

RECEIVED AUG 19 2013

Department of History and Philosophy
Kennesaw State University

Bylaws of the Department

Last Revised April 30, 2013

These bylaws took effect on April 30, 2013

For all department business, *Robert's Rules of Order* apply.

1. Chair

1.1. Executive authority in the Department rests with the Chair, with the Department Faculty Council (DFC) acting in an advisory role representing the interests of the faculty.

1.2. For reasons of brevity, the detailed roles and functions of the Chair are not specified in this document. The Chair, however, is broadly responsible for the following:

- coordination of vision and strategic planning for the Department
- evaluating faculty annually
- budgeting and fiscal management of Department resources
- managing day-to-day office operations
- providing for scheduling and student advisement
- providing for mentorship of new faculty
- supervising staff assigned to the Department
- assigning faculty and staff work loads, including service and teaching responsibilities of lecturers
- providing service and support to varied constituencies (college, university, and community)
- keeping a record of all committee assignments in the Department and at the college/university level involving History and Philosophy faculty
- serving as advocate for and representative of the Department
- providing the Department with an itemized overview of course reassignments and travel moneys allotted.

1.3. The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Sciences. Normally this load will be at least one course annually.

1.4. After serving, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.

1.5. Tenure of the Chair

1.5.1 Candidates for Chair must be tenured Professors or tenured Associate Professors.

1.5.2 The term of office of a Chair is 5 years, effective July 1.

1.5.3 The Chair may serve two consecutive 5-year terms if recommended by Department faculty and with the approval of the Dean. The Chair will indicate her/his intent to apply for a second term by the end of March of the fourth year of service. The DFC, in consultation with the Dean, will conduct a review process of the re-applying Chair at the beginning of the fifth year of her/his tenure. This process will include a presentation by the Chair to the Department, followed by a Department discussion and vote by secret ballot. The DFC will forward the results of the ballot to the Dean.

1.5.4. Faculty and Staff evaluation of the Chair will be conducted yearly as per Academic Affairs guidelines specified on their website. The DFC along with one department staff member elected by the department staff will serve as the FSE-review committee.

1.5.5. A Chair has the option to step down before the 5-year term is over.

1.6. Voting Members: For purposes of department governance, and for the remainder of this document, Voting Members shall consist of tenured and tenure-track faculty and Lecturers.

1.7. Chair Search Procedures: The search committee works on behalf of the department in that it is responsible for screening applications for the position and implementing the various stages of the search process. However, Department faculty Members will be invited and encouraged 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 department is encouraged and facilitated. The Search Committee shall follow the University policy on search procedures published on the Academic Affairs' website.

1.7.1. The Chair Search Committee will consist of four or more Department faculty Members nominated from among all eligible Department faculty Members, and a Department Chair in CHSS, selected by the Dean, who chairs the search committee as a non-voting member.

1.7.2. The DFC shall nominate four or more faculty from a diversity of ranks and status who are broadly representative of the department. The elections committee, following solicitation, will accept additional nominations, written or by email, within one week of the publication of DFC nominations. The elections committee will administer the elections according to department guidelines.

1.7.3. The committee shall select up to three candidates to invite to campus. Before candidates are invited to campus, the Dean must approve the finalist list. 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.

1.7.4. The search committee chair shall present the search committee's recommendations (i.e., rankings) to the Department in a called or regularly scheduled Department meeting. Department faculty Members shall vote to affirm or reject, by a simple majority of the voting members, the search committee's recommendation in a timely manner following receipt of the search committee's recommendation before amendments are permitted. The search committee shall consider input and reconsider or affirm their ranking.

1.7.5. Voting will be by secret ballot.

1.7.6. There will be no voting by proxy.

1.7.7. Mailed ballots which have been validated as original by the Elections Committee will be accepted. The Elections Committee will count the ballots and forward the results to the Department and Dean of HSS.

1.7.8. The search committee shall forward their final ranking to the CHSS Dean, with a copy to the Chair of the DFC who, in turn, shares this letter with the faculty. The Dean shall consider all information provided by the search committee as well as her/his meetings with the candidates when making a decision on who shall be offered the position of Chair.

