

BYLAWS OF THE COLLEGE OF TECHNOLOGY AND AVIATION

KANSAS STATE UNIVERSITY POLYTECHNIC CAMPUS

Approved November 13th 2020.

The purpose of these by-laws is to outline procedures specific to the governance of Kansas State University Polytechnic Campus, College of Technology and Aviation. These bylaws are to be construed in accordance with the Board of Regents (BOR) and Kansas State University (KSU) policies. Any inconsistencies are to be resolved in favor of the BOR or KSU policy, respectively.

ARTICLE I - Constituency

Unless otherwise specifically noted (for example tenure), the contents of these by-laws will be standard policy for the faculty and professional staff of the College of Technology and Aviation and Intercampus Academic Programs.

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. 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, faculty and professional staff shall elect an alternate to serve in the capacity of Chair.

ARTICLE III - Rules of Order

Robert's Rules of Order, newly revised edition, shall govern all meetings of the faculty and professional staff in all cases where they are applicable or any rules subsequently adopted by majority vote of the faculty and professional staff for the conduct of its meetings.

ARTICLE IV - Meetings

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

Section 2. Quorum: A Quorum shall consist of not less than one-half of the members of the faculty and professional staff.

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 Dean, or in his or her absence, the alternate Chair, and Faculty Senators shall be responsible for and shall issue the agenda and any written documents to be voted on at least *one week*

prior to the meeting. The agenda shall list all subjects, other than routine matters, to be discussed and/or voted on.

ARTICLE V - Budgetary Unit

Section 1. Constituency: Each Unit shall be constituted of faculty and/or professional staff having a regular or term appointment equal to or greater than half time assigned to that budgetary Unit.

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

ARTICLE VI - Amendments

Section 1. Amending Bylaws: These Bylaws may be amended by a two-thirds majority vote of all the members of the faculty and professional staff and approval by the Dean. No amendment may be proposed or adopted which would conflict with any provision of the University Handbook. The full text of proposed amendments and ballots must have been distributed at least one week prior to a meeting of the faculty and professional staff, at which the proposed amendment will be open for discussion and/or modification. The vote to amend is to be by written ballot. No provision of this Article may be suspended.

ARTICLE VII - Effective Dates and Updating Procedures

Amendments to these Bylaws shall take effect immediately upon approval by the faculty and professional staff and upon written signature of the Dean in accordance with the procedures specified in Article VI of these Bylaws. It shall be the responsibility of the Dean and elected Faculty and USS Senate representatives to review these Bylaws within the six-month period following the release of each new edition of the University Handbook to assure compliance with changes in that document, as well as with Board of Regents policy manual and the Kansas State University policy and procedures manual.

ARTICLE VIII - Committees

The Dean, in consultation with elected members of the Faculty and USS Senate, shall appoint committees as deemed necessary. A written mission or charge, eligibility, membership, selection, terms, meetings, roster, and reporting structure shall be developed and published upon creation of any committee. All committees shall elect a chair and secretary during the first meeting of the academic year. The chair shall be responsible for coordination of meetings and the secretary shall be responsible to maintain meeting minutes. Upon committee approval, the chair/secretary shall forward meeting minutes to the Dean's office. Minutes of meetings, results, and reports of the committee shall be placed on file in the Dean's office and made available to the Campus Community by the Dean's Administrative Assistant. Specific committees as required by the University Handbook shall be maintained in accord with the provisions of Article VIII, Part I, Section II.

PART I: COLLEGE LEADERSHIP

Section I. College Advising and Planning Committee (CAPC)

Charge: The committee shall respond to, and delegate to, standing committees any campus related matters identified in their charge.

The committee shall serve as a cooperative group forum for communication, discussion, and to make recommendations to Administration and to the faculty and professional staff for the good of the college. CAPC serves as a communication conduit between college administration, faculty and USS senates for issues and topics of concern at the unit, College, University, or State levels. Review committee membership, structure, charge, actions, and any recommendations, which impact Kansas State University Polytechnic Campus, prior to implementation or submission to the next level for action.

At the end of each academic year, sits as a committee on committees to assist in securing appointments and holds authority to adjust appointment terms as needed. For college level committees, CAPC shall coordinate elections and receive required committee appointees completed by the third week of May each year.

