

**UNIVERSITY OF DELAWARE
DEPARTMENT OF
KINESIOLOGY AND APPLIED PHYSIOLOGY
FACULTY BYLAWS**

Approved by faculty balloting on 03/21/2011.

I. Faculty of the Department

- A. The Faculty of the Department of Kinesiology and Applied Physiology shall consist of the Chairperson of the Department, Professors, Associate Professors, Assistant Professors, Instructors, and Professionals with assigned teaching workloads who hold appointments in the Department, including those on official leave. Only those holding appointments of 50% or more in the Department shall have voting privileges in Department matters.
- B. For purposes of voting on Department related matters the following guidelines shall apply:
1. Proposals involving matters of general interest to the Department Faculty shall be subject to review and vote by the membership described above in paragraph IA.
 2. Standing committees shall serve as representative bodies of the Department for designated purposes and shall be empowered to make decisions for the Department that are within each committee's purview.
- C. A program coordinator will be designated to provide leadership for each undergraduate and graduate major program.
1. Graduate Coordinators: The department chair will appoint a graduate coordinator for the Applied Physiology Ph.D. Program and for the Exercise Science M.S. Program from among the faculty affiliated with each program. The graduate coordinators must minimally hold the rank of associate professor. The term of service for the graduate coordinators is three years, with no limit on the number of consecutive terms that may be served. This position does not have assigned workload associated with it, with the responsibilities considered a service for the department. The graduate coordinators serve as the Program's representative and point person and are responsible for the following:
 - Corresponding with prospective students,
 - Maintaining program records,
 - Holding elections for members of the Program Committee,
 - Chairing Program Committee meetings,
 - Admitting students to the Program following approval of the Program Committee,
 - Chairing meetings of the Program faculty as necessary for review/revision of program policies and curriculum,
 - Representing the Program on the Department Curriculum Committee, and
 - Final approval of degree granting.
 2. Program Director: The Program Director for the B.S. in Exercise Science (EXSC) is elected by the Exercise Science program faculty for a one year term that normally extends from 9/1 through 8/31. This position does not have assigned workload associated with it, with the responsibilities considered a service for the department. The Program Director for EXSC serves as the program's representative and point person and is responsible for the following:
 - Calling and conducting meetings of the program faculty, as needed, to solicit input on specific questions as directed by the Department Chair or to discuss issues specific to the program.

- Coordinating implementation of university-mandated program assessment activities.
- Coordinating selection of student award recipients.
- Assisting the Department Chair with development of program-related external review reports and related site visitations.
- Meeting as needed with the Department Chair to provide information and to facilitate communication related to all aspects of the program.
- Assisting, upon request and when available, with representing the program at university student recruitment events and new student orientation.

The Program Director for the B.S. in Athletic Training receives a 25% workload assignment in the area of Service each semester, in accordance with the requirements of the external accrediting agency for Athletic Training. Because this position is tied to workload, the position shall be an annual appointment by the department chair. Normally, a faculty member is hired into this position and, assuming that satisfactory service is rendered, remains in the position. The Program Director for Athletic Training serves as the program's representative and point person and is responsible for all of the responsibilities listed for the Program Director in Exercise Science, in addition to certain responsibilities designated by the external accrediting agency. Specific duties associated with this position are available from the Chairperson of the Department.

II. Chairperson of the Department

- A. The Chairperson serves as chief representative and Executive Officer of the Department. This position holds administrative authority over Department affairs. The Chairperson shall exercise leadership in the formulation of policies and in supervision of activities directed toward the improvement of all Department programs. Responsibilities shall include both strengthening and interpreting Department programs to the University and community.
- B. It is the Chairperson's function to maintain communication with the Faculty on all matters of concern to the Faculty and the Department as a whole.

III. Organization and Procedures.

- A. Presiding Officer: The Chairperson of the Department or designated representative shall conduct and preside at all meetings of the Department Faculty.
- B. Meetings: The Department Faculty shall meet at least once a semester at times determined by the Department Chairperson. Meetings of the Faculty may be called by the Department Chairperson, or by written petition of one-third of the voting membership of the Department Faculty.
- C. Notice of Meetings: Notice of faculty meetings shall be given at least one week in advance. The meeting agenda shall be distributed at least 24 hours in advance.
- D. Agenda: The agenda for meetings of the Department Faculty shall be prepared by the Department Chairperson. The agenda shall include:

1. All items presented by the Department Chairperson.
 2. All items submitted for Faculty consideration by committees established by the Department Faculty.
 3. All items supported by one-third of the Department Faculty as evidenced by a written petition submitted to the Department Chairperson.
 4. Business not on the announced agenda may be introduced for discussion from the floor or by the Department Chairperson. However, no item of business not on the announced agenda may be voted upon until a subsequent meeting of the faculty.
- E. Order of Business: The order of business for regular faculty meetings shall be as follows:
1. Call to order
 2. Approval of the agenda
 3. Approval of the minutes of previous meetings
 4. Announcements
 5. Old business
 6. New business
 7. Adjournment
- F. Quorum: A simple majority of the voting membership of the Department Faculty not on official leave shall constitute a quorum. The Faculty shall abide by its own rules or procedure, but in cases where it has adopted no explicit rules, or where applicability of or interpretation of rules is in doubt, Robert's Rules of Order, Newly Revised (Current Edition) shall apply. A parliamentarian may be appointed by the Department Chairperson.
- G. Voting Procedures: Business items requiring faculty approval must be approved by a simple majority of the voting membership of the Department Faculty.
- H. Minutes: The Department Chairperson shall publish minutes of all meetings of the Department Faculty which shall become the official record upon being submitted to and approved by the Faculty at the next meeting of the Faculty. Minutes will be distributed to all faculty identified in section IA.

