Kennesaw State University

Department of Communication

Governance Document

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Assistant Chair, as directed by Department of Communication Faculty.
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Preamble

The faculty and staff in the Department of Communication are committed to following democratic principles. We believe in open communication and support shared governance that is participatory, equitable, and transparent.

The American Association of University Professors (AAUP) states that “the faculty should have a meaningful role in decision-making in those areas that have a significant impact on the educational and scholarly enterprise.”

The American Council on Education (ACE) and the Association of Governing Boards of Universities and Colleges (AGBUC) have endorsed this position with regard to shared governance.

The policies and procedures outlined in this document are consistent with these views. They are intended to ensure input from faculty members on all issues that affect students, staff, and faculty and the life of the department as a whole.

1. Voting Body Defined
   a. For the purposes of conducting departmental business, except for selecting and/or removing a Department Chair, the "voting body" shall consist only of full-time faculty members in the Department of Communication, including tenured and tenure-track faculty, as well as lecturers/senior lecturers. All joint appointed, tenure-track faculty with 50% or more of workload are considered members of the department.
   b. For the purpose of selecting or removing the Department Chair, the voting body shall consist only of tenured and tenure-track faculty members, senior lecturers, and lecturers whose home unit is the department of communication.
   c. All voting members of the department must be given an opportunity to vote even if absent from a meeting.
   d. A quorum for the purposes of conducting departmental business shall consist of 50% +1 of the full-time, tenured, tenure-track faculty, and lecturers/senior lecturers who are assigned duties (TSM, RCA, PS, LA) on the main campus or satellite campus during the semester in which voting is conducted.
   e. A quorum for the purpose of selecting and/or removing a Department Chair shall consist of 2/3 (66%) of full-time, tenured, tenure-track faculty, and lecturers/senior lecturers who are assigned duties during the semester in which voting is conducted.
   f. If the minimum number of required votes results in a fraction (even a small one), department faculty shall round up to the next full number.
   g. The Department Chair shall only cast a vote in case of a tie.
   h. Temporary full-time and part-time adjunct faculty are not voting members.

2. Chair of the Department of Communication
   a. The Department Chair serves as the chief internal and external representative of the department. He or she provides leadership within and beyond the department and represents the department to the larger university community and to the local,

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national, and international communities. Specifically, his/her responsibilities include, but are not limited to:

i. Coordinating the visioning and strategic planning for the department.
ii. Budgeting and overseeing the fiscal management of department resources.
iii. Managing day-to-day administrative responsibilities.
iv. Mentoring new and seasoned faculty members.
v. Hiring and supervising staff in the department.
vi. Assigning faculty workloads with input from the faculty.
vii. Assigning staff workloads.
viii. Providing service and support to various constituents (college, university, community, etc.).
ix. Conducting annual faculty performance reviews based on Faculty Performance Agreements (FPAs).

For a detailed list of the Department Chair’s responsibilities, please see the Departmental Guidelines (Section IV GUIDELINES FOR THE DEPARTMENT CHAIR).

b. The Department Chair shall serve as a steward for the four concentrations in the department (Journalism and Citizen Media, Media Studies, Organizational Communication, and Public Relations) in a fair and objective manner. For example, the Department Chair would facilitate discussion among faculty on how new faculty lines would be distributed.

c. Eligibility and Tenure of the Department Chair
   i. Candidates for Chair must be tenurable on arrival at Kennesaw State University or on appointment.
   ii. The Chair holds a twelve-month administrative appointment.
   iii. Chair’s teaching load is two courses per calendar year, unless otherwise negotiated with the Dean of the College of Humanities and Social Sciences.
   iv. The term of office for a Department Chair is five years and may begin either on January 1 or on July 1.
   v. The tenure of the Chair will be limited to two 5-year terms, which may be served consecutively. If the Chair completes his/her first term of service (5 years) and is not recommended by the department for renewal second term, or if the Chair wishes to step down, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post by the upper administration at Kennesaw State University.

d. Selection of the Chair
   i. The Search Committee will be selected by the Dean in consultation with the Department faculty. In addition to department faculty, the search committee will include a CHSS department chair and will be chaired by a non-voting associate Dean.

