

Faculty Senate Executive Committee Meeting: August 23rd, 2021 (12:30 PM – 1:45 PM)

Faculty Senate Meeting: August 30th, 2021 (12:30 PM – 2 PM)

**Agenda**

# Opening Remarks

 Welcome – Darina Lepadatu (12:30- 12:35)

**Online Faculty Senate Meeting Expectations**

1. Please complete the attendance survey (link in the chat window) if you are a senator or a guest.
2. Voting will be carried out electronically (link will be available in the chat window) and will be tracked. **Please only vote if you are a senator.** A non-senator voting will result in an immediate permanent ban from the faculty senate.
3. Use the “Raise your hand” feature in order to be recognized. iv. As we move forward with our senate meetings, the FSEC has heard from its members and agrees on the need to hold to correct parliamentary procedure. Motions will be preferred over discussion items so that we typically have action items on the floor. We would like to point out that there will be less time in our meetings used to announce our business items, so it will be more important than even to be familiar with all documents pertaining to our meeting. To further promote discussion, the president of the faculty senate will begin by calling for dissenting opinions. If there are no dissenting voices, we will be able to call for a vote directly and increase efficiency in our meetings.
4. Please get familiar with Robert’s Rules of Order: <https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf>

Welcome Interim President Kat Schwaig (12:35-12:40)

Welcome Interim Provost Ivan Pulinkala (12:40-12:45)

Introductions: Assistant Vice President for Faculty LaJuan Simpson-Wilkey

 University Ombuds Dr. Hope Torkornoo

 Interim Chief Diversity Officer Sonia Toson (12:45-12:50)

# New Business

1. Revision of Faculty Senate ByLaws. (12:50-1:05 Randy Stuart)
2. Motion on COVID19 vaccine and mask mandate (1:05-1:20 Heather Pincock)
3. Changes to University Handbook- University Standing Committees: KSU Radiation Safety Committee Chapter (1:20-1:25 Kristine Novak & Rodrick Esaw)
4. Committee on Academic Freedom (Andrew Pieper 1:25 -1:35)
5. Vote on Provost’s Athletics Oversight Council (PAOC): Kennesaw and Marietta reps. (Daniel Niederjohn 1:35-1:40. **Call for nominations for Marietta reps.**

Kennesaw reps nominations (must select one rep):

Patrick Devine, Department of Psychological Science

Austin Brown, School of Data Science and Statistics

1. **Vote on Faculty Senate Liaisons 2021-2022: 1:40-1:45pm**

Staff Senate (last Monday of the month 10-12pm)

SGA Heather Pincock

Part Time Faculty Council Michael Perry

USG Council Darina Lepadatu

Policy Process Council (third Tuesday 11-12:15 pm) Doug Moodie

Chairs and Directors Assembly (first Wed 9-11 am) Daniel Rogers

Deans Council

1. **Q& A with President Schwaig and Provost Pulinkala (1:45- 2pm)**

**Supporting Documents:**

1. **Revision of Faculty Senate ByLaws**

**Kennesaw State University Faculty Senate Bylaws**

**20thMarch, 2015**

 PROPOSED CHANGES AUGUST 2021

Throughout the document changed:

 “department” to “department or school’’

 “chairs”/to “chairs or directors’

**Faculty Senate.** (advisory to the Provost/VPAA and the university President)

Moved highlighted to:

**The KSU Faculty Senate** is advisory to the Provost and Vice President of Academic Affairs and the University President.

**1. Membership of the Faculty Senate**

Section a deleted:

 —i.e., lecturer, senior lecturer, instructor, assistant professor, associate professor, and

 professor or duly certified librarian-

Changed last “stand alone” paragraph to part d. of this section. Changed last sentence in this section:

 **FROM:**

 or the administrator designated by the university President.

**TO:**

 or their designated representative.

**2. Faculty Senate Agenda**

This section was one paragraph now three sections for clarity.

The Faculty Senate convenes during the fall and spring terms.

