Kennesaw State University

College of Humanities and Social Sciences

School of Communication & Media
BYLAWS

Approved by Provost Kathy Schwaig and effective on
the date of approval

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Preamble

The faculty and staff in the School of Communication & Media are committed to following democratic and ethical principles. We believe in open communication and support shared governance that is participatory, equitable, and transparent.

The American Association of University Professors (AAUP) states that "the faculty should have a meaningful role in decision-making in those areas that have a significant impact on the educational and scholarly enterprise."

The American Council on Education (ACE) and the Association of Governing Boards of Universities and Colleges (AGBUC) have endorsed this position with regard to shared governance.

The policies and procedures outlined in this document are consistent with these views. They are intended to ensure input from faculty members on all issues that affect students, staff, and faculty and the life of the school as a whole.

1. **Voting Body Defined**
   a. For the purposes of conducting school business, except for selecting and/or removing a School Director, the "voting body" shall consist only of full-time faculty members in the School of Communication & Media, including tenured and tenure-track faculty, as well as clinical faculty, and lecturers/senior lecturers. All joint appointed, tenure-track faculty with 50% or more assignment in the school are considered members of the school.
   b. For the purpose of selecting or removing the School Director, the voting body shall consist only of tenured and tenure-track faculty members, senior lecturers, lecturers, and clinical faculty whose home unit is the School of Communication & Media and who perform at least 50% of their workload in the School.
   c. All voting members of the school must be given an opportunity to vote even if absent from a meeting.
   d. A quorum for the purposes of conducting school business shall consist of 50% +1 of the full-time, tenured, tenure-track faculty, and clinical faculty and lecturers/senior lecturers who are assigned duties at KSU during the semester in which voting is conducted.
   e. A quorum for the purpose of selecting and/or removing a School Director shall consist of 2/3 (66%) full-time, tenured, tenure-track faculty, and clinical faculty and lecturers/senior lecturers who are assigned duties during the semester in which voting is conducted.
   f. If the minimum number of required votes results in a fraction (even a small one), school faculty shall round up to the next full number.
   g. The School Director shall only cast a vote in case of a tie, but cannot vote on matters directly affecting them, i.e., term renewal or removal.
   h. Limited term (temporary full-time) and part-time faculty are not voting members.

2. **Director of the School of Communication & Media**
   a. **Responsibilities.** The School Director serves as the chief internal and external representative of the school. S/he provides leadership within and beyond the academic unit and represents the school to the larger university community and to the local,

national, and international communities. Specifically, her/his responsibilities include, but are not limited to:

i. Coordinating the visioning and strategic planning for the school.
ii. Budgeting and overseeing the fiscal management of school resources.
iii. Managing day-to-day administrative responsibilities.
iv. Mentoring new and seasoned faculty members.
v. Hiring and supervising staff in the school.
vi. Assigning faculty workloads with input from the faculty.
vii. Assigning staff workloads.
viii. Providing service and support to various constituents (college, university, community, etc.).
ix. Reviewing and approving Faculty Performance Agreements (FPAs). Conducting faculty performance reviews, including annual, pre-tenure, tenure, promotion, and post-tenure reviews.
x. Make recommendations on faculty and staff merit raises.

Acting/Interim Directors will assume all duties and responsibilities of the School Director, except as modified by the Dean.

b. **Expectations.** The School Director shall serve as a steward for the majors and programs in the school (Public Relations, Journalism and Emerging Media, Media and Entertainment, Organizational and Professional Communication, online graduate certificate in Digital and Social Media, the M.A. degree in Integrated Global Communication and other programs) in a fair and objective manner. For example, the School Director will facilitate discussion among faculty on how new faculty lines will be distributed.

c. **Term, Tenure, and Renewal of the Director**
i. Candidates for Director must be tenurable on arrival at Kennesaw State University or on appointment.
ii. The Director holds a twelve-month administrative appointment.
iii. Director's teaching load is one course per calendar year, unless otherwise negotiated with the Dean of the College of Humanities and Social Sciences.
iv. The term of office for a School Director is a maximum of five years, usually effective July 1.
v. The tenure of the Director will be limited to two 5-year terms, which may be served consecutively. If the Director completes her/his first term of service (5 years) and is not recommended by the school for renewal second term, or if the Director wishes to step down, the Director becomes a faculty member with a nine-month contract, unless offered a different administrative post by the upper administration at Kennesaw State University.
vi. At the end of the Director's second year, the FSEA Committee will conduct a School-wide review of the Director's performance and consider the School's assessment with the Director.
vii. In the Spring of the fourth year of a Director's first term, the Director communicates with the Dean and School Faculty whether she/he would like to serve for a second

term. In the affirmative, a referendum on the Director's second term is organized. If the Director does not wish to serve for a second term or in the event that a referendum on the Director's second term is negative, a search is launched during the Director's fifth year in office. Internal candidates are welcome to apply.

