



College of Humanities
and Social Sciences

Department of Sociology
and Criminal Justice

BYLAWS

PREAMBLE

The Department of Sociology and Criminal Justice offers both undergraduate and graduate degree programs, including Bachelor of Science in Criminal Justice, Bachelor of Science in Sociology, and Master of Science in Criminal Justice. Additionally, the department offers undergraduate minors in Criminal Justice, Criminology, Gerontology, Medical Sociology, and Sociology. The department is noteworthy for its investment in experiential and global learning. The Department of Sociology and Criminal Justice is a unit of the College of Humanities and Social Sciences at Kennesaw State University.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Sociology and Criminal Justice. These bylaws were adopted by the faculty of the Department of Sociology and Criminal Justice on February 19, 2019.

ARTICLE I.

Section 1. Administration

A. Department Chair

- a. In consultation with faculty the Chair is broadly responsible for:
 - Coordination 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, communities, etc.).

- i. The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Sciences.
 - ii. After serving the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.
 - iii. Acting/Interim Chair will assume all duties and responsibilities of the Department Chair except as modified by the Dean.
 - iv. The selection process for a Chair is explained below in this document.
- b. Term, Tenure, and Renewal of Department Chair
 - i. The term of office of a Chair is a maximum of 5 years, usually effective July 1.
 - ii. Eligibility of candidates serving as Chair is limited to tenured professors and tenured associate professors.
 - iii. The tenure of the Chair will be limited to two 5-year terms, which may be served consecutively.
 - iv. 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.
 - v. In the spring of the fourth 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 60% of the faculty supporting the Chair's second term), a national search (contingent upon funding availability) is launched at the beginning of the Chair's fifth year in office. When a Chair serves two terms, a national search (contingent on availability of funds), is launched at the beginning of the Chair's 10th year in office. Internal candidates are welcome to apply and will be considered along with all other candidates.
 - vi. Regarding voting procedures for selection or removal of a Chair see Article IV below.
- c. Chair Search Procedures
 - i. When the Chair's position becomes vacant, a search is launched. Chair searches follow a process defined in KSU's "Faculty Search Guidelines" (<https://facultyaffairs.kennesaw.edu/docs/searches-hiring/2017-2018%20Faculty%20Search%20Guidelines.pdf>).
 - ii. The search committee works 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. However, department 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 department is encouraged and facilitated.

- iii. The search committee shall follow the University policy on search procedures published on the Academic Affairs' Web site.
 - iv. The search committee is composed of four or more department faculty members elected from among all eligible department faculty members and a non-voting CHSS administrator (Department Chair or higher) who Chairs the search committee. The Department shall endeavor to include in its membership faculty from a diversity of ranks and status. After ensuring the committee represents a diversity of ranks and status, the Dean of CHSS appoints the Chair Search Committee.
 - v. 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 department faculty and staff.
 - vi. The search committee Chair shall present the search committees recommendations (i.e., rankings) to the department via a secured website or in a called or regularly scheduled program meeting. Department 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.
 - vii. 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 DFC 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 Department Chair.
 - viii. A Chair has the option to step down before the 5-year term is over. In this circumstance, the Department will convene and function per the procedures specified above.
- d. Removal of Chair
- i. 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 may seek the intervention of the Dean.
 - ii. If the issues still remain unresolved, a vote of no-confidence in the Chair may be proposed, discussed, and voted on by the voting body of the department. A vote of no-confidence will require a two-thirds majority vote of eligible Faculty Members. The Dean shall consider the results of the vote and determine the course of further actions.
 - iii. After completing her/his service, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.

- e. Interim Chair
 - i. 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 or 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.
 - ii. The Interim Chair is responsible for nominating an Associate/Assistant Chair and for completing the duties normally assigned to a Chair.