Section a:

Faculty members who have an item that they would like to be considered in a Faculty Senate meeting should contact their Senator. Their Senator will then submit the item to the Faculty Senate Executive Committee to be considered as a potential item for the Faculty Senate agenda **(ADDED):in accordance with the schedule and timeline provided on the Faculty Senate website.**

Section b:

Any member of the University community who is not represented by a Senator should contact the President of Faculty Senate (**DELETED** :**or other members of the Faculty Senate Executive Committee)** with proposals to be considered for the Faculty Senate’s agenda. **(ADDED): Requests for agenda items must adhere to the schedule provided on the Faculty Senate website.**

Following sentence deleted:

**A majority of senate representatives may also add an item to the Faculty Senate agenda.**

Section c:

The Faculty Senate Executive Committee serves on behalf of the Faculty Senate during the summer term when Senators are not expected to conduct business. The Faculty Senate President will provide monthly updates on any Senate business, which should be minimal due to decreased faculty representation and engagement during the summer term.

1. **Faculty Senate Officers and Membership of the Faculty Senate Executive Committee**

End first paragraph added: following Officers:

Added Parliamentarian to list of FSEC officers

Section I

1. Faculty Senate Past-President-added description/duties
2. Faculty Senate President
3. **DELETED:**

The Faculty Senate President serves a one-year term without regard to the length of time remaining in his or her original term of office as a department representative.

**REPLACED WITH:**

1. The Faculty Senate President shall be a Senator elected by their department or school during the year in which they serve as President.

From the current section ii deleted:

No later than the last meeting of the Senate in the spring semester, the Faculty Senate shall elect a Faculty Senate President by a majority vote in the event the President-elect is unable to serve.

In the event a member of the FSEC is unable to serve, the

Faculty Senate president or FSEC will appoint a Senator to fill the

vacancy.

From the current section v deleted:

The Faculty Senate President also provides a general

summary of Faculty Senate meetings to the faculty at large no later than 20 days following each Faculty Senate meeting.

Replaced with section 3.a.vii

 Revised version section v added:

and creates, curates, and disseminates Faculty Senate meeting materials.

 Revised version added sections vi; vii and viii

1. Faculty Senate Vice President/President-Elect

Deleted from section i:

No later than the last meeting of the Faculty Senate in the spring semester, a Faculty Senate Vice President/President-elect shall be elected from among current Senators.

 From current section ii:

 The Senator elected to become the Faculty Senate Vice

President/President-elect shall complete the three-year term provided for this office without regard to the length of time remaining in the Senator’s original term of office as a department representative.

ToRevised version added section i

The candidate for Vice President/President-Elect must have two years remaining in their term as a Senator and/or be willing to run for election for an additional, consecutive term in order to meet the required Senate membership status of the President of the Faculty Senate.

1. Faculty Senate Secretary

 Deleted first section

Deleted: The Secretary is also responsible for posting the minutes to the

 Faculty Senate website.

 e. At Large Members-section rewritten for clarity and conciseness.

 f. Parliamentarian-section added

**4. Liaisons of the Faculty Senate**

Listings reordered

Section i deleted from all liaison descriptions and replaced with Section II

**5. Faculty Senate** **Rules of Order**

Statement on Parliamentarian moved to FS Officer’s Description Section f.

**6. Voting in the Faculty Senate**

Section rewritten for clarity and conciseness.

**7. Amending the Faculty Senate Bylaws**

Section b rewritten for clarity and conciseness.

**Kennesaw State University Faculty Senate Bylaws**

30th of August, 2021

**The KSU Faculty Senate** is advisory to the Provost and Vice President of Academic Affairs and the University President. The primary functions of the Faculty Senate are to facilitate faculty participation in the review and establishment of university policies for the benefit and welfare of the institution, to inquire into any matters that have implications for the academic development and administrative functioning of the University and to make recommendations concerning such matters, and to be a channel of communications between and among the Faculty and the University President, the Provost and Vice President of Academic Affairs, and other persons and bodies.

1. **Membership of the Faculty Senate**

The composition of the Faculty Senate is determined as follows:

* 1. Senators will serve a three-year term. During each spring semester, or as needed if vacancies arise, each instructional department or school elects one Senator who is a member of the corps of instruction who does not have ex officio faculty status as a result of an appointment to an administrative office, (see KSU Faculty Handbook Section 1.1 and BoR Policy Manual, §3.2.1.3). No faculty member who has accepted an administrative appointment that requires 50% or more administrative duties may serve as a department or school’s Senator.
	2. Eligibility to participate in elections of the department or school’s Senator is restricted to

the full-time tenure-track and non-tenure-track of the department or school, excluding the department chair or school director and other administrative faculty.

