

**Department of Psychological Science
Kennesaw State University**

BYLAWS

PREAMBLE

DECLARATION OF IDENTITY

We are a dynamic faculty dedicated to excellence in psychology education. We create an atmosphere that results in highly educated critical thinkers who make well-informed decisions based on empirical research and analytical thought processes.

VISION

Our vision is to offer students an excellent education in psychology and to graduate critical thinkers committed to the science of psychology.

MISSION

Our mission is to advance the science of psychology in an inclusive climate that cultivates outstanding student and faculty scholars who serve the profession and the community.

FOUNDATIONAL VALUES

SCIENCE

We promote empirical approaches to studying and understanding behavior.

EXCELLENCE

We provide an exemplary educational experience for our students.

INTEGRITY

We practice and model ethical behavior.

RESPECT

We demonstrate respect for others by acknowledging their needs and rights as individuals.

DIVERSITY

Our teaching, research, and service reflect our commitment to value diversity in all its forms.

COMMUNITY

We apply psychological science to benefit the academic and broader communities.

SUCCESS

Ultimately, we measure success through the accomplishments of our students and faculty.

DEMOCRATIC PRINCIPLES

- A. In its Statement on Government of Colleges and Universities, the American Association of University Professors (AAUP) articulates the following:
 - 1. The variety and complexity of the tasks performed by institutions of higher education produce an inescapable interdependence among governing board, administration, faculty, students, and others. The relationship calls for adequate communication among these components, and full opportunity for appropriate joint planning and effort.
 - 2. The faculty has primary responsibility for such fundamental areas as curriculum, subject matter and methods of instruction, research, faculty status, and those aspects of student life which relate to the educational process.

- B. The bylaws that follow are consistent with these views in that they are intended to ensure input from faculty members on all issues that affect students and/or faculty.

DECLARATIONS

For the purpose of this document the term “faculty” will refer to all tenured faculty, tenure-track faculty, lecturers, and clinical faculty holding appointments in the Department of Psychological Science.

The Department of Psychological Science 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 Psychological Science. These bylaws were first adopted by the department faculty on November 30, 2006, and last amended on October 30, 2019.

ARTICLE I. Administration

- A. Department Chair
 - 1. The Department Chair shall be appointed by the Dean of the College of Humanities and Social Sciences and serves at the pleasure of the Dean.
 - 2. 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, mentoring faculty, managing workload, assigning office and laboratory space, evaluating faculty and staff, presiding over departmental meetings, representing and advocating for 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 College of Humanities and Social Sciences.
 - 3. Acting/interim chairs will assume all duties and responsibilities of the Chair, except as modified by the Dean.
 - 4. The Chair holds a 12-month administrative appointment and negotiates their teaching load with the Dean of the College of Humanities and Social Sciences.
 - 5. If the Chair completes a term of service and is not renewed, the Chair becomes a faculty member with a 9-month contract, unless offered a different administrative post.

6. Eligibility, Evaluation, and Length of Term
 - a. Candidates for Chair must be tenured associate or full professors.
 - b. The term of office of a Chair is 5 years. The Chair may serve a maximum of two terms.
 - c. A Chair may step down before the end of their term. In this case, an Interim Chair will be appointed following procedures in Article I, Section B of these bylaws.
 - d. A Chair should notify the faculty whether they are planning to seek a second term by August of their 5th year. Should a Chair decide they desire to serve a second term, the Department Faculty Council (DFC) will organize a referendum on the Chair's second term in early Fall of the Chair's 5th year. Preceding the referendum, the Chair will be presented the opportunity to address the faculty. Following the address, the DFC will conduct a moderated discussion with the faculty with the Chair not present. The DFC, at their discretion, may elect to use an ombudsperson (or other outside facilitator) to moderate the discussion. The Dean's office will conduct the referendum vote and report the ballot count along with the Dean's decision on renewal. 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.
 - e. In April of each year, the Chair will present to the faculty a State of the Department address, including a list of accomplishments over the prior year, progress toward accomplishing the mission of the Department, the Chair's vision for the future, strategic plans to realize the vision, and departmental goals for the coming year.

