Kennesaw State University Approval Form for Department/School Bylaws

A copy of this form, completed, must be attached to the department bylaws.
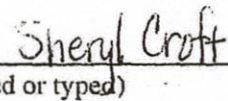
I confirm that the attached bylaws, dated 08 / 22 / 2017, were approved by the faculty of the Department   of Secondary and Middle Grades Education in   accordance   with department policies and procedures:

Jillian Ford _____   8.22.2017
Name (printed or typed) / Title (DFC chair, etc.)   Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Desha L. Williams _____   8/22/17
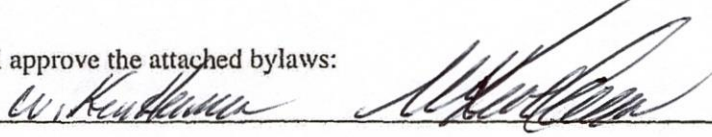Name (printed or typed)   Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Sheryl Croft _Sheryl Croft_____   _Sheryl M7_   9.1-2017
Name (printed or typed)   Signature/ Date

College Dean Approval - I approve the attached bylaws:

Arlinda Eaton _____   9.5.17
Name (printed or typed)   Signature/ Date

Provost Approval - I approve the attached bylaws:
W. Ken Harmon _____   _____   11/6/17
Name (printed or typed)   Signature/ Date

03Nov16

Department of Secondary & Middle Grades Education
Kennesaw State University
BYLAWS

Preamble

The Department of Secondary and Middle Grades Education (SMGE) is a unit of the Bagwell College of Education (BCOE) committed to the collaborative preparation of professional learning facilitators for middle grades and secondary learners and to an educational process that enhances one's competencies for participating responsibly in an interdependent world. The vision of the Department of Secondary and Middle Grades Education is:

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 Secondary & Middle Grades Education, in alignment with the strategic plans of the BCOE and KSU.

SMGE'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. SMGE programs foster the development of knowledge, skills, and dispositions that are aligned with state, national and professional standards. In that regard, candidates are prepared as professional learning facilitators who design and implement instructional programs for the secondary and middle grades learner that are developmentally and culturally responsive.

Values of the Department of Secondary and Middle Grades Education

The department's programs are guided by national, state, local, and disciplinary standards. Faculty members possess a deep understanding of the opportunities and assets associated with adolescence. They prepare new and experienced educators to create challenging and supportive learning environments for all middle level and high school adolescents. The faculty acknowledges the powerful role community plays in facilitating adolescents' growth and learning. To that end, the programs offered in the department, and the programs the department supports, prepare teachers and teacher candidates to be effective partners with parents and the community in advocating for middle level and high school students and their learning.

Faculty of the Department of Secondary and Middle Grades Education are committed to the core values listed below:

- Excellence in teaching
- All components of faculty scholarly research as defined by Boyer 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 profession

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- Initiatives that create new opportunities for scholarly research, service, leadership, and teaching
- Improvement of teaching quality and student learning in 4-12 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
- Collegiality and academic citizenship, exemplifying high standards of ethical and professional behavior by faculty, staff, and students all whom are valued for their talents, diversity of experience, perspectives and background
- 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

ARTICLE I: Administration

In accordance with the mission and goals of the Department of Secondary & Middle Grades, faculty members value collaborative professional relationships and shared governance. To achieve such an environment, the following shared governance structure is outlined.

A.   Department Chair

The Chair shall be appointed by and serves at the pleasure of the Dean of the BCOE. The Chair traditionally holds a twelve- month administrative appointment and negotiates his/her teaching load with the Dean. Chairs must have the credentials to hold tenure and the academic rank of professor or associate professor within the Department. The Chair provides leadership within the Department and represents the Department to the larger University community by fulfilling the following broadly defined responsibilities:

- The term of office of the department chair is five years and is renewable for one term. The term generally begins on July 1st of the first year of appointment and ends on June 30th of the 5th year of appointment.
- The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to:
  o supervising the operation of the Department
  o administering the departmental budgets
  o administering and supporting financial matters related to faculty travel, grants, research, and other professional activities
  o overseeing recruitment efforts
  o hiring part-time and temporary faculty
  o managing workload
  o assigning office and instructional space
  o supervising, evaluating, and supporting the development of faculty and staff
  o providing equitable access to opportunities

