

**Draft Proposal on Governance  
Department of Sociology and Criminal Justice  
Kennesaw State University**

<b>Governance Structure</b>
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Leadership of the department will be as follows:

**1. Chair**

- a. For reasons of brevity the detailed roles and functions of the chair are not specified in this document

In consultation with faculty the chair, however, is broadly responsible for:

- 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
- d. The selection process for a chair is explained below in this document.

**2. Assistant Chair**

- a. 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
- c. The Assistant Chair holds a nine-month faculty appointment and receives one summer-course equivalency and/or negotiated teaching loads
- d. Teaching load negotiations will be held with the Chair

### **3. Discipline Coordinator**

- a. A Discipline Coordinator shall be selected by the chair after consultation with faculty to represent one of the disciplines whose member is not serving as Assistant Chair
- b. This individual shall have limited designated roles assigned by the chair, which may attract a course reduction per academic year

### **4. Committees**

Following faculty consultations and opportunity for faculty to identify committees they are interested in serving on the Department Chair shall appoint faculty member(s) to each of the following committees: Faculty will serve for 2 years on a committee unless otherwise stated. Deliberate efforts will be made to ensure a proper balance of senior/junior faculty on the various committees.

#### University Committees

- i. University Faculty Senate (1 member)
- ii. UPCC (as needed)
- iii. Other university committees as may be necessary (e.g., IRB, etc.)

#### College Committees

- i. College Curriculum Committee (1)
- ii. College Tenure & Promotion Committee (1) (tenured faculty only)
- iii. Other college committees as necessary (e.g., Assessment, RPG, QEP, etc.)

#### Department Committees

- i. Departmental Curriculum Committee (2 members)
- ii. Departmental Tenure & Promotion Committee (3) (preferably tenured faculty; the committee chair should be tenured) (1)
- iii. Departmental Awards Committee – (2 members) one will represent our department on HSS's Awards Committee
- iv. Faculty Secretary - 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).

## **Selection of Department Chair**

### **Department Voting Body**

- a. For the purposes of selecting 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 block shall consist of all academic staff of the department present at scheduled meetings
- c. The majority (50%+1) of the voting block present shall constitute a quorum for conducting departmental business other than voting on a chair

### **Voting**

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

### **Selection of Chair**

- a. Eligibility for serving as chair is limited to tenured professors and tenured associate professors
- b. All members of the departmental voting body shall express their preference for chair by secret ballot, and this may include an outside candidate.
- c. A 3-member faculty committee constituted for that purpose will count the ballots and subsequently forward the ballots to the dean of Humanities and Social Sciences
- d. After considering the ballot and following needed consultation the dean appoints a chair
- e. The term of office of a chair is 5 years, effective July 1
- f. At the beginning of the 5<sup>th</sup> year of service there will be a comprehensive review of the chair by the appropriate constituencies. The appropriate constituencies will include faculty, staff, students' organizations in the department (CJSO, AKD and SOS), and the advisory board. Administrative assessment completed by faculty and staff on chairs, and assessment by the 2 other constituencies will constitute the comprehensive review. The dean shall assign different weights to the assessment by the different constituencies
- g. The committee identified under "c" above will coordinate the collection of the assessment data and submit them to the dean without reviewing them.
- h. At the end of each term, an election will be held to determine the whether the current chair should be recommended by the department for renewal
- i. The tenure of the chair will be limited to 2 consecutive terms

- j. Where there is no majority support for renewal the voting body shall again express their preference for a 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:

- i. First, address the issues involved directly with the chair
- ii. Second, if issues remain unresolved the faculty involved may seek the intervention of the dean or his/her representative
- iii. If the issues still remain unresolved a vote of no confidence may be passed by the voting body
- iv. A no confidence vote will require two thirds majority of the voting body

### **Department Meetings**

- v. The department shall convene one formal, scheduled departmental meeting each month.
- vi. Other meetings may be called as deemed necessary. Such meetings can be called by the chair or at least 20% of the voting block