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School of Communication and Media
Kennesaw State University
BYLAWS

KSU's MISSION, VISION, and VALUES

The School of Communication and Media is a unit of the Norman J. Radow College of Humanities and Social Sciences at Kennesaw State University.

The School of Communication & Media prepares ethical, mindful, and effective communicators who combine human skills and technical expertise to pursue fulfilling careers, lead in their communities, tell impactful stories, and grow strong relationships. The school blends industry-relevant programs with forward-thinking scholarship to foster the power of communication to create, connect, and innovate.

ARTICLE I. School Leadership

A. School Director

1. For School Director positions, a search is conducted. (*See Guidelines for Conducting Faculty Searches at KSU, Section 14*)
2. For interim positions of School Director, 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 School Director 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.
4. Acting/Interim School Directors will assume all duties and responsibilities of the School Director, except as modified by the Dean.

B. Assistant/Associate School Director

1. The School Director may appoint a tenured faculty member (full professor preferred when possible) as an Assistant/Associate School Director.
2. The Assistant/Associate School Director shall carry out such duties as assigned by the Director. These duties may include, but are not limited to, activities such as: assisting with scheduling, monitoring enrollment, assisting part-time faculty, representing Director at college and/or university meetings,

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completing special projects as assigned by School Director. Additional duties include coordinating major foundational and core impacts course workgroups in the School, organizing and producing assessment reports with the Director.

3. The Assistant/Associate School Director may serve as Acting School Director of the department/school at any time the 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 School Director 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.

ARTICLE II. Additional Department/School Roles

A. Coordinator, Center for Sustainable Journalism

1. Responsibilities include coordinating relationships between industry and community partners engaged with the Center for Sustainable Journalism and academic programs and faculty and collaborating with the Associate Dean for Research and Grants in the Norman J. Radow College of Humanities and Social Sciences on appropriate grant and research opportunities for affiliated faculty and students.
2. This position is appointed by the School Director or Dean.

B. Internship and Industry Engagement Coordinator

1. Responsibilities include serving as instructor of record for COMM 3398 each term, coordinating potential internship partnerships with the School Director and the Office of Career Planning and Development, and identifying and cultivating potential industry partners that can help support the school's mission to develop well-rounded industry professionals.
2. This position is appointed by the School Director or Dean.

C. Director of Debate

1. All qualified tenured/tenure-track faculty and lecturers/senior lecturers/principal lecturers are eligible to serve as the Director of Debate.
2. The Director of Debate is appointed by the Director of SOCM and operates under the supervision of the Director of SOCM, in consultation with the Dean of RCHSS.

D. Faculty Advisors to Student Organizations

1. All Corps of Instruction (as defined in the Faculty Handbook, Section 1.1) in SOCM are eligible to serve as faculty advisors to registered student organizations (RSOs). Advisors serve voluntarily as part of their regular

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service duties and are selected in consultation with other faculty and the School Director.

2. Faculty advisors who support SOCM Student Organizations shall be appointed by the Director upon consultation with the faculty and affiliated academic program(s).
3. The term of a faculty advisor shall be three (3) years.
4. If a faculty member steps down from their duties as faculty advisor, barring unforeseen circumstances, they will be replaced by an interim advisor for the remaining period of the three-year term.
5. Serving as a faculty advisor to a student organization contributes to the faculty member's service record with the school.

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;
   b. The Chair of the DFC must be elected by members of the DFC from among their numbers.
   c. The Department Chair or School Director 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: 3-year staggered

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

1. Duties: The 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.

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2. Membership**:** In departments with graduate programs, at least two members must have experience teaching in graduate programs.
   a. Members are appointed by the School Director.
3. Term: 3-year staggered

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.
2. Membership:
   a. A minimum of three full-time tenured faculty; the School of Communication and Media will elect three tenured faculty at the rank of full professor and two other tenured faculty at any rank.
   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. COMM Core and Foundations Workgroup Committees

On a rotational basis, as needed, each core course across SOCM's undergraduate degree programs will convene a workgroup, composed of regular instructional faculty assigned to teach the course on a frequent basis. The Associate Director of SOCM will appoint a workgroup chair, who will select three additional members to perform duties as assigned by the Associate Director in consultation with the Director of SOCM.

1. Duties
   a. Workgroups will convene each fall to review data from the specific course and ascertain any necessary updates to the curriculum, materials, assessments, and generalized instruction or learning activities deemed essential by the workgroup.
   b. The findings and recommendations of each workgroup will be reported to the School Director and Associate Director at the end of the Fall term, and to SOCM's faculty in January. The findings will serve as the basis for any essential adjustments to curriculum, instruction, course materials, or assessment associated with the courses.
2. Membership

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a. Three or four members of the Corps of Instruction who have taught the course.

