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Department of World Languages and Cultures
Kennesaw State University
BYLAWS

KSU's MISSION, VISION, and VALUES

The Department of World Languages and Cultures is a unit of the Norman J. Radow College of Humanities and Social Sciences at Kennesaw State University.

The Department of World Languages and Cultures offers dynamic opportunities for language learning and cultural exploration. With a focus on 13 languages, global cultural studies, and intercultural competence, we equip students with the skills needed for success in a globalized world. Our faculty provide cutting-edge teaching and research to prepare students for professional careers in diverse international contexts.

The Department is committed to:
• Developing students' linguistic and cultural proficiency in second or third languages for professional use.
• Promoting interdisciplinary scholarship in world language education, cultural studies, literary theory, linguistics, translation studies, and film.
• Enhancing the University's international presence through faculty expertise in service, community engagement, and interdisciplinary programs.

The department offers two B.A. programs: Modern Language and Culture and Asian Studies. The Modern Language and Culture major includes tracks in Chinese, French, German, Italian, Korean, Japanese, and Spanish, with concentrations in Second Language and Culture, Teacher Certification, Applied Business, and Cross-disciplinary Perspectives. The Asian Studies major explores the interactions of Asian cultures, emphasizing both tradition and transformation. The many Minors in various languages and cultural studies, along with the Critical Languages Program, provide additional opportunities for cultural and linguistic enrichment.

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

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feasibility, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload and course scheduling, evaluating faculty and staff, presiding over departmental meetings, representing the department in College and University affairs, informing the faculty of events affecting the department or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the Norman J. Radow College of Humanities and Social Sciences.

4. Acting/Interim Department Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

B. Assistant/Associate Chair

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

    a. Lead the ML&C Major Assessment, including data collection and other associated tasks; and generate reports, such as the yearly AOL (Assessment of Learning) report and multi-year reviews.
    b. Act as Liaison between the Chair and the Section Coordinators' and Directors' Council.
    c. Collaborate with Section Coordinators, Directors, and faculty in support of ML&C and Asian Studies.
    d. Support marketing and advertising for WLC, including outreach and recruitment activities organized by the Department, College, and University.
    e. Complete other assignments in support of ML&C as determined by the 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. Director of BA in Asian Studies Responsibilities:

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a. Lead the Asian Studies Major Assessment, including data collection and other associated tasks.
b. Write reports, such as the yearly AOL (Assessment of Learning) report and multi-year reviews.
c. Collaborate with the WLC Assistant Chair, Section Coordinators, and program faculty in support of Asian Studies.
d. Support program scheduling, in consultation with the WLC Chair and WLC Assistant Chair.
e. Support marketing and advertising for Asian Studies, including outreach and recruitment activities organized by the Department, College, and University.
f. Complete other assignments in support of Asian Studies as determined by the Chair.

ARTICLE II. Additional Department/School Roles

A. World Languages and Cultures Resource Collection (WLRC) Director

1. Responsibilities
    a. Articulate a mission and vision for the collection.
    b. Manage the collection's budget in collaboration with the WLRC manager in consultation with the WLC Chair.
    c. Organize events and offer programs to support student and faculty needs.
    d. Collaborate with the WLRC manager to hire, train, and support student assistant tutors.
    e. Liaise with the faculty for promoting tutor-instructor collaboration.
    f. Collaborate with the WLRC manager to maintain an online appointment-scheduling platform for tutoring.
    g. Procure appropriate language placement tests, curate access to them, and facilitate their use by students and the reporting of results to faculty and staff in collaboration with the WLRC manager.
    h. Lead WLRC efforts to procure electronics and media that support learning and instruction in the WLC.
    i. Establish policies for curating and distributing purchased materials, including audio-visual, mobile computing, and media.
    j. Design and manage the WLRC's physical spaces and material resources, including furniture, projectors, desktop computers, and video game consoles, in collaboration with the WLRC Program manager.
    k. Coordinate the Critical Language Program (CLP). See article II.1 for coordinator responsibilities.

B. Section Coordinators

1. Responsibilities:
    a. Lead the program, including data collection, and other associated tasks.
    b. Support program scheduling, in consultation with the WLC Chair and WLC Assistant Chair.

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c. Support marketing and advertising for the program, including outreach and recruitment activities organized by the Department, College, and University.
d. Complete other assignments in support of the program as determined by the Chair.

C. Ad-hoc Coordinators

1. The WLC Department Chair may appoint ad-hoc coordinators in consultation with the WLC department faculty. All Coordinator positions are subject to approval by the Dean, and in accordance with the Faculty/University Handbook policies regarding such positions.
2. Ad-hoc Coordinator positions may include, but are not limited to, Field Experience Coordinators, Internship Coordinators, or Community Engagement Coordinators.
3. Unless otherwise specified in the WLC Bylaws, the coordinators carry out such duties as assigned by the WLC Chair.

