

### 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 October 27, 2023, were approved by the faculty of the Department/School of Mathematics in accordance with department policies and procedures:

Erik Westlund / Math DFC Chair  
 Name (printed or typed) / Title (DFC Chair, etc.)

DocuSigned by:  
*Erik Westlund*  
 E292E2CEB43841C... November 6, 2023  
 Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Sean Ellermeyer  
 Name (printed or typed)

DocuSigned by:  
*Sean Ellermeyer*  
 0A9AABF9FC3D4C8... November 6, 2023  
 Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Anton Bryantsev  
 Name (printed or typed)

DocuSigned by:  
*Anton Bryantsev*  
 7347F0DD7FC649A... November 6, 2023  
 Signature/ Date

College Dean Approval - I approve the attached bylaws:

Vishnu Suppiramaniam  
 Name (printed or typed)

DocuSigned by:  
*Vishnu Suppiramaniam*  
 352C5FEE18E44DC... November 6, 2023  
 Signature/ Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala  
 Name (printed or typed)

DocuSigned by:  
*Ivan Pulinkala*  
 02FA0CC7B24D4B3... November 15, 2023  
 Signature/ Date

**Department of Mathematics  
Kennesaw State University  
BYLAWS**

**Math Department Faculty Approved: October 27, 2023**

**Preamble**

The Department of Mathematics is a unit of the College of Science and Mathematics at Kennesaw State University. The department is a collaborative, collegial, and diverse group of scholars who value excellence in teaching, mentorship, research, and service. The department is recognized as active in campus leadership and successful in scholarly activities that may involve both undergraduate and graduate students.

These bylaws provide guidelines for governance and procedures for operation of the Department of Mathematics. These bylaws were approved by the Department of Mathematics on **October 27, 2023**.

The term “faculty”, as used in these Bylaws, refers to the Corps of Instruction, as defined in section 1.1 of the Kennesaw State University Faculty Handbook, which excludes part-time, limited-term, and visiting faculty.

**Article I. Administrative Faculty**

**A. Department Chair**

- a. The Chair is a tenured faculty member who is appointed by the Dean of the College of Science and Mathematics and serves at the pleasure of the Dean.
- b. The Chair shall provide academic and administrative leadership for the department. Duties include, but are not limited to, overseeing the day-to-day operations of the department, administering departmental budgets, overseeing faculty recruitment efforts, ensuring the assignment of equitable faculty workloads, assigning faculty office space, overseeing the writing of reports for accreditation agencies, informing the faculty of events affecting the department or the welfare of the faculty, developing strategic plans for the department, directing and evaluating the performance of the faculty, serving as an advocate for the department in negotiations with the Dean and other administrators, and acting as an official representative of the department in interactions with outside constituencies.
- c. Any Acting/Interim Department Chairs will assume all of the duties and responsibilities of the Department Chair.

**B. Assistant/Associate Department Chair(s)**

- a. One or more Assistant/Associate Department Chairs will be appointed by the Department Chair when needed in consultation with the Department Faculty Council (DFC). Only tenured faculty members can be an Assistant/Associate Chair.
- b. An Assistant/Associate Chair shall assist the Department Chair in carrying out duties assigned by the Chair. These duties may include, but are not limited to, creation of course schedules for every term of the academic year, maintaining records of such schedules and any faculty releases, maintaining a two-year projected course schedule, reviewing all course substitutions, processing requests for course prerequisite overrides, unofficial mentoring of new tenure-track faculty members and official mentoring of all new temporary or part-time

faculty members, representing the Chair at College and/or University meetings, and other assignments as requested by the Chair. At the Department Chair's discretion, an Assistant/Associate Department Chair may perform an initial review of the annual review materials (ARD and FPA) of some faculty members. However, final decisions concerning the outcomes of all faculty members' annual performance reviews will be made by the Department Chair and the Dean.

- c. Any time the Chair is unable to administer the affairs of the department, they will appoint an Assistant/Associate Chair to serve as acting Chair of the department. If the Chair is incapacitated, the Dean will make the appointment.
- d. An Assistant/Associate Chair cannot be elected to serve on the DFC or the Department Promotion and Tenure Committee.

