



# KENNESAW STATE UNIVERSITY

COLLEGE OF HUMANITIES  
AND SOCIAL SCIENCES  
*Department of Foreign Languages*

## BYLAWS

### PREAMBLE

The Department of Foreign Languages is a unit of the College of Humanities and Social Sciences at Kennesaw State University.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Foreign Languages. These bylaws have been adopted by the faculty of the Department of Foreign Languages in April 2020.

### ARTICLE I. Administration

#### Section 1. Department Chair

- A) The Chair shall be appointed by the Dean of the College of Humanities and Social Sciences and serves at the pleasure of the Dean.
- B) The Chair shall provide leadership within the Department and represents the Department to the larger University community by fulfilling the following broadly defined responsibilities:
  - 1) coordinating the visioning and strategic planning for the department
  - 2) budgeting and overseeing the fiscal management of department resources
  - 3) managing day-to-day administrative responsibilities
  - 4) providing for scheduling and student advisement
  - 5) providing for mentorship of new faculty members
  - 6) supervising staff assigned to the department
  - 7) assigning faculty and staff work loads
  - 8) advocating for and representing the department
  - 9) providing service and support to varied constituencies (college, university, communities, etc.)
  - 10) conducting faculty performance reviews
  - 11) handling student complaints
  - 12) overseeing the hiring of faculty and staff
  - 13) engaging in fundraising activities
- C) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

#### 1.1. Eligibility and Tenure of the Chair

- A) Internal Candidates for Chair must be tenured professors or tenured associate professors in the DFL.
- B) The term of office of a Chair is 5 years, and typically begins on July 1<sup>st</sup> of the first year of appointment. The term ends on June 30<sup>th</sup> of the 5<sup>th</sup> year of appointment.
- C) The tenure of the Chair is limited to no more than 2 consecutive terms.
- D) The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of the College of Humanities and Social Sciences.
- E) Upon completion of a term as Chair, the faculty member assumes a nine-month contract, unless s/he is offered a different administrative post or is reappointed for a second 5-year term as Chair. Upon completion of a second 5-year term as Chair, the faculty member assumes a nine-month contract, unless s/he is offered a different administrative post. A chair may resign the position of chair; in this circumstance, an interim chair will be selected. See section 1.4 below regarding selection and term of an interim chair.
- F) The process for selection of the Department Chair is defined in the College of Humanities and Social Sciences Bylaws.

### **1.2. Process for the Review of the Chair at the end of the first 5-year term**

- 1.2.1. In the spring semester of the fourth year of a Chair's tenure, if the Chair expresses his/her desire to be considered for a second term, the Dean of the College of Humanities and Social Sciences will call a meeting or an electronic vote of the voting body as defined in Article IV (below) to determine whether the current Chair should be recommended by the Department for renewal.
- 1.2.2. The Dean of the College or his/her designee will chair this meeting/facilitate the vote and has no vote at this time.
- 1.2.3. Voting procedures and policies
  - a. Voting will be by secret ballot during a scheduled faculty meeting or through an electronic ballot. Either method will be facilitated by the Office of the Dean of CHSS.
- 1.2.4. 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 5-year term or open the process for selection of a new Chair.
- 1.2.5. In the case where the Chair will not be reappointed to a second 5-year term, the Dean of the College of Humanities and Social Sciences will convene the voting body as defined in Article IV to begin the process of selecting a new Chair. This process will follow the guidelines set forth in section 1.1.

### **1.3. Removal of a DFL Department Chair**

- 1.3.1. Faculty member or members may register dissatisfaction on leadership issues as follows:
  - a. First, address the issues involved directly with the Chair.
  - b. Second, address issues to the DFL-DFC.
  - c. Third, if issues remain unresolved, the faculty member or members involved may seek the intervention of the Dean.
- 1.3.2. If the issues still remain unresolved, a resolution of "no-confidence" in the Chair may be presented at any time during the 5-year term of the Chair for a vote before the voting body as defined in Article IV (below).
  - a. A resolution of "no-confidence" will require a two-thirds majority of the voting body to pass. The result of the vote will be immediately communicated to the Dean of the College.
- 1.3.3. 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.

### **1.4. Interim Chair**

- A) If a Chair's position unexpectedly becomes vacant, the Dean of the College of Humanities and Social Sciences appoints an Interim Chair in consultation with the department faculty members.
- B) The term of office of an interim chair shall not exceed two years.

