

School of Data Science and Analytics
Kennesaw State University
BYLAWS

PREAMBLE

The School of Data Science and Analytics (SDSA) is a unit of the College of Computing and Software Engineering (CCSE) at Kennesaw State University. The School 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 both undergraduate and graduate students.

These bylaws provide a plan for governance, and procedures for operation, of the School of Data Science and Analytics. These bylaws were first adopted by the faculty of the School of Data Science and Analytics on December 14, 2020.

ARTICLE I. Administration

A. School Director / School Executive Director (aka hereafter as Director)

- a) The Director shall be appointed by the Dean of the College of Computing and Software Engineering and serves at the pleasure of the Dean.
- b) The Director shall provide academic and administrative leadership for the School and perform duties including, but not limited to: supervising the operation of the School, administering School budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and laboratory space, evaluating faculty and staff, presiding over School meetings, representing the School in College and University affairs, informing the faculty of events affecting the School 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.
- c) Acting/interim Directors will assume all duties and responsibilities of the School Director, except as modified by the Dean.

B. Assistant or Associate Director(s)

- a) The Director may choose to appoint Assistant/Associate Director(s) of the School for the purpose of assisting with the administration of the School with regards to programs, courses, outreach, and assessment.
- b) The Assistant/Associate Director(s) shall carry out such duties as assigned by the Director. These duties include but are not limited to activities such as: Managing classroom space and facilities; Coordinating teaching schedules with faculty and scheduling courses; Monitoring course enrollment; Supervising and mentoring part-time faculty; Advising students; Representing Director at College and/or University meetings; and Other duties based upon School needs, as negotiated with the School Director and incorporated into their FPA.
- c) An Assistant/Associate Director may serve as Acting Director of the School at any time the Director is out of town, unavailable, or incapacitated and unable to administer the affairs of the School.
- d) Performing such duties as assigned by the University, the Dean of the Computing

and Software Engineering, or the Director of the School of Data Science and Analytics.

B. Program Coordinators

Each degree and minor program housed in the School will have a coordinator appointed by the School Director. Program coordinators must be tenured or tenure-track faculty or lecturers who are assigned 50% or more of their responsibilities to SDSA. Graduate program coordinators must have graduate faculty status. The coordinator will be responsible for recruitment and advisement of students in his/her program and (with input from relevant other faculty) for curricular changes in the program. Program coordinators or directors may have adjusted workload with increased service and reduced teaching and/or research expectations appropriate to the program's needs.

C. Course Coordinators

Course coordinators may be appointed for courses with multiple sections that are frequently taught by multiple faculty members including graduate students and part-time faculty. Course coordinators are necessary because of courses which serve majors/programs not in CCSE. In consultation with the faculty who regularly teach in the School programs, the coordinator shall determine general course policy and content. They will take a lead role in writing/maintaining course syllabi and the online learning management system course content templates and calling meetings among relevant faculty to discuss any changes in courses. Coordinators will also incorporate new content when appropriate into the course syllabi templates and online learning management system shells. When necessary, the coordinator will lead textbook searches for the coordinated course and will set up training workshops for faculty. The course coordinators will be involved in the orientation of new faculty, part-timers or graduate teaching assistants who are teaching the coordinated course, as well as coordinating assessment for courses taught by part-time faculty and graduate teaching assistants. Course coordinators will be appointed by the School Director. The work done in course coordination may be applied to course innovation and/or service workload categories.

D. Assessment Coordinator

The Assessment Coordinator will be appointed by the Director. The Assessment Coordinator will be responsible for planning and directing the assessment and data-gathering activities necessary in the School. The Assessment Coordinator will take the lead role in the writing of required program review reports and will be an ex-officio member of the Curriculum Committee.

E. School of Data Science and Analytics Faculty

SDSA faculty will consist of the following three categories:

1. Faculty with SDSA as their tenure home and/or academic unit for evaluation purposes. Faculty with SDSA as their home shall teach graduate and/or undergraduate courses as appropriate to the rank and responsibilities. This category shall include faculty with joint appointments (as determined by a Memorandum of Understanding) with another department wherein their primary appointment is in SDSA. These faculty members will be evaluated according to procedures outlined in the Faculty Handbook. MOU should include which committees on which the faculty member can serve.
2. Jointly appointed faculty who have another department as their tenure home. Jointly appointed faculty members shall have a Memoranda of Understanding (MOU) formally appointing them to SDSA and a home unit. Specific requirements and responsibilities shall be as specified in each faculty member's MOU. The joint appointment agreement must also specify the composition of

the promotion and tenure committee and how members of the committee will be elected. Additional details are specified in the SDSA Promotion and Tenure Guidelines.

3. Teaching Affiliated Faculty shall teach a minimum of three credit hours in SDSA (in regularly scheduled or special topics courses) every two years. Dissertation supervision or committee membership shall not be counted as teaching, but cross-listed or co-taught classes may count.

