Michael A. Leven School of Culinary Sustainability and Hospitality
University College
Kennesaw State University
BYLAWS
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Amended and approved by Leven School Faculty September 19, 2016

PREAMBLE

The Michael A. Leven School of Culinary Sustainability and Hospitality (Leven School) is a unit of University College (UC) at Kennesaw State University (KSU). The department serves as the epicenter for interdisciplinary teaching, research and advancement of sustainable practices in the culinary and hospitality management fields. Faculty educate and engage students in a variety of contexts – theoretical and applied – which evaluate and integrate sustainable practices that are environmentally sound, economically viable and socially responsible in the context of culinary and hospitality management. The Leven School also serves as a foundation for educational outreach in the State of Georgia and beyond, which provides experiential learning opportunities for the students.

These bylaws provide a plan for governance, and procedures for operation, of the Michael A. Leven School of Culinary Sustainability and Hospitality.

ARTICLE I: ADMINISTRATION

A. Director of the Leven School

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

2. The Director shall provide academic and administrative leadership for the Leven School and perform duties including, but not limited to: supervising the daily operations of the School; administering School budgets and schedules; overseeing recruitment efforts (student, staff and faculty); hiring full-time, part-time and temporary faculty; appointing assistant/associate directors and/or coordinators as appropriate and necessary; managing workload; assigning office spaces; evaluating faculty and staff; monitoring enrollment; presiding over faculty/staff meetings; representing the Leven School in college and university affairs including a voting seat on the Chairs and Directors Assembly; informing the faculty of events affecting the Leven School 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; purchasing and appropriately storing food and beverages for classes, as needed; designing, acquiring, or re-appropriating new building spaces for the program use; and performing such duties as assigned by the University or the Dean of University College, or as necessary to effectuate and facilitate the running of the School.

3. The Director shall communicate to the internal Leven School constituents 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 Directors shall assume all duties and responsibilities of the Director, except as modified by the Dean.

B. Assistant Director of the Leven School

1. The Assistant Director shall be appointed by the Director and serves at the discretion of the Director.

2. The Assistant Director shall carry out such duties as assigned by the Director. These duties include, but are not limited to, activities such as: a) overseeing assessment; b) helping craft and revise departmental documents such as risk control assessment report, by-laws and P&T guidelines; c) serving as Volunteerism and Service Learning Support office and UC marketing and communications liaison; d) class scheduling; e) monitoring enrollment; f) registration troubleshooting; g) hiring, supporting and supervising part-time faculty; h) assisting with various aspects of budgeting; i) representing Director at college and/or university meetings; j) mentoring new faculty into research and KSU; and k) completing special projects as assigned by Director.

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

C. Chef Liaison

1. The Chef Liaison shall be hired by the Director and serves at the discretion of the Director.

2. The Chef Liaison shall perform duties including, but not limited to: preparing from scratch the tastings associated with the different sections of World Cuisines; placing, ordering, and receiving food and other items (e.g., service ware) to be used in conjunction with the classes and special events; labeling incoming items for Leven School and ensuring proper delivery to various designated locations; supporting faculty with class needs, including assisting students in food preparation and production as part of capstone class, conducting demonstrations of food preparation techniques, ensuring all items are available for food production, etc.; conducting regular inventory of all items associated with Leven School; locating food items as needed for classes, which may include going to specialized markets, farms or the grocery store; preparing detailed and precise accounting of invoices, receipts and backup documentation for supplies needed for classes and events; working special events, as needed; moving supplies and equipment among various spaces used on campus; and performing other duties as assigned by the Director.

D. Farm Manager

1. The Farm Manager shall be hired by the Director and serves at the discretion of the Director.

2. The Farm Manager shall perform duties including, but not limited to: supervising farm operations including planning, purchasing, planting, maintenance, harvest, proper storage and transport, inventory, and supervision.
of farm employees (part-time and student workers) and volunteers. Facilitates the sale and transfer of KSU-grown produce to food service management company to generate revenue for the School. Assists in pursuing grant opportunities, applying for grants and implementation of grant-funded projects; coordinates with appropriate academic departments for support. maintains areas of the farm property for exclusive use as classroom space; provides educational support to students and faculty, as well as management of greenhouses for use as classroom facilities. Frequently assists in course instruction, as needed. Operates full-scale compost operation across both KSU campuses. Supports community outreach. Plays a significant role in event planning and facilities preparation for hosting events onsite. Gives farm/garden demos to students, non-profits, and local community groups.

