

Department of Elementary & Early Childhood Education
Kennesaw State University
BYLAWS

Preamble

The Department of Elementary & Early Childhood Education is a unit of the Bagwell College of Education, which is committed to the collaborative preparation of professional learning facilitators for Birth through Kindergarten, Elementary, Middle Grades, and Secondary Education. The Department provides candidates with an educational experience that enhances their competencies for participating responsibly in the diverse, multicultural, international, and interdependent world in which they will teach. The Department is aligned with Kennesaw State University's vision, "Kennesaw State University will be a nationally prominent university recognized for excellence in education, engagement, and innovation."

These Bylaws provide a plan for governance, and procedures for operation of the Department of Elementary & Early Childhood Education, in alignment with the strategic plans of the BCOE and KSU. These Bylaws were first adopted by the faculty of the Department of Elementary and Early Childhood Education on [April 11, 2008] and amended on [March 14, 2018].

EECE's programs, which have been developed and implemented collaboratively, integrate strong academic preparation grounded in discipline and pedagogical studies, while providing diverse school-based and other clinical experiences. The programs foster the development of knowledge, skills, and dispositions required of the professional learning facilitator who designs and implements developmentally and culturally responsive instructional programs for learners from birth through Grade 5 education.

Goals of the Department of Elementary & Early Childhood Education

The department's programs are guided by the standards of the Council for the Accreditation of Educator Preparation (CAEP), the Council of Chief State School Officers Interstate Teacher Assessment and Support Consortium (InTASC), the Montessori Accreditation Council for Teacher Education (MACTE), and the National Association for the Education of Young Children (NAEYC), CAEP K-6 Elementary Teacher Standards, Division of Early Childhood for the Council of Exceptional Children (DEC) and the Association of Middle Level Educators (AMLE), as well as the standards of the International Literacy Association (ILA), National Council for Teachers of English, the National Council for Teachers of Mathematics, the National Council of Social Studies, and the National Science Teachers Association. Faculty members recognize the need for extensive preparation in child development as well as the need for preparation in multiple methodologies that will meet the needs of children at every stage of development. Nurturing learning environments, varied instructional strategies, sound assessment techniques, and instructional technology are key elements of these programs.

The programs also acknowledge the powerful role community plays with teacher candidates in learning how to involve parents and the community. We affirm our commitment to the cross-cutting themes of the CAEP Standards (2013):

Diversity and technology are, thus, two critical areas that will require new learning and substantial innovation by preparation providers; the significant demographic and technological changes that impact their programs also influence the skills their completers must master to be effective. Because these two challenges are imbedded in every aspect of educator preparation, the Commission chose to recognize them throughout the recommended standards and also to elaborate on them here (p. 20).

Faculty of the Department of Elementary & Early Childhood Education are committed to the core values listed below.

- Excellence in teaching.
- Skill in establishing effective learning environments.
- All components of faculty scholarship, including the Scholarship of Discovery, the Scholarship of Teaching and Learning, and the Scholarship of Engagement.
- Purposeful and necessary service to the department, college, university, schools, community, and the profession.
- Initiatives that create new opportunities for research, service, leadership, and education in a global environment. Thus, a common goal is to increase efforts to enhance global learning for both faculty and students.
- Improvement of teaching quality and student learning in B-K and K-5 classrooms by providing professional service to the schools.
- Democratic principles of educational equity and social justice for all learners, exemplified through reflective teaching, learning, leadership, and service. We value diversity, collaboration, professionalism, and shared governance.
- A safe, collegial workplace established and sustained by its members who are valued for their talents and diversity of experiences, background, and perspectives.
- Respect for Academic Freedom and Professional Competence.
- Adherence to the highest standards of intercultural communication as an important foundation for establishing and maintaining an authentic and ethical culture of collaboration.
- The process of guiding and mentoring faculty and students for success and sustainability.
- Collegiality and academic citizenship, exemplifying high standards of ethical and professional behavior.