## **Section 2. Assistant Chair**

- A) The Department Chair may appoint an Assistant Chair.
- B) The Assistant Chair provides leadership within the Department and represents the Department to the larger University community by fulfilling the following broadly defined responsibilities:
  - 1) managing day-to-day administrative responsibilities
  - 2) assisting with scheduling and student advisement
  - 3) advocating for and representing the department in various venues
  - 4) providing service and support to varied constituencies (college, university, communities, etc.)
  - 5) completing other duties as assigned by or in negotiation with the DFL Chair, possibly including but not exclusive to, program evaluation and accreditation reports, hiring of part-time faculty, and student complaints
  - 6) assisting with departmental fundraising
- C) 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.

### **2.1. Eligibility and Tenure of the Assistant Chair**

- A) Candidates for Assistant Chair must be a full-time faculty member (tenured/tenure-track, senior lecturer, or lecturer) in the DFL.
- B) The term of office of an Assistant Chair is 3 years, and typically begins on July 1<sup>st</sup> of the first year of appointment. The term ends on June 30<sup>th</sup> of the 3<sup>rd</sup> year of appointment.
- C) The tenure of the Assistant Chair is limited to one term; however, s/he may reapply in the next election process if desired.

- D) In April, at the end of the 3-year term, or in the event the Assistant Chair resigns, the DFL Chair will communicate with the voting body to begin the process of appointing a new Assistant Chair. This process will follow the guidelines set forth in section 2.2 below.
- E) The Assistant Chair negotiates her or his teaching load and compensation with the DFL Chair and the Dean of the College of Humanities and Social Sciences.
- F) Upon completion of a term as Assistant Chair, the faculty member assumes a nine-month contract, if granted a 12-month contract as Assistant Chair by the Dean of the CHSS, unless s/he is offered a different administrative post or is re-appointed as Assistant Chair.

**2.2. Process for the selection of the Assistant Chair**

- 2.2.1. The Chair will solicit nominations. Any full-time DFL faculty member (tenured/tenure-track, senior lecturer, or lecturer) may be nominated by another full-time faculty member or self-nominate by informing the DFL Chair in writing.
- 2.2.2. The Chair will share the list of nominees with the DFL faculty and request feedback.
- 2.2.3. After considering the feedback received, the Chair will select the Assistant Chair.

**2.3. Removal of an Assistant Chair**

- 2.3.1. A Faculty member or members may register dissatisfaction on leadership issues as follows:
  - a. First, address the issues involved directly with the Assistant Chair.
  - b. Second, address the issues involved with the DFL Chair.
  - c. Third, address issues to the DFL-DFC.
  - d. Fourth, if issues remain unresolved, the faculty member or members involved may seek the intervention of the Dean.
- 2.3.2. If the issues still remain unresolved, a resolution of “no-confidence” in the Assistant Chair may be presented at any time during the 3-year term of the Assistant Chair for a vote before the voting body as defined in Article IV (below).
- 2.3.3. A resolution of “no-confidence” will require a two-thirds majority of the voting body to pass. The result of the vote will be immediately communicated to the DFL Chair.
- 2.3.4. After considering the vote of the faculty and following any additional consultations deemed appropriate by the Chair, the Chair will either reaffirm the appointment of the Assistant Chair or open the process for selection of a new Assistant Chair.

**Section 3. Coordinators**

- A) Coordinator positions may include but are not limited to lower-division language program coordinators, upper-division language program coordinators, program coordinators, field-experience coordinators, service-learning coordinators, internship or community-engagement coordinators. All coordinator positions are appointed by the Chair, subject to approval by the Dean, and in accordance with Faculty/University Handbook policies regarding such positions.
- B) The Chair will meet with program areas at least every four years at the last program meeting in the spring to determine which full-time faculty members wish to be considered as Coordinators for the subsequent academic year(s).
- C) Coordinators’ titles, responsibilities, reassigned time, and/or stipends, will be determined in negotiation with the Chair and subject to approval by the Dean of the College of Humanities and Social Sciences. The Department Chair will consult with Program faculty before appointing coordinators. All reassigned time and stipends should be included in the annual Faculty Performance Agreement and announced publicly to the department.

