

Department of Kinesiology, Recreation, and Sport Studies

Mission Statement

We prepare scholars, practitioners, and leaders in exercise, sport, and recreation, conduct cutting-edge research, and maintain a commitment to inclusive excellence, social justice, and global initiatives.

Department Bylaws (Approved by the Faculty August 2010)

Preamble

To provide the basis whereby the faculty may achieve its goals, the Department of Kinesiology, Recreation, and Sport Studies at The University of Tennessee, Knoxville agrees to govern itself according to these Bylaws.

These Bylaws are intended for the internal operation of the Department, and shall not supersede any existing University of Tennessee regulations, University of Tennessee Faculty Senate Bylaws, the current University of Tennessee Faculty Handbook, or the UTK Manual for Faculty Evaluation. These documents can be accessed through the UTK website.

Article I Name: Department of Kinesiology, Recreation, and Sports Studies

- 1.1 The Department of Kinesiology, Recreation, and Sport Studies (hereafter referred to as "Department") was formed as of August, 2010.

Article II: Powers and Duties of the of Department of Kinesiology, Recreation, and Sports Studies

- 2.1 The Department shall have those powers and duties which have been, and which may be, delegated to it by the Trustees of the University, the President of the University, the Provost, the Chancellor, the Dean of the College of Education, Health, and Human Sciences, and the faculty of the Department.
- 2.2 The Department is authorized, subject to the approval of the Dean, to formulate policies and regulations regarding the general educational objectives of the Department, including those policies and regulations related to the overall general requirements for admission, completion of program requirements, and graduation for the degree programs of the College and The University of Tennessee.
- 2.3 The Department is authorized in consultation with academic officials to consider, advise, and recommend to the Department Head, Dean, or if appropriate through the Dean to the Chancellor, policies and procedures in other matters which concern the general welfare of the faculty of the Department, such as, but not exclusively limited to: criteria for faculty appointment, dismissal, promotion, tenure, budget and other University matters relevant to meeting the mission and goals of the Department, the College, and the University.

- 2.4 The Department through its administrative structure communicates priorities for College and University budgets, development/fund-raising plans, and changes in physical facilities that will enhance and maintain academic programs as well as resource allocations within the Department, the College, and the University. The Department may consider, advise, and make recommendations regarding student rights and responsibilities.
- 2.5 Actions by the Department Head will be communicated to Department faculty by written/oral reports, through faculty who serve in elected and appointed capacities on Department committees, advisory boards, and ad hoc entities that serve a specific purpose and are appointed for a stated time.

Article III: Department Organization

3.1 Department Administration

3.1.1 The Head of the Department is the chief administrative officer responsible to the Dean or, if appropriate, through the Dean to the Chancellor of the University for the well-being of the Department. The Head has responsibility for providing visionary leadership and management of budget allocations, physical facilities, and personnel within the Department.

3.1.1.1 The Head provides reports and other communications to the College administration about Department priorities and resource allocations, including personnel, physical facilities, and monies, that enhance and maintain the academic programs and the infrastructure needed by the Department.

3.1.1.2 The Head should seek recommendations from Department faculty or their representatives (e.g., Program Coordinators) on matters involving major decisions of budgetary, personnel or physical facility allocations with the understanding that the Head is authorized to make the final decisions.

3.1.1.3 The Head implements procedures for resolving faculty grievances as outlined in the *University Faculty Handbook* and student grievances as outlined in *Hilltopics* and *The University of Tennessee Graduate and Undergraduate Catalogs*.

3.1.2 The Head is a member of the faculty who has been assigned by the Dean the special duty of administering the Department. The selection, annual evaluation and reappointment of the Department Head shall be in accordance with Faculty Handbook sections 1.4.4-1.4.6. The Head is appointed for a 5-year term by the Dean in consultation with the faculty of the department which he/she will administer.

3.1.2.1 The Head's responsibilities include care of the departmental academic programs in relation to the comprehensive academic program of the University, through

- recruitment and development of the faculty;

- recruitment and selection of graduate teaching associates, graduate assistants, and research assistants;
- planning, reviewing, and implementing the curriculum;
- encouraging and supporting faculty teaching, research, and service;
- adjustment of teaching and research loads of individual faculty members;
- counseling and advising students;
- representation of the Department to:
 - the public,
 - other faculty members,
 - members of the administration,
 - Colleagues at other universities and institutions, and to the political constituency supporting the University.

