

DS  
CS

v. 10-13-2023

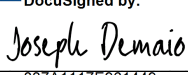
Kennesaw State University  
Academic Affairs

DS  
PC

**Approval Form for College Promotion and Tenure Guidelines**


I confirm that the attached guidelines, dated 10/13/2023, were approved by the faculty of the College of Computing and Software Engineering in accordance with the College bylaws:

College Faculty Council Approval – I approve the attached guidelines:

Joseph Demaio	<small>DocuSigned by:</small>  <small>837A1117E961449...</small>	October 13, 2023
---------------	---	------------------

Name (printed or typed) / CFC chair Signature/ Date

College P&T Review Committee Approval - I approve the attached guidelines:

Patrick Bobbie	<small>DocuSigned by:</small>  <small>42BA9C4928944CF...</small>	October 15, 2023
----------------	---	------------------

Name (printed or typed) / Committee chair Signature/ Date

College Dean Approval - I approve the attached guidelines:

Sumanth Yenduri	<small>DocuSigned by:</small>  <small>B04458D098CE4E8...</small>	October 13, 2023
-----------------	--	------------------

Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached guidelines:

Ivan Pulinkala	<small>DocuSigned by:</small>  <small>02FA0CC7B24D4B3...</small>	November 15, 2023
----------------	---	-------------------

Name (printed or typed) Signature/ Date

v. 10-13-2023



# KENNESAW STATE UNIVERSITY

COLLEGE OF COMPUTING AND  
SOFTWARE ENGINEERING

## PROMOTION AND TENURE GUIDELINES

### CONTENTS

<b>I. INTRODUCTION</b> .....	3
<b>A. Background</b> .....	3
<b>B. Philosophy and Intent</b> .....	3
<b>C. Unit P&amp;T Guidelines</b> .....	4
<b>D. Amendments to the Guidelines</b> .....	4
<b>II. CATEGORIES OF FACULTY PERFORMANCE</b> .....	5
<b>A. Teaching</b> .....	6
<b>B. Scholarship and Creative Activity (S/CA)</b> .....	7
<b>C. Professional Service</b> .....	8
<b>III. EVALUATION OF FACULTY PERFORMANCE AGREEMENT AND WORKLOAD MODELS</b> .....	9
<b>A. Faculty Performance Agreement</b> .....	9
<b>B. Performance Scale</b> .....	9
<b>C. Annual Reviews and Annual Review Document</b> .....	10
<b>D. Workload Models and Assignment</b> .....	10
<b>IV. GENERAL EXPECTATIONS FOR THIRD-YEAR, PRE-TENURE, PROMOTION, TENURE, AND POST-TENURE REVIEWS</b> .....	10
<b>A. Post-Tenure Review (PTR)</b> .....	11
Appendix A.....	12

v. 10-13-2023

## I. INTRODUCTION

### A. Background

The College of Computing and Software Engineering (CCSE) was established in January 2015. CCSE is an academic college within Kennesaw State University (KSU) located on the Marietta and Kennesaw campuses. The College consists of three departments (Computer Science, Information Technology, and Software Engineering and Gaming) and the School of Data Science and Analytics (all entities further referenced as Unit(s)). CCSE offers both undergraduate and graduate degrees, certificates, minors, and Ph.D. programs in Analytics & Data Science and Computer Science.

The College embraces its talented faculty and the range of expertise they bring to further the mission, goals, and core values of KSU, CCSE, and their respective Units. Such diversity, supported by different workload models, enhances different aspects of the College's mission. CCSE is committed to fair access, opportunity, and advancement for all students and fosters collaboration among its faculty. CCSE seeks to be recognized as a collaborative and collegial group of scholars who value excellence in teaching, student success, research/scholarship, and professional service. All faculty members are expected to contribute to student success and be effective in teaching, scholarship & creative activities, and professional service, per their documented workload model.

As the University continues to grow and develop in quality, depth, and breadth of program offerings, CCSE contributes by creating new degree programs with an emphasis on excellence in teaching and student success and advancing quality research and scholarship. CCSE supports this growth by offering different workload models as specified in various Unit Promotion and Tenure (P&T) Guidelines.

The College supports all faculty (tenured, tenure-track, non-tenure track) in their professional development in their pursuits to be excellent teachers and research scholars.

