

**Mechanical Engineering Technology Department**  
**Kennesaw State University**  
**BYLAWS**

**PREAMBLE**

The Department of Mechanical Engineering Technology (MET) has one program, the Bachelor of Science in MET, and provides service courses in Engineering Design Graphics (EDG) as well as MET and Engineering Technology (ENGT) . The Department of Mechanical Engineering Technology is a unit of the Southern Polytechnic College of Engineering and Engineering Technology (SPCoEaET) at Kennesaw State University.

The Mechanical Engineering Technology Program at Kennesaw State University prepares graduates with the necessary knowledge and skills to perform in professional positions in the spectrum of mechanical engineering. Students have the opportunity to concentrate on one area of the broad mechanical engineering field. Current concentration areas are Energy, Engineering Design Graphics, Machine Design, and Manufacturing. The department also offers minors in Engineering Design Graphics and Manufacturing.

These bylaws provide a plan for governance, and procedures for operation, of the Department of MET. These bylaws were first adopted by the faculty of the Department of MET on March 16, 2015, and last amended on March 27, 2015.

**ARTICLE I. Administration**

**A. Department Chair**

- a. The Chair shall be appointed by the Dean of SPCoEaET, after receiving advice from the faculty of the MET Department and other constituents, 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 and laboratory 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 SPCoEaET.
- c. Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

## B. Course Leaders

- a. A course leader shall be appointed by the Department Chair from a list of volunteers consisting of the MET full-time faculty.
- b. Each course leader oversees the course syllabus, outcomes and text materials, and coordinates changes requested by the curriculum committees and other interested parties.

## C. Laboratory Faculty Leaders

- a. Laboratory Faculty Leaders are appointed by the Department Chair. Shared labs will have shared Leadership. Each department using the lab space will be represented.
- b. Laboratory Faculty Leaders will coordinate requests for materials, and improvements and maintenance of the Labs, including software and hardware. Workload will be determined by the Department Chair.

## ARTICLE II. Committees

### Section 1. Standing Committees

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 Fall (December meeting) semester of each year for the next year's committees. 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)

- i. Duties: responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with, workload, teaching load, hiring strategies, overall goals, ideas about new programs etc.
- ii. Membership: a minimum of three tenure track-faculty representing, if practical, the diverse interest areas within the department. The Chair of the DFC will be a tenured faculty member elected by members of the committee.
- iii. Meeting times: Irregular, usually 4-6 times per academic year.
- iv. Term: 2 year staggered.
- v. 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. Area Curriculum Committees

- i. There are Curriculum Committees for each specialty area within MET, Manufacturing, Graphics, Energy, and Machine Design.
- ii. Each Area Committee will consist of at least four members, some of whom may be temporary or part-time, appointed by the Department Chair with input from the faculty. The Department Chair is a member of each Area Committee, with voice but not vote.
- iii. The chair of each committee will be elected by the committee, and will be tenure-track or ranked Associate Professor or higher.
- iv. Duties of Area Curriculum Committees: make recommendations to the MET curriculum committee regarding courses in that area and prerequisites to courses in that area.
- v. Any faculty member may propose changes directly to a curriculum committee.

#### C. Department Curriculum Committee

- i. The Department Curriculum Committee acts on recommendations of the Area Curriculum Committees described above and enters curriculum changes into Curriculog. For courses that do not clearly fit in a curricular area, such as the Computation Course and the Orientation Course, any faculty member may propose changes directly to the Departmental Curriculum Committee.
- ii. Membership: Each permanent member of Department is a member of the Curriculum Committee. The Department Chair is a member with voice and vote, but may not serve as chair.
- iii. The chair of the committee will be elected by the committee annually and will be tenure-track.
- iv. Meeting times: Irregular, usually 3-4 times per academic year.
- v. A faculty member may propose changes directly to a curriculum committee.

#### D. Department Promotion & Tenure

- i. Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that go into faculty's portfolio. Reviews department P&T guidelines and makes recommendation for revisions to department Chair.
- ii. Membership: Three full-time tenured faculty with rank of Associate Professor or higher; 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

*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, 4 and 5. Each standing and ad hoc committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

## **ARTICLE III.** Department Meetings

Section 1. Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters.

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 follow:

### Section 1. Eligibility

- a. All 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 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.
- c. 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.

### Section 4. Ballots

- a. Secret ballots shall be used for all votes.

### Section 5. Electronic Voting

- a. Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

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

Section 1. New course offerings, course deletions, changes in requirements for all degrees with a major in MET and changes in the requirements for a minor in MET.

- a. The Department Chair or any tenured or tenure-track departmental faculty may propose such changes.
- b. Changes will be submitted by an Area Curriculum Committee to the Department Curriculum Committee.

- c. Written proposals to modify courses or curricula shall be reviewed by the Department Curriculum Committee.
- d. A completed copy of the appropriate form must be distributed to the committee members at least one week prior to discussion and vote.
- e. A majority of the eligible voting 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. After discussion with the department faculty (either as a whole and/or the strategic planning committee) 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 Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website. 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. If there are more faculty wanting to teach in the summer than there are courses available, priority will be given to the faculty members with the most years taught and the fewest summers taught.

**ARTICLE VIII.** Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to 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 Provost and Vice President for Academic Affairs, the Southern Polytechnic College of Engineering and Engineering Technology and the Board of Regents of the University System of Georgia.

16 March 15

**SEE BELOW FOR APPROVAL FORM**

**Kennesaw State University Approval Form for Department Bylaws**

A copy of this form, completed, must be attached to the department bylaws.

I confirm that the attached bylaws, dated 03/16/2015, were approved by the faculty of the Department of Mechanical Engineering Technology in accordance with department policies and procedures:

Department Chair Approval - I approve the attached bylaws:

John F. Sweigart

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Name (printed or typed)

Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

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Name (printed or typed)

Signature/ Date

College Dean Approval - I approve the attached bylaws:

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Name (printed or typed)

Signature/ Date

Provost Approval - I approve the attached bylaws:

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Name (printed or typed)

Signature/ Date

