

Department of Dance

College of the Arts

Kennesaw State University

BYLAWS

Dated: 10/28/20

VISION STATEMENT

The Department of Dance at Kennesaw State University aspires to attain national prominence in the field of dance by advancing contemporary artistic practices, conducting valuable research, engaging with relevant pedagogical practices, connecting to diverse communities, and preparing our graduates for successful careers in professional settings.

MISSION STATEMENT

The Department of Dance at Kennesaw State University provides a comprehensive education in dance and promotes an artist-scholar model by integrating creative artistry, innovative research, and professional practices. Our curriculum is bolstered by a host of community affiliations and partnerships with industry experts. We cultivate a learning environment of inclusion and diversity while preparing the next generation to become versatile dance artists, critical thinkers, creative risk-takers, and visionary leaders within and beyond the field of dance.

PREAMBLE

The Department of Dance is a unit of the College of the Arts at Kennesaw State University. As a liberal arts program, The Department of Dance offers a Bachelor of Arts in Dance as well as a 15-hour dance minor degree. Dance offices and studios, along with a computer lab and classroom, are housed at Chastain Pointe on the Kennesaw campus, and the state-of-the-art KSU Dance Theater is located on the Marietta campus. Partnerships with leading artists and art organizations distinguish the Department of Dance in its fulfillment of our Mission and Vision Statements as well as the KSU Initiative of Community Engagement.

The artist-scholar model serves as the foundational core for the Bachelor of Arts in Dance and the dance minor; this model drives the creative and scholarly endeavors of the department. The result is a student-centered, research-driven learning process. Students who participate in this program benefit from diverse, creative, and impactful approaches to evolving artistic and scholarly trends in the 21st century.

These bylaws provide a plan for governance and procedures for operation of the Department of Dance.

ARTICLE I. Administration**A. Department Chair**

- I. The Chair is appointed by the Dean of the College of the Arts and will serve in this administrative role at the pleasure of the Dean of the College of the Arts.
- II. The Chair shall provide academic and administrative leadership for the Department of Dance and perform duties including, but not limited to:
 - a. collaborating with faculty in creating, advocating and promoting the mission, shared vision and bylaws of the department,
 - b. supervising and facilitating the operations of the department,
 - c. fostering faculty professional development and mentoring of faculty and staff,
 - d. planning and administering departmental budgets,
 - e. developing teaching assignments and schedules,
 - f. overseeing recruitment and retention efforts,
 - g. overseeing the artistic season in collaboration with the Artistic Director,
 - h. hiring faculty and staff, and managing workloads,
 - i. evaluating faculty and staff,
 - j. presiding over departmental meetings, representing the Department of Dance in college and university affairs, and performing such duties as assigned by the university or the Dean of the College of the Arts.
- III. Acting/interim Chairs will assume all duties and responsibilities of the Chair, except as modified by the Dean.

B. Artistic Director

- I. The Artistic Director is appointed by the Chair based on the needs, resources and growth of the Department of Dance.
- II. The Artistic Director shall carry out duties as assigned by, and in consultation with the Chair. These duties include, but are not limited to,
 - a. identifying/recruiting guest artists for the production season,
 - b. coordinating auditions and production season schedule,
 - c. organizing summer choreography residency,
 - d. coordinating company programming for community events,
 - e. fostering the development of strong relations with dance presenters and other cultural organizations,
 - f. cultivating relationships with guest choreographers, musicians, and other artists to enhance the artistic vision of the Department of Dance,
 - g. representing the Chair at college and/or university meetings and completing special projects as assigned by the Chair.

C. Course/Program Coordinators

- I. Course/program coordinators may be appointed by the Chair for courses or curricular concentrations that are frequently taught by multiple faculty.
- II. Course/program coordinators shall determine general course policy and curricular content in consultation with the Chair and full-time faculty in the Department of Dance and be responsible for monitoring assigned academic areas.
- III. Course/program coordinators will receive appropriate course reassignments as determined in consultation with the Chair.

D. Assistant Chair

- I. The Chair may appoint an Assistant Chair based on the growth, resources and needs of the Department of Dance.
- II. The Assistant Chair shall carry out duties as assigned by the Chair. These duties may include, but are not limited to, season selection and artistic coordination within the department, representing the Chair at college and/or university meetings, and completing special projects as assigned by the Chair.

