Department of First-Year and Transition Studies
University College
Kennesaw State University
BYLAWS
[Suggestions & amendments April 2017]

PREAMBLE

The Department of First-Year and Transition Studies (FYTS) is a unit of University College (UC) at Kennesaw State University (KSU). The department is an essential part of University College's interdisciplinary, collegial faculty that focuses on student engagement, scholarship of teaching and learning, professional service, and the enhancement of the University’s nationally recognized first-year and transition seminars and learning communities, as well as the graduate program in First-Year Studies. The department is also home to KSU’s digital literacy course that promotes information technology competency for students in their first year and beyond.

ARTICLE I: ADMINISTRATION

A. Department Chair

1. The Department Chair shall be appointed by the Dean of University College and serves at the discretion of the Dean.

2. The Department Chair shall provide academic and administrative leadership for the department and perform duties including, but not limited to: supervising the daily operations of the department; administering departmental budgets and schedules; overseeing recruitment efforts; hiring full-time, part-time and temporary faculty; appointing directors and/or coordinators as appropriate and necessary; managing workload; assigning office space; evaluating faculty and staff; monitoring enrollment; presiding over departmental meetings; representing the department in college and university affairs including a permanent seat on the Chairs and Directors Assembly; informing the faculty of events affecting the department or welfare of the faculty; charging all standing committees at the start of each academic year; charging all ad hoc committees at the time of their formation; and performing such duties as assigned by the University or the Dean of University College.

3. The Department Chair shall communicate with the department regarding the creation, or availability, of any administrative assignments in order to provide all qualified faculty and/or staff the opportunity of expressing an interest in performing those administrative assignments.

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

B. Assistant Chair

1. The Assistant Chair shall be appointed by the Chair of the Department of First-Year and Transition Studies, in consultation with the Dean, and serves at the discretion of the Chair.
2. The Assistant Chair shall support the Chair in performing academic and administrative leadership duties for the department, as identified and assigned by the Chair.

C. Director of First-Year Seminars
   1. The Director of First-Year Seminars shall be appointed by the Chair, in consultation with the Dean, and serves at the discretion of the Chair.
   2. The Director of First-Year Seminars shall perform duties including, but not limited to participating in the development and revision of course content; assisting with scheduling seminar courses each semester; overseeing updates and revisions to the custom textbook and eBook for the seminar courses; recruiting, recommending for hire, training, mentoring, and evaluating part-time instructors; overseeing the curriculum for the seminar and seeking department input when modifying the curriculum; coordinating and conducting assessment of the First-Year Seminar program in conjunction with the Program Improvement and Curriculum Committee; advocating for the First-Year Seminar program and the FYTS department on and off campus; representing KSU and the FYTS department at the national First-Year Experience Conference and other related conferences; participating in the planning and implementation of the statewide, annual First-Year and Transition Studies Conference; teaching seminar courses as specified in his/her FPA; and performing other duties as assigned by the Chair.
   3. The Director of First-Year Seminars may serve as the department's representative on the University's General Education Council.

D. Assistant Director of First-Year Seminars
   1. The Assistant Director of First-Year Seminars shall be appointed by the Chair, in consultation with the Dean, in consultation with the Director of First-Year Seminars and shall serve at the discretion of the Chair.
   2. The Assistant Director of First-Year Seminars shall work in consultation with the First-Year Seminars Director and perform the duties outlined in their FPA.

E. Learning Communities Director
   1. The Learning Communities Director shall be appointed by the Chair, in consultation with the Dean, and serves at the discretion of the Chair.
   2. The Learning Communities Director shall perform duties including, but not limited to: working with other departments to develop discipline-specific and general-interest learning communities; reviewing faculty proposals for learning communities; collaborating with the Department Chair, the Director of First-Year Seminars, and other departments to schedule learning communities; planning and supervising faculty development; coordinating and conducting assessments of the program learning outcomes in conjunction with the Program Improvement and Curriculum Committee, as appropriate; and performing other duties as assigned by the Chair.
   3. The Learning Communities Director may serve as the department’s representative on the University’s General Education Council.
4. The Learning Communities Director shall represent KSU on any national or regional learning community association/consortium and participate in annual conferences.
5. The Learning Communities Director shall promote KSU’s learning communities program and the National Learning Communities Conference to internal and external constituencies, as appropriate.