d. Selection of the Director

i. The search committee works on behalf of the school in that it is responsible for screening applications for the position(s) in question and implementing the various stages of the search process. However, School faculty members are expected to participate in search activities and deliberations where specified. The search committee shall ensure that searches are conducted in a transparent manner and that input from the school is encouraged and facilitated.

ii. The Search Committee shall follow the University policy on search procedures published on the Academic Affairs' web site.

iii. The Director Search Committee consists of four or more School faculty members elected from among all eligible School faculty members, and a non-voting CHSS administrator (Department Chair or higher), who chairs the search committee. The school shall endeavor to include in its membership faculty from a diversity of ranks and statuses. After ensuring the committee represents a diversity of ranks and statuses, the Dean of CHSS appoints the Director Search Committee.

iv. The committee shall select up to three candidates per advertised position to participate in the on-campus interview process. After all final candidates have completed on-campus interviews and the search committee has reviewed feedback from faculty, staff and students about the candidates, the search committee shall rank the candidates the committee deems acceptable to hire. It will then make its recommendation to School faculty and staff.

v. The search committee chair shall present the search committee's recommendations (i.e., rankings) to the School via a secured web site or in a called or regularly scheduled faculty meeting. School Faculty members shall vote to affirm or reject the search committee's recommendation in a timely fashion. The search committee shall consider input and reconsider or affirm their ranking.

vi. The search committee shall forward its final ranking together with the results of the faculty vote to the CHSS Dean, with a copy to the Chair of the SFC, who in turn shares this letter with the faculty. The Dean shall consider all information provided by the search committee when making his or her decision on who shall serve as School Director.

vii. A Director has the option to step down before the 5-year term is over. The School would convene and function as per the above.

viii. Voting procedures and policies regarding the selection of the director:
   1. Voting will be by secret ballot.
   2. There will be no voting by proxy.
   3. There will be no voting by email.
   4. Voting may be facilitated via a secure online survey (such as Qualtrics)

ix. After considering the vote of the faculty and following any additional consultations deemed appropriate by the Dean of the College of Humanities and Social Sciences,

the Dean will appoint a Director or declare the search a failed search. If the latter, the Dean will meet with the School faculty and discuss options to fill the vacant position on a temporary basis and launch a new search.

    e. **Grievance Process and Removal of a Director**
- i. Faculty may register their dissatisfaction on leadership issues as follows:
    - a. First, address the issue(s) involved directly with the Director.
    - b. Second, address the issues with the School Faculty Council (SFC).
    - c. Third, if the issue(s) remain(s) unresolved, the faculty involved may seek the intervention of the Dean of the College of Humanities and Social Sciences.
- ii. For the purposes of removing a School Director, the voting body shall consist of tenured and tenure-track faculty as well as lecturers/senior lecturers of the school, who are assigned duties on campus and/or a satellite campus during the semester in which voting is conducted.
- iii. If the issue(s) remain(s) unresolved, a vote of no confidence in the Director may be passed by the School Faculty Members. A vote of no-confidence will require a two-thirds majority of the School Faculty Members. The Dean shall consider the results of the vote and determine the course of further actions.
- iv. A vote of no confidence may be called for at any point during a Director's term. Voting procedures and policies are:
    - a. Voting will be by secret ballot.
    - b. There will be no voting by proxy.
    - c. There will be no voting by email.
    - d. Voting may be facilitated via a secure online survey (such as Qualtrics)

3. **Interim Director.** In the event the director position is vacant, the Dean will meet with the School and seek input from the faculty for selecting an Interim Director. The Interim Director may serve up to two consecutive one-year renewable terms and must be tenured and hold the rank of associate or full professor. Ideally, the Interim Director shall be selected from tenured Communication & Media faculty. The Interim Director is responsible for nominating an Associate Director of Undergraduate Studies and Special Initiatives and for completing the duties normally assigned to a Director.

4. **Voting.** Voting on matters of school policy and procedure and other school matters, including revision of promotion and tenure guidelines and school bylaws, will be conducted as follows:

    a. Eligibility: All full-time faculty members may vote. Staff may vote for positions in which staff are eligible to be elected. Part-time faculty, visiting scholars, limited-term faculty, and others who do not hold a full-time position are not eligible to vote.

    b. Absent faculty/staff may vote at School meetings by written proxy.

    c. Passage of a Motion: A simple majority of those voting will be required to pass a motion. A two-thirds majority of those voting will be required to pass an amendment to the school bylaws or promotion and tenure

guidelines.

    d. Online Voting: The school may choose to hold an online vote instead of an in-person vote. All online voting will be done by anonymous survey. No proxies will be allowed for online voting. At least three business days will be allowed for online voting.

5. Leadership Team Members

All positions that are part of the Leadership Team must be in compliance with the KSU Faculty Handbook.

a. Associate Director of Undergraduate Studies. Appointed by the Director in consultation with the Leadership Team. Any workload adjustment and/or stipend shall be negotiated with the School Director, subject to approval by the Dean. Term shall be two years with the option of renewal upon recommendation of the faculty and director. The School Director shall evaluate the performance of the Assistant Director of Undergraduate Studies during her/his annual review discussion.