3. Term
   a. One year or two years, at the discretion of the Associate Director and members of the committee.

E. Accreditation and Assessment Committee

1. Duties
   a. The committee will convene at least once each term to review assessment processes, to attend to the programmatic evaluation schedule for pending comprehensive program reviews, and to provide support to individual academic programs seeking unit-level accreditation jointly or individually. Supplemental meetings will be scheduled on an as-needed basis at the discretion of the School Director, in consultation with the Academic Program Coordinators and Graduate Director.
   b. The product of the Accreditation and Assessment Committee will be a comprehensive report on the state of each academic program's performance in meeting its respective PSLOs, and to provide consultation on recommendations to each academic program on how to close the loop on assessment findings, which should serve as an organizing function for each academic program in determining how best to address needs identified through assessment.
2. Membership
   a. The Academic Program Coordinators, Graduate Director, Associate School Director, and School Director comprise the Accreditation and Assessment Committee.
3. Term
   a. Service on the committee is an expected responsibility aligned with the roles identified above.

F. Student and Faculty Recognition, Awards and Honors

1. Duties
   a. This committee selects faculty, staff and student success stories to nominate for RCHSS and KSU awards.
   b. If there is a committee member who is nominated for an award in any given year, that individual will abstain from the deliberation and vote for that award.
2. Membership
   a. Four full-time members of the Corps of Instruction to be elected by the School's Corps of Instruction.
3. Term
   a. 2-year staggered

G. Communication and Media Advisory Board

1. Duties

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a. A Communication and Media Advisory Board (CAB) shall serve the Director and the School in an advisory function. The CAB shall consist of key stakeholders and community partners of the school. In consultation with the Director of the School. The CAB shall meet twice a year (once per semester). CAB members shall be invited to all School of Communication and Media annual programmatic events. The CAB shall work closely with a faculty liaison (as appointed by the School Director) and the School Director.

2. Membership
   To be determined in a separate bylaws document for this advisory board.
3. Term
   To be determined in a separate bylaws document for this advisory board.

H. *Ad Hoc* Committees

1. *Ad hoc* committees shall be appointed by the School Director for a specific term. The School Director 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 school faculty who are members of the Corps of Instruction (as defined in KSU Faculty Handbook, Section 1.1) are required to attend school meetings.

A. Full-time instructional faculty are expected to attend at least two (2) meetings per month during the academic year (August through May), one general meeting for school business set by the Director, and one programmatic meeting set by their Academic Program Coordinator. Full-time faculty who hold graduate faculty status are expected to attend all scheduled graduate program meetings, in addition to the general and undergraduate program meetings, as scheduled.
B. General school meetings will address monthly business for the broader school's operations. Academic program meetings (undergraduate and graduate) are intended to focus on matters of serving the needs of each academic program in terms of curriculum, scheduling, assessment, and other essential considerations as identified between the School Director, Associate Director, and Academic Program Coordinators.
C. The modality of meetings will be set by those presiding over the meeting, depending on the business on the meeting agenda.
D. All tenured, tenure-track faculty members, as well as lecturers/senior lecturers/principal lecturers, are expected to attend these meetings as part of their responsibilities for professional service and academic citizenship, and their attendance is considered part of the Director's assessment of annual performance. For excused absences, notification must be given to the School Director prior to meeting.

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E. In addition to the required monthly general meeting, the Director may, on special occasions, need to call a meeting to address an emergent matter essential to school operations. The director will provide at least one (1) week's advanced notice of the meeting, and attendance is expected of all Corps of Instruction, and attendance is considered part of the Director's assessment of annual performance. Instances of legitimate conflicts should be sent in writing to the director 24 hours prior to the meeting to permit an excused absence.
F. Limited-term and part-time faculty members are not required to attend school meetings.
G. Minutes of each school meeting will be taken, general and programmatic, reviewed by the School Director, and archived in an accessible channel for all faculty and staff.

ARTICLE V. Voting

All 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. Voting Body
    1. A quorum for the purposes of conducting school business shall consist of 50%+1 of the full-time, tenured, tenure-track, and lecturers/senior/principal lecturers who are assigned duties at KSU during the semester in which the voting is conducted.
    2. If the minimum number of required votes results in a fraction, the vote shall be rounded up to the next full number.
    3. The School Director shall only cast a vote in the event of a tie on matters where administrative faculty are allowed to vote as outlined in the University and Faculty Handbooks.
    4. Limited-term and part-time faculty are not voting members.

