



# Kennesaw State University University Handbook

## 2015-2016

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Sections of this handbook are subject to change as recommendations made during consolidation are approved.

# UNIVERSITY HANDBOOK

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

Designated by the Board of Regents of the University System of Georgia as a comprehensive university, Kennesaw State is committed to becoming a world-class academic institution positioned to broaden its academic and research missions and expand its scope on a local, regional, and national level.

### **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 world-class comprehensive university recognized for its excellence in education, discovery, innovation, technology, and community engagement at all levels from local to global. The KSU experience will empower the members and graduates of the university community to have the vision, ability, and courage to transform the future.

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

Kennesaw State University offers high-quality and productive undergraduate, graduate, continuing education, and co-curricular programs. These include learning opportunities in architecture, the arts, business, computing, education, engineering and engineering technology, health and human services, honors experiences, humanities and social sciences, interdisciplinary studies, leadership development, the natural and physical sciences, study abroad, and other related disciplines. The University's research, scholarship, creative activities, and public service initiatives expand and apply knowledge, contribute to economic development, and improve the quality of life in local communities, Georgia, the nation, and the world.

The KSU community values open, honest, and thoughtful intellectual inquiry, innovative and creative problem solving, professionalism, expertise, collaboration, integrity and ethical behavior, engaged citizenship, global understanding, sustainability, mutual respect, and appreciation of human and cultural diversity. The University community strives continually to enhance student success, improve institutional quality, and respond to public demand for higher education.

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

KSU's Strategic Plan identifies the following as the University's six leading goals:

**Goal 1:** Transform two distinct educational institutions into one student-centered

comprehensive university.

**Goal 2:** Promote excellence and innovation in education through teaching, supervising, and mentoring students; research, creative activity, and scholarship; and professional service.

**Goal 3:** Improve recruitment, retention, progression, and graduation rates (RRPG) in accord with the Complete College Georgia initiative, by enhancing the quality, breadth, and relevance of academic programs so graduates are prepared for work and life.

**Goal 4:** Increase engagement and prominence in the local community, Georgia, the nation and the world.

**Goal 5:** Foster a welcoming, diverse, and inclusive environment while enhancing the collegiate experience, and sense of community within the university.

**Goal 6:** 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 and CIO and CBO, oversees the fiscal, business, human relations, technology, and campus safety functions of the university.

The Vice President for Student Affairs 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, club 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's Cabinet and Deans, for ensuring the University's compliance with the laws, and policies and procedures of both Kennesaw State University and the Board of Regents of the University System of Georgia.

The Vice President for Strategic Communications and Marketing is responsible for coordinating, directing, and implementing the university's community relations, public relations, and marketing programs while promoting the university's brand identity and providing support to the campus.

Vice President for Economic Development and Community Engagement is the University's chief officer focused on deploying resources to aid economic development and expand relationships with off-campus communities as well as helping to generate new opportunities for the University's research centers and institutes.

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. As an NCAA Division I school the director is responsible for ensuring that all athletic teams train and compete and adhere to the governance and compliance guidelines established by the NCAA and the State University System.

The Chief Diversity Officer is charged with overseeing the work of the Office of Diversity and Inclusion in its mission to create a welcoming, inclusive, and equitable learning and work community at KSU. To that end the office uses climate assessment, action planning, academic support services, and curricular and co-curricular programming that is aligned with the university's strategic plan.

The Executive Administrator to the President and Chief of Protocol manages and coordinates the administrative affairs of the office of the President and the office of University Events, serves as liaison to campus staff. As Chief of Protocol, this office acts as a campus resource for all forms of protocol relating to business and higher education, as well as government, military and international protocol.

The Special Assistant for Consolidation is responsible for assisting the President and the Cabinet in implementing those changes associated with the recent consolidation of Kennesaw State with its sister-institution Southern Polytechnic State University. The assistant also serves as a liaison to the President and Cabinet on behalf of the Marietta campus.

### **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 assessment, planning, programming, and support. The Office assists in efforts to improve campus climate and strengthen community engagement. The website address for the Office of Diversity and Inclusion is <http://www.kennesaw.edu/diversity/index.php>.

### **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.

## **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 six major administrative divisions of the university; 1) the Academic Division, 2) the University Operations Division, including business services and information technology, 3) the Division of Student Success, 4) the University Advancement Division, 5) the Division of External Affairs, and 6) the Division of Legal Affairs.

## **Academic 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, and a Vice Provost for Global Engagement and Strategic Initiatives. 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.

### **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. KSU employees may enroll in Continuing and Professional Education programs at a discounted cost on a space-available basis (with some exceptions). The website for the College of Continuing and Professional Education is <http://ccpe.kennesaw.edu/>.

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

The Siegel Institute for Leadership, Ethics, and Character seeks to encourage and promote ethical conduct, decision making, and leadership for the common good. The Institute's mission is to promote study, research, reflection, and understanding of ethics and leadership through research and experiential opportunities as well as excellence in scholarship and teaching for members of KSU and the wider community. The Siegel Institute creates partnerships that will enable the Institute to work with universities, businesses, non-profits, and community organizations committed to the goal of enhancing ethical conduct and leadership.

Follow the work of the Institute on <http://www.kennesaw.edu/siegelinstitute>, LinkedIn: <http://lnkd.in/Xd4ztm>, Facebook: <https://www.facebook.com/pages/Siegel-Institute-for-Leadership-Ethics-and-Character/406433209405964?fref=ts>, and/or Twitter: <https://twitter.com/SiegelKSU>.

### **A.L. Burruss Institute of Public Service and Research**

With a dedicated, professional staff and faculty, the Burruss Institute is known for providing a wide range of research support and technical assistance across a broad range of policy areas to nonprofit organizations and governmental entities at various levels. The Institute's services include survey research (telephone, online, mail), focus groups and facilitation of group meetings, program evaluation, long-range planning, and GIS mapping. In order to address the various research needs of clients, the Institute often contracts with KSU faculty members to connect their expertise with the needs of our clients. The website address for the Burruss Institute is: [www.burruss.kennesaw.edu](http://www.burruss.kennesaw.edu).

## **Sustainability**

KSU is committed to promoting sustainability education and managing resources responsibly on our campuses and in our community. New buildings are designed to LEED certification standards on our campuses. We are signatories to the American College and University Presidents' Climate Commitment and are a member of the Association for the Advancement of Sustainability in Higher Education. Furthermore, we have been listed among Princeton Review's "Green Campuses". For further information, visit the Sustainability website at: <http://www.kennesaw.edu/sustainability/>"

## **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 and Enterprise Risk Management**

The Office of Strategic Security and Safety and Enterprise Risk Management (SSS/ERM) 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 office is also responsible for administering the university's insurance policies while managing loss exposure, safety and risk. The website address for the Office of Strategic Security Safety and Enterprise Risk Management is <http://www.kennesaw.edu/sss/>.