B. Interim Chair

1. In the event of a vacancy in the Department Chair position, an Interim Chair will be appointed to serve by the Dean of the College of Humanities and Social Sciences in consultation with the DFC and faculty. Provided funding is available, a national search will be launched as soon as possible to fill the Chair position.
2. An Interim Chair serves typically for less than one year, but their term cannot exceed two years. Candidates for Interim Chair must be tenured associate or full professors.
3. The Interim Chair is responsible for completing the duties normally assigned to a Department Chair and for appointing an Assistant/Associate Chair following procedures in Article I, Section C.7 of these bylaws.

C. Assistant/Associate Chair

1. The Department Chair may appoint an Assistant/Associate Chair.
2. The Assistant/Associate Chair shall carry out duties as assigned by the Chair. These duties include, but are not limited to: advising, scheduling, monitoring enrollment, representing the Chair at College and/or University meetings, and completing special projects as assigned by the Chair.
3. 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.
4. The Assistant/Associate Chair must be tenured.
5. The Assistant/Associate Chair will serve a renewable two-year term.
6. The Assistant/Associate Chair will not be limited to a particular number of consecutive terms.
7. Procedures for Selection and Remuneration

- a. The Chair will request nominations from the faculty and interview candidates. The Chair will present the candidate of their choice to the faculty for a confirmation vote. A simple majority is required for confirmation.
- b. Should the Assistant/Associate Chair's position be vacated prior to the end of a term, a new Assistant/Associate Chair will be selected following procedures in Article I, Section C.7 of these bylaws.
- c. As in the case of the Chair, the faculty will have the right to pursue a vote of "no confidence" to remove an Assistant/Associate Chair.
- d. Remuneration will be negotiated with the Chair and the Dean.

D. Coordinators

1. In order to conduct the business of the Department, and because the needs of the Department will change over time, the Department, in consultation with the Dean, may establish and fill various departmental coordinator positions.
2. The required responsibilities for each coordinator will be established by the Department Chair in consultation with the faculty and in compliance with the KSU Faculty Handbook. Additional work load will be developed by the coordinator in consultation with the Chair. Compensation of coordinators requires approval by the Dean.
3. If the Chair or a faculty member deems that a new coordinator position is needed, then the creation of the position will be voted on by the faculty.
4. Procedures for Selection:
 - a. Coordinators can be elected by the faculty or appointed by the Chair. Current coordinator positions, as well as which positions are elected or appointed, are described in a separate departmental document.
 - b. For any elected coordinator positions, nominations will come from faculty, be sent to the elections committee, and be voted on by the faculty in the fall. All nominations for elected positions will be vetted by the Chair prior to faculty voting.
 - c. For any appointed coordinator positions, nominations will come from faculty, be sent to the Chair, and be reviewed by the Chair. The Chair will present the candidate of their choice to the faculty for a confirmation vote. A simple majority is required for confirmation.
5. Terms of elected and appointed coordinators will be 2 years.
6. Terms of coordinators will not be limited to a particular number of consecutive terms. Terms for coordinators will begin on the start date of employment contract (approximately mid-August) and will end in May.
7. Coordinators will submit a yearly report made available for the entire Department (e.g., oral report in faculty meeting and summarized in minutes, Department OneDrive, etc). If the work of a coordinator impacts the work of other faculty and/or the Department as a whole, this work will be discussed with the Chair and may be brought forward to the entire faculty for their review.

ARTICLE II. Committees

- A. Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. An exception to this is the Department Promotion and Tenure Committee, which must be comprised of tenured faculty. Faculty members can self-nominate or nominate other faculty members with their explicit permission. Committee members will be selected via an election held in the fall semester (November) of each year for the next year's committees, in which those receiving the most votes are selected to fill the vacant positions. Committee chairs will be selected by the end of the fall semester for the following academic year. Only

tenured and tenure-track faculty vote in the election of members to Department and College Promotion and Tenure Committees. Terms of committee members will not be limited to a particular number of consecutive terms. Terms for committee members correspond to the beginning and ending date of the 9-month contract period. Standing committees will develop policies and procedures, consistent with university guidelines, for carrying out the duties of the committee with input from the faculty and approval of the Chair. See Article IV D. 2. for grievance process.

