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 people who value excellence in teaching, scholarship, and service to the university and community. The Department is active in university and professional leadership and is 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 WellStar College of Health and Human Services and are effective as of August 13, 2012 (amended September 2015, December 2018).

ARTICLE I. Administration

Section 1. 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 procedure.
Section 2. Assistant Chair

The Department Chair may appoint an Assistant Chair. As a nine-month position, no responsibilities are expected during the non-contracted period unless otherwise negotiated with the faculty member.

a. The Assistant Chair shall carry out such duties as assigned by the Chair. These duties include, but are not limited to, advising, scheduling, monitoring enrollment, assisting part-time faculty, representing the Chair at college and/or university meetings, and completing special projects as assigned by the Chair.

b. 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. At the discretion of the Chair and the Dean, appropriate workload reassignments or compensation may be provided for these added duties/responsibilities and can be negotiated through the Faculty Performance Agreement on an annual basis.

Section 3. 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 these roles 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 and the Dean, appropriate workload reassignments or compensation may be provided for these added duties/responsibilities and can be negotiated through the Faculty Performance Agreement on an annual basis. The following Coordinator positions and roles are currently identified for the Department of Exercise Science and Sport Management:

a. Undergraduate Exercise Science Program Coordinator

   1. The responsibilities of the Program Coordinator may include but are not limited to: curriculum management, scheduling and teaching assignments, enrollment management, program assessment, preparing all academic reports, overseeing the advisory process, admissions, and other duties as assigned by the Chair.

b. Undergraduate Sport Management Program Coordinator

   1. The responsibilities of the Program Coordinator may include but are not limited to: curriculum management, scheduling and teaching assignments, enrollment management, program assessment, preparing all academic reports, overseeing the advisory process, admissions, and other duties as assigned by the Chair.

c. Graduate Program Coordinator
The MS in Applied Exercise and Health Sciences (AEHS) offers two concentrations (Exercise Physiology, Sport Management). As such, the Coordinator functions in a unique position and must coordinate two separate concentrations from very different academic disciplines. The position of the Graduate Coordinator will be appointed with input from the Graduate Faculty of Exercise Science and Sport Management, the Department Chair, and the Dean of WellStar College. The Graduate College, in consultation with the Graduate Policy and Curriculum Committee (GPCC) and the Graduate Council, defines the qualifications and expectations of the Graduate Program Coordinator. The final approval of the appointment of the Graduate Coordinator resides with the Dean of the Graduate College.

1. The MS in AEHS is expected to maintain a mission that is both central to Kennesaw State University, WellStar College of Health and Human Services, the Graduate College, and the Department of Exercise Science and Sport Management. Navigating these unique challenges requires diligence and experience. The Coordinator must be tenured and have Graduate Faculty status. The Coordinator will work collaboratively with both programs to ensure the success of both concentrations, recognizing the academic diversity of both graduate areas. Hence the Coordinator will work with a designee from each concentration (individual or ad hoc committee) to facilitate and coordinate academic and non-academic functions.

2. These functions may include but are not limited to: curriculum management, scheduling and teaching assignments, enrollment management, program assessment, preparing all academic reports, orientation, overseeing the advisory process, and admissions.

3. Additionally, the Graduate Program Coordinator should work collaboratively with both concentrations to facilitate the request for funding from the Graduate College for Graduate Research/Teaching Assistants. The processes for these funding requests, submissions, awards, and designees will vary, and the expectation is that, conversely, the Graduate Faculty are expected to function collaboratively when these funds are awarded.

4. The Coordinator may be responsible for other duties as assigned by the Chair.

d. Laboratory Coordinators

1. The Department of Exercise Science and Sport Management has laboratories that function as both teaching and research space. It is critical that that the Laboratory Coordinators maintain all necessary paperwork, certificates, and quality control as required by Kennesaw State University, and all applicable state and federal guidelines.

2. It is critical that the Laboratory Coordinators manage the scheduling in close coordination with the Graduate and Undergraduate Exercise Science Program
Coordinators and relevant faculty members, with the final approval of the Department Chair.

3. Laboratory Coordinators are responsible for all Safety and Risk Management Procedures, including but not limited to the training of faculty, visiting faculty, assigned GRAs, graduate students, and/or all undergraduate students who are interning or volunteering in the laboratory.

4. Laboratory Coordinators are responsible for establishment of all standard operating procedures (SOPs), ensuring all faculty are trained and abiding by all current SOPs, and any other operational procedures.

5. Laboratory Coordinators are responsible for equipment, maintenance, supplies, and inventory management. Fiscal policies must be adhered to, and any and all budgetary requests should be submitted in a timely fashion such that all projects can be completed.