All faculty involved in the graduate programs of SDSA must hold appropriate Graduate Faculty status through the KSU Graduate College. This includes all graduate level activity, such as teaching at the graduate level, supervising research of graduate students, membership on graduate committees, graduate student academic advising, or otherwise involved in graduate affairs within SDSA, will be approved for such activities by the KSU Graduate College.

SDSA Faculty Affiliates - Affiliated faculty shall include faculty interested in being involved in SDSA but who do not hold a formal appointment within the School. To become an affiliated faculty member, one must submit a Request for Affiliation, consisting of a short statement of interest and qualifications specific to SDSA including ongoing mentorship, service, research, and teaching. SDSA's School Faculty Council will consider new Requests for Affiliation each August. Existing affiliated faculty must request the renewal of their affiliation on a biannual basis. Affiliates are welcome to attend SDSA meetings but do not have voting rights (unless they meet the requirement stated below) and do not serve on SDSA service committees.

ARTICLE II. Committees

Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees within their assigned workload expectations. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee members will be selected via an election held in the Fall (December meeting) semester of each year for the next year's committees. Each committee shall elect its Chair annually, effective Fall Semester of the academic year. The Chair of the previous year's committee shall convene the first Fall semester meeting. Unless otherwise stated, members of committees must be tenured or tenure-track faculty or lecturers who are assigned 50% or more of their responsibilities to SDSA. Exceptions can be approved by the Director and approval by full-time faculty members from the School.

- a) School Faculty Council (SFC)
 - i. **Duties:** The SFC is advisory to the School Director who holds decision-making authority at the School level. The SFC is responsible for providing input to the Director about school issues, and writing guidelines/policies dealing with workload, teaching load, hiring strategies, overall goals, ideas about new programs, etc.
 - ii. **Membership:** Three faculty members who are assigned 50% or more of their responsibilities to SDSA. One faculty member will be the school's elected College Faculty Council representative, who will be a tenured faculty member with experience on the SFC. One faculty member will be either tenured or tenure-track. The third member may be either a senior lecturer or a tenured or tenure-track faculty member. The chair of the SFC will be a tenured faculty member. The selection of SFC members will be done by secret ballot. The elected College Faculty Council representative will serve as the chair of the SFC.
 - iii. **Meeting times:** Irregular, usually 3-4 times per academic year.
 - iv. **Term:** 2 years staggered.
 - v. The School Director is an ex-officio non-voting member of the SFC, and will respect the

SFC's desire, on occasion, to meet without the Director present.

b) School Curriculum Committee

- i. **Duties:** Oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions etc. This committee shall periodically review the School curriculum and make recommendations about modifications of the curriculum and also provides oversight for Special Topics and Advanced Topics courses. This committee is also responsible for program assessment under the guidance of the Assessment Coordinator. The chair of the committee is responsible for ensuring a timely vote on all proposals submitted to the School Curriculum Committee. Note: The originator of the proposal is responsible for monitoring progress of the proposal.
- ii. **Membership:** At least three full-time faculty members, one of whom is the Assessment Coordinator, appointed by the School Director. The remaining members will be program coordinators and one at-large faculty member elected by the School faculty. The Chair of the School Curriculum Committee will be a tenure-track faculty member elected by the Committee. Non-graduate faculty members of the committee will abstain from voting on graduate curriculum proposals. Tenured, tenure-track, or non-tenure track faculty with less than 50% of their time allocated to SDSA may serve on this committee if approved by the Director.
- iii. **Meeting times:** Irregular, as needed.
- iv. **Term:** 2 years staggered

c) School Promotion and Tenure (P&T)

- i. **Duties:** Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that go into faculty's portfolio. Reviews School P&T guidelines and makes recommendation for revisions to School Director following university, college, and school guidelines and requirements.
- ii. **Membership:** Three full-time tenured faculty; individuals going up for review cannot serve on this committee the year they are up for review (in which case a one-year replacement will be elected). Committee members must be at a higher current rank than the candidate being evaluated. Administrative faculty, as defined in the KSU Faculty Handbook, are not eligible to serve on the School P&T committee. Ad hoc committee members from inside or outside the school with or without time allocated to work for SDSA may serve in reviewing promotion and/or tenure portfolios when resources within the School are not available. Ad hoc committee members are proposed by the Director through discussion with other unit heads and approved through election by tenure-track faculty.
- iii. **Meeting times:** Meets several times per year; intensive effort in early to mid-Fall semester.
- iv. **Term:** 3 year staggered

B. Ad Hoc Committees

Ad hoc committees shall be appointed by the Director of the School for a specific term. The School Director shall notify the School faculty of the existence of any ad hoc committees.

C. Operation of Committees

- a) Each committee shall elect a Chair and operate under a set of goals given to them at the time of appointment unless otherwise specified.

- b) Requirements for committee vote shall conform to Article IV, Sections B, C and D.
- c) Each standing and ad hoc committee shall keep a record of its meetings and disseminate as appropriate. Minutes of the meetings shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within a reasonable timeframe. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

ARTICLE III. School 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 Director of the School shall call such additional meetings as deemed necessary.
- C. All full-time faculty and staff are required to attend School meetings in the primary form in which they are offered. For excused absences, notification must be given to the School Director prior to the meeting.
- D. Minutes of each School meeting will be taken, reviewed by the School Director and distributed to all faculty and staff.