F. Assistant Director of Learning Communities
   1. The Assistant Director of Learning Committees shall be appointed by the Chair, in consultation with the Director of Learning Communities and the Dean, and shall serve at the discretion of the Chair.
   2. The Assistant Director of Learning Committees shall work in consultation with the Learning Communities Director and perform the duties outlined in their FPA.

G. Course Coordinators and Program Managers
   1. Course Coordinators for specific versions of the first-year seminars, ICT2101 (IT2101 prior to fall 2016), and any other courses as deemed necessary by the Department Chair, shall be appointed by the Chair in consultation with any relevant program directors.
      a. The specific duties of each course coordinator will be detailed in individual job descriptions and/or the FPAs of those coordinators once appointed.
      b. Course Coordinators shall serve at the discretion of the Chair.
   2. Program Managers shall be appointed by the Chair.
      a. The specific duties of each program manager will be detailed in individual job descriptions and/or the FPAs of those managers once appointed.
      b. Program Managers shall serve at the discretion of the Chair.

H. Director of the Master of Science in First-Year Studies Program
   1. The Director of the Masters’ Program shall be appointed by the Chair, in consultation with the Dean, and serves at the discretion of the Chair.
   2. The Director of the Masters’ Program shall perform duties including, but not limited to: overseeing the development of course content; proposing a schedule of graduate course offerings each semester; ensuring all online courses have been approved through the University’s online course review process; screening and admitting program applicants; assisting in marketing the program, recruiting faculty to teach in the program; making recommendations to the Chair for teaching assignments within the program; training, mentoring and evaluating part-time and adjunct faculty teaching in the program; coordinating and conducting program assessment (to include the assessment of learning outcomes) in conjunction with the Program Improvement and Curriculum Committee, as appropriate; and performing other duties as assigned by the Chair.
ARTICLE II: COMMITTEES AND COUNCILS

Nominations will be solicited at the end of February or early March, following the completion of college-level elections, to fill department committee and council vacancies; elections shall be completed in March to select committee and council members for the following academic year, unless stated otherwise below. Each standing committee and council shall elect its chair annually in August. Ad hoc committees will elect a committee chair from among their committee members immediately upon appointment. If an elected representative is unable to complete his or her term on a committee or council, the Department Chair shall appoint an interim member to serve until the next regular election. Should the position of committee or council chair be vacated, the committee or council will elect a new chair to complete the term. Each committee or council will review and approve minutes of its meetings before submitting those minutes to the Chair's Administrative Assistant for posting in the department's archival system. As representation for new committees or councils at either the college or university levels is requested, a representative will be selected following the appropriate method, either appointment or election.

Section 1. Standing Committees

Standing committees shall be composed of faculty holding permanent, full-time appointments and, in some cases, full-time professional staff members. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, a committee chair may conduct a meeting electronically, unless there is an objection by any committee member.

A. Department Bylaws Committee

1. The Department Bylaws Committee shall be comprised of three full-time department members.
2. Term: two year, staggered
3. Duties include, but are not limited to:
   a. reviewing the bylaws annually to ensure consistency with the policies established by KSU and University College
   b. proposing revisions as necessary, and,
   c. presenting the current bylaws at least once annually for review and discussion.

B. Department Curriculum Committee

1. The Department Curriculum Committee shall be comprised of three full-time faculty members; at least one member of the committee must be tenured.
2. Term: two year, staggered
3. Duties include, but are not limited to:
   a. reviewing and acting on proposals for new graduate and undergraduate
courses including special topics courses, changes to existing courses,
and/or suggestions for the discontinuation of courses offered by the
department
b. maintaining, and making available upon request, a list of major criteria
used in evaluating proposals
c. discussing substantive proposals with the department before passing
those proposals on to the Department Chair
d. sharing the explanation of the rejection provided at any level of review
with the department, and
e. maintaining policies and procedures guiding the development of
directed studies and special topics courses within the department and
forwarding a copy of these policies and procedures to the UPCC
and/or GPCC as applicable.

C. Department Program Improvement Committee
1. The Department Program Improvement Committee shall be comprised of the
Directors for the First-Year Seminar Program, the Learning Communities
Program, the MSFYS Program; the ICT2101 Course Coordinator; the Thrive
Program Manager and the Chair of the Department Strategic Planning
Committee.
2. Duties include, but are not limited to:
   a. coordinating with the department’s Strategic Planning Committee to
ensure program goals align with the department’s strategic plan
b. collaborating with department members to measure stated performance
outcomes and/or student learning outcomes
c. creating and updating assessment plans, performance outcomes, and
student learning outcomes for each program in the department
d. consulting with the Office of Institutional Effectiveness (OIE) to
ensure alignment with the Improve KSU initiative
e. recording/reporting results of program assessment to OIE or PICC, as
required.

