

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, or the current University of Tennessee (UT) Faculty Handbook. These documents can be accessed through the UT 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 UT 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 1.6.4-1.6.6. 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 UT Faculty Handbook, 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 (PEAP).

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 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 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 (NTT) faculty shall consist of full-time and part-time, NTT faculty, with titles and responsibilities as defined in the UT Faculty Handbook NTT faculty are governed by the terms of their appointment letters and the UT 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 UT 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 NTT 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 NTT 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 UT 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 UT Office of Research for a final review and approval.

5.3.2.6 Once the proposal is approved by the UT Office of Research, the PI will electronically receive a letter of approval.

5.3.3 Follow-up on research will follow UT 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 UT Faculty Handbook are to be followed by the Department.
- 5.5.1.1 When reviewing a 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 UT Faculty Handbook 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 College of Education, Health, and Human Sciences 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 UT 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.
- 5.7.1 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 For faculty search committees, the Head is responsible for writing requests for positions to be sent to the College. The Head will seek input from the Department Leadership Team regarding requests for positions. When authorization to search has been obtained, the Head will appoint a search committee of at least three tenured, tenure-track, or non-tenure track faculty. Staff and students may also be asked to serve on the search committee. The search committee will include individual(s) from diverse backgrounds. The search committee will advise the Head regarding which candidates to interview. When the interviews are complete, a meeting of the search committee will be held. At this meeting, the search committee will provide input regarding the candidates, after which the candidates will be ranked. The committee will then make a recommendation to the Head.

Article VI: Faculty Responsibilities

- 6.1 Faculty duties and workloads are outlined in the UT Faculty Handbook and individual appointment letters.
- 6.2 Tenured and tenure-track faculty follow the guidelines contained in the UT Faculty Handbook for faculty development, review, and evaluation. NTT faculty follow the guidelines stated in their appointment letters and the UT 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 the Department may direct doctoral dissertations. Tenure-track faculty in the Department 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 UT policy spelled out in the Graduate Catalog. For directive status of other categories of faculty, see the Graduate Catalog.) It is 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 The Head will conduct an Annual Performance and Planning Review (APPR) of each faculty member as set forth in the UT Faculty Handbook. 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 disagrees with the written evaluation's content, they 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 UT. 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 members 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 UT Faculty Handbook. 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 section 5.5). The standard "Annual Recommendation on Retention" form will be completed and forwarded to the Dean and the Provost/Chief Academic Officer.

7.1.1.1 The tenured Department faculty will constitute the retention committee. During a meeting of tenured faculty, the records of tenure-track faculty will be discussed, and the faculty will vote for or against retention of the candidate. The retention committee will write a letter to the Department Head explaining the rationale for their vote. (Dissenting letters written by tenured faculty who find themselves in the minority are allowed). The vote total and the retention committee letter(s) will be shared with the faculty member. A positive recommendation for retention will result from a simple majority of votes for retention.

7.1.1.2 Tenure-track faculty will undergo enhanced review in accordance with the UT Faculty Handbook, after they have been at UT for three years. Candidates for enhanced review will be evaluated based on their progress toward meeting, by the end of their probationary period, the expectations for tenure stated below. Voting procedures will be the same as with any retention review, and once again the retention committee's letter(s) will be shared with the candidate. A positive recommendation for retention will result from a simple majority of votes for retention.

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 UT, 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 while they have been a tenure-track employee at UT. 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 UT Faculty Handbook.
- 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 UT Faculty Handbook.
- 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 NTT faculty in the UT Faculty Handbook. For teaching, the dossier should be prepared according to the guidelines for lecturer review. 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 "Assembly of the Tenure and/or Promotion Dossier" in the Faculty Handbook).
- 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 UT Faculty Handbook.

Article VIII: Faculty Workload for all Tenure-track and Tenured Faculty

- 8.1 **Research:** Tenured and tenure-track Department faculty members are expected to be engaged in ongoing research programs with clear goals. Research output includes publication of articles in peer-reviewed journals, books, book chapters, conference presentations, and

external funding from grants and contracts.