### **Enterprise Information Management**

Enterprise Information Management (EIM) 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>.

### **Information Systems**

University Information Technology Services (UITS) and the departments of Enterprise

Systems and Services (ESS), Advanced Computing Services (ACS), and the Audio Video Services Group (AVS) 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.

University 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. See section 4.4 (Services and Facilities - Information Technology Services) for specific services offered. The website address for Information Technology Services is <http://uits.kennesaw.edu/>.

The Office of Enterprise Systems and Services 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 include the purchase, implementation and maintenance of the 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/>.

The Advanced Computing Services Group supports online learning systems for Kennesaw State University, including web-based course support; video servers, and systems for providing live and recorded classes via the Internet. The website address for Advanced Computing Services is <https://web.kennesaw.edu/acs/>.

### **Classroom Technologies, Events, and Communications Infrastructure**

Classroom Technologies, Events, and Communications Infrastructure's (CTECI) goal is to design, supply, install and support all hardware and peripherals required to provide a personalized, innovative and effective solution to Classrooms, Conference rooms, Meeting Rooms, and Lecture Theaters across campus. Our AV Integration team combines the latest available technology with the highest quality installation processes, service and maintenance. Our Communications Infrastructure team has expertise in all phases of cable design, installation, maintenance and diagnostics for data, voice and video communications networks. Their website is: <http://uits.kennesaw.edu/about/cteci.php>

## **Museums, Archives & Rare Books**

The mission of the Department of Museums, Archives & Rare Books (MARB) at Kennesaw State University is to provide good stewardship for and access to KSU's collections. MARB is comprised of five units, each with a specific focus that supports the overall mission of KSU.

The Museum of History and Holocaust Education (MHHE) presents exhibits, public programs, and educational resources focused on World War II and the Holocaust in an effort to promote education and dialogue about the past and its significance today. The website address for MHHE is <http://historymuseum.kennesaw.edu>.

In keeping with KSU's mission of teaching, research, and service, the Bernard A. Zuckerman Museum of Art (ZMA) seeks to exhibit, collect, preserve, and interpret significant works of art. Through dynamic programming, we encourage the exchange of ideas that inspire, educate, and foster an appreciation of the visual arts in our community and the region. The website address for ZMA is <http://zuckerman.kennesaw.edu>.

The KSU Archives preserves the historical memory of Kennesaw State University and serves the research interests of KSU students, faculty, staff and the public. Holdings include university records, oral histories, images and audiovisual recordings, publications and digital collections, and Northwest Georgia history. The website address for Archives is <http://archives.kennesaw.edu>.

The Bentley Rare Book Gallery preserves and develops collections of rare, unique, and historic books and manuscripts in order to engage and educate the University and community in the history of the book. One of three museum-grade rare book libraries in Georgia, the Bentley Gallery hosts researchers and offers tours, classes and seminars for the KSU community and the general public. The website address for the Rare Book Gallery is <http://rarebooks.kennesaw.edu>.

Records Management oversees records management vendors and assists and provides training for faculty and staff on managing paper and electronic records according to best practices and the Board of Regents Records Retention Guidelines. The website address for Records Management is <http://recordsmanagement.kennesaw.edu>.

## **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 employee 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, Facilities Operations, and Environmental Health and Safety. 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 Kennesaw State University Library System is comprised of the Johnson Library on the Marietta Campus and the Sturgis Library on the Kennesaw Campus. The mission of the Kennesaw State University Library System is to provide excellent services and resources that directly support the University's efforts to become a world-class comprehensive university. Essential to achieving this mission is a Library System that selects, organizes, presents, and preserves resources for the KSU community of faculty, students, and scholars.

The **Horace W. Sturgis Library** on the Kennesaw campus provides support for undergraduate and graduate degree programs in the arts, business, education, health professions, human services, humanities, social sciences, sciences, and mathematics. Primary service areas are: access and reserves; collection development; library instruction programs; research and consulting assistance; institutional repository and copyright services; interlibrary loan and GIL Express; Government Document Repository; digital publishing and journal hosting; and research and consulting services.

The **L. V. Johnson Library** on the Marietta campus provides support for undergraduate and graduate degree programs in architecture, construction management, computer science, engineering, and engineering technology. All of the services available at the Kennesaw campus will be made available at the Marietta campus.

### **KSU Sports and Recreation Park**

The KSU Sports and Recreation Park is a state of the art sports and entertainment venue that serves the university and Metropolitan Atlanta area. The facility contains a training facility; an 8,300-seat stadium with lighted synthetic fields; a nine-acre lake; three additional synthetic fields and one natural turf field; a 400 meter track and four volleyball courts. The website address for the KSU Sports and Recreation Park is

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

### **Office of the Associate Vice President for Operations**

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), Environmental Health and Safety (EHS), the Office of Budget & Planning (OBP), 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://www.kennesaw.edu/oavpo/>.

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>.

### **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/>.

## **Division of Student Affairs**

The Division of Student Affairs offers a variety of programs, services and activities that assist and enhance student success. The areas included in this division are the Dean of Students, Advancement, Career Services Center, Sports and Recreation, Residence Life, Student Involvement, Student Development, Student Success Services, Global Learning Scholarship, Center for Student Leadership, Student Conduct and Academic Integrity, and Planning and Assessment. The website address for the Division of Student Affairs is <http://www.kennesaw.edu/studentaffairs/>

### **Office of the Dean of Students**

The Dean of Students is a key advocate and resource for students who need assistance resolving a challenge or seeking guidance on a variety of matters related to their student success. The formal roles of the Office of the Dean of Students include oversight for the Student Handbook, student conduct and academic integrity, problem resolution, behavioral and crisis response, administrative emergency withdrawals, policy review and compliance, voter registration and education, emergency retention scholarship, and student advocacy and support. The Dean of Students chairs the university Behavioral Response Team, chairs the Homecoming Strategic Planning Committee, co-chairs the Alcohol, Tobacco and Other Drug (ATOD) Education and Prevention Coalition, oversees the Who's Who Among Students in American University and Colleges selection process, and serves as advisor and parliamentarian for the Student Activities and Budget Advisory Committee (SABAC). The Dean of Students is also an integral member of numerous university-wide initiatives and collaborations, including AASCU's American Democracy Project (ADP), NASPA's Civic Learning and Democratic Engagement (CLDE) initiative, and co-liaison for the Gardner Institution Foundations of Excellence in the First Year Experience study. For more information visit [www.kennesaw.edu/deanofstudents](http://www.kennesaw.edu/deanofstudents).

