Kennesaw State University

College of Computing & Software Engineering BYLAWS

PREAMBLE

The College of Computing & Software Engineering (CCSE) at Kennesaw State University (KSU) is a collaborative, collegial, and diverse group of scholars who value excellence in teaching and mentorship, who are active in campus leadership, and who are successful in research activities that involve undergraduate and graduate students. The College comprises of four academic units, including three departments Computer Science, Information Technology, Software Engineering & Game Development, and the School of Data Science and Analytics.

ARTICLE I. Administration
  A. Dean
     a. The Dean is the chief administrative officer of the College. The Dean has the responsibilities and authority specified by the Board of Regents and as delegated by the Provost.
  B. Assistant/Associate Dean
     a. After a search the Dean may appoint Assistant/Associate/Senior Associate Dean(s) as needed.
     b. The Assistant/Associate/Senior Associate Dean(s) shall carry out duties as assigned by the Dean.
     c. The Senior Associate Dean will serve as Acting Dean at any time the Dean is out of town, unavailable, or incapacitated and unable to administer the affairs of the College.
  C. Director (Computer Lab and Academic Support)
     a. The Director manages all computer labs housed in the College. The Director reports to the Dean of CCSE. The Director oversees the maintenance and student, faculty, and staff access to equipment and software in the labs (instructional and research).
     b. The Director can appoint Assistant/Associate Directors as needed.
     c. The Director supervises Assistant and Associate Directors and lab technicians.
     d. The Director works closely with UITS to ensure proper network connections and supervision of the College Data Center.
     e. The Director works closely with faculty and staff to provide computing needs for teaching, research, labs, and offices.

  D. Undergraduate and Graduate Program Coordinators/Directors
     a. Each degree program, minor, and certificate in the college will have a coordinator/director appointed by the academic unit chair/director in consultation with the dean.
     b. Job responsibilities and expectations can be found at this link:

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https://ccse.kennesaw.edu/faculty-resources/forms-documents.php

   c. Coordinators/Directors may receive service workload reassignment and/or stipend based on the size of their program with approval from the Dean.

   d. Coordinators/Directors will have priority for the selection of courses during the summer term.

ARTICLE II. Committees

General Expectations

   a. Standing committees shall be composed of faculty with permanent full-time appointments and, in relevant cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so.

   b. Part-time faculty may serve on committees related to part-time faculty activities.

   c. Standing committees shall meet at least once each semester, except in summer. If appropriate and practical, the committee chair may conduct a meeting electronically unless there is an objection by a committee member.

   d. Committee members will be selected via elections held in the December-January period of each year for the next academic year's committees. Each committee shall elect its chair annually, effective the fall semester of the academic year. If all members decline to serve as a chair, the dean has the authority to appoint the chair of that committee. The Chair of the previous year's committee shall convene the first fall semester meeting. Committee chairs are responsible for conducting the meetings to ensure that the business of the Committee is conducted in a timely manner. They will also ensure that accurate records/summaries of the meetings and membership attendance records are available.

   e. Each standing and ad hoc committee shall keep a record of its meetings and distribute them to all full-time faculty and staff (or make them electronically available on the CCSE website). A secretary shall be elected at the first fall semester committee meeting and shall be responsible for creating, distributing, and archiving minutes. Minutes may be distributed in hard copy or posted online. Minutes of the meetings must include the names of all members and guests present, the time and location of the meeting, and a summary of items discussed, with particular attention to any decisions that were taken. 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.

   f. Requirements for committee vote shall conform to Article V.

   g. Each committee shall operate under a set of goals charged to them at the time of appointment.

   h. A unit may recall any representative by a 2/3 vote of the permanent full- time faculty.

   i. If a standing committee member resigns, the college will elect a replacement for the remainder of the term using the same process as for the regular election. Similarly, if a standing committee member is unable to review and vote due to a conflict of interest, the college will elect an ad hoc committee member using the same process.

