Preamble
The Department of Secondary and Middle Grades Education is a unit of the Bagwell College of Education committed to the collaborative preparation of professional learning facilitators for middle grades and secondary learners and to an educational process that enhances one’s competencies for participating responsibly in the diverse, multicultural, international, and interdependent world. The Department is aligned with Kennesaw State University’s vision:

Kennesaw State University will be a nationally prominent university recognized for excellence in education, engagement, and innovation.

These bylaws provide a plan for governance, and procedures for operation of the Department of Secondary & Middle Grades Education, in alignment with the strategic plans of the BCOE and KSU. These bylaws were first adopted by the faculty of the Department of Secondary & Middle Grades Education in 2008 and amended in 2015.

SMGE’s programs, which have been developed and implemented collaboratively, integrate strong academic preparation grounded in discipline and pedagogical studies, while providing diverse school-based and other clinical experiences. The programs foster the development of knowledge, skills, and understandings required of the professional learning facilitator who designs and implements instructional programs for the secondary and middle grades learner that are developmentally and culturally responsive.

Goals of the Department of Secondary and Middle Grades Education
The department’s programs are guided by the standards of the Council for the Accreditation of Education Preparation (CAEP), the Council of Chief State School Officers Interstate Teacher Assessment and Support Consortium (InTASC), and the Association of Middle Level Educators (AMLE), as well as the standards of the National Council for Teachers of English, the National Council for Teachers of Mathematics, the National Council of Social Studies, and the National Science Teachers Association. Faculty members recognize the need for extensive training in adolescent development as well as the need for training in multiple methodologies that will meet the needs of this crucial and fragile age. Nurturing learning environments, varied instructional strategies, sound assessment techniques, and instructional technology are key elements of the program. The programs also acknowledge the powerful role community plays with teacher candidates in learning how to involve parents and the community. We affirm our commitment to the cross-cutting themes of the CAEP Standards (2013):

Diversity and technology are, thus, two critical areas that will require new learning and substantial innovation by preparation providers; the significant demographic and technological changes that impact their programs also influence the skills their completers must master to be effective. Because these two challenges are imbedded in every aspect of educator preparation, the Commission chose to recognize them throughout the recommended standards and also to elaborate on them here. (p. 20)

Faculty of the Department of Secondary and Middle Grades Education are committed to the core values listed below.

- Excellence in teaching.
- All components of faculty scholarship, including the Scholarship of Discovery, the
Scholarship of Teaching and Learning, and the Scholarship of Engagement.

- Purposeful and necessary service to the department, college, university, schools, community, and profession.
- Initiatives that create new opportunities for research, service, leadership, and education in a global environment. Thus, a common goal is to increase efforts to enhance global learning for both faculty and students.
- Improvement of teaching quality and student learning in K-12 classrooms by providing professional service to the schools.
- Democratic principles of educational equity and social justice for all learners, exemplified through reflective teaching, learning, leadership, and service. We value diversity, collaboration, professionalism, and shared governance.
- A safe, collegial workplace established and sustained by its members who are valued for their talents and diversity of experiences, background, and perspectives.
- Adherence to the highest standards of intercultural communication as an important foundation for establishing and maintaining an authentic and ethical culture of collaboration.
- The process of guiding and mentoring faculty and students for success and sustainability.
- Collegiality and academic citizenship, exemplifying high standards of ethical and professional behavior.

I. Article I. Administration

In accordance with the mission and goals of the Department of Secondary & Middle Grades, faculty members value collaborative professional relationships and shared leadership. To achieve such an environment, the following shared governance structure is outlined.

A. Department Chair

1) The Chair shall be appointed by and serves at the pleasure of the Dean of the Bagwell College of Education. The Chair traditionally holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean. Chairs must have the credentials to hold tenure and the academic rank of professor or associate professor within the department.