#### **C. Program Coordinators**

- a. Program Coordinators will be appointed by the Department Chair in consultation with the DFC. Every undergraduate and graduate major and minor housed in the department will have a Coordinator. These roles are necessary because of the department's heavy involvement in programs not officially housed in the College of Science and Mathematics. Program Coordinators may receive course reassignments as negotiated with the Department Chair. The Program Coordinator may be an Assistant/Associate Chair.
- b. For their specific program, the Program Coordinator will be responsible for overseeing
  - Curriculum
  - Accreditation reports
  - Approval of course substitutions (in consultation with an Assistant/Associate Chair)
  - Recruitment and advising activities
  - Collaborations with other departments, committees on campus, and external groups.

#### **D. Mentoring Coordinator**

- a. A Mentoring Coordinator will be a tenured faculty member appointed by the Department Chair in consultation with the DFC. The role of the Mentoring Coordinator is to oversee the formal mentoring program in the Department. The focus of this is to provide each junior faculty member or faculty new to the Mathematics Department with mentoring support that will guide their professional development. The Mentoring Coordinator may receive course reassignments as negotiated with the Department Chair.
- b. Duties of the Mentoring Coordinator include
  - Working with the Department Chair to assign each junior faculty member a mentoring committee and helping recruit suitable faculty to serve on mentoring committees
  - Monitoring mentoring arrangements to ensure their effectiveness, including serving as an additional resource for mentees, and helping to facilitate changes to mentoring committees if needed
  - Providing mentor committees with information about their responsibilities and maintaining online resources for mentors and mentees
  - Serving as a liaison between the mentor committee and the Department Chair, and, when necessary, between the mentee and the Department Chair

## **Article II. Committees**

### **Section I. Standing Committees**

Standing Committees shall be composed of faculty with at least 50% appointments in the Department of Mathematics. Unless specified otherwise, administrative faculty members may not serve on standing committees. Standing committees shall meet at least once each semester (except Summer). If appropriate and practical, the committee Chair may conduct a meeting electronically.

#### **A. Department Faculty Council (DFC)**

##### **a. Duties:**

- i. The DFC is advisory to the Department Chair who holds decision-making authority at the department level.
- ii. The DFC should promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Chair. This may include, but is not limited to, recommendations on approaches and practices related to annual budgeting, hiring, space and resource allocation, salaries and raises, appointment and reports of ad hoc committees, workload, teaching load, overall goals, and ideas about new programs.
- iii. The DFC shall have access to department information relating to the planning and implementation of departmental policies.
- iv. The DFC should work with the Dean and/or other campus resources to address problems arising in its functioning that may require external assistance.
- v. The DFC is responsible for reviewing Department Bylaws as needed, and make recommendations for revisions to the Department and the Chair.
- vi. Minutes of the DFC meetings shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed electronically to all faculty and staff after they have been approved.

##### **b. Membership:**

- i. The committee is elected by secret ballot in the Spring of each year and will serve during the upcoming academic year.
- ii. The committee consists of five members of the department faculty. Three members will be tenured. The other two members will be non-tenure track faculty members from the Corps of Instruction who have accumulated at least 6 years as a member of the Corps of Instruction. Whenever there is an election, every eligible faculty member will vote for every open position.
- iii. The Chair of the DFC will be a tenured faculty member elected by the DFC for one academic year at the start of the year. If the committee fails to elect a chair, the department chair will appoint a committee chair.
- iv. The department may recall any DFC member by a 2/3 vote of the permanent full-time faculty. The department will replace any member who does not complete their term for any reason with a timely election.
- v. The Department Chair is an ex-officio non-voting member of the DFC and is eligible neither to vote for nor to serve as a DFC representative.

##### **c. Meeting Times:**

- i. The DFC will meet twice per semester or as called by the Chair of the DFC or by the Department Chair.
- ii. The Department Chair will respect the DFC's desire, on occasion, to meet without the Department Chair present.

