Computer Science Department
Kennesaw State University
BYLAWS
5/10/2023

PREAMBLE

The Department of Computer Science is a unit of the College of Computing and Software Engineering at Kennesaw State University. The department consists of to be recognized as a collaborative, collegial, and diverse group of scholars who value excellence in teaching, scholarship, and mentorship. The Department seeks to be recognized as active in campus leadership and successful in research and external funding activities involving undergraduate and graduate students.

These bylaws provide guidelines for governance and provide procedures for the operation of the Computer Science department. The department bylaws are guided by the philosophy of shared governance that includes the Department Faculty Council (DFC), and faculty leadership in curriculum and instruction innovation.

ARTICLE I. Department Administration

1. Department Chair: The department chair will provide academic and administrative leadership in the department – activities such as strategic planning, developing major initiatives, managing staff, fiduciary oversight, managing workload, and course scheduling. The chair will lead major initiatives in the department, create ad-hoc committees, and participate in and facilitate logistics for strategic planning in consultation with the DFC. The chair will evaluate and deliver annual faculty reviews and P&T reviews. The chair will provide mentoring of junior faculty. The chair will represent the interests of the department.
   1.1 The chair must have a Ph.D. in Computer Science or a closely related discipline.
   1.2 After a search, the chair is appointed by the Dean in consultation with the department faculty.
   1.3 The department chair will be reviewed by department faculty following the process employed by the University for such reviews.
2. Assistant Department Chair: Appointed by the Department Chair with approval from the dean with specified department responsibilities and duties determined by the department chair and will serve in the absence of the department chair.
   2.1 Required Qualifications:
      2.1.1 Must have a Ph.D. in Computer Science or a closely related discipline.
      2.1.2 If it is a joint appointment, at least 50% of the responsibilities must be in the CS department.
      2.1.3 Upon the appointment of a new chair, the appointment of the assistant chair will be subject to review.
   2.2 The Assistant Chair will receive course release as justified by duties but no more than one course per semester and *approved by the Chair and Dean.* Moreover, the Assistant Chair is not a 12-month appointment.
   2.3 The Assistant Chair will receive a summer stipend as justified by duties and *approved by the Chair and Dean.*
   2.4 The Assistant Chair will perform a variety of duties that are assigned by the Chair. When serving in the absence of the Chair, the assistant chair will be delegated such authority as necessary to maintain the daily operation of the department.
   2.5 Assistant Chair Appointment Process:
      2.5.1 The chair elaborates job description and work deliverables.
      2.5.2 The DFC develops a slate of candidates for the position.
      2.5.3 The Chair chooses a candidate from the slate to appoint to the position OR rejects all candidates and appoints a faculty member with input from the DFC and approval from the dean.

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ARTICLE II. Department Faculty Council (DFC)

1. The DFC represents the interests of the faculty and is advisory to the Department Chair, who holds the decision-making authority at the department level. The DFC is charged with ensuring that a transparent and open decision-making process is maintained; supports the department chair in ensuring that lines of communication are kept open. DFC service is recognized as a valued and important department service activity in the member's annual review and promotion. The DFC will respond to requests from the Department Chair for advice and/or recommendation and may meet independently of the Department Chair.

2. The DFC will review the bylaws as needed and recommend changes to the department as a whole, and/or recommend the creation of an ad-hoc bylaws revision committee.

3. The DFC may review department P&T guidelines and advise the chair on possible revisions.

4. The DFC may create, and dissolve, ad-hoc committees as needed.

5. The DFC should work with the Chair and/or Dean and/or the Ombuds office to address problems arising in its work that may require external assistance.

6. The Chair, Coordinator, or Director may request the DFC review course syllabi for compliance with ABET requirements and learning objectives; program and department goals; and university, college, and department policies.

7. The DFC acts as a textbook approval committee for the various courses. The committee reviews and approves textbooks authored or co-authored by the course instructor.

8. In conjunction with the Department Chair, the DFC will:
    8.1 Advise on department workload policy, consistent with the college and university requirements and department needs.
    8.2 Advise on guidelines and policy for faculty travel, software, and equipment funding.

