

Leland and Clarice Bagwell College of Education
Kennesaw State University
BYLAWS

PREAMBLE

The Bagwell College of Education at Kennesaw State University is a collaborative, collegial and diverse group of scholars who value excellence in teaching and mentorship, who are active in campus leadership and who are successful in research activities that may involve both undergraduate and graduate students.

ARTICLE I. Administration

A. Dean

- a. The Dean is the chief administrative officer of the College. The Dean has the responsibilities and authority specified by the Board of Regents and delegated by the Provost.

B. Assistant/Associate Dean

- a. The Assistant/Associate Dean(s) shall carry out such duties as assigned by the Dean.
- b. The Assistant/Associate Dean(s) will serve as Acting Dean at any time the Dean is out of town, unavailable, or incapacitated and unable to administer the affairs of the College.

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.

A. College Faculty Council (CFC)

a. Duties

- i. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
- ii. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development and implementation of policy, including, but not limited to, the following areas:
 1. Strategic planning
 2. Annual budgeting
 3. Hiring
 4. Space and resource allocation
 5. Reassign-time
 6. Salaries and raises
 7. Appointment and reports of ad hoc committees
- iii. The CFC shall publish minutes of meetings electronically.

b. Membership

- i. CFC should be comprised of a representative from the Department Faculty Council (DFC) plus one additional member from each department. Individuals functioning in a greater than 50% administrative role are not eligible for nomination. Part-time faculty members are not eligible for nomination.
- ii. Each department sends two representatives to the CFC; one member of the DFC (1-2 year term) and one other (non-DFC) member of the department (3 year term). The department is responsible for maintaining the representatives.
- iii. Each representative will be elected by the permanent, full-time faculty (instructors, lecturers, tenure track, and tenured) of that department.
- iv. Departments should elect representatives no later than April 30th in the year the current representative's term expires, with the elected member to start that fall semester.
- v. The Deans shall be ex officio non-voting members of their CFC.
- vi. Department chairs are not eligible to vote for or to serve as representatives to the CFC.
- vii. 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 agendas and minutes.
- viii. DFC term length is three years. Each department will decide how those individuals are chosen

c. Meeting times

- i. The CFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per fall and spring semesters. Each meeting shall be called by the chair of CFC. The Dean or any other member of the CFC can request a meeting by contacting the chair of the CFC.
- ii. CFC meetings shall be open to the public except as required by law or written KSU policy; sessions with limited attendance or "executive session" will be addressed below. The CFC shall publish agendas and meeting times in advance, and publish minutes or a meeting summary within one week of the end of the relevant meeting that, at minimum, records attendance and all actions, decisions or recommendations of the CFC
- iii. Each CFC shall take necessary measures to assure continuing functioning of the CFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name proxies from among the tenured faculty of their department, and the election of an acting CFC chair. Determining the best mix of such necessary measures shall be the decision of the CFC itself, based on immediate circumstances and without outside intervention. Such a "Summer CFC" shall be recognized by the administration as the legitimate

representative of faculty interests in the shared governance of the college during the summer months, and consulted accordingly.

B. Teacher Education Council

Besides serving as the curriculum committee of the Educator Preparation Program (EPP), the TEC, as well, serves as the BCOE curriculum committee with its purpose being to provide support and ensure accountability in the development of programs and curricula within the BCOE.

a. Duties:

- i. Insure that University guidelines for the design and content of programs and courses are followed.
- ii. Evaluate requests for newly proposed programs and courses related to all College of Education degree, certificate, and endorsement programs.
- iii. Assist and encourage programs to comply with appropriate accrediting agencies.
- iv. Proposals/agenda for each meeting should also be posted on the TEC website. Once meeting minutes are approved, they too, should be posted on the website.

b. Membership

- i. The TEC shall be comprised of one voting member (full-time tenure-track) elected by each degree program, the BCOE Dean's Appointee(s), one representative from each academic support unit: Education Student Services (ESS), iTeach Center, Center for Education Placements and Partnership (CEPP)
- ii. The membership shall elect the incoming committee chair at the last official meeting of the academic year

c. Meeting times

- i. The TEC shall have a regularly scheduled monthly meeting that is posted on the TEC website. Special meetings may be called by the committee chair when deemed necessary and appropriate by the chair or upon request from the committee members

d. Term

- i. The term of office is two years. If a member resigns or is no longer able to perform his/her duties, the department left un-represented by such resignation shall elect a new representative.

C. College Tenure and Promotion Committee

a. Duties:

- i. The Tenure and Promotion Committee shall review materials submitted by faculty for consideration for tenure, promotion, and post-tenure review in accordance with the procedures outlined in the current Faculty Handbook, Section 5 Review and Evaluation of Faculty Performance.
- ii. The Tenure and Promotion Committee shall be responsible for reviewing tenure and promotion policies and making recommendations to the faculty

for revisions. Faculty approved policies and revisions shall be recommended to the Dean of the Bagwell College of Education.