8.1.1 External funding obtained by Department faculty provides recognition for the department's research program and many other benefits such as support to travel to conferences and other universities for collaboration, funds for short-term research visits to the department, and support for graduate and undergraduate student research. By way of encouraging grant proposals, the college has a plan for providing Research Incentive Plan (RIP) funds to the Principal Investigator of any grant or contract where salary is provided. The college's Office of External Funding will help the department head calculate RIP awards, and the decision on awarding RIP funds is ultimately left up to the Department Head.

8.2 **Teaching:** The normal course load for tenured and tenure-track faculty in the Department is four courses per (academic) year. Course loads may be reduced for very time-consuming administrative assignments, through course banking or course releases. Course loads may also be reduced via approved faculty development leaves (i.e., sabbaticals). In addition, tenure-track and tenured Department faculty may apply for a departmental course release to write a major grant or contract proposal. The deadlines for course releases are approximately one semester in advance of the semester for which the course release is requested. Lastly, course buyouts are permitted if the grant pays 12.5% of the faculty member's 9-month salary per course. Exceptions to this rule can be made, at the discretion of the department head, in certain cases (e.g., if a research foundation only provides enough salary to cover a faculty member's teaching replacement).

8.2.1 Semester Banking and Faculty Leaves: Policies regarding faculty leaves and semester (course) banking will be in accordance with University and College policies. All faculty leaves and zero-course semesters must be approved in advance by the College and Head, normally three semesters or more in advance. Courses to be banked, and reductions using banked courses, normally should be identified and approved by the Head at least two semesters in advance. One banked course may be used to reduce the teaching load in a later semester by one course.

8.3 **Service:** All faculty, and to a larger degree tenured faculty, are expected to participate in departmental governance, administration, and committees; mentoring of students; college and university committees and task forces; community outreach activities; and service to the profession.

Article IX: Department Expectations for Tenure-track and Tenured Faculty

9.1 Candidates for tenure and promotion will be evaluated according to the standards and procedures in the UT Faculty Handbook, the College of Education, Health, and Human Sciences Statement of Criteria for Promotion and Tenure, and the Departmental Criteria and Expectations for Tenure and Promotion shown below. In this section, "candidate" will refer to the faculty member who is being considered for tenure, promotion, or midpoint retention. "Eligible voting faculty" will refer to tenured faculty for tenure or enhanced review, and to tenured faculty of higher rank than the candidate for promotion cases.

9.2 Candidates must meet an acceptable standard in each of the areas of research, teaching, and service, as described below. Candidates are also expected to exhibit excellence or strong promise of excellence in some area or areas.

- 9.2.1 Evaluation of scholarship, research, creative achievement, and engaged research is based on regular publication of papers in reputable, refereed journals, book chapters, or books having substantial new research content. First authored, senior authored, and sole authored publications are highly valued. Candidates are encouraged to provide evidence to demonstrate the impact or significance of their publications. Other indicators of quality research include invited presentations at conferences, invited seminars or colloquia, interdisciplinary collaboration, research grant proposals, and quality of directed doctoral dissertations and directed master's theses. Factors which may constitute evidence of a nationally recognized record in scholarship include significant research grant support or other major research awards, a publication record that is much stronger than the norm for tenured and tenure-track professors in their field, invited talks at prestigious conferences (as indicated by the institutions at which the organizers and main speakers are based), and invited seminars or colloquia in highly ranked departments.
- 9.2.2 Factors that may contribute to an evaluation of teaching include teaching materials, feedback from students, and peer evaluations of teaching. Factors which may constitute evidence of excellence in teaching include significant involvement in advising theses or dissertations, giving seminars or colloquia primarily intended for students, involvement in undergraduate research, publication of textbooks or other works relevant to teaching, awards for teaching, significant involvement in curriculum development, and external funding for teaching-related activities or to support the department's teaching mission.
- 9.2.3 Service will be evaluated on the basis of service to the university through departmental, college, and university committee work or administrative duties, and service to the profession through refereeing, reviewing, editorial work, conference or special session organization, serving on regional, national, or international committees or professional organizations, or through significant outreach work related to physical activity, sport management, sport studies, and therapeutic recreation. Factors which may give evidence of excellence in service include leadership roles within the university, such as significant service on College or University committees, or in regional, national, or international organizations, outreach which contributes significantly to the visibility of the department, or significant grant support for service-related activities.