3.1.2.2 The Head maintains the infrastructure necessary for support of the academic programs through:

- employment and supervision of clerical and support personnel;
- management of physical facilities;
- planning for space and equipment needs;
- preparation and defense of the budget; and
- authorization of all expenditures from the budget.

3.1.2.3 The Head also has other responsibilities including:

- to work in tandem with each Program Coordinator in the Department to see that courses are taught in a timely sequence and that adequate staffing of these courses takes place;
- to work closely with the Dean and Associate Deans on day-to-day operations of the Department as well as long-range planning for the Department's future;
- to serve in an advisory capacity as a member of the Executive Committee for the College;
- to work closely with various committees in the College as well as with directors/coordinators of various programs;
- to help maintain a critical number of students in each Program that resides within the department.

3.1.2.4 The Head shall be governed by the rights and responsibilities as outlined in these Department Bylaws, the University Faculty Handbook, and the Manual for Faculty Evaluation, Hilltopics, and The University of Tennessee Graduate and Undergraduate Catalogs. The faculty shall provide input regarding the evaluation of the Department Head through completion of a survey provided by the Dean's Office.

3.2 The Department is composed of two degree programs: a) Kinesiology; and b) Recreation and Sport Management. The Department also houses the Physical Education Activity Program.

- 3.2.1 The Head will request that each program select a Program Coordinator as the “keeper and champion” of the curriculum of the programs served.
- 3.2.2 The Program Coordinator, for his/her respective program will ensure that faculty meets as often as necessary to develop, review, and evaluate curricula.
- 3.2.3 The Program Coordinator will be responsible to ensure that the rest of the Department, including the Department Head, is involved in curricular changes and program proposals.
- 3.2.4 The Program Coordinator will make sure that curricular changes follow appropriate Department, College and University guidelines. Curricular changes will be made in collaboration with the Department Head. When necessary, the Program Coordinator will also work with appropriate University committees to develop joint programs and make curricular changes.
- 3.2.5 The Program Coordinator will recommend appropriate faculty to teach each course in his/her program(s) and appropriate times for teaching classes, in collaboration with the Department Head.
- 3.2.6 Program membership shall be based on the primary assignment of faculty members. The Physical Education Activity Program (PEAP) program will be composed of the Program Director and faculty selected by the PEAP Program Director.
- 3.3 The responsibilities of programs include making curricular decisions for evaluation and revision as needed; making decisions based on committee action concerning sequence, location, scheduling, and capacities for courses; and long range program planning, including personnel, facilities, and equipment.
- 3.4 Director of Graduate Studies: The Department will designate a tenured or tenure-track faculty member who is the Director of Graduate Studies (DGS). The DGS, with the assistance of the other graduate faculty, is responsible for the administration of the graduate programs in the department and also serves as the contact person with the Graduate School. Additional responsibilities for this individual are determined by the Graduate School.
- 3.5 Advisory Groups: The Head retains the final decision-making power on all major decisions and seeks the advice of faculty or other groups such as standing committees, advising boards, and ad hoc entities that may be formed for specialized expertise/experience to address a current need within the Department. The advisory groups have no administrative or management functions.
 - 3.5.1 Student Advisory Board: Each degree program will select at least 3 students from their majors (at least one undergraduate student and one graduate student) to serve as an advisory group to the Department Head. The Student Advisory Board shall meet with the

Department Head at least once each semester. Additional meetings may be called by the student group or by the Department Head.

Article IV: Membership and Operating Procedures in the Department

4.1 Faculty Classifications within the Department

4.1.1 Tenure and tenure track faculty appointments are made at three ranks in the Department: Professor, Associate Professor, or Assistant Professor. Faculty members are hired for their abilities to teach, engage in scholarship, and perform service functions.

4.1.2 Non-tenure track faculty shall consist of full-time and part-time, non-tenure track faculty, with titles and responsibilities as defined in the *Faculty Handbook*. Non-tenure track faculty are governed by the terms of their appointment letters and the *Faculty Handbook*.

