# Welcome to the Kennesaw State University Handbook

The University Handbook contains information about the organization, services, and policies of Kennesaw State University (KSU).

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# Section 1 - Institutional Purpose and Organization

Designated by the Board of Regents (BoR) of the University System of Georgia (USG) as a comprehensive university and by the Carnegie Classification as a doctoral university with high research activity (R2), Kennesaw State University is committed to being a world-class academic institution that continues to build upon its academic and research missions and expand its scope on a local, regional, and national level.

1.1 - Institutional Vision and Mission

1.2 - University System of Georgia

1.3 - Kennesaw State University's Administrative Officers and Organization

# 1.1 - Institutional Vision and Mission

## Kennesaw State University Vision

Kennesaw State will achieve national prominence as a public university known for education, research, and community programs that foster inquiry and advance society.

## Kennesaw State University Mission

Kennesaw State University transforms lives through academic excellence, innovative research, strong community partnerships, and economic opportunity. We empower our students to become thought leaders, lifelong learners, and informed global citizens by cultivating an inclusive environment that encourages free expression and civil discourse.

# 1.2 - University System of Georgia

The University System of Georgia is composed of Georgia's public research universities, comprehensive universities, state universities, state colleges, and two-year colleges; the Georgia Public Library System; and the Georgia Archives. A list of USG institutions can be found at https://www.usg.edu/institutions/.

## The Board of Regents

The Board of Regents of the University System of Georgia is the governing board for Kennesaw State University and the other USG institutions. More information about the Board of Regents is available at https://www.usg.edu/regents/.

## Chancellor

The Chancellor is the chief executive officer of the Board of Regents and the University System of Georgia. A description of the role and current Chancellor is available at https://www.usg.edu/chancellor/.

# 1.3 - Kennesaw State University's Administrative Officers and Organization

## President

The President is the chief executive officer of Kennesaw State University and is responsible for all aspects of the Institution's operations and affairs. The President reports to the Chancellor of the University System of Georgia and recommends to the Board of Regents, through the Chancellor's Office, all institutional matters requiring Regents' approval. More information about the Office of the President is available at https://president.kennesaw.edu.

## President's Cabinet

The President's Cabinet meets regularly to review and discuss matters of institutional planning and operations, serving as the principal advisory body to the President. Additional information about the President's Cabinet is available at https://www.kennesaw.edu/president/cabinet.php.

## University Divisions

In addition to the Office of the President, there are eleven major administrative divisions of the University: 1) Academic Affairs, 2) Administration, 3) Athletics, 4) Enrollment Services, 5) External Affairs, 6) Fiscal Services, 7) Legal Affairs, 8) Research, 9) Student Affairs, 10) University Advancement, and 11) University Information Technology.

## Academic Affairs

The Academic Affairs Division, headed by the Provost and Executive Vice President for Academic Affairs, is the largest of the University's divisions. The division is committed to teaching, research, public service, and academic support functions. Academic Affairs is composed of colleges and academic support units. Academic support units are led by a vice provost/president, associate/assistant vice provost/president, or executive director/director. Colleges are led by an academic dean, aided by one or more associate deans and/or assistant deans. Degree-granting colleges are comprised of academic departments or schools, which are headed by an academic department chair or school director and may be aided by an assistant department chair or school director. More information about Academic Affairs is available at https://campus.kennesaw.edu/faculty-staff/academic-affairs/.

## Administration

The Vice President of Administration has primary oversight of administrative operations, human resources, facilities, event and venue management, strategic initiatives, and campus services, including the University's housing and residence life, bookstore, dining services, parking and transportation, and health clinic.

# Athletics

KSU Athletics, an NCAA Division I program, is committed to providing the best possible student-athlete experience in an environment that supports academic excellence and the wellbeing of student athletes, while allowing them to compete successfully at the highest levels of intercollegiate athletics. The Athletics Division strives to build champions in the classroom, on the field, in the community, and in life through academic excellence and integrity, while ensuring that all teams and departmental operations are consistent with the mission of Kennesaw State University. Athletics is committed to providing fair and equitable treatment for all student-athletes and personnel; and to fostering citizenship, leadership, and social responsibility. More information about KSU Athletics is available at https://ksuowls.com/.

# Enrollment Services

KSU Enrollment Services enhances University enrollment through recruitment, admissions, and retention; and includes Financial Aid, the Registrar, and Career Planning and Development offices.

# External Affairs

The External Affairs Division is comprised of two key entities: the Office of Strategic Communications and Marketing and the Office of Government Relations. Strategic Communications and Marketing promotes the University's brand identity and provides professional communications and marketing support to the KSU community, while working strategically to increase awareness about the University to its many internal and external audiences. The Office of Government Relations serves as the primary point of contact between the University and local, state, and federal government offices and legislative bodies. That office works with elected officials at all levels and the University System of Georgia and its institutions to develop and implement strategies and programs to achieve public funding goals. More information about external affairs is available at https://campus.kennesaw.edu/offices-services/stratcomm/and https://gr.kennesaw.edu/.

# Fiscal Services

The Vice President of Finance has primary oversight for university fiscal services, including accounts payable, payroll, procurement, contracts administration, and budgeting. More information about Fiscal Services is available at https://campus.kennesaw.edu/offices-services/fiscal-services/.

# Legal Affairs

The Legal Affairs Division, headed by the Chief Legal Affairs Officer, handles legal matters related to the University's operation, including providing legal guidance and support to KSU's administration; reviewing, drafting, and negotiating contracts; and responding to open records requests and other legal claims on behalf of the University. The Division's staff works closely with other campus departments, such as the President's Cabinet and deans, to ensure the University's compliance with laws, policies, and procedures of Kennesaw State University, the Board of Regents, and Georgia. The Department of Public Safety and University Police and the Office of Institutional Equity report to the Chief Legal Affairs Officer. More information about Legal Affairs is available at https://campus.kennesaw.edu/offices-services/legal-affairs/.

# Research

The Office of Research enhances research at Kennesaw State University for faculty and students, through vision, strategies, support, and the facilitation of opportunities. More information about the Office of Research is available at https://www.kennesaw.edu/research/.

## Student Affairs

The Division of Student Affairs offers programs, services, and activities that support and engage student success beyond the classroom. Students will gain leadership and communication skills while creating a student experience that will help chart their course in life. The areas included in this division focus on student success through student life and organizations, student conduct, and student support services. More information about the Division of Student Affairs is available at https://www.kennesaw.edu/student-affairs/.

## University Information Technology

The Chief Information Officer and Vice President of Information Technology has primary oversight of all information technology activities throughout the University. University Information Technology Services (UITS) is responsible for the infrastructure of all computing and telecommunication resources spanning the entire range of administrative and academic computing. See University Handbook, Section 4.3, Services and Facilities - University Information Technology Services, for specific services offered. =More information about University Information Technology Services is available at https://campus.kennesaw.edu/offices-services/uits/.

## University Advancement

The Division of University Advancement, headed by the Vice President for Advancement and CEO of the KSU Foundation, is charged with advancing Kennesaw State University through strategic interface with its key constituencies. The division houses the Office of Alumni and Constituent Engagement, Advancement Services, Development, and the KSU Foundation, Inc. More information about University Advancement is available at https://www.kennesaw.edu/giving/ and https://www.kennesaw.edu/foundation/

# Section 2 - Advising

## 2.1 - Advisor Responsibilities

# 2.1 - Advisor Responsibilities

## General Description

The University's advising program consists of both professional advisors and faculty-mentors in each college.

## Administrative Responsibility

Administrative responsibility for the advising program at Kennesaw State University resides with the Provost and Executive Vice President for Academic Affairs. In collaboration with the academic deans, the Executive Director of Student Advising and Retention is directly responsible for administering advising programs at the university.

The Strategic Advising Council, consisting of dean's office representatives from each of the colleges and other campus partner leaders, is cochaired by an Associate Vice Provost and the Executive Director of Student Advising and Retention and works to make strategic decision and policy recommendations to improve advising processes. Similarly, the Advising Council, consisting of advising directors and other campus partners, is chaired by the Executive Director of Student Advising and Retention and works to improve operational efficiencies and direct student interactions in advising.

Although faculty mentoring is considered to be a contractual obligation. The extent of that obligation varies by unit. Each faculty member should consult the respective department chair or school director to determine specific mentoring obligations.

## Selection and Responsibilities of Advisors

Recognizing effective advising is a partnership between advisor and advisee and each has a role and responsibility. It is expected that academic advisors' roles are to:

- Help the advisee understand the academic and administrative processes of the University,
- Help the advisee understand the expected standards of achievement and likelihood of success in certain areas of study,
- Discuss the educational and career objectives suited to the advisee's demonstrated abilities and expressed interests,
- Help the advisee to understand the relationships among the courses, programs, research opportunities, internships, study abroad programs, and other academic and personal development experiences provided by the University,
- Help the advisee plan a course of study and give advice about courses and the adjustment of course loads,
- Inform the advisee about prerequisites for subsequent courses in the advisee's program and evaluate the advisee's progress,
- Familiarize the advisee with and direct advisee to appropriate campus resources,
- Participate in the advisor training sessions provided by the University and respective college and department/school to keep informed and current,
- Encourage advisee to utilize available resources in the development of effective study skills,
- Provide necessary mentorship and career development support, and
- Employ Appreciative Advising and take a holistic approach in assisting students.

# Section 3 - Shared Governance and Committees

Shared governance is at the heart of American public higher education and is also a critical component of the accreditation process. The most widely recognized model of shared governance functions with an emphasis on academic freedom and transparent processes (Trakman, L. (2008). Modelling University Governance. Higher Education Quarterly, 62, 63-83.). In recent years, several other shared governance models have emerged in response to increasing pressure from a variety of stakeholders, including students, parents, legislators, and federal regulation. Nevertheless, the traditional model of shared governance is the primary framework used in institutions of higher education.

## Rationale

The Higher Education Program and Policy Council outlined six principles of shared governance (The American Federation of Teachers (AFT). (2006). Shared Governance in Colleges and Universities: A Statement by the Higher Education Program and Policy Council.). The Council emphasizes the role of faculty in setting academic standards,

requiring academic freedom, owning academic personnel status, establishing faculty senates, providing accreditation support, and participating in shared governance. Although the composition of shared governance bodies differs between institutions, the principle of involvement remains central to the shared governance process. Indeed, the AFT suggests that all levels of faculty and staff should be involved in committees, task forces, and decision-making bodies that directly affect the work of the constituents.

Similarly, the American Association of University Professors (AAUP) (Statement on Government of Colleges and Universities (1966 revised 1990). American Association of University Professors.) recognizes the interdependence of multiple constituents that comprise a university. While policy may be initiated by either faculty or the institutional leadership, a primary goal should be to ensure that all voices contribute to the discussion. Weighting of representative constituents will differ based on the content of the policy. For example, curriculum is the primary responsibility of faculty, so policy related to curriculum and instruction should emanate from the corps of instruction while allowing relevant parties an opportunity to voice ideas on the matter. On matters related to internal operations, the widest possible input should be obtained from all constituents. In all instances, input from the shared governance constituents is advisory to the President of the University.

3.1 - Constituencies Involved in Shared Governance

- 3.1.1 - University Bodies
- 3.1.2 - University Standing Committees

3.2 - General Faculty Meeting

3.3. - University System of Georgia Advisory Committees

3.4 - Atlanta Regional Council for Higher Education (ARCHE)

3.5 - Departmental Bylaws and Department Faculty Councils

3.6 - College Bylaws and College Faculty Councils

3.7 - Undergraduate and Graduate Curriculum Review and Approval Process

- 3.7.1 - Academic Program Coordination
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3.8 - Workflow for Changes to University and Faculty Handbooks and Catalogs

# 3.1 - Constituencies Involved in Shared Governance

The Constitution of the State of Georgia and Georgia law authorize the Board of Regents to serve as the governing board for the University System of Georgia and its member institutions, including Kennesaw State University. The Board of Regents has authorized the President of KSU to administer all aspects of the institution's operations in accordance with Board policies.

To accomplish that task, the President and the other administrative officers of the University engage the major constituencies of the University community through a prescribed structure and process of shared governance for the institution's operations.

The governance model for KSU upholds the basic principles of shared governance. Three elected Advisory Governance Bodies will comprise the primary constituents of shared governance and provide adequate representation for each of the

constituents of the University - Faculty Senate, Staff Senate, and Student Government Association. Each of the elected shared governance bodies will be comprised of elected members as specified by the individual body.

Staff Senate is primarily responsible for matters related to self-governance including nonacademic policies and procedures and for matters of concern to the University as a whole. The Student Government Association is responsible for matters related to student life and student organizations.

The Faculty Senate is primarily responsible for academic matters, academic personnel criteria, and governance related to academic units. The Faculty Senate is also responsible for reviewing all recommendations on matters related to faculty as a whole, along with university-wide matters when applicable.

In addition to the three elected bodies, three administrative bodies primarily responsible for implementation of shared governance decisions will be constituted. These bodies will be comprised of the Academic Deans Council, the Chairs' and Directors' Assembly, and the Administrators Council. Each of these councils will be comprised of members who serve as a function of their position. Each of the councils may elect leadership from among the members and maintain an executive council. The bodies will operate independently.

The elected shared governance bodies will serve a primary role for initiating policies and procedures germane to their unit and the administrative bodies will be primarily responsible for implementation of policies. However, the administrative bodies will provide feedback on matters that are directly relevant to their areas of responsibility. For example, although promotion and tenure policies are the primary domain of Faculty Senate, the Academic Deans Council and Chairs' and Directors' Assembly may provide input into policies initiated through the Faculty Senate.

Two strategies will be employed to promote the widest form of shared governance. First, a representative (liaison) from each of the shared governance bodies will be assigned to meet with each shared governance body. Second, the University will hold at least one open forum each semester during which the respective shared governance bodies will report on all shared governance initiatives currently operating in the respective bodies as illustrated in the following diagram.

To facilitate communication among the senates and councils, each of those representative bodies elects a liaison to the other and each liaison participates in the meetings of the other senate as a non-voting member. Senators on the Faculty and Staff Senates are elected for three-year terms in order to have sufficient time to learn their roles, understand the issues before them, and contribute to constructive recommendations for change and improvement. The President and Vice President/President-Elect of each of these senates will be elected by the senate's voting membership from the pool of eligible senators. The membership and elections of the Student Government Association are described elsewhere in the Constitution for Student Government at KSU.

University standing committees are also vital components of KSU's shared governance system. Their work is defined in greater detail below and they have advisory roles to particular University administrators. Each standing committee is also assigned either to the University Council or the Faculty Senate for general direction and support, as needed. Those two bodies will periodically review the activity and productivity of their assigned standing committees and take appropriate action to reactivate or abolish unnecessary standing committees.

# University Committees Definitions

A standing committee may be either permanent or temporary (ad hoc). An ad hoc standing committee is formed on an as-needed basis by the Faculty Senate Executive Committee, by the Faculty Senate, or by the University President. If the University President forms a standing committee, the Faculty Senate shall be notified of its title, purpose, membership makeup, names of members, and status as either ad hoc or permanent. The Staff Senate, the Student Government Association, or any administrator may request the Faculty Senate to form a standing committee. If the proposed committee impacts primarily the staff or the students or both, the administrator shall first go to those shared governance bodies with the proposal before going to the Faculty Senate.

A **permanent standing committee** addresses a long-standing need. These standing committees meet at least once by the end of September, unless the committee is "called as needed." The make-up of these committees consists of teaching faculty, research faculty, administrators, staff, and students, as appropriate to the purpose of the body.

**Rules for all committees**

1. Elections for standing committees will be held in the spring term, and service will start immediately or in the fall term, as appropriate. Representatives for the next academic year must be elected by the end of March. Representatives do not finish responsibilities until the name of the new representative is reported to the chair of the committee and the Vice-President of the Faculty Senate. Elections will take place consistent with department, college, or University guidelines.
2. For a committee that allows two representatives from each college, a smaller college may supply one representative, if the college chooses to do so.
3. Each committee chair for the upcoming academic year must be selected by the end of April and the current chair must report the new chair's name to the Vice-President of the Faculty Senate, once elected.
4. Each committee chair must place minutes of committee meetings and/or an end-of-year report on a committee web page that is linked to the Faculty Senate web page.
5. Any change to committee name, responsibilities, or member composition should be reported to the Vice-President of the Faculty Senate.
6. All elected representative positions are renewable.
7. Each committee member is to arrange for a proxy when the committee member is unavailable to attend a meeting.
8. The chair of a standing committee sets the dates and times of the standing committee meetings.

An **ad hoc working committee** has an end-date and studies and/or addresses a temporary issue, need, or project. The term "task force" may also be used to refer to an ad hoc committee, particularly when the committee contains external members selected from outside the campus community.

# Committee Operations

All standing committees (permanent and ad hoc) report annually to the Faculty Senate or to a designee of the University President, as appropriate.

1. Every standing committee chair shall present a list of committee members to the Faculty Senate Vice President/President-Elect at the end of the spring term no later than the May 1.
2. Every standing committee chair shall present the information on the Standing Committee Annual Report Form to the Faculty Senate Vice President/President-Elect by May 1. This form is available on the Faculty Senate website.
3. Every standing committee chair shall populate the committee's website with the minutes of meetings and other relevant information.
4. Every standing committee chair shall provide the Faculty Senate Vice President/President-Elect the name of a liaison from the standing committee to the Faculty Senate and/or the Staff Senate, as appropriate.
5. Every standing committee shall meet not less than once each academic year.

