

# BYLAWS OF THE COLLEGE OF TECHNOLOGY AND AVIATION

## KANSAS STATE UNIVERSITY AT SALINA

The purpose of these by-laws is to outline procedures specific to the governance of Kansas State University at Salina, College of Technology and Aviation. These bylaws are to be construed in accordance with the Board of Regent (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, the contents of these by-laws will be standard policy for the faculty and unclassified professionals of the College of Technology and Aviation.

### **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 unclassified professionals 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 unclassified professionals in all cases where they are applicable or any rules subsequently adopted by majority vote of the faculty and unclassified professionals 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, or upon written petition of a majority of Faculty Senators, or upon written petition of not less than one-fourth of the faculty and unclassified professionals.

**Section 2. Quorum:** A Quorum shall consist of not less than one-half of the members of the faculty and unclassified professionals.

**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 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 unclassified professionals having a regular 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 unclassified professional 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 unclassified professional, 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 unclassified professionals 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 unclassified professionals, 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 VII - Effective Dates and Updating Procedures**

Amendments to these Bylaws shall take effect immediately upon approval by the faculty and unclassified professionals 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 CAPC 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 and the Policy and Procedures Manual.

## **ARTICLE VIII - Committees**

The Dean, in consultation with members of CAPC, shall appoint committees as deemed necessary. A written mission or charge, membership eligibility, selection, terms, meetings, roster, and reporting structure shall be developed and published upon creation of any committee. Minutes of meetings, results, and reports of the committee shall be maintained in the College Dean's office with copies to the Chair of CAPC and be made available to the Campus Community. Specific committees as required by the University Handbook shall be maintained in accord with the provisions of Article VIII, Part I, Section 1.

## **PART I: COLLEGE GOVERNANCE COMMITTEES**

### **Section 1. All K-State at Salina Committees**

- Charge:** Respond to charges presented by the Dean and address other matters that may fall within the mission of the committee.
- Selection:** Solicited nominations and elections completed by third week of May. In the event that no nominations have been made or that a task force or other temporary committee is being formed, the Dean shall appoint the required members. Unit Administrators shall review all appointments prior to final committee assignments.
- 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 and with the Chair of CAPC.

### **Section 2. College Advising and Planning Council (CAPC)**

- Charge:** Provide a cooperative group forum for communication, discussion, and to make recommendations to Administration and to the faculty and unclassified professionals for the good of the college.
- Serve as a communication conduit between individual units, faculty senate, CCOP, FSCOUP, FSCOT, and committees 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 K-State at Salina, 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. For college level committees, CAPC shall coordinate elections and receive required committee appointees completed by third week of May each year.
- Membership:** Dean elected Faculty Senators, Faculty Senate standing committee representatives, and CCOP faculty representatives. The Faculty Senate Executive Committee representative or their designee will serve as Chair. A Student Government representative can be a non-voting ex officio member. Dean's Administrative Assistant shall take minutes and provide secretarial staff support.

- Terms: Members will serve terms according to their respective elected position.
- Meetings: Monthly during Fall and Spring semesters.
- Reports to: Dean, with regular reporting to Faculty and unclassified professionals
- Continuance: The Chair shall be responsible for coordinating meetings and maintaining historical records and minutes of these meetings which shall be maintained on file in the Dean's office.

## **PART II: OTHER COLLEGE STANDING COMMITTEES**

**All K-State at Salina committees other than those specifically identified in Part 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 K-State at Salina without revision of these by-laws. Committees are expected to follow the provisions of Article VIII, Part I above.**

*END – By-Laws*

## Current K-State at Salina Committees

Established by the Dean upon consultation with CAPC

**Section 1. College Committee on Planning (CCOP) -- Required by provisions of the University Handbook, B95. CAPC 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 or unit administrator shall consult with CCOP on issues such as College planning, college reorganization, strategic planning, program discontinuance, and financial exigency.
- Eligibility: Faculty with rank of instructor or above assigned to a college, department, or other unit, not designated as term, and with at least a five-tenths appointment.
- Membership: One member each from the Arts, Sciences, and Business department, the Aviation department, and the Engineering Technology department. In addition, the FSCOUP Representative (or their designee) will serve as Chair.
- Selection: Eligible Departmental Faculty will elect their department faculty representative by secret ballot. Faculty members with joint appointments will attach to one of their academic departments by mutual agreement of the Unit Administrators. The election process will be completed by the third week of May each year.
- Terms: Members will serve three-year terms beginning July 1<sup>st</sup> for no more than two consecutive terms. To provide continuity, terms will be staggered. Mid-term vacancies will be filled through election by the eligible departmental faculty and will complete the remainder of the original term.
- Meetings: Annually. Additional meetings may be called by the Dean or by the chair of the committee.
- Reports to: Dean, Provost, CAPC, FSCOUP, or other appropriate entity given the situation being addressed.
- Continuance: The Chair shall be responsible for maintaining historical records and minutes of these meetings, notifying departments, and coordinating with CAPC when it is time for membership elections.