4.1.3 Emeritus faculty are also considered to be members of the Department faculty.

4.2 Staff are those individuals who perform important roles that support the work of the Department as referred to in the Faculty Handbook and defined in Personnel Policy No. HR0105, Employment Status.

4.2.1 Staff Classifications within the Department:

- i. Professional - exempt staff not primarily engaged in academic instruction, research, or service but who hold a position that requires recognized professional achievement acquired either by formal training or equivalent experience; and who meet the FLSA salary test. Exempt from this requirement are faculty members and practitioners of law or medicine.
- ii. Executive/Administrative - exempt staff not primarily engaged in academic instruction, research, or service but who hold a position of executive, administrative, or managerial responsibility, and who meet the FLSA salary test.
- iii. Hourly Input - non-exempt staff who are neither primarily engaged in academic instruction, research, or service, nor charged with administrative or managerial responsibility, and are paid on the biweekly payroll.
- iv. Hourly No Input - non-exempt staff who are neither primarily engaged in academic instruction, research, or service, nor charged with administrative or managerial responsibility, and are paid on the monthly payroll.

- 4.3 The voting faculty for purposes of ratification and changes in the Bylaws, curricular and other Department functions shall consist of all those faculty members who have been appointed to tenure or tenure-track positions. The right to vote includes persons on joint appointments within the University who hold a minimum 50% appointment in the Department. All such persons shall enjoy full voting membership in the Department.
 - 4.3.1 Faculty members appointed to non-tenure track positions in the Department and professional exempt staff personnel shall be regarded as non-voting members of the Department faculty, unless they have at least a 50 percent appointment in the department and have a vested interest in the business of the department. These non tenure track faculty and exempt staff shall retain such voting rights as long as they have a 50 percent appointment within the department.
 - 4.3.2 A current list of eligible voting faculty shall be maintained by the Department Head.
 - 4.3.3 Faculty members who are on full or part-time leaves of absence (or reduced-time) shall enjoy the voting status that would be available to them were they not on leave.
 - 4.3.4 Proxy votes will be accepted but must be presented in a memorandum to the Department Head in advance of the meeting.
 - 4.3.5 Emeritus faculty members do not have voting privileges.
- 4.4 Department meetings shall be held at least once per semester during the academic year. Additional meetings may be called by the Department Head or at the written request of twenty-five percent of the faculty. Two-thirds of the voting members of the faculty shall constitute a quorum.
 - 4.4.1 Decisions will be arrived at by consensus except in cases where a consensus cannot be reached. Votes for tenure and promotion, and reorganization require a paper ballot. When a vote is taken a simple majority of those present shall decide an issue, except where otherwise specified.
 - 4.4.2 The Department Head shall serve as chairperson of Department meetings, except as delegated by him/her at least two weeks in advance. Minutes of the meetings shall be distributed to the faculty within five working days of the meeting, and a copy of the minutes shall be kept on file in the Department office.
 - 4.4.3 The initial agenda for regular Department meetings shall be prepared by the Department Head and distributed two working days in advance in written form to the faculty. Additional items may be suggested by individual faculty.

Article V: Committee Structure of the Department

- 5.1 The Department shall use committees to perform various tasks. Ad hoc committees shall be formed as needed.
- 5.2 Faculty in the respective programs will determine when meetings are needed. Meetings of Program Committees may be requested by the Department Head.
- 5.3 The Department Review Committee (DRC) reviews all exempt human subjects research (i.e.- exempt from Institutional Review Board review) performed in the department.
 - 5.3.1 The faculty will select at least two members of the faculty to serve on the DRC for a three-year term. One of these members will be designated as the DRC chair.
 - 5.3.2 All Exempt Research performed in the Department will be reviewed according to the following guidelines.
 - 5.3.2.1 The principal investigator (PI) prepares the Form A as specified by the Office of Research. This document is available online.
 - 5.3.2.2 The PI gives the DRC Chair the completed Form A and all other information needed for approval.
 - 5.3.2.3 The DRC Chair and at least one other member of the DRC review the proposal and the Chair either approves and signs, or sends the form back to the PI for additional correction (NOTE: Because compliance is the responsibility of the DRC, no approval can be given until protocols are in complete compliance with federal and institutional mandates.)
 - 5.3.2.4 Once the approval is signed by the DRC Chair, the proposal goes to the Department Head for approval.
 - 5.3.2.5 The signed proposal returns to the DRC Chair. Copies of the approved proposal are sent to the PI and the compliance officer in the UTK Office of Research.
 - 5.3.3 Follow-up on Exempt Research will be coordinated by the DRC Chair.
 - 5.3.3.1 All approved proposals are kept on file by the DRC Chair.
 - 5.3.3.2 Any change in the project must be approved by the DRC. The PI must file a Form D with the DRC Chair when any change takes place in a protocol.
 - 5.3.3.3 Each year the DRC Chair will request the PI file an update of the protocol (Form R). At this time, the protocol will either be approved for continuation for another year, or if the research project is completed, the protocol will be terminated.

