

**Southern Polytechnic College of Engineering and Engineering Technology
Kennesaw State University
BYLAWS**

KSU's MISSION, VISION, and VALUES

COLLEGE ACADEMIC DISTINCTION STATEMENT

Southern Polytechnic College of Engineering and Engineering Technology (SPCEET) offers a dynamic, hands-on, and student-focused education that empowers students to turn their engineering aspirations into reality. With a commitment to practical, experiential learning, SPCEET prepares a broad spectrum of technically adept students from greater Atlanta, the Southeast, and across the globe to excel in a complex and evolving world. SPCEET engages in research designed to understand problems and seek innovative solutions to a range of grand societal challenges. Graduates leave career-ready, equipped with in-demand technical expertise and professional skills, positioning them as leaders in Georgia's engineering community and beyond.

Key Highlights:

1. **Student-Focused:** Opportunities to shape the future of engineering, engaging in cutting-edge research, participating in award-winning competition teams, and collaborating on real-world projects.
2. **Innovative Programs:** Home to ABET-accredited engineering degrees, offering distinctive programs such as Robotics and Mechatronics, Engineering Technology, Interdisciplinary Engineering PhD, and options for working professionals.
3. **Expert Faculty:** A team of nationally recognized faculty with extensive industry experience, committed to mentor and foster the next generation of engineers.
4. **State-of-the-Art Facilities:** Exclusive access to world-class labs and equipment, providing hands-on experience with tools and technologies shaping the modern engineering landscape.
5. **Affordability:** Programs priced to deliver a high return on investment, ensuring students graduate with marketable, career-focused skills.
6. **Prime Location:** Situated in metro Atlanta, a vibrant hub of industry and innovation, offering students unparalleled access to internships, co-op opportunities, and industry partnerships.

At SPCEET, we don't just produce engineers—we cultivate innovators, problem solvers, and leaders who are ready to make an impact from day one. This is where Georgia's Engineers are made.

ARTICLE I. Administration

A. Dean

- a. The Dean is the chief administrative officer of the College.

B. Assistant/Associate Dean

- a. For all Assistant/Associate Dean positions, a search is conducted.
- b. For interim positions of Assistant/Associate Dean, KSU faculty can be reassigned administratively. The Dean, in consultation with the Provost and Executive Vice President for Academic Affairs, will examine the department/college/university faculty for a qualified or interested candidate.
- c. The Assistant/Associate Dean(s) shall carry out such duties as assigned by the Dean.

ARTICLE II. Committees

Committee election timelines should be consistent with the one specified for university-level standing committees in the University Handbook, Section 3.1.

Standing committees shall be composed of faculty from the Corps of Instruction as defined in the Faculty Handbook, Section 1.1, and, in some cases, full-time staff. Standing committees shall meet at least once each semester, except summer. Committee members will be selected via an election. Elections for standing committees will be held in the spring term, and service will start in the fall term of the next academic year. Representatives for the next academic year must be elected by the end of March, and each committee chair must be selected by the end of April.

A. College Faculty Council (CFC) (University Handbook, Section 3.6)

a. Duties

- i. The CFC is advisory to the Dean, who holds decision-making authority at the college level
- ii. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the dean:
 1. Strategic planning
 2. Annual budgeting
 3. Hiring
 4. Space and resource allocation
 5. Reassign-time
 6. Salaries and raises
 7. Appointment and reports of ad hoc committees
- iii. The CFC shall publish minutes of meetings electronically.