Article X: Criteria for Tenure and Promotion

- 10.1 Candidates for tenure and promotion to Associate Professor should have a strong publication record and an active research program, be visible and active professionally, and have achieved a recognized record of research/scholarship/creative achievement. 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. Quality indicators (e.g., citation rates, journal impact factors, general rankings of journal within a field, awards for "best paper," faculty research awards) should be provided so that the evaluation of research is not based solely on the quantity of publications. 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 a line of research that makes important contributions to the body of knowledge. Interdisciplinary, collaborative research is valued, but not essential.

- 10.1.1 The candidate will provide the Head with a list of five people qualified to evaluate his/her research. The department faculty will also produce a list of five people qualified to evaluate his/her research. After consultation with the faculty, the Head will solicit at least five external letters of evaluations of the candidate's research, from the combined list of evaluators. The majority of these should be from faculty at research intensive universities, although 1-2 external letters of evaluation may be submitted by individuals at other colleges/university if it can be shown beyond a doubt that they are leaders in the field. Letters may not be solicited from someone with whom the candidate has submitted a joint paper in the past three years, or from individuals who were professors, close friends, or students of the candidate. The external letters of evaluation will be included in the candidate's dossier. In a separate document containing supporting materials, the candidate will also provide access to all journal publications, book chapters, or books, preprints of submitted papers, and any other evidence of a strong research program.
- 10.2 Candidates should exhibit good teaching practice at all levels, including organizing classes carefully, presenting material clearly in class, following fair grading procedures, and being receptive to student questions in class and office hours. Student evaluations of teaching, peer evaluations of teaching, and evidence of high-quality mentoring of students (graduate and undergraduate) are important considerations. Good mentors can provide evidence of the success of their students (e.g., winning awards, grants, participation in professional conferences).
- 10.2.1 Teams of faculty will conduct peer evaluations of teaching for each candidate. Each team will write a report for the candidate, in accordance with the UT Faculty Handbook. At least one team peer evaluation of teaching will be conducted for all Assistant Professors before their enhanced review, and at least one other team peer evaluation will be conducted before they are considered for tenure and promotion to Associate Professor. At least one team peer evaluation of teaching will be conducted for Associate Professors before they are considered for Full professor. The recommended process for a peer teaching review is available on the Provost's website.
- 10.2.2 For Assistant Professors, teaching materials submitted to the Department tenured faculty will include: the candidate's statement of teaching philosophy, all available student teaching evaluations from past years, and peer evaluations of teaching. The PhD and MS thesis/dissertation committees directed and served on should be documented. Direction of independent studies and undergraduate honor's theses should also be documented. For Associate Professors, only materials for courses taught since promotion to Associate Professor will be solicited or considered.
- 10.3 Candidates are expected to participate in the department's administrative work by serving on departmental committees or by carrying out other department tasks when asked. (Other tasks could include serving on a college or university committee.) Candidates are expected to serve the profession by doing refereed review or organizational work, or by participating in professional organizations.
- 10.3.1 The candidate shall provide a statement of his/her service activities, including service at the university, college, and department level. Service to the discipline, professional organizations, journals, government agencies, and non-governmental organizations (NGOs) should be noted, as well as service to the community that draws upon the

faculty member's professional expertise. Rather than just listing their service commitments, faculty members are encouraged to provide brief descriptions of the extent of their service and their term of service. In addition to the written statement of the candidate, the chair of any committee on which the candidate has served, and participants in any interdisciplinary or interdepartmental activities involving the candidate, are welcome to provide comments.