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

Student Success Services offers a number of student developmental programs and services designed to enhance students' personal, educational, and professional 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/studentsuccessservices/>.

### **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/>.

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

This office has oversight of the Student Code of Conduct.

The website address for the Office of Student Conduct and Academic Integrity is <http://www.kennesaw.edu/scai>.

### **Student Involvement**

The Student Involvement'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 Involvement staff. The website address for the Department of Student Involvement 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 Emerging Global Scholars 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 provides programs, services and activities to retain specific student populations. The department's oversight includes underrepresented, international, disabled, GLBTIQ, adult students, and student community service. The website address for Student Development is [http://www.kennesaw.edu/stu\\_dev/](http://www.kennesaw.edu/stu_dev/).

### **Housing and Residence Life**

The Department of Housing and Residence Life coordinates all programming for students living in on-campus housing. The website address for Residence Life is <http://www.kennesaw.edu/housing/>.

### **Sports and Recreation**

The Department of Sports and Recreation coordinates programming and services for intramural sports and recreation as well as club sports. This department also houses the Betty L. Siegel Student Recreation and Activities Center. The website address for the Department of Sports and Recreation is <http://www.kennesaw.edu/sportsrec/>.

### **Student Assessment**

This department guides the planning and assessment efforts of the division in the measurement of learning beyond the classroom. The website address for Student Assessment is <http://www.kennesaw.edu/assessment/>.

### **Global Learning Scholarship**

This scholarship is administered under the Office of the Vice President for Student Success through a student coordinated Global Learning fee Committee (GLFC). KSU students who pay the mandatory fee are eligible for the scholarship when they participate in an approved education abroad program and engage in community service. The website address for the Global Learning Scholarship is <http://www.kennesaw.edu/gls/>

### **Student Activities and Budget Advisory Committee (SABAC)**

SABAC serves as an advisory committee to the Vice President for Student Success on allocation of student activity funds, on approval of applications to form new registered student organizations, and on changes to the constitutions and bylaws of existing organizations. The website for SABAC is <http://www.kennesaw.edu/studentssuccess/sabac.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 and the Office of Alumni Relations and Advancement Communications.

### **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 or the Polytechnic Foundation of Kennesaw State University, the 501c3 organizations 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>.

### **Office of Alumni Relations and Advancement Communications**

The Office of Alumni Relations and Advancement Communications, in collaboration with the Kennesaw State University Alumni Association, delivers programs, events, benefits, services and volunteer opportunities to our ever growing constituency of Kennesaw State alumni, now more than 100,000 worldwide. It is responsible for engaging all Kennesaw State University Alumni in a mutually beneficial, lifelong connection to each other, their school, and the University, and encourage alumni support and guidance to advance Kennesaw State's mission for future generations. The website address for the Office of Alumni Relations is <http://community.kennesaw.edu>.

### **Office of Strategic Communications and Marketing**

This office, headed by the Vice President for Strategic Communications and Marketing, directs and manages the university's public relations, marketing and social media programs to enhance and protect the reputation of the university, and to portray an image of Kennesaw State that is consistent with its mission and strategic priorities. The office consists of three core units: marketing, creative services and strategic communications, which together work to position the University as a nationally recognized institution of higher education. The office also houses the University System of Georgia's African-American Male Initiative (AAMI).

The Office of Strategic Communications and Marketing staff serves as the point of contact for individual colleges, departments, and administrative units to develop and implement comprehensive university marketing and advertising plans that incorporates the production of high-quality communication and marketing collaterals. The office also is responsible for ensuring compliance with the university's Visual Identity Program.

Office staff members also serve as the primary media contacts for the President, administration, faculty and staff; and shape and disseminate University news for placement in local, regional, national and international media outlets. Staff members also serve as writers, editors, designers and photographers for the University's website home page, and for several campus publications, including the award-winning quarterly, *Kennesaw State University Magazine*, and the faculty/staff newsletter, *Access*.

### **The University System of Georgia's African-American Male Initiative (AAMI)**

The Office of Strategic Communications and Marketing houses and administers the University System of Georgia's African-American Male Initiative (AAMI). As a statewide program of the Board of Regents of the University System of Georgia, AAMI is focused on the recruitment, retention and graduation of Black males within the state's 30 public colleges and universities. The nationally recognized program, founded at the Board of Regents in September 2002, moved to Kennesaw State in October 2006. The University's Vice President for Strategic Communications and Marketing provides leadership as AAMI's founding project director, with additional leadership provided by a full-time assistant project director.

### **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 and support to KSU's administration, reviewing, drafting, and negotiating contracts, and responding to open records requests and other legal claims 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/>.

## **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**

Shared governance is at the heart of American public higher education, and is also a critical component of the accreditation process. The most widely recognized model of shared governance functions with an emphasis on academic freedom and transparent processes (Trakman,2008)<sup>1</sup>. In recent years, several

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<sup>1</sup> Trakman, L. (2008). Modelling University Governance. *Higher Education Quarterly*, 62, 63-83.

other shared governance models have emerged in response to increasing pressure from a variety of stakeholders including students, parents, legislators, and federal regulation. Nevertheless, the traditional model of shared governance is the primary framework used in institutions of higher education.

### **Rationale**

The Higher Education Program and Policy Council outlined six principles of shared governance (American Federation of Teachers, 2006)<sup>2</sup>. The Council emphasizes the role of faculty in setting academic standards, requiring academic freedom, owning academic personnel status, establishing faculty senates, providing accreditation support, and participating in shared governance. Although the composition of shared governance bodies differs between institutions, the principle of involvement remains central to the shared governance process. Indeed, the AFT suggests that all levels of faculty and staff should be involved in committees, task forces, and decision making bodies that directly affect the work of the constituents.

Similarly, the AAUP (1966)<sup>3</sup> recognizes the interdependence of multiple constituents that comprise a university. While policy may be initiated by either faculty or the institutional leadership, a primary goal should be to ensure that all voices contribute to the discussion. Weighting of representative constituents will differ based on the content of the policy. For example, curriculum is the primary responsibility of faculty, so policy related to curriculum and instruction should emanate from the corps of instruction while allowing relevant parties an opportunity to voice ideas on the matter. On matters related to internal operations, the widest possible input should be obtained from all constituents. In all instances, input from the shared governance constituents is advisory to the President of the university.

