

**Department of Mechanical Engineering
Kennesaw State University BYLAWS
Revised 03/20/2017**

PREAMBLE

The Department of Mechanical Engineering is a unit of the Southern Polytechnic College of Engineering and Engineering Technology at Kennesaw State University. The Department will be recognized as 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 undergraduate students.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Mechanical Engineering. These bylaws were first adopted by the faculty of the Department of Mechanical Engineering on March 2013.

ARTICLE I. Administration

A. Department Chair

- a) 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.
- b) The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to: supervising the operation of the Department, administering departmental budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and laboratory space, evaluating faculty and staff, presiding over Departmental meetings, representing the Department in College and University affairs, informing the faculty of events affecting the Department or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the Southern Polytechnic College of Engineering and Engineering Technology.
- a) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

B. Assistant/Associate Chair

- a) With approval from the Dean of the Southern Polytechnic College of Engineering and Engineering Technology, the Department Chair may appoint an Assistant/Associate Chair.
- b) 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: work with the curriculum committee for continuous improvement of the curriculum, coordinate ABET accreditation, scheduling, monitoring enrollment, assisting part-time faculty, representing the Chair at college and/or university meetings, completing special projects as assigned by Department Chair.

- c) The Assistant/Associate 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.

C. Course Coordinators

- a) Course Coordinators will be created with volunteers from the department faculty and approved by the Department Chair. In the absence of volunteers or in the case of too many volunteers, Course Coordinators will be appointed by the Department Chair. A course coordinator will be responsible for writing the course outcomes for the course, selecting lab topics (if applicable), and selecting the list of acceptable textbook options for the course. He/she will ensure that the course syllabus for each section of the course is correct. He/she will be expected to serve as a member of the Assessment Committee.

D. Technical Areas

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

- Design and Manufacturing
- Dynamics
- Nuclear
- Solid Mechanics
- Thermal and Fluids

The Technical Areas may be reviewed periodically and realigned as deemed appropriate.

ARTICLE II. Committees

Section 1. 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.

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 created with volunteers (except the Department Faculty Council and the Department Promotion & Tenure Committee, which will be elected). In the absence of volunteers or in the case of too many volunteers, the Department Chair will equitably assign committee work at the end of the spring semester of each year with duties to begin in August.

For those committees in which members are elected, 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 convene the first Fall semester meeting.

- a) Department Faculty Council (DFC)
 - i) Duties: Responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with, workload, teaching load, hiring strategies, overall goals, ideas about new programs etc.
 - ii) Membership: Six members selected by the Department's permanent full-time faculty using secret ballot; The Chair of the DFC will be a tenure-track faculty member elected by members of the committee.
 - iii) Meeting times: Irregular, usually 3-4 times per academic year.
 - iv) Term: 2 year staggered
 - v) The Department Chair is an *ex-officio* non-voting member of the DFC, and will respect the DFC's desire, on occasion, to meet without the Chair present. The Assistant/Associate Chair (if applicable) is also a non-voting member of the DFC. DFC is advisory to the Chair, who holds decision-making authority at the department level.

- b) Curriculum Committee
 - i) Duties: Oversees all changes in curriculum; is the first step in 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. Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees; Chair (or designee) will represent department at College and/or University Curriculum Committee meetings to present proposals. The committee also assesses the effectiveness of department courses. Reviews Faculty Course Assessment Reports and Performance Indicator Reports. Generates reports with recommended changes and monitors implemented changes.
 - ii) Membership: Department Chair, Assistant Department Chair, and one representative from each Technical Area.
 - iii) Meeting times: Irregular, usually 3-4 times per academic year.
 - iv) Any member can request the Committee Chair to call a meeting with a two weeks' notice.

- c) Department Promotion & Tenure Committee (P&T)
 - i) Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that goes into faculty's portfolio. Reviews department P&T guidelines and makes recommendation for revisions to department Chair.
 - ii) 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)
 - iii) Meeting times: Meets several times per year; intensive effort in early to mid Fall semester.