- 10.4 Candidates for promotion to Full Professor should satisfy all the criteria for promotion to Associate Professor. Candidates should be accomplished teachers. In addition, candidates are expected to have achieved and to maintain a nationally recognized record of research/scholarship/creative achievement. Candidates should have had substantial involvement in promoting undergraduate or graduate student research and should show the potential for leadership in the department. Candidates are expected to have chaired a department committee or served on a "major committee" at least every other year as Associate Professor. (A "major committee" is defined as a college or university committee that meets multiple times per semester.)
- 10.5 The candidate's completed dossier will be made available to eligible voting faculty at least two weeks prior to a meeting called expressly for the purpose of making a tenure/promotion recommendation. Eligible voting faculty who will be absent may submit sealed ballots in advance. During the meeting, the candidate's mentor will make an objective presentation of the candidate's qualifications.
 - 10.5.1 After some discussion by the voting faculty, those present will vote by secret ballot. After a vote has been taken, the ballots (including absentee ballots, if any) will be counted and the totals for, against, and the number of abstentions, will be announced.
 - 10.5.2 The candidate's mentor will write a letter to the department head summarizing the candidate's qualifications, the faculty discussion, and vote. This summary letter will be reviewed by the eligible voting faculty and then sent to the Head. This summary comprises the recommendation of the faculty to the Head. The minimum number of votes necessary to constitute a positive recommendation by the faculty for tenure or promotion is a simple majority of the number of votes cast. A positive recommendation for midpoint retention will result from a simple majority of votes for retention.

Article XI: Expectations for Teaching, Research, and Service for Tenure-track and Tenured Faculty

- 11.1 In addition to required materials, faculty members may provide other relevant documents, such as student evaluations and comments, copies of published reviews of his or her work, etc. Each faculty member will receive individual ratings for teaching, research, and service, as well as an overall rating.
- 11.2 To meet expectations for teaching, tenured faculty must be good teachers who communicate and work effectively with students. Tenure-track faculty are expected to show a clear interest in, and promise of, developing these attributes in themselves. Factors that may contribute to the evaluation of teaching include teaching materials, feedback from students, and peer evaluations of teaching.
 - 11.2.1 Factors that may contribute to a rating of "exceeds expectations" or "far exceeds

expectations” include significant involvement in advising theses and dissertations, giving seminars or colloquia primarily intended for students, involvement in undergraduate research, publication of textbooks or other works relevant to teaching, awards for teaching, significant involvement in curriculum development, and external funding for teaching-related activities or to support the department’s teaching mission.

- 11.3 Normally, a faculty member will meet expectations for research if they publish at least 6-9 articles in peer-reviewed journals during the previous 3 years. In the case of an accepted paper, a copy of any publication acceptance letter must be uploaded to the annual review site. First authored, senior authored, and sole authored publications are highly valued. Candidates are encouraged to provide evidence to demonstrate the impact or significance of their publications. Other indicators of research productivity that may contribute to meeting expectations for research include, but are not limited to, substantial external research funding, book chapters, books, invited talks in prestigious venues, refereed proceedings, review articles, and authorship of substantial monographs. A faculty member who does not meet expectations for research but has at least three papers accepted or published in peer-reviewed journals in the last three years normally will be rated as “falling short” of expectations for research. Without at least three papers accepted or published in a refereed journal in the last three years, the faculty member will normally be rated as “falling far short” of expectations.
- 11.4 To meet expectations for service, tenured faculty are expected to show leadership within the department; to participate, when asked, in the work of the college and the university, including outreach; and to put effort into service to the discipline through the refereeing process and/or involvement in regional, national, and international organizations. Full professors are expected to chair at least one department committee or to serve on at least one “major committee,” as defined above, each year. Associate Professors are expected to serve on a “major committee” at least once every other year. Assistant Professors are expected to serve on departmental committees or participate in other activities when asked by the department head (including service on college committees), normally contributing to at least one departmental committee each year.
- 11.4.1 Factors that may contribute to a ranking of “exceeds expectations” or “far exceeds” include significant leadership roles within the department, university or national organizations, leading program accreditations, outreach that contributes significantly to the visibility of the department, and significant grant support for service-related activities such as outreach or conference organization. Candidates are encouraged to provide evidence to demonstrate the impact and/or significance of their service.

