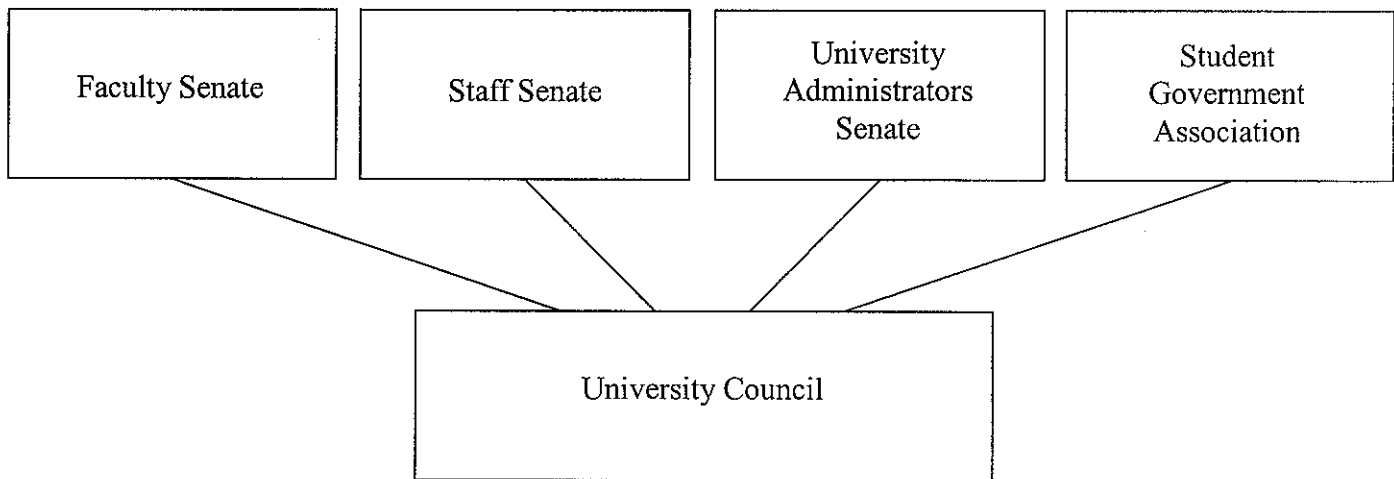


Shared Governance at KSU: Structure and Procedures

Adopted by the KSU University Senate February 27, 2006. Appendices A, B, and C were accepted as supplementary by the University Senate, April 10, 2006. The main document plus the appendices were subsequently approved by both President Siegel and President Papp.

I. OVERALL GOVERNANCE STRUCTURE:



A. THE THREE "SENATES" (though the name for each body is up to each constituency) AND THE STUDENT GOVERNMENT ASSOCIATION (SGA):

1. The Common Features

a. Common Features of the Three Senates (Faculty, Staff, and University Administrators)

(i) Three Year Terms: Senators will be elected for three year terms, so that senators would have time to get to know the issues and the job. All officers will be elected from second and third year Senators.

(ii) President and President-Elect: Each body will elect a president and a president-elect (though titles are to be determined by each body), who, in addition to performing the duties ordinarily associated with those positions, will represent their body on the University Council (see below Section I.B.).

(iii) To facilitate communication among the various representative bodies, each body will elect a liaison to each of the other three representative bodies, and each will receive liaisons from those bodies as non-voting members.

b. Common Features and the SGA:

The SGA will be unaffected by the Common Features. The elected President and Vice President of the SGA will represent that body on the University Council.

2. Composition and Customary Roles of the Various Senates and the SGA:

An advisory note on size: The particular composition of each body is to be determined by the those indicated below, but those making the decisions on the composition of each body are asked to bear in mind that one aim of the present restructuring of KSU's shared governance institutions is to produce relatively smaller bodies that are more focused than has sometimes been the case in the past.

a. Faculty Senate –advisory to the Vice President for Academic Affairs (VPAA) or other Vice President as appropriate for the issue being discussed. General composition initially to be determined by the Faculty Council and the University Senate in consultation with the VPAA and the University President. Thereafter the composition can be altered by the elected representatives of the Faculty Senate in consultation with the University President and an administrator the University President designates. (See Appendix A for the composition approved by the University Senate as consistent with this governance structure on April 10, 2006.)

