

**Department of Architecture
Kennesaw State University
BYLAWS**

PREAMBLE

Building on its strong history of excellence, the Department of Architecture continues to create an environment supportive of a multidisciplinary approach to learning, creativity, scholarship, application and engagement. We believe that these components are integral to a strong educational foundation, the creation of an environment that fosters our student's drive to achieve excellence and to contribute to their profession and their communities, and which encourages a greater appreciation of architecture and good design. The Department of Architecture is a unit of the College of Architecture and Construction Management at Kennesaw State University.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Architecture. These bylaws were first adopted by the faculty of the Department of Architecture on April 2 2015.

ARTICLE I. Administration

A. Department Chair

- a) The Chair shall be appointed by the Dean of the College of Architecture and Construction Management and serves at the pleasure of the Dean.
- b) The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to: supervising the operation of the Department, administering departmental budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and laboratory space, evaluating faculty and staff, presiding over Departmental meetings, representing the Department in College and University affairs, informing the faculty of events affecting the Department or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the College of Architecture and Construction Management.
- c) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

B. Assistant/Associate Chair

- a) The Department Chair may appoint an Assistant/Associate Chair.
- b) The Assistant/Associate Chair shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as: advising, scheduling, monitoring enrollment, assisting part-time faculty, representing Chair at college and/or university meetings, completing special projects as assigned by Department Chair.

- c) The Assistant/Associate Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

C. Academic Coordination

The Department of Architecture will maintain an internal operational structure that includes coordination by faculty working with and reporting to the Department Chair. That coordination shall consist of the Academic Coordinators who shall compose the Academic Committee, the Chair of the Academic Committee, the Registration Coordinator and the Academic Engagement Coordinator.

1. Academic Coordinators- Academic coordination is the responsibility of all faculty members. The appointment of a Coordinator for any sequence within the curriculum does not negate this fundamental responsibility on the part of any faculty member. All members of the faculty are expected to work in collaboration in ensuring both coordination and currency in the curriculum.

The Academic Coordinators are standing positions within the Department of Architecture. This section describes the role, scope, responsibility and working procedures of the Academic Coordinators and is intended as part of the general by-laws that regulate the functioning of the Department of Architecture.

- i. Appointment of Academic Coordinators

Only tenured or tenure-track, full-time faculty members are eligible for appointment as an Academic Coordinator. A faculty member terminating his or her full-time status at the end of a given academic year is no longer eligible for appointment within that year. A faculty member may hold more than one Coordinator position.

Appointment of Academic Coordinators is the responsibility of the Chair of the Department of Architecture, who shall appoint coordinators for the following areas:

- Architecture Culture Coordinator
- Design Communication Coordinator
- Environmental Technology Coordinator
- Professional Practice Coordinator
- Structures Coordinator
- 1st Year Studio Coordinator
- 2nd Year Studio Coordinator
- 3rd Year Studio Coordinator
- Comprehensive Studio Coordinator
- Urban Theory | UrbanLab Coordinator

- Focus Studio Coordinator
- Thesis (Thesis Prep, Thesis Research & Thesis Studio) Coordinator
- M.S. Architecture Program Coordinator

ii. Responsibilities of the Academic Coordinators

The Academic Coordinator's primary responsibility is to ensure consistency in the application of the curriculum goals and performance criteria across the various sections of the courses in his or her charge as well as, to maintain currency of the curriculum in the area of study within their charge. In this role he or she will:

- Moderate faculty discussion concerning curriculum development and implementation within the course sequence.
- Develop curriculum components including projects, exercises and policies. This is not the sole responsibility of the Coordinator. Rather, it is a collaborative exercise of the faculty, an example of shared faculty responsibility, overseen, organized and implemented by the Coordinator.
- Develop master syllabi templates for faculty use for a given semester.
- Establish any and all necessary shared calendars, including due dates.
- Solicit, secure and or organize outside jurors for any competitions, presenters or logistics for field trips, in which all sections participate.
- To implement and oversee the procedures for Self-Assessment, consistent with department policy, the Institutional Effectiveness Handbook and the requirements of the accrediting agencies the NAAB and the SACS-COC.
- Collect and review individual SARs of the faculty under their purview
- Produce a collective SAR for the sequence under their purview
- Make recommendations regarding the curriculum to the Academic Committee based on feedback and discussion with the faculty teaching in their section and SARs
- To serve as a voting member of the Academic Committee. In this role the Coordinator works to develop the curriculum of the various programs within the Department of Architecture and take up faculty and student issues and concerns related to the academic operations of the Department of Architecture and to the academic resources needed to support them.

