

College of Architecture and Construction Management
Kennesaw State University
BYLAWS

PREAMBLE

The College of Architecture and Construction Management 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 strive for excellence in research activities that may involve undergraduate and graduate students.

ARTICLE I. Administration

The purpose of these bylaws is to promote the orderly conduct of the business of the College of Architecture and Construction Management. Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty, Employee, and/or University 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. Each department within the college similarly shall develop its bylaws to ensure the smooth and effective running of their unit.

Dean

1. 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. The Dean serves at the pleasure of the Provost.
2. The Dean may appoint Assistant/Associate Dean(s) as needed.
3. The Assistant/Associate Dean(s) shall carry out such duties as assigned by the Dean.

Assistant/Associate Deans

1. The Dean shall appoint the Assistant/Associate Deans using the processes identified in the Faculty Search Guidelines.
2. The identified Assistant/Associate Dean(s) will serve as Acting Dean at any time the Dean is unavailable, incapacitated, or unable to administer the affairs of the College.

Chairs and Directors

1. The Dean, using feedback from the administrators, faculty, and staff of the College, shall appoint department Chairs.
2. The department chair is the chief academic and administrative officer of that academic group and shall provide academic and administrative leadership for the department as specified by the Faculty Handbook and delegated by the Dean. Department chairs serve at the pleasure of the Dean.
3. With the approval of the Dean and Provost, Architecture and Construction Management Chairs may appoint Assistant/Associate Chairs for their academic department.

Interim Positions

1. 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."

ARTICLE II. Committees and Councils

College Faculty Council (CFC)

The Role and Purpose

1. The CFC is advisory to the Dean, who holds decision-making authority at the college level. The CFC serves as a reporting body to the Dean.
2. 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 regards to the development and implementation of policy, including, but not limited to, the following areas:
 - Strategic planning
 - Annual budgeting
 - Hiring
 - Space and resource allocation
 - Reassign-time
 - Salaries and raises
 - Appointment and reports of ad hoc committees
 - Additional areas may be determined on a yearly basis through discussion between the dean and the CFC.
3. The Dean may provide routine updates to the CFC on items listed above as progress is made, or when requested by the CFC Chair.

Composition:

1. CFC will consist of three members from both departments. CFC members must be tenured members of the department they represent, if the department has tenured members who are willing to serve. If not, they may be tenure-track members.
2. When a department does not have three T/TT faculty members who are eligible to serve, its faculty will elect T/TT faculty from outside the department.
3. Representatives will serve three-year terms, which will be staggered. The college dean will be 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.
Department chairs are not eligible to vote for or to serve as representatives to the CFC.

Leadership

The chair of the CFC must be an elected representative who has served on the council the previous year.

Operation

The CFC should work with the Provost and/or the Ombuds to address problems arising in its work that may require external assistance and should notify the Faculty Senate Executive Committee for information purposes.

The CFC will open its meetings to the public except as required by law or written KSU policy, publish agenda and meeting times in advance, and publish minutes or a meeting summary that, at a minimum, records attendance and all actions, decisions, or recommendations of the CFC within one week of the end of the relevant meeting.

Meeting times

1. 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.
2. The CFC will take necessary measures to assure continuing function of the CFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing each member to name a proxy from among the tenured faculty of the respective department, and the election of an acting CFC chair. Determining the best mix of such necessary measures will be the decision of the CFC itself, based on immediate circumstances and without outside intervention. Such a "Summer CFC" will be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the college during the summer months and consulted accordingly.

College Curriculum Committee (CCC)

The Role and Purpose:

1. The CCC will oversee all curriculum changes in the College to verify that any changes are consistent with the goals and the strategic plan of the College.
2. The CCC shall review curriculum proposals after the department curriculum committee and prior to the Dean.
3. Each department curriculum committee will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. It will discuss substantive proposals with the department before passing those proposals on to the chair. It will share with the department the written explanation of the rejection provided by any level of review. (Ref. UH 3.7.2)

Composition:

1. Two T/TT faculty members from each department.
2. When a department does not have two T/TT faculty members who are eligible to serve, its faculty will elect T/TT faculty from outside the department.
3. Representatives will serve two-year terms, which will be staggered.

Meeting times

1. The CCC will meet as needed, but within two weeks after the curriculum has been approved at the Associate VP for Curriculum or designee level.

College Promotion & Tenure Review Committee (CP&T)

The Role and Purpose:

1. As set forth in the Faculty Handbook, Section 3.12, the College Promotion and Tenure (CP&T) Review Committee serves as an appeal committee.
2. Includes review of portfolios for pre-tenure, tenure, promotion, and post-tenure review, as needed.
3. The CP&T Committee shall not report to the CFC or Dean, but rather the CP&T Chair shall follow the appropriate workflow.

