

**Department of Physics
Kennesaw State University
BYLAWS**

PREAMBLE

The Department of Physics is a unit of the College of Science and Mathematics at Kennesaw State University. The Department is a collegial and diverse group of scholars who are excellent in research, teaching and mentorship, and campus leadership.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Physics. These bylaws were first adopted by the faculty of the Department of Physics on March 11, 2015 and finally adopted on August 12, 2015.

ARTICLE I. Administration

Section 1. 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.

Section 2. 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 may include, but are not limited to, activities such as: advising, scheduling, monitoring enrollment, assisting part-time faculty, representing the 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.

Section 3. Course Coordinators

- a) Course Coordinators may be appointed by the Department Chair for courses that are frequently taught by multiple faculty.

- b) In consultation with the faculty who regularly teach in the departmental programs, the Coordinator shall recommend general course policy and content for lecture and laboratory courses.
- c) Course Coordinators will initiate lab manual revisions, calling meetings among relevant faculty to discuss any changes in courses, and will work with the Department Secretary and Lab Coordinator.
- d) With Department faculty approval, the Course Coordinators may be responsible for course assessment. If not, assessment is undertaken by the PCC.

Section 4. Program Coordinators

- a) Program Coordinators may be appointed by the Department Chair.
- b) The Program Coordinator, if appointed, is responsible for scheduling classes, coordinating different tracks, implementing and providing status updates and reviews, as well as researching and analyzing information or other related data to improve the program.
- c) With Department faculty approval, the Program Coordinators may be responsible for program assessment. If not, assessment is undertaken by the PCC.

ARTICLE II. Committees

Section 1. Standing 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. Standing committees shall meet at least once each semester, except Summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a majority of committee members. Committee members will be selected via an election held in the Fall (December meeting) semester of each year for the next year's committees. Each 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.

- a) Department Faculty Council (DFC)
 - i) Duties: The DFC is advisory to the Department Chair who holds decision-making authority at the department level. Responsible for providing input to the Chair about department issues, organizing the election of faculty and staff representatives to the Department Evaluation and Review Committee (DERC) as per university guidelines, writing guidelines/policies dealing with workload, teaching load, hiring strategies, overall goals, ideas about new programs, etc.
 - ii) Membership: Five full-time permanent faculty members, at least four of which must be tenure-track. The Chair of the DFC will be a tenured faculty member elected by members of the committee.
 - iii) Meeting times: Irregular, usually 3-4 times per academic year.
 - 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 Chair present.

- b) Physics Curriculum Committee (PCC)
 - i) Duties: Oversees all changes in curriculum, is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, and catalog descriptions, as well as formalized course and program assessment. This committee shall periodically review the departmental curriculum and make recommendations about modifications of the curriculum. The committee also provides oversight for Special Topics and Advanced Topics courses. The chair is responsible for monitoring progress of paperwork to College and University Curriculum committees.
 - ii) Membership: At least four tenure-track faculty.
 - iii) Meeting times: Irregular, usually 3-4 times per academic year.
 - iv) Term: 2 year staggered.

- c) Activities and Awards Committee (AAC)
 - i) Duties: Organizes Department social functions, academic seminars, student awards, and hospitality activities.
 - ii) Membership: At least three permanent faculty and the Department Administrative Assistant.
 - iii) Meeting times: Irregular, usually 3-4 times per year or as needed.
 - iv) Term: 2 year staggered.

- d) Department Promotion and Tenure (P & T)
 - i) Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letters that go into faculty's portfolio. Reviews department T&P guidelines and makes recommendation for revisions to Department Chair.
 - ii) Membership: Five full-time tenured faculty; 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); see University guidelines for further details.
 - iii) Meeting times: Meets several times per year; intensive effort in early to mid Fall semester.
 - iv) Term: 2 year staggered.

Section 2. *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.

Section 3. Operation of Committees

- 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 electronic copies. 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

Section 1. Regular Meetings

Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the middle or end of Fall and Spring semesters.

Section 2. Additional Meetings

The Chair of the department shall call such additional meetings as deemed necessary.

Section 3. Meeting Attendance

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. Meeting Minutes

Minutes of each department meeting will be taken, reviewed by the Department Chair, and distributed 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 follows:

Section 1. Eligibility

- a) All full-time permanent Physics faculty 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.

Section 2. Quorum

- a) A quorum shall consist of two-thirds 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.

Section 4. Ballots

Voting shall be conducted by a show-of-hands or by secret ballots. Voting for the DFC and P&T committees, as well as amendments to the Bylaws, shall be conducted only by secret ballot.

Section 5. Electronic Voting

Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

Section 6. Voting Outside of Spring and Fall Semesters

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.

Section 7. Nomination for Committee Membership

- a) Nominations for committees may come from any full-time, permanent faculty including self-nominations.
- b) Nominations may be presented to the Department Chair electronically, verbally, or in writing before formal elections. Verbal nominations may also be made during a meeting in which voting takes place.
- c) If the number of eligible nominees for a committee is not sufficient to fill committee vacancies, the Department Chair will select nominees as needed.

ARTICLE V. Changes in the Curriculum**Section 1. Changes to Physics Curriculum**

All changes to courses and degrees housed in the Department of Physics will be governed by the following guidelines:

- a) The department Chair or any tenured or tenure-track departmental faculty may propose such changes.
- b) Written proposals to modify courses or curricula shall be reviewed by the PCC.
- c) A completed copy of the appropriate form must be distributed to PCC committee members at least one week prior to discussion and vote.
- d) A majority of the eligible voting PCC members is required to approve and to adopt proposals for a new course, course deletions, course revisions and changes in the curriculum and in degree requirements.

ARTICLE VI. Guidelines for Permanent Faculty Searches**Section 1. Search Committee Designation**

- a) After discussion with the department faculty (either as a whole and/or the DFC) about which disciplines to stipulate in the advertisement for a given faculty position, and in consultation with the dean, a search committee that includes at least three tenured or tenure-track faculty shall be appointed by the Department Chair.

- 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. The Department Chair shall provide the committee with specific guidelines about conducting searches.

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 VII. Summer Session Teaching

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

Section 1. Determination of Summer Teaching

Through written solicitation, the Department Chair shall determine which faculty members wish to teach during Summer sessions.

Section 2. Summer Teaching Priority Criterion

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.

ARTICLE VIII. 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.

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 and/or the College of Science and Mathematics.

Approved by Mark Anderson: *[date TBD]*

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 03 / 11 / 2015, were approved by the faculty of the Department of Physics in accordance with department policies and procedures:

Kisa Ranasinghe kr 4/20/15
Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Philip E. Patterson Philip E Patterson 04-17-15
Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Paula C. Jackson 04/20/2015
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Mark R. Anderson MRAd 4/20/15
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

W. Ken Harmon W. Ken Harmon 4/16/15
Name (printed or typed) Signature/ Date