



**Department of Electrical Engineering Bylaws  
Southern Polytechnic College of Engineering  
and Engineering Technology  
Kennesaw State University**

**PREAMBLE**

The functions of the Electrical Engineering Department Faculty within the Southern Polytechnic College of Engineering and Engineering Technology are to be a collaborative group of professors as a diverse group of scholars whose main focus is the success and graduation rate for all students who seek a degree in Electrical Engineering within the Southern Polytechnic College. The Department approves and constantly seeks to improve academic courses, curricula, degree requirements and academic honors within the college, to elect representatives to Committees and Councils as required, to consider any matters that may affect the welfare of its faculty members and students of the Electrical Engineering Department within the Southern Polytechnic College and to formulate and forward recommendations to various university organizations and administrators between colleges throughout Kennesaw State University, all the while keeping our established polytechnic legacy and approach as a key part to our unique curricula. Our ABET specific educational objectives of the BSEE degree are below:

- To produce graduates who are able to meet the requirements that will enable them to pursue registration as professional engineers in the state of Georgia and other states.
- To produce graduates who can demonstrate career advancement with increasing responsibility in the Electrical engineering industry or allied disciplines.
- To produce graduates who possess effective research and development skills that will enable them to pursue graduate education in Electrical engineering and related fields.

## **ARTICLE I. Administration**

### **A. Department Chair**

- a. The Department Chair is the chief administrative officer of the Department of Electrical Engineering. The Department Chair has the responsibilities and authority outlined by the Georgia Board of Regents and serves at the pleasure of the Southern Polytechnic 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 department budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and laboratory space, evaluating faculty and staff, presiding at Departmental meetings, representing the Department in College and University affairs, and performing duties as assigned by the Dean of Southern Polytechnic College of Engineering and Engineering Technology.
- c. Acting Department Chairs will assume all responsibilities aforementioned, except as modified by the Southern Polytechnic College Dean.

### **B. Assistant/Associate Department Chair**

- a. The Department Chair may appoint an Assistant/Associate Department Chair(s) as needed.
- b. The Assistant/Associate Department Chair(s) shall carry out the duties as assigned by the Department Chair.
- c. The Assistant/Associate Department Chair(s) will serve as the acting Department Chair at any time the Department Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department of Electrical Engineering.

## **ARTICLE II. Committees**

### Section I.

Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers are eligible members of some committees; however, lecturers are not obligated to be a member of a standing committee. Standing committees are required to meet at least once each semester, excluding the summer semester. The standing committee chair has the authority to conduct an electronic meeting unless there is an objection by a committee member. Each committee shall elect its Chair annually during the Fall December meeting. The previous year's committee chair shall conduct the initial Fall semester meeting.

### **A. Department Faculty Council**

The Department Faculty Council (DFC) is advisory to the Department Chair, who holds the final decision making authority at the department level. The purpose of the DFC is to promote effective governance of the Department of Electrical Engineering through two-way communication between the Department Chair and Faculty concerning:

- 1) Strategic Planning
- 2) Annual Budgeting
- 3) Hiring
- 4) Space and resource allocation
- 5) Reassign-time
- 6) Salaries and raises

### Section 2. Membership

- 1) The council shall consist of available tenure track faculty (minimum of three) within the department.
- 2) Meeting times: Irregular, usually 3-4 times per year.
- 3) Membership Term: 2 year staggered.

### **B. Curriculum Committee**

#### a. Duties:

1. The Curriculum Committee (CC) will oversee all curriculum changes in the Department to verify that any changes are consistent with the goals and strategic plan of the Department.
2. The CC shall publish its minutes of meeting electronically and insure that they are recorded in the ABET binders or future electronic storage.
3. The CC shall meet as deemed appropriate by the DFC and called by the committee chair. The CC will continue to meet during summer months, however a proxy may be named should a member be unavailable to attend a summer meeting. This proxy should meet the same criteria as the absent member.

#### b. Membership

1. The CC will consist of at least three full-time faculty amongst the department
2. Each member of the CC will serve a 2 year term. These terms shall be staggered to allow continuity

### **C. Promotion and Tenure Committee**

#### a. Duties:

1. The Promotion and Tenure Committee (PTC) serves the Department to assist in assessing the promotion and tenure of faculty within the EE Department consistent with the goals and strategic plan.
2. The PTC shall publish its minutes of meeting electronically and insure that they are recorded in the ABET binders or future electronic storage.
3. The PTC shall meet as deemed appropriate by the DFC and called by the committee chair. The PTC may continue to meet during summer months if needed, however a proxy may be named should a member be unavailable to attend a summer meeting. This proxy should meet the same criteria as the absent member.

