University College Kennesaw State University
BYLAWS

PREAMBLE: The University College of Kennesaw State University is an innovative, interdisciplinary degree-granting college that challenges and supports students from admission through commencement. University College is composed of three academic departments (First-Year and Transition Studies, Leadership and Integrative Studies, and the School of Culinary Sustainability and Hospitality), the Office for New, Exploratory, and Students in Transition (NEST), Orientation and Transition Programs (OTP), Academic Support initiatives (The SMART Center, ESL Center, and Supplemental Instruction program), and the Dual Enrollment Program. University College's engaged faculty and staff are dedicated to teaching, scholarship and creative activity, professional service, and community engagement.

ARTICLE I. Administration
A. College Dean
   1. The Dean is the chief administrative and academic officer of the College.
   2. The Dean has the responsibilities and authority specified by the Board of Regents and delegated by the Provost.

B. Assistant/Associate Deans
   1. The Dean may appoint Assistant/Associate Deans as needed.
   2. The Assistant/Associate Deans shall carry out such duties as assigned by the Dean.
   3. An 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 permanent full-time appointments and, in some cases, full-time professional staff. 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 paper ballot or electronically. Each college committee/council shall elect its chair in August at the first committee meeting following the Dean's charge. Promotion and Tenure committee chairs should be elected no later than May prior to the academic service year.
A. College Curriculum Committee
4. **Duties:** 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.
5. **Membership:** Three members of the University College faculty, one from each academic department, preferably one of the three has previously served on the UPCC and/or GPCC. Representatives shall be determined by vote of permanent full-time faculty of the department.
6. **Meeting times:** As needed and at least once per semester, excluding summers.
7. **Term:** Two years/staggered.

B. College Faculty Development and Awards Committee
1. **Duties:** The College Faculty Development and Awards Committee will establish awards criteria, solicit and evaluate applications, and select recipients for internal College awards.
2. **Membership:**
   a. Four members consisting of one faculty member from each academic department and one professional staff representative.
   b. Faculty representatives shall be determined by vote of full-time faculty of the three academic departments. Professional staff representative shall be determined by vote of permanent full-time professional staff in University College.
3. **Meeting times:** As needed and at least once per semester, excluding summers.
4. **Term:** Two years/staggered.

C. College Faculty Council (CFC)
1. **Duties:**
   a. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
   b. 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, degrees, and policies.
   c. The CFC shall review the college by-laws on an annual basis, update as needed, and distribute for college-wide review and vote.
2. **Membership:**
   a. The CFC shall consist of three members.
   b. Each academic department in the college shall have one representative on the CFC elected by the permanent, full-time faculty of their department.
   c. CFC members must be tenured members of the academic department they
represent. If insufficient tenured faculty members are able or willing to serve, tenure-track faculty members may be elected to these positions.
d. 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 and/or members of the Dean's staff.
e. Department chairs are not eligible to vote for or to serve as representatives on the CFC.
f. The chair of the CFC shall be elected annually and must have served on the council the previous year.

3. **Meeting times:**
a. 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.
b. During the summer months the CFC shall meet face-to-face or virtually, if needed.

4. **Term:** Three years/staggered.

D. College Staff Council (CSC)

1. **Duties:**
a. The CSC is advisory to the Dean, who holds decision-making authority at the college level.
b. The purpose of the CSC is to promote collegiality and effective two-way communication between the staff and the Dean with regard to matters concerning staff within all units of the College.
c. The CSC will establish awards criteria, solicit and evaluate applications, and select recipients for internal College awards.

2. **Membership:**
a. The CSC shall consist of seven members.
b. Each college unit listed below shall have one representative on the CSC (Leadership and Integrative Studies, First Year and Transition Studies, School of Culinary Sustainability and Hospitality, OTP, NEST, Academic Support Initiatives, and Office of the Dean).
c. CSC members must be full-time staff in the unit they represent.
d. The Dean shall be an *ex officio*, non-voting member of the CSC.
e. The chair of the CSC shall be elected annually and must have served on the council the previous year.