Definitions

- Quorum: To transact business at a department meeting, a quorum must be present. For this purpose, a quorum is defined as a simple majority (50% + 1) of the members holding tenured, tenure-track, clinical, or lecturer positions.
- Voting body: Full-time tenured professors, tenure-track professors, clinical professors, and lecturers are considered the department voting body.
- Voting majority: Unless otherwise specifically stated, motions, resolutions, recommendations, and elections that go before the faculty as a whole or in committees require a simple majority of members present and voting to carry. If a more rigorous standard (e.g., more than a simple majority) is to be adopted for any type of motion, resolution, recommendation, or election,

that rigorous standard will need to be established by a voting majority.

I. Article I. Administration

In accordance with the mission and goals of the Department of Elementary and Early Childhood Education (EECE), Department members value collaborative professional relationships and shared leadership. To achieve such an environment, the following shared governance structure is outlined.

A. Department Chair

- 1) The Department Chair shall be appointed by and serves at the pleasure of the Dean of the Bagwell College of Education (BCOE). The Department Chair traditionally holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean. The Department Chair must be a full-time tenured professor or associate professor.
- 2) The Department Chair provides academic and administrative leadership within the department and represents the department to the larger university community by fulfilling the following responsibilities, including but not limited to:
 - a. Supervising the operation of the department
 - b. Managing the department budget.
 - c. Administering and supporting all financial matters related to faculty travel, grants, research, and other professional activities.
 - d. Overseeing recruitment efforts.
 - e. Hiring part-time and temporary faculty.
 - f. Scheduling courses.
 - g. Managing workload.
 - h. Assigning office and instructional space.
 - i. Supervising, evaluating, and supporting the development of faculty and staff.
 - j. Providing equitable access to opportunities.
 - k. Presiding over department meetings.
 - l. Representing the department in college and university affairs.
 - m. Informing the faculty of events affecting the department or welfare of the faculty.
 - n. Performing such duties as assigned by the university or the Dean.
 - o. Coordinating a shared vision and strategic planning for the department.
 - p. Providing oversight of student advisement and scheduling of classes, and clinical experiences (including international activities).
 - q. Providing service and support to varied constituencies (college, university, communities, etc.).
 - r. Serving as an advocate for the department's interests.
- 3) Selection of the Department Chair
 - a. The selection of the Department Chair shall follow the established university and college guidelines. Committee members shall represent multiple disciplines within the department, rank, and tenured and tenure-track faculty status.
 - b. Full-time, part-time and department personnel may contribute to the selection of a chair by providing their input and feedback to the Search Committee.
 - c. Faculty and staff input and/or votes serve as a recommendation only.

- 4) Eligibility and Tenure of the Department Chair
Candidates for Department Chair must be tenured professors or associate professors. The term of office of a Department Chair shall be determined by the Dean and generally begins on July 1st of the first year of appointment.
- 5) Evaluation of the Department Chair
 - a. An annual evaluation as prescribed by KSU and the BCOE shall be conducted.
 - b. Process for the Removal of the Department Chair
Faculty member or members may register dissatisfaction on leadership issues as follows:
 - i. Address the issues involved directly with the Department Chair.
 - ii. Address unresolved issues with the Department Faculty Council (DFC).
 - iii. If issues remain unresolved, the faculty member or members involved may seek the intervention of the Dean.
 - iv. If the issues still remain unresolved, a resolution of “no-confidence” in the Department Chair may be presented at any time during the term of the Department Chair for a vote before the voting body. The DFC shall oversee the voting process. A resolution of “no-confidence” will require a two-thirds majority of the voting body for recommendation to the Dean.
- 6) Selection, Responsibilities, and Evaluation of an Interim Chair
An Interim Chair serves as Chair of the department at the pleasure of the Dean of the BCOE until a national search has been conducted following the established university search process and procedures.
 - i. Eligibility for serving as an Interim Chair is limited to tenured professors or associate professors.
 - ii. Nominations will be solicited from the department faculty.
 - iii. In the event that no departmental nominations are received, nominees may be solicited from BCOE faculty or other KSU faculty. Nominees from outside of the department must have a statement of support from their immediate supervisors.
 - iv. A nominee must accept the nomination before his or her nomination for the Interim Chair position in EECE can be submitted for consideration.
 - v. The chair of the DFC will confirm that the nominee is willing to accept the nomination. If the chair of the DFC is nominated, he or she will recuse himself/herself from this responsibility, and the chair will assign this duty to another DFC member.
 - vi. Once a nomination is accepted, the nominee must provide a current vita to the chair of the DFC to be distributed to the department faculty.
 - vii. All eligible nominees will present their vision for the department and sit for an open interview by department faculty, which shall include the nominee’s brief statement of his or her vision for the department. The vision statement and presentation will be distributed to all department faculty.
 - viii. Members of the department voting body shall express their preference for an

