WellStar College of Health and Human Services
Department of Social Work and Human Services

DEPARTMENT BYLAWS

Revised August 16, 2019
PREAMBLE

The multidisciplinary Department of Social Work and Human Services is a unit of the WellStar College of Health and Human Services at Kennesaw State University. The Department offers an undergraduate degree program in Human Services (B.S.) with concentrations in Social Engagement and Advocacy and Nonprofit Management and Social Innovation, a graduate degree program in Social Work (MSW), and a Master of Business and Master of Social Work dual degree program. The department also administers two certificate programs: Child Advocacy Studies (CAST) and Nonprofit Management and Social Innovation (NLA).

The Department educates culturally competent professionals to develop and deliver high quality human services, locally, regionally and globally, to improve the quality of life of those they serve. The Department is recognized as active in University and professional leadership and successful in research and service activities.

These bylaws provide guidelines for governance and procedures for operation of the Department of Social Work and Human Services. Only faculty with an official appointment with the Department of Social Work and Human Services can vote on any matters contained herein.

These bylaws were approved by the permanent full-time faculty of the Department of Social Work and Human Services and the Dean of the College of WellStar College of Health and Human Services.

ARTICLE I.
ADMINISTRATION

Section 1: Department Chair

Section 1.1 Appointment
The Chair shall be appointed by the Dean of the WellStar College of Health and Human Services after consultation with the faculty in the Department. Acting/interim Chairs will assume all duties and responsibilities of the Department Chair.

Section 1.2 Duties
The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to:
   a. Supervising the operation of the Department;
   b. Administering departmental budgets;
   c. Scheduling;
   d. Overseeing recruitment efforts;
   e. Hiring faculty and staff;
   f. Managing workloads;
g. Assigning office and academic space;
h. Evaluating and monitoring faculty and staff;
i. Presiding over Departmental meetings;
j. Representing the Department in College and University affairs;
k. Informing the faculty of events affecting the Department and welfare of the faculty;
l. Overseeing reports for accreditation agencies; and
m. Performing such duties as assigned by the University and the Dean of the WellStar College of Health and Human Services.

Section 1.3 Performance and Evaluation
The Chair shall be evaluated by the departmental faculty and staff using the University’s approved procedure and protocol.

Section 2: Program Coordinators
The Department Chair, in consultation with the Dean of the WellStar College of Health and Human Services, and the department faculty, will appoint one Program Coordinator for each of its two academic programs in accordance with accreditation guidelines. The length of service in this role is determined by the Chair.

Section 2.1 Director of the Master of Social Work Program

Section 2.1.1 Title
The program coordinator in charge of the Master of Social Work Graduate Program carries the title of “Director.”

Section 2.1.2 Duties & Responsibilities
The duties and responsibilities for the MSW Director include:
   a. Representing and marketing the MSW program at local, state, regional and national conferences, programs and activities
   b. Initiating and facilitating development and implementation of policies related to the MSW program.
   c. Launching program and curricular changes through the Graduate School using the approved University process upon vote of the MSW CAC and department faculty;
   d. Being responsible for maintaining accreditation of the MSW program;
   e. Taking initial responsibility to resolve student and/or faculty issues as they relate to the graduate program, with the assistance of the SWHS Department Chair as necessary;
      1) **Note:** KSU policy dictates that all grade appeals must be handled by the Department Chair.
   f. Approving overrides and course substitutions for MSW majors;
   g. Assisting with the development of the graduate curriculum in collaboration with the MSW-CAC and other KSU colleagues as necessary;
   h. Processing any changes in the MSW curriculum with the MSW-CAC and GPCC, as required;
   i. Assisting with the coordination of the program assessment within the graduate curriculum in collaboration with the MSW-CAC;
   j. Collaborating with faculty on the course schedule and teaching assignments for MSW courses in order to assist the chair with the process;
k. Working with the Human Services Program Coordinator to coordinate schedules for the department;
l. Ensuring fidelity to all academic standards;
m. Working closely with the Coordinator of Field Education and program support staff;
n. Monitoring advising policies and changes to provide continuous advising improvements;
o. Serving as liaison and mentor for the MSW program faculty;
p. Assisting with recruitment of MSW program faculty;
q. Developing and maintaining relationships with diverse agencies, especially in the Northwest Corridor of Georgia;
r. Monitoring and allocating program resources in an efficient manner;
s. Assisting with the recruitment and mentoring of MSW students;
t. Overseeing the admissions process for MSW students; and
u. Assisting in the hiring, monitoring, and evaluation of part-time and limited term faculty for the MSW program.

