

Kennesaw State University
Department of Communication
Governance Document

12/12/2006

1/18/07

1/20/07

1/24/07

1/25/07

Approved 2/2/07

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Preamble

The faculty and staff in the Department of Communication are committed to following democratic principles. We believe in open communication and support shared governance that is participatory, equitable, and transparent.

The American Association of University Professors (AAUP) states that “the faculty should have a meaningful role in decision-making in those areas that have a significant impact on the educational and scholarly enterprise.”

The American Council on Education (ACE) and the Association of Governing Boards of Universities and Colleges (AGB) have endorsed this position with regard to shared governance.

The policies and procedures outlined in this document are consistent with these views. They are intended to ensure input from faculty members on all issues that affect students, staff, and faculty and the life of the department as a whole.

1. Voting Body Defined

- a. For the purposes of conducting departmental business, including selecting and/or removing a Department Chair, the "voting body" shall consist only of faculty members in the Department of Communication who are tenured or hold a tenure-track position.
- b. All voting members of the department must be given an opportunity to vote even if absent from a meeting.
- c. A quorum for the purposes of conducting departmental business shall consist of 50% +1 of the full-time, tenured and tenure-track faculty assigned duties on campus during the semester in which voting is conducted.
- d. A quorum for the purpose of selecting and/or removing a department chair shall consist of 2/3 of the full-time tenured and tenure-track faculty assigned duties on campus during the semester in which voting is conducted.
- e. If the minimum number of required votes results in a fraction (even a small one) we shall round up to the next full number.
- f. The Chair of the Department shall only cast a vote in case of a tie.
- g. Full-time temporary and part-time adjunct faculty are not voting members of the faculty.

2. Chair of the Department of Communication

- a. The Department Chair serves as the chief representative of the department within the institution. He or she provides leadership within and beyond the department and represents the department to the larger university community and to the local, national, and international communities. Specifically, his/her responsibilities include, but are not limited to:
 - i. Coordinating the visioning and strategic planning for the department.
 - ii. Budgeting and overseeing the fiscal management of department resources.
 - iii. Managing day-to-day administrative responsibilities.
 - iv. Providing mentorship for new faculty members.

- v. Supervising staff assigned to the department.
 - vi. Assigning faculty and staff workloads with input from the faculty.
 - vii. Providing service and support to various constituents (college, university, community, etc.).
 - viii. Conducting annual faculty performance reviews based on Faculty Performance Agreements (FPAs).
- b. The Department Chair shall serve as a steward for the three concentrations in the department, Organizational Communication, Media Studies, and Public Relations in a fair and objective manner.
- c. Eligibility and Tenure of the Department Chair
- i. Candidates for Chair must be tenured professors or tenured associate professors at their institution.
 - ii. The successful Chair candidate must be tenurable in the Department of Communication at Kennesaw State University.
 - iii. The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Sciences. (Normally, this load will be two courses per year.)
 - iv. The term of office for a Chair is five years and may begin either on January 1 or on July 1.
 - v. A Chair shall not be limited to a particular number of consecutive terms.
 - vi. If the Chair completes a term of service (5 years) and is not recommended by the Department for renewal or if the Chair wishes to step down, the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post by the upper administration at Kennesaw State University.
- d. Selection of the Chair
- i. For the purposes of selecting a Department Chair, the voting body shall consist of all tenure-track faculty of the department who are assigned duties on campus during the semester in which voting is conducted.
 - ii. The Election Committee shall consist of tenure-track Communication faculty each representing one concentration, plus the holder of the Fowler Endowed Chair, plus a tenure-track faculty member from another department within the College.
 - iii. The Election Committee will solicit nominees and review their qualifications, present a slate of a maximum of three candidates to the Communication faculty, oversee the election, count the ballots, and subsequently forward the results (and the committee's recommendation) to both the Communication faculty and the Dean of the College of Humanities and Social Sciences.
 - iv. Voting procedures and policies:
 - 1. Voting will be by secret ballot.

2. Mailed ballots, sent in a sealed envelope via postal or campus mail, directly to the Dean of Humanities and Social Sciences, will be accepted.
 3. There will be no voting by proxy.
 4. There will be no voting by email.
 - v. A two-thirds majority (66%) will be required for the selection of a Chair.
 - vi. After considering the vote of the faculty and following any additional consultations deemed appropriate by the Dean, the Dean shall appoint a Chair.
- e. Review of the Chair
- i. In the fourth year of the Chair's tenure, the Dean of the College of Humanities and Social Sciences shall call a meeting of the voting body of the department to discuss their concerns, annual reviews of the Chair, and to vote to determine whether the current Chair should be recommended by the Department for renewal.
 - ii. The Dean of the College will chair this meeting and has no vote at this time.
 - iii. Voting procedures and policies:
 1. Voting will be by secret ballot.
 2. Mailed ballots, sent in a sealed envelope via postal or campus mail, directly to the Dean of Humanities and Social Sciences, will be accepted.
 3. There will be no voting by proxy.
 4. There will be no voting by email.
 - iv. Regardless of the outcome, the vote of the faculty will be reported to the Dean.
 - v. After considering the vote of the faculty and following any additional consultation deemed appropriate by the Dean, the Dean will either re-appoint the Chair for a second 5-year term following the first five-year term, or open the process for selection of a new Chair.
- f. Grievance Process and Removal of a Chair
- i. Faculty may register their dissatisfaction with the Chair by following this procedure:
 1. First, they may address the issue(s) involved directly with the Chair.
 2. Second, if the issue(s) remain unresolved within a reasonable amount of time, the faculty involved may seek the intervention of the Dean of the College of Humanities and Social Sciences.
 - ii. For the purposes of removing a Department Chair, the voting body shall consist of tenure-track faculty of the department who are assigned duties on campus during the semester in which voting is conducted.
 - iii. If the issue(s) remain(s) unresolved, a vote of no confidence in the Chair may be called for by the voting body.