* 1. The department or school’s Senator is elected for a three-year, renewable term. Terms of service on the Faculty Senate begin the fall semester after election and end in the spring semester of the term’s third year.
	2. Changes to rules for membership of the Faculty Senate are determined by the Faculty Senate. The membership may be altered by the Senate’s elected membership in consultation with the University President or their designated representative.
1. **Faculty Senate Agenda**

The Faculty Senate convenes during the fall and spring terms. The Faculty Senate Executive Committee determines the agenda of the Faculty Senate. The Faculty Senate President may add items to the agenda, as necessary, as a matter of discretion.

* 1. Faculty members who have an item that they would like to be considered in a Faculty Senate meeting should contact their Senator. Their Senator will then submit the item to the Faculty Senate Executive Committee to be considered as a potential item for the Faculty Senate agenda in accordance with the schedule and timeline provided on the Faculty Senate website.
	2. Any member of the University community who is not represented by a Senator should contact the President of Faculty Senate with proposals to be considered for the Faculty Senate’s agenda. Requests for agenda items must adhere to the schedule provided on the Faculty Senate website.
	3. The Faculty Senate Executive Committee serves on behalf of the Faculty Senate during the summer term when Senators are not expected to conduct business. The Faculty Senate President will provide monthly updates on any Senate business, which should be minimal due to decreased faculty representation and engagement during the summer term.
1. **Faculty Senate Officers and Membership of the Faculty Senate Executive Committee**

The Faculty Senate Executive Committee (FSEC) sets the agenda for the Faculty Senate

meetings and serves as the Faculty Senate itself when Senators are not in service, such as

during summer terms or during campus closures or during an emergency. All Faculty

Senate Officers must be a member of the teaching faculty who does not have ex officio

status as an administrator. The Faculty Senate Executive Committee is comprised of the following Officers:

* Past-President
* President
* Vice President/President-Elect
* Secretary
* One At-Large member representing the Marietta Campus
* One At-Large member representing the Kennesaw Campus
* Parliamentarian
1. Faculty Senate Executive Committee Officer Descriptions
2. Faculty Senate Past-President

