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Kennesaw State University Approval Form for Department/School Bylaws

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

I confirm that the attached bylaws, dated 02 / 15 / 2023, were approved by the faculty of the Department/School of Information Technology in accordance with department policies and procedures:

Jack Zheng DocuSigned by:
Jack Zheng
EEA870DE165445C... April 20, 2023

Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Shaoen Wu DocuSigned by:
Shaoen Wu
DD438D56A047463... April 20, 2023

Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Joseph Demaio DocuSigned by:
Joseph Demaio
837A1117E961449... April 20, 2023

Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Sumanth Yenduri DocuSigned by:
Sumanth Yenduri
B04458D098CE4E8... April 24, 2023

Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Provost Ivan Pulinkala DocuSigned by:
Ivan Pulinkala
02FA0CC7B24D4B3... April 25, 2023

Name (printed or typed) Signature/ Date

Information Technology Department (IT) Kennesaw State University BYLAWS

Last updated on 2/15/2023

Prior updates: 3/31/2015, 9/18/2015

PREAMBLE

The Department of Information Technology is a unit of the College of Computing and Software Engineering at Kennesaw State University.

The department's mission is to provide undergraduate and graduate instruction, undertake research in computing and information technology, and serve the community and the profession. The department is dedicated to excellence and leadership in IT education, research, and practice.

These bylaws provide principles and guidelines for governance and operation of the Department of Information Technology. These bylaws were first adopted by the faculty of the Department of Information Technology on 3/31/2015.

ARTICLE I. Administration

Section 1. Department Chair

- a) The Chair shall be appointed by the Dean of the College of Computing and Software Engineering and serves at the pleasure of the Dean.
- b) The Chair holds decision-making authority at the department level.
- c) 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 Computing and Software Engineering.
- d) Acting/Interim Chairs shall assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

Section 2. Assistant/Associate Chair

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

- c) The Assistant/Associate Chair shall 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.
- d) The Assistant/Associate Chair may receive course release/stipends, as justified by duties and subject to approval of the Dean.

Section 3. Program Coordinators

- a) The Department Chair shall appoint Program Coordinators in consultation with the Dean for each degree in the department.
- b) The Program Coordinator shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as curriculum management, schedule recommendation, monitoring enrollment, recruiting, attending open houses and orientation sessions, and completing special projects as assigned by the Department Chair.
- c) The Program Coordinator may receive course release/stipends as justified by duties and subject to approval of the Dean.

Section 4. Office Manager

- a) Office Manager shall perform duties including, but not limited to: reception services for the department, scheduling appointments, meetings, reports, assisting faculty requests, and other documents as requested; basic and initial assistance to students with questions about classes and registration according to course catalogs, university, department, and college documents/policies.

ARTICLE II. Committees

Section 1. Standing Committees

a) Department Faculty Council (DFC)

- i) Purpose: The DFC is advisory to the Department Chair on various department policies and issues. DFC promotes collegiality and effective, shared governance of the department by increasing the administration transparency and two-way communication between the faculty and the department chair about the development and the implementation of policy.
- ii) Duties: The DFC is responsible for providing input to the Chair about department bylaws, policies, guidelines, and strategic and operational issues such as workload, teaching schedule, faculty concerns, hiring, curriculum development, and marketing.
- iii) Membership: The DFC consists of five members, with at least three tenured or tenure-track faculty (at least one tenured faculty and at least one tenure-track faculty) and one lecturer. The Chair of the DFC shall be a tenured faculty member elected by committee members. The DFC chair represents the department in the College Faculty Council (CFC). The Department Chair is the ex-officio non-voting member of the DFC and should respect the DFC's desire, on occasion, to meet without chairs present.
- iv) Term: 3-year staggered.
- v) Meeting times: The DFC should meet as often as deemed appropriate by the committee members, with a minimum of two meetings per fall and spring semesters. The chair of the DFC shall call each meeting. It is encouraged for the DFC to share meeting minutes.

