faculty Handbook for further details).
 - iii) Meeting times: Meets several times per year; intensive effort in early-to mid-Fall semester.
 - iv) Term: 3 year staggered.

Section 2. *Ad Hoc* Committees

Ad hoc committees shall be appointed by the Department Chair for a specific term. The Department Chair shall notify the departmental faculty of the existence of any *ad hoc* committees.

Section 3. Operation of Committees

- Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- Requirements for committee vote shall conform to Article V, Sections 2, 3 and 4.
- 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 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. Joint Committees of the EEOB and MCB Departments

Section 1. The Biology Undergraduate Curriculum and Program Assessment Committee and the Master of Science in Integrative Biology Program Committee are joint committees represented by both MCB and EEOB faculty.

- a) Biology Undergraduate Curriculum and Program Assessment Committee (BUCPAC)
 - i) Duties: Oversees review, assessment, and changes in the undergraduate academic programs and tracks offered by the faculty of MCB and EEOB. This committee is the first step in seeking approval for new courses, programs, program changes, and changes in prerequisites, catalog descriptions or other curricular revisions. This committee shall review the departmental curriculum and make recommendations to address insights gained from the assessment data. The committee also provides oversight for Special Topics and Advanced Topics courses. The committee assesses effectiveness of the curriculum, analyzing data from program and student learning assessment.
 - ii) Membership: This committee will consist of the Undergraduate Program/Track Coordinators. The committee shall elect its Chair annually effective Fall Semester of the academic year. The Chair of the previous year's committee shall convene the first Fall Semester meeting.
 - iii) Meeting times: At least once per month during the academic year, and more frequently as needed to conduct curriculum review in a timely manner.
 - iv) Term: Individuals serve on this committee as long as they serve as Program/track Coordinators.

- b) Master of Science in Integrative Biology (MSIB) Program Committee
 - i) Duties: Oversees review, assessment, and changes to MSIB graduate program offered by the faculty of MCB and EEOB, makes decisions on accepting applicants to the program and on awarding teaching assistantships, evaluates teaching assistants, develops or revises other policies that specifically involve with the MSIB graduate programs, as needed.
 - ii) Membership: Three faculty members from EEOB and three faculty members from MCB. The members must be tenure-track professors with Full or Provisional Graduate Faculty Status with no administrative appointment. The MSIB Program Coordinator will serve as one of the representatives from either MCB or EEOB, depending on her/his department. The members shall be appointed by the Chairs of each department.
 - iii) Meeting times: Several times per semester as necessary, with required meetings early in Spring semester (to review applications).
 - iv) Term: 2 year staggered for members.

ARTICLE IV. 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, reviewed by the Department Chair and distributed to all faculty and staff.

ARTICLE V. 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 departmental faculty who are not part-time or temporary are eligible to vote.
- b) Staff may vote for positions in which staff are eligible to be elected.
- c) Absent faculty/staff may vote by written proxy.

Section 2. Quorum

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

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.
- c) Voting may be conducted by voice vote, show of hands, or electronically; however, faculty or the Department Chair may request a secret ballot.

ARTICLE VI. Changes in the Curriculum

Section 1. This procedure outlines the approval of new courses, course deletions, and changes in existing courses, changes in requirements for degree program or tracks, changes in certificate programs, and any other curriculum-related changes. Such proposals are subject to multi-tiered review as regulated by the Office of Academic Affairs.

- a) The Department Chair or any tenured or tenure-track departmental faculty may propose such changes. Faculty are encouraged to discuss their ideas informally with the Department

- Chair and the DFC before initiating the paperwork, to ensure that there are sufficient resources and that the proposal is congruent with Department strategic plans.
- b) Proposals to modify courses or curricula shall be reviewed by the Biology Undergraduate Curriculum and Program Assessment Committee (undergraduate courses) or Master of Science in Integrative Biology Committee (graduate courses).
 - c) A completed proposal, following the format established by Academic Affairs, must be distributed to BUCPAC/MSIB committee members at least one week prior to discussion and vote.
 - d) A majority of the eligible voting BUCPAC/MSIB members is required to approve and to adopt proposals for new course, course deletions, course revisions, and changes in the curriculum and in degree requirements.
 - e) After approval by BUCPAC/MSIB, the proposal will be forwarded to subsequent levels of review), following procedures and mechanisms established by Academic Affairs.

ARTICLE VII. Guidelines for Faculty Searches

Faculty searches shall be conducted in accordance with the *2015 Guidelines for Creating Job Descriptions, Conducting Searches, and Hiring Faculty At Kennesaw State University* (Including University and College Level Administrators) issued from the KSU Office of the Provost and Vice President for Academic Affairs.

Section 1. Search Committee Designation

- a) After discussion with the department faculty (either as a whole and/or the Department Faculty Council) about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the Dean, a search committee will be appointed by the Department Chair. The composition of a search committee will depend upon the size and specific needs of the hiring department but should be no less than five (and preferably an odd number of) members. Search committee members may come from on or off campus. The chair of a search committee may or may not be the Department Chair/School Director of the hiring department for a faculty position but must be a full-time, permanent KSU faculty member. The search committee members cannot be candidates for the search in which they are serving as committee. At the first meeting, the search committee will be clearly “charged” by the Dean or the designee.
- b) The Department Chair shall appoint a Chair of the search committee. The search committee Chair, working in concert with the Department secretary and Department Chair, will work to gather applicants’ files, reviewing their completeness, and making them accessible to committee members and other faculty, and in completing paperwork related to EEO and other required documentation.

Section 2. 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 VIII. 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 shall determine which faculty members wish to 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, tenured or 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.

ARTICLE IX. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to either 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. Amendments to Articles III or VI (concerning the Biology Undergraduate Curriculum and Program Assessment Committee, the Master of Science in Integrative Biology Program Committee, and the Changes in Curriculum procedures) shall be approved by two-thirds majority vote in the Department of Molecular and Cellular Biology and by two-thirds majority vote in the Department of Ecology, Evolution, and Organismal Biology.

ARTICLE X. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for 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 Bylaws

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

I confirm that the attached bylaws, dated 02/17/2017, were approved by the faculty of the Department of Molecular and Cellular Biology in accordance with department policies and procedures:

Dale Lynn Vogelien, Chair, MCB Prom. & Tenure Comm.

Name (printed or typed) / Title (DFC chair, etc.)

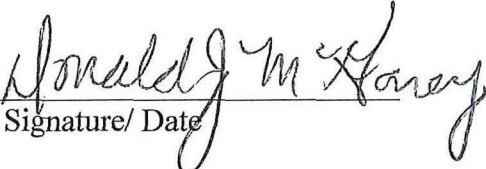
 Jan. 21, 2017

Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Donald J. McGarey

Name (printed or typed)

 2/21/17

Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

JAMES TAGLIALATELA

Name (printed or typed)


 6/15/2017

Signature/ Date

College Dean Approval - I approve the attached bylaws:

Mark R. Anderson

Name (printed or typed)


 5/19/2017

Signature/ Date

Provost Approval - I approve the attached bylaws:

W. Ken Harmon

Name (printed or typed)

 8/8/17

Signature/ Date