



**School of Government and International Affairs  
College of Humanities and Social Sciences  
Kennesaw State University  
BYLAWS  
(approved by faculty on 11/14/19)**

**PREAMBLE**

The School of Government and International Affairs (SGIA) 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 School of Government and International Affairs. These bylaws were first adopted by the faculty of the School of Government and International Affairs on April 26, 2018.

**ARTICLE I. Administration**

**A.1 School Director**

- i. The Director, a tenured Associate or Full Professor, shall be appointed by the Dean of the College of Humanities and Social Sciences in accordance with the Director Search Procedures outlined in section A.3, below, and serves at the pleasure of the Dean.
- ii. The Director shall provide academic and administrative leadership for the School and perform duties including but not limited to:
  - a. Supervising the operation of the School
  - b. Administering School budgets
  - c. Overseeing recruitment and orienting efforts for faculty and staff
  - d. Hiring part-time and temporary faculty and staff
  - e. Assigning faculty and staff workloads
  - f. Providing feedback and performance evaluation to faculty
  - g. Assigning office space
  - h. Holding regular meetings of the School and presiding over School meetings
  - i. Representing the School in College and University affairs and serving as an advocate for the School's interests
  - j. Informing the faculty of events affecting the School or the welfare of the faculty
  - k. Fostering teaching and developing and updating curriculum

- l. Fostering scholarly activity and encouraging service/outreach
  - m. Developing/mentoring/coaching faculty and staff
  - n. Creating a supportive, productive work environment/culture
  - o. Creating a shared vision, setting goals, and leading the School in the implementation of strategic planning
  - p. Administering academic/human resources/legal policies
  - q. Dealing with the media
  - r. Making recommendations to the Deans and the Vice President for Academic Affairs as to promotion, non-renewal (termination), granting of tenure, and salary increases
  - s. Proposing to the Dean appropriate faculty staffing levels and preparing requests for the addition of new faculty
  - t. Creating School committees for assistance with appropriate duties
  - u. Maintaining appropriate files, records, and data pertaining to School operations as required by the deans and Vice President for Academic Affairs with due concern for confidentiality
  - v. Assisting the School in maintaining relationships with alumni and other external constituencies of the School
  - w. Teaching classes
  - x. Performing such duties as assigned by the University or the Dean of the College of Humanities and Social Sciences.
- iii. In addition, the Director is expected to engage in the following type of activities to advance the reputation of the School:
- a. Developing curricular programs/individual courses
  - b. Advising and mentoring students
  - c. Scheduling and providing for student advisement
  - d. Seeking research funding; conducting research and scholarly activities
  - e. Serving on College/University governance committees/task forces
  - f. Serving on College/University search committees
  - g. Serving on outside committees and task forces
  - h. Performing leadership tasks in professional associations/networks
  - i. Providing pro bono/paid consulting services
  - j. Participating in development activities of professional associations/networks
  - k. Conducting professional growth activities.
  - l. Securing the required number of external letters for all candidates under review each year (in consultation with the candidates).
- iv. Acting/Interim Directors will assume all duties and responsibilities of the School Director, except as modified by the Dean.

#### A.2 Term, Tenure, and Renewal of the Director

- i. The term of office of a Director is a maximum of 5 years, usually effective July 1.
- ii. The tenure of the Director shall be limited to two 5-year terms.

- iii. The Director shall be reviewed according to the University's Administrative Review procedures outlined in the Administrative Review Governing document (<http://academicaffairs.kennesaw.edu/policies/administrative-review.php>). In the Spring of the fourth year of a Director's first term, the Director communicates to the Dean and the School Faculty whether she/he would like to serve for a second term. If the Director communicates in the affirmative, a referendum on the Director's second term is organized by the Dean's office. If the Director does not wish to serve a second term, or in the event that the referendum on the Director's second term does not demonstrate a strong endorsement of the Director (i.e., less than 60% of the faculty supporting the Director's second term) or that the Dean decides not to reappoint the Director for a second term, a national search (contingent upon funding availability) is launched at the beginning of the Director's fifth year in office.

