

COLLEGE OF THE ARTS (COTA) BYLAWS
DRAFT 10-25-2016
Kennesaw State University

PREAMBLE

Current Mission and Values

- Provide an arts education focused on critical thinking, creative problem solving and effective communication
- Advance our education vision by connecting theory and praxis
- Engage in creative programming, partnerships and dialogue with regional, national and global communities
- Support and enhance our internal and external communities through service activities, service learning and leadership
- Pioneer innovative approaches to evolving artistic trends in the 21st century
- Honor historical approaches to artistic production and scholarship
- Foster a welcoming community of artists, scholars and professionals that honors interdisciplinarity and diversity
- Promote receptivity to diverse cultural, social and artistic values
- Commit to integration of technological innovation in teaching, research, creative activity and scholarship
- Promote artistic and academic integrity, advocacy, leadership and engagement

ARTICLE I – ADMINISTRATION

Section 1. Administration

- A. Dean
 - a. The Provost and Vice President for Academic Affairs, using feedback from the administrators, faculty, and staff of the College, shall appoint the Dean.
 - b. The Dean is the chief academic and administrative officer of the College and shall provide academic and administrative leadership for the College as specified by the Board of Regents and delegated by the Provost and Vice President for Academic Affairs. The Dean serves at the pleasure of the Provost.
- B. Associate/Assistant Deans
 - a. The Dean shall appoint the Associate/Assistant Deans using the processes identified in the Search Procedures section.
 - b. The Associate/Assistant Deans shall carry out such duties as assigned by the Dean.
- C. Chairs and Directors
 - a. The Dean, using feedback from the administrators, faculty, and staff of the College, shall appoint departmental chairs and school directors.
 - b. The Chair or Director is the chief academic and administrative officer of the department or school and shall provide academic and administrative leadership for the department or school as specified by the Board of Regents and delegated by the Dean. The Chair or Director serves at the pleasure of the Dean.
- D. Interim Positions
 - a. Per the Office of the Provost and Vice President for Academic Affairs, “For all interim positions at the rank of Department Chair/School Director or above, the Dean, in consultation with the Provost, or the Provost, as appropriate, will examine the department/college/university faculty for a qualified or interested candidate. If a qualified or interested faculty member is not found internally, the Dean or Provost, as appropriate, may elect to conduct a national search.”
 - b. The Deans’ Office will notify the COTA full-time faculty when interim positions at the rank of Department Chair/School Director or above are available.

Section 2. Review and Search Procedures

A. Review

- a. The Dean's review is part of the University's Administrative Review Process, and, as such, Academic Affairs shall determine the process and timeline.
- b. The Dean shall review Associate/Assistant Deans annually with input from COTA Department Chairs, faculty, and staff, as appropriate, or by any process developed by Academic Affairs.

B. Search Procedures

a. Dean

- i. When the Dean position becomes available, the search committee is customarily appointed and convened by the Provost and Vice President for Academic Affairs.
- ii. The search committee should be no less than five (and preferably an odd number, not counting the committee chair), and include representation from each academic unit in COTA, at least one professional staff person from COTA, and may include any other representation from campus constituencies as identified by the Provost and Vice President for Academic Affairs.
- iii. Committees are encouraged, but not required, to include a student representative.
- iv. Unless otherwise instructed by the Provost and Vice President for Academic Affairs, the search committee will be charged with conducting a national search.

b. Associate/Assistant Deans

- i. When an Associate/Assistant Dean position becomes available, the Dean will seek the advice of the Department Chairs in constituting a search committee consisting of at least four members, not including the chair of the committee.
- ii. The composition of the search committee shall ideally consist of: at least one representative from among the chairs; at least one representative from among the staff; and faculty from all the tenure track/tenured faculty ranks.

- iii. Committees are encouraged, but not required, to include a student representative.
- iv. Either an Associate/Assistant Dean or a department chair/director of a school shall chair the committee.
- v. The search committee will be charged with conducting an internal or national search.
- vi. The search committee will screen all candidates and select a short list of semi-finalists. The Dean will screen the committee's list before invitations for interviews are sent and return the list to the committee.
- vii. The search committee will seek input from the faculty and staff regarding the candidates and include this information in its report and recommendations.
- viii. The search committee will send recommendations or summaries, to the Dean for final selection. Typically, this list will have at least two candidates. No candidate will be chosen or made an offer by the Dean's office that has not been recommended by the search committee.