Interim Chair by secret ballot. The DFC shall be responsible for counting the votes. A voting majority will be required for recommendation of the elected individual to the Dean.

- ix. A run off will be held between the top two nominees in the case of a tie.
- x. After considering the voting results, and following consultation with the DFC, the Dean shall appoint an Interim Chair.

b. Responsibilities of the Interim Chair will be the same as those of the Chair.

B. Assistant Department Chair

As the size and work of the department and its programs increase, the Department Chair and faculty may determine that an Assistant Department Chair is needed. The Chair will then develop a call with position duties and compensation. The Assistant Department Chair, henceforth referred to as Assistant Chair, serves at the pleasure of the Department Chair.

1) Selection and Term

- a. The Assistant Chair must be a full-time tenured faculty member.
- b. Nominations will be solicited from the department faculty.
- c. A nominee must accept the nomination before his or her nomination for the Assistant Chair position in EECE can be submitted for consideration.
- d. The chair of the DFC will confirm that the nominee is willing to accept the nomination. If the chair of the DFC is nominated, he or she will recuse himself/herself from this responsibility, and the Department Chair will assign this duty to another DFC member.
- e. Once a nomination is accepted, the nominee will submit a CV and Letter of Interest to the chair of the DFC, who will then disseminate this information to the department faculty.
- f. A voting majority will be required for recommendation of the elected individual to the Department Chair.
- g. The DFC shall be responsible for counting the votes. In the case of a tie, there will be a runoff election. Results will be conveyed to the Department Chair, who will use the results as a recommendation for appointing the Assistant Chair.
- h. The term of office of the Assistant Chair is five years or as determined by the Department Chair.
- i. The tenure of the Assistant Chair will be limited to two consecutive terms.
- j. The Assistant Chair will receive a minimum of a 1-1 course release during the academic year (one course release in the fall, one course release in the spring). Additional reassigned time will be at the discretion of the Department Chair, in accordance to assigned duties.

2) Responsibilities may include, but are not limited to:

- a. Responsibility to Faculty
 - i. Serving as Acting Chair of the department at any time the Department Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the department.
 - ii. Coordinating mentoring of new tenure-track faculty members and all new

- temporary or part-time faculty members.
- iii. Communicating regularly with the Department Chair and other administrators.
- iv. Assisting with program revisions and new program development.
- v. Reporting and providing timely updates on all programmatic, curricular, assessment, and/or admission criteria changes.
- b. Teaching, Supervision, and Advisement
 - i. Coordinating supervision of field experiences.
 - ii. Teaching regularly.
 - iii. Coordinating and facilitating student advisement with appropriate personnel.
 - iv. Being current regarding CAEP (Council for Accreditation of Educator Preparation), PSC (Professional Standards Commission), performance-based assessment instruments, professional associations, and other reports (i.e., purpose, specific requirements, and deadlines).
 - v. Preparing CAEP, PSC, SPA, SACS and other program reports as required.
 - vi. Coordinating and distributing responsibilities related to specific requirements of all reports.
 - vii. Preparing data, faculty, and guests for CAEP/PSC visits.
 - viii. Assisting with the alignment of programs with national, state and institutional standards.
- c. Data Collection, Analysis, Storage and Retrieval
 - i. Establishing and coordinating activities and procedures for systematic collection of candidate, faculty and program evidence.
 - ii. Maintaining the program databases and maintain student-tracking efforts.
 - iii. Other duties, as needed, may include.
 - 1. Supervising departmental staff and part-time faculty
 - 2. Recruiting faculty, staff and students
 - 3. Scheduling departmental meetings
 - 4. Responding to the Chair's and Dean's special requests

C. Program Coordinators

Program coordination is an opportunity to develop administrative and leadership skills that may lead to other administrative positions.

