

**Department of Dance
Kennesaw State University
BYLAWS**

KSU's [MISSION, VISION, and VALUES](#)

The Department of Dance is a unit of the Robert S. Geer Family College of the Arts at Kennesaw State University.

As the most extensive collegiate dance program in Georgia, the KSU Department of Dance is distinguished by its blend of rigorous and holistic classes, professional-level training, and wide-ranging performance opportunities that foster artists/scholars. Advantageously located in metro Atlanta and accredited by The National Association of Schools of Dance, our well-rounded and affordable program emphasizes artistic excellence, creative research, and scholarly achievement. We present innovative performance seasons that feature student and professional companies who perform in state-of-the-art facilities designed exclusively for dance. Students work closely with our accomplished faculty and are provided with many opportunities to work with guest artists from regional, national, and international settings. Students from our program pursue successful careers in a range of professional settings in dance and the performing arts.

ARTICLE I. Department Leadership

A. Department Chair

1. For Department Chair positions, a search is conducted. (*See Guidelines for Conducting Faculty Searches at KSU, Section 14*)
2. For interim positions of Department Chair, KSU faculty can be reassigned administratively. The Dean, in consultation with the Provost and Executive Vice President for Academic Affairs, will examine the department/college/university faculty for a qualified or interested candidate. (*See Guidelines for Conducting Faculty Searches at KSU, Section 14*)
3. The Department Chair shall provide academic and administrative leadership for the department and perform duties including, but not limited to: strategic planning, supervising the operation of the department, administering departmental budgets, reviewing curriculum proposals for departmental feasibility, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload and course scheduling, 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 Robert S. Geer Family College of the Arts.
4. Acting/Interim Department Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

B. Assistant/Associate Chair

1. The Department Chair may appoint a tenured faculty member (full professor preferred when possible) as an Assistant/Associate Chair.
2. The Assistant/Associate Chair shall carry out such duties as assigned by the Chair. These duties may include, but are not limited to, activities such as: assisting with scheduling, monitoring enrollment, assisting part-time faculty, representing Chair at college and/or university meetings, completing special projects as assigned by Department Chair.
3. The Assistant/Associate Chair may 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. Academic Program Coordinators (University Handbook, Section 3.7.1)

1. Academic Program Coordinators are appointed by the Department Chair or Dean. Academic program coordinators must be academically qualified to teach in and coordinate the assigned program.
2. Program Coordinator responsibilities include ensuring the program addresses essential curricular components, encourages the use of appropriate content and pedagogy, facilitates the assessment of program student learning outcomes, engages in continuous improvement activities, and informs faculty, administrators, and advisors regarding approved curriculum changes.

ARTICLE II. Additional Department Roles

A. Artistic Director

1. The Artistic Director is appointed by the Chair based on the needs, resources, and growth of the Department of Dance.
2. The Artistic Director shall carry out duties as assigned by, and in collaboration with the Chair and the Associate Dean of Student Success and Operations to ensure rigor, coherence, and excellence in main stage productions. These duties include, but are not limited to, activities such as: curating and coordinating the annual production season; facilitating auditions, casting, and rehearsal scheduling in collaboration with the Chair and the Assistant Director of Production; identifying and recruiting guest artists and choreographers; advising on marketing, public relations, and community engagement; serving as Instructor of Record for DANC 2714 Dance Company and faculty advisor for the Dance Company RSO; fostering partnerships with professional artists and organizations; representing the Chair at college and/or university meetings, and carrying out additional duties as assigned by the Chair.

B. Course Coordinators

1. A course coordinator may be appointed by the Chair for courses that are regularly taught by multiple faculty (such as General Education coordinator for DANC 1107, Dance and Society).
2. The course coordinator shall determine general course policy and content in consultation with the Chair and full-time faculty.
3. They shall assist with the onboarding of new instructors of the course, preparation and sharing of a syllabus template and D2L course shell resources,

coordinate course delivery and assessment activities (i.e. Early Alert, mid-term/final grade submission, assessment), and any additional aspects of the course's ongoing support, as assigned by the Chair/Director.

C. Guest Artists

1. Guest Artists are invited by the Department Chair in consultation with the Artistic Director and full-time faculty.
2. Guest Artists serve as supplemental artists who may be necessary to complete certain aspects of the production season, or they may be invited individuals whose work provides additional artistic or educational opportunities for students within the curriculum.

ARTICLE III. Committees (University Handbook, Section, 3.1)

University-level committee elections should be consistent with those specified for university-level standing committees in the University Handbook. Representatives for the next academic year must be elected by the end of March, and each committee chair must be selected by the end of April. (See University Handbook, Section 3.1). Standing committees shall be composed of faculty from the Corps of Instruction as defined in the Faculty Handbook, Section 1.1, and, in some cases, full-time staff.

