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Department of English
Kennesaw State University
BYLAWS

KSU's MISSION, VISION, and VALUES

The Department of English is a unit of the Norman J. Radow College of Humanities and Social Sciences at Kennesaw State University.

As a research-driven, student-centered Department, KSU's Department of English promotes the study of what is unique regarding human expression to empower students to understand who they are and how they should live, while also helping students cultivate and articulate skill sets that will enable them to thrive in viable career pathways. The Department houses three degrees, English (BA), English Education (BS), and Professional Writing (MA), that honor humanistic traditions while teaching students to make a range of contributions to professional and civic life. Additionally, the Department is home to core programs in First-Year Composition and General Education Literature, essential areas to KSU's undergraduate student success ecosystem. The students we serve are fully representative of the communities in the metropolitan area and region, and we embrace high-impact practices such as mentored research, community-engaged learning, and internships in order to support their ability to succeed. The faculty, who pursue multifaceted research and creative endeavors, elevate KSU's profile, impacting both local and global communities.

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 Norman J. Radow College of Humanities and Social Sciences.

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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/Director is out of town, unavailable, or incapacitated and unable to administer the affairs of the department.
4. Although the Department Chair appoints these roles, these appointments will be informed by faculty feedback to ensure the eligible faculty's opportunity for input and recommendations.

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.
3. Although the Department Chair appoints the following Academic Program Coordinator roles, these appointments will be informed by faculty feedback to ensure the eligible faculty's opportunity for input and recommendations.
    a. Director, Undergraduate English Studies
        i. Duties: The Director of Undergraduate English Studies oversees curriculum, pedagogy, and faculty development for the English BA.
        ii. Qualifications: Tenured faculty member teaching in the BA Program.
        iii. Term: Three years, once-renewable

    b. Director, MA in Professional Writing Program
        i. Duties: The Director of the MA in Professional Writing Program oversees curriculum, pedagogy, and faculty development for the MA in Professional Writing Program.
        ii. Qualifications: Tenured faculty member teaching in the MAPW Program.
        iii. Note regarding selection process: The Director of the MA in Professional Writing Program may be hired either internally or

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externally. When the position is vacant, the Department Chair shall solicit faculty feedback regarding the advisability of an internal or external search and shall consider that feedback when determining the hiring process.

iv. Term: Five years, no limit

c. Director, English Education Program
   i. Duties: The Director of the English Education Program oversees curriculum, pedagogy, and faculty development for English Education's graduate and undergraduate programs.
   ii. Qualifications: Tenured faculty member teaching in the English Education Program.
   iii. Depending upon qualifications, the Director of the English Education Program shall also hold one of the following positions.
      1. The Coordinator of Undergraduate English Education.
      2. The Coordinator of Graduate English Education.

4. Term: Five years, once-renewable

ARTICLE II. Additional Department Roles

A. The following roles are part of the Department's leadership structure and work with the Department Chair, the Associate/Assistant Chairs, and the Academic Program Coordinators to support the strategy and operations of Department programs and initiatives. Although the Department Chair appoints the following roles, these appointments will be informed by faculty feedback to ensure the eligible faculty's opportunity for input and recommendations.
   1. Director of First-Year Composition
      a. Duties: The Director of First-Year Composition oversees curriculum, pedagogy, and faculty development for ENGL1101 and 1102.
      b. Qualifications: Tenured faculty member with specialization in Composition Studies and Writing Program Administration.
      c. Note regarding selection process: The Director of First-Year Composition may be hired either internally or externally. When the position is vacant, the Department Chair shall solicit faculty feedback regarding the advisability of an internal or external search and shall consider that feedback when determining the hiring process.
      d. Term: Five years, no limit

   2. Assistant Director of First-Year Composition
      a. Duties: The Assistant Director of First-Year Composition supports the Director in overseeing the First-Year Composition Program.
      b. Qualifications: Full-time faculty member teaching in the FYC Program.
      c. Term: Three years, once-renewable

   3. Coordinator, MA in Professional Writing Teaching Assistant Program

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   a. Duties: The Coordinator of the MA in Professional Writing Teaching Assistant Program administers the GTA Program offered by the MA in Professional Writing Program.
   b. Qualifications: Full-time faculty member with experience teaching ENGL 1101 and 1102.
   c. Term: Three years, once-renewable