Primary duties include:
- Curriculum development, works in conjunction with the School curriculum committee;
- Responsible for developing the semester schedules for the School, working in consultation with program assistant directors and the School Director;
- Provides leadership for online course creation and maintenance; chairs online-education school committee;
- Grants approval/rejection of course substitutions;
- Grants approval/rejection of course override requests;
- Supports the hiring and retention of part-time faculty (development responsibilities are shared with course or program leaders)
- Considers approvals for application to the SOCM majors;
- Considers approvals for Integrated Studies submissions, in consultation with the Director;
- Oversees recruitment of high-achieving students, in collaboration with School Director and faculty;
- Represents the School Director when needed;
- Responsible for overseeing assessment program;
- Assists the School Director with student-success initiatives, including supervision of student-success/advising assignments within the School; helps train new full-time advisors (hired by the CHSS advising center) on matters related to our curriculum and majors;
- Serves as on-demand advisor when necessary;
- Assists the School Director with special initiatives;
- Assists the School Director with preparation for future accreditation;
- Other duties as assigned.

b. **Associate Director of Graduate Studies.** Any workload adjustment and/or stipend shall be negotiated with the School Director, subject to approval by the Dean. The Associate Director may leave the position through choice or recall and serve a three-year term renewable with the approval of the School Director and the CHSS Dean. The Associate Director of Graduate Studies & Development may serve no more than two consecutive terms. Should the Associate Director's position become unexpectedly vacant, the School Director may appoint an interim associate director who will hold this position until a permanent associate director is hired. Any adjustment in teaching workload must be justified in annual review/faculty performance agreement documents.

The Associate Director of Graduate Studies and Development will be appointed on the basis of merit by the School Director using university and SOCM guidelines for hiring. These guidelines call for the appointment of a faculty search committee comprised of Graduate Faculty in the School of Communication & Media that make a hiring recommendation to the School Director with final approval by the Dean of the CHSS. The Associate Director will be subject to annual evaluations each spring by the School Director.

Primary duties include:
- Oversees the M.A. in Integrated Global Communication, online certificate in Digital and Social Media, and development of other postgraduate initiatives;
- Supports the work of the School and Program through regular meetings and communication with the graduate faculty;
- Chairs the Graduate Admissions Committee and Graduate Curriculum Committee;
- Makes faculty assignments to classes, with recommendations of the graduate faculty, and oversees semester schedules;
- Manages and is responsible for the graduate program budget and international travel for students and faculty;
- Oversees development and approval of the graduate curriculum;
- Serves on the CHSS Graduate Council;
- Oversees the selections and assignments of graduate/research/teaching assistants;
- Handles continuous recruitment and retention of students, including recruiting high-performing KSU seniors through their capstone courses and other initiatives;
- Explores Study Abroad and global partnership options for the School;
- Serves as liaison to National Advisory Board or its counterpart;
- Assists the School Director with fund-raising initiatives; and,
- Handles other duties as assigned.

c. **Assistant Director of New Technologies Education.** Appointed by the Director in consultation with the Leadership Team. Any workload adjustment and/or stipend shall be negotiated with the School Director, subject to approval by the Dean. Term shall be two years with the option of renewal upon recommendation of the faculty and director. The Assistant Director will be subject to annual evaluations each spring by the School Director.

Primary duties:
- Oversees program-area development and implementation of cutting-edge digital and new technologies education from a classroom-instruction perspective, to keep all academic programs on the cutting edge of the digital revolution and ensure students have the theoretical grounding and hands-on experiences necessary to be equipped for the marketplace;
- Oversees a curriculum-focused approach to digital and new technologies education;
- Assists with major School initiatives;
- Recommends related curriculum revisions and technology support;
- Tasked to explore the creation of a minor and future B.S. program in digital communication (perhaps an intra-disciplinary program within the School of Communication & Media), in collaboration with other faculty;
- Expected to maintain relationships with industry leaders, local and national;
- Maintain engagement with the academic community;
- Faculty resource for students in the digital and new technologies area;
- Provide input to the Graduate Director regarding the content of the online certificate;
- Works in collaboration with other members of the Leadership Team and the Manager of Media Technology; and,
- Other duties as assigned.

d. **Assistant Director of Journalism & Emerging Media; Assistant Director of Media & Entertainment; Assistant Director of Organizational & Professional Communication; Assistant Director of Public Relations Programs.** Any workload adjustment and/or stipend shall be negotiated with the School Director in consultation with the Dean. The position is elected by faculty in each program area. Term shall be two years with the option of renewal upon recommendation of the faculty and director. Faculty who take on these responsibilities do so with the understanding that they are in addition to their regularly assigned duties in the area of teaching, research & creative activity, and service.

