



# **Kennesaw State University University Handbook**

## **2012-2013**

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# UNIVERSITY HANDBOOK

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## **SECTION 1 - Institutional Purpose and Organization**

### **1.1. Institutional Strategic Plan**

During the 2010 and 2011 academic years, Kennesaw State prepared a new strategic plan to guide the university through 2017. As part of that process, updated mission, vision and goals statement were developed, as outlined below:

#### **Kennesaw State University Vision**

Kennesaw State University will be a nationally prominent university recognized for excellence in education, engagement, and innovation.

#### **Kennesaw State University Mission**

Kennesaw State University provides exceptional undergraduate, graduate, continuing, co-curricular, and community educational opportunities. KSU educates students who become capable, visionary, and ethical leaders in their chosen professions and careers, and who are engaged citizens with global understanding and a love of learning.

The university's research, scholarship, and creative activities expand knowledge, contribute significantly to economic development, and help improve the quality of life in the local community, Georgia, the nation, and the world.

KSU students, faculty, and staff engage with local, state, regional, national, and international communities to improve those communities and the university.

Kennesaw State University promotes open and honest intellectual inquiry, and inspires professional, personal, and social excellence throughout the KSU community.

#### **Kennesaw State University Goals**

KSU's 2012-2017 Strategic Plan identifies the following as the University's five leading goals:

**Goal 1:** Promote excellence and innovation in education through teaching, supervising, and mentoring students; research, creative activity, and scholarship; and professional service.

**Goal 2:** Improve recruitment, retention, progression, and graduation rates (RRPG) in accord with the Complete College Georgia initiative, while continually increasing the quality, breadth, and relevance of academic and co-curricular programs.

**Goal 3:** Become more engaged and prominent in the local community, Georgia, the nation, and the world.

**Goal 4:** Enhance the collegiate experience, and foster a welcoming, diverse, and inclusive environment.

**Goal 5:** Expand resources, and improve operational efficiency and effectiveness.

## **1.2. University System of Georgia**

The University System of Georgia includes research universities, regional universities, state universities, state colleges, and two-year colleges. A list of USG institutions can be found at <http://www.usg.edu/inst/>

### **The Board of Regents**

The Board of Regents oversees the University System of Georgia, Skidaway Institute of Oceanography and The Georgia Public Library System.

The website address for the Board of Regents is <http://www.usg.edu/regents/>.

### **Chancellor**

The Chancellor is the chief executive officer of the Board of Regents and chief administrative officer of the University System. The website address for the Chancellor is

<http://www.usg.edu/chancellor/>.

## **1.3. Kennesaw State University's Administrative Officers & Organization**

### **President**

The President is the chief executive officer of the university and in that capacity is responsible for all aspects of the institution's operations and affairs. Appointed annually by the Board of Regents, the President reports to the Executive Vice Chancellor/Chief Academic Officer of the University System of Georgia and recommends to the Board of Regents, through the Chancellor's Office, all institutional matters requiring Regents' approval. The website address for the President's Office is <http://www.kennesaw.edu/president/>.

### **President's Cabinet**

The President's cabinet meets regularly to review and discuss matters of institutional planning and operations, coordination and priority, and serves as the principal advisory body to the President. The cabinet membership is as follows:

The Provost and Vice President for Academic Affairs, who serves as the chief academic officer of the university, represents the President when called upon and performs other duties as assigned by the President. In the absence of the President, the Provost and Vice President for Academic Affairs acts as chief executive officer of the university.

The Vice President for Operations oversees the fiscal, business, human relations,

technology, and campus safety functions of the university.

The Vice President for Student Success is the chief student services officer and is responsible for a variety of programs, services, and activities that enhance student success, including student life and development, residential life, career services, sports and recreation, and counseling and psychological services.

The Vice President for University Advancement and Development is the university's chief advancement and fund-raising officer and is responsible for managing, coordinating, and integrating the university's fundraising and capital development projects with the Kennesaw State University Foundation.

The University General Counsel and Special Assistant to the President for Legal Affairs is responsible for providing legal counsel and advice to the President, the leadership team, and the campus community, and for assuring that equal employment opportunities exist and are understood throughout the campus community.

The Vice President for External Affairs is responsible for coordinating, directing, and implementing the university's community relations, government relations, public relations, and marketing programs.

The Faculty Executive Assistant to the President provides executive support to the President by acting as a key Presidential liaison to a wide variety of constituents both within and outside the university, by providing feedback and advice to the President on a wide variety of issues, and by undertaking special projects as assigned by the President.

The Athletics Director is responsible for the development and implementation of the university's intercollegiate athletics program.

The Chief Diversity Officer coordinates diversity-oriented programs and initiatives, including the development and implementation of a specific strategic plan aligned with the university's strategic plan.

The Executive Assistant to the President manages and coordinates the administrative affairs of the office of the President.

## **Other Reports to the President**

Three other administrative units in addition to those represented on the cabinet report directly to the President:

### **Internal Auditor**

The internal auditor is responsible for performing internal audits of financial and operational practices of the university.

### **Office of Institutional Accreditation**

The Office of Institutional Accreditation is committed to sustaining a culture of excellence and continuous improvement in support of the mission and strategic goals of Kennesaw State University. As such, the mission of this office is to ensure that Kennesaw State University can provide clear, convincing, and consistent evidence that meets federal, regional, state, and institutional standards. In doing so, the office provides guidance and expertise to the leadership, faculty, and staff with regard to institutional policies, procedures, and reporting activities necessary to be a nationally prominent university. The website address for the Office of Institutional Accreditation is: <https://web.kennesaw.edu/sacs/>.

### **University Events**

This department handles requests for all event and related service logistics at KSU. Academic course scheduling is handled through the Registrar's office; but all space requests for meetings, events, or conferences are facilitated through University Events. You must request space for your event. University Events coordinates vital campus support resources like Plant Operations, Catering, and Public Safety to ensure that your event is a success. Through the use of a comprehensive scheduling tool, space requests are processed to facilitate the best utilization of all campus space in conjunction with efficient use of resources and staffing. This streamlined process enables consistent communications and integration for Master Calendar utilization. The website address for University Events is <http://www.kennesaw.edu/events/>.

### **Administrative Divisions**

In addition to the Office of the President, there are four major administrative divisions of the university; 1) the academic division, 2) the operations division, including business services and information technology, 3) the student success division and 4) the advancement division.

The Academic Division, headed by the Provost and Vice President for Academic Affairs, is the largest and most complex of the university's divisions. Over two-thirds of the university's annual operating budget is committed to the teaching, research, public service, enrollment services, and

academic support functions of this division. Because of its large size and complexity, the Provost and Vice President for Academic Affairs is aided by a Senior Vice Provost, three associate Vice Presidents, a Vice Provost for Global Engagement and Strategic Initiatives, and a Faculty Executive Assistant to the Provost. The academic departments and offices are divided into colleges and academic support divisions, each of which is headed by an academic dean, aided by one or more associate deans and/or assistant deans. Each academic department is headed by an academic department chair and may be aided by an assistant department chair. The website address for Academic Affairs is <http://www.kennesaw.edu/academicaffairs>.

The remaining administrative departments and offices are divided among the other three vice presidents and the President, forming the other major administrative divisions of the university. Like the Provost and Vice President for Academic Affairs, the other three vice presidents have regular meetings with their department heads to facilitate planning, coordination, organizational development, and continuous improvement.

## **Institutes, Centers and the College of Continuing and Professional Education**

### **College of Continuing and Professional Education**

The College of Continuing and Professional Education at Kennesaw State University is one of the largest continuing education programs in the country. Offering more than 2,700 non-degree professional development and personal enrichment classes and serving more than 22,000 registrants annually, the program offers a unique opportunity to acquire new skills or enhance existing ones in a multitude of different areas.

Continuing Education Units (CEUs) are assigned to all professional development programs with one CEU awarded for 10 contact hours of participation. Many courses also award PLUs for teacher recertification. Transcripts of earned CEUs are available upon request. Continuing and Professional Education at Kennesaw State University has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), the international standard for excellence for training. KSU employees may attend Continuing and Professional Education programs at a discounted cost on a space available basis (with some exceptions). The website address for Continuing Education is <http://ccpe.kennesaw.edu/>.

### **Special Units:**

#### **International Training Programs in Continuing Education**

A prominent part of Continuing Education at KSU is its international training. Concentrating so far on China, the mission of ITP is to support and facilitate international program development across campus by best utilizing resources and outstanding services. ITP



designs programs and provides Chinese officials with a variety of short-term training opportunities in the U.S. It organizes visits by U.S. executives to China to study Chinese business, society, and culture. It is the goal of the ITP to extend this model of international training into other countries. The ITP won the 2007 Governor's Award for excellence in International Education programming.

### **Siegel Institute for Leadership, Ethics, and Character**

The following describes the vision, mission, and goals of the Siegel Institute for Ethics, Leadership, and Character.

#### **Vision**

The Siegel Institute for Leadership, Ethics & Character seeks to inspire, enable and promote ethical conduct, decision making and leadership for the common good.

#### **Mission**

The Siegel Institute for Leadership, Ethics & Character exists to develop and promote ethical leadership among individuals and organizations through education, service and applied research.

#### **Goals**

Continue to support current partnerships while seeking out and creating new partnerships that will enable the Siegel Institute to work with departments, colleges, business, non-profits and other organizations committed to the goal of valuing diversity and enhancing ethical conduct and leadership.

The website address for the Siegel Institute for Leadership, Ethics, and Character is <http://www.kennesaw.edu/siegelinstitute>.

### **Burruss Institute of Public Service and Research**

With a dedicated, professional staff and faculty, The Burruss Institute is known for creating and maintaining large, high-quality datasets, and providing a wide range of technical assistance in a broad range of policy areas to nonprofit organizations and governmental entities at various levels. The Institute maintains a core of faculty, administrative faculty and staff. Additional Institute staff members serve in a variety of positions funded by grants and contracts from federal, state, and local governments as well as nonprofit agencies. The Telephone Survey Lab maintains a professional staff of telephone interviewers and supervisors who serve on a part-time basis. In order to address the various research needs of clients, the Institute often draws on faculty expertise. Faculty members are contracted to work on individual projects, or provide technical and administrative support services to complete their research. Institute staff members have experience in research design, survey construction, methodology, technical and statistical

analyses, and teaching and training. The website address for the Burruss Institute is [http://www.kennesaw.edu/burruss\\_inst/](http://www.kennesaw.edu/burruss_inst/).

### **University Operations Division**

The Vice President for Operations and chief information officer/chief business officer provides leadership for the non-academic operations of the University. The website address for the Office of the Vice President for Operations is <http://www.kennesaw.edu/ovpo/>.

The university's operations division includes the following offices:

#### **Strategic Security and Safety**

The Office of Strategic Security and Safety was created to evaluate campus security, safety, and emergency response practices; identify areas needing improvement, and implement a multi-layered system of emergency mitigation processes to include notification and response measures. This office is responsible for the management, provisioning, and training of KSU's volunteer Crisis Management Team; coordinating regularly-scheduled, comprehensive emergency drills, and facilitating emergency-preparedness collaboration between campus, local, and state law enforcement agencies. The website address for the Office of Strategic Security Safety is <http://www.kennesaw.edu/sss/>.

#### **Enterprise Information Management (EIM)**

Enterprise Information Management facilitates the continuous improvement of KSU's enterprise-wide data management, data quality, and data warehousing efforts as well as information reporting and analytics for decision-making support, strategic planning, and organizational effectiveness at the institutional and unit levels. The website address for Enterprise Information Management is <https://vic.kennesaw.edu>.

#### **Enterprise Systems and Services (ESS)**

The office of Enterprise Systems and Support provides computer-related services that support the functions of the administrative and academic departments on campus. These services include software development, implementation, revision, training and troubleshooting. The services also cover the purchase, implementation and maintenance of the necessary server hardware required for the software to function in a timely, responsive manner. The website address for Enterprise Systems and Services is <http://www.kennesaw.edu/ess/>.

#### **Information Systems**

Information Technology Services is responsible for the infrastructure of all computing and telecommunication resources on campus. Information Technology Services provides

infrastructure practices spanning the entire range of administrative and academic computing. Information Technology Services and the departments of Enterprise Systems and Services (ESS), Online Learning Services (OLS), and the Audio Video Technology Services (AVTS) work together and work closely with faculty, staff, and students to help strike a balance between keeping up with ever-changing technology and ensuring that all services provided to campus operate predictably. See section 4.4 (Services and Facilities - Information Technology Services) for specific services offered. The website address for Information Technology Services is <http://its.kennesaw.edu/>.

### **Archives and Records Management**

The Office of Archives and Records Management are responsible for overseeing the life cycle of university records created in the course of business. The Office of Archives and Records Management identifies, preserves and makes available to researchers, students and staff, records of enduring historical, legal and fiscal value to Kennesaw State University. The office oversees the Records Management Program, the purpose of which is to promote and ensure the proper retention, maintenance, and disposal of university records in accordance with the USG Board of Regents Retention Guidelines and to satisfy legal, fiscal, and administrative needs of the university. The Archives and Records Management department serves as a resource for staff, administrators, students and researchers for all records management issues. The website address for the Office of Archives and Records Management is <https://web.kennesaw.edu/archives/faq/1>.

### **Human Resources Services**

The Office of Human Resources is responsible for personnel services and human resource development. The office administers all university payroll and personnel functions, as well as the recruitment and hiring of non-faculty personnel. More specific services provided include in-processing, maintaining personnel records, and administering employee group benefits. The department also serves as a central location for employees to initiate changes to the university's payroll/personnel/benefit database. The website address for Human Resources Services is <https://web.kennesaw.edu/hr/>.

### **Facilities Services**

The Office of Facilities Services includes Planning & Design Services and Facilities Operations. The facilities departments are responsible for maintaining the buildings, grounds, vehicles, and equipment of the University; providing support services for campus operation; providing design and coordination of new campus construction and renovations, and the oversight of the campus master plan. The website address for Facilities Services is [http://www.kennesaw.edu/business/fac\\_main.htm](http://www.kennesaw.edu/business/fac_main.htm).

## **Library Services**

The Office of Library Services is responsible for the development of the library, its holdings, and their management. Access to the extensive book collection is provided through the library's public catalog, which is available online. For research purposes, students and faculty have access to full-text data services and a wide variety of in-house periodical databases, also available via computer. Also housed within the Office of Library Services, the Department of Archives and Records Management is responsible for overseeing the cycle of university records, the Records Management Program, and the disposal of university records in accordance with the USG Board of Regents Retention Guidelines and to satisfy legal, fiscal, and administrative needs of the university. See section 4.1 (Facilities and Services-Library Services) for specific services offered. The website address for Library Services is <http://www.kennesaw.edu/library/>.

## **Office of the Associate Vice President for Operations (OAVPO)**

The Office of the Associate Vice President for Operations (OAVPO) is responsible for the administration and maintenance of the fiscal affairs of the campus. The OAVPO includes Auxiliary Services and Programs (ASaP), the Office of Budget & Planning (OPB), the Office of Finance & Accounting (OFA), the Office of Procurement & Contracting (OPC), and the Project Management Office (PMO). The OAVPO is heavily involved in all aspects of the institution's operations. The website address for the OAVPO is <https://financialservices.kennesaw.edu/>.