ARTICLE IV. Voting

Voting on matters of School policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, School representation, nominations for college and university positions and revision of School bylaws shall be determined as follows:

- A. Eligibility
 - a) All full-time School of Data Science and Analytics faculty who are assigned 50% or more of their responsibilities to SDSA who are not temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected
 - b) Absent faculty/staff may vote by written proxy.
- B. Quorum
 - a) A quorum shall consist of two-thirds of those eligible to vote.
 - b) Proxies shall not count toward a quorum.
- C. 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 School bylaws.
- D. Ballots
- E. Secret ballots may be requested by any of those eligible to vote. Electronic Voting
 - a) Voting may be done electronically.

If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

ARTICLE V. Changes in the Curriculum

New course or program offerings, course deletions, changes in requirements for all courses, degrees and programs in the SDSA go through the SDSA Curriculum Committee.

- A. The School Director or any full-time School faculty member who are assigned 50% or more of their

responsibilities to SDSA may propose such changes.

- B. Proposals to modify courses or curricula shall be reviewed by the course coordinator, program coordinator, and Curriculum Committee through the approved university process.
- C. Proposals should be submitted well in advance of deadlines to allow time for the Curriculum Committee to review, discuss, and vote, as well as all subsequent levels of review.
- D. A majority of the eligible voting Curriculum Committee members is required to approve and to adopt proposals for new course, course deletions, course revisions and changes in the curriculum and in degree requirements.

ARTICLE VI. Guidelines for Tenure-Track Faculty Searches

A. Search Committee Designation

- a) After discussion with the School faculty (as a whole and/or the School Faculty Council) about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the Dean, a search committee that includes at least three tenured or tenure-track faculty shall be appointed by the School Director. The remaining committee members may be non-tenure track faculty or graduate students in the School, or other full-time faculty members affiliated with the school. For jointly appointed tenure-track positions, it would be desirable to have a tenured faculty member from the other department/school on the committee.
- b) The School Director shall appoint a chair of the search committee. The search committee chair will review online applicants' files for completeness and for meeting of the requirements listed in the job description. The search committee chair will also be responsible for completing paperwork related to EEO and other required documentation.
- c) The School Director shall provide the search committee with specific guidelines about conducting searches. The input of the search committee will be made after seeking input from full-time faculty and staff and include observations, pros, and cons of each candidate throughout the review process. Input of the search committee are advisory to the School Director. Negotiations with job candidates are to be between the School Director and the applicant only.
- d) The School emphasizes diversity and inclusion in accord with KSU and CCSE policy.

B. Potential Conflicts of Interest

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

ARTICLE VII. Summer Session Teaching

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

- A. Through written solicitation, the School Director shall determine which faculty members are available to teach during summer sessions.
- B. The School Director schedules summer teaching allocations guided by the following ranked criteria
 - a) Course demand and faculty specialization.

- b) Budget conditions.
- c) Given the need for their year-round service activity, program coordinators, assistant/associate directors, and course coordinators will receive preference for summer teaching.
- d) Preference will be given to full-time or tenure-track faculty.
- e) Enrollment minimums, compensation, and other summer course considerations will follow published CCSE summer teaching guidelines
- f) The school will attempt to provide teaching opportunities to as many faculty as possible. Second courses will be provided only after faculty demands for teaching a first course are met and the faculty member has been meeting expectations in all areas in their annual review. Additional courses may be assigned to faculty based on school needs or otherwise decided by the Director.

ARTICLE VIII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to either the School Faculty Council or the School Director and shall be approved by two-thirds majority vote at a school faculty meeting at which a quorum of voting faculty are present.

ARTICLE IX. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs and/or of the College of Computing and Software Engineering.

Approved by Chair, School Faculty Council


Approved by Director

Approved by Dean

Kennesaw State University Approval Form for School Bylaws

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

I confirm that the attached bylaws, dated 12/14/2020, were approved by the faculty of the School of Data Science and Analytics in accordance with college policies and procedures:

Joseph Demaio	<small>DocuSigned by:</small>  <small>837A1117E961449...</small>	December 23, 2020
School Faculty Council Chair Approval		Signature/ Date
Sherrill Hayes	<small>DocuSigned by:</small>  <small>4E8AA36590E34AF...</small>	December 23, 2020
School Director Approval		Signature/ Date
Hassan Pournaghshband	<small>DocuSigned by:</small>  <small>F28BF99E1B61478...</small>	December 23, 2020
College Faculty Council Approval		Signature/Date
Jeff Chastine	<small>DocuSigned by:</small>  <small>EDB62AA60EED4D4...</small>	December 23, 2020
College Dean Approval		Signature/Date
Kathy Schwaig	<small>DocuSigned by:</small>  <small>11EA3F49C7FD4B9...</small>	December 23, 2020
Provost Approval		Signature/ Date