Membership: Committee membership shall be composed of campus administration, Faculty Senators and representatives appointed to Faculty Senate committees, the Student Government Association President (or delegate), and the University Support Staff senator.

Terms: Members shall serve terms according to their elected / appointed committee position.

Meetings: The committee shall meet on a regularly scheduled basis at least once per month during the fall and spring semesters. Additional meetings may be called by the chairperson as the need arises. Committee meetings may also be called by the Dean or at the request of any three committee members.

Section II. All Kansas State University Polytechnic Campus Committees

- Charge: Respond to charges presented by the Dean or CAPC and address other matters that may fall within the mission of the committee. All committees under Part II and Part III serve in advisory capacity to the dean and CAPC, unless otherwise stated in committee charge.
- Membership: Shall be defined specific to each committee. Committees may appoint additional ex-officio members to serve for counsel and serve as deemed necessary.
- Selection: Nominations shall be sought each year for vacancies in each committee held during the month of April. The faculty and professional staff body, at large, will be solicited for nominations by secret electronic ballot for all elected vacancies as defined by committee membership. Faculty and professional staff are allowed to self-nominate for any position.

CAPC shall ascertain the willingness to serve of those nominated. As defined by each committees' membership, elections at large via electronic ballot and appointments by CAPC shall occur by the third week of May. CAPC will take into consideration the nominations and appoint new committee members into vacant appointment positions. CAPC will be responsible to ensure that their committee appointees will result in an academically diverse representative group of faculty and professional staff.

A complete summary of the election shall be kept by the administrative assistant of the Dean's office in official files for at least three years.

As a vacancy occurs in any committee for an elected position(s), CAPC shall appoint to the next in rank to be elected in the previous year to complete the remainder of the original term. CAPC should go back no further than the previous year to find replacements for vacancies. When the names on the nominated/elected of the previous year are exhausted, then CAPC will make special appointment at the time of the vacancy to fill the vacancy for the remainder of the appointment.

- Terms: Members will serve three-year terms that begin on July 1 for no more than two consecutive full-length terms. To provide continuity, terms will be staggered. Mid-term vacancies will be filled through election or CAPC appointment to complete the remainder of the original term. Special committees of task forces may have other defined terms.
- Reports to: Dean, CAPC and/or other identified entity within the Campus Community
- Continuance: The Chair of each committee shall be responsible for coordinating meetings and maintaining minutes of each meeting. Minutes will be filed with the Dean's office.

Section III. Other Shared Governance and College Standing Committees

All Kansas State University Polytechnic Campus committees other than those specifically identified in Part I, Section I, of this document may be constituted or otherwise formed as needed to meet the expectations of the University Handbook or the operational needs of Kansas State University Polytechnic Campus without revision of these by-laws. Committees are expected to follow the provisions of Article VIII.

END – bylaws

CAMPUS COMMITTEE STRUCTURE
Current College of Technology and Aviation Committees
Established by the Dean upon consultation with Leadership Committee

Part II: OTHER SHARED GOVERNANCE AND COLLEGE STANDING COMMITTEES

Section 1. Academic Standards Committee

Mission: Consider, draft language, and collaborate with campus administration on policies and guidelines that affect academic quality and standards within the College of Technology and Aviation. Recognize, consider, discuss, and make recommendations to the Dean concerning any official activity where academic standards are a consideration. The committee shall serve as a communication conduit between academic units, faculty senate, academic services, and the Dean, for academic issues and topics of concern at the unit, College, University, or State levels. The Committee shall also preside over student reinstatement hearings.

Membership: Committee membership will be composed of two (2) elected faculty members, two (2) appointed faculty members, and the Academic Affairs Senate Representative, and the Chair of the Honor Council.

Ex Officio: Standing ex-officio, non-voting members shall include: the Associate Dean of Academics and Student Success, a representative from Academic Advising, the Assistant Registrar and a Student Government Association Representative. Additional faculty may be called by the Chair to reinstatement hearings as needed according to the academic disciplines involved.

Chairperson: Elected by the Committee members

Selection: Selection shall occur as defined in Part I, Section II.

Terms: Members will serve three-year terms that begin on July 1 for no more than two consecutive full-length terms. To provide continuity, terms will be staggered. Mid-term vacancies will be filled through CAPC appointment to complete the remainder of the original term. Special committees and task forces may have other defined terms.

