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Radow College of Humanities and Social Sciences
Kennesaw State University
BYLAWS

KSU's MISSION, VISION, and VALUES

COLLEGE ACADEMIC DISTINCTION STATEMENT

The Norman J. Radow College of Humanities and Social Sciences is dedicated to fostering cutting edge research and creative activity that enables us to pioneer workforce readiness in the humanities and social sciences. By staying true to our Liberal Arts values, pursuing the creation of both theoretical and applied knowledge in our scholarship, and integrating practical knowledge and experiential learning into our curriculum, we empower our students to become responsible citizens ready for the demands of the modern workplace. The home of three schools and eight departments, the College offers more than 80 graduate and undergraduate programs of study in both traditional and interdisciplinary fields. These programs enable students to develop leadership, problem-solving, and critical thinking skills, as well as a strong sense of civic engagement.

ARTICLE I. Administration

A. Dean
   a. The Dean is the chief administrative officer of the College.

B. Assistant/Associate Dean
   a. For all Assistant/Associate Dean positions, a search is conducted.
   b. For interim positions of Assistant/Associate Dean, 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.
   c. The Assistant/Associate Dean(s) shall carry out such duties as assigned by the Dean.

C. Department Chair/School Director (refer to Department/School Bylaws, Article I.A.)

ARTICLE II. Committees

Committee election timelines should be consistent with the one specified for university-level standing committees in the 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. Standing committees shall meet at least once each semester, except summer. Committee members will be selected via an election. Elections for standing committees will be held in the spring term, and service will start in the fall term of the next academic year. 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.

A. College Faculty Council (CFC) (University Handbook, Section 3.6)
   a. Duties

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i. The CFC is advisory to the Dean, who holds decision-making authority at the college level
ii. The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the Dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the dean:
    1. Strategic planning
    2. Annual budgeting
    3. Hiring
    4. Space and resource allocation
    5. Reassign-time
    6. Salaries and raises
    7. Appointment and reports of ad hoc committees
iii. The CFC shall publish minutes of meetings electronically.

b. Membership
    i. The CFC will consist of at least four members from the college's Corps of Instruction (as defined in the KSU Faculty Handbook, Section 1.1), including at least one representative from each department. Colleges may specify additional or at large members. The Radow College will also elect an at-large member from among the lecturer ranks.
    ii. The representatives will be elected by the Corps of Instruction (as defined in the KSU Faculty Handbook, Section 1.1) of that department.
    iii. The method by which the department will select its representative to the CFC shall be determined by vote of faculty from the Corps of Instruction of the department.
    iv. The Deans shall be *ex officio*, non-voting members of their CFC. The Deans will respect their council's desire, on occasion, to meet without the dean, or members of the dean's staff.
    v. Department chairs are not eligible to vote for or to serve as representatives to the CFC.
    vi. The chair of the CFC must be an elected department representative who has served on the council the previous year.
    vii. Upon request and with the approval of the dean, the CFC may elect co-chairs.
c. Meeting times
    i. The CFC should meet as often as deemed appropriate by the council membership and called by the chair but shall meet no less frequently than twice each fall and spring semester.
    ii. The CFC will take necessary measures to assure continuing function during the summer months. During that time, if a CFC member cannot participate, he/she shall name a proxy from among the Corps of Instruction of the respective member's department.
d. Term

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i. Each member of the CFC will serve a 3-year term. These terms are staggered to allow continuity.
ii. A department may recall any representative by a 2/3 vote.

B. College Curriculum Committee
   a. Duties:
      i. The College Curriculum Committee (CCC) will review and recommend curriculum proposals in the College to verify that proposed changes are consistent with the goals and strategic plan of the College.
      ii. The CCC shall publish minutes of meetings electronically.
   b. Membership
      i. The CCC will consist of at least one representative from each department in the College.
      ii. At least two members must have graduate faculty status.
   c. Meeting times
      i. The CCC will meet at least once per month and as often as needed to review proposals during the academic year.
   d. Term
      i. Each member of the CCC will serve a 3-year term. These terms are staggered to allow continuity.
      ii. A department may recall any representative by a 2/3 vote.

C. College Promotion and Tenure Committee (Faculty Handbook, Section 3.12.B.6)
   a. Duties:
      i. As laid out in the KSU Faculty Handbook, Review and Evaluation of Faculty Performance
      ii. Includes review of portfolios for post-tenure, and, as needed, for tenure and promotion.
   b. Membership:
      i. One tenured faculty member from each department (only Professors are eligible to review the portfolios of faculty applying for promotion to Professor) and two alternates (at least one alternate should be a full professor). Members of the college review committee are elected by the tenured and tenure-track faculty of the department during the spring semester. No person can participate in more than one stage of the review process, so faculty on department review committees are not eligible to serve as members of the college review committee.
      ii. When a department does not have two tenured faculty members who are eligible to serve, its faculty will elect tenured faculty from outside the department.
      iii. Members of the College Review committee cannot sit simultaneously on a Department Promotion and Tenure committee.
   c. Meeting Times:
      i. As needed to meet the schedule of reviews laid out in the Faculty Handbook.
   d. Terms:

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i. Departmental representatives to the college review committee serve two-year staggered terms.

