

**College of Computing & Software Engineering  
Kennesaw State University  
BYLAWS**

**PREAMBLE**

The College of Computing & Software Engineering at Kennesaw State University 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 may involve both undergraduate and graduate students. The College is made up of three departments: Computer Science, Information Technology, and Software Engineering & Game Design. The departments offer degrees in Computer Science, Information Technology, Software Engineering, and Computer Game Design & Development.

**ARTICLE I. Administration**

**A. Dean**

- a. The Dean is the chief administrative officer of the College. The Dean has the responsibilities and authority specified by the Board of Regents and delegated by the Provost.

**B. Assistant/Associate Dean**

- a. The Dean may appoint Assistant/Associate Dean(s) as needed.
- b. The Assistant/Associate Dean(s) shall carry out such duties as assigned by the Dean.
- c. The Assistant/Associate Dean(s) will serve as Acting Dean at any time the Dean is out of town, unavailable, or incapacitated and unable to administer the affairs of the College.

**C. Lab Manager**

- a. The Lab Manager manages the computer labs housed in the College of Computing & Software Engineering. The Lab Manager reports to the Dean of the College of Computing & Software Engineering. The manager is in charge of making sure that all computer equipment is in working order, supervises the ordering of all equipment and software, and ensures student, faculty and staff access in the College of Computing & Software Engineering.
- b. The Lab Manager supervises the assistant lab manager(s).
- c. The Lab Manager works closely with UITS to ensure proper network connections, and supervision of the College Data Center.
- d. The Lab Manager works closely with faculty and staff to provide computing needs for courses and offices.

**D. Assistant Lab Manager**

- a. The Assistant Lab Manager reports to the Lab Manager. The assistant lab manager is hired by the Lab Manager with input from the Dean and Department Chairs.

- b. The Assistant Lab Manager supervises, hires and fires the student assistants and tutors in the labs. The Assistant Lab Manager schedules the student assistants and tutors for the labs and to assist individual courses.
- c. The Assistant Lab Manager works closely with faculty to meet their needs for their courses.
- d. The Assistant Lab Manager carries out the duties laid out by the Lab Manager.
- e. Either the Assistant Lab Manager or the Lab Manager or their designated appointee will be available during all class times for the College of Computing & Software Engineering. The designated appointee must have the authority, or, know who to summon, and the capability to solve technical issues related to classroom and/or student lab instruction.

## **ARTICLE II. Committees**

### **A. College Faculty Council**

#### **a. Duties**

- i. The CFC is advisory to the Dean, who holds decision-making authority at the college level.
- ii. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development and implementation of policy, including, but not limited to, the following areas:
  - 1. Strategic planning
  - 2. Annual budgeting
  - 3. Hiring
  - 4. Space and resource allocation
  - 5. Reassign-time
  - 6. Salaries and raises
  - 7. Appointment and reports of ad hoc committees
- iii. The CFC shall publish minutes of meetings electronically to be posted on the CCSE website.

#### **b. Membership**

- i. The CFC will consist of one tenured representative from each department.
- ii. That representative will be elected by the permanent, full-time faculty (instructors, lecturers, tenure track, and tenured) of that department.
- iii. The method by which the department will select its representative to the CFC shall be determined by vote of permanent full-time faculty of the department.
- iv. The Deans shall be ex officio non-voting members of their CFC. The Deans will respect their council's desire, on occasion, to meet without the dean, or members of the dean's staff.
- v. Department chairs are not eligible to vote for or to serve as representatives to the CFC.

- vi. The chair of the CFC must be an elected department representative who has served on the council the previous year (this year-of-service requirement does not apply to the first cohort).
- c. Meeting times
  - i. The CFC should meet as often as deemed appropriate by the council membership and called by the chair, but in any case shall meet no less frequently than twice each fall and spring semester.
  - ii. The CFC will continue functioning during the summer months. During that time, if a CFC member cannot participate, he/she shall name a proxy from the member's department. This proxy must meet the same membership criteria as the member.
- d. Term
  - i. Each member of the CFC will serve a 3 year term. These terms are staggered to allow continuity. The first convening of the CFC committee will select one faculty member to serve 1 year, one faculty to serve 2 years, and 1 faculty to serve 3 years.
  - ii. A department may recall any representative by a 2/3 vote of the full-time faculty (temporary, lecturers, assistant, associate and full professors).

#### B. Undergraduate College Curriculum Committee

- a. Duties:
  - i. The Undergraduate College Curriculum Committee (UCCC) will oversee all curriculum changes in the College to verify that any changes are consistent with the goals and strategic plan of the College.
  - ii. The UCCC shall publish minutes of meetings electronically to be posted on the CCSE website.
- b. Membership
  - i. The UCCC will consist of one representative from each department in the College.
- c. Meeting times
  - i. The UCCC will meet a minimum of once per spring term.
- d. Term
  - i. Each member of the UCCC will serve a 2 year term. These terms are staggered to allow continuity. The first convening of the UCCC committee will select one faculty member to serve 1 year, and one faculty to serve 2 years.
  - ii. A department may recall any representative by a 2/3 vote of the full-time faculty (temporary, lecturers, assistant, associate and full professors).

#### C. Graduate College Curriculum Committee

- a. Duties:
  - i. The Graduate College Curriculum Committee (GCCC) will oversee all curriculum changes in the College to verify that any changes are consistent with the goals and strategic plan of the College.