9. DFC Membership:
    9.1 The DFC will be constituted in accordance with the faculty handbook.
    9.2 The DFC will have five members elected at large from the department.
    9.3 Members will serve three-year staggered terms.
    9.4 Members may be elected to no more than two consecutive terms.
    9.5 Members must be full-time faculty members. The DFC chair must be a tenured full-time faculty member, and in the case of a joint appointment, at least 50% of their responsibilities must be in the CS department.
    9.6 The chair of the DFC will serve on the College Faculty Council.

ARTICLE III. Program Administration, Curriculum Development, and Program Assessment

The Department Curriculum Committee (DCC) consists of the department faculty, electing a committee chair on an annual basis. Program administrative positions are created by the Department Chair, with the approval of the Dean. Program leadership and curriculum committee leadership are recognized as valued and important department service activities in the member's annual review, and Promotion and Tenure.

1. Department Curriculum Committee *(DCC)*
    1.1 The Department Curriculum Committee (DCC) consists of five faculty members. The Department Chair is an ex-officio member of the DCC.
    1.2 The DCC chair will be elected from among the five members of the DCC to manage the process of the curriculum committee.
    1.3 The DCC chair will be a non-voting member of the Committee, except in case of a tie.
    1.4 The DCC will make recommendations about the curriculum/program to the Department Chair.
    1.5 The DCC will review and approve curriculum/program new/revision proposals for both undergraduate and graduate programs.
    1.6 The DCC Members will serve three-year staggered terms.

2. CS Department Curriculum Process
    2.1 The curriculum process will originate with proposals from the faculty, program coordinators, or the DCC. The proposals will be entered into Curriculog and thoroughly discussed by the faculty. The proposals will be passed to the Department Curriculum Committee (DCC) for

approval, then to the department chair, and then to levels outside of the department.

2.2 Proposals to create new degree programs (including minors and certificates) require a 4/5 majority of the DCC for approval.

2.3 In the event of a situation where the DCC and Department Chair disagree, the issue must be referred to the faculty as a whole for review.

    2.3.1 After this referral review, a revised proposal approved by the DCC and the Chair, will proceed to the next level of review. Chair approval is required by the KSU handbook.

3. <u>Program Leadership and Administration</u>

The number of programs offered by the department is expected to grow and evolve, as the CS department develops. The department may offer various programs and minors, some with special features like premium tuition, accreditation, and distance learning.

3.1 CS Department program administrative position (MSCS Coordinator and BSCS Coordinator) appointment process:

    3.1.1 Department Chair elaborates on the job description and work deliverables for the position. Eligibility requirements:

    3.1.2 No more than two consecutive two-year terms may be served in a specific program leadership position.

    3.1.3 For the purposes of counting consecutive terms, terms start July 1, and end June 30, regardless of the appointment date (in the case when assuming a term due to resignation or other). Assuming a term prior to January 1, "starts the clock" from the previous July 1 for the purposes of a three-year term. Assuming a term on or after January 1 "starts the clock" for the term on the following July 1.

    3.1.4 Faculty holding joint appointments in another department are not eligible to lead a CS department degree program.

    3.1.5 MSCS coordinator must have graduate faculty status and is appointed by the Department Chair, in consultation with the department's permanent full-time faculty with graduate faculty status; the BSCS coordinator is similarly appointed, in consultation with the department's permanent full-time faculty.

3.2 Program coordinators or directors may receive course releases as justified by duties but no more than one-course release per semester.

3.3 Responsibilities of coordinators and directors include:

    3.4.1. Coordinate program assessment efforts and implementation (ABET, Assessment of Learning, etc).

    3.4.2. Reporting and analysis required for accreditation, as appropriate.

    3.4.3. Attends orientations, open houses, majors fairs, and career fairs in order to recruit students into the majors.

    3.4.4. Works with the college advisors.

    3.4.5. Coordinate the evaluation of all transfer and substitute credit requests.

    3.4.6. Monitor the implementation and evaluation of program objectives *(which are approved by the curriculum committee).*