Article XII: Non-Tenure-Track Faculty

- 12.1 Appointment of full-time non-tenure-track faculty is carried out by the Head in consultation with the Department leadership team. In the Department, full-time NTT faculty include individuals in two categories: professors of practice and lecturers.
- 12.2 It is important to say that NTTF do not undergo retention reviews at UT.
- 12.3 It is important to say that NTTF need not undergo an expanded retention review after 3 years at UT. However, our department decided that if the NTT faculty want this, they can submit a written request to the Department Head, who will then ensure they can get faculty feedback before they go up for promotion. This will be done informally, outside of the Online Faculty

Evaluation System, and it will be a formative review (as opposed to a summative review).

- 12.4 Promotion criteria and procedures for NTT faculty are as stated in the Non-Tenure-Track Promotion Guidelines on the Provost's website. Those can be found at: <https://provost.utk.edu/lecturer-promotion/>
- 12.5 Professors of practice have a career advancement ladder that includes Assistant Professor of Practice, Associate Professor of Practice, and Full Professor of Practice. Similarly, lecturers have a career advancement ladder that includes Lecturer, Senior Lecturer, and Distinguished Lecturer.

Article XIII: Criteria and Expectations for Promotion of Non-Tenure-Track Faculty

- 13.1 Candidates must meet an acceptable standard in each of the areas of teaching and service. If a percentage of their appointment is devoted to research, then they must meet an acceptable standard in research, as well.
- 13.2 Factors that may contribute to an evaluation of teaching include teaching materials, feedback from students, and peer evaluations of teaching. Factors which may constitute evidence of excellence in teaching include giving seminars or colloquia primarily intended for students, involvement in undergraduate research, publication of textbooks or other works relevant to teaching, awards for teaching, significant involvement in curriculum development, and securing internal or external funding for teaching-related activities or to support the department's teaching mission. Involvement in advising theses or dissertations is permitted, but not required.
- 13.3 Service will be evaluated on the basis of service to the university through departmental, college, and university committee work or administrative duties, and service to the profession through refereeing, reviewing, editorial work, conference or special session organization, serving on regional, national, or international committees or professional organizations, or through significant outreach work related to physical activity, sport management, sport studies, and therapeutic recreation. Factors that may give evidence of excellence in service include leadership roles within the university, such as significant service on College or University committees, or in regional, national, or international organizations, outreach which contributes significantly to the visibility of the department, or significant grant support for service-related activities. For NTT faculty, service can include serving as an advisor to student organizations, judging student presentations, leading program accreditations, and providing career counseling.
- 13.4 In cases where NTT faculty have a portion of their appointment devoted to research, evaluation of research is based on the same factors as previously described in the section on promotion of tenure track faculty. Please see Article IX and X for more detail.
- 13.5 For promotion to Associate Professor of Practice (or Senior Lecturer) candidates should exhibit very good teaching practice at all levels, including organizing classes carefully, presenting material clearly in class, following fair grading procedures, and being receptive to student questions in class and office hours. Candidates are expected to participate in the administrative work of the department by serving on departmental committees or by carrying out other department tasks when asked by the department head. (Other tasks could include serving on a college or university committee.) Candidates are expected to serve the profession by doing organizational work, or by participating in professional organizations.

13.5.1 For those who have a percentage of their appointment devoted to research, they should be visible and active professionally, and show potential for achieving a record of research/scholarship/creative achievement. For a NTT faculty with 12.5% effort devoted to research, an average of 1-2 refereed journal articles per year is a general expectation. First authored, senior authored, and sole authored publications are highly valued. Research involving students and scholarship on teaching and learning are highly valued. Quality indicators (e.g., citation rates, journal impact factors, general rankings of journal within a field, awards for “best paper,” faculty research awards, etc.) should be provided so that the evaluation of research is not based solely on the quantity of publications.

