

Department of Economics, Finance, & Quantitative Analysis
Kennesaw State University
BYLAWS

PREAMBLE

The Department of Economics, Finance, & Quantitative Analysis is a unit of the Coles College of Business Administration at Kennesaw State University. The Department will be recognized as a collaborative, collegial, and diverse group of scholars who value excellence in teaching, scholarly research, and service and who are active in campus leadership and development.

These bylaws provide a framework for governance and procedures for operation of the Department of Economics, Finance, & Quantitative Analysis. These bylaws were first adopted by the faculty of the Department of Economics, Finance, & Quantitative Analysis on TBA.

ARTICLE I. Administration

A. Department Chair

- i) The Chair shall be appointed by the Dean of the Coles College of Business Administration and serves at the pleasure of the Dean.
- ii) The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to: supervising the operation of the Department, administering departmental budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and work space, evaluating faculty and staff, presiding over Departmental meetings, representing the Department in College and University affairs, informing the faculty of events affecting the Department or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the Coles College of Business Administration.
- iii) During searches for a Department Chair, the faculty will meet to discuss and vote on potential candidates. The DFC will convey the results of this vote to the Dean as an indication of the Department's preferences. Using this, and other relevant information, the Dean will select and appoint the Department Chair. If a search has not been conducted in five years, the faculty will meet to discuss and vote on the job performance of the current chair. The DFC will report those results to the Dean.
- iv) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

B. Assistant Chair

- i) The Department Chair may appoint an Assistant Chair.
- ii) The Assistant Chair shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as: advising, scheduling, monitoring enrollment, assisting part-time faculty, representing the Chair at college and/or university meetings, and completing special projects as assigned by the Department Chair.
- iii) The Assistant Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

C. Course Coordinators

Course coordinators may be appointed for courses that are frequently taught by multiple faculty. In consultation with the faculty who regularly teach in the departmental programs, the coordinator shall oversee the determination of general course policy regarding standard text books and course content. They will take a lead role in calling meetings among relevant faculty to discuss any changes in courses and will keep the general faculty and Chair informed about significant changes. Course coordinators will be appointed by the Department Chair.

D. Program Coordinators

Program coordinators may be appointed by the Department Chair. Program coordinators shall be appointed for all degree programs, including web, distance learning, traditional undergraduate and graduate, EMBA, PMBA, and any other programs that may become part of the School's curriculum.

E. Assurance of Learning (AOL) Coordinators

The AOL coordinators will be appointed by the Department Chair. The AOL Coordinators serve as the co-Chairs of the department AOL Committee. The AOL coordinator's responsibilities include overseeing annual assessments of learning in required courses; assisting course coordinators in the analysis, summary and report preparation resulting from assessment; providing guidance for course coordinators and faculty in the development of course improvement processes; and ensuring that AOL reports are maintained and submitted on schedule. The AOL Coordinators for the department serve as the departmental representatives on the Coles College AOL Council per the guidelines set forth by the Coles College AOL Council.

ARTICLE II. Committees

Section 1. Standing Committees

Standing committees shall be composed of faculty with full-time appointments and, in some cases, Lecturers and full-time staff. Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee members will be selected via an election held in the Spring semester of each year by the end of March and will begin serving the following Fall semester. 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.

A. Department Faculty Council (DFC)

This committee will perform the functions of the "Department Faculty Council" as described in the KSU Faculty Senate Proposal which was approved on April 17, 2007.

- i) Duties: responsible for providing input to the Chair about guidelines/policies dealing with workload, teaching load, hiring strategies, overall goals, ideas about new programs and other departmental issues. As part of its role about open communication, the DFC will hear issues and concerns from the faculty and issue recommendations to the Department Chair.
 1. The DFC is advisory to the Chair, who holds decision-making authority at the department level
 2. The purpose of the DFC is to promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Chair with regard to the development of policy and strategic planning and to increase communication about the implementation of policy.
 3. The DFC shall have the right to reasonable access to college information, consistent with privacy rights, in the areas identified above.
- ii) Membership: Three members from the tenured and tenure track-faculty who each serve three-year staggered appointments. Each Spring semester, a new member will be voted in via secret ballot and replace the member rotating out. Exiting members are eligible for re-election. The Chair will be determined by the members in the first meeting of the Fall semester. Members of the initial DFC will rotate out as follows: One member of the initial DFC will rotate out in 2008, one member of the initial DFC will rotate out in 2009, and the final member of the initial DFC will rotate out in 2010.
- iii) Meeting times: At least twice per semester.
- iv) The Department Chair is an *ex-officio* non-voting member of the DFC, and will respect the DFC's desire, on occasion, to meet without the Chair present.

B. Curriculum Coordinating Committee

- i) Duties: Oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, and catalog descriptions. This committee shall periodically review the departmental curriculum and make recommendations about modifications of the curriculum. Also provides oversight for Special Topics and Advanced Topics courses. Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees; Chair (or designee) will represent department at College and/or University Curriculum Committee meetings to present proposals.
- ii) Membership: At least five tenure/tenure-track faculty or instructors appointed by the Department Chair.
- iii) Meeting times: Irregular, usually 3-4 times per academic year.
- iv) Term: 2 year staggered.

