

Bylaws
Kennesaw State University
College of the Arts
College Faculty Council

Article I – Name

The name of this committee is the College Faculty Council (CFC) of the College of the Arts (COTA).

Article II – Purpose

- a. The CFC is advisory to the Dean as a representative body of the faculty.
- b. The purpose of the CFC is to ensure collegiality and effective shared governance of the college by facilitating transparency and two-way communication between the faculty and the COTA Dean, Associate Dean and Assistant Dean.
- c. The CFC shall have the right to reasonable access to college information, consistent with privacy rights. Topics may include but are not limited to: policy, strategic planning, annual budgeting, hiring, space and resource allocations, reassignment time, salaries and raises, fundraising, transparency and appointment and reports of *ad hoc* committees.
- d. The CFC has the authority to work with the Provost and the Ombuds office to address problems arising in its work that requires external assistance
- e. While being aware of the Dean's office needs, the CFC represents the interests of COTA faculty (all ranks and tracks) and insures fair democratic procedures to all academic programs.

Article III – Members; Election of Chair and Vice-Chair

- a. Any unit with a small number of tenure-track colleagues will elect a minimum of one-member and units with larger tenure-track faculty will elect two members.
- b. Term of service is three-years.
- c. Units with two representatives shall stagger their terms of service.
- d. A department/school may recall its CFC representative by a 2/3 vote of its permanent, full-time faculty. The department/school shall replace a member who does not complete his/her term with a timely election.
- e. The college may choose to add additional members to the CFC by 2/3 vote of the permanent, full-time faculty of the college.
- f. The chair of the CFC must be an elected department/school representative who has served on the council the previous year, selected by majority vote of the elected members of the CFC. The term of the chair will be one year, renewable by vote. Duties of the chair include preparation/publication of agendas. If possible, the chair should be a tenured faculty member.

- g. A Vice-Chair of the CFC will be elected by a 2/3 vote of the committee, and will serve as chair in the chair's absence. When possible, if the chair is not tenured, the Vice-Chair should be tenured.
- h. One sitting CFC member shall serve as the secretary. Secretarial responsibilities include recording and transcribing the minutes for all CFC meetings, and their dissemination. The position is a yearly appointment selected by a 2/3 vote of the committee.

Article IV – Meetings

- a. The council shall reserve a minimum of two meetings a month during academic year.
- b. The council or its representatives will meet once a month with the Dean.
- c. The CFC Chair shall publish meeting times in advance. The CFC Secretary shall publish minutes or a meeting summary within 10 days of the end of the relevant meeting that, at minimum, records attendance and all actions, decisions or recommendations of the CFC. The meeting time of the CFC is set as Friday afternoons from 1:30 pm-3:00 pm. All meeting dates shall be established during the last meeting of the Spring term, with a minimum of one week's notice for the first meeting of the semester and one week's notice for any changes to the schedule should any arise.
- d. The CFC shall take measures to assure continued functioning of the CFC during the summer months if necessary. Chair and vice-chair will be available by email and will disperse information to the committee via email as needed.
- e. The CFC will operate in reference to *Robert's Rules of Order*.
- f. One member from each unit constitutes a quorum and each meeting will begin with the establishment of quorum.
- g. If a committee member is unavoidably absent, that member will provide a proxy who can vote in the member's absence.
- h. A simple majority of those voting shall be required to pass a motion.
- i. These bylaws may be amended by a two-thirds vote of CFC members.

Article V – Committees and Elections

- a. Will conduct COTA elections for University-level faculty committees that do not have a specific member allocation by units.
- b. Will conduct elections for new, or status changed, for university level committees
- c. CFC will facilitate communication between COTA Committees and the Dean.

COTA Departments/Schools will remain in charge of Department/School-level elections for Department/School-level Committees.

In order for newly elected faculty members to include newly elected positions in the “Service” portion of their FPA, before the first Friday of December each year (or December 8, if December 1 is a Friday), Departments/Schools will elect their own representatives for all openings on College- or University-level committees for the forthcoming year.

It is the responsibility of School/Department Chairs to furnish the Dean’s Secretary with the results of College- or University-Level Committee Representative elections by the first Friday of December each year (or December 8, if December 1 is a Friday).

After these elections have occurred, it is each outgoing representative’s obligation to inform the Committee Chair of the newly elected representative’s identity.

During the final year of each School/Department Representative’s term, Schools/Departments need to elect new representatives to serve on the following College and University Committees:

1. **COTA Awards Committee:** Representatives serve for a 3-year term.
2. **College Faculty Council:** Representatives serve for a 3-year term.
3. **College Tenure, Promotion, and Post-Tenure Review Committee:** Representatives serve for a 3-year term.
4. **Faculty Senate:** Representatives serve for a 2-year term.
5. Department/School Curriculum Committee Chairs automatically become members of the **COTA Curriculum Committee**, so there is no need to hold a separate election, however it is the outgoing Department/School Curriculum Committee Chair’s responsibility to notify the COTA Curriculum Committee Chair of the change in membership prior to the beginning of the Fall term.

The College Faculty Council will conduct college-wide elections for COTA representatives on University-level Committees. These elections will be conducted online and will go live during the second week of November each year (for service to begin in August of the following year) and remain open for two weeks. Two weeks prior to the election the CFC will send an email to all full-time faculty members in COTA, informing them of the forthcoming election and advising that every full-time faculty member is eligible for election to every open position, unless an individual faculty member informs the CFC in writing that s/he declines nomination before the election goes live.

During the final year of each COTA Representative’s term of service, College-wide representatives will be elected for the following University-Level Committees:

- **Distance Learning Advisory Committee:** Two COTA representatives serve staggered two-year terms.
- **Distinguished Professor Award Committee:** One COTA representative serves a 1-year term.

- **Global Achievement Award Committee:** One COTA representative serves a 1-year term.
- **Information Technology Advisory Committee:** One COTA representative serves a 2-year term.
- **Division of Global Affairs Committee:** One COTA representative serves a 2-year term.
- **Research, Creative Activity, and Book Award:** One COTA representative serves a 1-year term.
- **Library Faculty Advisory Committee:** One COTA representative serves a 2-year term.
- **Teaching Education Council (EPP):** Two COTA Representatives serve staggered 2-year terms.
- **Undergraduate Policies and Curriculum Committee (UPCC):** Two COTA Representatives serve staggered 2-year terms.

Membership on all COTA Committees, and COTA representatives on all University-level Committees, will be listed on the COTA Website and updated as changes occur.

When COTA representative membership changes on any University Committees, it is the out-going COTA representative's responsibility to inform the University Committee Chair of the change (before the beginning of the new term).