	1. The immediate Past-President shall serve a one-year on the Faculty Senate and the Faculty Senate Executive Committee. They may complete their term as Past-President without regard to the length of time remaining in their original term as a Senator. On occasion, the current Faculty Senate President may, at their discretion, solicit non-binding guidance from any Past-President and/or convene the Past-Presidents on matters related to the Faculty Senate.
3. Faculty Senate President
4. The Faculty Senate Vice President/President-Elect becomes the Faculty Senate President beginning immediately upon the election of a new Faculty Senate Vice President/President-Elect.
5. The Faculty Senate President shall be a Senator elected by their department or school during the year in which they serve as President.
6. In the event the Faculty Senate President is unable to serve during the term for this office, the President-Elect will finish the term and complete the next one-year term as Faculty Senate President. In the event both the Faculty Senate President and the President-Elect are unable to serve, then the remaining members of the FSEC will appoint an interim Faculty Senate President from among their rank and immediately call for new elections among current Senators to complete the vacant terms of office.
7. The Faculty Senate President shall be the presiding officer of the Senate. In the President’s absence, the Vice President/President-Elect shall preside.
8. The Faculty Senate President chairs the Faculty Senate Executive Committee and creates, curates, and disseminates Faculty Senate meeting materials.
9. The Faculty Senate President prepares the Senate’s annual report, which is submitted to the University and the University President on or about July 1 of each year.
10. The Faculty Senate President ensures meeting minutes are provided to Senators no later than two weeks following each Faculty Senate meeting and that approved minutes are available via to the Faculty Senate website.
11. The Faculty Senate President has primary responsibility for updating the Faculty Senate website and distribution lists.
12. The Faculty Senate President sets the dates and times of the Faculty Senate and FSEC meetings. The Faculty Senate President may call a special meeting of the Faculty Senate Executive Committee and/or a special Faculty Senate meeting.
13. Faculty Senate Vice President/President-Elect
14. The Faculty Senate Vice President/President-Elect shall serve a three-year term: one year as the Faculty Senate Vice President/President-Elect and then one year as the Faculty Senate President, and one year as Past President. The candidate for Vice President/President-Elect must have two years remaining in their term as a Senator and/or be willing to run for election for an additional, consecutive term in order to meet the required Senate membership status of the President of the Faculty Senate.
15. In the absence of the Faculty Senate President, the Faculty Senate Vice President/President-Elect shall assume the duties of the presiding officer.
16. The Faculty Senate Vice President/President-Elect shall maintain the official membership list of the Faculty Senate and the various standing committees, including ad hoc and permanent committees, assigned to the Faculty Senate.
17. The Faculty Senate Vice President/President-Elect shall ensure the most recent annual reports of standings committees are posted on the Faculty Senate website by July 1st each year.
18. The Faculty Senate Vice President/President-Elect assists the Faculty Senate President in maintaining the Faculty Senate website as needed.
19. The Faculty Senate Vice President/President-Elect chairs the Committee on Committees and assists in filling vacancies on standing committees.
20. Faculty Senate Secretary
21. The Faculty Senate Secretary shall serve a one-year term beginning immediately upon election.
22. The Faculty Senate Secretary takes and distributes the unapproved minutes of Faculty Senate meetings within two weeks of each meeting. Absences should be highlighted and listed prominently in each set of minutes.
23. At-Large Members Representing the Kennesaw Campus (1) and the Marietta Campus (1)
24. The Faculty Senate at large members shall serve a one-year term beginning immediately upon election.
25. The Faculty Senate at-large Members will assume ad hoc responsibilities.
26. Parliamentarian
27. The Faculty Senate Parliamentarian shall serve a one-year term beginning immediately upon election.
28. The Parliamentarian advises on procedure and the use of Roberts Rules, as well as offering procedural rulings, during meetings of the Faculty Senate and the Executive Council.
29. Election of Faculty Senate Officers
	1. No later than the last meeting of the Faculty Senate in the spring semester, Faculty Senate Officers shall be elected from among the current Senators.
	2. In the event an elected Officer of the FSEC is unable to serve at any point during their term, the Faculty Senate President in consultation with the FSEC will appoint a Senator to fill the vacancy for the remainder of the position’s term.
30. **Liaisons of the Faculty Senate**
31. Faculty Senate Liaison Descriptions
32. Faculty Senate Liaison to University System of Georgia Faculty Council
33. The Faculty Senate Liaison to the University System of Georgia Faculty Council shall attend meetings of the University System of Georgia Faculty Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
34. The Faculty Senate Liaison to University System of Georgia Faculty Council shall participate in University System of Georgia Faculty Council meetings as the representative of the University’s vote in that body.
35. The University Faculty’s vote in University System of Georgia Faculty Council shall be cast according to the advice of the Faculty Senate Executive Committee.
36. Faculty Senate Liaison to the Part-Time Faculty Council
37. The Faculty Senate Liaison to Part-Time Faculty Council shall attend meetings of the Part-Time Faculty Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
38. The Faculty Senate Liaison to Part-Time Faculty Council shall participate in the Part-Time Faculty Council meetings as an ex officio member.
39. Faculty Senate Liaison to the Student Government Association
	1. The Faculty Senate Liaison to Student Government Association shall attend meetings of the Student Government Association and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
	2. The Faculty Senate Liaison to Student Government Association shall participate in Student Government Association meetings as an ex officio member.
40. Faculty Senate Liaison to the Chairs and Directors Assembly
	1. The Faculty Senate Liaison to the Chairs and Directors Assembly shall attend meetings of the Chairs & Directors Assembly and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of the Faculty Senate meetings.
	2. The Faculty Senate Liaison to the Chairs and Directors Assembly shall participate in the Chairs and Directors Assembly as an ex officio member.
	3. The Faculty Senate Liaison to the Chairs and Directors Assembly shall provide the chair of the Chairs and Directors Assembly a copy of the Faculty Senate Agenda as soon as it is available to ensure the members of the Chairs and Directors Assembly are informed of the activities of the Faculty Senate.
41. Faculty Senate Liaison to the Deans Council
	1. The Faculty Senate Liaison to the Deans Council shall attend meetings of the Deans Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of the Faculty Senate meetings.
	2. The Faculty Senate Liaison to the Deans Council shall participate in the Deans Council as an ex officio member.
	3. The Faculty Senate Liaison to the Deans Council shall provide the chair of the Deans Council a copy of the Faculty Senate Agenda as soon as it is available to ensure the members of the Deans Council are informed of the activities of the Faculty Senate.
42. Faculty Senate Liaison to the Staff Council
	1. The Faculty Senate Liaison to Staff Council shall attend meetings of the Staff Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
	2. The Faculty Senate Liaison to Staff Council shall participate in Staff Council meetings as an ex officio member.
43. Faculty Senate Liaison to the Policy Process Council
	1. The Faculty Senate Liaison to the Policy Process Council shall attend meetings of the Policy Process Council and communicate regular reports to the Faculty Senate Secretary on the activities of that body for inclusion in the minutes of Faculty Senate meetings.
	2. The Faculty Senate Liaison to the Policy Process Council shall participate in the Policy Process Council meetings as an ex officio member.
44. Election of Faculty Senate Liaisons
	1. During the first meeting of the Faculty Senate in the fall semester, Faculty Senate Liaisons shall be elected from among the current Senators.
	2. In the event an elected Faculty Senate Liaison is unable to serve at any point during their term, the Faculty Senate President in consultation with the FSEC will appoint a Senator to fill the vacancy for the remainder of the position’s term.
45. **Faculty Senate Rules of Order**