b. Membership

- i. The CFC will consist of at least four members from the college's Corps of Instruction (as defined in the KSU Faculty Handbook, Section 1.1), including at least one representative from each department. Colleges may specify additional or at large members.
 - ii. The representatives will be elected by the Corps of Instruction (as defined in the KSU Faculty Handbook, Section 1.1) of that department.
 - iii. The method by which the department will select its representative to the CFC shall be determined by vote of faculty from the Corps of Instruction of the department.
 - iv. The Deans shall be *ex officio*, non-voting members of their CFC. The Deans will respect their council's desire, on occasion, to meet without the dean, or members of the dean's staff.
 - v. Department chairs are not eligible to vote for or to serve as representatives to the CFC.
 - vi. The chair of the CFC must be an elected department representative who has served on the council the previous year.
 - c. Meeting times
 - i. The CFC should meet as often as deemed appropriate by the council membership and called by the chair but shall meet no less frequently than twice each fall and spring semester.
 - ii. The CFC will take necessary measures to assure continuing function during the summer months. During that time, if a CFC member cannot participate, he/she shall name a proxy from among the Corps of Instruction of the respective member's department.
 - d. Term
 - i. Each member of the CFC will serve a 3-year term. These terms are staggered to allow continuity.
 - ii. A department may recall any representative by a 2/3 vote.
- B. College Curriculum Committee
- a. Duties:
 - i. The College Curriculum Committee (CCC) will review and recommend curriculum proposals in the College to verify that proposed changes are consistent with the goals and strategic plan of the College.
 - ii. The CCC shall publish minutes of meetings electronically.
 - b. Membership
 - i. The CCC will consist of at least one representative from each department in the College.
 - ii. At least two members must have graduate faculty status.
 - c. Meeting times
 - i. The CCC will meet at least once per month and as often as needed to review proposals during the academic year.
 - d. Term
 - i. Each member of the CCC will serve a 3-year term. These terms are staggered to allow continuity.
 - ii. A department may recall any representative by a 2/3 vote.

C. College Promotion and Tenure Committee (Faculty Handbook, Section 3.12.B.6)

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

D. Awards Committee

- a. Duties
 - i. The Awards Committee may solicit and evaluate applications and select recipients for college-wide faculty honors and awards. Additionally, each year SPCEET will select a college-level honoree for each KSU Faculty Award.
 - ii. This committee may also solicit applications or nominations, evaluate responses, and select recipients for college-wide faculty honors and awards. (It is recommended that each college select a college-level honoree for each KSU Faculty Award).
 - iii. The results of this committee's work are sent to the Dean.
- b. Membership
 - i. The Awards Committee will consist of at least one full-time faculty representative from each department in the college. Each department's committee representation must include a tenured faculty or tenure track faculty.

- ii. The representative/s from each department will be elected by the Corps of Instruction of that department.
 - iii. The College Dean or his/her representative shall be an *ex officio* non-voting member of the Awards Committee.
- c. Meeting times
 - i. The Awards Committee shall meet as often as deemed appropriate by the committee membership and called by the chair.
- d. Term
 - i. Each member shall serve a 2-year term. These terms will be staggered.
 - ii. A department may recall any representative by a 2/3 vote.

E. The College Administrative Committee

- a. Duties
 - i. The College Administrative Committee (CAC) is one of the several units that comprise the system of shared governance in the College. The purposes of the CAC are to review SPCEET policies, procedures, and operations as to their effectiveness and efficiency in fulfilling the mission of the College; assist in the development of new SPCEET policies, procedures, and operations; and facilitate communication among the departments and between the departments and the Deans' Office.
 - ii. The CAC is advisory to the Dean, who holds decision-making authority at the college level.
- b. Membership
 - i. The membership of the CAC shall consist of the SPCEET Dean, Associate/Assistant Deans, and all Department Chairs.
 - ii. The Dean, or in her/his absence the Dean's designee, shall serve as the Chair of the CAC. This supersedes information in Article II.G.a.
 - iii. If a Department Chair is unable to attend a CAC meeting, they should appoint a designee to represent the department.
 - iv. The Dean may invite other participants to attend CAC meetings, and some such individuals may be asked to attend meetings regularly due to their role in the College
- c. Meeting Times
 - i. The CAC will meet as needed, and at least twice a semester.
- d. Term
 - i. Members shall be on the CAC as their job title and period of appointment warrant.

