

BYLAWS OF THE COLLEGE OF TECHNOLOGY AND AVIATION

KANSAS STATE UNIVERSITY-SALINA

These bylaws are to be construed in accordance with the Board of Regent (BOR) and Kansas State University (KSU) policy and that any inconsistencies are to be resolved in favor of the BOR or KSU policy, respectively.

ARTICLE I - **Constituency**

Section 1. Name: The name of this constituent faculty of the University, the Faculty of the College of Technology and Aviation, is hereinafter designated the College Faculty.

Section 2. College Faculty: The College Faculty shall consist of all faculty of the College of Technology and Aviation carrying *regular appointment* as defined in the KSU Faculty Handbook (FHB) Section C10.

Section 3. Function: The function of the College Faculty shall be to recommend and to implement the academic programs and faculty affairs of the College of Technology and Aviation.

Section 4. Responsibilities and Privileges of Members: Members of the College Faculty shall have the responsibilities and privileges outlined in the KSU FACULTY HANDBOOK including but not limited to:

- (a) Voting on matters relating to programs and regulations of the College of Technology and Aviation.
- (b) Participating in the election of representatives as defined in the Faculty Handbook and Article XI of these Bylaws.
- (c) Participating in the selection of administrative officers of the College of Technology and Aviation, pursuant to procedures in these Bylaws, Article V, and the Faculty Handbook.

In addition, members of the College Faculty shall be subject to all other responsibilities and privileges as described in the *KSU Faculty Handbook*.

ARTICLE II - Officers

The Dean of the College of Technology and Aviation, hereinafter designated the Dean, shall serve as Chair and Presiding Officer of the College Faculty. The Administrative Assistant to the Dean shall serve as Secretary of this body. In the absence of the Dean, an alternate designated by the Dean shall assume the duties and responsibilities of the Chair. In the absence of the Dean or any alternate designated by the Dean, the College Faculty shall elect an alternate to serve in the capacity of Chair.

ARTICLE III - Meetings

Section 1. Calling of Meetings of the College Faculty: Meetings of the College Faculty may be called at the discretion of the Dean, or in his or her absence, by the alternate Chair, or upon written petition of a majority of Faculty Senators, or upon written petition of *not less than one-fourth* of the College Faculty.

Section 2. Quorum: A quorum shall consist of not less than one-half of the members of the College Faculty.

Section 3. Proxy Votes: Proxy votes shall be permitted. Proxies for a meeting must be submitted *in writing* to the presiding *officer prior to the call to order*.

Section 4. Agenda: The individual responsible for calling the meeting (the Dean, alternate Chair, or faculty senator) shall be responsible for and shall issue the agenda and any written documents to be voted on at least *one week* prior to each meeting of the College Faculty. The agenda shall list all subjects, other than routine matters, to be discussed and/or voted on by the College Faculty.

ARTICLE IV - Departmental Unit Faculty

Section 1. Constituency: Each Departmental Unit Faculty shall be constituted of College Faculty having a regular appointment *equal to or greater than half time* in the Unit.

Section 2. Initiation of Meetings of the Unit Faculty: Meetings of each Unit Faculty may be called at the discretion of the Unit Administrator or in his/her absence, by a member of the constituent faculty appointed by the Unit Administrator, or upon written petition of not less than one-fourth of the Unit Faculty to the Unit Administrator. The Unit Administrator, or the appointed member of the constituent faculty, shall be responsible for, and shall issue, the agenda at least *one day* prior to each meeting of the Departmental Faculty. The agenda shall list all subjects, other than routine matters, to be discussed and/or voted on by the Departmental Faculty.

Section 3. Responsibilities of Unit Faculty: Members of each Unit Faculty shall be subject to all responsibilities and privileges as provided by the KSU Faculty Handbook. This shall include, but not be limited to the following matters:

- (a) Actively participate in Unit activities that promote, enhance, or otherwise strengthen or support the Unit's academic, scholarship, or service mission. This includes the participation in the principles of shared governance as a Unit representative on appropriate College and University Committees.
- (b) Make recommendations on appointment, reappointment, tenure, and promotion of faculty, Dean, Unit Administrator, and Unit Section Head subject to applicable provisions of the KSU Faculty Handbook.
- (c) Initiate actions on course and curriculum matters pertinent to the academic program of the unit or department.