# 3.1.1 - University Bodies

## Faculty Senate - advisory to the Provost and Senior Vice President for Academic Affairs or other vice presidents, as appropriate for the issue being discussed

1. Membership: The membership of the Faculty Senate can be altered by the Senate's elected membership in consultation with the University President and the administrator designated by the University President. The composition of the Faculty Senate is determined as follows.
    1. Each instructional department elects one senator.
    2. Eligibility to participate in elections of the department's senator is restricted to the full-time-tenure-track, non-tenure-track, and temporary faculty of the department, excluding the department chair.
    3. Eligibility to serve as the department's senator is restricted to the full-time-tenure-track, non-tenure-track, and temporary faculty of the department, excluding the department chair. The department's senator is elected for a three-year term.
2. Operating Procedures: Faculty who have an item that they would like to be considered in Faculty Senate should contact their senate representative. The senate representative will submit the item to the Faculty Senate Executive Committee (FSEC) to be considered as a potential item for the Faculty Senate agenda. Those not represented by a faculty senator should contact the President or Vice-President of Faculty Senate with proposals to be considered by the FSEC.
3. Information Routing: Routing procedures have been established to ensure that the business of the senates is approved at all appropriate levels.

# General Faculty Council (called as needed) - assigned to the Faculty Senate and advisory to the Faculty Senate, the Provost, and the University President.

1. Purpose: The General Faculty Council is comprised of all the teaching faculty of KSU and meets when necessary (e.g., in the unusual event of an appeal of a decision by the Faculty Senate).
2. Membership: The General Faculty Council is comprised exclusively of full-time-tenure-track, non-tenure-track, and temporary faculty who are not considered to have ex officio faculty status in the Board of Regents Policy Manual (3.2.1.2-3) or who have not accepted an administrative position. The Part-Time Faculty Council department representatives are considered individual members of the General Faculty Council; otherwise, part-time faculty are ex-officio members of the General Faculty Council.
3. Meetings: The Faculty Senate President as an individual or a majority of the FSEC may call a meeting of the General Faculty Council; alternatively, 33% of the Faculty Senate may call for a meeting of the General Faculty Council up to twice per year. The Faculty Senate President presides over a General Faculty Council meeting according to Robert's Rules of Order.

# Part-Time Faculty Council (PTFC) - assigned to the Faculty Senate and advisory to the Faculty Senate.

1. Purpose: The Part-Time Faculty Council is comprised of part-time faculty representatives elected by departments with 10 or more part-time faculty, subject to the approval of the respective chair. Departments with less than 10 part-time faculty may offer the same opportunity to their part-time faculty but they are not required to do so. The Part-Time Faculty Council advises the Faculty Senate Executive Committee and the Provost. The President of the Part-Time Faculty Council will represent that body in the Faculty Senate as a full voting member with the same rights of participation as a senator representing an academic department.
2. Membership: Elected representatives of participating departments who are employed by KSU as part-time instructors. If a member elected in the fall is not employed in the spring semester, the department will offer its current part-time faculty an opportunity to elect a new representative during the first four weeks of the spring semester or by the time of the first meeting of the Part-Time Faculty Council, whichever comes first.
3. Meetings: The Part-Time Faculty Council will meet at least twice each semester.

## Chairs' and Directors' Assembly (CDA) - advisory to the Provost

1. Purpose: This committee serves as a think-tank for academic department chairs and school directors to meet as a group, discuss concerns relevant to chairs and directors, and advise (give feedback) to the Faculty Senate and/or the Provost. on shared governance policy proposals.
2. Membership: All chairs of academic departments and directors of academic schools.
3. Meetings: To be determined by the Assembly.

## Staff Senate - Advisory to the Office of the President

1. Purpose: This senate serves as a think-tank for staff to meet as a group, discuss staff concerns and opportunities, and give advice (feedback) to the President on shared governance policy proposals.
2. Membership: The Staff Senate members are elected from full-time, permanent employees excluding deans, vice-presidents/members of the President's Cabinet, and employees holding the ranks of executive administrator and faculty. Upon recommendation of the Staff Senate, the University President may appoint two non-voting advisory members. Staff Senate members are elected for three-year terms and must allow for a one-year absence from Staff Senate before running for another term. The membership shall have representation from both the Kennesaw and Marietta campuses to include a staff member per college or division.
3. Meetings: To be determined by Staff Senate.

## Administrators Council - Advisory to the Provost

1. Purpose: The purpose of the Administrators Council is to promote effective communication and collegiality in matters regarding the development of policy and to increase bi-directional communication about the implementation of policy. The Council reports to the Provost and is responsible for the implementation of shared governance decisions and policies among its constituents. In addition, the Administrators Council is also responsible for providing feedback on issues affecting administrators and their reports.
2. Membership: Officers of the Council include the Chair, Chair-Elect, Past President, and Secretary. Membership is open to all non-faculty administrators who meet the following criteria:
    1. Hold the Human Resource title/designation of director or above,
    2. Manage two or more direct reports,
    3. Manage a budget,
    4. Be responsible for strategic planning,
    5. Be responsible for implementation of policy, and
    6. Approval of supervisor.
3. Meetings: To be determined by Administrators Council.

# 3.1.2 - University Standing Committees

*Updated February 27, 2025.*
**University Standing Committees -** standing committees are assigned to a governance body and the committees also provide feedback to administrative units on campus.

## Academic Standing Committee - assigned to the Faculty Senate and advisory to the Registrar

Purpose: This committee will evaluate petitions for exemptions to academic regulations in the area of withdrawals, retention, dismissals, grade changes, graduation requirements, and other matters of academic standing. The results of this work will be sent to the Provost and the Registrar.

Membership:

1. Voting:
    1. One elected representative from each degree-granting college serving renewable two-year terms
        1. The following colleges shall elect a committee member in the spring of each even-numbered year to begin service in August of that year as a voting member: Bagwell College of Education, College of Computing and Software Engineering, College of Science and Mathematics, College of the Arts, Wellstar College of Health and Human Services.
        2. The following colleges shall elect a committee member in the spring of each odd-numbered year to begin service in August of that year as a voting member: Coles College of Business, College of Architecture and Construction Management, College of Engineering and Engineering Technology, Radow College of Humanities and Social Sciences.
    2. The Chairs' and Directors' Assembly shall elect a committee member in the spring of each odd-numbered year to serve a renewable two-year term to begin service in August of that year.
2. Appointed: Registrar, Registrar Representatives, Financial Aid representative, Student Affairs representative, Office of the Provost representative. Appointed administrative members shall be non-voting with the exception that the Registrar (or proxy) shall vote in the case of a tie.

Meetings:

1. Committee Chair: The Registrar or designee shall serve as the chair of the committee. The Chair will set dates and times of committee meetings.
2. In order to provide timely and relevant answers to the students who petition the committee, the committee shall meet as needed.
3. Quorum is determined to be at least four voting members. Members who will be absent are to provide for a proxy.
4. Members must notify the Chair of a proxy, in the case of absence, at least one week before the committee meeting.

# Administrative Review Process Committee (intermittent) - assigned to the Faculty Senate and advisory the Provost

*Purpose:* This committee will review the administrative review process every three years or as needed. The results of this work will be sent to the Provost and Faculty Senate.

*Membership:*

1. Provost
2. Representative from the Faculty Senate Executive Committee (FSEC)
3. Representative from Staff Senate
4. Representative from Administrators Council
5. Representatives from Academic Deans Council
6. Representative from the Chairs' and Directors' Assembly
7. A member selected by the Faculty Senate (but not necessarily a Senator) who is well informed about the evaluation process and can provide "institutional memory" regarding the evolution of the review process
8. Committee chair appointed by FSEC

*Term:* 3 years

# Adult Learning Committee - assigned to the Faculty Senate and advisory to the Provost

*Purpose:* The Adult Learning Committee (ALC) serves as an advocate for and facilitator of adult learning programs and prior learning assessment for KSU.

*Membership:*

1. *Voting members are 1 representative from each of the following*:*
    a. academic colleges:
        1. Bagwell College of Education
        2. Coles College of Business
        3. College of Architecture and Construction Management
        4. College of Computing and Software Engineering
        5. Norman R. Radow College of Humanities and Social Sciences
        6. College of Science and Mathematics
        7. College of the Arts
        8. Southern Polytechnic College of Engineering and Engineering Technology
        9. Wellstar College of Health and Human Services
        10. Journey Honors College
    b. Graduate Policies and Curriculum Committee
    c. Undergraduate Policy Curriculum Committee,
    d. Office of Undergraduate Advising and Office of Undergraduate Advising and Retention
    e. Graduate College
    f. Student Affairs
    g. Enrollment Services
    h. Registrar
    i. Military and Veteran Services

*Votes to provide recommendations for new and revised credit for prior learning opportunities are reserved only for representatives from academic colleges.

1. *Non-Voting members are 1 representative from the following:*
    a. Representative from Chairs' and Directors' Assembly
    b. Provost designee

*Term:* 2 years, renewable

# Athletics Admissions Advisory Committee - assigned to the Faculty Senate and advisory to the Provost

*Purpose and Procedures:* The Athletics Admissions Advisory Committee (AAAC) will advise the Admissions Office's Undergraduate Admissions Appeals Committee (UAAC) regarding the applications for admission of prospective student-athletes who:

1. do not meet all applicable NCAA initial eligibility standards and/or fall short of KSU admission standards in one or more areas, and/or
2. have a past that contains an incident or incidents that may, if aired, provide negative publicity for the University.

*Membership:*

1. Faculty (3 voting members)
    1. Faculty Athletics Representative to the NCAA will chair the committee.

    2. Two President's Athletics Oversight Council (PAOC) teaching faculty representatives - elected by the teaching faculty representatives of the colleges on the PAOC from among their number. In case of absence, they may name a substitute from among the teaching faculty representatives of the colleges on the PAOC. The substitute will hold a proxy vote but will not chair the meeting.
2. Administration (2 voting members)
    1. Representative of Undergraduate Admissions - Representative will chair the meeting if no faculty representatives are present. In the event the Undergraduate Admissions representative does not agree with the majority vote of the Admissions Advisory Committee on a particular applicant, the representative may submit a minority report to accompany the committee's advisory recommendation to the UAAC.
    2. Representative of the Office of the Registrar
3. Ex Officio Members (2 non-voting members)
    1. Representative of the Graduate Admissions Office
    2. Student-Athlete Support Services Director

# Campus Services Advisory Committee - assigned to the University Council and advisory the Chief Administrative Officer

*Purpose:* This committee will advise the Chief Administrative Officer (CAO), make recommendations for improvements and fee increases, and reflect campus opinion regarding campus services at KSU and other concerns, as directed by the CAO. The results of the committee's work will be reported to the CAO, the University Council, and the President.

*Membership:*

1. Two faculty, at-large, elected by Faculty Senate
2. Two elected by Administrators' Council
3. Two elected by Staff Senate
4. Two appointed by the Student Government Association (SGA). The SGA representatives will serve a one-year term.

*Term:* Other than SGA representatives, members will be elected to serve two-year, staggered terms, beginning Fall Semester, and may be elected to one additional two-year term.

*Meetings:* The committee will meet at least twice during each fall and spring semester. Additional meetings will be held at the discretion of the chair.

# Centers and Institutes Review Committee - advisory to the President and Provost

*Purpose*: The committee reviews reports from centers and institutes, describing how the center or institute is meeting its goals, continues to support the University's strategic vision and mission, and represents an appropriate use of University resources. It will report its recommendations for continuation, modification, or discontinuation to the overseeing administrator (e.g., dean or associate vice president), copying the Provost, the Vice President for Research for each research center or research institute, the center/institute director, and the chair of the department housing the center/institute, if applicable. This committee will follow the policies and procedures as outlined in the Centers and Institutes Policy found on the KSU Policy Portal.

*Membership*:

1. Two faculty members selected by the Executive Committee of the Faculty Senate.
2. One academic dean or other University administrator selected by the Provost.
3. One member of the University faculty (instructional, research, or administrative) or professional staff member selected by the VP for Research.
4. The VP for Research, as a non-voting, ex-officio member of each review of a research center or research institute.

*Term*: 2 years

# Committee on Academic Freedom (CAF) - assigned to Faculty Senate and advisory to the Provost

*Purpose:* To investigate and report alleged violations of Academic Freedom on campus; to propose remedies to Academic Freedom violations or patterns.

*Membership:* Members of the CAF shall be intimately familiar with the principles of Academic Freedom outlined in Faculty Handbook, Section 2.1 and promulgated by the American Association of University Professors (AAUP) and ideally, trained in the application of those principles. The Faculty Senate Executive Committee shall solicit nominations for committee membership from faculty senators and non-senators.

1. Five tenured faculty members elected by a vote of the Faculty Senate with no more than two from any single college
2. One University Ombud (non-voting, ex-officio)

*Meetings:* As needed; this body will meet at least once per academic year.

*Term:* 5 years (staggered)

# Committee on Committees - assigned to the Faculty Senate and advisory to the Faculty Senate, the Staff Senate, the Student Government Association, and the University President

*Purpose:* This body is a non-policy making entity that serves to ensure an efficient committee structure to assist the shared governance process and ensure advisory input is given to the senior administration.

*Membership:* One representative from each of the following.

1. Faculty Senate
2. Staff Senate
3. Student Government Association

*Meetings:* Once per semester

*Term:* 2 years

# Community Engagement Committee - assigned to the Faculty Senate and advisory to the Executive Director for Community Engagement

*Purpose:* The purpose of this committee is to:

1. identify ways in which Kennesaw State University may work collaboratively to build strong university-community partnerships that strengthen the educational experience and help build community capacity,
2. serve as a think-tank for the Executive Director for Community Engagement and provide recommendations on policies and practices that impact the connection between KSU and the larger community, and
3. support and provide guidance for others at KSU seeking to develop and/or manage relationships with the larger community that support the learning experience.

*Membership:* One teaching faculty from each degree-granting college

*Meetings:* At least once per semester

*Term:* 2 years

# Digital Learning Advisory Committee - assigned to the Faculty Senate and advisory to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs designee

*Purpose:* This committee will recommend and advise on policy related to digital learning. The results of this work will be sent to the Faculty Senate and the Office of the Provost and Senior Vice President for Academic Affairs designee.

*Membership:*

1. Voting Members:
    1. One elected teaching faculty representative from each degree-granting college
    2. One faculty representative (appointed by the college dean) with demonstrated expertise in digital learning from each degree-granting college (i.e., a Distance Learning Coordinator)
2. Non-Voting, Advisory Members - One representative from each of the following groups:
    1. Chairs' and Directors' Assembly
    2. Curriculum, Instruction, and Assessment
    3. Digital Learning Innovations
    4. Library Services
    5. Office of the Registrar
    6. University Information Technology Services

*Meetings:* Once per month during the academic year

*Term:* Elected members serve 3-year, staggered terms

# Education Abroad Advisory Committee (EAAC) - assigned to the Faculty Senate and advisory to the Education Abroad Office

*Purpose:* The Education Abroad Advisory Committee (EAAC) is a decision-making committee to review education abroad program proposals and to make policy recommendations for KSU education abroad programs. The EAAC works collaboratively with the University's academic colleges and departments, various campus partners and education abroad stakeholders, and the Education Abroad Office (EAO) to support programmatic development and program quality through the review of program proposals and associated guidelines, policies, and procedures.

*Procedures:*

1. The senior EAO leadership (Director or Executive Director) leads and chairs this committee in an ex officio capacity.
2. The committee reviews the faculty-led program proposal criteria each year in order to make recommendations for any revisions to the program proposal process. All criteria and internal policies will be posted on the EAO's website and will be updated as needed. All meeting minutes will be posted to the EAO's website.
3. The committee will discuss and vote on policies and procedures, as needed, based on new institutional initiatives, best practices in international education, and topics introduced as a result of previous program areas of opportunity.
4. Each committee member should attend every meeting and in cases where there is a conflict, is responsible for sending an active substitute to represent their college. This substitute should be prepared to vote on behalf of the college and be trained in committee activity expectations.
5. Committee members must complete all faculty trainings required for education abroad program directors.
6. Each committee member will receive an orientation from Global Education and relevant campus partners to introduce and train on responsibilities.
7. Committee members will take part in a documented process to formally review and acknowledge assigned program proposals on behalf of their college.
8. Committee members may be asked to serve on relevant tasks force groups related to education abroad programs.
9. The committee will meet formally on a quarterly basis and on an as-needed basis to review education abroad program proposals, guidelines and policies governing education abroad, and new initiatives involving education abroad programs on the following schedule: October - General Meeting, December - General Meeting, February - General Meeting, April - General Meeting. Additional meetings may be called as necessary.

*Program Proposal Review:*

1. The applicable department chair/school director and college dean evaluate and select education abroad program proposals before the proposals are routed to the EAAC. The chair/director and dean approvals are based on academic/disciplinary requirements (academic rigor, quality, course content and delivery, format, institutional expectations, and contact hours) and ensuring the proposal meets criteria established by the respective college. In some cases, colleges will also have international committees to contribute to this process.
2. Following proposal submissions, the international committee within each academic college (or designees) will be asked to prioritize proposals in the manner that best suits the academic college's needs and submit the prioritizations to the EAO in advance of the formal committee meeting.
3. The EAO will provide an annual timeline to ensure submissions have an opportunity to obtain appropriate approvals and are considered prior to the program's submission deadline and to ensure academic colleges have a reasonable amount of time to review proposals in advance of the committee meeting.
4. Each EAAC member coaches and supports the respective college through the review process based on the proposal review criteria. The EAO serves as a support and resource to partner with faculty and committee members to achieve quality proposal submissions.
5. Program proposals approved by a college are submitted to the EAAC by the committee's deadline and evaluated primarily on the following: aptitude, completeness, detailed itinerary, detailed budget, innovative program concept design, diversity, safety/risk management, knowledge and experience, previous success, and curricular significance.
6. The EAAC will review syllabi and documented contact hours to assure compliance with approved policies and procedures of the University.
7. The colleges will provide final course and contact hour approval according to approved policies and procedures of the University.
8. Elected faculty representatives will serve as the primary reviewers and decision-makers on education abroad guidelines and lead discussion of proposals from the respective college. Faculty members who submit a proposal will not review their own programs.