E. Office Manager

- I. The Office Manager is appointed by the Chair.
- II. The Office Manager shall carry out duties as assigned by the Chair. These duties may include, but are not limited to, the supervision of daily operations and maintenance of the Department of Dance, supervision of the student assistants, and other personnel.

ARTICLE II. Production

A. Lighting Designer/Production Manager

- I. The Resident Lighting Designer/Production Manager is appointed by the Chair in consultation with the Artistic Director.
- II. The Lighting Designer/Production Manager shall carry out duties as assigned by the Chair. These duties include, but are not limited to, the organization, coordination and monitoring of the production season within the Department of Dance, creating the rehearsal and production calendar in consultation with the Artistic Director, dance faculty, College of the Arts, and external partners, managing the production budget in consultation with the Chair, the Artistic Director, and the College of the Arts Business Manager, leading all production meetings and post mortems, coordinating student productions and crew assignments, supervising of technical crew and dress rehearsals.

B. Costume Shop Supervisor

- I. The Costume Shop Supervisor may be appointed by the Chair in consultation with the Production Manager and the Artistic Director.
- II. The Costume Shop Supervisor shall carry out duties as assigned by the Chair. These duties include, but are not limited to, the supervision of daily

operations and maintenance of the costume shop, supervision of student assistants and other personnel, the construction, purchasing and maintenance of the costumes for each production, and working with assigned costume designers and the Production Manager.

C. Theater Manager

- I. The Theater Manager is appointed by the Chair in consultation with the Production Manager.
- II. The Theater Manager shall carry out duties as assigned by the Production Manager in consultation with the Chair. These duties may include, but are not limited to, the supervision of daily operations and maintenance of the Dance Theater, supervision of student assistants and other personnel, rental and scheduling of the Dance Theater.

D. Theater Technical Director

- I. The Theater Technical Director may be appointed by the Chair in consultation with the Production Manager and Theater Manager.
- II. The Theater Technical Director shall carry out duties as assigned by the Production Manager in consultation with the Theater Manager. These duties may include, but are not limited to, the supervision of production operations and maintenance and upkeep of the Dance Theater, supervision of student assistants and other production personnel.

E. Production Staff

- I. Production staff includes personnel necessary to implement the departmental production season as dictated by the Production Manager.
- II. Production Staff appointments are made by the Production Manager in consultation with the Chair and the Theater Manager. These may include, but are not limited to, carpenters, electricians, scenic painters, multimedia artists, and various craftsmen.

F. Guest Artists

- I. Guest Artists are invited by the Chair in consultation with the Artistic Director and full-time faculty.
- II. Guest Artists function as supplemental artists who may be necessary to complete certain elements of the production season, or they may be invited individuals whose work would provide additional learning opportunities for students within the curriculum.

G. Season Selection

- I. All faculty participate in the season selection process and make recommendations to the Artistic Director and the Chair.
- II. The season is determined based on the needs of the curriculum, faculty teaching assignments, availability of funding, and the access to artists.

H. Auditions

- I. The KSU Dance Company auditions are held at the start of each academic semester. Fall company is open to dance majors only, and spring company is open to dance majors and minors. Casting is based on a collaborative decision process involving all the choreographic artists, overseen by the Artistic Director.
 - II. Dance Major auditions are held at various times during the academic year. Placement in the program is based on a collaborative decision process involving the faculty who attend the audition in the Department of Dance, overseen by the Chair. Special auditions and video auditions are organized for students who are unable to attend the regularly scheduled auditions.
- I. Course Reassignment
 - I. Choreographic assignments (for season concerts) are considered part of faculty workload and credited by listing faculty as instructors for the DANC 2714 (Dance Performance) course.
 - II. Faculty will receive appropriate course reassignments for other administrative duties as determined by the Chair.

