

Governance
Department of Geography & Anthropology
Kennesaw State University

Mission Statement

The Department of Geography and Anthropology is a student-centered department committed to fulfilling the mission of the College of Humanities and Social Sciences, which is to prepare students with a liberal arts education that empowers them to understand the human condition, to meet the challenges of the 21st century, and to become contributing citizens in a global society. Geography seeks to study and understand the distribution and dynamics of human and natural features and the interrelationships between humans and their physical environment. Geographical Information Science applies geospatial technologies to analyze the spatial processes produced and/or modified by human-environment interactions. Anthropology examines prehistoric, historic, and contemporary peoples with such topics as human evolution, subsistence and settlement patterns, family, urbanization, development, transnationalism, globalization, social conflict, gender, symbolic systems, and human ecology through its archaeological, socio-cultural and biological sub-disciplines. Thus, the Department seeks to provide and enrich students with a curriculum that addresses these components regarding the world's human, cultural and physical systems. The Department is committed to conducting high quality research that reflects faculty expertise and interests; collaborative research with students is promoted. The Department strives to address the advisory and informational needs of the students, the University and the community at large. Through teaching, scholarship and service, the Department is committed to providing students with the knowledge, creativity and skills necessary to become productive global citizens of the world.

Democratic Principles and Shared Governance

The faculty and staff in the Department of Geography & Anthropology are committed to following democratic principles. We believe in open communication, collegiality and support shared governance that is participatory, equitable and transparent. The American Association of University Professors (AAUP) argues that “faculty should have a meaningful role in decision-making in those areas that have a significant impact on the education and scholarly enterprise.” The American Council on Education (ACE) and the Association of Governing Boards of Universities and Colleges (AGB) have endorsed this position with regard to shared governance. The policies and procedures that follow reflect these views in that they are intended to ensure faculty have input on issues that affects students and/or faculty.

Academic Freedom

The Department is committed to academic freedom. “*Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning*”(KSU Faculty Handbook, 2010-2011, 73). A more detailed definition, rights, and responsibilities are available from the KSU Faculty Handbook.

Governance Structure

1) Chair

For reasons of brevity, the detailed roles and functions of the Chair are not specified in this document. The Chair, however, is broadly responsible for the following:

- coordinating of vision and strategic planning for the department;
- budgeting and fiscal management of department resources;
- managing day-to-day administrative responsibilities;
- providing for scheduling and student advisement;
- providing for mentorship of new faculty;
- supervising staff assigned to the department;
- assigning faculty and staff workloads;
- providing service and support to varied constituencies (college, university, community, etc.); and
- serving as an advocate for the department, programs and faculty.

The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Sciences.

After serving, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.

2) Eligibility and Tenure of the Chair

Chair must be a tenured associate professor or full professor at the time of appointment.

The term of office is 4 years, effective July 1.

The tenure of a Chair will be limited to two terms, which may be served consecutively.

3) Chair Review

Each year, the Dean's office will conduct a Chair's evaluation with input from the Departmental faculty, including but not limited to Chair Evaluations. Results of the Chair's evaluation will be made available to the Department's faculty and staff.

In addition to the regular administration evaluation process, at the end of a Chair's second year, the DFC will conduct a Department-wide review of the Chair's performance. The Chair, in consultation with the Dean, will undertake steps to address issues raised in the assessment.

At any other time during the Chair's tenure, faculty may register their dissatisfaction on leadership issues as follows:

- First, address the issues involved directly with the Chair.
- Second, address the issues with the DFC.

- Third, if issues remain unresolved, the faculty involved or the DFC may seek the intervention of the Dean.

If the issues still remain unresolved, a motion for a vote of no-confidence in the Chair may be proposed, discussed, and voted on by the Department Faculty Members in a regular or specially called Departmental Meeting. The no-confidence voting will be by secret ballot submitted to the Dean's office. A committee of three selected by the Department as whole will convene and count the ballots in the Dean of Humanities and Social Sciences' suite. A vote of no-confidence will require a two-thirds majority vote of eligible Department Faculty Members. The Dean shall consider the results of the vote and determine the course of further actions.¹

4) Chair Renewal

In the last faculty meeting in the spring of the third year of a Chair's first term, the Chair communicates to the Dean and the Department Faculty whether she/he would like to serve for a second term. In the affirmative, a referendum on the Chair's second term is organized by the Dean's office. If the Chair does not wish to serve a second term, or in the event that the referendum on the Chair's second term does not demonstrate a strong endorsement of the Chair (i.e. less than 2/3rds of the Department Faculty votes supporting the Chair's second term), or it is the end of the Chair's second term, a national search (contingent upon funding availability) is launched at the beginning of the Chair's fourth year in office. Internal candidates are welcome to apply and will be considered along with all other candidates. If funding is not available for a national search, an internal chair search will be conducted among KSU faculty.