- iii. Meeting Times: Academic Coordinators meet regularly with faculty in their curriculum core throughout the year. All members of the Academic Committee (all Academic Coordinators) meet every three weeks throughout the fall and spring semesters.
- iv. Term: two-year appointment by Department Chair renewable.

2. Chair of the Academic Committee

The Chair of the Academic Committee is a standing position within the Department of Architecture. This section describes the role, scope, and responsibility and working procedures of the Academic Committee Chair and is intended as part of the general by-laws that regulate the functioning of the Department of Architecture.

- i. Appointment of the Chair of the Academic Committee
Consistent with the Academic Committee by-laws this is an elected position by simple majority vote cast by all active full-time faculty at the first departmental meeting at the start of each academic year. The Chair of the AC shall be selected from faculty nominations submitted prior to or during the first departmental meeting. The Chair nominations shall be limited to full-time faculty members within the Department of Architecture (see AC by-laws for electoral procedures).
- ii. Responsibilities of the Chair of the Academic Committee
The Chair of Academic Committee's primary responsibility is to work with the Department Chair to ensure consistency in the application of performance criteria and curriculum goals, as well as, to maintain currency of the curriculum. In this role, he or she will:
 - Work with the Chair of the Department in establishing agenda for the Academic Committee.
 - Ensure that the Academic Committee fulfills its responsibilities to the Department of Architecture consistent with the established by-laws for the committee.
 - Moderate Academic Committee meetings.
 - Be responsible for formally inviting persons outside the committee membership to meetings, in accordance with specific items on the agenda of the Academic Committee (see AC by-laws, Composition of the Committee, Chair).
 - To make formal written recommendations to the Department Chair and Dean of the ACM on the curriculum, as well as

departmental and school policies and procedures related to the charge of the Academic Committee.

3. Registration Coordinator

The Registration Coordinator(s) are standing positions within the Department of Architecture. This section describes the role, scope, responsibilities and working procedures of the Registration Coordinator and is intended as part of the general by-laws that regulate the functioning of the Department of Architecture.

i. Appointment of the Registration Coordinator

Only tenured or tenure-track, full-time faculty members are eligible for appointment as a Registration Coordinator. A faculty member terminating his or her full-time status at the end of a given academic year is no longer eligible for appointment within that year.

Registration Coordinator may hold another Coordinator position within the department.

The term of the Registration Coordinator shall be two academic years. A faculty member may serve in this position for more than one consecutive term, but no more than two consecutive terms.

The Department Chair shall appoint the Registration Coordinator based upon the Candidates demonstration of the following: a demonstrated ability to work well with students, an advanced knowledge and understanding of advising policy and issues demonstrated through having taken advanced professional development courses in areas such as; advising, desire2Learn, PLA training and degree works.

ii. Responsibilities of the Registration Coordinator

The Registration Coordinator's primary responsibility is to work with the Department Chair and the faculty of the department on matters related to registration and academic advising within the department. In this role, he or she will:

- Provide guidance, expertise and regular policy updates to the faculty on matters concerning student advising including Georgia Core requirements and changes in SPSU policy relative to registration and curriculum.
- Provide recommendations to the Department Chair and Academic Committee on academic and registration issues that have a negative affect on students, student retention and graduation rates.

- Address major concerns relative to transfer credits, degree petitions, course substitutions, and provide advice and information relative to enrollment status, GPA calculation, fee payment etc.
- Deliver presentations on registration policy and procedures, expectations for success, and best practices for college success to incoming students in the Summer Workshop and as needed to the general student body of the department.
- Attend the campus open house events as a representative of the Department of Architecture.
- Coordinate and oversee the Portfolio Review process and assessment for students moving from the lower into the upper division of the B.ARCH Program.
- Serve as the Registration and Academic Advisor for all incoming M.S. Arch students during their first semester of the program.

4. Academic Engagement Coordinator

The Academic Engagement Coordinator(s) are standing positions within the Department of Architecture. This section describes the role, scope, responsibilities and working procedures of the Academic Engagement Coordinator and is intended as part of the general by-laws that regulate the functioning of the Department of Architecture.