## **Public Safety**

The Department of Public Safety is responsible for a wide range of services to the campus community. On hand with certified police officers 24 hours per day, the department is ready to answer calls relating to anything from law enforcement and medical emergencies to more routine matters such as traffic safety, escorts, and after-hours building access. In addition, the department has certified emergency medical technicians or first responders on duty to handle any illnesses and accidents that occur on campus. The website address for Public Safety is <http://www.kennesaw.edu/police/>.

## **Environmental Health and Safety (EHS)**

The Office of Environmental Health & Safety ensures that Kennesaw State University complies with local, state, and federal regulations in the areas of worker safety and the protection of the environment while overseeing risk management, training, and proper hazardous waste disposal for the campus. This department provides specific training in hazard recognition and accident prevention to the staff and faculty. The department helps to ensure safe working environments by conducting routine audits to identify and correct

hazardous situations and activities at Kennesaw State University. The department provides technical assistance to university employees in the area of the protection of the environment and health and safety. The website address for Environmental Health and Safety is

<http://www.kennesaw.edu/ehs>.

### **Division of Student Success**

The Division of Student Success is responsible for a variety of services that assist and enhance student success. Under the leadership of the Vice President for Student Success, these activities, programs and services cover student life and development.

This division houses the non-academic aspects of the student experience at Kennesaw State University. Included in this division are areas such as career services, on-campus housing, intramural sports and leisure activities, registered student organizations, programs for specific populations, student leadership programs, counseling and psychological services, and the student conduct and academic integrity program. The website address for the Division of Student Success is <http://www.kennesaw.edu/studentsuccess/>.

### **Student Success Services (formerly CAPS)**

Student Success Services offers a number of student developmental programs and services designed to enhance students' personal, educational, and career success. Their objective is to assist students in the process of adapting to the university. The website address for student success services is <http://www.kennesaw.edu/studentsuccess/>.

### **Career Services Center**

The Career Services Center offers experiential learning (co-op/internships), career development and employment opportunities for both KSU students and alumni. The office serves as the liaison between the students and the employment community. The website address for career services is <https://careerctr.kennesaw.edu/>.

### **Office of Student Conduct and Academic Integrity (SCAI)**

This office is responsible for implementing the University's student judiciary program. The website address for the Office of Student Conduct and Academic Integrity is <http://www.kennesaw.edu/scai>.

### **Student Life Department**

The Student Life Department's staff includes coordinators in the following areas: student activities, registered student organizations, student publications, and business operations. All student organizations fall under the supervision of the Student Life Department staff.

The website address for the student life department is

[http://www.kennesaw.edu/student life/](http://www.kennesaw.edu/student_life/).

### **Center for Student Leadership (CSL)**

The Center for Student Leadership (CSL) focuses on providing students with the resources, training, and programs that enhance their leadership skills and abilities. The CSL sponsors the LINK programs (Emerge, Ascend & Leads), the Presidential Fellow program, the Northwest Crescent Leadership program, and the Center for Student Leadership Fellow program. The website address for the Center for Student Leadership is

<http://www.kennesaw.edu/csl/>.

### **Student Development**

Student Development is responsible for non-academic programs and services focusing on the needs of several specific student populations. Areas of supervision include student retention for underrepresented groups, international student retention services, disabled student support services, adult learner programs, and student community service. The website address for student development is [http://www.kennesaw.edu/stu dev/](http://www.kennesaw.edu/stu_dev/).

### **Residence Life**

The Office of Residence Life coordinates all programming for students living in on-campus housing. The website address for residence life is <http://www.kennesaw.edu/residencelife/>.

### **Sports and Recreation**

The newly established Department of Sports and Recreation coordinates programming and services for intramural sports and recreation as well as club sports. This department also houses the Student Recreation and Wellness Center. The website address for the Department is [http://www.kennesaw.edu/student life/intramurals/index.shtml](http://www.kennesaw.edu/student_life/intramurals/index.shtml).

## **University Advancement Division**

The Division of Advancement, headed by the Vice President for University Advancement and Development and the executive director of the KSU foundation, is charged with advancing Kennesaw State University through strategic interface with its key constituencies. The division houses the Office of Development, which pursues private monetary and in-kind gift support.

### **Office of Development**

The Office of Development is responsible for coordinating and conducting efforts to increase private support to advance the mission and priorities of the university. The Development Office staff works directly with the President, the vice presidents, deans,

trustees and volunteers to maximize gift support for prioritized annual, major and special initiatives at both the institutional and unit levels. Fund-raising activities are carefully orchestrated by the Development Office so as to maximize support from several constituencies, including trustees, friends, alumni, faculty, staff, corporations and foundations. Faculty interested in pursuing private gift support must first secure the approval of their respective deans and the clearance of the Development Office. Monies raised are directed to the KSU Foundation, the 501c3 organization set up to receive and manage gifts on behalf of the university. The website address for the Office of Development is <http://www.kennesaw.edu/giving/>.

### **External Affairs Division**

The Division of External Affairs, headed by the Vice President for External Affairs, is charged with working to market and enhance the image of the university through public relations, media relations, and strategic marketing. The division houses the office of university relations.

### **Office of University Relations**

The Office of University Relations is responsible for coordinating efforts to enhance the image and build the reputation of the university consistent with the institutional mission and its priorities.

The University Relations staff serves as the primary contact to media sources for the President, administration, faculty and the institution. In addition to providing news releases and feature articles for placement in local and regional newspapers and television outlets, national newspapers, and international journals, staff members serve as writers and editors for many campus publications. University Relations also produces a reporter's source book to highlight faculty experts at the university.

The University Relations staff also serves as the point of contact for campus colleges, departments, and administrative units for the production and quality control of campus publications. In addition to working directly with campus personnel in designing and producing high-quality brochures, fact sheets, and general campus publications, the staff is responsible for the planning and implementation of a university marketing plan. This department is also responsible for enforcing compliance with the university's visual identity program. The website address for the Office of University Relations is <http://www.kennesaw.edu/ur/>.

### **Division of Legal Affairs**

The Division of Legal Affairs, headed by the University General Counsel and special assistant to the President for legal affairs handles legal matters related to the University's operation, including providing legal guidance to KSU's administration, reviewing and drafting contracts, and responding to open records requests on behalf of the University. The Division's staff works closely with other campus units to ensure the University's compliance with laws, policies, and procedures of Kennesaw State University and the Board of Regents. The website address for the Division of Legal Affairs is

<http://www.kennesaw.edu/legal/>.

### **Office of Diversity and Inclusion**

The Office of Diversity and Inclusion, headed by the Chief Diversity Officer, works with faculty, staff, and students to initiate and enhance opportunities to achieve understanding and excellence through diversity and inclusion, thereby promoting faculty and student success enhancing campus climate, and strengthening community engagement. The website address for the Office of Diversity and Inclusion is

[https://web.kennesaw.edu/diversity\\_inclusion/](https://web.kennesaw.edu/diversity_inclusion/).

## **SECTION 2 - Advising and Registration**

### **2.1. Policy Statement on Advising**

#### **Mission**

The mission of academic advising at Kennesaw State University is to facilitate student success, development, and retention by supporting the design and implementation of educational and career plans.

### **2.2. Advisor Responsibilities**

#### **General Description**

The University's advising program is a decentralized system with two primary components: advising services for students who have not declared major and, advising services for those who have a major.

#### **Administrative Responsibility**

Administrative responsibility for the advising program at Kennesaw State University resides ultimately with the Provost and Vice President for Academic Affairs and the Vice President for



Student Success. The academic deans are directly responsible for administering the advising program in their respective colleges. The director of Student Success Services, along with the associate director of advising, directly administers the program for undeclared and learning support students.

The Undergraduate Advising Council, consisting of representatives from each of the colleges, Student Success Services, the Office of the Registrar, the Vice President for Student Success, and chaired by the Dean of University College, works to improve the advising process and system.

### **Selection and Responsibilities of Advisors**

Although advising is considered to be a contractual obligation, the extent of that obligation varies by unit. Some departments expect all faculty members to be responsible for a certain number of assigned advisees; other departments assign advising responsibilities to one individual or a small cadre of advisors; still others contribute faculty members to a college-wide advising team. Faculty members should consult their respective department chairs to determine their specific advising obligations.

Recognizing that effective advising is a partnership between advisors and advisees and that each has its own role and responsibility, it is expected that, regardless of where the advising occurs, the academic advisor's roles is 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. Advisors help the advisee to understand the relationships among the courses, programs, research opportunities, internships, study abroad programs, 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. The advisor will inform the advisee about the prerequisites for subsequent courses in the advisee's program and evaluate their progress.
- To familiarize advisees with, and direct advisees to, appropriate campus resources.
- Participate in the advisor training sessions provided by the university and each college and department to keep informed and current.
- Encourage students to utilize available resources in the development of effective study skills.

- Provide necessary mentorship and career development support.

### **Suggestions for Effective Advising**

- Care about students as people by showing empathy, understanding and respect.
- Establish a warm, genuine, and open relationship.
- Evidence interest, helpful intent, and involvement.
- Be a good listener.
- Establish rapport by remembering personal information about students.
- Be available; keep office hours and appointments.
- Provide accurate information.
- When in doubt, refer to catalog, advisor's handbook, etc.
- Know how and when to make referrals and be familiar with referral sources.
- Don't refer too hastily; on the other hand, don't attempt to handle situations for which you are not qualified.
- Have students contact referral sources in your presence.
- Keep in frequent contact with students; take the initiative; don't always wait for students to come to you.
- Don't make decisions for students; help them make their own decisions.
- Focus on students' strengths and potentials rather than limitations.
- Seek out students in informal settings.
- Monitor students' progress toward educational goals.
- Determine reasons for poor academic performance and direct students to appropriate support services.
- Be realistic with students.
- Use all available information sources.
- Clearly outline students' responsibilities.
- Follow up on commitments made to students.
- Encourage students to consider and develop career alternatives when appropriate.
- Keep an anecdotal record of significant conversations for future reference.
- Evaluate the effectiveness of your advising.
- Don't be critical of other faculty or staff to students.
- Be knowledgeable about career opportunities and job outlook for various majors.
- Encourage students to talk by asking open-ended questions.
- Don't betray confidential information.
- Categorize students' questions; are they seeking action, information, or involvement and understanding.
- Be yourself and allow students to be individuals.

In addition to the American College Testing Service (ACT) suggestions, a few additional suggestions specific to Kennesaw State University are:

- Bookmark the online catalog and Schedule of Credit Courses for immediate availability when advising. Be sure to check prerequisites. Students depend on you to help them get in the right class. If students wind up “over their heads,” both the students and the professors teaching the courses suffer.
- Check course numbers carefully. Numbers change periodically and you want to get students in the correct class.
- Students should register only for what they want to take. Do not tell students to register for just any course and change during drop/add. Often the course students really want is not available during drop/add.
- Students will receive no refund for dropping one or more courses after drop/add ends unless they withdraw from all classes for the semester.
- Students should not sign up for a directed study course unless they have prior approval from that department’s chair. Students enrolling in internships must have prior approval from the faculty and departmental coordinator and the registrar prior to any phase of registration.

## **SECTION 3 - Shared Governance and Committees**

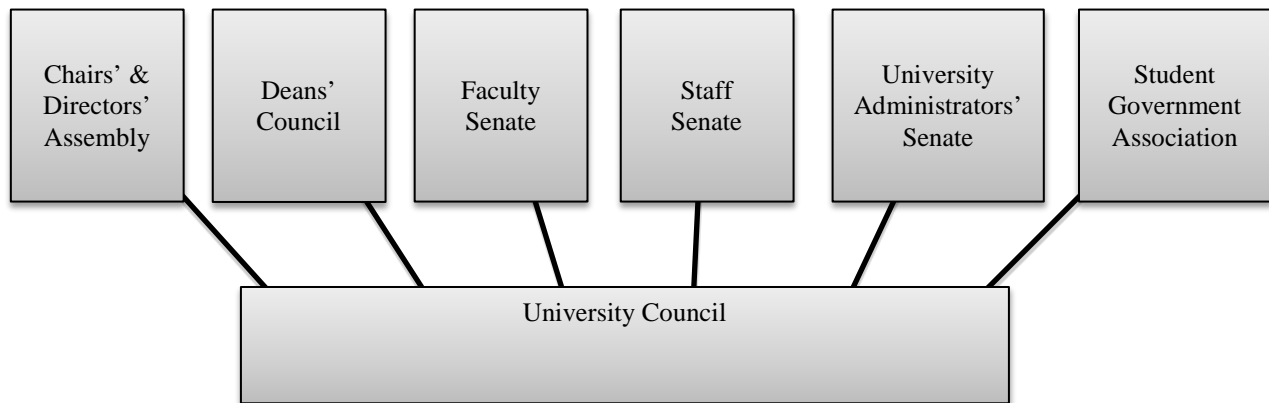
### **3.1. Constituencies Involved in Shared Governance**

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 structure for shared governance at KSU includes a number of University Standing Committees, four senates representing the major constituencies of the university community (i.e., faculty, staff, administrators and students), and University Council. These groups have responsibilities for institutional oversight as outlined below and serve in a recommending and advisory capacity to the administrative officers of the university, including the President.

### **3.2. Senate and University Council Structure**

The four major constituencies of the university community (faculty, staff, administrators and students) review and respond to important issues and conditions affecting them through their elected representative senates. Each senate’s President and Vice President/President elect serve

on the University Council with four of KSU’s academic and administrative officers to coordinate and facilitate the entire governance process and to reconcile conflicting advisory opinions and recommendations of different governance bodies when they arise. The following chart depicts these six key representative bodies for shared governance.



To facilitate communication among the Faculty, Staff and Administrators Senates, the Chair’s and Directors’ Assembly and the SGA, 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, Staff and Administrators 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 three 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. [http://kennesawstate.wix.com/html\\_sga#!untitled/mainPage](http://kennesawstate.wix.com/html_sga#!untitled/mainPage).

The 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.

### A. Senates

One aim of the restructuring of KSU’s shared governance system in 2006 at the Council and Senate levels was to establish smaller and more streamlined advisory bodies whose agendas were more focused on relevant issues to the constituencies they represent than was the case previously.

## **1. Faculty Senate (advisory to the Provost/VPAA or other vice presidents as appropriate for the issue being discussed).**

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:

- Each instructional department elects one senator.
- 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.
- 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.

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.

Information routing:

- Routing procedures have been established to ensure that the business of the senates are approved at all appropriate levels. The flow chart for approval can be found at the end of this section.

## **2. Staff Senate (advisory to the Chief Human Resources Officer or administrative officer as appropriate for the issue being discussed).**

The membership of the Staff 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 Staff Senate is determined as follows:

- The Staff Senate is composed of 30 senators who are elected to represent a major administrative division of the university.
- Each division's representation is determined according to the size and complexity of its staff. The senators are distributed as follows: Business & Administration Division (11 senators), Academic Affairs Division (8 senators), Student Success Division (4 senators), Technology & Human Resources Division (4 senators), and Advancement & President's Other Reports (3 senators).
- Eligibility to participate in elections of the division's senators is restricted to the full-time classified staff who are not university administrators in the division.
- Eligibility to serve as a division's senator is restricted to the full-time classified staff who are not university administrators in the division.