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- o presiding over Department meetings
- o representing the Department in College and University affairs
- o informing the faculty of events affecting the Department or welfare of the faculty
- o performing such duties as assigned by the University or the Dean of the College
- o coordinating a shared vision and strategic planning for the Department
- o overseeing student advisement and scheduling of classes, and clinical experiences (including international activities)
- o providing service and support to varied constituencies (college, university, communities, etc.)
- o serving as an advocate for the Department's interests

1) Selection of the Chair

    The selection of the chair shall follow the established University and national search process and procedures.

    a) The department as a whole will select a search committee of 4 full-time faculty members across discipline areas and across ranks. The Dean shall appoint the fifth member of the search committee, who will serve as chair. It is preferred that the chair of the search committee possesses experience serving as a chair of an academic department. The chair's full-time Administrative Associate will be invited to serve as a sixth non-voting member of the search committee.

    b) To be eligible for the position, the-applicants for Chair must have tenure at KSU, or be eligible for tenure as professors or late-career tenured associate professors.

    c) A search committee will follow standard university practices, including but not limited to:
    - Review of applicant pool and selection of a minimum of three finalists;
    - Coordination of campus interviews with the Dean and search committee
    - Presentation to the department based on a common topic and set of questions, and
    - Reference check.

    d) Subsequent to all three interviews, the search committee will send an electronic recommendation survey to the voting members of the department asking them to rank finalists in numerical order (#1, #2, etc.). Voting members will have the option to indicate that the applicant is not appropriate for the position.

    e) The ranking of the three finalists will be recorded by the search committee and sent to the Dean of the BCOE. If requested by the Dean, the search committee will also provide the Dean with the applicants' strengths and weaknesses or a rationale for the ranking.

    f) The Dean will determine who will be recommended to the Provost who has the final authority concerning the selection of the Department Chair.

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2) Evaluation of the Chair
   a) A Department Chair who has held their position for more than one year must be evaluated annually as prescribed by University Guidelines for Academic Administrative Review.
   b) In September of the fifth year of a Chair's tenure, the Dean will call a meeting of the voting body to determine whether the current Chair should be recommended by the Department for renewal. The Dean of the College will chair this meeting and has no vote at this time. Voting will proceed as follows:
      - The Department Faculty Council (DFC) shall coordinate and disseminate the survey, using an electronic or paper format.
      - The DFC will share the results of the survey with faculty before forwarding the results to the Dean.
      - After considering the vote of the faculty and following any additional consultation deemed appropriate by the Dean, the Dean will either reappoint the Chair for a second five-year term or begin the search for a new chair or appoint an interim chair (if needed).

3) Process for the Removal of the Chair
   Faculty member or members may register dissatisfaction on leadership issues as follows:
      - Address the issues involved directly with the Chair.
      - Address unresolved issues with the DFC.
      - If issues remain unresolved, the faculty member or members involved may seek the intervention of the Dean.
      - If the issues still remain unresolved, a resolution of "no- confidence" in the Chair may be presented at any time during the five-year term of the Chair for a vote before the voting body. The DFC shall oversee the voting process. The result of the vote will be immediately communicated to the Dean of the College.
      - After considering the vote of the faculty and following any additional consultations deemed appropriate by the Dean, the Dean will either reaffirm the appointment of the Chair or open the process for selection of a new Chair. In the case where the Chair will not be reappointed to a second five-year term, the Dean of the BCOE will convene the voting body to begin the process of selecting a new Chair.

4) Selection, Responsibilities, and Evaluation of an Interim Chair
   The Interim Chair assumes all duties and responsibilities of the Department Chair, except as modified by the Dean. An interim chair serves as chair of the department until a national search has been conducted following the established University search process and procedures.
   a) Departmental faculty will submit nominations of eligible individuals to the DFC.

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b) Eligibility for serving as an interim chair is limited to tenured or tenure eligible professors or tenured or tenure-eligible associate professors.

c) Nominees may be BCOE faculty or other KSU faculty. Nominees from outside of the department must have a statement of support from their immediate supervisors.

d) A nominee must accept the nomination before his or her name can be submitted for consideration.

e) Once a nomination is accepted and submitted, the nominee must provide a current vita to the chair of the DFC to be distributed to the departmental faculty.

f) All eligible nominees will sit for an open interview by departmental faculty that may include the nominee's brief statement of his or her vision for the department. Faculty not able to attend the interview may submit questions through those able to attend. Notes of the vision statement, interview questions, and responses will be distributed to all departmental faculty.

g) All members of the departmental voting body shall express their preference for an interim chair anonymously via a secure ballot. Based upon the vote[1], a recommendation is made to the Dean. The DFC shall be responsible for obtaining the results and sharing them with the Dean.

h) After considering the ballot and following consultation, the Dean appoints an Interim Chair.