All guidelines must adhere to KSU and USG policy. In the case of a contradiction, College policy supersedes Unit policy, KSU policy supersedes the College policy and USG policy supersedes KSU policy.

### B. Philosophy and Intent

CCSE upholds fundamental principles of professionalism, accountability, integrity, and respect to establish and maintain an aspirational, collegial, inclusive, and inspirational college culture. To this end, the CCSE Faculty Promotion and Tenure (P&T) Guidelines establish performance expectations for faculty consistent with KSU and the University System of Georgia (USG) guidelines. The CCSE Faculty P&T Guidelines provide an open and transparent framework to help faculty conduct their activities, prepare annual evaluations, understand expectations for promotion and tenure, and develop their academic career via a positive and productive work environment. These guidelines support and facilitate the following goals:

v. 10-13-2023

1. Clear expectations for faculty, consistent with the College, University, and University System of Georgia (USG) guidelines and requirements.
2. A positive and healthy culture where each faculty member may pursue their professional activities.
3. Ways to reward the pursuit of excellence and quality in all three areas of accomplishment in which faculty members are evaluated - Teaching, Scholarship and Creative Activity (S/CA) (if applicable), and Professional Service.
4. Recognize activities that promote student success.
5. Guidelines and incentives to motivate faculty to accomplish and excel in achieving merit recognition, promotion of lecturers, promotion & tenure for tenured/tenure-track faculty, and promotion for clinical faculty.
6. Ways to encourage, support, and reward the accomplishment of scholarship products of national and international significance.
7. Define a range of faculty workload models with different emphases and allow variance for faculty.
8. Criteria to reward professional service that enables the College to thrive and grow.
9. An inclusive and equitable environment in the College that nurtures each faculty member's professional growth in the three areas of accomplishment and motivates each faculty member to participate as a valued colleague who contributes to a positive and productive culture.
10. To ensure that the college has qualified faculty to satisfy ABET faculty criteria: <https://www.abet.org>.

### C. Unit P&T Guidelines

Each CCSE Unit is required to develop its own P&T Guidelines. These Unit guidelines must be consistent with the College, University, and University System of Georgia (USG) Guidelines and reflect the unique characteristics of each Unit. Specifically, the Unit P&T Guidelines are intended to provide a foundation and framework to incorporate discipline-specific attributes and characteristics that are not specified in the College P&T Guidelines, such as student success activities, publication venues, grant activities, workload models, service activities, professional development requirements, quality and significance of research and scholarly work, etc.

Because each Unit P&T guidelines are discipline-specific and are approved by deans and the Provost as consistent with college and University standards, those guidelines are understood to be the primary basis for promotion, tenure, and post-tenure review recommendations and decisions. Therefore, at all levels of review, the rationale for these decisions will be stated in a letter to the candidate with specific and detailed reference to the department review guidelines used to justify the recommendations and decisions made.

### D. Amendments to the Guidelines

The College Faculty Council (CFC), as an advisory body to the Dean, will examine CCSE P&T Guidelines every odd Fall semester or as needed to determine whether any modifications are warranted. The need for amendment could be triggered by changing the structure, trends, or

v. 10-13-2023

shifts in college-wide vision, goals, or focus. If it is determined that changes should be made, the Dean will charge CFC to amend the CCSE P&T Guidelines, considering the impact on the approved/existing Unit P&T Guidelines. The CCSE faculty, CCSE P&T Committee, College Faculty Council, the CCSE Dean, and the KSU Provost must approve revisions.

## II. CATEGORIES OF FACULTY PERFORMANCE

The three primary resources that all CCSE faculty members should consult for guidance regarding faculty performance and evaluation are the KSU Faculty Handbook, CCSE P&T Guidelines, and the P&T Guidelines of the faculty member's home academic Unit. The intentionality of good effort, quality of work, and adherence to CCSE mission and work philosophy are the main motivations for defining expectations and levels of performance of work activities in areas of evaluation. These faculty performance guidelines adhere to the mission and philosophy of CCSE and fall within the framework of the University's policies on required review, promotion, and tenure considerations (see KSU Faculty Handbook). If any portion of this document contradicts university policy, university policy will take precedence. Faculty performance will be evaluated in three categories:

1. Teaching
2. Scholarship and Creative Activity (S/CA)
3. Professional Service

The College values the quality and significance of a faculty member's scholarly work in all categories. Therefore, faculty members are expected to document and demonstrate high quality and significance in teaching, S/CA, and professional service activities. It is the faculty member's responsibility to document and justify in annual review documents and promotion and tenure portfolios how they are meeting, exceeding, or achieving exemplary expectations for the negotiated workload model, their qualification for tenure and/or promotion, and how their work contributes to the mission and vision of the University, College, and Unit. The faculty member is required to identify activities in at least one area that will promote student success, as well as at least one area in which they intend to pursue professional development.

Evaluation of the Student Success component will involve an assessment of the faculty member's involvement in activities inside and outside the classroom that deepen student learning and engagement for all learners. Planned activities for Student Success must be specific, measurable, achievable, relevant, and time bound. Some examples of student success activities are listed in Appendix A. The Unit P&T Guidelines must include what student success activities a faculty member can account for in each performance category.

According to the KSU Faculty Handbook Section 2.2, the typical workload load model for tenure-track/tenured teaching faculty is 60% teaching, 30% S/CA, and 10% professional service. The typical workload load model for a permanent non-tenure-track faculty is 90% teaching and 10% professional service. The primary responsibility of lecturers, senior lecturers, and clinical faculty is teaching, and unless otherwise outlined in the Faculty Performance Agreement (FPA), there are no expectations for S/CA. A verifiable justification is required for the S/CA workload

v. 10-13-2023

surpassing 30% for tenure track/tenured faculty, any S/CA load for non-tenure track faculty, and for the professional service workloads surpassing 10%. No faculty member on any track may have less than 40% teaching workload without the Dean's approval.

### A. Teaching

According to the KSU Faculty Handbook Section 2.4, "The primary purpose of university faculty is to engage students, colleagues, and others in activities that facilitate learning and contribute to learner development and educational advancement." In addition to the basic expectations listed in the KSU Faculty Handbook Section 2.4., the College faculty are expected to:

1. Maintain currency in their fields.
2. Integrate course content with theory and the discipline's best practices.
3. Develop new, high-impact, innovative courses, teaching materials, and instructional techniques.
4. Determine appropriate learning objectives, technical/soft skills, and instructional outcomes.
5. Design course assessment vehicles and develop rubrics to measure student learning.
6. Develop and review course content to align with student outcomes.
7. Assess course learning outcomes, review findings, and identify course modifications.
8. Manage the classroom and students' needs responsibly and timely.
9. Mentor, advise, or serve on thesis/dissertation committees or supervise special topics/directed study/independent study/internship/capstone course as appropriate to their role.
10. Maintain high-quality teaching across a variety of instructional modalities.
11. Follow CCSE teaching expectations.
12. Reflect on the teaching assessments using Faculty Course Assessment Report (FCAR) in their annual review document.

Evidence of effective teaching is a necessary condition for satisfactory performance in teaching. Evaluation of a faculty member's teaching effectiveness will be based upon the student feedback surveys officially administered by the University and other additional evidence such as peer evaluation and the reflection on teaching in the Faculty Course Assessment Reports (FCAR). Teaching effectiveness documentation should focus on the quality and significance of a faculty member's contributions and demonstrate growth and improvement over time. Course revisions and pedagogical changes in response to collected data reveal a commitment to continuous improvement and innovation. The receipt of teaching awards, evidence of handling diverse and challenging teaching assignments, grants for curriculum development, the introduction of innovative teaching techniques, attendance of teaching seminars and workshops, publications of teaching-oriented articles, and contributions to the achievement of Unit teaching-related goals – all provide evidence of teaching effectiveness.

Teaching Faculty (with respect to course offerings and broad content) should support the strategies and objectives of the Unit and College. Unit leaders shall work with faculty to address

v. 10-13-2023

cases in which faculty members' student feedback survey results are consistently significantly below expectations or where there is other evidence of significant deficiencies in teaching.

A typical semester-long, three-credit course is equal to 10% of the overall effort for an academic year. According to the KSU Faculty Handbook Section 2.2, "each department establishes, in writing, appropriate class sizes (equating to the 10% teaching effort) for the various courses taught; and equivalencies for non-standard faculty activities."

