

**Department of University Studies**  
**University College**  
**Kennesaw State University**

**BYLAWS**

**PREAMBLE**

The Department of University Studies is a unit of University College at Kennesaw State University. The Department offers a B.S. degree in Integrative Studies, an academic certificate in Leadership Studies and houses a broad array of campus-wide academic initiatives that support student success at Kennesaw State University. Academic Support Programs include Learning Support in English, Reading and Mathematics, and the Supplemental Instruction Program, Math Lab, Regents English Tutorials, and ESL Study & Tutorial Center for international students. The Department also offers an institutional capstone course, the Senior Year Seminar.

**ARTICLE I. Administration**

**A. Department Chair**

- a. The Chair shall be appointed by the Dean of University College and serves at the pleasure of the Dean.
- b. The 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; and performing such duties as assigned by the University or the Dean of University College.
- c. Acting/Interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.
- d. If the Chair or Acting/Interim Chair is incapacitated or unable to administer the affairs of the Department, the Assistant Department Chair will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

**B. Assistant Department Chair**

- a. The Assistant Chair shall be appointed by the Chair of University Studies and serves at the pleasure of the Chair.
- b. The Assistant Chair shall perform academic and administrative leadership duties for the Department, as identified and assigned by the Chair.
- c. In the absence of the Chair, the Assistant Chair will serve as the Chair's designee.

**C. Director of Integrative Studies**

- a. The direction of the Integrative Studies (INTS) degree program will include working with individual students and other departments to develop customized programs of study for the Bachelor of Science in Integrative Studies, developing specific concentrations in consultation with other departments, developing INTS courses as appropriate and assessing program outcomes.

**D. Director of Leadership Studies**

- a. The Director of Leadership Studies will guide all aspects of the program ranging from coordinating course offering times and assessment strategies to hiring/training part-time instructors and advising students pursuing the Leadership Studies certificate.

**E. Coordinator of Learning Support**

- a. The Coordinator of Learning Support's responsibilities include developing course schedules for learning support courses, enrollment management, serving on the BOR's Learning Support Advisory Committee, and working with students who have questions, concerns or appeal involving learning support.

**F. Senior Year Seminar Course Coordinator**

- a. The Coordinator of the Senior-Year Seminar provides leadership in the area of course design development, scheduling, and updating approaches to developing the course. Marketing, development and assessment of the program is a part of the role.

**G. Director of Supplemental Instruction**

- a. The Director of Supplemental Instruction (SI) provides leadership in developing and implementing an exemplary and comprehensive Supplemental Instruction program. Duties include promoting SI and recruiting both faculty and student leaders for the SI program. The Director serves as primary liaison with departmental administrators and faculty members and has a part in hiring, training and supervising SI leaders. Other responsibilities include program promotion initiatives, scheduling of SI sessions, arranging for facilities for SI sessions and general on-site supervision of the SI program. In addition, the director is required to gather and analyze all assessment data associated within the SI program and regularly submit performance reports to campus faculty and administrators.

**H. Math Lab Coordinator**

- a. The Coordinator of the Math Lab shall coordinate all aspects of the Math Lab ranging from hiring and training tutors in Mathematics and Chemistry to coordinating testing for LSP Math courses and COMPASS exams.

**I. Director of the ESL Study and Tutorial Center**

- a. The Director of the ESL Study and Tutorial Center shall serve as an English tutor, academic advisor, and mentor for international students, coordinate the Conversation Partners Program, supervise the Center's tutor(s), and coordinate and teach grammar and pronunciation seminars for international students.

**J. Regents English Tutorial Coordinator**

- a. The Regents English Tutorial Coordinator shall collaborate with the English Department to administer and keep records on the online lab tutorial classes for students who have not successfully passed ENGL 1101 or ENGL 1102.

**K. Other program or course directors/coordinators may be appointed by the Department Chair as appropriate and necessary.**

## **ARTICLE II. Committees and Councils**

**Section 1.** Standing committees shall be composed of faculty with 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, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee members will be selected via an election held during the April department meeting each spring. Each committee shall elect its Chair by the end of Spring Semester and inform the Dept. Chair's Administrative Assistant of their choice.

