PREAMBLE

The Department of First-Year Programs is a unit of University College at Kennesaw State University. 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 seminars and learning communities for first-year students. The department is also home to the University’s digital literacy course, which 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 pleasure 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, temporary, and support faculty; 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 Council; 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. Acting/Interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.
4. If the Department Chair or Acting/Interim Chair is incapacitated or unable to administer the affairs of the Department, the Dean will appoint an individual to assume the Chair’s duties.

B. Assistant Chair

1. The Assistant Chair shall be appointed by the Chair of the Department of First-Year Programs and serves at the pleasure of the Chair.
2. The Assistant Chair shall perform 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 will be appointed by the Chair in consultation with the Dean of University College and serves at the pleasure of the Chair.
2. The Director of First-Year Seminars will oversee the development of course content; scheduling; editing of the custom textbook or selection of the textbook, and other required material; recruiting, training, and mentoring of part-time instructors and adjuncts; and coordinating and conducting assessments of the program learning outcomes, in conjunction with the Assessment Director, as appropriate.
3. The Director of First-Year Seminars will approve themed seminars.
4. The Director of First-Year Seminars will be responsible for other duties as assigned by the Department Chair.

D. Learning Communities Director

1. The Learning Communities Director shall be appointed by the Chair in consultation with the Dean of University College and serves at the pleasure of the Chair.
2. The Learning Communities Director will work with other departments to develop discipline-specific communities; review faculty proposals for general-interest and discipline-specific communities; work collaboratively with the Department Chair, the Director of First-Year Seminars, and other departments to schedule learning communities; plan and supervise faculty development; and coordinating and conducting assessments of the program learning outcomes, in conjunction with the Assessment Director, as appropriate.
3. The Learning Communities Director will represent Kennesaw State University on the National Learning Communities Conference (NLCC) planning committee/consortium, which involves participating in the annual conference planning meeting and attending the NLCC each year. The Learning Communities Director will head the consortium and host the NLCC based upon a rotation agreed upon by the NLCC planning committee.
4. The Learning Communities Director will promote KSU’s Learning Communities program and the National Learning Communities Conference to internal and external constituencies, as appropriate.
5. The Learning Communities Director will be responsible for other duties as assigned by the Department Chair.

E. Assessment Director, University College (duties relevant to FYP)

1. The Assessment Director will be appointed by the Dean of University College and serves at the pleasure of the Dean.
2. The Assessment Director will develop and oversee a comprehensive assessment program of Learning Communities’ and First-Year Seminars’ learning outcomes.
3. The Assessment Director will coordinate a Comprehensive Program Review when required by the university. This entails gathering and analyzing data, and drafting the document with the cooperation of department administration and program directors.
4. The Assessment Director will coordinate the annual Assurance of Learning process for all programs within the department. This includes consulting with program directors and supporting them in the process of writing the AOL reports. It can also include the development of assessment tools and analysis of assessment data to include in the reports.
5. The Assessment Director will work with department faculty members to develop assessment tools and activities.
6. The Assessment Director will be responsible for other duties as assigned by the Department Chair.

F. IT 2101 Course Coordinator

1. The IT 2101 Course Coordinator shall be appointed by the Chair in consultation with the Dean of University College and serves at the pleasure of the Chair.
2. The IT 2101 Course Coordinator is responsible for ensuring the integrity of the discipline of Information Technology as it is represented through the course and maintaining consistency and ensuring standards across sections taught by multiple faculty members.
3. The IT 2101 Course Coordinator is responsible for coordinating all aspects of the IT 2101 Computers and Your World course, such as determining general course policy developing course content, scheduling and staffing course sections, calling and conducting meetings of IT 2101 course instructors, and selecting the course textbook and other course materials.
4. The IT 2101 Course Coordinator is responsible for coordinating and conducting assessments of the IT 2101 course learning outcomes, in conjunction with the Assessment Director, as appropriate.

G. General Education Council Member

1. In keeping with the revised guidelines of the General Education Council, one member of the Council shall be a Director from the Department of First-Year Programs (i.e., the Director of First-Year Seminars or the Learning Communities Director).
2. The FYP representative on the General Education Council shall be appointed by the Chair of the Department of First-Year Programs and shall serve at the pleasure of said Chair.

H. Other program Directors may be appointed by the Department Chair as appropriate and necessary.
ARTICLE II. COMMITTEES AND COUNCILS

Standing Committees shall be composed of faculty with permanent, full-time appointments and, in some cases, full-time professional staff members. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by any committee member. Nominations for committee and council members will be solicited in February, and committee members will be selected via an election held during the March department meeting each spring for the following academic year unless stated otherwise below. Each committee and council shall elect its Chair annually at its first committee meeting of the academic year. Each standing committee and/or council will review and approve the minutes of its meetings before submitting to the department administrative staff for posting in the FYP Department’s archival system.