### **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

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<sup>2</sup> The American Federation of Teachers (AFT). (2006). *Shared Governance in Colleges and Universities: A Statement by the Higher Education Program and Policy Council*. <http://www.aft.org/pdfs/highered/sharedgovernance0806.pdf>

<sup>3</sup> Statement on Government of Colleges and Universities (1966 revised 1990). American Association of University Professors (AAUP).

operations.

The governance model for KSU upholds the basic principles of shared governance. Three elected Advisory Governance Bodies will comprise the primary constituents of shared governance and provide adequate representation for each of the constituents of the university – the faculty senate, the staff senate, and the student government association. Each of the elected shared governance bodies will be comprised of elected members as specified by the individual body.

Staff Senate is primarily responsible for matters related to self-governance including non-academic policies and procedures and for matters of concern to the university as a whole. The Student Government Association is responsible for matters related to student life and student organizations.

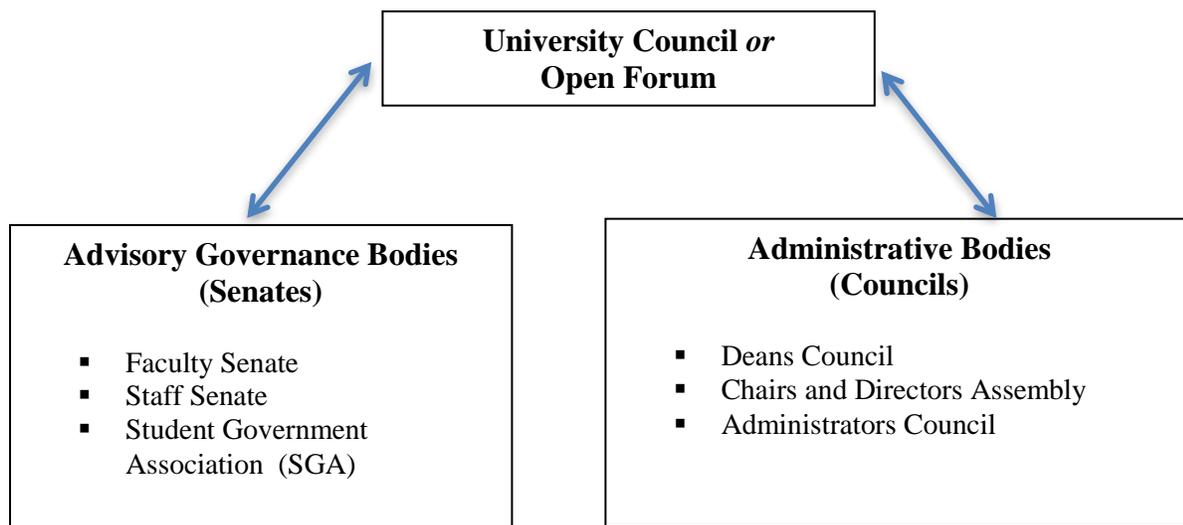
The Faculty Senate is primarily responsible for academic matters, academic personnel criteria, and governance related to academic units. The Faculty Senate is also responsible for reviewing all recommendations on matters related to faculty as a whole, along with university-wide matters when applicable.

In addition to the three elected bodies, three administrative bodies primarily responsible for implementation of shared governance decisions will be constituted. These bodies will be comprised of the Deans Council, the Chairs and Directors Assembly, and the Administrators Council. Each of these councils will be comprised of members who serve as a function of their position. Each of the councils may elect leadership from among the members and maintain an executive council. The bodies will operate independently.

The elected shared governance bodies will serve a primary role for initiating policies and procedures germane to their unit and the administrative bodies will be primarily responsible for implementation of policies. However, the administrative bodies will provide feedback on matters that are directly relevant to their areas of responsibility. For example, although tenure and promotion policies are the primary domain of the faculty senate, the Deans Council and Chairs and Directors Assembly may provide input into policies initiated through the faculty senate.

Two strategies will be employed to promote the widest form of shared governance. First, a representative (liaison) from each of the shared governance bodies will be assigned to meet with each shared governance body. Second, the university will hold at least one open forum each semester during which the respective shared governance bodies will report on all shared governance initiatives currently operating in the respective bodies as illustrated below.

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To facilitate communication among the Senates and Councils, 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 and Staff 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 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.

## University Committees Definitions

A standing committee may be either *permanent* **or** *temporary* (ad hoc). An ad hoc standing committee is formed on an as-needed basis by the Faculty Senate Executive Committee, by the Faculty Senate, or by the university President. If the university President forms a standing committee, the Faculty Senate shall be notified of its title, purpose, membership makeup, names of members, and status as either ad hoc or permanent. The Staff Senate, the Student Government Association, or any administrator may request the Faculty Senate to form a standing committee. If the proposed committee impacts primarily the staff or the students or both, the administrator shall first go to those shared governance bodies with the proposal before going to the Faculty Senate.

An **ad hoc standing committee** has an end-date and studies and/or addresses a temporary issue, need, or project. The term “taskforce” may also be used to refer to an ad hoc standing committee, particularly when the committee contains external members selected from outside the campus community.

A **permanent standing committee** addresses a long-standing need. These standing committees meet at least once by the end of September, unless the committee is “called as needed”. The make-up of these committees consists of Teaching Faculty (TF), Research Faculty (RF), Administrators (AD), Staff (SF), and Students (SD), as appropriate to the purpose of the body.

- Elections for standing committees will be held in the spring term, and service will start immediately or in the fall term, as appropriate. Elections will take place consistent with department, college, or university guidelines.
- After elections, the new members will immediately choose a chair from their group.
- The chair of a standing committee sets the dates and times of the standing committee meetings.

## Committee Operations

All standing committees (permanent and ad hoc) report annually to the Faculty Senate or to a designee of the university President, as appropriate.

- Every standing committee chair shall present a list of its members to the Faculty Senate Vice President/President-elect at the beginning of the fall term no later than 31<sup>st</sup> October.
- Every standing committee chair shall present the information on the Standing Committee Annual Report Form to the Faculty Senate Vice President/President-elect by the 1<sup>st</sup> May. This form is available on the Faculty Senate website.
- Every standing committee chair shall monitor its website with the minutes of meetings and other relevant information.
- Every standing committee chair shall provide the Faculty Senate Vice

President/President-elect the name of a liaison from the standing committee to the Faculty Senate and/or the Staff Council, as appropriate.

- Every standing committee shall meet not less than once each academic year.

### 3.1.1 University Bodies

#### **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.

#### **General Faculty Council, GFC (ad hoc, called as needed) — assigned to the Faculty Senate and advisory to the Faculty Senate, the Provost, and the university President.**

- a. Purpose: The General Faculty Council is comprised of all the teaching faculty of KSU and meets when necessary, e.g., in the unusual event of an appeal of a decision by the Faculty Senate.