### A.3 Director Search Procedures

- i. The SGIA recognizes that a School Director search will be initiated by the CHSS Dean, typically through a national search, yet dependent upon resources. Internal candidates may also be considered. Appointment is upon the recommendation of the School faculty and approval by the CHSS Dean.
- ii. The search committee works on behalf of the School in that it is responsible for screening applications for the position in question and implementing the various stages of the search process. However, School faculty members are expected to participate in search activities and deliberations where specified. The search committee shall ensure that searches are conducted in a transparent manner and that input from the School is encouraged and facilitated.
- iii. The Search Committee shall follow the CHSS Bylaws and the University policy on search procedures published on the Academic Affairs' Web site.
- iv. The search committee is composed of five or more department faculty members elected from among all eligible department faculty members and a non-voting CHSS administrator (Department Chair or higher) who chairs the search committee. The Department shall endeavor to include in its membership faculty from a diversity of ranks and status. Elections to the search committee shall be administered by the SFC. After ensuring the committee represents a diversity of ranks and status, the Dean of CHSS appoints the Chair Search Committee.
- v. The committee shall select up to three candidates per advertised position to participate in the on-campus interview process. 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. It will then make its recommendation to department faculty and staff.
- vi. The search committee chair shall present the search committee's recommendations (i.e., rankings) to the department via a secured website or in a called or regularly

scheduled School meeting. School faculty members shall vote to affirm or reject the search committee's recommendation in a timely fashion. The search committee shall consider input and reconsider or affirm their ranking.

- vii. The search committee shall forward its final ranking and School vote results to the CHSS Dean, with a copy to the Chair of the SFC who in turn shares this letter with the faculty. The Dean shall consider all information provided by the search committee when making his or her decision on who shall serve as Director.
- viii. **After completing her/his service, the Director becomes a faculty member with a nine-month contract unless offered a different administrative post.**

#### A.4 Recall of Director

- i. Faculty may register their dissatisfaction on leadership issues as follows: first, address the issues involved directly with the Director; second, address the issues with the SFC; third, if issues remain unresolved, the faculty involved may seek the intervention of the Dean.
- ii. If the issues still remain unresolved, the School Faculty Council shall coordinate a faculty forum, after which a secret ballot vote of no-confidence in the Director may be taken. Quorum must be met for a no-confidence vote (see Article IV, A.3). If the vote of no-confidence is supported by a supermajority (at least 67% of those voting), the Chair of the SFC shall draft a letter to the Dean reporting the results. The Dean must then meet with the School Director within 10 business days, and determine a course of further actions.

#### A.5 Interim Director

- i. In the event the Director position is vacant, the Dean shall meet with the School and seek input from the faculty into selecting an Interim Director. The Interim Director shall normally serve for one semester or one year but in extraordinary circumstances may serve up to two consecutive one-year renewable terms. She/he must be tenured and hold the rank of Associate or Full Professor.
- ii. The Interim Director is responsible for nominating an Associate Director and for completing the duties normally assigned to a Director.

#### B.1 Associate Director

- i. The School Director may appoint an Associate Director, who must hold the rank of Associate or Full Professor.
- ii. The Associate Director shall carry out such duties as assigned by the Director. These duties include, but are not limited to activities such as:
  - a. Managing classroom space and facilities
  - b. Coordinating teaching schedules with faculty and scheduling courses
  - c. Monitoring course enrollment
  - d. Supervising and mentoring part-time faculty

- e. Advising students
- f. Representing Director at College and/or University meetings
- g. Other duties based upon School needs, as negotiated with the SGIA School Director and incorporated into his/her FPA.

- iii. The Associate Director shall serve as Acting Director of the School at any time the Director is out of town, unavailable, or incapacitated and unable to administer the affairs of the School.

#### B.2 Term, Tenure, and Renewal of the Associate Director

- i. The Associate Director may serve up to five two-year terms, or a maximum of ten years, beginning on July 1.
- ii. In the event that the position becomes vacant before the term ends, the Director shall nominate someone to complete the term, as per section 1.

#### B.3 Selection of the Associate Director

- i. An Associate Director shall be nominated by the Director and ratified by majority vote of eligible faculty.

#### B.4 Recall of the Associate Director

- i. Faculty shall have the ability to recommend that the Director recall an Associate Director. Quorum must be met for a recall vote (see Article IV). A supermajority (67 % of those voting) vote is required for the recall measure to pass.