Section 2.2. Director of Human Services Program

Section 2.2.1 Title
The program coordinator in charge of the Human Services Undergraduate Program carries the title of “Director.”

Section 2.2.2 Duties & Responsibilities
The duties and responsibilities for the HS Program Director include:

- a. Representing and marketing the HS program at local, state, regional and national conferences, programs, and activities;
- b. Initiating and facilitating the development and implementation of policies related to the B.S. in Human Services program;
- c. Launching program and curricular changes using the approved University process upon vote of the HS CAC and department faculty;
- d. Being responsible for maintaining accreditation of the B.S. in Human Services program.
- e. Taking initial responsibility to resolve student and/or faculty issues as they relate to the undergraduate program with the Chair assisting as necessary;
  1) **Note:** KSU policy dictates that all grade appeals must be handled by the Department Chair.
- f. Approving overrides and course substitutions for HS majors;
- g. Assisting with the development of the undergraduate curriculum in collaboration with the HS-CAC and other KSU colleagues as necessary;
- h. Processing any changes in the HS curriculum with the HS-CAC and UPCC, as required;
- i. Assisting with the coordination of the program assessment within the undergraduate curriculum in collaboration with the HS-CAC;
- j. Working with the Director of the MSW Program to coordinate schedules for the department;
- k. Collaborating with the faculty on the course schedule and teaching assignments in order to assist the department chair with the schedule;
- l. Ensuring fidelity to academic standards.
m. Working closely with the Coordinator of Field Education and program support staff;

n. Monitoring advising policies and changes to provide continuous advising improvements;

o. Serving as liaison and mentor for the HS program faculty;

p. Assisting with recruitment of HS program faculty;

q. Developing and maintaining relationships with diverse agencies, especially in the Northwest Corridor of Georgia;

r. Monitoring and allocating program resources in an efficient manner;

s. Assisting with the recruitment and mentoring of HS students;

t. Overseeing the admissions process for HS majors, and

u. Assisting in the hiring and monitoring of part-time and limited term faculty for the HS program.

ARTICLE II
COMMITTEES

Section 1. Standing Committees
Standing committees shall be composed of permanent full-time faculty. Standing committees shall meet as necessary. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committees will be created with volunteers from the faculty in coordination with the Department Chair for the purpose of managing faculty workload expectations. Each committee shall elect its Chair annually (one who would most likely be in their second year of service), effective Fall Semester of the academic year. Requirements for committee vote shall conform to rules outlined in the Article on Voting.

Section 1.1 Department Faculty Council (DFC)

Section 1.1.1 Duties & Responsibilities:

a. The DFC is advisory to the Department Chair, who holds decision-making authority at the department level. It is designed to increase transparency and communication between the faculty and the SWHS Department Chair particularly with regard to the development and implementation of departmental policies and procedures. The DFC in collaboration with the SWHS Department Chair will monitor and assist with the process of ensuring that faculty are represented.

b. The DFC should promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Department Chair with regard to the development and implementation of policy including, but not limited to, strategic planning, annual budgeting, hiring, space and resource allocation, salaries and raises, appointment and reports of ad hoc committees, workload, overall goals, ideas about new programs, etc.

c. The DFC shall have the right to prompt access to department information relating to the planning and implementation of departmental policies.

d. The DFC shall take an active role maintaining and updating departmental bylaws.
e. The DFC should work with the Dean 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.

Section 1.1.2 Membership

a. Consist of a minimum of three SWHS faculty members (tenure track, tenured, or full time permanent) by a vote of the SWHS faculty members (tenure track, tenured, or full time permanent). Two members must be tenured faculty.
b. The Chair of the DFC shall be selected by its membership.
c. The SWHS Department Chair is ex-officio, non-voting member of the DFC.
d. The SWHS CFC representative is a voting member of the DFC.
e. SWHS department faculty may recall any DFC member by 2/3 vote.

Section 1.1.3 Meetings

The DFC shall publish its meeting schedule (or give notice of its meetings) to the faculty. When necessary, the DFC (having given notice to the SWHS Department Chair) may meet without the Chair being present.

