



BYLAWS

PREAMBLE

The mission of the College of Humanities and Social Sciences at Kennesaw State University is to prepare students with a liberal arts education that empowers them to understand the human condition, to meet the challenges of the twenty-first century, and to become contributing citizens in a global society.

ARTICLE I.

Section 1. Administration

A. Dean

- a. Following the search process outlined in I.2.B.a., the Provost and Vice President for Academic Affairs, using feedback from the administrators, faculty, and staff of the College, shall appoint the Dean.
- b. The Dean is the chief academic and administrative officer of the College and shall provide academic and administrative leadership for the College as specified by the Board of Regents and delegated by the Provost and Vice President for Academic Affairs. The Dean serves at the pleasure of the Provost.

B. Associate/Assistant Deans

- a. Following the search process outlined in I.2.B.b., the Dean shall appoint the Associate/Assistant Deans.
- b. The Associate/Assistant Deans shall carry out such duties as assigned by the Dean.
- c. Associate/Assistant Deans will be appointed for fixed, renewable terms of five years. They serve at the pleasure of the Dean.

C. Department Chairs¹

- a. Following the search process outlined in I.2.B.c., the Dean shall appoint Department Chairs.
- b. Department Chairs shall carry out duties as stated in the Department Bylaws or as assigned

¹ In this document, the term “Department” refers to an academic unit in our College, i.e. a Department or a School. Conversely, a “Department Chair” refers to the head of an academic unit, i.e. a Department Chair or a School Director.

by the Dean.

- c. Department Chairs will be appointed for a five-year fixed term, renewable once. Department Chairs serve at the pleasure of the Dean.

D. Interim Positions

- a. For all interim positions at the rank of Department Chair/School Director or above, the Dean, in consultation with the Provost, or the Provost, as appropriate, will examine the department/college/university faculty for a qualified or interested candidate. If a qualified or interested faculty member is not found internally, the Dean or Provost, as appropriate, may elect to conduct a national search.
- b. The Deans' Office will notify the CHSS full-time faculty when interim positions at the rank of Department Chair/School Director or above are available.
- c. As stated in the Faculty Handbook, "KSU faculty in other roles can be reassigned administratively to the role of acting or interim administrative faculty positions of instructional department chair or higher" (page 129).

Section 2. Review and Search Procedures

A. Review

- a. The Dean's review is part of the University's Administrative Review Process, and, as such, the process and timeline shall be determined by Academic Affairs.
- b. Associate/Assistant Deans shall be reviewed annually by the Dean with input from CHSS Department Chairs, faculty, and staff, as appropriate, or by any process developed by Academic Affairs.
- c. Department Chairs will be reviewed annually by the Department faculty and staff via the University's Administrative Review Process, and by the Dean.

B. Search Procedures

- a. Dean
 - i. When the Dean position becomes available, the search committee is usually appointed by the Provost and Vice President for Academic Affairs.
 - ii. The search committee should be no less than five (and preferably an odd number of) members and will have representation from various campus constituencies.
 - iii. Unless otherwise instructed by the Provost and Vice President for Academic Affairs, the search committee works with an outside search firm responsible for managing the search.
 - iv. College faculty and staff will have opportunities to meet with and hear presentations by finalists for the Dean position. They will also be able to comment on their impressions of the candidates. Once the finalists' campus interviews have concluded, separate non-binding votes by faculty and staff on their ranking of finalists will be held; the results of these votes will be announced in the college and shared with the search committee. The search committee is responsible for making recommendations to the Provost and Vice President for Academic Affairs who makes the final selection and hiring decision.