**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: One tenured **full professor** from each academic department and the library.
- Selection: Committee members are selected by their departmental 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 in a given department, the department will select a representative from the tenured faculty in that department.
- Meetings: As needed during Fall and Spring semesters.
- Reports to: Dean, Provost
- Continuance: The Dean's office shall be responsible for coordinating meetings and maintaining historical records and minutes of these meetings.

### **Section 3 Academic Standards Committee**

- Mission:** To consider and make recommendations to the Dean relative to all events and activities which affect academic quality and standards within K-State at Salina.
- To serve as the Reinstatement Committee for those persons dismissed from the College of Technology and Aviation for academic reasons.
- To, on the committee's own recognizance, consider, 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.
- Membership:** Committee membership will be composed of two (2) faculty members from each academic department. The Assistant Registrar, a representative from the Academic Achievement Center, and the Associate Dean will also serve on the committee as ex-officio, non-voting members. The committee may appoint additional ex-officio members to serve for counsel and service.
- Selection:** Solicited nominations and elections completed by third week of May. In the event that no nominations have been made, the Dean shall appoint the required members.
- 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 CAPC appointment to complete the remainder of the original term.
- Procedures:** A chairperson-elect will be elected at the first meeting of the fall semester and serve as secretary for the regular meetings of the committee. The chairperson-elect will become the chairperson of the committee the following fall semester. The term of office will be one year in each office. The responsibilities of the chairperson-elect will include but not be limited to:
- a) recording minutes at all meetings,
  - b) disseminating the agenda and supporting materials to the other committee members at least one week prior to the scheduled date of a committee meeting, and
  - c) chairing the meeting in the absence of the chairperson of the committee.
- The chairperson will be a voting member. The responsibilities of the chairperson will include but not be limited to:
- a) scheduling the committee meetings,
  - b) preparing the agenda
  - c) chairing the meeting
  - d) forwarding the committee's decisions concerning reinstatement to the Dean's office.
- Meetings:** The committee shall meet as necessary for the express purpose of reviewing and making note of any changes in academic standards for the College of Technology and Aviation.

Additional meetings may be called by the chairperson at his or her discretion as the need arises. Committee meetings may also be called at the request of two committee members.

In an unusual circumstance committee members may be polled by the chairman with no meeting called.

The committee shall meet for reinstatement purposes prior to the beginning of classes in each fall, spring, and summer session. Petitioners will be notified by the Dean's office of the scheduled dates. Official action will be taken on the petitioner's request for reinstatement no later than two working days prior to enrollment:

At reinstatement meetings the Assistant Registrar shall furnish academic records of all candidates for reinstatement.

Any candidate for reinstatement must submit a petition for reinstatement to the Dean of the College of Technology and Aviation no later than one week before the first day of classes.

In special cases where the committee has not addressed a reinstatement petition, the Associate Dean, in consultation with the Assistant Registrar and the Director of the Academic Achievement Center may make the final reinstatement decision.

Reports to: Associate Dean for Academics, Dean, Provost

Continuance: The Dean's office shall be responsible for coordinating meetings and maintaining historical records and minutes of these meetings.

## **Section 4 Course and Curriculum**

- Mission:** Evaluate changes to academic courses and curricula and provide recommendations to faculty and unclassified professionals.
- Membership:** Committee membership will be composed of two (2) representatives from each department (Aviation, Engineering Technology, and Arts, Sciences, and Business) with the term of office being three years to be staggered within the department.
- A chairperson, in addition to the representatives from each department, will be the Academic Affairs senator of the College of Technology and Aviation serving on the Faculty Senate or their designee. The chairperson will be a non-voting member except in the case of a tie. The responsibilities of the chairperson will include but not be limited to:
- Scheduling the committee meetings.
  - Preparing the agenda.
  - Disseminating the agenda and supporting material to other committee members at least one week prior to the scheduled date of the committee meeting.
  - Chairing the meeting.
  - Referring the committee's recommendations to the College of Technology and Aviation faculty in an expeditious manner.
  - Other duties as defined in the Approval, Routing, and Notification Policy Handbook.
- The Assistant Registrar and Associate Dean for Academics will serve as ex-officio members of this committee.
- Selection:** Solicited nominations and elections completed by third week of May. In the event that no nominations have been made, the Dean shall appoint the required members.
- 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 CAPC appointment to complete the remainder of the original term.
- Meetings:** The committee will meet on a regularly scheduled basis at least once each month during the fall and spring semesters for the following purposes:
- a) Consideration, review, and approval of proposed course or curriculum changes.
  - b) Consideration, review, and approval of new proposed degrees or existing degree changes.
- Special:** Additional meetings may be called by the chairperson at their discretion as the need arises. Committee meetings may be called anytime at the request of any two committee members.
- Reports to:** Associate Dean for Academics, Dean, Provost, Faculty Senate Academic Affairs
- Continuance:** The Dean's office shall be responsible for coordinating meetings and maintaining historical records and minutes of these meetings.