- iv) Term: 2 year staggered
- d) Industry Advisory Board (IAB) Committee
 - i) Duties: Coordinates meetings with IAB members consists of practicing professionals in the Mechanical industry. Recruits new members to the IAB. Generates reports to be submitted to the Curriculum Committee containing advice and directions related to the curricula provided by the IAB.
 - ii) Membership: Three faculty members and the Administrative Assistant
 - i) Meeting times: Meets once per semester during the Fall and Spring semesters.
 - iii) Term: 2 years staggered
- e) First-Year Experience Committee
 - i) Duties: Coordinates Departmental Learning Communities. Develops curricular activities that supports a student's transition from high school or another institution.
 - ii) Membership: Two faculty members and the Administrative Assistant
 - iii) Meeting times: Meets several times per year
 - iv) Term: 2 years staggered
- f) Senior Design Committee
 - i) Duties: Coordinates senior design projects. Solicits senior design projects from Industrial Advisory Board members and other local companies. The committee also evaluates the progress and successful completion of the projects. Coordinates procurement of the resources required for developing prototypes for the projects. Organizes and conducts Senior Design Symposium.
 - ii) Membership: Faculty currently teaching ME 4201 or 4202.
 - iii) Meeting times: As needed
 - iv) Term: Automatically renewed with teaching assignment

Section 2. *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* committees.

Section 3. 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 2 days 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. Department Meetings

Section 1. 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.

Section 2. The Chair of the department shall call such additional meetings as deemed necessary.

Section 3. All full-time faculty and staff are required to attend department meetings. For excused absences, notification must be given to the Department Chair prior to meeting.

Section 4. Minutes of each department meeting will be taken, reviewed by the Department Chair and distributed to all faculty and staff.

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:

Section 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.
- b) Absent faculty/staff may vote by written proxy.

Section 2. Quorum

- a) A quorum shall consist of two-thirds of those eligible to vote.
- b) Proxies shall not count toward a quorum.
- c) In the rare event that a quorum is not achieved, the vote will be tabled until the next meeting.

Section 3. Passage of a Motion

- a) A simple majority of those voting shall be required to pass a motion.
- b) A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 4. Ballots

- a) Secret ballots shall be used for all votes unless requested by one or more faculty members and agreed by department chair.

Section 5. Electronic Voting

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

If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

ARTICLE V. Changes in the Curriculum

Section 1. New course offerings, course deletions, changes in requirements for the Bachelor of Science degree with a major in Mechanical Engineering

- a.) The department Chair or any department faculty with full-time appointments may propose such changes.
- b.) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
- d) A completed copy of the appropriate form must be distributed to the Curriculum Committee members at least one week prior to discussion and vote.
- e) A majority of the eligible voting Curriculum Committee members is required to approve and to adopt proposals for new courses, course deletions, course revisions and changes in the curriculum and in degree requirements.

ARTICLE VI. Guidelines for Tenure-track Faculty Searches

Section 1. Search Committee Designation

- a) After discussion with the department faculty about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the dean, a search committee that includes at least three tenured or tenure-track faculty shall be appointed by the Department Chair.

- b) The Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website. The Department Chair shall provide the committee with specific guidelines about conducting searches.

Section 2. 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 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.

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

Section 2. The following ranked criteria shall be considered when making teaching assignments during summer sessions.

- a) Course demand and faculty specialization.
- b) Budget conditions.
- c) Preference will be given to full-time, tenure-track faculty.
- d) Possession of the terminal degree.
- e) When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE VIII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to either the DFC or Department Chair and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present. They will be sent to the Dean for approval.

ARTICLE IX. Relationship to Other Governing Rules and Regulations

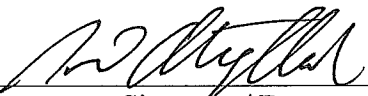
Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the Southern Polytechnic College of Engineering and 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 03 / 20 / 2017, were approved by the faculty of the Department of Mechanical Engineering in accordance with department policies and procedures:

Mir Atiqullah, Chair DFC  3/20/2017
Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

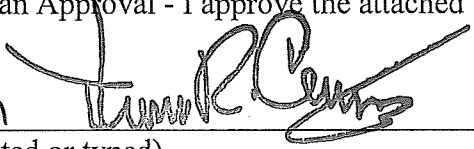
Department Chair Approval - I approve the attached bylaws:

Mahesh Gupta  3/20/17
Name (printed or typed) Signature/ Date


College Faculty Council Approval - I approve the attached bylaws:

M. A. Kasim  3/28/2017
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Thomas R. Currin  4/4/17
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

W. Ken Heron  5/8/17
Name (printed or typed) Signature/ Date