- iii. It is the committee's responsibility to ensure that college tenure and promotion policy conforms to university policy and that department policies are in alignment with college policy.
 - iv. As an extension of the tenure and promotion process, the Tenure and Promotion Committee shall develop college-level mentoring guidelines, and work with departments to promote faculty mentoring initiatives that support and help prepare faculty for the tenure and promotion process.
- b. Membership:
- i. The Tenure and Promotion Committee membership shall be comprised of one tenured faculty member, preferably at the rank of full professor, elected by the faculty from each department.
 - ii. When a department does not have two tenured faculty members who are eligible to serve, its faculty will elect tenured faculty from outside the department.
 - iii. Members of the College Review committee cannot sit simultaneously on a Department Promotion and Tenure committee.
- c. Meeting Times:
- i. Chair of the Committee will convene meetings as needed, with a minimum of one meeting per semester
- d. Terms:
- i. The committee members shall serve for two year terms and shall be staggered for each department to ensure continuity of representation.

D. Faculty Development and Awards Committee

The purpose of the FDAC is to implement and monitor initiatives to showcase faculty achievements.

- a. Duties
- i. Maintain a database of eligible faculty for various awards.
 - ii. Solicit and evaluate applications and recommend recipients for internal grants.
 - iii. Solicit applications or nominations, evaluate responses, and select recipients for college-level and campus-wide faculty honors and awards.
 - iv. Create methods to showcase and document faculty achievement.
- b. Membership
- i. Each department shall elect one full-time tenure track faculty member
 - ii. If a faculty member resigns or is no longer able to perform duties, that member's department will elect a new representative.
 - iii. A committee chair will be selected at the first meeting.
- c. Meeting times
- i. Chair of the Committee will convene meetings as needed, with a minimum of one meeting per semester
- d. Term
- i. Each member shall serve a 2 year term.

E. Student Development and Awards Committee:

The purpose of the SDAC is to support policies and initiatives to showcase student achievements.

- a. Duties
 - i. Support policies and procedures to increase scholarships, financial aid, and student awards.
 - ii. Create methods to showcase and document student achievement
- b. Membership
 - i. The committee shall be comprised of the Associate Dean for Undergraduate Studies the Associate Dean for Graduate Studies as ex-officio members. Voting members include: one full-time tenure track faculty member elected by each department, and the KSU SGAE President
- c. Meeting times
 - i. Chair of the Committee will convene meetings as needed, with a minimum of one meeting per semester.

F. Global Engagement Committee

The GEC has the purpose of supporting international and intercultural contexts in education for the BCOE in development and accountability of global programs at home and abroad.

- a. Duties
 - i. Facilitate BCOE global vision and goals for global learning in strategic planning congruent with university mission and goals
 - ii. Support unit goals within BCOE for global learning and global curriculum development and research.
 - iii. Encourage faculty to actively pursue grant and funding opportunities to support and expand global engagement initiatives and review and make recommendations to the Dean regarding global engagement funding for faculty.
 - iv. Create and implement workshops to promote faculty knowledge and commitment to global and education abroad.
 - v. Promote and track global engagement activities of BCOE faculty, staff and students.
 - vi. Support and facilitate student engagement in global learning at home and abroad.
- b. Membership
 - i. The GEC should be comprised of the BCOE Director of Global Engagement and one member from each department nominated and selected by that unit.
 - ii. Each department in the BCOE will elect one member to the GEC for a three year term. If a member resigns or is no longer able to perform his/her duties, the department left underrepresented by such resignation should elect a new representative.
 - iii. The membership shall elect the incoming committee chair at the last official meeting of the academic year. The chair of the GEC must have served on the committee the previous year and is selected by majority vote of the members of the GEC. The term of the chair will be two years, renewable by vote.
- c. Meeting times
 - i. The GEC should meet as often as deemed appropriate by the committee membership with a minimum of two meetings per fall and spring semesters. Each meeting shall be called by the chair of the GEC. Any other member of the GEC can request a meeting by contacting the chair of the GEC.

G. Ad hoc committees

- a. An ad hoc committee can be appointed by the Dean with consultation with the College Faculty Council.
- b. An ad hoc committee can be appointed by the College Faculty Council with consultation with the Dean.

F. Operation of Committees

- a) Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- b) Requirements for committee vote shall conform to Article IV.
- c) Each standing and *ad hoc* committee shall keep a record of its meetings and disseminate to all full-time faculty and staff.

ARTICLE III. College Meetings

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

ARTICLE IV. Voting

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

- A. All tenured faculty, tenure-track faculty, lecturers and senior lecturers will be eligible to vote in all college wide voting. Staff may be eligible to vote on some issues.
- B. A quorum is required for college wide votes.
- C. A plurality is required to elect someone to a college wide committee or as a College representative to a University committee.
- D. All voting shall be done by anonymous survey. The results of the vote will be reported to the faculty and staff.

ARTICLE V. Amendments to Bylaws

These bylaws may be amended by majority vote of the members, provided that a notice setting forth the proposed amendment or amendments an explanation thereof and known objections thereto shall have been sent to each member at least ten days prior to the vote. Any member of the council may initiate an amendment.

ARTICLE VI. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost & Vice President for Academic Affairs or the Board of Regents of the University System of Georgia.

See below for Approval Form

Kennesaw State University Approval Form for College Bylaws

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

I confirm that the attached bylaws, dated 04/03/2015 were approved by the faculty of the Bagwell College of Education in accordance with college policies and procedures:

College Faculty Council Approval - I approve the attached bylaws:

Name (printed or typed)

Signature/ Date

College Dean Approval - I approve the attached bylaws:

Name (printed or typed)

Signature/ Date

Provost Approval - I approve the attached bylaws:

Name (printed or typed)

Signature/ Date