B. Assistant Chair

- a. The Assistant Chair shall be appointed by the Chair with the approval of the Dean.
- b. The Assistant Chair holds a nine-month faculty appointment and receives one course reassignment in both the spring and fall semesters.
- c. The Assistant Chair's stipend/overload shall be negotiated with the Dean in consultation with the Department Chair.
- d. The Assistant Chair's term shall be three years with the option of renewal by the Chair with the support of faculty.
- e. Responsibilities of the Assistant Chair shall be negotiated with the Chair and shall primarily include:
 - i. Meet with discipline coordinators and MSCJ director to plan course schedules for all semesters.
 - ii. Determine the number of course sections offered for both disciplines in collaboration with the Chair.
 - iii. Monitor course enrollment during registration.
 - iv. Oversee all processes involved in building course schedules, including
 - a. Work with administrative staff and Dean's office in identifying classrooms.
 - b. Work to align course offerings with departmental course availability forecast.
 - v. Have primary responsibility in recruiting and hiring potential part-time instructors, including PeopleAdmin (or other-related software packages) processing and interviews.
 - vi. Mentor new part-time faculty and oversee the work of all part-time instructors.
 - vii. Represent the Chair when the Chair is not available.
- f. Eligibility of internal candidates serving as assistant Chair is limited to tenured professors and tenured associate professors.
- g. Recall procedures similar to that of Chair.

C. Director of Master of Science in Criminal Justice

- a. The Director of the Master of Science in Criminal Justice Program (hereinafter referred to as “Program”) shall be selected on the basis of merit to manage the affairs of the Program and handle the duties inherent in its operation. The Director reports to the Sociology and Criminal Justice (SCJ) Department Chair and the Dean of the College of Humanities and Social Sciences through the Associate Dean for Graduate Affairs. The Director shall be nominated by a search committee and approved by the Dean. The Director shall serve a three year term with the possibility of renewal by majority vote of MSCJ faculty for a second term of 3 years or until such time (not to exceed six years total) as the Director leaves the position by choice or recall. Recall procedures for the Director shall be the same as recall procedures noted above for the SCJ Department Chair specified in the Department bylaws pursuant to University-wide policy.
- b. Duties of the Director shall include but are not necessarily limited to:
 - i. Providing strategic leadership and shared vision for the Program.
 - ii. Developing and working toward program goals
 - iii. Advocating for the Program and faculty.
 - iv. Representing the program administratively.
 - v. Establishing Program outreach and coordination.
 - vi. Proposing measures for Program growth.
 - vii. Designing curriculum and scheduling in collaboration with Program faculty, Department Chair and/or his/her designee.
 - viii. Advising, supervising and mentoring students.
 - ix. Maintaining a system of student records.
 - x. Recruiting and admitting students to the Program in consultation with an admissions committee.
 - xi. Teaching and advising students. These credit hours may consist of theses and/or research project supervision. Credit hours will be subject to any college-wide practice adopted and ratified by the Dean’s office.
 - xii. Maintaining and supervising Program staff.
 - xiii. Managing study abroad and current/future budgets as appropriate.
 - xiv. Building alumni relationships.
 - xv. Participating on appropriate HSS/University committees.
 - xvi. Encouraging and supporting graduate faculty development.
- c. Candidates for Director must meet university requirements as stated in section 3.7.1 of the University Handbook.
- d. Recall procedures similar to that of Chair.

D. Discipline/Major Coordinators

- a. General description of criteria and roles:
 - i. A coordinator must be a tenure-track/tenured SCJ faculty preferably at the associate or full professor rank.
 - ii. Provide strategic planning input to the Chair.
 - iii. Call discipline caucus meetings as needed to discuss issues of collective interest.
 - iv. Collate suggestions for program improvement, including scheduling, class offerings, etc., and to bring such up for discussions with the Chair and/or department.
 - v. Coordinate/lead the implementation of agreed upon changes, including curriculum revisions, new courses, etc.
 - vi. Coordinate, in consultation with Department Chair, discipline-specific program growth and renewal in terms of
 - Curriculum review/revisions relative to professional reports of best practices.
 - Revamping of advising guidelines in response to programmatic changes.
 - Completion of program assessments for the major and/or discipline - i.e. Academic Program Assessment Plan (APAP), etc.
 - Events planning.
 - vii. Negotiate annually with the Chair on other agreed-upon duties.
 - viii. Reports to the Chair.
- b. Selection process:
 - i. The coordinator shall be nominated by Chair in consultation with the discipline faculty, and approved by the Dean or his/her designee.
 - ii. Vacancy is announced by Chair, and candidacy period is declared, to last for a minimum of one week.
 - iii. If only one person is eligible and interested, s/he meets with the Chair. If agreement is reached, then the Coordinator is presented to the Dean or his/her designee for approval, and then announced to the department.
 - iv. If there is more than one candidate the Chair will consult with the discipline faculty and the CHSS Director of Distance Learning (in the case of online coordinator) before making a selection and recommendation to the Dean or his/her designee for approval.
 - v. Candidates for the coordinator position must meet university requirements as stated in section 3.7.1 of the University Handbook.
- c. Tenure of Coordinator(s) and Compensation
 - i. Term of office is 3 years with the possibility for one time renewal.
 - ii. The coordinator shall serve a three (3) year term with the possibility of renewal by majority vote of the discipline faculty or until such time as the coordinator leaves

the position by choice or recall.