b. Staff Senate –advisory to the Chief Human Resources Officer (CHRO) or administrative officer as appropriate for the issue being discussed. General composition initially to be determined by the current Staff Council and the University Senate in consultation with the CHRO and the University President. Thereafter the composition can be altered by the elected representative of the Staff Senate in consultation with the University President and an administrator the University President designates. (See Appendix B for the composition approved by the University Senate as consistent with this governance structure on April 10, 2006.)

c. University Administrators Senate – advisory to the Chief Human Resources Officer (CHRO) and/or the Vice President for Student Success (VPSS) or administrative officer as appropriate for the issue being discussed. Composition patterned after the above, but to be determined by the university administrators currently serving in the Senate and the University Senate as a whole in consultation with the CHRO, the VPSS, and the University President. Thereafter the composition can be altered by the elected representatives of the University Administrators Senate in consultation with the University President and an administrator the University President designates. (See Appendix C for the composition approved by the University Senate as consistent with this governance structure on April 10, 2006.)

d. Student Government Association (Senate)– advisory to the Vice President for Student Success (VPSS) or administrative officer as appropriate for the issue being discussed. Initial composition to be determined by the current SGA and the University Senate in consultation with the VPSS and the University President. Thereafter the composition can be altered by the elected representatives of the SGA in consultation with the President and an administrator the University President designates.

B. THE UNIVERSITY COUNCIL (or University Executive Council)

University Council (UC)– usually advisory to the University President (or Provost)

1. Membership of the UC shall consist of:
 - a. The president and vice-president (or the equivalents of these offices) from each of the following - the Faculty Senate, the Staff Senate, the University Administrators Senate, and the SGA.
 - b. One representative each from the Chairs' Council, the Deans' Council and the President's Cabinet, and the University President.
2. Presiding Officer of the UC:
 - a. The President of the Faculty Senate will serve ex officio as Chair of the University Council and as an ex officio member of the University President's Cabinet.
3. Operating Procedures of the UC:
 - a. Formal votes will not be part of the UC's regular operating procedure. The purpose of the UC is to advise the President of the points of view of the different constituencies represented, and, where there are differences, to seek consensus.
 - b. The UC will hold a formal meeting at least two (2) times each semester. Meetings will be scheduled by the UC Chair in consultation with members.
 - c. A UC Executive Committee, composed of the presidents of the three senates and the President of the SGA, will handle routine administrative matters between formal meetings of the UC.
4. Reassign-time for officer-members of the UC:
 - a. The presidents and president-elects of the Faculty Senate, Staff Senate and the University Administrators Senate will have reassign time from their ordinary duties to enable them to provide effective leadership for their respective shared governance bodies and to represent those bodies in the University Council.
5. Key Responsibilities: The University Council would
 - a. Assign issues to the most appropriate governance body (or bodies), but with the understanding that other bodies may also comment if they wish;
 - b. Assure that the appropriate governance bodies are consulted in the creation of any ad hoc committee or task force addressing issues of general importance, and, if desired, will have the opportunity to nominate members to such ad hoc committees or task forces;
 - c. Assure that the appropriate governance bodies are given the opportunity to consider and offer formal comment on the final reports of any such ad hoc committee or task force;
 - d. Report to the President and other UC members the results of deliberations in various bodies when issues or reports are considered by multiple bodies; and
 - e. Seek to reconcile conflicting advisory opinions when different bodies have conflicting views.
6. Important Prerogatives of the UC: The University Council may, at its discretion,
 - a. Call a Joint Session of all the representative bodies of the university's governance structure;
 - b. Call a Town Hall Meeting of the entire campus community.

C. UNIVERSITY (STANDING) COMMITTEES

1. **Assignment to a Senate or the University Council:** Standing committees to be assigned to the appropriate senate or to the University Council. The assignments to be made by the University Council. See Appendix D below for an initial attempt at standing committee assignments.
2. **Regular Reports or Hearings:** The appropriate senate or the University Council would receive regular reports and/or hold regular hearings to assure that standing committees are active and accountable. Inactive, unnecessary standing committees should be abolished.

D. AMENDMENT PROCESS

1. Each of the three Senates and the Student Government shall have its own by-laws and procedures, including a well-specified, written process for amending such by-laws and procedures.
2. Changes to the overall governance structure, that is to say changes that impact all four shared governance bodies and/or changes that impact the University Council in which all four have a stake, may be proposed by any of the four bodies, but must be approved by all four as well as by the University President before taking effect. The votes in each body shall be in accord with the rules of that body. In the event that all three Senates and the Student Government cannot agree on proposed changes to the overall shared governance structure, the nature of their differences shall be brought to the attention of the University President.

