

**Department of Educational Leadership
Bagwell College of Education
Kennesaw State University BYLAWS**

PREAMBLE

The Department of Educational Leadership was constituted within the Bagwell College of Education in January, 2001. These Bylaws provide a plan for governance and procedures for operation of the Department of Educational Leadership. These Bylaws were adopted by a 2/3 vote of the faculty on March 26, 2015.

Purpose

The instrument establishes the procedures whereby the responsibilities of shared governance shall be conducted within the Department between and among the faculty and the administration. The Department of Educational Leadership affirms the principles of shared governance.

Mission

The mission of the Department of Educational Leadership is to prepare dynamic educational leaders for the transformation of schools into communities of learning characterized by high levels of student success. The Department seeks to prepare leaders of broad vision and personal integrity who are committed to social justice and formal education with an emphasis on instructional leadership as a means of personal and civic improvement.

Department Goals

Department Goals are taken from PSC-aligned ISLLC Standards (2014). The Georgia Educational Leadership standards conform to the most recent ISLLC Standards, which can be found in the Guidelines for EPPs: Georgia Performance-Based Educational Leadership Programs. Goals of the Department of Educational Leadership are to develop instructional leaders who promote the success of all students:

1. by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community;
2. by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;
3. by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment;
4. by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources;
5. by acting with integrity, fairness, and in an ethical manner; and
6. by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.

ARTICLE I. DEPARTMENTAL MEMBERSHIP AND ADMINISTRATION

1. Department Faculty Member

- a. The Faculty of the Department enforce rules for the guidance and governance of its students in their academic work and exercise jurisdiction of all educational matters in the department. For purposes of Department governance, members of the Department Faculty include:
 - i. Full-time tenured, tenure-track, and clinical faculty members whose tenure lines reside in the Department
 - ii. Instructors and Lecturers whose lines reside in the Department
 - iii. Faculty members jointly appointed with the Department
- b. Department Faculty Members (DFM) are eligible to vote in departmental elections as noted.
- c. Faculty will fulfill all work expectations as outlined in their Faculty Performance Agreement (FPA) and in accordance with Bagwell College of Education, Guidelines for Tenure and Promotion, including Teaching, Supervision, and Mentoring; Research and Creative Activity, and Professional Service. Faculty are expected to provide service to the department by serving on department committees, attending faculty meetings, and participating in program development and evaluation.

2. Department Chair

- a. Executive authority in the Department rests with the Chair, who – recognizing the Department’s commitment to shared governance -- will regularly consult with the Department Faculty Council (DFC) in the implementation of Department policies.
- b. The Chair shall be appointed with recommendation of faculty by the Dean of the Bagwell College of Education and serves at the pleasure of the Dean.
- c. The Chair shall provide academic and administrative leadership for the Department and perform duties in six broad areas: Personnel, programs and curriculum leadership, external relations, internal relations, and administration.
- d. Chair responsibilities within those areas include but are not limited to the following:
 - i. Coordinating a shared vision and strategic planning for the department
 - ii. Budgeting and overseeing the fiscal management of department resources
 - iii. Managing day-to-day administrative responsibilities
 - iv. Presiding over faculty meetings
 - v. Providing for scheduling and student advisement
 - vi. Supervising staff assigned to the department
 - vii. Providing for mentorship of new faculty
 - viii. Recruiting and retaining faculty and staff
 - ix. Negotiating faculty performance agreements
 - x. Assigning faculty and staff work loads
 - xi. Conducting faculty performance reviews
 - xii. Providing service and support to varied constituencies (college, university, communities, etc.)
 - xiii. Serving as an advocate for the Department’s interests

- e. The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of the Bagwell College of Education. Normally this load will be one course per year.
- f. Candidates for chair must be tenured and hold the rank of associate or full professor.
- g. Chair Search Procedures will follow the University policy on search procedures published on the Academic Affairs' Web site. The search committee shall forward their final ranking to the Dean with a copy to the Department.
- h. The Chair will be evaluated annually as prescribe by the Bagwell College of Education shall be conducted. Evaluation criteria will be based on University Guidelines.
- i. The faculty may petition dissatisfaction and removal of the Chair on leadership issues as follows:
 - i. First, address the issues involved directly with the Chair.
 - ii. Second, address the issues with the Department Faculty Council.
 - iii. Third, if issues remain unresolved, the faculty involved may seek the intervention of the Dean.
 - iv. If the issues still remain unresolved, a vote of no-confidence in the Chair may be passed by the Department Faculty Members. To pass, a vote of no-confidence will require a two-thirds majority of the Department Faculty Members.
 - v. After serving, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.