Composition:

1. Two Tenured faculty members from each department

2. 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.
3. Representatives will serve two-year terms, which will be staggered.

Meeting Times:

1. The CP&T will meet as needed to meet the schedule of reviews laid out in the Faculty Handbook, Section 3.13.

College Awards Committee (CAC)

The Role and Purpose:

1. The CAC will establish, solicit, and evaluate applications for and select recipients of annual internal college-funded grants, except for the Dean's RSCA Grant.
2. This committee will also establish, solicit, and evaluate applications or nominations for and select recipients of college-wide faculty/staff honors and awards. Honors/awards may include but are not limited to the:
 - a. College Distinguished Teaching Award
 - b. College Distinguished Scholarship Award
 - c. College Distinguished Service Award
 - d. College Advising Award
 - e. College e-Learning Award
 - f. College Distinguished Staff Award
 - g. and Certificates of recognition
3. The result of this committee's work is sent to the Dean.
4. The Dean and CAC Chair are to determine annual awards to be offered and schedule for committee work.

Composition:

1. Two T/TT (with three-year review completed) faculty members from each department.
2. When a department does not have two T/TT (with three-year review completed) faculty members who are eligible to serve, its faculty will elect tenured faculty from outside the department.
3. Two staff members will be elected by the CSC to serve in the CAC.
4. Representatives will serve three-year terms, which will be staggered.

Meeting times:

1. The CAC shall meet as often as deemed appropriate by the committee membership and called by the committee Chair, CFC Chair, or the Dean.

College Staff Council (CSC)

The Role and Purpose:

1. The CSC is to provide oversight and guidance to the needs and requirements of the staff.
2. The purpose of the CSC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the staff and the Dean with regards to the development and implementation of policy, including, but not limited to, the following areas:

- Strategic planning and staff development
 - Space and resource allocation
 - Additional areas may be determined on a yearly basis through discussion between the dean and the CSC.
3. The result of this council's work is sent to the Dean.

Composition:

1. Two elected members of college staff will serve on this council.
2. The college representative to the Staff Senate will be a non-voting member of the CSC.
3. Representatives will serve two-year terms, which will be staggered.

Meeting times:

1. The CSC shall meet as often as deemed appropriate by the committee membership and called by the Council Chair or the Dean.

Dean's Student Advisory Council (SAC)

The Role and Purpose:

1. The Dean's Student Advisory Council for the CoACM is to discuss college-specific issues regarding academics, social, professional, and student success, as defined in the SAC By-Laws.

Composition:

1. Student membership requires a student with a major in the College of Architecture and Construction Management. Ideal membership includes Graduate Students, International Students, students from each Department in the COACM, College Senator, and Distance Students. There are no fees associated with membership. Membership is to range across all academic years and programs within the college.
2. Representatives will serve a one-year term.

Dean's Executive Leadership Council (ELC)

The Role and Purpose :

1. The ELC is an independent organization providing support and assistance to the College of Architecture and Construction Management at Kennesaw State University (KSU). The mission of the Council is to advise the college regarding its progress and interactions with individuals, corporations, and agencies external to KSU, and to develop, plan and facilitate specific targeted activities that advance college goals through outreach. Fundraising and promotion are key goals of this group.

Composition:

1. The Dean of the College of Architecture and Construction Management is a permanent member of the Council and cannot be Chair of the Council.
2. The Development Officer of the college is a permanent member of the Council and cannot be Chair of the Council.
3. See ELC by-laws for more specific definitions and procedures regarding membership.

Diversity, Equity, and Inclusion Committee (DEI)

The Role and Purpose:

1. DEI provides resources that promote equal access and opportunity for all faculty, staff, and students, in order to achieve a prosperous society. DEI is to advocate for policies and a 5-year strategic plan that promotes diversity, equity, and inclusion by culture (not just numbers) in the CoACM workplace. The mission is to foster an inclusive learning and work environment that promotes an understanding of, and appreciation for, difference through initiatives, operating programs, research, services, and training.

Composition:

1. The college Diversity Liaison is the default chair of DEI.
2. Two T/TT faculty members from each department will serve on this committee.
3. Representatives will serve two-year terms, which will be staggered.

Meeting Times:

2. The DEI members will meet as needed for planning, monitoring the progress of actions, and policy developments.

Ad-hoc Committees/Councils

1. An ad-hoc committee can be appointed by the Dean in consultation with the CFC.
2. An ad-hoc committee can be appointed by the CFC with consultation with the Dean.