Meetings: The committee shall meet on a regularly scheduled basis at least once during the fall and spring semesters. Additional meetings may be called by the chairperson as the need arises. Committee meetings may also be called by the chairperson at the request of any three committee members.

Reports to: Associate Dean for Academics and Student Success, Dean, Provost

Section 2. Dean's Advisory Committee (DAC) - Promotion and Tenure Review – Required by the University Handbook, C153.1. The composition, procedures of membership selection, and the procedures for operation must be approved by the faculty, Dean and Provost.

- Charge: Make recommendations and advise the Dean regarding a candidate's tenure and/or promotion qualifications. Specific procedures may be found in the University Handbook, C153.2.
- Membership: Three (3) tenured full professors from the College of Technology and Aviation with at least one representing each P&T document.
- Chairperson:
- Terms: Members will serve three-year terms that begin on July 1 for no more than two consecutive full-length terms.
- Selection: Committee members are elected by the College of Technology and Aviation faculty for the next academic year completed by third week of May with subsequent approval by the Dean and the Provost. In the event that no tenured full professors are available from any academic unit, the faculty will select a representative from the tenured faculty.
- Meetings: As needed during fall and spring semesters.
- Reports to: Dean, Provost

Section 3. Course and Curriculum

Charge: Consider, review, and approve proposed course or curriculum changes and/or new proposed degrees or existing degree changes.

Membership: Committee membership will be composed of two (2) elected faculty members and two (2) appointed faculty.

Ex-officio: Non-voting members shall include the Associate Dean of Academics and Student Success, a representative from academic advising, and the Assistant Registrar.

Chairperson: Academic Affairs Senate representative (or designee)

Selection: Selection shall occur as defined in Part I, Section II.

Terms: Members will serve three-year terms that begin on July 1 for no more than two consecutive full-length terms. To provide continuity, terms will be staggered. Mid-term vacancies will be filled through election or CAPC appointment to complete the remainder of the original term. Special committees or task forces may have other defined terms.

Meetings: The committee will meet on a regularly scheduled basis at least once per month during the fall and spring semesters. Additional meetings may be called by the chairperson as the need arises. Committee meetings may also be called by the Dean or at the request of any two (2) committee members.

Reports to: Associate Dean for Academics and Student Success, Dean, Provost, Faculty Senate Academic Affairs

Section 4. K-State Polytechnic Honor Council

<http://www.k-state.edu/provost/universityhb/fhxf.html>

- Charge: Provides investigation and adjudication of alleged honor violations as defined in the University Handbook. Members are required to attend training on the K-State Honor and Integrity System. The Honor and Integrity Council may also be asked to render opinions on improving the academic climate with respect to dishonest and unethical academic behavior.
- Membership: 4 Faculty and 4 Undergraduate or Graduate Students in good standing as defined in the University Handbook
- Chairperson: Elected by the Council members
- Terms: Members' terms are two years, except for initial appointments, which are divided equally between one-year and two-year terms. Members' terms begin at the end of the spring semester and end at the conclusion of the spring semester of the final year of their appointment. No member of the Honor Council may serve two consecutive full terms.
- Meetings: During the Fall semester, all members shall participate in a training process developed by the Director of the Honor and Integrity System. Other meetings as needed may be called by the College Dean, the Director of the Honor and Integrity System, or the KSU College of Technology & Aviation Honor and Integrity Council Chairperson. Members of the College of Technology & Aviation Honor & Integrity H&I Council may have the opportunity to voluntarily participate in investigations and serve as panel members on hearings held on other K-State campuses.
- Selection: Recommendation from CAPC for appointment by the Dean. Student members are nominated through the College of Technology & Aviation SGA President and approved by the College of Technology & Aviation SGA. The names of the student members are sent to the Dean, who ensures eligibility.
- Reports to: Director of the Honor and Integrity System located in Manhattan on all honor violations.

Section 5. Environmental, Health and Safety Committee - Required by the Policy and Procedures Manual, Chapter 3470.