9. Following review, the committee's recommendations, based upon the above criteria, will be reported to submitting faculty on behalf of the committee. The proposal notification categories are as follows: approved, approved with revisions, and revise and resubmit for the following academic year.
10. Proposals designated for revision must receive final committee approval and meet all necessary criteria prior to program promotion or enrollment.

*Membership:*

1. Voting Members:

One tenured, tenure-track, or full-time, permanent faculty member elected from each academic college. Faculty elected to serve on this committee should have experience directing an education abroad program and have experience with budgeting and international risk management best practices. Faculty will serve two-year terms and due to the training and engagement expectations, academic colleges are encouraged to support multiple consecutive terms.

1. Ex Officio, Non-Voting Members:
    1. Education Abroad leadership
    2. One administrator from the Division of Student Affairs
    3. One administrator from Enrollment Services
    4. One administrator from the Academic Affairs budget office

Ex officio members are either selected by the committee chair based on their involvement in education abroad programs or appointed by the respective departments.

*Meetings:* October, December, February, April, and as needed.

*Term:* 2 years

# Faculty Development Committee - assigned to the Faculty Senate and advisory to the Provost

*Purpose:* This committee functions as the think-tank for and oversight body for all faculty development programs.

*Membership:*

1. One elected faculty member from each degree-granting college
2. Executive Director of the Center for Excellence in Teaching and Learning (CETL), ex officio
3. Additional CETL staff, as needed, non-voting

*Meetings:* At least once per semester.

*Term:* 2 years

# Faculty Handbook Committee - assigned to Faculty Senate and advisory to the Provost

*Purpose:* Maintain the most recent/up-to-date and approved version of the Faculty Handbook and incorporate any future approved changes to the handbook that went through the shared governance process.

*Membership:*

1. One member of the Faculty Senate Executive Committee
2. Senior Associate Vice President for Faculty

*Meetings:* As needed to ensure an up-to-date, correct Faculty Handbook and at least once per academic year

*Term:* 2 years

# Foundation Award Committees - assigned to the Executive Director for Faculty Development, Recognition, and the Center for Excellence in Teaching and Learning and advisory to the Kennesaw State University Foundation

*Purpose:* Members of these committees evaluate applications and select recipients of the following Faculty Awards funded through the generosity of the KSU Foundation. There are five committees.

*Membership:*

Committee for Teaching Awards (responsible for the Outstanding Teaching, Outstanding Online Teaching, and Outstanding Part-Time Teaching awards)

1. One elected representative from each degree-granting college
2. Executive Director for Faculty Development, Recognition, and the Center for Excellence in Teaching and Learning (CETL) - convener

Committee for the Outstanding Scholarship and Creative Activity Award

1. One elected representative from each degree-granting college
2. One representative from the Office of Research
3. Executive Director for Faculty Development, Recognition, and CETL - convener

Committee for the Conference USA Faculty Achievement Award

1. One elected representative from each degree-granting college
2. Faculty Athletics Representative
3. Student-Athletics Advisory Committee President
4. Executive Director for Faculty Development, Recognition, and CETL - convener

Committee for Other Awards (responsible for University Distinguished Professor, Outstanding Early Career Faculty, and Outstanding Professional Service and Community Engagement Award)

1. One elected representative from each degree-granting college
2. Executive Director for Faculty Development, Recognition, and CETL - convener

*Term:* 2 years

# General Education Council (GEC) - assigned to the Faculty Senate and advisory to the Associate Vice Provost for Curriculum and Academic Innovation

*Purpose:* The GEC is a faculty-driven, student-focused council. The primary goals of the GEC are to (1) develop and maintain a unified, integrated, and effective general education program; (2) ensure alignment with BoR policies, as well as KSU policies and mission; (3) identify and align the learning outcomes of core curriculum courses; (4) determine whether courses fit into the core curriculum; (5) communicate with administration, faculty, and staff regarding core curriculum and general education; and (6) serve as a resource to the KSU community.

The council is advisory to the Faculty Senate and the Assistant Vice President for Curriculum and Innovation in the Office of the Provost and Senior Vice President for Academic Affairs.

*Membership:* The council is chaired by the Faculty Executive Director of General Education and Curriculum Development. Membership is limited to full-time faculty. Members may have administrative duties in their department or college at or below a director level.

1. Voting Members:

A voting executive committee membership is comprised of one representative per undergraduate-serving college. Executive committee members will be expected to ensure attendance and participation in the committee.

1. Non-Voting Members:

A non-voting advisory membership is comprised of one representative per department teaching general education courses. Members of the advisory group advise their college executive committee representative. Colleges are encouraged to have their own meetings between advisory members and the executive committee representative to ensure appropriate communication between the GEC and administrators, faculty, and staff in the college.

1. Non-Voting Advisory Members to the Executive Committee
    1. Faculty Director of General Education
    2. Associate Vice Provost for Curriculum and Academic Innovation or designee
    3. Curriculum Support Office representative(s)
    4. Student Government Association representative
    5. Chairs' and Directors' Assembly representative
    6. Advising representative
    7. Office of the Registrar representative
    8. Assessment Office representative
    9. University Libraries Faculty representative

*Meetings:* Monthly during the academic year. The executive committee may meet additionally, as required.

*Term:* 3 years. A voting member may serve two consecutive terms but must take at least one term off before serving again.

# Graduate Policies and Curriculum Committee (GPCC) - assigned to the Faculty Senate and advisory to the Assistant Vice President for Curriculum and Innovation and Dean of the Graduate College

*Purpose:* The GPCC receives graduate course and program proposals from colleges and departments and ensures their compliance with University policies and goals for graduate education. This committee also approves changes in post-baccalaureate curriculum, including the addition or deletion of courses, approval of new programs or concentrations, and changes in program requirements. The committee recommends or reviews changes in graduate policies and procedures and monitors assessment of graduate programs. The committee's recommendations will be directed to the Assistant Vice President for Curriculum and Innovation, Dean of The Graduate College, Provost, and President for their action, and to the Faculty Senate Executive Committee for monitoring GPCC activities. The committee also makes recommendations regarding the curriculum development and review process to the Faculty Senate.

*Membership:*

1. Voting:

Two members of the Graduate Faculty (Full or Provisional status) from each college housing a graduate program. No more than one member from the Graduate Faculty from a college may be a graduate program director or coordinator.

1. Ex-officio (non-voting):
    1. All graduate program directors or coordinators
    2. Associate and Assistant Deans of The Graduate College

3. Office of Graduate Admissions
4. One representative from the Curriculum Support Office
5. One representative from Accreditation and Policy
6. Director of Digital Learning Innovations
7. Assistant Vice President of Library Services or designee
8. Dean of Graduate College
9. Registrar or designee
10. One graduate student elected by the Graduate Student Association
11. Two faculty from any academic college without a graduate program

*Term:* 3 years

# Grievance Oversight Committee (ad hoc) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost

*Purpose:* The committee, in collaboration with the Provost and the Ombuds, has the responsibility of evaluating the effectiveness of the Faculty Conflict Resolution Policy and recommending changes in the policy to the Faculty Senate and other shared governance bodies.

*Membership:*

1. Three Faculty Senate representatives elected by the Faculty Senate
2. One chair elected by the Chairs' and Directors' Assembly
3. One dean or assistant/associate dean elected by the Academic Deans Council
4. One representative from Legal Affairs
5. One representative from the Office of Institutional Equity

*Note:* The chair and dean should not be from the plaintiff's college.

*Term:* As needed

# Information Technology Advisory Committee (ITAC) - assigned to the Faculty Senate and advisory to the Chief Information Officer

*Purpose:* The purpose of the ITAC Committee is to: 1) facilitate dialogue between the Office of the Chief Information Officer (CIO), the Faculty Senate, the colleges, and the operational units of the University; 2) provide a forum for students, faculty, and staff to make recommendations concerning access to and use of information technology; and 3) provide feedback about new applications, operating system upgrades, instructional technologies, and respective deployments. ITAC shall appoint working committees and subcommittees as needed to advance the work of ITAC.

*Membership:*

1. One representative from each degree-granting college
2. One representative from Library Services
3. One representative from Community and Professional Education with information technology background or interest
4. One administrator or staff member with information technology background or interest will be appointed from each operational unit, including Academic Affairs, Enrollment Services/Office of the Registrar, University Advancement, Center for Excellence in Teaching and Learning, Student Affairs, Office of the Chief Financial Officer, and Office of the Chief Administrative Office

5. Four undergraduate students selected by the Student Government Association
6. Ex officio, nonvoting:
    1. CIO
    2. Members of University Information Technology Services

*Meetings:* At least twice per semester between August and May

*Term:* 2 years for faculty and staff; 1 year for students

*Executive Committee:*

*Membership:*

1. ITAC Chair
2. ITAC Vice Chair
3. ITAC Secretary

*Meetings:* The executive committee of ITAC will meet monthly from August through May (with the exception of December).

*Term:* 1 year, renewable up to 3 consecutive terms

# Institutional Animal Care and Use Committee (IACUC) for Research Using Animals - assigned to and reporting to the Vice President for Research

*Purpose:* Ensure all regulations pertaining to research on animals are met.

*Membership:* The Federal Animal Care and Use Assurance must include the names, position titles, and credentials of the IACUC chairperson and the members. The committee will consist of no fewer than five members, to include at least:

1. One Doctor of Veterinary Medicine with training or experience in laboratory animal science and medicine, who has direct or delegated program authority and responsibility for activities involving animals at the institution
2. One practicing scientist experienced in research involving animals
3. One member whose primary concerns are in a nonscientific area (e.g., ethicist, lawyer, or member of the clergy)
4. One individual who is not affiliated with the Institution in any way other than as a member of the IACUC and is not a member of the immediate family of a person who is affiliated with the institution

An individual, who meets the requirements of more than one of the categories above, may fulfill more than one requirement. However, no committee may consist of fewer than five members.

*Term:* 3 years, renewable

# Institutional Biosafety Committee (IBC) - assigned to and reporting to the Vice President for Research

*Purpose:* The ensure the biosafety of the University.

*Membership:* The IBC size and composition shall be large enough to represent the range of personnel across the University who perform activities listed in Section II-B of the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules and will include scientists and administrators from KSU and community

representatives. Based on NIH Guidelines, Section IV-B-2-a-(1), the minimum number of IBC members is five. An effort is made to represent all major units served, to have a mix of technical expertise characteristic of the research protocols being reviewed, and to epitomize the diversity of the University community. Committee configuration will be kept in accordance with NIH Guidelines, Section IV-B-2-a.

*Full Members:* The committee shall consist of no fewer than five full members, of whom:

1. At least one member with appropriate infectious disease and recombinant DNA expertise
2. At least two faculty members with experience in rDNA technology and/or biological safety and containment
3. At least two community members, not affiliated with the University, who represent the interests of the surrounding community with respect to health and protection of the environment
4. Biosafety Officer, Environmental Health and Safety Department
5. One research compliance officer (National Institute of Health (NIH) Office of Biotechnology Activities (OBA) contact person), Office of Research
6. One research administrator, Office of Research
7. At least one scientist with expertise in plant containment principles, when experiments utilizing NIH Guidelines, Appendix L, Physical and Biological Containment for Recombinant or Synthetic Nucleic Acid Molecule Research Involving Plants, require IBC approval
8. At least one scientist with expertise in animal containment principles, when experiments utilizing NIH Guidelines, Appendix M, Physical and Biological Containment for Recombinant or Synthetic Nucleic Acid Molecule Research Involving Animals, require IBC approval
9. Vice President for Research, as institutional authorized signing official

*Subject Matter Expertise:*

If a protocol registration is outside the area of expertise of IBC members, the IBC Chair is authorized to seek counsel from an individual knowledgeable in the subject matter to allow for appropriate review and approval or disapproval.

*Appointment to the IBC:*

The Vice President for Research appoints members for a renewable term of three years. Terms of appointment are staggered in a manner such that one-third of the committee is appointed or renewed each year.

*The IBC Chair:*

The Vice President for Research appoints the committee chair from within the membership of the IBC for a term of three years. The chair's responsibilities include prescreening submitted registrations, as necessary, approving registrations or recommending review by the full committee, reviewing and approving amendments and updates, as necessary, ensuring member training, a task that may be designated to another qualified individual, setting meeting agendas, establishing meeting dates, and conducting and managing meetings.

*Term:* 3 years, renewable

# Institutional Review Board (IRB) for Research with Human Participants

*Purpose:* This committee is charged with the prior review and approval of all research involving human subjects that is conducted under the auspices of Kennesaw State University.

*Membership:*

1. Vice President for Research
2. Director of Grants and Contracts, Office of Research
3. Ten faculty members appointed by the Vice President for Research in consultation with college deans for staggered three-year terms. Faculty representatives will have diverse backgrounds, as required to promote

complete and adequate review of research activities reviewed by the committee. Faculty will have the professional competence necessary to review the specific assigned research activities. At least one faculty member appointed will have scientific research experience.

4. One community member: The President, Provost, Vice President for Research, Dean of the Graduate College, or college deans will recommend volunteer appointments for staggered three-year terms. Neither this person nor the members of the person's immediate family should be affiliated with Kennesaw State University.
5. Wellstar Medical Staff appointed by the Vice President for Research

To allow for added expertise in review of biomedical studies, the Vice President for Research, through consultation with the Wellstar SVP & COO WMG Officer, or designee, and the Senior Vice President Chief Nurse Executive, will appoint four members of the Wellstar medical staff to the KSU IRB. KSU will appoint one physician as a regular voting member and one as an alternate and one nurse as a regular voting member and one as an alternate. Regular members have full membership responsibilities with the KSU IRB. Alternate members are encouraged to attend board meetings, provide expertise on protocols under review, and assist the IRB Chair in conducting expedited reviews of protocols; but alternates are not to vote at meetings unless the regular member is absent.

# Library Advisory Committee - assigned to the Faculty Senate and advisory to the Faculty Senate, the Dean of Library Services, and the Provost

*Purpose:* This committee will serve as an advisory group to the Dean of Library Services and liaison with each college and group represented regarding library needs and issues. It will make recommendations and advise the Dean of Library Services in the development and refinement of library policies. The results of this committee's work will be reported to the Dean of Library Services, Provost, and President.

*Membership:*

1. One elected faculty member from each degree-granting college
2. One librarian appointed by the Dean of Library Services
3. One library staff representative elected by the library staff members
4. One undergraduate student appointed by the President of Student Government Association
5. One graduate student appointed by the President of Student Government Association.

*Term:* 2 years

# Policy Process Council (PPC)

*Purpose:* The Policy Process Council is a non-voting, collaborative, and representative body. The PPC reviews new and revised University-level policies and suggests revisions to policy drafts, when appropriate. PPC members notify their constituents about policy drafts and approved policies. The PPC Chair assists responsible offices with policy development and revision, coordinates policy draft presentations to the shared governance bodies and administrative review groups. Feedback from these groups is compiled and presented to the President and Provost for consideration prior to policy approval. The President and Provost make the final approval decisions for all university policies More information about university policies and the Policy Process Council is available at https://policy.kennesaw.edu/

*Membership:* One representative from each senate, the Chairs' and Directors' Assembly, and the Academic Deans' Council plus each division/office/department listed:

1. Staff Senate
2. Faculty Senate
3. Student Government Association
4. Academic Deans' Council
5. Chairs' and Directors' Assembly

6. Administrators Council
7. Division of Legal Affairs
8. Division of Student Affairs
9. Office of the Vice President of Administration
10. Office of the Vice President for External Affairs
11. Office of the Vice President of Finance
12. Academic Affairs and Office of the Provost
13. Division of University Advancement
14. University Information Technology Services
15. Department of Athletics
16. Internal Audit Department
17. Human Resources
18. Office of Cybersecurity
19. Office of Institutional Research
20. Office of Research
21. Records and Information Management Office

*Term:* 1 academic year, renewable

# Promotion and Tenure Process Review Committee - assigned to the Faculty Senate and advisory to the Provost

*Purpose:* Examine proposed revisions to the Promotion and Tenure process. The revisions can be about: a) promotion and tenure processes and procedures, including structure and content (e.g., conflict of interest or conflicting guidelines), (b) violations of process (late letters, committees not elected according to guidelines, etc.), or c) potential ethical indiscretions/violations, such as tampering with a candidate's portfolio documentation during the promotion and tenure process. Note that potential ethical indiscretions during the promotion and tenure process should be directed to the Provost or designee.

*Membership:* Committee membership consists of all the chairs of college promotion and tenure committees from the previous year.

