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Department of Geography and Anthropology
Kennesaw State University
BYLAWS

KSU's MISSION, VISION, and VALUES

The Department of Geography and Anthropology is a unit of the Norman J. Radow College of Humanities and Social Sciences (RCHSS) at Kennesaw State University.

Academic Distinction Statement

The Department of Geography and Anthropology is a student-centered department of excellence committed to fulfilling the mission of Kennesaw State University. The faculty empowers students to understand the human condition, to meet the challenges of the 21st century, and to become informed global citizens by cultivating a welcoming environment that encourages active and participatory teaching and learning. The academic programs enrich students with a holistic curriculum and robust extracurricular experiences that prepare them to understand and engage the world's intersecting human, cultural, and physical systems. Geography seeks to study and understand the distribution, dynamics, and interrelationships between humans and their physical environment. Geospatial Sciences applies geospatial technologies to analyze the spatial processes produced or modified by human-environment interactions. Anthropology examines human experiences fully appreciating the biological and cultural power of a variety of perspectives. The department is committed to conducting high quality research reflecting faculty expertise in a collaborative manner and incorporating robust student mentorship. Innovative research within the department includes sustainability and environmental studies, application of geospatial technologies, land surveying, lifeways and livelihoods, forensic science, heritage and resource management, and the scholarship of teaching and learning. Department faculty design and deliver high quality pedagogy that promotes student success through undergraduate research, internships and work experiences, and service-learning and community engagement. The department is committed to providing students with the knowledge, creativity, and career skills necessary to become productive global citizens.

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

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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**.

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/Director. These duties may include, but are not limited to, activities such as: assisting with scheduling, monitoring enrollment, assisting part-time faculty, representing Chair/Director 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/school at any time the Chair/Director is out of town, unavailable, or incapacitated and unable to administer the affairs of the department/school.
4. Term: the term of the Assistant/Associate Chair is four years; terms are renewable.

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. Program Coordinators may also assist with scheduling. In GA, this role includes the Anthropology, Geography, and Geospatial Sciences (GSS) Coordinators.
3. Term: the term of an Academic Program Coordinator is three years; terms are renewable.

ARTICLE II. Additional Department/School Roles

A. Lab Managers

1. Lab Managers are selected by the Department Chair in consultation with the program faculty (see Article VIII, Section B, Item a). Lab Managers must have the necessary qualifications to oversee their assigned lab space(s).

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2. Lab Managers shall have designated roles assigned by the Department Chair (e.g., scheduling).
3. Term: the term of a Lab Manager is three years; terms are renewable.

B. Internship Coordinators

1. Internship Coordinators are selected by the Department Chair in consultation with the program faculty (see Article VIII, Section B, Item a). Internship Coordinators must be qualified to teach in and coordinate internships for the assigned program.
2. Internship Coordinators shall have designated roles assigned by the Department Chair. Responsibilities may include: establishing and maintaining relationships with industry and community partners, providing information to students about how to select an internship and apply for internship credit, helping place students at internship sites, serving as the liaison with internship site supervisors and career services, reviewing for approval internship sites selected by students, and developing and implementing internship evaluations.
3. Term: the term of an Internship Coordinator is three years; terms are renewable.

C. Other Service Roles

1. Other service roles within GA include Faculty Secretary, Crisis Coordinator, Honors College Liaison, and the Affiliated Student Club Advisors. Individuals in these roles shall operate under a set of relevant goals provided to them at the time of appointment.

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/School 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/school level.
   b. The DFC promotes collegiality and effective shared governance of the department/school 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;

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in GA, more than three members may serve, contingent upon the interest of eligible faculty.

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:
   a. The terms of DFC membership are three years, staggered; terms are renewable.
   b. Meeting times are irregular but usually occur twice per semester, as needed.

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

1. Duties: The Department/School 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 Committee also provides oversight for Special Topics and Advanced Topics courses. The Committee Chair monitors the progress of proposal workflow to College and University Curriculum committees.
   b. The Committee 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.
2. Membership**:** In departments with graduate programs, at least two members must have experience teaching in graduate programs.
   a. In GA, membership should consist of a minimum of three committee members, one of which must be tenured or a senior or principal lecturer. Otherwise, any full-time faculty member may volunteer to serve on the committee.
3. Term:
   a. Terms are two years, staggered; terms are renewable.
   b. Meeting times are irregular, usually several times per academic year.

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. Additionally, in GA, a third-year review is required for non-tenure track lecturer faculty and optional for non-tenure track faculty with professorial ranks. The P&T Committee also evaluates these portfolios.
   b. Writes recommendation letter that goes into faculty's portfolio.