5) Chair Search Procedure

A Chair Search Committee will work on behalf of the department in that it is responsible for screening applications for the position and implementing the various stages of the search process. Department Faculty Members will be invited and encouraged 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 department is encouraged and facilitated.

Chair Search Committee Composition

The Chair Search Committee will consist of four Department Faculty Members nominated from among all eligible Department Faculty Members, a Department Chair in CHSS, and a non-voting Associate Dean who chairs the search committee. Elections to the search committee shall be administered by two faculty members who are not running for election to the position of chair or search committee. The search committee shall endeavor to include in its membership faculty from a diversity of ranks and status who are broadly representative of the department.

Candidate Review and Selection

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

¹ Department Chairs serve at the discretion of the Dean.

After reviewing candidate files, the committee shall select up to three candidates to invite to campus. All Department Faculty are strongly encouraged to attend presentations and designated meetings with the candidates and provide confidential feedback to the Committee Members.

The search committee chair shall present the search committee's recommendations (including rankings) and justification (strengths and weaknesses of the candidates) to the Department in a called or regularly scheduled program meeting. Department Faculty Members shall vote to affirm or reject the search committee's recommendations in a timely manner following receipt of the search committee's recommendation.

- Voting will be by secret ballot at the meeting.
- There will be no voting by proxy. Votes will be accepted only from faculty present at the meeting. Mail or email ballots will not be accepted.
- Votes will be tallied by the Search Committee Members at the meeting and announced. A simple majority will determine if the ranking is approved or not approved by the department.
- In the event of a failed ranking (a majority "no" vote by the Department), the Search Committee may either forward their original ranking to the CHSS Dean with the Departmental vote results or put forward a revised ranking for the Department to consider and vote again. Revisions to the ranking are at the discretion of the Search Committee as a whole.

The search committee shall forward their final ranking together with the faculty vote to the CHSS Dean, with a copy to the Chair of the DFC who, in turn, shares this letter with the faculty. The Dean shall consider all information provided by the search committee as well as her/his meetings with the candidates when making a decision on who shall be offered the position of Chair.

Unsuccessful Search

If no candidates are found suitable by the Search Committee or the selected candidate(s) do not accept the position, then an Interim Chair will be named and a new search will be held the following year.

6) Interim Chair

In the event the chair position is vacant, the Dean will meet with the Department and seek input from the faculty for selecting an Interim Chair. The Interim Chair will normally serve for one semester up to one year, but in extraordinary circumstances may serve up to two consecutive one-year terms. She/he must be tenured and hold the rank of associate or full professor.

The Interim Chair is responsible for nominating an Associate/Assistant Chair and for performing the duties normally assigned to a Chair.

7) Assistant Chair

An Assistant Chair shall be selected by the Chair with the approval of the Dean.

This individual shall have designated roles assigned by the Chair. These roles may include but are not limited to assisting in scheduling, assisting in data-gathering and report-writing, and occasionally representing the Chair at meetings.

The Assistant Chair will act as Discipline Coordinator for his/her area.

The Assistant Chair holds a nine-month faculty appointment and receives one summer-course equivalency and/or negotiated teaching loads.

Teaching load negotiations will be held with the Chair.

The position of the Assistant Chair will be evaluated during the annual review process and the responsibilities will be detailed in the Faculty Performance Agreement. In the event the Assistant Chair is not meeting expectations for the position, the Chair will reserve the right to remove the Assistant Chair.

8) Discipline Coordinator

A Discipline Coordinator shall be selected by the Chair to represent the discipline whose member is not serving as Assistant Chair.

This individual shall have designated roles assigned by the Chair (e.g. assisting in scheduling). Significant projects may allow for a reduced teaching load. This reduction will be negotiated with the Chair.

The position of the Discipline Coordinator will be evaluated during the annual review process and the responsibilities will be detailed in the Faculty Performance Agreement. In the event the Discipline Coordinator is not meeting expectations for the position, the Chair will reserve the right to remove the Discipline Coordinator.

9) GIS Coordinator

A GIS Coordinator shall be appointed by the Chair in consultation with the Department faculty. The Coordinator shall have the following responsibilities, including but not limited to:

- Maintaining and upgrading the GIS computing laboratory in terms of hardware, software, networking and online environments;
- Administering annual monies related to hardware and software purchases and maintenance;
- Serving as Discipline Coordinator;
- Advising GIS degree-seeking students;
- Supervising GIS internships, practicums and co-ops;
- Hiring, training and supervising outside consultants, student lab assistants, and/or student teaching assistants;
- Marketing the program to potential students and prospective employers;
- Providing job placement assistance to graduating students;
- Upholding open communication with ITS and other relevant parties on campus.

The position of the GIS Coordinator will be evaluated during the annual review process and the responsibilities will be detailed in the Faculty Performance Agreement. In the event the GIS Coordinator is not meeting expectations for the position, the Chair will reserve the right to remove the GIS Coordinator.