1) Selection and Term

- a. Program coordinators must be full-time tenured or tenure track faculty, clinical faculty, and/or lecturers.
- b. The Department Chair will inform all full-time faculty when the opportunity to coordinate a program arises and should talk with and carefully consider any interested faculty.
- c. The Department Chair will develop a call with position duties and compensation. Program coordinators will be selected for recommendation to the Chair with a voting majority. The Department Chair will then appoint the program coordinator with approval from the Dean.
- d. Each program coordinator serves a three-year term with a one-time, consecutive

renewal option.

- e. A new program coordinator is appointed during the last semester of the current program coordinator's term. The coordinator-elect shall be mentored during this time by the current coordinator.
 - f. The program coordinator receives reassigned time of three credit hours per semester and an administrative stipend in the summer, or other compensation as deemed appropriate by the Department Chair and Dean, during each semester of service in the role.
- 2) Responsibilities may include, but are not limited to:
- a. Providing timely program updates.
 - b. Communicating regularly with the Department Chair and other administrators.
 - c. Serving as a representative in Undergraduate/Graduate Program Coordinators meetings.
 - d. Initiating program revisions and new program development, as necessary.
 - e. Assisting with the alignment of programs with national, state, and institutional standards.
 - f. Serving as principal liaison between the degree program and support service units.
 - g. Providing leadership in program promotion and advocacy.
 - h. Regularly reviewing program policies and curriculum.
 - i. Maintaining the accuracy of the program's website.
 - j. Holding regular meetings with program faculty.
 - k. Recommending revisions to program policies or curriculum as necessary, in collaboration with program faculty and the Chairs.
 - l. Assisting with the collection and reporting of program data to be used in reporting about the unit (EPP).
 - m. Assisting with the preparation of CAEP/PSC/SPA, SACS and other program reports as required.
 - a. Assisting with the preparation of data, faculty, and guests for CAEP/PSC visits.

II. Article II Committees

The department will be represented on the following committees. This committee listing is not all-inclusive.

A. University Committees

- 1) University Faculty Senate – one (1) faculty member elected by the voting majority.
- 2) GPCC (voted on by BCOE)
- 3) UPCC (voted on by BCOE)
- 4) Graduate Council
- 5) Other university committees as faculty may be interested (see "Department Representatives").

B. College/EPP Committees

- 1) Education Preparation Curriculum Council (EPCC)

- 2) College Promotion & Tenure Committee
- 3) College Faculty Development and Awards Committee
- 4) Collaborative Graduate Programs Committee (CGP)
- 5) Advanced Program Coordinators Committee
- 6) Undergraduate Program Coordinators Committee
- 7) College Faculty Council – The CFC should be comprised of a representative from the DFC plus an additional member from each department. Individuals functioning in a greater than 50% administrative role within the Bagwell College of are not eligible for nomination.

C. Department Standing Committees

Department standing committees shall be composed of department faculty with full-time appointments and, in some cases, full-time staff. Lecturers and clinical faculty may serve on some committees, but are not obligated to do so. Standing committees will meet at least once each semester, except summer. The Department Chair shall keep a public record of all service committees, including committee members and term expiration. The Department Chair (or Assistant Chair) will also announce vacancies at a department meeting and/or via email. Committee members will be selected via an election held in the spring semester prior to the year of service. However, in an effort to ensure that service roles are evenly distributed among eligible faculty, priority shall be given to eligible faculty members not currently serving in a committee role.

Each standing committee will elect a chair annually, effective Fall Semester. The chair of the previous year's committee shall convene the first fall semester meeting. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Only committee members may vote on proposals being considered by the committee.