- b. **Membership:** The General Faculty Council is comprised exclusively of full-time tenure-track, non-tenure-track and temporary faculty who are not considered to have “ex-officio” faculty status in the Board of Regents Policy Manual (3.2.1.2-3) or who have not accepted an administrative position. The Part-Time Faculty Council department representatives are considered individual members of the General Faculty Council; otherwise, part-time faculty are ex-officio members of the General Faculty Council.
- c. **Meetings:** The Faculty Senate President as an individual or a majority of the FSEC may call a meeting of the General Faculty Council; alternatively, 33% of the Faculty Senate may call for a meeting of the General Faculty Council up to twice per year. The Faculty Senate President presides over a General Faculty Council meeting according to Robert’s Rules of Order.

**Part-Time Faculty Council, PTFC (permanent) — assigned to the Faculty Senate and advisory to the Faculty Senate.**

- a. **Purpose:** The Part-Time Faculty Council is comprised of part-time faculty representatives elected by departments with 10 or more part-time faculty, subject to the approval of the respective chair. Departments with less than 10 part-time faculty may offer the same opportunity to their part-time faculty, but they are not required to do so. The Part-Time Faculty Council advises the Faculty Senate Executive Committee and the Provost. The President of the Part-Time Faculty Council will represent that body in the Faculty Senate as a full voting member with the same rights of participation as a Senator representing an academic department.
- b. **Membership:** Elected representatives of participating departments who are 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 Part-Time Faculty Council, whichever comes first.
- c. **Meetings:** The Part-Time Faculty Council will meet at least twice each semester.

**Chairs & Directors Assembly, CDA (permanent) – advisory to the VPAA/Provost**

- a. **Purpose:** This committee serves as a think-tank for chairs and directors to meet as a group and discuss concerns relevant to chairs and directors and to advise (give feedback) to the Faculty Senate and/or the VPAA/Provost on shared governance policy proposals.
- b. **Membership:** all Chairs of Departments and Directors of Schools.
- c. **Meetings:** To be determined by the Assembly.

### **Staff Senate, SS (permanent) – Advisory to the Office of the President**

- a. Purpose: This senate serves as a think-tank for staff to meet as a group and discuss staff concerns and opportunities and give advice (feedback) to the president on shared governance policy proposals.
- b. Membership: The Staff Senate Committee is composed of members who are elected to represent a major administrative divisions of the university. Each division's representation is determined according to the size and complexity of its staff. Eligibility to vote and serve on Staff Senate Representative is restricted to the full-time staff. Staff senators serve a three year term.
- c. Meetings: To be determined by Staff Senate.

### **Administrators Council, AC (permanent) – Advisory to the Vice President for Operations**

- a. Purpose: This council serves as a think-tank for administrators to meet as a group and discuss administrative concerns and opportunities and to advise (give feedback) to the VPO on shared governance policy proposals.
- b. Membership: eight Administrative Representatives; three elected at large (President, Vice President/President-elect, and Secretary) and one each from Academic Affairs, Student Affairs, UITS, Operations, and University Advancements & President's Reports divisions. Only full-time employees with an exempt professional status and mid-management level responsibilities and have director status or below may vote on the eight Administrative Representatives or serve as an Administrative Representative. The term of service is for three years.
- c. Meetings: To be determined by Administrators Council.

### **3.1.2 List of University Standing Committees - standing committees are assigned to a governance body and the committees also provide feedback to administrative units on campus.**

#### **1. Academic Standing Committee, ASC (permanent) – assigned to the Faculty Senate and advisory to the Registrar**

- a. Purpose: This committee will evaluate petitions for exemptions to academic regulations in the area of admissions, withdrawals, retention, dismissals, grade changes, graduation requirements and other matters of academic standing. The results of this work will be sent to the Provost/VPAA and Registrar.
- b. Membership:
  - TF 10: One elected representative from each degree granting college.
  - AD 5: Registrar,
  - Assistant Registrar,
  - Director of Financial Aid,
  - Director of Undergraduate Admissions,
  - Representative from the Chairs and Directors Assembly.

2. **Ad Hoc Grievance Oversight Committee (ad hoc, called as needed) — assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/VPAA**
  - a. Purpose: Created on an as needed basis.
  - 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.
  
3. **Athletics Board, AB (permanent) — 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.
  - b. Membership: Teaching faculty and administrators must constitute at least a majority of this body, and at least a majority of the Athletics Board Executive Committee.
    1. TF 14: one appointed by the university President serves as chair of the board;  
 Faculty Athletics Representative to the NCAA (FAR);  
 A permanent faculty per each degree granting college, elected by the senators of the college;  
 Representative from College of Continuing Education & Professional Development,  
 Chair of the department of exercise science and sport management
    2. AD 3: Director of Athletics;  
 Vice President for Student Affairs;  
 Vice President for Operations.
    3. SF 1: staff senate representative
    4. SD 2: two students appointed by the Student Government Association;  
 one male, one female, with both reflecting student athlete status.
    5. Alumni based on availability.
    6. Trustee based on availability.
  - c. Meetings: This board must meet at least once each regular academic semester.

**4. Community Development Committee, CDC (permanent) — assigned to the Faculty Senate and advisory to the Faculty Senate, the Staff Council, the Student Government Association, the Provost/VPAA, and the university President**

- a. Purpose: This committee serves as a Community Building entity that plans and administers social activities for the campus to enjoy for the purpose of team-building and the Building Committee makes it fun!
- b. Membership: 3-5 Staff Senate members  
3-5 at large members from the campus community. The total membership of this body must always be an odd number
- c. Meetings: Meets at least once each semester.

**5. Distance Learning Advisory Committee, DLAC (permanent) — assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/VPAA**

- a. Purpose: This committee serves as a think-tank for and oversight body of the Assistant Vice President for Technology Enhanced Education. This committee serves as a think-tank for and oversight body of all university policies and practices concerning recruitment, retention, progression, and graduation of students. The committee exists to ensure the academic rigor of and faculty autonomy over the curriculum delivered to the students. The committee also exists to serve specific groups of students that require individualized service, e.g., transfer students, first-year students, commuting students, residential students, adult-learners, non-traditional students, etc.
- b. Membership:  
TF 20: Two representatives each from all degree granting colleges.  
Representative from Distance Learning Center (non-voting).
- c. Meetings: A least once per semester.

