

The WellStar College of Health and Human Services (WCHHS) Bylaws
Kennesaw State University
BYLAWS

PREAMBLE

The WellStar College of Health and Human Services (WCHHS) at Kennesaw State University is a collaborative, collegial and diverse group of scholars who value excellence in teaching and mentorship, who are active in campus leadership and who are successful in research and scholarly activities that may involve both undergraduate and graduate students.

ARTICLE I. Administration

A. Dean

- a. Is the chief administrative officer of the College. The Dean has the responsibilities and authority specified by the Board of Regents and delegated by the Provost.
- b. Appoints Associate Dean(s) as needed.
- c. Oversees faculty professional development and management and serves as contact person for T & P, hiring of chairs and administrators, and contact person for hiring foreign faculty—H1 Visa etc.
- d. Evaluates staff in Dean's office.
- e. Provides consultation to Chairs on grade appeals as needed.
- f. Remains current on KSU and BOR Policy updates and informs administrators.
- g. Provides information to Associate Deans about data.
- h. Work with Chairs to ensure implementation of College Strategic Plan and plan updates.

B. Associate Deans

- a. Serves at the pleasure of the Dean and shall carries out such duties as assigned by the Dean in collaboration with the Dean.
- b. The Associate Dean(s) will serve as Acting Dean at any time the Dean is out of town or unavailable for a short period of time.
- c. Coordinates data for SACS and other reports and serves as contact person for accreditation reports/visits.
- d. Acts as liaison to Legal Affairs and college constituencies.
- e. Counsels faculty/Dean on various KSU, BOR, and HR policies.
- f. Monitors and collects college programmatic data and reports submitted to different constituencies through the Dean's Office.
- g. Participates in the evaluation of staff in Dean's Office.
- h. Coordinates hooding and award ceremony with Chairs/Directors in the College.
- i. Acts as liaison to the Office of the Registrar and Student Success.
- j. Completes elections in the College for college and university committees.
- k. Acts as point person for faculty/staff conflict, data collection/fact finding, and consults with the Dean on this issue.

- l. Advises on issues for Title IX, Sexual Harassment, and other complaints by students/faculty.
- m. Oversees course curriculum in the College regarding schedule building, room assignments, enrollment monitoring, and room utilization efficiency and reports.
- n. Updates and ensures accuracy of the website.
- o. Monitors and facilitates Undergraduate and Graduate Catalogue updates after changes made each year—UPCC, GPCC.
- p. Inventories all equipment in the building—works with Chairs and Its on semester checks/audits; handles equipment warranty.
- q. Maintains AVTS and Digital Signage Network. Broadcast in different buildings.
- r. Supervises ITS staff assigned to the College.
- s. Assists with distributing Distance Learning funds in collaboration with the Dean.
- t. Updates marketing materials.
- u. Acts as Dean's designee for signing financial statement/P-card, etc. and collaboratively works with the Dean on budgetary decisions.
- v. Compiles and monitors reports on: RPG; total number of students in the different majors. Does trend analysis of enrollments, major growth, number of faculty growth, etc. Submits semester reports to the Dean.
- w. Works with Chair of the College Safety Ad Hoc Committee to ensure compliance with Strategic Safety, Environment Health and Safety Policies in the labs, building, and crisis management.
- x. Coordinates with Plant Operations and administrative associate to have building issues/repairs/renovations; works with facilities, ITS, and AVTS.
- y. Acts as point person for any type of data mining for the departments/college.
- z. Coordinates events in Prillaman Hall with University Events.

E. Director of Research Administration:

- a. Assists with implementation of college strategic goals in regards to scholarship, research activities, and funded initiatives.
- b. Review and edits manuscripts for faculty & accreditation documents for programs
- c. Facilitates grant proposal development.
- d. Acts as point person for informing Dean about ongoing research in the College
- e. Serves as a liaison with the Office of Research policies and procedures for faculty.
- f. Provides research assistance to the Dean as requested
- g. Serves as the grants officer of the Academy

ARTICLE II. Committees

Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee member will be selected via an election held in the Spring semester of each year for the next year's committees. Each

committee shall elect its Chair annually, effective Fall Semester of the academic year. The Chair of the previous year's committee shall convene the first Spring semester meeting.