b. Associate/Assistant Deans

- i. When an Associate/Assistant Dean position becomes available, the Dean will seek the advice of the Department Chairs in constituting a search committee consisting of at least seven members, not including the chair of the committee.
- ii. The composition of the search committee shall ideally consist of at least one representative from among the chairs, at least one representative from among the staff, and faculty from all the tenure-track/tenured faculty ranks.
- iii. An Associate/Assistant Dean shall chair the search committee and serve as an *ex officio* non-voting member.
- iv. The search committee will be charged with conducting an internal or national search.
- v. The search committee will screen all candidates and select a short list of semi-finalists. The Dean will screen the committee's list before invitations for interviews are sent and return the list to the committee. The committee will then recommend up to three candidates for on-campus interviews.
- vi. The search committee will seek input from the faculty and staff regarding the candidates and include this information in its report and recommendations.
- vii. The search committee will send a list of acceptable candidates (either ranked or unranked) to the Dean for final selection. Typically, this list will have at least two candidates. No candidate will be chosen or made an offer by the Dean's office who has not been recommended by the search committee.

c. Department Chairs

- i. 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.
- ii. The search committee shall follow the University policy on search procedures published on the Academic Affairs' Web site.
- iii. 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.
- iv. The committee shall select up to three candidates per advertised position to participate in the on-campus interview process. After all final candidates have completed on-campus interviews and the search committee has reviewed feedback from faculty, staff and students about the candidates, the search committee shall rank the candidates the committee deems acceptable to hire. It will then make its recommendation to department faculty and staff.
- v. The search committee chair shall present the search committee's 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.

- vi. The search committee shall forward its final ranking together with the results of the faculty vote to the CHSS Dean, with a copy to the Chair of the 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.

ARTICLE II. Associations and Committees

Section 1. Standing Association, Council, and Committees

- A. Staff Association: The purposes of the staff association are to exchange information of best practices, gather information relevant to respective jobs, network and establish good working relationships, and make recommendations to the Dean for staff development needs and opportunities.
 - a. Membership: The Association is open to all staff in the College.
 - b. Meetings
 - i. The Association shall have monthly meetings during the fall and spring semesters.
 - ii. The meetings shall be led by the CHSS Executive Operations Manager.
 - iii. Speakers on various job-related topics shall be periodically invited to address the group.
- B. College Chairs' Council: The College Chairs' Council (hereafter referred to as the Council) is one of the several units that comprise the system of shared governance in the College. The purposes of the Council are to review CHSS policies, procedures, and operations as to their effectiveness and efficiency in fulfilling the mission of the College; assist in the development of new CHSS policies, procedures, and operations; and facilitate communication among the departments and between the departments and the Deans' Office. The Council is advisory to the Dean, who holds decision-making authority at the college level.
 - a. Membership
 - i. The membership of the Council shall consist of the CHSS 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 Council.
 - iii. If a Department Chair is unable to attend a Council meeting, she/he should appoint a designee, typically the Assistant Chair, to represent the department.
 - b. Other Participants
 - i. The Dean may invite individuals to attend Council meetings. Some such individuals may be asked to attend Council meetings regularly due to their role in the College (e.g., CHSS Director of Distance Learning or Administrative Fellow).
 - c. Voting
 - i. All Department Chairs, whether permanent, acting, or interim, are voting members of the Council.
 - ii. Department Chair designees shall be voting members of the Council for the meeting in attendance.

- iii. The Dean or the Dean's designee shall serve as a non-voting member of the Council, unless a tie-breaking vote is required.
 - iv. The Associate/Assistant Deans are *ex officio* non-voting members of the Council.
 - v. Invited participants are not eligible to vote.
 - vi. A simple majority of the Chairs or Chairs' designees present is needed to pass a main motion.
- d. Meetings
- i. A simple majority of the Department Chairs or the Chairs' designees shall constitute a quorum. A quorum is required for any vote taken by the Council, but is not required for a meeting.
 - ii. The Council will meet at least once per month.
 - iii. Minutes of Council meetings will typically be available to Council members within one week of the meeting.
 - iv. Department Chairs should inform their faculty of relevant issues discussed in meetings in a timely fashion. This communication may occur via departmental e-mail. Items on the consent agenda should be included.
- C. College Faculty Council (CFC): The purposes of the CFC are to promote collegiality and effective shared governance of the College by increasing 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 including, but not limited to, strategic planning, annual budgeting, hiring, space and resource allocation, reassigned-time, salaries and raises, appointments and reports of *ad hoc* committees. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
- a. Membership
- i. Each department in CHSS will have one representative to the CFC elected by the regular full-time faculty of that department (i.e., tenure-track, tenured, lecturer, senior lecturer, and clinical faculty).
 - ii. CFC members must be tenured members of the CHSS department they represent. If there are no tenured members from a department willing and able to serve, a tenure-track member should be elected.
 - iii. The College may choose to add additional members by 2/3 vote of the permanent, full-time faculty of the college.
 - iv. The Chair of the CFC must be an elected department representative who has served on the council the previous year, selected by majority vote of the elected members of the CFC. The term of Chair will be one year, renewable by vote. Duties of the Chair include preparation and publication of agenda and minutes.
 - v. The Dean is an *ex officio* non-voting member of the CFC. The Dean and Department Chairs are not eligible to vote for or to serve as a CFC representative.
 - vi. Committee members shall serve three-year staggered terms.
 - vii. A department may recall its CFC representative by a 2/3 vote of its permanent, full-time faculty. The department should replace a member who does not complete a term for any reason with a timely election.