- i. Appointment of the Academic Engagement Coordinator
Only tenured or tenure-track, full-time faculty members are eligible for appointment as an Academic Engagement Coordinator. A faculty member terminating his or her full-time status at the end of a given academic year is no longer eligible for appointment within that year. Academic Engagement Coordinator may hold another Coordinator position within the department.

The term of the Academic Engagement Coordinator shall be two academic years. A faculty member may serve in this position for more than one consecutive term, but no more than two consecutive terms.

The Academic Engagement Coordinator shall be appointed by the Department Chair, based upon the following criteria; demonstrated ability in organization and logistics, working knowledge of university policies relative to outreach, engagement, funding, etc.

- ii. Responsibilities of the Academic Engagement Coordinator
The Academic Engagement Coordinator's primary responsibility is to work with the Department Chair on the various engagement and outreach initiatives and activities of the department. The term

engagement comes from the Carnegie Foundation's classification of universities and institutions of higher education and is defined as follows:

Community Engagement describes the collaboration between higher education institutions and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

-The Carnegie Foundation

In this role, he or she will:

- Work with the Chair of the Department of Architecture in the coordination of all engagement and outreach programs of the Department of Architecture. Outreach is here defined as those programs that provide service, support or educational resources to outside agencies, institutions or professional organizations or community groups.
- Work with the Advisory Board assisting them in full filling their Mission and Objectives (see Department of Architecture Advisory Board By-laws).
- Provide Support to the various subcommittees of the Advisory Board as needed.
- Work with the Chair of the Department of Architecture on issues related to enrollment and retention.
- Work with the Chair of the Department of Architecture on Alumni relations and initiatives.

ARTICLE II. Committees

Section 1. Standing 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.

1. Department Faculty Council (DFC)

- i) Duties: responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with, workload, teaching load, hiring strategies, overall goals, ideas about new programs etc.
- ii) Membership: Two tenure track faculty and one Lecturer/Senior Lecturer. The Chair of the DFC will be a tenured faculty member elected by members of the committee.
- iii) Meeting times: Irregular, usually 3-4 times per academic year.
- iv) Term: 2 year staggered.
- v) The Department Chair is an *ex-officio* non-voting member of the DFC, and will respect the DFC's desire, on occasion, to meet without the Chair present.
- vi) The DFC is advisory to the Chair who has decision-making authority within the department.

2. The Academic Committee

The Academic Committee is a standing committee of the Department of Architecture. This section describes the role, scope, responsibility and working procedures of the Academic Committee (hereafter referred to as AC) and is intended as part of the general by-laws that regulate the functioning of the Department of Architecture set forth in the Strategic Plan.

i. Responsibility of the Academic Committee (AC)

The Academic Committee's responsibilities include the following:

- The AC is charged with development of the curriculum of the Department of Architecture. The AC represents the voice of the Architecture Faculty on issues related to curriculum development. In so doing it recognizes that it is the faculty who are responsible for the development, maintenance and/or proposed changes to the curriculum.
- The AC is charged with taking up faculty and student issues and concerns related to the academic operations of the Department of Architecture and to the academic resources needed to support them. In this context, the AC may carry out student and faculty surveys or other instruments of data collection aimed at curriculum and pedagogical issues. This charge does not include personnel and student issues addressed in the policies of university.
- In the course of fulfilling its charges, the AC may form designated subcommittees to address specific issues and concerns related to the academic operations of the Department of Architecture.
- The AC shall make formal written recommendations to the Department Chair and Dean of the ACM on the curriculum as well

as departmental and school policies and procedures related to its charges identified above.

- ii. Composition of the Academic Committee
 - a. General Membership: The AC shall consist of the Coordinators of the Department of Architecture, including the Coordinators of the DFN, Professional Program, Studio and Core Course sequences. Coordinators are Full-time faculty members assigned by the Department Chair at the start of each academic year.
 - b. Secretary: The AC shall appoint a secretary whose responsibility will be to transcribe the minutes of the meetings, proctor and record voting procedures, archive and distribute said minutes to the members of the Academic Committee, the Department Chair of the Department of Architecture and the Dean of the School of ACM.
 - c. Chair: The AC shall be moderated by a Chair elected by simple majority vote cast by all active full-time faculty at the first departmental meeting at the start of each academic year.

The Chair of the AC has the responsibility to formally invite persons outside the committee membership to meetings, in accordance with specific items on the agenda of the Academic Committee. See Non-Voting Observer and Non-Voting Participant below.

