

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 Sport 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 Sport 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.

3.1.2.5 The Associate Department Head is a member of the tenured faculty who is appointed by Dean of the College of Education, Health and Human Sciences, in consultation with the Department Head. The Associate Department Head assumes the responsibilities of the

Department Head when the Department Head is absent. The Associate Department Head also has other duties, operating within an agreed upon framework established by the Department Head.

- 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 no later than prior to the next faculty 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 human subjects research 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 research performed in the Department will be reviewed according to the following guidelines.
 - 5.3.2.1 The principal investigator (PI) prepares and submits an application through the online iMedRIS submission system as specified by the UTK Office of Research.
 - 5.3.2.2 The DRC Chair will then receive a notification through iMedRIS that application is pending his/her review and approval. In cases when the DRC Chair is unable to review, one of the other DRC members will provide proxy approval.
 - 5.3.2.3 The DRC Chair reviews the proposal and the Chair either approves and signs, or sends the form back to the PI for additional corrections (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 proposal is approved by the DRC Chair, the proposal goes to the Department Head for approval.
 - 5.3.2.5 Once the proposal is approved by the Department Head or proxy, it is automatically moved by the system to a compliance officer in the UTK Office of Research for a final review and approval.
 - 5.3.2.6 Once the proposal is approved by the UTK Office of Research, the PI will electronically receive a letter of approval.
 - 5.3.3 Follow-up on research will follow UTK IRB procedures.

- 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 a minimum 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 Evaluation* are to be followed by the Department.
- 5.5.1.1 When reviewing a Non-Tenure Track (NTT) faculty member for promotion, NTT faculty that hold the rank equivalent to or higher than the rank of the NTT faculty being considered will join the Retention, Promotion, and Tenure Committee for that particular review. All rules and procedures that are stated in the *Faculty Handbook* and outlined by the *Manual for Faculty Evaluation* 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 higher than the rank being considered shall vote for promotion.
- 5.5.3 The tenured faculty members of the department authorize the Retention, Promotion, and Tenure Committee members to elect a chairperson who will also serve as the department representative on the CEHHS Promotion and Tenure Committee. The incoming chairperson will be elected at the final department meeting of the spring semester in the final year of the current

chairperson's term and will serve a 3-year term. The elected chairperson must be at the rank of Full Professor. The chairperson is eligible to serve consecutive terms.

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 The Bylaws Committee shall be composed of at least two representatives from each degree program. Members will serve a 3-year term, after which they can rotate off or serve another 3-year term. There is no limit to the number of terms a committee member can serve. The committee members will select a chairperson who is expected to serve in that capacity for 3 years. The committee will select a chairperson at the conclusion of the 3-year term. 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 The purpose of the Diversity and Inclusion committee is to enhance diversity and inclusion to benefit students, faculty, staff, and others we serve. It is charged with implementing components of the department's strategic plan as related to diversity and inclusion. Responsibilities include periodic review and recommendations concerning goals, metrics, and initiatives of the strategic plan, gathering benchmark data, preparing an annual progress report and discussion at departmental faculty meetings, soliciting wider participation from departmental citizens, and advising the Department Head on matters pertaining to diversity and inclusion.

The committee shall be composed of at least seven members: two faculty members from each program area, one staff member, and one undergraduate and graduate student, who shall represent both program areas. Members shall be appointed by the Department Head. Faculty and staff members will serve staggered three-year terms. Student members will serve up to three years. Faculty and staff will rotate leadership using a chair, chair-elect, and past-chair format. The committee members will select a chairperson each year. The chair-elect will be charged with reviewing department documents regarding diversity and inclusion. The past-chair will be responsible for implementation of the initiatives developed the previous year. The committee shall hold at least one meeting per semester. A member of the committee shall represent the department at the College- or University-level regarding diversity and inclusion issues, as needed.

5.8 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. For all faculty searches the Department Head will circulate the job announcement to the faculty for review prior to posting the job announcement.

