

Department of Chemistry and Biochemistry

MEMORANDUM

TO: [Name]

FROM: [Name]

SUBJECT: [Subject]

[Text]

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the affairs of the Department.

C. Departmental Coordinators

consultations with the Chair. The length of service in these roles shall be determined by the Chair. The source of any

load, overall goals, ideas about new programs, etc. The DFC shall have the right to prompt access to Departmental information relating to the planning and

execution of Departmental policies.

Departmental  
out modifications of the curriculum

descriptions, etc. This Committee shall per  
curriculum and make recommendations ab

c) Departmental Review Committee (DRC)

for recommendations  
by the personnel.

meeting times: Meets several times per year; intensive efforts are made to

are  
iv) Me



v) Only Full professors can vote on a candidate's promotion to Full professor. Both

is needed.  
iv) Term: 2 years

ii) Graduate Committee

tracking assistance, and the Assistant Chair for the Graduate Curriculum and  
meeting the responsibilities to evaluate revisions to the graduate curriculum and

submit revisions to appropriate committees. The Assistant Chair for the Graduate Curriculum and  
Development will involve the MSCB in all programs, as needed.

Assistant Chair for the  
Graduate Curriculum and  
Development

Assistant Chair for the Graduate Curriculum and  
Development and additional faculty members appointed by the Department  
Chair. All faculty must be tenure-track, and have a Ph.D. or equivalent.

c) In the rare event that a quorum is not achieved, the vote will be tabled until a later date.

### Section 3. Passage of a Motion

a) A simple majority of those voting shall be required to pass a motion.

Faculty may

propose such changes.

Each Committee

c) The committee will circulate proposals to all Committee members.

will be given time to voice concerns prior to

committee meetings. Faculty members

will vote at these meetings.

a) A majority of the voting Curriculum



of The Department Chair, will work in concert with the Administrative Committee Chair, working in concert with the Department Chair, will work to gather applications. The Administrative Assistant and Department Chair will work to gather applications. The Administrative Assistant will review applications.

Although not a requirement, it is recommended that applicants have a minimum of a Bachelor's degree in a related field.

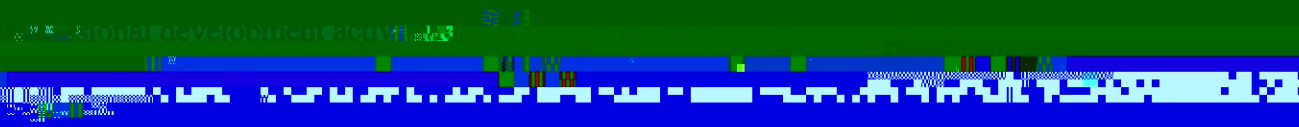
For more information, please contact the Department Chair at [redacted].

The Department Chair will be responsible for reviewing applications and selecting the most qualified candidates for an interview. The Department Chair will also be responsible for coordinating the interview process and providing feedback to applicants. The Department Chair will also be responsible for providing information to the Administrative Committee Chair regarding the interview process and the selection of candidates.

For more information, please contact the Department Chair at [redacted].

percentage of time

the p



These Bylaws shall be submitted in writing to the Department Chair, who will forward them to the faculty meeting for approval.

Approved by the Department Chair on \_\_\_\_\_

Approved by the Faculty Meeting on \_\_\_\_\_

Approved by the Board of Trustees on \_\_\_\_\_

Approved by the Board of Regents on \_\_\_\_\_

Approved by the Board of Education on \_\_\_\_\_

Approved by the Board of Directors on \_\_\_\_\_

Approved by the Board of Managers on \_\_\_\_\_

Approved by the Board of Trustees on \_\_\_\_\_

Approved by the Board of Regents on \_\_\_\_\_

Approved by the Board of Education on \_\_\_\_\_

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Approved by the Board of Managers on \_\_\_\_\_

Approved by the Board of Trustees on \_\_\_\_\_

Approved by the Board of Regents on \_\_\_\_\_

Approved by the Board of Education on \_\_\_\_\_





Department Chair

Department Chair

10/18/15 B. J. Schellen "10/18/15" 10/18/15

Name (printed or typed)

[The following text is extremely blurry and illegible, appearing to be a list of names or a directory page.]

From: Pam Cole <pcole@kennesaw.edu>

To: Heather <hcooper@kennesaw.edu>

Cc: Rob McKelip <rmckelip@kennesaw.edu>

Subject: Re: Chemistry and I

Heather and Marina,

Ivan (copied here) approves the following changes

bylaws soon. Please attach this email to:

*Membership: Five*

*faculty and at least one member of the DFC will be non-tenure track faculty. When possible, at least one*

Thanks,

Pam



Pam B. Cole, Ph.D.

Academic Affairs

Academic Affairs

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UNIVERSITY