ARTICLE III. Committees

A. Department Faculty Council

- I. Name
 - a. The name of this committee is the Department Faculty Council (DFC) of the Department of Dance.
- II. Purpose
 - a. The DFC is advisory to the Department Chair, who holds decision-making authority at the department.
 - b. The purpose of the DFC is to promote collegiality and effective shared governance of the Department of Dance by increasing the transparency and two-way communication between the faculty and the Department Chair with regard to the development of policy and to increase communication about the implementation of policy.
 - c. The DFC represents the interests of all full-time departmental faculty (all ranks and tracks) and brings its attention to most, but not all matters pertaining to the Department of Dance.
- III. Members; Election of Chair
 - a. The DFC shall function as a Committee of the Whole.
 - b. The DFC shall be composed of all full-time faculty members.
 - c. The DFC shall be chaired by an elected faculty member who is selected by vote of the body. The term of the DFC Chair will be one year, renewable by vote.
 - d. One sitting member shall serve as the DFC Secretary. Secretarial responsibilities shall include recording and transcribing the minutes for all DFC meetings. The position is selected by vote of the body. The term of the secretary will be one year, renewable by vote. The position is a yearly appointment selected by a majority

vote of the committee. The Secretary shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting.

- e. The DFC shall represent the prerogative for the Committee of the Whole and its sub-committees.
- f. Acting as a Committee of the Whole shall be reaffirmed annually by a majority vote of the full-time faculty members of the Department of Dance by secret ballot as the faculty's preferred alternative to a DFC that is structured by elections.

IV. Meetings

- a. The DFC shall reserve a minimum of two meetings a month, held as needed, and will hold a minimum of one meeting a month.
- b. The DFC shall meet once a month with the Department Chair.
- c. The Department Chair or any other member of the DFC can request a meeting by contacting the DFC chair.
- d. The DFC Chair shall publish agendas and meeting times in advance. The DFC Secretary, or any member of the DFC, shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting that, at minimum, records attendance, all actions, and decisions or recommendations of the DFC.
- e. The DFC shall take necessary measures to assure continued functioning of the DFC during the summer months if necessary. The DFC Chair will be available by email and will disperse information to the DFC via email as needed.
- f. A two-thirds majority of elected members constitutes a quorum and each meeting will begin with the establishment of quorum.
- g. If the DFC member is unavoidably absent on the day of a vote, that member will provide a proxy or deliver proxy votes and/or notes either before the meeting or as late as seven calendar days after the official vote.
- h. A simple majority of those voting shall be required to pass a motion.
- i. These bylaws may be amended by a two-thirds vote of DFC members at any time.

B. Department Staff Council

I. Name

- a. The name of this committee is the Dance Staff Council (DSC) of the Department of Dance.

II. Purpose

- a. The DSC is an advisory to the Department Chair as a representative body of the staff.
- b. The purpose of the DSC is to ensure collegiality and effective shared governance of the Department of Dance by facilitating transparency and two-way communication between the staff and

the Chair.

- c. The DSC represents the interests of all full-time departmental staff.

III. Members; Election of Chair

- a. The DSC shall function as a Committee of the Whole.
- b. The DSC shall be composed of all full-time staff members.
- c. The DSC shall be chaired by an elected staff member who is selected by vote of the body.
- d. The DSC shall represent the prerogative for the Committee of the Whole and its sub-committees.
- e. Acting as a Committee of the Whole shall be initially approved and then reaffirmed annually by a majority vote of the full-time staff members of the department by secret ballot.

IV. Meetings

- a. The DSC shall reserve a minimum of one meeting a month, held as needed.
- b. The DSC will meet once a month with the Department Chair.
- c. The DSC Chair shall publish agendas and meeting times in advance. The DSC Secretary shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting that, at minimum, records attendance, all actions, and decisions or recommendations of the DSC.
- d. The DSC shall take necessary measures to assure continued functioning of the DSC during the summer months if necessary.
- e. Two-thirds of elected members constitute a quorum and each meeting will begin with the establishment of quorum.
- f. If a committee member is unavoidably absent on the day of a vote, that member will provide a proxy OR deliver proxy votes and/or notes either before the meeting or as late as seven calendar days after the official vote.
- g. A simple majority of the body shall be required to pass a motion.
- h. These bylaws may be amended by a two-thirds vote of DSC members.
- i. During any academic year in which the DSC shall consist of less than four members, the following voting and quorum structure shall be used in lieu of the above:
 - i. All members of the DSC must be in attendance to achieve a quorum for each meeting.
 - ii. A simple majority of the DSC shall be required to pass a motion. Should the members be unable to achieve a majority for or against a motion, the Chair may cast the deciding vote.
 - iii. These bylaws may be amended by a unanimous vote of the DSC members.

