of the academic year. The Chair of the previous year's committee shall convene the first Fall semester meeting.

a) Department Faculty Council (DFC)
i) Duties: Responsible for providing input to the Chair about department
issues, and writing guidelines/policies dealing with, workload, teaching
load, hiring strategies, overall goals, ideas about new programs etc.
ii) Membership: Six members selected by the Department's permanent full-time faculty using secret ballot; The Chair of the DFC will be a tenure-
track faculty member elected by members of the committee.
iii) Meeting times: Irregular, usually 3-4 times per academic year.
iv) Term: 2 year staggered
v) The Department Chair is an ex-officio non-voting member of the DFC, and will respect the DFC's desire, on occasion, to meet without the Chair
present. The Assistant/Associate Chair (if applicable) is also a non-voting member of the DFC. DFC is advisory to the Chair, who holds decision-
making authority at the department level.

b) Curriculum Committee
i) Duties: Oversees all changes in curriculum; is the first step in seeking approval for new courses, minors, programs, program changes, changes in prerequisites, catalog descriptions etc. This committee shall periodically
review the departmental curriculum and make recommendations about modifications of the curriculum. Chair is responsible for monitoring
progress of paperwork to College and University Curriculum committees; Chair (or designee) will represent department at College and/or University Curriculum Committee meetings to present proposals. The committee also assesses the effectiveness of department courses. Reviews Faculty Course Assessment Reports and Performance Indicator Reports. Generates reports with recommended changes and monitors implemented changes.
ii) Membership: Department Chair, Assistant Department Chair, and one representative from each Technical Area.
iii) Meeting times: Irregular, usually 3-4 times per academic year.
iv) Any member can request the Committee Chair to call a meeting with a
two weeks' notice.

c) Department Promotion & Tenure Committee (P&T)
i) Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that goes into faculty's portfolio. Reviews department P&T guidelines and makes recommendation for revisions to department Chair.
ii) Membership: Five full-time tenured faculty selected by the Department's permanent full-time faculty using secret ballot; individuals going up for
review should not serve on this committee the year they are up for review (in which case a one year replacement will be elected)
iii) Meeting times: Meets several times per year; intensive effort in early to mid Fall semester.

iv) Term: 2 year staggered

d) Industry Advisory Board (JAB) Committee
i) Duties: Coordinates meetings with JAB members consists of practicing professionals in the Mechanical industry. Recruits new members to the
JAB. Generates reports to be submitted to the Curriculum Committee containing advice and directions related to the curricula provided by the lAB.
ii) Membership: Three faculty members and the Administrative Assistant
i) Meeting times: Meets once per semester during the Fall and Spring
semesters.

iii) Term: 2 years staggered

e) First-Year Experience Committee
i) Duties: Coordinates Departmental Learning Communities. Develops curricular activities that supports a student's transition from high school or another institution.

ii) Membership: Two faculty members and the Administrative Assistant
iii) Meeting times: Meets several times per year
iv) Term: 2 years staggered

f) Senior Design Committee
i) Duties: Coordinates senior design projects. Solicits senior design projects from Industrial Advisory Board members and other local companies. The committee also evaluates the progress and successful completion of the projects. Coordinates procurement of the resources required for
developing prototypes for the projects. Organizes and conducts Senior
Design Symposium.
ii) Membership: Faculty currently teaching ME 4201 or 4202.
iii) Meeting times: As needed
iv) Term: Automatically renewed with teaching assignment

Section 2. Ad Hoc Committees
Ad hoc committees shall be appointed by the Chair of the department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any ad hoc committees.

Section 3. Operation of Committees
a) Each committee shall elect a Chair and operate under a set of goals given them at
the time of appointment.
b) Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4.
c) Each standing and ad hoc committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff

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

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.

ARTICLE V. Changes in the Curriculum

Section 1. New course offerings, course deletions, changes in requirements for the Bachelor of Science degree with a major in Mechanical Engineering

a.) The department Chair or any department faculty with full-time appointments may propose such changes.
b.) Written proposals to modify courses or curricula shall be reviewed by the Curriculum Committee.

d) A completed copy of the appropriate form must be distributed to the Curriculum Committee members at least one week prior to discussion and vote.
e) A majority of the eligible voting Curriculum Committee members is required to approve and to adopt proposals for new courses, course deletions, course
revisions and changes in the curriculum and in degree requirements.

ARTICLE VI. Guidelines for Tenure-track Faculty Searches

Section 1. Search Committee Designation
a) After discussion with the department faculty about which discipline to stipulate in the advertisement for a given faculty position, and in consultation with the dean, a

ARTICLE VII. Summer Session Teaching

The following guidelines shall be used to determine priority for teaching during summer session.

Section 1. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.

Section 2. The following ranked criteria shall be considered when making teaching assignments during summer sessions.
a) Course demand and faculty specialization.
b) Budget conditions.
c) Preference will be given to full-time, tenure-track faculty.
d)

Kennesaw State University Approval Form for Department Bylaws

A copy of this form, completed, must be attached to the department bylaws.

I confirm that the attached bylaws, dated 03 / 20 / 2017, were approved by the faculty of
the Department of Mechanical Engineering in accordance with department policies and procedures:

Name (printed or typed) / Title (DFC chair, etc.) Signaire/ Date

Department Chair Approval I approve the attached bylaws:

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Name (printed or typed) Si)