4. Coordinator, Graduate English Education
   a. Duties: The Coordinator of Graduate English Education oversees curriculum, pedagogy, and faculty development for English Education graduate programs.
   b. Qualifications: Tenured faculty member teaching in the English Education Program.
   c. Term: Five years, once-renewable

5. Coordinator, Undergraduate English Education
   a. Duties: The Coordinator of Undergraduate English Education oversees curriculum, pedagogy, and faculty development for English Education undergraduate programs.
   b. Qualifications: Tenured faculty member teaching in the English Education Program.
   c. Term: Five years, once-renewable

6. Advisor, English Education
   a. Duties: The Advisor of English Education oversees English Education student advising.
   b. Qualifications: Tenured faculty member teaching in the English Education Program.
   c. Term: Five years, once-renewable

7. Coordinator, Internship
   a. Duties: The Internship Coordinator is responsible for managing the Internship Programs of the English BA and MA in Professional Writing.
   b. Qualifications: Full-time faculty member with experience in experiential learning and high-impact practices.
   c. Term: Three years, once-renewable

8. Coordinator, General Education Literature
   a. Duties: The Coordinator of General Education Literature oversees curriculum, pedagogy, and faculty development for ENGL2110, 2120, 2130, and 2140.
   b. Qualifications: A full-time faculty member with experience in teaching within the GEL Program.
   c. Term: Two years, once-renewable

9. Coordinator, Social Media and Branding

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a. Duties: The Coordinator of Social Media and Branding oversees the Department's social media and branding strategy.
b. Qualifications: Full-time faculty member with experience in social content creation and high-impact practices.
c. Term: Three years, once-renewable

10. Coordinator, Online Technology
    a. Duties: The Coordinator of Online Technology supports faculty who teach online and hybrid courses.
    b. Qualifications: Full-time faculty member with experience in online and hybrid course design.
    c. Term: Three years, no limit

B. The following roles support the effective governance and daily functioning of the department. These roles contribute to the continuity of institutional knowledge, the orderly conduct of faculty meetings, transparent and accurate voting procedures, and sustained academic support for both faculty members and students.

1. Parliamentarian
    a. Duties: The Parliamentarian ensures that departmental meetings and election procedures follow these bylaws and Robert's Rules of Order.
    b. Selection and eligibility: The Parliamentarian shall be a Senior or Principal Lecturer, or a tenured faculty member elected by the faculty.
    c. Term: two years, no limit

2. Elections Officer
    a. Duties: The Elections Officer maintains a publishable record of faculty service to committees and manages voting, paper, and electronic ballot procedures.
    b. Selection and eligibility: The Elections Officer shall be a full-time faculty member elected by the faculty and supervised by the Parliamentarian.
    c. Term: two years, no limit

3. Secretary
    a. Duties: The Secretary takes minutes for departmental meetings, distributes them to the faculty, and maintains the departmental meeting records.
    b. Selection and eligibility: The Secretary shall be a full-time faculty member elected by the faculty.
    c. Term: one year, no limit

4. Archivist
    a. Duties: The Archivist maintains committee meeting minutes and other important documents on the department's internal digital resource spaces.
    b. Selection and eligibility: The Archivist shall be a full-time faculty member appointed by the Department Chair.

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c. Term: two years, no limit

5. Library Liaison
   a. Duties: The Library Liaison consults with faculty about acquisitions, research support, and course materials and communicates departmental needs to library faculty and staff.
   b. Selection and eligibility: The Department Chair appoints a full-time faculty member as the Library Liaison to serve as the department's point of contact with the University Library.
   c. Term: Two years, no limit

6. Writing Center Liaison
   a. Duties: The Writing Center Liaison acts as the primary communication link between the English Department and the KSU Writing Center, providing updates about available services and initiatives.
   b. Selection and eligibility: The Department Chair appoints a full-time faculty member as the Writing Center Liaison.
   c. Term: two years, no limit

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/Director, 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's Corps of Instruction (a majority should be tenured or tenure track-faculty if possible) elected by vote of the department's Corps of Instruction; The DFC is composed of five members as follows:
      a. At least three tenured faculty members.
      b. One Senior or Principal Lecturer (Lecturers cannot serve on the DFC);
      c. One member may be an untenured, tenure-track Assistant Professor.