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.
- 6.9 Courses at the 600-level are taught by faculty who have been approved by the Department Head in consultation with the Associate Department Head, the program coordinator, and the faculty in the program area.
- 6.10 Tenured faculty in KRSS may direct doctoral dissertations. Tenure-track faculty in KRSS may direct doctoral dissertations following approval by the Department Head in consultation with the Associate Department Head and faculty mentor. (Note: This department policy is more restrictive than the UTK policy spelled out in the Graduate Catalog. For directive status of other categories of faculty, see the Graduate Catalog.) It is generally expected that faculty serve on and make valuable contributions to graduate committees prior to approval. This is a one-time process and the faculty member seeking approval shall initiate the process.

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*.
- 7.1.5 Annual Review of Non-Tenure Track (NTT) Faculty Members. All NTT faculty will submit an annual review that covers a three-year period 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 three years.
- 7.1.6 NTT Faculty Promotion Review. The faculty is urged to review materials related to the promotion of Lecturer in the *Manual for Faculty Evaluation*. For teaching, the dossier should be prepared according to the guidelines for lecturer review (Part VI of the Evaluation Manual). For positions that include both teaching and research, the dossier should be prepared according to the guidelines for lecturer review, but use the tenure track model that organizes materials into two sections: one on teaching and one on research (See Appendix B, sections B and C of the Evaluation Manual). The Manual is

designed for lecturer review. However, if a position is more research oriented, substitute "research" for "teaching" in the guidelines and then provide evidence of research excellence. If the faculty member teaches, the lecturer guidelines will be a close match when preparing the dossier.

- 7.1.7 Periodic Post-Tenure Performance Review of Tenured Faculty Members. All tenured faculty will undergo a comprehensive performance review no less often than every six years. The post-tenure review period begins at the granting of tenure. Faculty members will submit a report documenting their accomplishments since their last review. This report must be accompanied by supporting evidence of the faculty member's scholarly productivity, teaching competence, and participation in service activities. Guidelines for this review can be found in the *Faculty Handbook*.

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.

9.5.5 Archive

9.5.5.1 Article V was modified to reflect a change in university IRB procedures. Faculty voted for the approval of these modifications on May 2, 2016.

9.5.5.2 A section in Article VII was added to reflect on the process of review for Non-Tenure-Track (NTT) Faculty. Faculty voted for the approval of these additions on May 2, 2016.

9.5.5.3 A statement in Article VI was added to reflect on the approval process for faculty teaching courses at the 600 level. Faculty voted for the approval of this addition on March 22, 2017.

9.5.5.4 A new standing committee, Diversity and Inclusion, was developed and a statement was added to describe the purpose, composition and functions of the committee. Faculty voted for the approval of this addition on October 18, 2017.

9.5.5.5 Article V, section 5.6 was modified in order to make the language consistent with the language used in the description of the other three standing committees in the department. Faculty voted for the approval of this modification on November 15, 2017.

9.5.5.6 A section in Article III was added to reflect on the responsibilities of the Associate Department Head. Faculty voted for the approval of this addition on April 30, 2018.

9.5.5.7 Article V, section 5.8 was modified to add language to have the Department Head to circulate position announcements for all faculty searchers prior to them being posted. Faculty voted for the approval of this addition on October 17, 2018.

9.5.5.8 A section in Article VI (6.10) was added to reflect the approval process for directing doctoral dissertations. Faculty voted for the approval of this addition on February 20, 2019.

9.5.5.9 A section in Article V (5.5.1.1) was added to reflect who will compose the review committee for NTT faculty seeking promotion. Faculty voted for the approval of this addition on January 6, 2020.

- 9.5.5.10 A section in Article VII (7.17) was added to reflect the process of the periodic post-tenure performance review. Faculty voted for the approval of this addition on January 6, 2020.

- 9.5.5.11 A section in Article V (5.5.3) was added to reflect the election process for the chairperson of the department Retention, Promotion, and Tenure Committee. Faculty voted for the approval of this addition on August 14, 2020.

