PREAMBLE

The University College of Kennesaw State University is an innovative, interdisciplinary degree-granting college that challenges and support students from their first day on campus through commencement. University College is composed of three academic departments (First-Year and Transition Studies, Leadership and Integrative Studies, and Michael A. Leven School of Culinary Sustainability and Hospitality), the Center for Student Leadership (CSL), the Office for New, Exploratory, and Students in Transition (NEST) and Orientation and Transition Programs (OTP). University College's engaging faculty and staff are dedicated to teaching, research/creative activity, professional service, and civic leadership.

ARTICLE I. Administration

A. College Dean
   a. The Dean is the chief administrative officer of the College. The Dean has the responsibilities and authority specified by the Board of Regents and delegated by the Provost.

B. Assistant/Associate Dean
   a. The Dean may appoint an Assistant/Associate Dean as needed.
   b. The Assistant/Associate Dean shall carry out such duties as assigned by the Dean.
   c. The Assistant/Associate Dean will serve as Acting Dean at any time the Dean is out of town, unavailable, or incapacitated and unable to administer the affairs of the College.

ARTICLE II. Institutional and College Committees and Councils

Section 1. Standing Committees

Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time professional staff. Lecturers may serve on some committees but are not obligated to do so. 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. Nominations for institutional and college committees and council members will be solicited the first week in February, and committee/council members will be selected via an election held during the third week of February for the following academic year unless stated otherwise below. These elections will be conducted by secret paper ballot or electronically if the College votes to do so. Each college committee/council shall elect its Chair in August at the first committee meeting following the Dean's charge.
A. College Curriculum Committee
   a. Duties:
      i. The College Curriculum Committee oversees all changes in curriculum and receives proposals from departments seeking approval for new courses, special topics courses, programs, program changes, changes in prerequisites, catalog descriptions, etc. Its recommendations will be directed to the Dean of University College for approval and then to the Undergraduate or Graduate Policies and Curriculum Committee for further action.
   b. Membership:
      i. Six members of the University College faculty, two from each academic department, preferably one of the four has previously served on the UPCC and/or GPCC. Representatives shall be determined by vote of permanent full-time faculty of the department.
   c. Meeting times:
      i. As needed.
   d. Term:
      i. Two year - staggered.

B. College Development and Awards Committee
   a. Duties:
      i. The Development and Awards Committee will establish awards criteria, solicit and evaluate applications and select recipients for internal college-funded awards.
   b. Membership:
      i. Seven members consisting of two faculty from each academic department and one professional staff representative.
      ii. Faculty representatives shall be determined by vote of permanent full-time faculty of the three academic departments. Professional staff representative shall be determined by vote of permanent full-time professional staff of the College's other units (CSL, NEST and OTP).
   c. Meeting times:
      i. As needed
   d. Term:
      i. Two year - staggered.

C. College Distance Learning Committee
   a. Duties:
      i. The College Distance Learning Committee will further develop and enhance distance learning within the college through workshops and professional development opportunities.
      ii. The members will also serve as an advisory committee to the Dean in matters involving distance learning.
b. Membership:
   1. Two faculty members from each academic department in the college and
      the Distance Learning Director for the college.
   11. Members are appointed by the Dean of University College or his/her
       designee.
   111. Chair of committee: The UC Distance Learning Director.

c. Meeting Times:
   1. as needed

d. Term:
   1. Two year - staggered.

D. College Faculty Council (CFC)
   a. Duties:
      1. The CFC is advisory to the Dean, who holds decision-making authority at
         the college level.
      11. The purpose of the CFC is to promote collegiality and effective shared
          governance of the college by increasing the transparency and two-way
          communication between the faculty and the Dean with regard to the
          development of new programs and degrees, and to increase
          communication about the development of policy.
      111. The CFC shall review the college by-laws on an annual basis, update as
           needed, and distribute for college-wide review and vote.

b. Membership:
   1. The CFC shall consist of six members.
   11. Each academic department in the college shall have two representatives
       on the CFC elected by the permanent, full-time faculty of their
       department.
   m. CFC members must be tenured members of the academic department they
       represent. If insufficient tenured faculty are able or willing to serve,
       tenure-track faculty members may be elected to these positions.
   iv. The Dean shall be an ex officio, non-voting member of the CFC. The
       Dean will respect the council's desire, on occasion, to meet without the
       Dean, or members of the Dean's staff.
   v. Department chairs are not eligible to vote for or to serve as
      representatives on the CFC.
   v1. The chair of the CFC shall be elected annually and must have served on
       the council the previous year.

c. Meeting times:
   1. The CFC should meet as often as deemed appropriate by the council
      membership and called by the chair, but in any case shall meet no less
      frequently than twice each fall and spring semester.
   11. During the summer months the CFC shall meet electronically if needed.

d. Term:
i. Three year - staggered.