Section 1. Standing Committees

A. Department Strategic Planning Committee

1. The Department Strategic Planning Committee will be comprised of three permanent full-time department members. These members will be elected annually.
2. The Department Strategic Planning Committee will annually elect a Committee Chair from among its members. The Chair shall be elected at the Department Strategic Planning Committee’s first meeting each academic year.
3. Term: one year
4. The Department Strategic Planning Committee will meet at least once each semester, except summer. Meetings may be held electronically, unless any member of the committee objects.
5. The Department Strategic Planning Committee will:
   • ensure the department’s strategic plan aligns with the current University College strategic plan and the institution’s strategic plan;
   • track progress toward fulfillment of strategic plan goals;
   • recommend items for 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; and
   • present recommendations for a new Department Strategic Plan when appropriate to the department for feedback and approval.
6. The Department Strategic Planning Committee will report on the FYP Department’s progress toward achieving the goals of the Strategic Plan at the last department meeting of the academic year.
B. Department Bylaws Committee

1. The Bylaws Committee will be comprised of three full-time department members. These members will be elected annually.
2. The Bylaws Committee will annually elect a Committee Chair from among its members. The Chair shall be elected at the Bylaws Committee’s first meeting each academic year.
3. Term: one year
4. The Department Bylaws Committee will meet at least once each semester, except summer. Meetings may be held electronically, unless any member of the committee objects.
5. The Department Bylaws Committee will review the bylaws annually to ensure consistency with the policies established by the University and University College and will propose revisions to the department bylaws as necessary.
6. The Bylaws Committee will present the current bylaws to the faculty and staff at a department meeting at least once annually for review and discussion.

C. Department Curriculum Committee

1. The Department Curriculum Committee will be comprised of three full-time faculty members, at least one of whom must be tenured. An election will be held annually to fill vacancies.
2. The Department Curriculum Committee will elect a Committee Chair from among its members. The Chair shall be elected at the Department Curriculum Committee’s first meeting each academic year.
3. Term: two-year staggered
4. The Department Curriculum Committee will meet as needed but at least once each semester, except summer. Meetings may be held electronically, unless any member of the committee objects.
5. The Department Curriculum Committee shall review and act 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.
6. The Department Curriculum Committee shall:
   • maintain in writing, and make available upon request, a list of major criteria used in evaluating proposals;
   • discuss substantive proposals with the department before passing those proposals on to the Department Chair;
   • share with the department the written explanation of the rejection provided by any level of review; and
   • maintain in writing policies and procedures guiding the development of directed studies and special topics courses within the department and will forward a copy of these policies and procedures to the UPCC and/or GPCC as applicable.
D. Department Tenure and Promotion (T&P) Committee

1. The Department Tenure and Promotion Committee shall be comprised of three full-time faculty members and formed based on the following criteria:
   - Members of the Department T&P Committee shall be elected by all permanent, full-time faculty members.
   - All members of the Department T&P Committee must be tenured faculty whose FPAs have an allocated workload of 30% or less in the area of Administration/Leadership outside the department.
   - Faculty members going up for a review should not serve on the Department T&P Committee. (A candidate undergoing post-tenure review can serve on the Department T&P Committee, since the candidate’s portfolio starts at the college level.)
   - No faculty member can participate in more than one stage of the review process.
   - When considering an application for promotion to full professor, voting members must be associate professors or above.
   - When there are not three qualified faculty within the department, the department will elect tenured faculty in the same or closely related disciplines from outside the department (preferably within the college) to serve on the review committee.
   - If the department faculty deems it is in the best interests of the tenure process, additional committee members may be elected from outside the department.
   - Faculty with joint appointments will be evaluated per the guidelines set forth in their respective Joint Appointment Agreements.

2. The Department T&P Committee will annually elect a Committee Chair from among its members. The Chair shall be elected at the Department T&P Committee’s first meeting each academic year.

3. Term: two-year staggered

4. The Department T&P 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.

5. The Department Tenure and Promotion Committee shall:
   - evaluate portfolios for tenure, promotion, 3rd-year reviews, and any other scheduled reviews pertinent to a faculty member’s rank, status, and years of service;
   - write letters to be included in faculty portfolios;
   - review departmental tenure and promotion guidelines; and
   - make recommendations to the department and the Department Chair regarding revisions to those guidelines.
E. Common Reader Committee

1. The Common Reader Committee will be comprised of three full-time department members and, when possible, one or more students. An election will be held annually to fill vacancies.
2. The Common Reader Committee will elect a Committee Chair from among its members. The Chair shall be elected at the Common Reader Committee’s first meeting each academic year. The Common Reader Committee Chair (or designee) will also serve as a member of the FY Convocation Planning Committee when the author of the common reader or another related speaker the invited FY Convocation speaker.
3. Term: two-year staggered
4. The Common Reader Committee will meet as needed but at least once each semester, except summer. Meetings may be held electronically unless any member of the committee objects.
5. The Common Reader Committee shall select three to five books as finalists for presentation to the department. Final selection of the common reader will be made by the members of the Common Reader Committee based on feedback from the department faculty and the Department Chair.
6. The Common Reader Committee will coordinate the development of a test bank and/or teaching materials for the book.
7. The Common Reader Committee will organize and facilitate a campus visit by the book’s author or another related speaker, and disseminate information regarding that individual’s presentation.
8. The Common Reader Committee will coordinate, assist with, or facilitate other Common Reader Program-related events and activities, as appropriate.