b) Curriculum Committee

- i) Purposes: The curriculum committee shall periodically review the departmental curriculum and make recommendations about modifications of the curriculum, also provides oversight for Special Topics and Advanced Topics courses.
- ii) Duties: The curriculum committee shall oversee all curriculum development and changes. It is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions, and so on. The chair is responsible for monitoring paperwork progress to College and University Curriculum committees; Chair (or designee) represents the department at the College and/or University Curriculum Committee meetings to present proposals.
- iii) Membership: The curriculum committee consists of Program Coordinators and Associate/Assistant Chair, and three other faculty members (at least one lecturer and at least one tenure/tenure track faculty)
- iv) Term: 3-year staggered except for program coordinators and assistant/associate chair.
- v) Meeting times: The curriculum committee should meet as often as deemed appropriate by the committee members, with a minimum of two meetings per fall and spring semesters. The chair shall call each meeting.

c) Department Promotion & Tenure Committee (P&T)

- i) Purposes: P&T committee serves the role outlined in the Faculty Handbook (i.e., pre-tenure, third year, tenure, and promotion reviews) for faculty in the department.
- ii) Duties: P&T committee shall evaluate portfolios for Tenure, Promotion, and 3rd-year review, and shall write letters that go into the faculty's portfolio. P&T committee shall also review department P&T guidelines and make recommendations for revisions to the department Chair.
- iii) Membership: Three full-time tenured faculty. If one or more members must be replaced in any case, a one-year replacement should be elected using the same process as the election of regular members. Individuals going up for PTR (Post-Tenure Review) can serve on the department P&T committee.
- iv) Term: 3-year staggered.
- v) Meeting times: P&T committee should meet several times per year based on needs.

d) Industrial Advisory Board (IAB) Committee

- i) Purposes: The IAB Committee shall oversee the department's relationship with the IT advisors from the industry.
- ii) Duties: The IAB Committee communicates with IAB members, coordinates IAB meetings and presentation of capstone and other projects, oversees IAB membership policy and election.
- iii) Membership: department chair, program coordinators, capstone project coordinators.
- iv) Term: N/A (all ex-officio)
- v) Meeting times: IAB committee should meet at least one time for each of the Fall and Spring semester.

e) Research Committee

- i) Purposes: The purpose of the research committee is to promote and facilitate research activity and productivity in the department.
- ii) Duties: The research committee shall (1) periodically review the research practice and activities in the department, (2) identify faculty and student research needs with surveys, investigate institutional/college/departmental opportunities and supports for research by consulting university research office, Associate Dean for Research, and the department chair, and inform faculty and students of these opportunities and supports, (3) make and implement plans to promote the research activity and productivity, and (4) perform other duties with consulting the department chair.
- iii) Membership: Five graduate faculty members (at least one tenured faculty)
- iv) Term: 3-year staggered.
- v) Meeting times: The committee should meet as often as deemed appropriate by the committee members, with a minimum of two meetings per fall and spring semesters. The chair shall call each meeting.

f) Student Success Committee

- i) Purposes: The purpose of the student success committee is to promote and facilitate student recruitment, retention, and graduation in the department.
- ii) Duties: The committee shall (1) periodically review the teaching practice and activities in the department, (2) identify potential problems that hurt student retention and graduation, (3) design and implement solutions to those problems, (4) make and implement plans to grow and/or sustain student enrollment, and (5) perform other duties with consulting the department chair.
- iii) Membership: Graduate Program Coordinator and Undergraduate Program Coordinator (Ex Officio), and five other permanent faculty members (at least one tenured/tenure-track faculty and at least one non-tenure-track faculty)
- iv) Term: 3-year staggered except for program coordinators.
- v) Meeting times: The committee should meet as often as deemed appropriate by the committee members, with a minimum of two meetings per fall and spring semesters. The chair shall call each meeting.

Section 2. Ad Hoc Committees

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

Section 3. Operation of Committees

- a) Each standing committee member (except ex officio positions) shall go through department-wide nomination and vote.
- b) Unless otherwise stated, members of committees must be permanent positions (tenured or tenure-track faculty, clinical faculty, or lecturers) who are assigned 50% or more to the IT department.
- c) Each committee shall elect a Chair annually, effective the Fall Semester of the academic year.
- d) Each committee shall create operational guidelines.
- e) Requirements for committee vote shall conform to Article IV.
- f) Each standing committee shall keep a record of its meetings and distribute it to all full-time faculty and staff.