b. Meetings

- i. The CFC shall hold meetings at least twice each fall and spring semester. The council Chair or Chair's designee shall keep the CFC informed of relevant issues that arise during the summer; the CFC may act via electronic voting during the summer, as needed.
- ii. CFC meetings shall be open to the public except as required by law or written KSU policy; sessions with limited attendance or "executive session" will be addressed below. The CFC shall publish agendas and meeting times in advance, and publish minutes or a meeting summary once they are approved by the CFC including, at minimum, attendance and all actions, decisions, or recommendations of the CFC.
 - a) The CFC may meet without the Dean or members of the Dean's staff present.
 - b) All sessions of the CFC and its Committees shall be open to the public except during Executive Session. The CFC and its committees may, upon majority vote of those members present and constituting a quorum for business, meet in Executive Session to consider and act upon any matter. After an Executive Session of the CFC or of any of its committees, the CFC or committee shall announce to the College any decisions taken in Executive Session and shall record such actions in the official minutes.

c. Voting; quorum for voting

- i. When matters require CFC decision, a simple majority vote of present members will represent CFC decision, provided a majority of members are present.

D. College Curriculum Committee (CCC). The CCC evaluates proposed changes to the graduate and undergraduate curricula to ensure they meet CHSS and University Strategic plans and conform to university policies. Departments and programs are responsible for initiating curricular change, including the addition, modification, or removal of courses; or the establishment, modification, or discontinuation of programs. Committee members rely on the expertise of departments and programs when reviewing proposals, taking into account the broader curricular concerns of the College. On occasion, the CCC revises its procedures so as to improve the review process while adhering to university policy.

a. Membership

- i. Each CHSS department shall have a representative. The membership shall be comprised of Chairs of department curriculum committees.
- ii. A department may also elect an alternate to represent the department at some meetings.
- iii. The Chair of the CCC shall be elected from the committee membership. The Chair usually serves for one year and may be re-elected by the committee membership.
- iv. The Associate Dean for Curriculum and Technology shall be an *ex officio* non-voting member.
- v. Committee members usually serve two-year staggered terms.

b. Meetings: The committee shall meet as needed based on the UPCC and GPCC calendars and proposal submissions.

- E. College Promotion and Tenure Committee. Duties of the committee are identified in the University Faculty Handbook, Review and Evaluation of Faculty Performance. They include review of portfolios for tenure, promotion, and post-tenure review, as needed.
 - a. Membership
 - i. Each CHSS department shall choose two tenured faculty members to serve on the College Tenure and Promotion Committee.
 - ii. Members of the College committee are elected by the tenured and tenure-track faculty of the department.
 - iii. When a department does not have two tenured faculty members who are eligible to serve, it will elect tenured faculty from outside the department.
 - iv. No person can participate in more than one stage of the review process.
 - v. Faculty whose documents are under review may not serve on the committee.
 - vi. Committee members shall serve two-year staggered terms.
 - b. Meetings: The committee shall meet as needed, although the majority of meetings are held in fall semester.

