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Department of Electrical and Computer Engineering
Kennesaw State University
BYLAWS

KSU's MISSION, VISION, and VALUES

The Department of Electrical and Computer Engineering is a unit of the Southern Polytechnic College of Engineering and Engineering Technology at Kennesaw State University.

The Department of Electrical and Computer Engineering (ECE) provides programs that wire students with in-demand technical and professional skills, including electronics, computing, communications, power, sensing, and controls. We offer ABET-accredited Bachelor's degrees in Electrical Engineering and Computer Engineering, along with a Master's in ECE and a PhD in Interdisciplinary Engineering. Our students are well-grounded with hands-on experience in modern engineering labs integrated with faculty-taught lectures. We help students spark their careers via internships in the technology industry and research with our expert faculty, and amplify students' technical and non-technical skills via leadership in professional societies and collaboration in engineering competition teams.

Join our students and faculty conducting cutting-edge research in the areas of:
· Neuromorphic computing
· Biomedical sensing
· Advanced battery technology
· Smart vehicles and the internet of things
· Artificial intelligence and robotics
· Renewable energy generation and distribution
· Semiconductor materials and devices
· Antenna and electronic design

ECE students code the solutions that shape the future.

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/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*)

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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 Southern Polytechnic College of Engineering and Engineering Technology.
4. Acting/Interim Department Chairs/School Directors will assume all duties and responsibilities of the Department Chair/School Director, 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. These duties may include, but are not limited to, activities such as: assisting with scheduling, monitoring enrollment, assisting part-time faculty, representing Chair at college and/or university meetings, completing special projects as assigned by Department Chair.
3. The Assistant/Associate Chair may serve as Acting Chair of the department/school at any time the Chair 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. The academic program coordinators are specifically responsible for continuous assessment and improvement of assigned degree programs, concentrations, or curricular areas.

ARTICLE II. Additional Department/School Roles

A. Course Coordinators

Each course offered by the Department will have an assigned faculty Course Coordinator. The Course Coordinator is responsible for maintaining a repository of course materials and reviewing and maintaining the course learning outcomes and materials.

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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; in the Department of Electrical and Computer Engineering, at least five members are elected. The chair of the DFC should be tenured. The composition of the DFC should reflect the composition of the department. As such, it should consist of at least one full-time professor per rank and one full-time lecturer where possible.
   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: 3-year staggered
4. Meeting Times: irregular; usually 3-4 times per year

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 the Department of Electrical and Computer Engineering, the Curriculum Committee is comprised of the Undergraduate Curriculum Subcommittee and the Graduate Curriculum Subcommittee.

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a. Undergraduate Curriculum Subcommittee must include the EE and CpE academic program coordinators and must consist of four additional full-time faculty within the department. Thus, a total of 6 members represent the undergraduate curriculum subcommittee.
    i. Minutes: The undergraduate curriculum subcommittee shall save its minutes of meetings electronically to ensure all are available for future accreditation/evaluation cycles.

b. Graduate Curriculum Subcommittee: The ECE Graduate Coordinator will serve as Chair of the graduate curriculum subcommittee. The graduate curriculum subcommittee must consist of at least four more full-time ECE faculty members. Thus, a total of five full-time faculty within the department. Each member must have active graduate faculty status. The ECE Graduate curriculum subcommittee members must be composed of faculty who have taught at least one graduate course.
    i. The Graduate Curriculum Subcommittee (GCC) is responsible for the MS ECE curriculum and will oversee all graduate curriculum changes to ensure that they are consistent with the goals and guiding principles of the department. This subcommittee shall periodically review the MS ECE curriculum and make recommendations about modifications of the curriculum. The GCC will review MSECE admission and prerequisite requirements to ensure they are balancing high academic standards and advise the Chair on issues related to the MS and PhD programs. The GCC shall publish its minutes of meeting electronically and ensure that they are recorded in the ABET electronic storage.

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.
    c. Leads reviews of the Department/School P & T guidelines and makes recommendations for revisions to the Department Chair/School Director in accordance with university guidelines and policies.
2. 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); if there are not enough eligible members within the department available to serve, the DFC will nominate others within the SPCEET to the ECE Department Chair to temporarily serve on the ECE Promotion & Tenure Committee.

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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
4. Meeting times: The P&T Committee shall meet as deemed appropriate and called by the P&T committee chair.