**ARTICLE II. Committees**

**Section 1. General Statement**

Membership on departmental and College Curriculum and P&T Committees are determined in November for the following academic year. Chairs of the Department P&T and Curriculum Committees are also selected at that time.

**Section 2. Committee Structure and Membership**

- A) The Department Chair appoints committee members; however, each committee determines procedures for the selection of a committee chair. Appointments are for two (2) years unless otherwise stated.

- B) All full-time faculty members (tenured/tenure-track faculty, senior lecturers, and lecturers) may serve at their own request and with the approval of the Chair on other interest-specific committees at the departmental or university levels.
- C) Tenure-track faculty members will normally serve on a minimum of two committees: DFL, CHSS, university-wide, or the equivalent. Senior lecturers and lecturers will normally serve on a minimum of one committee: DFL, CHSS, university-wide, or the equivalent.
- D) All full-time faculty members (tenured/tenure-track faculty and lecturers) are expected to attend all meetings of the Committee/s to which they have been appointed and to engage actively in the work of the committee as partial fulfillment of their professional service responsibilities within the DFL.
- E) The Department Chair shall, in consultation with the faculty members concerned, appoint faculty members to each of the following University, College of Humanities & Social Sciences, and DFL committees as follows, unless elections are required as indicated. DFL membership expectations are indicated in parentheses.
- F) New standing committees may be established by a vote of 50% + 1 of a quorum at a regularly scheduled faculty meeting.
- G) *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. Committee Operations

- A) 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.
- B) Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- C) Requirements for committee vote shall conform to Article IV, Section B.
- D) Each standing and *ad hoc* committee shall keep a record of its meetings and shall be responsible for keeping and disseminating minutes. Minutes of the meetings shall include the names of all members and guests present as well as a description of items discussed and approved motions. Minutes will be made available to all faculty 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.

### Section 4. Standing Committees

#### 4.1. Department Faculty Council (DFC)

- A) The DFC is advisory to the Chair, who holds decision-making authority at the department level.
- B) The DFC chooses nominees for DFL faculty awards as needed and presents their names to the DFL for a faculty vote.
- C) 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, reassigned-time, salaries and raises, appointment and reports of *ad hoc* committees, workload, teaching load, overall goals, ideas about new programs, etc.
- D) The DFC shall have the right to prompt access to department information relating to the planning and implementation of departmental policies.
- E) The DFC should work with the Dean and/or the Ombuds office to address problems arising in its work that may require external assistance and should notify the Faculty Senate Executive Committee for information purposes.
- F) All full-time faculty members (tenured/tenure-track faculty, senior lecturers and lecturers) in the DFL are eligible to serve on the DFC, except the Department Chair and the Assistant Chair.
- G) The membership on the DFC and its Chair must be elected according to the term rotation described below. Any member who has served on this committee twice in six years has the right to opt out of membership.
  - i. Members (6) of the DFC are elected by secret ballot for a two-year term.
  - ii. Members must include one full-time faculty member at each rank: full professor, associate professor, assistant professor, senior lecturer, and lecturer, plus one tenured faculty member for an at-large position, as three tenured DFC members are needed to serve in the FSE Committee, which is responsible for the analysis of the yearly faculty evaluation of the Department Chair.
- H) The Chair of the DFC will be a tenured faculty member, selected by vote of the DFC.
- I) The Department 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.

- J) The DFC will meet monthly with the Department Chair.
  - i. Faculty members may suggest topics to be addressed with the Department Chair by contacting one of the DFC committee members.
- K) The DFC will also meet with individual faculty members or the DFL as a whole (as requested by any faculty member).
- L) The Department Chair and the Assistant Chair shall respect the DFC's desire to meet without their presence.

#### 4.2. Curriculum Committee

- A) A minimum of three DFL faculty members. See II.2 above.
- B) The Committee oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions etc.
- C) The Committee evaluates proposed changes from members of the Department to the undergraduate and Foreign Languages and interdisciplinary curriculum for consistency with university policies and goals and forwards approved proposals to the College Curriculum Committee.
- D) This committee shall periodically review the departmental curriculum and make recommendations about appropriate modifications.