A. Department Faculty Council (DFC) (University Handbook, Section 3.5)

1. Duties
 - a. The DFC is advisory to the Chair, who holds decision-making authority at the department level.
 - b. The DFC promotes collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the department chair/director with regard to the development and implementation of policy.
2. Membership:
 - a. At least three faculty members from the department/school's Corps of Instruction (a majority should be tenured or tenure track-faculty if possible) elected by vote of the department/school's Corps of Instruction; the Department of Dance DFC shall function as a Committee of the Whole.
 - b. The Chair of the DFC must be elected by members of the DFC from among their numbers.
 - c. 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 or Director present.
3. Term: The term of the DFC Chair will be one year, renewable by vote.

B. Curriculum Committee (University Handbook, Sections 3.7 and 3.7.2)

1. Duties: The Department Curriculum Committee is the first formal step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions, etc. This committee shall periodically

review the departmental curriculum and make recommendations about modifications of the curriculum.

- a. The Chair is responsible for monitoring progress of proposal workflow to College and University Curriculum committees; Chair (or designee), in partnership with the Academic Program Coordinator, will represent the department at College and/or University Curriculum Committee meetings to present proposals.
 - b. Whenever possible, committee members will be given at least one week to review curriculum proposals in KSU's curriculum management system.
 - c. The department curriculum committee will maintain in writing and make available upon request a list of the major criteria used in evaluating proposals; discuss substantive proposals with the department before passing those proposals on to the chair; and share with the department the written explanation of the rejection provided by any level of review.
2. Membership: In departments with graduate programs, at least two members must have experience teaching in graduate programs. At least three members from the department's Corps of Instruction; if possible, the majority of the Curriculum Committee should be tenure-track or tenured faculty; The Curriculum Committee membership will elect a Chair each academic year by simple majority vote.
 3. Term: 3-year staggered

C. Department Promotion & Tenure Committee (P&T) (Faculty Handbook, Section 3.12.B.6)

1. Duties:
 - a. Evaluates portfolios for Promotion, Tenure, and Pre-tenure review.
 - b. Writes recommendation letter that goes into faculty's portfolio.
 - c. Leads reviews of the Department P & T guidelines and makes recommendations for revisions to the Department Chair in accordance with university guidelines and policies.
2. Membership:
 - a. A minimum of three full-time tenured faculty; if the Department of Dance does not have a sufficient number of eligible faculty to form the committee, qualified tenured faculty from outside the department may be invited to serve, following the guidelines outlined in Section 3.12.B.6 of the Faculty Handbook.
 - b. Members must be at the same rank or higher than the rank that the candidate is being evaluated (i.e. only Professors are eligible to review the portfolios of faculty applying for promotion to Professor);
 - c. Individuals going up for review may not serve on the departmental or college committee the year they are up for review (in which case a one-year replacement will be elected);
 - d. Administrative faculty (as defined in the KSU Faculty Handbook, Section 3.11) are not eligible to serve;

- e. Members and two alternates (at least one alternate should be a full professor) are elected by the Corps of Instruction of the department during the spring semester.
- 3. Term: 2-year staggered

D. Assessment Committee

- 1. Duties: The Assessment Committee shall maintain, implement, and revise assessment plans as required by the University and the Department of Dance. The committee will collect, analyze, and report data related to program and course outcomes and ensure alignment with university and accreditation standards. The committee shall work with faculty to develop, apply, and evaluate rubrics for assessing student learning outcomes and program effectiveness, and recommend improvements based on assessment findings.
- 2. Membership: The committee shall consist of a minimum of two members of the department's Corps of Instruction appointed by the Chair. The Chair of the Assessment Committee shall be appointed by the Department Chair and is responsible for convening meetings, preparing agendas, and disseminating materials.
- 3. Meetings: The Assessment Committee shall meet at least once per semester and additionally as needed to ensure timely completion of assessment activities and reports. Meetings may be called by the Committee Chair or the Department Chair.
- 4. Term: 3-year staggered, and may be reappointed at the discretion of the Department Chair.

E. Scholarship and Awards Committee

- 1. Duties: The Scholarship and Awards Committee shall oversee the selection and recommendation of recipients for departmental scholarships and awards as funding permits. The committee applies established rubrics to evaluate eligible students, votes to determine awardees, and submits final recommendations to the Chair, who notifies and honors recipients. The committee also reviews and recommends updates to evaluation rubrics as needed.
- 2. Membership: The Scholarship and Awards Committee shall function as a committee of the whole. Membership includes all Full Time Faculty and Staff. The committee shall be chaired by an elected faculty member chosen by majority vote of the committee. Chair appointments shall be approved annually by a majority vote of the full-time faculty by secret ballot.
- 3. Meetings: The committee shall meet as needed to review applications and establish student awards.

