

# **Computer Science Department Bylaws**

## **College of Computing and Software Engineering**

### **Kennesaw State University**

Draft 10/26/2016; Approved on 11/2/2016

#### **PREAMBLE**

The Department of Computer Science is a unit of the College of Computing and Software Engineering at Kennesaw State University. The department seeks to be recognized as a collaborative, collegial, and diverse group of scholars who value excellence in teaching, scholarship, and mentorship. The Department seeks to be recognized as active in campus leadership and successful in research and external funding activities involving undergraduate and graduate students.

These bylaws provide guidelines for the governance and provide procedures for operation of the Computer Science department. The department bylaws are guided by the philosophy of shared-governance through these bylaws and the Department Faculty Council (DFC), and faculty leadership in curriculum and instruction innovation.

#### **ARTICLE I. Department Administration**

1. **Department Chair:** The department chair will provide academic and administrative leadership in the department – activities such as strategic planning, developing major initiatives, managing staff, fiduciary oversight, managing workload and course scheduling. The chair will lead major initiatives in the department, create ad-hoc committees, and participate and facilitate logistics for strategic planning, in consultation with the DFC. The chair will evaluate and deliver annual faculty reviews and T&P reviews. The chair will provide mentoring of junior faculty. The chair will represent the interests of the department.
  - 1.1. The chair must have a Ph.D. in Computer Science or closely related discipline.
  - 1.2. The chair is appointed by the Dean in consultation with department faculty.
  - 1.3 The department chair will be reviewed by department faculty following the process employed by the University for such reviews.
  
2. **Assistant Department Chair:** Appointed by the Department Chair with specified department responsibilities and duties determined by the department chair and will serve in the absence of the department chair.
  - 2.1. Required Qualifications:
    - 2.1.1 Must have a Ph.D. in Computer Science or closely related discipline.
    - 2.1.2 If a joint appointment, at least 50% of responsibilities must be in the CS department.
    - 2.1.3 Upon the appointment of a new chair, the assistant chair must offer his resignation.
  - 2.2 The Assistant Chair will receive course release as justified by duties but no more than one course per semester, *and approved by the Chair and Dean.*
  - 2.3. The Assistant Chair will perform a variety of duties that are assigned by the Chair. When serving in the absence of the Chair, the assistant chair will be delegated such authority as necessary to maintain the daily operation of the department.

*Bylaws of the Computer Science Department, Kennesaw State University*

2.4 Assistant Chair Appointment Process:

- 2.4.1 Chair elaborates job description and work deliverables.
- 2.4.2 The DFC develops a slate of candidates for the position.
- 2.4.3 The Chair chooses a candidate from the slate to appoint to the position, OR rejects all candidates and appoints a faculty member with input from the DFC.

**ARTICLE II. Department Faculty Council (DFC)**

The DFC represents the interests of the faculty and is advisory to the Department Chair who holds the decision making authority at the department level. The DFC is charged with ensuring that a transparent and open decision-making process is maintained; support the department chair in ensuring that lines of communication are kept open. DFC service is recognized as a valued and important department service activity in the member's annual review and promotion.