- iii. The discipline coordinator may receive a stipend and/or course release to be determined by the Dean in accordance with the CHSS rate for Department Coordinators.
- iv. Recall procedures for the coordinator shall be as follows:
 - Faculty or Chair may first raise concerns/issues directly with the coordinator.
 - In case of issues/concerns raised by faculty if the issues remain unresolved the faculty with concerns may seek the intervention of the Chair.
 - If the issues still remain unresolved the Chair may consult with the discipline faculty, and recommend removal/replacement of the coordinator to the Dean.

E. Online Program Coordinator

- a. Conditions may at times justify an Online Program Coordinator position. The Department discontinued the position in July 2018. If conditions change in the future, the position may be reinstated.
- b. Eligibility, Responsibilities and Compensation
 - i. The coordinator must be a tenure-track/tenured faculty member.
 - ii. The coordinator shall be someone approved/certified by KSU to teach online courses, and has taught approved online courses before. The certification/approval may be through QM, D2L, or others selected/used by KSU.
 - iii. The coordinator reports to the Chair of the Department and to the CHSS Director of Distance Learning.
 - iv. The coordinator may receive one course reassignment per academic year and/or a stipend to be determined by the Dean in accordance with the CHSS rate for Department Coordinators.
 - v. Duties of the coordinator shall include but are not necessarily limited to:
 - Advising until advising center is staffed enough to take over.
 - Marketing program.
 - Recruiting for program.
 - Collecting and organizing data for SACS.
 - Collecting data for outside inquiries and for CHSS ODE.
 - Participating in assessment.
 - Regular meetings with the other online program coordinators and the CHSS ODE Director.
 - Preparing a one-page online program status report each May for the CHSS ODE.

- c. Selection and Tenure of Coordinator(s): The same as for other coordinators, including the necessity of meeting the requirements stated in section 3.7.1 of the University Handbook.
- d. Recall procedures for the coordinator shall be as follows:
 - i. Faculty or Chair may first raise concerns/issues directly with the coordinator
 - ii. In case of issues/concerns raised by faculty if the issues remain unresolved the faculty with concerns may seek the intervention of the Chair
 - iii. If the issues still remain unresolved the Chair may consult with the discipline faculty, and recommend removal/replacement of the coordinator to the Dean

F. SCJ Online Coordinator

- a. Conditions may at times justify a SCJ Online Coordinator position. The Department discontinued the position in July 2018. If conditions change in the future, the position may be reinstated.
- b. The Coordinator is the contact person for all online courses within the SCJ Department, including hybrid courses. Duties may include but are not limited to the types of following activities:
 - i. Marketing and recruiting for courses.
 - ii. Collecting data and participating in assessment.
 - iii. Preparing status and annual reports.
 - iv. Ensuring faculty have access to QM approved course shells and managing the QM certification and recertification cycle.
 - v. Review and approve faculty applications for ODE course development workshops, in consultation with the Chair, Assistant Chair, and appropriate program coordinator(s).
 - vi. Attending and participating in Online Coordinator meetings at the College level and disseminating information from those meetings to faculty.
 - vii. Presenting workshops each year to familiarize faculty with technology available for use in the classroom and updating faculty on innovations in online course delivery.
 - viii. Answer faculty questions about technology and online instruction at KSU or direct them to the CHSS ODE and identifying and responding to issues in online courses.
- c. The coordinator shall be someone approved/certified by KSU to teach online courses, has taught approved online courses before, demonstrates a consistent record of using best practices in their online courses, and is a certified online reviewer. The certification/approval may be through QM, D2L, or others selected/used by KSU.
- d. The coordinator reports to the Chair of the Department and to the CHSS Director of Distance Learning.
- e. Selection and Tenure of Coordinator(s):

