

**Governance
Department of Geography & Anthropology
Kennesaw State University**

Governance Structure

1. Chair

- a. For reasons of brevity the detailed roles and functions of the Chair are not specified in this document. The Chair, however, is broadly responsible for the following:
 - coordination of vision and strategic planning for the department
 - budgeting and fiscal management of department resources
 - managing day-to-day administrative responsibilities
 - providing for scheduling and student advisement
 - providing for mentorship of new faculty
 - supervising staff assigned to the department
 - assigning faculty and staff work loads
 - providing service and support to varied constituencies (college, university, communities, etc.)
- b. The Chair holds a twelve-month administrative appointment and negotiates his/her teaching load with the Dean of Humanities and Social Sciences.
- c. After serving the Chair becomes a faculty member with a nine-month contract, unless offered a different administrative post.

Selection of the Department Chair

Department Voting Body

- a. For the purposes of selecting and/or removing a Department Chair, the voting body shall consist only of tenured, tenure-track and permanent full-time (e.g. lecturers and instructors) faculty of the department.
- b. For other departmental business the voting body shall consist of all academic staff of the department present at scheduled meetings. The majority (50%+1) of the voting body present shall constitute a quorum for conducting departmental business other than voting on a Chair.

Voting for the Chair

- a. Voting will be by secret ballot.
- b. There will be no voting by proxy.
- c. Mail ballot will be accepted.

- d. A committee of three selected by the Department as whole will count the ballots and subsequently forward the ballots to the Dean of Humanities and Social Sciences. The Ballot Committee Chair shall receive all ballots, and they shall be counted and tallied by the Committee as a whole.
- e. After considering the ballot preference and following needed consultation, the Dean will appoint a Chair.

Eligibility and Tenure of the Chair

- a. Candidates for Chair must be tenured professors or tenured associate professors.
- b. The term of office of a Chair is 5 years, effective July 1.
- c. The tenure of the Chair will be limited to 2 consecutive terms.
- d. At the end of a Chair's first term, an election will be held to determine whether the current Chair should be recommended by the department for renewal. Additional evaluations will be conducted by other Chairs in the College of Humanities and Social Sciences and by students. The Dean will take all of the above under consideration in his/her decision of renewal or non-renewal of the Chair beginning in the fifth year of service.
- e. Where there is no majority support (50% + 1) for renewal the voting body shall again express their preference for Chair by secret ballot. The role of the Ballot Committee and the Dean of Humanities and Social Sciences indicated above shall apply.

Removal of Chair

Faculty may register their dissatisfaction on leadership issues as follows:

- a. First, address the issues involved directly with the Chair.
- b. Second, if issues remain unresolved the faculty involved may seek the intervention of the Dean.
- c. If the issues still remain unresolved a vote of no-confidence in the Chair may be passed by the voting body.
- d. A vote of no-confidence will require a two-thirds majority of the voting body.

Interim Chair

If a Chair's position unexpectedly becomes vacant, the appointment of an Interim Chair shall be made by the Dean in consultation with the department faculty, with the term of office no more than one year.

2. Assistant Chair

- a. After consultation with the Department, an Assistant Chair shall be selected by the Chair with the approval of the Dean.
- b. This individual shall have designated roles assigned by the Chair. These roles may include but are not limited to assisting in scheduling, assisting in data-gathering and report-writing, and occasionally representing the Chair at meetings.
- c. The Assistant Chair will act as Discipline Coordinator for his/her area.
- d. The Assistant Chair holds a nine-month faculty appointment and receives one summer-course equivalency and/or negotiated teaching loads.
- e. Teaching load negotiations will be held with the Chair.

3. Discipline Coordinator

- a. A Discipline Coordinator shall be selected by the Chair to represent the discipline whose member is not serving as Assistant Chair.
- b. This individual shall have limited designated roles assigned by the Chair (e.g. assisting in scheduling), which may attract a course reduction per academic year.

4. Committees

Following consultation with the Department, the Chair shall appoint faculty member(s) to each of the following committees: Faculty will serve for 2 years unless otherwise stated.

University Committees

- a. University Faculty Senate (1 member – must be elected by the Department)
- b. UPCC (as needed)
- c. Other university committees as may be necessary (e.g., IRB, etc.)

College Committees

- a. College Curriculum Committee (1 member – this person will be the Chair of the Department Curriculum Committee – see below)
- b. College Tenure & Promotion Committee (1 member, tenured faculty only)
- c. College Awards Committee (1 member, see below)
- d. Other college committees as necessary (e.g., Assessment, RPG, QEP, etc.)

Department Committees

- a. Departmental Curriculum Committee (2 members)
- b. Departmental Tenure & Promotion Committee (3 members, preferably tenured faculty; the Committee Chair should be tenured)
- c. Departmental Awards Committee (2 members) one will represent our department on the College Awards Committee
- d. A Faculty Secretary will be selected by Chair at the beginning of the academic year for a one-year term

Faculty will serve at their own request on other interest-specific committees (e.g. Parking; Environmental concerns; Technology; etc).

Department Meetings

- a. The department shall schedule one formal departmental meeting each month of the academic year (August through May). Faculty are expected to attend these meetings unless they receive an excused absence from the Chair.
- b. Other meetings may be called under special circumstances. Such meetings may be called by the Chair or at least 50% + 1 of the voting body.