ARTICLE III. Department Meetings

- a) 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.
- b) The Chair of the department shall call such additional meetings as deemed necessary.
- c) 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.
- d) Minutes of each department meeting should be taken and reviewed by the Department Chair and distributed to all faculty and staff.

ARTICLE IV. Voting of Department Matters

Voting of the following matters require a department-wide voting (see eligibility in section 1):

- departmental policy and procedures
- revision of departmental bylaws
- degree program and curriculum changes
- standing committee membership
- election for college and university positions as department representatives
- other departmental representations

Section 1. Eligibility

- a) Generally, all faculty who are full-time permanent are eligible to vote. Matters related to graduate programs require full graduate status faculty. 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) Voting shall be conducted by oral vote ("aye", "nay", or "abstain"), or by typing or other methods in electronic voting.
- b) The use of Secret ballots shall be ordered by a majority vote or by general consent.

Section 5. Electronic Voting

- a) Voting can be done electronically through emails and online surveys.
- b) Electronic voting follows the same requirements listed in section 1 to 4.

ARTICLE V. Curriculum Management

Section 1. Curriculum Changes

New course offerings, course deletions, changes in requirements for the Information Technology degrees with a major in Information Technology and changes in the requirements for a minor in Information Technology (all as appropriate).

- a) The Department Chair, any tenured or tenure-track departmental faculty, and full-

time teaching faculty may propose such changes.

- b) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
- c) The voting shall follow Article IV section 3.

Section 2. Course Coordinators

- a) At least one Course Coordinator is appointed by the Chair for each course in the department.
- b) The Course Coordinator is primarily responsible for planning and facilitating the implementation of the curriculum relative to the course assigned.
- c) The Course Coordinator shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as assisting and monitoring part-time faculty teaching the course (to ensure the course is implemented appropriately), assessing and evaluating the efficacy of the course and its instruction, managing course assessment instruments for the course, submitting course assessment reports as scheduled by the departmental assessment plan, completing special projects as assigned by the Department Chair.

ARTICLE VI. Full-time Permanent Faculty Searches

Section 1. Search Committee Designation

- a) After discussion with the department faculty (either as a whole and/or the DFC 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 five members (at least three tenured or tenure-track faculty, and at least one lecturer) shall be appointed by the Department Chair.
- b) The Department Chair shall appoint a Chair of the search committee. The search committee should follow procedures found on the Faculty Affairs website. The Department Chair shall provide the committee with specific guidelines about conducting searches.

Section 2. Potential Conflicts of Interest.

Following the closing date and after the 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. Teaching Assignment

Department chair shall be responsible for class scheduling and teaching assignments.

Section 1. Fall/Spring

Fall and Spring semesters assignments shall be defined by the Assistant Chair according to courses' needs, faculty expertise, preparation loads/efforts, and faculty workload model.

Section 2. Summer

- a) Through written solicitation, the Department Chair (or assistant chair) shall determine which faculty members wish to teach during summer sessions.

- b) Criteria for summer assignments should be defined and communicated to faculty. Examples are, but not limited to, course demand and the permanent schedule, faculty specialization, budget conditions, possession of the terminal degree.
- c) Initial preference is given to the Associate/Assistant Chair, Program Coordinator(s), and other full-time faculty.

ARTICLE VIII. Amendments to Bylaws

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

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 Computing and Software Engineering and the Board of Regents of the University System of Georgia.

All guidelines must adhere to USG policy and KSU guidelines and policy. If any information contained in the college or department promotion and tenure guidelines contradicts the USG policy or the KSU Faculty Handbook, USG policy and the KSU guidelines and policy should supersede the department (or college) guidelines.

Certificate Of Completion

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Signer Events

LaJuan Simpson-Wilkey
lsimps25@kennesaw.edu
Interim Department Chair
Security Level: Email, Account Authentication (None)

Signature




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Pam Cole
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Interim Dean
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Provost/SVPAA
Kennesaw State University
Security Level: Email, Account Authentication (None)

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Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp
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Completed	Security Checked	4/25/2023 8:57:35 AM

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Electronic Record and Signature Disclosure

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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

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 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.

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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 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 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.