University Wide Committees/Councils

1. Representatives from the College of Architecture and Construction Management elected to university-wide committees will be elected annually via survey during the month of March (no later than March 15th) so that this information could be included within the subsequently developed FPA.

ARTICLE III. Procedures of Committees/Councils

OPERATIONS:

1. The college has seven (7) standing committees/councils and the ability to install ad-hoc committees.
2. Each committee/council shall operate under a charge given to the Chair at the start of each Fall semester.
3. Committee/council members will be selected via department elections held in the Spring semester (no later than March 15th) of each year for the next year's committees/councils. Once elected, committees/councils shall choose a Chair-elect and Secretary-elect (note that the Chair selection must occur in the SPRING to be sent to Academic Affairs by April 1st). Exceptions are made for the SAC, and ELC as the guidelines of these groups define their own actions.
4. Committees/councils operate from the start of Fall semester to the end of Spring semester, unless otherwise noted/requested.
5. Standing committees/councils shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees/councils but are not obligated to do so, unless otherwise noted in their workload.

6. Standing committees/councils shall meet at least twice each semester, except summer, unless otherwise specified. Exceptions are made for the SAC, and ELC, as the by-laws of these groups define their own actions.
7. If appropriate and practical, the committee/council Chair may conduct a meeting electronically unless there is an objection by a committee member.
8. In the event of a vacated seat (for any reason) on any standing committee/council the department whose seat was vacated is to vote for another member within two weeks of the seat being vacated. If the vacated seat is the committee/councils Chair, the committee/council will elect a new Chair to complete the term once the seat is filled by a new member. Exceptions are made for the CSC, SAC, and ELC as the by-laws of these groups define their own actions.
9. Any committee/council dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions in the meeting minutes.
10. The preferred operations of the committees/councils will be to follow Robert's Rules of Order.

VOTING:

1. All permanent, full-time tenured faculty, tenure-track faculty, lecturers, and senior lecturers will be eligible to vote in all college-wide voting. Staff may be eligible to vote on some issues. Part-time and limited term faculty are not eligible for voting at college level committees.
2. A quorum is required for college-wide and committee/council votes. A quorum shall be a simple majority.
3. A plurality is required to elect someone to a college committee/council or as a college representative to a university committee/council.
4. Voting may be done by anonymous paper ballot, electronic ballot, in-person paper ballot, or in-person voice vote. For anonymous paper ballots, at least five business days will be allowed for voting with reminders being sent each day. At least three business days will be allowed for electronic voting with reminders being sent each day.
5. The results of the vote will be reported in the committee's/council's meeting minutes.
6. Method of voting shall be determined by the committee/council Chair.

COMPOSITION:

1. The college Executive Assistant is to provide a current list of faculty and staff with rank and voting eligibility prior to the election meeting. Updated rosters shall be made available anytime by request to the college Executive Assistant.
2. Faculty committee/council members will be elected by the permanent, full-time faculty members of each department.
3. The Dean shall be an ex-officio non-voting member of the committees/councils. The Dean will respect the committee's/council's desire, on occasion, to meet without the dean, or members of the dean's staff.
4. Department chairs are not eligible to vote for or to serve as members of the committees/councils.
5. Members of department committees/councils may not serve on the respective college committees/councils (i.e., DFC & CFC).
6. A department may recall any representative by a 2/3 vote.

Table 1. Committees/Councils Structure

Committees	Faculty per Department	Staff	Term
College Curriculum Committee	2 T/TT	NA	2-years Staggered
College P&T Committee	2 Tenured	NA	2-years Staggered
College Awards Committee	2 T/TT w/3rd year review completed	2	3-years Staggered
Ad Hoc Committees	As determined by CFC or Dean	As determined by CFC or Dean	As determined by CFC or Dean
Diversity, Equity, and Inclusion Committee	2T/TT	NA	2-years Staggered
Councils	Membership		Term
College Faculty Council	3 T/TT faculty per Dept.		3-years Staggered
College Staff Council	2 full-time Staff (+Univ. Staff Council Rep*)		2-years Staggered
Executive Leadership Council	Per ELC Guidelines		As Negotiated
Student Advisory Council	Per SAC Bylaws		1-year

* non-voting member

OFFICERS/ROLES:

1. Chair – The chair is responsible for leading the execution of the charge. Typical duties include scheduling and leading meetings, assigning tasks, maintaining professionalism in the meetings according to Robert’s Rules of Order, reporting to the CFC/Dean, and any other tasks required to achieve the goals of the committee/council (Except SAC and ELC).
2. Secretary – The Secretary is responsible for keeping minutes, maintaining records, and archiving reports. The Secretary is to also electronically distribute DRAFT minutes within one week of the meeting and call for review and vote for approval. Final approved minutes are to be submitted for posting on the college website as a public record. Minutes of the meetings shall include the names of all members and guests present as well as a description of items discussed. In the absence of the Chair, the Secretary may be called upon by the Chair to lead a meeting (Except SAC and ELC).