1. Department Faculty Council (DFC)

- 1) The DFC is advisory to the Department Chair, who holds decision-making authority at the department level. The DFC should promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Department Chair with regard to the development and implementation of policy including but not limited to strategic planning, annual budgeting, hiring, space and resource allocation, reassigned time, salaries and raises, appointment and reports of ad hoc committees' workload, teaching load, overall goals, ideas about new programs, etc.
- 2) The DFC shall have the right to prompt access to department information related to the planning and implementation of departmental policies.
- 3) The DFC shall work with the Department Chair to address problems arising in its work. If further resources are needed to address the problems, the DFC may consult with the Dean and/or the Faculty Senate Executive Committee.
- 4) The DFC shall meet at least twice per semester, or as called by the chair of the DFC. The chair will respect the DFC's desire, on occasion, to meet without the Department Chair present.

- 5) Membership is for two-year terms, staggered to ensure continuity.
- 6) Members are elected by the voting majority.
- 7) Membership of the DFC shall be as follows:
 - a. Two (2) Assistant Professors
 - b. Two (2) Associate Professors
 - c. One (1) Full or Associate Professor
 - d. Ex-Officio Members: Department Chair and Assistant Chair
- 8) Determination of Chair and Voting
 - a. The chair of the DFC will be a tenured faculty member of the DFC selected by a voting majority of the DFC.
 - b. The department may choose to add or recall any DFC member by a two-thirds majority vote of the full-time faculty. The department should replace a member who does not complete a term for any reason with a timely election.
 - c. Ex-Officio members of the DFC are not eligible to vote.
 - d. One member of the DFC will be voted by the DFC to serve as the department representative to the CFC.
- 9) 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, allowing members to name, or elect, proxies from among the faculty of their department, and electing an acting DFC chair. Determining the best mix of such necessary measures shall be the decision of the DFC itself, based on immediate circumstances and without outside intervention. Such a "Summer DFC" shall be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the department during the summer months and consulted accordingly.

2. Department Curriculum Committee (DCC)

- a. The DCC oversees all changes in curriculum and is the first step in seeking approval for new courses, revised courses, new programs, revised programs, changes in prerequisites, catalog descriptions, etc. This committee shall periodically review the curriculum of all departmental programs and make recommendations about modifications of the curriculum. The chair of the committee is responsible for monitoring progress of paperwork to Educator Preparation Curriculum Committee (EPCC) and University committees (Undergraduate Policies and Curriculum Committee (UPCC) or Graduate Policies and Curriculum Committee (GPCC)). The chair of the committee will ensure department is represented as the proposal goes through each level of review.
- b. Membership is for two-year terms, staggered to ensure continuity.
- c. Members must be full-time and tenured, tenure-track, or clinical faculty.
- d. Members are elected by the voting majority.
- e. The chair of the committee will be selected by the committee members.
- f. Responsibilities may include, but are not limited to:
 - i. Initiating curriculum changes requiring university-level approval.

- ii. Meeting monthly, unless there are no proposals to review.
- iii. Sharing agendas with the department at least a week before each meeting.
- iv. For minor changes, the chair of the committee, at his or her discretion, may forward proposals to the Department Chair without faculty involvement. If the chair of the committee deems a curricular issue to be a significant change, he or she will call for discussion and vote of the proposal by the full-time department faculty. A voting majority shall be required for the proposal to move forward.
- v. The chair of the committee is responsible for submitting the proposals for the approval of the Department Chair, the EPCC, the Dean, and the appropriate university Curriculum and Policies Committee (UPCC or GPCC).
- vi. The Chair of the Curriculum Committee is responsible for supporting the department faculty member and attend EPCC, UPCC, or GPCC meetings as needed.