- A. The Department Faculty Council (DFC)** The DFC is advisory to the Chair, 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 Chair with regard to the development and implementation of policy.
- a. Membership:** The Department of University Studies 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 by secret ballot as their preferred committee structure. The Department Chair does not attend DFC meetings. The committee decides whether or not the Assistant Department Chair can attend committee meetings.
  - b. Chair:** The Chair of the committee, a tenured faculty member, will be elected at the April department meeting. The Council Chair is an ex officio, non-voting member of the DFC. The Chair will respect their DFC's desire, on occasion, to meet without the Chair present. The DFC Chair runs the annual committee election process.
  - c. Meeting times:** Committee should meet at least once a month during Fall and Spring Semesters. During the summer months the DFC shall meet electronically if needed.
- B. Department Strategic Planning Committee:** The Department Strategic Planning will ensure that the departmental strategic plan is aligned with the institutional and college strategic plans. The committee will update the strategic plan as necessary, track progress towards completion of goals and action steps, prepare an annual report and make recommendations to the Chair regarding support of the department strategic plan.
- a. Membership:** The membership shall consist of three members of the faculty, one must be tenured or tenure-track. The department members may include those serving on the College Strategic Planning Committee..
  - b. Meeting times:** As needed but at least once each Fall and Spring Semester.
  - c. Term:** 2-year staggered
- C. Department Curriculum Committee** The Department Curriculum Committee oversees all changes in curriculum and is the first step in seeking approval for new courses, special topics, programs, program changes, changes in prerequisites, catalog descriptions, etc. Also reviews assessment plans and reports for department certificate and degree programs.
- a. Membership:** Three members of the faculty, one of whom has served on the UPCC
  - b. Meeting times:** As needed
  - c. Term:** 2-year staggered

- D. Department Review (Tenure & Promotion) Committee** The Department Review (Tenure and Promotion) Committee evaluates portfolios for tenure, promotion, and 3<sup>rd</sup> year reviews, writes letters with attention to meeting mandatory deadlines that go into faculty portfolios, reviews departmental tenure and promotion guidelines and makes recommendations to the department and Department Chair regarding revisions.
- a. **Membership:** Three tenured faculty members elected annually by the tenured and tenured-track faculty of the department. Members must have an FPA that specifies 30% or less in the area of Administration and Leadership outside the department. When considering an application for promotion to full professor, voting members must be associate professors or above. If there are not three qualified faculty in 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 (for full professor promotion cases only, not other levels of review). Individuals whose documents are under review do not serve on the review committee. No person can participate in more than one stage of the review process. However, a candidate under review for Post-Tenure Review can serve on the department T&P committee (since the candidate's portfolio starts at the college level).
  - b. **Meeting times:** Meets as necessary although the majority of meetings are held in fall semester.
  - c. **Voting:** Voting must be done by secret ballot. All deliberations and decisions are confidential. Email should not be used for communication.
  - d. **Term:** One year
- E. Department Administrative Review Committee** 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>).
- a. **Membership:** Three tenured faculty members (elected by faculty) and one staff person (elected by staff). One of the faculty members must serve as Chair. The Assistant Department Chair is not eligible to serve on the Dept. Admin. Review Committee.
  - b. **Meeting times:** As needed, but most work takes place during Spring Semester.
  - c. **Term:** One year

## Section 2. Ad Hoc Committees

Ad hoc committees shall be appointed by the Department Chair for a specific term and purpose. The Department Chair shall notify the faculty of the existence of any ad hoc committees.

### **Section 3. Operation of Committees**

- A. Each committee shall determine whether it wishes to take formal minutes or provide periodic reports to the Chair and faculty.
- B. Requirements for committee votes shall conform to Article IV, Sections 2, 3, and 4 of these bylaws.
- C. Each standing and ad hoc committee will receive a specific charge from the Department Chair and shall operate according to that charge.

### **ARTICLE III. Department Meetings**

- A. Regularly scheduled meetings shall be held monthly during the fall and spring semesters, except for the months of December and May.
- B. The Department Chair may call additional meetings as deemed necessary.
- C. All full-time faculty and the Chair's Administrative Assistant are required to attend department meetings. For excused absences, notification must be given to the Department Chair prior to the meeting.
- D. The Department's Faculty Senate Representative will provide an update on Faculty Senate initiatives as needed.

### **ARTICLE IV. Voting**

Voting on matters of departmental policy and procedures, curriculum changes, 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:

#### **A. Section 1. Eligibility**

- a. All members of the faculty who are neither part-time nor temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- b. Absent faculty/staff may vote by proxy.

#### **B. Section 2. Quorum**

- a. A quorum shall consist of two-thirds of those eligible to vote.
- b. Proxies shall count toward a quorum.

#### **C. Section 3. Passage of a Motion**

- a. A simple majority of those voting shall be required to pass a motion
- b. A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

#### **D. Section 4. Ballots**

- a. Unless a secret ballot is required by university policy, each committee will determine its voting procedure.

#### **E. Section 5. Electronic Voting**

- a. Voting may be done electronically if approved by a simple majority of the members of a committee or the department and if allowed by university policy.
- 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.

## **ARTICLE V. Changes in the Curriculum**

- A. The Department Chair or any tenured or tenure-track departmental faculty may propose new course offerings or a new degree program.
- B. Written proposals for *substantive changes* to 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 Tenure-Track Faculty Searches**

### **A. Section 1. Search Committee Designation**

- a. In consultation with the Dean of University College, an ad hoc search committee that includes at least three tenured or tenure-track faculty shall be appointed by the Department Chair.
- b. The Department Chair shall appoint a Chair of the search committee and charge the search committee. The committee's Chair, working in concert with the departmental Administrative Assistant and Department 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.
- c. In accordance with university policy, recommendations of the search committee are advisory to the chair and dean.