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ii. The Search Committee will solicit nominees both internally and nationally and review their qualifications, present a slate of a maximum of three candidates to the Communication faculty, oversee the election, count the ballots, and subsequently forward the results (and the committee’s recommendation) to both the Communication faculty and the Dean of the College of Humanities and Social Sciences.

iii. Voting procedures and policies:
   1. Voting will be by secret ballot.
   2. Mailed ballots, sent in sealed envelopes via postal or campus mail directly to the Dean of the College of Humanities and Social Sciences, will be accepted.
   3. There will be no voting by proxy.
   4. There will be no voting by email.

iv. A two-thirds majority (66%) of the faculty voting body will be required for the selection of a Chair.

v. The winning candidate for the Department Chair shall be recommended by a simple majority (50%+1) vote.

vi. After considering the vote of the faculty and following any additional consultations deemed appropriate by the Dean of the College of Humanities and Social Sciences, the Dean shall appoint a Chair.

e. Review of the Chair
   i. During the fourth year of the Chair’s first term, the Dean of the College of Humanities and Social Sciences shall call a meeting of the voting body of the department to discuss their concerns and to discuss annual reviews of the Chair. A vote to determine whether the current Chair should be recommended by the Department for renewal will be handled by the dean’s office of the College of Humanities and Social Sciences.

   ii. The Dean of the College will chair this meeting and has no vote at this time.

   iii. Voting procedures and policies:
       1. Voting will be by secret ballot.
       2. Mailed ballots, sent in sealed envelopes via postal or campus mail directly to the Dean’s office of Humanities and Social Sciences, will be accepted.
       3. There will be no voting by proxy.
       4. There will be no voting by email.

   iv. After considering the vote of the faculty and following any additional consultation deemed appropriate by the Dean, the Dean will either reappoint the Chair for a second five-year term following the first five-year term or open the process for selection of a new Chair.

f. Grievance Process and Removal of a Chair
   i. Faculty may register their dissatisfaction with the Chair by following this procedure:
      1. First, they may address the issue(s) involved directly with the Chair.

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2. Second, if the issue(s) remain(s) unresolved within a reasonable amount of time, the faculty may present their grievance to the Department Faculty Council (DFC).
3. Third, if the issue(s) remain(s) unresolved within a reasonable amount of time, the faculty involved may seek the intervention of the Dean of the College of Humanities and Social Sciences.

ii. For the purposes of removing a Department Chair, the voting body shall consist of tenured and tenure-track faculty as well as lecturers/senior lecturers of the department, who are assigned duties on campus and/or a satellite campus during the semester in which voting is conducted.

iii. If the issue(s) remain(s) unresolved, a vote of no confidence in the Chair may be called for by the voting body.

1. A vote of no confidence may be called for at any point during a Chair’s term.
2. To call for a vote of no confidence, a majority of the DFC or 40% of the eligible voting faculty must submit and sign a written petition to the Dean to call for a vote. Procedures for debate of a no-confidence vote will be as follows:
   a. The chair of the DFC will schedule and announce (to all eligible voting faculty) a meeting one week prior to the meeting date. The DFC chair will moderate the meeting.
   b. The chair will be given the opportunity to present her/his side of the issue at the called meeting, but they should not participate in the debates or be present where and when this is discussed.
3. A two-thirds vote of the faculty eligible to vote will be required for a vote of no confidence in a Chair to pass. A vote of no confidence in a Chair may lead to the Chair’s removal.

iv. Voting procedures and policies:
   a. Voting will be by secret ballot.
   b. Mailed ballots, sent in sealed envelopes via postal or campus mail directly to the Dean of the College of Humanities and Social Sciences, will be accepted.
   c. There will be no voting by proxy.
   d. There will be no voting by email.

v. The decision will be determined by a two-thirds vote.
vi. After considering the vote of the faculty and following any additional consultations deemed appropriate by the Dean of the College of Humanities and Social Sciences, the Dean will either allow the Chair to continue his/her current term or open the process for the selection of a new Chair or Interim Chair.

3. Interim Chair
   a. In the event the chair position is vacant, the Dean will meet with the Department and seek input from the faculty for selecting an Interim Chair.

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b. Candidates for Interim Chair must be tenured and hold the rank of associate or full professor.

c. Ideally, the Interim Chair shall be selected from tenured Communication faculty. The Interim Chair will normally serve for one semester or one year, but in extraordinary circumstances may serve up to two consecutive one-year terms.

4. Assistant Chair

a. The Assistant Chair shall hold a twelve-month appointment.

b. The Assistant Chair shall be appointed by the Chair with assistance from previous Assistant Chairs.

c. The Assistant Chair shall receive a one-course reassignment in both the spring and fall semesters. The Dean’s approval in consultation with the Department Chair is required.

d. The Assistant Chair’s stipend shall be negotiated with the Dean in consultation with the Department Chair based upon the Policy on CHSS Administrative Stipends and Overloads (approved August 18, 2011).

e. The Assistant Chair’s office is located in the administrative suite.

f. The Assistant Chair’s term shall be two years with the option of renewal upon recommendation of the faculty.