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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.
   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/school during the spring semester.
3. Term: 2-year staggered

D. Department Guidelines and Governance Committee

1. Duties**:**
   a. The Department Guidelines and Governance Committee leads review and revision of the department bylaws. The Committee may also lead the development of other department-level guidelines, as assigned by the Department Chair.
2. Membership:
   a. Membership should consist of a minimum of three committee members, one of which must be tenured or a senior or principal lecturer. Otherwise, any full-time faculty member can volunteer to serve on the committee.
3. Term:
   a. Terms are two years, staggered; terms are renewable.
   b. Meeting times are irregular and occur as needed.

E. Department Awards Committee

1. Duties**:**
   a. The Department Awards Committee announces award opportunities and reviews award applications for relevant student, faculty and staff awards given at the department, college, and university levels. The Committee also determines selection criteria for department awards.
2. Membership:
   a. Membership should consist of a minimum of three full-time faculty members.
3. Term:
   a. Terms are two years, staggered; terms are renewable.
   b. Meeting times are irregular, usually several per semester, with duties concentrated around the beginnings and ends of semesters.

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F. Department Lab Committee

1. Duties**:**
    a. The Department Lab Committee leads review and revision of the GA Equipment Use Guidelines and assists with other lab- and equipment-related tasks as assigned by the Department Chair. Committee members may volunteer (or be appointed) to review appeals of denied equipment use requests, as described in the GA Equipment Use Guidelines.
2. Membership:
    a. Membership should consist of a minimum of four members, with at least one member representing each program.
    b. Any full-time faculty member with an interest in lab and/or equipment use can volunteer to serve on the committee**.**
3. Term:
    a. Terms are two years, staggered; terms are renewable.

G. Department Scholarship Committee

1. Duties**:**
    a. The Department Scholarship Committee reviews applications for student scholarships overseen by GA.
    b. Committee members must complete all required university training to access student scholarship applications and should disseminate information about Department scholarships before the scholarship application deadlines.
    c. The Committee Chair must coordinate with the Financial Aid Office and other relevant KSU offices to ensure that all applications are reviewed and committee decisions are communicated.
2. Membership:
    a. Any full-time faculty member is eligible to serve; preferably at least one faculty member from each program will sit on the committee.
3. Term:
    a. Terms are two years, staggered; terms are renewable.

H. Department Website and Social Media Committee

1. Duties**:**
    a. The Department Website and Social Media Committee maintains and updates the department website content; curates and manages official department social media accounts; promotes department programs, activities, achievements, events, and announcements via the department website and social media; ensures consistency with university branding and accessibility guidelines; coordinates with faculty, staff, and students to gather content for the department website and social media; and monitors engagement and suggests strategies to enhance online presence.
2. Membership:

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a. Membership should consist of a minimum of three members. Any full-time faculty member may serve on the committee.

3. Term:
   a. Terms are two years, staggered; terms are renewable.
   b. Meeting times are irregular and occur as needed, but at least once per semester.

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

A. The department shall schedule one formal departmental meeting each month of the academic year (August through May).
B. Other meetings may be called under special circumstances. Such meetings may be called by the Chair or at least 50% + 1 of the voting body.
C. Tenured (which includes joint appointments), tenure-track (which includes joint appointments), clinical faculty members, lecturers, and senior and principal lecturers are expected to attend these meetings unless they receive an excused absence from the Chair.
D. Minutes of each department meeting will be taken, reviewed by the Department Chair, and distributed to all faculty and staff.

ARTICLE V. Voting

All Department/School 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. Quorum
   a. The majority (50%+1) of the voting body shall be present to constitute a quorum for conducting departmental meetings.
B. Passage of a Motion
   a. A majority of those voting shall be required to pass a motion. A voting majority is defined as 50% +1 faculty member.
C. Ballots

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a. Secret ballots shall be used if appropriate; otherwise, voice or show of hands voting shall be used.

D. Electronic Voting
   a. Voting may be done electronically – with a minimum of three business days for faculty to submit their vote – if approved by a simple majority of the members of a committee or the department.

E. 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.

F. The above procedures (Article V, Sections A-E) shall apply to voting within each program. The voting body of a program will consist of all Corps of Instruction faculty who are members of that program.

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 Assistant/Associate Chair shall determine which faculty members wish to teach during summer sessions.

B. The following ranked criteria shall be considered when making teaching assignments during summer sessions:
   a. course demand and SACS qualifications;
   b. teaching effectiveness;
   c. budget conditions;
   d. preference will be given to full-time faculty;
   e. possession of the terminal degree; and,
   f. when additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE VIII. Faculty Input on Department Roles

A. Selection of Personnel: The Department Chair is responsible for selecting an Assistant/Associate Chair, Program and Internship Coordinators, and Lab Managers according to the following procedures:
   i. Candidates declare their interest by submitting a statement of interest to the Department Chair.
   ii. The Department Chair will seek feedback from the faculty on interested candidates.
   iii. The Department Chair makes a recommendation to the Dean for review and approval.

