

Department of Ecology, Evolution, and Organismal Biology
Kennesaw State University
BYLAWS

PREAMBLE

The Department of Ecology, Evolution and Organismal Biology is a unit of the College of Science and Mathematics at Kennesaw State University. The Department will be recognized as a collaborative, collegial and diverse group of scholars who value excellence in teaching and mentorship, who are active in campus leadership and who are successful in research activities that may involve bo

These bylaws provide a plan for governance, and Evolution and Organismal Biology. These bylaws Ecology, Evolution and Organismal Biology on again on 15 April, 2021.

ARTICLE I. Administration

Section 1. Department Chair

- a) The Chair shall be appointed by the Dean at the pleasure of the Dean.
- b) The Chair shall provide academic and administrative leadership.
- c) The Chair will create and promote a welcoming environment.
- d) The Chair will treat all faculty and staff and staff to follow her/his example (see Regents Policy 8.2.18.1.2).
- e) The Chair will perform duties including
 - supervising the operation of the department
 - administering departmental budget
 - overseeing recruitment efforts,
 - hiring part-time and temporary faculty
 - managing workload,
 - assigning office and laboratory space
 - evaluating faculty and staff,
 - presiding over Departmental meetings
 - representing the Department in external affairs
 - informing the faculty of events
 - performing such duties as assigned by the College of Sciences and Mathematics.

- f) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair, except as modified by the Dean.

Section 2. Assistant Chair

- a) The Department Chair may appoint an Assistant Chair.
- b) The Assistant Chair shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as: advising, scheduling, monitoring enrollment, assisting part-time faculty, representing Chair at college and/or university meetings, completing special projects as assigned by Department Chair.
- c) The Assistant Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

Section 3. Course Coordinators

- a) Course coordinators may be appointed for courses that are frequently taught by multiple faculty members and/or graduate teaching assistants. Together with the faculty who teach the course, the Course Coordinators are responsible for:
- Coordinating development of learning outcomes for the course;
 - Coordinating development of general course policies, content, and textbooks for lectures and laboratories;
 - Developing lab manuals and establishing a uniform lab schedule each semester;
 - Meeting with relevant faculty to discuss changes in the course;
 - Work with the College of Science and Mathematics Safety Committee to develop standard operating procedures for lab courses.
 - Train and supervise graduate teaching assistants when applicable.
- b) Course coordinators will be appointed by joint consensus of the Department Chair of Molecular and Cellular Biology (MCB) and the Department Chair of Ecology, Evolution, and Organismal Biology (EEOB).

Section 4. Program/Track Coordinators

- a) A Program/Track Coordinator will be appointed for the Masters of Science in Integrative Biology (MSIB) program, for tracks in the Bachelor of Science in Biology program, for the Bachelor of Science in Environmental Science program, for General Education science courses, and for each formal certificate program offered by EEOB/MCB. The MSIB Program Coordinator will be appointed by the Dean of the College of Science and Mathematics from the membership of the MSIB Program Committee. The MSIB Program Coordinator will serve for two years and may be re-appointed for consecutive terms. An effort shall be made by the Dean to alternate between EEO and MCB faculty when appointing a new MSIB Program Coordinator. Undergraduate Program/Track Coordinators will be appointed by joint consensus of the Department Chair of MCB and the Department Chair of EEOB. In making the appointments, the Department Chairs will consider expertise in the subject and administrative abilities, and they will make an effort to ensure fair, appropriate, and proportional representation between the MCB and EEOB departments. An individual faculty (e M)TJ-05B

- Collection and evaluation of assessment data related to the program or track;
- Reviewing the program or track curriculum;
- Serving on either the Biology Curriculum and Assessment Program Committee (Undergraduate Program/Track Coordinators) or the MSIB Program Committee (MSIB Coordinator);
- Other activities relating to effective delivery of the programs and tracks.

ARTICLE II. Departmental Committees

Section 1. Standing Committees

- Standing departmental committees shall be composed of faculty with full-time appointments and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so.
- Standing committees shall meet at least once each semester, except summer. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member.
- Committee members will be selected via an election held in the Fall Semester (December meeting) of each year for the next academic year's committees. New committee terms begin during the Fall Semester.
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Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions and revision of departmental bylaws shall be determined as follows:

Section 1. Eligibility

- a) All departmental faculty who are not part-time or temporary are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- b) Absent faculty/staff may vote by written proxy.

Section 2. Quorum

- a) A quorum shall consist of two-thirds of those eligible to vote.
- b) Proxies shall not count toward a quorum.

Section 3. Voting

- a) A simple majority of those voting shall be required to pass a motion.
- b) A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.
- c) Voting may be conducted by voice vote, show of hands, or electronically; however, faculty or the Department Chair may request a secret ballot.
- d) If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

Section 4. Electronic Voting

- a) Voting may be done electronically if approved by a simple majority of the members of a committee or the department.


ARTICLE VI. Changes in the Curriculum

Section 1. This procedure outlines the approval of new courses, course deletions, changes in existing


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ARTICLE X. Relationship to Other Governing Rules and Regulations

Section 1.

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