Robert’s Rules of Order shall govern the Faculty Senate meetings. The Faculty Senate

may create bylaws that supersede Robert’s Rules of Order in accordance with the Kennesaw State University Handbook. A quorum is defined as 50% of elected Senators must be in attendance. Senators are expected to make every effort to attend meetings to provide adequate

representation for their constituents. Absences will be recorded and highlighted in the

distribution of the minutes.

The Faculty Senate President may allow and preside over informal discussions on the

floor pertinent to the imminent offering of formal motions. Speakers must first be

recognized by the Faculty Senate President. Upon recognition, the speaker should

identify themself by name and the constituency they represent.

1. **Voting in the Faculty Senate**

Only Senators may vote in the Faculty Senate. Senators may appoint a proxy in the event they are unable to attend a meeting. The Senator should notify the Faculty Senate President of the proxy prior to the meeting.

1. **Amending the Faculty Senate Bylaws**
	1. Proposed amendments to the Faculty Senate Bylaws must be submitted in writing to the President of the Faculty Senate and must be included on the agenda of at least two Faculty Senate meetings prior to a vote.
	2. Proposed amendments must be approved by a two-thirds vote of Senators present to gain approval.
2. **Motions on COVID19 vaccine mandate and mask mandate (Heather Pincock)**

**BACKGROUND**

"The USG Regents Advisory Council for Biological Sciences has drafted the following letter with recommendations to the Chancellor and the Board of Regents regarding Covid-19 vaccines and indoor masking on USG campuses. We the undersigned agree and support the recommendations of the Biological Sciences Advisory Council to require vaccinations and masking in indoor public spaces on USG facilities.

Text of the letter from the USG Regents Advisory Council for Biological Sciences:

The slow rate of vaccination in the state of Georgia has exacerbated the risk of covid infections from the Delta and other variants of the SARS-CoV2 virus. Safely returning to face to face instruction on USG campuses requires mitigation of risk for covid disease. The two most effective means for covid risk mitigation are vaccination and use of ASTM2- or ASTM3-rated face masks in indoor settings.

As life scientists, the SARS-CoV2 virus and covid disease fall in our domain of expertise. We have a duty to our students and to our faculty and staff colleagues to maintain their health and safety. We also have a duty to counter misinformation and politicization about topics within our expertise; such misinformation and politicization prevents a safe environment for learning and working.

We call on the BOR to require vaccinations against COVID-19 for all students, faculty, and staff of USG, in accordance with current BOR policy ([https://www.usg.edu/policymanual/section4/C334/](https://www.google.com/url?q=https://www.usg.edu/policymanual/section4/C334/&sa=D&source=editors&ust=1629135018245000&usg=AFQjCNFzRZwpkHzropR4pGnY78-SnMcKQQ) ).

We further call on the BOR to follow CDC guidelines and allow presidents of individual USG campuses in areas of substantial or high community transmission to require ASTM2 or ASTM3 rated face masks in campus indoor settings."