*Meetings:* Called by the chair, as needed

# Provost's Athletics Oversight Council (PAOC) - assigned to the Faculty Senate and advisory to the Provost

*Purpose:* The Provost's Athletics Oversight Council is charged with strategic oversight of all academic matters related to intercollegiate athletics and all policies that impact student-athlete academic success and welfare. It is advisory to the Provost. More specifically, the PAOC serves in conjunction with the Provost to assure institutional control expected by the NCAA and the Board of Regents is in place. The Council is tasked with providing advice and counsel to the Provost and the Athletic Director to ensure academic integrity of KSU's intercollegiate athletics programs and its student-athletes, NCAA and conference rule compliance, and student-athlete welfare, particularly concerning academic success and career preparation. The PAOC will also aide in reviewing strategic and budget planning and implementation as it relates to student-athlete welfare and success. The PAOC ensures that KSU policies related to, but not limited to, special admissions, game scheduling, and academic support are consistent with the academic mission of the University.

*Membership:*

1. Teaching Faculty, voting:

        1. Faculty Athletics Representative to the NCAA (FAR), who chairs the council, appointed by the President
        2. Five faculty representatives elected by the KSU Faculty Senate following a call for nominations from the at-large teaching faculty. Faculty terms are staggered, three-year, and renewable. If a faculty member leaves midterm, a new member will be elected by the KSU Faculty Senate for the remainder of the term. No more than one elected faculty representative selected per college. At least one faculty representative from each campus.
    2. Administrators, voting:
        1. Director of Athletics
        2. Vice President for Student Affairs or designee
        3. Athletic Department Senior Woman Administrator
        4. Assistant Athletics Director for Compliance
        5. Assistant Athletics Director of Student-Athlete Success Services
    3. Students, voting:
        1. Two student athletes appointed by the Student-Athlete Advisory Committee for a one semester term, one from a men's sport and one from a women's sport
        2. One student elected by the Student Government Association for a one-year term
    4. Community Members:
        1. One voting member with a one-year, renewable term
        2. Alumni or other community member appointed by the Provost (optional)
    5. Ex officio, non-voting:
        1. Provost or designee
        2. Chief Financial Officer or designee

*Meetings:* The PAOC must meet at least once per fall and spring academic semester.

*Term:* 3 years, except where noted

# Radiation Safety Committee (RSC) - assigned to and reporting to the Vice President for Research

*Purpose:* This committee is charged to provide oversight for all aspects of radiation safety at KSU related to the use of ionizing and non-ionizing radiation sources, equipment or devices in facilities owned or controlled by KSU.

*Membership:* Committee size and composition should be representative of the distribution of radiation users across the University. Representation shall be determined by the Vice President for Research through collaboration with the Director of Environmental Health and Safety, who will suggest the appointment of knowledgeable users from the research and academic community

1. Radiation Safety Officer, Environmental Health and Safety Department.
2. A designated management representative of the Office of Research, who is neither a user nor the RSO.
3. Qualified community members from departments where radiation is used or from other Universities.

*RSC Chair:* The Chairperson has the responsibility for conducting regular Committee meetings and implementing the control functions of the Committee. The Chair works closely with the RSO to ensure that the directives of the Committee are properly implemented. The Committee members elect the Chair from within the Committee membership for a renewable three-year term.

*Term:* 2 years, renewable

# Undergraduate Policies and Curriculum Committee (UPCC) - assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost

*Purpose:* This committee evaluates proposed changes to the undergraduate curriculum for consistency with University policies and goals and forwards approved proposals to the Provost. This body provides periodic reports of its actions to the Faculty Senate Executive Committee. As needed, this body makes policy recommendations to the Faculty Senate regarding the undergraduate curriculum development and review process.

*Membership:*

1. Voting
    1. Two elected faculty members from each degree-granting college
    2. One from Honors College
    3. One elected from the General Education Council
    4. Two undergraduate students appointed by the President of Student Government Association in consultation with the Vice President for Student Affairs
2. Ex-Officio (Non-Voting)
    1. Assistant Vice President for Curriculum and Innovation
    2. Office of Curriculum Support
    3. One representative from Accreditation and Policy
    4. One librarian
    5. Registrar
    6. Director of Digital Learning Innovations

*Term:* 3 years

# University Faculty Committee on Global Engagement (UFCGE) - assigned to the Faculty Senate and advisory the Vice Provost for Global Affairs

*Purpose:* This committee will serve as an advisory group to the Vice Provost for Global Affairs and will represent their respective college or unit concerning global interests and issues. It will make recommendations and advise the Vice Provost in the area of global engagement and strategic planning, among other duties, as designated. The committee will review, measure and, evaluate strategic initiatives for global engagement programing, including the Global Engagement Certification. The results of this committee's work will be reported to the Provost and President.

*Membership:* Each member shall possess a genuine interest and passion for global engagement. The representative must be ready, willing and able to represent the respective unit or faculty of the college and assist in coordinating international activities within the college or unit on behalf of the committee.

1. One elected or appointed faculty member from each degree-granting college to serve as that college's representative and global affairs coordinator. It is recommended that each degree-granting college have a global affairs committee and the chair or an active member of that committee, who has conducted a study abroad trip, serve as the college's representative and coordinator and assist in coordinating international activities within the college on behalf of the committee. Faculty representatives should serve three-year, renewable terms.
2. Ex Officio
    1. Vice Provost for Global Affairs
    2. One representative from Global Education

3. One representative from the Office of Organizational Effectiveness and Leadership and Institutional Development
4. Other ex officio members as recommended by the Vice Provost for Global Affairs

*Term:* 3 years, renewable

# 3.2 - General Faculty Meeting

The President and the Provost are responsible for calling general faculty meetings when appropriate and as necessary.

## Reconsideration of Senate Recommendation

1. Any individual or group of individuals from any constituency who objects to a recommendation of the senate may submit that objection, and the reasons for it, to the President in writing.
2. The President will call a meeting of the appropriate constituents for reconsideration if:
    1. A petition signed by 20% of the faculty or more is submitted to the President's office, or
    2. A petition signed by 20% of the staff or more is submitted to the President's office, or
    3. A petition signed by 5% of the student body is submitted to the President's office; and
    4. Said petition(s) is (are) received by the President's office within 14 days of the publication of the recommendations as noted in the senate minutes.
3. A senate recommendation will be overridden by a 2/3 vote of the faculty present at the general faculty meeting.

# 3.3 - University System of Georgia Advisory Committees

The BoR of the University System of Georgia has established an Advisory committee for each academic discipline and administrative function. The purpose of these committees is to advises the BoR on proposed new policies and policy changes. The committees are also instrumental in the planning and execution of policy implementation. More information about the USG Advisory Committees is available at https://www.usg.edu/committees/.

# 3.4 - Atlanta Regional Council for Higher Education (ARCHE)

The Atlanta Regional Council for Higher Education is an association of public and private colleges and universities in the Atlanta-Athens area. The Council is involved in cooperative academic endeavors, such as interlibrary lending, cross-registration, and visiting scholar programs. The ARCHE website is https://www.atlantahighered.org/.

# 3.5 - Departmental Bylaws and Department Faculty Councils

## A. Departmental Bylaws

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 or designee.

Each department/school will have written bylaws that will describe the roles, procedures, and membership of all department/school standing committees. The bylaws will provide a procedure for the approval and amendment of such bylaws by a majority vote of the department/school's Corps of Instruction taken by ballot.

An up-to-date version of the bylaws will be posted on an Academic Affairs webpage. The department/school and/or college may also directly link to this webpage.

The bylaws will provide for a Department Faculty Council and will be constituted in a way consistent with the parameters outlined below. The bylaws will provide a procedure for the approval and amendment of such bylaws by a majority vote of the department/school's Corps of Instruction taken by ballot. The Department Faculty Council will operate as an ad hoc body until the bylaws have been developed and approved.

# B. The Department Faculty Council (DFC)

**The Role and Purpose of the DFC**

The DFC is advisory to the department chair or school director, who holds decision-making authority at the department/school level. The purpose of the DFC is to promote collegiality and effective shared governance of the department/school by increasing the transparency and two-way communication between the faculty and the department chair or school director with regard to the development of policy and to increase communication about the implementation of policy.

**Composition of the DFC**

The exact method by which the department/school elects its representatives to the DFC will be determined by vote of the department/school's Corps of Instruction.

A majority of the DFC should be tenured or tenure-track faculty if possible. All members of the DFC must be members of the department/school's Corps of Instruction.

A DFC will consist of at least three members, all elected by vote of the department/school's Corps of Instruction unless the DFC consists of a committee of the whole. A department/school may recall any DFC member by 2/3 vote unless the DFC consists of a committee of the whole.

The department chair or school director is an ex officio, non-voting member of the DFC. The department chair or school director will respect their DFC's desire, on occasion, to meet without the department chair or school director present.

The department chair or school director is not eligible to vote for or to serve as a representative to the DFC.

**DFC Leadership**

The DFC chair must be elected by the elected members of the DFC from among their numbers.

**Operation**

Consistent with DFC's purpose of providing greater transparency and two-way communication between the faculty and the department chair or school director, the DFC will have the right to prompt access to department/school information relating to the planning and implementation of departmental or school policies.

Once the DFC is established in a particular department/school, the DFC should work with the dean and/or the Office of the Ombuds to address problems arising in its work that may require external assistance and should notify the Faculty Senate Executive Committee for information purposes.

**Frequency of Meeting and Summer DFCs**

The DFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting will be called by the DFC chair. The department chair/school director or any other member of the DFC can request a meeting by contacting the DFC chair.

Each DFC will take necessary measures to assure continuing functioning of the DFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name or elect proxies from among the department/school's Corps of Instruction , and electing an acting DFC chair. Determining the best mix of such necessary measures will be the decision of the DFC itself, based on immediate circumstances and without outside intervention. Such a "Summer DFC" will be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the department/school during the summer months and consulted accordingly.

# 3.6 - College Bylaws and College Faculty Councils

## A. College Bylaws

The college bylaws and revisions to the bylaws must be approved by the College Faculty Council, the college dean, and the Provost or designee.

Each college will have written bylaws that will describe the roles, procedures, and membership of all college standing committees. The bylaws will provide a procedure for the approval and amendment of such bylaws by a majority vote of the Corps of Instruction of the college to be taken by ballot.

An up-to-date version of the bylaws will be posted on an Academic Affairs webpage. Colleges may also directly link to this webpage.

The bylaws will provide for College Faculty Council to be constituted in a way consistent with the parameters outlined below.

## B. The College Faculty Council (CFC)

**The Role and Purpose of the CFC**

The CFC is advisory to the college dean, who holds decision-making authority at the college level.

The purpose of the CFC is to promote collegiality and effective shared governance of the college by increasing the transparency and two-way communication between the faculty and the dean with regard to the development of policy and to increase communication about the implementation of policy. The following areas are examples of issues upon which the CFC may advise the dean:

- Strategic planning
- Annual budgeting
- Hiring
- Space and resource allocation
- Reassign-time
- Salaries and raises
- Appointment and reports of ad hoc committees

Additional areas may be determined in each college on a yearly basis through discussion between the dean and the CFC.

**Composition of the CFC**

All members of the CFC must be members of the college's Corps of Instruction.

A CFC will consist of at least four members. Each department in each college will have at least one representative on its CFC elected by the Corps of Instruction of that department. The college bylaws may specify additional members, for example at large members or additional members for large departments.

Representatives will serve three-year, staggered terms. A department may recall any representative by a 2/3 vote.

The method by which the department will select its representative(s) to the CFC will be determined by vote of the Corps of Instruction of the department.

The college dean will be an ex-officio, non-voting member of the CFC. The dean will respect the council's desire, on occasion, to meet without the dean or members of the dean's staff.

Department chairs are not eligible to vote for or to serve as representatives to the CFC.

**CFC Leadership**

The chair of the CFC must be an elected department representative who has served on the council the previous year.

**Operation**

Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the dean, the CFC will have the right to reasonable access to college information, consistent with privacy rights, in the areas identified in The Role and Purpose of the CFC section.

The CFC should work with the Provost and/or the Ombuds to address problems arising in its work that may require external assistance and should notify the Faculty Senate Executive Committee for information purposes.

All CFCs will open their meetings to the faculty except as required by law or written KSU policy, publish agenda and meeting times in advance, and publish minutes or a meeting summary that, at a minimum, records attendance and all actions, decisions, or recommendations of the CFC within one week of the end of the relevant meeting.

**Frequency of Meeting and Summer CFCs**

The CFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting will be called by the chair of CFC. The dean or any other member of the CFC can request a meeting by contacting the chair of the CFC.

Each CFC will take necessary measures to assure continuing function of the CFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing each member to name a proxy from among the Corps of Instruction of the respective department, and the election of an acting CFC chair. Determining the best mix of such necessary measures will be the decision of the CFC itself, based on immediate circumstances and without outside intervention. Such a "Summer CFC" will be recognized by the administration as the legitimate representative of faculty interests in the shared governance of the college during the summer months and consulted accordingly.

# 3.7 - Undergraduate and Graduate Curriculum Review and Approval Process

The approval of curriculum is the collective responsibility of the faculty. The curriculum development and review process will be guided by the policies and goals of the University and corresponding college(s) and department(s)/school(s). Proposed changes and reactions to those proposals should be communicated to all interested parties and multiple viewpoints should be considered.

Faculty may initiate proposals by completing and submitting the appropriate proposal forms. The forms are available at https://campus.kennesaw.edu/faculty-staff/academic-affairs/curriculum-instruction-assessment/.

# 3.7.1 - Academic Program Coordination

Kennesaw State University assigns responsibility for program coordination to an academically qualified professional for each major in a degree program and for some degrees where a major is not identified, each concentration or curriculum area for a degree program.

The academic program coordinator assures that the assigned degree program, concentration, or curricular area:

- contains essential curricular components, and
- has appropriate content and pedagogy.

To that end, the academic program coordinator:

- must be academically qualified to teach in and coordinate the assigned program,
- advises the department faculty and administrators about modifications to the program, and
- must ensure that approved curriculum changes are communicated to the academic unit that houses the program and to the relevant academic advisors.

Each academic program coordinator is appointed by the applicable supervisor (i.e., department chair, school director, or dean).

The bylaws of the hosting academic unit must list the curricular area(s) for which an academic program coordinator is assigned. The bylaws may enumerate additional responsibilities for an academic program coordinator based on the level and/or complexity of the academic program, and/or on duties assigned by the supervisor(s). The Graduate College, in consultation with the Graduate Policy and Curriculum Committee (GPCC) and the Graduate Council, defines the qualifications and expectations of the University's Graduate Program Coordinators.

# 3.7.2 - Curriculum Review Process

There are three categories of proposals, each with a different set of reviewing levels. In the description below, UPCC denotes the university-wide Undergraduate Policies and Curriculum Committee and GPCC denotes the university-wide Graduate Policies and Curriculum Committee.

**Category 1.** Proposals for Special Topics courses require approval by the:

1. Department chair/school director
2. Department/school curriculum committee (if special topics course)
3. Education Abroad Director (if study abroad course)
4. Honors College Dean or designee (if honors course)
5. Registrar

**Category 2.** All other complete course and program proposals require approval by the:

1. Department/school curriculum committee
2. Department chair/school director
3. College curriculum committee
4. College dean
5. Education preparation council for an education course or program
6. Education dean for an education course or program
7. General education council for a general education course
8. UPCC or GPCC
9. Provost or designee

10. President for a new program

**Category 3.** Expedited course and program proposals require approval by the:

1. Department/school curriculum committee (if special topics course)
2. Department chair/school director
3. College curriculum committee
4. College dean
5. Education preparation council for an education course or program
6. Education dean for an education course or program
7. Provost or designee

*Note: The final decision of any proposal is at the discretion of the Provost and/or the President.*

Rejection of a proposal at any of the designated levels of review precludes adoption of the proposal in its present form and must be accompanied by a written explanation of the rationale behind the rejection. This explanation is to be distributed by the rejecting level of review to all earlier levels of review and to the originator of the proposal.

The curriculum process begins with a faculty originator and must be approved through the process identified for the proposed type of change. The Undergraduate Policies and Curriculum Committee and Graduate Policies and Curriculum Committee will ensure proposals compliance with University policies and goals. The recommendations of UPCC and GPCC will be directed to the Provost designee, Provost, or President as required by the approval needed for the proposed type of action. These committees will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. Originators of proposals under review will be invited to discuss those proposals at scheduled meetings.

Each college curriculum committee will include representatives from all the departments in the college. It will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. Originators of proposals under review will be invited to discuss those proposals at scheduled meetings. Input will be solicited from departments within the college that may be affected by substantive proposals under review. Each college curriculum committee chair should attend, or send a designee to attend, meetings of the UPCC or GPCC, as applicable, to relay input from departments within the college that may be affected by substantive proposals under review from other colleges.

Each department curriculum committee will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. It will discuss substantive proposals with the department before passing those proposals on to the chair. It will share with the department the written explanation of the rejection provided by any level of review.

# 3.8 - Workflow for Changes to University and Faculty Handbooks and Catalogs

Changes to the University Handbook (Shared Governance section), Faculty Handbook, and Catalogs (Academic Policies section) will be routed as outlined here:

* Faculty Senate > * Chairs and Directors Assembly > *Academic Deans Council > Associate VP for Faculty (Handbooks) or Associate VP for Curriculum (Catalogs) > Provost > President > President notifies Associate VPAA of decision > Associate VPAA forwards change to Publication Coordinator for inclusion in next publication.

(*) denotes that the ordering of routing is not sequential.

# Section 4 - Services and Facilities

Kennesaw State University provides a broad array of appropriate academic and student support programs, services, and activities that are consistent with the mission. The following service are described in this section.