2) The Chair provides leadership within the Department and represents the Department to the larger University community by fulfilling the following broadly defined responsibilities. Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

3) 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 the departmental budgets
   c. administering and supporting financial matters related to faculty travel,
grants, research, and other professional activities
d. overseeing recruitment efforts
e. hiring part-time and temporary faculty
f. managing workload
g. assigning office and instructional space
h. supervising, evaluating, and supporting the development of faculty and staff
i. providing equitable access to opportunities
j. presiding over Department meetings
k. representing the Department in College and University affairs
l. informing the faculty of events affecting the Department or welfare of the faculty
m. performing such duties as assigned by the University or the Dean of the College
n. coordinating a shared vision and strategic planning for the department
o. oversight of student advisement and scheduling of classes, and clinical experiences (including international activities)
p. Providing service and support to varied constituencies (college, university, communities, etc.)
q. Serving as an advocate for the Department’s interests

4) Selection of the Chair
a. The selection of the chair shall follow the established University national search process and procedures. As selected by the department as a whole, a minimum of three faculty members across discipline areas within the department, rank, and tenured and non-tenured status will contribute to the larger selection committee. A 70% majority vote for a candidate by the department will denote acceptance and will be conveyed to the Dean.
b. For the purposes of recommending an individual to serve as Department Chair, the voting body shall consist only of tenured, tenure-track and other full-time (e.g., lecturers) faculty of the department. Part-time and department personnel may contribute to the selection of a chair by providing their input and feedback to the chair of the Department Faculty Council or the Dean.
c. The term of office of a chair is five years or as determined by the dean.
d. The tenure of the chair will be limited to two consecutive terms or as determined by the Dean.

5) Eligibility and Tenure of the Chair
Internal Candidates for Chair must be tenured professors or tenured associate professors. The term of office of a Chair is five years or as
determined by the Dean and generally begins on July 1st of the first year of appointment. The term ends on June 30th of the fifth year of appointment. The tenure of the Chair is limited to no more than two consecutive terms.

6) Evaluation of the Chair

a. An annual evaluation as prescribed by KSU or the Bagwell College of Education shall be conducted.

b. Evaluation Criteria will be based on University Guidelines.

c. In September of the fifth year of a Chair’s tenure, the Dean of the Bagwell College of Education will call a meeting of the voting body to determine whether the current Chair should be recommended by the Department for renewal. The Dean of the College will chair this meeting and has no vote at this time. Voting will proceed as follows:

   - Voting will be by secret ballot.
   - There will be no voting by proxy.
   - Ballots must be received by the called meeting to count.
   - Staff and part-time faculty may contribute input and feedback to a tenured faculty member.
   - The chair of the Departmental Faculty Council shall receive all ballots, and then the ballots shall be counted and tallied by the DFC as a whole. The ballots and the tally will be immediately forwarded to the Dean of the Bagwell College of Education. After considering the vote of the faculty and following any additional consultation deemed appropriate by the Dean, the Dean will either reappoint the Chair for a second five-year term or begin the search for a new Chair and appoint an interim chair (if needed).

d. Process for the Removal of the Chair:

   Faculty member or members may register dissatisfaction on leadership issues as follows:

   i. Address the issues involved directly with the Chair.
   ii. Address unresolved issues with the DFC.
   iii. If issues remain unresolved, the faculty member or members involved may seek the intervention of the Dean.
   iv. If the issues still remain unresolved, a resolution of “no-confidence” in the Chair may be presented at any time during the five-year term of the Chair for a vote before the voting body. The Department Faculty Council shall oversee the voting process. A resolution of “no-confidence” will require a two-thirds majority of the voting body to pass. The result of the vote will be immediately communicated to the Dean of the College.
v. After considering the vote of the faculty and following any additional consultations deemed appropriate by the Dean, the Dean will either reaffirm the appointment of the Chair or open the process for selection of a new Chair. In the case where the Chair will not be reappointed to a second five-year term, the Dean of the Bagwell College of Education will convene the voting body to begin the process of selecting a new Chair.

e. Selection, Responsibilities, and Evaluation of an Interim Chair
An interim chair serves as chair of the department until a national search has been conducted following the established University search process and procedures.

i. Nominations will be solicited from the departmental faculty.

ii. Eligibility for serving as an interim chair is limited to tenured or tenure-eligible professors or tenured or tenure-eligible associate professors.

iii. Nominees may be Bagwell College of Education faculty, other KSU faculty, or qualified faculty who are not currently employed at KSU. Nominees from outside of the department must have a statement of support from their immediate supervisors.

iv. A nominee must accept the nomination before his or her Secondary & Middle Grades Education can be submitted for consideration.