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; The WLC DFC is comprised of five (5) members: 2 DFC members must be non-tenure-track. At least 2 members of the DFC must be tenured.
   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

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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. Department members seeking approval for new courses, new programs, program changes, changes in prerequisites, catalog descriptions, etc., present modification proposals to the Curriculum Committee. The Curriculum Committee ensures consistency with university policies and goals, and is responsible for managing proposals in the system, including moving approved proposals to the next level.
2. Membership**:** In departments with graduate programs, at least two members must have experience teaching in graduate programs. The Curriculum Committee consists of a minimum of three members appointed by the WLC Chair. At least one member of the committee must be a tenured faculty member. The Chair of the Curriculum Committee is elected by members of the Curriculum Committee from among their numbers.
3. Term: 2-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.
   c. Leads reviews of the Department/School P & T guidelines.

   Membership:
   a. A minimum of three full-time tenured faculty;
   b. Members must be at the same rank or higher than the rank that the candidate is being evaluated (i.e. only Professors are eligible to review the portfolios of faculty applying for promotion to Professor);
   c. Individuals going up for review may not serve on the departmental or college committee the year they are up for review (in which case a one-year replacement will be elected);
   d. Administrative faculty (as defined in the KSU Faculty Handbook, Section 3.11) are not eligible to serve;
   e. Members and two alternates (at least one alternate should be a full professor) are elected by the Corps of Instruction of the department/school during the spring semester.
2. Term: 2-year staggered

D. Assessment Committee

1. Duties: The Committee guides the department in the implementation of the KSU (institutional) assessment protocol by articulating assessment plans for the degree Programs housed in WLC in consultation with the

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Assistant Chair and the Asian Studies Program Director. The Committee proposes said plans, including schedules for data collection, analysis, and drafting of required reports in service to the WLC.

2. Membership:
   a. The Assessment Committee consists of a minimum of three members. The WLC Department Chair appoints committee members.
   b. The Chair of the Assessment Committee is elected by its members from among their numbers**.**
3. Term: 2 years

E. The Advising, Recruitment, and Retention Committee

1. Duties:
   a. The Committee guides departmental efforts in the areas of recruitment, retention, and advising of students and develops plans to promote each of these missions within the department.
   b. The ARR is responsible for planning, coordinating, and managing all organizational activities associated with the Global Dialogue Series Initiative, ensuring its effective implementation and alignment with departmental objectives.
2. Membership:
   a. The Advising, Recruitment, and Retention Committee consists of a minimum of three members. The WLC Department Chair appoints committee members.
   b. The Chair of the Advising, Recruitment, and Retention Committee is elected by its members from among their numbers.
3. Term: 2 years.

F. Undergraduate WLED Admissions and Academic Standing Committee

1. Duties: The Committee addresses student admission and academic standing for the WLED programs, participates in the development and articulation of WLED curricula, and assures compliance with policies, practices, and data collection requirements in the College of Education and the GA Professional Standards Commission.
2. Membership: The Committee is comprised of WLC faculty teaching in, or associated with, WLED undergraduate, graduate, or certificate-granting programs.
3. Term: 2 years

G. The WLC Awards Committee

1. Duties:
   a. The WLC Awards Committee identifies eligible students for student awards (including the Outstanding Scholar for the MLC and Asian Studies major). It presents nominees to the WLC for a vote to select the award winner.

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b. The WLC Awards Committee oversees the process of selecting nominees and processing applications for faculty awards as needed.

2. Membership:
   a. The WLC Awards Committee consists of three members appointed by the WLC Department Chair.
   b. The Chair of the WLC Awards Committee is elected by its members from among their numbers.
3. Term: 2 years.

H. The Kennesaw Tower

1. Duties:
   The Board develops and maintains all aspects of the undergraduate world language research journal and publishes one volume each academic year, including the following research areas: Chinese Cultures, Literatures and Linguistics; Francophone Cultures, Literatures and Linguistics; Germanic Cultures, Literatures and Linguistics; Hispanic Cultures, Literatures and Linguistics; Italian Culture, Literature and Linguistics; Japanese Culture, Literature and Linguistics; Korean Culture, Literature and Linguistics; Asian Studies and World Language Pedagogy.
2. Membership:
   The Kennesaw Tower is comprised of the Editorial Board and the Editor-In-Chief.
   a) Editorial Board members volunteer to serve on the Board.
   b) The Editor-in-Chief is elected by the Editorial Board for a 2-year term, renewable.
3. Term: 2 years.

I. The Section Coordinators and Directors Council

1. Duties
   a. The SCDC is advisory to the WLC Chair on matters pertaining to curriculum and course offerings, scheduling, enrollment, recruitment and retention, and classroom policies.
   b. The SCDC 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.
   c. The SCDC members should inform their faculty of relevant issues discussed in meetings in a timely fashion.
3. Membership:
   a. The SCDC comprises all Section Coordinators, the Asian Studies Director, and the WLRC Director.
   b. The WLC Chair and Assistant Chair are ex officio non-voting members of the SCDC and will respect the SCDC's desire, on occasion, to meet without their presence.

J. Ad Hoc Committees

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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.

The Chair schedules a minimum of four meetings per semester, from August through May.

Other WLC meetings may be called under special circumstances. Such meetings may be called by the Chair or by at least 50% + 1 of the voting body as defined in Article V.