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d. Only one member may be a member of the English Department Advisory Council (AC).

The Associate/Assistant Chairs and Program Directors are not eligible for an elected position on the DFC. The department's representative to the College Faculty Council (CFC) is not eligible for an elected position on the DFC.

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**:** 2 years, staggered term with one renewable term. Eligibility for re-election resumes after two years following the completion of both terms.
4. Meetings
   a. The DFC shall meet publicly at least twice each fall and spring semester and at least one meeting per semester will include the Department Chair.
   b. Meetings may be conducted without the Department Chair present.
   c. During the summer, the DFC Chair or designee shall keep the full DFC informed of relevant issues that arise. If necessary, the DFC may act via electronic voting during the summer.

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 Curriculum Committee facilitates the development of curriculum proposals for the discussion and vote of the entire department.

      i. Any eligible faculty member may propose new course offerings, course deletions, changes in degree requirements, and/or any other curriculum-related changes.
      ii. Proposals must be sent to the Curriculum Committee for deliberation and a vote to approve. The Director of Undergraduate English Studies—and the Directors of other degree-granting programs and degrees—should also receive proposals so that the Director may offer feedback on how the proposal will affect the degree program.
      iii. All written proposals for curriculum changes approved by the appropriate program committee and proposals for curricular changes to general education English classes will be reviewed by the Curriculum Committee. Proposals that reach this level must be submitted on the official University curriculum change forms. Proposals that move from the Curriculum Committee will be subject to review and approval at the department level and beyond.
      iv. The Curriculum Committee shall make a recommendation to the department regarding any proposed curriculum-related matter it

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considers. Eligible faculty will vote on curriculum changes during department meetings or via an electronic vote decided upon during a department meeting. Limitations on voting based on undergraduate or graduate faculty status may apply in situations required by external accreditation agencies, such as SACS, or by the university.

b. The Chair of the committee must serve as the departmental representative of the College Curriculum Committee.

2. Membership**:** In departments with graduate programs, at least two members must have experience teaching in graduate programs.
    a. The committee consists of five full-time faculty members.
    b. Up to two Lecturers, Senior, or Principal Lecturers may serve on the committee.
    c. At least three tenure-track or tenured faculty members must serve on the committee.
    d. At least three of the committee members have graduate faculty status.
    e. Only graduate faculty must vote on graduate curriculum.
    f. The Chair of the committee must be a tenured faculty member with graduate faculty status.
3. Term: 3-year staggered (Recommended, but unit can specify]

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; The committee consists of five elected tenured faculty members, at least three of whom must be Professors.
    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; eligibility for re-election resumes after six years following the completion of a term.

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D. Department Advisory Council

a. Duties:
   a. The AC shall advise the Department Chair on matters the administrative faculty and their constituents deem necessary to be addressed.
   b. The AC will discuss matters that affect the department's common and ongoing departmental business across programmatic lines.
   c. The AC shall advise the Department Chair on decisions that will come to the faculty for a vote during faculty meetings.

b. Membership:
   a. All faculty holding administrative positions outlined in Article I shall be members of the AC.
   b. Two at-large members of any rank will be elected to the AC for a two-year renewable term. They shall bring departmental issues to the Council that other Advisory Council representatives do not cover.
   c. The English BA Committee will send one non-administrative faculty member to each meeting. The purpose of this member is to ensure disciplinary diversity in attendance at the AC.
   d. One Lecturer representative will be elected to the AC for a two-year renewable term. They shall bring issues specific to the needs of Lecturers to the Council that other Advisory Council representatives do not cover.
   e. Term: The AC must meet publicly at least twice each fall and spring semester.