**6. Diversity & International Faculty/Students Committee, DIFSC (permanent) — assigned to the Faculty Senate and advisory to the Faculty Senate and the Chief Diversity Officer**

- a. Purpose: This committee functions as a think-tank for and oversight body of the Chief Diversity Officer. This committee also serves as a social and policy space for international faculty and students to plan events and policy proposals that enhance the international visitors' experience at Kennesaw State University.
- b. Membership:
  - a. TF: One from each degree granting college
  - b. One library faculty
  - c. One representative from the Deans' Council
  - d. One representative from the Chairs' and Directors' Assembly
  - e. One representative from the SGA
- c. Meetings: Once per semester

## **7. Education Abroad Advisory Committee, EAAC (permanent) — assigned to the Faculty Senate and Advisory to the Director of Education Abroad and Exchange Programs**

a. Purpose: The Education Abroad Advisory Committee of the Faculty Senate (EAAC) collaborates with the Education Abroad Office and the Division of Global Affairs as an advisory and decision-making committee to review education abroad program proposals and to make policy recommendations for Education Abroad campus-wide. The EAAC works collaboratively with the university's academic colleges and departments, and the Education Abroad Office to support programmatic development and program quality through the review of program proposals and associated policies.

b. Membership:

### 1. Voting Members

TF 10: tenured, tenure track or full-time permanent faculty, one elected from each degree granting academic college. Faculty elected to serve on this committee should have demonstrated previous involvement and commitment to Education Abroad and/or Global Learning. Membership is based on the following guidelines:

- Faculty will serve staggered two-year terms based on Academic Years so that the composition of the committee will have a mix of experienced and new members.
- Two-year committee membership cannot be renewed for a second consecutive term.

### 2. Ex Officio Members :

TF 1: A faculty member from the Department for Foreign Languages. This is a non-voting role and does not replace the CHSS voting faculty member. This person is elected by the Department of Foreign Languages.

AD 7: The Director of Education Abroad and Exchange Programs

The Assistant Director of Education Abroad and Exchange Programs

A representative from the Education Abroad Advising Team

A representative from the Division of Global Affairs

An Administrator from the Division of Student Affairs

An Administrator from Enrollment Services

An Administrator from the Office of Diversity and Inclusion

Campus administrators as recommended by the Director of Education Abroad and Exchange Programs.

Additional study abroad advisors from the Education Abroad Office or other ex-officio.

These roles are all non-voting and are either selected by the Education Abroad Office based on their involvement in education abroad programs, or they are appointed by their respective departments, with the exception of the ex-officio faculty member, who is elected

c. Procedures:

1. The Director of Education Abroad Exchange Programs leads and chairs this committee in an ex officio capacity
2. This committee will routinely meet in August to review education abroad program proposals, and to review policies and procedures as well as new initiatives on the following schedule:

October – General Meeting

December – General Meeting

February – General Meeting

April – General Meeting

*Additional meetings may be called as necessary but are not anticipated.*

3. It is recommended that each academic college have a global affairs committee that will approve programs within their colleges based on academic/disciplinary requirements (academic rigor and contact hours), and ensuring the proposal meets any other criteria established by the respective college.
4. Program proposals approved by the colleges are submitted to the EAAC by the committee's deadline and evaluated primarily on completeness of proposal, risk management, financial planning/budgeting, and safety. Additional considerations are program innovation and design, diversity, and previous program success. Final course approvals are subject to the normal policies and procedures of the university.
5. Elected faculty representatives will serve as the primary reviewers and policy decision-makers leading discussion of proposals from their College. Faculty will not review their own programs.
6. Following review, the committee's recommendations based upon the above criteria will be reported to submitting faculty, on behalf of the committee. The proposal notification categories are as follows:
  - Approved
  - Approved with Revisions
  - Revise and Resubmit
7. Proposals designated for revision still need to receive final committee approval and meet all necessary criteria prior to program promotion or enrollment
8. The committee will review the criteria each year in order to make recommendations for any revisions to the program proposal process. All criteria and internal policies will be posted on DGA's website and will be updated as needed. All meeting minutes will be posted to the DGA website
9. The committee will discuss and vote on policies and procedures on a rolling bases as needed based on new institutional initiatives, best practices in international education, and topics introduced as a result of previous program area of opportunity.

**8. Faculty Awards Committee, FAC (permanent) — assigned to the Faculty Senate and advisory to the Provost/VPAA**

- a. Purpose: This committee functions as the think-tank for and oversight body of

- the university awards process.
- b. Membership:
  - TF 10: One teaching faculty from each degree-granting college elected by the college's representatives in the Senate.
- c. Meetings: Will meet at least once each year.

**9. Faculty Development Committee, FDC (permanent) — assigned to the Faculty Senate and advisory to the Provost/VPAA**

- a. Purpose: This committee functions as the think-tank for and oversight body for all faculty development programs.
- b. Membership:
  - TF 10: One teaching or research faculty from each degree-granting college elected by the college's representatives in the Senate.
- c. Meetings: Will meet at least once each semester.

**10. Faculty Handbook Committee, FHC (permanent) — assigned to faculty senate and advisory to the Provost/VPAA**

- a. Purpose: Maintain the most recent/up-to-date and approved version of the Faculty Handbook and incorporate any future approved changes to the handbook that went through the shared governance process.
- b. Membership:
  - TF 1: One member of the Faculty Senate Executive Committee
  - AD 1: The Associate Vice President for Faculty
- c. Meetings: As needed to ensure an up-to-date and correct Faculty Handbook; this body will meet at least once every academic year.

**11. Faculty & Staff Evaluation Process Review Committee, FSEPRC (permanent) — assigned to the Faculty Senate and advisory the Provost/VPAA**

- 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. 1 representative from the Staff Senate,
  4. 1 representative from the Administrative Senate,
  5. 2 representatives from the Dean's Council,
  6. 2 representatives from the Chairs' & Directors' Assembly
  7. A 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.

- c. 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.

**12. Economic Development and Community Engagement Committee, EDCEC (permanent) — assigned to the Faculty Senate and advisory the Vice President for Economic and Community Development**

- a. Purpose: This committee functions as a think-tank for and an oversight body of the Vice President for Economic Development and Community Engagement. This committee ensures faculty input on the university strategies for economic engagement, community engagement, and governmental relations.
- b. Membership: One teaching faculty from each degree-granting college
- c. Meetings: Once a semester

**13. General Education Council, GEC (permanent) — assigned to the Faculty Senate and advisory to the Undergraduate 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.

- c. TF 20: one general education coordinator from each discipline represented in the core: anthropology (appointed by chair), art & design (coordinator of art & design), molecular & cellular biology (elected), ecology, evolution, & organismal 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), interdisciplinary studies (elected), mathematics (appointed by chair), music (appointed by dean), philosophy (selected), physics (appointed), political science (appointed by chair), psychology (coordinator general psychology), sociology (volunteer), and theatre and performance studies (coordinator of theatre).