3. Department Promotion & Tenure (P&T) Committee

- a. The Department's Promotion and Tenure (P & T) Committee shall review materials submitted by faculty for consideration for tenure, promotion, and post-tenure review in accordance with the procedures outlined in the appropriate section of current Faculty Handbook (Review and Evaluation of Faculty Performance).
- b. The committee shall be responsible for reviewing P & T policies and making recommendations to the DFC. After the DFC approves the P & T Committee policy revision recommendations, the recommendations will be presented to the department faculty for approval with a simple majority vote to indicate approval.
- c. The committee shall ensure that the P & T policy for the department conforms to college policy. As an extension of the P & T process, the committee shall develop department-level mentoring guidelines, and work with each department program to promote mentoring initiatives that support and help prepare faculty for the P & T process.
- d. Only full-time tenured Associate Professors and Professors may serve on this committee. Faculty with the rank of Professor are expected to serve as required. Persons intending to submit a portfolio for promotion are ineligible to serve.
- e. Effective Fall 2018, only Full Professors can vote on a candidate's promotion to Full Professor. Both Associate Professors and Full Professors can vote on a candidate's promotion to Associate Professor. Associate Professors are to recuse themselves from all discussions and voting on a candidate's promotion to Full Professor. Department Chairs who are Associate

Professors may review the portfolio of any faculty member regardless of rank.

- f. The vote tally for and against recommending promotion and/or tenure is to be recorded on the coversheet (but not names of individuals casting those votes).
- g. The committee will consist of a minimum of three voting members at the appropriate rank for each portfolio.
- h. Members are elected by the voting majority. If the department does not have three tenured faculty members who are eligible to serve, its faculty will elect tenured faculty from outside the department.
 - i. A candidate under review for Post-Tenure Review can serve on the department P & T Committee, since that candidate's review starts at the college level (KSU Faculty Handbook).
 - ii. Membership is for three-year staggered terms to ensure continuity, with a one-time, consecutive renewal option.
 - iii. Within a week of appointment, members will meet to select a committee chair.
 - iv. If an elected P & T Committee member cannot serve a given year of his/her term, the Department Chair will call for full-time tenured faculty to nominate or self-nominate to temporarily replace the committee member. Nominations will be presented to the department faculty and elected with a voting majority.
 - v. If a committee member has a need to resign/recuse him/herself from the committee, this person will notify the Department Chair in writing. The Department Chair will call for full-time tenured faculty to nominate or self-nominate to replace the committee member. Nominations will be presented to the department faculty and elected with a voting majority.
 - vi. Full-time tenured Associate Professors and Full Professors are eligible to serve on either the Department or the College P & T Committees but cannot serve simultaneously on both committees.
- f. The chair of the committee will convene meetings as needed, with a minimum of one meeting per semester.

4. Faculty Development and Awards Committee (FDAC)

- a. The FDAC is composed of three full-time faculty. Any tenured, tenure-track, clinical, or lecturer faculty member is eligible to serve.
- b. Membership is for two-year terms, staggered to ensure continuity
- c. Members are elected by the voting body
- d. The chair will be selected by the voting body of committee members.
- e. Responsibilities may include, but are not limited to:
 - i. Initiating the nomination process during the fall semester
 - ii. Reviewing guidelines published on CETL website.

- iii. Gathering nominations in six categories.
- iv. Soliciting nominations from students for KSU's Distinguished Teaching Award (both undergraduate and graduate).
- v. The committee chair is responsible for collecting nominations and determines eligibility for awards based on number of years of full-time employment at KSU and on receipt of an award within the past five years.
- vi. The committee chair is responsible for contacting all eligible nominees and requests a paragraph describing their qualifications for a specific award.
- vii. Reviewing qualifications and select department nominees for each award based on criteria established by CETL.
- viii. The committee chair is responsible for notifying department faculty of their nomination and final selection as department nominees
- ix. The committee chair is responsible for notifying faculty members who are nominated of their nomination
- x. The committee chair is responsible for notifying the BCOE dean and BCOE Faculty Development and Awards Committee of department nominees
- xi. The committee chair is responsible for updating and maintaining a database of EECE, BCOE, and KSU award winners annually.

D. Department Ad Hoc Committees and Task Forces

The Department Chair shall notify the department faculty of the intent to form and/or the existence of any department ad hoc committees or task forces. The Department Chair will solicit nominations from interested faculty regarding membership for such Ad Hoc Committees or Task Forces. Members of Ad Hoc Committees or Task Forces shall be appointed by the Chair of the department for a specific term. Each committee or task force operates under a set of goals given to them at the time of appointment and may elect a Chair from among its members by majority vote.

Examples of ad hoc committees that are often needed include, but are not limited to, an Academic Standing Committee, Professional Dispositions Committee, and M.Ed. and/or Ed.S./Ed.D. Applicant Review Committees.