- i. The coordinator shall serve a three (3) year term with the possibility of renewal for 2 more terms by majority vote of the discipline faculty or until such time as the coordinator leaves the position by choice or recall.
 - ii. The SCJ Online coordinator may receive a stipend to be determined by the Dean.
 - iii. The coordinator shall be nominated by Chair in consultation with the faculty, and approved by the Dean or his/her designee.
 - iv. The coordinator must be a full-time, permanent faculty member preferably with 3 years at KSU.
 - v. Vacancy is announced by Chair, and candidacy period is declared, to last for a minimum of one week.
 - vi. If only one person is eligible and interested, s/he meets with the Chair. If agreement is reached, then the Coordinator is presented to the Dean or his/her designee for approval, and then announced to the department.
 - vii. Candidates for the coordinator position must meet university requirements as stated in section 3.7.1 of the University Handbook.
- f. Recall procedures for the coordinator shall be as follows:
- i. Faculty or Chair may first raise concerns/issues directly with the coordinator.
 - ii. In case of issues/concerns raised by faculty if the issues remain unresolved the faculty with concerns may seek the intervention of the Chair.
 - iii. If the issues still remain unresolved the Chair may consult with the discipline faculty, and recommend removal/replacement of the coordinator to the Dean.

G. Internship Coordinator

- a. Coordinators will start working with face-to-face and online/weblearner students in preparation for their respective internships at least one semester in advance.
- b. Coordination also requires developing and maintaining positive relationships and clear lines of communication with host sites. As the number of participants grows, this aspect of the program will become even more critical.
- c. Coordinators work with students in the following areas, among others:
 - i. Assist and advise on internship site selection.
 - ii. Assist students to prepare resumes and applications for new internship opportunities.
 - iii. Advise students on concerns about criminal and driving records that may become issues in background checks (*where applicable*).
 - iv. Help students prepare for interviews and polygraph exams (*where applicable*).
 - v. Advise on proper attire and behavior on-site.
 - vi. Assess career prospects relative to the internship.
 - vii. Advise and mentor students on academic aspects of their internships – preparation of their final presentations, research papers, etc.

- viii. Maintain contacts and ongoing communication with interns and site supervisors, and in some instances visiting a site.
- ix. Work with KSU Career Services Staff for the registration of students for internships and the approval and grading of co-ops.
- d. Tenure of Coordinator(s):
 - i. The coordinator shall serve a three (3) year term with the possibility of renewal of 2 more terms by majority vote of the discipline faculty or until such time as the coordinator leaves the position by choice or recall.
 - ii. The internship coordinator may receive a stipend and/or course release to be determined by the Dean.
- e. Recall procedures for the coordinator shall be as follows:
 - i. Faculty, Internship participants (intern, site supervisor, Career Services), and Chair may first raise concerns/issues directly with the coordinator.
 - ii. In case of a faculty and an internship participant if issues remain unresolved s/he may seek the intervention of the Chair.
 - iii. If the issues still remain unresolved the Chair may consult with the discipline faculty, and recommend removal/replacement of the coordinator to the Dean.
- f. Selection process:
 - i. The coordinator shall be nominated by Chair in consultation with the discipline faculty, and approved by the Dean or his/her designee.
 - ii. The internship coordinator must be a full-time, permanent faculty member preferably with 3 years at KSU.
 - iii. Vacancy is announced by Chair, and candidacy period is declared, to last for a minimum of one week.
 - iv. If only one person is eligible and interested, s/he meets with the Chair. If agreement is reached, then the Coordinator is presented to the Dean or his/her designee for approval, and then announced to the department.
 - v. If there is more than one candidate the Chair will consult with the discipline faculty before making a selection.
 - vi. Candidates for the coordinator position must meet university requirements as stated in section 3.7.1 of the University Handbook.

ARTICLE II. Committees

Section 1. Standing Committees

- A. Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. 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 members will be selected by the Department Chair or via an election. **Membership on departmental**

committees and on College Curriculum and P&T Committees are determined in November. Each committee shall select its Chair or the Department Chair will select one.