g. Responsibilities of the Assistant Chair shall be negotiated with the Chair and shall primarily include:

i. The Assistant Chair will meet with concentration leaders and course coordinators to plan course schedules for Fall and Spring semesters as well as Summer terms.

ii. The Assistant Chair, in collaboration with the Chair, shall determine the number of course sections offered; monitor course enrollment during registration; oversee overall logistics of schedule building, including classroom allocation; resolve potential conflicts in prerequisite courses offered; align course offerings with forecast sheet; handle last-minute changes in instructors; and deal with other emergencies.

iii. Helping to recruit and hire potential part-time instructors:

1. Following-up with initial contacts

2. Setting-up interviews and participating in the interview process

3. Mentoring new part-time instructors

iv. Representing the Chair whenever the Chair is not available.

v. Assisting in interviewing and hiring of staff.

vi. Assisting in advising new transfer students as needed.

vii. Fulfilling other duties as assigned.

h. Not included in the responsibilities of the Assistant Chair are:

i. Supervision and evaluation of faculty.

ii. Supervision and evaluation of staff, unless the Chair is temporarily incapacitated.

iii. Handling student complaints about faculty, unless the Chair is temporarily incapacitated or there is a conflict of interest, actual or perceived.

iv. Handling grade appeals, unless the Chair is temporarily incapacitated or there is a conflict of interest, actual or perceived.

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i. The Assistant Chair shall be selected from within the Department of Communication with the approval of the Dean of the College of Humanities and Social Sciences.

j. The Chair shall design a procedure, in consultation with the faculty, for evaluating the performance of the Assistant Chair.

5. Director of Master of Arts in Integrated Global Communication
   a. The Director of the Master of Arts in Integrated Global Communication (MAIGC) shall hold a twelve-month tenured appointment.
   b. The Director of MAIGC shall be a member of the graduate faculty.
   c. The responsibilities of the Director of the MAIGC program shall include but are not limited to:
      i. Managing day-to-day responsibilities for graduate program.
      ii. Overseeing the scheduling of graduate courses.
      iii. Assigning faculty to teach graduate courses.
      iv. Recruiting prospective graduate students.
      v. Chairing the Graduate Admissions Committee.
      vi. Chairing the Graduate Curriculum Committee.
      vii. Establishing new partnerships and managing existing partnerships with international institutions of higher learning.
      viii. Seeking new sources of funding.
      ix. Overseeing the travel arrangements of graduate students.
      x. Serving on KSU’s Graduate Policies and Program Committee (GPCC).
   d. The Director of MAIGC shall oversee selection and allocation of graduate/research/teaching assistants.
   e. The Department Chair shall design a procedure for evaluating the performance of the Director of MAIGC by obtaining structured annual feedback from faculty, staff, and graduate students.

6. Director of Digital Media
   a. The Director of Digital Media (DM) shall hold a nine-month appointment.
   b. The Director of DM may hold a tenured, tenure-track, or lecturer/senior lecturer appointment.
   c. The Director of DM is appointed by the Department Chair upon recommendation of the faculty.
   d. The Director of DM’s course load shall be stated in the Director of the DM’s FPA, which is negotiated with the Department Chair and Dean.
   e. The duties of the Director of the DM include, but are not limited to:
      i. Serving as the manager of the Digital Media Lab and delegating responsibilities as needed.
      ii. Providing leadership in sharing lab policies with faculty who teach in the Digital Media Lab.
      iii. Providing regular updates on DM to the whole Communication faculty.
      iv. Developing, updating, and promoting a lab policy regarding no food, good conduct, etc.

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v. Overseeing the daily operation of the Digital Media Lab (checking for heat, air, locked doors, etc.).
vi. Reporting any temperature-related issues or problems to the Associate Dean and the Communication main office.

vii. Helping to test new digital media production software.

viii. Reporting problems with hardware, software, equipment, furniture, etc., immediately to the proper channels.

ix. Being proactive about helping to prevent vandalism and theft.

x. Working closely with the CHSS Office of Proposals, Grants, and Contracts in developing funding opportunities.

xi. Collaborating with the KSU development office to raise funds for upgrading and expanding the Digital Media Lab.

xii. Helping to recruit, interview, and hire lab assistants.

xiii. Training, managing, and supervising lab assistants.

xiv. Developing and maintaining good working relationships with AVTS and ITS.

xv. Helping to recruit, interview, and hire potential part-time faculty who might teach digital media production courses.

xvi. Providing a DM written report to the Department Chair and the DM committee at the end of each academic year.

xvii. Planning and organizing an annual digital media production showcase to feature the best work created by students.

xviii. Working closely with the Dean’s Office, AVTS, and ITS regarding maintenance and upgrades of the new Digital Media Classroom (SO 2032).