Section 1.1.4 Term

DFC members shall serve for staggered 2-year terms.

Section 1.2. Curriculum and Assessment Committee (CAC)

The Department CAC operates as two independent sub-committees each representing the HS and MSW programs

Section 1.2.1 Duties and Responsibilities

The CAC

a. Oversees all changes in curriculum;
b. Is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions, etc.;
c. Periodically reviews the departmental curriculum and make recommendations about modifications of the curriculum;
d. Reviews and keeps current all course content and program requirements

e. Ensures that the curriculum of all academic programs meet program accreditation standards and curricula guidelines

f. Ensures consistency of syllabi
g. Establishes and regularly evaluates student learning outcomes in support of the KSU Assessment initiatives and other academic standards

h. Reviews method(s) of evaluating learning outcomes of the program

i. Compiles and interprets data regarding student learning

j. Initiates and monitors all curriculum changes, paying particular attention to completing accurate forms and meeting deadlines for submission to the College Curriculum Committee, Undergraduate Policy and Curriculum Committee (UPCC), and/or Graduate Policy and Curriculum Committee (GPCC); and other necessary decision-making authorities; and

k. Assigns committee members to serve on subcommittees, as necessary.
Section 1.2.2 Membership
a. The membership of the MSW CAC shall consist of the MSW Program Director, the MSW Field Director and faculty with graduate school status and primary teaching responsibilities in the MSW program.
b. The membership of the HS CAC shall consist of the HS Program Coordinator, the HS Field Director and faculty members with primary teaching responsibilities in the HS program. The CAST and NLA Program Directors will also serve on the HS Committee if they are not already represented by any of the aforementioned roles.
c. Members of each CAC will be identified by the SWHS Department Chair and placed on the respective committee. Selection will be based on the faculty member’s primary teaching responsibilities.

Section 1.2.3 CAC Chair
a. The members of the CAC shall elect a chair from its membership. (S)he will serve for a period of 1 year and will vote only in the case of a tie. The HS Program Coordinator and MSW Program Director are not eligible to serve as Chair of his/her respective CAC committee.
b. The CAC Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees.
c. The Chair is elected annually.

Section 1.2.4: General
a. The CAC may utilize subcommittees to meet its duties.
b. Meeting times are determined by the committee.
c. Results of all meetings shall be reported at the next Faculty meeting.

Section 1.3 Department Promotion and Tenure Committee (P & T)
The SWHS Promotion and Tenure Committee is responsible for coordinating the tenure and promotion process, which is mandated by the University Guidelines. Additionally, the decision to recommend tenure & promotion must be determined within the context of the department as described in the guidelines for Promotion and Tenure requirements by rank.

Section 1.3.1 Duties & Responsibilities
The duties and responsibilities of the SWHS Promotion and Tenure Committee includes:
  a. Evaluating portfolios for Promotion, Tenure, and Post- and Pre-Tenure review;
  b. Voting and providing a recommendation for tenure, promotion, and/or review;
  c. Writing letters that go into faculty’s portfolio;
  d. Reviewing department P & T guidelines;
  e. Reviewing applications for Emeritus Status and making recommendations to the tenured and tenure track faculty for vote and
  f. Making recommendations for revisions to the Department’s P & T Guidelines.
Section 1.3.2 Membership
The committee will consist of tenured and promoted faculty members not serving on the College and University P & T committees or serving in the role of department chair who hold the rank of Associate Professor or higher.

Faculty serving in an administrative role such as Dean, Associate Dean etc. may not be eligible for membership when the administrative role is in conflict with the P & T process (e.g., cannot be in the approval chain at multiple levels).

When considering an application for promotion, voting members must adhere to the University’s and College’s rules regarding voting and rank of the voting member.

Section 1.3.3 Committee Chair
Each year the committee will elect a chair who will collect materials, organize portfolio evaluations, and write the opinions of the committee. Tenure and promotion decisions are determined by majority vote. The Chair of the committee will monitor and ensure that portfolios are submitted to the next level of review on time.

Section 1.3.4 Voting
Votes of review committees are by secret ballot. All deliberations and decisions of reviews are confidential and may not be discussed with the candidates or with others outside the review committee’s membership. All reviewers should remember that e-mail is not a confidential medium; therefore, committee minutes, notes, drafts of review letters, or final letters may not be circulated by e-mail.