3. Interim Chair

- a. In the event the Chair position is vacant, the Department Faculty Council will form a search committee (as per Article VI) to recommend candidates to the Dean for the Interim Chair position.
- b. The Dean will make the appointment of the Interim Chair.
- c. The Interim Chair may serve up to three consecutive one-year renewable terms. In special circumstances, the Interim Chair term may be shorter than one year. Renewal may be recommended by a majority of the Department of Educational Leadership faculty members and is subject to final approval by the Dean.
- d. An Interim Chair must be tenured and hold the rank of associate or full professor.
- e. An Interim Chair will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

4. Assistant Chair

- a. In the event that due to department faculty growth, accelerating student enrollment, and other change factors, department leadership assistance is required, an Assistant Chair may be nominated by the Chair in consultation with the Department Faculty Council. The nominee must be confirmed by a simple majority vote of the department's full-time faculty members. Final authority of the appointment of an Assistant Chair resides with the Dean.
- b. Only tenured or tenure track department faculty members are eligible to serve as Assistant Chair.

- c. It is expected that the Assistant Chair's talents and skill set will complement those of the Chair.
- d. The term of the Assistant Chair is concurrent with and at the discretion of the Chair.
- e. The Assistant Chair shall identify roles and objectives in consultation with the Chair and the Department Faculty Council. The Assistant Chair shall carry out such duties as assigned by the Chair. These duties include but are not limited to activities such as: advising, scheduling, monitoring enrollment, assisting part time faculty, representing the Chair at college and/or university meetings, completing special projects as assigned by the Chair.
- f. The Assistant will not participate in the evaluation of full time faculty members.
- g. The Assistant Chair will conduct Department meetings in the event that the Chair is absent.

5. Program Coordinators

- a. Program Coordinators are full-time faculty members with responsibility for particular degree or endorsement programs.
- b. Program Coordinators will be appointed by the Department Chair after consultation with the DFC and the Department faculty. In the event that full-time, tenure track faculty are unavailable to serve as a Program Coordinator, a full-time clinical faculty or lecturer may be appointed by the Chair, in consultation with the DFC.
- c. The Coordinators shall, at a minimum, provide the following services to the Department and the program:
 - i. Coordinate, plan for, and monitor the program, including course enrollments (e.g. currently enrolled numbers of graduates, job placement), course schedules, long-term planning and development, assessment, and course and program advertising).
 - ii. Coordinates with the Chair the implementation of the program.
 - iii. Recruit and advise students interested or enrolled in the program or its courses.
 - iv. Manage the program's webpage, listserv, and communication with program faculty.
 - v. Represent the program in Department and other meetings as appropriate. Prepare agendas and facilitates meetings of the program faculty, as appropriate.
 - vi. Support special events and projects led by the program faculty (e.g., speaker series) in consultation with the Chair and the faculty.
 - vii. Conduct follow-up research with candidates by collecting and analyzing programmatic data (MEd, EdS, EdD).
 - viii. Program coordinators serve a 2- year or 3-year term, beginning with the fall semester, and may be re-appointed upon consultation with the Department Faculty Council and approval of the Chair and the full-time faculty by a majority 2/3 vote.
 - ix. The Coordinators receive reassigned time of three credit hours per semester (including summer session) or other compensation as deemed appropriate by the Chair and the Dean during each semester of service in the role.

ARTICLE II STANDING COMMITTEES

1. Definition

Standing Committees include the Department Faculty Council, Curriculum Committee, and Promotion and Tenure Committee. To ensure programmatic effectiveness and efficiency, it is expected that Department faculty members will actively serve on at least one Department meeting (or as Department representative to a college or university level committee) each calendar year. Faculty members shall have the opportunity to volunteer for or stand for election to committees in the spring semester for service beginning the next calendar year. Committee members should include their service on their Faculty Performance Agreement (FPA). The Chair is responsible for balancing membership among the committees. The Chair may work with the Department Faculty Council to establish ad-hoc committees to meet any needs not covered by the Standing Committees.

