



## WELLSTAR COLLEGE OF HEALTH AND HUMAN SERVICES BYLAWS<sup>1</sup>

### PREAMBLE

The mission of the Wellstar College of Health and Human Services at Kennesaw State University is to enable integration of education, research, and service in order to prepare students to be leaders in their organizations, professions, and communities and to improve the quality of people's lives.

### ARTICLE I.

#### Section 1. Administration

##### A. Dean

- a. The Dean is the chief academic and administrative officer of the College and shall provide academic and administrative leadership for the College as specified by the Board of Regents and delegated by the Provost and Vice President for Academic Affairs. The Dean serves at the pleasure of the Provost.

##### B. Associate/Assistant Deans

- a. The Associate/Assistant Deans shall carry out such duties as assigned by the Dean.
- b. Associate/Assistant Deans will be appointed for renewable terms. They serve at the pleasure of the Dean.

##### C. Department Chairs

- a. Department Chairs shall carry out duties as stated in the Department Bylaws or as assigned by the Dean.
- b. Department Chairs will be appointed for renewable terms. Department Chairs serve at the pleasure of the Dean.

##### D. Interim Positions

- a. For all interim positions at the rank of Department Chair/School Director or above, the Dean, in consultation with the Provost, will examine the department/college/university faculty for a qualified or interested candidate. If a qualified or interested faculty member is not found internally, or within the University, the Dean or Provost, as appropriate, may elect to conduct a national search.
- b. As stated in the Faculty Handbook, "KSU faculty in other roles can be reassigned administratively to the role of acting or interim administrative faculty positions of instructional department chair or higher"

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<sup>1</sup> In this document, the term "Department" refers to an academic unit in our College, i.e. a Department or a School. Conversely, a "Department Chair" refers to the head of an academic unit, i.e. a Department Chair or a School Director.

## Section 2. Review and Search Procedures

### A. Review

- a. The Dean's review is part of the University's Administrative Review Process, and, as such, the process and timeline shall be determined by Academic Affairs.
- b. Associate/Assistant Deans shall be reviewed annually by the Dean with input from WCHHS Department Chairs, faculty, and staff, as appropriate, or by any process developed by Academic Affairs.
- c. Department Chairs will be reviewed regularly by the Department faculty and staff in accordance with the University's Administrative Review Process, and by the Dean [University Administrative Review](#).

### B. Search Procedures

- a. All leadership search procedures will follow the KSU [Faculty Search guidelines](#) found on the Faculty Affairs website.
  - i. When the Dean position becomes available, the search committee is usually appointed by the Provost and Senior Vice President for Academic Affairs.
  - ii. The search committee should be no less than five (and preferably an odd number of) members and will have representation from various campus constituencies.
  - iii. Unless otherwise instructed by the Provost and Senior Vice President for Academic Affairs, the search committee works with an outside search firm responsible for managing the search.
  - iv. College faculty and staff will have opportunities to meet with and hear presentations by finalists for the Dean position. They will also be able to comment on their impressions of the candidates.
- b. Associate/Assistant Deans
  - i. When an Associate/Assistant Dean position becomes available, the Dean will seek the advice of the Department Chairs in constituting a search committee consisting of at least six members, not including the chair of the committee.
  - ii. The composition of the search committee shall consist of at least one representative from among the chairs, at least one representative from among the staff, and a faculty member from each Department.
  - iii. An Associate/Assistant Dean shall chair the search committee and serve as an ex officio, non-voting member.
  - iv. The search committee will be charged with conducting an internal or national search.
  - v. The search committee will screen all candidates and recommend a list of semi-finalists. The Dean will screen the committee's list before invitations for interviews are sent and return the list to the committee. The committee will then recommend up to three candidates for on-campus interviews. The search committee will seek input from the faculty and staff regarding the candidates and include this information in its report and recommendations.
  - vi. The search committee will send a list of candidates to the Dean for final selection. Typically, this list will have at least two candidates.
- c. Department Chairs
  - i. 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 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 department is encouraged and facilitated.
- ii. The search committee shall follow the University policy on search procedures published on the Academic Affairs' Web site.
  - iii. The search committee is composed of four or more department faculty members elected from among all eligible department faculty members and a non-voting WCHHS 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. After ensuring the committee represents a diversity of ranks and status, the Dean of WCHHS appoints the Chair Search Committee.
  - iv. The committee shall select a minimum of 2 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 will then make its recommendation to department faculty and staff. The search committee will send a list of candidates to the Dean for final selection. Typically, this list will have at least two candidates.
  - v. The search committee chair shall present the search committees recommendations to the department via a secured website or in a called or regularly scheduled program meeting.
  - vi. The search committee shall forward its recommendations with the results of the faculty input to the WCHHS Dean, with a copy to the Chair of the DFC who in turn shares this letter with the faculty. Typically, this list will have at least two candidates.