4.1 - Library

4.2 - Writing Center

4.3 - University Information Technology Services (UITS)

4.4 - Campus Services

4.5 - Computer Labs

4.6 - Indoor and Outdoor Campus Facilities

4.7 - Health Promotion and Wellness

4.8 - Emergency and After-Hours Assistance

# 4.1 - Library

The Kennesaw State University Libraries are composed of the Sturgis Library, the Johnson Library, and the Library Repository. The University Libraries are designed to meet the teaching, learning, and research needs of the greater University community. Both libraries are available to all KSU students and faculty in addition to having specific resources at the respective locations. The KSU libraries information, learning services, and programs are defined on a single library website and accessed electronically through the campus web site and the Galileo Interconnected Libraries (GIL) portal.

In this endeavor, the University Libraries have acquired in excess of 1,021,343 print and electronic books. Approximately 70 percent of the Kennesaw State University Libraries' monograph collection is available in electronic form. The University Libraries also support databases in all academic disciplines taught at Kennesaw State. The University Libraries use a discovery service and vendor supplied AI service that enables students and faculty to search across these multiple databases, the University Libraries catalog, and the Digital Commons-all in one search effort. These discovery layers increase searching effectiveness and make it easier to find content in different formats, print or digital.

Other collections that are fully online-or approaching fully online-format in full text/image/sound types are available to faculty and enrolled students at all times via login with a KSU netID, regardless of user location. These collections include:

- 103,549 e-journal titles
- 767,935 e-books
- 22,500,000 art and general images
- 14,000 Federal Serial Sets (approximately 9.7 million pages)
- 62,000 federal maps
- 1,300,000 music scores
- 10,000,000 audio recordings
- 70,000 video titles
- 90 collections of datasets representing over 12,000,000 data points

The website address for the Kennesaw State University Libraries is https://campus.kennesaw.edu/offices-services/library/.

# 4.2 - Writing Center

The KSU Writing Center promotes excellence in writing and literacy throughout the KSU community. Recognizing that writing and learning to write are lifelong processes, highly trained writing assistants work one-on-one with undergraduate and graduate students, faculty, and staff online and at locations on both campuses. Writers receive help with any kind of writing for any purpose or discipline, and each session is tailored to address individual questions and concerns. The Writing Center also hosts weekly workshops, clubs, and events that explore specific aspects of writing in fun, small-group settings. Additional writing resources are available through the Center's website and current writing handbooks, including style guides for MLA, APA, IEEE, AP, CMS, and more, are available for use on-site. The Writing Center supports writing across the curriculum and welcomes faculty inquiries about enhancing the use of writing as a tool for learning and teaching in all disciplines.

To schedule an appointment or to learn more about the KSU Writing Center's programs, services, locations, and hours, visit https://campus.kennesaw.edu/current-students/academics/writing-center/.

# 4.3 - University Information Technology Services (UITS)

University Information Technology Services provides campus and online infrastructure for networking, telephones, high-performance computing, and wireless connectivity in addition to supporting all desktop and mobile device computing on campus, including computer labs and virtual labs. Additional services provided include:

- Academic and administrative software applications
- Audiovisual equipment checkout
- Campus websites
- Classroom audiovisual infrastructure
- Student, faculty, and staff web pages
- Identity management
- IT purchases
- Network file storage
- Technology training and documentation
- University email

The KSU Service Desk is the portal to getting assistance or access to University IT Services. They can be reached at 470-578-6999 or service@kennesaw.edu. For more information, see https://campus.kennesaw.edu/offices-services/uits/ .

# 4.4 - Campus Services

Campus Services departments work together to make the University experience successful for students, faculty, staff, and visiting guests. Campus Services includes the departments listed below, which serve KSU by providing the essentials of campus life along with exceptional customer service:

- Campus Postal Services
- Campus Print Shop at Talon Express
- Card Services
- Central Receiving and Distribution
- Copier Services

- Door Access
- Housing and Residence Life
- KCash
- Parking and Transportation
- Student Health Services
- Talon One Service Center
- University Dining
- University Stores
- Vending Services

For more information on the services offered to campus, please visit the Campus Services website at https://campus.kennesaw.edu/offices-services/campus-services/.

# 4.5 - Computer Labs

Information on Student Computer Labs is available at: https://campus.kennesaw.edu/offices-services/uits/get-help/.

# 4.6 - Indoor and Outdoor Campus Facilities

The use of indoor and outdoor recreational facilities and fields of Kennesaw State University for recreational purposes is limited to students, faculty, staff, and alumni at prescribed times set aside for this purpose. Rules and regulations governing the indoor and outdoor facilities are administered by the Department of Sports and Recreation. https://www.kennesaw.edu/student-affairs/wellbeing/sportsrec/.

# 4.7 - Health Promotion and Wellness

The mission of Health Promotion and Wellness is to improve the balance of the intellectual, emotional, physical, social, environmental, and spiritual development of students through awareness and education. Health Promotion and Wellness strives to provide an environment supportive of positive health practices.

Health Promotion and Wellness improves the balance of the intellectual, emotional, physical, social, and occupational development of students through awareness and education. Health Promotion and Wellness promotes student health through four signature program areas, including:

- Nutrition Services where students can meet with a registered dietitian or attend a cooking demonstration class to learn how to prepare nutrition budget friendly meals.
- Peer Health Outreach and Wellness Leaders (OWLs) are paid student assistants who are trained and have obtained national certification in developing, implementing, and evaluating fun interactive wellness programs for fellow students.
- Health education programs are provided to meet the health needs of students. Program Focus may include stress management, alcohol awareness, healthy relationships, sexual health, nutrition, cooking demonstrations, body image, CPR/AED/first aid, physical activity, and general wellness.
- Mental health and suicide prevention training are a priority and available to students, faculty, and staff. Three training courses are available including Kognito, Question, Persuade, Refer (QPR), and Mental Health First Aid. Health communication messages that help individuals and groups understand health and wellness are created and shared with the campus community using print publications, web, social media, video, and audio presentations. More information about Health, Promotion, and Wellness at KSU is available at https://www.kennesaw.edu/student-affairs/wellbeing/wellness/index.php

# 4.8 - Emergency and After-Hours Assistance

## The Office of Emergency Management

The Office of Emergency Management (OEM), a division of the Department of Public Safety, has the primary responsibility of the emergency management function at Kennesaw State. Emergency management is broken up into four core functions or phases: Mitigation, Preparedness, Response, and Recovery. Each phase makes up an integral aspect of the overall Emergency Management System. The four phases are generally identified as a cycle. The vast majority of the emergency management function at an Institute of Higher Education (IHE) are spent on mitigation and preparedness.

More information about KSU's campus emergency procedures, FAQs, training opportunities, and other emergency preparedness resources is available at https://campus.kennesaw.edu/offices-services/emergency-management/. You may also call OEM at 470-578-6985 or email oem@kennesaw.edu. The campus community is encouraged to follow OEM on Facebook and Twitter. It is important to make sure employee cell phone numbers are up to date in the OneUSG system.

## Public Safety and University Police

Located in the Public Safety Building (building 351) adjacent to the West Parking Deck on the Kennesaw Campus and in the ground level of Norton Hall on the Marietta Campus, KSU's Department of Public Safety and University Police is on duty twenty-four hours a day to protect lives and property at Kennesaw State University. The building lobbies are open 24/7 and there is a telephone inside to provide twenty-four-hour access to the KSU Police Communications Center, which is located in the ground level of Norton Hall on the Marietta Campus. The customer service window on the Kennesaw Campus is open during normal business hours (Monday-Friday, 8:00 a.m.-4:00 p.m.). Contact KSU Police at 470-578-6666 for emergencies. Faculty, staff, and students are encouraged to download the LiveSafe App (https://campus.kennesaw.edu/offices-services/livesafe/).

More information is available about the KSU Department of Public Safety and University Policy at https://campus.kennesaw.edu/offices-services/public-safety-police/

## Student Health Services

Wellstar Medical Group operates on-campus, primary-care facilities to provide world-class healthcare. The mission of Wellstar Medical Group and Student Health Services is to keep KSU healthy. Although our primary focus is to serve students, if you are a KSU faculty or staff member, we will be happy to assist you. Should you find yourself injured or feeling sick while on campus, please call our office 470-578-6644 to schedule an appointment. All faculty and staff visits will be billed to your insurance provider and a co-pay may apply.

Should you require travel immunizations, please schedule an appointment at least thirty days prior to travel as recommended by the CDC. An office visit co-pay may apply and many insurance providers do not cover travel immunizations. Please contact your insurance company for additional information.

Wellstar Medical Group encourages you to seek your own primary-care group for ongoing routine and acute visits. More information about Wellstar Group offices near your home is available at https://www.wellstar.org/.

More information regarding KSU's Student Health Services is available at https://campus.kennesaw.edu/offices-services/student-health/.

## Behavioral Response Team (BRT)

Kennesaw State University seeks to foster a proactive climate of care that can only be achieved through cooperative input from the entire community. To that end, KSU has created a Behavioral Response Team (BRT) that takes a planned approach to identifying and assisting individuals who are distressed and/or exhibiting abnormal, threatening, or dangerous behavior. Through early identification, the team can connect individuals of concern with the resources they need to succeed and hopefully prevent crises. The BRT is a multidisciplinary team that meets regularly to assess and manage concerns that have been brought to the attention of the team. The team provides consultation to individuals and departments, outreach to the community, and coordinates a host of resources, including online "At Risk" training to help better prepare faculty, staff, and students to assess and respond to individuals in crisis. The BRT is facilitated through the Office of the Dean of Students and includes representatives and consulting members from Counseling and Psychological Services, Student Health Services, Academic Affairs, Public Safety, Housing and Residence Life, Student Conduct and Academic Integrity, Human Resources, Legal Affairs, and Student Disability Services. More information about the Behavioral Response Team and the Red Flag Report form are available at https://brt.kennesaw.edu/.

# Section 5 - Personnel, Fiscal, and Institutional Policies

5.1 - Reaffirmation of Equal Employment Opportunity Affirmative Action Policies

5.2 - Workplace Policies and Procedures

- 5.2.1 - Americans with Disabilities Act (ADA)
- 5.2.2 - Intellectual Property Policy
- 5.2.3 - Freedom of Expression
- 5.2.4 - Intellectual Diversity and Interpersonal Relations Position Statement
- 5.2.6 - Position Statement on Environmental Awareness
- 5.2.7 - Mission Statement on Occupational Health and Safety
- 5.2.7 - Amorous Relationships
- 5.2.9 - Alcohol and Other Drug Policy
- 5.2.9 - AAUP Statement on Sexual Harassment

5.3 - Campus Health and Safety

- 5.3.1 - Parking and Traffic Regulations
- 5.3.2 - Campus Carry
- 5.3.3 - Visits by Children & Programs Serving Minors
- 5.3.4 - Position Statement on Environmental Awareness
- 5.3.5 - Environmental Occupational Safety (EOS)
- 5.3.6 - Mission Statement on Occupational Health and Safety
- 5.3.7 - Human Immunodeficiency Virus (HIV)

5.4 - Students

5.4.1 - Release of Student Information

5.4.2 - Handling Disruptive Students

5.4.3 - Posthumous Degrees

5.4.4 - Posthumous Certificates of Achievement

5.5 - Awarding Posthumous Degrees or Certificates

5.5.1 - Institutional Review Board (IRB)

5.5.2 - Intellectual Property Policy

5.5.3 - Allegations of Scholarly Misconduct

5.6 - Appeals

# 5.1 - Reaffirmation of Equal Employment Opportunity Affirmative Action Policies

Kennesaw State University provides equal opportunity to all students, employees, and applicants for employment or admission without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. The University shall take action, to the extent allowed under state and federal law, to ensure fulfillment of the policy including, but not limited to, the following areas:

- Recruiting and enrollment of students and the conduct of educational activities
- Recruitment, hiring, and promotion
- Rates of pay or other forms of compensation
- Selection for training
- Layoff or termination
- Fringe benefits

The policy of Kennesaw State University is consistent with the requirements and objectives of Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973 (Sections 503 and 504) and the Americans with Disabilities Amendments Act of 2008 (Title II) and their implementing regulations; the Age Discrimination in Employment Act of 1967; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212 , and their implementing regulations. It is the objective of the University to obtain, without discrimination, individuals qualified and/or trainable for positions by virtue of job-related standards of education, training experiences, or personal qualification.

In keeping with the above listed federal regulations, Kennesaw State University does not and will not unlawfully discriminate against any student, employee, or applicant for employment or admission with regard to any position for which the student or employee qualifies. Kennesaw State University will provide reasonable accommodation for all employees, students, and applicants for employment with physical and mental disabilities as required by law.

The following persons are responsible for ensuring the compliance and continued affirmative implementation of this policy:

Office of Institutional Equity

440 Bartow Avenue NW, MD 2702

English Building, Suite 202

Kennesaw, GA 30144

470-578-6057

Individuals with disabilities may request reasonable accommodations by contacting:

| | | |
|---|---|---|
| **Students** | **Students** | |
| **Kennesaw Campus** | **Marietta Campus** | **Employees** |
| Student Disability Services | Student Disability Services | **Human Resources** |
| Kennesaw Hall, Rm 1205 | 860 Rossbacher Way | 3391 Town Point Drive, Suite 2000 |
| 585 Cobb Ave. NW | Building A, Suite 160 | Kennesaw, GA 30144 |
| Kennesaw, GA 30144 | Marietta, GA 30060 | 470-578-6030 |
| 470-578-2666 | (470) 578-7361 | |

Kennesaw State University policy on equal employment opportunity will be reviewed and revised periodically for the purpose of updating and measuring the progress of the University against stated objectives.

# 5.2 - Workplace Policies and Procedures

5.2.1 - Americans with Disabilities Act (ADA)

5.2.2 - Intellectual Property Policy

5.2.3 - Freedom of Expression

5.2.4 - Intellectual Diversity and Interpersonal Relations Position Statement

5.2.6 - Position Statement on Environmental Awareness

5.2.7 - Mission Statement on Occupational Health and Safety

5.2.7 - Amorous Relationships

5.2.9 - Alcohol and Other Drug Policy

5.2.9 - AAUP Statement on Sexual Harassment

# 5.2.1 - Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) provides civil rights protection to individuals with disabilities. It guarantees equal opportunity for this protected group on the areas of public accommodations, employment, transportation, state and local government services, and telecommunications.

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Kennesaw State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The following individuals have been designated by the President to provide assistance and ensure compliance with the provisions of the Americans with Disabilities Act (ADA):

| Director of Student Disability Services | Assistant Vice President of Human Resources | Assistant Vice President of Facilities Services |
|---|---|---|
| ADA Officer for Students | ADA Officer for Faculty and Staff | ADA Officer for Facilities |
| Student Disability Services | Human Resources | Facilities Services |
| Kennesaw Hall Room 1205 | Town Point, Suite 2000 | Chastain Pointe, Suite 107 |
| 470-578-2666 | 470-578-6030 | 470-578-6224 |

# 5.2.2 - ADA Reasonable Accommodations Policy

The KSU ADA Reasonable Accommodations Policy informs all Kennesaw State University (KSU) employees and job applicants that the University complies with the Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). This policy provides for the procedures established to assist job applicants and KSU employees, including faculty and staff with disabilities, with requesting a reasonable accommodation. More information is available in the KSU ADA Reasonable Accommodations Policy at https://campus.kennesaw.edu/policies-governance/institutional-policies/.

# 5.2.3 - Freedom of Expression

Kennesaw State University recognizes and is committed to upholding the First Amendment rights of all individuals, including freedom of speech and peaceable assembly. KSU also recognizes its responsibility to provide a secure learning environment that allows individuals enrolled at or employed by KSU ("members of the KSU community") to express their views in ways that do not disrupt the operation of the University. More information about Freedom of Expression at KSU is available at:

- Student Affairs Public Forum -https://www.kennesaw.edu/student-affairs/public-forum.php
- KSU Freedom of Expression Policy link to https://campus.kennesaw.edu/policies-governance/institutional-policies/.
- USG Freedom of Expression policy link to https://www.usg.edu/policymanual/section6/C2653.

# 5.2.4 - Intellectual Diversity and Interpersonal Relations Position Statement

Kennesaw State University is an educational community comprised of individuals from different ethnic, racial, and religious groups and of different genders, political beliefs, ages, abilities, and sexual orientations. In light of this diversity, Kennesaw State University is resolved to contribute to the development of an integrated, pluralistic society in which individuals model and support humaneness and respect for the individual.

Kennesaw State University is committed to a diversity of intellectual viewpoints. We trust in a genuine, free marketplace of ideas where faculty and students are encouraged to express their considered opinions openly. We further believe that this intellectual exchange is healthy, democratic, and produces new insights. The exchange of ideas is also a splendid means of encouraging "critical thinking" as long as it is conducted within an atmosphere that respects the dignity of all concerned.

The University is committed to providing quality education, which is enhanced by the perspectives provided by individuals and groups with varying backgrounds and views. Racism, sexism, and other discriminatory attitudes and behaviors impede learning and working. Conversely, respect for differences enhances educational and work experiences. Kennesaw State University is dedicated to creating an environment that cherishes and nourishes this diversity.

