



DRAFT

BYLAWS

PREAMBLE

The Southern Polytechnic College of Engineering and Engineering Technology at Kennesaw State University is a collaborative, collegial and diverse group of scholars who value excellence in teaching and mentorship, who are active in campus leadership and who are successful in research activities that may involve both undergraduate and graduate students.

ARTICLE I. Administration, Reviews & Searches

Section 1. Administration

A. Dean

- a. The Dean is the chief academic and administrative officer of the College and shall provide academic and administrative leadership for the College as specified by the Board of Regents and delegated by the Provost and Vice President for Academic Affairs. The Dean serves at the pleasure of the Provost.

B. Assistant/Associate Dean

- a. The Dean may appoint Assistant/Associate Dean(s) as needed.
- b. The Assistant/Associate Dean(s) shall carry out such duties as assigned by the Dean.
- c. Associate/Assistant Deans will be appointed for renewable terms. They serve at the pleasure of the Dean.
- d. The Assistant/Associate Dean(s) will serve as Acting Dean at any time the Dean is out of town, unavailable, or incapacitated and unable to administer the affairs of the College.

C. Department Chairs

- a. Department Chairs shall carry out duties as stated in the Department Bylaws or as assigned by the Dean.
- b. Department Chairs will be appointed for renewable terms. Department Chairs serve at the pleasure of the Dean.
- c. If a department has Assistant or Associate Department Chairs, they serve at the pleasure of the

Department Chair, and their duties are guided by the Department Bylaws.

D. Interim Positions

- a. For all interim positions at the rank of Department Chair or above, the Dean, in consultation with the Provost, will examine the department/college/university faculty for a qualified or interested candidate. If a qualified or interested faculty member is not found internally, or within the University, the Dean or Provost, as appropriate, may elect to conduct a national search.
- b. As referred to in the Faculty Handbook, faculty in other roles can be reassigned administratively to the role of acting or interim administrative faculty positions of instructional department chair or higher.
- c. Whenever possible, an interim administrative position will be filled within eighteen months, and following the search procedures described below. If needed, e.g. in lieu of a failed search, an extension may be requested of the Provost.

Section 2. Review

A. Review

- a. The Dean's review is part of the University's Administrative Review Process, and, as such, the process and timeline shall be determined by Academic Affairs.
- b. Associate/Assistant Deans shall be reviewed annually by the Dean with input from SPCEET Department Chairs, faculty, and staff, as appropriate, or by any process developed by Academic Affairs.
- c. Department Chairs will be reviewed regularly by the Department faculty and staff in accordance with the University's Administrative Review Process, and by the Dean in a University Administrative Review.

Section 3. Search Procedures

A. Search Procedures

- a. All leadership search procedures will follow the KSU Faculty Search guidelines found on the Faculty Affairs website.
- b. Dean
 - i. When the Dean position becomes available, the search committee is usually appointed by the Provost and Senior Vice President for Academic Affairs.
 - ii. The search committee should be no less than five (and preferably an odd number of) members and will have representation from various campus constituencies.
 - iii. Unless otherwise instructed by the Provost and Senior Vice President for Academic Affairs,

the search committee works with an outside search firm responsible for managing the search.

- iv. College faculty and staff will have opportunities to meet with and hear presentations by finalists for the Dean position. They will also be able to comment on their impressions of the candidates.

c. Associate/Assistant Deans

- i. When an Associate/Assistant Dean position becomes available, the Dean will seek the advice of the Department Chairs in constituting a search committee consisting of at least five members, not including the chair of the committee.
- ii. An Associate/Assistant Dean shall chair the search committee, which is comprised of at least one additional representative from among Associate/Assistant Deans, at least one representative from among the Department Chairs, an Associate/Assistant Dean from outside the college, and at least one faculty member, preferably a current or past member of the College Faculty Council. The dean can appoint additional members as needed.
- iii. The search committee will be charged with conducting an internal or national search.
- iv. The search committee will screen all candidates and recommend a list of semi-finalists. The Dean will review the committee's list before invitations for interviews are sent and return the list to the committee.
- v. The committee shall typically select two or three to participate in the on-campus interview process. Although most search committees invite two or three candidates to campus, there is not a minimum number required. If only one viable candidate is available, he/she should be invited for an on-campus interview. After all final candidates have completed on-campus interviews, the search committee shall review feedback from faculty, staff and students about the candidates.
- vi. The search committee will send a list of recommended candidates to the Dean for final selection. Typically, this list will have at least two candidates.

d. Department Chairs

- i. The search committee works on behalf of the department in that it is responsible for screening applications for the position and implementing the various stages of the search process. However, department faculty members are expected to actively participate in search activities where specified.
- ii. The search committee is composed of three or more department faculty members selected according to the Department Bylaws from among all eligible department faculty members and a non-voting SPCEET administrator (Department Chair or higher) who chairs the search committee. The Department shall endeavor to include in its membership faculty a variety of ranks and status. After ensuring the committee represents a variety of ranks and status, the Dean of SPCEET appoints the Chair of the Search Committee.
- iii. The committee shall typically select two or three to participate in the on-campus interview

process. Although most search committees invite two or three candidates to campus, there is not a minimum number required. If only one viable candidate is available, he/she should be invited for an on-campus interview. After all final candidates have completed on-campus interviews, the search committee shall review feedback from faculty, staff and students about the candidates.

