

Department of Exercise Science and Sport Management
Kennesaw State University
BYLAWS

PREAMBLE

The Department of Exercise Science and Sport Management is a unit of the WellStar College of Health and Human Services at Kennesaw State University. The Department offers two undergraduate degree programs (Exercise Science and Sport Management) and one graduate M.S. program in Applied Exercise and Health Science. The Department is recognized as a collaborative, collegial and diverse group of professors who value excellence in teaching, scholarship and service to the University and community. The Department is recognized as active in University and Professional leadership and successful in research activities.

These bylaws provide guidelines for governance and procedures for operation of the Department of Exercise Science and Sport Management. These bylaws were approved by the permanent full-time faculty of the Department of Exercise Science and Sport Management and the Dean of the College of WellStar College of Health and Human Services and are effective as of August 13, 2012.

ARTICLE I. Administration

A. Department Chair

- a) The Chair shall be appointed by the Dean of the WellStar College of Health and Human Services after consultation with the faculty in the department.
- b) The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to, supervising the operation of the Department, administering departmental budgets, scheduling, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workloads, assigning office and academic space, evaluating faculty and staff, presiding over Departmental meetings, representing the Department in College and University affairs, informing the faculty of events affecting the Department and welfare of the faculty, overseeing reports for accreditation agencies and performing such duties as assigned by the University and the Dean of the WellStar College of Health and Human Services.
- c) Acting/interim Chairs will assume all duties and responsibilities of the Department Chair.
- d) The Chair shall be evaluated annually by the departmental faculty and staff using the University's Faculty and Staff Evaluation of the Managerial Effectiveness of Academic Administrators (FSE) procedure.

B. Assistant Chair

- a. The Department Chair may appoint an Assistant Chair.
- b. The Assistant Chair shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, activities such as: advising, scheduling, monitoring

enrollment, assisting part-time faculty, representing Chair at college and/or university meetings, completing special projects as assigned by Department Chair.

- c. The Assistant Chair will serve as Acting Chair of the Department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the Department.

C. Coordinators

The Department Chair may appoint Coordinators, in consultation with the Dean of the WellStar College of Health and Human Services. The length of service in this role is determined by the Chair. As a nine-month position; no responsibilities are expected during the non-contracted period unless otherwise negotiated with the faculty member. The exact duties and expectations will be developed by the Chair for the individual Coordinators. At the discretion of the Chair, appropriate workload reassignments will be provided for these added duties/responsibilities.

ARTICLE II. Committees

Section 1. Standing committees shall be composed of permanent full-time faculty. Standing committees shall meet as necessary. If appropriate and practical, the committee Chair may conduct a meeting electronically unless there is an objection by a committee member. Committee members will be created with volunteers from the faculty in coordination with the Department Chair for the purpose of managing faculty workload expectations. The term of committee membership is typically three years. Each committee shall elect its Chair annually (one who would most likely be in their second year of service), effective Fall Semester of the academic year. Requirements for committee vote shall conform to Article IV.

a) **Curriculum Committee**

- i) Duties: Oversees all changes in curriculum; is the first step in seeking approval for new courses, programs, program changes, changes in prerequisites, catalog descriptions, etc. This committee shall periodically review the departmental curriculum and make recommendations about modifications of the curriculum. Chair is responsible for monitoring progress of paperwork to College and University Curriculum committees; Chair (or designee) will represent department at College and/or University Curriculum Committee meetings to present proposals.
- ii) Membership: At least three faculty members with at least one faculty member representing each Exercise Science and Sport Management.
- iii) Meeting times: Irregular, usually 3-4 times per academic year.
- iv) Term: 3 years, staggered
- v) Results of all meetings shall be reported via e-mail at the next Faculty meeting.

b) Department Tenure and Promotion (T & P)

- i) Duties: Evaluates portfolios for Tenure, Promotion, and 3rd year review. Writes letter that go into faculty's portfolio. Reviews department T&P guidelines and makes recommendation for revisions to the Department.
- ii) Membership: The tenure and promotion committee will consist of three tenured faculty members not serving on the College and University T & P committees, with at least one faculty member representing each Exercise Science and Sport Management. The University Faculty Handbook requires that committee members be elected by the tenure-track faculty via secret ballot. Tenured faculty members submitting a portfolio for promotion review are prohibited from serving on this committee during the year that they are up for review. When considering an application for promotion to full professor, voting members must hold the rank of associate professor or above.
- iii) The committee will elect a chair who will collect materials, organize portfolio evaluations, and write the opinions of the committee. Tenure and promotion decisions are determined by majority vote.
- iv) Votes of review committees are by secret ballot. All deliberations and decisions of reviews are confidential and may not be discussed with the candidates or with others outside the review committee's membership. All reviewers should remember that e-mail is not a confidential medium; therefore, committee minutes, notes, drafts of review letters, or final letters may not be circulated by e-mail.
- v) Meeting times: Meets several times per year, with intensive effort in early-Fall semester. In years with few reviews, the committee should use the opportunity to evaluate and review tenure and promotion guidelines and procedures.
- vi) Term: 2 years staggered

c) Department Faculty Council (DFC)

- i) Duties: responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with, workload, teaching load, hiring strategies, overall goals, ideas about new programs etc.
- ii) Membership: 3 tenure track-faculty. The Chair of the DFC will be a tenured faculty member elected by members of the committee. Minimum of one representative from each program.
- iii) Meeting times: Irregular, usually 3-4 times per academic year.
- iv) Term: 2 year staggered.
- v) The Department Chair is an *ex-officio* non-voting member of the DFC, and will respect the DFC's desire, on occasion, to meet without the Chair present.

