

**BYLAWS**

**For**

**The Department of Civil and Construction Engineering**

**Kennesaw State University**

**Revised 04/25/2018**

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## **PREAMBLE**

The Department of Civil and Construction Engineering (CCE) is a unit of the Southern Polytechnic College of Engineering and Engineering Technology (SPCEET) at Kennesaw State University (KSU). The Department is a collaborative, collegial and diverse group of scholars who value excellence in teaching, research and mentorship.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Civil and Construction Engineering.

## **ARTICLE I: Faculty**

### **A. Departmental Faculty:**

- i) The Departmental Faculty shall be defined as all tenured, tenure-track, full-time lecturers and instructors in the department.
- ii) Only departmental faculty can vote on departmental matters.
- iii) Full-time temporary (limited term), and adjunct faculty are not voting members of the department

## **ARTICLE II. Administration**

### **A. Department Chair**

- i) The Chair shall be appointed by the Dean of the Southern Polytechnic College of Engineering and Engineering Technology and serves at the pleasure of the Dean.
- ii) The Department Chair's responsibilities are specified by the Provost and the Dean

### **B. Assistant/Associate Department Chair**

- i) With approval from the Dean, the Department Chair may appoint an Assistant/Associate Chair.
- ii) Perform tasks related to student appeals/complaints.
- iii) The Assistant/Associate Chair shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as:
  - a. work with the curriculum committee for continuous improvement of the curriculum,
  - b. coordinate ABET accreditation,
  - c. schedule classes for CCE department,
  - d. assist the Department Chair in staffing and evaluation of adjunct and part-time faculty,
  - e. represent the Chair at college and/or university meetings,
  - f. complete special projects as assigned by Department Chair, and
  - g. carry out other duties as assigned by the Department Chair.

- iv) The Assistant/Associate Chair will serve as Acting Chair of the Department at the request of the Department Chair.

#### C. Program Coordinators

- i) The program coordinators serve as a key advocate of a degree program. The program coordinators provide input on the planning, scheduling, and curriculum development needed for the degree program's growth.
- ii) The program coordinators shall carry out such duties as assigned by the Chair. The responsibilities of the coordinators include, but not limited to:
  - a. advise new and continuing students including orientation,
  - b. assist the department chair/assistant chair with preparation of class schedules and faculty assignments;
  - c. assist the Department Chair in hiring adjunct faculty;
  - d. mentor program faculty;
  - e. lead open houses and other program recruitment efforts;
  - f. propose curricular changes with the assistance of the program faculty;
  - g. lead program reviews and accreditation efforts including assessment;
  - h. update the program website;
  - i. suggest collaborative initiatives;
  - j. perform tasks related to student admissions, transfer, and graduation.

#### D. Lead Professors

- i) Lead Professors will be selected by vote of the faculty.
- ii) In the absence of volunteers or in the case of too many volunteers, Lead Professors will be appointed by the Department Chair. A Lead Professor will be responsible for
  - a. developing course learning outcomes by the approval of the faculty,
  - b. selecting lab topics by the approval of the faculty,
  - c. maintaining lab equipment,
  - d. ordering lab supplies,
  - e. making recommendations on the utilization of the lab equipment and space,
  - f. making recommendations to the faculty for the selection of the textbook(s) for the course,
  - g. ensuring that the course syllabus for each section of the course is compliant with CCE policy and ABET requirements,
  - h. Preparing course binders, FCARs and other documents for ABET.
  - i. monitoring adjunct faculty for the course by visiting classes, conducting midterm surveys and providing comments to adjunct faculty about teaching and students feedback.

## E. Technical Areas/Sub-disciplines

i) Each member of the department faculty will be part of and will be represented by one primary Technical Area/Sub-discipline. A faculty member can be associated with additional areas according to his/her interests and activities. Currently, these Technical Areas/Sub-disciplines are:

- Surveying and Mapping
- General Engineering
- Structural Engineering
- Environmental Engineering/Water Resources Engineering
- Geotechnical/Materials Engineering
- Transportation/Pavement Engineering

The faculty can periodically adjust the membership of the Technical Areas/Sub-disciplines.

## ARTICLE III. Committees

### A. Standing Committees

Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. In addition to specialty area committees and the Departmental committees described here, faculty may serve as faculty advisors to student groups, on ad-hoc committees, on search committees and on other college and university committees.