- iv. The search committee will send a list of recommended candidates to the Dean for final selection. Typically, this list will have at least two candidates.

ARTICLE II. Committees

Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Standing committees shall normally meet in person at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting virtually unless there is an objection by a committee member. Committee members will be selected via an election held in the Spring semester of each year for the upcoming 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 may convene the first Fall semester meeting.

A. The College Administrative Committee

a. Purpose and Operations

- i. The College Administrative Committee (CAC) is one of the several units that comprise the system of shared governance in the College. The purposes of the CAC are to review SPCEET policies, procedures, and operations as to their effectiveness and efficiency in fulfilling the mission of the College; assist in the development of new SPCEET policies, procedures, and operations; and facilitate communication among the departments and between the departments and the Deans' Office.
- ii. The CAC is advisory to the Dean, who holds decision-making authority at the college level.

b. Membership

- i. The membership of the CAC shall consist of the SPCEET Dean, Associate/Assistant Deans, and all Department Chairs.
- ii. The Dean, or in her/his absence the Dean's designee, shall serve as the Chair of the CAC.
- iii. If a Department Chair is unable to attend a CAC meeting, they should appoint a designee to represent the department.

c. Other Participants

- i. The Dean may invite individuals to attend CAC meetings. Some such individuals may be asked to attend Cabinet meetings regularly due to their role in the College.

d. Meeting Times

- i. The CAC will meet as needed, and at least monthly.

B. College Faculty Council (CFC)

a. Purpose and Operations

- i. Per the University Handbook, the CFC is advisory to the Dean, who holds decision-making authority at the college level.
- ii. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the Dean:
 - Strategic planning
 - Annual budgeting
 - Hiring
 - Space and resource allocation
 - Reassign-time
 - Salaries and raises
 - Appointment and reports of ad hoc committees

Additional areas may be determined on a yearly basis through discussion between the Dean and the CFC.

- iii. CFC meetings will be open to the public except as required by law or written KSU policy.
- iv. The CFC shall publish agenda and meeting times in advance, and publish minutes or a meeting summary that, at a minimum, records attendance and all actions, decisions, or recommendations of the CFC.

b. Membership

- i. The CFC will consist of one tenured representative from each department.
- ii. That representative will be elected by the permanent, full-time faculty (instructors, lecturers, tenure track, and tenured) of that department.
- iii. The method by which the department will select its representative to the CFC shall be determined by vote of permanent, full-time faculty of the department.
- iv. The Dean or designee shall be ex-officio, non-voting members of their CFC. The Dean will respect their council's desire, on occasion, to meet without the dean, or members of the dean's staff.
- v. Department chairs are not eligible to vote for or to serve as representatives to the CFC.
- vi. The chair of the CFC is typically an elected department representative who has served on the council the previous year.

c. Meeting times

- i. The CFC should meet as often as deemed appropriate by the council membership and called by the chair, but no less frequently than twice each fall and spring semester. The Dean or any other member of the CFC can request a meeting by contacting the chair of the CFC.
- ii. The CFC will continue functioning during the summer months. During that time, if a CFC member cannot participate, he/she shall name a proxy from the member's department. This proxy must meet the same criteria as the member.

d. Term

- i. Each member of the CFC will serve a 3-year term. Check the University Handbook for guidance. These terms are staggered to allow continuity.
- ii. A department may recall any representative by a 2/3 vote of the full-time permanent department faculty.

C. College Curriculum Committee

a. Duties and Operations

- i. The College Curriculum Committee (CCC) will evaluate proposed changes to the curricula to ensure they meet SPCEET and University strategic plans and conform to university policies.
- ii. Departments and programs are responsible for initiating curricular change, including the addition, modification, or removal of courses, or the establishment, modification, or discontinuation of programs. Committee members rely on the expertise of departments and programs when reviewing proposals, considering the broader curricular concerns of the College.
- iii. The CCC shall publish minutes of meetings electronically.

b. Membership

- i. The CCC will consist of one full-time, permanent faculty member (lecturers, tenure track, and tenured) from each department in the College. They will be elected by the full-time, permanent department faculty.
- ii. The Chair of the CCC shall be elected from the committee membership. The Chair usually serves for a one-year term and may be re-elected by the committee membership.

c. Meeting times

- i. The CCC will meet as needed.

d. Term

- i. Each member of the CCC will serve a 2-year term. These terms are staggered to allow continuity.
- ii. A department may recall any representative by a 2/3 vote of the full-time permanent

department faculty.