C. Promotion and Tenure Committee

I. Name

- a. The name of this committee is the Promotion and Tenure Committee (PTC) of the Department of Dance.

II. Purpose

- a. The PTC is an advisory to the Chair as a representative body of the faculty.
- b. The PTC renders a positive or negative recommendation on the question of promotions and/or tenure, writes a letter that includes the recommendation for promotion and/or tenure, and articulates the strengths and weaknesses that contributed to the decision. Copies of the letter are placed in the candidate's portfolio, sent to the candidate, and to those in the appropriate levels of review (see Academic Affairs/Resources: <https://facultyaffairs.kennesaw.edu/>).

III. Membership; Election of Chair

- a. The PTC shall be composed of three tenured faculty members.
- b. The members of the PTC shall be elected by a two-thirds vote of full-time and tenure track faculty members for a term of one year.
- c. In cases where there are not three tenured faculty within the Department of Dance available to serve, the department may elect by a two-thirds vote a tenured committee member from outside the department to serve.
- d. Only faculty with rank of full professor may participate in decisions for promotion to full professor. In such cases, the Department of Dance may elect ad hoc committee members from inside or outside the department to serve in reviewing full professor promotion cases (but not other cases that are up for consideration in the department).
- e. Individuals whose documents are under review do not serve on the review committee.
- f. The Chair of the PTC must be elected by the PTC in the spring of each academic year.
- g. Duties of the PTC Chair include calling meetings, preparation/publication of agendas, and dissemination of minutes. The PTC Chair shall preside over P&T meetings and ensure that P&T decision letters are generated according to deadlines specified on the P&T timetable for that academic year.
- h. One sitting PTC member shall serve as the Secretary. Secretarial responsibilities shall include recording and transcribing the minutes for all P&T meetings. The position is a yearly appointment selected by a majority vote of the committee. Given the confidential nature of the committee's duties, these minutes must include only those informational items which are non-confidential such as dates, times, duration, and non-confidential proceedings. The Secretary shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting.

- i. If a member is unable to serve, it is the responsibility of the full-time faculty to elect a replacement member.
- IV. Meetings and Voting
 - a. The PTC Chair will call each meeting. The PTC must meet as deemed appropriate by the PTC Chair in order conform to deadlines specified on the P&T timetable for that academic year. Generally, this will be a minimum of three meetings: one to outline the year's business; a second to render decisions on portfolios; and a third to review decision letters before their distribution. In years when the number of portfolios is such that business requires more time, the PTC Chair will call additional meetings as necessary for appropriate review. E-mail is not confidential and cannot be used to disseminate letters for committee review.
 - b. All committee members must be present in order to conduct P&T business.
 - c. Voting shall take place by secret ballot. A simple majority of those voting shall be required to reach a decision. Committee members must uphold double confidentiality regarding all P&T proceedings, refraining from discussion of proceedings with others and one another outside meetings.

D. KSU Dance Festival Committee

- I. Name
 - a. The name of this committee is the KSU Dance Festival Committee (KSUDFC) of the Department of Dance.
- II. Purpose
 - a. The KSUDFC's purpose is to plan and implement an annual dance festival.
- III. Members; Election of Chair
 - a. The KSUDFC shall function as a Committee of the Whole.
 - b. The KSUDFC shall be composed of all full-time faculty and staff members.
 - c. The KSUDFC shall be chaired by the Chair of the Department of Dance.
 - d. The KSUDFC represents the prerogative for the Committee of the Whole and its sub-committees to meet without the Chair.
 - e. Acting as a Committee of the Whole, the KSUDFC shall be reaffirmed annually by a majority vote of the full-time faculty and staff members of the department by secret ballot.
- IV. Meetings
 - a. The KSUDFC shall reserve a minimum of one meeting a month, held as needed.
 - b. The KSUDFC shall publish agendas and meeting times in advance. A KSUDFC Secretary, or any member of the KSUDFC, shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting that, at minimum, records attendance, all actions, and decisions or recommendations of the KSUDFC.