- 5.3.4 All non-exempt research performed in the Department will be reviewed according to the following guidelines:
- 5.3.4.1 The Principal Investigator (PI) prepares the Form B as specified by the Office of Research. This document is available online.
 - 5.3.4.2 The PI gives the Departmental Review Committee (DRC) Chair the completed Form B, the Informed Consent Form, and all other information and/or documents needed for approval.
 - 5.3.4.3 The DRC Chair and at least one other member of the DRC will review the proposal and the Chair either approves and signs, or sends the form back to the PI for additional correction. (NOTE: Because compliance is the responsibility of the Institutional Review Board, no approval can be given until protocols are in complete compliance with Federal and institutional mandates.)
 - 5.3.4.4 The DRC Chair will determine if the proposal is acceptable for expedited review or will require full board review. Once the Form B is signed by the DRC Chair, the proposal goes to the Department Head for Approval.
 - 5.3.4.5 The original proposal is returned from the Department Head to the PI. The PI is responsible for delivering the original signed Form B, the Informed Consent Form, and all other needed documents to the University Institutional Review Board (IRB) office.
 - 5.3.4.6 The University IRB then corresponds with the PI concerning approval of the protocol. **No research may be conducted until final approval has been granted.**
 - 5.3.4.7 The University of Tennessee IRM requires the submission of a Form D if any change in protocol is requested.
 - 5.3.4.8 An incidents that result in harm to a research participant (e.g., physical injury, breach in confidentiality) must be reported by the PI to the IRB office immediately. All testing must cease until approval is granted to continue with the research.
 - 5.3.4.9 Annual reports and a final project termination report must be filed with the University IRB office.
- 5.4 The Awards Committee is designed to carry out procedures (as stipulated in the original award design) to award and publicize annual selections for: (a) faculty awards, (b) graduate student awards, and (c) undergraduate student awards.
- 5.4.1 The awards committee shall consist of four members appointed by the Department Head. The members will serve staggered two-year terms. The committee members will select a chairperson each year.

- 5.4.2 Faculty awards include: Brady Award for Outstanding Teaching (monetary); and the Phillips Professional Service Award (monetary).
 - 5.4.3 Graduate student awards include: A.W. Hobt Award for Outstanding Teaching in Physical Education (monetary and available only to GTAs teaching in the Physical Education Activity Program); Boroviak Award GTAs; Capen outstanding Doctoral Student Award (plaque or certificate); College of Education, Health and Human Sciences Awards; and professional organizations Outstanding Students – Master’s and Doctoral level (local, state, or national).
 - 5.4.4 Undergraduate Student Awards include: Sam A. Venable Humanitarian and Service Award (plaque or certificate); Ben A. Plotnicki Inspiration Award (plaque or certificate); and Outstanding Student Awards (local, state, national).
 - 5.4.5 There are several other program specific awards that are administered and awarded by the respective program areas.
- 5.5 Retention, Promotion and Tenure Committee
- 5.5.1 Members of the faculty who are tenured at the Associate or Full Professor rank are eligible to serve as the Retention, Promotion and Tenure Committee. This committee is responsible for the annual review of all materials, portfolios, observations and any issues relative to Retention, Promotion and Tenure of all faculty who have been appointed to tenure seeking positions. All rules and procedures that are stated in the *Faculty Handbook* and outlined by the *Manual for Faculty Evaluations* are to be followed by the Department.
 - 5.5.2 All members of the Retention, Promotion and Tenure Committee vote for retention and tenure. Only those faculty who hold the rank equivalent to or above the rank being considered shall vote for promotion.
 - 5.5.5 The Head will be available for the Retention, Promotion and Tenure Committee meetings to provide clarification and interpretation of matters pertaining to promotion and tenure, but will not participate in the deliberations for a candidate's retention, promotion and tenure review.
 - 5.5.6 All votes for tenure and promotion will be by secret ballot. If the vote is not unanimous, a minority report may be submitted along with the majority report sent to the Head as outlined in the *University Faculty Handbook*.
 - 5.5.6.1 A simple majority vote shall be the minimum number of votes necessary to constitute a positive recommendation for retention or tenure. All ballots shall be retained by the Department Head until the next retention vote or until such time that faculty member is tenured, promoted, or is no longer employed in the Department.