## **ARTICLE II. Associations and 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 members will be selected via an election held in the early part of Spring semester of each year for the next year's committees. Each committee shall elect its Chair annually, in the Spring, to be effective for the following Fall Semester of the academic year. The Chair of the previous year shall convene a Spring committee meeting to elect Chair. The new Chair shall convene first meeting in the Fall semester.

### **Section 1. Standing Association, Council, and Committees**

- A. Staff Council: The purposes of the Staff Council are to exchange information of best practices, gather information relevant to respective jobs, network and establish good working relationships, and make recommendations to the Dean for staff development needs and opportunities. The Committee is one of the advising bodies that comprise the system of shared governance in the College. The Committee will operate according to its Bylaws.
  - a. Membership: Open to all staff in the College
  - b. Meetings: Shall hold monthly meetings during the fall and spring semesters
  - c. Speakers on various job-related topics shall be periodically invited to address the group
  - d. The Dean will meet with the Staff Council at least once a semester

- B. The College's Leadership team (hereafter referred to as the Council) is one of the several units that comprise the system of shared governance in the College. The purposes of the Council are to review WCHHS policies, procedures, and operations as to their effectiveness and efficiency in fulfilling the mission of the College; assist in the development of new WCHHS policies, procedures, and operations; and facilitate communication among the departments and between the departments and the Deans' Office. The Council is advisory to the Dean, who holds decision-making authority at the college level.
- a. Membership
    - i. The membership of the Council shall consist of the WCHHS Dean, Associate/Assistant Deans, and all Department Chairs.
    - ii. The Dean, or in her/his absence the Dean's designee, shall serve as the Chair of the Council.
    - iii. If a Department Chair is unable to attend a Council meeting, she/he should appoint a designee, to represent the department.
  - b. Other Participants
    - i. The Dean may invite individuals to attend Council meetings. Some such individuals may be asked to attend Council meetings regularly due to their role in the College
  - c. Meetings
    - i. A simple majority of the Department Chairs or the Chairs' designees shall constitute a quorum. A quorum is required for any vote taken by the Council but is not required for a meeting.
    - ii. The Council will meet at least once per month.
    - iii. Minutes of Council meetings will typically be available to Council members within one week of the meeting.
    - iv. Department Chairs should inform their faculty of relevant issues discussed in meetings in a timely fashion. This communication may occur via departmental e-mail.
- C. College Faculty Council (CFC): per [University Handbook](#) The purposes of the CFC are to promote collegiality and effective shared governance of the College by increasing transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy including, but not limited to, strategic planning, annual budgeting, hiring, space and resource allocation, reassigned-time, salaries and raises, appointments and reports of *ad hoc* committees. The CFC is also responsible for the election of faculty to University and College level committees. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
- a. Membership
    - i. Each department in WCHHS will have one representative to the CFC elected by the permanent full-time faculty of that department.
    - ii. CFC members must be tenured members of the WCHHS department they represent. If there are no tenured members from a department willing and able to serve, a tenure-track member should be elected.
    - iii. The College may choose to add additional members by 2/3 vote of the permanent, full-time faculty of the college.
    - iv. The Chair of the CFC must be an elected department representative who has served on the council the previous year, selected by majority vote of the elected members of the