B.   Assistant Department Chair
As the size and work of the department and its programs increase, the chair and faculty may determine that an assistant chair is needed. The duties of the assistant chair may include any of the following, as negotiated with the Chair. The Assistant Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

1) Selection and Term
   a) The members of the departmental voting body by a two-thirds majority expressed in an anonymous, secure ballot[2] recommends the Assistant Department Chair to the Chair, and the Chair selects the Assistant Department Chair. The DFC shall be responsible for obtaining the results and sharing them with the Department Chair and to the Dean.
   b) The term of office of the Assistant Department Chair is five years.
   c) Conflicts regarding the tenure of the Assistant Department Chair will be resolved by the Dean.
   d) The Assistant Department Chair will receive reassigned time of six credit hours during the academic year. Summers or additional reassign time should be negotiated based on responsibilities.

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[1] Please see voting section for description of voting procedures

[2] Please see voting section for description of voting procedures

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e) A new Assistant Department Chair will be selected during the first of the last two semesters of the current Assistant Department Chair's service. The "Assistant Department Chair-elect" is mentored by the Department Chair and current Assistant Department Chair and may receive one course release (three credit hours) during this time. The Assistant Department Chair-elect assumes full responsibilities after the current Assistant Department Chair's term has ended.

C. **Program Coordinators**

The members of the departmental voting body by a two-thirds majority expressed in an anonymous, secure ballot[3] recommends Program Coordinators to the Chair, and the Chair selects Program Coordinators.

1) Selection and Term
   a) The department recommends a program coordinator for the undergraduate and graduate programs, endorsements, and courses with high enrollment or required field experiences. Program and/or course coordination is an opportunity to develop administrative and leadership skills that may lead to other administrative positions.
   b) Chairs should inform all full-time faculty when the opportunity to coordinate a program arises and should talk with and carefully consider any interested faculty.
   c) Each coordinator serves a three-year term with a two-time renewal option.
   d) A new coordinator is selected during the last semester of the current coordinator's term. The coordinator-elect is mentored during this time by the current coordinator.
   e) The coordinator receives reassigned time of three credit hours each semester (including summer session) or other compensation as deemed appropriate by the Department Chair and Dean during each semester of service in the role.

2) Areas of Responsibility
   a) Provide timely program updates
   b) Communicate regularly with chair and other administrators
   c) Serve as representative to Undergraduate/Graduate Program Coordinators meetings
   d) Initiate program revisions and new program development
   e) Assist in aligning program with national, state, and institutional standards
   f) Serve as principal liaison between the degree program and support service units
   g) Provide leadership in program promotion and advocacy

3) Program Review and Revision
   a) Regularly review program policies and curriculum

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[3] Please see voting section for description of voting procedures

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b) Revise program policies or curriculum as necessary in collaboration with program faculty and chair

c) Chair program meetings and update program faculty.

d) Write proposals for changes to program policies or curriculum and shepherd proposals through departmental curriculum committee, college level curriculum council, and Undergraduate/Graduate Policies and Curriculum Committee.

4) Accreditation and Other Reviews

   a) Collect, store, and lead faculty analysis of sources of evidence of representing candidate demonstrating mastery of standards of state, national and professional accreditation bodies.

   b) Coordinate collection and reporting of program data to be used in reporting about unit (EPP)

   c) Prepare program reports and other documents required by state, national, and professional accreditation bodies as well as the university-at-large.

   d) Prepare data and coordinate activities faculty, and guests for visits required by accreditation bodies.

5) Assist faculty and staff with advising

   a) Keep website updated to inform current and prospective students about program requirements

   b) Create or revise documents to inform current and prospective students about program requirements

   c) Attend orientations and open houses

   d) Meet with prospective students

6) Collaboration within University

   a) Coordinate collaboration with other KSU colleges and departments

   b) Review and correct KSU catalog copy relevant to program

ARTICLE II: 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 follows:

- Voting options will include "yes", "no", or "abstain".
- Absent faculty may vote by proxy by appropriate means. As voting is conducted electronically, contact with the Qualtrics (or other software used) administrator in the Dean's suite is necessary for this to occur.
- Voting must be conducted within a specific time frame.
- A two-thirds majority of those voting shall be required for personnel decisions.
- A simple majority of those voting shall be required for non-personnel decisions, such as passing motions, academic honors choices, etc.
- Abstentions contribute to the quorum, however, do not contribute to the vote.