13.6 For promotion to Full Professor of Practice (or Distinguished Lecturer) candidates should satisfy all the criteria for promotion to Associate Professor of Practice (or Senior Lecturer). Candidates should be accomplished teachers. Candidates should have had substantial involvement in promoting undergraduate or graduate student education and should show the potential for leadership in the department. Candidates are expected to have performed service to the department, college, and university, commensurate with their percent effort allocated to service.

13.6.1 For those who have a percentage of their appointment devoted to research, they should be visible and active professionally, and have achieved a recognized record of research/scholarship/creative achievement.

13.7 For NTT faculty, the candidate’s completed dossier will be made available to eligible voting faculty at least two weeks prior to a meeting called expressly for the purpose of making a promotion recommendation. Eligible voting faculty who will be absent may submit sealed ballots in advance. During the meeting, the candidate’s mentor will make an objective presentation of the candidate’s qualifications.

13.7.1 After some discussion by the voting faculty, those present will vote by secret ballot. After a vote has been taken, the ballots (including absentee ballots, if any) will be counted and the totals for, against, and the number of abstentions, will be announced.

13.7.2 The candidate’s mentor will write a letter to the department head summarizing the candidate’s qualifications, the faculty discussion, and vote. This summary letter will be reviewed by the eligible voting faculty and then sent to the Head. This summary comprises the recommendation of the faculty to the Head. The minimum number of votes necessary to constitute a positive recommendation by the faculty for promotion is a simple majority of the number of votes cast.

Article XIV: Annual Review and expectations of Non-Tenure-Track Faculty

14.1 Evaluation of NTT faculty will follow the procedures given in the UT Faculty Handbook. Evaluation of NTT faculty is based primarily on evidence of high-quality teaching, with additional consideration given to administrative work and scholarly activity related to the department’s teaching mission. (Some NTT faculty may also have a percentage of their effort allocated to research, and they will be evaluated on research in proportion to their effort allocated to research.)

- 14.2 Annual evaluation of NTT faculty normally takes place in January and, in most cases, only includes data from the preceding calendar year. (Exceptions may be made, however, for NTT faculty who have a percentage of their effort allocated to research.) Documentation will be provided to the Head by the faculty member. In addition to any required data, the faculty member may provide other relevant information such as student comments or evidence of scholarly or service activity.
- 14.3 Expectations for Teaching: NTT faculty who have been teaching for three years are expected to be very good teachers who communicate effectively and work enthusiastically with students. NTT faculty who have been teaching for less than three years are expected to show a clear interest in, and promise of, developing these attributes in themselves. This can be demonstrated by working with the UT Teaching and Learning Innovation, attending conferences or other continuing education opportunities related to pedagogy, meeting with a mentor or colleague to consult on teaching, and implementing evidence-based changes to course design. Factors that may contribute to the evaluation of teaching include teaching materials, peer evaluations of teaching, and student evaluations of teaching (as well as other forms of student feedback).
- 14.3.1 Factors that may contribute to a rating of “exceeds expectations” include significant involvement in innovative curriculum development; evidence of very high student success (e.g., course assessment performance, senior exam performance, and certification pass rate, *if applicable*) and satisfaction (e.g., teaching evaluations), significant administrative or service leadership in the department or university, teaching awards, scholarship of teaching and learning, leadership positions in education-oriented organizations, and external funding for teaching-related activities or to support the department’s teaching mission.
- 14.4 Expectations for Service: NTT faculty normally have lower expectations for service than tenure-track faculty, since the vast majority of their effort is allocated to teaching. In the Department, most NTT faculty have roughly 12.5% of effort allocated to service, which is about one-half that of the tenure-track faculty, and the expectations for service are lower. However, some NTT faculty may have a large percent of effort allocated to service (e.g., directing Therapeutic Recreation camps).
- 14.4.1 To meet expectations for service, NTT faculty are expected to show engagement within the department; to participate, when asked by the department head, in the work of the college and the university, including outreach, student recruitment, orientations, etc.; and to serve the discipline through involvement in regional, national, and/or international organizations. Service to the teaching mission of the university is particularly important, and this may be accomplished through serving on committees, judging student presentations at conferences, taking part in redesigning the curriculum, assisting with accreditation efforts, and serving as a faculty advisor for student clubs/organizations.
- 14.4.2 Factors that may contribute to a ranking of “exceeds expectations” or “far exceeds” include significant leadership roles within the department, university or national organizations, outreach that contributes significantly to the visibility of the department, and service-related activities such as outreach & engagement, or conference organization.
- 14.5 Expectations for Research/Scholarship/Creative Activity/Engaged Scholarship: In some cases,

