School of Data Science and Analytics
Kennesaw State University
BYLAWS

PREAMBLE

The School of Data Science and Analytics (SDSA) is a unit of the College of Computing and Software Engineering (CCSE) at Kennesaw State University. The School is a collaborative, collegial and diverse group of scholars who value excellence in teaching and mentorship, who are active in campus leadership and who are successful in research activities that involve both undergraduate and graduate students.

These bylaws provide a plan for governance, and procedures for operation, of the School of Data Science and Analytics. These bylaws were first adopted by the faculty of the School of Data Science and Analytics on December 14, 2020.

ARTICLE I. Administration

A. School Director / School Executive Director (aka hereafter as Director)
   a) The Director shall be appointed by the Dean of the College of Computing and Software Engineering and serves at the pleasure of the Dean.
   b) The Director shall provide academic and administrative leadership for the School and perform duties including, but not limited to: supervising the operation of the School, administering School budgets, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and laboratory space, evaluating faculty and staff, presiding over School meetings, representing the School in College and University affairs, informing the faculty of events affecting the School or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the College of Computing and Software Engineering.
   c) Acting/interim Directors will assume all duties and responsibilities of the School Director, except as modified by the Dean.

B. Assistant or Associate Director(s)
   a) The Director may choose to appoint Assistant/Associate Director(s) of the School for the purpose of assisting with the administration of the School with regards to programs, courses, outreach, and assessment.
   b) The Assistant/Associate Director(s) shall carry out such duties as assigned by the Director. These duties include but are not limited to activities such as: Managing classroom space and facilities; Coordinating teaching schedules with faculty and scheduling courses; Monitoring course enrollment; Supervising and mentoring part-time faculty; Advising students; Representing Director at College and/or University meetings; and Other duties based upon School needs, as negotiated with the School Director and incorporated into their FPA.
   c) An Assistant/Associate Director may serve as Acting Director of the School at any time the Director is out of town, unavailable, or incapacitated and unable to administer the affairs of the School.
   d) Performing such duties as assigned by the University, the Dean of the Computing

and Software Engineering, or the Director of the School of Data Science and Analytics.

B. <u>Program Coordinators</u>
Each degree and minor program housed in the School will have a coordinator appointed by the School Director. Program coordinators must be tenured or tenure-track faculty or lecturers who are assigned 50% or more of their responsibilities to SDSA. Graduate program coordinators must have graduate faculty status. The coordinator will be responsible for recruitment and advisement of students in his/her program and (with input from relevant other faculty) for curricular changes in the program. Program coordinators or directors may have adjusted workload with increased service and reduced teaching and/or research expectations appropriate   .

C. <u>Course Coordinators</u>
Course coordinators may be appointed for courses with multiple sections that are frequently taught by multiple faculty members including graduate students and part-time faculty. Course coordinators are necessary because of courses which serve majors/programs not in CCSE. In consultation with the faculty who regularly teach in the School programs, the coordinator shall determine general course policy and content. They will take a lead role in writing/maintaining course syllabi and the online learning management system course content templates and calling meetings among relevant faculty to discuss any changes in courses. Coordinators will also incorporate new content when appropriate into the course syllabi templates and online learning management system shells. When necessary, the coordinator will lead textbook searches for the coordinated course and will set up training workshops for faculty. The course coordinators will be involved in the orientation of new faculty, part-timers or graduate teaching assistants who are teaching the coordinated course, as well as coordinating assessment for courses taught by part-time faculty and graduate teaching assistants. Course coordinators will be appointed by the School Director. The work done in course coordination may be applied to course innovation and/or service workload categories.

D. <u>Assessment Coordinator</u>
The Assessment Coordinator will be appointed by the Director. The Assessment Coordinator will be responsible for planning and directing the assessment and data- gathering activities necessary in the School. The Assessment Coordinator will take the lead role in the writing of required program review reports and will be an ex-officio member of the Curriculum Committee.

E. <u>School of Data Science and Analytics Faculty</u>

SDSA faculty will consist of the following three categories:

1. Faculty with SDSA as their tenure home and/or academic unit for evaluation purposes. Faculty with SDSA as their home shall teach graduate and/or undergraduate courses as appropriate to the rank and responsibilities. This category shall include faculty with joint appointments (as determined by a Memorandum of Understanding) with another department wherein their primary appointment is in SDSA. These faculty members will be evaluated according to procedures outlined in the Faculty Handbook. MOU should include which committees on which the faculty member can serve.
2. Jointly appointed faculty who have another department as their tenure home. Jointly appointed faculty members shall have a Memoranda of Understanding (MOU) formally appointing them to SDSA and a home unit. Specific requirements and responsibilities shall be as specified in each faculty member's MOU. The joint appointment agreement must also specify the composition of

the promotion and tenure committee and how members of the committee will be elected. Additional details are specified in the SDSA Promotion and Tenure Guidelines.

