Department of Technical Communication and Interactive Design BYLAWS

College of Humanities and Social Sciences

Kennesaw State University

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Preamble

The Department of Technical Communication and Interactive Design (TCID) educates qualified professionals in the fields of technical communication, user experience, interactive design, and instructional design by providing exceptional teaching and learning experiences for our students.

TCID is a unit within the College of Humanities and Social Sciences (CHSS) at Kennesaw State University.

These bylaws provide a plan for TCID's governance and procedures for TCID's operation.

Article I: Faculty Membership

Section 1 – Department Faculty Members

 A. For purposes of Department governance, a Department Faculty Member (DFM) is (1) a tenured or tenure-track faculty member whose tenure track line resides in TCID, (2) a lecturer whose line resides in TCID, or (3) a lecturer or a tenured or tenure-track faculty member jointly appointed with TCID.

 B. See Article V, Section 1 for rules on DFMs' eligibility to vote.

Section 2 – Jointly Appointed Faculty Members

 A. A jointly appointed faculty member is a DFM who provides teaching or service in two or more departments based upon an agreed-upon memorandum of understanding (MOU).

 B. Joint appointments and MOUs will be developed at the discretion of the Department Chair.

 C. Specific rules for developing joint appointments and MOUs are available in the Kennesaw State University Faculty Handbook.[1]

Section 3 – Part-Time Faculty/Instructor

 A. A PTF/I is a temporary faculty member who teaches a limited number of courses on a-semester-to-semester, as-needed basis. PTF/I are not expected to attend meetings nor serve on committees, and they do not have voting rights in the department.

 B. Because of PTF/I strict teaching load limits, PTF/I who may consider teaching for another Department or USG institution must notify the TCID Chair of their intention to do so at least three months prior to the beginning of the term, or at the earliest time possible.

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[1] At the time of writing, the KSU Faculty Handbook is available online at http://catalog.kennesaw.edu, under the drop-down menu's "Faculty Handbook" item.

Article II: Administration

Section 1 – Department Chair

A. Term, Tenure, and Renewal of the Chair

a. The term of office of a Chair is a maximum of 5 years, usually effective July 1.

b. The tenure of the Chair will be limited to two 5-year terms, which may be served consecutively. The Chair will be appointed by the Dean and serves at the pleasure of the Dean.

c. At the end of a Chair's second year, the DFC will conduct a Department-wide review of the Chair's performance and consider the Department's assessment with the Chair.

d. In the spring of the fourth year of a Chair's first term, the Chair will communicate to the Dean and the Department Faculty whether she/he would like to serve for a second term. If the Chair wishes to serve for a second term, a referendum on the Chair's second term will be organized. If the Chair does not wish to serve for a second term or if the referendum on the Chair's second term is negative, a national search (contingent upon funding availability) will be launched during the Chair's fifth year in office. Internal candidates are welcome to apply.

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

B. Chair Search Procedures

a. When the Chair's position becomes vacant, a national search (contingent upon funding availability) will be launched. Chair searches follow a process defined in I.2.B.c. of the CHSS Bylaws (at the time of writing, available at http://chss.kennesaw.edu/fsr/structure-governance.php).

C. Removal of Chair

a. DFMs may register their dissatisfaction on leadership issues and seek removal of the Chair. The faculty involved must follow this sequence:

b. Address the issues involved directly with the Chair.

c. Address the issues with the Department Faculty Council (DFC).

d. Seek the intervention of the Dean.

e. If the issues still remain unresolved, a vote of no-confidence in the Chair may be passed by the DFMs. A vote of no-confidence will require a two-thirds majority of the DFMs. The Dean will consider the results of the vote and determine the course of further actions.

D. Interim Chair

a. In the event the chair position is vacant, the Dean will meet with the Department and seek input from the faculty into selecting an Interim Chair. The Interim Chair may

serve up to two consecutive 1-year renewable terms and must be tenured and hold the rank of Associate Professor or Professor. The Interim Chair is responsible for completing the duties normally assigned to a Chair, which may include nominating an Assistant Chair.