A. College Faculty Council (CFC)
   a) Duties

       i. The CFC is advisory to the Dean, who holds decision-making authority at the college level.

      ii. The purpose of the CFC is to promote collegiality and effective shared governance by increasing transparency and two-way communication between the faculty and the Dean regarding the development and implementation of policy. The CFC shall distribute minutes of meetings electronically to the faculty.

b) Membership

      i. The CFC will consist of the chairs of unit faculty councils (DFCs/SFCs).

      ii. All members of CFC must be tenured faculty.

      iii. The Dean is an ex officio non-voting member of the CFC. The Dean will respect the council's desire, on occasion, to meet without the dean or members of the dean's staff.

      iv. Administrative faculty with more than 50% administrative assignment are not eligible to vote or serve as representatives to the CFC.

      v. The chair of the CFC must be an elected unit representative who has served on the council in the previous year.

c) Meeting times

      i. The CFC should meet as often as deemed appropriate by the council members and called by the chair but shall meet no less frequently than twice each fall and spring semester.

      ii. The CFC will continue to be available during the summer months. During that time, if a CFC member cannot participate, they shall name a proxy from the member's home unit's council.

d) Term

      i. The term is determined by a member's home unit term.

      ii. The term cannot be fewer than 3 years.

B. Undergraduate College Curriculum Committee

a) Duties:

      i. The Undergraduate College Curriculum Committee (UCCC) will oversee all undergraduate curriculum changes in the College to verify that changes are consistent with the goals and strategic plan of the College.

b) Membership

      i. The UCCC will consist of one representative from each unit in the College.

c) Meeting times

      i. The UCCC will meet at least two weeks before scheduled UPCC meetings to approve/disapprove pending curriculum proposals.

d) Term

      i. Each member of the UCCC will serve a 3-year term. These terms are staggered to allow continuity.

C. Graduate College Curriculum Committee

a) Duties:

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      i. The Graduate College Curriculum Committee (GCCC) will oversee all graduate curriculum changes in the College to verify that changes are consistent with the goals and strategic plan of the College.

   b) Membership

      i. The GCCC will consist of one representative from each unit in the College.

      ii. Faculty must hold Graduate Faculty Status (full or associate) to serve on this committee.

   c) Meeting times

      i. The GCCC will meet at least two weeks before scheduled GPCC meetings to approve/disapprove pending curriculum proposals.

   d) Term

      i. Each member of the GCCC will serve a 3-year term. These terms are staggered to allow continuity.

D. CS Ph.D. Admissions and Curriculum Committee

   a) Duties:

      i. The CS Ph.D. Admissions and Curriculum Committee (ACC) will oversee admissions and curriculum changes for the Computer Science Ph.D. Program and ensure they align with the goals and strategic plan of the College.

      ii. The committee will oversee the evaluation and admission of new PhD students into the program.

   b) Membership

      i. The ACC will consist of eight members: one representative appointed by the director of the School of Data Science and Analytics and two representatives from each of the three departments: Computer Science, Information Technology, and Software Engineering & Game Development appointed by the chair of the department. The 8th committee member, the chair of the committee is the Ph.D. program director appointed by the Dean.

      ii. Faculty must hold Full Graduate Faculty Status to serve on this committee.

   c) Meeting times

      i. The ACC will meet at least two weeks before scheduled GPCC meetings to approve/disapprove pending curriculum proposals and as often as deemed appropriate to make admission decisions before the deadline.

E. College Promotion and Tenure Committee

   a) Duties:

      i. As laid out in the University Faculty Handbook, Section 3, duties include review and evaluation of faculty performance.

      ii. Includes review of portfolios for tenure, promotion, and post-tenure review by the deadlines set by faculty affairs.

   b) Membership:

      i. One tenured faculty member from each unit. No person can participate in more than one stage of the review process, so faculty on unit review committees are not eligible

   to serve as members of the college review committee.

   ii. When a unit does not have one tenured faculty member who is eligible to serve, its faculty will elect tenured faculty from outside the unit. Faculty whose documents are under review may not serve on the college review committee.

   iii. The chair of the committee must be a full professor.

c) Meeting Times:

   i. As needed to meet the schedule of reviews laid out in the University Faculty Handbook, end of Section 3.

d) Terms:

   i. Unit representative to the college review committee serve two-year staggered terms. Each unit will select who will serve one year and who will serve two years during the first convening of the committee.