The coordinator of WELL 1000.

A director from the Department of First-Year Programs (either the Director of the First-Year Seminar or the Director for Learning Communities).

One representative elected from the Bagwell College of Education.

One representative elected from the Southern Polytechnic College of Engineering and Engineering Technology.

One representative elected from the College of Architecture and Construction Management.

One representative elected from the College of Computing and Software Engineering.

**14. Graduate Policies and Curriculum Committee, GPCC (permanent) — assigned to the Faculty Senate and advisory to the Vice President for Research and Dean of the 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:

Voting:

1. TF 20: two faculty members with full provisional graduate faculty status elected by graduate faculty from each degree-granting college with graduate programs. 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.

Ex-officio (non-voting):

All graduate program directors

The Director of Graduate Admissions.

A representative from Academic Publications.

A representative from Enterprise Information Management.

**15. Information Technology Advisory Committee, ITAC (permanent) — assigned to the Faculty Senate and advisory to the Faculty Senate and 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 10: 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 affairs, 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 University Information Technology Services
- c. Meetings  
The executive committee of ITAC will meet monthly from August through May (with the exception of December).

**16. Institutional Review Board for Research with Human or Animal Participants, IRB (permanent) — assigned to the Faculty Senate and the Vice President for Research.**

- 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. AD 2: 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. 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 1<sup>st</sup> August to 31<sup>st</sup> July. 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.

**17. Library Advisory Committee, LAC (permanent) — assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/VPAA**

- 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 10: One undergraduate faculty representative elected from each

- degree-granting college;  
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.

**18. Committee on Committees, (permanent) — assigned to the Faculty Senate and advisory to the Faculty Senate, the Staff Senate, the Student Government Association, and the university President.**

- a. Purpose: This body is a non-policy making entity that serves to ensure an efficient procedure for routing policy deliberation through the shared governance process and the cabinet level. This body will also serve as a recorded-keeping body and a resource for individuals seeking to propose a policy change. This body also serves as a committee on committee to ensure up-to-date records of membership on the shared governance bodies and standing committees are kept and to facilitate the filling of vacancies on standing committees as they arise. The chairs of standing committees are responsible for communicating committee vacancies to the chair of the Policy Process Council & Committee on Committees.
- b. Membership: one representative from each of the following:
  - Faculty Senate
  - Staff Senate
  - SGA
- c. Meetings: Once each semester

**19. President’s Planning & Budget Advisory Committee, PPBAC (permanent) — assigned to the University Council and advisory to the university 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:

Voting

1. TF 10: 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 representatives).
2. AD 5: one department chair elected by the Chairs and Directors Assembly, One dean elected by the Deans' Council; President and President elect of the Administrators Senate; Vice President for Research and Dean of the Graduate College;
3. SF 2: President and President-Elect of the Staff Senate (or representatives).
4. SD 2: Student Government Association President and Vice President (or representatives).

Non-Voting 16:

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,  
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.

**20. Public Safety, Parking, and Transportation Advisory Committee, PSPTAC (permanent) — assigned to the University Council and Vice President for Operations**

Purpose: This committee will serve to advise the Vice President of Operations, make recommendations for improvements and fee increases, and reflect campus opinion regarding parking and transportation and 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 committee is also charged with reviewing and making recommendations to improve operations all constituents to include; Students, Faculty, Staff, Guests,

and Long-term Visitors. The results of this committee's work will be reported to the Executive Director of Auxiliary Services, the AVP for Operations, the VP for Operations, University Council, and the President.

**Membership:**

TF 2: Elected from full time faculty at large.

AD 2: elected by administrators' council.

SF 2: Elected by Staff Senate.

SD 2: Appointed by SGA. The SGA representatives will serve a one-year term. Ex-officio members as needed.

Other 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.

**Meetings:**

The committee will meet at least twice during each fall and spring semester. Additional meetings will be held at the discretion of the chair.

**Process:**

Members will elect a Chair at the first meeting of each year. With the exception of emergency meetings, all 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 committee may be particularly invited to attend one or more meetings.

**21. Teacher Education Council, TEC (permanent) — assigned to the Faculty Senate and advisory to the Faculty Senate and the Dean of the 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 Educator Preparation Provider (EPP) in curricular and policy matters affecting these programs. Recommendations are forwarded to the UPCC or GPCC as appropriate. The EPP 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. TF 14: elected from those Degree Programs with a primary affiliation to EPP graduate and undergraduate degree programs by program faculty.
  2. Academic Support 6: Representatives from;  
Center for Field Experiences,  
Impey Teacher Education Advisement Center,

Educational Technology Center;  
Bagwell College of Education Dean's appointees to represent multicultural perspectives, technology, and teacher education assessment.

3. SD 6: four undergraduate and two graduate students selected by the program faculty.
4. Alumni/Practicing Professionals:  
Elementary teacher,  
Middle grades teacher,  
Secondary teacher,  
P-12 teacher,  
P-12 administrator selected by program faculty.
5. Ex-officio (nonvoting):  
EPP deans;  
EPP department chairs.

**22. Undergraduate Policies and Curriculum Committee (UPCC) — assigned to the Faculty Senate and advisory to the Faculty Senate and the Provost/VPAA**

- a. Purpose: This committee evaluates proposed changes to the undergraduate curriculum for consistency with university policies and goals and forwards approved proposals to the Provost. This body provides periodic reports of its actions to the Faculty Senate Executive Committee. As needed, this body makes policy recommendations to the Faculty Senate regarding the undergraduate curriculum development and review process.
- b. Membership:  
TF 21: two elected from each degree granting college and one elected from the General Education Council. AD 3 a member of the Provost/VPAA office, a librarian, registrar. SD 2: two undergraduate students appointed by the President of Student Government in consultation with the Vice President for Student Affairs.

**23. University Faculty Committee on Global Engagement, UFCGE (permanent) — assigned to the Faculty Senate and advisory the Vice Provost for Global Affairs and Chief International Officer.**

- a. Purpose: This committee will serve as an advisory group to the Vice Provost for Global Affairs & Chief International Officer and will represent their respective college/ unit concerning global interests and issues. It will make recommendations and advise the Vice Provost in the area of global engagement and strategic planning, among other duties as designated. The committee will review, measure and evaluate strategic initiatives for global engagement programming, including the Global Engagement Certification. 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 and assist in

coordinating international activities within their college on behalf of the committee:

Voting Members (10)

- a. TF 10: One faculty elected or appointed from each of KSU's 10 colleges to serve as that college's representative and global affairs coordinator. It is recommended that each college have a global affairs committee and the chair or an active member of that committee serve as that college's representative and coordinator on the University unit that he/she is representing and assist in coordinating international activities within their college on behalf of the committee. Faculty representatives should serve terms of three-years with the possibility of consecutive renewal.