E. English BA Committee

a. Duties: The committee serves as an advisory to the Director of Undergraduate English Studies. Responsibilities may include analyzing the curriculum, reviewing assessment results, and exploring pedagogical issues in the English BA Program.

b. Membership:
   a. Meeting attendance is open to all faculty teaching within the English BA's Area F or concentrations. Each year, the subdisciplines of Cultural Studies, Film and Screen Studies, Linguistics, Literature, and Writing Studies will each choose one voting member, for a total of five. The voting members will represent the five subdisciplines in discussions about the BA.
   b. The Director of Undergraduate English Studies serves as ex officio chair of the English BA Committee. The Internship Coordinator is also an ex officio member.

c. Term: Two years, no limit

F. Lecturer Support for Promotion Committee

a. Duties:
   a. The Lecturer Support for Promotion Committee Chair is charged with serving as a liaison between the Lecturer Support for Promotion Committee and the P&T Committee.

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b. The group liaises with the P&T Committee to mentor Lecturers towards promotion to Senior Lecturer and handles special projects as assigned by the Department Chair.

b. Membership:
   a. The committee consists of four elected Senior or Principal Lecturers.
   b. The P&T Committee Chair will serve as ex officio Chair of the Lecturer Support for Promotion Committee.

c. Term: 2 years, staggered terms. Eligibility for re-election resumes after six years following the completion of a term.

G. Department Awards Committee

a. Duties:
   a. The committee is responsible for choosing students to receive scholarships and handling/adjudicating nominations for faculty awards.

b. Membership:
   a. The committee consists of three faculty members.
   b. One member serves as the Department's representative to the RCHSS Awards Committee.

c. Term: two years, renewable.

H. Department General Education Literature (GEL) Committee

a. Duties:
   a. The committee serves as an advisory to the General Education Literature Coordinator.
   b. The committee shall analyze the curriculum and promote the pedagogy of the department's general education literature courses.

b. Membership:
   a. Committee membership for the academic year is determined at the first committee meeting of the fall semester. Any faculty member who desires to be a committee member will attend that meeting and state their intention to serve on the committee for the academic year or shall notify the Committee Chair of their intent to serve in writing before that initial meeting. Committee membership will be published promptly to the department.
   b. The General English Literature Coordinator serves as the chair.

c. Term: one year, renewable.

I. Department Committee on Online Learning (CoOL)

a. Duties: The committee supports faculty teaching in online learning (including hybrid) environments and promote innovative digital pedagogy throughout the department.

b. Membership:
   a. The committee consists of six faculty members.
   b. The Technology Coordinator serves as the Chair of the CoOL committee.

c. Term: two years, renewable, staggered terms.

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J. Department First-Year Composition (FYC) Committee

a. Duties:
   a. The committee serves as an advisory committee to the Director of First-Year Composition. It shall analyze the curriculum and promote the pedagogy of the department's general education composition courses.
b. Membership:
   a. Committee membership for the academic year is determined at the first committee meeting of the fall semester. Any faculty member who desires to be a committee member should attend that meeting and state their intention to serve on the committee for the academic year, or must notify the Committee Chair of their intent to serve in writing before that initial meeting. Committee membership will be published promptly to the department.
   b. The Director of First-Year Composition shall serve as the Chair of the FYC Committee.
c. Term: one year, renewable.

K. Student Success and Faculty Development Committee

a. Duties
   a. Support for high-impact practices initiatives such as the Poster Symposium.
   b. Coordination and support of peer-mentoring and peer-observation programs.
   c. Hosting dialogues regarding pedagogy and classroom issues.
   d. Other faculty support as needed.
b. Membership
   a. Committee membership for the academic year is determined at the first committee meeting of the fall semester. Any faculty member who desires to be a committee member should attend that meeting and state their intention to serve on the committee for the academic year or must notify the Committee Chair of their intent to serve in writing before that initial meeting. Committee membership will be promptly published to the department.
   b. The faculty elects the Chair of the Student Success and Faculty Development Committee.
1. Term: 2 years, no limit

L. *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

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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 meetings must be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters. Virtual meeting attendance is allowed when it is offered as an option.
B. The Department Chair may call additional meetings when deemed necessary and may call for a special meeting no later than 72 hours before the determined time and date.
C. Minutes of each Department meeting must be taken by the Secretary and reviewed by the Department Chair or their designee.