- iii. The DFC shall continue functioning during the summer months, if needed. During that time, if a DFC member cannot participate, they shall name a proxy. This proxy must meet the same criteria as the member.

**d. Term**

- i. The members will serve a two-year staggered term. Terms start at the beginning of the academic year.

**B. Department Promotion and Tenure Committee**

**a. Duties:**

- i. Evaluate portfolios submitted for tenure, promotion, and pre-tenure reviews and make recommendation on tenure and promotion cases.
- ii. Review Department tenure and promotion guidelines and make recommendations for revisions to the Department and Chair.

**b. Membership:**

- i. The committee is elected by secret ballot in the Spring of each year and will serve during the upcoming academic year. Whenever there is an election, all faculty are eligible to vote. The election will be completed in time to meet deadlines set by Academic Affairs.
- ii. Persons intending to submit a portfolio for promotion are ineligible to serve in that year.
- iii. The committee consists of five tenured members of the department faculty. Three members will hold the rank of Professor, and two members will hold the rank of Associate Professor. Only committee members who hold the rank of Professor can participate in the reviews of candidates who are applying for promotion to the rank of Professor.
- iv. Two additional faculty (one Professor and one Associate Professor) will be elected in the Spring to serve as alternates. This will avoid the need for elections in the Fall if one of the elected members is unable to serve due to unforeseen circumstances.
- v. The Chair of the committee will be a Professor elected by the committee for a period of one academic year.

**c. Meeting Times:**

- i. The committee will meet several times per year, as needed.

**d. Term**

- i. The members will serve a two-year staggered term. Terms start at the beginning of the academic year.

**C. Curriculum Committee**

**a. Duties**

- i. The Committee oversees all changes in curriculum and associated documentation. This committee is one step in seeking approval for new courses or programs or changes in existing courses or programs. It also provides oversight for Special Topics, Directed Study, and Internship approvals.
- ii. The committee will determine how courses are assigned to strands.
- iii. The Chair of this committee is responsible for monitoring the progress of paperwork to the next levels of review.

- iv. 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 electronically to all faculty and staff after they have been approved.

**b. Membership**

- i. The committee is elected in the Spring of each year and will serve during the upcoming academic year. The election will be completed in time to meet deadlines set by Academic Affairs.
- ii. The voting members of this committee are three tenured members and two nontenured members of the Corps of Instruction. In addition, all major Program Coordinators will be ex-officio non-voting members of the committee.
- iii. The Chair is elected by the members of the committee for a period of one academic year. If the committee fails to elect a chair, the department chair will appoint a committee chair.

**c. Meeting Times**

- i. Regular (once monthly) meetings are scheduled by the Chair of the committee.
- ii. Monthly meeting times, dates and locations are disseminated to the department at the beginning of the academic year.
- iii. Meeting announcements and agendas should be circulated electronically to the department at least one week in advance by the Chair of the committee. Meetings are open to all interested faculty.
- iv. The committee may find it necessary to schedule additional meetings during times when substantial curriculum changes are underway.

**d. Term**

- i. The members will serve a two-year staggered term. Terms start at the beginning of the academic year.

**D. Strand Committees**

The course offerings in mathematics are partitioned into strands as determined by the Curriculum Committee. Each strand is overseen by a committee.

**a. Duties**

- i. The strand committees exist to provide feedback and guidance to faculty and to make recommendations to the Department or Curriculum Committee on proposed changes to existing courses. These changes (per course) may include, but are not limited to,
  - Common textbook determination and selection
  - Common assessment questions
  - Common classroom policies
- ii. For each course, the strand committees may also maintain,
  - Learning outcomes, list of topics/content, and general pacing
  - Sample syllabi, assessments, schedule, and classroom activities

**b. Membership**

- i. Open to any interested faculty members of the Department. Individuals will identify any strand committees they wish to be members of to the Department Chair when requested, usually at the beginning of Fall.
- ii. Any individual engaged in part-time or temporary instructional activities may attend meetings and provide feedback.