ARTICLE IX. Operation of Committees

Unless otherwise specified, the following applies to the operation of committees:

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A. Each committee shall elect a Chair and operate under a set of goals given to them at the time of appointment and/or charge.
B. The Department Chair, in collaboration with active members of a given committee, may choose to remove a sitting committee member who is not participating in or who is operating outside of said committee's duties and responsibilities.
C. Requirements for committee vote shall conform to Article V, Sections A-E.
D. Each standing and *ad hoc* committee shall keep a record of its meetings and make the record available to all full-time faculty and staff in the manner described in Article II, Section J, Item c of the RCHSS Bylaws, with the exception of search committees. Record keeping for search committees must follow the procedures outlined in the Guidelines for Conducting Faculty Searches at KSU.

ARTICLE X. Changes in Curriculum

New course offerings, course deletions, changes in requirements for the BA/BS degrees with a major in Anthropology/Geography/GSS, and changes in the requirements for a minor in Anthropology/Geography/Environmental Studies and the GIS and Land Surveying Certificates are a routine part of Departmental proceedings.

A. The department Chair or any full-time faculty member may propose such changes.
B. Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.

ARTICLE XI. Academic Department Name Change

Academic department name changes require the approval of Academic Affairs.

ARTICLE XII. 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 XIII. 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:

Brandon Lundy — Signed by: Brandon Lundy 76EDD334BFAA475... — April 1, 2026

Name (printed or typed) Signature/ Date

Department Faculty Council Approval - I approve the attached bylaws:

Terry Powis — DocuSigned by: Terry Powis 1C8F62748EA64E9... — April 1, 2026

Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

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Heather Pincock — DocuSigned by: Heather Pincock 3C2DA5BA6099490... — May 7, 2026

Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Catherine Kaukinen — DocuSigned by: Catherine Kaukinen 4E4CB0582A0A43E... — May 7, 2026

Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala — DocuSigned by: 26412C41D0DE4E2... — May 8, 2026

Name (printed or typed) Signature/ Date

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Terry Powis tpowis@kennesaw.edu Associate Professor Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/1/2026 4:55:22 PM ID: c5ca9f6d-892a-440c-a1a8-64f0149f126b	DocuSigned by: Jerry Powis 1C8F62748EA64E9... Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:1c60:3100:54d8:3da3:1d9e:1532	Sent: 4/1/2026 4:15:22 PM Viewed: 4/1/2026 4:55:22 PM Signed: 4/1/2026 4:56:07 PM
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Catherine Kaukinen ckaukin1@kennesaw.edu Dean of RCHSS Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	DocuSigned by: Catherine Kaukinen 4E4CB0582A0A43E... Signature Adoption: Pre-selected Style Using IP Address: 130.218.6.164	Sent: 5/7/2026 3:17:25 PM Viewed: 5/7/2026 3:18:22 PM Signed: 5/7/2026 3:18:30 PM

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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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ii. send us an email to asklegal@kennesaw.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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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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Subject: Departmental Bylaws: Complete_with_Docusign_GA_AAF_reviewed_Final.pdf
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Source Envelope:
Document Pages: 16
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Status: Original
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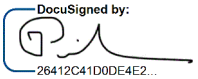
Signer Events	Signature	Timestamp
Carmen Skaggs cskaggs4@kennesaw.edu Assistant Vice Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/27/2020 12:44:36 PM ID: b3e5295c-f92f-4fc5-bce9-bcc2afabc6aa	DS Signature Adoption: Pre-selected Style Using IP Address: 130.218.6.164	Sent: 5/7/2026 3:30:33 PM Viewed: 5/7/2026 3:38:48 PM Signed: 5/7/2026 3:39:12 PM
Pam Cole pcole@kennesaw.edu Vice Provost Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Initial Signature Adoption: Pre-selected Style Using IP Address: 2600:1005:b239:cda0:1c54:4f03:af5:a95d Signed using mobile	Sent: 5/7/2026 3:39:13 PM Viewed: 5/7/2026 10:29:47 PM Signed: 5/8/2026 8:35:34 AM
Ivan Pulinkala ipulinka@kennesaw.edu Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 5/8/2026 8:36:01 AM ID: 0982d550-0fe8-4ea2-9caa-e4a498bdcbd0	DocuSigned by:  26412C41D0DE4E2... Signature Adoption: Drawn on Device Using IP Address: 146.75.232.0 Signed using mobile	Sent: 5/8/2026 8:35:35 AM Viewed: 5/8/2026 8:36:01 AM Signed: 5/8/2026 8:36:11 AM

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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: 5/8/2026 8:36:13 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/7/2026 3:30:33 PM
Certified Delivered	Security Checked	5/8/2026 8:36:01 AM
Signing Complete	Security Checked	5/8/2026 8:36:11 AM
Completed	Security Checked	5/8/2026 8:36:13 AM

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