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# Department of Psychological Science
# Kennesaw State University
# BYLAWS

KSU's MISSION, VISION, and VALUES

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

The Department of Psychological Science is a large and dynamic department in the Norman J. Radow College of Humanities and Social Sciences. The Department has more than 50 full-time and many part-time faculty supporting a major and minor in psychology, including a fully online undergraduate program. In the Department of Psychological Science, our accomplished faculty guide students in the study of behavior and mental processes through a comprehensive program that promotes scientific thinking and cultivates transferable skills that lead to meaningful careers. Our psychology majors gain valuable hands-on experiences and skill-building opportunities across the curriculum by engaging in high-impact practices such as study abroad programs, internships, peer mentoring, and research experiences. Committed to rigorous scholarly activity and evidence-based teaching, we develop students as global citizens, competent interns, peer educators, skilled researchers, and confident leaders who are well-prepared for the next stages of their personal and professional journeys.

## 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/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.

**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. In the Department of Psychological Science, the Academic Program Coordinator role is assigned to the Department Chair.

**ARTICLE II. Additional Department/School Roles**

Selection of Personnel: The Department Chair is responsible for selecting an Associate/Assistant Chair(s) and Coordinators according to the following procedures:

1. Candidates declare their interest by submitting a statement of interest to the Department Chair.
2. The Department Chair will seek feedback from the faculty on interested candidates.
3. The Department Chair makes an appointment informed by faculty feedback.

**A. Program Coordinator**

1. Program Coordinator responsibilities include coordinating the delivery of upper-level courses and working with the General Education Coordinator to supervise all part-time and limited-term faculty. Responsibilities are determined by the Department Chair.
2. Term: 2-years staggered among Coordinators

**B. General Education Coordinator**

1. General Education Coordinator responsibilities include coordinating the

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delivery and assessment of PSYC 1101 and 2000, serving as representative to the General Education Council, and working with the Program Coordinator to supervise all part-time and limited-term faculty. Responsibilities are determined by the Department Chair.

2. Term: 2-years staggered among Coordinators

**C. Assessment Coordinator**

1. Assessment Coordinator responsibilities include serving as Chair of the Assessment Committee and coordinating program assessment and reports. Responsibilities are determined by the Department Chair.
2. Term: 2-years staggered among Coordinators

**D. Online Degree Program Coordinator**

1. Online Degree Program Coordinator responsibilities include facilitating delivery of and professional development for online teaching, coordinating the assessment of online courses, and serving as a liaison to College and University entities related to online, distance, and digital learning. Responsibilities are determined by the Department Chair.
2. Term: 2-years staggered among Coordinators

**E. Research Coordinator**

1. Research Coordinator responsibilities include working with faculty to facilitate research, coordinating research space and equipment, and administration of the participant pool. Responsibilities are determined by the Department Chair.
2. Term: 2-years staggered among Coordinators

**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:

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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 DFC in the Department of Psychological Science consists of five 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: 2-year staggered

**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. This committee monitors the progress of proposals to College and University curriculum committees, with the committee Chair (or designee) representing the Department and presenting its proposals at any relevant meetings. This committee provides oversight of Special Topics courses.
2. Membership**:** In departments with graduate programs, at least two members must have experience teaching in graduate programs.
   a. Three faculty
   b. The Assistant/Associate Chair serves as an ex-officio member.
3. Term: 2-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/School 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 P&T Committee in the Department of Psychological Science consists of five full-time, tenured faculty, including at least three full 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);

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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. Assessment Committee**

1.Duties

a. Oversees the Department's assessment plans for our students. Assessment is directed toward student learning, not faculty performance.

b. Works with the faculty to make sure the Department's assessment goals are current and well planned, as well as devising the assessment strategies. Because of this work, the committee may need to dictate some assessment strategies in specific courses.

c. Reviews outcomes on an annual basis and collaborates with Department stakeholders to produce assessment reports for University or other audiences.

2. Membership:

a. Three faculty

b. The Assessment Coordinator serves as committee Chair.

3. Term: 2-year staggered

**E. Awards Committee**

1.Duties

a. When awards and scholarships require departments to select nominees, the committee will be responsible for distributing award information, initiating procedures for selecting nominees, and reporting departmental selections to the entire faculty.

b. The committee may solicit faculty input to determine selections for student awards and
scholarships.

2. Membership:

a. Three faculty

b. The committee chair must be tenured.

3. Term: 2-year staggered

**F. Elections Committee**

1.Duties

a. Conducts all nomination and election procedures in the Department not otherwise assigned.
When feasible, these procedures are conducted electronically.

b. Preserves the confidential nature of nomination and election procedures and maintains a record of all election results.

c. Maintains a record of the composition and terms of service for all standing committees, ad hoc committees, and coordinator positions.