2. Committee Composition

- a. Standing committees shall be composed of faculty with permanent, full-time appointment and, in some cases, full-time staff. When possible, the Department committees have a minimum of three tenured and/or tenured track faculty members who must be tenured and have an FPA that specifies 30% or less in the areas of Administration and Leadership outside the Department (2014-2015 KSU Faculty Handbook, Section 3.7B).
- b. Lecturers may serve on committees but are not obligated to do so.
- c. Committee members will be selected via an election held in the spring semester of each year for the next year's committees.
- d. 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.

3. Operations of Committees

- a. Each committee shall elect a chair and operate under a set of goals given them at the time of appointment.
- b. Each standing and ad hoc committee shall keep a record of its meetings and distribute to all full-time faculty and staff. Minutes will be recorded and distributed. Minutes may be distributed in hard-copy or posted. Minutes of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

4. Department Faculty Council (DFC)

- a. The DFC is advisory to the Department Chair, who holds decision-making authority at the Department level.
- b. The Department expects the DFC to represent the interests of all academic programs and faculty ranks, the DFC members should make every effort to consult all constituents when dealing with Departmental matters. The DFC is to promote collegiality and effective shared governance in the Department by enhancing communication between the Chair, faculty, and staff and by ensuring transparency in the development and implementation of departmental policies including but not limited to: strategic planning, budgeting, hiring, space and resource allocation, work and teaching loads, reassigned time, salaries and raises, appointment and reports of ad hoc committees, and other matters arising that may affect Department faculty members.
- c. The chair of the DFC shall also serve as the Department representative on the College Faculty Council.
- d. The DFC shall have the right to prompt access to Departmental information relation to these matters described above.
- e. At a minimum, the DFC shall do the following:
 - i. Once the Department has agreed to clear, written course-assignment and travel policies, the DFC will review a spreadsheet of course-reassignment awards and travel reimbursements with an eye to equity and uniformity of application, the DFC also will collaborate with the Department Chair to address exceptions to the written policies that may arise.
 - ii. The DFC shall serve as the Department Awards Committee
- f. Membership:
 - i. A minimum of three members will be elected by the Department's tenured and/or tenure track faculty using secret ballot (2014-2015 KSU Faculty Handbook, Section 3.7B). The ballot will contain a slate of all tenured and tenure-track faculty. The ballot will be designed to ensure election of at least two tenured faculty members. Faculty who stand for election must hold a tenure line in the Department.
 - ii. Elections may be conducted electronically using a secure system that protects confidentiality.
 - iii. The Department may add additional members after the initial election by holding another secret ballot and by confirmation of a 2/3 vote of the Department's tenured and/or tenure track faculty.
 - iv. When possible, a majority of the DFC will be tenured faculty. The chair of the DFC will be a tenured faculty member who is selected from the members of the DFC from among their number.
 - v. The following faculty, even if tenured, may not stand for election to the DFC: Department Chair, and Assistant Chair. Faculty with at least 33% administrative reassignment will only be eligible to serve if at least three other members of the DFC are 33% non-administrative.

- vi. The Department may recall any DFC member by a 2/3 vote of the department faculty. The Department should replace a member who does not complete his or her term.
- vii. The Department Chair is an ex-officio non-voting member of the DFC and will respect the DFC's desire, on occasion, to meet without the Chair present.
- g. Meeting times:
 - i. The DFC should meet as often as deemed appropriate by the council members with a minimum of two meetings per semester. Each meeting shall be called by the chair of the DFC. The Chair of the Department or any other member of the DFC can request a meeting by contacting the chair of the DFC.
 - ii. The DFC shall take necessary measures to assure continuing functioning of the DFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement.
 - iii. The Chair of the Department will respect the DFC's decision to meet on occasion with the Chair present.
- h. The term of office for DFC Members is 2 years. Faculty may be re-elected to serve for subsequent terms.

5. Curriculum and Assessment Committee

- a. The Department curriculum committee is responsible for reviewing requested modifications to the program mission statement and the program curriculum. The committee has the authority to periodically review the program curricula for effectiveness and suggest modifications.
- b. Membership: The committee shall normally consist of the department's program coordinators and two members elected from the Department's permanent full-time faculty. In special circumstances where the volume of work is extensive, more members may serve (e.g., PSC mandated revisions and program development).
- c. The committee shall elect a chair at the beginning of each calendar year. The chair receives proposal, calls meetings, sets agendas, alerts the Department to meetings and business, maintains records of actions taken, and communicates with other levels of review.
- d. Curriculum Responsibilities include:
 - i. Overseeing all changes in curriculum;
 - ii. Serving as the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions, etc.
 - iii. Periodically reviewing the departmental curriculum and making recommendation about modifications of the curriculum. This committee also provides oversight for Special Topics and Advanced Topics courses. The chair is responsible for monitoring progress of paperwork to the College/EPP and University Curriculum committees.
 - iv. Representing the Department at the College/EPP and/or University Curriculum Committee meetings to present proposals. The chair and/or Program Coordinator will separately or jointly assume this responsibility.