#### C.1 Undergraduate Program Coordinators

- i. The School Director may appoint Undergraduate Program Coordinators for the Political Science (POLS) and International Affairs (IA) programs, following the Faculty Handbook requirements for such positions (see section 3.7.1).
- ii. Duties of the Undergraduate Program Coordinators for Political Science (POLS) and International Affairs (IA) include:
  - a. Preparing for, scheduling, and chairing regular program meetings to discuss matters pertinent to the quality and productivity of each program
  - b. Maintaining currency and quality of the programs' curricula. Coordinators work with faculty in SGIA School as well as other contributing units to: expand course choice; develop new courses; make changes to existing courses; craft and implement changes to the majors and minors
  - c. Representing the programs at relevant meetings within the University (including School, College and University curriculum committees) and beyond (including meetings with advisory boards or other external stakeholders)
  - d. Working with School Director/Associate Director to ensure adequate availability of program courses
  - e. Working with Registrar's Office to manage issues with DegreeWorks
  - f. Overseeing undergraduate catalog language changes/additions
  - g. Providing advising to declared majors who are unable to reach their primary

advisor

- h. Providing advising as needed to students interested in the programs and to those pursuing minors in the programs
- i. Working with the Associate Director to approve related studies and facilitate course substitutions
- j. Working with transfer students – both domestic and international- to ensure smooth transition to KSU
- k. Preparing Program Assessment reports in coordination with the Curriculum and Program Assessment Committee.
- l. Consulting with the Director on the solicitation of external letters each year for any/all program faculty coming up for review.

#### D.1 Graduate Program Directors

- i. Graduate Program Directors shall be selected on the basis of merit to manage the affairs of their specific graduate program and handle the duties inherent in its operation. The Director reports to the SGIA School Director and the Dean of the College of Humanities and Social Sciences (CHSS). Graduate Directors shall be nominated by a search committee and approved by the Dean. Directors shall serve five year terms. They may be renewed for subsequent terms by a majority vote of the faculty in their program, to be held in the fall of the fifth year of their term. Graduate Program Directors may be recalled by the faculty of a graduate program using the same procedures outlined above for the SGIA School Director.
- ii. Graduate Program Directors for Public Administration (MPA) and International Policy Management (MSIPM) shall carry out the following duties:
  - a. Leadership and Administration
    - a) Advocating for the program and faculty
    - b) Encouraging and supporting faculty development
    - c) Consulting with the Director on the solicitation of external letters each year for any/all program faculty coming up for review
    - d) Coordinating and chairing the program faculty meetings
    - e) Hiring, maintaining, supervising, and supporting the development of program staff
    - f) Managing the program budget, if applicable
    - g) Serving on appropriate committees in the College of Humanities and Social Sciences (CHSS) and at the University level, especially the Graduate Council
    - h) Providing leadership and shared vision for the program including program goals
    - i) Representing the program both within and outside the University
    - j) Building alumni relationships
  - b. Outreach and student support
    - a) Recruiting new students to the program through various outreach mechanisms
    - b) Overseeing and managing admissions to the program (in consultation with the Admissions Committee)
    - c) Responding to prospective student inquiries and conducting

- follow-up on such prospects
    - d) Advising and mentoring students
    - e) Teaching courses in the program
    - f) Planning and hosting orientations for new students (in collaboration with program staff)
    - g) Managing Graduate Research Assistantship process and students.
  - c. Curriculum and Assessment
    - a) Developing and evaluating program outcomes and student learning outcomes
    - b) Coordinating and overseeing program assessment efforts and completing assessment reports
    - c) Drafting and developing program report for SACS review
    - d) Overseeing curriculum design and revision in consultation with program faculty
    - e) Coordinating and overseeing course schedule with School Director and/or his/her designee.
- ii. Duties Particular to the Director of the Master of Public Administration (MPA) Program
  - a. Compiling accreditation self-study documents for the National Association of Schools of Public Affairs and Administration (NASPAA)
  - b. Maintaining a system of student records.
- iii. Duties Particular to the Director of the Master of Science in International Policy Management (MSIPM) Program
  - a. Collaborating with CHSS Office of Distance Education to facilitate attainment and renewal of Quality Matters certification for all IPM courses
  - b. Developing/coordinating internships for MSIPM student both locally and elsewhere
  - c. Supervising IPM internship and practicum projects
  - d. Promoting and supporting the KSU Coverdell Peace Corps Fellows USA Program and serve on the University selection committee for Coverdell Fellows.