## **Section 5 Faculty Student Affairs**

- Mission:** The faculty student affairs committee shall be charged with the responsibility for review, analysis, and recommendations of any proposal to address issues which impact both professional staff (faculty, unclassified and classified staff) and students. This charge includes the specific responsibility for formulating a list of technology fee expenditure recommendations each semester. The technology fee recommendations should be developed taking into consideration faculty derived equipment needs coupled with student perceptions of technology enhancement needs.
- Membership:** Committee membership will be composed of three (3) faculty members, one (1) unclassified staff, one (1) classified staff member, and four (4) student representatives appointed by SGA. Membership shall be on a rotating basis to ensure maximum continuity.
- The chairperson shall be a faculty member elected by committee members in the spring semester to take office in the following fall semester. The chairperson shall be a voting member. The responsibilities of the chairperson will include, but not be limited to:
1. scheduling committee meetings
  2. preparing the agenda
  3. disseminating the agenda and supporting materials to the other committee members at least once week prior to the scheduled date of committee meeting
  4. chairing the meeting
  5. ensuring the minutes of the meetings are maintained and forwarded to the Dean's office for archive
  6. referring the committee's recommendations to CAPC and the Student Body President
  7. serving as a liaison between the Student Governing Association, K-State at Salina faculty members and administration.
- Selection:** Solicited nominations and elections completed by third week of May. In the event that no nominations have been made, the Dean shall appoint the required members. SGA recommendations may be delayed until August in order to allow consideration and participation of newly arriving students.
- 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 CAPC appointment to complete the remainder of the original term.
- 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 chairperson at the request of any three committee members.
- Reports to:** Dean, CAPC, SGA
- Continuance:** The Dean's office shall be responsible for coordinating meetings and maintaining historical records and minutes of these meetings.

## **Section 6 Awards and Scholarship Committee**

- Mission:** The committee oversees the allocation of funds available to returning students pursuing degrees at K-State at Salina in a fair and equitable manner and oversees the actual selection of scholarship recipients within the constraints specified by each scholarship sponsor.
- Membership:** One faculty representative from each of the following: Arts, Sciences and Business Department, Aviation Department, and Engineering Technology Department. The Financial Aid Director serves as a non-voting ex-officio member. Each of the faculty representatives serve for a three-year term. These terms are staggered so that there is only one new member each year.
- Selection:** Solicited nominations and elections completed by third week of May. In the event that no nominations have been made, the Dean shall appoint the required members.
- 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 CAPC appointment to complete the remainder of the original term.
- Meetings:** The committee will meet at least once during the Fall and Spring semesters. Additional meetings may be called by the chairperson as the need arises.
- Reports to:** College Financial Aid Director, Associate Dean for Student Life
- Continuance:** The Dean's office shall be responsible for coordinating meetings and maintaining historical records and minutes of these meetings.

**Section 7 Council on Parking Operations KSU-Salina Campus – Presidential committee as addressed in the University Handbook, B100-B101, under the direction of the Vice-President of Administration and Finance**

- Mission:** 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 and the chair of CAPC.
- Membership:** Three faculty or unclassified professionals, two classified staff , and four student (at least one off-campus and one residence hall) members
- Selection:** Recommendations for membership are sought by CAPC, the K-State at Salina Classified Senate representative, and the President of K-State at Salina SGA completed by third week of May and are forwarded by the Office of the Dean to the Vice-President of Administration and Finance for consideration for appointment. SGA recommendations may be delayed until August in order to allow consideration and participation of newly arriving students.
- 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 CAPC 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. The Public Safety Manager and Director of Parking Services shall be ex-officio voting members.
- Meetings:** The committee will meet regularly during the Fall and Spring semesters.
- Reports to:** Vice President for Administration and Finance, Dean, Director of Parking Services, Director of Safety and Security
- Continuance:** The Dean's office shall be responsible for coordinating meetings and maintaining historical records and minutes of these meetings.

**Section 8 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 and students.
- Membership: One faculty or unclassified professional recommended by the Associate Dean for Academics, one Classified staff member recommended by the Dean, and one student recommended by the Student Senate Chair. The Chairperson of the Council on Parking Operations K-State at Salina 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 9 Historical Committee**

- Mission: Maintain a record of the history of the College.
- Membership: Three faculty members and one classified staff.
- Selection: Recommendations for membership are sought by CAPC and appointed by the Dean.
- Terms: Appointed members serve indefinite terms.
- Meetings: The committee will meet as needed during the Fall and Spring semesters.
- Process: The Library has the responsibility and budget authority for archival supplies and equipment. K-State at Salina library works closely with the University archivist to maintain accurate historical records.
- Reports to: Director of K-State at Salina Library, Dean, CAPC
- Continuance: The Dean's Office shall be responsible for coordinating meetings and maintaining historical records and minutes of these meetings.