Petition: <https://docs.google.com/forms/d/e/1FAIpQLSeysFjeRfCe4UJVctnbv4SlQCTSB3ymOE_DIkq3LLiSO6Q3rQ/viewform>

**Motion #1:**

*Be it resolved that the KSU Faculty Senate supports the following statement from the The USG Regents Advisory Council for Biological Sciences:*

We call on the BOR to require vaccinations against COVID-19 for all students, faculty, and staff of USG, in accordance with current BOR policy ([https://www.usg.edu/policymanual/section4/C334/](https://www.google.com/url?q=https://www.usg.edu/policymanual/section4/C334/&sa=D&source=editors&ust=1629135018245000&usg=AFQjCNFzRZwpkHzropR4pGnY78-SnMcKQQ) ).

**Motion #2:**

*Be it resolved that the KSU Faculty Senate supports the following statement from the The USG Regents Advisory Council for Biological Sciences:*

We further call on the BOR to follow CDC guidelines and allow presidents of individual USG campuses in areas of substantial or high community transmission to require ASTM2 or ASTM3 rated face masks in campus indoor settings."

1. **KSU Safety Radiation Committee (Kristine Novak & Rodrick Esaw)**
2. **Purpose**

This document is intended to serve as the charter for the KSU Radiation Safety Committee (RSC). It will define the authority and responsibilities, the terms of membership, and the operational processes and procedures of the Committee.

1. **Radiation Safety Committee Charge**

The RSC is charged to provide oversight for all aspects of radiation safety at KSU related to the use of ionizing and non-ionizing radiation sources, equipment or devices in facilities owned or controlled by KSU. The Committee will ensure that all acquisition, possession, storage, use, and disposal of radioactive materials complies with all Federal (U.S. Nuclear Regulatory Commission) and State (Georgia) regulations, and in accordance with the specific conditions prescribed in radioactive materials licenses issued to KSU. The Committee will also ensure that appropriate radiation protection measures are in place to maintain radiation exposures to faculty, staff, students, and the general public **A**s **L**ow **A**s **R**easonably **A**chievable (ALARA).

1. **Responsibilities and Authority**

The RSC will ensure the promulgation of policies, processes and procedures that govern the safe use of radioactive materials at KSU. The Committee has the authority to approve, decline, require changes or withdraw permission for the use of radioactive materials, radiation producing equipment, or other radioactive sources at KSU to ensure compliance with applicable regulations and standards for health and safety. The use of radioactive materials, radiation producing equipment, or radioactive sources must not proceed without the knowledge and approval of the Committee. The Committee reports to the University’s Vice President for Research, and will be responsible for the following:

* Establishing policies and procedures related to radiation safety
* Establishing training criteria and protocols for prospective end-users
* Reviewing, approving, disapproving, or requiring amendments to all proposals for ionizing and nonionizing radiation use
* Establishing conditions of use for permits proposed by the Radiation Safety Officer (RSO)
* Voting to approve, disapprove, or amend proposals
* Ensuring that only qualified, trained individuals are permitted to use radiation sources, or to supervise such use by others
* Conducting an annual audit of the Radiation Safety Program. The audit includes a review of documentation and performance required to comply with license conditions, Federal and State regulations, and RSC recommendations. This audit is reviewed and discussed at a Radiation Safety Committee meeting and is recorded in the minutes
* Ensuring that all corrective actions documented during inspections are completed in a timely manner
* Enforcing compliance with the program, including imposition of sanctions for noncompliance
* Maintaining a roster of ­RSC members and their relevant training and experience
* Recommending changes regarding the Radiation Safety Program, processes and procedures, and/or safety measures associated with the use of radioactive materials
1. **Membership**

Membership of the Committee must include the RSO, faculty who are knowledgeable in the use of ionizing and non-ionizing radiation sources, and senior administrative officers of the University, including a designated management representative of the Office of Research, who is neither a user nor the RSO. Membership may also include Environmental Health and Safety (EHS) professionals or qualified community members from other Universities and/or departments where radiation is used.

The Committee size and composition should be representative of the distribution of radiation users across the University. Representation shall be determined by the Vice President for Research through collaboration with the Director of Environmental Health and Safety, who will suggest the appointment of knowledgeable users from the research and academic community. The membership process consists of formal appointment to the Committee from the VP for Research. Members shall be appointed for a renewable term of two years. Nominations for new membership may be made by existing Committee members to provide representation from major academic and research areas that use radioactive materials. Qualified nominees shall include principal investigators and/or experienced professionals, proficient in the use and handling of ionizing and nonionizing radiation sources, who are knowledgeable in regulatory compliance and University policy related to radiation use.