## **ARTICLE II. Committees**

### **A.1 Standing Committees Overview**

- i. Standing Committees (see list below), shall be composed of faculty with full-time appointments. Lecturers may serve on some 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. Each committee shall elect its chair annually during the spring semester, effective fall semester of the academic year. The chair of the previous year's committee shall convene the first fall semester meeting.

- ii. Faculty committee assignments shall be balanced according to rank, such that untenured faculty shall be given assignments suitable for their rank and interests, while tenured, more senior faculty shall be responsible for committees involving larger concerns to the University. Faculty shall serve 1, 2, or 3 year terms according to the type of committee assignment.

## A.2 Standing Committee Formation

- i. The following committees and College representatives shall be elected:
  - a. School Promotion and Tenure Committee, 2 year terms, staggered
  - b. School Faculty Council, 2 year terms, staggered
  - c. CHSS Promotion and Tenure Committee representatives (2), 2 year terms, staggered
  - d. College Faculty Council representative (1), 3 year term
  - e. Faculty Senator (1), 3 year term.
- ii. SFC will conduct elections for the above positions in the Fall semester of each year for the next year's committees according to the process outlined below. Confirmation/non-confirmation of Associate Director will occur at this time as well (when necessary).
- iii. The School shall first elect School Promotion and Tenure committee members, as needed, from among the tenured faculty not coming up for review in the coming two years. However, faculty undergoing Post Tenure Review are eligible to serve on the School Promotion and Tenure Committee. Those completing a term on the P&T will be removed from the slate. See A.3 below for membership of the P&T committee.
- iv. Second, with members of the P&T committee removed from the slate, the School shall elect the CHSS Promotion and Tenure committee representative(s), as needed, from among the tenured, Full Professors not coming up for review in the coming two years.
- v. Third, with P&T members, CHSS P&T representatives, and those completing a term on the SFC removed from the slate (unless they request otherwise), the School shall elect SFC members. See A.4 below for membership of the SFC.
- vi. Fourth, if needed, and with P&T members, CHSS P&T reps, and SFC members removed from the slate (unless they request otherwise), the School shall elect the CFC representative. Ideally, this representative should be elected from among the tenured faculty.
- vii. Fifth, if needed, the SFC solicits nominations for Faculty Senator and the school will elect from the nominees. Ideally, this representative should be a tenured faculty member.
- viii. Once all elected positions have been filled, the School Director solicits from all faculty their preferences for other School-coordinated service roles.
- ix. The School Director prepares a draft slate of School-coordinated service roles during the Fall semester, no later than December 1.
- x. The SFC reviews the draft slate for equitability and offers feedback to the



Director by no later than December 15. The Director shall make every effort to implement SFC recommendations but retains discretion and must also consider School needs, experience, expertise, level of interest, and availability of faculty.

- xi. The Director shares with the faculty as a whole the School-coordinated service role slate for discussion/approval at a Spring faculty meeting, prior to annual review meetings.
- xii. Selection of chairs for the upcoming year's School P&T and Curriculum committees will take place no later than January 31. See A.3 and A.5 for more details of the committee chair selection process.
- xiii. If needed, the School coordinated service role can be revisited at the first School faculty meeting of the Fall semester to review and approve any changes that have occurred since Spring.

#### A.3 Promotion and Tenure Committee (P&T)

- i. Membership:
  - a. The P&T Committee shall have five tenured faculty members at the rank of Associate or Full.
  - b. The chair of the P&T Committee shall be one of its members, chosen by the members of the P&T Committee.
  - c. On the occasion that an Associate Professor is going up for promotion, three Full Professors must be on the committee to review and vote on the promotion portfolio. If three Full Professors are not elected to the committee on such an occasion, then the Full Professor who received the next highest number of votes in the past election will serve as an ad hoc member on the committee solely for the review of portfolios of Associates seeking promotion to Full.
- ii. Terms: Promotion and Tenure Committee members' terms shall be two years, staggered, with elections held every year for open positions.
- iii. Duties:
  - a. Evaluating faculty portfolios for pre-tenure, promotion, and tenure reviews, and making recommendations on promotion and tenure decisions in accordance with procedures and expectations outlined in the School Guidelines, College Guidelines, and KSU Faculty Handbook.
  - b. Writing letters that go into faculty's portfolio
  - c. Making recommendations to the School regarding changes in the School Guidelines
  - d. Coordinating peer review of teaching as outlined in the P&T Guidelines
  - e. Completing other tasks appropriate to the purpose of the Committee.