- c. A two-thirds majority of elected members constitutes a quorum and each meeting will begin with the establishment of quorum.
- d. A simple majority of the body shall be required to pass a motion.
- e. These bylaws may be amended by a two-thirds vote of KSUDFC members at any time.

E. Departmental Curriculum Committee

I. Name

- a. The name of this committee is the Departmental Curriculum Committee (DCC) of the Department of Dance.

II. Purpose

- a. The purpose of the DCC is to provide a forum for faculty to examine the undergraduate and graduate curricula prior to approval by the Chair.
- b. The DCC may suggest changes to the curriculum of the Department of Dance.
- c. The DCC may serve as an advisory committee to the Chair on matters that concern curricula.

III. Members; Election of Chair

- a. The DCC shall function as a Committee of the Whole.
- b. The DCC shall be composed of all full-time faculty members.
- c. The DCC shall be chaired by an elected faculty member who is selected by vote of the body.
- d. The DCC Chair shall be initially approved and then reaffirmed annually by a majority vote of the full-time faculty members of the department by secret ballot as the faculty's preferred alternative to a Departmental Curriculum Committee, as stated in the University Departmental Curriculum Committee guidelines.

IV. Meetings

- a. The DCC shall reserve a minimum of one meeting a semester.
- b. The DCC shall schedule other meetings as required to fulfill duties.
- c. Any member of the DCC may call a meeting. It is the responsibility of the DCC Chair to schedule such meetings.
- d. A two-thirds majority constitutes a quorum.
- e. A simple majority of the body is required to pass a motion.
- f. The DCC Chair shall publish agendas and meeting times in advance. The Secretary shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting that, at minimum, records attendance, all actions, and decisions, or recommendations of the Departmental Curriculum Committee.
- g. These bylaws may be amended by a two-thirds vote of the Departmental Curriculum Committee.

F. Dance Scholarship and Awards Committee

I. Name

- a. The name of this committee is the Dance Scholarship and Awards Committee of the Department of Dance.

II. Purpose

- a. The Dance Scholarship and Awards Committee organizes annual scholarships and awards for dance majors when funding permits.
- b. The Dance Scholarship and Awards Committee applies set rubrics to potential student awardees.
- c. The Dance Scholarship and Awards Committee votes to establish student awardees.
- d. Student awardees are notified and honored by the Chair.

III. Members; Election of Chair

- a. The Dance Scholarship and Awards Committee shall function as a Committee of the Whole.
- b. The Dance Awards Committee shall be composed of three full-time faculty members.
- c. The Dance Scholarship and Awards Committee shall be chaired by an elected faculty member who is selected by vote of the body.
- d. The Dance Scholarship and Awards Committee shall be initially approved and then reaffirmed annually by a majority vote of the full-time faculty members of the department by secret ballot.

IV. Meetings

- a. The Dance Scholarship and Awards Committee will meet as needed to establish student awardees.
- b. Two-thirds of elected members constitute a quorum and each meeting will begin with the establishment of quorum.
- c. If a committee member is unavoidably absent on the day of a vote, that member will provide a proxy or deliver proxy votes and/or notes either before the meeting or as late as seven calendar days after the official vote.
- d. A simple majority shall be required to pass a motion.
- e. These bylaws may be amended by a two-thirds vote of the Dance Scholarship and Awards Committee members.

G. Assessment Committee

I. Name

- a. The name of this committee is the Assessment Committee of the Department of Dance.

II. Purpose

- a. The purpose of the Assessment Committee is to maintain and facilitate revision of assessment plans required by the university and to collect the appropriate data for assessment reports.
- b. The Assessment Committee will work with dance faculty members to develop and administer rubrics for the assessment of program and course outcomes and improvements as outlined in the department's assessment plan.