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- Individuals responsible for coordinating the vote may repeat the election if one nominee does not receive the designated two-thirds or simple majorities.

1) 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 or in other areas with DFC approval.
   b) Part-time faculty may contribute input and feedback to a voting member of the faculty or staff.

2) Quorum
   a) A quorum shall consist of 50% plus 1 of those eligible to vote, including abstentions.

3) Voting format
   a) Electronic voting may be conducted on a secure, confidential site, e.g., Qualtrics.
   b) Paper ballots may be used in ways to assure confidentiality of the voting member.

ARTICLE III: Committees

Standing committees shall be composed of faculty with full-time permanent appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee members will be selected via an election held in the Fall (December meeting) semester of each year for the next year's committees. Each committee shall elect its Chair annually, effective Fall Semester of the academic year. The Chair of the previous year's committee shall attend the first Fall semester meeting. The department will be represented on the following committees. NOTE: the following list of committees may not be complete as these changes based upon changes made at the college and university levels. However, the committees listed are those the faculty in the department are committed to serving upon and upon which representation is critical.

A.   **University Committees**
     University Faculty Senate (elected by SMGE, 1 faculty member)
     GPCC (voted on by BCOE)
     UPCC (voted on by BCOE)
     Graduate Council

B.   **College/EPP Committees**
     College Faculty Council
     Educator Preparation Curriculum Committee
     College Promotion & Tenure Committee
     College Awards Committee

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C.   Department Faculty Council (DFC)

1) The DFC is advisory to the 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 Chair with regard to the development and implementation of policy including but not limited to strategic planning, annual budgeting, hiring, space and resource allocation, reassign-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 relating to the planning and implementation of departmental policies.

3) The DFC works with the Dean and/or other campus resources to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.

4) The DFC, in consultation with the Department Chair, will convene an ad hoc committee to address disputes related to faculty-faculty and faculty-administration related issues. Matters pertaining to sexual harassment are to be considered under the University's Sexual Harassment Policy. Matters pertaining to promotion and tenure are to be appealed according to the procedures contained in the Kennesaw State University guidelines for Appointment, Promotion, and Tenure.

5) 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 Chair present.

6) Membership of the DFC shall be determined as follows:
    *   The Department's voting body will select three to five members using secret ballot.
    *   At least two members of the DFC will be tenured faculty; a majority will be tenure-track faculty.
    *   The department may choose to add additional members by 2/3 vote of the permanent full -time faculty.
    *   The chair of the DFC will be a tenured faculty member selected by vote of the elected members of the DFC from among their number.
    *   The Department may recall any DFC member by a 2/3 vote of the permanent full-time faculty. The Department should replace a member who does not complete their term for any reason with a timely election.
    *   The Chair is an ex officio non-voting member of the DFC, and is not eligible to vote for or to serve as a DFC representative.

D.   Department Committees
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1) Department Curriculum & Assessment Committee
    a) Duties: Oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, 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. Also provides oversight for Special Topics and Advanced Topics courses. Program Coordinator is responsible for monitoring progress of paperwork to College (EPCC) and University committees (UPCC or GPCC). Department Chair will work with the coordinator of the program in question to ensure department is represented as the proposal goes through each level of review.
    b) Membership: Membership is for two-year terms, staggered to ensure continuity.
    c) Eligibility: Members must be full-time and tenured, tenure-track, or lecturers.
    d) Selection: Members are elected by the full-time members of the department and the part-time faculty member who represents SMGE on KSU's Part-time Faculty Council.
    e) Chair: The chair will be selected by the committee members.
    f) Responsibilities: The SMGE Curriculum & Assessment Committee shall operate in the following manner:
        • To initiate a curriculum or assessment change requiring university-level approval, a faculty member will present curriculum proposals to the Chair of the Curriculum & Assessment Committee using the appropriate processes for the Undergraduate or Graduate Policies & Curriculum Committee (UPCC or GPCC).
        • For minor changes, the Chair of the Curriculum & Assessment Committee, at his or her discretion, may forward proposals to the Department Chair without other faculty involvement.

2) The Curriculum & Assessment Committee will meet as needed per review.
    a) Agendas will be shared with the department at least a week before each meeting.
    b) Other SMGE faculty members may attend any meeting and may discuss proposals, but may not vote.
    c) If the Chair of the Curriculum & Assessment Committee deems a curricular issue to be a significant change, he or she may call for discussion and vote of the proposal by the full-time department faculty of the reviewed program.
    d) After approval, one or more SMGE faculty members should submit the proposals for the approval of the Department Chair, the Educator Preparation Curriculum Committee, the Dean of the BCOE, and the appropriate university Curriculum and Policies Committee (UPCC or GPCC).