D. Awards Committee

a. Duties

i. The Awards Committee may solicit and evaluate applications and select recipients for the college-level honorees for each KSU Faculty Award.

ii. This committee may also solicit applications or nominations, evaluate responses, and select recipients for college-wide faculty honors and awards. (It is recommended that each college select a college-level honoree for each KSU Faculty Award).

iii. The results of this committee's work are sent to the Dean.

b. Membership

i. The Awards Committee will consist of at least one full-time faculty representative from each department in the college. Each department's committee representation must include a tenured faculty or tenure track faculty.

ii. The representative/s from each department will be elected by the Corps of Instruction of that department.

iii. The College Dean or his/her representative shall be an *ex officio* non-voting member of the Awards Committee.

c. Meeting times

i. The Awards Committee shall meet as often as deemed appropriate by the committee membership and called by the chair.

d. Term

i. Each member shall serve a 2-year term. These terms will be staggered.

ii. A department may recall any representative by a 2/3 vote.

E. College Chairs and Directors Council

a. Duties:

i. The College Chairs and Directors Council receives updates from all areas of the college; discusses and reviews college procedures and operations; assists in the development of new college procedures and operations; and facilitates communication among the departments and schools and between the departments and schools and the Dean's Office.

ii. The Council is advisory to the Dean, who holds decision-making authority at the college level.

b. Membership:

i. The membership of the Council consists of the Radow College Dean, Associate/Assistant Deans, and all Department Chairs and School Directors.

c. Other Participants:

i. The Dean may invite individuals to attend Council meetings. Some such individuals may be asked to attend Council meetings regularly due to their role in the College.

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d. Meetings:
i. The Council will meet at least once per month during the academic year and as needed throughout the summer.
ii. Department Chairs and School Directors should inform their faculty of relevant issues discussed in meetings in a timely fashion.

F. College Student Scholarship Committee
a. Duties:
i. The College Student Scholarship Committee will review applications for student scholarships in accordance with university scholarship schedules.
b. Membership:
i. One faculty member per department will be elected to the committee by their unit faculty.
ii. The Chair of the committee will be elected from the committee membership.
c. Meetings:
i. The committee will meet as needed.
d. Terms:
i. Committee members usually serve two-year staggered terms.

G. College Digital Education Council
a. Duties:
i. The College Digital Education Council (CDEC) is advisory to the Dean on digital learning matters within Radow College. The CDEC offers a forum for dialogue on digital learning that facilitates communication among college stakeholders. The committee is committed to providing resources for faculty on digital learning approaches and ensuring alignment with university policies and strategic goals.
b. Membership:
i. One full-time faculty member per department/school in Radow College is appointed by the Chair/Director of each department/school.
ii. The Chair of the committee will be elected by a simple majority vote of committee members for a one-year term. The Chair may serve more than one term but not more than two.
iii. A representative of the Dean is a non-voting member of the committee, along with two (also non-voting) members from the office of Distance Learning Innovations.
c. Meeting Times:
i. The CDEC meets regularly (twice a semester or as needed) to discuss program modality changes and other essential topics, helping to shape the future of digital education within Radow College.
d. Term:
i. Department/school representatives serve two-year staggered terms.

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H. Staff Association

a. Duties:

i. The purpose of the staff association is to exchange information on best practices, gather information relevant to respective jobs, network and establish good working relationships, and make recommendations to the Dean for staff development needs and opportunities.

b. Membership:

i. The Association is comprised of the staff in Radow College.

c. Meeting times:

i. The Association will have monthly meetings during the fall and spring semesters.

ii. The meetings may include the Dean or the Dean's designee as requested by the association.

iii. Speakers on various job-related topics will be periodically invited to address the group

I. Ad hoc committees

a. An ad hoc committee can be appointed by the Dean with consultation with the College Faculty Council.

b. Typically, these committees will have representatives from each department or school unless the unit forfeits the right to representation. They will meet as needed to address their specific concerns, draw up reports, and submit them to the appropriate Dean or University official.

c. Should the need for an ad hoc committee become permanent, the ad hoc committee may become a standing committee by means of a college-wide vote that results in the approval of the ad hoc committee's bylaws.

d. Ad hoc committees are dissolved by the Dean in consultation with the CFC when the committee's assigned task is completed.