NTT faculty are expected to conduct research/scholarship/creative activity/engaged scholarship. This may occur when the department has a particular need for a NTT faculty member's research expertise and the NTT faculty member has a strong desire to conduct research. Another condition for this is that the department's teaching needs are such that they allow the NTT faculty member to expend effort on research.

14.5.1 If a faculty member has no effort allocated to research/scholarship/creative activity/engaged scholarship, there is no expectation that they perform research/scholarship/creative activity/engaged scholarship and no documentation is required. In those cases, the faculty member need not be evaluated on research/scholarship/creative activity/engaged scholarship. However, the faculty member is permitted to engage in research as time allows and may include research activity under the category of "other evidence of excellence."

14.5.2 The research expectations for a NTT faculty member are dependent on the percent effort allocated to research/scholarship/creative activity/engaged scholarship. For example, if their research effort allocation is one-half that of a tenure-track faculty member, then their research productivity is expected to be proportional to that. Just as with tenure-track faculty, NTT faculty who expend effort on research/scholarship/creative activity/engaged scholarship are expected to document their productivity through faculty workload reports and supporting materials. In the case of an accepted paper, a copy of any publication acceptance letter must be uploaded to the annual review site. Other indicators of research productivity that may contribute to meeting expectations for research/scholarship/creative activity/engaged scholarship include, but are not limited to, substantial external research funding, book chapters, books, invited talks in prestigious venues, refereed proceedings, review articles, and authorship of substantial monographs.

Article XV: Compensated Outside Activities

15.1 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 the UT Faculty Handbook.

Article XVI: Approval, Endorsement and Amendments of Bylaws

16.1 Initial approval of these Bylaws shall be the responsibility of the faculty, with final approval determined by a majority vote in a secret ballot. Eligible voters are defined in section 4.3-4.3.1.

16.2 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.

16.3 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.

16.4 It is the responsibility of the faculty to keep the Bylaws up-to-date.

16.5 Amendments to the Bylaws

- 16.5.1 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.
- 16.5.2 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.
- 16.5.3 In the Department meeting the faculty will be presented with the amendment and will have an opportunity to provide input.
- 16.5.4 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 section 4.3-4.3.1.
- 16.5.5 Archive
 - 16.5.5.1 Article V was modified to reflect a change in university IRB procedures. Faculty voted for the approval of these modifications on May 2, 2016.
 - 16.5.5.2 A section in Article VII was added to reflect the review process of NTT Faculty. Faculty voted for the approval of these additions on May 2, 2016.
 - 16.5.5.3 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.
 - 16.5.5.4 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.
 - 16.5.5.5 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.
 - 16.5.5.6 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.
 - 16.5.5.7 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.
 - 16.5.5.8 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.

- 16.5.5.9 Faculty voted for the approval of this addition on January 6, 2020.
- 16.5.5.10 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.
- 16.5.5.11 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.
- 16.5.5.12 The expectation tables for NTT and tenure-track faculty in the Appendix were replaced with written text to more clearly articulate expectations. Faculty voted for the approval of this change on August 19, 2022.
- 16.5.5.13 Based on August 19, 2022 approval (section 16.5.5.12) the bylaws were updated with several changes to integrate the new text. Specific changes included: Article V (5.8) was revised to reflect how searches will be conducted, a new sentence was added at the beginning of Article VII (7.1) to clarify the annual review process, Article VII (7.1.1.1 and 7.1.1.2) were added to clarify retention committee responsibilities and the enhanced review process, Article VIII to XIV were added to reflect the updated expectations and annual review process for NTT and tenure-track faculty, and Article XV and XVI (i.e., the previous Articles VIII and IX) were renumbered.