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e) The Chair of the Curriculum & Assessment Committee will support the SMGE faculty member and attend EPCC, UPCC, or GPCC meetings as needed.

3) Department Promotion & Tenure Committee
   a) Membership: The Promotion & Tenure Committee is comprised of five tenured faculty members: three Full Professors and two Associate Professors.
   b) Term: Membership is for two-year terms, staggered to ensure continuity.
   c) Eligibility: Members must be tenured, full-time faculty members. When considering an application for promotion to Full Professor, voting members must hold the rank of Full Professor (KSU Faculty Handbook). Individuals whose documents are under review are not eligible to serve on the committee. 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).
   d) Selection: The Promotion & Tenure Committee is elected by the tenured and tenure-track faculty of the department.
   e) Chair: The chair will be selected by the committee members.

4) Department Awards Committee
   a) Membership: The Distinguished Faculty Awards Committee is composed of three faculty members.
   b) Term: Membership is for three-year terms, staggered to ensure continuity.
   c) Eligibility: Any full-time department member is eligible to serve.
   d) Selection: Members are elected by the full-time members of the department and the part-time faculty member who represents SMGE on KSU's Part-time Faculty Council.
   e) Chair: The chair will be selected by committee members.
   f) Responsibilities: Committee initiates the nomination process during fall semester:
   g) Review guidelines published on CETL website.
   h) Gather nominations in six categories.
   i) Committee chair collects 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.
   j) Committee chair contacts all eligible nominees and requests a paragraph describing their qualifications for a specific award.
   k) Committee chair and committee members review qualifications and select department nominees for each award based on criteria established by CETL.
   l) Committee chair notifies department faculty of their nomination and final selection as department nominees
   m) All faculty members who are nominated receive notification of their nomination
   n) Committee chair updates and maintains a database of SMGE, BCOE, and

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KSU award winners annually.

5) Ad Hoc Committees or Task Forces
   a) Chair notifies department faculty of a need for an ad hoc committee or task force and elicits volunteers
   b) Chair appoints members of the ad hoc committee or task force
   c) Chair provides a charge to the committee with a timeline

ARTICLE IV: Meetings

Departmental and program area meetings will be scheduled at the beginning of the academic year and will be held at least twice a semester.

Additional meetings will be called as necessary to accomplish the business of the department and programs.

All full-time permanent faculty and staff are expected to attend all department meeting and to regularly attend meetings of at least one program or other relevant committee, e.g. undergraduate program committee, accreditation committee meetings, college faculty council, university promotion and tenure committee, etc. If unable to attend a meeting, faculty and staff are asked to notify the department chair, program coordinator, or committee chair prior to meeting.

Irregular attendance and/or patterns of late arrival and/or early departure without prior notification given to the Department Chair will be addressed as a concern regarding professional behavior.

Minutes will be taken at department and program meetings and disseminated to all faculty members and archived once approved by the faculty.

ARTICLE V: Changes in the Curriculum

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

ARTICLE VI: Guidelines for Tenure-track Faculty Searches

A. Search Committee Designation

1) After discussion with the DFC, the Department 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 at least three tenured or tenure-track faculty.

3) In consultation with the dean, the Department Chair shall appoint a Chair of the

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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.

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 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.

ARTICLE VII: Summer Session Teaching.

The following guidelines shall be used to determine priority for teaching during summer session:
- Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.
- The following ranked criteria shall be considered when making teaching assignments during summer sessions.
    1. Demand for course
    2. Budget conditions
    3. Faculty expertise
    4. Preference will be given to full-time, tenured and tenure-track faculty
    5. Rank (years in rank)
- 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: Admissions and Academic Standing Committee.
The SMGE Admission and Academic Standing Committee is an ad hoc committee that is convened by the Chair or designee. The committee and all actions on behalf of students and faculty follow the university's policies on student admissions and academic standing outlined in the student handbook. For all other student grievances, students will be referred to the Chair of the department and follow university guidelines.

ARTICLE IX: Process for Obtaining External Letters for Promotion & Tenure

A.   Department Committees

1) There is a single department committee with a minimum of 3 voting members at appropriate rank for each portfolio (committees can borrow faculty from other departments if needed).