D. Department Program Improvement and Curriculum Committee (PICC)
1. The Department Program Improvement and Curriculum Committee will be
comprised of the members of the Department Program Improvement
Committee and the members of the Department Curriculum Committee.
2. Term: as indicated for each respective committee from which the PICC
membership is drawn.
3. Duties include, but are not limited to:
   a. promoting continuous improvement in the department’s programs and
curricula by facilitating discussion and collaboration of the Curriculum
Committee and the Program Improvement Committee
b. creating and updating the assessment plan to measure departmental
performance outcomes
c. establishing and updating the procedure for measuring the department’s progress in achieving its performance outcomes

d. recording/reporting departmental progress to OIE.

E. Department Promotion & Tenure Committee

1. The Department Promotion & Tenure (P&T) Committee shall be comprised of three full-time, tenured faculty members with 30% or less administrative responsibility outside the department.

2. Term: two year, staggered

3. Duties include, but are not limited to:
   a. evaluating portfolios for promotion, tenure, pre-tenure reviews, and any other scheduled reviews pertinent to a faculty member’s rank, status, and years of service
   b. writing letters to be included in faculty portfolios
   c. evaluating department review guidelines to ensure consistency with KSU and University College guidelines, and
   d. making recommendations to the department and the Department Chair regarding revisions to those guidelines.

4. Special considerations for the committee:
   a. Committee members shall be elected by the tenure-track faculty of the department.
   b. Faculty members going up for a review may not serve on the Department P&T Committee. (A candidate undergoing post-tenure review can serve on the Department P&T Committee since the candidate’s portfolio starts at the college level.)
   c. No faculty member can participate in more than one level of the review process.
   d. Only faculty with rank of professor or above may participate in the vote on a candidate’s promotion to professor.
   e. Only faculty with rank of associate professor or above may participate in the vote on a candidate’s promotion to associate professor.
   f. Professors are expected to serve on P&T Committees as required.
   g. When insufficient qualified faculty exist within the department, the department will nominate and elect tenured faculty from outside the department (preferably within the college) to serve on the review committee.
   h. Faculty with joint appointments will be evaluated per the guidelines set forth in their respective Joint Appointment Agreements.

5. The Department P&T Committee shall meet as necessary, although the majority of meetings will be held in the fall semester of each academic year. Meetings may not be conducted electronically due to the confidential nature of the committee’s work.
F. Department Strategic Planning Committee
   1. The Department Strategic Planning Committee shall be comprised of three
      permanent full-time department members.
   2. Term: two year, staggered
   3. Duties include, but are not limited to:
      a. ensuring the department’s existing strategic plan aligns with KSU and
         UC strategic plans
      b. tracking progress toward fulfillment of strategic plan goals
      c. reporting on the department’s progress in achieving plan goals at the
         final department meeting of the year
      d. providing feedback to the UC Director of Strategic Initiatives as
         requested
      e. recommending items for inclusion in the next strategic plan as needed
         to meet changing department responsibilities, goals or directives
         issued from the Dean of University College or the President of the
         University
      f. developing a long-term strategic plan for the department when
         necessary to meet KSU and UC requirements, and
      g. presenting recommendations for any new strategic plan to the
         department for feedback and approval when appropriate.

Section 2: Ad Hoc Committees

Ad hoc committees shall be appointed by the Department Chair for a limited period of time and
for a specific purpose. The Department Chair shall notify the faculty of the existence of any ad
hoc committee in order to provide all qualified faculty and/or staff the opportunity of expressing
an interest in service on the committee. Faculty members may also petition the Department
Chair for an ad hoc committee should they feel one is warranted. The decision to create, charge,
and/or dissolve an ad hoc committee will rest with the Department Chair.