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:

1. A quorum for a department faculty meeting consists of 50%+1 of those eligible to vote.
2. Absentees may vote by written proxy. However, proxies do not count toward establishing a quorum.
3. A simple majority of a quorum is required to approve a motion.
4. Anonymous electronic voting is allowed, subject to the approval of a motion made during a faculty meeting or by faculty consent.
5. For electronic votes, abstentions count toward the quorum but not as a negative vote.
6. Part-time faculty may vote for positions in which part-time faculty are eligible to be elected.

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. The Department Chair determines course assignments and loads for the summer session.

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B. Summer teaching assignments are based on departmental needs, faculty expertise, and student demand. Faculty members who did not receive summer teaching assignments in the previous year are given priority when possible.
C. All assignments must conform to college and university policies regarding load and compensation. Summer session teaching is contingent on enrollment and budget availability.

ARTICLE VIII. Travel and Professional Development Funding Policy
Usage of travel and professional development funds is subject to university and college policy governing the use of such funds. The Department Chair may use these funds to support activities including, but not limited to, scholarship, officer-level service at professional meetings, mentoring students, or other professional development and creative activities. At the beginning of the academic year, the Chair announces availability of funds and provides an overview of request procedure and priority considerations. When faculty requests to travel exceed the departmental travel budget, the Department Chair may allocate funds based on assessment of considerations such as the scholarly impact of the travel, faculty rank, cost, and service to the profession. After the first round of allocations are made, the Department Chair will inform the faculty if additional funding remains. If such surplus exists, the Chair will allocate remaining funding based on any newly submitted requests. Preference will be given to tenure-track faculty not yet tenured, and then according to the situational context presented by faculty who are applying for promotion.

ARTICLE IX. Course Scheduling Appeals
Faculty with questions about teaching assignments or schedules should first speak to the appropriate Coordinator/Director and/or department scheduler. If the parties concerned cannot resolve the issue, the Department Chair may be consulted as the next level of appeal. Faculty with questions or concerns about a Chair's decision may appeal to the Dean.

ARTICLE X: Faculty Feedback regarding Academic Programs
Each fall, the DFC will facilitate a feedback loop empowering faculty to provide feedback regarding the Department's five academic programs. The DFC will administer surveys to faculty working within the programs that will request feedback from these faculty constituency groups. The DFC will compile results of the surveys and share them with the Department Chair. Results may be used by the Department Chair for strategic planning.

ARTICLE XI: Commitment to Collaboration
The English Department shares the Norman J. Radow College of Humanities and Social Sciences' belief that we are made stronger when we leverage our collective expertise in advancing the mission of the College. Department leadership values the perspectives and input of faculty, staff, and students on issues pertaining to the welfare of its communities. As such, leadership will solicit robust input on key decisions, as appropriate. Similarly, Department constituencies are enjoined to participate actively in shared governance processes in order to provide this input. Discussion will include ongoing engagement

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with ideal process via development of the Department Operations Manual.

ARTICLE XII. Academic Department Name Change
Academic department name changes require the approval of Academic Affairs.

ARTICLE XIII. 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. 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 XIV. 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 Norman J. Radow College of Humanities and Social Sciences, the Office of the Provost and Executive Vice President for Academic Affairs, and the Board of Regents of the University System of Georgia.

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DS CS

Initial PC

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:

John Havard — Signed by: John Havard 7E0218F7174B47B... — April 2, 2026

Name (printed or typed) Signature/ Date

Department Faculty Council Approval - I approve the attached bylaws:

Michael Keleher — DocuSigned by: Michael Keleher 70922124B96742D... — April 2, 2026

Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Heather Pincock — DocuSigned by: Heather Pincock 3C2DA5BA6099490... — May 13, 2026

Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Catherine Kaukinen — DocuSigned by: Catherine Kaukinen 4E4CB0582A0A43E... — May 13, 2026

Name (printed or typed) Signature/ Date

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Provost Approval - I approve the attached bylaws:

Ivan Pulinkala

DocuSigned by:
26412C41D0DE4E2...