# 5.2.5 - Alcohol and Other Drug Policy

The Kennesaw State University Alcohol and Other Drug (AOD) Policy provides guidance to the University community that ensures compliance with federal and state laws and Board of Regents of the University System of Georgia policies and procedures. As a recipient of federal funds, KSU supports and complies with the provisions of the Drug-Free Schools and Communities Act Amendments of 1989 (DFSCA), as articulated in the Education Department General Administrative Regulations (EDGAR), Part 86 - the Drug Free Schools and Campuses Regulations and the U.S. Department of Labor Drug-Free Workplace Act of 1988. Under these federal acts, the University must have an alcohol and other drug policy and distribute it to all students and employees annually.

More information about the Alcohol and Other Drug Policy is available at:

- KSU University Policy Portal - https://campus.kennesaw.edu/policies-governance/institutional-policies/.
- USG Alcohol and Drugs on Campus Policy - https://www.usg.edu/policymanual/section4/policy/C332/#p4.6.4_alcohol_and_drugs_on_campus

# 5.2.6 - Smoke-Free and Tobacco-Free Policy

Kennesaw State University is dedicated to maintaining a healthy working and learning environment for employees, students, and visitors. The KSU Smoke-Free and Tobacco-Free Policy aligns with the Board of Regents of the University System of Georgia Tobacco and Smoke-Free Campus Policy. The purpose of those policies is to create a smoke-free and tobacco-free environment at Kennesaw State University and to establish the KSU Smoke/Tobacco-Free Committee with the responsibility for developing, implementing, and overseeing the policy, procedures, best practices, and activities for the University.

More information about the Smoke-Free and Tobacco-Free Policy is available at https://campus.kennesaw.edu/policies-governance/institutional-policies/.

# 5.2.7 - Amorous Relationships

The USG Amorous Relationships policy applies to all KSU employees. More information on this policy is available at the Board of Regents Policy Manual, Section 8.2.18.6

# 5.2.8 - Sexual Misconduct Policy

In accordance with federal and state law including, Title IX of the Education Amendments of 1972 ("Title IX") and Title VII of the Civil Rights Act of 1964 (Title VII), the University System of Georgia (USG), including Kennesaw

State University, prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. In accordance with applicable federal and state law, the University System of Georgia prohibits members of the KSU campus community from engaging in any form of prohibited discrimination or protected status harassment (including sexual misconduct) and expects individuals to refrain from committing acts of bias within the System's jurisdiction. KSU follows the USG Board of Regents Sexual Misconduct Policy available at https://www.usg.edu/policymanual/section6/C2655/

More information on the KSU Sexual Misconduct Policy is available at https://campus.kennesaw.edu/policies-governance/institutional-policies/.

# 5.2.9 - AAUP Statement on Sexual Harassment

Kennesaw State University follows the basic principles and procedures recommended by the American Association of University Professors in its "Sexual Harassment: Suggested Policy and Procedures for Handling Complaints" printed in its Policy Documents & Reports (1984).

# 5.2.10 - Policy Statement on Sexual Harassment

Kennesaw State University follows the established policy on Sexual Harassment of the Board of Regents (BoR) of the University System of Georgia. That policy (BoR Policy Manual, Section 8.2.18.5) is:

> It is an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or to otherwise discriminate against any person with respect to any matter directly or indirectly related to employment or academic standing. Harassment of an employee on the basis of sex violates law and Board of Regents' Policy.
>
> Sexual harassment of University System of Georgia (USG) employees or students is prohibited and shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or,
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual; or,
3. Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment.

KSU's Sexual Misconduct Policy can be found at: https://equity.kennesaw.edu/titleix/title-ix.php.

Using the definition contained in the Equal Employment Opportunity Commission guidelines, the 1984 "Policy Statement on Sexual Harassment" defines sexual harassment as follows:

> Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment [or academic advancement], (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions [or academic decisions] affecting such individual, (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work [or academic] performance or creating an intimidating, hostile, or offensive working [or academic] environment.

Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed, though women are most often victimized.

## Examples of Sexually Harassing Behavior

Examples of sexual harassment may be found in campus brochures and other documents. Such examples include sexual innuendoes and comments, intrusive sexually explicit questions, offensive jokes or language, unwanted physical contact, offensive gestures or motions, repeatedly asking a person out for a date, threats, leering or ogling at a person's body, stalking, displaying of sexually suggestive pictures or written materials, etc.

## Consenting Relationships

A relationship between a faculty member and a student should be considered one of professional and client in which sexual relationships are inappropriate. The power differential inherent in such relationships, and in those between a supervisor and an employee, compromise the subordinate's ability to freely decide.

Although the University does not specifically forbid sexual relationships between individuals where a professional power differential exists, it actively discourages consenting sexual relationships between faculty and student or supervisor and employee. It warns that a faculty member who enters into a sexual relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

## AAUP Statement on Sexual Harassment

Kennesaw State University follows the basic principles and procedures recommended by the American Association of University Professors in its "Sexual Harassment: Suggested Policy and Procedures for Handling Complaints" printed in its Policy Documents & Reports (1984).

# 5.2.11 - Processing, Investigation, and Resolution of Discrimination and Harassment Complaints

Kennesaw State University (KSU) is committed to maintaining a fair and respectful environment for living, work, and study. To that end and in accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal, expulsion, or termination from KSU. Every member of the KSU community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the University.

The University's complaint process, outlined herein, is the procedure used to investigate complaints or reports of discrimination, end any discrimination and/or harassment found, remedy the effects of discrimination and harassment, and prevent any recurrence or retaliation.

These procedures do not replace the right of the complainant to file complaints or seek remedies available under state or federal law.

University employees identified as witnesses are required to fully cooperate with an investigation. Any member of the University community who willfully disregards, delays, or thwarts an investigation or makes false statements during an investigation may be found in violation of KSU policy and subject to disciplinary action.

Information obtained during the course of the complaint process will be shared only to the extent necessary to conduct a thorough, fair, and impartial investigation.

1. Interim Measures

The Director of Institutional Equity and Title IX Coordinator or designee may implement interim protective measures before the final outcome of an investigation if failure to take the interim measures would constitute a threat to the safety and wellbeing of the complainant or other members of the University community. In addition, the Director of Institutional Equity or designee may implement interim protective measures to ensure equal access to the University's education programs and activities. Such interim measures are not an indication that a violation of the non-discrimination policy has occurred.

2. Initiating an Investigation

As part of the fact-finding process, the investigator will:

- Upon request, provide complainants with information on where to access the nondiscrimination policy or provide a copy of the policy,
- Determine whether complaints fall under the policy and, if the complaints do not fall under the policy, redirect complainant to the appropriate University or off-campus resources,
- Inform the respondent of complaints brought against the respondent and upon request, provide the respondent with information on where to access the policy or provide a copy of the policy, and
- Inform all parties of the University's non-retaliation policy.

3. Informal Process

The informal process is an opportunity to bring resolution to a complaint through awareness, education, and/or a facilitated discussion. Informal resolution may be appropriate if the complainant, respondent, and Director of Institutional Equity or designee agree.

During an informal process, fact-finding occurs to the extent necessary to resolve the conflict and protect the interest of the parties and the University community but the Director of Institutional Equity or designee does not make a determination of whether the policy has been violated. The complainant or respondent always has the option to end the informal process and request a formal process. Informal resolutions may include, but are not limited to:

- Training,
- Changes to work arrangements,
- Informal discussion with person whose conduct, if not stopped, could rise to the level of discrimination or harassment, and/or
- Advisory discussion with the respondent's supervisor.

4. Formal Process

All complaints that are not resolved through the informal process may be resolved through a formal process involving a full investigation conducted by the Director of Institutional Equity and/or designee. As part of the formal process, the investigator will:

- Inform complainants and respondents of rights to be interviewed and provide evidence,
- Obtain information and evidence, including the identity of any witnesses, from complainants and the respondents,
- Attempt to obtain information from the identified witnesses,
- Collect and maintain appropriate documentation,
- Only disclose appropriate information to others on a need-to-know basis, and
- Keep the appropriate supervisors/administrators/faculty informed of the status of investigations.

5. Complaint Resolution

The amount of time needed to conduct investigations depends in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the scope of the allegations, the time period and number of events implicated by or relevant to complaints, the number or availability of witnesses involved, and the volume of documents). The Director of Institutional Equity or designee will provide notice of the outcome of investigations or will advise the parties of the additional estimated amount of time needed to complete investigations.

Upon conclusion, the Director of Institutional Equity or designee will notify complainants and respondents in writing of the results of the investigation. Written decisions will be disclosed only to complainants, respondents, and University officials, as appropriate, to determine and enforce any remedial actions, discipline, or sanctions. The Office of Institutional Equity will follow up, as appropriate, to ensure that any remedial actions, discipline, or sanctions occur.

Complainants are encouraged to report any reoccurrences of conduct that were found to violate the non-discrimination policy and to report any retaliation for complaints or related investigations. Remedial and preventative measures may be implemented by the Office of Institutional Equity, even in the absence of a violation of the policy, if conduct is found to occur that may, if not addressed, rise to the level of a violation. Any unprofessional conduct or inappropriate behavior found during the course of the investigation that is not covered by the policy will be addressed with the respective department or Human Resources.

6. Remedies

Where discrimination or harassment in violation of this policy is determined to have occurred, the University will take timely action to remedy the effects. Potential remedies for complainants include, but are not limited to:

- Changes to employment arrangements, schedules, or supervision that minimize the burden on complainants,
- Training/re-training on appropriate University policies and other relevant topics for individuals or groups implicated in the discrimination or harassment, and
- Other measures designed to repair the negative impact of discrimination or harassment.

7. Sanctions

If a violation of the Policy is found, the level of discipline and type or scope of sanctions will depend on the severity and nature of the discrimination or harassment, the weight of the evidence, and the need to maintain a safe and respectful environment. University employees in violation of this policy are subject to a wide range of sanctions that include, but are not limited to, termination from employment.

If you have a complaint to report to the Office of Institutional Equity, please contact us at 470-578-6057 or via email at eeo@kennesaw.edu

# 5.2.12 - Visits by Children

Kennesaw State University cannot accommodate children of the faculty, staff, and students on campus during normal operating hours, which are 8:00 a.m. - 10:30 p.m., Monday through Thursday, and 8:00 a.m. - 5:00 p.m., Friday. Children are welcome to attend scheduled events and to make brief visits when accompanied by a parent or other adult.

# 5.2.13 - Parking and Traffic Regulations

Kennesaw State University adopts parking and traffic regulations pursuant to the authority conferred upon the Board of Regents to make rules regulations by Official Code of Georgia Annotated (O.C.G.A.), § 20-3-31, and the Constitution of the State of Georgia, Article VIII, Section IV, Paragraph I (b). Those regulations apply to all persons operating motor vehicles at Kennesaw State University and become part of the terms and conditions accepted by all persons

permitted to operate motor vehicles on campus, which includes that property owned or leased by the Board of Regents and designated as Kennesaw State University. Additional information is available at https://parking.kennesaw.edu/.

# 5.2.14 - Amorous Relationships

See Board of Regents Policy Manual, Section 8.2.18.6, Amorous Relationships.

# 5.2.15 - Institutional Review Board (IRB)

The IRB regulates all research activities involving human participants at Kennesaw State University, ensuring that people who participate in research are treated ethically and in compliance with all federal and state laws and regulations. KSU requires prior review and approval to be obtained from the IRB for all research involving human participants, including plans to gather data from participants for a thesis, dissertation, or other student research. The IRB has the authority to approve, require modifications before reconsidering approval, or disapprove research proposals; and to suspend or terminate research that is not conducted in accordance with the IRB's requirements or that has been associated with any possible harm to subjects. The website address for the IRB is https://research.kennesaw.edu/irb/.

# 5.2.16 - Institutional Animal Care and Use Committee (IACUC)

The IACUC regulates all activities involving the use of live vertebrate animals in research, research training, experimentation, biological testing, and related activities at KSU, ensuring research is performed at the highest ethical manner in compliance with federal and state laws and regulations. The IACUC is responsible for review of University facilities housing animals and review of all protocols for consideration of humane animal care and use. The committee advises the Institutional Officer regarding problems or deficiencies and recommends corrective steps. The committee has the authority to approve, require modifications before reconsidering approval, or disapprove research proposals; and to suspend research that is not conducted in accordance with the IACUC's requirements. The website address for the IACUC is https://research.kennesaw.edu/iacuc/.

# 5.2.17 - Institutional Biosafety Committee (IBC)

The charge of the Institutional Biosafety Committee is to assure the safe acquisition, use, and disposal of all biological agents at Kennesaw State University. It is the responsibility of the IBC to establish appropriate health and safety policies in accordance with federal, state, and local regulations and guidelines that cover biological safety and to evaluate work being conducted at Kennesaw State University for biological safety considerations. The website address for the IBC is https://research.kennesaw.edu/ibc/.

# 5.2.18 - Campus Carry

The Kennesaw State University Department of Public Safety and University Police website for information regarding House Bill 280, commonly known as the "campus carry" legislation, is https://police.kennesaw.edu/campuscarry.php.

# 5.2.20 - Freedom of Expression

Board of Regents Policy Manual, Section 6.5, Freedom of Expression is available at https://www.usg.edu/policymanual/section6/C2653.

Kennesaw State University Public Forum information is available at https://publicforum.kennesaw.edu/.

# 5.3 - Campus Health and Safety

5.3.1 - Parking and Traffic Regulations

5.3.2 - Campus Carry

5.3.3 - Visits by Children & Programs Serving Minors

5.3.4 - Position Statement on Environmental Awareness

5.3.5 - Environmental Occupational Safety (EOS)

5.3.6 - Mission Statement on Occupational Health and Safety

5.3.7 - Human Immunodeficiency Virus (HIV)

# 5.3.1 - Release of Student Information

Directory information may be released by the university without the student's written consent. Directory information consists of name, major, advisor, holds, participation in recognized activities and sports, weight and height of athletic participants, dates of attendance and degrees received. Students may deny the release of directory information by requesting in writing to the registrar that such information not be released each semester they are enrolled. However, requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication.

# 5.3.1 - Parking and Traffic Regulations

Kennesaw State University adopts parking and traffic regulations pursuant to the authority conferred upon the Board of Regents to make rules regulations by Official Code of Georgia Annotated (O.C.G.A.), § 20-3-31, and the Constitution of the State of Georgia, Article VIII, Section IV, Paragraph I (b). Those regulations apply to all persons operating motor vehicles at Kennesaw State University and become part of the terms and conditions accepted by all persons permitted to operate motor vehicles on campus, which includes that property owned or leased by the Board of Regents and designated as Kennesaw State University.

More information about parking and traffic regulations is available at https://campus.kennesaw.edu/offices-services/parking/.

# 5.3.2 - Campus Carry

Georgia House Bill 280, as known as "Campus Carry," became effective July 1, 2017, and amended O.C.G.A. 16-11-127.1, allowing the concealed carry of firearms within school safety zones, with certain restrictions. We recognize that the Kennesaw State University community has questions and concerns regarding the concealed carry of firearms on the Kennesaw State University campuses. More information about Campus Carry is available at https://campus.kennesaw.edu/offices-services/public-safety-police/frequently-asked-questions/campus-carry-information.php.

# 5.3.3 - Visits by Children & Programs Serving Minors

Kennesaw State University cannot accommodate children of the faculty, staff, and students on campus during normal operating hours, which are 8:00 a.m. - 10:30 p.m., Monday through Thursday, and 8:00 a.m. - 5:00 p.m., Friday. Children are welcome to attend scheduled events and to make brief visits when accompanied by a parent or other adult.

Kennesaw State University (KSU) Programs Serving Minors Policy is to provide guidance to the campus community and ensure compliance with federal and state laws and the Board of Regents (BoR) of the University System of Georgia (USG) policies and procedures. Periodically conducts, sponsors, or hosts programs designed to serve minors who are not enrolled as students, including, but not limited to, camps, clinics, and after-school programs and activities. The University is dedicated to creating an environment in which minors may safely participate in University sponsored programs or programs operated by third parties held on University facilities. This policy serves to provide guidelines and procedures for programs serving minors to ensure the appropriate protection and supervision of minors participating in university-sponsored programs or programs operated by third parties held on University facilities.

More information on Programs Serving Minors is available at https://campus.kennesaw.edu/offices-services/campus-operations/protecting-minors/ and https://campus.kennesaw.edu/policies-governance/institutional-policies/

# 5.3.4 - Position Statement on Environmental Awareness

Kennesaw State University endeavors to encourage, in each student, faculty, and staff member and in the community, a respect for the worth of the environment and a desire and capacity to recycle, to conserve energy, and to take other measures to help conserve limited resources. This Institution focuses on developing an environmental ethic that promotes excellence, responsibility, and stewardship in environmental affairs and is committed to educating the community about environmental issues.

# 5.3.5 - Environmental Occupational Safety (EOS)

Kennesaw Sate University fulfills the Environmental and Occupational Safety (EOS) requirements as outlined by the Board of Regents (BOR) of the University System of Georgia (USG) policy, through the establishment of a University Safety Council, and designate EOS compliance leadership at Kennesaw State University (KSU). More information is available about Environmental Occupational Safety at https://campus.kennesaw.edu/policies-governance/institutional-policies/

# 5.3.6 - Mission Statement on Occupational Health and Safety

It is the goal of Kennesaw State University to provide a safe work and health environment for all faculty, staff, students, and University visitors. Toward this end, KSU's Environmental Health and Safety Department will ensure compliance with federal, state, and local codes and regulation, provide technical assistance to other departments, and conduct routine facility audits to recognize, evaluate, and control potential hazards. The department also advises University employees on hazard recognition and accident prevention through targeted environmental health and safety trainings.