1.7.9. After considering the ballot preference and following needed consultation, the Dean will appoint a Chair.

1.8. Removal of Chair. Faculty may register their dissatisfaction on leadership issues as follows:

1.8.1. First, address the issues involved directly with the Chair.

1.8.2. Second, address the issues with the DFC.

1.8.3. Third, if issues remain unresolved, the faculty involved may seek the intervention of the Dean.

1.8.4. If the issues still remain unresolved, a vote of no-confidence in the Chair may be passed by the Voting Members.

1.8.5. A vote of no-confidence will require a two-thirds majority of the eligible Voting Members.

2. Interim Chair

If a Chair's position unexpectedly becomes vacant, the DFC will meet with the faculty in a Department meeting to discuss a replacement. The Dean in consultation with the DFC and the Department faculty in a department meeting will then appoint an Interim Chair. The Interim

Chair must be tenured and hold the rank of Associate or Full Professor. The Interim Chair is responsible for nominating an Assistant Chair and for completing the duties normally assigned to the Chair.

3. Department Faculty Council

3.1. Executive authority in the department rests with the Chair, with the DFC acting in an advisory role representing the interests of the faculty.

3.2. The DFC will consist of three members and will select a Chair.

3.3. The DFC represents the interests of the faculty in the administration of the Department. The Department expects the DFC to represent the interests of all academic programs, faculty ranks, and service/scholarship tracks; to insure fair democratic procedures; and to protect minority programs, ranks, and tracks.

3.4. Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the Chair, the DFC shall have reasonable and prompt access to Department information relating to the development and implementation of departmental policies.

3.5. Once the Department has agreed to a strategic plan, the DFC will assess whether the Chair is implementing the plan as far as possible, in keeping with the Department's intentions. To assure appropriate feedback to the Department it serves, the DFC will annually provide a brief written assessment of the Chair's and the faculty's efforts to meet the Department's strategic goals.

3.7. The DFC will serve as the Department Awards Committee.

3.8. Tenure and Voting for Department Faculty Council: The tenure of members of the DFC is limited to three years. The terms are kept staggered in order to assure continuity of membership. Faculty may serve more than one term, provided there is a hiatus of at least one year between terms. A plurality of eligible voting members will elect each member by secret ballot. The elections committee will administer the elections according to department guidelines. (See 9.1.2 below)

3.9. Eligibility.

3.9.1. Candidates for the DFC must be tenured members of the Department. Tenure track faculty who are in the midst of tenure review process may be nominated and elected to positions requiring tenure. In the event an individual thus nominated or elected is not granted tenure, the department will hold a special election to elect a replacement.

3.9.2. The following faculty, even if tenured, may not sit on the DFC: Chair, Assistant Chair, and administrative faculty (defined as faculty whose administrative responsibilities cover 50% or more of their workload).

3.9.3. The Program Coordinators and the Assistant Chair will serve as non-voting members of the DFC. As deemed necessary, the DFC may choose to meet separately.

4. Assistant Chair

4.1. The Assistant Chair shall be nominated by the Chair from among Voting Members of the Department. The nominee must be confirmed by a majority vote of the eligible Voting Members of the Department.

4.2. Compensation for the Assistant Chair will be negotiated with Chair and Dean.

4.3. The Assistant Chair shall have designated roles assigned by the Chair in consultation with the DFC, it being borne in mind that “Executive authority in the Department rests with the Chair, with the Department Faculty Council (DFC) acting in an advisory role representing the interests of the faculty.” (cf. above, 1.1.)

5. Coordinator of Part-Time Faculty

5.1. The position of Coordinator of Part-Time Faculty will be determined through appointment of a Full Time faculty member by the Department Chair. Commitment to the position is expected to be three years with extension of service if so desired by the Coordinator, Chair, and Department.

5.2. The Coordinator of Part-Time Faculty will receive one course reassignment per semester and extra consideration under FPA service requirements to aid in the execution of the required duties.

5.3. The Coordinator of Part-Time Faculty is charged by the department to act as coordinator, liaison, and facilitator for part-time faculty within the department and, through constructive criticism and directional recommendations, shall strive to help part-time faculty maintain the professional standards modeled by the Department of History and Philosophy. The DFC and Chair shall consult with the Coordinator on matters significantly impacting the part-time faculty.

5.4. Duties

5.4.1. Mentorship and guidance of part-time faculty through regular personal communication (especially during the first semester of hire) and facilitation of the establishment of mentoring relationships between full-time faculty and part-time faculty.

5.4.2. Organization and implementation of professional programs (conferences, colloquia, informational meetings) designed to share information and effective techniques for use in the classroom.