- CFC. The term of Chair will be one year, renewable by vote. Duties of the Chair include preparation and publication of agenda and minutes.
- v. The Dean or designee is an ex officio non-voting member of the CFC. The Dean and Department Chairs are not eligible to vote for or to serve as a CFC representative.
  - vi. Committee members shall serve three-year staggered terms.
  - vii. 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 a term for any reason with a timely election.
- b. Meetings
- i. The CFC shall hold meetings at least twice per academic year, in the Fall and Spring. Meetings will be each fall and spring semester. The council Chair or Chair's designee shall keep the CFC informed of relevant issues that arise during the summer; the CFC may act via electronic voting during the summer, as needed.
  - ii. CFC meetings shall be open to the public except as required by law or written KSU policy; The CFC shall publish agendas and meeting times in advance and publish minutes or a meeting summary once they are approved by the CFC including, at minimum, attendance and all actions, decisions, or recommendations of the CFC.
  - iii. The CFC may meet without the Dean or members of the Dean's staff present.
- c. Voting; quorum for voting
- i. When matters require CFC decision, a simple majority vote of present members will represent CFC decision, provided a majority of members are present.
- d. Term
- i. Each member of the CFC will serve a 3-year term. These terms are staggered to allow continuity.
- D. Undergraduate College Curriculum Committee (UCC) per University [Curriculum Guidelines](#). The UCC evaluates proposed changes to the undergraduate curricula to ensure they meet WCHHS and University Strategic plans and conform to university policies. Departments and programs are responsible for initiating curricular change, including the addition, modification, or removal of courses, or the establishment, modification, or discontinuation of programs. Committee members rely on the expertise of departments and programs when reviewing proposals, considering the broader curricular concerns of the College. On occasion, the UCC revises its procedures to improve the review process while adhering to university policy.
- a. Membership
- i. Each WCHHS department shall have a representative elected by the full-time permanent faculty of the department.
  - ii. A department may also elect an alternate to represent the department at some meetings.
  - iii. The Chair of the UCC shall be elected from the committee membership. The Chair usually serves for one year and may be re-elected by the committee membership.
- b. Meetings
- i. The committee shall meet as needed based on the UPCC calendar and proposal submissions.
- c. Term
- i. Each member of the UCC shall serve a 3-year term. These terms are staggered to allow continuity.

- E. Graduate College Curriculum Committee (GCC) per [University Graduate Curriculum Guidelines](#). The GCC evaluates proposed changes to the graduate curricula to ensure they meet WCHHS and University Strategic plans and conform to university policies. Departments and programs are responsible for initiating curricular change, including the addition, modification, or removal of courses, or the establishment, modification, or discontinuation of programs. Committee members rely on the expertise of departments and programs when reviewing proposals, considering the broader curricular concerns of the College. On occasion, the GCC revises its procedures to improve the review process while adhering to university policy.
- a. Membership
    - i. Each WCHHS department shall have a representative. Representatives to the GCC must hold Graduate Faculty Status in accordance with Graduate College policy.
    - ii. A department may also elect an alternate to represent the department at some meetings.
    - iii. The Chair of the GCC shall be elected from the committee membership. The Chair usually serves for one year and may be re-elected by the committee membership.
  - b. Meetings
    - i. The committee shall meet as needed based on the GPCC calendar and proposal submissions.
  - c. Term
    - i. Each member of the CFC shall serve a 3-year term. These terms are staggered to allow continuity.
- F. College Promotion and Tenure Committee. (per [Faculty Handbook](#)) Duties of the committee are identified in the University Faculty Handbook, Review and Evaluation of Faculty Performance. They include review of portfolios for tenure, promotion, and post-tenure review, as needed.
- a. Membership
    - i. Each WCHHS department shall choose two tenured Associate or Full professors to serve on the College Tenure and Promotion Committee. When possible, a department should elect at least one Full Professor for the purposes of review.
    - ii. Members of the College committee are elected by the tenured and tenure-track faculty of the department.
    - iii. When a department does not have two tenured professors who are eligible to serve, the Department Chair 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.
    - iv. No person can participate in more than one stage of the review process.
    - v. Faculty whose documents are under review may not serve on the committee.
    - vi. Committee members shall serve three-year staggered terms.
  - b. Meetings
    - i. The committee shall meet as needed, although most meetings are held in fall semester.
- G. The Wellstar College of Health and Human Services College Awards Committee (CAC). The CAC shall be responsible for soliciting and evaluating applications and selecting recipients for internal college-funded awards. A list of recipients will be submitted to the Dean. The College Awards list, and potential internal awards will be published in the Fall and will closely align with

the University Faculty Award process and timeline. The selection of awardees will be conducted in the beginning of the Spring semester.