Section 3: Operation of Committees

Each standing and ad hoc committee shall:
   1. keep a record of its meetings that includes attendance of its members
   2. submit these records to the Department Chair’s administrative assistant for posting in the
      department’s archival system
   3. be charged annually by the Department Chair and operate according to that charge
   4. provide dates of its scheduled meetings to the Department Chair’s administrative
      assistant for inclusion in a master departmental calendar in order to facilitate scheduling
      for all committee and department functions.
Section 4: Councils

A. Department Faculty Council (DFC)
   1. The DFC is advisory to the Department Chair who holds decision making authority at the department level.
   2. The DFC shall be composed per, and act in accordance with, the requirements set forth in the KSU University Handbook.
   3. The DFC Chair shall be elected annually and must be a tenured faculty member.
   4. An annual vote will be held in conjunction with elections to determine whether the DFC will be a “committee of the whole” or an elected council.
   5. If the DFC functions as an elected council:
      a. the council shall consist of at least three full-time permanent faculty members
      b. Term: one year
      c. an elected member may be recalled by a 2/3 vote of all eligible voting members of the department.
   6. The DFC shall work closely with, and be advisory to, the Department Chair, providing input/advice to the Chair on such areas as:
      a. department issues
      b. guidelines and/or policies dealing with workload, teaching load, hiring strategies, departmental goals, ideas regarding new programs and other initiatives to enhance the functioning of the department
      c. interpretation of university policy as spelled out in the University Handbook, the Faculty Handbook, and other materials provided by the Office of the Provost and Vice President of Academic Affairs and/or by University College to ensure departmental policies align with established institutional policies and documents, and
      d. functions assigned by the Faculty Senate to a “departmental steering/advisory committee” to avoid duplication of effort.
   7. The DFC shall meet a minimum of twice each semester and as requested by the Department Chair or by any member of the department.
   8. Prior to summer semester, the department will establish an elected council to serve as a temporary summer DFC in order to assure the DFC functions during the summer if necessary. If the standing DFC Chair is unable to serve during the summer, the department will elect a temporary chair for the summer DFC elected council.

ARTICLE III: DEPARTMENT MEETINGS

A. Guidelines for department meetings include, but are not limited to:
   1. Regularly scheduled department meetings shall be held monthly during the fall and spring semesters, except for the months of December and May.
   2. The Department Chair may call additional meetings as deemed necessary.
3. All full-time faculty and the Chair’s administrative assistant are required to attend department meetings. Part-time and temporary full-time faculty are not required to attend but are welcome. The Department Chair must be notified prior to a meeting in order for a member to receive an excused absence.

4. Minutes will be taken for each meeting, reviewed by the Department Chair, and distributed to all department members. A vote for approval of the previous meeting’s minutes, with a process for making changes, will be taken at each meeting.

5. Updates and status reports may be given as required in department meetings; to be placed on the meeting agenda, the Department Chair should be contacted via email, preferably 48 hours prior to the meeting.

ARTICLE IV: VOTING

All matters coming before the department for a vote (e.g., departmental policy and procedures, departmental representation on committees, and revisions of the departmental bylaws) shall be handled as follows:

A. General Eligibility
1. All permanent, full-time faculty members are eligible to vote. Full-time staff may vote for positions in which staff is eligible to be elected.
2. Temporary full-time and part-time faculty are not eligible; faculty serving in full-time interim administrative positions are not eligible.
3. Any restrictions on eligibility, as noted in the guidelines for the individual committees above, shall supersede this general eligibility requirement.
4. Faculty/staff with an excused absence may appoint a proxy in order to vote. Proxies must be submitted to the Department Chair or the Chair of the DFC in writing or by email prior to the vote.
5. In all matters, the Department Chair votes only in the event of a tie vote in order to cast the deciding vote.

B. Quorum
1. A quorum shall consist of two-thirds of those eligible to vote.
2. The Department Chair, his/her designee, or the meeting facilitator shall determine the presence of a quorum.
3. Proxies shall not count toward a quorum.

C. Passage of a Motion
1. If a quorum is present, a simple majority of eligible voters is required in order to pass a motion.
2. In the absence of a quorum, a motion must be tabled until a quorum is present.

D. Ballots
1. Elections to fill vacancies on committees for the department or at other levels of the institution requiring department and/or college representation shall be conducted via secret ballot. A simple majority of votes cast will determine committee representation.
2. Secret ballots shall be used for all votes pertaining to the DFC, bylaws, and departmental policy, unless all eligible voters present agree to a “show of hands.”

3. A “show of hands” vote shall be utilized for all other decisions unless any member of the eligible voters requests a secret ballot vote.

E. Electronic Voting

1. Voting may be conducted electronically on a specific issue if approved by a simple majority of the members of a committee or the department. Electronic voting will be conducted using channels supported by KSU’s UITS. Votes on sensitive issues such as promotion or tenure recommendations should not be conducted electronically.