Appendix A - Composition of the Faculty Senate

Election requirements for the Faculty Senate under the 2006 Shared Governance Structure.

Approved by the Faculty Council, 27 February 2006

1. Each department shall elect one Senator.
2. Terms of service in the Faculty Senate shall be three years.
3. Department chairs are not eligible to serve as Senators.
4. Eligibility to participate in elections to the Faculty Senate (whether as electors or as candidates) shall be determined by vote of the full-time faculty of the department (temporary as well as tenure-track), excluding the department chair.

Appendix B - Composition of the Staff Senate

MEMBERS

The membership of the Senate will be elected by and from the full-time classified employees of the University, as defined in the Policies of the Board of Regents (Section 801.02), and other regular non-faculty status employees.

ELECTION OF MEMBERS

Members of the Senate are elected from each University unit on campus in accordance with the procedural guidelines set by the University's standing Elections Committee and outlined in the KSU Policies and Procedures Manual. The number of representatives from each University unit are defined below:

Academic Affairs 8

Chief Information Officer 4

President's Area 3

Business/Finance 11

Student Success and Enrollment 4

Staff representatives to the Senate will equal 30 total members.

Staff representatives to the University Council will equal 2 members from the Senate, the Chair and Chair-elect.

The Senate will review the membership of the Senate and committees annually, and will recommend any adjustments in size and composition it finds advisable.

Election to the Senate will be for a term not exceeding three years in length.

New members to the Senate will be seated at the July meeting each year.

Appendix C - Composition of the University Administrators Senate/Council

KENNESAW STATE UNIVERSITY UNIVERSITY ADMINISTRATORS COUNCIL BYLAWS

The University Administrators of Kennesaw State University, hereinafter the "UA", does hereby adopt the following bylaws to govern the internal operations and procedures of the University Administrators Council, hereinafter the "UAC".

I. POWERS AND DUTIES

The powers and duties of the UAC shall include, but not be limited to, the following areas:

- A. To operate as a representative body for the UA and participate in the development of policy which affects the University Administrators at Kennesaw State University, hereinafter "KSU";
- B. To serve as an advisory body for the KSU administration, the University Senate and any other-group or organization whose policies or procedures affect the UA;
- C. To act as a liaison to the KSU Faculty Senate, the Staff Council, Student Government and such other employee representative groups as may gain official recognition by KSU;
- D. To disseminate information and provide appropriate advice to the UA;
- E. To foster the highest degree of professionalism within the UA; and
- F. To promote communications and pursue common interests with professional exempt staff at other institutions of higher education.

II. ORGANIZATIONAL STRUCTURE

A. OFFICERS

The Officers of the UAC shall be President, President-Elect and Secretary.

B. TERMS OF OFFICERS

(i) Three Year Terms: Senators will be elected for three year terms, so that senators would have time to get to know the issues and the job. All officers will be elected from second and third year Senators.

(ii) President and President-Elect: Each body will elect a president and a president-elect (though titles are to be determined by each body), who, in addition to performing the duties ordinarily associated with those positions, will represent their body on the University Council (see below Section I.B.).

(iii) The UAC shall be comprised of one representative from the KSU administrative unit Academic Affairs, one representative from Student Success and Enrollment Services, one representative from Business and Finance, one member from Information Technology and Human Resources, one from University Advancement and one from Global Diversity and Community Affairs.

(iv) To facilitate communication among the various representative bodies, each body will elect a liaison to each of the other three representative bodies, and each will receive liaisons from those bodies as non-voting members

C. POWERS AND DUTIES OF OFFICERS

1. President

The President shall preside over regular and special UAC meetings; appoint UAC members to fill UAC vacancies of less than one year; nominate or appoint members to KSU councils and committees where official representation is designated; appoint chairpersons of University Administrator Committees; notify UAC members of special meetings; coordinate regular and special UAC meetings; and act as the official spokesperson for the UAC. This is a one year term.

2. President Elect

The President elect will serve a year as President elect and one year as President.