E. Duties

a. The Department Chair will provide academic and administrative leadership for the department and perform duties including, but not limited to
- supervising the operation of the department;
- administering departmental budgets;
- overseeing recruitment efforts;
- advocating for administrative approval from the Dean to establish hiring search committees for tenure-track faculty, lecturers, and full-time permanent instructor positions to support the efforts of the department;
- hiring part-time and temporary faculty;
- managing workload;
- working with the Dean's Office to assign office and laboratory space;
- evaluating faculty and staff;
- presiding over departmental meetings;
- representing the Department in College and University affairs;
- informing the faculty of events affecting the Department or welfare of the faculty;
- performing such duties as assigned by the University or the Dean.

b. Acting/Interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

Section 2 – Assistant Chair

A. Selection

a. At the time of writing, TCID does not have an Assistant Chair. However, the Department Chair in consultation with the DFC and the Dean may appoint an Assistant Chair who will negotiate her/his teaching load and compensation with the Chair and the Dean.

B. Duties

a. If the position of Assistant Chair is created, she/he will carry out such duties as assigned by the Department Chair. These duties include but are not limited to
- advising;
- scheduling;
- monitoring enrollment;
- assisting part-time faculty;
- representing the Department Chair at College and/or University meetings;
- completing special projects as assigned by Department Chair.

b. The Assistant Chair will serve as Acting Chair of the Department at any time the Department Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

Section 3 – Program Coordinators

A. Program Coordinators' duties will be determined by the College.

B. The Chair may create department-level coordinator positions as needed, in consultation with the Department faculty and the Dean, and in compliance with the Faculty Handbook. The Department Chair appoints DFMs to those positions.

C. Program Coordinators will perform limited, designated roles assigned by the Department Chair. Program Coordinators may receive a stipend and/or a course release as negotiated with the Department Chair and subject to approval by the Dean. Program Coordinator positions represent these program areas:
    - Technical Communication
    - Interactive Design

D. The duties of Program Coordinators will include but not be limited to
    - meeting regularly (at least once per semester) with Department Chair;
    - meeting regularly (at least once per semester) with the Department Curriculum Committee;
    - meeting regularly (at least twice per semester) with faculty teaching in program;
    - overseeing revision of individual courses and programs as a whole;
    - overseeing program catalog revisions;
    - taking a leadership role on program growth;
    - addressing retention, progression, and graduation issues within the program;
    - overseeing ongoing assessment of courses and programs;
    - taking a leadership role in program review and accreditation process;
    - serving as point of contact for new and current students and alumni;
    - conducting exit surveys with graduating students;
    - coordinating with the Department Chair on two-year schedules and semester scheduling;
    - seeking out part-time and temporary faculty and making hiring recommendations to the Chair;
    - representing the department at Majors Fairs and other recruiting events as required;
    - attending Ignition sessions (orientation) as required;
    - attending all scheduled advisory board meetings;
    - attending other university meetings to represent the program, as needed.

Article III: Committees

Section 1 – Standing Committees

A. Membership Requirements and Selection

a. Standing committees will be composed of DFMs and, in some cases, full-time staff. Standing committees will 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.

b. Committee members will be selected via an election held in the Fall (November meeting) semester of each year for the next year's committees. Each committee will also elect its chair in November.

B. University Committees

a. University Faculty Senate (1 member; must be elected by the Department)

b. Undergraduate Policies and Curriculum Committee (UPCC) or Graduate Policies and Curriculum Committee (GPCC) (as needed)

c. Other university committees as may be necessary (e.g., IRB, etc.)

C. College Committees

a. College Curriculum Committee (1 member – this person will be the Chair of the Department Curriculum Committee – see below)

b. College Promotion & Tenure Committee (2 members, Professors only)

c. College Faculty Scholarship Awards Committee (1 member, this person will be the Chair of the Department Awards Committee)

d. College Students Awards Committee

e. College Faculty Council (Chair of DFC)

f. College International Committee

g. College Faculty Scholarship Support Grant Committee

h. Other college committees as necessary (e.g., Assessment, RPG, QEP, etc.)