- A division's senator is elected for a three-year term.  
<http://www.kennesaw.edu/staff/>

**3. Administrator's Senate (advisory to the Chief Human Resources Officer or the Vice President for Student Success or both or administrative officer as appropriate for the issue being discussed).**

- The membership of the Administrators 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 Administrators Senate is determined as follows:
- The Administrators Senate is composed of eight senators, three elected at large (the senate's President, Vice President/President elect and secretary) and one from each of the following five divisions: Academic Affairs, Student Success, Chief Information Officer, and University Advancement & President's Reports.
- Eligibility to participate in elections of these senators is restricted to full-time employees with an exempt professional status and mid-management level responsibilities and have director status or below.
- Eligibility to serve as a senator is restricted to full-time employees with an exempt professional status and mid-management level responsibilities and have director status or below. Senators are elected for a three-year term.  
<http://www.kennesaw.edu/administrators/>

**4. Student Government Association (advisory to the Vice President for Student Success or administrative officer as appropriate for the issue being discussed).**

The membership and elections for the Student Government Association can be found in the Student Government Constitution as published on the SGA Web site.

[http://kennesawstate.wix.com/html\\_sga#!untitled/mainPage](http://kennesawstate.wix.com/html_sga#!untitled/mainPage)

**B. University Council (UC) – usually advisory to the University President (or Provost/VPAA)**

Membership of the UC will consist of:

- a. The President and Vice President/President elect (or the equivalents of these offices) from each of the following - the Faculty Senate, the Staff Senate, the University Administrators Senate, and the Student Government Senate.
- b. One representative each from the Chair's and Director's Assembly, the Deans' Council, the President's Cabinet, the Provost/VPAA and the university President.

Presiding Officer of the UC:

The President of the Faculty Senate will serve ex-officio as Chair of the University Council.

Operating Procedures of the UC:

- a. Formal votes will not be part of the UC's regular operating procedure. The purpose of the UC is to advise the President of the points of view of the different constituencies represented, and, where there are differences, to seek consensus.
- b. The UC will hold a formal meeting at least two (2) times each semester. The UC Chair in consultation with members will schedule meetings.
- c. A UC Executive Committee composed of the Presidents of the three senates and the

President of the Student Government Association will handle routine administrative matters between formal meetings of the UC.

Reassigned-time for officer-members of the UC:

The President and Vice President/President elect of the Faculty Senate, Staff Senate and the University Administrators Senate will have reassigned time from their ordinary duties to enable them to provide effective leadership for their respective shared governance bodies and to represent those bodies in the University Council.

Key Responsibilities:

- a. Assign issues to the most appropriate governance body (or bodies), but with the understanding that other bodies may also comment if they wish;
- b. Ensure that the appropriate governance bodies are consulted in the creation of any *ad hoc* committee or task force addressing issues of general importance, and, if desired, will have the opportunity to nominate members to such *ad hoc* committees or task forces;
- c. Ensure that the appropriate governance bodies are given the opportunity to consider and offer formal comment on the final reports of any such *ad hoc* committee or task force;
- d. Report to the President and other UC members the results of deliberations in various bodies when issues or reports are considered by and/or affect multiple bodies; and
- e. Seek to reconcile conflicting advisory opinions when different bodies have conflicting views.

Important Prerogatives of the UC: The University Council may, at its discretion:

- a. Call a joint session of all the representative bodies of the university's governance structure;
- b. Call a Town Hall Meeting of the entire campus community.

<http://www.kennesaw.edu/universitycouncil/>

### ***Ad hoc* Committees**

An *ad hoc* committee is a committee that is formed on an as-needed basis to address a particular issue, need, or project. Unlike a standing committee, the work of the *ad hoc* committee is not ongoing, but has a finite end-date. Once the *ad hoc* committee's work is completed, the committee is disbanded. Ad hoc committee members may be appointed, elected, or invited to serve, depending on the nature of the issue or project. The term "taskforce" may also be used to refer to an *ad hoc* committee, particularly when the committee's purpose is to study an issue, or when the committee contains external members selected from outside the campus community.

Consultation with the appropriate elected shared governance body (University Council, SGA, one of the three senates, CFC, DFC) is expected when an administrator chooses to form an *ad hoc* committee or task force to make a decision of general significance, or a decision that may set a precedent of general significance. If that shared governance body (SGB) wishes, it shall have the right to name a member to the *ad hoc* committee or task force. In addition, such an SGB body shall be given the opportunity to review and offer formal comment on the final reports any such *ad hoc* committee or task force.



The University Council, per its enumerated responsibilities, shall determine which SGB must be consulted in cases where that choice is not obvious.

#### *Ad Hoc* Decisions

Consultation with the appropriate SGB is expected whenever an administrator wishes to take a decision that is of general significance or that may set a precedent of general significance. When need for a quick decision makes consultation with the entire membership of the SGB impractical, the administrators should consult with the leadership of that body, e.g. the chair of the DFC or CFC, or the Executive Committee of the Faculty Senate or SGA. It is likewise the responsibility of persons in these leadership positions to be available for consultation, or to have formally delegated their role as responsible party to someone who will be available, even during periods the university is not in session.

For decisions at the level of the President or Provost/VPAA, the relevant faculty executive assistant, if available, should be consulted as well as the relevant SGB.

Decisions taken with consultation SGB leadership only will remain provisional until appropriate consultation has occurred, as judged by the leadership of the relevant shared governance body.

### **C. University Standing Committees**

The following describes Kennesaw State University's current standing committees including their make-up and their purpose. The make-up of these committees consists of Teaching Faculty (TF), Administrators (AD), Staff (SF), and Students (SD). Elections for Faculty Senate and University Council Standing committees will be held in November for the next academic year. The outgoing chair of each committee will be responsible for forwarding election results to the Vice President/President elect of the Faculty Senate. Each Standing Committee will meet at least once by September to elect a chair. The chair of each committee will collect finalized committee membership information and forward a completed membership list to the Vice President/President elect of the Faculty Senate by no later than the last week of September. Every year by May 1, each committee chair will send to the Vice President/President elect of the Faculty Senate either a report of the activities of the committee for the year, the committee's meeting minutes from the year, or a link to a website containing this information.

#### **Accountability of the Standing Committees**

Failure of a standing committee to submit the required information may result in the dissolution of that committee. In addition, violations of the policies and procedures outlined for each Standing Committee should be referred to the Faculty Senate Vice President/President elect for further deliberation, consideration, and recommendation for corrective actions by the Faculty Senate and/or University Council. If a committee is deemed no longer necessary, a recommendation to dissolve the committee will be forwarded from the appropriate senate body to the official that committee reports to for approval and continued action.

#### **Procedures for Establishing New Standing Committees**

University Standing Committees are established by submitting the required documentation to the appropriate senate (Faculty, Staff, or Administrators). The required materials should include the title of the standing committee and the senate they are assigned to (Faculty, Staff, or



Administrators). The appropriate advisor to the standing committee must be identified (e.g., the Provost/VPAA, VP for operations, registrar, etc.) in the proposal. A statement of the purpose of the committee, the composition of the committee members (Teaching Faculty (TF), Administrators (AD), Staff (SF), Students (SD)), number of members from each constituency, method by which the chair of the committee will be determined, and method of inclusion (elected, selected, or appointed) is required. Petitions to form a Standing Committee must be submitted to the relevant senate for review and approval. Senate approved petitions will be forwarded to the University Council, the Provost/VPAA, and the university President for final approval.

#### **D. List of University Standing Committees**

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

a. Purpose:

This committee will evaluate petitions for exceptions to academic regulations in the areas of admissions, withdrawals, retention, dismissals, grade changes, graduation requirements and other matters of academic standing. The results of this committee's work will be sent to the Provost/VPAA.

b. Membership:

- 1) TF 7: one elected from each degree-granting college.
- 2) AD 5: Registrar; Assistant Registrar; Director of Financial Aid; Director of Undergraduate Admissions; a chairperson elected from all chairs by Chairs and Directors Assembly.
- 3) SF 0.
- 4) SD 0.

c. The Registrar chairs this committee.

##### **Ad hoc Grievance Oversight Committee — assigned to the Faculty Senate and advisory to the Provost/VPAA**

a. Purpose:

The committee reviews petitions from faculty for a grievance hearing using the procedures outlined in the Faculty Conflict Resolution Procedures. The committee will, in collaboration with the Provost/VPAA and the Ombuds, also have the responsibility of evaluating the effectiveness of the Conflict Resolution Policy and recommending changes in the policy to the Faculty Senate. Members of this committee will receive training in policies and procedures. The faculty Ombuds will coordinate the training.

b. Membership

- 1) TF 6: three faculty senate representatives, and three alternates elected by the Faculty Senate.
- 2) AD 4: two chairs, one principal and an alternate elected by the Chairs and Directors Assembly; two deans or assistant deans, one principal and one alternate elected by the Deans Council.

Members of the Grievance Oversight Committee will be elected as needed. The

Chairs and Directors Assembly will elect the chairs and the dean's council will elect the deans. The Faculty Senate will elect teaching faculty from tenured faculty at large. The Faculty Senate President will invite nominations from all faculty members. The Faculty Senate President will check that each nominee is qualified to serve and will contact each nominee to ensure his or her willingness to serve. Once the elections have been held, the Faculty Senate President will send the name(s) of the faculty member representative(s) to the Provost/VPAA and the Ombuds.

The chair of the Grievance Oversight Committee must be a member of the teaching faculty and will be elected by a majority vote of the whole committee. Because the chair of the Grievance Oversight Committee has an especially significant role in the application of these procedures, it is recommended that the individual receive a minimum of one course release per semester and one course equivalent of salary during summer semester. Funds should be allocated for salary and release time in the university budget.

### **Committee Procedures**

1. Committees will elect a chair-elect and secretary from among their members.
2. Committees will meet as necessary to conduct the business of the committee at a time and place announced to the campus.
3. Committee secretaries will send two copies of committee minutes to the Library for the archives and will post them on the KSU Web for general examination.
4. Voting
  - A quorum must be present to conduct business.
  - Proxy voting from an absent committee member will only be allowed by written statements.
  - The most recently published procedures in this section automatically supersede any prior governance procedures.

### **Athletics Board — assigned to the University Council and advisory to the President**

#### **a. Purpose:**

The primary role of the KSU Athletics Board serves as an advisory group to the President of the university concerning the intercollegiate athletics program, including providing oversight on strategic and budget planning and implementation, and reviewing policies and practices of the department to assure they comply with NCAA regulations, and sustain the academic integrity of the university. The Athletics Board also reports, at least annually, to the university council and to other university shared governance bodies as requested and as schedules permit. Teaching faculty and administrators who hold an academic appointment must constitute at least a majority of the Athletics Board, and at least a majority of the Athletics Board Executive Committee.

#### **b. Membership:**

1) TF 11: one appointed by the university President serves as chair of the board; faculty athletics representative to the NCAA(FAR); elected representatives from the Faculty Senate\*, one per college, elected by the senators of that college; a

representative from Continuing Education, Department Chair Department of Exercise Science and Sport Management

2) AD 4: Director of Athletics; Vice President for Student Success; Vice President for Operations; administrator's senate representative elected by Administrators Senate.

3) SF 1: staff representative elected by and from staff.

4) SD 2: two appointed by the Student Government Association. One must be female and one male. One must also be an athlete.

5) Alumni based on availability

6) Trustee based on availability

**\*NOTE:** Non-voting Faculty Senate Liaison: If neither the Chair of the Athletics Board nor any of the Faculty Representatives is a member of the Faculty Senate, the senate will name a liaison from among its members.

### **Climate Commitment Committee & President's Commission on Sustainability – assigned to University Council and advisory to President and Director of Sustainability**

a. Purpose: The KSU Climate Commitment Committee and President's Commission on Sustainability serves as an advisory group to the President, the University Council, and KSU's Director of Sustainability on matters of campus sustainability. The main focus of the committee is to support efforts and initiatives that arise from the university's membership (since 2007) in the American College and University Presidents Climate Commitment. This covers a wide range of sustainability issues, including energy and water conservation, commuting alternatives, environmentally responsible land use planning and plant operations, and environmental education. As the President's Commission on Sustainability this committee joins other President's Commissions with oversight by the KSU Office of Diversity.

b. Membership:

1) TF 7: one per College, elected by their faculty; to serve 3-year, staggered terms;

2) AD 9: representatives elected or appointed from:

Athletics

Culinary Services

Environmental Health & Safety

Facilities

Parking & Transportation

Plant Operations

Procurement and Contracts

Public Safety

Student Success

A representative selected from among members of the Deans' Council

A representative selected from among members of the Chairs' & Directors' Assembly

5) SD 3: 2 appointed by the President of the SGA, 1 by Dir. Of Sustainability

6) *Ex officio* 4: KSU President; Director of Sustainability, Assistant V. P. for Facilities, Director of Plant Operations

**Customer Service Council – assigned to the University Council and advisory to the President**

a. Purpose:

The Customer Service Council (CSC) assists the Customer Service Champion with developing, implementing, and assessing customer service activities/programs and training that will promote a culture of service within the KSU community. Duties also include, providing leadership and direction to KSU colleagues when addressing customer service issues; identifying customer service training needs for campus units and colleges; assisting in the selection of the recipients for recognition and awards; establishing metrics to measure customer service performance; developing and distributing customer service literature; reviewing and making recommendations for the Kennesaw State University's customer service webpage; assisting in the selection process for the Chancellor's Annual Customer Service Awards; assisting in the selection of the unit to be reviewed for each quarterly customer service inspection initiative. The Customer Service Champion is appointed by the President and updates the President and the President's cabinet annually on all CSC activities and on customer service plans submitted to the Board of Regents. Student representatives will serve a one-year term. Other CSC members, except the Customer Service Champion, will be selected to serve two-year staggered terms.

b. Membership:

- 1) TF 1: one faculty member elected by the Faculty Senate.
- 2) AD 1: one administrator elected by the Administrator's Senate.
- 3) SF 2: one staff member elected by the Staff Senate; one staff member from Human Resources.
- 4) SD 1: one appointed by the President of Student Government Association.
- 5) Other: one representative from each unit for which a customer service plan has been approved within the previous two years.
- 6) Ex-officio (nonvoting) 1: Customer Service Champion

**Education Abroad Standing Committee — assigned to the Faculty Senate and advisory to the Vice Provost for Strategic Initiatives and Executive Director for Institute for Global Initiatives (IGI)**

a. Purpose:

This committee will annually review all KSU study abroad program proposals based on the following criteria. It will also review the criteria each year in order to make recommendations for any revisions to the program proposal form. All criteria will be posted on the web and only be changed once a year, before faculty proposals are submitted.

- 1) Completeness of proposal (contact hours are clearly outlined, course syllabus, itinerary and budget are included, etc.).
- 2) Academic rigor (course objectives include intercultural learning, the program

itinerary and activities complement learning goals, and assignments/methods of evaluation are clearly defined). Final course approvals are subject to the normal policies and procedures of the university.

3) Degree of detail in itinerary and budget.

4) Program fits well into disciplinary mix and geographic diversity of programs offered in the department/college.

5) The committee's recommendations based upon the above criteria regarding Education Abroad Program proposals will be reported to the Director of Education Abroad for final approval.