ARTICLE II: STANDING COMMITTEES AND COUNCILS

Section 1. Councils and Committees

A. Staff Council

The purposes of the Staff Council are to exchange information of best practices, gather information relevant to respective jobs, network and establish good working relationships, and make recommendations to the Dean for staff development needs and opportunities. The Committee is one of the several units that comprise the system of shared governance in the College. The Committee will operate according to its Bylaws.

- a. Membership: The Staff Council is open to all staff in the College
- b. Meetings: The Staff Council shall hold monthly meetings during the fall and spring semesters
- c. Speakers on various job-related topics shall be periodically invited to address the group

- d. The Dean will meet with the Staff Council on a regular basis.

B. Administrative Council

The Administrative Council (hereafter referred to as the Council) is one of the several units that comprise the system of shared governance in the College. The purposes of the Council are to: shape and carry out the academic mission of the College; exchange information of best practices in leadership; exemplify collegial and collaborative professional practices; review COTA policies, procedures, and operations as to their effectiveness and efficiency in fulfilling the mission of the College; assist in the development of new COTA policies, procedures, and operations; and facilitate communication among the departments and between the departments and the Deans' Office. The Council is advisory to the Dean, who holds decision-making authority at the college level.

a. Membership:

- i. The membership of the Council shall consist of the COTA Dean, Associate/Assistant Deans, and all Department Chairs/School Directors.
- ii. The Dean or, in their absence, the Dean's designee, shall facilitate meetings of the Council.
- iii. If a Department Chair is unable to attend a Council meeting, she/he may appoint a designee, typically an Assistant or Associate Chair, to represent the department.

b. Other Participants:

- i. The Dean may invite individuals to attend Council meetings. Some such individuals may be asked to attend Council meetings regularly due to their role in the College (e.g., COTA Director of Marketing, COTA Development Officer, or member of the CFC Executive team) with the understanding that any personnel discussions will require said individuals to recuse themselves from the meeting.

- c. Voting
 - i. All Department Chairs, whether permanent, acting, or interim, are voting members of the Council.
 - ii. Department Chair designees shall be voting members of the Council for the meeting in attendance.
 - iii. The Dean or the Dean's designee shall serve as a non-voting member of the Council, unless a tie-breaking vote is required.
 - iv. The Associate/Assistant Deans are ex-officio non-voting members of the Council.
 - v. Invited participants are not eligible to vote.
 - vi. A simple majority of the Chairs or Chairs' designees present is needed to pass a main motion.
 - d. Meetings
 - i. A simple majority of the Department Chairs or the Chairs' designees shall constitute a quorum. A quorum is required for any vote taken by the Council, but is not required for a meeting.
 - ii. The Council will meet at least once per month.
 - iii. Minutes of Council meetings will typically be available to Council members within one week of the meeting.
- C. College Faculty Council (CFC)

The purposes of the CFC are to promote collegiality and effective shared governance of the College by increasing transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy including, but not limited to, strategic planning, annual budgeting, hiring, space and resource allocation, reassignment time, salaries and raises, fundraising, and appointment and reports of ad hoc committees. The CFC is advisory to the Dean, who holds decision-making authority at the college level. The CFC is responsible for facilitating Faculty Elections for University Committees. Elections will be held in the fall semester to allow for inclusion of committee membership in the FPA. The CFC Leadership will meet regularly with the Dean in addition to the Dean's attendance at selected CFC meetings. The Committee will operate according to its Bylaws.

- a. Membership
 - i. Each department in COTA will have two representatives to the CFC elected by the regular full-time faculty of that department (i.e., tenure track, tenured, lecturer, and senior lecturer.)
 - ii. Department chairs are not eligible to vote for or serve as representatives to the CFC.
 - iii. The Dean is an ex officio non-voting member of the CFC.

D. College of the Arts Curriculum Committee (COTACC)

The COTACC evaluates proposed changes to the graduate and undergraduate curricula to ensure they meet COTA and University Strategic plans and conform to university policies. Department and Programs are responsible for initiating curricular change, including the addition, modification, or removal of courses; or the establishment, modification, or discontinuation of programs. Committee members rely on the expertise of Departments and Programs when reviewing proposals, taking into account the broader curricular concerns of the College. On occasion, the Committee revises its procedures so as to improve the review process while adhering to university policy.

