

Kennesaw State University

College of Computing & Software Engineering BYLAWS

PREAMBLE

The College of Computing & Software Engineering (CCSE) at Kennesaw State University (KSU) 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 involve both undergraduate and graduate students. The College comprises of four academic units including three departments Computer Science, Information Technology, and Software Engineering & Game Development, and the School of Data Science and Analytics.

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 on both campuses housed in the College of Computing & Software Engineering. The Lab Manager reports to the Dean of the College of Computing & Software Engineering. The manager oversees the maintenance and student, faculty and staff access to equipment and software in the lab.
- b. The Lab Manager supervises 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 teaching, research, labs, 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 Unit Chairs/ Directors.
- b. The Assistant Lab Manager supervises, hires, and terminates the undergraduate student assistants and tutors in the labs on both campuses. The Assistant Lab Manager schedules the student assistants and tutors for the labs and assists with 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.

E. Undergraduate and Graduate Program Coordinators/Directors

- a. Each degree program, minor, and certificate in the college will have a coordinator/director appointed by the unit chair/director with consultation with the dean.
- b. Job expectations can be found at this link: <https://ccse.kennesaw.edu/faculty-resources/forms-documents.php>
- c. Coordinators/Directors may receive service workload reassignment and/or stipend based on the size of their program and negotiation with their unit chair/director with consultation with the Dean.
- d. Coordinators will have priority for selection of courses for the summer term.

ARTICLE II. Committees

General Expectations

- a. Standing committees shall be composed of faculty with permanent full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so.
- b. Standing committees shall meet at least once each semester, except in summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member.
- c. Committee members will be selected via elections held in December-January period of each year for the next academic year's committees. Each committee shall elect its Chair annually, effective Fall Semester of the academic year. The Chair of the previous year's committee shall convene the first Fall semester meeting.
- d. Committee chairs are responsible for conducting the meetings to ensure that the business of the Committee is conducted in a timely manner and ensuring that accurate records/summary of the meetings and membership attendance records are available.
- e. Each standing and ad hoc committee shall keep a record of its meetings and distribute them to all full-time faculty and staff (or made electronically available on CCSE website). A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. 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 to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.
- f. Requirements for committee vote shall conform to Article V.
- g. Each committee shall operate under a set of goals given to them at the time of

appointment.

h. A unit may recall any representative by a 2/3 vote of the permanent full- time faculty.

A. College Faculty Council (CFC)

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 regarding the development and implementation of policy. The CFC shall publish minutes of meetings electronically to be posted on the CCSE website.

b) Membership

- i. The CFC will consist of the chairs of unit faculty councils (DFCs/SFCs).
- ii. The Dean is an ex officio non-voting member of the CFC. The Dean will respect the council's desire, on occasion, to meet without the dean, or members of the dean's staff.
- iii. Administrative faculty with more than 50% administrative assignment are not eligible to vote for or to serve as representatives to the CFC.
- iv. The chair of the CFC must be elected unit representative who has served on the council in the previous year.

c) Meeting times

- i. The CFC should meet as often as deemed appropriate by the council members and called by the chair but shall meet no less frequently than twice each fall and spring semester.
- ii. The CFC will continue to be available during the summer months. During that time, if a CFC member cannot participate, they shall name a proxy from the member's home unit's council.

d) Term

- i. The term is determined by a member's home unit term.

B. Undergraduate College Curriculum Committee

a) Duties:

- i. The Undergraduate College Curriculum Committee (UCCC) will oversee all undergraduate curriculum changes in the College to verify that changes are consistent with the goals and strategic plan of the College.

b) Membership

- i. The UCCC will consist of one representative from each unit in the College.

c) Meeting times

- i. The UCCC will meet at least two weeks before scheduled UPCC meetings to approve/disapprove outstanding curriculum proposals.

d) Term

- i. Each member of the UCCC will serve a 2-year term. These terms are staggered to allow continuity.