The Committee will also make policy recommendations for Education Abroad campus wide.

b. Membership:

1) TF 7: Seven tenured, tenure track or full-time permanent faculty, one elected from each degree-granting college. Faculty elected to serve on this committee should have demonstrated previous involvement and commitment to Education Abroad and/or Global Learning. Faculty will serve staggered two-year terms so that the composition of the committee will have a mix of experienced and new members.

2) AD 3: Three administrators/staff: Director of Education Abroad; Education Abroad Coordinator; Global Learning Scholarship Committee Coordinator

3) SF 0.

4) SD 0.

5) Additional study abroad advisors from the Education Abroad Office may also be asked to serve on an ex-officio capacity (non-voting) based on their knowledge of the programs they advise.

c. Procedures:

1) The Director of Education Abroad chairs this committee.

2) Elected Faculty Representatives will serve as the primary reviewers leading discussion of proposals from their College. Faculty will not review their own programs.

3) This committee will normally meet during the months of December and July to review education abroad program proposals, and again in October to review policies and procedures. Additional meetings may be called as necessary but are not anticipated.

**Faculty Development and Awards Committee — assigned to the Faculty Senate and advisory to the Executive Director of CETL**

a. Purpose:

This committee will solicit and evaluate applications and select recipients for internal funding awards such as the Incentive Funding Awards for Research & Creative Activity and Tenured Faculty Professional Development Full Paid Leave Program. This committee will also solicit applications or nominations and select recipients for selected campus-wide faculty honors and awards. Awards to be included are the KSU Foundation University-Wide Distinguished Teaching,

Research & Creative Activity and Professional Service Awards. The results of this committee's work are sent to the Provost/VPAA.

b. Membership:

- 1) TF 16: one elected from each degree-granting college; three previous winners of the KSU Foundation University-Wide Distinguished Teaching Award; three previous winners of the KSU Foundation University-Wide Distinguished Professional Service Award; three previous winners of the KSU Foundation University-Wide Distinguished Research & Creative Activity Award.
- 2) AD 3: associate dean for sponsored programs; CETL executive director (or his/her designated representative); Vice President for Research.
- 3) SF 0.
- 4) SD 0.

**Faculty Handbook Committee— assigned to the Faculty Senate advisory to the Provost/VPAA**

a. Purpose:

The Faculty Handbook Committee proposes modifications to portions of the Faculty Handbook pertaining to faculty at the request of and for approval by the Faculty Senate. Proposed changes are, then, presented to the University Council for review; provided to the associate Vice President of Academic Affairs and/or Dean of the Graduate College for review; sent to the Provost/VPAA for review and approval; once approved by the Provost/VPAA, forwarded to the President for review and approval. Once approved by the President, the President informs the Provost/VPAA of his decision, the Provost/VPAA informs the Faculty Senate, and the Associate Vice President of Academic Affairs and/or Dean of the Graduate College. The Associate Vice President of Academic Affairs or dean of the graduate college notifies the academic affairs publications coordinator, who makes changes to the appropriate academic affairs publications.

The college representatives will be tenured faculty and serve staggered, two-year terms. The Faculty Senate Executive Committee representative will serve a one-year, renewable term.

b. Membership

- 1) TF 8: one teaching faculty member from each degree-granting college selected by the senators from that college operating as a caucus; one member of the Faculty Senate Executive Committee.

**Food Advisory Committee – Assigned to the University Council, and advisory to the Vice President for Operations and the Executive Director for Auxiliary Services & Programs**

a. Purpose:

This Committee serves to provide a forum to have both formal and informal input presented to the Culinary Services team and provides the Culinary Services team a way to provide information to be shared with the constituencies represented. The Committee also serves to determine the recommendation for the meal plan programs and related fees that are made each year to the President. The results of this committee's work will be reported to University Council, the Executive

Director of Auxiliary Services, the AVP for operations, the VP for Operations, and the President.

b. Membership:

Voting

- 1) TF 2; elected by the Faculty Senate
- 2) AD 2; elected by the Admin Senate
- 3) SF 2; elected by the Staff Senate
- 4) SD 2; elected by the Student Government Association
- 5) 1; Auxiliary Services & Programs; elected by the department
- 6) 1; At large student, selected by SGA President
- 7) 1; Residential student selected by Residence Hall Association
- 8) Director of Residence Life
- 9) Associate Director of Culinary Services

Non-Voting/Advisory to the Committee

- 1) 1; Sustainability
- 2) 1; Athletics
- 3) 1; Campus Dietician & Wellness Center
- 4) 1; Facilities
- 5) 1; Financial Aid

c. Chair: The chair will be elected by the committee to serve a two-year term.

**FSE Process Review Committee (FSE-PRC) - advisory body to the Provost/Senior Vice-President for Academic Affairs**

a. Purpose: The FSE Process Review Committee (FSE-PRC) shall serve as an advisory body to the Provost/Senior Vice-President for Academic Affairs in the regular implementation of the Faculty and Staff Evaluation of the Managerial Effectiveness of Academic Administrators (FSE). Additionally, the FSE-PRC shall solicit input from stakeholders and review the entire FSE process no less than once every five years.

b. Membership:

1. Provost,
2. the Faculty Senate Executive Committee (FSEC),
3. one representative from the Staff Senate,
4. one representative from the Administrative Senate,
5. two representatives from the Dean's Council,
6. two representatives from the Chairs' & Directors' Assembly
7. one 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 (two year term),
8. the Faculty Executive Assistant to the President,
9. the FSE-PRC chair



Representatives from the Staff and Administrative Senates should hold positions in Academic Affairs. The FSE-PRC shall be chaired by a tenured member selected by the FSEC. That individual may be a member of the FSEC, but need not be. The Chair will be responsible for notifying FSE-PRC members of their responsibilities and for managing meetings and FSE reviews. In addition to these tasks the Chair will partner with the assigned administrator in Academic Affairs to facilitate the overall Administrative Evaluation process. In particular, the Chair will work with College and Department FSE Review Committees to ensure that committee members have been identified and reported to college election officers as well as Academic Affairs. In concert with the assigned administrator, the Chair will also see to it that current FSE procedures are made available to the review committees and will answer questions from them regarding such procedures and processes.

Procedure: All changes made in Administrative Evaluation Process since its initiation shall be reviewed by all three Senates in light of the experience of the reviews to date, and all future changes in the administrative review process recommended by the FSE-PRC (or by any other body) shall be vetted by the Staff Senate, Administrative Senate, and Faculty Senates before submission to the Provost/VPAA for implementation.

### **General Education Council — assigned to the Faculty Senate and advisory to the University Policies and Curriculum Committee**

a. Purpose:

The General Education Council serves as an advocate for and facilitator of the general education program on the KSU campus. It is the voice that speaks for the general education program, much as the academic departments speak for their majors. Its goal is to develop and maintain a unified, integrated, and effective general education program. The council is advisory and submits proposals to the UPCC.

b. Membership:

The council is chaired by the Associate Vice President for Curriculum. General education coordinators are those faculty/administrators who coordinate general education activities in their respective departments and function as liaisons between those departments and the council.

- 1) TF 20: one general education coordinator from each discipline represented in the core: anthropology (appointed by chair), biology (elected), chemistry (elected), communication (general education coordinator), criminal justice (volunteer), dance (coordinator of dance), economics (appointed), English (director of composition), foreign language (coordinator of French programs), geography (appointed by chair), history (appointed by chair), mathematics (appointed by chair), music (appointed by dean), philosophy (selected), physics (appointed), political science (appointed by chair), psychology (coordinator general psychology), sociology (volunteer), theatre and performance studies (coordinator of theatre), and visual arts (coordinator of visual arts).
- 2) 1: the coordinator of HPS 1000.
- 3) 1: a director from the Department of First-Year Programs (either the Director of the



- First-Year Seminar or the Director for Learning Communities).
- 4) 1: one representative elected from the Bagwell College of Education.

**Global Engagement Committee – assigned to the Institute for Global Initiatives(IGI) and advisory to the Vice Provost of Global Engagement and Strategic Initiatives**

a. Purpose:

The members of this committee will serve as an advisory group to the Vice Provost for Strategic Initiatives and Interim Executive Director for IGI and will represent their respective college/ unit concerning global engagement. It will make recommendations and advise the Vice Provost in the area of global engagement, among other duties as designated. The committee will review, measure and evaluate strategic initiatives for global engagement programming, including the Global Engagement Certification. The committee will be responsible for essential communication flows within and among the colleges and the administration. The results of this Committee's work will be reported to the Provost/VPAA and President.

b. Membership:

Each member shall possess a genuine interest and passion for global engagement. The representative must be ready, willing and able to represent the entire faculty of the college or unit that he/she is representing. Representatives shall serve for two-year overlapping terms.

- 1) TF 7: one faculty representative elected or appointed from each degree granting college. It is recommended that each college have a global committee and the chair or a backup active member of that committee serve as that college's representative on the Global Engagement Committee.
- 2) AD 2: the Executive Directors of the Center for Excellence in Teaching and Learning and the Institute for Global Initiatives or his/her designee.
- 3) AD 2: the Chief Diversity Officer and the Director of Global Engagement Programs.
- 4) AD 1: one representative from the College of Continuing Education and Professional Development (CCE&PD), appointed by the dean of the CCE&PD.
- 5) SD 2: at least two student representatives appointed by the Vice Provost for Global Engagement; one undergraduate and one graduate.
- 6) Other members as recommended by the Vice Provost for Global Engagement and Strategic Initiatives.

**Graduate Policies and Curriculum Committee — assigned to the Faculty Senate and advisory to the Vice President for Research/Dean of Graduate College**

a. Purpose:

This committee will receive graduate course and program proposals from colleges and departments and insure their compliance with university policies and goals. This committee will also approve changes in curriculum including the addition or deletion of courses, approval of new programs or concentrations, and changes in

program requirements. The committee recommends changes in graduate policies and procedures and monitors assessment of graduate programs. Its recommendations will be directed to the Vice President for Research/Dean of Graduate College, the Provost/VPAA and the President for their action, and to the Executive Committee of the Faculty Senate for its use in monitoring the activities of this committee. The committee also makes recommendations regarding the curriculum development and review process to the Faculty Senate.

b. Membership:

- 1) TF 10: two faculty members with full provisional graduate faculty status elected by graduate faculty from each degree-granting college. No more than one of the elected faculty members from each college may be a graduate program director or graduate program coordinator.
- 2) AD 3: the Vice President for Research/Dean of Graduate College; an elected librarian; the Registrar or his/her appointed designee.
- 3) SD 1: one graduate student elected by the Graduate Student Association.
- 4) *Ex officio* (nonvoting): graduate program directors.
- 5) The Director of Graduate Admissions (non-voting).
- 6) A representative from Academic Publications (non-voting).
- 7) A representative from Enterprise Information Management (non-voting).

**Information Technology Advisory Committee — assigned to the University Council and advisory to the Vice President for Operations**

a. Purpose:

The purpose of the ITAC Committee is to advise the chief information officer on planning and policy issues concerning use of information technology, increase/facilitate communication between the CIO and IT users, and provide support for the teaching mission at KSU through appropriate use of technology to improve learning. All members of the faculty, staff, students, and administration of KSU who have an interest in information technology are invited to join one of the three subcommittees (i.e., Academic Subcommittee, Administrative Subcommittee, and Student Subcommittee). The three subcommittees will meet four times a year, twice during fall semester, and twice during spring semester.

b. Membership of the Executive Committee

- 1) TF 8: one representative from each degree-granting college, with IT background/interest; CETL Fellow.
- 2) AD/SF 4: one administrator or staff member elected from each of the following units: business and finance, student success, advancement and development, and academic affairs.
- 3) SD 4: four students elected by the Student Government Association.
- 4) *Ex officio* (nonvoting): CIO; any other members of Information Technology Services (nonvoting). The executive committee of ITAC will meet monthly from August through May (with the exception of December).

**Institutional Review Board for Research with Human Participants — assigned to the Faculty Senate and advisory to the Provost/VPAA**

a. Purpose:

This committee is charged with the prior review and approval of all research involving human participants that is conducted under the auspices of Kennesaw State University. The committee will be responsible for ensuring that all research involving human participants complies with the Department of Health and Human Services regulations for the protection of human participants. A complete description of the policies and procedures of the committee is found in the Kennesaw State University Assurance of Compliance with the Department of Health and Human Services Regulations for Protection of Human Research Participants (on file in the office of academic affairs and the library).

b. Membership:

- 1) The Vice President for Research/Dean of Graduate college; Associate Dean for Grants and Contracts.
- 2) TF 10: appointed by the VPR/Graduate Dean in consultation with college deans, for staggered three-year terms. Faculty will have diverse backgrounds as required to promote complete and adequate review of research activities covered by this assurance. Faculty will have the professional competence necessary to review the specific research activities that will be assigned to it. At least one faculty member appointed will have scientific research experience.
- 3) SF 0.
- 4) SD 0.
- 5) Community 2: volunteer appointments to be recommended by the President, Provost/VPAA, Vice President for Research/Dean of Graduate College, or college deans for staggered three-year terms. Neither this person nor the members of his/her immediate family should be affiliated with Kennesaw State University.

Each member of the IRB (except for the Vice President for Research/Dean of Graduate College, which is a permanent appointment to the IRB) will serve for a term of three-year, renewable, staggered terms, with terms running August 1 to July 31. Should an IRB member resign prior to the end of his/her term, a replacement will be appointed for the balance of the term. The chair of the IRB is appointed by the Vice President for Research/Dean of Graduate College and serves a two-year, renewable term as chair.

**Library Committee — assigned to the University Council and advisory to the Dean and Assistant Vice President for Library Services**

a. Purpose:

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

b. Membership:

- 1) TF 12: one undergraduate faculty representative elected from each degree-granting college; and one graduate faculty representative elected from each

college with graduate programs.

2) AD 2: one librarian appointed by the library director; one representative appointed by the Vice President for Operations.

3) SF 1: one library staff representative elected by the library staff members.

4) SD 2: one undergraduate student appointed by the President of Student Government Association; one graduate student appointed by the President of Student Government Association.

### **Parking & Transportation Committee-Assigned to the University Council and advisory to the Vice-President for Operations and to the Parking & Transportation Director**

#### a. Purpose:

This committee will serve to govern, make recommendations for improvements & fee increases and reflect campus opinion regarding parking and transportation changes and additions. The committee is also charged with reviewing and making recommendations to improve parking and transportation for all constituents to include; students, faculty, staff and long-term visitors. The results of this committee's work will be reported to the executive director of auxiliary services, the VP for Operations, the University Council and the President.

#### b. Membership:

##### Voting:

1) TF 3: elected by the Faculty Senate

2) AD 2: elected by the Admin Senate

3) SF 2: elected by the Staff Senate

4) SD 2: elected by the Student Government Association

5) Dept. of Public Safety 1: appointed by the Director of Parking & Transportation

6) Parking Department 1: Director of Parking & Transportation

##### Non-voting/Advisory:

1) Auxiliary Services & Programs: 2

2) Card Services: 1

3) Planning & Design: 1

4) Legal: 1

5) At-large student: 2

6) KSU Center: 1

7) Sustainability: 1

8) Student Conduct & Academic Integrity: 1

9) Parking and Transportation Operations: 1

### **President's Planning and Budget Advisory Committee — assigned to the University Council and advisory to the President**

#### a. Purpose:

The purpose of this committee is:

1) To establish and implement a set of principles and guidelines for collaborative budgeting and long-term planning;

2) To review the university budget and make recommendations to the President and the President's cabinet regarding funding priorities and budget allocations;

3) To make recommendations to the President and University Council regarding the long-range planning of the institution including the master plan for facilities and also planning for academic programs;

4) To ensure that budgeting reflects the long-term goals of the university.