Not meeting basic expectations listed in the CCSE P&T Guidelines and in the KSU Faculty Handbook Section 2.4, failing to submit grades by the deadline (unless justified), canceling and/or changing the modality of classes without prior approval from the Unit leader (unless justified), will result in not meeting teaching expectations in the annual review evaluation.

The Unit P&T Guidelines should clearly outline the performance expectations for faculty members for their assigned teaching workload across a 5-point scale ranging from 1 for 'Does Not Meet Expectations' to 5 for 'Exemplary,' providing specific criteria for each score level.

### **B. Scholarship and Creative Activity (S/CA)**

Scholarship and creative activity falls into at least three categories:

1. Discipline-Based Scholarship equates to the creation of new knowledge. Outputs may include but are not limited to, publications in peer-reviewed academic journals, peer-reviewed conference proceedings, scholarly books, chapters in scholarly books, colloquia, and working papers available via a working paper series or presented at research seminars or peer-reviewed conference presentations.
2. Applied Scholarship involves applying, transferring, and interpreting knowledge in a particular domain. Outputs may include but are not limited to publication in peer-reviewed professional journals, peer-reviewed conference proceedings, papers presented at faculty workshops and colloquia, and new products and patents.
3. Pedagogical Scholarship emphasizes instructional effort to enhance the educational value of teaching efforts of the institution or discipline. Outputs may include but are not limited to publications in peer-reviewed pedagogical journals, peer-reviewed conference proceedings, textbooks, instructional software, and publicly available materials describing the design and implementation of new courses.

With a mix of undergraduate and graduate programs, CCSE's philosophy is to have a portfolio of intellectual contributions that reflects a balance across all categories. This philosophy promotes diversity in the activities of its faculty and highly values scholarship contributions in all categories. Minimum expectations for scholarship productivity vary by faculty's workload model.

The KSU Faculty Handbook states, "Scholarly researchers ... approach their scholarship and creative activity systematically and intentionally. They have clear goals and plans for their work." Accordingly, to meet S/CA expectations, a faculty member must have a competitive short-term plan for creative scholarly activities and demonstrate the successful execution of such a plan. Due

v. 10-13-2023

to the diversity of products relevant to each discipline in CCSE, and the varied pace required, each Unit should include discipline-specific standard expectations in the Unit P&T Guidelines. The faculty member is responsible for justifying the relevance, timeline, and quality of the targeted products in the proposed plan.

Faculty members desiring more than 10% annual S/CA must pursue external funding (federal, state, industry, and non-KSU foundations). For the award of tenure or promotion, the Units P&T Guidelines must define and require the quality and significance of successful external funding. For a successful post-tenure review (PTR), the Units P&T Guidelines must define and require the quality and significance of S/CA. Funding granted by the Unit, College, KSU, and the USG System Office must be categorized as internal.

The CCSE P&T Guidelines only specify the minimum requirements. The Unit P&T Guidelines should clearly outline the performance expectations for 10 to 50% S/CA workload across a 5-point scale ranging from 1 for 'Does Not Meet Expectations' to 5 for 'Exemplary,' providing specific criteria for each score level. S/CA more than 50% is possible via direct cost buy-out through grants and contracts (in consultation with Chair and the approval from Dean). A 20% research workload is required for tenure-track faculty to advance toward tenure and promotion effectively. A minimum of 10% research workload is required for all tenured faculty.

### C. Professional Service

Service activities are designed to contribute to the faculty members' professional growth and enhance the Units, College, University, and broader communities. Faculty members are expected to participate in the internal affairs and governance of the Unit, College, and University. Such activities include committee work, assigned administrative duties, special Unit projects and activities, and consultation with or assistance to other college-related activities.

Professional service activities directed at the academic or business communities are equally valued and important, and international service activities are encouraged. Academic service activities can include serving as a manuscript reviewer, discussant, session chair, or chair in an international, national, regional, or local conference; serving as a member of an editorial review board; editing conference proceedings; serving as an ad-hoc referee for a journal; serving as a Unit undergraduate or graduate program director/coordinator. Holding key leadership roles in international, national, regional, or local organizations is also evidence of professional service activity.

