PREAMBLE

The Department of Information Systems is a Department within the Coles College of Business at Kennesaw State University. As such, the Department is subject to both the University’s and College’s governance structure. A proposal, approved by the Faculty Senate on April 16, 2007 (with editorial changes approved by the Senate Executive Committee operating on behalf of the Faculty Senate during summer 2007 in consultation with the Provost and the University President) requires each department to establish written by-laws to govern the operations of the departmental standing committees. The Department will be recognized as a collaborative, collegial, and diverse group of scholars who value excellence in teaching and mentorship. The Department will be recognized as active in campus leadership and successful in research activities that may involve both undergraduate and graduate students.

These bylaws provide guidelines for governance and procedures for operation of the Department of Information Systems. These bylaws were approved by the Dean of the College of Business and the faculty of the Department of Information Systems and are effective on the date: __________.

ARTICLE I. Department Administration

1. **Department Chair:** The Department Chair will provide academic and administrative leadership in the department.
   1.1. The chair must have a terminal degree in his or her field.
   1.2. Duties of the chair include but are not limited to:
      1.21 Participate and facilitate logistics for strategic planning with the DFC.
      1.22 Develop major initiatives.
      1.23 Manage staff.
      1.24 Provide fiduciary oversight and schedule courses.
      1.25 Lead major initiatives in the department.
      1.26 Evaluate and deliver annual faculty reviews and P&T reviews.
      1.27 Provide mentoring programs for junior faculty.
      1.28 Represent the interests of the department.
      1.29 Be considered a faculty peer.

2. **Assistant Department Chair:** The Department Chair may appoint an Assistant Department Chair with the advice of the Department Faculty Council (DFC).
   2.1. The candidate for Assistant Department Chair should be a tenured faculty member.
   2.2. The length of service in this role is one year renewable as negotiated with the Department Chair and Dean.
   2.3. Duties are variable as defined by the Department Chair.
3. **Standing Committees**: In conformity with the Kennesaw State University Faculty Handbook Section 2 II C, the Department of Information Systems has three standing committees:
   1. Departmental Faculty Council
   2. Curriculum Committee
   3. Promotion and Tenure Committee

As needed, the Department Chair or Chair of one of the standing committees may form ad hoc committees or task forces to address areas of interest or concern. These bylaws will not apply to these groups.

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

The DFC acts in an advisory capacity to the Chair, representing the interests of the faculty. The DFC is charged with ensuring that a transparent and open decision-making process is maintained in the Department, department policies are followed and lines of communication are kept open. The DFC is a non-voting committee.

In accordance with University policy established in the approved proposal “Departmental Bylaws and Department Faculty Council (DFC)”:

1. Faculty may request that the DFC to review disputes. The DFC may agree to conduct the review and make a recommendation.
2. The DFC will assist the Department Chair in strategic planning. The DFC will work in conjunction with the Department Chair representing the interest of the faculty.
3. The DFC will review the bylaws as needed and recommend changes to the department as a whole, and/or recommend the creation of an ad-hoc bylaws revision committee.
4. The DFC, in conjunction with the Department Chair, will develop guidelines and the policy for faculty travel to professional meetings.
5. The DFC, in conjunction with the Department Chair, will establish procedures for the faculty annual review process and the faculty performance agreement.
6. Membership:
   6.1. The Department Chair is an ex-officio member.
   6.2. The DFC will have 4 members elected at large from the department.
   6.3. Elected members will serve two year staggered terms. Members may be elected to no more than 2 consecutive terms. In the inaugural year, the two faculty members receiving the most votes will be appointed to 2 year terms, with the remaining two faculty members voted to a 1 year term.
   6.4. Membership will consist of at least two tenured faculty and the majority consisting of tenured or tenure track faculty. The Chair of the DFC will be a tenured faculty.
   6.5. Each academic year, the DFC will elect a Chair, who will serves as one of the two department representatives to the College Faculty Council (CFC).
   6.6. The Department of IS at-large CFC representative will serve as an ex officio member of the DFC, and attend all meetings, in order to facilitate timely and accurate communications between the two groups.

**ARTICLE III. Program Administration and Curriculum Development**
Program administrators lead their respective degree programs and create working groups to review and improve curriculum and assessment. All department members may bring forward curriculum proposals, thus empowering faculty members and enhancing "ownership" of the curriculum in the spirit of shared governance.

The program coordinators are selected by the Chair after soliciting nominations from faculty members, and the curriculum committee members are elected by the department to evaluate curriculum proposals that are brought forward.

Through this structure that includes faculty nominations for program coordinator selection, and faculty election of curriculum committee members, departmental shared governance is evident, and faculty input into processes and decisions is ensured.