Primary duties include:
- Serve as the primary point of contact for internal and external audiences for their respective programs. They are responsible for communicating with current and prospective students as needed. This may include email updates, promotion of classes to current students, and attending preview days/potential student events as organized by CHSS and/or KSU Admissions.
- Lead curriculum updates and developments as needed, for their majors, minors, and certificate programs. Assistant Directors should be mindful of keeping curriculum innovative and incorporating trends in research and business.
- Review the syllabi for each course in their program each semester to ensure consistence across courses, accuracy of course descriptions and learning objectives, and appropriateness of content. Assistant Directors should make recommendations to faculty for edits/corrections as needed.
- Hold at least one meeting each semester with the faculty in their respective areas.

- Plan at least one workshop or guest speaker annually that is open to all students in SOCM but is targeted for their specific major/program.
- Lead assessment within their major, in collaboration with the Associate Director of Undergraduate Studies.
- Nominate current and former students for CHSS Homecoming (fall) and Annual (spring) Awards
- Assume content-specific development responsibilities for part-time faculty, a task shared with the Associate Director of Undergraduate Studies.
- Conduct periodic teaching peer-reviews of full- and part-time faculty, especially as needed for promotion & tenure, pre-tenure, or post-tenure reviews.
- Assist the School Director and School of Communication & Media with special events and initiatives as requested by the Director
- Identify at least one member in their respective content areas for nomination to the SOCM National Advisory Board.
- Explore accreditation of the major in collaboration with the School Director.
- Maintain active involvement with the academic and business communities in their respective content areas. This could take the form of regularly attending academic and/or industry conferences, evidence of networking with business professionals, connecting students with potential business leaders, and other external development responsibilities as appropriate for the major.

6. **Other School Leadership Roles**

   a. **Manager of Media Technology.** Any workload adjustment shall be negotiated with the School Director, subject to approval by the Dean. Position may be held by tenure-track or senior lecturer/lecturer. Position filled by the School Director, in consultation with the Leadership Team. Appointment is for two years, with renewal possible.

   Primary duties include:
   - Provides technical and professional expertise to support the Digital Media Lab, Digital Innovations Labs, and Studio spaces to be used by the School of Communication & Media;
   - Oversees operation of these spaces, purchase and maintenance of equipment, and the process for check-out of equipment to students;
   - Provides video and audio production support for School activities and initiatives;
   - Provides back-up support for media technology usages in educational management software (D2L);
   - Makes recommendations for software upgrades and improvements for the School;
   - Expected to maintain training and experience with needed software applications;
   - Works in collaboration with the Assistant Director for Digital and New Technologies Education;
   - Other duties as assigned.

   b. **Graphic Design and Digital Training Coordinator.** Position may be held by a tenure-track faculty member or senior lecturer/lecturer. Teaching load will be negotiated with

the School Director, subject to approval by the Dean. Position filled by the School Director in consultation with the Leadership Team. Appointment is for two years, with renewal possible.

Primary duties include:
- Provide year-round graphic and design expertise to support ongoing School communications, including web pages, web banners, email messaging, exhibits, banners, posters, digital signage, and brochures;
- Serve a lead role in the design and branding for promotional and informational material to promote School initiatives and special events;
- Provides design assistance for promotional items, such as giveaways, created for the School;
- Provides training and support for use of Adobe Creative Cloud through classes and special events;
- Updates online digital and graphics trainings tools for faculty and students;
- Coordinates as needed with the Manager of Media Technology;
- Maintains training and appropriate expertise to provide leadership in graphic design and software tools.

c. **Manager of Internships and Engagement.** Position may be held by a tenure-track or senior lecture/lecturer faculty member. Teaching load will be negotiated with the School Director, subject to approval by the Dean. Position filled by the School Director, in consultation with the Leadership Team. Appointment is for two years, with renewal possible.

Primary duties include:
- Oversees the Internship/Engagement program;
- Data collection and program reporting each semester to document student and employer involvement in the internship program;
- Consideration of new strategies to grow this program;
- Communication to appropriate audiences about how internships and engagement support student learning and the importance of paid internships;
- Provide support as need for QEP initiative;
- Provide reporting as necessary for assessment; and
- Other duties as assigned.

d. **Public Speaking Coordinator.** Teaching load will be negotiated with the School Director, subject to approval by the Dean. Position filled by the School Director, in consultation with the Leadership Team. Appointment is for two years, with renewal possible.

Primary duties include:
- Oversee curriculum and materials for all sections of the COM 2129 Public Speaking course to facilitate consistency of course content and instruction across all sections on both Kennesaw and Marietta campuses;

- Serve as a faculty resource and mentor ("lead instructor") for Public Speaking instructors, full-time and part-time.
- Assist with development, implementation, and evaluation of online and hybrid sections of Public Speaking;
- Coordinate the Public Speaking Showcase, generally to be held on odd years in the spring semester;
- Other duties as assigned.

e. **Human Communication Coordinator.** Position may be held by a senior lecturer/lecturer or tenure-track faculty member. Teaching load will be negotiated with the School Director, subject to approval by the Dean. Position filled by the School Director, in consultation with the Leadership Team. Appointment is for two years, with renewal possible.