Professional service activities involving community engagement (both with academic and business communities) are valued and important. International service activities are encouraged and valued. Service to the local and industry communities forges strong links between the communities and the University. Organizing and/or delivering professional development seminars and serving professional organizations and other local-area groups are examples of such service. Community service should be relevant to the discipline, Unit, College, and University.



v. 10-13-2023

The service efforts must be measured in terms of time, achievements, and alignment with the Unit, College, and University mission and vision rather than the number of commitments. All permanent faculty are required to spend 10% (120 hours) of their workload on service. Justification must be provided for service exceeding 10%. Unless otherwise justified, all faculty members must attend all academic unit and college meetings. They are also required to participate in a minimum of two university or college graduation ceremonies and at least two department, school, or college high-impact practice student events annually. These events include but are not limited to Analytics Day, C-Day, Hackathons, Internship Events, Ideathon, Sandwich Social, Orientation sessions, Open Houses, Community Day, and various student social gatherings. The Unit P&T Guidelines should clearly outline the performance expectations for faculty members for their assigned service workload across a 5-point scale ranging from 1 for 'Does Not Meet Expectations' to 5 for 'Exemplary,' providing specific criteria for each score level.

### III. EVALUATION OF FACULTY PERFORMANCE AGREEMENT AND WORKLOAD MODELS

An annual review evaluates the faculty member's performance over one year but within the context of multi-year reviews. The annual assessment of a faculty member will be based on two documents: an Annual Review Document (ARD) and a Faculty Performance Agreement (FPA). During the annual review, the Unit leader and the faculty member will discuss the prior calendar year's accomplishments listed in the ARD and strategic activities and goals for the next year listed in the FPA. The ARD/FPA submission deadline will be one week before the university deadline. The Unit P&T Guidelines must include the quality and significance of annual achievements expected from a faculty member to meet, exceed, or achieve exemplary expectations and when a faculty member's performance needs improvement or does not meet expectations.

#### A. Faculty Performance Agreement

The annual assessment of a faculty member's contributions to CCSE will be based on their performance regarding the items listed in the most recent year's FPA in accordance with the requirements stated in the P&T Guidelines of the Unit. The FPA must reflect specific courses, student success activities, publication venues (including estimated publication costs and/or estimated travel costs), professional development, professional service, and external funding sources the faculty plans to apply to.

#### B. Performance Scale

To evaluate each of the three performance areas during annual reviews, post-tenure reviews, performance improvement plans, and a corrective post-tenure review, the overall outcome of the performance will be assessed on a five-point Likert scale (KSU Faculty Handbook 3.5.C):

- 5 – Exemplary
- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Needs Improvement

v. 10-13-2023

#### 1 – Does Not Meet Expectations

In the context of pre-tenure, promotion, and tenure reviews, noteworthy achievements are indicated by a score of 4 or 5 on the Likert Scale above. Any deficiencies or unsatisfactory outcomes correspond to a score of 1 or 2 on the same scale. (BOR Policy 4.4).

#### C. Annual Reviews and Annual Review Document

The ARD will be used to assess if an individual CCSE faculty member is achieving their FPA expectations (specific to each category: teaching, S/CA, service, and overall) in accordance with the requirements stated in the P&T Guidelines of the Unit.

“The overall evaluation will weigh the rating in each area by the workload percentage in that area. The overall evaluation will then be rounded to the nearest whole number; however, the overall evaluation can be a maximum of 4 (cannot be 5) if there is a 1 in any area.” (KSU Faculty Handbook 3.12.A.2).

If a tenured or tenure-track faculty member receives a score below 3 in any category during an annual review, a Performance Remediation Plan (PRP) must be developed in accordance with the procedures outlined in Section 3.12.A of the KSU Faculty Handbook.

If a tenured faculty member receives a score below 3 in any category (not necessarily the same category) on two consecutive annual reviews, the faculty member will be subject to a corrective post-tenure review in accordance with the procedures outlined in Section 3.12.A of the KSU Faculty Handbook.

#### D. Workload Models and Assignment

The workload models and assignments reflect the Units' commitment and appreciation of diversity contributions by its faculty members and will be defined in accordance with the respective Unit P&T Guidelines.