- ii. The GCCC shall publish minutes of meetings electronically to be posted on the CCSE website.
  - b. Membership
    - i. The GCCC will consist of one representative from each department in the College.
    - ii. Faculty must hold Graduate Faculty Status to serve on this committee.
  - c. Meeting times
    - i. The GCCC will meet a minimum of once per spring term.
  - d. Term
    - i. Each member of the GCCC will serve a 2 year term. These terms are staggered to allow continuity. The first convening of the GCCC committee will select one faculty member to serve 1 year, and one faculty to serve 2 years.
    - ii. A department may recall any representative by a 2/3 vote of the full-time faculty (temporary, lecturers, assistant, associate and full professors).
- D. College Tenure and Promotion Committee
  - a. Duties:
    - i. As laid out in the University Faculty Handbook, Section <sup>3</sup>~~5~~, Review and Evaluation of Faculty Performance
    - ii. Includes review of portfolios for tenure, promotion, and post-tenure review, as needed.
  - b. Membership:
    - i. Two tenured faculty members from each department. Members of the college review committee are elected by the tenured and tenure-track faculty of the department. No person can participate in more than one stage of the review process, so faculty on department review committees are not eligible to serve as members of the college review committee.
    - ii. When a department does not have two tenured faculty members who are eligible to serve, its faculty will elect tenured faculty from outside the department. Faculty whose documents are under review may not serve on the college review committee.
  - c. Meeting Times:
    - i. As needed to meet the schedule of reviews laid out in the University Faculty Handbook, end of Section 5.
  - d. Terms:
    - i. Departmental representatives to the college review committee serve two-year staggered terms. Departments will select who will serve 1 year, and who will serve 2 years for the first convening of the committee.
- E. Computing & Software Engineering Awards Committee
  - a. Duties:
    - i. The Computing & Software Engineering Awards Committee will

solicit and evaluate applications and select recipients for internal college- funded grants.

- ii. This committee will also solicit applications or nominations, evaluate responses, and select recipients for college-wide faculty honors and awards. Awards include but are not limited to the College Distinguished Teaching Award, College Distinguished Scholarship Award, College Distinguished Service Award, College Advising Award, and College eLearning Award.
  - iii. The results of this committee's work are sent to the Dean of Computing & Software Engineering.
  - iv. The committee will also select students for the CCSE student awards including Outstanding Senior Student, Outstanding Graduate Student, and Outstanding Student Service Award.
- b. Membership:
- i. The Computing & Software Engineering Awards Committee will consist of one representative from each department in the college. The representative must be a tenured faculty or tenure track faculty who have completed the third year review process at KSU.
  - ii. The representative from each department will be elected by the permanent, full-time faculty (instructors, lecturers, tenure track, and tenured) of that department. Members of the committee are not eligible for any award
  - iii. The College Dean or his/her representative shall be an ex officio non-voting member of the Computing & Software Engineering Awards Committee.
- c. Meeting times:
- i. The Computing & Software Engineering Awards Committee shall meet as often as deemed appropriate by the committee membership and called by the chair (who is elected by the committee members).
- d. Term:
- i. Each member shall serve a 2-year term. These terms will be staggered. At the first convening of the CCC committee the members will select one faculty member to serve 1 year, and one faculty to serve 2 years.
  - ii. A department may recall any representative by a 2/3 vote of the full-time faculty (temporary, lecturers, assistant, associate and full professors).
- F. Ad hoc committees
- a. An ad hoc committee can be appointed by the Dean with consultation with the College Faculty Council.
  - b. An ad hoc committee can be appointed by the College Faculty Council with consultation with the Dean.

G. University Wide Committees

- a. Representatives from the College of Computing & Software Engineering to

University-wide committees will be elected annually via survey during the month of December so that this information could be included within the subsequently developed FPA.

### **ARTICLE III. College Meetings**

- A. The College will meet at a minimum twice in the Fall and Spring semesters. The Dean will convene the meeting with a minimum of one-week notice to faculty and staff of the meeting.
- B. The College will also meet when important issues would benefit from the participation of the entire college.

### **ARTICLE IV. Voting**

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

- A. All full-time faculty and full-time staff will be eligible to vote in all college wide voting.
- B. No quorum is required for college wide votes.
- C. A plurality is required to elect someone to a college wide committee or as a College representative to a University committee.
- D. Voting (anonymously) may be done during the meeting by electronic or paper ballot voting. Open voting during meetings may be done with approval of a majority vote of those present. The results of the vote will be reported to the faculty from the Dean.

### **ARTICLE V. Amendments to Bylaws**

Proposed amendments to these Bylaws shall be submitted in writing to the College Faculty Council. An amendment must be approved by a simple majority vote of the College faculty and by the Dean.

### **ARTICLE VI. 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 Vice President of Academic Affairs.

### **ARTICLE VII. Review & Assessment of Bylaws**

The CFC will revisit bylaws and make recommendations for corrections and improvements to the CCSE faculty and staff every-other even fall semester. The CFC may be asked by the Dean to convene other times as necessary for corrections and improvements.

**Kennesaw State University Approval Form for College Bylaws**

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

I confirm that the attached bylaws, dated 03/27/2015, were approved by the faculty of the College of Computing & Software Engineering in accordance with college policies and procedures:

College Faculty Council Approval - I approve the attached bylaws:

Richard Gaylor Richard Gaylor 4/9/2015  
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

E. K. Park 8/20/15  
Rebecca Lutherford Rebecca Lutherford 4/2/15  
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

W. Kea Harmon W. Kea Harmon 4/2/16  
Name (printed or typed) Signature/ Date