    3.4.7. Manage outreach activities with program alumni.

    3.4.8. Represent the program at university levels (e.g. UPCC, GPCC, Graduate Council).

    3.4.9. Provide input and work on assessment and ABET review

3.4 Responsibilities of a Graduate Program Director (include all duties in section 3.3)

    3.5.1. Manage program admissions.

    3.5.2. Meet with students to complete petitions to graduate; maintain and update petitions to graduate as needed.

    3.5.3. Manage extra marketing efforts, including a newsletter (each semester), and new student orientations.

    3.5.4. Provide input and work on assessment, Annual Program Review, internal KSU annual assessment, and SACS review.

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ARTICLE IV. Other Committees

1. Faculty Search Committee
   1.1 University guidelines on the faculty search committee process will be followed.
   1.2 Each spring, the DFC and Department Chair will develop a prioritized list of qualifications needed for the following year. This prioritized list will guide recruiting activities as lines become available.
   1.3 Membership in accordance with the faculty handbook and KSU policy.
   1.4 The Department Chair will charge the search committee, and the chair of the search committee is charged with overseeing the quality of the process as per university guidelines.
   1.5 The Search Committee will make a recommendation to the Department Chair, listing the strengths and weaknesses of each final candidate.
   1.6 For regular tenure-track faculty appointments, the final selection of and the offer to a candidate will be made by the Dean, in consultation with the department chair.
   1.7 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 are 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.

2. Promotion and Tenure *(P&T)* Committee
   2.1 The committee evaluates portfolios for tenure, promotion, and pre-tenure review, and writes evaluation letters that go into the faculty member's portfolio following university, college, and department guidelines and requirements.
   2.2 Committee members will familiarize themselves with the university requirements, process, and policy.
   2.3 Committee members will familiarize themselves with the college and department guidelines.
   2.4 Membership is as specified in the KSU Faculty Handbook.

3. Ad Hoc Committees
   3.5 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.

ARTICLE V. Department Meetings

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 the Fall and Spring semesters.
2. The Chair of the department shall call such additional meetings as deemed necessary.
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 the meeting.
4. Minutes of each department meeting will be taken, reviewed by the Department Chair, and distributed to all faculty and staff.

ARTICLE VI. 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:

1. Eligibility
   1.1 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.

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    1.2 Absent faculty/staff may vote by written proxy.
2. Quorum
    2.1 A quorum shall consist of one-half of those eligible to vote.
    2.2 Proxies shall not count toward a quorum.
3. Passage of a Motion
    3.1 A simple majority of those voting shall be required to pass a motion.
4. Ballots
    4.1 Secret ballots shall be used for all votes.
5. Electronic Voting
    5.1 Voting may be done electronically. If necessary, when the university 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 VII. Amendments to the Department Bylaws

Amendments to the department Bylaws shall be submitted in writing to the Department Chair of the CS Department and shall be approved by a two-thirds majority vote using an anonymous voting process and require the approval and signature of the DFC chair, the Department Chair, the Dean, and the Provost.

ARTICLE VIII. Other Policies and Procedures

Computer Science Department Professional Code of Conduct:

- (from AAUP Statement of Professional Ethics, Adopted and Revised June 1987): "As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors should show due respect for the opinion of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution."
- CS department colleagues are expected and required to abide by the Association for Computing Machinery Code of Ethics' *General Moral Imperatives* and *Specific Professional Responsibilities.*

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 Faulty Handbook and other materials provided by the Office of the Provost and Senior Vice President of Academic Affairs and/or the College of Computing and Software Engineering.

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 <u>05/10/2023</u>, were approved by the faculty of the

Department/School of <u>**Computer Science**</u> in accordance with

department policies and procedures:

Selena He

May 17, 2023
_____
Name (printed or typed) / DFC Chair   Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Yong Pei

May 23, 2023
_____
Name (printed or typed)   Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Joseph Demaio

May 23, 2023
_____
Name (printed or typed)   Signature/ Date

College Dean Approval - I approve the attached bylaws:

Sumanth Yenduri

May 23, 2023
_____
Name (printed or typed)   Signature/ Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala

May 25, 2023
_____
Name (printed or typed)   Signature/ Date

Certificate Of Completion

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| Signer Events	Signature	Timestamp
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