1. **Committee Chairperson**

The Chairperson has the responsibility for conducting regular Committee meetings and implementing the control functions of the Committee. The Chair works closely with the RSO to ensure that the directives of the Committee are properly implemented. The Committee members elect the Chair from within the Committee membership for a renewable three-year term. The Committee may also choose to elect a Vice Chair, for a renewable three-year term, responsible for fulfilling the duties of the Chair, if the Chair is unavailable.

1. **Attendance, Alternates and Replacements**

Regular attendance of members shall be required at Committee meetings. In the event that a member does not attend 3 consecutive meetings, at the discretion of the Chair, the Committee may vote to open nominations for a replacement member. To plan for temporary absences, each Committee member may, with the approval of the Chair, appoint an alternate member to attend meetings. The designee may represent the absent Committee member in all aspects of Committee participation and shall have the responsibility and authority to act on behalf of that member. A Committee member may nominate a qualified replacement at any time during the appointed term for the remainder of that term. A formal letter from the VP of Research to the Committee shall be required to document member appointment. In the event a member or designee leaves the University, membership is automatically terminated. The Office of Research Compliance shall document changes to membership in writing.

1. **Meetings and Committee Activities**

The Committee should meet at least once per calendar quarter, or more frequently, at the

discretion of the committee Chair. A quorum consists of more than fifty percent of its then current membership, and must include the Chair, the RSO, and the designated management member from the Office of Research. All members present are entitled to vote. Committee decisions are made by the majority vote of a quorum of committee members. Members who have a personal interest on certain issues shall not vote those issues, as to avoid conflict of interest. Between meetings, interim decisions may be made by established subcommittees or by email ballot, but such decisions shall not be considered final until ratified by vote at a called meeting of the Committee. Parliamentary procedures shall be determined by *Robert's Rules of Order*, as appropriate. At these meetings, the Committee will conduct the activities including (but not limited to):

* Establish/review radiation safety policies and procedures
* Make changes to policies and procedures where appropriate
* Review of records and reports from the RSO, inspection/audit results of outside regulators, written procedures, incidents and laboratory inspections performed by the RSO and/or EHS staff
* Review and approve/disapprove radioactive materials use authorization applications as proposed by the RSO.

Note: Authorizations shall be approved only if the applicant has completed the application in its entirety, completed required radiation safety training, and fulfilled all competency requirements as outlined in the University Radioactive Materials License and the Radiation Safety Manual.

* Review isotope inventory, procurement, possession limits, and other actions with radioactive materials and radiation devices covered under the Authorizations
* Review and approve training modules
* Review organization and maintenance of records of the Committee’s policies and procedures
* Review and approve manuals and procedures issued by EHS and emergency response plans, including coordination with off-site entities
* Conduct reviews of laboratory performance and implements an enforcement program to ensure compliance with the requirements of the Radiation Safety Program
1. **Recordkeeping**

Committee meeting minutes and reports submitted to the Committee serve as official documents for the Radiation Safety Program. The minutes of each meeting shall include the date of the meeting, the members present, the members absent, a summary of deliberations and discussions, and recommended action items. Following each meeting, minutes shall be prepared in draft form. Copies will be sent to all members for review and comment. A majority vote shall be taken at the following meeting to approve the minutes. A copy of all meeting minutes, including reports and attachments from subcommittees, shall be kept in the appropriate RSC folder on the iDrive. Copies may also be kept in the appropriate EHS iDrive folder for permanent storage in accordance with University policy, where it shall be maintained until disposal is allowed in accordance with Federal and State regulations.

1. **Subcommittees**

The RSC may establish subcommittees or working groups to perform specific functions. Each subcommittee/workgroup shall submit a written report of its activities and actions to the RSC for each calendar quarter in which it was active. Each subcommittee report submitted to the Committee must also be kept in the appropriate RSC folder on the iDrive, and/or in the appropriate EHS iDrive folder for permanent storage in accordance with University Policy, where it shall be maintained until disposal is allowed in accordance with Federal and State regulations.