E. College Global Engagement Committee

a. Duties:

i. This committee will serve as an advisory group to the Dean of University College or his/her designee.

ii. The committee will review and evaluate university-level strategic initiatives for global engagement programming, including the Global Engagement Certification, as they relate to University College and the Department of First-Year and Transition Studies, Michael A. Leven School of Culinary Sustainability and Hospitality, the Department of Leadership and Integrative Studies, and the Center for Student Leadership.

iii. The committee will also be responsible for gathering and sharing information, and generating ideas about and promoting global engagement initiatives within University College.

iv. The results of the UC Global Engagement Committee's work will be regularly reported to the faculty and staff of the college as well as the university-level Global Engagement Committee.

v. At the Dean's request, the committee may also evaluate and make recommendations to the Dean of University College or his/her designee as to the programs deserving of funding designated for globally focused initiatives.

vi. The committee is also responsible for writing the college's global engagement annual report.

b. Membership:

i. F/PS 4: One faculty or professional staff member representative elected from the Department of First-Year and Transition Studies, the Department of Leadership and Integrative Studies, Michael A. Leven School of Culinary Sustainability and Hospitality, and the Center for Student Leadership. These positions will be elected as part of the departments' elections.

ii. F 1: The UC faculty representative serving on the university-level Global Engagement Committee, which is a twelve-month appointment, will also serve on the University College GEC, which is a nine-month appointment. This individual will chair the college's GEC and will serve as the liaison between the college committee and the university committee. Because this position has historically included summer semester responsibilities, some compensation may be available commensurate with the summer workload in a given academic year. That determination will be made by the Dean. This position will be elected as part of college-wide elections to serve a two-year term.

iii. AD 1: University College Associate/Assistant Dean may serve as an ex officio non-voting member of the UC GEC.

c. Meeting Times:

i. As needed.

d. Term:
II. Two year-staggered.

F. College Promotion and Tenure (P&T) Review Committee
   a. Duties:
      1. As laid out in the University Faculty Handbook, Review and Evaluation
         of Faculty Performance.
      II. Includes review of portfolios for tenure, promotion, and post-tenure
         review, as needed.
   b. Membership:
      1. Two tenured faculty members from each academic department.
         Members of the college P&T committee are elected by the tenured and
         tenure-track faculty of the department.
      II. When a department does not have two tenured faculty members who are
         eligible to serve, its faculty will elect tenured faculty from outside the
         department.
      III. If there is a faculty member submitting a portfolio for full professor,
         then the guidelines for P&T membership within the University Faculty
         Handbook shall be followed.
   c. Meeting Times:
      1. As needed to meet the schedule of reviews laid out in the University
         Faculty Handbook.
   d. Term:
      1. Two year-staggered.

G. College Strategic Planning Committee
   a. Duties:
      1. The Strategic Planning Committee will only be elected every 4-5 years as
         needed and will have the specific responsibility of developing a college
         strategic plan that is aligned with the university's strategic plan.
   b. Membership:
      1. Members shall consist of two elected faculty members from each academic
         department, three elected professional staff members (representing the
         CSL, NEST and OTP), as well as four ex officio members, all of whom are
         voting members and appointed by the Dean. The ex officio members are
         the three academic Department Chairs, the UC Director of Strategic
         Initiatives, and the UC Assessment Director. The Chair of the committee
         shall be the UC Director of Strategic Initiatives.
c. Meeting times:
   1. as needed.

d. Term:
   i. One year.

H. University Wide Committees
   a. Representatives from the University College to university-wide committees will
      be elected annually at the same time elections for college committees are held.

Section 2. Ad Hoc Committees
   a. Ad hoc committees shall be appointed by the College Dean for a specific term and
      purpose.
   b. An ad hoc committee can be appointed by the College Faculty Council in
      consultation with the Dean.
   c. In the event an ad-hoc committee must continue working beyond the initially
      designated time, the committee should be reconvened and given a new term of
      service.
   d. When the work of the ad hoc committee is completed, the committee will be
      dissolved.
   e. Ad hoc College-level search committees shall operate by the most recent
      guidelines provided by Faculty Affairs.
   f. The College Dean shall notify the Department Chairs of the existence of any ad
      hoc committees.

Section 3. Operation of Committees
   a. Each standing and ad hoc committee will receive a specific charge from the
      College Dean and shall operate according to that charge.
   b. Requirements for committee votes shall conform to Article IV of these
      bylaws.
   c. Each committee shall determine whether it wishes to take formal minutes
      or provide periodic reports to the Dean and faculty.
   d. All minutes or periodic reports will be made available electronically to all members
      of the college if requested.

Section 4. Unexpected Committee Vacancies
   a. If an elected representative is unable to serve on a committee, the College
      Dean shall appoint an interim member until the next regular election.