v. Once a nomination is accepted and submitted, the nominee must provide a current vita to the chair of the Departmental Faculty Council to be distributed to the departmental faculty.

vi. All eligible nominees will sit for an open interview by departmental faculty that may include the nominee’s brief statement of his or her vision for the department. Faculty not able to attend the interview may submit questions through those able to attend. Notes of the vision statement, interview questions, and responses will be distributed to all departmental faculty.

vii. All members of the departmental voting body shall express their preference for an interim chair by secret ballot. A two thirds or greater vote will constitute a majority. The Departmental Faculty Council shall be responsible for counting the votes. This information will be conveyed to the committee of the whole and to the Dean.

viii. A run off will be held between the top two nominees if one nominee does not receive a majority of the votes.

ix. In the event that only two nominees are on the ballot and neither
receives a 2/3 majority, the selection of interim chair will be made by the Dean of the College from those two nominees.

x. After considering the ballot and following consultation, the Dean appoints an interim chair.

f. Responsibilities of the interim chair will be the same as those of the Chair.

B. Associate or Assistant Department Chair

As the size and work of the department and its programs increase, the chair and faculty may determine that an associate or assistant chair is needed.

1) Selection and Term

a. The Associate or Assistant department chair is selected by the chair and confirmed by the members of the departmental voting body by secret ballot. A two thirds or greater vote will constitute a majority. The Departmental Faculty Council shall be responsible for counting the votes. Results will be conveyed to the department chair and to the dean.

b. The term of office of the associate or assistant department chair is five years or as determined by the department chair.

c. The tenure of the associate or assistant chair will be limited to two consecutive terms or as determined by the chair.

d. Conflicts regarding the tenure of the associate or assistant chair will be resolved by the dean.

e. The associate or assistant chair will receive reassigned time of six credit hours during the academic year. Summers or additional reassign time should be negotiated based on responsibilities.

f. The new associate or assistant chair will be selected during the first of the last two semesters of the current associate or assistant chair’s service. The “associate or assistant chair-elect” is mentored by the chair and current associate or assistant chair and may receive one course release (three credit hours) during this time. The associate or assistant chair-elect assumes full responsibilities after the current associate or assistant chair’s term has ended.

2) Responsibilities: The duties of the associate or assistant chair may include any of the following, as negotiated with the chair:

a. Responsibility to Faculty

i. Coordinate mentoring of new tenure-track faculty members and all new temporary or part-time faculty members.

ii. Communicate regularly with chair and other administrators

iii. Assist program revisions and new program development

iv. Assist in aligning program with national, state and institutional standards

v. Assist in coordinating placements for field experiences

vi. Report and provide timely updates on all programmatic, curricular, assessment, or admission criteria changes

b. Teaching, Supervision, and Advisement
i. Coordinate supervision of field experiences
ii. Teach regularly
iii. Coordinate and facilitate student advisement with appropriate personnel
iv. Report Writing
v. Be current regarding CAEP (Council for Accreditation of Educator Preparation), PSC (Professional Standards Commission), professional associations, and other reports (i.e., purpose, specific requirements, and deadlines).
vi. Coordinate and distribute responsibilities related to specific requirements of all reports
vii. Assist in aligning program with national, state and institutional standards
c. Data Collection, Analysis, Storage and Retrieval
i. Establish and coordinate activities and procedures for systematic collection of candidate, faculty and program evidence
ii. Maintain the program databases and maintain student tracking efforts
iii. Other duties, as needed, may include
iv. Management of the departmental budget
v. Scheduling courses
vi. Supervising departmental staff and part-time faculty
vii. Recruiting faculty, staff and students
viii. Managing space and facilities
d. Scheduling departmental meetings
e. Responding to the Chair’s and Dean’s special requests

C. Program Coordinators

1) Selection and Term
a. The department designates an individual program coordinator for the undergraduate and graduate programs, endorsements, and field experiences. Program coordination is an opportunity to develop administrative and leadership skills that may lead to other administrative positions.
b. Chairs should inform all full-time faculty when the opportunity to coordinate a program arises and should talk with and carefully consider any interested faculty.
c. The program coordinators, with the consensus of the faculty, are appointed by the department chair with the approval of the dean. Consensus of the faculty is determined by approval of two-thirds of the faculty.
d. Each coordinator serves a three-year term with a two-time renewal option. The program coordinator serves at the pleasure of the chair.
e. A new coordinator is selected during the last semester of the current coordinator’s term. The coordinator-elect is mentored during this time by the current coordinator.
f. The coordinator receives reassigned time of three credit hours (including summer session) or other compensation as deemed appropriate by the Department Chair and Dean during each semester of service in the role.