B. Voting Process
    1. All voting members of the school must be given the opportunity to vote, even if absent from the meeting. If alternate voting options are necessary for faculty members, they may be discussed and determined appropriately in conjunction with the SFC chair.
    2. To ensure agency of junior colleagues, secret ballot votes may be requested in writing to the School Director before the close of business the day prior to a scheduled vote on the agenda.
    3. Passage of a motion: A simple majority of those voting will be required to pass a motion. A 50%+1 majority of those voting will be required to

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pass an amendment to the school bylaws or promotion and tenure guidelines.

4. Online Voting: The School may choose to hold an online vote instead of an in-person vote. All voting will be conducted to ensure a blinded process. At least three business days will be allowed for online voting.

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. Guidelines
   1. Through written solicitation, the School Director shall determine which faculty members are scheduled to teach during summer sessions.
   2. In addition to course demand and faculty qualifications, the criteria below shall be considered a priority when making teaching assignments during summer sessions
      a. Each member of the full-time faculty is eligible for one section of instruction during the summer term.
      b. Supplemental demand will be satisfied by examining academic seniority and rank, balanced against expertise and course demand.

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 school. Bylaws and revisions to the bylaws must be approved by the Department Faculty Council, the School Director, 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 Norman J. Radow College of the 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.

School Director Approval - I approve the attached bylaws:

Christopher McCollough — Signed by: 3052A5FC586F432... — April 3, 2026

Name (printed or typed) Signature/ Date

Department Faculty Council Approval - I approve the attached bylaws:

Justin Pettigrew — DocuSigned by: Justin Pettigrew 707B8B3E24E24F6... — April 3, 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... — April 6, 2026

Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Catherine Kaukinen — DocuSigned by: Catherine Kaukinen 4E4CB0582A0A43E... — April 6, 2026

Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

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

Name (printed or typed) Signature/ Date

Certificate Of Completion

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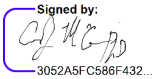
Christopher McCollough cmccol20@kennesaw.edu Security Level: Email, Account Authentication (None)	Signed by:  3052A5FC586F432... Signature Adoption: Drawn on Device Using IP Address: 130.218.6.161	Sent: 4/1/2026 4:36:58 PM Viewed: 4/3/2026 9:59:35 AM Signed: 4/3/2026 10:00:03 AM
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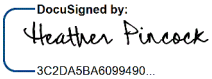
Heather Pincock hpincock@kennesaw.edu Security Level: Email, Account Authentication (None)	DocuSigned by:  3C2DA5BA6099490... Signature Adoption: Pre-selected Style Using IP Address: 2600:1700:17f4:e810:7b:dd99:2f6a:197a	Sent: 4/3/2026 10:41:22 AM Viewed: 4/3/2026 10:42:12 AM Signed: 4/6/2026 2:14:15 PM
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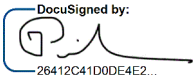
Signer Events	Signature	Timestamp
Carmen Skaggs cskaggs4@kennesaw.edu Assistant Vice Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/27/2020 12:44:36 PM ID: b3e5295c-f92f-4fc5-bce9-bcc2afabc6aa	 Signature Adoption: Pre-selected Style Using IP Address: 130.218.6.137	Sent: 4/6/2026 2:27:53 PM Viewed: 4/6/2026 3:11:18 PM Signed: 4/6/2026 3:11:46 PM
Pam Cole pcole@kennesaw.edu Vice Provost Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	 Signature Adoption: Pre-selected Style Using IP Address: 130.218.12.38	Sent: 4/6/2026 3:11:48 PM Viewed: 4/6/2026 3:58:43 PM Signed: 4/8/2026 3:57:25 PM
Ivan Pulinkala ipulinka@kennesaw.edu Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/8/2026 4:10:41 PM ID: 0784179b-fc5e-4d60-8187-787bd1f676e0	 Signature Adoption: Drawn on Device Using IP Address: 146.75.248.0 Signed using mobile	Sent: 4/8/2026 3:57:26 PM Viewed: 4/8/2026 4:10:41 PM Signed: 4/8/2026 4:10:55 PM

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/6/2026 2:27:54 PM
Certified Delivered	Security Checked	4/8/2026 4:10:41 PM
Signing Complete	Security Checked	4/8/2026 4:10:55 PM
Completed	Security Checked	4/8/2026 4:10:55 PM

Payment Events	Status	Timestamps

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