<http://www.k-state.edu/policies/ppm/3700/3740.html>

- Charge: Provides recommendations with regard to equipment, facilities, rules and procedures that affect the health and safety of the students, staff, faculty, and guests on the K-State Polytechnic Campus. Work with the K-State Manhattan Campus directors to ensure the Polytechnic Campus is in OSHA compliance. This committee is an oversight committee and is not intended to relieve faculty and staff of the responsibility to safely maintain, use, and operate the physical resources on campus. Oversight should include but not be limited to laboratory equipment; laboratory safety procedures; correct usage, storage, and disposal of toxic substances; work to develop and maintain an emergency guidelines manual for weather, fire, or other catastrophic events. The committee will submit an Annual State of Campus Safety Report to the Dean for public posting.
- Membership: Committee membership shall be composed individuals on campus whose job functions contain mandatory reporting of health and safety issues.
- Chairperson: KSU Polytechnic Campus Associate Director of Facilities (or designees)
- Terms: Members will serve lifetime appointments
- Meetings: The committee will meet on a regularly scheduled basis at least once during the Fall and Spring semesters. Additional meetings may be called by the chairperson as the need arises. Minutes of each meeting will be posted to the designated website.
- Selection: Based upon job duty requirements
- Reports to: Dean

Section 6. College Committee on Planning (CCOP) -- Required by provisions of the University Handbook, B95. The Leadership Committee shall be responsible for developing and forwarding a copy of CCOP election procedures to the office of the secretary of the Faculty Senate.

- Charge: Provide faculty input relative to university and college planning charges which require faculty involvement. The **Dean** shall consult with CCOP on issues such as College planning, college reorganization, strategic planning, program discontinuance, and financial exigency.
- Membership: Committee membership shall be composed of five (5) elected at-large faculty who are eligible as defined by Section B of the University Handbook. No two shall be from the same academic unit. Academic units include 1) Pilot (Professional Pilot); 2) Unmanned Aircraft Systems – Flight and Operations; 3) Aviation Maintenance Management; 4) Airport Management; 5) Computer Systems Technology (includes Digital Media and Web); 6) Mechanical Engineering Technology (includes Robotics and Automation); 7) Electronic and Computer Engineering Technology(includes UAS Design and Integration); 8) Applied Business and Technology (includes Applied Business); 9) Communications, Humanities, and Social Sciences; 10) Math and Science, 11) Library, and 12) Intercampus Academic Programs (ICAP).
- Chairperson: Elected by committee members.
- Terms: Members will serve three-year terms beginning July 1, for no more than two consecutive full-length terms. To provide continuity, terms will be staggered. Mid-term vacancies will be filled through election by the eligible faculty and will complete the remainder of the original term. Special committees or task forces may have other defined terms.
- Meetings: The committee will meet on a regularly scheduled basis at least once during the fall and spring semesters. Additional meetings may be called by the chairperson as the need arises. Committee meetings may also be called by the Dean or at the request of any three committee members.
- Selection: Eligible faculty as defined in Section B of the University Handbook will elect faculty representatives by secret electronic ballot. The election process will be completed by the third week of May each year.
- Reports to: Dean, Provost, FSCOUP, CAPC, or other appropriate entity given the situation being addressed.

Section 7. Department Committee on Planning (DCOP) --Required by provisions of the University Handbook, B95. K-State Polytechnic will have four DCOP groups. One associated with and providing input on all matters listed in the charge below relative to the Department of Integrated Studies, one associated with and providing input on all matters listed in the charge below relative to the Departments of Aviation, one associated with and providing input on all matters listed in the charge below relative to the Department of UAS, and one associated with and providing input for professional staff in non-academic units if financial exigency should be declared.

Charge: Provide faculty input relative to university and college planning charges which require faculty involvement. The **Department Head** shall consult with DCOP on issues such budgetary planning, program discontinuance, and financial exigency.

Membership:

Chairperson: Elected by committee members.

Committee membership for the non-academic DCOP shall be composed of six (6) elected professional staff. No two shall be from the same content unit. Content units include 1) Academic Services; 2) Dean's Office; 3) Facilities; 4) Fiscal Services; 5) Information Systems; 6) Library; 7) Marketing and Communications; 8) Professional Education and Outreach; 9) Security; 10) Student Services.

Terms: Members shall serve three-year terms that begin on July 1 for no more than two consecutive full-length terms. To provide continuity, terms will be staggered. Mid-term vacancies will be filled through election by the eligible faculty and will complete the remainder of the original term. Special committees or task forces may have other defined terms.

Meetings: Annually. Additional meetings may be called by the Dean, the Department Head, the chair of the committee, or at the request of any three committee members.