2) Responsibility to Program Faculty
a. Provide timely program updates  
b. Communicate regularly with chair and other administrators  
c. Serve as representative to Undergraduate/Graduate Program Coordinators meetings  
d. Initiate program revisions and new program development  
e. Assist in aligning program with national, state, and institutional standards  
f. Serve as principal liaison between the degree program and support service units  
g. Provide leadership in program promotion and advocacy

3) Program Review and Revision  
a. Regularly review program policies and curriculum  
b. Hold regular meetings of program faculty  
c. Revise program policies or curriculum as necessary in collaboration with program faculty and chair  
d. Write proposals for changes to program policies or curriculum and shepherd proposals through departmental curriculum committee, Teacher Education Council, and Undergraduate/Graduate Policies and Curriculum Committee.

4) Accreditation and Other Reviews  
a. Collect, store, and lead faculty analysis of CAEP/PSC/SPA evidence  
b. Coordinate collection and reporting of program data to be used in reporting about unit (EPP)  
c. Prepare CAEP/PSC/SPA, SACS and other program reports (AOL, CPR) as required.  
d. Prepare data, faculty, and guests for CAEP/PSC visits  
e. Student Interactions

5) Assist faculty and staff with advising  
a. Keep website updated to inform current and prospective students about program requirements  
b. Create or revise documents to inform current and prospective students about program requirements  
c. Attend orientations and open houses  
d. Meet with prospective students

6) Collaboration within University  
a. Coordinate collaboration with other KSU colleges and departments  
b. Review and correct KSU catalog copy relevant to program

D. Program Specialists
Program specialists may be hired by the Chair to assist with the following program activities.  
1) Student advisement (including ad missions advisement)  
2) Student orientation sessions  
3) Check and respond to emails  
4) Collection, analysis, and distribution of program data
5) Attendance at program orientations
6) Review of yearlong clinical experience applications
7) Collection and organization of performance evidence
8) Preparation of program reports
9) Other requests from other program coordinators, the Assistant Chair, or the Chair as appropriate

II. Article II Committees
Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. 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 Fall (December meeting) 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 Fall semester meeting. The department will be represented on the following committees. This committee listing is not comprehensive.

A. University Committees
1) University Faculty Senate (elected by SMGE, 1 faculty member)
2) GPCC (voted on by BCOE)
3) UPCC (voted on by BCOE)
4) Graduate Council
5) Other university committees as faculty may be interested (e.g., IRB, Library, etc.)

B. College/EPP Committees
1) Teacher Education Council Committee
2) College Tenure & Promotion Committee
3) College Awards Committee
4) Advanced Program Coordinators Meeting
5) Other college committees as faculty may be interested

C. Department Faculty Council
1) The DFC is advisory to the Chair, who holds decision-making authority at the department level. 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 Chair with regard to the development and implementation of policy including but not limited to strategic planning, annual budgeting, hiring, space and resource allocation, reassign-time, salaries and raises, appointment and reports of ad hoc committees workload, teaching load, overall goals, ideas about new programs, etc.
2) The DFC shall have the right to prompt access to department information relating to the planning and implementation of departmental policies.
3) The DFC works with the Dean and/or other campus resources to address
problems arising in its work that may require external assistance, and should notify the Faculty Senate Executive Committee for information purposes.

4) The Department Faculty Council shall meet at least twice per semester or as called by the Chair of the DFC. The Chair will respect the DFC’s desire, on occasion, to meet without the Chair present.

5) Membership of the Department Faculty Council shall be determined as follows:
   a. The Department's voting body will select three to five members using secret ballot.
   b. A majority of the DFC will be tenured or tenure-track faculty.
   c. The department may choose to add additional members by 2/3 vote of the permanent full-time faculty.
   d. The chair of the DFC will be a tenured faculty member selected by vote of the elected members of the DFC from among their number.
   e. The Department may recall any DFC member by a 2/3 vote of the permanent full-time faculty. The Department should replace a member who does not complete their term for any reason with a timely election.
   f. The Chair is an ex officio non-voting member of the DFC, and is not eligible to vote for or to serve as a DFC representative.