E. Department Representatives

From time to time, department representatives may be needed for additional college and/or university committees. When timing allows, the Department Chair will solicit nominations from interested faculty members and all faculty members will have the opportunity to vote for those representing the department. When timing does not allow for nominations and a vote, the Department Chair may appoint faculty to represent the department.

III. ARTICLE III. Meetings

- Departmental meetings will be scheduled at the beginning of the academic year and will be held at least twice a semester.
- Program area meetings will be scheduled at the beginning of the academic year and will be held at least once a semester.
- Additional meetings will be called as necessary to accomplish the business of the department and programs.
- 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.
- Minutes will be taken at department meetings and disseminated to all faculty members and archived once approved by the faculty.

IV. ARTICLE IV. Voting

Voting 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 shall be determined as follow:

A. Eligibility

- 1) Full-time tenured professors, tenure-track professors, clinical professors, and lecturers are considered the department voting body. Staff may vote on positions for which staff are eligible to be elected or in other areas with DFC approval.
- 2) Absent faculty/staff may vote by proxy on specific motions identified in the agenda. The absent faculty member must request, in writing, his or her vote by proxy, stating on which motion the proxy vote is to be used and whether the proxy vote is for or against the motion.

B. Quorum

- 1) To transact business at a department meeting, a quorum must be present. For this purpose, a quorum is defined as a simple majority (50% + 1) of the members holding tenured, tenure-track, clinical, or lecturer positions.
- 2) Proxies shall not count toward a quorum.

C. Voting Majority

Unless otherwise specifically stated, motions, resolutions, recommendations, and elections that go before the faculty as a whole or in committees require a simple majority of members present and voting to carry. If a more rigorous standard (e.g., more than a simple majority) is to be adopted for any type of motion, resolution, recommendation, or election, that rigorous standard will need to be established by a voting majority.

D. Ballots

Secret ballots shall be used for all votes if requested by any department member.

E. Electronic Voting

Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

F. If necessary, when school is not in session and during the summer sessions, a voting majority shall be required to pass a motion.

V. ARTICLE V. Changes in the Curriculum

All curricular changes must go through the BCOE curricular process, which includes departmental, EPP, and university-level approvals.

VI. ARTICLE VI. Guidelines for Tenure-track Faculty Searches

A. Search Committee Designation

- 1) After discussion with the Department Faculty Council, the Chair requests new lines by discipline from the Dean.
- 2) Once a new line is approved, the Department Chair, in consultation with the Dean, invites a Search Committee that includes five tenured or tenure-track faculty.
- 3) In consultation with the Dean, the Department Chair shall appoint a Chair of the Search Committee. The Search Committee will follow procedures found on the Faculty Affairs website. The Dean or the Department Chair shall provide the committee with specific guidelines about conducting searches.
- 4) If the Search Committee cannot find a candidate to fill the position, the Search Committee, after consultation with the Department Chair and/or Dean, determines it a failed search.
- 5) Upon a failed search, a new Search Committee will be formed and follow the search committee process.

B. Potential Conflicts of Interest

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 member has had a prior close personal and/or professional 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.

VII. ARTICLE VII. Summer Session Teaching

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

- A. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.
- B. The following ranked criteria shall be considered when making teaching assignments during summer sessions.
 - 1) Department needs
 - 2) Budget allocation
 - 3) Faculty qualifications
 - 4) Faculty Rank (preference will be given to full-time, tenured and tenure track faculty)
 - 5) Years in Faculty Rank at KSU
 - 6) 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.

VIII. ARTICLE VIII. Amendments to the Bylaws

Amendments to these Bylaws shall be submitted in writing to the Department Faculty Council and the Department Chair. Voting will be conducted by the process in Article IV. If the amendments are approved, they will be sent to the College Faculty Council for review and to the Dean for approval.

IX. ARTICLE IX. Relationship to Other Governing Rules and Regulations

Nothing in these Bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the Bagwell College of Education, and the Board of Regents of the University System of Georgia.

Bylaws approved by the EECE Department on March 14, 2018