5.4.3. Aid department Chair in part-time faculty Searches.

5.4.4. Synthesize student part-time faculty evaluations.

5.4.5. Conduct or organize peer reviews of part-time faculty (esp. during the first semester of hire).

5.4.6. Monitor part-time faculty grade distribution.

5.4.7. Give constructive guidance to part-time faculty, based upon duties 5.4.4-5.4.6, when needed.

5.4.8. Provide new hires with appropriate resources (departmental New Faculty Handbook, syllabi, textbook information, additional specific campus and classroom instructions).

5.4.9. Act as part-time faculty voice within the department and of the department to the part-time faculty.

6. Program Coordinators.

6.1. Coordinator compensation shall be negotiated with the chair and dean and will usually take the form of course reassessments.

6.2. Philosophy Coordinator

6.2.1 Eligibility and Tenure of coordinator:

- Full-time, tenure-track, or tenured philosophy program faculty member
- Coordinator's term of office is 2 years and is renewable
- Compensation for the Program Coordinator will be negotiated with the chair and dean.

6.2.2. Roles and functions of coordinator:

- Organize regular meetings of the philosophy faculty
- Coordinate efforts to market the philosophy major
- Coordinate recruitment of majors
- Establish a regular rotation of courses
- Coordinate with department chair or designee on scheduling
- Coordinate with department chair on hiring of part-time instructors of philosophy
- Coordinate advisement of the major and those considering the major – For the first two years, the coordinator will sign all paperwork (e.g., Course Substitutions, Directed Studies) as Advisor
- Make position requests to the department chair on behalf of philosophy faculty
- Coordinate drafting, submission, and revisions (as needed) of a governance plan for the philosophy program
- Coordinate development and implementation plan for the major
- Assure representation on the General Education Council
- Manage and approve course substitutions and directed studies
- Advocate for and (with all team members' input) manage available resources

- Serve on the Board of Regents Academic Advisory Committee for Philosophy
- Consult with the Chair and Department Faculty Council

6.2.3. Election Process:

- The election process will be mediated by the Department Election Committee in the spring prior to the new term or as the need arises (e.g., from resignation).
- A simple majority of eligible voting Philosophy members will be required; in the event there is no simple majority, the top two candidates who received the most votes will be placed on a second ballot.

6.2.4. Removal Process:

- The Chair, in consultation with the Department Faculty Council, will serve as the mediating committee for philosophy faculty wishing to register dissatisfaction on leadership issues.
- If issues remain unresolved, a vote of no-confidence in the coordinator may be passed by the eligible voting members in philosophy.
- A vote of no-confidence requires a two-thirds majority of the eligible voting members in philosophy.

6.3 History Education Coordinator

6.3.1. Eligibility, Selection and Term of Service:

- The Program Coordinator should be a tenured Associate or Full professor in History Education with experience in supervising student teachers and teaching the Social Studies Methods course.

6.3.2. The Program Coordinator is appointed by the Department Chair in consultation with HIED faculty.

6.3.3. Compensation for the Program Coordinator will be negotiated with the chair and dean.

6.3.4. The term of service will be three years and is renewable with the approval of the chair and the support of the majority of the HIED faculty.

6.3.5. Responsibilities: The HIED Program Coordinator is charged by the Department Chair with oversight and facilitation of the program within the department and college as well as serving as the liaison to the Bagwell College of Education, the Professional Teacher Education Unit (PTEU), the Center for Educational Partnerships and Placements (CEPP), the school systems and schools in which HIED candidates complete field and clinical experiences and the 6-12 educational community Kennesaw State serves. Duties include, but are not limited to, fulfilling, overseeing, and/or facilitating the handling of the following:

- Organization of regular meetings of the History Education faculty

- Position requests to the department chair on behalf of History Education faculty
- Advocacy for available resources
- Oversight of and leading in aligning the program with national, state, and institutional standards
- Implementation within the program of Board of Regents (BOR), Professional Standards Commission(PSC), and Bagwell College of Education (BCOE)mandates
- Leadership in design, development and review of the HIED program of study, curriculum, and courses as needed for program delivery or redesign
- Coordination of data collection and reports related to the Assessment of Program Effectiveness and Student Learning
- Oversight of the collecting of data for submission to the Bagwell College of Education as required
- Responsibility for completing regular reports required on Education programs by BCOE, CHSS, and KSU.
- Assistance to the BCOE in initial drafts of reports required for accreditation
- Monitor Retention, Progression and Graduation of History Education majors
- Review of Student Admissions and oversight of Advising of Majors
- Assistance to the Assistant Chair in Scheduling History Education Courses and faculty Assignments
- Facilitation of programmatic decision-making by the History Education faculty through consensus, based on open dialog and a goal of unanimous support
- Coordination of the development and implementation of other aspects of the major as needed
- Consultation with the Chair and Department Faculty Council.