1. Department Faculty Council (DFC)

- a. Duties: Responsible for providing input to the Chair about departmental issues and policies dealing with workload, teaching load, hiring strategies, overall goals, ideas about new programs, etc. The DFC is advisory to the Chair, who holds decision-making authority at the departmental level, and the Assistant/Associate Chair in the administration of the Department. The Department expects the DFC to represent the interests of all academic programs and faculty ranks, and DFC members should make every effort to consult constituents when dealing with departmental matters. The DFC is to promote collegiality and effective shared governance in the Department by enhancing communication between the Chair, faculty, and staff and by ensuring transparency in the development and implementation of departmental policies including but not limited to: budgeting, hiring, space and resource allocation, workload distribution, and reassigned time, with an eye to equity and uniformity of application. Additionally, the DFC will serve in an advisory capacity for appointments and reports of ad hoc committees, strategic planning, overall goals, new programs, and other matters arising that may affect departmental faculty members. The DFC shall have the right to prompt access to departmental information relating to these matters. The DFC will also collaborate with the Chair to address exceptions to the departmental policies that may arise. The DFC will have oversight and maintain the departmental bylaws.
- b. Membership: Five faculty.
- c. Meeting times: Irregular, usually 3–4 times per academic year.
- d. Term: 2 year staggered.
- e. 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.

2. Curriculum 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 departmental curriculum and make recommendations about modifications of the curriculum. Also provides oversight for Special Topics and Advanced Topics courses. Committee chair is responsible for monitoring progress of proposals to College and University Curriculum committees; committee chair (or designee) will represent the Department at College and/or University Curriculum Committee meetings to present proposals.
- b. Membership: Three faculty.
- c. Meeting times: Irregular, usually 3–4 times per academic year.
- d. Term: 2 year staggered.

3. Department Promotion & Tenure Committee (P&T)

- a. Duties: Evaluates portfolios for pre-tenure, tenure, and promotion reviews and writes letters that go into faculty portfolios. Reviews Department P&T guidelines and makes recommendations for revisions to the Chair.
- b. Membership: Five full-time, tenured faculty including three full professors; 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); only full

professors can review and vote on portfolios submitted for promotion to full professor; see University guidelines for further details.

- c. Meeting times: Meets several times per year; intensive effort in early to mid-fall semester.
 - d. Term: 2 year staggered.
4. Assessment Committee
 - a. Duties: In charge of overseeing the Department's assessment plans for our students. The committee should review outcomes on an annual basis and collaborate in an AOL (assurance of learning) report that goes to the University assessment coordinator. The committee also works with the faculty to make sure the Department's assessment goals are current and well planned, as well as devising the assessment strategies. Because of this work, the committee may need to dictate some assessment strategies in specific courses. Assessment at KSU is directed toward student learning, not faculty performance.
 - b. Membership: Three faculty.
 - c. Meeting times: Irregular, usually 3–4 times per academic year.
 - d. Term: 2 year staggered.
 5. Departmental Awards Committee
 - a. Duties: When awards and scholarships require departments to select nominees, the committee will be responsible for distributing award information, initiating procedures for selecting nominees, and reporting departmental selections to the entire faculty. The committee may solicit faculty input to determine selections for student awards and scholarships.
 - b. Membership: Three faculty; the committee chair must have tenure.
 - c. Meeting times: Irregular, usually 3–4 times per academic year.
 - d. Term: 2 year staggered.
 6. Elections Committee
 - a. Duties: Conducts all nomination and election procedures in the Department not otherwise assigned. When feasible, these procedures are conducted electronically. The committee preserves the confidential nature of these procedures and maintains a record of all election results. The committee maintains a record of the composition and terms of service for all standing committees, ad hoc committees, and coordinator positions.
 - b. Membership: Three faculty.
 - c. Meeting times: Irregular, usually 3–4 times per academic year.
 - d. Term: 2 year staggered.
- B. Ad hoc committees shall be appointed by the Department Chair for a specific term. The Chair shall notify the departmental faculty of the existence of any ad hoc committees. Once an ad hoc committee is deemed necessary, a short description of the purpose and goals of the committee will be developed (including a projection of how long the committee will be maintained) and disseminated to the faculty.
- C. Operation of Committees
1. Each committee shall operate under a set of goals given them at the time of appointment.
 2. When voting within committees occurs, such votes shall conform to the relevant sections of Article IV of these bylaws.
 3. 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.