F. Department Staff Council (DSC)

- 1. Duties: The Department Staff Council (DSC) serves as an advisory body to the Department Chair, representing the collective interests of all full-time

staff members. The DSC promotes collegiality and shared governance by fostering transparency and two-way communication between staff and the Chair. The council provides input on departmental operations, staff development, and initiatives that support the overall mission and well-being of the Department of Dance.

2. Membership:

- a. The DSC shall function as a Committee of the Whole and shall be composed of all full-time staff members of the Department of Dance.
- b. The Chair of the DSC must be elected by members of the DSC from among their numbers. The term of the DSC Chair will be one year, renewable by vote. One sitting member shall serve as the DSC Secretary, elected by majority vote for a one-year renewable term. The Secretary is responsible for recording and transcribing minutes for all DSC meetings and shall publish the minutes within ten days of each meeting.
- c. The Department Chair is an ex-officio non-voting member of the DSC and will respect the DSC's desire, on occasion, to meet without the Chair present.
- d. The DSC may establish subcommittees as needed to address specific initiatives or concerns.

3. Meetings:

- a. The DSC shall meet at least once per month during the academic year and at least twice per semester. The DSC Chair will meet to discuss DSC matters with the Department Chair as deemed appropriate, with a minimum of one meeting each semester.

G. Choreographic Residency and Season Selection Committee

1. Duties: The Choreographic Residency and Season Selection Committee supports the artistic goals and educational mission of the KSU Department of Dance. Artistic Director will prescreen applications and compile a roster. The committee shall review and rank the roster for choreographers for the Eleo Pomare/Glenn Conner Summer Choreographic Residency. The committee will also review proposals for guest artists and professional companies and participate in the ACDA selection process.
2. Membership: The committee shall consist of the Artistic Director, all full-time appointed faculty members, and student representatives from the Dance Student Ambassadors. The Artistic Director shall serve as Chair of the committee. The Department Chair serves ex-officio.
3. Meetings: The committee meets as needed between August and December to manage the residency and season selection process.

H. Recruitment and Audition Committee

1. Duties: The Recruitment and Audition Committee shall develop and implement strategies to recruit and retain students for the Department of Dance. Responsibilities include coordinating auditions and open houses, organizing student ambassadors and KSU Dance Company showings to enhance outreach and engagement activities, or assessing audition rubrics.

The committee shall review recruitment strategies annually, assess effectiveness, and recommend improvements to the Department Chair.

2. **Membership:** The committee shall consist of all full-time appointed dance technique faculty. The committee shall be chaired by an elected faculty member chosen by majority vote of the committee. The committee Chair is responsible for convening meetings, preparing agendas, and coordinating communication with relevant university offices, including Admissions and GCA Marketing. Additional faculty, staff, or student representatives may be invited to participate in specific recruitment initiatives as needed.
3. **Meetings:** The committee shall meet at least twice per semester and additionally as needed to plan and implement recruitment initiatives. Meetings may be called by the Committee Chair or the Department Chair. The Committee Chair shall publish agendas and meeting notes to all members and report outcomes or recommendations to the Chair.

I. Dance Festival and Events Committee

1. **Duties:** The Dance Festival and Events Committee shall plan, coordinate, and implement the annual KSU Dance Festival and events in the Department of Dance, such as ChoreoLab, Dance on the Green, and other programming throughout the year. The committee is responsible for determining event schedules, hosting, logistics, and coordinating with participating members. The committee may form subcommittees to manage specific aspects of events, including recruitment, marketing, communications, production, and hospitality.
2. **Membership:** The committee shall function as a Committee of the Whole and be composed of all full-time faculty and staff members in the Department of Dance. The Assistant Director of Production shall serve as Chair of the Dance Festival and Events Committee. The committee retains the prerogative to convene subcommittees or meet without the Chair when appropriate.
3. **Meetings:** The committee shall meet at least once per month during the academic year and as needed to plan and execute event-related activities. Agendas and meeting times shall be published in advance. A designated Secretary or committee member shall record and distribute minutes or a meeting summary within ten days of each meeting, documenting attendance, actions, and decisions.
4. **Term:** The KSU Dance Festival Committee shall be reaffirmed annually by a majority vote of the full time faculty and staff members of the department by secret ballot.

J. Ad Hoc Committees

1. *Ad hoc* committees shall be appointed by the Department Chair for a specific term. The Department Chair shall notify the departmental faculty of the existence of any ad hoc committees.

2. Each *ad hoc* committee shall elect a Chair and operate under a set of goals given them at the time of appointment.

ARTICLE IV. Faculty Meetings

All department faculty who are members of the Corps of Instruction (as defined in KSU Faculty Handbook, Section 1.1) are required to attend department meetings.