2. If necessary, when KSU is not in session, or during summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion. In order to conduct a vote during summer, which will only be considered when absolutely necessary, all eligible voters (normally all full-time faculty members) shall be notified of the vote via the KSU email system. Eligible voters shall have 10 days from the original notification in which to vote on the issues put before them. During this time period, eligible voters will be provided the opportunity to provide feedback.

ARTICLE V: CHANGES IN CURRICULUM

A. Guidelines for changes to the curriculum include, but are not limited to:

1. The Department Chair or any faculty member may propose new course offerings or a new degree program.

2. Proposals to develop new, or modify existing, courses shall be submitted through established KSU channels and shall be approved by the Department Curriculum Committee; all appropriate forms and documents should be completed prior to a review.

ARTICLE VI: GUIDELINES FOR FACULTY SEARCHES

A. Search Committees

1. The Department Chair shall appoint an ad hoc search committee.

2. This ad hoc search committee shall include at least five permanent, full-time faculty members, representing a balance of eligible faculty members.

3. The search committee members shall elect a chair.

4. Duties include, but are not limited to:
   a. reviewing applications
   b. identifying the most qualified candidates
   c. conducting interviews, and
   d. providing a list of the top candidates’ strengths and weaknesses to the Department Chair and the Dean.

5. In accordance with KSU policy, the Search Committee shall be advisory to the Department Chair and the Dean of University College, who have final authority on hiring decisions.
B. Potential Conflicts of Interest

1. If a Search Committee member discovers he/she, has, or has had, a close relationship with any of the qualified applicants during the initial review process, and/or any other perceived or possible conflict of interest, the committee member shall bring this potential conflict to the attention of the Search Committee and to the Department Chair. The committee and the Chair shall discuss the need for the member to be replaced on the committee in order to avoid any appearance of a conflict of interest.

2. The Department Chair, in consultation with the Dean of University College, shall make the final determination as to whether a conflict of interest exists.

3. If a conflict does exist, the Chair and the Dean shall determine the appropriate course of action for the committee member in question. The member shall be asked to (1) recuse himself/herself from evaluation of a particular candidate, or (2) resign from the committee (in which case the Chair shall appoint a replacement).

ARTICLE VII: TEACHING ASSIGNMENTS

A. Summer Session Teaching

1. Summer teaching assignments are made by the Department Chair and are based on curriculum needs, faculty qualifications, and budget. All full-time, permanent, 9-month faculty are eligible for summer teaching assignments. Part-time faculty may be considered for summer teaching assignments if full-time, permanent, 9-month faculty are unavailable.

2. Faculty shall be offered summer teaching assignments on a rotational basis in the order determined by a randomized list (created April 2014) of qualified faculty. Specific courses will be offered based on expertise, requisite qualifications, and teaching specializations, as necessary. The Department Chair will offer one summer course per eligible faculty member who may accept or decline the assignment. In either case, progress continues to the next name in the list.

3. New hires (permanent, full-time faculty) will be added to the end of the original rotation list.

ARTICLE VIII: AMENDING THE BYLAWS

A. Guidelines for amending the Bylaws include, but are not limited to:

1. Requests for amendments to these Bylaws shall be submitted in writing, or via email, to the Chair of the Department Bylaws Committee.

2. Approval of amendments requires a vote during a department meeting with a quorum of eligible voting members present.

3. Approval is attained by a simple majority of the department’s eligible voters.
ARTICLE IX: RELATIONSHIP TO OTHER GOVERNING RULES AND REGULATIONS

Nothing in the Bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the university handbooks, guidelines, policies or other materials provided by the Office of the Provost and Vice President of Academic Affairs and/or of University College.
Kennesaw State University Approval Form for Departmental Bylaws

I confirm these bylaws, amended April 2017, were approved by the faculty of the Department of First-Year and Transition Studies in accordance with department procedures and policies:

Department DFC Chair Approval - I approve these bylaws:

Dr. Richard Mosholder, DFC Chair

Signature / Date

5/2/17

Department Chair Approval – I approve these bylaws:

Natasha Lovelace-Habers (Interim)

Signature / Date

5/2/17

College Dean Approval – I approve these bylaws:

Dr. L. Lynn Staffings (Interim)

Signature / Date

5/3/17

Provost Approval – I approve these bylaws:

Dr. Ken Harmon

Signature / Date

5/9/17