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Department of Sociology and Criminal Justice
Kennesaw State University
BYLAWS

KSU's MISSION, VISION, and VALUES

The Department of Sociology and Criminal Justice is a unit of the Norman J. Radow College of Social Sciences and Humanities at Kennesaw State University. We are a collective of interdisciplinary and community-engaged scholars committed to investigating and addressing social problems, which are broadly defined as conditions or behaviors that have a negative impact on society. We examine and understand these problems using scientific approaches, including applied, theoretical, and evaluation research. Faculty expertise broadly includes sociological, criminological, and criminal justice research areas related to social harms, social organization and disorganization, policing, courts, and correctional systems, life course sociology and criminology, causes and correlates of crime and deviance, responses to crime, laws, policies, and practices, and myriad forms of inequality. Finally, SCJ faculty are scholars and teachers committed to excellence in teaching and mentorship to ensure our graduates are ready for life and work after college. Faculty in the Department engage in multiple forms of experiential education and high-impact practices to synthesize their teaching, research, and service roles.

ARTICLE I. Department/School 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 Social Sciences and Humanities.
4. Acting/Interim Department Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

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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.
    a. Responsibilities of the Assistant Chair shall primarily include:
        i. Meet with discipline coordinators and MSCJ director to plan course schedules for all semesters.
        ii. Determine the number of course sections offered for both disciplines in collaboration with the Department Chair.
        iii. Monitor course enrollment during registration.
        iv. Oversee all processes involved in building course schedules, including
            a. Work with administrative staff and Dean's office in identifying classrooms.
            b. Work to align course offerings with departmental course availability forecast.
        v. Have primary responsibility in recruiting and hiring potential part-time instructors, including PeopleAdmin (or other-related software packages) processing and interviews.
        vi. Mentor new part-time faculty and oversee the work of all part-time instructors.
        vii. Represent the Department Chair when the Department Chair is not available.
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.
    a. General description of criteria and roles:
        i. A coordinator must be a tenure-track/tenured Department faculty

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member (tenured preferred).

ii. Provide strategic planning input to the Department Chair.

iii. Call discipline caucus meetings as needed to discuss issues of collective interest.

iv. Collate suggestions for program improvement, including scheduling, class offerings, etc., and to bring such up for discussions with the Department Chair and/or Department.

v. Coordinate/lead the implementation of agreed upon changes, including curriculum revisions, new courses, etc.

vi. Coordinate, in consultation with Department Chair, discipline-specific program or certificate growth and renewal in terms of:

- Curriculum review/revisions relative to professional reports of best practices.
- Revamping of advising guidelines in response to programmatic changes.
- Completion of assessments for the program or certificate - e.g., Academic Program Assessment Plan (APAP), etc.
- Events planning.

vii. Negotiate annually with the Department Chair on other agreed-upon duties.

viii. Reports to the Department Chair.

b. Selection process:

i. The coordinator shall be nominated by Department Chair in consultation with the discipline faculty, and approved by the Dean or their designee.

ii. Vacancy is announced by Department Chair, and candidacy period is declared, to last for a minimum of one week.

iii. If only one person is eligible and interested, s/he meets with the Department Chair. If agreement is reached, then the coordinator is presented to the Dean or their designee for approval and then announced to the Department.

iv. If there is more than one candidate, the Department Chair consults with the discipline faculty before making a selection and recommendation to the Dean or their designee for approval.

v. Candidates for a coordinator position must meet university requirements as stated in section 3.7.1 of the University Handbook.

c. Tenure of Coordinator

i. Term of office is 3 years with the possibility of one-time renewal.

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ii. The coordinator shall serve a three (3) year term with the possibility of renewal or until such time as the coordinator leaves the position.