7. Concentration Leaders
   a. Concentration Leaders shall hold a nine-month appointment.
   b. Concentration Leaders may hold tenured, tenure-track, or lecturer/senior lecturer appointments.
   c. Concentration Leaders shall be elected by the members of the respective concentrations.
   d. Concentration Leaders shall hold two-year renewable terms.
   e. Concentration Leaders’ course loads shall be negotiated in the Concentration Leaders’ FPAs to fulfill the duties as assigned.
   f. The primary responsibilities of Concentration Leaders include, but are not limited to:
      i. Assisting the Assistant Chair and Chair in building the schedule for fall and spring semesters, as well as summer terms.
         1. Serving as a point person for the concentration.
         2. Maintaining a professional, mentoring relationship with qualified part-time instructors for retention purposes.
         3. Collaborating with colleagues within respective concentrations to establish strategic course offerings, according to the course forecast sheet.

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4. Collaborating with colleagues regarding the number of sections for each of those courses.
5. Meeting with colleagues within respective concentrations at least once a semester to help evaluate course offering strengths and weaknesses and how specific concentration courses align within the overall curriculum.
6. Meeting with all concentration leaders and course coordinators at least once a semester to adjust and streamline course sections and room assignments.
7. Proofreading master course schedule (in Excel and in Banner) to ensure accuracies.
8. Maintaining open communication with the Assistant Chair regarding additions to and/or corrections of the course schedule.
9. Helping ensure that each course section has an instructor of record before the semester begins.
10. In case of sudden instructor unavailability, concentration leaders will assist the Assistant Chair and Chair to identify and replace qualified part-time faculty.

8. Course Coordinators
   a. Course coordinators of multiple section courses (eight or more offered per academic semester) shall hold a nine-month tenured, tenure-track, or lecturer/senior lecturer appointment.
   b. Course coordinator responsibilities shall be written into the job description and position announcement.
   c. At the time of writing this document, the following courses have coordinators who were hired for this responsibility.
      i. COM 1109 Human Communication (general education course)
      ii. COM 2129 Public Speaking
      iii. COM 2135 Writing for Public Communication

9. Personnel
   i. The office of the Department of Communication shall be staffed with a team of administrative associates proportional to the size of the faculty and number of students. Ideally, there should be one administrative associate for every 10 faculty/300 majors.
   ii. An Administrative Associate II, who serves as the assistant to the Chair, manages the office, delegates work, supervises other staff, enters the schedule into Banner, places purchase orders, enters payroll, processes travel requests, updates the department Web page, and fulfills other duties as assigned.
   iii. An Administrative Associate I, who serves as the main receptionist, responds to and delegates inquiries from students, faculty, and other constituents, handles textbook orders, provides administrative support in the main office, and fulfills other duties as assigned.

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iv. A student worker, or work/study student, assists the administrative associates as needed. He or she may work no more than 20 hours per week during fall and spring semesters. He or she may work up to 40 hours per week during summer term or during school breaks (when classes are not in session) if HR conditions are satisfied.

v. A student lab assistant, whose primary responsibility is to supervise the digital media lab during open lab hours, may work no more than 20 hours per week during fall and spring semesters. He or she may work up to 40 hours per week during summer term or during school breaks (when classes are not in session) if HR conditions are satisfied.

10. Faculty Advisors to Departmental Student Organizations
   a. All tenured, tenure-track faculty, as well as lecturers/senior lecturers are eligible to serve as faculty advisors to registered student organizations.
   b. Faculty advisors shall be appointed by the Chair upon consultation with the faculty or respective concentration.
   c. The term for a faculty advisor shall be three years, unless circumstances suggest otherwise.
   d. If a faculty member steps down from his/her duties as faculty advisor, he/she shall be replaced by an interim advisor for the remaining period of the term.
   e. Serving as a faculty advisor to a student organization does not qualify for a course reassignment; however, it counts as service to the department.
   f. Student Organizations at the time of this writing are:
      i. Kennesaw Communication Association (KCA)
      ii. Lambda Pi Eta (LPH: National Communication Honor Society)
      iii. Public Relations Student Society of America (PRSSA)
      iv. Society of Professional Journalists (SPJ)

11. Committees
   a. Membership and Procedures
      i. All tenure-track faculty members are eligible and are expected to serve on departmental, college, and university committees. Lecturer and senior lecturers have the option of serving on departmental, college, and university committees.
      ii. The Department Chair shall, in consultation with the faculty, appoint faculty members to serve on departmental, college, and university committees, unless they serve elected posts.
      iii. Appointments to committees are made annually.
      iv. Elections to elected posts are held annually.
      v. Faculty may serve at their own request and with the approval of the Chair on other interest-specific committees at the departmental, college, or university levels.
      vi. Ideally, faculty members shall serve on no more than three committees, unless negotiated otherwise with the Chair.
      vii. Tenured, tenure-track faculty members, as well as lecturers/senior lecturers, are expected to attend all meetings of the committees to which