Primary duties include:
- Oversee curriculum and materials for all sections of the COM 1100 Human Communication course to facilitate consistency of course content and instruction across all sections on both Kennesaw and Marietta campuses;
- Serve as a faculty resource and mentor ("lead instructor") for Human Communication instructors, full-time and part-time;
- Assist with the scheduling of Human Communication courses, as needed;
- Assist with representation on the General Education Council;
- Assist with development, implementation, and evaluation of online and hybrid sections of Human Communication; and,
- Other duties as assigned.

f. **Writing for Public Communication Coordinator.** Position may be held by a senior lecturer/lecturer or tenure-track faculty member. Teaching load will be negotiated with the School Director, subject to approval by the Dean. Position filled by the School Director, in consultation with the Leadership Team. Appointment is for two years, with renewal possible.

Primary duties include:
- Oversee curriculum and materials for all sections of the COM 2135 Writing for Public Communication course to facilitate consistency of course content and instruction across all sections;
- Serve as a faculty resource and mentor ("lead instructor") for Writing for Public Communication instructors, full-time and part-time.
- Assist with the scheduling of COM 2135 courses, as needed;
- Assist with the hiring and evaluation of COM 2135 part-time faculty, as needed;
- Assist with development, implementation, and evaluation of online and hybrid sections of COM 2135;
- Offers drop-in sessions as support for COM 2135 students and students needing to take the Communication Entrance Exam;

- Oversee continued implementation of the Communication Entrance Exam by the KSU Testing Center; and,
- Other duties as assigned.

7. **Staff.** The office of the School of Communication & Media shall be staffed with a team of administrative associates proportional to the size of its faculty and number of students, and necessary to support its mission. Currently, the School staff is composed of:
   a. An Administrative Associate who serves as the assistant to the Director, manages the office, delegates work, supervises other staff, enters the schedule into Banner, places purchase orders, enters payroll, processes travel requests, and fulfills other duties as assigned.
   b. An Administrative Associate who provides support for the Graduate Studies programs, including purchases, supports School hiring processes, and responds to other constituent needs, based on the needs of the School.
   c. An Administrative Associate who serves as the main receptionist, responds to and delegates inquiries from students, faculty, and other constituents, handles textbook orders, updates the School web pages and social media channels, provides administrative support in the main office, and fulfills other duties as assigned.
   d. A student worker or work/study student, who assists the administrative associates as needed.
   e. A student lab assistant whose primary responsibility is to supervise the digital media lab during open lab hours.

8. **Faculty Advisors to Student Organizations**
   a. All tenured, tenure-track faculty, as well as lecturers/senior lecturers are eligible to serve as faculty advisors to registered student organizations. Advisors serve voluntarily as part of their regular service duties and are selected in consultation with other faculty and the School Director.
   b. Faculty advisors who support SOCM Student Organizations shall be appointed by the Director upon consultation with the faculty or respective program.
   c. The term for a faculty advisor shall be three years, unless circumstances suggest otherwise.
   d. If a faculty member steps down from her/his duties as faculty advisor, s/he shall be replaced by an interim advisor for the remaining period of the term.
   e. Serving as a faculty advisor to a student organization does not qualify for a course reassignment; however, it counts as service to the School.
   f. SOCM Student organizations are:
      i. Lambda Pi Eta (LPH: National Communication Honor Society)
      ii. Public Relations Student Society of America (PRSSA)
      iii. Society of Professional Journalists (SPJ)
      iv. Debate/public speaking team

9. **Committees**
   a. **Membership and Procedures**

i. All tenure-track faculty members are eligible and are expected to serve on school, college, and university committees. Depending on their situational context, lecturer and senior lecturers have the option of serving on school, college, and university committees.

ii. The School Director shall, in consultation with the faculty, appoint faculty members to serve on school, college, and university committees, unless they serve in elected posts.

iii. Appointments to committees are made annually in November for the following academic year.

iv. Elections to elected posts are held annually in November.

v. Faculty may serve at their own request and with the approval of the Director on other interest-specific committees at the school/departmental, college, or university levels.

vi. Tenured, tenure-track faculty members, as well as lecturers/senior lecturers, are expected to attend all meetings of the committees to which they have been elected or appointed as partial fulfillment of their professional service responsibilities and academic citizenship within the School of Communication & Media, the College of Humanities and Social Sciences, and Kennesaw State University. (See the latest edition of the Faculty Handbook for details on service expectations.).

vii. Professional service is negotiated with the School Director and is an important aspect of academic citizenship.

b. **Operation of Committees.**

i. Each committee shall elect a Chair and operate under a set of goals given to them at the time of appointment.