- a. Membership
  - i. Each department in WCHHS will have one representative to the CAC elected by the permanent full-time faculty of that department (i.e., tenure-track, tenured, lecturer, senior lecturer, and clinical faculty).
  - ii. CAC members must be tenure or tenure-track members of the WCHHS department they represent.
  - iii. CAC members must have also completed their pre-tenure review.
  - iv. CAC members may only review the awards process at one level.
  - v. The College may choose to add additional members by 2/3 vote of the permanent, full-time faculty of the college.
- b. The Chair of the CAC must be an elected department representative who has served on the council the previous year, selected by majority vote of the elected members of the CAC. The term of Chair will be one year, renewable by vote. Duties of the Chair include preparation and publication of agenda and minutes.
- c. The Dean or designee is an ex officio non-voting member of the CAC. The Dean and Department Chairs are not eligible to vote for or to serve as a CAC representative.
- d. A department may recall its CAC representative by a 2/3 vote of its permanent, full-time permanent faculty. The department should replace a member who does not complete a term for any reason with a timely election.
- e. Meeting times. The CAC shall initiate its process of soliciting applications in the Fall of each academic year. The process for this will be identified by the Committee representatives to each department. The selection of recipients will be completed in early Spring semester. Deadlines for submission will be determined annually based on the University calendar.
- f. Voting
  - i. A simple majority vote will determine award winners.
  - ii. Tie votes will result in both awardees being forwarded to the Dean for review and final decision
- g. Term. Each departmental representative shall serve a three-year staggered term.

## **Section 2. *Ad hoc* Committees and Task Forces**

*Ad hoc* committees and task forces shall be appointed by the Dean or any Standing Committee for a specific term and purpose. Typically, these committees shall have representatives from each department. They shall meet as needed to address their specific concerns, draw up reports, and submit them to the appropriate Dean, Standing Committee Chair, or University official. The Dean will typically discuss the creation of *ad hoc* committees with the CFC before they are formed. Should the needs any of the *ad hoc* committee address become permanent, the *ad hoc* committee may become a standing committee after a college-wide vote that includes passage of committee bylaws.

## **Section 3. Operation of Committees**

Unless otherwise specified, the following applies to the operation of committees:

- A. Each committee shall elect a Chair and operate under a mission statement and bylaws. Chairs must be elected in the early Spring, with new committee members participating in that election. The new Chair, and the committee will commence its duties the following Fall.

- B. Committee bylaws will determine the voting practices for each committee.
- C. A record of its meetings and make the record available to all full-time faculty and staff. When possible, 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 shall include the names of all members and guests present as well as a description of items discussed. Unless otherwise specified, minutes will be available to all faculty and staff within two weeks of their approval by committee members. When no one is able to serve as a secretary, the Chair of the committee shall be responsible for minutes. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

### **ARTICLE III. College Meetings**

- A. The College shall meet one time in the Spring and Fall semesters.
- B. The College will also meet when important issues would benefit from participation of the entire college.

### **ARTICLE IV. Voting**

- A. Unless otherwise specified, the following applies to College-wide voting:
  - B. All regular full-time faculty will be eligible to vote in all College-wide voting. Staff may be eligible to vote on issues that concern their roles and responsibilities as determined by the Dean in consultation with the CFC.
  - C. Chairs and the Dean should encourage faculty to vote and publicize College-wide votes.
  - D. A simple majority of votes cast is required to determine the outcome of a College-wide vote.
  - E. All voting shall be done by anonymous survey. At least five business days will be allowed for voting. The results of a vote will be reported to the faculty and staff.

### **ARTICLE V. Amendment to Bylaws**

Amendments to these Bylaws shall be submitted in writing to the College Faculty Council or Dean and shall be approved by a majority vote of the permanent, full-time faculty of the College taken by a secret ballot.

### **ARTICLE VI. Relationship to Other Governing Rules and Regulations**

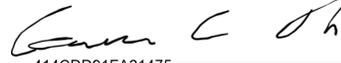
- A. In accordance with shared governance and university policy, each department in the College will have written departmental bylaws that, among other things, provide a procedure for the approval and amendment of such bylaws by a majority vote of the regular full-time faculty of the department taken by a secret ballot.
- B. 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.

Approved by WCHHS full-time faculty vote on April 26, 2021

Dr. Laurie Tis

Name of CFC Chair

DocuSigned by:  


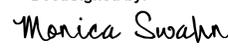
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Signature & Date

Dr. Monica Swahn

Name of Dean

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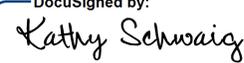
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Signature & Date

Dr. Kat Schwaig

Name of Provost and Senior Vice President for Academic Affairs

DocuSigned by:  


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