ARTICLE IV. College-wide Meetings

The College will meet at a minimum at the beginning of the Fall and Spring semesters, and at the end of the Spring semester. The College will also meet when important issues would benefit from the participation of the entire college. College meetings shall be called by the Dean.

ARTICLE V. Amendments to Bylaws

Proposed amendments to these Bylaws shall be submitted in writing to the College Faculty Council. The proposed amendment shall be distributed to the college faculty and staff at least 10 business days before a vote is held. An amendment may be approved by a simple majority vote of the College faculty, and signed by the CFC Chair, Dean, and Provost or designee.

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 and University Handbooks 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
College of Architecture and Construction Management

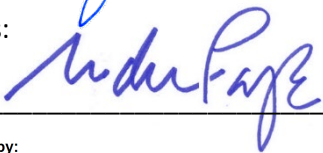
(A copy of this form, completed, must be attached to the college bylaws.)

I confirm that the attached bylaws, dated February, 21st, 2022, were approved by the faculty of the Departments of Architecture and Construction Management in accordance with college policies and procedures.

Vote Tally (13 yes, 5 no, 1 unselected) (19 votes out of 35 eligible faculty, 54.3% response)

Dr. Ermal Shpuza:  Date: 03/28/2022
CACM CFC Chair (2021-2022)

I approve the attached bylaws:

Dr. Andrew Payne:  Date: 03/30/2022
College Dean


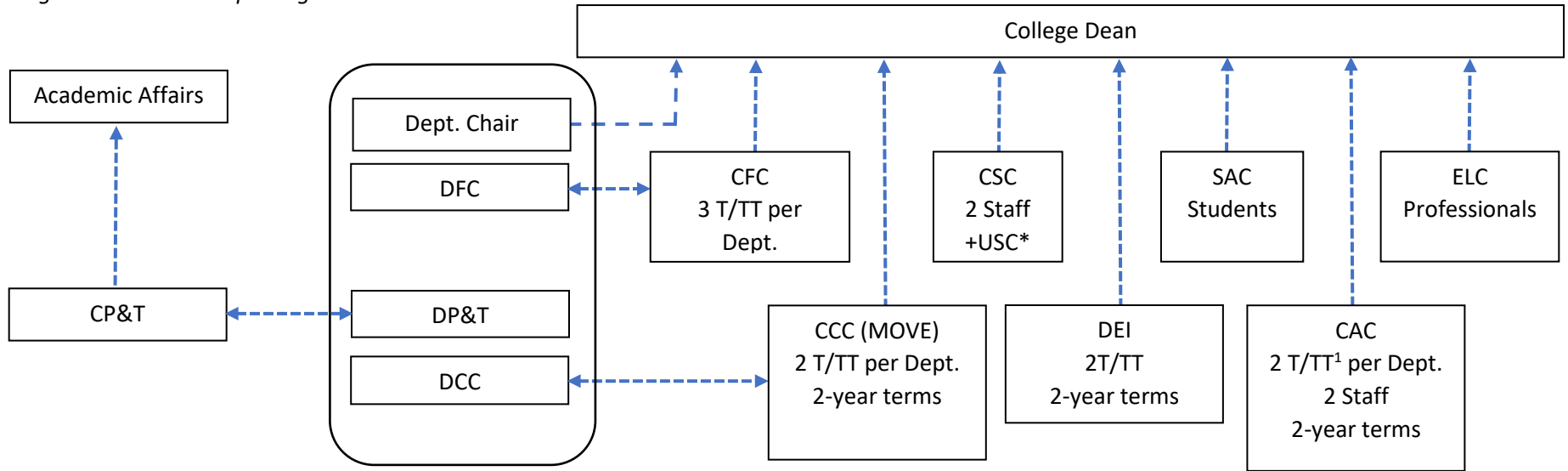
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Dr. Ivan Pulinkala: _____ Date: April 4, 2022
Interim Provost
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Image 1: Committee Reporting Chain



↔ Relational

→ Actional

¹ Post third-year review

* Non-voting