Selection: Eligible faculty as defined in Appendix B of the University Handbook will elect faculty representatives by secret electronic ballot. The election process will be completed by the third week of May each year.

Section 8. Awards and Scholarship Committee

- Mission: Oversees the allocation of funds available to students pursuing degrees at Kansas State University College of Technology & Aviation in a strategic manner and oversees the actual selection of scholarship recipients in a fair and equitable manner within the constraints specified by each scholarship sponsor.
- Membership: Committee membership shall be composed of three (3) elected faculty members, two (2) appointed faculty and/or professional staff members, one (1) appointed university support staff, and Student Government Association representative.
- Ex officio: Non-voting members shall include the Financial Aid Coordinator, Admission Representative, and Director of Development, and Director of Enrollment Management.
- Selection: Selection shall occur as defined in Part I, Section II.
- Terms: Members will serve three-year terms that begin on July 1 for no more than two consecutive full-length terms. To provide continuity, terms will be staggered. Mid-term vacancies will be filled through election or CAPC appointment to complete the remainder of the original term. Special committees or task forces may have other defined terms.
- Meetings: The committee will meet on a regularly scheduled basis at least once during the fall and spring semesters. Additional meetings may be called by the chairperson as the need arises. Committee meetings may also be called by the Dean or at the request of any three committee members.
- Reports to: Financial Aid Coordinator and Dean

Section 9. Parking Citation Appeals Board -- Presidential committee as addressed in the University Handbook, B100-B101, under the direction of the Vice-President of Administration and Finance

- Mission: Review appeals on traffic and parking violations from faculty, staff, students, and visitors.
- Membership: One faculty or professional staff recommended by the Associate Dean for Academics and Student Success, one University Support Staff member recommended by the Dean, and one student recommended by the Student Senate Chair. The Chairperson of the Council on Parking Operations Kansas State University Polytechnic Campus shall serve as an alternate and shall only function in the event of a tie in the appeals process.
- Terms: Members will serve three-year terms with the exception of the student representative who serves a one-year appointment.
- Process: The Parking Office will forward copies of any appeals to the three committee members via campus mail. The committee members will review the petition, approve, disapprove or abstain and return the appeal to the Parking Office. In the event of a tie or absence of a member, a copy of the appeal will be sent to the alternate.
- Reports to: Vice-President of Administration and Finance.
- Continuance: The Parking Office shall be responsible for maintaining records and reporting of activities related to appeal activities.

Section 10. Council on Parking Operations Kansas State University Polytechnic Campus – Presidential committee as addressed in the University Handbook, B100-B101, under the direction of the Vice-President of Administration and Finance.

- Charge: Advises the Vice President for Administration and Finance concerning policies governing 1) Traffic patterns and circulation; 2) parking fees and parking accommodations for faculty, staff, students, visitors, and clientele; 3) revisions to the parking and traffic regulations; and 4) future parking plans (garages, shuttle service, lots, etc.). The Council may organize itself into subcommittees. It will meet in open meetings and submit advice, recommendations, and minutes to the Vice President for Administration and Finance. A copy of the minutes will be sent to the Dean's office.
- Membership: Committee membership shall be composed of two (2) faculty and/or professional staff, two (2) university support staff, and four (4) student (at least one off-campus and one residence hall) members.
- Ex-officio: Non-voting members shall include the Director of Fiscal Services (Polytechnic Campus), the Public Safety Manager (Manhattan Campus), and Director of Parking Services (Manhattan Campus).
- Selection: Recommendation for appointment shall occur as defined in Part I, Section II, in conjunction with the campus university support staff representative, and the President of Kansas State University Polytechnic Campus SGA. Recommendations are forwarded by the Office of the Dean to the Vice President of Administration and Finance for appointment.
- Terms: Members will serve three-year terms for no more than two consecutive full-length terms. To provide continuity, terms will be staggered. Mid-term vacancies will be filled through election or Leadership Committee recommendation through the Dean's office to the Vice-President to complete the remainder of the original term. Student terms shall be for a one-year period.
- Meetings: The committee will meet on a regularly scheduled basis at least once during the fall and spring semesters. Additional meetings may be called by the chairperson as the need arises. Committee meetings may also be called by the Dean or at the request of any three committee members.
- Reports to: Vice President for Administration and Finance, Dean, Director of Parking Services, Director of Safety and Security