As required in the KSU Faculty Handbook 2.2, and to better utilize faculty members' capabilities and meet Unit needs, the college supports a wide variety of workload models from Teaching Emphasis (90% teaching, 0% S/CA, 10% service) to Scholarship Emphasis (40% teaching, 50% S/CA, 10% service). According to the KSU Faculty Handbook, an FPA may be renegotiated at any time due to unexpected circumstances or changed responsibilities. Both approved new and old FPA will be used during the evaluation. Faculty not meeting expectations on a negotiated workload model will be placed on a different model in the following year.

## IV. GENERAL EXPECTATIONS FOR THIRD-YEAR, PRE-TENURE, PROMOTION, TENURE, AND POST-TENURE REVIEWS

For promotion and tenure, the KSU Faculty Handbook contains a detailed discussion on third-year, pre-tenure, tenure, post-tenure, and promotion in rank that applies to all KSU faculty members. In addition, the faculty performance guidelines of each CCSE's Unit contain unit-specific guidelines and expectations that will be used as the primary basis for arriving at

v. 10-13-2023

promotion and tenure decisions. A pre-tenure review is required for tenure-track faculty. A third-year optional review can help lecturers and clinical faculty prepare for a promotion review to the next rank. The Unit P&T Guidelines must include what is expected from a faculty member for a successful third-year, pre-tenure, tenure, post-tenure, and promotion in rank. Years of service or successful annual reviews alone are insufficient to qualify for tenure or promotion.

The clinical faculty should continue a high level of professional engagement in local, regional, and professional organizations and demonstrate clinical accomplishments with broader impact and recognition within and beyond the University. Lecturers, limited-term, and clinical faculty may apply for a declared, open tenure-track position and be considered through the normal search and screening process.

At all levels of review within the College, the rationale for promotion, tenure, and post-tenure decisions must be stated in a letter to the candidate with specific and detailed reference to the Unit P&T Guidelines in justifying the decisions that have been made. Specifications on how to compile and submit requisite P&T documents, by pre-tenure, tenure, promotion, and post-tenure candidates, at each level of promotion can be found in the respective Unit P&T Guidelines and the KSU Faculty Handbook. The process for lecturers and clinical faculty undergoing a promotion review will strictly adhere to the guidelines set forth in Sections 3.7 and 3.10 of the KSU Faculty Handbook.

#### A. Post-Tenure Review (PTR)

All tenured faculty members must undergo post-tenure review in accordance with the procedures outlined in Section 3.12.B.4 of the KSU Faculty Handbook. The same section lists eligibility for expedited post-tenure review and monetary PTR rewards.

All employees defined as administrative faculty in Section 3.11 of Kennesaw State University's Faculty Handbook are not subject to the post-tenure review process described in Section 3.12.B.4 for tenure-track teaching faculty. Such individuals will undergo Administrative Post-Tenure Review in accordance with the procedures outlined in Section 3.12.B.5 of the KSU Faculty Handbook.

In the event of a post-tenure review that does not meet expectations (1) or needs improvement (2), a Performance Improvement Plan (PIP) must be created in accordance with the procedures outlined in Section 3.12.B.4.II & III of the KSU Faculty Handbook. PIP must be designed to assist the faculty member in achieving progress toward remedying the deficiencies identified in the post-tenure review. (BoR Faculty and Student Affairs Handbook 4.7)

v. 10-13-2023

## Appendix A

### Student Success Activities

Student Success activities may include, but are not limited to, the following:

1. Effective advising and mentoring.
2. Supervision of undergraduate and graduate research and Vertically Integrated Projects (VIP).
3. Engagement in high-impact practices.
4. Mentoring undergraduate or graduate projects.
5. Mentoring student presentations, publications, or directed study.
6. Grants to support student research, performances, and presentations.
7. Publications and presentations that demonstrate excellence in innovative teaching/faculty member approaches.
8. Scholarship to improve student success (e.g., research on processes for fostering student learning and academic success; discipline-based educational research).
9. Scholarship of Teaching and Learning (SoTL).
10. Awards/recognition for student mentees (college, scholarship, institution, USG).
11. Leadership in seminar series that fosters student success (e.g., those involving teaching or research experts or business/community connections).
12. Faculty participation in professional organizations related to student placement or experiential learning.
13. Activities that contribute to
  - a. students completing degrees successfully, removing bottlenecks.
  - b. students' retention in degree program or retention at KSU.
  - c. higher graduate job/grad school placement rates.
  - d. students receiving scholarships.
  - e. student enrichment (e.g., participation in local, national, or international volunteer or networking opportunities, student organizations, QEP engagement, experiential learning, honors experiences, student leadership experiences, study abroad, alumni engagement with KSU).
14. Contributing to extracurricular activities such as CCSE Hackathon, C-Day, Analytics Day, R-Day, Game Jam, and E-Sports.
15. Advising Student or Alumni Organizations.