#### A.4 School Faculty Council (SFC)

- i. Membership:
  - a. The SFC shall have five members, three of whom shall be tenured faculty members of the School. The remaining members may be non-tenured but must be tenure-track full-time faculty members of the School. The School Director is an

- ex officio, nonvoting member. The School Director shall respect the SFC's desire, on occasion, to meet without the School Director present.
- b. The chair of the SFC shall be one of its tenured members, chosen by the members of the SFC.
  - c. The School may, by a two-thirds vote, add one or more member(s) to or recall one or more from the SFC. Recalled members must be replaced by election by the School's permanent full-time teaching faculty.
- ii. Terms: SFC members' terms shall be two years, staggered, with elections held every year for open positions.
  - iii. Duties:
    - a. Meeting at least once per year, shortly after the beginning of the academic year and then as needed. Any SFC member may call for a meeting.
    - b. Maintaining confidentiality as necessary
    - c. Advise the Director, who holds decision-making authority at the School level
    - d. Facilitating transparency and communication in the Director's development and implementation of School policies including but not limited to strategic planning, budgeting, hiring, space and resource allocation, work and teaching load, reassigned time, salaries and raises, appointment and reports of ad hoc committees, and other matters arising that may affect School faculty members
    - e. Prompting access to School information relating to the above
    - f. Working with the Dean and/or the Ombuds Office to address issues arising in its work that may require such assistance and possibly notifying the College Faculty Council (CFC) and/or Faculty Senate Executive Committee (FSEC) of concerns
    - g. Addressing issues and concerns brought to it by individuals or groups of School faculty members.

Plan and facilitate all required elections, ratification votes, recall votes, and/or any other necessary and proper votes within the School, using means determined by the SFC and School Director.

#### A.5 Curriculum Committee

- i. Membership:
  - a. The Curriculum Committee shall have a minimum of four faculty members.
  - b. The Chair of the Curriculum Committee shall be one of its members, chosen by the members of the Curriculum Committee.
- ii. Terms: Committee terms shall be as agreed upon between individual faculty serving on the Committee and the Director (per the FPA).
- iii. Duties:
  - a. Overseeing curriculum development and new course proposals and initiating changes when necessary
  - b. Reviewing, monitoring, and approving changes in curriculum, including new course offerings, program changes, changes in course descriptions, titles, or prerequisites, etc.
  - c. Ensuring catalog information is current and accurate
  - d. Reviewing and approving all special topics proposals
  - e. Completing other tasks appropriate to the purpose of the Committee
  - f. The Committee Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees; the originator(s) of the

- proposal(s) will represent the School at College and/or University Curriculum Committee meetings to present proposals
- g. Meeting in-person or online as necessary to review proposals.

#### A.6 Program and Curriculum Assessment Committee

- i. Membership:
  - a. The Assessment Committee shall have a minimum of five faculty members and shall include one member from each of the programs subject to assessment requirements (IA, POLS, IPM, MPA).
  - b. The Chair of the Program and Curriculum Assessment Committee shall be one of its members, selected by the Director in consultation with the faculty member (per FPA).
- ii. Terms: Committee terms shall be as agreed upon between individual faculty serving on the Committee and the Director (per FPA).
- iii. Duties:
  - a. Assisting directors and coordinators in the following:
    - i. Establishing and evaluating student learning outcomes and program (performance) outcomes in accordance with College and University-level assessment initiatives and strategic goals
    - ii. Developing and implementing plans for monitoring and assessing the quality and effectiveness of student learning and program performance
    - iii. Interpreting data and compiling reports for reviewers, faculty, and / or administrators regarding student learning and program performance
  - b. Completing other tasks appropriate for the purpose of supporting and advancing program-level and School-level assessment goals and initiatives