ii. Each standing and ad hoc committee shall keep a record of its meetings and post minutes on the shared drive for full-time faculty and staff. The committee chair is responsible for seeing that minutes are kept and posted. Minutes of the meetings shall include the names of all members and guests present as well as a description of items discussed.

iii. Any committee dealing with personnel issues will only indicate the general nature of items discussed without revealing names or final decisions.

iv. Requirements for committee vote shall conform to the following:

   a. Quorum: a quorum shall consist of two-thirds of those eligible to vote; proxies shall not count toward a quorum.

   b. Passage of a motion: a simple majority of those voting shall be required to pass a motion.

c. **School Standing Committees.** Standing committees shall be comprised of faculty with full-time appointments and, in some cases, full-time staff. Lecturers/senior lecturers are required to dedicate 10% of their workload to service which may include serving on some committees. Standing committees shall meet at least once each semester, except summer. Chairs of standing committees should be tenured. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee members will be selected via an election held in Fall 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. Elections to select representatives on the School and College P&T Committees as well as the School and College Curriculum Committees will take place in November of the year preceding the beginning of the term. The Chair of the School P&T Committee and Curriculum Committee will be selected no later than March preceding the beginning of the term.

i. **School Promotion & Tenure Committee (P&T)**
   a. **Duties:** Evaluates portfolios for Tenure, Promotion, third-year review, and other periodic reviews, as dictated by the Faculty Handbook. Writes letter that goes into faculty's portfolio. Reviews School P&T guidelines and makes recommendation for revisions to School Director.
   b. **Membership:** Three full-time tenured faculty; only Associate and Full Professors not going up for review are eligible to serve on this committee When a faculty member is being considered for promotion to Full Professor, the faculty member must be evaluated by a committee of at least three tenured Full Professors from the School of Communication & Media. If three tenured full professors from the school are unavailable, full professors from outside the academic unit should be identified to serve on the school committee. All full professors are eligible to serve and vote. See Faculty Handbook for complete policy.
   c. **Term:** one year.
   d. **Meeting times:** several times per year; intensive effort in early- to mid-fall semester.

ii. **Undergraduate Curriculum Committee**
   a. **Duties:** Oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions, etc. This committee shall periodically review the school curriculum and make recommendations about modifications of the curriculum. Also provides oversight for Special Topics and Advanced Topics courses. Committee Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees; Chair (or designee) will represent school at College and/or University Curriculum Committee meetings to present proposals. The Committee Chair serves as the School representative on the College Curriculum Committee.

      Following University recommended procedures, curriculum proposals will be discussed and voted on by the undergraduate school curriculum committee, then move to the school director for approval before being review by the College Curriculum Committee.

   b. **Membership:** Five faculty members, each representing one of the undergraduate programs (and elected by the program faculty), and a representative of the graduate program faculty, similarly elected. The

Associate Director of Undergraduate Studies will serve as an ex-officio member.
c. **Term:** 2-year staggered.
d. **Meeting times:** as needed.

iii. **Graduate Curriculum Committee**
   a. **Duties:** The Graduate Curriculum Committee will submit and process changes for the graduate program curriculum. Proposals from the graduate committee go the graduate faculty before moving to the School Director and the College Curriculum Committee for approval.
   b. **Membership:** The Associate Director for Graduate Studies serves as chair. Additionally, three full-time graduate faculty will serve on the committee.
   c. **Term:** one year.
   d. **Meeting times:** As needed.

iv. **Assessment Committee**
   a. **Duties:** Assessment strategies will relate to the work of the curriculum committee and the accreditation committee, led by the School Director. Responsible for overseeing assessment procedures in all undergraduate programs and collecting assessment data after each Fall and Spring Semester. This committee shall make recommendations about modifications of the assessment procedures to the School Director.
   b. **Membership:** This committee will be led by the Associate Director of Undergraduate Studies and will be composed of the program leaders.
   c. **Term:** Same as program coordinator term.
   d. **Meeting times:** As needed throughout the semester.

v. **Faculty Awards Committee**
   a. **Duties:** This committee selects annual SOCM award winners to nominate for CHSS and KSU awards.
   b. **Membership:** Four full-time faculty members.
   c. **Term:** Annual election in the fall.
   d. **Meeting times:** As needed in the spring semester.

vi. **Student Recognition & Scholarship Committee**
   a. **Duties:** This committee selects SOCM scholarship award winners annually.
   b. **Membership:** Four full-time faculty members.
   c. **Term:** Two years.
   d. **Meeting times:** As needed in the spring semester.

vii. **Online Education Committee**
   a. **Duties:** The online education committee is responsible for the review of new online courses, and re-review of existing online courses, created for SOCM. The purpose is to maintain the quality of online course offerings in SOCM and assist SOCM faculty in maintaining updated and effective online courses.

b. **Membership:** The committee will be composed of faculty representing each program area and the Associate Director of Undergraduate Studies, who will serve as chair.
c. **Term:** Two years.
d. **Meeting times:** As needed throughout the semester.

viii. **School Faculty Council**
  a. **Duties:** responsible for providing input to the School Director about school issues and writing guidelines/policies dealing with workload, teaching load, hiring strategies, overall goals, ideas about new programs, etc., to be considered by the full faculty.