- 1. The DFC will respond to requests from the Department Chair for advice and/or recommendation, and may meet independently of the Department Chair.
- 2. The DFC will review the bylaws as needed and recommend changes to the department as a whole, and/or recommend the creation of an ad-hoc bylaws revision committee.
- 3. The DFC may review department T&P guidelines and advise the chair on possible revisions.
- 4. The DFC may create and dissolve ad-hoc committees as needed.
- 5. The DFC should work with the Chair and/or Dean and/or the Ombuds office to address problems arising in its work that may require external assistance.
- 6. The Chair, Coordinator, or Director may request the DFC review course syllabi for compliance with ABET requirements and learning objectives; program and department goals; and university, college, and department policies.
- 7. The DFC acts as a textbook approval committee for the various courses. The committee reviews and approves textbooks authored or co-authored by the course instructor.
- 8. **In conjunction with the Department Chair, the DFC will:**
  - 8.1 Advise on department workload policy, consistent with the college and university requirements and department needs.
  - 8.2 Advise on guidelines and policy for faculty travel, software and equipment funding.
- 9. **DFC Membership:**
  - 9.1. The DFC will be constituted in accordance with the faculty handbook.
  - 9.2. The DFC will have three members elected at large from the department.
  - 9.3. Members will serve two year staggered terms.
  - 9.4. Members may be elected to no more than two consecutive terms.
  - 9.5. Members must be tenured full-time faculty members, and in the case of a joint appointment, at least 50% of their responsibilities must be in the CS department.
  - 9.6. The CS Department's College Faculty Council (CFC) representative will serve as an ex officio member of the DFC, in order to facilitate timely and accurate communications.

**ARTICLE III. Program Administration, Curriculum Development, and Program Assessment**

The Department Curriculum Committee (DCC) consists of the department faculty, electing a committee chair on an annual basis. Program administrative positions are created by the Department Chair, with the approval of the Dean. Program leadership and curriculum committee leadership are recognized as valued and important department service activities in the member's annual review and Tenure and Promotion.

1. **Department Curriculum Committee (DCC)**

The Department Curriculum Committee (DCC) consists of five faculty members. The Department Chair is ex-officio member of the DCC.

The DCC chair will be elected from among the five members of the DCC to manage the process of the curriculum committee.

The DCC chair will be a non-voting member of the Committee, except in case of a tie.

The DCC will make recommendations about curriculum/program to the Department Chair.

The DCC will review and approve curriculum/program new/revision proposals of both undergraduate and graduate programs.

2. **CS Department Curriculum Process**

2.1 The curriculum process will originate with proposals in the faculty, program coordinators, or the DCC. The proposals will be entered in Curriculog and thoroughly discussed by the faculty. The proposals will be passed to the Department Curriculum Committee (DCC) for approval, then to the department chair, and then to levels outside of the department.

2.2 Proposals to create new degree programs (including minors and certificates) require a 4/5 majority of the DCC for approval.

2.3 In the event of a situation where the DCC and Department Chair are in disagreement, the issue must be referred back to the faculty as a whole for a review.

2.3.1 After this referral-review, a revised proposal approved by the DCC and still opposed by the department chair, will proceed to the next level of review.

3. **Program Leadership and Administration**

The number of programs offered by the department is expected to grow and evolve, as the CS department develops. The department may offer a variety of programs and minors, some with special features like premium tuition, accreditation, and distance-learning.

3.1. CS Department program administrative position appointment process:

Department Chair elaborates the job description and work deliverables for the position.

Eligibility requirements:

3.1.1 No more than two consecutive two-year terms may be served in a specific program leadership position.

3.1.2 For the purposes of counting consecutive terms, terms start July 1, and end June 30, regardless of the appointment date (in the case when assuming a term due to resignation or other). Assuming a term prior to January 1, "starts the clock" from the previous July 1 for the purposes of a three-year term. Assuming a term on or after January 1 "starts the clock" for the term on the following July 1.

3.1.3 Faculty holding joint appointments in another department are not eligible to lead a CS department degree program.

3.1.4 Department graduate program coordinator is appointed by the Department Chair, in consultation with the department permanent full-time faculty with graduate faculty status; Department undergraduate program coordinator is similarly appointed, in consultation with the department permanent full-time faculty.

3.2. CS Department program administrative position appointment process:

3.3. Program coordinators or directors may receive course release as justified by duties but no

*Bylaws of the Computer Science Department, Kennesaw State University*

more than one course release per semester.