- B. Following faculty consultations and opportunity for faculty to identify committees they are interested in serving on the Department Chair shall appoint faculty member(s) to each of the following committees as needed. Faculty will serve for 2 years on a committee unless otherwise stated. Deliberate efforts will be made to ensure a proper balance of senior/junior faculty on the various committees.
- C. University Committees
 - a. University Faculty Senate (1 member).
 - b. UPCC (as needed).
 - c. Academic Standing Committee (as needed).
 - d. Other university committees as may be necessary (e.g., IRB, Info Tech Advisory, etc.).
- D. College Committees
 - a. College Curriculum Committee (Chair of department curriculum committee will serve on College Committee).
 - b. CHSS Faculty Awards Committee (Chair of department awards committee will serve on College Committee).
 - c. College Promotion & Tenure Committee (tenured faculty only).
 - i. Two eligible representatives from the department (1 each for Criminal Justice and Sociology) will be elected by secret ballot.
 - ii. The 2 representatives will serve for 2 years.
 - d. Student Scholarship Committee (departmental representative will be selected by the Chair with the support of the department).
 - e. College International Committee (departmental representative will be selected by the Chair with the support of the department).
 - f. Other college committees as necessary (e.g., Assessment, RPG, QEP, etc.).
- E. Department Committees
 - a. Departmental Curriculum Committee (3 members)
 - i. Duties: Oversees all changes in curriculum; is the first step in seeking approval of new courses, programs, program changes, changes in prerequisites, catalog descriptions etc. This committee shall periodically review the departmental curriculum and make recommendations about modifications of the curriculum. Also provides oversight for Special Topics and Advanced Topics courses. Curriculum Committee Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees; Curriculum Committee Chair (or designee) will represent department at College and/or University Curriculum Committee meetings to present proposals.
 - ii. Membership: At least one from Sociology and one from Criminal Justice.
 - iii. Meeting times: Irregular, as needed, usually 3-4 times per academic year.

- iv. Term: 2 year staggered.
- b. Departmental Promotion & Tenure Committee (5 members)
 - i. Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that goes into faculty's portfolio. Reviews department P&T guidelines and makes recommendation for revisions to Department Chair.
 - ii. Membership: The P&T Committee will be composed of five tenured and promoted faculty members, typically three full professors (with a minimum of one from Sociology and one from Criminal Justice) and two associate professors (with a minimum of one from Sociology and one from Criminal Justice).
 - i. Ad Hoc Members: In instances when an ad hoc member of the P&T Committee needs to be selected, the Department Chair will identify potential candidates from inside or outside the department. Tenure-track faculty will vote to select the ad hoc member(s), who will serve for a single cycle.
 - iii. Meeting times: Meets several times per year; intensive effort in Fall semester.
 - iv. Term: 2 year staggered.
- c. Department Faculty Council (DFC)
 - i. Duties: responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with, workload, teaching load, hiring strategies, overall goals, ideas about new programs etc.
 - ii. Membership: As provided for by the Faculty Senate a department can vote "to use a Committee of the Whole for an elected DFC" (<http://www.kennesaw.edu/faculty/cfc-dfc.php>). Currently SCJ is operating with a Committee of the Whole. The Chair of the DFC will be a tenured faculty member elected by members of the DFC.
 - iii. Meeting times: Irregular, as needed, usually 3-4 times per academic year.
 - iv. 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.
 - v. The DFC is advisory to the Chair, who holds decision-making authority at the department level.
- d. Departmental Faculty Awards Committee
 - i. Duties: inform faculty of available awards and due dates, receive and review submitted application, identify departmental winners, write letters of support for winners and submit package of winners to the College Committee.
 - ii. Membership: Five full-time faculty members to be determined each year, with at least two from Sociology, two from Criminal Justice, and one lecturer. Each member must have at least five years of experience as a full-time faculty member in the department. Committee members will vote to select the committee Chair. The committee Chair will represent the department on CHSS's Faculty Awards Committee.
 - iii. Meeting times: Meets as needed.

- e. Department Leadership Group
 - i. Duties: Provides input to the Department Chair on important department initiatives and priorities, such as program development.
 - ii. Membership: Comprised of the Director of the MSCJ Program, the Assistant Chair, the CJ Discipline Coordinator and the SOCI Discipline Coordinator.
 - iii. Meeting times: Meets several times per year with the Department Chair.
- f. Faculty Secretary - selected by Chair at the beginning of the academic year for a one-year term.
- g. Department Evaluation Review Committee (DERC)
 - i. Members of the Department Evaluation Review Committee (DERC) are responsible for reviewing the data from the evaluation of the Department Chair and discussing the evaluation with the Dean. The DERC will consist of three tenured faculty members elected from and by the DFC, plus one staff representative elected from and by the staff in the department. The three faculty representatives must be: (1) the DFC Chair, (2) a tenured Sociology faculty member, and (3) a tenured Criminal Justice faculty member. The DFC Chair will chair the DERC.
- h. Other committees as needed.