The committee will meet at least twice during both fall and spring semesters and as needed during summer semester. The chair of the committee will be the current President of the Faculty Senate. Members should be elected for staggered two-year terms.

b. Membership

1) TF 9: one teaching faculty member from each degree-granting college selected by the senators from that college operating as a caucus; the President and President elect of Faculty Senate (or representative).

2) AD 5: one department chair elected by the Chairs and Directors Assembly, one dean elected by the deans' council; the President and President elect of the Administrators Senate; Vice President for Research and Dean of the Graduate College;

Ex-Officio: Associate Vice President for Academic Affairs, Associate Vice President for Financial Services, Chief Financial Officer for Capital Fundraising, Director, Office of Budget and Planning; Academic Fiscal Affairs Manager.

3) SF 2: President and President-Elect of the Staff Senate (or representative).

4) SD 2: Student Government Association President and Vice President (or representative).

5) Non-Voting 11: President; Provost/VPAA; Vice President for Student Success; Vice President for Operations; Vice President for University Advancement; Special Assistant to the President for External Affairs; University Attorney and Special Assistant to the President for Legal Affairs; Athletics Director; Chief Diversity Officer; Faculty Executive Assistant to the President; Executive Assistant to the President.

**Public Safety Advisory Committee — assigned to the University Council and advisory to the Vice President for Operations**

a. Purpose:

The purpose of the Public Safety Advisory Committee (PSAC) is to advise the Vice President of Operations on all matters related to public safety at KSU, including but not limited to:

- Crime and Crime Prevention;
- Facility Security (including CPTED);
- Traffic & Pedestrian Safety;
- Substance Abuse (Alcohol and Other Drugs);
- Emergency Preparedness; and
- Other concerns, as directed by the Vice President of Operations.

The SGA representatives will serve a one-year term. Other PSAC members who are not ex-officio will be elected to serve two-year, staggered terms, beginning Fall Semester, and may be elected to one additional two-year term. The PSAC will meet at least twice during each fall and spring semester. Additional meetings will be held at the discretion of the chair. Members will elect a Chair at the first

meeting of each year. With the exception of emergency meetings, all PSAC meeting dates will be announced electronically to the KSU community at least one week in advance, and regular meetings will be open all in the KSU community. Persons who may have information or interest in an issue under consideration by the PSAC may be particularly invited to attend one or more meetings.

b. Membership

- 1) TF 2: two faculty elected by the Faculty Senate.
- 2) AD 2: one university administrator elected by the Administrator's Senate; one representative of Auxiliary Services appointed by the Director of Auxiliary Services.
- 3) SF 2: two staff members elected by the Staff Senate.
- 4) SD 2: two students appointed by the President of the Student Government Association.
- 5) *Ex officio* (nonvoting) 4: Director of Public Safety (or a designee); the Assistant Vice President of Strategic Security and Safety (or a designee); the Director of Residence Life (or a designee); the Director of Student Success Services (or a designee).

**Teacher Education Council (TEC) — assigned to the Faculty Senate and advisory to the Dean of Bagwell College of Education**

a. Purpose:

The Teacher Education Council (TEC) is the equivalent of a college curriculum committee for all professional teacher education degrees and endorsement programs at KSU. The TEC is a standing university-wide governance committee, established to represent the entire Professional Teacher Education Unit (PTEU) in curricular and policy matters affecting these programs. Recommendations are forwarded to the UPCC or GPCC as appropriate. The PTEU includes any faculty member at KSU who identifies with or wants to contribute to teacher preparation and formally joins one or more of the professional teacher education program groups (e.g., elementary, middle grades, secondary, P-12).

b. Membership:

Membership on the TEC is representative of all degree programs, several significant academic support functions, students at the basic and advanced levels, and the world of practice:

- 1) Degree Programs 14: elected from those with a primary affiliation in PTEU graduate and undergraduate degree programs by program faculty.
- 2) Academic Support 6: representatives from Center for Field Experiences, Impey Teacher Education Advisement Center, and Educational Technology Center; Bagwell College of Education Dean's appointees to represent multicultural perspectives, technology, and teacher education assessment.
- 3) Student Representatives 6: four undergraduate and two graduate students selected by the program faculty.
- 4) Alumni/Practicing Professionals 5: elementary teacher, middle grades teacher, secondary teacher, P-12 teacher, P-12 administrator selected by program faculty.
- 5) *Ex officio* (nonvoting): PTEU deans; PTEU department chairs.

**Tenure and Promotion Process Review Committee — assigned to the Faculty Senate and advisory to the Provost/VPAA**

a. Purpose:

The committee will review the Tenure and Promotion Guidelines as they have been implemented in the most recently completed cycle. Any recommended changes will be referred to the entire Faculty Senate. Approved changes will be included in the Faculty Handbook.

CETL Associate Director for Mentoring (or his/her designated representative) convenes the committee and coordinates election of the chair.

b. Membership

1) TF 7: chairs of college review committees from the previous year. Guests may be invited to present proposals but will not be present for decisions and voting.

**Undergraduate Policies and Curriculum Committee — assigned to the Faculty Senate and advisory to the Provost/VPAA**

a. Purpose:

The UPCC evaluates proposed changes to the undergraduate curriculum for consistency with university policies and goals and forwards approved proposals to the Provost/VPAA. The UPCC provides periodic reports of its actions to the Executive Committee of the Faculty Senate. As needed, the UPCC makes policy recommendations to the Faculty Senate regarding the curriculum development and review process.

b. Membership:

1) TF 15: two elected from each degree-granting college; one from and elected by the General Education Council.

2) AD 3: a person appointed by the Provost/VPAA; an elected librarian; the registrar.

3) SD 2: two undergraduate students appointed by the President of Student Government Association in consultation with the Vice President for Student Success.

4) Academic Publications representative.

**E. The Part-time Faculty Council (PTFC)**

1. Department Representation: Departments with 10 or more part-time faculty at the beginning of any regular academic semester must, in the first month of the subsequent fall semester, offer an opportunity for their part-time faculty to elect a representative to the KSU Part-Time Faculty Council (PTFC). A department's part-time faculty may choose to decline this offer. If they do decline, the offer must be renewed annually at the beginning of the fall term. Departments with fewer than 10 part-time faculty may offer the same opportunity to their part-time faculty, but they are not required to do so.
2. Place in KSU shared governance structure: The PTFC is a standing committee advisory to the Faculty Senate and the Provost. The Faculty Senate Executive Committee (FSEC) is responsible for assuring that departments with 10 or more part-time faculty hold elections as



required, and for facilitating the organizational meetings of the PTFC each fall. The PTFC operates under the supervision of the FSEC, whose membership includes a liaison to the PTFC. A member of the PTFC, ordinarily but not necessarily the President, will represent that body in the Faculty Senate. The PTFC representative will function as a full voting member of the Faculty Senate, with the same rights of participation and voting as a senator representing an academic department. The PTFC is represented in university-wide shared governance via the Faculty Senate; the PTFC is not directly represented in the University Council.

3. PTFC Membership and Meeting Schedule: Members of the PTFC must be 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 PTFC, whichever comes first. The PTFC will meet at least twice each semester and may meet more often as needed.
4. PTFC Officers: At the initial meeting of the PTFC each academic year the body will elect three officers: President, Vice-President, and Secretary. All officers will serve for a term of one year. If an officer is elected in the fall but is not a KSU employee during the spring term the council will elect a replacement at the beginning of the first meeting of the spring semester.
5. Compensation for the PTFC President: The President will be paid a stipend of \$2400, or the equivalent to the pay for one 3 credit class, whichever is more. If a part-time faculty member is already at the maximum employment level permitted by BOR policy, a reduced teaching load will be necessary. To assure program delivery the approval of the department chair would be required for such an individual to assume the President-elect or President positions.
6. Enabling activity: (1) The above language or an appropriate version of it will be added to the shared governance section of the Faculty/University Handbook. (2) The bylaws of the Faculty Senate will be amended to reflect the addition of the representative of the PTFC and the addition of a Faculty Senate liaison to the PTFC to the FSEC.

## **F. Policy Process Council**

The Policy Process Council is a collaborative and representative body that manages, monitors, and maintains institutional policies and KSU's policy portal. While the Council has no policy making authority, its purpose is to assure the policy approval process is followed and that only policies approved through KSU's shared governance process are made available via the policy portal.



## 1. Membership

One representative from each of the senates, councils, or offices serves on the Council as shown below. Service begins in August and is based on a renewable (or as appropriate) one-year term, in a manner determined by each senate, council, or office. The director of Institutional Effectiveness serves as the chair.

- a. Office of the Provost and Vice President for Academic Affairs
- b. Office of the Vice President for Operations & CIO/CBO
- c. Office of the Vice President for Student Success
- d. Office of the Vice President for External Affairs
- e. Office of the Vice President for Advancement and Development
- f. Division of Legal Affairs
- g. Athletic Department
- h. Faculty Senate
- i. Administrators Senate
- j. Staff Senate
- k. Deans Council
- l. Chairs' and Directors' Assembly
- m. Student Government Association
- n. Information Technology Services Representative, *Ex officio*

## 2. Responsibilities

- a. Communicate and document the flow of proposed policy through the shared governance process for review and recommendation prior to presentation to the Cabinet and president;
- b. Manage, monitor, and maintain institutional policies to ensure that KSU's Policy Portal is accurate;
- c. Provide quarterly updates informing the campus community of new policy, revised policy, and deactivated policy;
- d. Inform owners of KSU handbooks and catalogs of additions to or modifications of policy for inclusion in official publications and websites as appropriate.

## 3. Policy Routing

- a. Policies approved by shared governance bodies and reviewed by the University Council are forwarded to the Policy Process Council.
- b. Council members will communicate recommended policy and solicit feedback on possible implications/impacts within their respective divisions. Consideration of recommended policy also includes implications with regard to existing regulations, Board of Regents of the University System of Georgia policy, regional accreditation requirements, and those of other accrediting or certifying bodies.
- c. The Policy Council provides the recommended policy to the president, who in turn will discuss it with the Cabinet, and as appropriate, the President's Planning and Budget Advisory Committee.
- d. The president approves or declines to approve recommended policy based on review and comment provided throughout this process. Should a policy not be approved by the president, the director of Institutional Effectiveness notifies the policy sponsor as to why the policy was not approved so the sponsor may decide how to proceed.

Sunset Clause: At two years of the approval date (13 March 2013), this policy will be presented

for review through KSU's shared governance process for a decision to continue the process as written, revise it, or to deactivate it. In the absence of a positive decision to continue following a review in which all relevant shared governance bodies have participated, this policy will be discontinued until such a review is completed.

### **3.3. General Faculty Meeting**

The President and the Provost/VPAA 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:
  - a) A petition signed by 20% of the faculty or more is submitted to the President's office, or
  - b) A petition signed by 20% of the staff or more is submitted to the President's office, or
  - c) A petition signed by 5% of the student body is submitted to the President's office, and
  - d) 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.

### **3.4. University System Committees**

The academic and administrative committees of the University System can be found at: [http://www.usg.edu/academic\\_planning/committees](http://www.usg.edu/academic_planning/committees). These committees assist the Advisory Council of the University System.

### **3.5. Atlanta Regional Consortium for Higher Education (ARCHE)**

The Atlanta Regional Consortium for Higher Education is an association of public and private colleges and universities in the Atlanta-Athens area. The Consortium is involved in cooperative academic endeavors, such as interlibrary lending, cross-registration, and visiting scholar programs.

<http://www.atlantahighered.org/>

### **3.6. Departmental Bylaws and Department Faculty Council**

#### **A. Departmental Bylaws**

Each department 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 permanent, full-time faculty of the department taken by a secret ballot.

An up-to-date version of the bylaws will be posted on the department website and linked to the department homepage, in a conspicuous way.

The bylaws will provide for a Department Faculty Council (or like body\*\*) 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 permanent, fulltime faculty of the department taken by a secret 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 Chair, who holds decision-making authority at the department level.

The purpose of the DFC is to promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the Chair with regard to the development of policy and to increase communication about the implementation of policy.

### **Implementation and Membership of the DFC**

Each department that does not have a DFC will establish an Implementation Committee to coordinate and oversee the establishment of its DFC. That same committee will also initiate the establishment of written bylaws in cases where such bylaws do not already exist. Membership of the Implementation Committee will be the department's Faculty Senator plus the chairs of the department's Curriculum Committee and its Tenure and Promotion Committee.

The Implementation Committee should work with the Faculty Senate Executive Committee to address problems arising in its work that may require external assistance.

A DFC will consist of at least three members, all elected by vote of the department faculty.

A majority of the DFC should be tenured or tenure-track faculty if possible.

The exact method by which the department elects its representatives to the DFC will be determined by vote of permanent full-time faculty of the department (i.e. instructors, lecturers, tenure-track, and tenured faculty). A department may recall any DFC member by a 2/3 vote.

The Chair is an *ex officio*, non-voting member of the DFC. Chairs will respect their DFC's desire, on occasion, to meet without the Chair present.

Department Chairs are not eligible to vote for or to serve as representatives to the DFC.

### **Alternatives to the DFC**

The body performing the functions hereby outlined for the DFC may be constituted differently if the faculty so desire, but any such alternative body must:

- Be composed of a majority of voting members who are elected by the permanent full-time faculty of the departments they represent.
- Be chaired by a tenured, elected faculty member who is elected by vote of the elected members of the body.
- Clearly acknowledge in its bylaws the prerogative of the elected members, when those members wish, to meet without the Chair.
- Be clearly identified in the department's bylaws as performing the functions of the DFC.
- Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the department by secret ballot as their preferred alternative to a DFC as outlined elsewhere in this document.

### **Similarly departments may substitute a Committee of the Whole for a DFC, but such a Committee of the Whole must:**

- Be composed of a two-thirds majority of full-time permanent faculty members.
- Be chaired by a tenured, elected faculty member who is elected by vote of the body.
- Clearly acknowledge in its bylaws the prerogative of the Committee of the Whole and its sub-committees to meet without the Chair.
- Be clearly identified in the department's bylaws as performing the purpose of the DFC.
- Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the department by secret ballot as their preferred alternative to a DFC as outlined elsewhere in this document.

### **DFC Leadership**

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

### **Operation**

Consistent with its purpose of providing greater transparency and two-way communication between the faculty and the Chair, the DFC will have the right to prompt access to department information relating to the planning and implementation of departmental policies.

Once the DFC is established in a particular department, the DFC should work with the Dean and/or the Ombuds office 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 chair of the DFC. The Department Chair or any other member of the DFC can request a meeting by contacting the chair of the DFC.

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 faculty of their department, 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 during the summer months, and consulted accordingly.

## **3.7. College Bylaws and College Faculty Councils**

### **A. College Bylaws**

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 permanent, full-time faculty of the college taken by a secret ballot.