The Chair of the AC shall be selected from faculty nominations submitted prior to or during the first departmental meeting. The Chair nominations shall be limited to full-time faculty members within the Department of Architecture.

- d. Non-voting Observer: In the interest of transparency the AC maintains a standing invitation to all faculty of the Department of Architecture, the Department Chair and the Dean of the ACM to attend meetings. Non-Voting Observers may observe the proceedings of the meeting, but do not participate in the discussion or vote on the proceedings of the committee.
- e. Non-voting Participant: A Non-Voting Participant is an individual not on the AC who has been specifically invited by the Chair of the AC to make a presentation to the committee on a specific issue on

its agenda. Non-Voting Participants do not participate in the discussion (beyond the scope of their presentation topic) nor do they vote on the proceedings of the committee.

iii. Procedures

The Academic Committee shall adopt the following procedures in its regular operations.

a. Meetings and Agenda:

The AC shall maintain a regular schedule of meetings posted on the Academic Calendar of the Department of Architecture.

The AC shall establish a formal annual agenda at the start of the academic year. Said agenda shall outline the major academic and curricula concerns to be addressed by the committee in that year. The agenda shall be presented to the Faculty, Department Chair and Dean of the ACM at the next regularly scheduled general faculty meeting of the Department of Architecture.

The AC shall amend its annual agenda to reflect emerging issues and concerns to the Faculty and Students that affect the curricula and/or academic operations during the academic year.

b. Voting:

The AC shall vote on issues of Agenda and Recommendations following a formal motion made by a member of the committee. Only voting members of the committee may vote.

All votes shall be based on a simple majority in accordance with the Roberts Rules of Order (Art. VIII Voting 46.47.48).

c. Establishment of Subcommittees:

The AC shall form subcommittees to examine and report on issues and concerns placed on its agenda that cannot be resolved in its regularly scheduled meetings. All subcommittees of the AC shall operate under the same procedural organization as the AC. The subcommittees shall be composed from members of the AC who volunteer to take on a designated task. Once formed the subcommittee will designate a Subcommittee Chair who is a member of the AC and who may choose to include additional members from outside the AC as needed.

d. Recommendations:

The AC and/or its various subcommittees shall provide formal written Recommendations on all items taken up in its agenda.

A draft version of the Recommendation shall be distributed to the membership of the AC for review and comment. The AC Chair shall designate a time frame for review and comment appropriate to each Recommendation.

All Recommendations of the AC must be voted on by the membership. Voting on Recommendations shall only take place once a Quorum, simple majority of the total members of the AC, has been established (Roberts Rules of Order Art. IX Miscellaneous. 64 Quorum). If a quorum is not established in the meeting the Chair may call for an electronic vote to be initiated following the close of the meeting.

Approved Recommendations will be sent to the Department Chair and the Dean of the School of ACM for implementation. In the interest of maintaining transparency of operation and institutional memory for current/future AC members, participants and observers, the AC requests written feedback on submitted recommendations. Should the Department Chair and the Dean of the School of ACM find implementation to not be possible they will provide the AC with a written report of the specific issues that prevent its implementation so that the AC may address these issues in its reevaluation of the Recommendation, and/or record the response to maintain transparency of operation and institutional memory for current/future AC members, participants and observers.

All Recommendations whose concerns are time sensitive must be duly noted when sent out for review by AC membership, the Department Chair and the Dean of the School of ACM.

e. Communication:

The Secretary of the AC shall provide a draft of the meeting minutes in a timely fashion to members of the AC for comment and vote.

A copy of the final approved meeting minutes should be distributed to AC members, the Department Chair, and the Dean of the School of ACM.

The Chair of the AC shall provide standing committee and AC subcommittee reports at all faculty meetings

A copy of the final approved Recommendations of the AC shall be distributed to the general Architectural Faculty following their presentation in standing committee reports at faculty meetings.

Approved Recommendations set for implementation that bear direct impact on the student body will be presented in a public forum.

The AC Chair shall report to the entire Faculty a summary of the main developments, operations, and products of the AC at the end of the academic year in the form of a written memorandum.