III. Members; Appointment of Chair

- a. The Assessment Committee shall be composed of a minimum of two full time permanent faculty members appointed by the Chair.
- b. The Chair of the Assessment Committee is appointed by the Chair of the Department of Dance. Duties of the chair include preparation/publication of agendas and dissemination of materials.

H. College and Department Standing Committees

- I. College and department standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Part-time lecturers may serve on some committees but are not obligated to do so.
- II. Standing committee membership shall be elected by the faculty.
- III. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the chair of the committee may conduct a meeting electronically unless there is an objection by a committee member.

I. *Ad Hoc* Committees

- I. *Ad hoc* committees shall be appointed by the Chair for a specific term. *Ad hoc* committee service will not exceed two consecutive semesters, at which time the nature of *ad hoc* for the particular committee will be negotiated and members will be reappointed for additional terms. Faculty and staff reserve the right to decline an appointment to an *ad hoc* committee. The Chair shall notify the departmental faculty and staff of the existence of any *ad hoc* committees.

J. Operation of Committees

- I. Requirements for committee vote shall conform to the Department of Dance voting guidelines as stated in Article V.
- II. Each committee shall elect a chair and operate under a set of goals given at the time of appointment.
- III. Each standing and *ad hoc* committee shall keep a record of its meetings and make these records available to all full-time faculty and staff when requested.

ARTICLE IV. Department Meetings

- A. Department of Dance meetings will be held bimonthly at times determined by the Chair in the beginning of the fall and spring semesters.
- B. The Chair shall call additional meetings as deemed necessary.
- C. All full-time faculty and staff are required to attend the department meetings. For excused absences, notification must be given to the Chair prior to the meeting.
- D. Minutes of each department meeting will be taken, reviewed by the Chair, and distributed to all faculty and staff.

ARTICLE V. 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

- I. Only full-time faculty are eligible to vote. Staff may vote for positions for which staff are eligible to be elected.
- II. Absent faculty/staff may vote by written proxy.

B. Quorum

- I. A quorum shall consist of two-thirds of those eligible to vote.
- II. Proxies shall not count toward a quorum.

C. Passage of a Motion

- I. A simple majority of those voting shall be required to pass a motion.
- II. A two-thirds majority of those voting shall be required to pass an amendment to the Department of Dance bylaws.

D. Ballots

- I. Secret ballots may be used for voting when deemed appropriate by a simple majority of the voting faculty.

E. Electronic Voting

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

ARTICLE VI. Curricular Changes

- A. The Chair or any full-time faculty may propose such changes.
- B. Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
- C. A completed copy of the appropriate form must be distributed to DFC committee members at least one week prior to discussion and vote.
- D. A majority of the eligible voting members is required to approve and to adopt proposals for new courses, course deletions, course revisions, and changes in the curriculum and/or changes to degree requirements.
- E. All curricular changes must be approved by the Chair, College Curriculum Committee, Dean, and UPCC before they are implemented.

ARTICLE VII. Guidelines for Tenure-track Faculty Searches

- A. Search Committee Designation

- I. The Chair shall appoint at least three tenured or tenure-track faculty, after discussion with the Dean.
- II. The search committee does not make appointment decisions, but rather serves in an advisory capacity to the department, college, and university administration, providing a list of the strengths and weaknesses of the shortlisted candidates following the interview process.
- III. The Chair shall appoint the Search Committee Chair. The Search Committee Chair, working with the Office Manager of the Department of Dance and Chair of the Department of Dance, will gather applicants' files. This group is responsible for reviewing applications for completeness, making them accessible to committee members and other faculty, and completing paperwork related to EEO and other required documentation. The Chair of the Department of Dance shall provide the committee with specific guidelines about conducting searches in accordance with university search guidelines.

B. Potential Conflicts of Interest

- I. 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 Search Committee Chair and the Chair of the Department of Dance and discuss whether it is appropriate to be replaced by another committee member, in order to avoid the appearance of a conflict of interest.

ARTICLE VIII. Summer Session Teaching

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

- A. Through written solicitation, the Chair shall determine which faculty members wish to teach during summer sessions.
- B. The Chair will assign summer teaching assignments based on the following ranked criteria:
 - I. Course demand and faculty specialization
 - II. Preference will be given to full-time, tenure-track faculty
 - III. Budget conditions
- C. Additional assignments shall be made by the Chair after each full-time faculty member who desires to teach and meets the above criteria has received one section.