Section 1.3.5 Meeting times
Meets several times per year, with intensive effort in early-Fall semester. In years with few reviews, the committee should use the opportunity to evaluate and review tenure and promotion guidelines and procedures.

Section 1.3.6 Term
Voting occurs annually for the Department P & T Chair.

Section 1.3.7 General
Faculty applying for Tenure & Promotion are strongly encouraged to have their portfolio reviewed by colleagues who are not currently serving on any P&T committee.

Section 1.4 MSW Admissions Committee
The MSW Admission Committee is responsible for proposing and following the criteria used for admissions. The process and criteria are to be approved by the Graduate College.

Section 1.4.1 Duties and Responsibilities
The committee is responsible for recommending to the Director of the MSW program those applicants who meet the criteria in order to offer admission into the graduate MSW program.

a. The committee will establish clear and objective criteria for acceptance to graduate school.
b. The committee will develop a filing system to include up-to-date forms and other pertinent information.
c. Applicants for admission are evaluated from the “whole person” perspective and must meet the established criteria.
d. If there is an exception to the admissions criteria for an applicant, the committee must submit to the Director of the MSW program the reason and rationale for the exception. The Director of the MSW program will discuss these exceptions with the members of the admissions committee and in the event, that the Director and Committee cannot reach a mutual decision, each party must notify the SWHS Department Chair for the final determination.
e. If there is an exception to the admissions criteria for an applicant where the Director wants to admit someone not recommended by the committee, the Director of the MSW program will discuss this exception with the members of the admissions committee. In the event that a mutual decision cannot be made, each party must notify the SWHS Department Chair for the final determination.

Section 1.4.2 Membership
The Committee will consist of no less than three faculty with recognized graduate faculty status. The Director of the MSW program shall appoint the MSW Admissions Committee.

Section 1.5 Scholarship and Awards Committee

1.5.1 Purpose
The Scholarship and Awards Committee is charged with overseeing designated scholarship funds and awards (USG, University, College, and/or Department) for eligible students. The Committee will adhere to established criteria/requirements of each scholarship and/or award. This committee will work closely with the Scholarship Office and the Chair to ensure timely review and decision-making.

1.5.2 General Roles and Responsibilities
a. Maintain and update scholarship and award information;
b. Review and update marketing materials and outlets; and
c. Assist, when necessary, program and certificate coordinators with marketing these opportunities to students.

1.5.3 Scholarships
a. The Chair of the committee should communicate with the Department Chair and the Scholarship Office to receive a list of scholarship funds the committee is responsible for reviewing.
b. Committee members will review applicants and establish eligibility of the prospective applicants.
c. The Chair of the committee will notify the Scholarship Office, the Department Chair and the faculty, at a minimum in writing, of the final results.

1.5.4 Student Awards
a. The Chair of the committee should communicate with the Department Chair to receive a list of awards the committee is responsible for reviewing and overseeing.
b. Committee members will identify all students eligible for the award and issue a call for nominations by the faculty for the awards.

c. The Committee will create a ballot and disseminate to the faculty for voting purposes.

d. The Committee Chair will notify the Department Chair and the faculty at minimum in writing, of the final results.

1.5.5 Membership
Committee members will consist of no less than three elected members from the full-time faculty. One member of the committee should have primary teaching responsibilities in the Master of Social Work program and one member of the committee should have primary teaching responsibilities in the Human Services program.

1.5.6 Meetings
The Committee shall publish its meeting schedule (or give notice of its meetings) to the faculty.

1.5.7 Term
Each committee member will serve two-year staggered terms. Elected members will draw lots to determine who will serve a one-year term in its first year of operation to determine the staggered rotation.

1.5.8 Chair
The committee will select from its membership a chair who will serve a one-year term.

Section 2. Ad Hoc Committees
Ad hoc committees shall be appointed by the Chair of the Department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any ad hoc committees. Each committee operates under a set of goals given to them at the time of appointment and may or may not elect a Chair.

Section 3. Operation of Committees
a. Each committee shall elect a Chair and operate under a set of goals given to them at the time of appointment.

b. Requirements for committee vote will conform to the rules outlined under Voting.

c. Each standing and ad hoc committee shall keep a record of its meetings and distribute to all faculty and staff.