- 5.6 Bylaws Committee
A Bylaws Committee shall be composed of at least two representatives from each degree program. The purpose of the Bylaws Committee shall be to review the Bylaws on an annual basis; check for compliance with College and University policies; make recommendations to the faculty for needed revisions; or to report to the faculty no later than the last faculty meeting before spring break that the Bylaws do not require revision. The Bylaws Committee shall hold at least one meeting each fall semester to review the Bylaws.
- 5.7 Faculty Search Committees
Faculty search committees are appointed by the department head in accordance with all applicable University, College, and Department regulations and in consultation with the Faculty.

Article VI: Faculty Responsibilities

- 6.1 Faculty duties and workloads are outlined in the Faculty Handbook and individual appointment letters.
- 6.2 Tenured and tenure-track faculty follow the guidelines contained in the *Faculty Handbook* and the *Manual for Faculty Evaluation* for faculty development, review, and evaluation. Non-tenure track faculty follow the guidelines stated in their appointment letters and the *Faculty Handbook*.
- 6.3 Faculty members who are above the rank of those persons eligible for promotion participate in a yearly Department review process of a candidate's credentials and make promotion recommendations to the Department Head as stipulated in section 5.5.
- 6.4 All tenured faculty participate in a review process of a candidate's credentials for tenure and make tenure recommendations to the Department Head.
- 6.5 Tenured faculty have major responsibilities in guiding tenure-leading faculty in their roles at the Department, the College, and the University. This responsibility may include participating in a formal mentoring program.
- 6.6 Curricular matters and development of academic programs are a shared responsibility of the faculty and the Department Head.
- 6.7 The Faculty has the responsibility for making recommendations to the Department Head about priorities for budgetary, personnel, and physical facility allocations that enhance and support academic programs.
- 6.8 Faculty serve on committees, advisory boards, and ad hoc entities that draw upon their disciplinary expertise and/or experience needed to achieve the goals of the Department, the College, and the University.