ARTICLE II. Additional Department/School Roles

A. Director of Master of Science in Criminal Justice

1. The Director of the Master of Science in Criminal Justice Program (Director) shall be selected on the basis of merit to manage the affairs of the MSCJ Program and handle the duties inherent in its operation. The Director reports to the Sociology and Criminal Justice (SCJ) Department Chair. The MSCJ Director also collaborates with the Dean's office on initiatives.
2. Duties of the Director shall include but are not necessarily limited to:
    a) Providing strategic leadership and shared vision for the MSCJ Program.
    b) Developing and working toward MSCJ Program goals
    c) Advocating for the MSCJ Program and faculty.
    d) Representing the MSCJ Program administratively.
    e) Establishing MSCJ Program outreach and coordination.
    f) Proposing measures for MSCJ Program growth.
    g) Designing curriculum and scheduling in collaboration with MSCJ Program faculty, Department Chair and/or their designee.
    h) Advising, supervising and mentoring students.
    i) Maintaining a system of student records.
    j) Recruiting and admitting students to the MSCJ Program in consultation with an admissions committee.
    k) Teaching and advising students. These credit hours may consist of theses and/or research project supervision. Credit hours are subject to any college-wide practice adopted and ratified by the Dean's office.
    l) Maintaining and supervising MSCJ Program staff.
    m) Managing study abroad and current/future budgets as appropriate.
    n) Building alumni relationships.
    o) Participating on appropriate committees.
    p) Encouraging and supporting graduate faculty development.
3. Candidates for Director must meet university requirements as stated in section 3.7.1 of the University Handbook.

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B. Internship Coordinator

1. Coordinators work with students in preparation for their respective internships at least one semester in advance.
2. Coordination also requires developing and maintaining positive relationships and clear lines of communication with host sites. As the number of participants grows, this aspect of the internship program becomes even more critical.
3. Coordinators work with students in the following areas, among others:
    a) Assist and advise on internship site selection.
    b) Assist students to prepare resumes and applications for new internship opportunities.
    c) Advise students on concerns about criminal and driving records that may become issues in background checks (*where applicable*).
    d) Help students prepare for interviews and polygraph exams (*where applicable*).
    e) Advise on proper attire and behavior on-site.
    f) Assess career prospects related to the internship.
    g) Advise and mentor students on academic aspects of their internships – preparation of their final presentations, research papers, etc.
    h) Maintain contacts and ongoing communication with interns and site supervisors, and in some instances, visiting a site.
    i) Work with KSU Career Services Staff for the registration of students for internships and the approval and grading of co-ops.
4. Selection process:
    a) The coordinator shall be nominated by the Department Chair in consultation with the discipline faculty and approved by the Dean or their designee.
    b) The internship coordinator must be a full-time, permanent faculty member, preferably with 3 years at KSU.
    c) Vacancy is announced by the Department Chair, and candidacy period is declared, to last for a minimum of one week.
    d) If only one person is eligible and interested, they meet with the Department Chair. If agreement is reached, then the coordinator is presented to the Dean or their designee for approval and then announced to the Department.
    e) If there is more than one candidate, the Department Chair consults with the discipline faculty before selecting.
    f) Candidates for the coordinator position must meet university requirements as stated in section 3.7.1 of the University Handbook.

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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; five members on the DFC are preferred. At least one member of the DFC is a Criminal Justice faculty member; at least one member of the DFC is a Sociology faculty member. At least one member of the DFC should be a lecturer. A tenured DFC chair is preferred.
   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: Members of the DFC serve for two-year staggered, and renewable terms.

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.
2. Membership**:** In departments with graduate programs, at least two members must have experience teaching in graduate programs. In SCJ, this committee is comprised of three members, at least two members must have experience teaching in graduate programs; at least one member must be from Sociology, and one member must be from Criminal Justice.
3. Term: 3-year staggered, renewable

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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; five members preferred
   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. Departmental Faculty Awards Committee

1. Duties: Inform faculty of available awards and due dates, receive and review submitted application, identify departmental winners, write letters of support for winners and submit package of winners for college level review.
2. Membership: Five full-time faculty members to be determined each year, with at least two from Sociology, two from Criminal Justice, and one lecturer. Each member must have at least five years of experience as a full-time faculty member in the Department. Awards Committee members vote to select the Awards Committee Chair. The Awards Committee Chair represents the Department at the college level of review.
3. Meeting times: Meets as needed.

E. *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.

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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. Regularly scheduled meetings shall be held at least twice each semester.

B. The Department Chair shall call such additional meetings as deemed necessary.

C. All full-time faculty are required to attend Department meetings. In the case of non-attendance, notification must be given to the Department Chair prior to meeting.

D. Minutes of each Department meeting are taken by an assigned 'meeting minutes ' note taker, reviewed by the Department Chair and distributed before the next meeting to all faculty and approved by the Department.