C. Department Promotion and Tenure (P & T)

- i) Duties: Evaluates portfolios for Tenure, Promotion, and third-year review for Tenure. Writes letter that goes into faculty's portfolio. All activities are subject to established College and University guidelines.
- ii) Membership: A minimum of five tenured faculty. All tenured Economics, Finance, & Quantitative Analysis faculty willing to serve, may serve. Interested faculty must indicate their intention to serve prior to the official formation of the committee and must not be members of T & P committees at the College and/or University level.
- iii) Meeting times: Meets several times per year as needed. Particularly in early to mid Fall semester for portfolio review, and in the Spring semester to coordinate external letters with candidates that have indicated an intention to solicit external letters.
- iv) Term: One Year. The committee will be reformed each Spring semester during the Departmental meeting held before the end of March.

D. Department AOL Committee

- i) Duties: Identify courses and sections in which to administer assessment vehicles. Work with faculty to identify goals and objectives to be assessed. Define specific sampling criteria within the framework established for the College. Define reporting requirements of results from individual faculty members within the College guidelines. Determine Department procedure for reviewing results and implementing changes in courses. Prepare annual AOL Department Report (according to Council reporting criteria - what was assessed, how it was assessed, what do the results indicate, what follow-up actions will be taken, if any, and

plans for the following year). The AOL Coordinators will serve as the co-chairs of the AOL Committee.

- ii) Membership: The course coordinators for the BBA and MBA core courses (ECON 2100, ECON 2200, ECON 2300, ECON 3300, ECON 8010, FIN 3100 & FIN 8020) constitute the membership of this committee.
- iii) Meeting Times: Meets 2 – 3 times per semester.
- iv) Term: Determined by the Department Chair.

Section 2. *Ad Hoc* Committees

Ad hoc committees shall be appointed by the Department Chair of the department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any *ad hoc* committees. The DFC may recommend the formation of *ad hoc* committees to the Department Chair should the need arise.

Section 3. Operation of Committees

- A. Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- B. Voting within committees shall conform to Article IV, Sections 2 and 3.

ARTICLE III. Department Meetings

Section 1. Regularly scheduled meetings shall be held at least once each semester with agendas distributed at least two weeks prior to the meetings.

Section 2. The Chair of the department shall call such additional meetings as deemed necessary.

Section 3. All full-time faculty and staff are expected to attend department meetings. For excused absences, notification should be given to the Department Chair prior to meeting.

Section 4. Minutes of each department meeting will be taken, reviewed by the Department Chair, and maintained in the office of the administrative assistant. A vote to approve minutes must be taken at the next Department meeting. The election officer defined in Article IV will be responsible for distributing copies of the minutes for the faculty to review.

Section 5. Items included at the meeting that were not included at the time of the distribution of the agenda to the faculty can be tabled by majority vote.

ARTICLE IV. Voting

The DFC shall appoint an elections officer charged with preparing nomination lists, circulating voting ballots, tabulating outcomes, and assuring that documents to be voted on are available prior to departmental meetings. Voting on matters of departmental policy and procedures, academic standards and integrity, committee membership, and revision of departmental bylaws shall be determined as follow:

Section 1. Eligibility

- A. All faculty who are not part-time or temporary are eligible to vote. Part-time and temporary faculty are not permitted to vote.
- B. Absent faculty/staff may vote by written proxy. Written proxy should specifically designate to whom the proxy is being given and who the absent faculty member is.

Section 2. Quorum

- A. A quorum shall consist of two-thirds of those eligible to vote.
- B. Proxies shall not count toward a quorum.

Section 3. Passage of a Motion

- A. A simple majority of those voting shall be required to pass a motion.
- B. A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

Section 4. Ballots

- A. Secret ballots shall be used for all votes.
- B. All ballots shall be collected and counted by the elections officer.

ARTICLE V. Changes in the Curriculum

Section 1. New course offerings, course deletions, changes in degree requirements for all programs

- A. The department Chair or any tenured or tenure-track departmental faculty may propose such changes.
- B. Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.
 - i) A completed copy of the appropriate form must be distributed to Curriculum Committee members at least one week prior to discussion and vote.
 - ii) A majority of the eligible voting Curriculum Committee members is required to approve and to adopt proposals for new course, course deletions, course revisions and changes in the curriculum and in degree requirements.

ARTICLE VI. Guidelines for Tenure-track Faculty Searches

Section 1. Search Committee Designation

- A. The Department Chair after consulting and discussing with the DFC, will determine which discipline to stipulate in the advertisement for a given faculty position.
- B. The Department Chair shall appoint a Search Committee Chair from a list of faculty members nominated by the faculty. The Search Committee Chair will come from the discipline for which the search is being conducted, unless no one from that discipline is willing. The Search Committee Chair, working in concert with the Department Secretary and Department Chair, will gather applicants' files, review their completeness, and make them accessible to committee members and other faculty, and will complete paperwork related to EEO and other required documentation. The Department Chair shall provide the committee with specific guidelines about conducting searches.
- C. The Department Chair and Search Committee Chair, in consultation with the DFC, will work together to select the remaining members of the search committee.

Section 2. Voting on Candidates Recommended by Search Committee

Subsequent to campus visits by candidates, the faculty shall convene to discuss and vote on the acceptability of candidates. The results of this vote shall be used by the Department Chair and Search Committee in conjunction with other pertinent information to rank candidates. The Department Chair will then negotiate with candidates.

ARTICLE VII. Amendments to Bylaws

Proposed amendments to these Bylaws shall be submitted in writing to both the DFC and Department Chair at least two weeks prior to any vote on said amendment. Approval will require two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.

ARTICLE VIII. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Vice President of Academic affairs and/or of the Coles College of Business Administration.