- iii. The Chair is elected by the members at the first meeting of the Fall semester for one academic year and must be a member of the faculty. Upon request of a Strand Committee, the Department Chair will appoint the chair of the Strand Committee.

**c. Meeting Times**

- i. Each strand committee will meet at least once per year, and then as needed.

**d. Term**

- i. Members should serve a one-year term. However, it is acceptable for a member to serve a single semester if needed. Terms usually start at the beginning of the academic year, though it is acceptable for a member's term to begin in Spring.

**e. Reporting**

- i. All recommendations of strand committees are subject to approval of the department faculty.

**E. Program Assessment Committee**

**a. Duties**

- i. The committee conducts annual program evaluation, related data collection, and preparation of accreditation/assessment reports for the B.S. Mathematics program.
- ii. The committee will propose strategies for improvement of the program and will work with relevant committees such as the Department Faculty Council and Department Curriculum Committee as well as the Department Chair in implementing strategies.
- iii. The committee will facilitate communication, awareness, and engagement in the program assessment process with the Department. This includes sharing proposed strategies for improvement and soliciting feedback from the Department.
- iv. The Chair of this committee is responsible for monitoring the progress of paperwork to the next levels of review.
- v. The committee verifies that any changes are consistent with the goals and strategic plan of the Department.

**b. Membership**

- i. This committee is composed of three members. The BS major Program Coordinator must be a member. A second member must be from the tenured or tenure-track faculty. The third member can be any individual from the Corps of Instruction.
- ii. The two non-Program Coordinator members are elected in the Spring of each year and will serve during the upcoming academic year.
- iii. The Program Coordinator is the Chair of this committee.

**c. Meeting Times**

- i. The committee will meet several times per year, as needed.

**d. Term**

- i. The two members who are not the Program Coordinator will serve a three-year term. Terms start at the beginning of the academic year.

**e. Reporting**

- i. All recommendations on program improvement strategies are subject to approval of the department.

**F. Department Awards Committee**

**a. Duties**

- i. The committee solicits and evaluates application portfolios as part of the college-level and university-level faculty awards process.

- ii. In any given year, the committee will select at most two individual applications for each award category and send the selected applications to the College of Science and Mathematics Awards Committee.

**b. Membership**

- i. This committee is composed of five members. One member must be a Full Professor. A second member must be either a Lecturer, a Senior Lecturer, or a Principal Lecturer. The remaining three members can be any individuals from the Corps of Instruction.
- ii. The committee is elected in the Spring of each year and will serve during the upcoming academic year. The election will be completed in time to meet deadlines for submission of applications to the College of Science and Mathematics Awards Committee.
- iii. The Chair of the committee will be elected by the committee for one academic year at the start of the year. If the committee fails to elect a chair, the department chair will appoint a committee chair.

**c. Meeting Times**

- i. The committee will meet several times per year, as needed.

**d. Term**

- i. Members will serve a two-year staggered term. Terms start at the beginning of the academic year.

**Section II. *Ad Hoc* Committees**

*Ad hoc* committees shall be appointed by the Department Chair in consultation with the DFC for a specific term and duties. The Department Chair shall notify the department faculty of the existence of any *ad hoc* committees. Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.

**Section III. Operations of Committees**

- a. Requirements for committee vote shall conform to Article IV.
- b. Each standing and *ad hoc* committee shall keep a record of its meetings and report back at a department meeting, as necessary.

**Section IV. Other Policies Relating to Elected Committees**

The ballots for the Promotion and Tenure Committee, and the College Review Committee will contain the names of all eligible faculty members. All other elected position ballots will be populated by nomination or self-nomination. Nominations may be accepted or declined by the nominee.

Ties in Elections: In the event of a tie in an election for a committee seat, a runoff election will be held. In such an event, only those who are tied for the position will be on the runoff ballot.

**Article III. Department Meetings**

- 1. Department meetings will be held at least twice each Fall and Spring semester.
- 2. The Department Chair will call as many department meetings as deemed necessary by the Chair or the DFC. Members of the faculty desiring a department meeting to be called should contact the Department Chair or a DFC member.
- 3. All faculty are required to attend department meetings unless excused by the Department Chair. Any faculty member who is teaching during the time of a department meeting will automatically



be excused from the meeting. Faculty members teaching immediately before or after the meeting on the campus where the meeting is not taking place will also be automatically excused from the meeting.