6.3.6. The Coordinator has the option to step down before his/her term is over. Under such circumstances the Chair, in consultation with the DFC and the History Education Faculty, will select an interim Coordinator to serve until the position is filled by a qualified faculty member who will serve for a full term.

7. Department Meetings

7.1. The Department shall schedule one formal departmental meeting each full month of the academic year. Voting Members are expected to attend these meetings unless they receive an excused absence from the Chair.

7.2. Other meetings may be called under special circumstances. Such meetings may be called by the Chair or ten or more Voting Members.

7.3. Philosophy Program Meetings:

7.3.1. The program shall schedule at least two formal meetings for program faculty each term of the academic year.

7.3.2. Other meetings may be called under special circumstances. Such meetings may be called by the coordinator or at least three voting members.

8. Approval and amendment of the By-Laws

8.1 By-laws must be approved or amended by a two-thirds majority of the eligible Voting Members at a Department meeting announced at least one week in advance. Voting will be by secret ballot.

8.2 There will be no voting by proxy. Mailed ballots will be accepted, provided they have been received by the Chair of the Elections Committee at least half an hour before the beginning of the meeting and have been validated as original.

9. Committees

9.1. Standing Committees

9.1.1. Excepting the Tenure and Promotion Committee, all committees will be elected using the following procedures:

- 9.1.1.1. Solicitation of nominations (including self-nominations) from and of the Voting Members; all nominations must have approval of the nominated
- 9.1.1.2. Distribution and collection of ballots; counting of ballots at the end of the specified time for the election
- 9.1.1.3. Announcement of top vote-getters (number dependent on committee)

9.1.2. Elections Committee

- 9.1.2.1. Consists of three elected Voting Members
- 9.1.2.2. Will conduct the elections to department, college, and university-wide committees generally in October of the year preceding the term of office
- 9.1.2.2. Solicits nominations for committee assignments at all levels and conducts elections by secret ballot using official ballots distributed to departmental mailboxes

9.1.3. Tenure and Promotion Committee

9.1.3.1. Consists of five tenured faculty. Faculty under review for tenure and/or promotion and those serving at higher levels of review are ineligible, as is the Department Chair. Committee shall be elected by secret ballot of eligible Voting Members in April. All eligible faculty shall be listed on a ballot; the five who receive the highest number of votes will constitute the committee provided that among the five there are at least one Associate and one Full Professor.

9.1.3.2. Elects a chair in the spring semester. The chair schedules an initial organizational meeting early in the fall semester. The chair should also briefly outline the basics of Roberts's Rules of Order for Committee members.

9.1.3.3. Keeps a written record of attendance, votes taken, and agenda of its meetings.

9.1.3.4. Maintains confidentiality in its deliberations.

9.1.3.5. Given the significance of the decisions rendered by this Committee and the relatively short duration of its service, all members assign top priority to

Tenure and Promotion Committee meetings. Attendance and attention to the portfolios are crucial.

9.1.4. Curriculum Committee

- 9.1.4.1. Consists of five elected Voting Members. Members serve two-year terms.
- 9.1.4.2. Distributes an agenda at least one week in advance, barring special circumstances –the agenda has to be communicated to the committee members at least 48 hours prior to the meeting. All interested faculty members are invited to attend Curriculum Committee meetings. Authors of proposals are required to attend.
- 9.1.4.3. Keeps a written record of attendance, votes taken, and minutes of its meetings.
- 9.1.4.4. The Chair of the Committee becomes the Department's representative to the HSS Curriculum Committee.

9.2. Ad Hoc Committees

Ad Hoc committees will be formed by the Chair in consultation with the DFC as needed.

 6 May 2013
Senior Member of DFC (on Behalf of Faculty) Date

 6 May 2013
Department Chair Date

 15 AUG 13
Dean, College of Humanities and Social Sciences Date

 8/19/13
Provost and Vice President for Academic Affairs Date