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they have been elected or appointed as partial fulfillment of their professional service responsibilities and academic citizenship within the Department of Communication, the College of Humanities and Social Sciences, and Kennesaw State University. (See the latest edition of the Faculty Handbook, Section Five for details on service expectations.).

b. Departmental Standing Committees:
   i. Tenure & Promotion Committee (three members, tenured faculty, elected)
   ii. Curriculum Committee (four members, each representing one of the concentrations) elected by the concentration faculty

1. Effective for course schedules beginning May 1, 2012, all courses taught for the first time in a format shorter than a 4-week summer session must be reviewed and approved by the concentration coordinator and at least two full-time tenure-track faculty members from that concentration before the course can be placed on the schedule. The committee will review the completed syllabus for course learning outcomes to assure they can be met in the shorter format and will approve courses that continue to produce the same learning outcomes as the original, longer course formats.

2. For courses not in a concentration, or those scheduled by a non-tenure track faculty member, the course coordinator with a committee of at least two full-time tenure-track faculty with substantial academic coursework in the subject area and substantial experience teaching similar courses will review the course. (If there is a question about the composition of the committee, the department curriculum committee will determine whether the committee members have been appropriately selected.)

3. In cases where a course has already been offered in a short format but not approved, the short-format course must be reviewed and approved by the appropriate committee before it can be scheduled after May 1, 2012. The faculty member submitting the course for approval will include data that indicate learning outcomes were met.

4. If the appropriate committee specified above does not approve the course, the course content must be revised, reviewed, and approved by the department curriculum committee before the course can be scheduled.

iii. Assessment Committee (four members, each representing one of the concentrations, appointed with input from the faculty).

iv. An internal Department Faculty Council (DFC) shall serve the Chair in an advisory function. The term for elected DFC members will be one year.

   1. The DFC shall consist of tenured members of the full-time faculty and/or senior lecturers.
   2. Each member shall represent one of the concentrations.
   3. The holder of the Fowler Distinguished Chair shall serve on the DFC.

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4. The DFC shall meet with the Chair at least twice per semester. (See DFC By-laws, Appendix A.)

c. College Standing Committees:
   i. College Tenure & Promotion Committee (two tenured faculty members, elected)
   ii. College Curriculum Committee (the Chair of the Department curriculum committee serves on the College Curriculum Committee).
   iii. College Awards/Scholarship Committee (one member, appointed)
   iv. Other college committees as needed (e.g., AOL, QEP, RPG, etc., appointed)
   v. College Faculty Council (CFC). The department representative to the CFC shall be a tenured faculty elected by a vote of the permanent, full-time faculty and serve for a three year term. The department representative to the CFC may be recalled by a 2/3 vote of its permanent, full-time faculty. The department should replace a member who does not complete his/her term for any reason with a timely election.

d. University Standing Committees:
   i. University Faculty Senate (one tenured or tenure-track member, elected)
   ii. University General Education Council (General Education Coordinator)
   iii. Chairs Council (Department Chair)
   iv. Other university committees as needed

12. Advisory Committees to the Chair
   a. An external National Advisory Board (NAB) shall serve the Chair and the department in an advisory function.
      i. The NAB shall consist of alumni and friends of the Department of Communication.
      ii. The NAB shall elect a president, vice-president, and other officers.
      iii. The NAB shall meet twice per year (once per semester).
      iv. NAB members shall be invited to the All Boards Day held annually at Kennesaw State University in the Spring. (See NAB By-laws in Appendix B.)
      v. The NAB shall work closely with a faculty liaison.

   b. A student Advisory Council shall serve the Chair and the Department in an advisory function.
      i. The Student Advisory Council may consist of twelve students as follows: four Sophomores, four Juniors, and four Seniors (three students serving per concentration).
      ii. Sophomores may serve for up to three years (as they become Juniors and Seniors); Juniors may serve for up to two years (as they become Seniors); Seniors may serve for one year.

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iii. Each of the four concentrations (Journalism and Citizen Media, Media Studies, Organizational Communication, Public Relations) shall be evenly represented.

iv. Members of the Student Advisory Council shall be appointed by the Chair upon recommendation of the faculty.

v. The Student Advisory Council shall elect a president, vice president, and other officers to be determined.

vi. The Student Advisory Council shall meet at least twice per semester during the academic year (August through May).