1. A vote of no-confidence may be called for at any point during a Chair's term.
 2. To call for a vote of no-confidence, 40% of the eligible voting faculty must submit and sign a written petition to the Dean to call the question.
 3. Details of procedures for debate of a no confidence vote will be developed by the eligible voting faculty.
 4. A two-thirds majority will be required for a vote of no confidence in a Chair to pass.
 5. A vote of no-confidence in a Chair may lead to the Chair's removal.
- iv. After considering the vote of the faculty and following any additional consultations deemed appropriate by the Dean of the College of Humanities and Social Sciences, the Dean will either allow the Chair to continue his/her current term or open the process for the selection of a new Chair.
 - v. In the Case where the Chair will not be reappointed to another term, the Dean of the College of Humanities and Social Sciences will convene the voting body to begin the process of selecting a new Chair.

3. Interim Chair

- a. In the event that the Chair's position becomes unexpectedly vacant, the appointment of an Interim Chair shall be made by the Dean of the College of Humanities and Social Sciences in consultation with the department faculty.
- b. The procedure of selecting an Interim Chair will follow the procedures for selecting a Department Chair but within a highly expedited time frame.
- c. Candidates for Interim Chair must be tenured at the associate or full professor rank.
- d. Ideally, the Interim Chair shall be selected from tenured Communication faculty.
- e. The Interim Chair will serve for one year or until the position is filled by a permanent Chair.

4. Assistant Chair

- a. The Assistant Chair shall hold a nine-month, tenured appointment.
- b. The Assistant Chair's term may be renewed annually for an unlimited number of years.
- c. Responsibilities of the Assistant Chair shall be negotiated with the Chair and may include but are not limited to:
 - i. Schedule building during the Spring and Fall semesters
 - ii. Advising new transfer students
 - iii. Communicating with potential adjunct faculty
 - iv. Participating in the interview process for new adjunct faculty
 - v. Substituting for the Chair whenever the Chair is not available
 - vi. Fulfilling other duties as assigned
- d. Not included in the responsibilities of an Assistant Chair are:
 - i. Supervision and evaluation of faculty
 - ii. Other personnel matters such as hiring of staff

- iii. Handling student complaints about faculty
- iv. Handling grade appeals
- e. The Assistant Chair shall be selected from within the Department of Communication with the approval of the Dean of the College of Humanities and Social Sciences.
- f. The Chair shall design a procedure for evaluating the performance of the Assistant Chair by obtaining structured annual feedback from faculty and staff.
- g. The teaching load of the Assistant Chair shall be negotiated with the Chair in consultation with the Dean.

5. Coordinators

- a. Coordinators for courses with multiple sections (six or more) are appointed by the Chair upon recommendation by the faculty.
- b. A coordinator may negotiate a course reassignment per academic year with the Department Chair and the approval of the Dean.
- c. At the time of writing this document the Department of Communication offers multiple sections of:
 - i. COM 1109 Human Communication
 - ii. COM 1129 Public Speaking
 - iii. COM 1135 Writing for Public Communication
- d. Coordinators for multiple-section courses may be added as needed.
- e. The Coordinator/Director of the Digital Media Lab is appointed by the Chair upon recommendation by the faculty.
 - i. The Coordinator/Director of the Digital Media Lab shall be granted a one-course reassignment per academic year for his/her duties.

6. Personnel

- a. The office of the Department of Communication shall be staffed with a team of administrative associates proportional to the size of the faculty and number of students. There shall be at least one administrative associate for every 10 faculty/250 majors. At the time of this writing, the department is staffed as follows:
 - i. An Administrative Associate II who serves as the assistant to the Chair, manages the office, delegates work, supervises other staff, maintains the department Web page, and fulfills other duties as assigned.
 - ii. An Administrative Associate I who serves as the main receptionist; responds to and delegates inquiries from students, faculty, and other constituents; handles textbook orders; provides administrative support in the main office; and fulfills other duties as assigned.
 - iii. A student worker, or work study student, who assists the administrative associates as needed. He or she may work no more than 20 hours per week.