- e. Assessment Responsibilities:
 - i. The committee will work with appropriate program coordinators to report and update all programmatic, curricular, or assessment changes.
 - ii. The committee in collaboration with program coordinators will conduct regular assessments of programs, courses, or student progress as approved by the faculty.
 - iii. The committee in collaboration with program coordinators will establish and update annual program effectiveness review cycles as approved by the faculty.
- f. Meeting times are as needed.
- g. All interested faculty members are invited to attend EPCC meetings when the chair and/or program coordinators present proposals.
- h. Term: 2 years staggered

6. Department Promotion and Tenure Committee

- a. Purpose: The purpose of the Tenure and Promotion Committee shall be to review the qualifications of candidates for promotion and/or tenure and make recommendations on each candidate according to the guidelines as set forth by the Department of Educational Leadership, Bagwell College of Education, and Kennesaw State University.
- b. Duties:
 - i. Evaluate portfolios for Tenure, Promotion, and 3rd year review.
 - ii. Write letters that go into faculty's portfolio.
 - iii. Review department P & T guidelines and make recommendations to the Department Chair for revisions.
- c. Membership:
 - i. The Promotion and Tenure Committee shall consist of 3-5 members (to exclude the Department faculty representative on the College Promotion and Tenure Committee) elected in the spring semester and from the tenured faculty members who hold rank of Associate Professor and Professor.
 - ii. Participation in decisions for promotion to full professor is more restricted than other tenure and promotion decisions. For such decisions only faculty with rank of associate professor or above may participate in the decision process. (2014-2015 KSU Faculty Handbook, Section 3.7B)
 - iii. The committee shall elect a chair from among its members.
 - iv. If there are too few eligible members to serve, the Department may invite faculty from another related Department to serve on the committee (Refer to the University guidelines for detail on the process).
 - v. Meeting times: The Promotion and Tenure Committee meets several times per year. Efforts are intensive in early to mid-Fall semester.
 - vi. Term: 1-year renewable
 - vii. Note: The representative to the College Promotion and Tenure Committee is elected by the Department faculty from the Department's tenured faculty. This representative is elected at the beginning of the fall semester when the two-year service term commences. If there are no eligible tenured faculty members the Department may invite faculty from another related Department to serve on the committee (Refer to the University guidelines for detail on the process).

7. Ad hoc Committees

Ad hoc committees shall be appointed by the Chair of the department for a specific term. The Department Chair in consultation with the DFC (refer to the DFC responsibilities) shall notify the departmental faculty of the existence of any ad hoc committees.

ARTICLE III DEPARTMENT MEETINGS

1. Regularly scheduled monthly meeting shall be held.
2. The Chair of the Department shall call additional meetings as deemed necessary.
3. All full-time faculty and staff are required to attend Department meetings. For excused absences, notification must be given to the Department Chair prior to meeting.
4. Minutes of each Department meeting (including attendance) will be taken by the administrative assistant, reviewed by the Department Chair, and distributed to all faculty and staff. Department minutes will be kept on file electronically.

ARTICLE IV VOTING

1. Purpose: Voting occurs on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental Bylaws and shall be determined as follows:
2. Eligibility
 - a. All faculty who are not part-time or 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 written proxy, provided advance notice in writing is given to the Department Chair
3. Quorum
 - a. A quorum shall consist of two-thirds of those eligible to vote.
 - b. Proxies shall not count toward a quorum
4. 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 Department Bylaws.
5. Ballots and Electronic Voting
 - a. Secret ballots shall be used when requested from the floor or through the DFC or Department Chair except when voting to amend bylaws. Bylaws must be amended with secret ballot.
 - b. Voting may be done electronically if necessary.
 - c. If the voting requires a secret ballot, electronic measure which ensures anonymity will be employed.
 - d. Every effort shall be made to avoid voting when school is not in session and during the summer sessions. In the event that this becomes necessary, faculty may vote by electronic ballot, by proxy, or in person, and a two-thirds majority of the committee or department will be required for approval.