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

ARTICLE IV. Voting
   Unless otherwise specified, the following applies to college wide voting:
Section 1. Eligibility
   a. All members of the faculty who are permanent full-time are eligible to vote. Staff may vote for positions in which they are eligible to be elected.
   b. Absent faculty/staff may vote by proxy.

Section 2. Proxies
   a. Proxies are defined as the written authorization to act for another and should be established in the form of a written agreement or electronic notification.

Section 3. Quorum
   a. A quorum, two-thirds of those eligible to vote, is required before a vote can be held.
   b. Proxies shall count toward a quorum.

Section 4. Passage of a Motion
   a. A simple majority of those voting shall be required to pass a motion.
   b. A tie committee vote signifies a positive vote for advancement to the next level.

Section 5. Election to a Committee
   a. A plurality, the number of votes cast for a candidate who receives more than any other but does not receive an absolute majority, is required to elect someone to a college committee or as a college representative to a university committee.

Section 6. Ballots
   a. Unless a secret ballot is required by university policy, each committee will determine its own voting procedure.
   b. No identifying features should be connected to secret ballots.

Section 7. Electronic Voting
   a. Voting may be done electronically if approved by a simple majority of the members of a committee or the college and if allowed by university policy while following all of the outlined above.
   b. Voters should be made aware that software or hardware can possibly track or identify the voter.
   c. Electronic voting systems should be configured so that multiple votes from an individual cannot be executed.

Section 8. Summer Session Voting
   a. 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.

Section 9. Record of Votes
   a. A record of all votes should be established, secured, and if requested, available to all faculty and staff.

ARTICLE V. Amendments to Bylaws
Proposed amendments to these bylaws shall be submitted in writing to the College Faculty Council and shall be approved by a two-thirds majority of the eligible voting faculty.

ARTICLE VI. 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 for Academic Affairs or the Board of Regents of the University System of Georgia.

APPENDIX A: Travel Policies for University College

1. The college will strictly adhere to all KSU Business Services rules regarding travel, including deadlines for submitting authorization and expense forms.
2. In order to request travel funding, a Request for the Authority to Travel form must be submitted to the traveler’s direct supervisor at least 28 calendar days prior to the intended date of departure. This will give all parties time to review it thoroughly. If it is approved, it gives the traveler time to book airfare and accommodations prior to the 14-day deadline, when prices are likely to increase.
3. The following information must be attached to the Request for the Authority to Travel form if the form is not completed electronically in the Concur system: (1) a copy of the conference proposal submitted or another form of supporting documentation (i.e., letter of invitation to speak, brochure for professional development meeting, etc.); (2) comparison of flights showing the lowest fare and/or comparison of mileage versus flight costs; and (3) agenda for the conference/meeting/event showing which meals are being provided.
4. A faculty or staff member who is receiving a speaking fee is not eligible to seek reimbursement for travel expenses from University College. A faculty or staff member who is receiving an honorarium is eligible to request reimbursement for travel expenses in excess of the amount of the honorarium. Written documentation detailing the honorarium should be attached to the Request for the Authority to Travel form or provided as a comment in Concur.
5. Expense reports must be submitted via TMS/Concur between 3-10 days after your approved travel is completed. Encumbered funds will be released on the 11th day by the UC Business Manager to be used by other faculty and staff in the department if the expense form is not submitted. All necessary original receipts and a copy of the agenda showing meals that have been provided must be attached.
6. While many KSU academic colleges and departments have chosen to limit the amount faculty and staff members receive for university-approved travel, either by individual trip or by academic year, University College has chosen to continue to allow individual budget approvers (Department Chairs, Deans, ADP Co-Chair, etc.) to allocate funding according to the following priorities.
   A. Travel to present scholarly research or creative activity or participate in a conference/workshop determined to be of significant benefit to the strategic needs of the university, the college and/or the department.
   travel to present scholarly research or creative activity at any
conference/exhibition/performance 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/staff member to fulfill his or her obligations as an officer of a professional state, regional, national, or international conference or association.

D. Travel to present best practices (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 but is not a presentation of research or creative activity.

E. Travel to facilitate a roundtable discussion at an international, national, or regional conference.

F. Travel to attend a conference for the purposes of faculty/staff development (e.g., attending to learn about a new teaching strategy or assessment tool).

7. Individuals who receive full funding for one trip may be asked to bear some of the cost for subsequent trips in an academic year to ensure equal opportunities for professional travel.

8. If funds are not available within the department/Center, the traveler may request that the direct supervisor seek financial support from the Dean’s Office. Faculty/staff members should not ask for travel support directly from the Dean.

9. When multiple faculty/staff members are working collaboratively on a scholarly project, travel funding for all collaborators to attend the same conference should not be assumed. The decision to send more than one collaborator will be at the discretion of the budget approver.

   A. Travel budgets, like all aspects of budgets, are available to a faculty/staff member who requests a meeting with the budget approver to review it. University College is committed to transparent budget processes.