4. Minutes of each meeting (including attendance) will be recorded, reviewed by the department faculty and the Department Chair, and kept on file in the department office. An agenda should be circulated at least one week before the meeting.

#### **Article IV: 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 will be conducted as follows:

1. Eligibility
  - a. All faculty are eligible to vote. Part-time and limited term faculty are not eligible to vote.
  - b. For voting within a committee, only voting members of the committee are eligible.
  - c. Faculty who will be absent at the time of a vote may vote by written proxy submitted to a DFC member or the Chair of the appropriate committee.
2. Quorum
  - a. A quorum shall consist of half of those eligible to vote plus one.
  - b. In the event that a quorum is not achieved, the vote will be postponed until such time that a quorum can be achieved.
  - c. Proxies shall not count toward a quorum.
3. Passage of a Motion
  - a. A vote of 51% of all those eligible to vote shall be required to pass a motion.
4. Ballots
  - a. Secret ballots shall be used for votes if requested by at least one faculty member.
5. Electronic Voting
  - a. Voting in a department meeting may be done either by raise of hands or by virtual raise of hands or by electronic poll during the meeting.
  - b. Voting may be done electronically asynchronously after the meeting if approved by 51% of the members of a committee.
  - c. Voting in a department meeting will be done electronically, asynchronously after the meeting, if requested by 1/3 of the faculty, or if 1/3 or more of the faculty are not present at the meeting. In that case, voting will take place at least three days after the minutes of the meeting have been disseminated. In this case, the voting period will last at least three days.

#### **Article V. Changes to the Curriculum**

1. Any faculty member may propose new course offerings, course deletions, changes in degree requirements, or any other curriculum-related changes.
2. Proposals related to existing courses go first to the appropriate strand committee. The strand committee should vote on whether or not to recommend the proposal before sending it to the Curriculum Committee.
3. All written proposals for curriculum changes will be reviewed by the Curriculum Committee. Proposals that reach this level must be submitted on the official University curriculum change forms. In addition, the department coordinator of general education math courses will be consulted on proposals for changes to general education math courses.

4. The Curriculum Committee will make a recommendation to the Department Chair regarding any proposed curriculum-related matter. In some cases, the Chair may request a vote of the entire voting faculty.

**Article VI. Guidelines for Faculty Searches**

All faculty searches will follow the university “Faculty Search Guidelines” document that is in place at the time of the search.

**Article VII. Summer Session Teaching**

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

1. Through written solicitation, The Department Chair or designee shall determine which faculty members teach during Summer sessions.
2. The following criteria shall be considered when making teaching assignments for the Summer sessions. Preference for face-to-face courses will be first given to members of the Corps of Instruction. For online courses, preference will be given to the designer. Assignment of no more than one summer course to each interested member of the Corps of Instruction shall be made first, with preference to those with the most years of seniority, if necessary. Then assignment of a second course, if available, shall be made, again prioritized by years of seniority.

**Article VIII. Travel Policy**

Funding for faculty travel to professional meetings and for travel to other professional events is awarded depending on the amount of funds available. When faculty requests to travel exceed the departmental travel budget, the Department Chair, in consultation with the DFC, will allocate funds. Prioritization will be given based on the level of scholarship (giving a talk, presenting a paper), tenure status of the faculty member (with preference given to tenure-track faculty not yet tenured), cost and service to the profession.

**Article IX. Amendments to Bylaws**

Proposals for amendments to these Bylaws shall be submitted in writing to the DFC. If the DFC approves the amendment proposal, then it will be submitted for a vote of the faculty. Amendments shall be approved by a two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present or a two-thirds majority of all faculty eligible to vote in the case of a secure online vote.

**Article X. Guidelines for Email and Instant Message Usage**

All Department email and instant message usage must be conducted in accordance with the University policy on Email and Instant Messaging Usage that is currently in place.