

**College of NAME
Kennesaw State University
BYLAWS**

PREAMBLE

The College of NAME 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 (add other positions and/or additional descriptions as appropriate)

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

- a. The Dean may appoint Assistant/Associate Dean(s) as needed.
- b. The Assistant/Associate Dean(s) shall carry out such duties as assigned by the Dean.
- c. The Assistant/Associate Dean(s) will 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.

ARTICLE II. Committees (Below are some committees that each college must have; add others as appropriate; include duties, membership, meeting times, and terms)

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 committee member. Committee member 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. College Faculty Council (CFC) **(must be included)**

a. Duties

- i. The CFC is advisory to the Dean, who holds decision-making authority at the college level **(must have this statement found in Faculty Handbook)**.
- 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
- iii. The CFC shall publish minutes of meetings electronically.
- b. Membership
 - i. The CFC will consist of one tenured representative from each department.
 - ii. That representative will be elected by the permanent, full-time faculty (instructors, lecturers, tenure track, and tenured) of that department.
 - iii. The method by which the department will select its representative to the CFC shall be determined by vote of permanent full-time faculty of the department.
 - iv. The Deans shall be ex officio non-voting members of their CFC. The Deans will respect their council's desire, on occasion, to meet without the dean, or members of the dean's staff.
 - v. Department chairs are not eligible to vote for or to serve as representatives to the CFC.
 - vi. The chair of the CFC must be an elected department representative who has served on the council the previous year (this year-of-service requirement does not apply to the first cohort).
 - c. Meeting times
 - i. The CFC should meet as often as deemed appropriate by the council membership and called by the chair, but in any case shall meet no less frequently than twice each fall and spring semester.
 - ii. The CFC will 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
 - i. Each member of the CFC will serve a 3 year term. These terms are staggered to allow continuity.
 - ii. A department may recall any representative by a 2/3 vote.

B. College Curriculum Committee **(must be included)**

- a. Duties:
 - i. The College Curriculum Committee (CCC) will oversee all curriculum changes in the College to verify that any changes are consistent with the goals and strategic plan of the College.
 - ii. The CCC shall publish minutes of meetings electronically.
- b. Membership
 - i. The CCC will consist of one representative from each department in the College.
- c. Meeting times

- i. The CCC will meet as needed.
- d. Term
 - i. Each member of the CCC will serve a 2 year term. These terms are staggered to allow continuity.
 - ii. A department may recall any representative by a 2/3 vote.

C. College Promotion and Tenure Committee (must be included)

- a. Duties:
 - i. As laid out in the University Faculty Handbook, Review and Evaluation of Faculty Performance
 - ii. Includes review of portfolios for tenure, promotion, and post-tenure review, as needed.
- b. Membership:
 - i. Two tenured faculty members from each department. Members of the college review committee are elected by the tenured and tenure-track faculty of the department. No person can participate in more than one stage of the review process, so faculty on department review committees are not eligible to serve as members of the college review committee.
 - ii. When a department does not have two tenured faculty members who are eligible to serve, its faculty will elect tenured faculty from outside the department.
 - iii. Members of the College Review committee cannot sit simultaneously on a Department Promotion and Tenure committee.
- c. Meeting Times:
 - i. As needed to meet the schedule of reviews laid out in the University Faculty Handbook.
- d. Terms:
 - i. Departmental representatives to the college review committee serve two-year staggered terms.

D. Awards Committee (suggested)

- a. Duties
 - i. The NAME of COLLEGE Awards Committee will solicit and evaluate applications and select recipients for internal college-funded grants such as XXX.
 - ii. This committee will also solicit applications or nominations, evaluate responses, and select recipients for college-wide faculty honors and awards. Awards include but are not limited to the College Distinguished Teaching Award, College Distinguished Scholarship Award, College Distinguished Service Award, College Advising Award, and College eLearning Award (use whatever names are appropriate for your college).
 - iii. The results of this committee's work are sent to the Dean of NAME of COLLEGE.

- b. Membership
 - i. The Awards Committee will consist of one representative from each department in the college. The representative must be a tenured faculty or tenure track faculty who have completed the third year review process at KSU
 - ii. The representative from each department will be elected by the permanent, full-time faculty (instructors, lecturers, tenure track, and tenured) of that department.
 - iii. The College Dean or his/her representative shall be an *ex officio* non-voting member of the Awards Committee.
 - c. Meeting times
 - i. The Awards Committee shall meet as often as deemed appropriate by the committee membership and called by the chair.
 - d. Term
 - i. Each member shall serve a 2 year term. These terms will be staggered.
 - ii. A department may recall any representative by a 2/3 vote.
- E. Ad hoc committees **(some provision for ad hoc committees must be included; details may vary)**
- a. An ad hoc committee can be appointed by the Dean with consultation with the College Faculty Council.
 - b. An ad hoc committee can be appointed by the College Faculty Council with consultation with the Dean.
- F. Operation of Committees **(must be included including provision for minutes)**
- 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
- G. University Wide Committees **(suggested)**
- a. Representatives from the College of NAME to University-wide committees will be elected annually via survey during the month of December so that this information could be included within the subsequently developed FPA.

ARTICLE III. College Meetings (exact descriptions may vary)

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

ARTICLE IV. Voting (exact rules may vary but must be clearly elucidated in the bylaws)

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

- A. All tenured faculty, tenure-track faculty, lecturers and senior lecturers, other non-tenure track faculty, will be eligible to vote in all college wide voting. Staff may be eligible to vote on some issues.
- B. No quorum is/is not required for college wide votes.
- C. A plurality/simple majority (exact requirement to be determined by College faculty) is required to elect someone to a college wide committee or as a College representative to a University committee.
- D. All voting shall be done by anonymous survey. At least seven business days will be allowed for voting. The results of the vote will be reported to the faculty and staff.

ARTICLE V. Amendments to Bylaws (this or something similar must be included)

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

ARTICLE VI. Relationship to Other Governing Rules and Regulations (this section must be included)

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 & Vice President for Academic Affairs or the Board of Regents of the University System of Georgia.

Kennesaw State University Approval Form for College Bylaws

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

I confirm that the attached bylaws, dated mm / dd / yyyy, were approved by the faculty of the Department of _____ in accordance with college policies and procedures:

College Faculty Council Approval - I approve the attached bylaws:

Name (printed or typed)

Signature/ Date

College Dean Approval - I approve the attached bylaws:

Name (printed or typed)

Signature/ Date

Provost Approval - I approve the attached bylaws:

Name (printed or typed)

Signature/ Date