Article VII: Processes for the Review of Faculty Performance

- 7.1 Consistent with University guidelines, the Department Head will meet with each faculty member at least once each year to make plans, set goals and objectives, and review performance. In such conferences, performance will be compared with the specific goals that the faculty member and the Head have previously set. The nature of this discussion is unique for each individual, reflecting the personal interests and expertise of the faculty member. The two primary functions of an academic department within a major university are the dissemination of knowledge and the discovery of new knowledge. Thus, teaching (to include advising) and scholarly/creative work (research, writing, presenting, and editorial work) are deemed most significant in the evaluation of meritorious activity. Although it does not carry comparable weight, professional service is important and is expected. Examples of professional service activities to be encouraged are holding office or serving on active committees within academic organizations; serving on department, college, and/or university committees; and engaging in community service that is directly related to one's academic expertise. It is a normal expectation that each faculty member will be a conscientious teacher (preparing adequately for class, returning student work promptly; advising students appropriately; keeping abreast of the current knowledge in one's academic area) and will engage in scholarly and professional activities. It is when faculty achievement rises above the expected norm that work is considered meritorious. The Department Head's evaluation of the faculty member should be in written form and presented to the faculty member in a timely fashion. After the faculty member has had an opportunity to read and sign the written evaluation, copies of the evaluation will be forwarded to the Dean of the College of Education, Health, and Human Sciences along with merit recommendations for members of the Department who have earned a meritorious rating. If the faculty member should disagree with the content of the written evaluation, he or she will be provided an opportunity to amend the evaluation with objections and dissenting opinions. The mechanism for such amendments will be agreed upon with the Department Head.
- 7.1.1 Retention Review of Probationary Faculty Members. New tenure-track faculty members are generally hired with a full probationary period of seven years, and are considered for tenure no later than the sixth year of employment at UTK. The latter time period can be shortened with agreement of the Department Head and the faculty member. Probationary faculty members are evaluated for retention during fall semester each year. Probationary faculty member will submit a dossier documenting their accomplishments and progress in the areas of Research, Teaching, and Service. The contents of the dossier are described in the *Manual for Faculty Evaluation*. For newly hired faculty members, the scope of the report will begin at the date of hire. The Department Head will seek input from tenured faculty regarding retention or non-retention (See Article 5.5). The standard "Annual Recommendation on Retention" form will be completed and forwarded to the Dean and the Provost/Chief Academic Officer. An enhanced retention review will be held for tenure-track faculty members as outlined in the *Manual for Faculty Evaluation*.

- 7.1.2 Annual Review of All Faculty Members. All faculty members will submit an annual review during the fall semester of each year. Each faculty member will be asked to provide overviews of their performance in Research, Teaching, and Service during the past 3 years. These overviews will be accompanied by examples of the faculty member's work in each area. A current curriculum vita should also be included.
- 7.1.3 Promotion and Tenure Review. During the sixth year of employment at UTK, tenure-track faculty will be considered for promotion to the rank of Associate Professor and for tenure. Although these two review processes occur concurrently, the decisions regarding promotion and tenure may result in different outcomes. Faculty members under consideration for promotion and tenure will submit a report documenting their accomplishments during the entire time they have been a tenure-track employee at UTK. This report must be accompanied by supporting evidence of the faculty member's scholarly productivity, teaching competence, and participation in service activities. The Faculty is urged to review materials related to the promotion and tenure processes presented in the *Faculty Handbook* and the *Manual for Faculty Evaluation*.
- 7.1.4 Triggered Cumulative Review of Tenured Faculty Members. Cumulative performance reviews for tenured faculty are triggered by evaluations from annual reviews. Faculty members whose performance is found to be unsatisfactory in two out of five consecutive years or whose evaluations are any combination of "needs improvement" or "unsatisfactory" in any three of five consecutive years undergo cumulative performance review. Guidelines for this review can be found in the *Manual for Faculty Evaluation*.

Article VIII: Compensated Outside Activities.

- 8.1 The nature and scope of compensated outside activities appropriate to the academic discipline in the context of the faculty member's performance shall be governed by the provisions of Chapter 7 of the Faculty Handbook.

Article IX: Approval, endorsement and amendments of Bylaws

- 9.1 Initial approval of these Bylaws shall be a responsibility of the faculty, with final approval determined by a majority vote in a secret ballot. Eligible voters are defined in Article 4.3-4.3.1.
- 9.2 Final authority for interpretation of these Bylaws shall be the responsibility of a majority of the voting faculty members as determined by section 4.3-4.3.1 of these Bylaws.
- 9.3 All members of the Department must abide by these Bylaws and it is the responsibility of the Head and the Program Coordinators to enforce the provisions of the Bylaws.
- 9.4 It is the responsibility of the faculty to keep the Bylaws up-to-date.
- 9.5 Amendments to the Bylaws.

- 9.5.1 Proposed bylaw amendments may be forwarded by any faculty to the Head. The proposal will be placed on the agenda of the following faculty meeting.
- 9.5.2 Proposed change in the Bylaws will be distributed electronically or in writing to faculty eligible to vote two weeks before a Department faculty meeting is held to consider the proposed Bylaws change.
- 9.5.3 In the Department meeting the faculty will be presented with the amendment and will have an opportunity to provide input.
- 9.5.4 An affirmative vote by two-thirds of the voting faculty shall be required to adopt the proposed amendment. Faculty members eligible to vote are defined in Article 4.3-4.3.1.