An up-to-date version of the bylaws will be posted on the college website and linked to the college homepage in a conspicuous way.

The bylaws will provide for College Faculty Council to be constituted in a way consistent with the parameters outlined below. The College Faculty Council will operate as an *ad hoc* body until the bylaws have been developed and approved.

### **B. The College Faculty Council (CFC)**

#### **The Role and Purpose of the CFC**

The CFC is advisory to the 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. Additional areas may be determined in each college on a yearly basis through discussion between the Dean and the CFC.

- Strategic planning

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

### **Implementation and Membership of the CFC**

Each college will establish an Implementation Committee to coordinate and oversee the establishment of its CFC. That same committee will also initiate the establishment of written bylaws in cases where such bylaws do not already exist. Membership of the Implementation Committee will be the members of the college's delegation to the Faculty Senate plus the chairs of the college's Curriculum Committee and its Tenure and Promotion Committee.

The Implementation Committee should work with the Faculty Senate Executive Committee to address problems arising in its work that may require external assistance.

### **Composition of the CFC**

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 permanent, full-time faculty of that department. The college bylaws may specify additional members (for example: at large members or additional members for large departments).

CFC members must be tenured members of the department they represent, if the department has tenured members who are willing to serve. If not they should be tenure-track members.

Representatives will serve three-year terms (after the first cohort, which will be elected to 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 permanent full-time faculty of the department (i.e., instructors, lecturers, tenure-track, and tenured faculty).

Deans will be ex-officio, non-voting members of their CFC. Deans will respect their 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.

### **Alternatives to the CFC**

The body performing the functions here outlined for the CFC may be constituted differently if the faculty so desire, but any such alternative body must:

- Be composed of a majority of the faculty who are elected by the permanent full-time faculty of the departments they represent.
- Be chaired by a tenured, elected faculty member who is selected by vote of the

- elected members of the body.
- Clearly acknowledge in its bylaws the prerogative of the elected members, when those members wish to meet without the Dean, Deans' staff, or appointed members.
  - Be clearly identified in the college's bylaws as performing the functions of the CFC.
  - Be initially approved and then reaffirmed annually by a majority vote of the permanent full-time faculty members of the college by secret ballot as their preferred alternative to a CFC as outlined elsewhere in this document.

### **CFC Leadership**

The chair of the CFC must be an elected department representative who has served on the council the previous year (this year-of-service requirement does not apply to the first cohort).

### **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 item 2.A above.

Once the CFC is established in a particular college, the CFC should work with the Provost/VPAA 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 public 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 functioning of the CFC during the summer months. These may include, but are not limited to, establishing a reduced quorum requirement, allowing members to name proxies from among the tenured faculty of their 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.

### **3.8. Undergraduate and Graduate Curriculum Review and Approval Process**

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, colleges, and departments. 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 course/program proposal forms. These forms are available online at <http://www.kennesaw.edu/upcc/forms.html> (for all undergraduate proposals forms) and <http://www.kennesaw.edu/gpcc/forms.html> (for all graduate proposal forms).

There are four categories of proposals, each with a different set of reviewing levels. (In the description below, PTEU is an acronym for Professional Teacher Education Unit, 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 Directed Study courses and Special Topics courses funded exclusively by department budgets require approval only by the associated department curriculum committee and department chair. Special Topics course approvals should be sent as information to the college dean.

**Category 2.** Proposals for Special Topics courses involving funding outside department budgets require approval by the:

- 1) department curriculum committee
- 2) department chair
- 3) college curriculum committee
- 4) college dean
- 5) UPCC or GPCC

**Category 3.** Proposals relating to (a) teacher education program requirements (e.g., curriculum, admissions, certification), (b) general education and teaching field courses designed exclusively for teacher education programs, or (c) professional education courses require approval by the:

- 1) Department curriculum committee in conjunction with the PTEU Program area (e.g., early childhood, middle grades, secondary, and all grades, P-12)
- 2) Department chair responsible for course delivery
- 3) Teacher Education Council
- 4) Dean of the Bagwell College of Education
- 5) UPCC or GPCC
- 6) Dean of Graduate College in the case of graduate courses or programs
- 7) Provost/VPAA and President.



**Category 4.** All other proposals (that is, proposals not in Categories 1, 2, or 3) require approval by the:

- 1) Department curriculum committee (in conjunction with General Education Council if the proposal is related to a core course)
- 2) Department chair
- 3) College curriculum committee
- 4) College dean
- 5) UPCC or GPCC
- 6) Dean of Graduate College in the case of graduate courses or programs
- 7) Provost/VPAA and President.

Rejection of a proposal at any of its 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 initiator of the proposal.

The UPCC or GPCC will receive course and program proposals from colleges and departments and insure their compliance with university policies and goals. These committees will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. Initiators of proposals under review will be invited to discuss those proposals at scheduled meetings. Committee recommendations will be directed to the Provost/VPAA and President for their action and to the Executive Committee of the Senate for its use in monitoring the activities of these committees. The UPCC and GPCC will also make policy recommendations regarding the curriculum development and review process to the senate. The General Education Council will assign one of its own members to serve concurrently as a voting member of the UPCC.

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. Initiators 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 and/or GPCC as applicable to relay input from departments within the college that may be affected by substantive proposals under review from other colleges. (Note: For Category 3 proposals, the Teacher Education Council plays the role of college curriculum committee in the Bagwell College of Education).

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. Each department curriculum committee will maintain in writing policies and procedures guiding the development of directed studies and special topics courses within the department and will forward a copy of these policies and procedures to the UPCC and/or GPCC as applicable.

**Changes to this section of the University Handbook will be routed as outlined here:**

Senate Approval → University Council → Associate VPAA → Provost/VPAA → President  
President notifies Provost/VPAA of decision → Provost/VPAA notifies Associate VPAA of  
decision → Associate VPAA forwards change to Publication Coordinator for inclusion in next  
publication.

**EXAMPLE:**

[https://web.kennesaw.edu/academicaffairs/sites/web.kennesaw.edu/academicaffairs/files/sig\\_nature-routing.doc](https://web.kennesaw.edu/academicaffairs/sites/web.kennesaw.edu/academicaffairs/files/sig_nature-routing.doc)

## **SECTION 4 - Services and Facilities**

### **4.1. Library**

#### **Purpose**

The Horace W. Sturgis Library is a charter member of SOLINET and is a member of the Online Computer Library Center, a major international library computing network with members located in the United States, Canada, Europe, and Japan, and it is designed to meet the teaching and learning needs of the greater university community. In this endeavor the library has acquired in excess of 600,000 books and government publications; over 3,300 serial publications, and well over 1.2 million pieces of microforms covering all fields of instruction offered by the university. An online tour and handbook for the library is available at the following web address:  
<http://www.kennesaw.edu/library/>.

### **4.2. Audio Visual Technology Services (AVTS)**

Audio Visual Technology Services (AVTS) is a core support unit of the Information Technology Operations Division at Kennesaw State University. AVTS is the primary unit charged with the design, support, installation, and review of audio-visual instructional, security, classroom, digital signage, and event technologies. AVTS is committed to utilizing an interrelated spectrum of current multimedia and emerging technologies to develop and further KSU academic, administrative, and developmental initiatives. In a collaborative effort with the other IT units, AVTS provides a critical piece of the strategic technology vision by establishing standards, providing training & consultation services, producing institutional mixed media projects, and providing oversight, maintenance, installation, technical support and troubleshooting services for all audio visual & multimedia equipment on campus.

Requests for assistance can be made by contacting AVTS at 770-423-6057, or through the AVTS website at <http://mdg.kennesaw.edu/>.

### **4.3. Writing Center**

The Writing Center, located in the English Building, provides free, individualized writing instruction to any member of the university community. Additionally, the Writing Center serves as an important resource for faculty interested in enhancing or simply examining their teaching of writing and the writing of their students. The Writing Center Library provides a wealth of resources for faculty, including a growing collection of books on composition and rhetorical theory and practice, basic and ELL writers, literacy studies, linguistics, argument, writing centers and writing across the curriculum; the library also maintains a collection of current writing handbooks, including the official MLA, APA and Chicago style manuals.

Faculty are encouraged to visit—and to encourage students to visit—the Writing Center’s website at for more information <http://ksuwritingcenter.com/>.

### **4.4. Information Technology Services (ITS)**

Information Technology Services (ITS) provides campus infrastructure in terms of networking, telephones and wireless connectivity, as well as supporting all desktop and laptop computing on campus. ITS also provides enterprise software such as e-mail, identity management, wide area network file storage, and academic software applications to offices and ITS computer labs.

<http://its.kennesaw.edu/>

### **4.5. Card Services**

KSU’s Card Services Center provides students, employees, and visitors with authenticated access to campus services and facilities. It serves as the access window to campus services available through Financial Services. In addition to validating your service entitlements, Card Services is responsible for:

- Issuing KSU ID cards
- Issuing parking decals
- Issuing Visitor Parking Lot Vouchers
- Issuing Alumni Parking Permits
- Issuing keys and card keys
- Managing the KSU Debit card program
- Managing Marketplace
- Assisting students in finding the right campus resource(s)

### **Keys**

Faculty members may be issued keys for any area of the campus for which they need access to fulfill their assigned duties. Keys will be issued by written authorization only from the department chair/head, dean, or vice president (no telephone requests accepted). To request card key access or office, classroom, or file cabinet keys, complete a Key Request Form, located at: <https://financialservices.kennesaw.edu/cardservices/keycards>, and fax it to the campus

locksmith at 678-797-2011. You are responsible for picking up your keys from the Card Services Center, Suite 219 of the Carmichael Student Center.

Keys and keycards should not be loaned or otherwise allowed to be used in an unauthorized manner. Any lost or missing keys should be reported immediately to Public Safety at 770-423-6206. Any access-related service requests should be submitted to Plant Operations at 770-423-6224.

Visit the Card Services website at <https://financialservices.kennesaw.edu/cardservices/> for additional information about the services they provide.

## **4.6. Auxiliary Services**

### **Bookstore**

The KSU Campus Bookstore, adjacent to the Carmichael Student Center, features a wide range of merchandise catering to the needs of students, faculty and staff. In addition to new and used textbooks, reference books, test preps, study guides, and supplies, the bookstore features educationally priced software and hardware, greeting cards, postage stamps, general interest books, KSU insignia items and gifts, graduation related regalia, and a variety of sundries. Efficient ordering procedures ensure a complete selection of the books being used in each semester's courses while providing for periodic buybacks of textbooks. The bookstore's staff can assist you with any special-order needs.

<http://bookstore.kennesaw.edu/home.aspx>

### **Culinary and Hospitality Services**

Culinary Services provides food services to KSU. Primary dining venues are located in The Commons, the Carmichael Student Center, the Burruss Building, and the Social Sciences Building.

Visit the Culinary Services website at <http://www.kennesaw.edu/dining/> or call 770-423-6448.

Catering for events can be arranged by contacting the KSU Catering Services department at [catering@kennesaw.edu](mailto:catering@kennesaw.edu) or 770-499-3554. To assist you in planning your event, classic catering menus can be found at <http://www.kennesaw.edu/events/catering.shtml>.

### **Parking Operations**

To ensure efficient control of traffic and parking on campus, every motorized vehicle operated at Kennesaw State University must display a decal hang tag indicating it has been registered with

the Department of Parking & Transportation. The type of hang tag issued to an individual will be based on their University status and will be assigned a specific class of parking areas. Hang tags are available at the KSU Card Services Center in Suite 219 of the Carmichael Student Center. You will receive a temporary parking pass from Human Resources at your orientation; however, faculty and staff are urged to obtain a hang tag as soon as possible to avoid citations and fines.

Visit the Parking Operations website at <https://web.kennesaw.edu/auxiliaryservices/parking> for more information about parking regulations, costs of parking, FAQs, citation appeals, and a map of available locations. <https://web.kennesaw.edu/auxiliaryservices/parking>

### **Vending**

Goods available for purchase using a vending machine include beverages, snacks, and sundries. For a complete listing of vendors and machine locations across campus, or to report a problem with one of KSU's vending machines, visit the Vending website at

<https://web.kennesaw.edu/auxiliaryservices/content/welcome-campus-vending/feed>.

### **4.7. Computer Labs**

The Use of Electronic Classrooms and Open Computer Labs Information is available at:

<http://its.kennesaw.edu/labs/>.

### **4.8. Indoor and Outdoor Campus Facilities**

The use of indoor and outdoor physical education 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.
- [http://www.kennesaw.edu/student\\_life/intramurals/index.shtml](http://www.kennesaw.edu/student_life/intramurals/index.shtml)

### **4.9. Center for Health Promotion and Wellness**

The Center for Health Promotion and Wellness, housed in the WellStar College of Health and Human Services, encourages students and employees to assume more responsibility for their health and well-being through awareness and education. Our primary goal is to enhance and provide a balance in the intellectual, emotional, physical, social, environmental, and spiritual development of the whole person. We also strive to provide an environment that is supportive of positive health practices. Programming focuses on helping students and employees reduce lifestyle risk factors. The Center also serves as a learning center for future exercise and health science students [http://www.kennesaw.edu/col\\_hhs/wellness/](http://www.kennesaw.edu/col_hhs/wellness/).

### **4.10. Emergency and After-hours Assistance Strategic Security and Safety (SSS)**

The department of Strategic Security and Safety is responsible for the development and

maintenance of KSU's emergency preparedness, mitigation, response, and recovery system. To aid in this effort, KSU utilizes a layered emergency alert and notification system that ensures all customers are prepared and can respond to any emergency or disaster including fire, bomb threats, active shooters, chemical spills, pandemic outbreaks, and inclement weather.

For additional information about KSU's campus emergency procedures, FAQs, and other emergency preparedness resources, visit <http://www.kennesaw.edu/sss/> or call SSS at 770-423-6985.

### **Public Safety/Police**

Located in the Public Safety Building (building 20) adjacent to the West Parking Deck, KSU's Department of Public Safety is on duty twenty-four hours a day to protect lives and property at Kennesaw State University. The building's lobby is open 24/7 and has a telephone providing all-hours access to the KSU Police Communications Center. The customer service window is open during normal business hours (Monday-Friday, 8:00 a.m.-5:00 p.m.).

Visit <http://www.kennesaw.edu/police/frames.html> for more information about KSU's Public Safety/Police Department and to access campus safety resources and publications like "Safe and Sound" and "Sexual Assault: Myths and Reality", which contain crime prevention tips and other timely information on campus crime statistics and campus safety policies.

### **KSU Health Clinics**

KSU Health Clinics serve to provide KSU faculty, staff, and students with cost-effective, high quality, and accessible healthcare related to health promotion, disease prevention, and the diagnosis and treatment of urgent and episodic illness. Medical information is confidential and will not be released without the patient's written consent except as required by law.

[http://www.kennesaw.edu/col\\_hhs/hc/](http://www.kennesaw.edu/col_hhs/hc/)

### **After-hours Medical Emergencies**

For after-hours medical emergencies, please call our main line at 770-423-6644 and choose Option #4 to speak to an on-call nurse practitioner. Although KSU does not assume responsibility for the overall health and physical well-being of its students, it does assume a reasonable degree of responsibility for the safety and welfare of its student body by encouraging students' participation in nominally priced accident and sickness insurance plans and by maintaining adequately equipped first-aid stations at strategic locations on campus. No student with a contagious disease may attend classes, and every student is held individually responsible for adhering to this regulation.