2) Only professors can vote on a candidate's promotion to Professor. Both Associates and Professors can vote on a candidate's promotion to Associate Professor. Associate Professors are to recuse themselves from all discussions

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and voting on a candidate's promotion to Full.

3) Faculty with the rank of Professor are expected to serve on P&T committees as required.

4) 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).

B. Letters

1) The person submitting a portfolio (herein after referred to as the "candidate") and the department chair/school director (herein after referred to as "chair") develop a list of potential letter writers, twice the minimum number of the total required, with the candidate supplying at least half the names on the list.

2) The chair and the candidate will discuss potential letter writers and in collaboration will develop a mutually acceptable, hierarchized list. The majority of letters must come from individuals who are neither co-authors nor dissertation committee members. If the candidate and the chair cannot reach agreement on the list of potential letter writers, the dean will make the final determination of the list.

3) Individuals who pose a conflict of interest (such as friends, relatives, KSU co-workers) will be removed from the list.

4) For promotion to Full, the candidate chooses 2 names out of the final 3 letter writers; the chair chooses 1.

5) For promotion to Associate the candidate chooses 2 out of the final 3 letter writers; the chair chooses 1.

6) The candidate may veto two names on the chair's initial list with no reasons or explanations required.

7) Neither the chair nor the candidate may solicit a letter concerning Scholarship / Creative Activity from outside of the mutually agreed upon list.

8) The candidate may choose to solicit a maximum of 5 additional letters of support in any area of Teaching, and/or Service and/ or Scholarship from outside the mutually composed list. When soliciting such letters, the candidate will include that the writer is asked not to make a tenure/promotion recommendation as such. No individual may write more than one (1) letter of support for a single candidate's portfolio.

9) The department chair contacts the potential letter writers by email or phone requesting their assistance.

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10) If the letter writer accepts, the chair will send the letter writer the standard KSU "Letter to External Reviewers," the KSU faculty member's CV, department guidelines for promotion and tenure, and reprints and/or professional portfolios or other documentation as appropriate by discipline. It is unnecessary to have all materials evaluated. The candidate should select the work to be shared with the letter writer. Materials should be shared electronically with the letter writer to the degree possible.

11) If the letter writer declines, the chair will choose another letter writer in the order of the list.

12) Once packets are sent to external letter writers, no additional information regarding the candidate's research/creative activity will be sent to the external letter writer.

13) The letter writers will send their letter to the department chair who will upload the letter into Digital Measures.

14) If requests are sent to more potential letter writers than are required, and if more than the required numbers are received, all letters will be included in the portfolio.

15) If fewer than the number of letters requested by the chair are received, the chair will so note in the portfolio and the review will proceed.

16) The candidate will not see the letters unless the candidate expressly requests a copy of the letters pursuant the Georgia Open Record Act (O.C.G.A §50-18-0 through 50-18-76). At the end of the process, the department chair will remove the letters and keep them on file for seven (7) years following separation of the employee from the institution (USG Record Retention Guidelines for Employee Personnel Records #0472-04-01).

C. Department Chairs

1) Department Chairs who are Associate Professors may review the portfolio of any faculty member regardless of rank.

D. College P&T Committees

1) Only Professors can vote on a candidate's promotion to professor. Both Associates Professors and 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 Professor.

2) College committees require a minimum of 3 voting members at the appropriate rank for each portfolio.

These revisions were approved by the SMGE faculty in August of 2017. The revisions were based upon the SMGE bylaws that were approved by Academic Affairs in March 2015.

3) 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)

4) If there are fewer than three departments in a College, then the College P&T committee will include as many representatives from another College as needed.

E. Administrators

All department chairs, deans, associate deans, VPs, AVPS etc. must follow the same procedure for soliciting incorporating external letters into their portfolio following the guidelines for teaching faculty.

ARTICLE X: Amendments to the By-Laws

Amendments to these By-laws shall be submitted in writing to the DFC and the Department Chair. Voting will be conducted by the process in Article II. If approved, all revisions to the bylaws must follow the university approval process, which means that they must be sent to the CFC for review, the Dean for approval, and ultimately to Academic Affairs.

* Please note that SMGE bylaws adhere to college and university bylaws and outlined herein are policies specific to the department.

University bylaws: http://facultysenate.kennesaw.edu/docs/bylaws.pdf

College bylaws:
http://bagwell.kennesaw.edu/files/9214/4284/0333/BCOE_Bylaws_Approved_April_2015.pdf

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