ARTICLE II: COMMITTEES AND COUNCILS

Section 1: Standing Committees and Councils

Standing committees shall be composed of faculty with full-time appointments.

A. Administrative Review Committee
   a. Duties: The Departmental Administrative Review procedure is “intended to supplement the existing academic administrative review procedures with a faculty/staff evaluation component; they are not designed to replace existing procedures. The review process is intended to enhance transparency, increase faculty and staff confidence in the integrity of the academic administrative review process, and create a more robust academic administrative review process that takes into account faculty and staff perspectives and knowledge regarding (among other things) program delivery, curriculum development, policy development and implementation, and university leadership”: (https://web.kennesaw.edu/academicaffairs/administrativereview).
   b. Membership: Two full-time teaching faculty members (elected by full-time teaching faculty) and one administrative staff person (elected by administrative staff). One of the faculty members must serve as Chair. The Assistant Director is not eligible to serve on the Dept. Admin. Review Committee.
   c. Meeting times: As needed, but most work takes place during Spring Semester.
   d. Term: One year

B. Curriculum Committee
   At this time, the Leven School does not have a sufficient number of eligible faculty to form this committee. When we reach the critical mass to form this committee, we will detail the elements of eligibility, term, and duties of the committee. Until such time that this departmental committee can legitimately be formed, the Director and Assistant Director shall consult and consider advisement from the permanent, full time faculty on matters of curriculum. If necessary the Director and/or Assistant Director will also seek advice from the College level Curriculum Committee.
C. Department Faculty Council (DFC)
   a. Duties: The DFC is advisory to the Director, who retains final decision-making authority at the departmental level. The purpose of the DFC is to promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Director with regard to the development and implementation of programs and policy. Until the Leven School is able to establish a Bylaws Committee, the DFC will annually review and suggest revisions to the School’s bylaws.
   b. Membership: The Leven School will have a committee of the whole for the DFC. This must be reaffirmed annually by a majority vote of the permanent full-time faculty members of the department as their preferred committee structure.
   c. Chair: The Chair of the committee will be elected by the committee members on an annual basis.
   d. Meeting times: Committee should meet at least twice during Fall and Spring Semesters respectively. Each meeting will be called by the chair of the DFC. The Director or any member of the DFC can request a meeting by contacting the chair of the DFC. During the summer months the DFC shall meet electronically if needed.
   e. The Director is an ex-officio non-voting member of the DFC, and will respect the DFC’s desire, on occasion, to meet without the Director present.

D. Promotion and Tenure Committee (P&T)
   As there are not three qualified faculty in the School to serve on a P&T committee, the School will follow university guidelines to establish a review committee once the need arises. The permanent full-time faculty will elect tenured faculty in the same or closely related disciplines from outside the School (preferably within the College) to serve on the review committee. Until such time that a committee is formed the Assistant Director will represent Leven School P&T interests by serving on the College P&T committee.

Section 2: Ad Hoc Committees

Ad hoc committees shall be appointed by the Leven School Director for limited periods of time and for specific purposes. The Leven School Director 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 Leven School Director 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 Leven School Director.

Section 3: Operation of Committees

Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee member will be selected via an election held in the Spring Semester meeting of each year for the next academic year’s committees. Each committee shall elect its Chair annually, effective Fall Semester of the academic year. The Chair of the previous
year’s committee shall convene the first Fall semester meeting during which the Leven School Director will charge the committee.

Each standing and ad hoc committee shall:
1. Elect a Chair and operate under a set of goals given them at the time of appointment.
2. Provide dates of its scheduled meetings to the Leven School Director’s administrative assistant for inclusion in a master Leven School calendar in order to facilitate scheduling for all committee and Leven School functions.
3. Keep a record of its meetings that includes attendance of its members and guests and a description of items discussed. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.
4. Submit these records to the Leven School Director’s administrative assistant for posting in the Leven School’s archival system.
5. Conform to Article IV when voting.

Section 4: Mechanism for filling unexpectedly vacant committee positions
If an elected representative is unable to serve on a committee, the Director is authorized to appoint an interim member until the next regular election.