J. Operation of Committees

a) Each committee shall elect a Chair and operate under a set of goals given to them at the time of appointment.

b) Requirements for committee vote shall conform to Article V.

c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes of the meetings shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting.

K. University Standing Committees (University Handbook, Section 3.1.2)

Each college should conduct regular elections and maintain an updated list of its elected representatives to the University Standing Committees as outlined in Section 3.1.2 of the University Handbook.

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ARTICLE III. Offices, Centers, Institutes, and Support Units

RCHSS Undergraduate Advising Center

RCHSS Office of Academic Innovation

RCHSS Center for Conflict Management

RCHSS Center for Sustainable Journalism

RCHSS World Languages Resource Collection

The Radow Institute for Social Equity (RISE)

Any new research centers, institutes, and support units must follow the university's formal approval process for Research Centers, Institutes, and Support Units. Any new offices must be approved by Academic Affairs.

ARTICLE IV. College Meetings

A. The College will meet at least once at the beginning of the academic year.
B. The College will also meet to discuss important issues that would benefit from the participation of the entire college Corps of Instruction.

ARTICLE V. Voting

Voting on matters of college policy and procedures, committee membership, nominations for college and university positions shall be determined as follows:

A. All members of the Corps of Instruction will be eligible to vote in all college wide voting. Staff may be eligible to vote on some issues.
B. A quorum is not required for college wide votes.
C. A plurality/simple majority is required to elect someone to a college wide committee or as a College representative to a University committee.
D. All voting shall be done by anonymous survey. At least five business days will be allowed for voting. The results of the vote will be reported to the faculty and staff.
E. Article V (Voting) does not supersede language about voting protocols for specific committees in the University or Faculty Handbooks.

ARTICLE VI: Radow College Bylaws Revision

When the need arises, an Ad Hoc Committee may be formed to propose amendments and/or to review the Bylaws. The committee will be comprised of at least one representative of each department or school who has been elected by the Corps of Instruction, as well as an elected representative from among the lecturer ranks. The Dean may appoint additional members to represent the Chairs and Directors, staff, and/or the Dean's Office so long as the elected faculty representatives comprise a majority of the committee's membership.

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ARTICLE VII: Commitment to Collaboration
The Radow College shares the belief that we are made stronger when we leverage our collective expertise in advancing the mission of the College. College 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, College constituencies are enjoined to participate actively in shared governance processes in order to provide this input.

ARTICLE VIII. Amendments to Bylaws (University Handbook, Section 3.6)
Proposed amendments to these Bylaws shall be submitted in writing to the College Faculty Council. An amendment must be recommended for approval by a majority vote by secret ballot of the College faculty. Bylaws and bylaws revisions must be approved by the College Faculty Council, the College Dean, and the Provost.

ARTICLE IX. Relationship to Other Governing Rules and Regulations
Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the University and Faculty Handbooks and other materials provided by the Office of the Provost and Executive Vice President for Academic Affairs or the Board of Regents of the University System of Georgia.

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DS CS

Initial PC

Kennesaw State University Approval Form for College Bylaws

I confirm the attached bylaws were approved by the college's faculty in accordance with college policies and procedures.

College Faculty Council Approval - I approve the attached bylaws:

Name Heather Pincock Signature/ Date DocuSigned by: Heather Pincock 3C2DA5BA6099490... October 2, 2025

College Dean Approval - I approve the attached bylaws:

Name Catherine Kaukinen Signature/ Date DocuSigned by: Catherine Kaukinen 4E4CB0582A0A43E... October 6, 2025

Provost Approval - I approve the attached bylaws:

Name Ivan Pulinkala Signature/ Date DocuSigned by: 26412C41D0DE4E2... October 7, 2025

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Certificate Of Completion

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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:f9d7:9f34:3192:c9ad	Sent: 10/2/2025 4:53:46 PM Resent: 10/6/2025 9:48:35 AM Viewed: 10/6/2025 9:50:13 AM Signed: 10/6/2025 9:50:30 AM
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Notary Events	Signature	Timestamp

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

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

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

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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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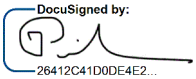
Ivan Pulinkala ipulinka@kennesaw.edu Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 10/7/2025 2:01:11 PM ID: 189521f4-d0e6-4678-9a50-1535c6ecdcdb	 Signature Adoption: Drawn on Device Using IP Address: 2a02:26f7:f6c1:fff0:6000::32 Signed using mobile	Sent: 10/7/2025 1:51:12 PM Viewed: 10/7/2025 2:01:11 PM Signed: 10/7/2025 2:01:17 PM

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