D. Department Committees

1) Department Curriculum & Assessment Committee
   a. Duties: Oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions, etc. This committee shall periodically review the curriculum of all departmental programs and make recommendations about modifications of the curriculum. Also provides oversight for Special Topics and Advanced Topics courses. Chair is responsible for monitoring progress of paperwork to College (TEC) and University committees (UPCC or GPCC). Chair will ensure department is represented as the proposal goes through each level of review.
   b. Membership: Membership is for two-year terms, staggered to ensure continuity.
   c. Eligibility: Members must be full-time and tenured, tenure-track, or lecturers.
   d. Selection: Members are elected by the full-time members of the department and the part-time faculty member who represents SMGE on KSU’s Part-time Faculty Council.
   e. Chair: The chair will be selected by the committee members.
   f. Responsibilities: The SMGE Curriculum & Assessment Committee shall operate in the following manner:
      ix. To initiate a curriculum or assessment change requiring university-level approval, a faculty member will present curriculum proposals to the Chair of the Curriculum & Assessment Committee using the appropriate processes for the Undergraduate or Graduate Policies & Curriculum Committee (UPCC or GPCC).
      x. For minor changes, the Chair of the Curriculum & Assessment Committee, at his or her discretion, may forward proposals to the
Department Chair without other faculty involvement.

xi. The Curriculum & Assessment Committee will meet monthly unless no proposals require their review.

xii. Agendas will be shared with the department at least a week before each meeting.

xiii. Other SMGE faculty members may attend any meeting and may discuss proposals, but may not vote.

xiv. If the Chair of the Curriculum & Assessment Committee deems a curricular issue to be a significant change, he or she may call for discussion and vote of the proposal by the full-time department faculty.

xv. After approval, one or more SMGE faculty members should submit the proposals for the approval of the Department Chair, the Teacher Education Council, the Dean of the BCOE, and the appropriate university Curriculum and Policies Committee (UPCC or GPCC).

xvi. The Chair of the Curriculum & Assessment Committee will support the SMGE faculty member and attend TEC, UPCC, or GPCC meetings as needed.

2) Department Tenure & Promotion Committee

a. Membership: The Tenure & Promotion Committee comprises a minimum of three tenured faculty members.

b. Term: Membership is for two-year terms, staggered to ensure continuity.

c. Eligibility: Members must be tenured, full-time faculty members and have an Faculty Performance Agreement (FPA) that specifies 30% or less in the area of Administration and Leadership outside the department. When considering an application for promotion to full professor, voting members must hold the rank of associate professor or above (KSU Faculty Handbook). Individuals whose documents are under review are not eligible to serve on the committee. A candidate under review for Post-Tenure Review can serve on the department T&P committee, since that candidate's review starts at the college level (KSU Faculty Handbook).

d. Selection: Department committees are elected by the tenured and tenure-track faculty of the department. If there are not three qualified faculty members in a department, or when the department faculty deems it is in the best interests of the tenure process, the department will elect tenured faculty from outside the department to serve on the review committee. Committee members elected from outside the department should come from the same or closely related disciplines or be familiar with the candidate’s area of expertise. There is no requirement that they be housed in the same college as the candidate. Department and College guidelines may allow for soliciting KSU faculty from other departments to serve as ad-hoc voting members of the department T&P committee for a particular candidate’s review. Guidelines should specify the timeline and criteria for this selection.

e. Chair: The chair will be selected by the committee members.