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
    i. The majority (50% +1) of the voting block present shall constitute a quorum for conducting departmental business.
    ii. Absent faculty/staff may vote by written proxy.
    iii. Proxies shall not count toward a quorum.
b. Passage of a Motion
    i. A simple majority of those voting shall be required to pass a motion, unless otherwise specified expressly in this document.
c. Ballots
    i. Secret ballots shall be used for all votes when requested by faculty, recommended by the Department Chair and/or when deemed necessary.
d. Electronic Voting
    i. Voting may be done electronically if approved by a simple majority of the members of a committee or the Department.

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

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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 Chair, in consultation with the discipline coordinators and Department Chair, shall determine which faculty members wish to teach during summer sessions.

B. The following guidelines shall be used to determine priority for teaching during summer session, assuming budget feasibility

   a. Course demand and faculty specialization.

   b. Priority is given to permanent full-time faculty.

   c. Possession of the terminal degree.

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

ARTICLE IX. Amendments to Bylaws (University Handbook, Section 3.5)
Amendments to these Bylaws shall be recommended for approval by a majority vote by ballot of the Corps of Instruction (as defined in KSU Faculty Handbook, Section 1.1) of the department/school. Bylaws and revisions to the bylaws must be approved by the Department Faculty Council, the Department Chair, the College Faculty Council, the College Dean, and the Provost.

ARTICLE X. Relationship to Other Governing Rules and Regulations
Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in University policies, the University and Faculty Handbooks, and other materials provided by the **[College NAME],** 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:

Linda Treiber — DocuSigned by: LA Treiber 1EEAEE55F8D9428... — April 1, 2026

Name (printed or typed) Signature/ Date

Department Faculty Council Approval - I approve the attached bylaws:

Kenneth White — Signed by: Kenneth White CAC80BBE730B44D... — April 4, 2026

Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Heather Pincock — DocuSigned by: Heather Pincock 3C2DA5BA6099490... — May 5, 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 6, 2026

Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala — DocuSigned by: 26412C41D0DE4E2... — May 6, 2026

Name (printed or typed) Signature/ Date

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Certificate Of Completion

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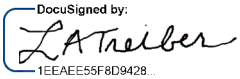
Linda Treiber ltreiber@kennesaw.edu Interim Chair of Sociology/CJ Security Level: Email, Account Authentication (None)	DocuSigned by:  1EEAEE55F8D9428... Signature Adoption: Drawn on Device Using IP Address: 130.218.12.34	Sent: 4/1/2026 4:25:06 PM Viewed: 4/1/2026 4:48:08 PM Signed: 4/1/2026 4:49:00 PM
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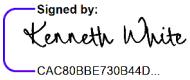
Kenneth White kwhite88@kennesaw.edu Security Level: Email, Account Authentication (None)	Signed by:  CAC80BBE730B44D... Signature Adoption: Pre-selected Style Using IP Address: 2607:fb90:7de3:fd68:3d49:1530:2280:9989	Sent: 4/1/2026 4:49:02 PM Viewed: 4/4/2026 11:15:07 AM Signed: 4/4/2026 11:15:33 AM
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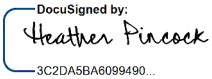
Heather Pincock hpincock@kennesaw.edu Security Level: Email, Account Authentication (None)	DocuSigned by:  3C2DA5BA6099490... Signature Adoption: Pre-selected Style Using IP Address: 99.23.137.217	Sent: 4/4/2026 11:15:35 AM Viewed: 4/15/2026 8:49:24 AM Signed: 5/5/2026 10:33:10 AM
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Catherine Kaukinen ckaukin1@kennesaw.edu Dean of RCHSS Security Level: Email, Account Authentication (None)	DocuSigned by: 4E4CB0582A0A43E... Signature Adoption: Pre-selected Style Using IP Address: 130.218.6.164	Sent: 5/5/2026 10:33:12 AM Viewed: 5/6/2026 10:34:45 AM Signed: 5/6/2026 10:34:55 AM
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

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

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: asklegal@kennesaw.edu

To advise Kennesaw State University of your new email address

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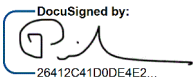
Ivan Pulinkala ipulinka@kennesaw.edu Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 5/6/2026 1:45:26 PM ID: ddf41164-b086-4c67-a5eb-1b0b1ddb8816	 Signature Adoption: Drawn on Device Using IP Address: 130.218.6.182 Signed using mobile	Sent: 5/6/2026 12:55:05 PM Viewed: 5/6/2026 1:45:26 PM Signed: 5/6/2026 1:45:40 PM

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