DEPARTMENT OF KINESIOLOGY, RECREATION, AND SPORT STUDIES

GUIDELINES FOR THE ANNUAL REVIEW, CUMULATIVE REVIEW, & TENURE/PROMOTION PROCESS

RATING	ASSISTANT	ASSOCIATE	FULL
Far exceeds expectations for rank	Evidence of: <ul style="list-style-type: none"> • exceptionally high quality teaching & advising; • extensive and high profile involvement in department & community service; • major contributions to the professional and scholarly literature 	Evidence of: <ul style="list-style-type: none"> • exceptionally high quality teaching & advising; • extensive & high profile involvement in college & regional service; • major and high impact contributions to the professional & scholarly literature 	Evidence of: <ul style="list-style-type: none"> • exceptionally high quality teaching & advising; • extensive & high profile involvement in university/national/international service; • major ongoing high impact contributions to the professional & scholarly literature
Exceeds expectations for rank	Evidence of: <ul style="list-style-type: none"> • excellent teaching & advising; • extensive involvement in department & community service; • significant contributions to the professional & scholarly literature 	Evidence of: <ul style="list-style-type: none"> • excellent teaching & advising; • extensive involvement in college & regional service; • major contributions to the professional & scholarly literature 	Evidence of: <ul style="list-style-type: none"> • excellent teaching & advising; • extensive involvement in university & national/international service; • major ongoing contributions to the professional & scholarly literature
Meets expectations for rank	Evidence of: <ul style="list-style-type: none"> • good teaching and advising; • involvement in department and community service; • meaningful contributions to the professional and scholarly literature 	Evidence of: <ul style="list-style-type: none"> • good teaching and advising; • involvement in college & regional service; • significant contributions to the professional and scholarly literature 	Evidence of: <ul style="list-style-type: none"> • good teaching & advising; • involvement in university & national/international service; • significant ongoing contributions to the professional & scholarly literature
Falls short of meeting expectations for rank	Evidence of: <ul style="list-style-type: none"> • below average teaching & advising; • little involvement in service activity; • minor contributions to the professional & scholarly literature 	Evidence of: <ul style="list-style-type: none"> • below average teaching & advising; • little involvement in college and regional service; • minor contributions to the professional & scholarly literature 	Evidence of: <ul style="list-style-type: none"> • below average teaching & advising; • little involvement in service activity; • minor contributions to the professional & scholarly literature

Falls far short of meeting expectations for rank	Evidence of: <ul style="list-style-type: none"> • poor teaching & advising; • minimal involvement in service activity; • minimal contributions to the professional & scholarly literature 	Evidence of: <ul style="list-style-type: none"> • poor teaching & advising; • minimal involvement in service activity; • minimal contributions to the professional & scholarly literature 	Evidence of: <ul style="list-style-type: none"> • poor teaching & advising; • minimal involvement in service activity; • minimal contributions to the professional & scholarly literature
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Notes:

1) Scholarly contributions are expected of all tenure track faculty members. An average of 2-3 refereed journal articles per year is a general expectation. First authored, senior authored, and sole authored publications are highly valued. Faculty members are expected to be grant active as appropriate for their discipline. Participation and presentations in professional conferences or other venues is valued. For tenure and promotion consideration, a faculty member must provide evidence of an independent line of research that makes important contributions to the body of knowledge. Collaborative research is also valued.

2) SAIS scores and other evidence of teaching effectiveness will be used to establish success in teaching. Peer evaluation of teaching is an important consideration for tenure and promotion. High quality mentoring of students (graduate and undergraduate) is an important consideration. Good mentors can provide evidence of the success of their students (winning awards, grants, participation in professional conferences, etc.).

3) Faculty members are expected to contribute to the work of the university by service to the department, college, and university. Each member of the department is expected to make professional contributions through service to professional societies, community organizations, etc. The extent of this service is dependent upon rank and other work-related responsibilities.

Amendments:

1) Language in the "Rating" column was changed to reflect the following changes. These changes were approved by faculty on Dec.2, 2015:

- "Outstanding (Excellent): Far exceeds expectations" to "Far exceeds expectations for rank"
- "More than Expected (Very Good): Exceeds expectations" to "Exceeds expectations for rank"
- "Expected (Good): Meets expectations" to "Meets expectations for rank"
- "Less than Expected (Fair): Falls short of meeting expectations" to "Falls short of meeting expectations for rank"
- "Unsatisfactory (Poor): Falls far short of meeting expectations" to "Falls far short of meeting expectations for rank"