C. Graduate College Curriculum Committee

a) Duties:

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

b) Membership

- i. The GCCC will consist of one representative from each unit in the College.
- ii. Faculty must hold Graduate Faculty Status (full or provisional) to serve on this committee.

c) Meeting times

- i. The GCCC will meet at least two weeks before scheduled GPCC meetings to approve/disapprove outstanding curriculum proposals.

d) Term

- i. Each member of the GCCC will serve a 2-year term. These terms are staggered to allow continuity.

D. CS PhD Admissions and Curriculum Committee

a) Duties:

- i. The CS PhD Curriculum Committee (ACC) will oversee admissions and curriculum changes for the Computer Science PhD Program and ensure they align with the goals and strategic plan of the College.
- ii. The committee will oversee the evaluation and admission of new PhD students into the program.

b) Membership

- i. The ACC will consist of eight members: one representative appointed by the director of the School of Data Science and Analytics and two representatives from each of the three departments Computer Science, Information Technology, and Software Engineering & Game Development appointed by the chair of the department. The 8th committee member, the chair of the committee is the PhD program director appointed by the chair of the Computer Science department.
- ii. Faculty must hold Full Graduate Faculty Status to serve on this committee.

c) Meeting times

- i. The ACC will meet at least two weeks before scheduled GPCC meetings to approve/disapprove outstanding curriculum proposals and as often as deemed appropriate to make admission decisions before the deadline.

E. College Promotion and Tenure Committee

a) Duties:

- i. As laid out in the University Faculty Handbook, Section 3, Review and Evaluation of Faculty Performance
- ii. Includes review of portfolios for tenure, promotion, and post-tenure review by the

deadlines set by faculty affairs

b) Membership:

- i. One tenured faculty member from each unit. No person can participate in more than one stage of the review process, so faculty on unit review committees are not eligible to serve as members of the college review committee.
- ii. When a unit does not have one tenured faculty member who is eligible to serve, its faculty will elect tenured faculty from outside the unit. 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 3.

d) Terms:

- i. Unit representative to the college review committee serve two-year staggered terms. Unit will select who will serve 1 year, and who will serve 2 years for the first convening of the committee.

F. 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 Broadening Participation in Computing 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 unit 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. Members of the committee must recuse themselves from voting for the award for which they applied.
- iii. The College Dean or his/her representative shall be an ex officio non-voting member of the Computing & Software Engineering Awards Committee. This person may also chair the committee at the request of the Dean.

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 or selected by the Dean if the Dean's assigned ex-officio representative).

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 member to serve 2 years.

G. Ad Hoc Committees

- a) An ad hoc committee can be appointed by the Dean in consultation with the College Faculty Council.
- b) An ad hoc committee can be appointed by the College Faculty Council in consultation with the Dean.

H. University Wide Committees

- a) Representatives from the College of Computing & Software Engineering to university-wide committees will be elected annually via survey by January so that this information could be included within the subsequently developed FPA.

ARTICLE III. College Meetings

- A. The College will meet at a minimum once in the Fall and once in the 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 initiatives would benefit from the participation of the entire college.

ARTICLE IV. Summer Session Teaching

Each academic unit shall establish guidelines to determine priority for teaching during summer session. The guidelines should ensure there is an equitable policy for summer teaching to accommodate all faculty. The guidelines should be consistent with the CCSE Summer Course Policy.

ARTICLE V. Voting

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

- A. All full-time permanent faculty and full-time permanent staff (when appropriate) 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. Anonymous voting may be done by electronic or paper ballot voting. The results of the vote may be reported to the faculty from the Dean.

ARTICLE VI. 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

and Provost.

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 & Vice President for Academic Affairs or the Board of Regents of the University System of Georgia.

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 **3-17-2022**, 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:

DocuSigned by: <i>Hassan Pournaghshband</i>	March 28, 2022
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CFC Chair Name	Signature/ Date
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College Dean Approval - I approve the attached bylaws:

DocuSigned by: <i>Sumanth Yenduri</i>	March 28, 2022
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Name	Signature/ Date
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Provost Approval - I approve the attached bylaws:

DocuSigned by: <i>Ivan Pulinkala</i>	March 28, 2022
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Name	Signature/ Date
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