### **B. 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 Department Chair 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.** Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.

**B. 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, tenure-track faculty.

**C. Section 3.** Full-time faculty members who are interested in serving as academic advisors during New Student Orientation sessions will be compensated at a rate agreed upon by the Department Chair and the Dean of University College. (Each advisor earns the same compensation regardless of 10-month salary, rank or experience) The same criteria will

be used to select advisors as is explained above for summer teaching consideration should there be more faculty interested in serving as advisors than the budget allows.

#### **ARTICLE VIII. Amendment to Bylaws**

Amendments to these Bylaws shall be submitted in writing to either the Department Faculty Council Chair or the Department Chair 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 Vice President of Academic Affairs and/or of University College.

#### **ARTICLE X. Amendments**

##### **Amendment 1. Mechanism for filling unexpectedly vacant committee positions**

If an elected representative is unable to serve on a committee, the Department Chair is authorized to appoint an interim member until the next regular election.

#### **ARTICLE XI: Departmental Directed Study Policy Requirements**

Departmental Guidelines for Developing a Directed Study and Faculty Credit for Participation in Directed Studies (4400) and Directed Applied Research (4100) with Undergraduate Students

##### **Section 1. Institutional Regulations for Developing a Directed Study**

When developing a directed study the institutional regulations and departmental requirements must be followed. For a complete listing of the institutional regulations for developing a directed study, consult: <http://www.kennesaw.edu/upcc/Forms/pages/DevelopDirectedStudy.html>

##### **Section 2. Faculty Compensation for Directed Studies**

- A.** Total of three 3-hour Directed Studies/Directed Applied Research are equivalent to one course release.
- B.** Faculty member may bank course release and use with the approval of the Department Chair, depending on course needs of the department.
- C.** Directed Studies/Directed Applied Research can count as TSM or PS for FPA, Annual Review, Tenure and Promotion, and Post-Tenure Review.
- D.** Depending on budgetary constraints of the Department, 3-hour course release can be exchanged for academic travel funding.

#### **ADDENDUMS**

##### **TRAVEL FUNDING PRIORITIES**

###### **A. Basic Principles and Procedures**

- a. Travel funds are limited and therefore must be distributed on the basis of a system of priorities.
- b. Faculty members should check the availability of funds and obtain preliminary approval from his/her department chair before submitting any proposal for presentation at any conference that will involve travel expenses.

- c. Once a proposal has been accepted for presentation, faculty members should again check with the department chair for availability of funds and final approval.
- d. If funds are not available within the department, the faculty member may then request travel funds from the Dean
- e. The Dean and the Department Chair shall use the priorities listed below in determining the allocation of travel funds.

**B. Priorities for Travel Funds Distribution**

- a. Travel to present at or participate in a conference/workshop which is determined to be of significant benefit to the mission of the university, the college and/or the department.
- b. Travel to present a significant work of scholarship at any conference where the presentation is deemed to be beneficial to the faculty member for purposes of career development/enhancement, especially as it may relate to tenure and/or promotion for the individual. The enhancement of the professional recognition of the faculty member, the department, the college, and/or the institution will also be considered.
- c. Travel allowing a faculty member to fulfill his or her obligations as an officer of a state, regional, national, or international conference.
- d. Travel to present or share ideas (teaching strategies, administrative philosophy, etc.) that will be, or has the potential to be, of significant benefit to the audience to which it is presented.
- e. Travel to attend a conference for the purposes of faculty development (e.g. attending to learn about a new teaching strategy or assessment tool). In all cases the Department Chair and Dean must take into consideration the cost to attend any given conference relative to amount of available funds and the needs of the entire department. While every effort will be made to allow each faculty member to attend at least one conference each year, the limited availability of funds and the priorities for allocation of those funds may preclude that. Furthermore, given the limited funds available it is best for faculty to anticipate their travel requests as early in the fiscal year as possible in order for Department Chair to effectively manage the funds and to allocate them equitably as possible within the established priorities.

**STUDENT PRIVACY INFORMATION**

The Department of University Studies 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/)

**GRADE APPEALS**

The department grade appeal process shall be the same as that of the university's. Specific information can be found in the Faculty Handbook, Section IV, Part IX:

<https://web.kennesaw.edu/academicaffairs/sites/web.kennesaw.edu/academicaffairs/files/07.sectionfour2012.pdf>

Save/file documentation related to grade appeals, including those received by e-mail.

Documentation would include any and all written communication to/from the student, plus notes



showing the time and date of any non-written communication. Faculty should notify the Department Chair of any grade appeals so that the Chair may log them. Only final grades may be appealed.