F. Computing & Software Engineering Awards Committee

a) Duties:

   i. This committee will also solicit applications or nominations, evaluate responses, and select recipients for college-wide faculty honors and awards. Awards include but are not limited to the College Distinguished Teaching Award, College Distinguished Scholarship Award, College Distinguished Service Award, College Advising Award, and College Broadening Participation in Computing Award.

   ii. The committee will also select students for the CCSE student awards, including Outstanding Senior Student, Outstanding Graduate Student, and Outstanding Student Service Award.

   iii. The results are sent to the Dean.

b) Membership:

   i. The Computing & Software Engineering Awards Committee will consist of one representative from each unit in the college. The representative must be a tenured faculty or tenure-track faculty who have completed the third-year review process at KSU.

   ii. Members of the committee must recuse themselves from voting for any award for which they applied.

   iii. The College Dean or their representative shall be an ex officio non-voting member of the Computing & Software Engineering Awards Committee. This person may also chair the committee at the request of the Dean.

c) Meeting times:

d) The Computing & Software Engineering Awards Committee shall meet as often as deemed appropriate by the committee members or by the Dean. Term:

   i. Each member shall serve a 2-year term. These terms will be staggered. At the first convening of the committee, the members will select one faculty member to serve one year and one faculty member to serve two years.

G. Ad Hoc Committees

a) An ad hoc committee can be appointed by the Dean in consultation with the College

Faculty Council.

    b) An ad hoc committee can be appointed by the College Faculty Council in consultation with the Dean.

  H. University-Wide Committees

    a) Representatives from the College of Computing & Software Engineering to university-wide committees will be elected annually via survey by January so that this information can be included within the subsequently developed FPA.

ARTICLE III. College Meetings

  A. The College will meet at least once in the Fall and once in the Spring semesters. The Dean will convene the meeting with a minimum of one-week notice to faculty and staff.

  B. The College will also meet when important initiatives would benefit from the participation of the entire college.

ARTICLE IV. Summer Session Teaching

Each academic unit shall establish guidelines to determine the priority for teaching during the summer session. The guidelines should ensure there is an equitable policy for summer teaching to accommodate all faculty. The guidelines should be consistent with the CCSE Summer Course Policy.

ARTICLE V. Voting

Unless otherwise specified, the following applies to college-wide voting:

  A. All full-time permanent faculty and full-time permanent staff (when appropriate) will be eligible to vote in all college-wide voting.

  B. No quorum is required for college-wide votes.

  C. A plurality is required to elect someone to a college-wide committee or as a college representative to a university committee.

  D. Anonymous voting may be conducted by electronic or paper ballot voting. The results of the vote may be reported to the faculty by the Dean.

  E. All current part-time faculty will be eligible to vote in elections related to part-time faculty.

ARTICLE VI. Amendments to Bylaws

Proposed amendments to these Bylaws shall be submitted in writing to the College Faculty Council. An amendment must be approved by a simple majority vote of the College faculty and by the Dean and the Provost.

ARTICLE VII. 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 & Vice President for Academic Affairs or the Board of Regents of the University System of Georgia.

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Kennesaw State University Approval Form for College Bylaws

A copy of this form, completed, must be attached to the college bylaws.
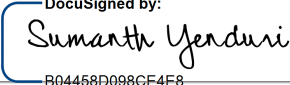
I confirm that the attached bylaws, dated **4-24-2023**, were approved by the faculty of the College of Computing & Software Engineering in accordance with college policies and procedures:

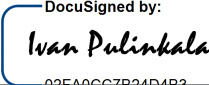College Faculty Council Approval - I approve the attached bylaws:

Joseph Demaio

DocuSigned by:

Joseph Demaio

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April 26, 2023

CFC Chair Name	Signature/ Date

College Dean Approval - I approve the attached bylaws:

Sumanth Yenduri

DocuSigned by:

Sumanth Yenduri

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April 26, 2023

Name	Signature/ Date

Provost Approval - I approve the attached bylaws:

Provost Ivan Pulinkala

DocuSigned by:

Ivan Pulinkala

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April 26, 2023

Name	Signature/ Date

V 4-24-2023