#### A.7 Internship Committee

- i. Membership:
  - a. The Internship Committee shall have a minimum of four faculty members.
  - b. The Chair of the Internship Committee shall be the Internship Coordinator. The Internship Coordinator shall be one of the committee members, chosen by the Director in consultation with the faculty member (per FPA). The Internship Coordinator will be the instructor of record for POLS 3398.
- ii. Terms: Committee terms shall be as agreed upon between individual faculty serving on the Committee and the Director (per the FPA).
- iii. Duties of the Internship Coordinator:
  - a. Work with the Director, Career Planning and Development, and other on internships and related matters
  - b. Create, run, and supervise students for the POLS 3398 Course
  - c. Recruit student interns in coordination with Career Planning and Development and others
  - d. Approve student applications in coordination with the School Director.
- iv. Duties of the Committee Members:
  - a. Advising interns and assisting them as they develop a research proposal and prepare a final paper
  - b. Meeting and communicating with the interns as needed to provide guidance,

- advice, and grades
- c. Completing other tasks appropriate to the purpose of the Committee.

#### A.8 Awards Committee

- i. Membership:
  - a. The Awards Committee shall have a minimum of four faculty members.
  - b. The Chair of Awards Committee shall be one of its members, chosen by the members of the Awards Committee.
- ii. Terms: Committee terms shall be as agreed upon between individual faculty serving on the Committee and the Director (per the FPA).
- iii. Duties:
  - a. Coordinating annual student recognition ceremony
  - b. Selecting qualified student candidates for University awards
  - c. Making recommendations for faculty awards
  - d. Completing other tasks appropriate to the purpose of the Committee.

#### A.9 School Administrative Committee

- i. Membership:
  - a. The Administrative Committee consists of the School Director, School Associate Director, Coordinators of the two undergraduate programs (POLS and IA), and the Directors of the graduate programs (MPA and MSIPM).
  - b. The School Director is Chair of the Administrative Committee.
- ii. Terms: Members are ex officio.
- iii. Duties:
  - a. Planning curricula and resources necessary to support the School's programs
  - b. Assisting with filing appropriate documentation for College and University assessment initiatives, SACS, for University requirements, and other accrediting bodies.

#### B.1 Ad Hoc Committees

- i. *Ad hoc* committees shall be appointed by the Director of the School for a specific term. The School Director shall notify the School faculty of the existence of any *ad hoc* committees.

#### C.1 Operation of Committees

- i. Each committee shall elect a Chair (unless otherwise specified) and operate under a set of goals given them at the time of appointment.
- ii. Procedures for committee voting shall conform to Article IV, A.3, 4, 5.
- iii. Each standing and *ad hoc* committee must keep a record of its meetings. If necessary, a secretary may be elected at the first fall semester committee meeting and shall be responsible for keeping and distributing records to faculty and staff within one week of the meeting. Records of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.
- iv. Committees will report significant activities during the SGIA faculty meetings.

**D.1 School Representation in College and University Committees**

- i. University Committees/Governance: SGIA shall select representatives to the following University bodies:
  - a. Faculty Senate: SGIA shall elect a representative to the Faculty Senate in accordance with the Faculty Senate Bylaws
  - b. General Education Council: The Director shall solicit volunteers and appoint the representative in consultation with interested faculty member(s) per their FPA(s).
- ii. College committees: SGIA shall select representatives for the following CHSS Standing Committees (unless otherwise specified, the Director shall solicit volunteers and appoint the representatives in consultation with interested faculty members per their FPAs):
  - a. CHSS Curriculum Committee (Chair of the School Curriculum Committee, see A.5)
  - b. CHSS Student Scholarships Committee
  - c. CHSS Faculty Awards Committee
  - d. CHSS Faculty Scholarship Committee
  - e. CHSS Promotion and Tenure (Elected, see A.2.iv)
  - f. CHSS International Committee
  - g. CHSS Faculty Scholarship Support Grant Awards Committee.

**ARTICLE III. School Meetings****A.1 Meeting Procedures**

- 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 Director of the School shall call additional meetings as deemed necessary.
- iii. All full-time faculty are required to attend School meetings. For excused absences, notification must be given to the School Director prior to meeting.
- iv. Minutes of each School meeting shall be taken, reviewed by the School Director, and distributed to all faculty and staff.

**ARTICLE IV. Voting****A1. Voting Procedures**

- i. Voting on matters of School policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, School representation, nominations for College and University positions, and revision of School bylaws shall be conducted as outlined below.