**2020-2021 University Handbook 3.1.2 – University Standing Committees**

**Radiation Safety Committee (RSC) - assigned to and reporting to the Vice President for Research**

*Purpose:*This committee is charged to provide oversight for all aspects of radiation safety at KSU related to the use of ionizing and non-ionizing radiation sources, equipment or devices in facilities owned or controlled by KSU.

*Membership:* Committee size and composition should be representative of the distribution of radiation users across the University. Representation shall be determined by the Vice President for Research through collaboration with the Director of Environmental Health and Safety, who will suggest the appointment of knowledgeable users from the research and academic community

1. Radiation Safety Officer, Environmental Health and Safety Department.
2. A designated management representative of the Office of Research, who is neither a user nor the RSO.
3. Qualified community members from departments where radiation is used or from other Universities.

*RSC Chair:*

The Chairperson has the responsibility for conducting regular Committee meetings and implementing the control functions of the Committee. The Chair works closely with the RSO to ensure that the directives of the Committee are properly implemented. The Committee members elect the Chair from within the Committee membership for a renewable three-year term.

*Term:* 2 years, renewable

1. **Academic Freedom Committee (Andrew Pieper)**

Committee on Academic Freedom (CAF) by-laws

Section 1 The CAF is advisory to the Provost and the Faculty Senate. The Provost holds decision making authority on matters of academic freedom at the University.

Section 2 Purpose: To investigate and report alleged violations of Academic Freedom on campus; to propose remedies to Academic Freedom violations or patterns.

Section 3 Duties & Responsibilities:

1. To meet annually (at a minimum) to review the status of violations or patterns of issues pertaining to academic freedom at Kennesaw State University and produce a report summarizing annual data. This report will be forwarded to the Provost and the Faculty Senate upon a majority vote of the committee. Minority positions will be included in the report as requested.
2. To meet as necessary in response to grievances filed by faculty pertaining to alleged violations of academic freedom (pursuant to the process outlined in the faculty Handbook 4.4.4 III) Recommendations will be forwarded to the Provost upon a majority vote of the committee. Minority positions will be included in the report as requested.
3. To produce an annual report to the Provost and the Faculty Senate summarizing patterns pertaining to alleged violations of academic freedom at Kennesaw State University
4. To make recommendations for the remediation of faculty grievances to the Provost
5. To appraise the Provost and the Faculty Senate of emerging patterns of alleged violations of academic freedom at Kennesaw State University.
6. To provide consultation to faculty considering filing grievances pertaining to academic freedom or to faculty with questions or concerns related to issues of academic freedom.

Section 2 Membership

1. Members of the CAF shall be intimately familiar with the principles of Academic Freedom outlined in Faculty Handbook, Section 2.1 and promulgated by the American Association of University Professors (AAUP) and ideally, trained in the application of those principles.
2. The FSEC shall solicit nominations from Senators and non-Senators, and the Faculty Senate shall elect CAF members from among the nominees.
3. The CAF shall consist of six members, including five tenured faculty members plus one University Ombud serving as a non-voting ex-officio member of the CAF.
4. The members of the CAF shall elect a chair and secretary from amongst themselves.
	1. The chair will be responsible for assembling an agenda, facilitating meetings and voting. They will be the first point of contact for concerns or grievances but may delegate further investigation to committee members.
	2. The secretary shall take notes as well as compile and distribute minutes.
5. Senators shall strive for disciplinary diversity on the CAF, and there shall be no more than two voting CAF members from any single college in the University.
6. Members will serve staggered five-year terms
7. The chair and secretary will be elected by the CAF members at the beginning of each academic year and will serve one-year terms.
8. Changes to the Academic Freedom Complaint form must be approved by a majority vote of the CAF.
9. Changes to these bylaws must be approved by a majority vote of the CAF.
10. Vote on Provost’s Athletic Oversight Council (Daniel Niederjohn)

"Faculty Representatives, each elected by the KSU Faculty Senate following a call for nominations from the at-large teaching faculty. Faculty terms are staggered three-year renewable terms. If a faculty member leaves midterm, a new member will be elected by the KSU Faculty Senate for the remainder of the term.

No more than one elected faculty representative selected per college.

At least one faculty representative from each campus."

Currently we have three members, one each from Wellstar, Coles, and Bagwell. So we need to represent two other colleges, one specifically at the Marietta Campus.