F. Ad hoc committees

- a. An ad hoc committee can be appointed by the Dean with consultation with the College Faculty Council.

G. Operation of Committees

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

- b) Requirements for committee vote shall conform to Article V.
- c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes of the meetings 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.

- H. University Standing Committees (University Handbook, Section 3.1.2)
Each college should conduct regular elections and maintain an updated list of its elected representatives to the University Standing Committees as outlined in Section 3.1.2 of the University Handbook.

ARTICLE III. Offices, Centers, Institutes, and Support Units

The following is a list of Centers in the College. Any new research centers, institutes, and support units must follow the university's formal approval process for Research Centers, Institutes, and Support Units. Any new offices must be approved by Academic Affairs.

- A. Georgia Pavement and Traffic Research Center (GPTRC)
<https://www.kennesaw.edu/centers/georgia-pavement-traffic-research-center/>

The GPTRC was founded in 2009 and has addressed many pressing issues related to civil and construction infrastructure at local, state, and national levels. At GPTRC faculty and student work together through various interdisciplinary and cross-border collaborations and funded projects for the advancement of scientific and technological research in the areas of transportation, road pavement, construction materials, and sustainability.

- B. 3D Center <https://www.kennesaw.edu/centers/3d-center/printing-services/index.php>.

The 3D Center is the central location for 3D printing operations, research, 3D printing subscription service, commercial service, and teaching with 3D printing. The main operations of the 3D Center are housed in the Engineering Technology Center, Q-115, with a vast array of 3D printing equipment. Initial consultations take place here for faculty seeking to implement 3D printing into their courses, faculty performing research, students performing undergraduate research, students 3D printing personal projects, and commercial projects with industry.

- C. SPCEET Student Success Center

The SPCEET Student Success Center provides peer-based academic support for engineering majors in a variety of engineering and engineering technology courses.

ARTICLE IV. College Meetings

- A. The College will meet at least once at the beginning of the academic year.
- B. The College will also meet when important issues would benefit from the participation of the entire college.

ARTICLE V. Voting

Voting on matters of college policy and procedures, committee membership, nominations for college and university positions shall be determined as follows:

- A. All members of the Corps of Instruction will be eligible to vote in all college wide voting. Staff may be eligible to vote on some issues.
- B. A quorum is not required for college wide votes.
- C. A plurality/simple majority is required to elect someone to a college wide committee or as a College representative to a University committee.
- D. All voting shall be done by anonymous survey. At least five business days will be allowed for voting. The results of the vote will be reported to the faculty and staff.
- E. Article V (Voting) does not supersede language about voting protocols for specific committees in the University or Faculty Handbooks.

ARTICLE VI. Amendments to Bylaws (University Handbook, Section 3.6)

Proposed amendments to these Bylaws shall be submitted in writing to the College Faculty Council. An amendment must be recommended for approval by a majority vote by secret ballot of the College faculty. Bylaws and bylaws revisions must be approved by the College Faculty Council, the College Dean, and the Provost.

ARTICLE VII. 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 University and Faculty Handbooks and other materials provided by the Office of the Provost and Executive Vice President for Academic Affairs or the Board of Regents of the University System of Georgia.

DS
CSInitial
PC**Kennesaw State University Approval Form for College Bylaws**

I confirm the attached bylaws were approved by the college's faculty in accordance with college policies and procedures.

College Faculty Council Approval - I approve the attached bylaws:

Name Laura Ruhala

Signature/ Date

DocuSigned by:
Laura Ruhala
87EFB1A0E46B4ED...
October 2, 2025

College Dean Approval - I approve the attached bylaws:

Name Lawrence Whitman

Signature/ Date

DocuSigned by:
Lawrence Whitman
D0113751A9DC463...
October 2, 2025

Provost Approval - I approve the attached bylaws:

Name Ivan Pulinkala

Signature/ Date

DocuSigned by:
Ivan Pulinkala
26412C41D0DE4E2...
October 6, 2025



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