3. Department Tenure and Promotion Committee (T&P)

- i. Duties: Evaluates portfolios for tenure, promotion, and 3rd year review. Writes letter that go into faculty's portfolio. Reviews department T&P guidelines set forth in the department T&P guidelines and University Faculty Handbook and makes recommendation for revisions to department Chair.
- ii. Membership: Five full-time tenured faculty; individuals going up for review should not serve on this committee the year they are up for review (in which case a one year replacement will be elected).
- iii. Meeting times: Meets several times per year; intensive effort in early to mid Fall semester.
- iv. Term: 3 year staggered

3. Architecture Scholarship Committee (ASC)

- i. Duties: Organize and coordinate all scholarship opportunities specific to the field and department. This includes both internal and Foundation based scholarships, state and nationally available scholarships as well as profession specific scholarships.
 - The ASC will post information on all scholarship opportunities to the department and university websites and make regular public presentations to students on available scholarships.
 - The ACS will collect review and make recommendations for all scholarships pursuant to the criteria of each.
 - The ACS will notify the Department Chair of all nominations and awards of scholarships and send formal notifications to sponsors, awardees, the college and the university.
- i. Membership: Two full-time faculty.
- ii. Meeting Times: The ACS should hold two informational presentations to the student body per academic year; one in the fall and one in the spring. The Committee meets several times per year with intensive effort in early spring semester.

- iii. Term: two-year appointment by Department Chair renewable.
4. Portfolio Review Committee (PRC)
- i. Duties: The PRC collects all student portfolios for the portfolio review, reviews GPA standings and evaluates student's transcripts as part of the portfolio review process for advancement from lower to upper division courses in the B.ARCH program. The committee coordinates reviews of the portfolios by all full-time faculty and makes recommendations to the Department Chair on which students should be allowed to advance.
 - ii. Membership: Two full-time faculty one of whom should be the current Registration Coordinator.
 - iii. Meeting Times: The Committee meets several times per year with intensive effort in mid to late spring semester.
 - iv. Term: two-year appointment by Department Chair renewable.
5. Focus Studio Committee (FSC)
- i. Duties: The FSC is charged with selection of faculty to teach in ARCH 5015 Focus Studio. The FSC will post adds beginning in Fall semester for RFPs, review applications and develop a permeated list of applicants. The FSC will send permeated applicants recommendations for improvement of proposals and once updated and refined proposals are submitted make a recommendation to the Department Chair which applicants should be offered the position. The FSC will also hold a public presentation where selected applicants present their course proposals to the student body.
 - ii. Membership: Two full-time faculty
 - iii. Meeting Times: The Committee meets regularly throughout the year with intensive effort from November through February and again in late spring semester.
 - iv. Term: two-year appointment by Department Chair renewable.
6. Lecture, Exhibition and Symposium Committee (LESC)
- i. Duties: The LESC is charged with organization of all lectures, exhibitions and symposium sponsored by the Department of Architecture, including inviting speakers and / or exhibitors, promotion of events and planning of receptions and or dinners.
 - ii. Membership: Two full-time faculty
 - iii. Meeting Times: The Committee meets regularly throughout the year.
 - iv. Term: two-year appointment by Department Chair renewable.
7. Comprehensive Design Committee (CDC)

- i. Duties: The Comprehensive Design Studio Coordinator is responsible for organizing an end of semester competition of student work, including collecting nominated student's work, securing outside jurors, serving as competition manager and collecting digital copies of winning student work for archiving, exhibition and promotion. The CDS Coordinator will work with the other faculty teaching ARCH 4013 who will serve as the remainder of the CDC committee.
 - ii. Membership: Comprehensive Design Studio Coordinator + faculty teaching ARCH 4013 Comprehensive Studio.
 - iii. Meeting Times: The Committee meets regularly throughout the fall semester.
 - iv. Term: Annual appointment by Department Chair.
8. Thesis Competition Committee (TCC)
- i. Duties: The TCC is responsible for organizing an end of semester competition of thesis student work, including collecting nominated student's work, securing outside jurors, serving as competition manager and collecting digital copies of winning student work for archiving, exhibition and promotion. The TCC will work with the faculty teaching ARCH 5016 Thesis Research and ARCH 5017 Thesis Studio who will select permeated projects from their respective pods.
 - ii. Membership: Two full-time faculty
 - iii. Meeting Times: The Committee meets several times per year with intensive effort in mid to late spring semester.
 - iv. Term: two-year appointment by Department Chair renewable.
9. Awards Ceremony + Exhibition Committee (AC+EC)
- i. Duties: The AC+EC is charged with planning the annual awards ceremony. This includes development of a comprehensive list of student accomplishments in academics, awards and scholarships, develop a powerpoint to accompany the ceremony and organize an exhibition of award winning student work from competitions and permeated work from across the curriculum.
 - ii. Membership: One full-time faculty
 - iii. Meeting Times: The Committee meets regularly throughout the year with the majority of work in late spring semester.
 - iv. Term: two-year appointment by Department Chair renewable.