If needed, the committee Chair may conduct a meeting electronically with unanimous consent of the Committee. Committee members are either elected or appointed volunteers.

For those committees in which members are elected, committee members will be selected via an election in the spring (April meeting) semester of each academic year for the next year's committees. Each committee shall elect its Chair annually, in fall (August meeting) effective fall semester of the academic year. The Chair of the previous year's committee shall convene the first fall semester meeting (August meeting) in which the new chair will be elected.

#### i) Department Faculty Council (DFC)

The purpose of the DFC is to 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 of policy and to increase communication about the implementation of policy. DFC operates in accordance with the KSU University Handbook.

- a. Membership: Six members selected by the Department's permanent full-time faculty using secret ballot. The Chair of the DFC will be a tenured faculty member elected by members of the committee. If there is no tenured faculty in the department, a tenure-track faculty can serve as a DFC chair. At least one member of the DFC must be a junior tenure track faculty member (generally non tenured).
- b. Meetings: Meets regularly, minimum of two meetings per semester. Quorum required. Meeting time and place shall be announced to the faculty at least two days before the meeting. Minutes will be taken and distributed to all faculty within one week.
- c. Term: Renewable two years staggered.
- d. The Department Chair is an *ex-officio* non-voting member of the DFC, and will respect the DFC's desire to occasionally meet without the Chair present. DFC is advisory to the Chair, who holds decision-making authority at the department level.
- e. Department Evaluation Review Committee (DERC)

The DERC is a sub-committee of DFC that is responsible for working with the FSEA (Faculty and Staff Evaluation of Administrators) Faculty Coordinator to ensure that the voices of faculty and staff are fairly represented to the dean. The DFC must choose three of its own (tenured) members to serve on the DERC, which will ultimately work in accordance with the guidelines published by the Faculty and Staff Evaluation of Administrators Committee (FSEAC) of KSU.

- f. The DFC shall periodically review the department bylaws and make recommendations to the faculty.

ii) Department Curriculum Committee (DCC)

- a. Duties: Oversees all changes in curriculum; seeking approval for new courses, minors, programs, program changes, changes in prerequisites, catalog descriptions etc. This committee shall periodically review the departmental curriculum and make recommendations about modifications of the curriculum. The Committee Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees. The Committee Chair (or designee) will represent the Department at College and/or University Curriculum Committee meetings. The committee also contributes to the assessment of department courses.
- b. Membership: Department Chair, Assistant Department Chair, program coordinators, and one additional member elected by the faculty.

- c. Meeting times: Irregular, usually 3-4 times per academic year as needed. Quorum required. Meeting time and place shall be announced to the faculty at least two days before the meeting. Minutes will be taken and distributed to all faculty in one week.
- iii) Department Promotion & Tenure Committee (P&T Committee)
- a. Duties: Evaluates portfolios for Tenure, Promotion, and Pre-tenure review. Writes letter that goes into faculty's portfolio.
  - b. Membership: Five full-time tenured faculty selected by the Department's permanent full-time faculty using secret ballot; individuals going up for review should not serve on this committee the year they are up for review (in which case a one year replacement will be elected). If required number of tenured faculty are not available in the department, the committee, with the approval of the Department Chair, can select members from other engineering department of the college. The Chair of the P&T committee will be elected by P&T committee members via secret ballot.
  - c. Meetings: Meets as necessary. Quorum required. Meeting time and place shall be announced to the committee members at least two days before the meeting. Minutes will be taken and distributed to committee members within one week.
  - d. Term: 2 years staggered

#### B. *Ad Hoc* Committees

*Ad hoc* committees shall be appointed by the Chair of the department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any *ad hoc* committee.

#### C. Operation of Committees

- i) All committee meetings should be conducted in accordance with Robert's Rules of Order.
- ii) Each committee shall keep written minutes of its meetings and distribute to the departmental faculty except for P & T committee.

### **ARTICLE IV. Department Meetings**

Department Meetings are those at which the department faculty discuss departmental matters.

#### A. Schedule of Faculty Meetings

- i) Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters.
- ii) The Chair of the department shall call such additional meetings as deemed necessary.
- iii) 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.