# 5.3.7 - Human Immunodeficiency Virus (HIV)

Kennesaw State University shall provide academic programs, support services, and social and/or recreational activities to all eligible individuals. In the event that an employee or a student is or becomes HIV positive, that individual shall retain the right to these programs, services, and activities. All actions taken by Kennesaw State University will comply with the laws pertaining to public health practices and the rights of individuals to privacy and confidentiality. Situations which arise will be handled individually in order to provide maximum support to any faculty member, administrator, classified staff employee, or student who is HIV positive and to protect the welfare of the community.

# 5.3.8 - Processing, Investigation, and Resolution of Discrimination and Harassment Complaints

Kennesaw State University (KSU) is committed to maintaining a fair and respectful environment for living, work, and study. To that end and in accordance with federal and state law, Board of Regents policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal, expulsion, or termination from KSU. Every member of the KSU community is expected to uphold this policy as a matter of mutual respect and fundamental fairness in human relations. All members of the faculty, staff, and student body are expected to ensure that nondiscriminatory practices are followed at the University.

The University's complaint process, outlined herein, is the procedure used to investigate complaints or reports of discrimination, end any discrimination and/or harassment found, remedy the effects of discrimination and harassment, and prevent any recurrence or retaliation.

These procedures do not replace the right of the complainant to file complaints or seek remedies available under state or federal law.

University employees identified as witnesses are required to fully cooperate with an investigation. Any member of the University community who willfully disregards, delays, or thwarts an investigation or makes false statements during an investigation may be found in violation of KSU policy and subject to disciplinary action.

Information obtained during the course of the complaint process will be shared only to the extent necessary to conduct a thorough, fair, and impartial investigation.

1. Interim Measures

The Director of Institutional Equity and Title IX Coordinator or designee may implement interim protective measures before the final outcome of an investigation if failure to take the interim measures would constitute a threat to the safety and wellbeing of the complainant or other members of the University community. In addition, the Director of Institutional Equity or designee may implement interim protective measures to ensure equal access to the University's education programs and activities. Such interim measures are not an indication that a violation of the non-discrimination policy has occurred.

2. Initiating an Investigation

As part of the fact-finding process, the investigator will:

- Upon request, provide complainants with information on where to access the nondiscrimination policy or provide a copy of the policy,

- Determine whether complaints fall under the policy and, if the complaints do not fall under the policy, redirect complainant to the appropriate University or off-campus resources,
- Inform the respondent of complaints brought against the respondent and upon request, provide the respondent with information on where to access the policy or provide a copy of the policy, and
- Inform all parties of the University's non-retaliation policy.

3. Informal Process

The informal process is an opportunity to bring resolution to a complaint through awareness, education, and/or a facilitated discussion. Informal resolution may be appropriate if the complainant, respondent, and Director of Institutional Equity or designee agree.

During an informal process, fact-finding occurs to the extent necessary to resolve the conflict and protect the interest of the parties and the University community but the Director of Institutional Equity or designee does not make a determination of whether the policy has been violated. The complainant or respondent always has the option to end the informal process and request a formal process. Informal resolutions may include, but are not limited to:

- Training,
- Changes to work arrangements,
- Informal discussion with person whose conduct, if not stopped, could rise to the level of discrimination or harassment, and/or
- Advisory discussion with the respondent's supervisor.

4. Formal Process

All complaints that are not resolved through the informal process may be resolved through a formal process involving a full investigation conducted by the Director of Institutional Equity and/or designee. As part of the formal process, the investigator will:

- Inform complainants and respondents of rights to be interviewed and provide evidence,
- Obtain information and evidence, including the identity of any witnesses, from complainants and the respondents,
- Attempt to obtain information from the identified witnesses,
- Collect and maintain appropriate documentation,
- Only disclose appropriate information to others on a need-to-know basis, and
- Keep the appropriate supervisors/administrators/faculty informed of the status of investigations.

5. Complaint Resolution

The amount of time needed to conduct investigations depends in part on the nature of the allegation(s) and the evidence to be investigated (e.g., the scope of the allegations, the time period and number of events implicated by or relevant to complaints, the number or availability of witnesses involved, and the volume of documents). The Director of Institutional Equity or designee will provide notice of the outcome of investigations or will advise the parties of the additional estimated amount of time needed to complete investigations.

Upon conclusion, the Director of Institutional Equity or designee will notify complainants and respondents in writing of the results of the investigation. Written decisions will be disclosed only to complainants, respondents, and University officials, as appropriate, to determine and enforce any remedial actions, discipline, or sanctions. The Office of Institutional Equity will follow up, as appropriate, to ensure that any remedial actions, discipline, or sanctions occur.

Complainants are encouraged to report any reoccurrences of conduct that were found to violate the non-discrimination policy and to report any retaliation for complaints or related investigations. Remedial and preventative measures may be implemented by the Office of Institutional Equity, even in the absence of a violation of the policy, if conduct is found to occur that may, if not addressed, rise to the level of a violation. Any unprofessional conduct or inappropriate behavior found during the course of the investigation that is not covered by the policy will be addressed with the respective department or Human Resources.

6. Remedies

Where discrimination or harassment in violation of this policy is determined to have occurred, the University will take timely action to remedy the effects. Potential remedies for complainants include, but are not limited to:

- Changes to employment arrangements, schedules, or supervision that minimize the burden on complainants,
- Training/re-training on appropriate University policies and other relevant topics for individuals or groups implicated in the discrimination or harassment, and
- Other measures designed to repair the negative impact of discrimination or harassment.

7. Sanctions

If a violation of the Policy is found, the level of discipline and type or scope of sanctions will depend on the severity and nature of the discrimination or harassment, the weight of the evidence, and the need to maintain a safe and respectful environment. University employees in violation of this policy are subject to a wide range of sanctions that include, but are not limited to, termination from employment.

If you have a complaint to report to the Office of Institutional Equity, please contact us at 470-578-6057 or via email at eeo@kennesaw.edu

# 5.4 - Students

5.4.1 - Release of Student Information

5.4.2 - Handling Disruptive Students

5.4.3 - Posthumous Degrees

5.4.4 - Posthumous Certificates of Achievement

# 5.4.1 - Handling Disruptive Students at KSU

Kennesaw State University's Student Code of Conduct, the Department of Student Conduct and Academic Integrity (SCAI) (formerly Judiciary Programs) policies and procedures, and campus police are organized in ways to preserve and protect the health, safety and academic integrity of the campus community. For a complete version of the SCAI policies and procedures, see the SCAI web page. http://scai.kennesaw.edu/. For significant concerns about students complete a Red Flag Report online at brt.kennesaw.edu.

# 5.4.1 - Release of Student Information

Directory information may be released by the university without the student's written consent. Directory information consists of name, major, advisor, holds, participation in recognized activities and sports, weight and height of athletic participants, dates of attendance and degrees received. Students may deny the release of directory information by requesting in writing to the registrar that such information not be released each semester they are enrolled. However, requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication. More information about the release of student information is available at https://campus.kennesaw.edu/current-students/registrar/student-resources/academic-records/personal-information.php.

# 5.4.2 - Handling Disruptive Students

Kennesaw State University's Student Code of Conduct, the Department of Student Conduct and Academic Integrity (SCAI) policies and procedures, and Department of Public Safety and University Police are organized in ways to preserve and protect the health, safety, and academic integrity of the campus community. More information about handling disruptive students is available at:

- SCAI policies and procedures - https://scai.kennesaw.edu/.
- Report Red Flag Concerns at KSU - https://brt.kennesaw.edu/.

Kennesaw State University expects students to conduct themselves according to the Student Codes of Conduct including: the Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity. The Student Code of Conduct and Code of Academic Integrity are University-wide policies. The Residential Code of Conduct is a department-level policy. The purpose of the three codes is to provide students with notice and guidance of the rules of acceptable behavior and lessen the likelihood of disruption of campus life and academic misconduct so that an environment conducive to learning and individual growth can be maintained by Kennesaw State University.

Kennesaw State University's Student Code of Conduct, the Department of Student Conduct and Academic Integrity (SCAI) policies and procedures, and campus police are organized in ways to preserve and protect the health, safety and academic integrity of the campus community. More information about student conduct is available at https://campus.kennesaw.edu/policies-governance/institutional-policies/.

# 5.4.3 - Posthumous Degrees

The policy/procedure concerning the awarding of posthumous degrees for undergraduate and graduate students is as follows:

- At the time of death, the student must be enrolled in all courses needed to satisfy the requirements for the degree and must have met the GPA requirements for that degree.
- The process for granting the posthumous degree will begin when the Office of the Registrar is informed of the student's death. The Registrar will notify the President's Cabinet. The Cabinet, in consultation with the student's family, will then decide upon the appropriate time for the ceremony at which the degree will be presented.
- The student's academic record will reflect that the posthumous degree has been awarded.

# 5.4.4 - Posthumous Certificates of Achievement

The policy/procedure concerning the awarding of posthumous Certificates of Achievement for undergraduate and graduate students is as follows:

- At the time of death, the student must be enrolled in classes leading to a degree, must have at least a 2.0 GPA for an undergraduate student or a 3.0 GPA for a graduate student, and must have earned at least 90 semester hours of academic credit for an undergraduate student or 21 semester hours of academic credit for a graduate student.
- The process of granting the certificate will begin when the Office of the Registrar is notified of the student's death.
- The family will be mailed a copy of the certificate along with a letter of condolence from the President.

Please note that the refund of monies for enrollment in classes is covered by the University System of Georgia Board of Regents "Refund Policy" as outlined in the undergraduate and graduate catalogs.

# 5.5 - Scholarly Conduct

5.5.1 - Institutional Review Board (IRB)

5.5.2 - Intellectual Property Policy

5.5.3 - Allegations of Scholarly Misconduct

# 5.5.1 - Institutional Review Board (IRB)

The IRB regulates all research activities involving human participants at Kennesaw State University, ensuring that people who participate in research are treated ethically and in compliance with all federal and state laws and regulations. KSU requires prior review and approval to be obtained from the IRB for all research involving human participants, including plans to gather data from participants for a thesis, dissertation, or other student research. The IRB has the authority to approve, require modifications before reconsidering approval, or disapprove research proposals; and to suspend or terminate research that is not conducted in accordance with the IRB's requirements or that has been associated with any possible harm to subjects. The website address for the IRB is https://www.kennesaw.edu/research/resources/research-integrity/compliance-committees/institutional-review-board/.

# 5.5.2 - Intellectual Property Policy

The Intellectual Property Policy (IPP) is to establish guidelines for how intellectual property created by the faculty, staff, and students at Kennesaw State University is to be protected and developed while preserving the rights of the USG Board of Regents through Kennesaw State University and the rights, privileges, and incentives of the inventor(s) and creator(s) (hereafter referred to as Originators). This policy is intended to support faculty, staff, and students in identifying and protecting intellectual property, defining the rights and responsibilities of all involved, administering intellectual property matters, and establishing a support committee to provide guidance and assistance.

The USG requires each institution to develop institutional policies and procedures for the administration of Intellectual Property.

More information about intellectual property is available at:

- Intellectual Property Development - Link to https://www.kennesaw.edu/research/resources/intellectual-property-development/
- Intellectual Property Policy - Link to https://campus.kennesaw.edu/policies-governance/institutional-policies/ .

# 5.5.3 - Allegations of Scholarly Misconduct

## Purpose of this Policy

Kennesaw State University is committed to actions and policies that support the responsible conduct of research, that provide for prompt and fair investigations of alleged misconduct, and that appropriately protect the work and reputations of any faculty, staff, or students involved in such allegations or investigations.

This policy is adopted in compliance with various federal laws, regulations, and policies dealing with misconduct in research including the Health Research Extension Act of 1985 (42 U.S.C. 289b) and Public Health Service (PHS) regulations to be promulgated pursuant to that Act. Also applicable is the National Science Foundation (NSF) regulation 45 CFR Part 689. These laws, regulations, and policies require universities receiving federal funds to establish administrative procedures for reviewing allegations of misconduct in connection with research. This policy pertains to all research and creative activity (including federally funded research) conducted at Kennesaw State University. The Vice President for Research, acting as the University's Research Integrity Officer, is responsible for implementing this policy and for acting as liaison with external agencies and/or individuals making allegations.

# Applicability

This policy shall apply to Kennesaw State University (KSU) staff, instructional, administrative, and research faculty, and other members of the University's community including, without limit, graduate student research assistants, graduate student teaching assistants, graduate student staff, undergraduate students employed in research or other scholarly activity, post-doctoral fellows and post-doctoral research associates, visiting faculty or staff, faculty or staff on sabbatical leave, adjunct faculty when performing University work, and faculty or staff on leave without pay. This policy applies to students only when acting in the course of their employment with the University.

# Definitions

**"Allegation"** means any written or oral statement or other indication of possible scholarly misconduct made to an institutional official.

**"Complainant"** is an individual filing a written complaint of misconduct.

**"Conflict of Interest"** means the real or apparent interference of one person's interests with the interests of another person, where potential bias may occur due to prior or existing personal or professional relationships.

**"Day"** or **"Days"** shall refer to working days.

**"Evidence"** refers to documents or statements of any type which support or refute allegations and testimony.

**"Good faith allegation"** means an allegation made with the honest belief that scholarly misconduct may have occurred. An allegation is not in good faith if it is made with reckless disregard for or willful ignorance of facts that would disprove the allegation.

**"Initial Inquiry"** is an information-gathering and initial fact-finding process to determine whether an allegation or apparent instance of misconduct warrants a formal Investigation. An Inquiry should be conducted with minimum publicity and maximum confidentiality.

**"Investigation"** is a formal examination and evaluation of all relevant facts to determine if an instance of misconduct has taken place, to evaluate its seriousness, and if possible, to determine responsibility and the extent of any adverse effects resulting from the misconduct.

**"Misconduct"** or **"scholarly misconduct"** is the fabrication or falsification of data, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic or research community for proposing, conducting, or reporting research or scholarly activity. It does not include honest error or honest differences in interpretation or judgments of data. Additionally, this definition includes violations of University policy pertaining to research, including the failure to obtain proper review and approval by the University committees responsible for research involving human subjects, radioactive materials, or biohazards and the failure to comply with rules and guidelines set forth by the committees responsible for these areas.

**"NSF"** refers to the National Science Foundation.

**"Plagiarism"** is the act of appropriating the literary composition of another, parts or passages of another's writings, or the ideas or language of the same; and passing the writing off as the product of one's own mind. It involves the deliberate use of any outside source without proper acknowledgment. Plagiarism is scholarly misconduct, whether it occurs in any published work or in applications for funding.

**"PHS"** refers to the Public Health Service.

**"President"** is the President of Kennesaw State University.

**"Respondent"** is an individual who is the subject of an inquiry or investigation.

**"University"** is Kennesaw State University.

**"Provost"** refers to the Provost and Senior Vice President for Academic Affairs.

# Procedures

**Reporting of Possible Misconduct**

All employees or individuals associated with Kennesaw State University shall report observed, suspected, or apparent misconduct to the Research Integrity Officer (Vice President for Research). If an individual is unsure as to whether a suspected incident falls within the definition of scholarly misconduct, that individual may call the Research Integrity Officer to discuss the suspected misconduct informally. Such consultation shall be kept confidential to the extent permissible by law.

Ultimately, all allegations of misconduct shall be made in writing, signed by the Complainant, and made in confidence directly to the Research Integrity Officer. Upon receipt of a written complaint, the Research Integrity Officer shall inform the Provost, the University Legal Counsel, and the Respondent of the allegation. Every effort should be made to resolve the situation at this level. In the event that the person making the allegation considers the Research Integrity Officer and/or the Provost to have a conflict of interest, the allegation may be reported directly to the President. Actions constituting misconduct as defined herein shall not be grieveable through the Faculty Grievance Process.

Should attempts to resolve the situation be unsuccessful, the Research Integrity Officer shall review the written complaint and consult with the University Legal Counsel to determine whether probable cause exists to conduct an Initial Inquiry, whether PHS or NSF support is involved, and whether the allegation falls under either the PHS or NSF definition of misconduct. There is not always sufficient evidence or information to permit further inquiry into an allegation. If the issue involved is found not to warrant further inquiry, satisfactory resolution through means other than this policy should be sought and to the extent possible, the identity of the complainant(s) shall remain confidential.

**Initial Inquiry**

Following the preliminary assessment, if the Research Integrity Officer, in consultation with the Provost and the University Legal Counsel, determines that the allegation provides sufficient information to allow specific follow-up, the Research Integrity Officer will notify, in writing with return receipt, the Respondent's college dean and the Respondent and immediately begin the Initial Inquiry. At this point, if outside funding is involved, the funding agency should be notified that an investigation has been initiated. The purpose of the Initial Inquiry is to make a preliminary evaluation of the available evidence and testimony of the Complainant, the Respondent, and key witnesses to determine whether there is sufficient evidence of possible scholarly misconduct to warrant an investigation. The purpose of the Inquiry is NOT to reach a final conclusion about whether misconduct definitely occurred or who was responsible. If it is determined that an Initial Inquiry is necessary, every reasonable effort shall be made to protect the identity of the individual(s) involved. If the process reaches the investigative phase, however, the right of the Respondent to confront the Complainant requires that the identity of the Complainant be revealed.

The Research Integrity Officer is responsible for forming an Inquiry Committee, the membership of which shall be determined by the Research Integrity Officer, the dean of the Respondent's college, and the Provost.