ARTICLE III: LEVEN SCHOOL MEETINGS

A. Guidelines for Leven School meetings include, but are not limited to:
1. Regularly scheduled Leven School meetings shall be held each fall and spring semester.
2. The Leven School Director may call additional meetings as deemed necessary.
3. All full-time faculty (temporary and permanent), the budget manager and the Director’s administrative assistant are required to attend Leven School meetings. Part-time faculty are not required to attend, but are encouraged to attend and are always welcome. The Leven School Director must be notified prior to a meeting in order for a member to receive an excused absence. No call/no show is considered an unexcused absence. Two unexcused absences in a calendar year illustrate a substantive issue and will result in a written admonition in the individual’s annual evaluation.
4. Minutes will be taken for each meeting, distributed to all Leven School members (including all part-time and full-time faculty and staff), and reviewed by all. 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 Leven School meetings.
6. For items to be placed on the meeting agenda, the Leven School Director should be contacted via email, preferably 48 hours prior to the meeting.
ARTICLE IV: VOTING

All matters coming before the Leven School for a vote (e.g., Leven School’s policy and procedures, Leven School’s representation on committees, and revisions of the Leven School’s 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 Leven School Director in writing or by email prior to the vote.
5. In all matters, the Leven School Director 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 Leven School Director, 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 (defined as 50%+1) 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 Leven School or at other levels of the institution requiring Leven School 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 Leven School 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. As a program in sustainability, the Leven School strives to have electronic voting in lieu of paper ballots.
2. Votes on sensitive issues such as promotion or tenure recommendations will not be conducted electronically.
3. Voting may be conducted electronically on a specific issue if approved by a simple majority of the members of a committee or the Leven School.
4. Electronic voting will be conducted using channels supported by KSU’s UITS.
5. Electronic votes will be sent to the chair of the committee that is calling for the vote.

F. Summer Voting
   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 an infrequent vote during summer, all eligible voters shall be notified of the vote via the KSU email system. Eligible voters shall have 10 calendar 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

New course offerings, course deletions, and changes in requirements for the Bachelor of Science in Culinary Sustainability and Hospitality shall follow the following guidelines:

1. The Leven School Director 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 reviewed by the Leven School Director in consultation with the Assistant Director and permanent full-time faculty.

ARTICLE VI: GUIDELINES FOR FACULTY SEARCHES

All faculty searches will be conducted in concordance with hiring policies found on the Faculty Affairs website.

Section 1. Search Committee Designation
   A. The Director shall appoint a Chair of the search committee and charge the search committee. The committee’s Chair will work to gather applicants’ files, reviewing their completeness, and making them accessible to committee members and other faculty, and in completing paperwork related to the EEO and other required documentation.
   B. In accordance with university policy, recommendations of the search committee are advisory to the Director.

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 members has had a prior close personal relationship, s/he should make this known to the committee and the Director and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VII. SUMMER SESSION TEACHING
The following guidelines shall be used to determine priority for teaching summer session.
A. **Section 1.** The following ranked criteria shall be considered when making teaching assignments during summer sessions. Preference will be given to:
   a. full-time permanent faculty
   b. course demand and faculty qualifications
   c. budget conditions

B. **Section 2.** The Director shall have final approval over which faculty members teach during summer sessions.

**ARTICLE VIII. AMENDMENTS TO BYLAWS**
Amendments to these Bylaws shall be submitted in writing to the School Director and shall be approved by two-thirds majority vote at a faculty 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 Provost and Vice President of Academic Affairs, University College and the Board of Regents of the University System of Georgia.

**ARTICLE X. STUDENT PRIVACY INFORMATION**
The Leven School oversees the maintenance and protection of student educational records in compliance with FERPA, institutional policy and B.O.R. System Regulations by following: Series K - [http://www.usg.edu/records_management/schedules/K/](http://www.usg.edu/records_management/schedules/K/)

**ARTICLE XI. GRADE APPEALS**
The department grade appeal process shall be the same as that of the university's. Specific information can be found in the KSU Catalog.
Kennesaw State University Approval Form for Departmental Bylaws

A copy of this form, completed, must be attached to the department bylaws.

I confirm these bylaws, dated September 19, 2016 were approved by the faculty of the Michael A. Leven School of Culinary Sustainability and Hospitality in accordance with department procedures and policies:

Department DFC Chair Approval - I approve these bylaws:

Denise Knapp  
Signature / Date 9/20/16

Leven School Director Approval – I approve these bylaws:

Dr. Christian E. Hardigree  
Signature / Date 9/20/16

College Faculty Council Chair Approval – I approve these bylaws:

Dr. Mike Keleher  
Signature / Date 9/26/16

College Interim Dean Approval – I approve these bylaws:

Dr. Lynn Stallings  
Signature / Date 10/4/16

Provost Approval – I approve these bylaws:

Dr. Ken Harmon  
Signature / Date 10/13/16