**Certificate Of Completion**

Envelope Id: 161F14BFB28E40D2BA04750B0606791E	Status: Completed
Subject: Complete with DocuSign: CCSE P&T guidelines final Oct 2023.pdf	
Should this go to Agiloft?:	
Source Envelope:	
Document Pages: 12	Signatures: 1
Certificate Pages: 5	Initials: 2
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Leslie Downs
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	ldowns@kennesaw.edu
	IP Address: 130.218.12.38


**Record Tracking**

Status: Original	Holder: Leslie Downs	Location: DocuSign
11/10/2023 11:18:27 AM	ldowns@kennesaw.edu	

**Signer Events**

Carmen Skaggs  
 cskaggs4@kennesaw.edu  
 Assistant Vice President for Academic Affairs  
 Kennesaw State University  
 Security Level: Email, Account Authentication (None)

**Signature**




Signature Adoption: Pre-selected Style  
 Using IP Address: 130.218.12.38

**Timestamp**

Sent: 11/10/2023 11:22:45 AM  
 Viewed: 11/10/2023 1:16:30 PM  
 Signed: 11/10/2023 1:17:05 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 4/27/2020 12:44:36 PM  
 ID: b3e5295c-f92f-4fc5-bce9-bcc2afabc6aa

Pam Cole  
 pcole@kennesaw.edu  
 Interim Dean  
 Security Level: Email, Account Authentication (None)




Signature Adoption: Pre-selected Style  
 Using IP Address: 130.218.12.38

Sent: 11/10/2023 1:17:06 PM  
 Viewed: 11/15/2023 4:44:06 PM  
 Signed: 11/15/2023 4:44:54 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 11/15/2023 4:44:06 PM  
 ID: d4ae3549-a271-4bd3-b81a-ebc0d6217c26

Ivan Pulinkala  
 ipulinka@kennesaw.edu  
 Provost/SVPAA  
 Kennesaw State University  
 Security Level: Email, Account Authentication (None)



DocuSigned by:  
 Ivan Pulinkala  
 02FA0CC7B24D4B3...

Signature Adoption: Pre-selected Style  
 Using IP Address: 130.218.6.160  
 Signed using mobile

Sent: 11/15/2023 4:44:55 PM  
 Viewed: 11/15/2023 4:48:45 PM  
 Signed: 11/15/2023 4:48:58 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/27/2019 4:28:48 PM  
 ID: 18dbcf9a-e404-4ba5-ac6b-d1516a1a5021

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
Leslie Downs ldowns@kennesaw.edu Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/15/2023 4:48:59 PM Resent: 11/15/2023 4:49:01 PM Viewed: 11/16/2023 1:01:42 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/10/2023 11:22:45 AM
Certified Delivered	Security Checked	11/15/2023 4:48:45 PM
Signing Complete	Security Checked	11/15/2023 4:48:58 PM
Completed	Security Checked	11/15/2023 4:48:59 PM

Payment Events	Status	Timestamps
----------------	--------	------------

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Kennesaw State University (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$1.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Kennesaw State University:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [asklegal@kennesaw.edu](mailto:asklegal@kennesaw.edu)

### **To advise Kennesaw State University of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [service@kennesaw.edu](mailto:service@kennesaw.edu) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Kennesaw State University**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [service@kennesaw.edu](mailto:service@kennesaw.edu) and in the body of such request you must state your email address, full name, mailing address, and telephone number. You will be billed for any per-page fees, plus shipping and handling, at the time incurred.

### **To withdraw your consent with Kennesaw State University**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [asklegal@kennesaw.edu](mailto:asklegal@kennesaw.edu) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Kennesaw State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Kennesaw State University during the course of your relationship with Kennesaw State University.