A full-time faculty member will take minutes of each department meeting according to an alphabetical rotation. Within 2 weeks, minutes will be sent to the Department Chair, who will review and distribute them to all faculty. Minutes will document attendance and will include the name of the person who took the minutes.

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:

1. A quorum for the purposes of conducting departmental business (excluding voting on amending by-laws beyond adding a committee) must consist of 50% +1 of the voting body assigned duties at KSU during the semester in which voting is conducted.
2. For amendments to the bylaws, see Article XII.

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:

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For an equitable distribution of courses, the following procedures should be followed for teaching assignments during the Summer sessions:

1. Summer courses are distributed among qualified full-time volunteer faculty members with the aid of a rotation system and a randomizer. This process is intended to regulate the distribution of the available number of courses, not the assignment of specific courses.
2. If there are enough courses and/or sections available, each faculty member will be assigned one course.
3. If there are more volunteering faculty members than courses available, faculty selection will be made using an established rotation system. Priority will be given to faculty members who asked for a course but did not receive one in the previous year. A randomizer will then be used to assign any remaining sections to available faculty.
4. After the first course has been assigned, if there are remaining courses, the Section Coordinator, in consultation with the WLC Chair, will assign a second course by taking into account previous summer teaching assignments. Priority will be given to faculty members who asked for a second course but did not receive one in the previous year. A randomizer will then be used to assign the remaining sections to available faculty.
5. After courses have been distributed among all volunteering full-time faculty members, any remaining courses may be assigned to interested part-time faculty.

ARTICLE VIII. Study Abroad Offerings
Individual programs establish Study Abroad offerings based on faculty members' interest and availability.

ARTICLE IX. Changes in the Curriculum
Changes in the curriculum include: new course offerings, course deletions, new programs, program changes, changes in prerequisites, changes in requirements for degrees and minors offered, changes to catalog descriptions, among other curricular changes. The Department Chair or any faculty member may propose such changes. Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee. See ART III.B.1.

ARTICLE X. Faculty Feedback regarding Departmental Sections and WLRC
At least every three years, the Department Chair will administer an anonymous survey to gather feedback regarding the departmental Sections and the WLRC. The Chair and Assistant Chair will review the results of the survey, compile results, and share the compiled results with the DFC. Results will be considered by the Department Chair for strategic planning.

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

ARTICLE XII. Amendments to Bylaws (University Handbook, Section 3.5)

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

ARTICLE XIII. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in University policies, the University and Faculty Handbooks, and other materials provided by the Norman J. Radow College of 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.

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:

Federica Santini	DocuSigned by: Federica Santini 9BE03BCC7427415...	April 8, 2026
Name (printed or typed)	Signature/ Date	

Department Faculty Council Approval - I approve the attached bylaws:

Andrea Scapolo	DocuSigned by: Andrea Scapolo C02ACA6E566B473...	April 8, 2026
Name (printed or typed)	Signature/ Date	

College Faculty Council Approval - I approve the attached bylaws:

Heather Pincock	DocuSigned by: Heather Pincock 3C2DA5BA6099490...	April 30, 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... — April 30, 2026

Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala — DocuSigned by: 26412C41D0DE4E2... — April 30, 2026

Name (printed or typed) Signature/ Date

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Certificate Of Completion

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Parties agreed to: Andrea Scapolo

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Withdrawing your consent

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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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.

How to contact Kennesaw State University:

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

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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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to service@kennesaw.edu and in the body of such request you must state your email address, full name, mailing address, and telephone number. You will be billed for any per-page fees, plus shipping and handling, at the time incurred.

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i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

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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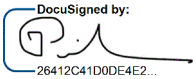
Carmen Skaggs cskaggs4@kennesaw.edu Assistant Vice Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/27/2020 12:44:36 PM ID: b3e5295c-f92f-4fc5-bce9-bcc2afabc6aa	DS Signature Adoption: Pre-selected Style Using IP Address: 130.218.6.164	Sent: 4/30/2026 3:50:23 PM Viewed: 4/30/2026 3:51:00 PM Signed: 4/30/2026 3:51:21 PM
Pam Cole pcole@kennesaw.edu Vice Provost Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	Initial Signature Adoption: Pre-selected Style Using IP Address: 130.218.12.38	Sent: 4/30/2026 3:51:23 PM Viewed: 4/30/2026 4:14:57 PM Signed: 4/30/2026 4:17:59 PM
Ivan Pulinkala ipulinka@kennesaw.edu Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/30/2026 4:22:37 PM ID: ccd674c9-9e93-408c-879f-569fa17ce56f	DocuSigned by:  26412C41D0DE4E2... Signature Adoption: Drawn on Device Using IP Address: 2a02:26f7:f6e1:fff0:a000::2 Signed using mobile	Sent: 4/30/2026 4:18:01 PM Viewed: 4/30/2026 4:22:37 PM Signed: 4/30/2026 4:22:57 PM

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Envelope Sent	Hashed/Encrypted	4/30/2026 3:50:23 PM
Certified Delivered	Security Checked	4/30/2026 4:22:37 PM
Signing Complete	Security Checked	4/30/2026 4:22:57 PM
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