ARTICLE V - College Unit Administrators

Section 1. Function: The responsibilities of a Unit Administrator including Department Head, Department

Chair, Unit Head, and Unit Chair are: To interpret University and College policy and objectives for the Departmental Faculty, and through leadership, to assure faculty participation in formulating and implementing department policy within the framework of the policies and objectives of the College and University. It is understood that his/her general responsibility for leadership includes: (1) Assignment and evaluation of the time and talents of his or her faculty and staff; (2) Promoting the interests and welfare of the Departmental Faculty in teaching, research, and service; (3) Providing for faculty representation in matters of academic policy and personnel, including selection, evaluation, promotion, nomination to tenure, and dismissal or non-reappointment of faculty; (4) Giving attention to the needs of students served by departmental courses; (5) Promoting communication among faculty, administrators, and students; and (6) Planning and administering the departmental budget with input from the faculty.

Section 2. Tenure and Selection: Unit Administrators do not have tenure in their administrative positions. The selection, tenure, review, and administrative evaluation process shall follow those of the KSU Faculty Handbook.

ARTICLE VI - Section Heads

Section 1. Function: The responsibilities of a Section Head are: To carry through the University, College and Departmental policies and objectives for the section faculty, and through leadership, to assure faculty participation in formulation and implementation of departmental policy within the framework of the policies and objectives of the Department, College, and University. It is understood that his or her general responsibility for leadership includes: (1) assisting in assignment of each member of his or her faculty section; (2) promoting the interests and welfare of the section faculty in teaching, applied research, and service; (3) providing for faculty representation in matters of academic policy, including selection, promotion, nomination to tenure or non-reappointment of faculty; (4) Giving attention to the needs of students served by courses offered by the section; and (5) Promoting communication among faculty, administrators, and students.

Section 2. Selection: When a vacancy occurs in the position of Section Head, it shall be the responsibility of the Unit Head *after consultation with faculty and the Dean* to appoint a new Section Head. The Section Head responsibility shall generally be considered a yearly appointment.

Section 3. Review of Section Head Performance: Department Heads will perform an annual review of Section Heads with respect to goals, scholarship, and expectations established at the beginning of the evaluation period.

ARTICLE VII - Rules of Order

Robert's Rules of Order, newly revised edition, shall govern all meetings of the College Faculty in all cases where they are applicable and in which they are not in conflict with the KSU Faculty Handbook, these Bylaws, or any rules subsequently adopted by majority vote of the College Faculty for the conduct of its

meetings.

ARTICLE VIII - Amendments

Section 1. Amending Bylaws: These Bylaws may be amended by a two-thirds majority vote of all the members of the College Faculty and approval by the Dean. No amendment may be proposed or adopted which would conflict with any provision of the KSU Faculty Handbook. The full text of proposed amendments and ballots must have been distributed at *least one week* prior to a meeting of the College Faculty, at which the proposed amendment will be open for discussion and/or modification. The vote to amend is to be by written ballot. The written ballots must then be submitted to the Faculty Senators within one week after this meeting. The voting results shall be submitted to the Dean within seven days of the voting deadline. No provision of this Article may be suspended.

ARTICLE IX - Ratification

A two-thirds majority vote of the College Faculty and concurrence of the Dean are required to ratify these Bylaws. The full text of these proposed Bylaws and ballots must have been distributed at least one week prior to a meeting of the College Faculty, at which time the proposed Bylaws will be open for discussion. Suggested modifications will be referred to CAPC for additional discussion and appropriate action. These modified Bylaws will then be returned to the College Faculty according to Article IX. The vote for ratification is to be by written ballot. The written ballots must then be submitted to the Faculty Senators within one week after this meeting. The voting results shall be submitted to the Dean within seven days of the voting deadline.

ARTICLE X - Effective Date

These Bylaws shall take effect immediately upon due ratification under procedures specified in Article IX of these Bylaws.

ARTICLE XI - Committees

Standing Committee membership will be elected by the College Faculty or appointed by the Dean in accordance with the policies and procedures for the particular committee as outlined in these Bylaws or the KSU Faculty Handbook.