Section 2. *Ad Hoc* Committees

Ad hoc committees shall be appointed by the Chair of the department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any *ad hoc* committees.

Section 3. 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, Sections 2, 3 and 4.
- c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

ARTICLE III. Department Meetings

Section 1. Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters.

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

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

Section 4. Minutes of each department meeting will be taken, reviewed by the Department Chair and distributed to all faculty and staff.

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 follow:

Section 1. Eligibility

- a) 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.
- b) Absent faculty/staff may vote by written proxy.

Section 2. Quorum

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

Section 3. Passage of a Motion

- a) A simple majority of those voting shall be required to pass a motion.
- b) A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 4. Ballots

- a) Secret ballots shall be used for all votes.

Section 5. Electronic Voting

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

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.

ARTICLE V. Changes in the Curriculum

Section 1. New course offerings, course deletions, changes in requirements for the Department of Architecture degrees with a major in Architecture and changes in the requirements for a minor in Architecture (all as appropriate).

- a) The Department Chair or any tenured or tenure-track departmental faculty may propose such changes.
- b) Written proposals to modify courses or curricula shall be reviewed by the Academic Committee.
- c) A completed copy of the appropriate form must be distributed to BPC³ committee members at least one week prior to discussion and vote.
- d) A majority of the eligible voting BPC³ members is required to approve and to adopt proposals for new course, course deletions, course revisions and changes in the curriculum and in degree requirements.

ARTICLE VI. Guidelines for Tenure-track Faculty Searches

All faculty search and screens must follow the BOR and KSU policies and procedures regarding hiring and shall be conducted through the PeopleAdmin system. The following are overlay policies specific to the Department of Architecture.

Section 1. Search Committee Designation

- a) After discussion with the department faculty (either as a whole and/or the Academic Committee) about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the dean, a search committee that includes at least three tenured or tenure-track faculty shall be appointed by the Department Chair.
- b) The Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website. The Department Chair shall provide the committee with specific guidelines about conducting searches.

Section 2. Procedures

- a) All faculty searches shall be in accordance with university policy and conducted through the PeopleAdmin system.
- b) The Committee shall review all applications and through a two step process determine; first a permeated list of qualified applicants to be offered a phone interview and second a permeated list of preferred candidates to be asked to campus for a face to face interview with faculty, students, Chair and Dean. In the case of overseas candidates a virtual interview may be substituted.
- c) The committee should schedule the following meetings for all candidates (those advanced to face to face campus interviews):
 - Open Faculty meeting –full time lecturers, tenured and tenure-track
 - Open Student meeting – the committee may invite either all students or a select group of student leaders. The format must be the same for all candidates in the search.
 - Public Presentation- All candidates must be afforded the opportunity to publically present their CV. Candidates should be encouraged to introduce themselves, their work, teaching and professional experience, research and what contributions they believe they can make to the department.
 - Meeting with Department Chair
 - Meeting with the Dean of the College
 - The committee is also encouraged to schedule an informal lunch and or dinner with the candidate and faculty for the purposes of informal interviewing and to get to know the candidates outside the formal presentations and interviews.
- d) The committee should solicit feedback via survey from both student body and the faculty regarding each individual candidate. This information should be collated and presented to the faculty for discussion.

- e) Following faculty discussion the committee shall take a vote of the faculty to determine priority recommendations to the Department Chair and Dean of the College. The Dean may request an ordered or unordered ranking of the candidates.
- f) Letters and notifications-
 - i) The S&S committee shall send notifications, via PeopleAdmin, to those applicants selected for phone interview and campus visit interviews.
 - ii) The Department Chair shall send notifications and formal letters to all candidates who attend the campus visit interviews, including rejection and offer letters.

Section 3. Potential Conflicts of Interest.

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

ARTICLE VII. Summer Session Teaching

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

Section 1. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.

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

- a) Course demand and faculty specialization.
- b) Budget conditions.
- c) Preference will be given to full-time, tenure-track faculty.
- d) Possession of the terminal degree.
- e) 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.

ARTICLE VIII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to the Department Chair and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

ARTICLE IX. Relationship to Other Governing Rules and Regulations

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