3. Teaching Affiliated Faculty shall teach a minimum of three credit hours in SDSA (in regularly scheduled or special topics courses) every two years. Dissertation supervision or committee membership shall not be counted as teaching, but cross-listed or co-taught classes may count.

All faculty involved in the graduate programs of SDSA must hold appropriate Graduate Faculty status through the KSU Graduate College. This includes all graduate level activity, such as teaching at the graduate level, supervising research of graduate students, membership on graduate committees, graduate student academic advising, or otherwise involved in graduate affairs within SDSA, will be approved for such activities by the KSU Graduate College.

SDSA Faculty Affiliates - Affiliated faculty shall include faculty interested in being involved in SDSA but who do not hold a formal appointment within the School. To become an affiliated faculty member, one must submit a Request for Affiliation, consisting of a short statement of interest and qualifications specific to SDSA including ongoing mentorship, service, research, and teaching.   School Faculty Council will consider new Requests for Affiliation each August. Existing affiliated faculty must request the renewal of their affiliation on a biannual basis. Affiliates are welcome to attend SDSA meetings but do not have voting rights (unless they meet the requirement stated below) and do not serve on SDSA service committees.

ARTICLE II. Committees

Standing committees shall be composed of faculty with full-time appointments and, in some cases, full-ti

SFC's desire, on occasion, to meet without the Director present.

    b) School Curriculum Committee
- i. **Duties**: Oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions etc. This committee shall periodically review the School curriculum and make recommendations about modifications of the curriculum and also provides oversight for Special Topics and Advanced Topics courses. This committee is also responsible for program assessment under the guidance of the Assessment Coordinator. The chair of the committee is responsible for ensuring a timely vote on all proposals submitted to the School Curriculum Committee. Note: The originator of the proposal is responsible for monitoring progress of the proposal.
- ii. **Membership**: At least three full-time faculty members, one of whom is the Assessment Coordinator, appointed by the School Director. The remaining members will be program coordinators and one at-large faculty member elected by the School faculty. The Chair of the School Curriculum Committee will be a tenure-track faculty member elected by the Committee. Non-graduate faculty members of the committee will abstain from voting on graduate curriculum proposals. Tenured, tenure-track, or non-tenure track faculty with less than 50% of their time allocated to SDSA may serve on this committee if approved by the Director.
- iii. **Meeting times**: Irregular, as needed.
- iv. **Term**: 2 years staggered

    c) School Promotion and Tenure (P&T)
- i. **Duties**: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that go into faculty's portfolio. Reviews School P&T guidelines and makes recommendation for revisions to School Director following university, college, and school guidelines and requirements.
- ii. **Membership**: Three full-time tenured faculty; individuals going up for review cannot serve on this committee the year they are up for review (in which case a one-year replacement will be elected). Committee members must be at a higher current rank than the candidate being evaluated. Administrative faculty, as defined in the KSU Faculty Handbook, are not eligible to serve on the School P&T committee. Ad hoc committee members from inside or outside the school with or without time allocated to work for SDSA may serve in reviewing promotion and/or tenure portfolios when resources within the School are not available. Ad hoc committee members are proposed by the Director through discussion with other unit heads and approved through election by tenure-track faculty.
- iii. **Meeting times**: Meets several times per year; intensive effort in early to mid-Fall semester.
- iv. **Term**: 3 year staggered

B.   Ad Hoc Committees

    Ad hoc committees shall be appointed by the Director of the School for a specific term. The School Director shall notify the School faculty of the existence of any ad hoc committees.
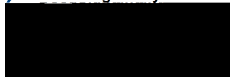
C.   Operation of Committees
    a)

b) Requirements for committee vote shall conform to Article IV, Sections B, C and D.
c) Each standing and ad hoc committee shall keep a record of its meetings and disseminate as

responsibilities to SDSA may propose such changes.

B.   Proposals

Joseph Demaio   December 23, 2020

Sherrill Hayes   December 23, 2020

Hassan Pournaghshband   December 23, 2020

Jeff Chastine   December 23, 2020

Kathy Schwaig   December 23, 2020