PART I: FACULTY GOVERNANCE COMMITTEES

Section 1. College Committee on Planning (CCOP): In accordance with the Financial Exigency Plan established in February 1981, the Kansas State University College of Technology and Aviation will maintain a College Committee on Planning (CCOP). The Departmental Faculty members of the individual departments will elect their faculty representatives to CCOP by secret ballot consisting of one member from each of the Arts, Sciences, and Business department, the Aviation department, and one member from

the Engineering Technology department. Eligibility for membership and electing privileges for the CCOP are specified in the *KSU Faculty Handbook* Section B95 and Appendix B. Those faculty members with joint appointments will attach to one of their academic departments by mutual agreement of the Unit Administrators. The election will be carried out by the first week of May of each year. The term of office will begin July 1st. The results of each election will be reported to the Dean and to the College FSCOUP representative. The members of CCOP will serve for three-year terms. To provide for staggered terms of service; the initial committee will determine the initial periods of service for each member in order to provide for continuity within the committee. Succeeding terms will be for three-year periods. A person shall serve no more than two consecutive terms on the committee, but can be reelected following an interval of at least one year. Vacancies in CCOP will be filled through election by the faculty of the department involved. The person elected to fill the vacancy will serve the remainder of the original term of service. It will be the responsibility of each Departmental Faculty member to ensure they are represented. The committee shall annually elect officers as may be necessary. The FSCOUP Representative *or their designee* will serve as Chair to CCOP. The committee will meet at least once annually. Meetings may be called by the Dean or by the chair of the committee. Questions of procedure, or questions of compliance with, or interpretation of the Financial Exigency Plan for Kansas State University and as it may be subsequently modified, should be referred to the College Faculty FSCOUP member. The *Chair of CCOP* is responsible for notifying the faculty of departments needing to elect members of CCOP. (Changed 11/30/2004)

Section 2, College Advising and Planning Council (CAPC): The function of CAPC is to provide a cooperative group forum for communication, discussion, and to make recommendations to Administration and to the College Faculty for the good of the college. Any committee recommendation, which impacts the College of Technology and Aviation, shall be forwarded to CAPC for approval prior to implementation or submission to the next level for action. The committee will consist of the Dean, the elected Faculty Senators, Faculty Senate Standing Committee representatives and the CCOP faculty representatives. The Faculty Senate Executive Committee representative *or their designee* will serve as Chair of CAPC. The Dean's Administrative Assistant shall provide for secretarial staff support for the purpose of taking minutes. A Student Government representative can also participate as a non-voting ex officio member. At the close of each academic year, the newly constituted CAPC sits as a Committee on Committees to assist in making appointments to all of the committees for the coming year. A list of the appointments to those committees for the coming year will be published annually in July. (Changed 11/30/2004)

Section 3, Dean's Advisory Committee (DAC) A college advisory committee composed of one tenured full professor from each department makes recommendations and advises the dean regarding a candidate's tenure and/or promotion qualifications. At the beginning of the academic year, committee members are selected by their departmental faculty with subsequent approval by the dean and provost. In the event that no tenured full professors are available in a given department, the *department* will select a representative from the tenured faculty in that department. (Approved by Faculty Vote 5/18/99)

PART II OTHER COMMITTEES

Section 1, Term of Office: All committee members shall be selected in May of each year and will serve from July 1 through June 30. Members of a given standing committee shall serve for no more than two, full and consecutive three-year terms, but can be reelected following an interval of at least one year. Appointments to complete a term shall not count as a full term appointment. Terms of service shall be staggered to ensure the majority of members shall not change in any given year.

Section 2, Selection of Committee Members and Officers: The College Faculty will derive faculty

membership in other committees listed below through solicited nomination and election. In the event that no faculty member submits to nomination to a committee having a vacancy within one week of the solicitation, the Dean will appoint the required faculty member(s). Unit Administrators shall review all appointments prior to final committee assignments. In the event of a vacancy, the department so affected will select a replacement to serve out the remaining term of office using the same nomination and election process described in this section. The individual so selected will be eligible for reappointment to a second term of office. Faculty participation on ad hoc committees will be by appointment by the Dean in consultation with the respective faculty members.