3.4. Responsibilities of coordinators and directors include:

3.4.1. Coordinate program assessment efforts and implementation (Assurance of Learning).

3.4.2. Reporting and analysis required for accreditation, as appropriate.

3.4.3. Attends orientations, open houses, majors fair, and career fairs in order to recruit students into the majors.

3.4.4. Works with the college advisor.

3.4.5. Coordinate evaluation of all transfer and substitute credit requests.

3.4.6. Monitor the implementation and evaluation of program objectives (*which are approved by curriculum committee*).

3.4.7. Manage outreach activities with program alumni.

3.4.8. Represent the program at university levels (e.g. UPCC, GPCC, Graduate Council).

3.4.9. Provide input and work on assessment and ABET review

3.5. Responsibilities of a Graduate Program Director (include all duties in section 3.3)

3.5.1. Manage program admissions.

3.5.2. Meet with students to complete petitions to graduate; maintain and update petition to graduate as needed.

3.5.3. Manage extra marketing efforts, including a newsletter (each semester), and new student orientations.

3.5.4. Provide input and work on assessment and SACS review

## **ARTICLE IV. Other Committees**

### **1. Tenure-track Faculty Search Committee**

1.1. University guidelines on faculty search committee process will be followed.

1.2 Each spring the DFC and Department Chair will develop a prioritized list of qualifications needed for the following year. This prioritized list will guide recruiting activities as lines become available.

1.3 Membership in accordance with the faculty handbook and KSU policy.

1.4. The Department Chair will charge the search committee, and the chair of the search committee is charged to oversee the quality of the process as per university guidelines.

1.5. The Search Committee will make a recommendation to the Department Chair, listing the strengths and weaknesses of each final candidate.

1.6 For regular tenure-track faculty appointments, the final selection of and the offer to a candidate, will be made by the dean, in consultation with the department chair.

1.7 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, s/he should make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

### **2. Promotion and Tenure (P&T) Committee**

2.1. The committee evaluates portfolios for tenure, promotion, and third year review, writes evaluation letters that go into the faculty member's portfolio following university, college, and department guidelines and requirements.

2.2. Committee members will familiarize themselves with the university requirements, process, and policy.

2.3. Committee members will familiarize themselves with the department guidelines.

*Bylaws of the Computer Science Department, Kennesaw State University*

2.4. Membership is as specified in the KSU Faculty Handbook.

2.5. Faculty going up for tenure, promotion, or PTR may not serve, as per the KSU Faculty Handbook.

**ARTICLE V. Changes to the Bylaws**

Bylaws revisions require the approval of the DFC by two-thirds of votes cast, and require the approval of the department faculty by two-thirds of votes cast using an anonymous vote process, and also require the approval and signature of the DFC chair, the Department Chair, the Dean, and the Provost.

**ARTICLE VI. Other Policies and Procedures**

Computer Science Department Professional Code of Conduct:

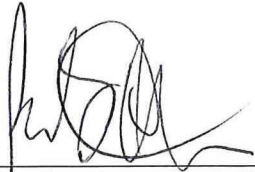
- (from AAUP Statement of Professional Ethics, Adopted and Revised June 1987): “As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors should show due respect for the opinion of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.”
- CS department colleagues are expected and required to abide by the Association for Computing Machinery Code of Ethics’ *General Moral Imperatives* and *Specific Professional Responsibilities*.

**ARTICLE VII. 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 of Academic Affairs and/or the College of Computing and Software Engineering

*Bylaws of the Computer Science Department, Kennesaw State University*

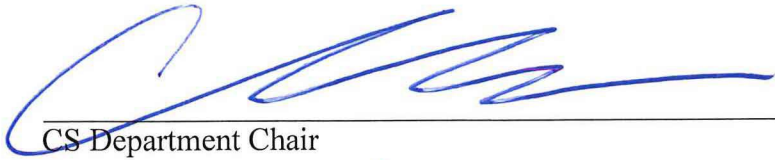
**Approvals:**



CS Department Faculty Committee Chair

11-2-2016

Date



CS Department Chair

11/2/2016

Date



Dean of the College of Computing and Software Engineering

11/3/16

Date

Kennesaw State University Provost

Date