D. Department Committees

a. Department Faculty Council (DFC)

   1. *Duties*
      This committee is responsible for providing input to the Department Chair about Department issues, and for writing guidelines/policies dealing with workload, teaching load, hiring strategies, overall goals, ideas about new programs, etc. The DFC is advisory to the Chair, who holds decision-making authority at the department level.

   2. *Membership*

Four DFMs, including tenured, tenure-track, and full-time permanent faculty; at least one member should be a lecturer. 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 Department Chair present. The Chair of the DFC will be a tenured or tenure-track DFM elected by members of the committee.

3. *Chair Duties*
The Chair of the DFC will serve as the Department representative on the College Faculty Council (CFC).

4. *Meeting times*
Irregular. At least once in person per academic year, and usually 3–4 times per academic year.

5. *Term*
2-year staggered.

b. Department Curriculum Committee

1. *Duties*
This committee is responsible for overseeing all changes in curriculum; it is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions, etc. This committee will
- periodically review the Department's curriculum and make recommendations about modifying the curriculum;
- work with the Department Chair and Program Coordinators on assessment for TCID degree programs;
- provide oversight for special topics and advanced topics courses;
- present major curricular initiatives (e.g., new courses or new programs) for approval by the entire TCID faculty during a regular department meeting.

2. *Membership*
Four members, including tenured, tenure track, and full-time permanent faculty; at least one member should be a lecturer.

3. *Chair Duties*
The committee Chair will monitor progress of paperwork to college and university curriculum committees represent the Department at college and/or university curriculum committee meetings to present proposals. (The Chair may appoint a designee for this function.)

4. *Meeting times*
Irregular. At least once in person per academic year, and usually 3–4 times per academic year.

5. *Term*
2-year staggered.

c. Department Promotion & Tenure (P&T) Committee

1. *Duties*

This committee is responsible for
- evaluating portfolios for Promotion, Tenure, and Pre-Tenure Review;
- writing letters that go into DFM portfolios;
- reviewing department P&T guidelines and making recommendations to the Department Chair for revisions.

2. *Membership*
Three tenured DFMs with appropriate rank (when a DFM is going up for promotion to Professor, the three committee members must be Professors); individuals going up for review cannot serve on this committee the year they are up for review (in which case a 1-year replacement will be elected); see University guidelines for further details.

3. *Meeting times*
Meets several times per year; intensive effort in early- to mid-Fall semester.

4. *Term*
2-year staggered.

d. Other committees
Faculty will serve at their own request on other interest-specific committees (e.g., Parking, Environmental Concerns, Technology, etc.).

Section 2 – Ad Hoc Committees

A. Ad hoc department committees will be formed for a specific term by the Department Chair, in consultation with the DFC and Assistant Chair (if one exists) as needed and when time permits. Ad hoc committees in individual programs may be formed by the Program Coordinators or the designated program leader as needed, and such committees may include members beyond DFMs (e.g., affiliates, part-time faculty, graduate students, etc.).

Section 3 – Operation of Committees

A. Each committee will elect a committee chair and operate under a set of goals given to them by the Department Chair, Assistant Chair, Program Coordinator, or designated program leader at the time of appointment.

B. Requirements for committee vote will conform to Article V, Sections 2, 3 and 4.

C. Each standing and ad hoc committee will keep a record of its meetings and distribute it to all full-time faculty and staff. A secretary will be elected at the first Fall semester committee meeting and will be responsible for keeping and distributing minutes. Minutes will be posted in an online repository. Minutes of the meetings will 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 IV: Department Meetings

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

B. The Department Chair, in consultation with the DFC, will call such additional meetings as deemed necessary.

C. All full-time faculty and staff are required to attend department meetings. For excused absences, notification must be given to the Department Chair prior to meeting.

D. A quorum will consist of in-person attendance of two-thirds of those eligible to vote. Proxies will not count toward a quorum.

E. Minutes of each department meeting will be taken, reviewed by the Department Chair, and distributed to all DFMs and staff.