May 14, 2026

Name (printed or typed) Signature/ Date

Certificate Of Completion

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Signer Events	Signature	Timestamp
John Havard jhavard@kennesaw.edu Chair Security Level: Email, Account Authentication (None)	Signed by: John Havard 7E0218F7174B47B... Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:13b9:a400:38f9:b80e:16f1:9355	Sent: 4/1/2026 4:08:37 PM Viewed: 4/1/2026 4:09:41 PM Signed: 4/2/2026 5:14:01 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Michael Keleher mkeleher@kennesaw.edu Professor of English Kennesaw State University Security Level: Email, Account Authentication (None)	DocuSigned by: Michael Keleher 70922124B96742D... Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:42d0:ce50:583d:c515:832f:6001	Sent: 4/2/2026 5:14:03 AM Viewed: 4/2/2026 8:16:19 AM Signed: 4/2/2026 8:17:15 AM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Heather Pincock hpincock@kennesaw.edu Security Level: Email, Account Authentication (None)	DocuSigned by: Heather Pincock 3C2DA5BA6099490... Signature Adoption: Pre-selected Style Using IP Address: 24.30.65.115	Sent: 4/2/2026 8:17:17 AM Viewed: 4/3/2026 9:44:37 AM Signed: 5/13/2026 5:41:11 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Catherine Kaukinen ckaukin1@kennesaw.edu Dean of RCHSS Security Level: Email, Account Authentication (None)	DocuSigned by: Catherine Kaukinen 4E4CB0582A0A43E... Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:4245:b010:9df6:9cf1:493:d06a Signed using mobile	Sent: 5/13/2026 5:41:13 PM Viewed: 5/13/2026 5:50:34 PM Signed: 5/13/2026 5:50:49 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

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: 5/13/2026 5:50:50 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/1/2026 4:08:37 PM
Certified Delivered	Security Checked	5/13/2026 5:50:34 PM
Signing Complete	Security Checked	5/13/2026 5:50:49 PM
Completed	Security Checked	5/13/2026 5:50:50 PM

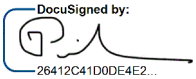
Payment Events	Status	Timestamps

Certificate Of Completion

Envelope Id: 63FF35D6-25D2-816A-8080-A4DEFDBE231E
Status: Completed
Subject: Departmental Bylaws: Complete_with_Docusign_ENGL_AAF_reviewed_Fin.pdf
Should this go to Agiloft?:
Source Envelope:
Document Pages: 18
Signatures: 1
Envelope Originator:
Certificate Pages: 5
Initials: 2
Julia Becker
AutoNav: Enabled
jbecker7@kennesaw.edu
EnvelopeId Stamping: Enabled
IP Address: 130.218.12.38
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original
5/14/2026 8:08:24 AM
Holder: Julia Becker
jbecker7@kennesaw.edu
Location: DocuSign

Signer Events	Signature	Timestamp
Carmen Skaggs cskaggs4@kennesaw.edu Assistant Vice Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/27/2020 12:44:36 PM ID: b3e5295c-f92f-4fc5-bce9-bcc2afabc6aa	 Signature Adoption: Pre-selected Style Using IP Address: 130.218.6.164	Sent: 5/14/2026 8:10:38 AM Viewed: 5/14/2026 8:44:48 AM Signed: 5/14/2026 8:45:12 AM
Pam Cole pcole@kennesaw.edu Vice Provost Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	 Signature Adoption: Pre-selected Style Using IP Address: 151.102.237.4 Signed using mobile	Sent: 5/14/2026 8:45:14 AM Viewed: 5/14/2026 12:35:04 PM Signed: 5/14/2026 12:39:07 PM
Ivan Pulinkala ipulinka@kennesaw.edu Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 5/14/2026 1:40:17 PM ID: 977bd527-3ada-4814-ab55-313ba92555fd	 Signature Adoption: Drawn on Device Using IP Address: 2a04:4e41:71a4:5763::bba4:5763 Signed using mobile	Sent: 5/14/2026 12:39:09 PM Viewed: 5/14/2026 1:40:17 PM Signed: 5/14/2026 1:40:26 PM

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: 5/14/2026 1:40:28 PM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/14/2026 8:10:38 AM
Certified Delivered	Security Checked	5/14/2026 1:40:17 PM
Signing Complete	Security Checked	5/14/2026 1:40:26 PM
Completed	Security Checked	5/14/2026 1:40:28 PM

Payment Events	Status	Timestamps

Electronic Record and Signature Disclosure

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