3.1 Committee Chair
a. Each committee will elect a Chair. Committee Chairs are responsible for assuring that the following duties are accomplished:

b. Arrange meeting times and dates

c. Arrange meeting rooms

d. Create and prioritize agenda items

e. Distribute agenda to committee members (and the general department faculty) in advance of the meeting

f. Ensure meeting agenda and minutes are stored in the appropriate media

g. Assist with the collection of information related to specific committee work

h. Delegate responsibilities, as appropriate
i. Report decisions to the Department Chair and the full faculty as called for
j. Report monthly, or as necessary to the department the work of the committee
k. Preside over meetings
l. When necessary, ensure that any personnel issues are discussed in Executive Session
m. When necessary, ensure proper protocol and Roberts Rules of Order are followed when discussing personnel issues

3.2 Committee Secretary
a. Each committee will elect a secretary. Committee Secretaries are responsible for assuring that the following duties are accomplished:
b. Keep a record of meeting actions, per Roberts Rules of Order;
c. Distribute meeting minutes to the committee members either in hard copy or electronically prior to the start of the next meeting; and
d. Ensure minutes include names of all members and guests present, as well as a description of items discussed.

ARTICLE III.
DEPARTMENT MEETINGS

Section 1. Meeting Schedule
Regularly scheduled meetings shall be held during the academic semester. At least one meeting shall be held each semester.

Section 2. Role of the Chair
The Chair of the Department shall call such additional meetings as deemed necessary.

Section 3. Attendance
All full-time faculty and staff are required to attend department meetings when called to attend by the Department Chair. For excused absences, notification must be given to the Department Chair prior to meeting.

Section 4. Minutes
Minutes of each department meeting will be taken including attendance, reviewed by the Department Chair and will be made available to all faculty and staff by posting on a secure intranet drive accessible to all members of the Department.

ARTICLE IV.
VOTING

Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions, and revision of departmental bylaws shall be determined as follows:
Section 1. Eligibility
   a. For matters the entire permanent full-time faculty is eligible to vote unless other University rules and guidelines supersede this rule.
   b. Absent faculty may vote by written proxy, submitted in an envelope to the Department Chair.

Section 2. Quorum
   a. A quorum shall consist of two-thirds of those eligible to vote.
   b. Proxies shall not count toward a quorum.
   c. In the rare event that a quorum is not achieved, the vote will be tabled until the next meeting.

Section 3. Passage of a Motion
   a. A simple majority of those voting shall be required to pass a motion.
   b. A two-thirds majority of those voting shall be required to pass an amendment to the Departmental Bylaws.

Section 4. Ballots
   a. Secret ballots shall be used for votes if requested by one or more faculty member.
   b. Absent faculty may vote by written proxy, submitted in an envelope to the Department Chair.

ARTICLE V.
CHANGES IN THE CURRICULUM

Section 1. New Course Offerings, Course Deletions, and/or Changes in Curriculum.
   a. The Department Chair or any tenure-track departmental faculty may propose such changes.
   b. Written proposals to modify courses or curricula shall be reviewed and approved or rejected via majority vote by the Curriculum and Assessment Committee.
   c. A completed copy of the appropriate form should be distributed to the committee members at least one week prior to discussion and vote.
   d. Minor curricular changes (e.g., the addition of a new course, changes to course descriptions, etc.) require the majority approval of the Curriculum Committee. Major curricular changes (e.g., changes of program requirements, program restructuring, adding tracks, etc.) should be approved by a majority of the tenure-track faculty. The Curriculum Committee Chair will share all proposed curricular changes with faculty one week prior to the committee’s meeting. If multiple faculty members request discussion, then the proposed change shall be deemed a major change. The Curriculum Committee Chair shall be responsible for holding a referendum for major curricular changes via e-mail or by calling a meeting if discussion is warranted.
ARTICLE VI.
GUIDELINES FOR TENURE-TRACK & NON-TENURE TRACK
FACULTY SEARCHES

Section 1. Search Committee Designation
a. Search committees will be used to hire tenure-track and non-tenure track positions to include lecturer and clinical positions. After discussion with the department faculty (either as a whole and/or the strategic planning committee) about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the Dean, a search committee that includes at least three tenured or tenure-track faculty shall be appointed by the Department Chair.
b. The Department Chair shall appoint a Chair of the search committee. The search committee will follow University procedures. The Department Chair shall provide the committee with specific guidelines about conducting searches during the charge of the committee.