Section 2. *Ad Hoc* Committees

- A. *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 or appoint 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.
- 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 selected 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.

ARTICLE III. Department Meetings

- A. Regularly scheduled meetings shall be held at least twice each semester.
- B. The Chair of the department shall call such additional meetings as deemed necessary.

- C. All full-time faculty are required to attend department meetings. In the case of non-attendance, notification must be given to the Department Chair prior to meeting.
- D. Minutes of each department meeting will be taken, reviewed by the Department Chair and distributed to all faculty and approved by the department.

ARTICLE IV. Voting

A. Department Chair

a. Eligibility

- i. For the purposes of selecting or removing a Department Chair, the voting body shall consist only of tenured, tenure track and permanent full-time (e.g., lecturers and instructors) faculty of the department.

b. Quorum

- i. A quorum shall consist of two-thirds of those eligible to vote.
- ii. Two-thirds majority vote of the quorum will be necessary in selecting a Chair.

c. Ballots

- i. Voting will be by secret ballot.
- ii. There will be no voting by proxy.
- iii. Mail ballot will not be accepted. A secure electronic voting may be considered as an alternative.

B. All Other Voting

- a. 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.

b. Eligibility

- i. All faculty who are not part-time or temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- ii. Absent faculty/staff may vote by written proxy.

c. Quorum

- i. The majority (50% +1) of the voting block present shall constitute a quorum for conducting departmental business other than voting on a Chair.
- ii. Proxies shall not count toward a quorum.

d. Passage of a Motion

- i. A simple majority of those voting shall be required to pass a motion.
- ii. A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

e. Ballots

- i. Secret ballots shall be used for all votes when requested by faculty, recommended by the Chair and/or when deemed necessary.
- f. Electronic Voting
 - i. Voting may be done electronically if approved by a simple majority of the members of a committee or the department.
- g. 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.

ARTICLE V. Changes in the Curriculum

New course offerings, course deletions, changes in requirements for the degrees with a major, changes in the requirements for a minor, and all other changes to course and degree programs.

- 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 made via the Curriculog program or any other institutional program in place at the time.
- C. Prior to submission via Curriculog (or another institutional system in place at the time), such proposals should be reviewed and supported by discipline coordinator and discipline faculty.
- D. Proposals will be reviewed/approved by the members of the Departmental Curriculum Committee and approved by the Chair of the Departmental Curriculum Committee. After approval by the Department Chair, the originator of the proposal will present it to the CHSS Curriculum Committee. After approval by the CHSS Curriculum Committee the originator of the proposal will present it to the Undergraduate Policies and Curriculum Committee or the Graduate Policies and Curriculum Committee where appropriate.

ARTICLE VI. Guidelines for Full-time, Permanent Faculty Searches

Section 1. Search Committee Designation

- A. After discussion with the department faculty 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. Of the three members, one must be from Sociology and one must be from Criminal Justice.
- C. The Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website. The Department Chair shall provide the committee with specific guidelines about conducting searches.

Section 2. Potential Conflicts of Interest

- A. 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

- A. Through written solicitation, the Assistant Chair, in consultation with the discipline coordinators and Department Chair, shall determine which faculty members wish to teach during summer sessions.
- B. The following guidelines shall be used to determine priority for teaching during summer session.
 - a. Course demand and faculty specialization.
 - b. Budget conditions.
 - c. Priority will be given to permanent 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 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 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 Department Bylaws


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

I confirm that the attached bylaws, dated 2 / 19 / 2019, were approved by the faculty of the Department of **Sociology and Criminal Justice** in accordance with department policies and procedures:




Jesse Benjamin, Chair of the DFC

2/19/19
Date



Dawn Baunach, Chair of the Department

2/19/19
Date




Tim Hedeem, Co-Chair of the CFC

9 APR 19
Date



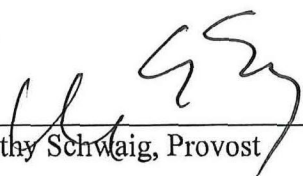
Jennifer McMahon-Howard, Co-Chair of the CFC

4/9/19
Date



Kerwin Swint, Interim Dean of the College

4/15/19
Date



Kathy Schwaig, Provost

5/9/19
Date