**Inquiry Committee**

If it is determined that the formation of an Inquiry Committee is necessary, the Inquiry Committee and Inquiry Committee chair will be appointed within ten (10) days of the initiation of the Inquiry. The Inquiry Committee shall consist of a minimum of three persons who do not have real or apparent conflicts of interest in the case, are unbiased, and have the necessary and appropriate expertise to carry out a thorough and authoritative evaluation of the relevant evidence, interview the principals and key witnesses, and to conduct the Inquiry. These individuals may be faculty,

subject matter experts, administrators, lawyers, or other qualified persons and they may be from inside or outside the University.

Members of the Inquiry Committee and experts will agree in writing to observe the confidentiality of the proceeding and any information or documents reviewed as part of the Inquiry. Outside of the official proceedings of the Inquiry Committee, the Inquiry Committee members may not discuss the proceedings with the Respondent, Complainant, witnesses, or anyone not authorized by the Research Integrity Officer to have knowledge of the Inquiry.

The Research Integrity Officer will notify the Respondent of the proposed Inquiry Committee membership within five (5) days of its formation, in writing with return receipt. If the Respondent submits a written objection to any appointed member of the Inquiry Committee or expert based on bias or conflict of interest, within five (5) days, the Research Integrity Officer will immediately determine whether to replace the challenged member or expert with a qualified substitute.

**Notification of the Appropriate Parties**

Upon initiation of the Inquiry, the Research Integrity Officer shall notify the Respondent in writing with return receipt that a complaint of misconduct has been received and advise the Respondent of the Inquiry. The notification shall identify the research project in question and the specific allegations; define misconduct; identify PHS or NSF funding, if involved; list the names of the members of the Inquiry Committee (if appointed) and experts (if any); explain the Respondent's opportunity to challenge the appointment of a member of the Committee or expert for bias or conflict of interest, to be assisted by counsel, to be interviewed, to present evidence to the Committee, and to comment on the Inquiry Report; address the Respondent's obligation as an employee of the University to cooperate; and describe the University's policy on protecting the Complainant against retaliation and the need to maintain the Complainant's confidentiality during the Inquiry and any subsequent proceedings.

Simultaneously, the Respondent will be notified that the relevant research records will be located, collected, inventoried, and secured in order to prevent the loss, alteration, or fraudulent creation of records. Research records produced under federal grants, cooperative agreements, and most contracts are the property of the University, and employees cannot interfere with the University's right of access to them. The documents and materials to be sequestered shall include all of the original items or copies, if originals cannot be located, that may be relevant to the allegations. Additionally, records from other individuals, such as co-authors, collaborators, or Complainant(s), may need to be sequestered. The Research Integrity Officer shall obtain the assistance of the Respondent's supervisor and University Legal Counsel in this process, as necessary. If the Respondent is not available, sequestration may begin in the Respondent's absence. The Respondent shall not be notified in advance of the sequestration of research records.

To protect the rights of the Respondent and all other involved individuals and to enable the University and its representatives to meet their institutional, regulatory, and legal responsibilities, documentation of custody must be ensured and maintained, with the originals kept intact and unmodified. Therefore, a copy of a dated receipt should be signed by the sequestering official and the person from whom an item is collected and a copy of the receipt should be given to the person from whom the record is taken.

If it is not possible to prepare a complete inventory list at the time of collection, one should be prepared as soon as possible and then, a copy should be given to the person from whom the items were collected within ten (10) working days of the request. If the copy cannot be delivered to the individual within ten working days, a written explanation of the relevant circumstances and the anticipated delivery date shall be transmitted in confidence to that individual. This explanation shall become a part of the Inquiry records. When the requested copy is delivered to the person from whom the original item has been taken, a dated receipt shall be signed by that person and the designated University official, with copies given to both individuals. The Research Integrity Officer shall be responsible for maintaining files of all documents and evidence and for the confidentiality and the security of the files.

The Research Integrity Officer and Provost, in consultation with appropriate, including legal, advisor(s) shall determine what additional notification(s) is(are) necessary, including if and when external funding agencies should be notified. Any such notification shall include a complete description of the evidence. The Research Integrity Officer, the Provost, and/or the Inquiry Committee may meet separately with the Respondent and Complainant and shall review all pertinent

and reasonable documentation to determine if a formal Investigation should be recommended. Refusal on the part of the Respondent to cooperate shall be grounds for the recommendation for an Investigation.

The Respondent may consult with legal counsel or a non-lawyer personal advisor, who is not a principal or witness in the case, to seek advice and may be accompanied by legal counsel or a non-lawyer personal advisor to any meeting on this matter. The Respondent's legal counsel's or personal advisor's role is limited to advising the Respondent. Neither the legal counsel nor the personal advisor may participate in any administrative proceedings.

**Charge to the Committee and the First Meeting**

The Research Integrity Officer or designee will prepare a charge for the Inquiry Committee that states the purpose of the Inquiry, describes the allegations and any related issues, outlines the appropriate procedures for conducting the Inquiry, assists the Committee with organizing plans for the Inquiry, and answers any questions raised by the Committee. The Research Integrity Officer or designee and the University Legal Counsel will be present or available throughout the Inquiry to advise the Committee, as needed.

**Conducting Interviews**

The purpose of an interview at the Inquiry stage is to allow each Respondent, Complainant, or witness to describe the relevant events. Before an interview, the Inquiry Committee should provide each witness with a summary of the matters or issues intended to be covered at the interview. If the Inquiry Committee raises additional matters, the witness should be given an opportunity to supplement the record in writing or in another interview. Interviews with the Respondent will be transcribed or voice recorded. Interviews with anyone else will be summarized, voice-recorded, or transcribed. A transcript or summary of the interview will be provided to each witness for review and correction of errors. Witnesses may add comments or information. Changes to the transcript or summary will be made only to correct factual efforts.

Witnesses may be accompanied and advised by legal counsel or by a non-legal personal advisor, who is not a principal or witness in the case. However, the counsel or advisor may only advise the witness and may not participate directly in the interview. Witnesses will respond directly to the interview questions.

If the Respondent admits to the misconduct, the Respondent should be asked immediately to sign a statement attesting to the occurrence and extent of the misconduct. Normally, an admission is a sufficient basis to proceed directly to an Investigation. However, the admission may not be a sufficient basis for closing a case. Further investigation may be needed to determine the extent of the misconduct or to explore additional issues. If an admission is made, the Research Integrity Officer, in consultation with University Legal Counsel and other appropriate persons, will determine whether there is a sufficient basis to close a case after the admission is fully documented and all appropriate procedural steps are taken.

**Committee Deliberations**

The Inquiry Committee will evaluate the evidence and testimony obtained during the Inquiry. After consultation with the Research Integrity Officer, Provost, and University Legal Counsel, the Committee members will decide whether there is sufficient evidence of possible misconduct to recommend further investigation. The scope of the Inquiry does NOT include deciding whether misconduct occurred or conducting exhaustive interviews and analyses.

**The Inquiry Report**

The Inquiry shall be completed and a written report of the findings shall be prepared and submitted to the Provost within 45 days following its first meeting, unless the Research Integrity Officer approves an extension for good cause. If the Inquiry cannot be completed within 60 days, a report shall be made to the Provost citing progress to date, the reasons for the delay, and the estimated completion date. The Respondent and any other individual(s) involved shall be informed of the delay.

The final report shall contain the name and title of each Inquiry Committee member and expert, if any, the allegations, whether a PHS or NSF funded project, a summary of the Inquiry process used, a list of the records reviewed,

summaries of any interviews, a description of the evidence in sufficient detail to demonstrate whether an Investigation is warranted or not, and the Committee's determination as to whether an Investigation is recommended and whether any other actions should be taken, if an Investigation is not recommended. University Legal Counsel will review the Report for legal sufficiency. The Respondent shall be provided a copy of the Inquiry Report, with return receipt. The Complainant will be provided with those portions of the draft report that address the Complainant's role and opinions in the Investigation. The Research Integrity Officer may establish reasonable conditions for review to protect the confidentiality of the draft report. Within 15 days of the receipt of the draft report, the Respondent and Complainant will provide their comments, if any, to the Inquiry Committee. Any comments that the Respondent or Complainant submits on the draft report will become part of the final report and record. Based on the comments, the Inquiry Committee may revise the report, as appropriate.

If the University plans to terminate an Inquiry of an allegation of misconduct on a PHS or NSF funded project for any reason without completing all relevant requirements under the applicable subparts or sections (e.g., 50.103 (d) for PHS and 689.3 for NSF), a report of such planned termination, including a description of the reasons for such termination, shall be made to the agency's cognizant office, which will then decide whether further Inquiry should be undertaken.

If the Inquiry reveals substantial evidence of misconduct, the Research Integrity Officer will transmit the final report and any comments to the Provost who will make the determination of whether findings from the Inquiry provide sufficient evidence of possible scholarly misconduct to justify conducting an Investigation. The Inquiry is completed when the Provost makes this determination.

The Provost, in consultation with the Research Integrity Officer, the University Legal Counsel, and other appropriate parties, shall reach a determination on a case-by-case basis, considering all relevant factors, including, but not limited to: (1) the accuracy and reliability of the source of the allegation of misconduct, (2) the seriousness of the alleged misconduct, (3) the scope of the alleged incident and the context in which it became known, and (4) other information obtained during the Inquiry. If an Investigation is initiated, any outside sponsoring agency that may be involved or have an interest in the alleged misconduct shall be notified. The Provost, in consultation with the Research Integrity Officer and University Legal Counsel, shall determine what such notification will include and to whom the notification will be directed. The Complainant and the Respondent shall be notified, in writing with return receipt, when an Investigation will follow.

If the Inquiry does not produce substantial evidence of misconduct, the Provost shall so inform the person who made the allegation, the Respondent, the University Legal Counsel, the President, and any other individual(s) involved in the Inquiry to whom the identity of the Respondent was disclosed and the matter shall be closed. The University shall make diligent efforts to restore the reputation of the Respondent by providing all relevant parties with a factual report of the outcome and the conclusions of the Inquiry. The University shall maintain sufficiently detailed documentation of the Inquiry to enable it to respond to potential requests to review the reasons for determining that an Investigation was not warranted. Such records will be maintained in the Office of the Vice President for Research in a secure manner in accordance with University System of Georgia Records Retention Policies.

If the allegation had been made in good faith, the University shall make diligent efforts to protect against retaliation the positions and reputations of the Complainant(s) and other individuals who cooperated with the University's Inquiry. Any alleged or apparent retaliation will be reported immediately to the Research Integrity Officer or Provost. If either the Research Integrity Officer or Provost is considered to have a conflict of interest, the alleged or apparent retaliation will be reported directly to the President.

**Interim Administrative Actions**

Upon recommendation of the Research Integrity Officer, the Provost, and the University Legal Counsel, the dean of the Respondent's college may meet with the Respondent for the purpose of imposing temporary, interim administrative actions prior to the completion of an Inquiry or Investigation, if necessary to safeguard the integrity of the research or scholarly activity, prevent inappropriate use of sponsored funding, or otherwise protect the interests of a sponsor, the University, or the public. If temporary suspension of duties is imposed, such suspension shall be without loss of pay, pending the conclusion of the process described herein. The Respondent shall be informed of the reasons for such action taken and afforded the opportunity to oppose such action.

**Formal Investigation**

The purpose of the Investigation is to explore in detail the allegations, to examine the evidence in depth, and to determine specifically whether misconduct has been committed, by whom, and to what extent. The Investigation will also determine whether there are additional instances of possible misconduct that would justify broadening the scope beyond the initial allegations. This is particularly important where alleged misconduct involves clinical trials or potential harm to human subjects or the general public or if it affects research that forms the basis for public policy, clinical practice, or public health practice.

The Research Integrity Officer will notify the Respondent in writing with return receipt, as soon as reasonably possible, after the determination is made to open an Investigation. The notification should include a copy of the Inquiry Report; the specific allegations; the sources of funding, if any; the definition of scholarly misconduct; the procedures to be followed in the Investigation, including the appointment of the Investigation Committee and experts; and the opportunity of the Respondent to be interviewed, to provide information, to be assisted by counsel, to challenge the membership of the committee and experts based on bias or conflict of interest, and to comment on the draft report. The Research Integrity Officer will immediately sequester any additional pertinent research records that were not previously sequestered during the Inquiry. This sequestration will occur before or at the time the Respondent is notified that an Investigation has begun. The procedures to be followed for sequestration during the Investigation are the same procedures that apply during the Inquiry.

The Research Integrity Officer is responsible for conducting or designating others to conduct the Investigation. In cases where the allegations and apparent evidence are straightforward, such as an allegation of plagiarism or simple falsification or an admission of misconduct by the Respondent, the Research Integrity Officer may choose to conduct the Investigation directly or designate another qualified individual to do so. In such cases, the Investigation official will obtain the necessary expert and technical advice to consider properly all scientific issues.

**Investigative Committee**

In complex cases, the Research Integrity Officer shall appoint an Investigation Committee (herein the "Investigative Committee") within ten (10) days of the notification to the Respondent that an investigation is planned. The Research Integrity Officer will be a member of the Investigative Committee and will serve as chair. The Investigative Committee should consist of at least three individuals who do not have real or apparent conflicts of interest in the case, are unbiased, and have the necessary expertise to evaluate the evidence and issues related to the allegations, interview the principals and key witnesses, and conduct the investigation. The Investigative Committee members may be scientists, administrators, subject matter experts, lawyers, or other qualified persons, and the Investigative Committee members may be from inside or outside the University. Individuals appointed to the Investigative Committee may also have served on the Inquiry Committee.

Members of the Investigative Committee and experts will agree in writing to observe the confidentiality of the proceedings and any information or documents reviewed as part of the Investigation. Outside of the official proceedings of the Investigative Committee, the Investigative Committee members may not discuss the proceedings with the Respondent, Complainant, witnesses, or anyone not authorized by the Research Integrity Officer to have knowledge of the Investigation.

The Research Integrity Officer will notify the Respondent of the proposed Investigative Committee membership within five (5) days of its formation, in writing with return receipt. If the Respondent submits a written objection to any appointed member of the Investigative Committee or expert based on bias or conflict of interest within five (5) days, the Research Integrity Officer will immediately determine whether to replace the challenged member or expert with a qualified substitute.

The Respondent may consult with legal counsel or a non-lawyer personal advisor, who is not a principal or witness in the case, to seek advice and may be accompanied by legal counsel or a non-lawyer personal advisor to any meeting on this matter. The Respondent's legal counsel's or non-lawyer personal advisor's role is limited to advising the Respondent. Neither the legal counsel nor the personal advisor may participate in any administrative proceedings.

Once formed, the Investigative Committee shall, in consultation with the University Legal Counsel, establish the procedures to be followed in conducting the Investigation. The Complainant and Respondent shall be fully informed of the procedures. The Investigative Committee shall initiate the Investigation within 30 days of the completion of the Inquiry and shall take no more take no more than 60 days to complete the Investigation, prepare a report of its findings, including recommended action(s), and submit the report to Provost and President. In undertaking this investigation, the Investigation Committee shall act promptly, ensure fairness to all, secure the necessary and appropriate expertise to carry out a thorough and authoritative evaluation of the relevant evidence, and take precautions against real or apparent conflicts of interest.

**Charge to the Committee and the First Meeting**

The Research Integrity Officer, with the assistance of the University Legal Counsel, will convene the first meeting of the Investigation Committee. The Research Integrity Officer will define the subject matter of the Investigation in a written charge to the Committee that describes the allegations and related issues identified during the Inquiry, defines scholarly misconduct, and identifies the name of the Respondent.

The Investigation may consist of a combination of activities, including, but not limited to: (1) examination of all documentation including, but not necessarily limited to, relevant research records, computer files, proposals, manuscripts, publications, correspondence, memoranda, and notes of telephone calls; (2) review of the report from the Inquiry; (3) interviews of parties and witnesses who may have been involved in or have knowledge about the case. Interviews of the Respondent should be voice recorded or transcribed. All other interviews should be transcribed, voice recorded, or summarized. Summaries or transcripts of all interviews should be prepared, provided to the interviewed party for comment or revision, and included as part of the investigatory file. The Investigative Committee shall provide the Respondent an opportunity to comment on the allegations and shall include the Respondent's comments in its report. Members of the University's community who are involved in or learn of an Investigation of the alleged scholarly misconduct will protect, to the maximum extent possible, the confidentiality of information regarding the Complainant, the Respondent, and other affected individuals.

If the Respondent admits to the misconduct, the Respondent should be asked immediately to sign a statement attesting to the occurrence and extent of the misconduct, acknowledging that the statement was voluntary, and stating that the Respondent was advised of the Respondents right to seek the advice of counsel. The committee should consult with the University Legal Counsel on the specific form and procedure for obtaining this statement. The admission may not be used as a basis for closing the Investigation unless the committee has adequately determined the extent and significance of the misconduct and all procedural steps for completion of the Investigation have been met. The Investigation should not be closed unless the Respondent has been appropriately notified and given an opportunity to comment on the Investigative Report. Completion of the Investigation shall include conducting the Investigation, preparing the Report of the findings, making the draft report available to the Respondent for comment, and submitting the final report to the Provost. If the case is considered complete, it should be forwarded to the Provost with recommendations for appropriate University actions and to any outside funding agencies, as appropriate.

# 5.6 - Appeals

Any University System of Georgia (USG) student or employee aggrieved by a final decision of a USG institution may apply to the University System Office of Legal Affairs for a review of the decision subject to the parameters set forth in Board of Regents Policy Manual, Section 6.26, Application for Discretionary Review available at https://www.usg.edu/policymanual/section6/C2714/.