The Director will negotiate a reduced teaching load and/or stipend with the Dean and Chair consistent with established college-wide compensations for Director.

10) Department Faculty Council (from the DFC Bylaws)

The purpose of the DFC is to increase transparency and communication the faculty and the department chair regarding the development implementation of department policies.

The DFC shall consist of three members, all selected by vote of the department faculty. A majority of the DFC should be tenured if possible. The exact method by which the department selects its representatives to the DFC shall be determined by vote of permanent full-time faculty of the department (*i.e.* instructors, lecturers, tenure-track, and tenured faculty). The department may recall any DFC member by a 2/3 vote. The Chair is an *ex officio*, non-voting member of the DFC. Chairs will respect their DFC's desire, on occasion, to meet without the Chair present. Department Chairs are not eligible to vote for or to serve as representatives to the DFC. The chair must be elected by the members of the DFC from among their number.

Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the Chair, the DFC shall have reasonable and prompt access to department information relating to the development and implementation of departmental policies.

The DFC should work with the department's College Faculty Council representative to address problems arising in its work that may require external assistance.

Department faculty may contact any member of the DFC to request information or voice opinions or concerns about the planning and implementation of departmental policies. The DFC member will then bring this request, opinion or concern to the attention of the DFC at the next meeting. The DFC will then determine an appropriate course of action regarding the matter and make every effort to respond in a reasonable and timely fashion to the faculty member who initiated the request, opinion or concern.

The DFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting shall be called by the chair of the DFC. The department chair or any other member of the DFC can request a meeting by contacting the chair of the DFC. The DFC may on occasion hold virtual meetings via email if the entire committee agrees that it is appropriate to do so. Voting may also take place at these virtual meetings.

Each DFC shall take necessary measures to assure continuing functioning of the DFC during the summer months. These may include, but are not limited to, virtual meetings of the committee, establishing a reduced quorum requirement, allowing members to name, or elect, proxies from

among the faculty of their department, and electing an acting DFC chair. Determining the best mix of such necessary measures shall be the decision of the DFC itself, based on immediate circumstances and without outside intervention. Such a “Summer DFC” shall be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the department during the summer months, and consulted accordingly.

11) Department Meetings and Votes

The department shall schedule one formal departmental meeting each month of the academic year (August through May). Full-time tenured/tenure-track faculty and joint appointments are expected to attend these meetings unless they receive an excused absence from the Chair.

The majority (50%+1) of the voting body shall be present to constitute a quorum for conducting departmental meetings.

Unless otherwise specified in this document, the Department voting body shall consist of tenured, tenure-track and permanent full-time (e.g. lecturers) faculty of the department. Faculty under joint appointment are members of the voting body when Geography and Anthropology is their home department.

Other meetings may be called under special circumstances. Such meetings may be called by the Chair or at least 50% + 1 of the voting body.

12) Committees

All tenured, tenure-track faculty members are eligible and are expected to serve on departmental, college, and university committees.

Following consultation with the Department, the Chair shall appoint faculty member(s) to each of the following committees: Faculty will serve for 2 years unless otherwise stated.

University Committees

- University Faculty Senate (1 member – must be elected by the Department)
- General Education Council (1 member)
- Other university committees as may be necessary (e.g., IRB, etc.)

College Committees

- College Curriculum Committee (1 member – this person will be the Chair of the Department Curriculum Committee – see below)
- College Tenure & Promotion Committee (2 members, tenured faculty only)
- College Faculty Scholarship Awards Committee (1 member, this person will be the Chair of the Department Awards Committee)
- College Students Awards Committee
- College Faculty Council (Chair of DFC)
- College International Committee
- College Summer Faculty Research Committee
- UPCC (as needed)
- Other college committees as necessary (e.g., Assessment, RPG, QEP, etc.)

Department Committees

- Departmental Curriculum Committee (at least 2 members)
- Departmental Tenure & Promotion Committee (3 members, tenured faculty)
- Departmental Awards Committee (at least 2 members) one will represent our department on the College Awards Committee
- A Faculty Secretary will be selected by Chair at the beginning of the academic year for a one-year term
- Departmental Guidelines and Governance Committee (3 members, 2 years)
- Department Faculty Council (at least 3 members with tenure, Chair will serve on the College Faculty Council)
- Department AOL (one from each major)
- Search committees (as needed and with at least 4 members)
- Other committees as necessary

Faculty may serve at their own request on other interest-specific committees (e.g. Parking; Environmental concerns; Technology; etc).

13) Advisory Board

The Chair and Department will be assisted by an advisory board comprised of professionals who have volunteered to offer their services toward the advancement of the mission and goals of the Department of Geography & Anthropology and its programs. The mission and bylaws of the Advisory Board are available from the Department.

Approved by the Faculty of the Department of Geography & Anthropology, March 14, 2012

Approved by

Chair

Date

Dean

Date