F. First-Year (FY) Convocation Planning Committee

1. The FY Convocation Planning Committee will be comprised of one full-time FYP Department faculty, an FYP office administrator, and one member of the University College technology staff. The faculty representatives will be elected by all eligible voters at the annual elections when vacancies arise; the office administrator will be appointed by the Chair of the Department of First-Year Programs; and the technology staff member, who works for the College, shall be appointed by the Dean. Additional collaborative permanent university-wide committee members shall include representatives from University/Special Events, University Technology, the Office of Student Success, and, when possible, one or more students.
2. The FY Convocation Planning Committee will elect a Committee Chair from among its members. The Committee Chair shall be an FYP faculty or staff member and must be a returning committee member. The Chair shall be elected at the Department Convocation Committee’s first meeting each academic year. When the Convocation speaker is in some fashion linked to the common reader, the Chair of the Common Reader Committee or his/her designee will serve as a member of the Convocation Planning Committee.
3. Term: two-year
4. The FY Convocation Planning Committee will meet as needed, but at least twice a month during spring semester and once a month during summer. Electronic meetings will be conducted as necessary.
5. The Department Convocation Planning Committee shall:
   - secure the Convocation Center as the venue for the First-Year Convocation ceremony.
   - create and submit a program budget to the Chair of FYP.
   - confirm the date of the First-Year Convocation with KSU Administration.
   - approve and set the event program, including but not limited to securing the keynote speaker for the event and coordinating receptions for students and guests before and/or after FY Convocation.
   - coordinate and facilitate the logistics of the volunteers for the program, select and procure induction materials, and oversee marketing of the event.
   - develop and distribute the program script to the platform party.
   - coordinate the faculty processional and oversee staging logistics.
   - conduct evaluations and/or debriefing meetings after the event.

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 committees. 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 the committee will rest with the Chair.

Section 3. Operation of Committees

The committees presented above will operate as follows:

1. Each standing and ad hoc committee shall keep a record of its meetings that includes attendance of its members. These records will be made available to the department through electronic means and a printed copy will be retained by the Department Chair’s Administrative Assistant.
2. Each standing and ad hoc committee will be charged by the Department Chair annually and shall operate according to that charge.
3. Each standing and ad hoc committee shall provide dates of its scheduled meetings to the Administrative Assistant at the FYP front desk for inclusion in a master departmental calendar, in order to facilitate scheduling for all committees and department functions.
Section 4. Councils

A. Department Faculty Council (DFC)

1. The DFC shall be composed per, and act in accordance with, the requirements of the Faculty Handbook.
2. A vote shall be held annually to determine whether the DFC will be a “committee of the whole” or an elected council of at least three members.
3. If the DFC is not a committee of the whole, a department may recall any DFC member by a 2/3 vote.
4. If the structure of the DFC changes from a committee of the whole to an elected committee, the DFC members will be elected annually.
5. The DFC members shall annually elect a Chair, who must be a tenured faculty member.
6. The DFC shall work closely with and be advisory to the Department Chair, providing input/advice to the Chair about:
   • department issues;
   • writing guidelines/policies dealing with workload, teaching load, hiring strategies, overall goals, ideas about new programs and other initiatives that enhance the functioning of the department;
   • interpreting University policy, as spelled out in documents such as the KSU Faculty Handbook and other materials provided by the Office of the Vice President of Academic Affairs and/or of University College, and ensuring departmental policies align with those University-wide policies/documents; and
   • perform the 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. The DFC can meet electronically, unless a committee member poses an objection.
9. Per the Faculty Handbook, the DFC will take necessary measures to assure continuing functioning of the DFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name, or elect, proxies from among the faculty of their department, and electing an acting DFC chair. Determining the best mix of such necessary measures will be the decision of the DFC itself, based on immediate circumstances and without outside intervention. Such a “Summer DFC” will be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the department during the summer months, and consulted accordingly.
ARTICLE III. DEPARTMENT MEETINGS

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. Temporary full-time and part-time faculty are not required to attend but are welcome. For excused absences, notification must be emailed to the Department Chair prior to the meeting.
4. Minutes of each department meeting will be taken, reviewed by the Department Chair, and distributed to all faculty and staff. A vote for approval of the previous meeting’s minutes, with a process for making changes, will be taken at each meeting.
5. The Department’s Senate Representative will provide an update on Faculty Senate initiatives at each department meeting.
6. Other committee chairs may request to be placed on the department meeting agenda to deliver updates to the faculty as needed. The Department Strategic Planning Committee will report on the FYP Department’s progress toward achieving the goals of the Strategic Plan at the last department meeting of the academic year. The Bylaws Committee will report on the status of the bylaws annually.

