KENNESAW STATE UNIVERSITY
COLLEGE OF THE ARTS
School of Art and Design

School of Art and Design
Faculty Council (DFC) By-Laws

Article I – Name
The name of this committee is the School of Art and Design Faculty Council (DFC).

Article II – Roles and Responsibilities
1. The purpose of the DFC is to promote shared governance and increased transparency/two-way communication between faculty and administration regarding the development and implementation of policy. Implementation of policy includes, but is not limited to: strategic planning, annual budgeting, hiring, space and resource allocation, reassigned time, salaries and raises, and appointment and reports of *ad hoc* committees. The DFC is advisory to the Director, who holds decision-making authority at the department level.
2. The DFC shall have the right to prompt access of information relating to the above.
3. The DFC may work with the Dean and/or the Ombuds Office to address issues arising in its work that may require such assistance and may notify the Faculty Senate Executive Committee.
4. The DFC shall carry out its role and responsibilities by addressing issues and concerns brought by individuals or groups of department faculty members.

Article III – Membership
 1. The DFC shall have five members, each of whom must be a permanent, full-time faculty member of the School of Art and Design. Members will serve two-year terms. All full-time faculty members in the School of Art and Design will serve on the DFC in a continuous rotation.
>   1.1. The faculty of the school will be divided into a randomized list of names.
>   1.2. The randomized list of faculty names will be divided into five equal groups, identified as Groups 1 through 5.
>   1.3. Within each group, faculty will serve two-year terms in alphabetical order.
>   1.4. New faculty names will be added as needed, beginning with any groups having a lesser number of members. When all groups have an equal number, new faculty names will be added sequentially, beginning with Group 1.
>   1.5. The DFC, in collaboration with the Director, will re-affirm the correct membership of the committee at the beginning of each academic year.
>   1.6. The groups will rotate two-year terms on a staggering bases (Group 1, 3, & 5 on odd years, Groups 2 & 4 on even years).

2. If a DFC representative is unable to attend a meeting, it is his/her responsibility to find another representative to attend in his/her place.
3. Irrespective of the current DFC membership, all full-time faculty members of the School are encouraged to attend and make contributions to any or all meetings of the DFC.
4. The Department Director is an *ex officio* non-voting member. The Director may be asked to attend a meeting but shall respect the DFC's desire to meet without the Director present.   Any full-time faculty member of the Department may attend a meeting or make proposals to amend these Bylaws.
6. The membership, composition of groups and by-laws of the DFC should be annually reaffirmed during the first fall meeting by simple majority vote.

Article IV - Chair
1. The Chair of the DFC shall be a rotating position. The DFC shall be chaired by a tenured faculty member elected by simple majority vote.

2. Elections of the DFC chair are to be held in the fall semester during the first meeting and the elected chair will serve for a two-year term.

3. The DFC Chair shall announce dates of meetings at least one week prior and distribute an agenda to the faculty at least 48 hours in advance of a meeting.

4. It is the DFC Chair's responsibility to ensure that the meetings are conducted according to the by-laws.

5. The department faculty may remove the DFC Chair by simple majority vote.

Article V—Solicitation and Discussion of Agenda Items

1. The council chair shall solicit input from faculty concerning agenda items at least two weeks before the called meeting.

> 1.1 Agenda items from faculty must be submitted via email or hardcopy.
> 1.2 Agenda items from faculty can be submitted to DFC members or to the council chair.
> 1.3 Agenda items must be submitted at least five working days before the called meeting and posted in the published agenda.
>> a. Agenda items submitted by faculty to DFC members must be relayed to the chair to be included in agenda.
>> b. Agenda items submitted by faculty shall be posted as agenda items without name(s) attached unless the faculty member submitting the agenda item wishes to be named. The faculty member must put such a wish in writing.
> 1.4 Agenda items from the Director will be communicated to the DFC chair five working days before the called meeting and included in the posted agenda.

2. All agenda items submitted by faculty will be addressed.

3.   Agenda items submitted by faculty will be discussed without name(s) of submitting faculty member(s) mentioned unless the faculty member submitting the agenda item provides his/her written permission to use his/her name.

4.   All actions taken during DFC meetings shall be communicated via meeting minutes or meeting summaries and sent by e-mail prior to the next meeting.

Article VI: Meetings

1.   The DFC should meet at least twice each semester during the regular academic year.

2.   Voting is by simple majority vote of the five DFC members and any member may ask for a vote by secret ballet.

3.   The DFC shall take necessary measures to assure continued functioning of the DFC during the summer months. These may include but are not limited to: establishing a reduced quorum requirement; allowing members to name, or to elect proxies from among the faculty of their department; and electing an acting DFC Chair. Determining the best mix of such necessary measures shall be the decision of the DFC itself, based on immediate circumstance and without outside intervention. Such a summer DFC shall be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the department during the summer months and consulted accordingly.

4. If appropriate and practical, the committee may conduct a meeting and vote electronically unless there is an objection by a simple majority of committee members.