4. Each standing and ad hoc committee, except those dealing with personnel matters, shall keep a record of its meetings and distribute them to all full-time faculty and staff. Minutes may be distributed in hard-copy or electronically. Minutes of the meetings shall include the names of all members and guests present, as well as a description of items discussed.
5. Due to the size of the Department, all work at the committee level will be brought forward to the entire faculty for their consideration and a vote if called. Deliberations on pre-tenure, tenure, and promotion reviews, as well as on awards, are exempt from this process.

ARTICLE III. Department Meetings

- A. 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.
- B. The Department Chair shall call additional meetings as deemed necessary.
- C. All faculty are required to attend departmental meetings. For excused absences, notification must be given to the Chair prior to meeting.
- D. A quorum is required for departmental meetings.
- E. Minutes of each departmental meeting will be taken, reviewed by the Chair, and distributed to all faculty and staff.

ARTICLE IV. Voting

Voting on matters of departmental policy and procedures, curriculum 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:

- A. Eligibility
 1. All faculty are eligible to vote, unless stated otherwise in relevant sections of these bylaws. Staff may vote for positions in which staff are eligible to be elected.
 2. Absent faculty/staff may vote by written proxy. The absent faculty/staff must in writing either direct their proxy as to how to cast the absent vote or grant their proxy leeway to cast the absent vote.
- B. Quorum
 1. A quorum shall consist of two-thirds of those eligible to vote.
 2. Proxies shall not count toward a quorum.
- C. Passage of a Motion
 1. A simple majority of those voting shall be required to pass a motion.
 2. A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.
 3. Abstain votes do not count in determining majorities.
- D. Grievance Process
 1. Faculty may register their dissatisfaction with the Department Chair (or Interim Chair) by the following procedure:

- a. First, address the issue(s) involved directly with the Chair in consultation with the DFC.
 - b. Second, if the issue(s) remains unresolved, the faculty involved may seek the intervention of the Dean.
 - c. If the issue(s) still remains unresolved, a vote of no confidence in the Chair may be called for among the voting body.
 - d. A vote of no confidence may be called for at any point during a Chair's term.
 - e. To call for a vote of no confidence, 40% of the eligible voting faculty must approve the call for a vote or sign a petition to call the question.
 - i. Details of procedures for debate of a no confidence vote will be developed by the eligible voting faculty.
 - ii. The DFC will manage the no confidence vote.
 - iii. A simple majority of those voting will be required for a vote of no confidence in a Chair.
 - iv. The recommendation of the Department will be forwarded to the Dean for formal action.
2. Elected or appointed positions.
- a. First, address the issue within the committee, if relevant.
 - b. Second, if the issue(s) remain unresolved, the faculty involved may seek the intervention of the department Chair or the university Ombud for mediation.
 - c. Third, the individual will be given the opportunity to resign before a vote of no confidence is called.
 - d. Faculty-initiated removal of a person from an elected or appointed position shall require a two-thirds majority of those voting.
 - e. To call for a vote of no confidence, 40% of the eligible voting faculty must approve the call for a vote or sign a petition to call the question.
 - f. Department Chair-initiated removal of a person from an appointed or elected position will be made in consultation with the DFC and may be made in consultation with the Dean.
- E. Department Advocacy: In the event that faculty in the department desire to collectively express their position, suggestions or concerns to entities within KSU the following procedures will be followed:
1. A two-thirds majority of those voting shall be required in order for the name "Department of Psychological Science" to be added to any advocacy or position statement.
 2. The language of any such advocacy or position statement shall correctly characterize the vote that led to its adoption (e.g., "a two-thirds majority of the voting faculty...").
- F. Ballots
1. Secret ballots shall be used for all votes.
- G. Electronic Voting
1. Voting may be done electronically if approved by a simple majority of those voting. Electronic voting can be approved at the start of an academic year for use throughout the year as needed.
 2. When school is not in session and during the summer sessions, the Department Chair may call for electronic votes when the vote cannot be delayed.

ARTICLE V. Changes in the Curriculum

- A. New course offerings, course deletions, and changes to the psychology degrees, major, or minor.
 1. The Department Chair or any tenured or tenure-track departmental faculty may propose such changes.