3. **Meeting times:**
a. The CSC 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.
b. During the summer months the CSC shall meet face-to-face or virtually, if needed.

4. **Term:** Three years/staggered.

E. College Promotion and Tenure (P&T) Review Committee
1. **Duties:**
   a. As described in the University Faculty Handbook, review and evaluation of faculty performance.
   b. Includes review of portfolios for pre-tenure, tenure, promotion, and post-tenure review, as required by the KSU Faculty Handbook.

2. **Membership:**
   a. 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 respective departments.
   b. When a department does not have two tenured faculty members who are eligible to serve, its faculty will elect tenured faculty from outside of the department, with preference given to faculty within the College.
   c. If there are faculty members submitting a portfolio for promotion to the rank of associate professor, all committee members must hold the rank of associate professor; if a faculty member is submitting a portfolio for promotion to the rank of full professor, then all committee members must hold the rank of full professor.
   d. Faculty members whose documents are under review may not serve on the committee.
   e. No person can participate in more than one stage of the review process, so faculty on department P&T committees are not eligible to serve as members of the college P&T committee (for further detail on conflict of interest during tenure and promotion process, see KSU Faculty Handbook).

3. **Meeting Times:** As needed to meet the schedule of reviews laid out in the University Faculty Handbook.

4. **Term:** Two years/staggered.

F. College Representation on University-Wide Committees: The election of University College members to serve on university-wide committees will occur annually at the same time as elections for college committees.

**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 college-wide 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 publish meeting minutes electronically.
D. All minutes or periodic reports will be made available electronically to all members of the college if requested.
E. In the case of an unexpected committee vacancy, 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, Quorums, and Motions
A. Proxies are defined as the written authorization provided to the committee chair in advance to act for another and should be established in the form of a written agreement or electronic notification.
B. Quorum
   1. A quorum, two-thirds of those eligible to vote, is required before a vote can be held.
   2. Proxies shall count toward a quorum.
   3. Passage of a motion
      a. A simple majority of those voting shall be required to pass a motion.
      b. A tie will be resolved (up or down) by the committee chair, if no decision is reached upon a second deliberation and vote on the motion.

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.
B. Ballots
   1. Unless an anonymous ballot is required by university policy, each committee will determine its own voting procedures.
2. No identifying features should be connected to anonymous ballots.

C. Electronic Voting
   1. 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.
   2. Voters should be made aware that software or hardware can possibly track or identify the voter.
   3. Electronic voting systems should be configured so that multiple votes from an individual cannot be executed and steps are taken to ensure confidentiality.

D. Summer Session Voting and Recording of Votes
   1. If necessary, when classes are not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.
   2. 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

A. The college will strictly adhere to all KSU Business Services rules regarding travel, including deadlines for submitting authorization and expense forms.

B. Travel requests must be approved by the traveler’s direct supervisor before the traveler registers for the conference or books any reservations or tickets. This will give all parties time to review the request thoroughly. If the request is approved, it gives the traveler time to book airfare and accommodations prior to the 14-day deadline, when prices are likely to increase.

C. The following information must be attached to the Request for the Authority to Travel in the Concur system: (1) a copy of the conference proposal submitted or another form of supporting documentation (e.g., letter of invitation to speak, brochure for professional development meeting, etc.); (2) agenda for the conference/meeting/event showing which meals are being provided.

D. 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 in Concur.

E. Expense reports must be submitted via 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 receipts and a copy of the agenda showing meals that have been provided must be attached.

F. 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, etc.) to allocate funding according to the following priorities:

1. 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, or 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.

2. The enhancement of the professional recognition of the faculty member, the department, the college, and/or the institution will also be considered.

3. 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.

4. 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.

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

6. 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. 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.
Kennesaw State University Approval Form for College Bylaws

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

I confirm that the attached bylaws, dated 01/31/2018, were approved by the faculty of University College in accordance with college policies and procedures:

College Faculty Council Approval - I approve the attached bylaws:

D. Michael Keleher  D. Michael Keleher
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Lynn M. Disbrow  Lynn Disbrow  1/31/2018
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Provost Signature/ Date