University College  
Kennesaw State University  
BYLAWS

PREAMBLE

The University College of Kennesaw State University offers a variety of curricular and co-curricular programs, projects and services to help students achieve academic success. The College is home to a variety of University-wide programs and works closely with the other Academic Colleges, the Center for Excellence in Teaching & Learning, the Institute for Global Initiatives, the Office of Academic Affairs and the Division of Student Success and Enrollment Services to provide academically excellent programs and services that will enhance the college experience for all students.

University College is home to the Department of University Studies and the Department of First-Year Programs. The Center for Student Leadership (CSL) has a dual reporting line to University College and the Division of Student Success. CSL works collaboratively with both academic departments in the college on both curricular and co-curricular initiatives. The Department of University Studies offers a Bachelors of Science degree in Integrative Studies and houses programs that include the Undergraduate Honors Program, Leadership Certificate, Dual Enrollment Honors Program, Senior Year Seminar Course, and Academic Support Programs including Learning Support in English, Reading and Mathematics, the Supplemental Instruction Program, the Math Lab, and the English as a Second Language Study and Tutorial Center for international students. The Department of First-Year Programs is home to nationally recognized first-year seminars, the learning communities program for first-year students, and an information technology course.

ARTICLE I. Administration

A. College Dean
   a. The Dean shall be appointed by the Provost and Vice President for Academic Affairs and serves at the pleasure of the Provost.
   b. The Dean shall provide academic and administrative leadership for the College and perform duties including, but not limited to, supervising the daily operations of the College; administering College budgets and schedules; overseeing recruitment efforts; hiring full-time and temporary faculty (in consultation with the department chairs); managing workload; presiding over College meetings; representing the College in University affairs including a permanent seat on the Council of Academic Deans; informing the faculty of events affecting the Departments or the welfare of the faculty; and performing such duties as assigned by the University administration.
   c. Acting/Interim Deans will assume all duties and responsibilities of the College Dean, except as modified by the Provost and Vice President of Academic Affairs.

B. Associate Deans
a. The Associate Deans of University College shall be appointed by the Dean of University College and serve at the pleasure of the Dean.
b. The Associate Deans shall be responsible for obtaining external grant funding for University College programs; overseeing the college's involvement in university initiatives such as civic engagement and global education; leading the college's communication efforts to both internal and external audiences; promoting the growth of special initiatives within the college, representing the college on various committees; and performing other duties as assigned by the Dean of University College.

C. Department Chairs
a. The Chairs of University College departments shall be appointed by the Dean of University College and serve at the pleasure of the Dean.
b. The Chairs shall provide academic and administrative leadership for their 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 Dean will appoint an alternate tenured member of the faculty or assign particular duties to individual faculty members.

D. Other Administrative Positions
a. The University College Administrative Specialist shall provide logistical support for the distribution of certain University-wide scholarships, the Early Start Bridge Academy, and the Early Alert/Early Intervention program. This individual also researches all General Education course substitution requests and makes recommendations to the Dean of University College, provides logistical support to the Associate Deans vis-à-vis applications for external program support, and shall have other duties and responsibilities as assigned by the Dean.
b. The Director of First-Year Retention Initiatives shall oversee the design and implementation of all University College initiatives intended to increase retention of first-year students. These initiatives include the Early Start Bridge Academy, the Advising Team initiative, the Early Alert/Early Intervention initiative and other initiatives as approved by the Dean.
ARTICLE II. Institutional and College Committees

Section 1. Standing committees shall be composed of faculty, and in some cases professional staff members, with permanent, full-time appointments. 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 committees and council members will be solicited electronically the 3rd week in March, and committee members will be selected via an election held during the 1st week of April for the following academic year unless stated otherwise below. These elections will be conducted electronically or by secret ballot. Nominations for college committees and council members will be solicited and voted on in accordance with the individual department bylaws unless stated otherwise below. Each college committee shall elect its Chair annually in August either at the first committee meeting or electronically via email unless otherwise noted.