ARTICLE V: Voting

A. Voting on matters of departmental policy and procedures; Chair and faculty selections; degree program changes; academic standards and integrity; academic honors; committee membership; departmental representation; nominations for College and University positions; and revision of departmental bylaws will be conducted as follows:

Section 1 – Eligibility

A. All DFMs 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 Department meetings by written proxy.

Section 2 – Passage of a Motion

A. A simple majority of those voting will be required to pass a motion.

B. A two-thirds majority of those voting will be required to pass an amendment to the departmental bylaws.

Section 3 – Online Voting

A. The Department may choose to hold an online vote instead of an in-person vote.

B. All online voting will be done by anonymous survey. No proxies will be allowed for online voting.

C. At least three business days will be allowed for online voting.

D. The DFC Chair will create all online voting surveys and distribute the results.

ARTICLE VI: Changes in the Curriculum

A. New course offerings; course deletions; and changes in requirements for the

undergraduate and graduate degrees and certifications must follow these guidelines:

a. The Department Chair or any tenured or tenure-track DFM may propose changes, in writing.

b. The Curriculum Committee will review written proposals to modify courses or curricula.

c. The Curriculum Committee must receive a completed copy of appropriate forms at least one week prior to discussion and vote.

d. A majority of the eligible voting Curriculum Committee members is required to approve and to adopt proposals for new courses, course deletions, course revisions, or changes in the curriculum and in degree requirements.

e. Approved Curriculum Committee proposals must follow established College and University processes and procedures.

ARTICLE VII: Guidelines for Tenure-track Faculty Searches

Section 1 – Search Committee Designation

A. After discussion with DFMs (either as a whole and/or inside the DFC) about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the Dean, a search committee that provides a fair representation of ranks and sub-disciplines will be appointed by the Department Chair.

B. The Department Chair will appoint a search committee Chair. The search committee will follow procedures found on the Faculty Affairs website. The Department Chair will provide the committee with specific guidelines about conducting searches.

Section 2 – Potential Conflicts of Interest

A. After 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 VIII: Summer Session Teaching

A. The following guidelines will be used to determine priority for teaching during summer session:

a. Through written solicitation, the Department Chair, Assistant Chair, or Program Coordinator(s) will determine which DFMs wish to teach during summer sessions.

b. The following ranked criteria will be considered when making teaching assignments

during summer sessions.
  - Course demand and faculty specialization
  - Budget conditions
  - Seniority
  - Tenured or tenure-track status

c. When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments will be made using the criteria listed above.

ARTICLE IX: Amendments to Bylaws

A. Amendments to these Bylaws will be submitted by the DFC or collectively by 5 (or more) DFMs in writing to the Department Chair and will be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

ARTICLE X: Relationship to Other Governing Rules and Regulations

A. 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 appropriately and procedurally (per the Faculty Handbook) established guidelines or memorandums 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.
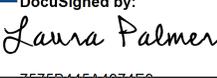
Kennesaw State University Approval Form for Department Bylaws

The attached bylaws were voted on and approved by the faculty of the Department of Technical Communication and Interactive Design on November 21, 2019, in accordance with department policies and procedures:

DFC Chair Approval – I approve the attached guidelines on behalf of the Faculty:

Jonathan Arnett
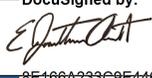
December 10, 2019

Name (printed or typed)   Signature/ Date

Department Chair Approval – I approve the attached guidelines:

Laura Palmer

December 12, 2019

Name (printed or typed)   Signature/ Date

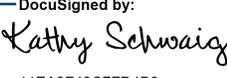### College Faculty Council Approval – I approve the attached guidelines:

Jennifer McMahon-Howard

January 14, 2020

Name (printed or typed)   Signature/ Date

College Dean Approval – I approve the attached guidelines:

Shawn Long

January 14, 2020

Name (printed or typed)   Signature/ Date

Provost Approval – I approve the attached guidelines:

Kathy Schwaig

January 14, 2020

Name (printed or typed)   Signature/ Date