3) Department Awards Committee
a. Membership: The Distinguished Faculty Awards Committee is composed of three faculty members.
b. Term: Membership is for three-year terms, staggered to ensure continuity.
c. Eligibility: Any full-time department member is eligible to serve.
d. Selection: Members are elected by the full-time members of the department and the part-time faculty member who represents SMGE on KSU’s Part-time Faculty Council.
e. Chair: The chair will be selected by committee members.
f. Responsibilities: Committee initiates the nomination process during fall semester:
   i. Review guidelines published on CETL website.
   ii. Gather nominations in six categories.
   iii. Solicit nominations from students for KSU’s Distinguished Teaching Award (both undergraduate and graduate).
   iv. Committee chair collects nominations and determines eligibility for awards based on number of years of full time employment at KSU and on receipt of an award within the past five years.
   v. Committee chair contacts all eligible nominees and requests a paragraph describing their qualifications for a specific award.
   vi. Committee chair and committee members review qualifications and select department nominees for each award based on criteria established by CETL.
   vii. Committee chair notifies department faculty of their nomination and final selection as department nominees
   viii. All faculty members who are nominated receive notification of their nomination
   ix. Committee chair also notifies BCOE dean and BCOE awards committee of department nominees
   x. Committee chair updates and maintains a database of SMGE, BCOE, and KSU award winners annually.

4) \textit{Ad Hoc Committees or Task Forces}

\textit{Ad hoc committees or task forces} 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 \textit{ad hoc committees or task forces}. Each committee operates under a set of goals given to them at the time of appointment and may or may not elect a Chair.
III. ARTICLE III. Meetings

A. Departmental and program area meetings will be scheduled at the beginning of the academic year and will be held at least twice a semester.

B. Additional meetings will be called as necessary to accomplish the business of the department and programs.

C. All full-time faculty and staff are required to attend department and committee (departmental, college, university level) meetings. For excused absences, notification must be given to the Department Chair prior to meeting.

D. Irregular attendance and/or patterns of late arrival and/or early departure without prior notification given to the chair will be addressed as a concern regarding professional behavior.

E. Minutes will be taken by the department secretary at department meetings and disseminated to all faculty members and archived once approved by the faculty.

IV. 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:

A. Eligibility
   1) All faculty who are not part-time or temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected or in other areas with DFC approval.
   2) Absent faculty/staff may vote by proxy by appropriate means.

B. Quorum
   1) A quorum shall consist of two-thirds of those eligible to vote.
   2) Proxies shall not count toward a quorum.

C. Passage of a Motion
   1) A simple majority of those voting shall be required to pass a motion.
   2) A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

D. Ballots
   Secret ballots shall be used for all votes if requested by any department member.

E. Electronic Voting
   Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

F. If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.
V. ARTICLE V. Changes in the Curriculum
All curricular changes must go through the BCOE curricular process, which includes departmental, EPP, and university-level approval.

VI. ARTICLE VI. Guidelines for Tenure-track Faculty Searches

A. Search Committee Designation
   1) After discussion with the Department Faculty Council, the Chair requests new lines by discipline from the Dean.
   2) Once a new line is approved, the Department Chair, in consultation with the Dean, invites a search committee that includes at least three tenured or tenure-track faculty.
   3) In consultation with the dean, the Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website. The Dean or the Department Chair shall provide the committee with specific guidelines about conducting searches.

B. 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.

VII. ARTICLE VII. Summer Session Teaching.
The following guidelines shall be used to determine priority for teaching during summer session.

A. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.

B. The following ranked criteria shall be considered when making teaching assignments during summer sessions.
   1) Demand for course
   2) Budget conditions
   3) Faculty expertise
   4) Preference will be given to full-time, tenured and tenure-track faculty
   5) Rank (years in rank)
   6) When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.
VIII. Article I. Amendments to the By-Laws
Amendments to these By-laws shall be submitted in writing to the Department Faculty Council and the Department Chair. Voting will be conducted by the process in Article IV. If the amendments are approved, they will be sent to the College Faculty Council for review and to the Dean for approval.
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 03 / 25 / 2015, were approved by the faculty of the Department of Secondary & Middle Grades Education in accordance with department policies and procedures:

_________________________________________________________________________________________________

Guichun Zong, DFC Chair Date

Department Chair Approval - I approve the attached bylaws:

_________________________________________________________________________________________________

Lynn Stallings, Chair Date

College Faculty Council Approval - I approve the attached bylaws:

_________________________________________________________________________________________________

Lee Langub, CFC Chair Date

College Dean Approval - I approve the attached bylaws:

_________________________________________________________________________________________________

Arlinda Eaton, Dean Date

Provost Approval - I approve the attached bylaws:

_________________________________________________________________________________________________

Ken Harmon, Provost Date