- A. Regularly scheduled department meetings shall be held at least once each month, with additional meetings scheduled as needed. In-person attendance is required. For excused absences, notification must be given to the Department Chair prior to meeting.
- B. Minutes of each department meeting will be taken by the Office Manager, reviewed by the Department Chair, and distributed to all faculty and staff. Minutes must be maintained in department records.
- C. The Chair of the department shall call such additional meetings as deemed necessary.
- D. Graduations are considered formal meetings of the university. Faculty are expected to attend at least one ceremony each academic year.

ARTICLE V. Voting

All Department faculty who are members of the Corps of Instruction (as defined in KSU Faculty Handbook, Section 1.1) are eligible to vote. Staff may vote for positions in which staff are eligible to be elected. Voting cannot supersede language about voting protocols for specific committees in the University and/or Faculty Handbooks.

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 shall be determined as follows:

- A. A quorum shall consist of two-thirds of those eligible to vote.
- B. Passage of a Motion
 1. A simple majority of those voting shall be required to pass a motion.
 2. Ballots shall be used for all votes.
- C. Voting
 1. Voting may be done both in person and electronically.

ARTICLE VI. Guidelines for Faculty Searches (*KSU Faculty Search Guidelines*)

All searches shall follow the procedures outlined in the Guidelines for Conducting Faculty Searches at KSU.

ARTICLE VII. Summer Session Teaching

Course demand and faculty qualifications are essential factors in determining summer teaching loads. The following guidelines shall be used to determine priority for summer session teaching:

- A. Through written solicitation, the Chair shall determine which faculty members wish to teach during summer sessions.

- B. The Chair will assign summer teaching assignments based on the following ranked criteria:
 - 1. Course demand and faculty specialization
 - 2. Budget conditions
- C. The Department shall abide by minimum enrollment guidelines set by the Geer College of the Arts for summer classes.

ARTICLE VIII. Academic Department Name Change

Academic department name changes require the approval of Academic Affairs.

ARTICLE IX. Amendments to Bylaws (University Handbook, Section 3.5)

Amendments to these Bylaws shall be recommended for approval by a majority vote by ballot of the Corps of Instruction (as defined in KSU Faculty Handbook, Section 1.1) of the department/school. Bylaws and revisions to the bylaws must be approved by the Department Faculty Council, the Department Chair, the College Faculty Council, the College Dean, and the Provost.

ARTICLE X. 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 University policies, the University and Faculty Handbooks, and other materials provided by the Robert S. Geer Family College of the Arts, the Office of the Provost and Executive Vice President for Academic Affairs, and the Board of Regents of the University System of Georgia.

Kennesaw State University Approval Form for Department/School Bylaws

This form must be attached to the department/school bylaws.

Department Chair Approval - I approve the attached bylaws:

Marsha Barsky

Name (printed or typed)

DocuSigned by:

Marsha Barsky

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April 9, 2026

Signature/ Date

Department Faculty Council Approval - I approve the attached bylaws:

Autumn Eckman

Name (printed or typed)

DocuSigned by:

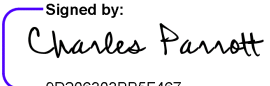
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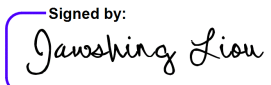
April 9, 2026

Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Charles Parrott  April 14, 2026
Signed by:
9D206303BB5F467...
 Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Jawshing Liou  April 15, 2026
Signed by:
407ACE6C08B64E0...
 Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala  April 15, 2026
Signed by:
26412C41D0DE4E2...
 Name (printed or typed) Signature/ Date



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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Kennesaw State University:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: asklegal@kennesaw.edu

To advise Kennesaw State University of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at service@kennesaw.edu and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- Until or unless you notify Kennesaw State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Kennesaw State University during the course of your relationship with Kennesaw State University.

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Signature Adoption: Pre-selected Style
Using IP Address: 104.7.55.145

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Ivan Pulinkala

ipulinka@kennesaw.edu

Provost

Kennesaw State University

Security Level: Email, Account Authentication
(None)

Sent: 4/15/2026 6:43:26 PM

Viewed: 4/15/2026 6:49:41 PM

Signed: 4/15/2026 6:49:54 PM

Signature Adoption: Drawn on Device
Using IP Address: 2a04:4e41:3f4d:afca::d64d:afca
Signed using mobile

Electronic Record and Signature Disclosure:

Accepted: 4/15/2026 6:49:41 PM

ID: 6dd5278b-f67a-4d20-bf8f-333938a7d0d9

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events	Status	Timestamp
Faculty Affairs facultyaffairs@kennesaw.edu Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 4/15/2026 6:49:55 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/15/2026 9:36:40 AM
Certified Delivered	Security Checked	4/15/2026 6:49:41 PM
Signing Complete	Security Checked	4/15/2026 6:49:54 PM
Completed	Security Checked	4/15/2026 6:49:55 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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