ARTICLE IV. VOTING

Voting on matters of departmental policy and procedures, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for College and University committee representation, and revisions of the departmental bylaws shall be determined as follows:

Section 1. Eligibility

a. All full-time members of the faculty are eligible to vote. Temporary full-time and part-time faculty are not eligible. Full-time staff may vote for positions in which staff are eligible to be elected.
b. Any restrictions on eligibility, as noted in the guidelines for the individual committees above, shall supersede this general eligibility requirement (see for example, T&P Committee Guidelines).
c. Absent faculty/staff may vote by written proxy. Proxies shall be submitted to the Department Chair or Chair of the DFC prior to the vote.
Section 2. Quorum

a. A quorum shall consist of two-thirds of those eligible to vote.
b. The presence of a quorum will be determined by the Department Chair, his/her designee, or the meeting facilitator.
c. Proxies shall not count toward a quorum.

Section 3. Passage of a Motion

a. Assuming a quorum is present, a simple majority of those voting shall be required to pass a motion.
b. In the absence of a quorum, a motion must be tabled until a quorum is present.

Section 4. Ballots

a. Secret ballots shall be used for all votes pertaining to the Department Faculty Council, curriculum changes, and departmental policy, unless all eligible voters agree to a “show of hands.”
b. A “show of hands” vote will be utilized for all other decisions unless a member of the faculty or staff requests a secret ballot vote.

Section 5. Electronic Voting

a. Voting may be done electronically on a specific issue if approved by a simple majority of the members of a committee or the department. Votes on sensitive issues such as tenure and promotion recommendations should not be taken electronically.
b. 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. In order to take a vote of the faculty during the summer, which will only be considered when absolutely necessary, all full-time faculty members will be notified electronically of the vote. Faculty will have 10 days from the original notice in which to vote on the issue put before them. They will be provided with an opportunity to provide feedback and participate in the vote.

ARTICLE V. CHANGES IN CURRICULUM

a. The Department Chair or any faculty member may propose new course offerings or a new degree program.
b. Written proposals to modify existing courses shall be reviewed by the Department Curriculum Committee.
c. All appropriate documentation and proposal forms should be completed prior to a review by the Department Curriculum Committee.
ARTICLE VI. GUIDELINES FOR FACULTY SEARCHES

Section 1. Search Committee Designation

a. In consultation with the Dean of University College, an ad hoc search committee that includes at least three permanent full-time members of the faculty shall be appointed by the Department Chair.

b. The Department Chair shall charge the search committee, and the members of the Search Committee shall elect a Search Committee Chair. The Chair of the Search Committee must be a tenured or tenure-track faculty member. The Committee Chair, working in concert with the Department Administrative Assistant and Department Chair, will gather applicants’ files, review their completeness, and make them accessible to committee members and other faculty. The committee chair will also ensure the appropriate paperwork is complete and required documentation has been submitted.

c. In accordance with University policy, recommendations of the search committee will be advisory to the Department Chair and Dean, who have final authority on hiring decisions. Those recommendations should appear in written form as a list of finalists’ strengths and weaknesses. An overall ranking of finalists is not required but is welcome.

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 or other perceived or possible conflict of interest, s/he should make this known to the committee and the Department Chair and discuss whether it is appropriate for that member to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

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

c. If a conflict of interest exists, the Dean and Chair will decide whether it is more appropriate for the committee member in question to (1) recuse himself or herself from the evaluation of a particular candidate, or (2) to resign from the committee.

ARTICLE VII. SUMMER SESSION TEACHING

The following guidelines shall be used to determine priority for teaching summer session.

Section 1. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.
Section 2. The following ranked criteria shall be considered when making teaching assignments during summer sessions.

a. Course demand and faculty specializations
b. Budget conditions
c. Preference will be given to full-time, tenured and tenure-track faculty
d. Years of service within the Department of First-Year Programs
e. When additional course selections are available and each faculty member who desires to teach has received one section, any additional assignments shall be made using the criteria listed above.

ARTICLE VIII. AMENDMENT TO BYLAWS

Amendments to these Bylaws shall be submitted in writing to the Department Bylaws Committee and shall be approved by two-thirds majority vote at a department 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 Vice President of Academic Affairs and/or of University College.