Ex Officio Members (3+)

A representative from the Division of Global Affairs

A representative from the Office of Diversity & Inclusion

Other ex officio members as recommended by the Vice Provost for Global Affairs & Chief International Officer.

## **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 Planning, Policy and Performance serves as the chair.

- a. Office of the Provost and Vice President for Academic Affairs
- b. Office of the Vice President for Operations and Chief Information Officer and Chief Business Officer
- c. Office of the Vice President for Student Affairs
- 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. University 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.

### **3.2. 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.

### **3.3. 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.

### **3.4. 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. The ARCHE website is: <http://www.atlantahighered.org/>

### **3.5. 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.

## **3.6. 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 to be 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.

### **3.7. 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, EPP is an acronym for Educator Preparation Provider, 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 EPP 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.

## **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 Services (AVS)**

Audio Visual Technology Services (AVS) is a core support unit of the Information Technology Operations Division at Kennesaw State University. AVS is the primary unit charged with the design, support, installation, and review of audio-visual instructional, security, classroom, digital signage, and event technologies. AVS 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, AVS 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 AVS at 470.578.6058, or through the AVS website at <http://uits.kennesaw.edu/support/av.php>

### **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. University Information Technology Services (UITS)**

University Information Technology Services (UITS) provides campus infrastructure in terms of networking, telephones and wireless connectivity, as well as supporting all desktop and laptop computing on campus. UITS also provides enterprise software such as e-mail, identity management, wide area network file storage, and academic software applications to offices and UITS computer labs. <http://uits.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: <http://cardservices.kennesawstateauxiliary.com/> 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 470.578.6206. Any access-related service requests should be submitted to Plant Operations at 470.578.6224.

Visit the Card Services website at <http://cardservices.kennesawstateauxiliary.com/> 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 470.578.6448.

Catering for events can be arranged by contacting the KSU Catering Services department at [catering@kennesaw.edu](mailto:catering@kennesaw.edu) or 470.578.3554. To assist you in planning your event, classic catering menus can be found at <http://dining.kennesawstateauxiliary.com/catering/services/>.

### **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/auxiliarieservices/parking> for more information about parking regulations, costs of parking, FAQs, citation appeals, and a map of available locations. <http://www.kennesaw.edu/directionsparking.php>

## **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://uits.kennesaw.edu/support/labhours.php>.

## **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/sportsrec/>

## **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 470.578.6985.

### **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/> 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.

### **Kennesaw State University Student Health Services**

Wellstar Medical Group operates on-campus primary care facilities to provide world-class healthcare. The mission of WellStar Medical Group and Student Health Services is to keep KSU healthy. Although our primary focus is to serve students, if you are a KSU faculty or staff member, we will be happy to assist you. Should you find yourself injured or feeling sick while on campus, please call our office 470.578.6644 to schedule an appointment. All faculty and staff visits will be billed to your insurance provider and a co-pay may apply.

Should you require travel immunizations, please schedule an appointment at least thirty days prior to travel as recommended by the CDC. An office visit co-pay may apply and many insurance providers do not cover travel immunizations. Please contact your insurance company for additional information.

WellStar Medical Group encourages you to seek your own primary care group for ongoing routine and acute visits. For information on WellStar Group offices near your home, please visit [wellstar.org](http://wellstar.org).

For more information regarding KSU Student Health Services please visit [studenthealth.kennesaw.edu](http://studenthealth.kennesaw.edu)

## **Behavioral Response Team (BRT)**

Kennesaw State University seeks to foster a proactive climate of care that can only be achieved through cooperative input from the entire community. To that end, KSU has created a Behavioral Response Team (BRT) that takes a planned approach to identifying and assisting individuals who are distressed and/or exhibiting abnormal, threatening, or dangerous behavior. Through early identification, the team can connect individuals of concern with the resources they need to succeed and hopefully prevent crises. The BRT is a multidisciplinary team that meets regularly to assess and manage concerns that have been brought to the attention of the team. The team provides consultation to individuals and department, outreach to the community, and coordinates a host of resources, such as the online “At Risk” training, to help better prepare faculty, staff, and students to assess and respond to individuals in crisis. The BRT is chaired by the Dean of Students, and includes representatives and consulting members from counseling and psychological services, health services, academic affairs, public safety, residence life, and student conduct and academic integrity, human resources, legal affairs, student disability services, and strategic safety and security. For more information or to submit a Red Flag Report visit [www.kennesaw.edu/brt](http://www.kennesaw.edu/brt).

## **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: 470.578.3562 FAX: 470.578.4410 Title IX Coordinator (for faculty) ADA Officer (for faculty)	Student Development Office: 269C Carmichael Student Center Telephone: 470.578.6443 FAX: 4770.578.6667 ADA Officer (for students) 504 Coordinator (for students)
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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 Assigned	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

Assistant VP of Human Resources & Services

Support Services  
ADA Officer for Students  
Room 269C Carmichael Student Center  
470.578.6443

ADA Officer for Faculty & Staff  
Campus Services Building  
470.578.6030

Assistant VP of Facilities & Services  
ADA Officer for Facilities  
101 Chastain Pointe  
470.578.3602

### **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. Smoke-Free and Tobacco-Free Policy**

Kennesaw State University is dedicated to maintaining a healthy working and learning environment for employees, students, and visitors. The former KSU Smoking Policy has been updated to align with the Board of Regents of the University System of Georgia (USG) Tobacco and Smoke-Free Campus Policy, effective October 1, 2014. The purpose of this policy is to create a smoke-free and tobacco-free environment at Kennesaw State University (KSU) and to establish the KSU Smoke/Tobacco-Free Committee with the responsibility for developing, implementing, and overseeing this policy, procedures, best practices, and activities for the University.

Go here for the full policy:

[https://policy.kennesaw.edu/sites/web.kennesaw.edu/policy/files/smokefreeandtobaccofreepolicy\\_10012014.pdf](https://policy.kennesaw.edu/sites/web.kennesaw.edu/policy/files/smokefreeandtobaccofreepolicy_10012014.pdf)

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

*“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

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)

KSU's Sexual Misconduct Policy can be found here:

<https://policy.kennesaw.edu/content/sexual-misconduct-policy>

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 (470.578.6112), 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 and Academic Integrity (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.”

### **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, the Department of Student Conduct and Academic Integrity (SCAI) (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 SCAI. 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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