**A.2 Eligibility**

- i. All faculty who are not part-time or limited term are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- ii. Absent faculty/staff may vote by written proxy.

### A.3 Quorum

- i. A quorum shall consist of a majority (50% +1) of those eligible to vote.
- ii. Proxies shall not count toward a quorum.

### A.4 Passage of a Motion

- i. A simple majority of those voting shall be required to pass a motion.
- ii. A two-thirds majority of those voting shall be required to pass an amendment to the School bylaws.

### A.5 Ballots

- i. Secret ballots may be used for any votes, if requested by a faculty member.
- ii. Voting may be done electronically if approved by a simple majority.

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

### A1. Definition of Curriculum changes

- i. New course offerings, course deletions, and changes in requirements for graduate programs, the majors, minors, and certificates in the School.

### A.2 Procedures for Curriculum Changes

- i. The School Director or any tenured, tenure-track, and full-time lecturer faculty member School faculty 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 and to adopt proposals for new courses, course deletions, course revisions, and changes in the curriculum and in degree requirements.

## **ARTICLE VI. Guidelines for Full-Time (Lecturers and Tenure-track) Faculty Searches**

### A.1 Search Committee Composition

- i. The School Director will initiate a discussion with the School faculty about which subfiled(s) or area(s) of specialization to stipulate in the advertisement for a given faculty position.
- ii. The School Director, in consultation with the Dean will appoint a search committee that typically includes five tenured or tenure-track faculty.
- iii. The members of the Search Committee shall be determined in consultation with the affected Undergraduate Program Coordinator(s) and/or Graduate Director(s).
- iv. The School Director shall appoint a Chair of the search committee.

### A.2 Search Committee Procedures

- i. The search committee will follow procedures found on the Faculty Affairs website.

The School Director shall provide the committee with specific guidelines about conducting searches.

- ii. The Search Committee shall identify the strengths and weaknesses of the finalists brought to campus, rank them, and present their findings to the School faculty.
- iii. After discussing the acceptability and merits of each finalist, the School faculty will vote to ratify or reject the search committee's recommendations.
- iv. A ratification of the search committee's recommendations requires a vote reaching quorum and a simple majority (see Article IV, A3, A4, A5).
- v. The ranking of finalists, together with their strengths and weaknesses, approved by a ratification vote shall be submitted to the Dean as recommendations to hire.

#### B.1 Potential Conflicts of Interest.

- i. Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers s/he has had a prior close personal relationship with one or more applicants, s/he should make this known to the committee and the School Director 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**

#### A.1 Procedure for Determining Priority

- i. Through written solicitation, the School Director or Associate Director shall determine which faculty members wish to teach during summer sessions.
- ii. 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 faculty
  - d. 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**

#### A.1 Procedures

- i. Amendments to these Bylaws shall be submitted in writing to the School Director
- ii. Amendments shall be approved by a supermajority (67% of those voting) in which a quorum (50% +1 of voting eligible faculty) participates.

**ARTICLE IX. Relationship to other Governing Rules and Regulations**

**A.1 Non-Supersession**

- i. 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.

**SEE BELOW FOR APPROVAL FORM**



### Kennesaw State University Approval Form for School Bylaws

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

I confirm that the attached bylaws, dated 10/10/2019, were approved by the faculty of the School of Government and International Affairs in accordance with School policies and procedures:

Andrew Pieper, SFC Chair DocuSigned by:  
*Andrew L Pieper*  
January 13, 2020  
 Name (printed or typed) / Title (SFC chair, etc) Signature/ Date

School Director Approval - I approve the attached bylaws:

Kerwin Swint, SGIA Director DocuSigned by:  
*Kerwin Swint*  
January 13, 2020  
 Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Timothy Hedeem, Co-Chair DocuSigned by:  
*Tim Hedeem*  
January 13, 2020  
 Name (printed or typed) Signature/ Date

Jennifer McMahon-Howard, Co-Chair DocuSigned by:  
*Jennifer McMahon-Howard*  
January 14, 2020  
 Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

\_\_\_\_\_ DocuSigned by:  
*Shawn Long*  
January 24, 2020  
 Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

\_\_\_\_\_ DocuSigned by:  
*Kathy Schwaig*  
April 7, 2020  
 Name (printed or typed) Signature/ Date