  The purposes of the SFC are to promote collegiality and effective shared governance of the school by increasing transparency and two-way communication between the faculty and the school director with regard to the development of policy and to increase communication about the implementation of policy including, but not limited to, strategic planning, annual budgeting, hiring, space and resource allocation, reassigned time, salaries and raises, and appointment and reports of ad hoc committees. The SFC is advisory to the school director, who holds decision-making authority at the school level.

  b. **Membership.** The SFC shall consist of five elected members of the full-time tenured faculty. Members shall be elected for a two-year, staggered, renewable term.
     1. All undergraduate programs and the graduate program shall be represented on the SFC.
     2. The term is a 2-year staggered term.
     3. Ideally, membership will include at least one lecturer, one senior lecturer, one assistant professor, one associate professor, and one full professor.
     4. The council chair must be an elected school representative who has served on the council the previous year, who is tenured, and is selected by a majority vote of the elected members of the SFC. The term of council chair will be one year, renewable by vote. Duties of the council chair include preparation and publication of agendas and minutes.
     5. A program may recall its SFC representative by a 2/3 vote of its permanent, full-time faculty. The program should replace a member who does not complete his/her term for any reason with a timely election.
     6. The school may choose to add additional members by a 2/3 vote of the permanent, full-time faculty.
     7. The school director is an *ex officio*, non-voting member of the SFC, and will respect the SFC's desire, on occasion, to meet without the Director present.

    c. **Meeting times**
      1. The SFC shall hold meetings at least twice each fall and spring semester. The council chair or chair's designee shall keep the SFC informed of relevant issues that arise during the summer; the SFC may act via electronic voting during the summer.
      2. SFC meetings shall be open to the public except as required by law or written KSU policy; sessions with limited attendance or "executive session" will be addressed below.
        2.1 The SFC shall publish agendas and meeting times in advance and publish minutes or a meeting summary within one week of the end of the relevant meeting that, at minimum, records attendance and all actions, decisions or recommendations of the SFC.
        2.2 The SFC may meet without the school director or members of the director's staff present.
        2.3 All sessions of the SFC and its committees shall be open to the public except during executive sessions.
          a. The SFC and its committees may, upon majority vote of those members present and constituting a quorum for business, meet in executive session to consider and act upon any matter.
          b. After an executive session of the SFC or of any of its committees, the SFC or committee shall announce to the school any decisions taken in executive session and shall record such actions in the official minutes.

      3. The SFC may call an emergency session when necessary.
        3.1 Emergency sessions of the SFC will be held only upon majority approval of all SFC voting members as taken by vote via email and administered by the council chair.
        3.2 Notice of an emergency session will be communicated immediately to the faculty by the council chair along with an explanation of the issue(s) that prompted the emergency session. An emergency session will be devoted only to the issue(s) that prompted its calling.
        3.3 Minutes or a summary of each emergency session will be posted according to Article IV-2.

    d. **Solicitation and Discussion of Agenda Items**
      1. The council chair shall solicit input from faculty concerning agenda items at least two weeks before the called meeting.
        1.1 Agenda items from faculty must be submitted via email or hardcopy.
        1.2 Agenda items from faculty can be submitted to SFC members or to the council chair.
        1.3 Agenda items must be submitted at least five working days before the called meeting and posted in the published agenda.

        a. Agenda items submitted by faculty to SFC members must be relayed to the chair to be included in agenda.

        b. Agenda items submitted by faculty shall be posted as agenda items without name(s) attached unless the faculty member submitting the agenda item wishes to be named. The faculty member must put such a request in writing.

    1.4   Agenda items from the School Director will be communicated to the SFC chair five working days before the called meeting and included in the posted agenda.

2. All agenda items submitted by faculty will be addressed.
3. Agenda items submitted by faculty will be discussed without name(s) of submitting faculty member(s) mentioned unless the faculty member submitting the agenda item provides his/her written permission to use his/her name.
4. A simple majority of members shall constitute a quorum. A quorum is required for any vote taken by the SFC and is required for a meeting.
5. If, after soliciting the faculty for input concerning agenda items, no agenda items are submitted by faculty or the chair, the council chair may move to cancel the upcoming SFC meeting. Cancelling a meeting requires a majority vote of SFC members who submit votes and the vote may be taken via email.