- F. College Faculty Awards Committee: This committee will solicit applications or nominations, evaluate responses, and select recipients for internal and college-wide faculty honors and awards.
 - a. Membership
 - i. The membership shall be comprised of Chairs of department awards committees.
 - ii. Members must be full-time tenured or tenure-track faculty who have completed the third-year review process at KSU.
 - iii. The Chair of the committee shall be elected from the committee membership.
 - iv. The Associate/Assistant Dean for Academic Support shall be an *ex officio* non-voting member.
 - v. Committee members usually serve two-year staggered terms.
 - b. Meetings: The committee shall meet as needed, although the majority of meetings are held in spring semester.

- G. College Student Scholarship Committee
 - a. Membership
 - i. One faculty member per department will be appointed to the committee by their respective Department Chair.
 - ii. The Chair of the committee shall be elected from the committee membership.
 - iii. Committee members usually serve two-year staggered terms.
 - b. Meetings: The committee shall meet as needed.

- H. CHSS International Committee: Advisory to the Dean, the CHSS International Committee provides support for and promotes international education and research in the CHSS. The committee may also make recommendations about initiatives or policies related to international education and research.

- a. Membership
 - i. One faculty member per department will be elected to the committee by the department. Department representative may serve more than one term.
 - ii. The Chair of the committee shall be elected for one-year term by a simple majority vote from the committee membership during the first meeting of the academic year. The Chair may serve more than one term but no more than two.
 - iii. Committee members usually serve two-year staggered terms.
- b. Meetings: The committee shall meet as needed but at least once a semester.

Section 2. *Ad hoc* Committees and Task Forces

Ad hoc committees and task forces shall be appointed by the Dean for a specific term and purpose. Typically, these committees shall have representatives from each department. They shall meet as needed to address their specific concerns, draw up reports, and submit them to the appropriate Dean or University official. The Dean will typically discuss the creation of *ad hoc* committees with the CFC before they are formed. Should the needs any of the *ad hoc* committee address become permanent, the *ad hoc* committee may become a standing committee after a college-wide vote that includes passage of committee bylaws.

Section 3. Operation of Committees

Unless otherwise specified, the following applies to the operation of committees:

- A. Each committee shall elect a Chair and operate under a mission statement and bylaws.
- B. Committee bylaws will determine the voting practices for each committee. In general, committees will follow the conventions of *Roberts Rules of Order* in proposing motions and voting on them.
- C. Each standing and *ad hoc* committee shall keep a record of its meetings and make the record available 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 may be distributed in hard-copy or posted. Minutes of the meetings shall include the names of all members and guests present as well as a description of items discussed. Unless otherwise specified, minutes will be available to all faculty and staff within two weeks of their approval by committee members. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

ARTICLE III. College Meetings

- A. The College will meet at the beginning of the fall and spring semesters.
- B. The College will also meet when important issues would benefit from participation of the entire college.

ARTICLE IV. Voting

Unless otherwise specified, the following applies to College-wide voting:

- A. All regular full-time faculty will be eligible to vote in all College-wide voting. Staff may be eligible to vote on issues that concern their roles and responsibilities as determined by the Dean

in consultation with the CFC.

- B. Chairs and the Dean should encourage faculty to vote and publicize College-wide votes.
- C. A simple majority of votes cast is required to determine the outcome of a College-wide vote.
- D. All voting shall be done by anonymous survey. At least five business days will be allowed for voting. The results of a vote will be reported to the faculty and staff.

ARTICLE V. Amendment to Bylaws

Amendments to these Bylaws shall be submitted in writing to the College Dean and shall be approved by a majority vote of the permanent, full-time faculty of the College taken by a secret ballot.

ARTICLE VI. Relationship to Other Governing Rules and Regulations

- A. In accordance with shared governance and university policy, each department in the College will have written departmental bylaws that, among other things, provide a procedure for the approval and amendment of such bylaws by a majority vote of the regular full-time faculty of the department taken by a secret ballot.
- B. 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.

Approved by CHSS full-time faculty vote on ...

Chair of CFC

Date

Dean

Date

Provost

Date