13. Departmental Meetings

a. The Chair of the Department of Communication may hold up to two regularly scheduled faculty meetings per month during the academic year (August through May).

b. All tenured, tenure-track faculty members, as well as lecturers/senior lecturers and joint appointees are expected to attend these meetings as partial fulfillment of their professional service responsibility and academic citizenship.

c. Full-time temporary and part-time adjunct faculty members are not required to attend department meetings, but they are always welcome to attend.

d. Temporary full-time and part-time faculty shall leave faculty meetings when personnel matters are being discussed.

Other meetings may be called under special circumstances. Such meetings may be called by the Chair or by at least 50%+1 of the voting body of the faculty as defined in Section 1 above, with no less than three days’ notice.

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Appendix A
Department of Communication Faculty Council Bylaws
Approved May 2008
Amended October 2008

Article I—Name
The name of this committee is the Communication Department Faculty Council (DFC).

Article II—Purpose
The purposes of the DFC are to promote collegiality and effective shared governance of the
department by increasing transparency and two-way communication between the faculty and
the chair with regard to the development of policy and to increase communication about the
implementation of policy including, but not limited to, strategic planning, annual budgeting,
hiring, space and resource allocation, reassigned time, salaries and raises, and appointment
and reports of ad hoc committees. The DFC is advisory to the department chair, who holds
decision-making authority at the department level.

Article III—Members; Election of Chair
The DFC shall consist of elected members of the full-time tenured faculty. Members shall be
elected for a one-year, renewable term.
1. All concentrations shall be represented on the DFC, and one DFC member shall
represent and be a member of each concentration.
2. The holder of the Fowler Distinguished Chair shall serve as member of the DFC.
3. The council chair shall be elected by the members of the DFC and shall be a tenured
Department of Communication faculty member.
4. A concentration may recall its DFC representative by a 2/3 vote of its permanent,
full-time faculty. The concentration should replace a member who does not complete
his/her term for any reason with a timely election.
5. The department may choose to add additional members by a 2/3 vote of the
permanent, full-time faculty.
6. The department chair is an ex officio, non-voting member of the DFC.
7. The council chair must be an elected department representative who has served on
the council the previous year, selected by a majority vote of the elected members of
the DFC.
7.1 The term of council chair will be one year, renewable by vote.
7.2 Duties of the council chair include preparation and publication of agendas and
minutes.

Article IV—Meetings; Summer functioning
1. The DFC shall hold meetings at least twice each fall and spring semester. The
council chair or chair’s designee shall keep the DFC informed of relevant issues that
arise during the summer; the DFC may act via electronic voting during the summer.
2. DFC meetings shall be open to the public except as required by law or written KSU
policy; sessions with limited attendance or “executive session” will be addressed
below.

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2.1 The DFC shall publish agendas and meeting times in advance and publish minutes or a meeting summary within one week of the end of the relevant meeting that, at minimum, records attendance and all actions, decisions or recommendations of the DFC.

2.2 The DFC may meet without the department chair or members of the chair’s staff present.

2.3 All sessions of the DFC and its committees shall be open to the public except during executive sessions.
   a. The DFC and its committees may, upon majority vote of those members present and constituting a quorum for business, meet in executive session to consider and act upon any matter.
   b. After an executive session of the DFC or of any of its committees, the DFC or committee shall announce to the department any decisions taken in executive session and shall record such actions in the official minutes.

3. The DFC may call an emergency session when necessary.
   3.1 Emergency sessions of the DFC will be held only upon majority approval of all DFC voting members as taken by vote via email and administered by the council chair.
   3.2 Notice of an emergency session will be communicated immediately to the faculty by the council chair along with an explanation of the issue(s) that prompted the emergency session. An emergency session will be devoted only to the issue(s) that prompted its calling.
   3.3 Minutes or a summary of each emergency session will be posted according to Article IV-2.

Article V—Solicitation and Discussion of Agenda Items
   1. The council chair shall solicit input from faculty concerning agenda items at least two weeks before the called meeting.
      1.1 Agenda items from faculty must be submitted via email or hardcopy.
      1.2 Agenda items from faculty can be submitted to DFC members or to the council chair.
      1.3 Agenda items must be submitted at least five working days before the called meeting and posted in the published agenda.
         a. Agenda items submitted by faculty to DFC members must be relayed to the chair to be included in agenda.
         b. Agenda items submitted by faculty shall be posted as agenda items without name(s) attached unless the faculty member submitting the agenda item wishes to be named. The faculty member must put such a request in writing.
      1.4 Agenda items from the Department Chair will be communicated to the DFC chair five working days before the called meeting and included in the posted agenda.
   2. All agenda items submitted by faculty will be addressed.