e. Action Taken on Agenda Items
1. Items submitted by faculty shall be categorized as items requiring support/do not support votes or fact-finding items.
    1.1   Items requiring support/do not support votes shall pass with a majority vote.
    1.2   Fact-finding items shall be brought to the attention of the school director after SFC discussion.
    1.3   Decisions involving school policy deletions, changes and/or additions shall be submitted to the school director for consideration at the next full faculty meeting.
    1.4   Faculty dissatisfied with SFC decisions shall be encouraged to appeal directly to the SFC chair.
    1.5   All actions taken during SFC meetings shall be communicated via meeting minutes or meeting summaries posted on the I-drive for faculty to review.

d. School Ad Hoc Committees. Ad hoc committees shall be appointed by the Director of the School for a specific term. The School Director shall notify the faculty of the existence of any ad hoc committees.

e. Task Force on Accreditation. To qualify for future accreditation, the School of Communication & Media, the College of Humanities and Social Sciences, and Kennesaw State University must be able to document adherence to the nine accrediting standards and 12 academic competencies of the Accrediting Council on Education in Journalism and Mass Communications. To meet these accreditation requirements, the School must

be able to document adherence to these standards in the two-to three years prior to an accreditation site visit. This committee shall be chaired by the School Director and comprised of members of the undergraduate and graduate programs seeking accreditation. The School had an official pre-visit in February 2015. The ultimate beneficiaries of these improvements will be the students of the School of Communication & Media.

f. College Standing Committees
- i.   College Promotion & Tenure Committee (one tenured faculty member, elected)
- ii. College Curriculum Committee (the Chair of the School Curriculum Committee serves on the College Curriculum Committee).
- iii. College Awards Committee (the Chair of the School Awards Committee serves on the College Awards Committee)
- iv. College Scholarship Committee (the Chair of the School Scholarship Committee serves on the College Scholarship Committee)
- v.   College Faculty Council (CFC). The school representative to the CFC shall be a tenured faculty elected by a vote of the permanent, full-time faculty and serve for a three-year term. The school representative to the CFC may be recalled by a 2/3 vote of its permanent, full-time faculty. The school should replace a member who does not complete his/her term for any reason with a timely election.
- vi. Other college committees as needed.

g. University Standing Committees
- i.   University Faculty Senate (one tenured or tenure-track member, elected; 2-year term)
- ii. University General Education Council (chosen from the lower-division program coordinators)
- iii. CHSS Chairs Council (School Director)
- iv. Chairs' and Directors' Assembly (School Director)
- v.   Other university committees as needed.

10. **External National Advisory Board.** An external National Advisory Board (NAB) or similar business advisory committee shall serve the Director and the school in an advisory function. The NAB shall consist of corporate and non-profit financial sponsors and supporters of the School. The NAB shall elect a president, vice-president, and other officers. The NAB shall meet twice per year (once per semester). NAB members shall be invited to the All Boards Day held annually at Kennesaw State University in the Spring. (See NAB bylaws.) The NAB shall work closely with a faculty liaison (Associate Director of Graduate Studies and Development) and the School Director.

11. **School Meetings**

    a. The Director of the School of Communication may hold up to two regularly scheduled faculty meetings per month during the academic year (August through May).
    b. All tenured, tenure-track faculty members, as well as lecturers/senior lecturers are expected to attend these meetings as partial fulfillment of their professional service responsibility and academic citizenship.

c. Full-time temporary (limited term) and part-time faculty members are not required to attend school meetings; however, they may attend these faculty meetings.

d. Temporary full-time (limited term) and part-time faculty shall leave faculty meetings when personnel matters are being discussed.

e. Minutes of each school meeting will be taken, reviewed by the School Director and distributed to all faculty and staff.

f. Other meetings may be called under special circumstances. Such meetings may be called by the Director or by at least 50%+1 of the voting body of the faculty as defined above, with no less than three days' notice.

12. **Amendments to Bylaws.** Amendments to these Bylaws shall be submitted in writing to the school director and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present. In special cases, changes may be approved by an electronic vote in which a quorum of voting faculty participate. To become effective, in addition to the School faculty and the School Director, amendments must be approved by the College Faculty Council, the Dean, and the Provost.

13. **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 Humanities and Social Sciences and the Board of Regents of the University System of Georgia.

Kennesaw State University Approval Form for School Bylaws

I confirm that the attached bylaws, dated April 30, 2020, were approved by the faculty of the School of Communication & Media in accordance with school policies and procedures:

Laura Beth Daws   *Laura Beth Daws*   May 4, 2020
Name (printed or typed) / Title (SFC chair, etc.)   Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Barbara Gainey   *Barbara S. Gainey*   May 4, 2020
Name (printed or typed)   Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Jennifer McMahon-Howard   *Jennifer McMahon-Howard*   May 15, 2020
Name (printed or typed)   Signature/ Date

College Dean Approval - I approve the attached bylaws:

Shawn Long   *Shawn Long*   May 15, 2020
Name (printed or typed)   Signature/ Date

Provost Approval - I approve the attached bylaws:

Kathy Schwaig   *Kathy Schwaig*   May 18, 2020
Name (printed or typed)   Signature/ Date