1. **Department curriculum process:**
   1.1 The curriculum process will originate with proposals at the ad hoc curriculum working groups or interested individuals, whose proposals pass to the Department Curriculum Committee (DCC), and then to the Department Chair and layers outside of the department.
   1.2 The DCC will make recommendations about curriculum to the Department Chair. The Department of IS Curriculum Committee shall operate in the following manner:
      1.2.1 For housekeeping issues and minor catalog changes, the Chair of the Curriculum Committee, at his/her discretion, may forward proposals to the Department Chair without other faculty involvement;
      1.2.2 For program or discipline related issues, the Chair of the Curriculum Committee shall solicit input from the Program Coordinator who will poll the working group of the specific discipline related faculty before the item is brought before the full Department Curriculum Committee; and
      1.2.3 For philosophical changes, the Chair of the Curriculum Committee shall call for discussion and vote of the proposal by the full Department Curriculum Committee faculty.
   1.3 In the event of a situation where the DCC and the Department Chair are in disagreement, the issue must be referred back to the department as a whole for a decision of the department faculty (two-thirds majority required).
   1.4 In the event when a vote of the department as a whole disagrees with a decision of the Department Chair on a proposal that is moving forward, the proposal must be accompanied by a statement that indicates that the department has voted and is opposed to this proposal.

2. **Department Curriculum Committee (DCC)**
   2.1 The Department Curriculum Committee (DCC) will consist of 5 tenured or tenure track faculty members elected at large from the department.
   2.2 Members of the DCC will have 2-year staggered terms. In the inaugural year the three faculty members with the most votes will be appointed to 2 year terms, and the remaining two faculty members will be elected to 1 year terms.
   2.3 The DCC Chair will be elected from among the members of the DCC to manage the process of the curriculum committee.
2.4 The DCC chair will be a non-voting member of the Committee, except in case of a tie.
2.5 The DCC can create ad-hoc, non-voting working committees as required to review and recommend programs to the DCC.
2.6 Program coordinators who are elected to the DCC may not vote on changes to their own programs.

3. **Program Management**
   3.1. Program coordinators are selected from among the faculty consistently teaching in the program, in the last 2 academic years.
   3.2 Nominations for the program coordinators will be made by faculty within the discipline to the chair.
   3.3. Program coordinators will be appointed for 2 year renewable terms.
   3.4. Program coordinators will work directly with the Chair of the Department.
   3.5. Program Coordinators will:
       3.5.1. Facilitate program accreditation, assessment and implementation efforts.
       3.5.2. Coordinate advising for the program.
       3.5.3. Approve and manage all co-ops and internships.
       3.5.4. Coordinate scheduling with the chair.

**ARTICLE IV. Promotion and Tenure (P&T) Committee**

1. The P&T Committee evaluates portfolios for tenure, promotion, and 3rd year review, and writes evaluation letters that go into the faculty member’s portfolio.
2. The P&T Committee reviews department P&T guidelines and makes recommendations for revision to the department and Chair.
3. The P&T Committee will be responsible for developing and managing a Peer Reviewed Journal list, along with criteria for adding journals to the list and makes recommendations for revision to the department and Chair. After the amendments to the Peer Reviewed Journal list are approved by a majority vote of the faculty, they will be sent to the department chair for approval.
4. Membership shall consist of three full-time tenured faculty, not including the Chair; individuals for this committee cannot serve on the department P&T committee the year they are up for review. The members of the department P&T committee cannot be the same faculty as are required to serve on the College committee.

**ARTICLE V. General Committee Procedures**

1. Meetings will follow Roberts’ Rules unless otherwise stated. For example, a quorum must be present in order to conduct voting. A quorum is defined as more than 50% of department’s eligible voting members (50% plus 1).
2. Eligible Memberships: Unless otherwise stated, voting members and members of committees must be permanent, full-time faculty members within the IS department.
3. Membership in all standing elected Department of IS committees will include at least one (1) representative from each of the core discipline groups (IS & ISA). Should a committee require more than 2 members; the remaining positions will be selected.
from those individuals who receive the next highest number of votes irrespective of their discipline.

4. Meetings maybe physical or virtual as defined by the committee.

5. Minutes will be electronic AND made accessible to all individuals in the department.

ARTICLE VI. Changes to the Bylaws

The DFC will review the bylaws as needed and recommend changes to the department as a whole, and/or recommend the creation of an ad-hoc bylaws revision committee. After the amendments are approved by a majority vote of more than 50% (50% plus 1) at a faculty meeting at which a quorum of voting faculty are present, they will be sent to the Department Chair and then the Dean for approval.

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 Vice President of Academic Affairs and/or the Coles College of Business.

Approved By: (Sign and Date)

_______________________________________________
Department Chair of IS Department

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Dean of the Coles College of Business