IV. Department Committees

- A. General Provisions Regarding Committees
1. Elections and appointments for faculty members of all standing committees for the following academic year shall be coordinated by the Department Chairperson during each Spring semester. Student committee memberships shall be determined as specified for each committee early in the fall semester of each academic year.
 2. The first meeting of each standing committee meeting during each academic year shall be organized by the Department Chairperson, with subsequent meetings called by the committee chairperson.
 3. Faculty committee memberships shall be for terms of three years unless otherwise noted. These memberships should be staggered to provide for continuity.
 4. Student committee memberships shall be for terms of one year, with the possibility of re-election or reappointment for one or more successive years.

5. Unless otherwise specified, committee Chairpersons shall be elected by the voting members of the committee at the first committee meeting of the academic year.
6. Terms of committee chairpersons shall be for a period of two years with re-appointments to successive one-year terms at the discretion of the voting members of a committee.
7. Each committee, with the exception of the Promotion and Tenure Committee, shall record minutes of its meetings based on current College Committee report format. Minutes should be e-mailed to the Department Faculty.
8. Committee Chairpersons will prepare an Annual Report to be summarized at the final Faculty Meeting in each academic year. These reports shall include the committee memberships for the succeeding year, with memberships becoming effective on September 1. Annual reports will be kept on file in the Office of the Department Chairperson and made available to interested faculty.
9. The Chairperson of the Department of Kinesiology and Applied Physiology shall serve as an ex-officio, non-voting member on all standing committees of the Department, with the exception of the Promotion and Tenure Committee.

B. Standing Committees

1. GRADUATE PROGRAM COMMITTEES (One for each Department Graduate Program)

a. Responsibilities:

- (1) Serve as the governing body to administer and, when appropriate, amend graduate program policies and procedures.
- (2) Review proposals for initiation, revision, or deletion of courses or concentrations for submission to the Department Curriculum Committee.
- (3) Review applicants to the graduate program and make admission decisions.
- (4) Review applicants for graduate teaching assistant positions and recommend appropriate candidates to the Department Chairperson.

b. Membership: Members of the committee shall be elected by the program's faculty, with each program deciding how many members are needed.

c. Chairperson: The Graduate Coordinator, appointed by the Department Chairperson, shall serve as the graduate program committee chairperson.

2. CURRICULUM COMMITTEE

a. Responsibilities:

- (1) Serve as an oversight committee on issues mutually pertaining to all department programs.
- (2) Review and vote on proposals for initiation, revision, or deletion of courses, concentrations, or majors. Students are non-voting members.

b. Membership:

- (1) Faculty members of the committee shall include the Graduate Coordinator from each Department graduate program, the Program Director from each Department undergraduate major, and one additional at-large representative elected by faculty in the Department. The Department Chair, Assistant Department Chair, and the Academic Support Specialist shall serve as ex officio non-voting members.
 - (2) A currently matriculated graduate and undergraduate student from each department major shall be elected to the committee by the faculty in the Department.
- c. Chairperson: The committee chairperson shall be elected by the faculty members of the committee.

3. PROMOTION AND TENURE COMMITTEE

- a. Responsibilities:
- (1) To review and make recommendations to the Department Chairperson concerning promotion and tenure of Department faculty.
 - (2) To conduct periodic peer (i.e., same department) reviews of all faculty, at the intervals specified in the University Faculty Handbook, and when appropriate, to make recommendations to the Department Chairperson concerning contract renewals of regular faculty appointments.
 - (3) A subcommittee of three members of the Promotion and Tenure Committee will serve as a Dossier Committee for each candidate for promotion and/or tenure to assist the candidate in preparation of the dossier.
 - (4) To review and make recommendations to the Department Chairperson regarding proposals for sabbatical leave.
- b. Membership:
- (1) The Department Committee on Promotion and Tenure shall consist of all tenured faculty.
 - (2) The voting body for peer review of faculty will include all tenured faculty at equal or higher rank than the faculty member undergoing review.
 - (3) The voting body for promotion to Associate Professor with tenure will include all tenured faculty in the department.
 - (4) The voting body for promotion to Professor will include all Professors in the department.
- c. Chairperson: A Committee member elected by the members of the Committee.

4. SAFETY COMMITTEE

- a. Responsibilities:
- (1) Monitor compliance with all University Safety Policies

- (2) Assure that the Department work environment is safe (perform quarterly inspections of all facilities, track and investigate workplace accidents/injuries).
 - (3) Meet no less than once per semester to review safety policies.
 - (4) Submit an annual report to the Environmental Health and Safety Office.
- b. Membership:
- (1) No fewer than three faculty from the Department (the committee may invite others to serve on the committee, including professional staff and students).
 - (2) A member of the Environmental Health and Safety Office shall serve as an ex officio member of the committee.
- c. Chairperson: The committee chairperson shall be elected by the faculty members of the committee.

V. Amendment

These Bylaws may be amended by a two-thirds vote of the total Department's voting membership (not on leave) conducted by a written ballot. Petitions for changes must be placed on the announced agenda and discussed at a Faculty meeting. Voting must be concluded within two weeks following the Faculty meeting.