Section 2. Potential Conflicts of Interest.
Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close personal relationship, s/he should make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VII.
GUIDELINES FOR PART-TIME AND LIMITED TERM
FACULTY SEARCHES

Section 1: Utilization
The SWHS Department may utilize part-time and limited term faculty to meet its academic charge (depending on available funding). The number of appointments, the level and nature of their involvement in the Department will vary even though this type of academic appointment implies a more limited range of responsibilities.

Section 2: Hiring Process
Part-Time and Limited Term Faculty must be hired using the prescribed University Hiring Process. The Department Chair is responsible for facilitating the hiring process in consultation with the program coordinators. The hiring authority for these searches is the Department Chair.

Section 3: Criteria for Hiring
Part-Time and Limited Term Faculty must meet the following minimum criteria for hiring:
a. Demonstrated commitment to undergraduate and/or graduate teaching and learning;
b. Has professional interests and expertise that support the current needs of the SWHS Department;
c. Display a strong commitment to the mission of the Department.
d. Possess the required academic credentials for the position being advertised.
   1. Master’s degree in Social Work is required for an instructor position in Social
      Work. To teach in the MSW program, candidates must have earned an MSW
      from a CSWE accredited program and have at least two years of post-Master’s
      experience. Candidates with LCSW are encouraged to apply.
   2. Master’s degree in Human Services, Public Administration, Counseling, Social
      Work, or related field is required for the instructor position in Human Services.
      To teach in the Human Services program, candidates should have at least two
      years of post-Master’s experience.
e. Part-Time and Limited Term Faculty use the appropriate title as determined by KSU
   Academic Affairs.

ARTICLE VIII.
SUMMER SESSION TEACHING

The following guidelines shall be used to determine priority for teaching during summer session.

Section 1: Opportunity
Through written solicitation, the Department Chair (or his/her designee) shall determine which
faculty members wish to teach during summer sessions.

Section 2: Assignments
The following ranked criteria shall be considered when making teaching assignments during
summer sessions.

   a. Course demand and faculty specialization.
   b. Stipulations provided by the University and College.
   c. Preference will first be given to tenured or tenure-track faculty and then to members
      of the permanent faculty.

ARTICLE IX.
AMENDMENTS TO BYLAWS

Amendments to these Bylaws shall be submitted in writing to either the DFC or the Department
Chair. After the amendments are approved by two-thirds majority vote at a faculty meeting at
which a quorum of voting faculty is present, they will be sent to the Dean for approval.

ARTICLE X.
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/or of the WellStar College of Health and Human Services.
Kennesaw State University Approval Form for Department Bylaws

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

I confirm that the attached bylaws, dated August 16, 2019 were approved by the faculty of the Department of Social Work and Human Services in accordance with department policies and procedures:

_____________________________ ________________________________
Jennifer Wade-Berg, DFC Chair

Department Chair Approval - I approve the attached bylaws:

_____________________________ ________________________________
Tyrone Cheng, SWHS Department Chair

College Faculty Council Approval - I approve the attached bylaws:

_____________________________ ________________________________
Amy Howten, WellStar College CFC Chair

College Dean Approval - I approve the attached bylaws:

_____________________________ ________________________________
Mark Tillman, Dean

Provost Approval - I approve the attached bylaws:

_____________________________ ________________________________
Kat Schwaig, Provost
## Certificate Of Completion

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| Mark Tillman  
mtilm13@kennesaw.edu  
Dean, Wellstar College  
Kennesaw State University  
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<td>Signed: 3/28/2020 8:36:29 AM</td>
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Electronic Record and Signature Disclosure:
Accepted: 4/10/2019 12:05:40 PM
ID: 78b8423f-e38c-4e4e-b3f2-fc9f1db05041

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<td>Ron Matson</td>
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<tr>
<td><a href="mailto:rmatson@kennesaw.edu">rmatson@kennesaw.edu</a></td>
<td></td>
<td>Viewed: 3/28/2020 8:26:07 AM</td>
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Electronic Record and Signature Disclosure:
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