D. ABET Committee

1. Duties:
   The ABET Committee will collect and review assessment materials, document the continuous improvement of the undergraduate programs housed in the department, and ensure that these assessments and improvements are in accordance with ABET standards.
2. Membership
   a. The EE and CpE academic program coordinators must be included as members of this committee.
   b. An Assistant Chair will serve as the Chair of this committee.
3. Term: 3-year staggered, with a preference for maintaining the membership completely with no changes during the year prior to an ABET re-accreditation visit.

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.

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. The Department generally meets at least once a month during the Fall and Spring semesters.
B. The Department may also meet when important issues would benefit from the participation of the entire Department generally called by the department chair.
C. Minutes are taken by the ECE Office Manager, who will ensure that all minutes are saved, published, and recorded in the ABET electronic storage or portfolios. Approval of these minutes should be conducted at the following faculty meeting.

ARTICLE V. Voting

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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. A quorum of at least 2/3 is required for Department-wide votes for passing motions.
B. Passage of a Motion:
    1. A majority of those voting shall be required to pass a motion.
    2. A two-thirds majority vote of the Department faculty is required to amend any departmental bylaw.
C. A simple majority is required to elect someone to a college-wide committee or as a department representative to a university committee.
D. Voting Methods:
    1. Voting may be conducted in-person or electronically. Voting may also be anonymous if requested.
    2. The specifics of the voting method used must be approved by a simple majority of the department or the committee members involved.

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

All searches shall follow the procedures outlined in the Guidelines for Conducting Faculty Searches at KSU.

ARTICLE VII. Summer Session Teaching

Course demand and faculty qualifications are essential factors in determining summer teaching loads. The following guidelines shall be used to determine priority for summer session teaching:

A. Through written solicitation usually via e-mail, the Department Chair or Assistant/Associate Department Chair shall determine which faculty members desire to teach during the summer session.
B. The following ranked criteria will be considered when making teaching assignments during summer session:
    1. Student demand for courses.
    2. Budget conditions.
    3. Preference will be given to full-time faculty in order of seniority and rank within the ECE Department.
    4. Faculty members outside of ECE must also meet ABET qualifications to teach any ECE courses when insufficient numbers of ECE faculty are available for the summer term.
    5. When additional course sections are available after each faculty who desires to teach has received one section, additional assignments will be made using the aforementioned criteria.

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ARTICLE VIII. Success of ECE Students and Faculty
ECE faculty are a collaborative body of scholars whose focus is the learning and academic success of ECE students. All ECE faculty approve and constantly seek to improve academic courses, curricula, and degree requirements within the department; elect representatives to Committees and Councils as required; consider any matters that may affect the welfare of ECE faculty members and students; and accordingly formulate and forward recommendations to appropriate administrators throughout Kennesaw State University.

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 or 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 Southern Polytechnic College of Engineering and Engineering Technology, 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:

Benjamin Klein — DocuSigned by: Benjamin Klein 85A26BD663A942A... — April 23, 2026

Name (printed or typed) Signature/ Date

Department Faculty Council Approval - I approve the attached bylaws:

Lance Crimm — DocuSigned by: Lance Crimm 5395463AD3EF41D... — April 23, 2026

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Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Laura Ruhala DocuSigned by: Laura Ruhala 87EFB1A0E46B4ED... April 23, 2026

Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Lawrence Whitman DocuSigned by: Lawrence Whitman D0113751A9DC463... April 24, 2026

Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala DocuSigned by: 26412C41D0DE4E2... April 27, 2026

Name (printed or typed) Signature/ Date

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Certificate Of Completion

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Lawrence Whitman lwhitma5@kennesaw.edu Dean Security Level: Email, Account Authentication (None)	DocuSigned by: Lawrence Whitman D0113751A9DC463... Signature Adoption: Pre-selected Style Using IP Address: 2600:1702:5690:dfc0:9821:6b57:4e36:d243	Sent: 4/23/2026 12:41:17 PM Viewed: 4/24/2026 8:18:20 PM Signed: 4/24/2026 8:18:52 PM
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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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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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- Until or unless you notify Kennesaw State University as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Kennesaw State University during the course of your relationship with Kennesaw State University.

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Certificate Pages: 5
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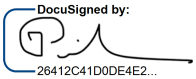
Ivan Pulinkala ipulinka@kennesaw.edu Provost Kennesaw State University Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 4/27/2026 10:58:15 AM ID: 01a86154-8a24-4091-aa5f-c4f90b7e3758	 Signature Adoption: Drawn on Device Using IP Address: 2a04:4e41:3e03:7ba7::1dd7:6ba7 Signed using mobile	Sent: 4/27/2026 10:50:43 AM Viewed: 4/27/2026 10:58:15 AM Signed: 4/27/2026 10:58:56 AM

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