Section 2. *Ad Hoc* Committees

Ad hoc committees shall be appointed by the Chair of the Department for a specific term. The Department Chair shall notify the departmental faculty of the existence of any *ad hoc* committees. Each committee operates under a set of goals given to them at the time of appointment and may or may not elect a Chair.

ARTICLE III. Department Meetings

Section 1. Regularly scheduled meetings shall be held at least twice each semester, with one meeting scheduled at the beginning and one at the end of Fall and Spring semesters

Section 2. The Chair of the Department shall call such additional meetings as deemed necessary.

Section 3. All full-time faculty and staff are required to attend department meetings when called to attend by the Department Chair. For excused absences, notification must be given to the Department Chair prior to meeting.

Section 4. Minutes of each department meeting will be taken including attendance, reviewed by the Department Chair and will be made available to all faculty and staff by posting on a secure intranet drive accessible to all members of the Department.

ARTICLE IV. Voting

Voting on matters of departmental policy and procedures, degree program changes, academic standards and integrity, academic honors, committee membership, departmental representation, nominations for college and university positions, and revision of departmental bylaws shall be determined as follows:

Section 1. Eligibility

- a) Voting on degree program and curriculum changes is restricted to tenure-track faculty members in the affected program area (i.e., Exercise Science faculty will vote on exercise science matters, and Sport Management faculty will vote on sport management matters.)
- b) For all other matters the entire permanent full-time faculty is eligible to vote.
- c) Absent faculty may vote by written proxy, submitted in an envelope to the Department Chair.

Section 2. Quorum

- a) A quorum shall consist of two-thirds of those eligible to vote.
- b) Proxies shall not count toward a quorum.
- c) In the rare event that a quorum is not achieved, the vote will be tabled until the next meeting.

Section 3. Passage of a Motion

- a) A simple majority of those voting shall be required to pass a motion.
- b) A two-thirds majority of those voting shall be required to pass an amendment to the Departmental Bylaws.

Section 4. Ballots

- a) Secret ballots shall be used for votes if requested by one or more faculty member.
- b) Absent faculty may vote by written proxy, submitted in an envelope to the Department Chair.

ARTICLE V. Changes in the Curriculum

Section 1. New course offerings, course deletions, changes in curriculum.

- a) The Department Chair or any tenure-track departmental faculty may propose such changes.

- b) Written proposals to modify courses or curricula shall be reviewed and approved or rejected via majority vote by the Curriculum Committee.
- c) A completed copy of the appropriate form should be distributed to the committee members at least one week prior to discussion and vote.
- d) Minor curricular changes (e.g., the addition of a new course, changes to course descriptions, etc.) require the majority approval of the Curriculum Committee. Major curricular changes (e.g., changes of program requirements, program restructuring, adding tracks, etc.) should be approved by a majority of the tenure-track faculty in the affected program area (i.e., Exercise Science faculty will vote on exercise science curricular changes, and Sport Management faculty will vote on sport management curricular changes.). The Curriculum Committee Chair will share all proposed curricular changes with faculty one week prior to the committee's meeting. If multiple faculty members request discussion, then the proposed change shall be deemed a major change. The Curriculum Committee Chair shall be responsible for holding a referendum for major curricular changes via e-mail or by calling a meeting if discussion is warranted.

ARTICLE VI. Summer Session Teaching.

The following guidelines shall be used to determine priority for teaching during summer session.

Section 1. Through written solicitation, the Department Chair shall determine which faculty members wish to teach during summer sessions.

Section 2. The following ranked criteria shall be considered when making teaching assignments during summer sessions.

- a. Course demand, faculty specialization, scheduling constraints.
- b. Budget conditions.
- c. Preference will be given to full-time, tenure-track faculty.
- d. When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE VII. Amendments to Bylaws

Amendments to these Bylaws shall be submitted in writing to either the DFC or the Department Chair. After the amendments are approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present, they will be sent to the Dean for approval.

ARTICLE VIII. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and/or of the WellStar College of Health and Human Services.

SEE BELOW FOR APPROVAL FORM

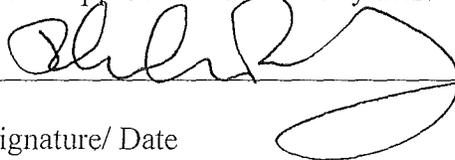
Kennesaw State University Approval Form for Department Bylaws

A copy of this form, completed, must be attached to the department bylaws.

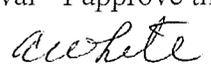
I confirm that the attached bylaws, dated 04/02/2015, were approved by the faculty of the Department of Exercise Science and Sport Management in accordance with department policies and procedures:

John David Johnson, II  4/03/2015
Name (printed or typed) / Title (DFC chair, etc.) Signature/ Date

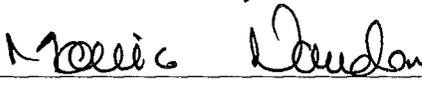
Department Chair Approval - I approve the attached bylaws:

John Charles Bradbury  04/03/2015
Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Mary Anne White  4/3/2015
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

Monica Nandan  4/3/15
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

W. Ken Harmon
Name (printed or typed) Signature/ Date