2. Proposals shall first be reviewed by the curriculum committee and then presented to the faculty for approval in a manner that conforms to the relevant sections of Article IV of these bylaws.
3. The proposal must be distributed to the faculty at least one week prior to discussion and voting.

ARTICLE VI. Guidelines for Faculty Searches

A. Department Chair Search

1. Procedures for Department Chair searches are contained in the CHSS Bylaws.
2. The search committee shall consist of 5 psychology faculty members and a non-voting, CHSS administrator (department chair or higher) who chairs the search committee. The departmental committee members are elected by the psychology faculty and must be approved by the Dean. They must represent a mix of ranks and tenure status with at least one member drawn from each rank and tenure status currently represented in our faculty. Although not required, a lecturer may serve on the committee. If the elected committee does not meet the above representation requirement, the entire ballot will be recast. Voting for the psychology faculty members of the chair search committee will be determined using a limited vote procedure with each eligible voter casting 3 votes.

B. Tenure-Track and Lecturer Faculty Search

1. After discussion with the departmental 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 a majority of tenured or tenure-track faculty shall be appointed by the Department Chair.
2. 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.
3. The committee shall determine whether candidates are acceptable and then rank the acceptable candidates. The committee shall select up to three candidates to recommend for an invitation to campus. After all final candidates have completed on-campus interviews, and the search committee has reviewed feedback from faculty, staff, and students about the candidates, the search committee shall rank the candidates the committee deems acceptable to hire. They will then make their recommendation to departmental faculty and staff.
 - a. The search committee chair shall present the search committee's recommendations, including rankings, to the Department in a called or regularly scheduled meeting. Departmental faculty members shall vote to affirm or reject the search committee's recommendations and rank the candidates presented by the search committee in order of preference. This will be completed in a timely manner following receipt of the search committee's recommendation. The search committee shall consider the faculty's input and reconsider or affirm their ranking.
 - b. The search committee shall forward their final ranking, together with the faculty vote and ranking to the Department Chair, who, in turn, shares this information with the faculty. The Department Chair shall consider all information provided by the search committee as well as their meetings with the candidates when making their recommendation to the Dean who is responsible for the hiring decision.

- ##### **C. 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.

- A. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.
- B. The following ranked criteria shall be considered when making teaching assignments during summer sessions.
 - 1. Course demand and faculty specialization.
 - 2. Faculty status, with preference given to full-time faculty.
 - 3. Teaching effectiveness.
 - 4. Seniority.
 - 5. Budget conditions.
- C. When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments will be made using these same criteria.

ARTICLE VIII. Amendments to Bylaws

Proposed amendments to these bylaws shall be submitted in writing to the Department Chair and the DFC. The DFC will distribute proposed amendments to faculty at least one week prior to any discussion and vote. A two-thirds majority of those voting shall be required to pass an amendment. Minor/textual, non-substantive edits can be made by the DFC, in consultation with the Chair.

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

ARTICLE X. Academic Policies

- A. Policy Development. Policy refers to procedures or protocols that can be applied to all faculty. Should the need for new policies or policy revision arise, those proposing a policy or revision should request to be added to the faculty meeting agenda. A rationale for the policy or revision should be developed by the individual(s) proposing the policy or revision and the rationale should be disseminated to the entire faculty at least one week prior to discussion and voting.
- B. Discussion will ensue during the faculty meeting after which a vote on the policy will be called. Proposed policy will be adopted in a manner that conforms to the relevant sections of Article IV of these bylaws.

- C. **Student Policies.** All departmental student-related policies should be on the Department webpage and at least one hard copy should be available in the Department office.
- D. **Faculty Policies.** All important departmental faculty-related policies should be available online (e.g., shared drive) and at least one hard copy should be available in the Department office.

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 10/30/2019, were approved by the faculty of the Department of Psychological Science in accordance with Department policies and procedures:

Dr. Dorothy Marsil DocuSigned by:
Dr. Dorothy Marsil November 4, 2019
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Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Corinne McNamara DocuSigned by:
Corinne McNamara November 4, 2019
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Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Jennifer McMahon-Howard DocuSigned by:
Jennifer McMahon-Howard November 11, 2019
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Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Shawn Long DocuSigned by:
Shawn Long November 11, 2019
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Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

kathy schwaig DocuSigned by:
Kathy Schwaig November 11, 2019
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Name (printed or typed) Signature/ Date