*UPDATED and APPROVED May 8, 2012*
3. Agenda items submitted by faculty will be discussed without name(s) of submitting faculty member(s) mentioned unless the faculty member submitting the agenda item provides his/her written permission to use his/her name.

Article VI—Action(s) taken on Agenda Items
1. Items submitted by faculty shall be categorized as items requiring support/do not support votes or fact-finding items.
   1.1 Items requiring support/do not support votes shall pass with a majority vote.
   1.2 Fact-finding items shall be brought to the attention of the department chair after DFC discussion.
   1.3 Decisions involving departmental policy deletions, changes and/or additions shall be submitted to the department chair for consideration at the next full faculty meeting.
   1.4 Faculty dissatisfied with DFC decisions shall be encouraged to appeal directly to the DFC chair.
   1.5 All actions taken during DFC meetings shall be communicated via meeting minutes or meeting summaries posted on the I-drive for faculty to review (see Article IV-2.1).
Appendix B
National Advisory Board Bylaws
Approved by the Board August 2008
Department of Communication
Kennesaw State University

The National Advisory Board is comprised of professionals who have volunteered to offer their services toward the advancement of the mission and goals of the Department of Communication. These bylaws provide an outline for governance, procedures for membership and procedures for operation of the National Advisory Board. These bylaws were approved by members of the National Advisory Board (DATE).

Article I. FUNCTIONS AND RESPONSIBILITIES

Section A. Name: The name of this organization shall be the National Advisory Board for the Department of Communication, Kennesaw State University.

Section B. Responsibilities: The National Advisory Board, henceforth referred to as the Board, provides an avenue that allows the Department of Communication, henceforth referred to as the Department, to remain actively connected to professionals in the community who work in fields related to the programs offered by the Department. The Board advises the Department on matters relating to the directions of, changes in and needs of the communication profession and lends support to initiatives of the Department, including internships, guest speaking, new programs, professional development, grants, and research opportunities. The Board may provide other functions to enhance the work of the Department deemed significant by the Board and the Department. The Board also works to help raise financial support for activities of the Department.

Section C. Decisions: National Advisory Board recommendations are advisory. Nothing in these bylaws should be construed to supersede provisions of the statutes of the Department of Communication and Kennesaw State University.

Article II. MEMBERSHIP AND PARTICIPATION

Section A. Membership: The membership of the Board shall consist of volunteers who have agreed to serve as Board members and have been voted into membership by a simple majority of current Board members. The maximum membership for the Board shall be 21. Current Board members and Department Faculty may nominate and recommend people for membership who will be voted upon by the Board. A simple majority vote by a quorum of the Board, as outlined below, will confirm a nominee’s membership.

Section B. Composition: Membership will be comprised of Department of Communication alumni and non-alumni representing local, regional, national and global interests, with diversity in gender and ethnic origin. Membership will also be composed of communication...
professionals representing all disciplines offered within the Department. All current members are voting members of the Board.  

Section C. Terms: Terms are staggered at one, two, and three years and these terms will be allocated among members randomly. Members may request a particular term limit. Years are based on an academic year (August - July).

Section D. Reappointment: A member who serves one term may be reappointed to a second term. Members who serve two terms will rotate off the Board. A member may rejoin the Board after a one-year absence.

Section E. Resignations: Members who decide to resign should submit their resignation in writing to the Chair of the Department of Communication.

Section F. Terminations: Members who are convicted in a court of law, or who have been censured by a board of ethics, or who have missed three consecutive regularly scheduled Board meetings may be terminated from the Board upon approval by a majority of the Board. Motions for such action must originate within the Board. Members will vote via email, and results will be tallied and reported immediately by the Board Secretary.

Section G. Faculty Liaison: The Department of Communication through its Chair will designate a faculty liaison, as needed, to work with the National Advisory Board.

Article III. OPERATION OF THE BOARD

Section A. Rules: The Board shall be guided by the latest edition of Robert’s Rules of Order on all points not expressly provided for by these Bylaws.

Section B. Meetings: The Board shall meet at a designated location in the Greater Atlanta area each fall. Spring meetings will be held in conjunction with All Boards Day at Kennesaw State University. Fall meeting dates will be set by the Board at preceding spring meetings. The meetings shall be open, and Department faculty and students will be invited to attend. Additional meetings, if needed, will be called by the Board President in consultation with the Department Chair.

Section C. Conduct of Meetings: The Board will conduct its business in open meetings. A simple majority of the Board shall constitute a quorum for the transaction of Board business.