D. College Promotion and Tenure Committee

a. Duties

- i. As laid out in the University Faculty Handbook, Review and Evaluation of Faculty Performance
- ii. Includes review of portfolios for tenure, promotion, and post-tenure review, as needed.

b. Membership

- i. One tenured faculty member from each department. When possible, the department should elect a Full Professor for the purposes of review. Members of the college review committee are elected by the tenured and tenure-track faculty of the department. No person can participate in more than one stage of the review process, so faculty on department review committees are not eligible to serve as members of the college review committee.
- ii. When a department does not have two tenured faculty members who are eligible to serve, its faculty will elect tenured faculty from outside the department. Faculty whose documents are under review may not serve on the college review committee.
- iii. Members of the College Review committee cannot sit simultaneously on a Department Promotion and Tenure committee.

c. Meeting Times:

- i. As needed to meet the schedule of reviews laid out in the University Faculty Handbook.

d. Terms:

- i. Departmental representatives to the college review committee serve two-year staggered terms.

E. Awards Committee

a. Duties

- i. The Awards Committee will solicit and evaluate applications and select recipients for internal college-funded grants.
- ii. This committee will also solicit applications or nominations, evaluate responses, and select recipients for college-wide faculty honors and awards. Awards include but are not limited to the College Distinguished Teaching Award, College Distinguished Scholarship Award, College Distinguished Service Award, College Advising Award, and College eLearning Award.
- iii. The results of this committee's work are sent to the Dean.

b. Membership

- i. The Awards Committee will consist of one representative from each department in the college. The representative must be a tenured faculty or tenure track faculty who have completed the

third-year review process at KSU

- ii. The representative from each department will be elected by the permanent, full-time faculty (instructors, lecturers, tenure track, and tenured) of that department.
 - iii. The College Dean or his/her representative shall be an ex officio non-voting member of the Awards Committee.
- c. Meeting times
- i. The Awards Committee shall meet as often as deemed appropriate by the committee membership and called by the chair.
- d. Term
- i. Each member shall serve a 2-year term. These terms will be staggered.
 - ii. A department may recall any representative by a 2/3 vote.

F. Ad hoc committees

- a. An ad hoc committee can be appointed by the Dean to address short-term needs or specific tasks. Ad hoc committees will typically meet for a limited duration of approximately one year.
- b. In consultation with the Dean, an ad hoc committee can also be appointed by standing committees as is appropriate to the scope of the committee, and as needed to address short-term or specific tasks with consultation with the Dean.
- c. Whenever appropriate, these committees will have representatives from each department.

G. Adding or Removing Standing Committees

- a. A request for a new standing committee may originate from either the Dean or the College Faculty Council.
 - i. Such a request must be accompanied by proposed verbiage defining the committee's purpose, duties, and membership. The new standing committee should have a unique mission that is either not covered by another standing committee, or that relieves an existing standing committee of some duties.
 - ii. The new standing committee will then be recommended by a simple majority vote of the College Faculty Council. The Dean will ultimately decide upon the addition of the new standing committee.
- b. A request for the removal of a standing committee may be made to the Dean or College Faculty Council.
 - i. Such a request must specifically state why the purpose of the committee is no longer needed.
 - ii. The removal of the existing standing committee will then be recommended by a simple majority vote of the College Faculty Council. The Dean will ultimately decide upon the removal of the existing standing committee.

H. Operation of Committees

- a. Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- b. Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4.
- c. Each standing and ad hoc committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. 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

ARTICLE III. College Meetings

- A. The College will meet at the beginning of the Fall and Spring semesters.
- B. The College will also meet when important issues would benefit from the participation of the entire college.

ARTICLE IV. Voting

Unless otherwise specified, the following applies to College-wide voting:

- A. All full-time permanent faculty (lecturers, tenure track, and tenured) will be eligible to vote in all college wide voting.
- B. All voting shall be done by anonymous survey. At least seven business days will be allowed for voting. The results of the vote will be reported to the faculty.
- C. No quorum is required for college-wide votes.
- D. A plurality of votes cast is required to pass a motion or elect someone as a College representative to a University committee.
- E. Staff may be eligible to vote on issues that concern their roles and responsibilities as determined by the Dean in consultation with the CFC.

ARTICLE V. Amendments to Bylaws

Proposed amendments to the College Bylaws shall be submitted in writing to the College Faculty Council or Dean. An amendment must be approved following Article IV above.

ARTICLE VI. Relationship to Other Governing Rules and Regulations

- A. In accordance with shared governance and university policy, each department in the College will have written departmental bylaws that, among other things, provide a procedure for the approval and amendment of such bylaws by a majority vote of the full-time permanent faculty of the department taken by a secret ballot.

- B. 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 & Vice President for Academic Affairs or the Board of Regents of the University System of Georgia.

Kennesaw State University Approval Form for College Bylaws

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

I confirm that the attached bylaws, dated ##/##/####, were approved by the faculty of the Southern Polytechnic College of Engineering and Engineering Technology in accordance with university policies and procedures:

Greg wiles

Name (printed or typed) of CFC Chair

Ian Ferguson

Name (printed or typed) of Dean

Name (printed or typed) of Provost and Senior Vice
President for Academic Affairs

DocuSigned by:

Greg Wiles

December 13, 2023

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Signature & Date

DocuSigned by:

Ian Ferguson

December 13, 2023

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Signature & Date

Signature & Date