#### 4.3. Promotion & Tenure Committee (P&T)

- A) Three full professors elected by the tenured/tenure-track faculty members of the department.
  - 1. Members of the DFL P&T Committee are elected at a faculty meeting or electronically, by secret ballot, for a one-year term. All tenured faculty members will be considered for this committee except faculty being reviewed for promotion, the DFL Chair and Assistant Chair.
  - 2. The DFL representative to the CHSS P&T Committee is elected in November by secret ballot for a 2-year term.
- B) Duties of the DFL P&T Committee:
  - 1. Evaluates portfolios for Tenure, Promotion, pre-tenure, and 3<sup>rd</sup>-year review for Lecturers within the DFL. Follows policies and procedures established in the *Faculty Handbook* and in the DFL Promotion & Tenure Guidelines. Writes letter for faculty member's portfolio.
  - 2. Reviews department P&T guidelines and makes recommendation for revisions to the Department.

#### 4.4. Assessment Committee

- A) A minimum of three DFL faculty members. See II.2 above.
- B) The Committee guides the department in the implementation of the KSU (institutional) assessment protocol by articulating assessment plans for the DFL's undergraduate and degree-granting programs. The Committee proposes said plans, including schedules for data collection, analysis, and drafting of required reports in service to the DFL. The Committee completes these tasks in conjunction with DFL faculty participation, feedback, and approval.

#### 4.5. Advisement, Recruitment, and Retention Committee

- A) A minimum of three DFL faculty members. See II.2 above.
- B) The duties of the Committee are to review departmental efforts in the areas of recruitment, retention, and advising of students and develop plans to promote each of these missions within the department.
- C) The ARR identifies eligible students for student awards (including the Outstanding Scholar for the MLC major) and then presents nominees to the DFL to vote to select the award winner.

#### 4.6. Undergraduate FLED Admissions and Academic Standing Committee

- A) The Committee is comprised of DFL faculty teaching and associated with the two FLED undergraduate programs: ML&C Teacher Certification in FLED and FLED Alternative Teacher Preparation.
- B) The Committee addresses student admission and academic standing for the two FLED programs, participates in the development and articulation of FLED curricula, and assures compliance with policies, practices, and data collection requirements in the College of Education and the GA Professional Standards Commission.

#### 4.7. The Kennesaw Tower

- A) The Editor-in-Chief is elected by the Editorial Board for a 3-year term. The Editor-in-Chief may only serve two terms. Editorial Board members volunteer to serve on the Board.
- B) The Committee develops and maintains all aspects of the undergraduate foreign language research journal and publishes one volume each academic year including the following research areas: Hispanic Cultures, Literatures and Linguistics; Francophone Cultures, Literatures and Linguistics; Germanic Cultures, Literatures and Linguistics; Italian Culture, Literature and Linguistics; and Foreign Language Pedagogy.

### **ARTICLE III. Department Meetings**

- A) The Chair shall schedule a minimum of one departmental meeting each month of the academic year (August through May). All full-time faculty members (tenured/tenure-track faculty, all jointly appointed faculty, clinical faculty, senior lecturers, and lecturers) are expected to attend these meetings as partial fulfillment of their professional service responsibilities within the DFL.
- B) Other DFL meetings may be called under special circumstances. Such meetings may be called by the Chair or by at least 50% + 1 of the voting body as defined in Article IV below.
- C) Minutes of each department meeting will be taken by a full-time faculty member according to an alphabetic rotation. Within 2 weeks, minutes will be sent to the Department Chair and Assistant Department Chair, who will review, edit for consistency, and distribute to all faculty.
  - 1. Minutes will be documented in three sections: Announcements, Old Business, New Business.
  - 2. Minutes will document attendance, official vote counts and will include the name of the person who took the minutes.

### **ARTICLE IV. Voting**

- A) For the purposes of conducting all Department of Foreign Languages (DFL) departmental business, including selecting and/or removing the DFL Department Chair, and revision of departmental bylaws, the “voting body” shall consist of all full-time faculty members (tenured/tenure-track faculty, all jointly-appointed faculty, clinical faculty, senior lecturers, and lecturers) in the DFL.
- B) A quorum for the purposes of conducting departmental business (excluding selecting and/or removing of the DFL Department Chair) shall consist of 50% +1 of the voting body assigned duties at KSU during the semester in which voting is conducted.
- C) For the purposes of selecting and/or removing the Chair of the DFL, a quorum shall consist of two-thirds (2/3) of the voting body assigned duties at KSU during the semester in which voting is conducted. The Chair shall not be included in determining this quorum.