Section D. Quorum Requirement: A simple majority of members shall constitute a quorum. A quorum is required for any vote taken by the National Advisory Board, but is not required for a meeting.

Article IV. OFFICERS

Section A: Election Procedures: The Vice President shall assume the duties of the President when the term of the sitting President ends. The election of a Vice President shall occur at the fall meeting of the Board when the sitting Vice President becomes the President. Elections shall be by secret ballot. The current President and vice President shall be considered to have been duly elected for a one-year term at the time of the adoption of these bylaws.

*UPDATED and APPROVED May 8, 2012*
Section B. Officers: The officers of the Board, to be elected by the members, will include the Board President and Vice President. The Vice President also serves as President-elect. An administrative assistant or associate of the Department of Communication will be appointed by the Department Chair to serve as secretary.

Section C. Terms of Officers: Each elected officer shall serve a term of one academic year. Officers can succeed themselves for two additional terms, meaning they can be re-elected twice.

Section D. Qualifications: A member shall serve at least one year on the Board and attend at least two meetings before being eligible for election to an office. All elected officers of the Board shall be members of the National Advisory Board.

Section E. Succession: When the sitting President’s term(s) ends, the Vice President (President-elect) will automatically become President. An election for a new Vice President (President-elect) will occur at that fall meeting and the new Vice President will assume duties immediately. In the event that the sitting Vice President (President-elect) chooses not to accept the President’s position, elections for both President and Vice President will be held at that fall meeting.

Section F. Interim Officer Appointments: An officer who wishes to resign his or her position before the end of a term should submit the resignation in writing to the Department Chair. If the Board President resigns, the Vice President will move up to President. A new Vice President will be elected at the next Board meeting.

Article V. OFFICER DUTIES

Section A. Board President: The President heads the Board, providing leadership, determining Board consensus and helping the membership translate consensus into advice. The Board President is responsible for:
1. Preparing the agenda for the meetings in consultation with the Department Chair
2. Convening and presiding at the meetings
3. Appointing committees, as necessary
4. Ensuring that all standing and ad hoc committees perform their assigned tasks
5. Acting as spokesperson for the Board and liaison with other organizations
6. Determining at each meeting, in consultation with other Board members, the date/time of the next meeting and informing the Vice President and the membership

Section B. Vice President: In the event that the President cannot carry out the duties of office, the Vice President assumes the Board President’s responsibilities. Additional responsibilities include:
1. Presiding at Board meetings when the President is absent
2. Carrying out other duties assigned by the President as needed

UPDATED and APPROVED May 8, 2012
Section C. Secretary: The Secretary shall be an administrative assistant or associate of the Department of Communication appointed by the Department Chair. The Secretary provides recording and correspondence duties for the organization. The secretary is responsible for:

1. Recording, editing and distributing the minutes of the Board meetings within 21 Days
2. Acting as the receiving and dispatching point for all correspondence of the Board
3. Preparing Board-connected correspondence and other documents as required by the Board President
4. Maintaining an updated directory of Board members

Article VI. COMMITTEES

Section A. Membership: The National Advisory Board shall create appropriate standing and ad-hoc committees to facilitate its work. The President shall appoint the members and designate a Committee Chair for each committee.

Section B. Standing Committees: Standing committees appointed by the Board President include:

1. Economic Development Committee—shall serve as a liaison between the Department Chair and the College of Humanities and Social Sciences Development Officer to assist with fundraising.
2. Membership Committee—shall identify potential members and assist with recruiting new members of the Board.
3. Membership Development Committee—shall establish and maintain connections among Board members and serve as a liaison between the Board and the Department faculty and students to facilitate communication.

Section C. Ad-hoc Committees: The Board President shall establish ad-hoc committees, with approval of the Board, to address particular issues as needed. Ad-hoc committees will receive their charge from the Board President who will also provide a deadline for their work to be completed.

Section D. Committee Membership: Committees shall consist of members of the Board and not exceed three members per committee.

Article VII. ENACTMENT AND AMENDING OF BYLAWS These bylaws shall go into effect immediately upon approval by the National Advisory Board. These bylaws can be amended at any regular meeting called in whole or in part for such purpose, by a two-thirds vote of those present and voting, provided that the amendment has been submitted in writing at the previous meeting or submitted in writing to the membership at least 14 days prior to the day of the next meeting.

UPDATED and APPROVED May 8, 2012
Appendix C
Signature Page: Communication Governance Document
Approved by the Communication Faculty May 2012
Department of Communication
Kennesaw State University

Approved by vote of the Communication faculty on May 8, 2012.

[Signatures]
Assistant Chair
Date

Chair
Date

Dean
Date

Provost
Date

UPDATED and APPROVED May 8, 2012