#### C. Agenda and Minutes

- i) The Department Chair shall publish the agenda at least three days in advance of the meeting,
- ii) The Department Chair designates the preparer(s) of the minutes,
- iii) Minutes of each department meeting will be taken and distributed to all faculty and staff within one week,

### **ARTICLE V. Voting**

Voting on departmental matters shall be conducted as follows:

#### A. Eligibility

- i) 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.
- ii) Absent faculty/staff may vote by a written proxy with consent of the department chair via email.

#### B. Quorum

- i) A quorum shall consist of half of those eligible to vote.
- ii) Proxies shall not count toward a quorum.

#### C. Passage of a Motion

- i) A simple majority of those voting shall be required to pass a motion.

#### D. Ballots

- i) Selection of DFC members and amendments to the department bylaws shall be voted by a secret ballot. All other votes shall be conducted by open ballots unless a secret ballot requested by one or more faculty members.

#### E. Electronic Voting

- i) Voting may be done electronically if approved by a simple majority of the eligible



voters.

#### **ARTICLE VI. Changes in the Curriculum**

A. New course offerings, course deletions, changes in requirements for the Bachelor of Science degree with a major in Civil Engineering, Environmental Engineering, Construction Engineering, and Surveying and Mapping.

- i) The department Chair or any department faculty with full-time appointments may propose such changes.
- ii) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
- iii) A completed copy of the appropriate form must be distributed to the Curriculum Committee members at least one week prior to discussion and vote.
- iv) A majority of the eligible voting Curriculum Committee members is required to approve proposals.
- v) Proposed changes must be submitted to the Dean's office for review for conformance to accreditation requirements before being submitted to the College Curriculum Committee.

#### **ARTICLE VII. Guidelines for Tenure-Track or Non-Tenure Track Faculty Searches**

The search committee chair shall be selected from the technical area/sub-discipline for which the faculty will be hired. The chair must be selected by the department full-time faculty through secret ballots. The search committee will consist of five faculty members, one from each technical area/sub-discipline. Attempt shall be made to include the senior faculty from each technical area/sub-discipline as search committee members. The search committee will conduct the search in accordance with the "Guidelines for Creating Job Descriptions, Conducting Searches, and Hiring Faculty at Kennesaw State University".

#### **ARTICLE VIII. Summer Teaching Assignments**

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

- i) Through written solicitation, the Department Chair/Assistant/Associate Department Chair shall determine which faculty members wish to teach during summer sessions.
- ii) The following criteria shall be considered when making teaching assignments during summer sessions.
  - a) Course demand and faculty specialization.
  - b) Budget conditions.
- iii) Priority will be given to the faculty members with the most seniority.

**ARTICLE IX. Amendments to Bylaws**

Amendments to these Bylaws shall be submitted in writing to either the DFC or Department Chair and shall be approved by the majority vote of the departmental faculty by a secret ballot. An up-to-date version of the bylaws, with the approval of the department Chair and the Dean, will be posted on the department website and linked to the department homepage, in a conspicuous way.

**ARTICLE X. 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 Southern Polytechnic College of Engineering and Engineering Technology and the Board of Regents of the University System of Georgia.

**SEE BELOW FOR APPROVAL FORM**


Kennesaw State University Approval Form for Department Bylaws

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

I confirm that the attached bylaws, dated 04/25/ 2018, were approved by the faculty of the Department of Civil and Construction Engineering in accordance with department policies and procedures:

FATIH ONCUL, DFC Chair            05/16/2018  
Name (printed or typed) / Title (DFC chair, etc.)      Signature/ Date


Department Chair Approval - I approve the attached bylaws:

Sam Beards        
Name (printed or typed)      Signature/ Date

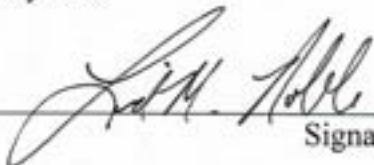
College Faculty Council Approval - I approve the attached bylaws:

M. A. Karim            05/16/2018  
Name (printed or typed)      Signature/ Date

College Dean Approval - I approve the attached bylaws:

THOMAS R. CURRIN            5-31-18  
Name (printed or typed)      Signature/ Date

Provost Approval - I approve the attached bylaws:

LINDA NOBLE            6/13/18  
Name (printed or typed)      Signature/ Date