## **SECTION 5 - Personnel, Fiscal, & Institutional Policies**

### **5.1. Reaffirmation of Equal Employment Opportunity Affirmative Action Policies**

Kennesaw State University continues its policy of implementing equal opportunity to all students, employees, and applicants for employment or admission without regard to race, color, religion, sex, national origin, age, veteran status, physical or mental disabilities, or sexual orientation. 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 Order 11246, as amended, Vietnam Era Veterans Readjustment Act of 1974, as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, 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 rights of employees, students and applicants to file a complaint or assist in an affirmative action/equal opportunity investigation or assist in an investigation under the Americans with Disabilities Act of 1990, Sections 503 and 504 of the Rehabilitation Act of 1973 or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, are recognized and supported by Kennesaw State University.

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



University General Counsel and Special  
Assistant to the President for Legal Affairs  
Office: Town Point, Suite 3400  
Telephone: (770) 499-3562  
FAX: (770) 420-4410  
Title IX Coordinator (for faculty)  
ADA Officer (for faculty)

Student Development  
Office: 269C Carmichael Student Center  
Telephone: (770) 423-6443  
FAX: (770) 423-6667  
ADA Officer (for students)  
504 Coordinator (for students)

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. 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.

## 5.2.2. KSU Intellectual Property Policy

### Introduction

Kennesaw State University (“University”) is dedicated to teaching, research, and the extension of knowledge to the public. Among its primary objectives are the development of new and useful devices, processes, computer software, and artistic and literary works; and the publication and creation of scholarly works. Such activities:

- contribute to the professional development of the faculty, staff and students involved;
- enhance the reputation of the University;
- provide additional educational opportunities for participating students; and
- promote the general welfare of the public at large.

In some cases, patentable inventions, copyrightable materials, and other intellectual property may be developed through activities of University faculty, staff, or students who have been aided in their efforts by University resources. In such cases, the University has an interest in insuring and expediting the development, marketing, and utilization of the intellectual property. At the same time, the rights, privileges, and incentives of the inventor(s) or creator(s) must be preserved so that their abilities and those of other University faculty, staff, or students may be further encouraged and stimulated.

The University recognizes and encourages the publication of scholarly works as an integral part of the processes of teaching, research, and service. Frequently through individual effort and initiative, faculty, staff, and students develop articles, pamphlets, books, and other scholarly works which may be subject to copyright and which may generate royalty income for the author. Scholarly works may also result from work supported either partially or primarily by the University. Recent technological advances have increased the complexity of determining ownership interests in Intellectual Property. In some instances, Intellectual Property may become, in whole or in part, the property of the Board of Regents. When this Policy speaks to ownership of Intellectual Property by the University, the Board of Regents shall be the owner, unless the Board of Regents has transferred ownership to an affiliated nonprofit organization of the University.

The foregoing considered, the University does hereby establish the following policy with respect to the development, protection, and transfer of rights to Intellectual Property resulting from the work of its faculty, staff or students. This policy shall be applicable to all full or part-time

faculty, staff or students of the University.

### **Definitions**

**“Intellectual Property” (IP)** shall be deemed to refer to patentable materials, copyrighted materials, trademarks, software, and trade secrets, whether or not formal protection is sought.

**“Faculty Member, Staff Member, and Student”**: For purposes of this policy, students are individuals who are enrolled for any course at the University. A faculty or staff member is any person who is employed on a full-time or part-time basis by the University.

**“Patentable Materials”** shall be deemed to refer to items which reasonably appear to qualify for protection under the patent laws of the United States or other protective statutes, including Novel Plant Varieties and Patentable Plants, whether or not patentable thereunder.

**“Copyrighted Materials”** shall include the following: (1) books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests and proposals; (2) lectures, musical or dramatic compositions, unpublished scripts; (3) films, filmstrips, charts, transparencies, and other visual aids; (4) video and audio tapes or cassettes; (5) live video and audio broadcasts; (6) programmed instructional materials; (7) mask works; and (8) other materials or works other than software which qualify for protection under the copyright laws of the United States (See 17 U.S.C. § 102 et seq.) or other protective statutes whether or not registered thereunder.

**“Software”** shall include one or more computer programs existing in any form, or any associated operational procedures, manuals or other documentation, whether or not protectable or protected by patent or copyright. The term **“computer program”** shall mean a set of instructions, statements or related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.

**“Trademarks”** shall include all trademarks, service marks, trade names, seals, symbols, designs, slogans, or logotypes developed by or associated with the University. (See 15 U.S.C. § 1127.)

**“Trade Secrets”** means information including, but not limited to, technical or nontechnical data, a formula, a pattern, a compilation, a program, a device, a method, a technique, a drawing, a process, financial data, financial plans, product plans, or a list of actual or potential customers or suppliers which: (i) derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy. (See O.C.G.A. § 10-1-761.)

**“Patentable Plant”** means an asexually reproduced distinct and new variety of plant.  
(See 35 U.S.C. § 161.)

**“Mask Work”** means a series of related images, however fixed or encoded: (I) having or representing the predetermined, three-dimensional pattern of metallic, insulating, or semiconductor material present or removed from the layers of a semiconductor chip product; and (ii) in which series the relation of the images to one another is that each image has the pattern of the surface of one form of the semiconductor chip product. (See 17 U.S.C. § 901.)

**“Novel Plant Variety”** means a novel variety of sexually reproduced plant.  
(See 7 U.S.C. § 2321 et seq.)

**“Creator”** and **“Originator,”** which are used interchangeably in this Intellectual Property Policy, shall mean the creator, author, inventor, or similar person and that person’s executor, heirs, successors, and assigns.

## **Determination of Rights and Equities in Intellectual Property**

### **A. Individual Effort**

Ownership rights to Intellectual Property developed by faculty, staff or students of the institution shall reside with the inventor or creator of such Intellectual Property provided that:

- there is no use, except in a purely incidental way, of institution resources in the creation of such Intellectual Property (unless such resources are available without charge to the public);
- the Intellectual Property is not prepared in accordance with the terms of an institution contract or grant;
- the Intellectual Property is not developed by faculty, staff or students as a specific institution assignment. The general obligation to produce scholarly and creative works does not constitute a specific assignment for this purpose. The nature and extent of the use of institution re-sources shall be subject to institution regulations and shall be determined by the institution.

### **B. Institution-Assigned Efforts**

Ownership of Intellectual Property developed as a result of assigned institutional effort shall reside with the institution; however, sharing of royalty income with the inventor or creator is

authorized as an incentive to encourage further development of Intellectual Property. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to institution regulations.

**C. Institution-Assisted Individual Effort**

Ownership of Intellectual Property developed by faculty, staff or students of the institution where the institution provides support of their efforts or use of institution resources in more than a purely incidental way (unless such resources are available without charge to the public) shall be shared by the inventor or creator and the institution. The nature and extent of inventor or creator participation in royalty income, however, shall be subject to institution regulations.

**D. Sponsor-Supported Efforts**

The grant or contract between the sponsor and the University, under which Intellectual Property is produced, may contain specific provisions with respect to disposition of rights or interests in the Intellectual Property. Where the creator(s) or the University retains any portion of these rights or interests, the classification of such portion of the rights or interests in the Intellectual Property may be deemed to be Individual-Effort, University-Assigned Effort, or University-Assisted Effort. This classification shall be determined in accordance with DEFINITIONS, Paragraphs 2. and 3. on or before the date on which the authorized University representative(s) execute the grant agreement or contract.

**TABLE 1**

REVENUE DISTRIBUTION	Originator	Originator's Department	Office of Sponsored Programs	Faculty Development Budget
Individual Effort	100%	–	–	–
University Assigned	50%	30%	10%	10%
University Assisted	75%	10%	5%	10%

## Policy Implementation and Procedures

### A. Composition of the IPC

The IPC will consist of eight members. Six of these members shall be appointed by the President and two are members *ex officio*. The President shall appoint two (2) faculty members, one (1) staff member, one (1) student, one (1) academic department chair, and one (1) academic dean all based on recommendations from the appropriate constituent groups. IPC members appointed by the President shall serve two-year, staggered terms. The VP of finance or his or her designee shall be an *ex officio*, voting member. The Vice President for Research/Dean of Graduate Studies shall serve as an *ex officio*, nonvoting member. The President shall designate, from among the appointed members, one member as chair of the IPC.

### B. Duties of the IPC

The duties of this group will include the following: oversee IPP implementation; recommend changes in the IPP; review IPs that are referred to it through the disclosure process described below in POLICY IMPLEMENTATION AND PROCEDURES, Section D of this IPP; and adjudicate IP-related disputes.

The IPC shall have exclusive jurisdiction of disputes brought by the creator regarding IP classifications made by deans or their equivalents, in accordance with POLICY IMPLEMENTATION AND PROCEDURES, Section D, paragraph 2, below. Such disputes will be heard by a panel of three IPC members appointed by the IPC Chair. Adjudication shall include an oral hearing, a decision rendered within 60 days of the request, and a written explanation of the decision and underlying rationale. Appeals, which may be made by either the creator or the University, shall be heard by the entire IPC plus two *ad hoc* members, one chosen by the creator and the other chosen by the relevant supervisor. Any further appeals go to the President.

C. The University has elected, through the IPC and with the approval of the President, to release the management of IP to which the University has title or an interest to the creator thereof for management and development as a private venture after the execution of an agreement providing for a suitable division of royalty income.

### D. Disclosure Policy & Procedure

Property Requiring Disclosure. An IP that is a University-Supported effort that is the subject of an agreement between faculty, staff, or students on one hand, and an external entity on the other, shall be disclosed.

## **Disclosure Process & Content**

A. If disclosure is required, the creator must disclose the IP before a contract or agreement is signed or consideration is accepted in exchange for any interest in the IP, before the IP is disclosed to the public, or before any application is made to patent a patentable IP.

B. Required disclosures shall be submitted on a standard KSU IP Disclosure Form (“Form”) (see Appendix) signed by the creator. The Form shall disclose (i) the existence of an intellectual property; (ii) the legal category (such as copyright, patent, trade mark, trade secret, mask work, plant) of the intellectual property created; (iii) a brief description, that need not include confidential or proprietary information the disclosure of which would jeopardize the commercial value of the IP; (iv) the creator’s classification of the IP; and (v) supervisory and IPC classifications of the IP, as applicable. The Form shall be signed by reviewing supervisor(s) and the IPC chair, as applicable.

C. All Forms shall initially be delivered in hardcopy to the department chair or immediate supervisor (“Supervisor”). After initial review the supervisor shall forward the Form, within 10 business days of receipt thereof, to the college dean or next immediate supervisor (“dean”) with copy to the creator, indicating the supervisor’s classification. If the creator disagrees with the supervisor’s classification, the creator may submit to the dean a memorandum in support of the creator’s classification. The dean, within 10 business days of receipt, shall review the Form and the creator’s memorandum, if any, and either ratify or alter the supervisor’s classification.

D. In the case of IP classified by the dean as “university assisted” or “university assigned,” the disclosure and classification must then be reviewed and filed by the IPC.

E. If the creator disagrees with the supervisor’s or dean’s classification of an IP, then the creator may refer the dispute by a signed request copied to the chair, dean, and IPC chair, within 60 days of receipt of the supervisor’s classification thereof, to the IPC for adjudication following the dispute resolution procedures set forth at POLICY IMPLEMENTATION AND PROCEDURES, Section B, above.

### **Appeal Procedure**

The University has adopted the following appeal procedure within the University in the event of a disagreement as to the classification, ownership and use of IP subject to this Policy.

Appeals of classification decisions of the IPC shall be made to the President of the University. Appeals shall be submitted in writing within 10 days of the committee’s decision.



**Preemption by Board of Regents' Policy**

In the event of conflict between any provision of this policy and any policy of the Board of Regents, the latter shall prevail.

**APPENDIX**

Intellectual Property Disclosure Form

Brief Description:

Legal Category \_\_\_\_\_

Annual net pre-tax income to the creator in \$U.S. as estimated by Creator(s)

at the time of disclosure \_\_\_\_\_

Classification Classifier	Creator	Supervisor	Dean	Comments
Individual				
University				

Signatures:

I certify that I am the creator of the intellectual property hereby disclosed.

Creator(s) \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by:

Supervisor \_\_\_\_\_

Date \_\_\_\_\_

Dean \_\_\_\_\_

Date \_\_\_\_\_

## 5.2.3 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 and Dean of the Graduate College, 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, 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; biohazards, as well as 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, or parts or passages of his or her writings, or the ideas or language of the same, and passing them 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 and Vice President”** refers to the Provost and 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 and Dean of the Graduate College). If an individual is unsure as to whether a suspected incident

falls within the definition of scholarly misconduct, he/she 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 shall be made in confidence directly to the Research Integrity Officer. Upon receipt of a written complaint, the Research Integrity Officer shall inform the Provost and Vice President for Academic Affairs, the University Legal Advisor, 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 and Vice President to have a conflict of interest, the allegation may be reported directly to the President. Actions constituting misconduct as defined herein shall not be grievable 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 Advisor 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 Vice President and the University Legal Counsel, determines that the allegation provides sufficient information to allow specific follow-up, he or she 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 and Vice-President.

### **Inquiry Committee**

If it is determined that the formation of an Inquiry Committee is necessary, the Committee and Committee chair will be appointed within 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 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 Committee, they 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 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; 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, as well as 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 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, along with 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 Vice President, in consultation with appropriate (including legal) advisor(s) shall determine what additional notification(s) is necessary, including if and when external funding agencies should be notified. Any such notification shall include a complete description of the evidence and shall be provided by the Vice President. The Research Integrity Officer, the Provost and Vice President 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 role, as well as the 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 his or her 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, his or her 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 tell his or her side of the story. Before an interview, the Committee should provide each witness with a summary of the matters or issues intended to be covered at the interview. If the 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 tape recorded. Interviews with anyone else will be summarized, tape-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 errors.

Witnesses may be accompanied and advised by legal counsel or by a non-legal 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, Vice-President, 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 and Vice President 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 and Vice President 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 the committee members and experts, 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 Vice President 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 and Vice President makes this determination.

The Vice President, in consultation with the Research Integrity Officer, the University Legal Advisor, and other appropriate parties, shall reach his/her 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 Vice President, in consultation with the Research Integrity Officer and University Legal Advisor, shall determine what such notification will include and to whom it 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 and Vice President shall so inform the person who made the allegation, the Respondent, the University Legal Advisor and 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/Graduate Dean 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 have cooperated with the University's Inquiry. Any alleged or apparent retaliation will be reported immediately to the Research Integrity Officer or Vice President. If either the Research Integrity Officer or Provost and Vice President 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 Vice President and the University Legal Advisor, 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; 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 10 days of the notification to the Respondent that an investigation is planned. The Research Integrity Officer will be a member of the Committee, and will serve as Chairperson. 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 to conduct the investigation. These individuals may be scientists, administrators, subject matter experts, lawyers, or other qualified persons, and they 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 Committee and experts will agree in writing to observe the confidentiality of the proceedings and any information or documents reviewed as part of the Inquiry. Outside of the official proceedings of the Committee, they 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 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 role, as well as the 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 Advisor, 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 than 60 days to complete the Investigation, prepare a report of its findings, including recommended action(s), and submit the report to Provost and Vice President 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 Advisor, 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 tape recorded or transcribed. All other interviews should be transcribed, tape 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 his or her 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, he or she 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 his or her right to seek the advice of counsel. The Committee should consult with the University Legal Advisor 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 and Vice President. If the case is considered complete, it should be forwarded to the Provost and Vice President with recommendations for appropriate University actions and to any outside funding agencies, as appropriate.