#### b. Membership

1. The PTC will consist of at least three full-time faculty amongst the department with faculty evaluating only at their rank or below.

2. Each member of the PTC will serve a 2 year term. These terms shall be staggered to allow continuity. If there is not sufficient members within the department available to serve, the DFC will nominate others within the SPC to the EE Department Chair.

#### **D. Ad Hoc Committees**

- a. Duties:
  - I. Ad Hoc committees shall be appointed by the Chair of the department for a specific term and duties. The Department Chair shall notify the department faculty of the existence of any Ad Hoc committees.

### **ARTICLE III. Department Meetings**

- A. The Department generally meets at least monthly during the Fall and Spring semesters.
- B. The Department will also meet when important issues would benefit from the participation of the entire Department.
- C. Minutes are taken by the Secretary who is voted upon annually among the EE faculty. The Secretary will insure that all minutes are published and recorded in the ABET binders or portfolios.
- D. 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.

### **ARTICLE IV. Voting**

- Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, and the revision of these bylaws shall be determined as follows and unless otherwise specified, the following applies to Department wide voting:
  - A. All tenured faculty, tenure-track faculty, lecturers and senior lecturers will be eligible to vote in all Department wide voting.
  - B. A quorum of at least 2/3 is required for Department wide votes with a plurality needed for passing motions.
  - C. 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 are required to amend any departmental bylaw.
  - D. A majority is required to elect someone to a college wide committee or as a Department representative to a University committee.
  - E. All voting can be done either by anonymous survey, roll call, or by a yea or nay affirmation. At least a full week when possible will be allowed for voting. The results of the vote will be

reported to the faculty.

## **ARTICLE V. Changes in the Curriculum**

Section I. New course offerings, course deletions, changes in the requirements for a major or minor in Electrical Engineering.

- a) The Department Chair or any tenured or tenure-track departmental faculty may propose a change.
- b) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee to be approved by the Department Chair.

## **ARTICLE VI. Guidelines for Tenure-track Faculty Searches**

Section I. 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, the Department Chair will appoint at least one tenured member of the department to serve on the Search Committee.
- b) The Department Chair shall appoint the chair of the search committee whom is bounded by the procedures of the Faculty Affairs website. The Department Chair shall provide the committee with specific guidelines as to how one conducts a search.

Section II. Potential Conflicts of Interest

- a) Should an appointed member of the Search Committee discover that the candidate is a relative to an administrator to the Department they are to let that be known to the committee and the Department Chair. A discussion should occur between the Department Chair and the committee to determine whether such a relationship will produce a conflict of interest.

## **ARTICLE VII. Summer Teaching Sessions**

The following guidelines shall be used to determine priority for teaching during the summer session:

Section I. Through written solicitation usually via e-mail, the Department Chair shall determine which faculty members desire to teach during the summer session.

Section II. The following ranked criteria will be considered when making teaching assignments during summer session:

- a) Student demand for particular courses.
- b) Budget conditions
- c) Preference will be given to full-time, tenure track faculty within the Department of Electrical Engineering
- d) Faculty members outside of EE must also meet ABET qualifications to teach any EE courses.

- e) When additional course sections are available after each faculty who desires to teach has received one section, additional assignments will be made based off the aforementioned requirements.

#### **Article VIII. Amendments to Bylaws**

Proposed amendments to these Bylaws shall be submitted in writing to the Department Chair and the Department Faculty Council. An amendment must be approved by a simple majority vote of the Department faculty and approved by the Dean.

#### **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.

**See below for Approval Form Kennesaw State University  
Approval Form for College Bylaws**

I confirm that the attached bylaws, dated March 27, 2015, were approved by the faculty of the Department of Electrical Engineering in accordance with college policies and procedures.


Department Chair Approval - I approve the attached bylaws:

LANCE CRIMM  3/30/15  
Name (printed or typed) Signature/ Date


College Faculty Council Approval – We approve the attached bylaws:

DAVID R. VEAZIE  4/8/15  
Name(s) (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

THOMAS CURRAN  4-8-15  
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

W. Ken Harmon  9/16/15  
Name (printed or typed) Signature/ Date