PREAMBLE
The Department of Marketing and Professional Sales is a unit of the Coles College of Business at Kennesaw State University. The Marketing and Professional Sales Department embraces a collegial, entrepreneurial, and balanced workplace that values, encourages, and supports excellence in teaching, research, and service.

These bylaws provide a plan for governance, and procedures for operation, of the Department of Marketing and Professional Sales. These bylaws were first adopted by the faculty of the Department of Marketing and Professional Sales on March 1, 2008.

ARTICLE I. Administration
A. Department Chair
   a) The Chair shall be appointed by the Dean of the Coles College of Business and serves at the pleasure of the Dean.
   b) 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 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.
   c) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

ARTICLE II. Committees
Section 1. Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. 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. 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
   i) Duties: To increase transparency and communication between the faculty and the department chair regarding the development and implementation of department policies.
   ii) Membership: Three tenure track-faculty
   iii) Meeting times: At least twice during the regular semester, or as necessary.
   iv) Term: 2 year staggered

b) Department Tenure and Promotion (T & P)
   i) Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that go into faculty’s portfolio. Reviews department T&P guidelines and makes recommendation for revisions to department Chair.
   ii) Membership: Three full-time tenure-track faculty; individuals going up for review should not serve on this committee the year they are up for review (in which case a one year replacement will be elected); see University guidelines for further details.
   iii) Meeting times: Meets several times per year; intensive effort in early to mid Fall semester.
   iv) Term: 3 year staggered

Section 2. Ad Hoc Committees shall be appointed by the Chair of the department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any ad hoc committees.

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) Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4.

c) Each standing and ad hoc committee shall keep a record of its meetings and distribute to all full-time faculty and staff.

ARTICLE III. Department Meetings

Section 1. Regularly scheduled meetings shall be held at least once each semester, not including summer.

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

Section 3. All full-time faculty and staff are required to attend department meetings. For excused absences, notification must 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 distributed to all faculty and staff.
ARTICLE IV. Voting

Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental bylaws shall be determined as follows:

Section 1. Eligibility
a) All Marketing and Professional Sales faculty who are not part-time or temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
b) Absent faculty/staff may vote by written proxy.

Section 2. Quorum
a) A quorum shall consist of two-thirds of those eligible to vote.
b) Proxies shall 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 when necessary.
b) Secret ballots can be requested by any department member.

If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

ARTICLE V. Changes in the Curriculum

Section 1. Changes in the curriculum could include, but are not limited to, new course offerings, course deletions, and changes in requirements for the B.B.A. This also incorporates any future master's or doctoral degrees with a major in Marketing or Professional Sales and changes in the requirements for a minor in Marketing or Professional Sales.

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 Department Curriculum Committee.

c) A completed copy of the appropriate form must be distributed to the committee members at least one week prior to discussion and vote.
d) A majority of the eligible voting Department members are required to approve and to adopt proposals for a 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) After discussion with the department faculty about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the dean, a search committee that includes at least three tenured or tenure-track faculty shall be appointed by the Department Chair.

b) The search committee Chair, working in concert with the Department secretary and Department Chair, will work to gather applicants’ files, reviewing their completeness, and making them accessible to committee members and other faculty, and in completing paperwork related to EEO and other required documentation. The Department Chair shall provide the committee with specific guidelines about conducting searches.

Section 2. Potential Conflicts of Interest.
Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close personal relationship, s/he should make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VII. Summer Session Teaching
The following guidelines shall be used to determine priority for teaching during summer session.

Section 1. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.

Section 2. The following ranked criteria shall be considered when making teaching assignments during summer sessions.

a) Course demand and faculty specialization.
b) Budget conditions.
c) Preference will be given to full-time, tenure-track faculty.
d) Faculty should meet the necessary academic eligibility requirements in order to teach during the summer.

ARTICLE VIII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to either the Department Faculty Council or the Department Chair and shall be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present.
ARTICLE IX. 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.