ARTICLE IX. Evaluations

- A. Faculty Evaluations

- I. All full-time faculty are required to submit an Annual Review Document (ARD) to the Chair at the end of each calendar year in a format consistent with university guidelines. (This does not include limited full-time faculty.)
- II. A written evaluation from the Chair will be received by each faculty member. The faculty member will have the right to submit a written response to the evaluation no later than ten calendar days from the time of receipt of the evaluation.
- III. All tenure and promotion decisions are guided by the Promotion and Tenure Guidelines for the Department of Dance.
- IV. Every full-time faculty member will negotiate a Faculty Performance Agreement (FPA) with the Chair at the beginning of each calendar year.
- V. In the event that the faculty member and Chair are in disagreement about workload or an issue in the FPA, the issue will be presented before the Dean with both parties present for discussion and decision.

B. Staff Evaluations

- I. Evaluations will occur on an annual basis as outlined in the Employee Handbook.
- II. Performance evaluation forms are found on the Human Resources website. Completed evaluations, signed by two levels of supervision (immediate and secondary) and the employee, are to be submitted to Human Resources and will become part of the employee's personnel record.

ARTICLE X. Department Policies

A. Use of KSU Dance Majors for External Projects

- I. Dance faculty, staff, and administrators may use current KSU dance majors for external projects with prior approval from their immediate supervisor, ensuring that they have no conflict of interest or commitment with Department of Dance programming, institutional employment, or student success. A written agreement will be developed in all instances outlining the scope of the project and resources used. Students will be required to sign a departmental waiver releasing KSU from any liability resulting from their work on an external project. All external projects must credit the KSU Department of Dance for resources used and identify student performers as KSU dance majors in all project materials.

B. Institutional Affiliation

- II. Full-time dance faculty, staff, and administrators are required to include their KSU institutional and departmental affiliation in all professional bios, unless an exemption is granted in writing by their immediate supervisor in circumstances that warrant exclusion. Part-time faculty, staff, and administrators are encouraged to include their KSU institutional and departmental affiliation in professional bios but not required to do so.

Faculty questions regarding the operations of the College of the Arts should be addressed to the representatives of the CFC as faculty advocates and advisers to the dean.

Staff questions regarding the operations of the College of the Arts should be addressed to the representatives of the CSC as staff advocates and advisers to the dean.

ARTICLE XI. Amendments to Bylaws

Amendments to these bylaws shall require a two-thirds majority vote of the DFC and DSC. Any changes to the departmental bylaws that are approved by the DFC and DSC must be submitted for approval to the Chair, Dean, and Provost before they can become operational.

ARTICLE XII. 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 Vice President of Academic affairs and/or of the College of the Arts.

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 10/28/20, were approved by the faculty and staff of the **Department of Dance** in accordance with department policies and procedures:

DocuSigned by: <i>Andrea Knowlton</i>	November 27, 2020
<hr/>	
0BEF611801614BA... Prof. Andrea Knowlton (DFC chair)	Signature/ Date
DocuSigned by: <i>David Tatu</i>	December 1, 2020
<hr/>	
C63BBBAEF6CA4B6... Mr. David Tatu (DSC chair)	Signature/ Date

Department Chair Approval - I approve the attached bylaws:

DocuSigned by: <i>Marsha Barsky</i>	December 1, 2020
<hr/>	
729819C09F82466... Prof. Marsha Barsky	Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

DocuSigned by: <i>Keith Smith</i>	December 2, 2020
<hr/>	
99B68295F1B44E8... Prof. Keith Smith (CFC chair)	Signature/ Date

College Dean Approval - I approve the attached bylaws:

DocuSigned by: <i>Dr. Ivan Pulinkala</i>	December 2, 2020
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02FA0CC7B24D4B3... Dr. Ivan Pulinkala	Signature/ Date

Provost Approval - I approve the attached bylaws:

DocuSigned by: <i>Dr. Kathy Schwaig</i>	December 2, 2020
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11EA3F49C7FD4B9... Dr. Kathy Schwaig	Signature/ Date