A. The College Faculty Council (CFC): The CFC is advisory to the Dean, who retains final decision-making authority at the college level. 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. The CFC will have a subcommittee of three tenured members and one college staff member elected to serve on the FSE.

a. The CFC shall consist of four members.
b. Each department in the college shall have two representatives on the CFC elected by the permanent, full-time faculty of their department.
c. CFC members must be tenured members of the department they represent, if the department has tenured members who are willing to serve. If insufficient tenured faculty are able or willing to serve, tenure-track faculty members may be elected to these positions.
d. Representatives shall serve three-year terms (after the first cohort, which will be elected to staggered terms). A department may recall any representative by a 2/3 vote.
e. 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.
f. Department chairs are not eligible to vote for or to serve as representatives on the CFC.
g. The chair of the CFC must be an elected department representative who has served on the council the previous year (this year-of-service requirement does not apply to the first cohort).
B. **Strategic Planning Committee:** The Strategic Planning Committee will only be elected every 4-5 years and will have the specific responsibility of developing a college strategic plan that is aligned with the university’s strategic plan.

a. **Membership:** Members shall consist of two elected faculty members from each department, two elected staff members from CSL, one college elected staff member at large as well as four ex officio members, all of whom are voting members and all of whom are appointed by the Dean. The ex officio members are the two Department Chairs, an Associate Dean, and the UC Assessment Director. The Chair of the committee should be one of the seven elected members.

b. **Meeting times:** As needed

c. **Term:** 1-year

C. **College Curriculum Committee:** 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 Policies and Curriculum Committee for their action.

a. **Membership:** Four members of the University College faculty, two from each department, one of four of whom has served on the UPCC. Representatives shall be determined by vote of permanent full-time faculty of the department.

b. **Meeting times:** As needed

c. **Term:** 2-year staggered

D. **Faculty Development and Awards Committee:** The College Faculty Development and Awards Committee makes recommendations to the University Awards Committee regarding University and Foundation award and prize nominees.

a. **Membership:** Four members of the faculty, two from each department. Representatives shall be determined by vote of permanent full-time faculty of the department.

b. **Meeting times:** As needed

c. **Term:** 1 year

E. **College Review Committee:** The College Review Committee evaluates portfolios for tenure, promotion, and post-tenure reviews as provided by university policy and procedures, and write letters with attention to meeting mandatory deadlines that go into faculty portfolios. The committee reviews college tenure and promotion guidelines and makes recommendations to the college and dean regarding revisions. For tenure and promotion reviews, the College Review Committee will conduct a portfolio review at the request of the candidate under review or in the event of a discrepant decision at level of review (department, chair, dean).
The college review committee serves as another evaluation committee for tenure and promotion cases. The college committee may request written clarification from previous levels of review. After the review and recommendation of the college committee (when such a review is necessary), the portfolio proceeds to the Provost/VPAA for a recommendation and then to the President for a decision. In cases where the portfolio did not automatically go to the College Review Committee, the Provost/VPAA may choose to send it to the College Review Committee for review and recommendation. The review of post-tenure portfolios for faculty and college-level administrators begins with the college review committee and then proceeds to the dean.

a. **Membership:** Two tenured faculty members from each department in the college elected by the tenured and tenured-track faculty of each department. If there are not two tenured faculty in a department, the department will elect tenured faculty from outside the department to serve on the review committee. Individuals whose documents are under review may not serve on the review committee. No person can participate in more than one stage of the review process. If there is a faculty member submitting a portfolio for full professor, then the guidelines for T & P membership within the faculty handbook will need to be followed.

b. **Meeting times:** As necessary although the majority of meetings are held in fall semester.

c. **Term:** 2-year staggered.

d. **Voting:** By secret ballot.