A. College Faculty Council (CFC)

a. Duties

- i. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
- ii. The CFC is responsible for holding College elections.
- iii. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development and implementation of policy, including, but not limited to, the following areas:
 1. Strategic planning
 2. Annual budgeting
 3. Hiring
 4. Space and resource allocation
 5. Reassign-time
 6. Salaries and raises
 7. Appointment and reports of ad hoc committees
- iv. The CFC shall publish minutes of meetings electronically.
- v. The CFC shall have the right to reasonable access to college information, consistent with privacy rights, in the areas identified above.
- vi. The CFC should work with the Provost and/or the Ombuds office to address problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.
- vii. CFC members will attend the College Administrative Council at least once each semester.

b. Membership

- i. The CFC will consist of one tenured representative from each department. In the event that a department does not have an eligible tenured representative, then a full-time faculty (tenure track or tenured) shall be elected by that department from campus-wide to serve as the CFC member.
- ii. A department may recall its CFC representative by a 2/3 vote of its permanent, full-time faculty. The department should replace a member who does not complete their term for any reason with a timely election. That representative will be elected by the permanent, full-time faculty (instructors, lecturers, tenure track, and tenured) of that department.
- iii. The Dean shall be ex officio non-voting members of their CFC. The Dean will respect their council's desire, on occasion, to meet without the dean, or members of the dean's staff.
- iv. Department chairs are not eligible to vote for or to serve as representatives to the CFC.

- v. The chair of the CFC must be an elected department representative who has served on the council the previous year (this year-of-service requirement does not apply to the first cohort).
- c. Meeting times
 - i. The CFC should meet as often as deemed appropriate by the council membership and called by the chair, but in any case shall meet no less frequently than twice each fall and spring semester.
 - ii. The CFC will continue functioning during the summer months. During that time, if a CFC member cannot participate, he/she shall name a proxy from the member's department. This proxy must meet the same criteria as the member.
- d. Term
 - i. Each member of the CFC will serve a 3 year term. These terms are staggered to allow continuity.

B. College Curriculum Committee

- a. Duties:
 - i. Creates and post meeting agenda via curriculog (and other approved platforms).
 - ii. Ensures all information on curriculum proposals is accurate and complete prior to approval,
 - iii. Signs off on curriculum proposals on behalf of the College committee via curriculog (or other approved process) and forwards to appropriate next level.
 - iv. Oversees all curriculum changes in the College to verify that any changes are consistent with the goals and strategic plan of the College. Recommendations will be forwarded to GPCC or UPCC.
 - v. The CCC shall publish minutes of in person meetings electronically.
- b. Membership
 - i. The CCC will consist of one representative from each department in the College.
- c. Meeting times
 - i. The CCC will meet as needed.
- d. Term
 - i. Each member of the CCC will serve a 2 year term. These terms are staggered to allow continuity.
 - ii. A department may recall any representative by a 2/3 vote. The department should replace a member who does not complete their term for any reason with a timely election. That representative will be elected by the permanent, full-time faculty (instructors, lecturers, tenure track, and tenured) of that department.

C. College Promotion and Tenure Committee

- a. Duties:
 - i. As laid out in the University Faculty Handbook, Review and Evaluation of Faculty Performance

- ii. Includes review of portfolios for tenure, promotion, and post-tenure review, as needed.

b. Membership:

- i. Two tenured faculty members (associate or higher) from each department. Members of the college review committee are elected by the tenured and tenure-track faculty of the department. Faculty on department review committees are not eligible to serve as members of the college review committee.
- ii. When a department does not have two tenured faculty members who are eligible to serve, the department chairs in the college will provide a list of eligible faculty when requested by the Dean's office. Faculty from the receiving department will elect representative (s) from the provided list to serve one year.
- iii. Members of the College P & T committee cannot sit simultaneously on a Department Promotion and Tenure committee.

c. Meeting Times:

- i. As needed to meet the schedule of reviews laid out in the University Faculty Handbook.

d. Terms:

- i. Departmental representatives to the college review committee serve two-year staggered terms.

D. Ad hoc committees

- a. An ad hoc committee can be appointed by the Dean with consultation with the College Faculty Council.
- b. An ad hoc committee can be created by the College Faculty Council with consultation with the Dean.
- c. Committee membership should have representation from each department where applicable.

F. Operation of Committees

- a) Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- b) Requirements for committee vote shall conform to Article IV, Sections B, C, and D.
- c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions

G. University Wide Committees

- a. Representatives from the College of WHHS to University-wide committees will be elected annually via survey.

ARTICLE III. College Meetings

- A. The College will meet at least once per semester.
- B. The College will also meet when important issues would benefit from the participation of the entire college.

ARTICLE IV. Voting

Unless otherwise specified, the following applies to college wide voting:

- A. All permanent full-time faculty will be eligible to vote in all college wide voting. Staff may be eligible to vote on some issues.
- B. A plurality is required to elect someone to a college wide committee or as a College representative to a University committee.
- C. All voting shall be done by survey. At least seven business days will be allowed for voting. The results of the vote will be reported to the faculty and staff.

ARTICLE V. Amendments to Bylaws

Proposed amendments to these Bylaws shall be submitted in writing to the College Faculty Council. An amendment must be approved by a simple majority vote of the permanent full time College faculty and by the Dean and Provost.

ARTICLE VI. 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 or the Board of Regents of the University System of Georgia.

September 8, 2015

See below for Approval Form