DEPARTMENT OF KINESIOLOGY, RECREATION, AND SPORT STUDIES

GUIDELINES FOR THE ANNUAL REVIEW & PROMOTION PROCESS FOR NON-TENURE TRACK FACULTY

RATING	ASSISTANT OR LECTURER	ASSOCIATE OR SENIOR LECTURER	FULL OR DISTINGUISHED LECTURER
Far exceeds expectations for rank	Evidence of: <ul style="list-style-type: none"> • exceptionally high quality teaching & mentoring activities • extensive & high profile involvement in department & community service; • significant contributions to the professional and pedagogical literature 	Evidence of: <ul style="list-style-type: none"> • exceptionally high quality teaching & mentoring activities • extensive & high profile involvement in department/college & regional service; • major contributions to the professional and pedagogical literature 	Evidence of: <ul style="list-style-type: none"> • exceptionally high quality teaching & mentoring activities • extensive & high profile involvement in university/national/international service; • major and ongoing contributions to the professional and pedagogical literature
Exceeds expectations for rank	Evidence of: <ul style="list-style-type: none"> • excellent teaching & mentoring activities • extensive involvement in department & community service; • meaningful contributions to the professional and/or pedagogical literature 	Evidence of: <ul style="list-style-type: none"> • excellent teaching & mentoring activities • extensive involvement in department/college & regional service; • major contributions to the professional and/or pedagogical literature 	Evidence of: <ul style="list-style-type: none"> • excellent teaching & mentoring activities • extensive involvement in department, college/university & national/international service; • major and ongoing contributions to the professional/or and pedagogical literature
Meets expectations for rank	Evidence of: <ul style="list-style-type: none"> • very good teaching and mentoring; • moderate involvement in department and community service; • moderate contributions in service to the profession 	Evidence of: <ul style="list-style-type: none"> • very good teaching and mentoring; • moderate involvement in department/college & regional service; • meaningful contributions in service to the profession 	Evidence of: <ul style="list-style-type: none"> • very good teaching & mentoring; • moderate involvement in college/university & national/international service; • significant ongoing contributions in service to the profession

<p>Falls short of meeting expectations for rank</p>	<p>Evidence of:</p> <ul style="list-style-type: none"> • average teaching; • minor involvement in department and community service 	<p>Evidence of:</p> <ul style="list-style-type: none"> • average teaching; • minor involvement in department/college and regional service 	<p>Evidence of:</p> <ul style="list-style-type: none"> • average teaching; • minor involvement in college/university & national/international service
<p>Falls far short of meeting expectations for rank</p>	<p>Evidence of:</p> <ul style="list-style-type: none"> • below average teaching; • minimal involvement in department and community service 	<p>Evidence of:</p> <ul style="list-style-type: none"> • below average teaching; • minimal involvement in department/ college and regional service 	<p>Evidence of:</p> <ul style="list-style-type: none"> • below average teaching; • minimal involvement in college/university & national/international service

Notes:

1) High quality instruction is expected of all non-tenure track faculty members. Student evaluation scores and other evidence of teaching effectiveness will be used to establish success in teaching. Peer evaluation of teaching is an important consideration for promotion. High quality mentoring of students (graduate and undergraduate) is an important consideration. Good mentors can provide evidence of the success of their students (winning awards, grants, participation in professional conferences, etc.).

2) Not every non-tenure track faculty is expected to publish original research. Those who are teaching 12 credit hours per semester are exempted from this expectation. However, for those who teach less than that, 1-2 refereed journal articles or substantive scholarly works per year is a general expectation. First authored, senior authored, and sole authored publications are highly valued; co-authoring a publication with a student mentored by the non-tenure track faculty member is also valued. Participation and presentations in professional conferences or other venues is valued. For promotion consideration, a non-tenure track faculty member must provide evidence of scholarly contributions to the professional and/or pedagogical literature if she or he teaches less than 12 credits per semester.

3) All non-tenure track faculty members are expected to contribute through service to the department, college, and/or university. Each non-tenure track faculty member in the department is expected to make professional contributions through service to professional societies, community organizations, etc. The extent and scope of this service is dependent upon rank and other work-related responsibilities.

4) In this document, "Assistant, Associate, and Full" refers to Professors of Practice who hold the PhD degree or another terminal degree. This document does not pertain to exempt staff who teach, or adjunct professors, because they are evaluated using a different annual review process.