F: **College Distance Learning Committee:**
The College Distance Learning Committee will further develop and enhance distance learning within the college through workshops and professional development. The members will also serve as an advisory committee to the Dean in matters involving distance learning.

a. **Membership:** Two faculty members from each department in the college and the Distance Learning Director for the college. Members are appointed by the Dean of University College or his/her designee.

b. **Chair of Committee:** Chair does not have a term, because it is the Distance Learning Director of University College.

c. **Meeting times:** As needed

d. **Term:** 2-year staggered

G: **Global Engagement Committee**
This committee will serve as an advisory group to the Dean of University College or his/her designee. 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 Programs, the Department of University Studies, and the Center for Student Leadership. The committee will also be responsible for gathering and sharing information, and generating ideas about and promoting global engagement
initiatives within University College. 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. 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.

a. **Membership:** Each member should possess a genuine interest and passion for global engagement. The representative must be ready, willing and able to represent the entire faculty/staff of the department or unit that he/she is representing.

1) **F/PS 3:** One faculty or professional staff member representative elected from each of the college units: the Department of First-Year Programs, the Department of University Studies, and the Center for Student Leadership. These positions will be elected as part of the departments’ elections.

2) **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.

3) **AD 1:** One University College Associate Dean may serve as an ex officio non-voting member of the UC GEC.

b. **Chair of Committee:** College representative on university-level committee
c. **Meeting Times:** As needed
d. **Terms:** Representatives shall serve for two-year staggered terms. There are no term limits on the positions.

**Section 2. Ad Hoc Committees**
Ad hoc committees shall be appointed by the College Dean for a specific term and purpose. The College Dean shall notify the Department Chairs 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 Dean and faculty.
B. Requirements for committee votes shall conform to Article IV of these bylaws.

C. Each standing and ad hoc committee will receive a specific charge from the College Dean and shall operate according to that charge.

D. All minutes or periodic reports will be made available electronically to all members of the college

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. College meetings will be held at the beginning of fall and spring semesters and any other time deemed necessary by the Dean.

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

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

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 college bylaws.

Section 4. Ballots
   A. Unless a secret ballot is required by university policy, each committee will determine its own voting procedure.

Section 5. 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. 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. **Guidelines for College Level Searches**

Section 1. Search Committee Designation

A. In cases where an external search is needed to fill a position with faculty rank that will also have college-level administrative responsibilities (such as a Department Chair, the UC Assessment Director, or an Associate Dean), the Dean will appoint an ad hoc search committee that includes at least three permanent full-time faculty members from University College. The Dean may consult with the College Faculty Council to obtain recommendations for search committee members and other aspects of the search process. Faculty shall be appointed by the College Dean.

B. The Dean 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.

C. In accordance with university policy, recommendations of the search committee are advisory to the dean.

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 Dean and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VI. **Amendment to Bylaws**

Amendments to these Bylaws shall be submitted in writing to the College Dean and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

ARTICLE VII. **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 and/or of University College.
APPENDIX A: Travel Policies for University College
Approved by Ralph J. Rascati, Dean, Oct. 4, 2012

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.

5. When a faculty or staff member is under contract and will be traveling for a professional commitment but will not be seeking reimbursement for expenses, a Request for the Authority to Travel form must still be completed and should be delivered to the direct supervisor at least 21 days prior to the commencement of travel. The traveler’s direct supervisor will need to sign the form for “approval to be absent from campus.” If a faculty or staff member does not complete the request form prior to traveling, he/she must note the hours away from campus in ADP as either sick or vacation time (for those 12-month employees who also accumulate vacation hours).

6. Travel Expense Statement forms must be completed, signed, and submitted to your direct supervisor within 21 calendar days of your return to campus from approved travel. Encumbered funds will be released on the 22nd 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.

7. Faculty and staff members who are either requesting travel or requesting payment for travel expenses are responsible for completing all paperwork and supplying all necessary documents to their direct supervisor’s administrative assistant. University College’s Business Manager is available to assist travelers with any questions regarding completion of the forms, necessary documentation, and deadlines. Upon receipt of the paperwork, the administrative staff member will review for completion, accuracy, and necessary revisions before ensuring the appropriate supervisor(s) receive the documentation, photocopy all signed forms, and provide the traveler a copy of the approved forms before ensuring the originals and one additional copy are given to the Business Manager.
8. 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.
   B. 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/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).

9. 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.

10. 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.

11. 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.

12. 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.