7. Faculty Advisers to Departmental Student Organizations

- a. All tenured and tenure-track faculty are eligible to serve as faculty advisers to registered student organizations.
- b. Faculty advisers shall be appointed by the Chair upon consultation with the faculty.
- c. The term for a faculty adviser shall be three years, unless circumstances suggest otherwise.
- d. If a faculty member steps down from his/her duties as faculty adviser, he/she shall be replaced by an interim adviser for the remaining period of the term.
- e. Serving as a faculty adviser to a student organization does not qualify for a course reassignment but as department service, unless otherwise negotiated with the Chair and approved by the Dean.
- f. Student Organizations at the time of this writing are:
 - i. Kennesaw Communication Association (KCA)
 - ii. Lambda Pi Eta (National Communication Honor Society)
 - iii. Public Relations Student Society of America (PRSSA)

8. Committees

- a. Membership and Procedures
 - i. All tenure-track faculty are eligible and expected to serve on Department, College, and University committees.
 - ii. The Department Chair shall, in consultation with the faculty, appoint faculty members to serve on departmental, College, and University committees, unless they serve elected posts.
 - iii. Appointments to appointed posts are made annually.
 - iv. Elections to elected posts are held annually.
 - v. Faculty may serve at their own request and with the approval of the Chair on other interest-specific committees at the departmental, college, or university levels.
 - vi. Generally, faculty members shall serve on no more than three committees unless negotiated otherwise with the Chair.
 - vii. All tenured and tenure-track faculty are expected to attend all meetings of the committees to which they have been elected or appointed as partial fulfillment of their professional service responsibilities and academic citizenship within the Department of Communication, the College of Humanities and Social Sciences, and Kennesaw State University. (See Faculty Handbook, section V, page 5.7 for details on service expectations).
- b. Departmental Standing Committees:
 - i. Tenure & Promotion Committee (three members, tenured faculty, elected)
 - ii. Curriculum Committee (three members, each representing one of the concentrations, appointed with input from the faculty)
 - iii. Assessment Committee (three members, each representing one of the concentrations, appointed with input from the faculty)
 - iv. Technology Committee (at least three members, appointed with input from the faculty)

- v. Alumni Relations/Advisory Board Committee (three members, each representing one of the concentrations, appointed with input from the faculty)
- c. College Standing Committees:
 - i. College Curriculum Committee (the chair of the departmental curriculum committee serves on the college committee)
 - ii. College Tenure & Promotion Committee (one tenured faculty member, elected)
 - iii. College Awards Committee (one member, appointed)
 - iv. College Scholarship committee (one member, appointed)
 - v. Other College committees as needed (e.g., AOL, QEP, RPG, etc., appointed)
- d. University Standing Committees:
 - i. University Faculty Senate (one tenured or tenure-track member; elected)
 - ii. University Curriculum Committee (one member, elected)
 - iii. University General Education Council (one member)
 - iv. Other university committees as needed

9. Advisory Committees to the Chair

- a. The Tenure & Promotion Committee shall also serve as an internal advisory committee to the Chair and the department.
- b. An external National Advisory Board shall serve the Chair and the department in an advisory function.
 - i. The Advisory Board shall consist of alumni and friends of the Department of Communication.
 - ii. Members of the Advisory Board will be elected by the faculty.
 - iii. Advisory Board members shall serve a two-year, renewable term
 - iv. If an Advisory Board member leaves before his/her term is up, a new Board member shall be elected to serve for the remainder of that term.
 - v. The Advisory Board shall elect a president, vice-president, a secretary, and other officers to be determined.
 - vi. The Advisory Board shall meet twice per year (once per semester).
 - vii. Members of the Advisory Board shall be invited to the All Boards Day held annually at Kennesaw State University in the Spring.
- c. A student Advisory Council shall serve the Chair and the Department in an advisory function.
 - i. The Student Advisory Council may consist of nine students as follows: Three sophomores, three Juniors, three Seniors (three per concentration and year).
 - ii. Sophomores may serve for up to three years (as they become Juniors and Seniors); Juniors may serve for up to two years (as they become Seniors); Seniors may serve for one year.
 - iii. Each of the three concentrations (Organizational Communication, Media Studies, Public Relations) shall be evenly represented by the three students in each academic status.

- iv. Members of the Students Advisory Council shall be appointed by the Chair upon recommendation by the faculty.
- v. The Student Advisory Council shall elect a president, vice president and other officers to be determined.
- vi. The Student Advisory Council shall meet at least twice per semester during the academic year (August through May).

10. Departmental Meetings

- a. The Chair of the Department of Communication may hold at least two regularly scheduled faculty meetings per month during the academic year (August through May)
- b. All tenured and tenure-track faculty are expected to attend these meetings as partial fulfillment of their professional service responsibility and academic citizenship.
- c. Full-time temporary and part-time adjunct faculty may be invited to these faculty meetings even though they are not required to attend.
- d. Full-time temporary and part-time adjunct faculty shall leave faculty meetings when personnel matters are being discussed.
- e. Other meetings may be called under special circumstances. Such meetings may be called by the Chair or by at least 50%+1 of the voting body of the faculty as defined in section 1 above with no less than three day's notice.

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