3. Secretary

The Secretary shall record and distribute the minutes of each general and special meeting of the UAC and maintain a permanent record of UAC minutes. Copies of the minutes of each UAC meeting shall be sent to each UAC member prior to the next meeting. The records of UAC minutes shall be open to inspection by a member of the UA at any time during regular business hours upon the provision of reasonable notice to the Secretary. The Secretary shall serve as custodian of the UA Membership List, hereinafter the "Membership List," and shall have the responsibility for updating the Membership List as necessary. At the request of the UAC, the Secretary shall communicate items of interest from the UAC to the UA via memorandum. This is a two year term.

III. MEETINGS

A. REGULAR MEETINGS

Regular UAC meetings shall be held on a monthly basis. The UAC shall prepare an annual schedule of regular Council meetings, which shall be open to attendance by any interested party.

B. SPECIAL MEETINGS

Special UAC meetings to consider urgent business may be called by any Council member at any time with the provision of reasonable notice to all other UAC members. Special meetings shall be scheduled as conveniently for Council members as the circumstances may permit and shall be open to attendance by any interested party.

IV. COUNCIL OPERATING PROCEDURE

A. QUORUM

At a regular or special meeting, five UAC members shall constitute a quorum for the transaction of business.

B. MEETING PROCEDURE

Council meetings shall be conducted by the President according to commonly understood rules of order. If practicable, each UAC meeting shall consist of the following: consideration of the minutes of the previous Council meeting; a Secretary's Report; a general period in which previously considered matters may be discussed and new matters may be introduced; a voting period for officially determining motions, resolutions, and other relevant business; and a period in which to outline the agenda for the next UAC meeting.

C. COUNCIL VOTING

Resolutions and other matters requiring a vote of the UAC shall be decided by a majority vote of present Council members, provided that at least a majority favorable UAC member votes shall be required for any decision to constitute an official action of the Council.

V. ELECTION AND REFERENDUM PROCEDURE

The Council shall by resolution adopt a procedure and schedule for the election of UAC members, a procedure for the election of Council officers, and a procedure for holding referenda to determine matters by a direct vote of the UA.

VI. CENSURE AND DISMISSAL OF COUNCIL MEMBERS

The Council may by resolution adopt a procedure, including criteria, for censure and dismissal of UAC members who fail or refuse to perform their duties in a responsible manner. Such procedure may include the imposition of suspensions from eligibility to serve on the Council.

VII. COUNCIL VACANCIES

Vacancies on the UAC for a period of one year or greater shall be filled by an election held pursuant to the Articles of Organization. Vacancies on the Council for a period of less than one year shall be filled by the President.

VIII. UNIVERSITY ADMINISTRATOR MEETINGS

Upon the provision of reasonable notice, the Council may, on its own initiative or in response to a request from an administrative faculty member, convene a meeting of the UA for a group discussion of any important issue.

IX. BYLAWS AMENDMENT PROCEDURE

An amendment to the Bylaws may be enacted by a vote of the Electors of the UA, as such term is defined in the Articles of Organization, at any general or special meeting. In order to be adopted, a proposed Amendment to the Bylaws must receive a favorable majority of the votes cast. Once adopted, an Amendment shall be effective on the date specified therein.

Adopted 2006

Appendix D

An Initial Proposal for Assignment of University (Standing) Committees

Below the current University Committees are listed under the body to which they would be primarily, but not necessarily exclusively, assigned. The University Council would have the authority to expand or change these assignments depending on the issue under consideration.

To be assigned primarily to the University Council:

IAC - Athletics – advisory to Athletics Director
 Library - advisory to Chief Librarian
 ECC - Environmental - advisory to VP Admin
 ITAC - Information Tech - advisory to VP IT
 PSAC - Public Safety - advisory to VP Admin
 UBPC - Budget - advisory to VP Admin

To be assigned primarily to the Faculty Senate:

UPCC - Undergrad Curricula – advisory to VPAA
 GPCC - Graduate Curricula - advisory to Dean, Graduate
 GEC - General Education - advisory to Dean, University College
 T&P Review - advisory to VPAA
 FDAC - Faculty Development & Awards - advisory to Director of CETL
 ASC - Academic Standing - advisory to Registrar
 IRB - Institutional Review - advisory to VPAA
 TEC - Teaching Education - advisory to Dean, Education
 GOC - Grievance Oversight - advisory to VPAA
 Faculty Handbook - advisory to VPAA