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2. Membership: Three faculty
3. Term: 2-year staggered

**G. Student Engagement Committee**

1.Duties

a. Seeks to enhance student engagement in the Department and department-related activities.

b. Plans and executes all aspects of any student conference. This includes coordinating with Department, College, Institution, and external stakeholders to ensure the vitality of the conference and its alignment with goals and resources.

2. Membership:

a. Five faculty

b. The Assistant/Associate Chair serves as an ex officio member.

3. Term: 2-year staggered

**H. *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. Schedule and Attendance**

1. Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of fall and spring semesters.
2. The Department Chair shall call additional meetings as deemed necessary.
3. For excused absences, notification must be given to the Department Chair prior to meeting.

**B. Structure and Procedures**

1. In advance of each department meeting, the Chair will call for agenda items from the faculty and then establish and distribute the agenda.
2. Rules of order, if adopted by the Department, are in effect. Any such rules of order shall be collaboratively developed by the faculty and Department Chair, given their roles in faculty meetings, and approved by the faculty.
3. Agendas may include both informational content and action items.
4. Informational content is information relevant to the functioning of the Department that does not require a vote.

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5. Action items are motions or issues that require a vote. Action items must be proposed and considered as follows:
    a. A quorum must be present, which is defined by at least two-thirds of the faculty eligible to vote.
    b. Discussion of the action item must occur prior to voting, whether the vote is electronic or in-person. Discussion is a structured debate by the voting body on a presented action item or motion. Its purpose is to allow members to express arguments regarding the merits of an action item or motion.
    c. A rationale for and any supporting documentation related to the action item must be disseminated to the faculty at least one week prior to discussion and voting.
6. Minutes of each meeting will be taken, reviewed by the Department Chair, and distributed to all faculty and staff for review and approval.

**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. Passage of Motions**

1. A simple majority of those voting is required to pass motions, unless otherwise noted.
2. A simple majority of those voting is required to pass an amendment or revision to the departmental bylaws.
3. Abstain votes do not count in determining majorities.

**B. Electronic Voting**

1. Electronic voting is the default voting method in the Department given that it promotes broad participation in decision making.
2. The spirit of a quorum is that everyone is given the chance to vote on a matter. If in an electronic vote all eligible voters are provided an opportunity to vote, then a quorum is met.
3. Anyone conducting an electronic vote should ensure that the vote is anonymous and that those voting only vote once.
4. The Elections Committee maintains and distributes a list of those eligible to vote per relevant bylaws and handbooks. Anyone conducting a vote must obtain this list and use it accordingly or ask the Elections Committee to conduct the vote.
5. An initial notification about an electronic vote should be distributed to all voters via email. This notification should contain a document with the full text of

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the vote for faculty to review prior to voting. This notification is in addition to any individual emails sent for distributing voting links or ballots. A reminder email should also be sent to all voters 24-48 hours before the vote closes.
6.Voting should be open for a minimum of five business days. Any new or revised motions or documents (i.e., bylaws, policies, procedures) should be distributed to faculty at least a week prior to any vote opening. If circumstances require a quick vote (i.e., results are needed in less than five days), committees should consult the Department Chair.

**C. In-Person Voting During Faculty Meetings**

1. A quorum must be present for in-person votes.
2. Faculty meeting minutes are always approved by an in-person vote.
3. Any other voting matter can be voted on in-person if an in-person vote is approved by a simple majority of those voting.
4. All in-person votes other than faculty meeting minutes approvals are conducted using secret ballots that are counted by two or more members of the Elections Committee.
5. Faculty/staff not physically present may vote by written proxy. Such faculty/staff must in writing either direct their proxy as to how to cast the absent vote or grant their proxy leeway to cast the absent vote.

**D. Voting Results**

1. The outcome of votes are communicated to eligible voters.
2. The procedure for communicating voting results to eligible voters shall be collaboratively developed by the faculty and Department Chair and approved by the faculty.
3. For the election of committee members and department representatives, the vacant position or positions are filled by the corresponding number of nominees who received the most votes.

**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 Department Chair shall determine which faculty members wish to teach during summer sessions.

B. Assuming budget feasibility, the following ranked criteria shall be considered when making teaching assignments during summer sessions.
1. Course demand and faculty specialization.
2. Faculty status, with preference given to full-time faculty.

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3. Teaching effectiveness.
4. Seniority (see Article VIII)

C. When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments will be made using these same criteria.

**ARTICLE VIII. Seniority for Summer Session Teaching**

Seniority for summer session teaching among the faculty is determined based on (1) rank, where rank is equated across professors and lecturers (i.e., full professors and principal lecturers are ranked as equal; associate professors and senior lecturers are ranked as equal; and assistant professors and lecturers are ranked as equal), then (2) years of service at KSU, then (3) years in rank. Limited-term/part-time service completed at KSU prior to being hired in a full-time faculty position counts towards years of service.