#### **5.2.4. 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):

Assistant Director of Disabled Student  
Support Services  
ADA Officer for Students  
Room 269C Carmichael Student Center  
(770) 423-6443

Assistant VP of Human Resources & Services  
ADA Officer for Faculty & Staff  
Campus Services Building  
(770) 423-6030

Assistant VP of Facilities & Services  
ADA Officer for Facilities  
101 Chastain Pointe  
(770) 499-3602

#### **5.2.5. KSU Diversity Vision Statement**

It is our vision to create a strong multicultural and diverse educational environment at KSU in order to increase student satisfaction and to promote an understanding and awareness of people from various backgrounds upon graduation. In this way, KSU students will be educated for, and can effectively compete in the global society.

#### **5.2.6. KSU Position Statement on Environmental Awareness**

Kennesaw State University endeavors to encourage in each student, faculty, staff member, and 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.

#### **5.2.7. KSU 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 members, staff, students and University visitors. Toward this end, the Department of Environmental Health, Safety and Risk Management 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.

#### **5.2.8. 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 his/her 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.

### **5.2.9. KSU Drug and Alcohol Policy**

#### **I. Alcohol Policy**

Kennesaw State University expressly prohibits the use, possession, sale, or distribution of alcoholic beverages on campus by any campus constituency. Alcoholic beverages may be served at off-campus activities to adults of legal drinking age for the state in which the activity is being held, providing that a responsible club or organization representative acknowledges responsibility for monitoring alcohol consumption. Student Activity funds or institutional funds may not be used for the purchase of alcoholic beverages. Kennesaw State University is committed to recognizing, upholding, and enforcing the laws of the state of Georgia. Violation of those state laws, incorporated into the Kennesaw State University Alcohol Policy shall not be condoned on the campus or at any activity held off campus by any constituency. Exceptions to the policy of no alcohol on campus may from time to time be permitted at the discretion of the President, and there are other limited exceptions to this policy within the residence halls by those aged twenty-one or older who do not reside in substance-free communities. See the Residential Code of Conduct at subsection III R of KSU Student Code of Conduct for more information.

<https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>

<https://web.kennesaw.edu/hr/content/drug-alcohol>

#### **II. Drug-Free Workplace and Campus Policy**

As a recipient of Federal funds, Kennesaw State University supports and complies with the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. The unlawful possession, manufacture, distribution, dispensation, and/or use of illicit drugs and alcohol by employees or students on the university campus is prohibited and violations of this policy will result in appropriate disciplinary action. Faculty, staff and students are expected to adhere to the policies of the university and observe the basic standards of good conduct, meet appropriate standards of performance, and observe all local, state and federal laws relative to unlawful use of illicit drugs and alcohol. Penalties for violations of these standards range from warnings and probation to expulsion, loss of academic credit, suspension, temporary or permanent suspension and withdrawal of organization recognition, referral to the legal system for prosecution, demotion, and termination of employment. Detailed sanctions are defined in the Student Handbook (Student Code of Conduct), Board of Regents' Policy Manual, Classified Employee Handbook, and in the complete policy statement available in the Office of the Provost and Vice President for Academic Affairs upon request.

<https://web.kennesaw.edu/hr/content/drug-alcohol>



### **5.2.10. Smoking Policy**

#### **Purpose**

The smoking policy seeks to guarantee non-smokers the right to work in air free of tobacco smoke, whilst also taking account of the needs of those who smoke. Effective January 1, 2006, Kennesaw State University is a Restricted Smoking Campus. Therefore, the following is the University smoking policy.

#### **Smoking Defined**

To “smoke” and “smoking” means creating smoke by lighting a cigarette, cigar, pipe or other smoking product; it means as well puffing on, carrying or holding a lighted cigarette, cigar, pipe or other tobacco product.

#### **Policy**

Smoking is prohibited in all campus buildings. Smoking is only permitted in designated areas outside the buildings. A map showing locations of Designated Smoking Areas is available on the EHS&RM website.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, using Kennesaw State University facilities will be required to abide by the University Tobacco Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.

All outdoor smoking areas shall be clearly marked with signs.

Smoking is prohibited in all Kennesaw State University vehicles

<https://policy.kennesaw.edu/sites/policy.kennesaw.edu/files/KSU%20Smoking%20Policy.pdf>

#### **Enforcement**

To effect adherence, faculty, staff and students are encouraged to directly and politely inform those unaware of the policy, or remind those in disregard of it. If this approach and effort is unsuccessful, the individual in violation of this policy will be brought to the attention of the dean, director, senior staff member or other person in charge for further discussion and progressive counseling. Those who still do not comply will face corrective action consistent with the nature and seriousness of the continuing violations.

The Department of Public Safety will enforce the Smoking Policy of the University. The no smoking areas must be designated with signs that reference the applicable Georgia Code Section (16-12-2).

When observed, officers will approach those that are not in compliance, ask that they comply, and answer questions about the policy. Officers will not discuss the fairness of the policy with violators. Officers will issue a misdemeanor state ticket to any person refusing to comply with the policy. If the violation continues in the presence of an officer after the person has been asked to comply, the officer has the discretion to transport the violator to the Cobb County Adult Detention Center for the purpose of posting bond. Note: If the violator refuses to comply with the lawful verbal commands of the officer, there is reason to believe that the violator would not show up at court if released on a citation. Officers will not respond to anonymous calls reporting smoking policy violations.

#### **5.2.11. Policy Statement on Sexual Harassment**

Kennesaw State University follows the established policy on Sexual Harassment of the Board of Regents of the University System of Georgia. That policy ([8.2.16](#) in the Regents' Policy Manual) is as follows:

Federal law provides that it shall be an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge without cause, to refuse to hire, or 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 this federal law. Sexual harassment of employees or students in the University System 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:

Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing; or

Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual;

Such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

(BR Minutes, 1980- 81, p. 237-37)

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, as well as 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).

### **Procedures for Handling Complaints of Sexual Harassment**

As illustrated in the examples, sexual harassment includes a range of behaviors, some more

harmful than others, but none acceptable. If an individual is uncertain about whether something happening is sexual harassment, he or she should seek the advice of a trusted individual about the situation.

If the person harassing an individual has power over his or her education or employment, it is understandable that the individual might fear reprisal if steps are taken to end the harassment. An individual has the right to pursue an education and work in an environment free of this kind of interference. The University's policies are intended to protect an individual against reprisals.

### **Informal Resolution**

Early efforts to control a potential harassing situation are very important. Sometimes an individual can stop sexual harassment by telling the person directly that he or she is uncomfortable with the person's behavior and would like it to stop. Writing a letter can also be effective.

### **Formal Complaints and Grievances**

A faculty or staff member who wishes to file a formal complaint of sexual harassment against another employee of the university should contact the university's Affirmative Action/EEO Officer in the Legal Affairs Office. Once a complaint is received the following process shall be followed.

A. The EEO officer (or his/her designee) must notify in writing the person(s) whose actions or behavior is/are at issue of the allegation of sexual harassment as soon as possible, but definitely within one week of receiving the complaint from the aggrieved faculty or staff member. The immediate supervisor of the person against whom the complaint is made should be notified at the same time.

B. If the EEO officer (or his/her designee), after investigation, finds that the complainant does not have reasonable grounds for complaint he/she shall so notify in writing the complainant, the person(s) about whom the complaint is made, and that person(s)' immediate supervisor. This investigation and notification will take place within sixty days of the receipt of the complaint by the EEO office.

C. If the EEO officer (or his/her designee), after investigation, finds the complainant may have reasonable cause for complaint he/she will so notify in writing the complainant, person(s) about whom the complaint is made, and that person(s)' immediate supervisor. The investigation and notification will take place within sixty days of the receipt of the complaint by the EEO's office. On the same date that such written notification is delivered to the parties, the EEO officer (or his/her designee) will contact the chair of the university

council. The chair of the council will then be responsible for establishing an *ad hoc* committee of five (faculty/administrative faculty/staff members) to hear the discrimination complaint and make recommendations. The names and contact information of the five members of the *ad hoc* committee shall be communicated by the chair of the university council to the EEO officer (or his/her designee).

D. Prior to the hearing the EEO officer (or his/her designee) will arrange that the *ad hoc* committee shall meet and elect a chair from among the five members. The chair will conduct the hearing. The chair may participate in all deliberations, but will not vote except in the case of a tie.

E. The hearing committee may draw up its own rules of procedure, and the committee is not bound by any formal rules of legal proceedings and may hear any information that may be of value in determining the issues involved, but minimum due process shall include the right of both parties to be notified in writing at least ten business days in advance of the date, time, and place of the hearing; the right of the person against whom the complaint has been made to be informed in writing of the specific nature of the complaint against him/her and of the evidence and/or witnesses on which it is based; and the right of both parties to present evidence and witnesses on their behalf and to question witnesses. The EEO officer (or his/her designee) shall act to make certain these due process rights are met. The supervisor of the person about whom the complaint is made will be notified that a hearing has been scheduled. The EEO officer (or his/her designee) will attend the hearing and may present any report created or evidence or information obtained during the EEO office's investigation if requested to do so by either party or by the committee. The EEO officer (or his/her designee) shall retain all records associated with the complaint, his/her investigation, the hearing, the committee's written report, and the President's written decision for such length of time as required by Georgia law.

F. Each party has the right to a non-attorney adviser to assist in preparing and presenting his/her case before the committee. Those present during the hearing will be the members of the *ad hoc* committee, the EEO officer (or his/her designee), the parties to the complaint, one non-attorney adviser for each party, and such witnesses as are necessary. Each witness shall be present only when his/her presence is necessary to present information and/or answer questions. No other persons shall be present unless agreed upon in writing by the chair of the committee, both parties, and the EEO officer (or his/her designee).

G. All decisions and recommendations will be based on a majority vote, and be rendered according to the principle of the preponderance of evidence. Only the five members of the *ad hoc* committee should be present during deliberation except that the EEO officer (or

his/her designee) may be present to answer policy questions.

H. The hearing committee will be expected to produce a written report summarizing the information presented, indicating and explaining its decision, and making recommendations, if desirable, to any party or parties. Copies of the written report will be submitted to each party in the case (complainant and person about whom complaint is made), immediate supervisor of person about whom complaint is made, the EEO officer (or his/her designee), the chief legal officer for the university, and the President of the university within five business days from the completion of the hearing. The chair of the hearing committee shall act to make certain the written report is delivered to the proper persons. The opinions and recommendations of the *ad hoc* committee are advisory and in no way bind the President to the recommended actions.

I. After consideration of the *ad hoc* committee's written report, the President shall make a decision and communicate it in writing within five business days to the complainant, the party or parties against whom the complaint has been made, the EEO officer (or his/her designee), the chief legal officer of the university, and the immediate supervisor(s) of the employee(s) against whom the complaint has been made.

J. Nothing in this process prohibits the parties from settling this matter at any stage with the assistance of mediation through the Office of the University Ombuds (770-423-6112), if appropriate. However, any attempt to settle the matter through mediation does not affect time deadlines for this process.

K. Any faculty or staff complaints of sexual harassment against a KSU student or student complaints of sexual harassment against other students should be addressed to the KSU Department of Student Conduct (formerly Office of Judiciary Programs).

L. Any student complaint of sexual harassment against a KSU faculty or staff member shall be addressed as outlined in the Statement of Student Rights and Responsibilities (found in the catalogue) under the heading, "Student Grievance Procedures for Discrimination and/or Retaliation."

*"The mission of Kennesaw State University is to provide a learning environment in which all members of the university community are free to pursue their professional and personal goals. Sexual harassment is not only illegal, but an intolerable interference with the attainment of our mutual goals. Unwelcome sexual advances and conduct seriously damage the learning and work climate, and it is the university's intention to protect our environment from such abuses.*

*Resolution of complaints of sexually harassing behavior should be attained as informally as possible, but in the absence of that cooperation, we will enforce our policies to the fullest, up to and including dismissal.”*

– President Daniel S. Papp

### **5.2.12. Visits by Children**

The university cannot accommodate children of the faculty, staff, and students on campus during normal operating hours; i.e., 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. KSU Parking and Traffic Regulations**

#### **A. Authority**

Kennesaw State University adopts these regulations pursuant to the authority conferred upon the Board of Regents to regulate the University System of Georgia Campus Traffic, Official Code of Georgia Annotated (OCGA), Title 20. These regulations supersede all previous KSU Parking and Traffic Regulations pertaining to motor vehicle operation and parking on campus.

#### **B. Application**

These 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. Students, faculty and staff shall not operate or park any motor vehicle on campus unless qualified to do so under applicable State law and KSU regulations. The Campus includes that property owned or leased by the Board of Regents and designated as Kennesaw State University. Additional information is available at <https://web.kennesaw.edu/auxiliaryservices/parking>.

### **5.2.14 Amorous Relationships**

See Board of Regents Policy on Amorous Relationships here:  
[http://www.usg.edu/hr/manual/amorous\\_relationships](http://www.usg.edu/hr/manual/amorous_relationships).



### **5.3. Administrative Procedures**

#### **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, address, telephone number, 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.

### **5.4. Dispute Resolution**

#### **5.4.1. Handling Disruptive Students at KSU**

Kennesaw State University's Student Code of Conduct, Student Conduct and Academic Integrity (SCAI) Department (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. The following information is intended as an overview of the relevant campus policies related to the SCAI Department. For a complete version of the SCAI policies and procedures, see the SCAI web page. <https://web.kennesaw.edu/scai/>

### **5.5 Awarding of Posthumous Degrees**

#### **5.5.1 Posthumous Degrees**

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

At the time of his/her death, the student must be enrolled in all courses needed to satisfy the requirements for his/her 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.

#### **5.5.2 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 his/her death, the student must be enrolled in classes leading to his/her degree, must have at least a 2.0 GPA (3.0 for graduate students), and must have earned at least

90 semester hours of academic credit (21 semester hours of academic credit for graduate students).

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.

## **5.6 Appeals**

Any person in the University System for whom no other appeal is provided in the Bylaws and who is aggrieved by a final decision of the president of an institution, may apply to the Board of Regents, without prejudice to his/ her position, for a review of the decision. The application for review shall be submitted in writing to the Executive Secretary of the Board within a period of twenty days following the decision of the president. It shall state the decision complained of and the redress desired. A review by the Board is not a matter of right, but is within the sound discretion of the Board. If the application for review is granted, the Board or a committee of the board or a Hearing Officer appointed by the Board, shall investigate the matter thoroughly and report its findings and recommendations to the Board. The Board shall render its decision thereon within sixty days from the filing date of the application for review or from the date of any hearing which may be held thereon. The decision of the Board shall be final and binding for all purposes.

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