The COTACC will review conduct a review of annual program assessment reports for all COTA units to verify improvement based upon curricular adjustments and, when appropriate, suggest possible curricular changes. In this aspect, the Committee is advisory only. The Committee will operate according to its Bylaws.

- a. Membership
 - i. The committee comprises the chairs of the COTA departmental curriculum committees.
 - ii. The Associate Dean shall serve as a non-voting ex-officio member of the committee.

E. College Promotion and Tenure Committee

Duties of the committee are identified in the University Faculty Handbook, Review and Evaluation of Faculty Performance. They include review of portfolios for tenure, promotion, and post-tenure review, as needed. The Committee will operate according to its Bylaws.

- a. Membership
 - i. Each unit in the College of the Arts shall elect two tenured Associate or Full Professors with the exception of Dance who will elect one representative.

- ii. If a department does not have adequate tenured faculty members eligible to serve, a tenured Associate or Full Professor from outside the department will be appointed by the department chair, director of the school or dean.
- iii. The Associate Dean shall serve as a non-voting ex-officio member of the Committee.

F. College Awards Committee of the College of the Arts

This committee will solicit applications or nominations, evaluate responses, and select recipients for internal and college-wide faculty honors and awards. The Committee will operate according to its Bylaws.

a. Membership

The Committee shall be composed of one member from each of the COTA units.

Section II. *Ad Hoc* Committees and Task Forces

The Dean shall appoint *ad hoc* committees and task forces for a specific term and purpose. Typically, these committees shall have representatives from each department or unit involved in the specific concern. They shall meet as needed to address their specific concerns, draw up reports, and submit them to the appropriate Dean or University official. Should the needs any of the *ad hoc* committees address become permanent, the *ad hoc* committee will become a standing committee.

Section III. Operation of Committees

Unless otherwise specified, the following applies to the operation of committees:

- a. Each committee shall elect a Chair and operate under a set of goals given them at time of appointment.
- b. Requirements for committee vote shall conform to Article IV
- c. Each standing and *ad hoc* committee shall keep a record of its meetings and make the record available to full-time faculty and staff. NEED ADDITIONAL INPUT ON MINUTES

ARTICLE III. COLLEGE MEETINGS and FACULTY RESPONSIBILITIES

A. College Meetings

- a. The College will meet at the beginning of the Fall and Spring semesters
 - b. All full-time faculty and staff are expected to attend the Opening of the College Meeting, held in the first contractual week of the Fall semester, prior to the start of classes.
 - c. The College will also meet when important issues would benefit from participation of the entire college
- B. Faculty Responsibilities
- Faculty are expected to abide by all policies and procedures as outlined in the Faculty Handbook, including but not limited to Commencement Attendance and Participation.
- Full-time faculty members are expected to attend and participate in at least one COTA Commencement ceremony during the regular Academic Year. Full-time faculty members who teach on campus in a face-to-face or hybrid environment in Summer School are expected to attend and participate in the COTA Summer Commencement ceremony.

ARTICLE IV. VOTING

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

- a. All regular full-time faculty will be eligible to vote in all college-wide voting. Staff may be eligible to vote on some issues.
- b. A quorum is not required for college wide votes.
- c. All college wide voting shall be done by electronic means unless noted otherwise. At least five business days will be allowed for voting. The results of the vote will be reported to faculty and staff.

ARTICLE V. AMENDMENT TO THE BYLAWS

Proposed amendments to these Bylaws shall be submitted in writing to the College Dean, via the CFC and/or the Administrative Council, and shall be approved by a majority vote of the permanent, full-time faculty of the college taken by a secret ballot. Voting shall be administered by the CFC, and may be done via electronic means.

ARTICLE VI. RELATIONSHIP TO OTHER GOVERNING RULES AND REGULATIONS

A. In accordance with shared governance and university policy, each department in the college will have written departmental bylaws that, among other things, provide a procedure for the approval and amendment of such bylaws by a majority vote of the regular full-time faculty of the department taken by a secret ballot.

B. 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.