ARTICLE V CHANGES IN THE CURRICULUM

1. Faculty proposing changes to the curriculum must complete and submit all forms required by the EPCC/GPCC and include those in the proposal package.
2. Proposed changes to the curriculum shall be submitted to the Curriculum and Assessment Committee
 - a. The committee chair shall distribute proposal to committee faculty at least one week prior to scheduled meetings/votes, with copy to the Department faculty members.
 - b. The committee reserves the right to bring proposal before specific program faculty and coordinators and/or the Department faculty at large for discussion. Department faculty members are invited to attend and participate in curriculum committee deliberations.
3. The faculty member bringing the proposal forth or designee will be responsible for entering the approved proposal into Curriculog.
4. At least one faculty member involved in developing the proposal must be available at the request of the Department Curriculum and Assessment Committee. It is expected that at least one faculty member or administrative designee involved in developing the proposal also will be present at EPCC and GPCC reviews. Only after changes are approved may a proposal be submitted to the next level.
5. Once the proposal is approved by the Curriculum and Assessment committee, the committee chair is responsible for moving the proposal to the next level of review. Faculty members involved in developing the proposal are responsible for monitoring higher levels of review.

ARTICLE VI GUIDELINES FOR TENURED and TENURE-TRACK FACULTY SEARCHES

1. Search Committee Designation
All search committees will operate in accord with established university search procedures.
2. Potential Conflicts of Interest
Following the closing application 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 member 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.
3. When a position is open or approved, it must be filled through an open, national search process.

ARTICLE VII SUMMER SESSION TEACHING

The following guidelines shall be used to determine priority for teaching during summer session:

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

Revised 3.15.2018.sjc

2. The following ranked criteria shall be considered when making teaching assignments during summer sessions:
 - a. Course demand and faculty specialization
 - b. Budget conditions

- c. Preference to full-time, tenure-track faculty
 - d. Possession of a terminal degree is required
3. When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE VIII AMENDMENTS TO BYLAWS

Bylaws shall be approved or amended by a two-thirds majority of the Department faculty members at a Department meeting announced at least one week in advance. Voting will be by secret ballot. Voting may be by electronic secured ballot. There shall be no voting by proxy. Mail and electronic ballots may be accepted provided they have been received by the chair of the Department at least half an hour before the beginning of the Department meeting.

ARTICLE IX RELATIONSHIPS 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, the College of NAME and the Board of Regents of the University System of Georgia.

Data Source for Bylaws: 2014-2015 KSU Faculty Handbook, Section 3.7B

“Department committees are elected by the tenure-track faculty of the department. Department committees have a minimum of three tenured faculty members who must have an FPA that specific 30% or less in the area of Administration and Leadership outside the department. Participation in decisions for promotion to full professor is more restricted than other tenure and promotion decisions. For such decisions only faculty with rank of associate professor or above may participate in the decision process.”

AMENDMENT TO BYLAWS

Voted on and approved XXXX faculty members in attendance at a scheduled faculty meeting. Voting was conducted by secret paper ballot. 2018

Any proposed assignment of non-tenured/tenure-track and tenured faculty to the Department of Educational Leadership from within the Bagwell College of Education or from the Kennesaw State University faculty community outside the Bagwell College of Education will be subject to review of the proposed reassigned faculty's credentials and curriculum vitae by the tenure-track and tenured faculty in the Department of Educational Leadership and the assignment of the faculty member to the Department of Educational Leadership must be approved by 2/3 majority ballot vote.

Kennesaw State University Approval Form for Department Bylaws

I confirm that the attached Bylaws, dated 3.15.2018 were approved by the faculty of the Department of Educational Leadership in accordance with Department policies and procedures:

Dr. Sheryl Croft, Assistant Professor/DFC Chair Sheryl Croft / 4/23/2018

Name (printed or typed)

Signature

Date

Dr. R. Ugena Whitlock, Professor/EDL Chair 4-24 / R. Ugena Whitlock Name

(printed or typed)

Signature

Date 4/24/2018

College Faculty Council Approval – I approve the attached Bylaws:

Sheryl J. Croft / Sheryl Croft / 4/25/2018

Name (printed or typed)

Signature

Date

College Dean Approval – I do approve the attached Bylaws:

Arlinda J. Eaton / Arlinda Eaton / 4.26.18

Name (printed or typed)

Signature

Date

Provost Approval – I approve the attached Bylaws:

Linda M. Noble / Linda M. Noble / 6.19.18

Name (printed or typed)

Signature

Date