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

- A) Changes in the curriculum include: new course offerings, course deletions, changes in requirements for degrees and minors offered.
- B) The department Chair or any faculty member may propose such changes.
- C) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.

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

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.

### **ARTICLE VII. Maymester and Summer Session Teaching**

The following guidelines shall be used to determine priority for teaching during Maymester and summer sessions.

- 1. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during Maymester and summer sessions.
- 2. The following procedure should be followed when making teaching assignments during Maymester and summer sessions:
  - a. Summer courses are to be assigned by randomized selection (not on rank or seniority).
  - b. If there are remaining courses after each applicant has been assigned one class, subsequent courses will be assigned by Coordinators taking into account documented data (such as past summer assignments).

**ARTICLE VIII. Department of Foreign Languages Advisory Board**

- A) Mission. The mission of the Department of Foreign Languages Advisory Board (the Board) is to provide advocacy, advice, and support to the strategy, goals, and programs of the Department of Foreign Languages (the Department).
- B) The Board represents a broad mix of views that offer an external perspective from, and a link to, the communities of interest to the Department, its faculty, students, and graduates.
- C) Membership. The Board is composed of professionals and alumni who have volunteered to offer their services toward the advancement of the mission and goals of the Department.
  - 1. The Department Chair serves in ex-officio (non-voting) capacity on the Board.
  - 2. The maximum membership for the Board is 20 persons.
  - 3. Current Board members and Department Faculty may nominate people for membership. Such nominations are submitted in writing to the Faculty Liaison (see E, below) by August 1<sup>st</sup> of each year.
  - 4. The Faculty Liaison presents all nominees to the faculty at the August Department Faculty meeting of each year.
  - 5. The Department Faculty, by simple majority vote, approves nominees by the September faculty meeting.
  - 6. After confirmation by the Department Faculty, Board membership as described by the Board Charter goes into effect.
- D) Board Governance
  - 1. The Department approves the Charter of the Board and any amendments by a simple majority vote.
  - 2. The Board Bylaws become effective upon approval by the membership of the Board. These Bylaws must be in accordance with the Board Charter and may not supersede or contradict it. In addition, these Bylaws must adhere to KSU and BOR policies.
  - 3. The Board self-governs with respect to scheduling and conducting meetings, election of officers, committee memberships, and committee work.
- E) Faculty Liaison. The Department Chair calls for nominees for a Faculty Liaison to the Board each year. This liaison is elected by a majority vote of the full-time faculty of the department before the end of spring semester.

**ARTICLE IX. Amendments to Bylaws**

- A) This document is subject to change upon vote of the voting body of the Department of Foreign Languages.
- B) To amend this document, other than to add a committee, a vote of two-thirds (2/3) of the voting body as defined in Article IV (above) is required. A standing committee may be added to Article II.C (above) by a vote of 50% + 1 of a quorum at a regularly scheduled faculty meeting.

**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 College of Humanities and Social Sciences and the Board of Regents of the University System of Georgia.

**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 April, 2020 were approved by the faculty of the Department of Foreign Languages in accordance with department policies and procedures:

DocuSigned by:  
*Federica Santini* May 18, 2020  
 \_\_\_\_\_  
 E1D697A4E40B422...  
 Federica Santini, Chair, DFC Date

Department Chair Approval - I approve the attached bylaws:

DocuSigned by:  
*Olaf Berwald, DFL Chair* May 18, 2020  
 \_\_\_\_\_  
 CE9538329DF3488...  
 Olaf Berwald, Chair, Department of Foreign Languages Date

DS  


College Faculty Council Approval - I approve the attached bylaws:

DocuSigned by:  
*Jennifer McMahon-Howard* May 19, 2020  
 \_\_\_\_\_  
 FB1A86EEFF114C0...  
 Chair, CFC Date

College Dean Approval - I approve the attached bylaws:

DocuSigned by:  
*Shawn Long* May 20, 2020  
 \_\_\_\_\_  
 C9F0D3FF36B148A...  
 Dean, College of Humanities & Social Sciences Date

DS  


DS  


Provost Approval - I approve the attached bylaws:

DocuSigned by:  
*Kathy Schwaig* May 21, 2020  
 \_\_\_\_\_  
 11EA3F49C7FD4B9...  
 Provost and Vice President for Academic Affairs Date