**ARTICLE IX. Governance**

Governing Documents

1. With the exception of the Department Promotion and Tenure Committee, standing committees must develop standard operating procedures that describe how the committee operates, and those procedures must be accessible to faculty.
2. Governing documents should be maintained by the Department Chair and DFC.
3. Governing documents should be available to faculty and staff.
4. Governing documents developed by the Department cannot supersede governing rules and regulations as described in ARTICLE XII.

**ARTICLE X. Academic Department Name Change**

Academic department name changes require the approval of Academic Affairs.

**ARTICLE XI. 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 XII. 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:

| Corinne McNamara | Signed by: Corinne McNamara BDFE7C83EAA24DD... | May 11, 2026 |
|---|---|---|
| Name (printed or typed) | Signature/ Date | |

Department Faculty Council Approval - I approve the attached bylaws:

| Daniel Rogers | DocuSigned by: Daniel Rogers DA2B24C72B2D4B2... | May 11, 2026 |
|---|---|---|
| Name (printed or typed) | Signature/ Date | |

College Faculty Council Approval - I approve the attached bylaws:

| Kenneth White | Signed by: Kenneth White CAC80BBE730B44D... | September 9, 2026 |
|---|---|---|
| Name (printed or typed) | Signature/ Date | |

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College Dean Approval - I approve the attached bylaws:

Catherine Kaukinen — DocuSigned by: Catherine Kaukinen 4E4CB0582A0A43E... — May 14, 2026

Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala — DocuSigned by: 26412C41D0DE4E2... — September 9, 2026

Name (printed or typed) Signature/ Date

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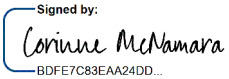
| Corinne McNamara<br>cmcnama4@kennesaw.edu<br>Chair and Professor<br>Kennesaw State University<br>Security Level: Email, Account Authentication (None) | Signed by:<br>  <br>BDFE7C83EAA24DD...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 130.218.12.34 | Sent: 4/1/2026 4:21:13 PM<br>Viewed: 4/2/2026 11:35:27 AM<br>Signed: 5/11/2026 12:35:58 PM |
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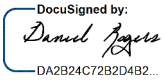
| Daniel Rogers<br>droger29@kennesaw.edu<br>Kennesaw State University<br>Security Level: Email, Account Authentication (None) | DocuSigned by:<br>  <br>DA2B24C72B2D4B2...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 73.207.77.79 | Sent: 5/11/2026 12:35:59 PM<br>Viewed: 5/11/2026 1:00:10 PM<br>Signed: 5/11/2026 1:06:34 PM |
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| Catherine Kaukinen<br>ckaukin1@kennesaw.edu<br>Dean of RCHSS<br>Security Level: Email, Account Authentication (None) | DocuSigned by:<br> <br>4E4CB0582A0A43E...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 130.218.6.164 | Sent: 5/14/2026 8:15:59 AM<br>Viewed: 5/14/2026 8:24:22 AM<br>Signed: 5/14/2026 8:24:37 AM |
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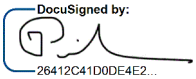
| Pam Cole<br>pcole@kennesaw.edu<br>Vice Provost<br>Security Level: Email, Account Authentication (None) | <br>Signature Adoption: Pre-selected Style<br>Using IP Address: 130.218.12.38 | Sent: 9/9/2026 1:25:29 PM<br>Viewed: 9/9/2026 1:30:25 PM<br>Signed: 9/9/2026 2:19:04 PM |
| **Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | | |
| Ivan Pulinkala<br>ipulinka@kennesaw.edu<br>Provost<br>Kennesaw State University<br>Security Level: Email, Account Authentication (None) |  <br>Signature Adoption: Drawn on Device<br>Using IP Address: 130.218.12.38 | Sent: 9/9/2026 2:19:06 PM<br>Viewed: 9/9/2026 3:24:58 PM<br>Signed: 9/9/2026 3:25:18 PM |
| **Electronic Record and Signature Disclosure:**<br>Accepted: 9/9/2026 3:24:58 PM<br>ID: e48bc8dd-cc20-4c41-909c-e83d926f0eda | | |

| 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 |
|---|---|---|

| Witness Events | Signature | Timestamp |
|---|---|---|

| Notary Events | Signature | Timestamp |
|---|---|---|

| Envelope Summary Events | Status | Timestamps |
|---|---|---|
| Envelope Sent | Hashed/Encrypted | 9/9/2026 1:07:33 PM |
| Certified Delivered | Security Checked | 9/9/2026 3:24:58 PM |
| Signing Complete | Security Checked | 9/9/2026 3:25:18 PM |
| Completed | Security Checked | 9/9/2026 3:25:18 PM |

| Payment Events | Status | Timestamps |
|---|---|---|

| Electronic Record and Signature Disclosure |
|---|

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