Section 3. Committee Responsibilities: All committees are responsible to the Dean and will carry out the duties assigned to them in these Bylaws, respond to the charges presented by the Dean, and address at their discretion, other matters that may fall within their area of responsibility. The secretaries of the committees shall provide a copy of the minutes of every meeting to the Dean and to the Chairperson of CAPC.

Section 4. Committee Missions: The mission of each of the standing committees is listed below.

Section 4.1. Academic Standards Committee: This committee shall: 1) Consider and make recommendations to the Dean of the College of Technology and Aviation relative to all events and activities which affect academic quality and standards within the College; 2) Serve as the Reinstatement Committee for those persons dismissed from the College of Technology and Aviation for academic reasons; 3) Discuss and make recommendations to the Dean of the College of Technology and Aviation concerning any official school activity, where academic standards are a consideration. The committee shall consist of two College Faculty members from each department, who will be selected in accordance with the guidelines in Section 2 of this article; the assistant registrar and the Academic Dean will also serve on this committee as nonvoting ex officio members.

Section 4.2. Course and Curriculum: This committee shall continually evaluate the academic courses and curricula and make recommendations for improvement. They will review all proposals for new courses and curricula, as well as for all course and curriculum revisions. Upon approval, the committee's recommendations will be forwarded to the College Faculty for approval. Two College Faculty members from each department will be selected in accordance with the guidelines in Section 2 of this article. The Faculty Senate Academic Affairs Committee representative *or their designee* will serve as Chair of this committee. (Changed 11/30/2004)

Section 4.3. Student and Faculty Affairs: *This committee shall be charged with the responsibility for review, analysis, and proposal of recommendations to address any issue which impacts both professional staff (faculty, unclassified and classified staff) and students. This includes the specific responsibility for formulating a list of technology fee expenditure recommendations each semester. Membership will be composed of four students selected by the Student Government Association (SGA) to include at least one student from Aviation and one from Engineering Technology (no more than two students shall be from the same department); one unclassified professional; one classified professional; three faculty members with no two from the same department. These faculty members will be selected in accordance with the guidelines in Section 2 of this article.* (Changed 11/30/2004)

Section 4.4. Awards and Scholarship Committee: This committee shall consider matters pertinent to the selection of recipients for honors, scholarships and awards. One College Faculty member from each department will be selected in accordance with the guidelines in Section 2 of this article.

Section 4.5. Parking and Campus Safety: The committee shall have the responsibility of reviewing parking regulations, appealing campus parking and traffic violations, and overseeing general campus safety practices. Two College Faculty members will be selected in accordance with the guidelines in Section 2 of this article. Four students and two College of Technology and Aviation staff members will also serve on the committee.

Section 4.5a. Appeals Subcommittee: The committee shall consist of one College Faculty, one College

Staff, and one full-time student selected/appointed from each of the respective areas. The committee shall have the responsibility of reviewing the appeals of traffic and parking violations. Their decisions are then passed to the College business office and the unit Security Head.

Section 4.6 Historical Committee: The committee shall have the responsibility of maintaining a record of the history of the college. Two College Faculty members will be selected in accordance with the guidelines in Section 2 of this article. Two College of Technology and Aviation staff will also serve on this committee.

Section 4.7. Computer Advisory Committee: The committee shall have the responsibility of reviewing the computer, network, and communication needs, goals, and policies of the Information Systems Office (ISO). They may make recommendations to the ISO and serve in an advisory capacity to that office. The committee shall consist of the Director of ISO, one College Faculty member from each of the Departmental Units, one member from Administration, one from Facilities staff and one student representative. The faculty members will be selected in accordance with the guidelines in Section 2 of this article

Section 4.8. Faculty Award Ad Hoc Committee: The committee will perform the review and selection process for the *Annual Faculty Teaching Excellence Award*. The committee will consist of two members from each department, selected in accordance with the guidelines in Section 2 of this article, one industry representative, one alumni member, and a member of the Student Government Association. The Dean or his or her representative will serve as an ex officio member of the committee.

Section 4.9. Special Committees: The Dean shall appoint such committees as are deemed necessary. Where appropriate, notice of these committees and their membership shall be distributed to the College Faculty. Campus units requesting faculty participation on committees shall make application to the Dean for faculty selection.

Section 5. Committee Policies and Procedures: The written policies and procedures of each of these committees shall be maintained on file in the College Dean's office.