6. Coordinators may be responsible for other duties as assigned by the Chair.

ARTICLE II. Committees

Section 1. Standing Committees
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 elected by the eligible tenured, tenure track, and non-tenure track faculty members of the Department of Exercise Science and Sport Management. Elections will be conducted by the Chair of the Department Faculty Council. Faculty members, in consult with the Chair of the Department, may find it necessary to recuse themselves due to workload issues, conflict of interest, or other matters. 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
1. Duties: Oversees all changes in curriculum; is the first step in seeking approval for all but not limited to: new courses, programs, program changes, changes in prerequisites, and catalog descriptions. This committee shall periodically review program curricula and make recommendations about modifications as it sees fit, based on current academic and accreditation guidelines. The committee chair is responsible for monitoring progress of paperwork to college and university curriculum committees,
and the chair (or designee) will represent the department at college and/or university curriculum committee meetings to present proposals.

2. Membership: At least three faculty members with at least one faculty member each representing Exercise Science and Sport Management.

3. Meeting times: Irregular, usually 3-4 times per academic year.

4. Term: 3 years, staggered

5. Minutes of all meetings must be kept. In accordance with Academic Affairs requirements, minutes shall be submitted for subsequent posting on the appropriate website.

b. Department Promotion and Tenure (P&T)

1. Duties: Evaluates portfolios for promotion, tenure, and third year review and submits written summary and evaluation. Reviews department P&T guidelines and makes recommendation for revisions to the Department.

2. Membership: All current faculty members who are both tenured and serving at the rank of Associate or Full Professor, excluding: the Chair, those serving on the College P&T Committee, and individuals whose documents are under review. Because only Full Professors may review the portfolios of those submitting for review for promotion to Full Professor, the minimum number of Full Professors reviewing a portfolio is three. If three Full Professors are unavailable, the candidate, in consultation with the Chair of the Promotion and Tenure Committee, and the Chair of ESSM, will identify possible reviewers within KSU with content area expertise who may be willing to serve as an ad hoc reviewer.

3. The committee will collect materials, organize portfolio evaluations, and prepare and submit a letter of evaluation. Promotion and tenure decisions are determined by majority vote. Voting will occur as follows: the vote for promotion to Associate/Full must first be recorded. If applicable, the second vote will be for tenure. Each vote count must be recorded on the letter to the submitted faculty member being reviewed.

4. 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.

5. Meeting times: Meets several times per year, with intensive effort in early fall semester. The committee is strongly encouraged to hold an early spring meeting to select a chair. The chair of the committee must be a Full Professor. The purpose of an early spring meeting will be to review the process with anyone indicating an intent to submit for review to discuss issues such as narrative development, and answer questions as to what is important in the eyes of the reviewers. In years with few reviews, the committee should use the opportunity to evaluate and review promotion and tenure guidelines and procedures.

c. Department Faculty Council (DFC)
1. Duties: responsible for providing input and working with the chair in a consultative manner on department issues, as well as providing a mechanism to facilitate shared governance in the writing/development of policies such as workload, teaching load, hiring strategies, overall goals, ideas about new programs, and other academic matters that are referred to them for advisory review. The DFC is advisory to the Chair, who holds decision-making authority at the department level.

2. Membership: 3 tenure track-faculty members. The Chair of the DFC will be a tenured faculty member elected by members of the committee. Minimum of one representative from each program.

3. Meeting times: Irregular, usually 3-4 times per academic year.

4. Term: 3 year staggered.

5. 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 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 permanent full-time 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.) Matters that affect the Graduate Program(s) will only be voted on by Graduate Faculty.
b. For all other matters the entire permanent full-time faculty is eligible to vote. These matters are addressed in the committees, and lastly in department meetings.

Section 2. Quorum

a. When a formal vote in a department meeting is required, a quorum will be required. A quorum is defined as two thirds of the department present for voting purposes. 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 members.
b. Absent faculty may vote by written proxy, submitted in an envelope to the Department Chair.

Section 5. Electronic Voting

a. Voting may be done electronically if approved by a simple majority of the members of a committee or the department.

ARTICLE V. Changes in the Curriculum
Section 1. New course offerings, course deletions, changes in curriculum.

a. The curriculum is the collective responsibility of the faculty. Proposed changes and reactions to those proposals should be communicated to all interested parties and multiple viewpoints should be considered.
b. Each department curriculum committee will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. It will discuss substantive proposals with the department before passing those proposals on to the chair. It will share with the department the written explanation of the rejection provided by any level of review.
1. The Department Chair or any member of the department faculty may propose such changes.
2. Proposal for any modification to the respective curriculum shall be presented to the respective program faculty at their program meeting. The expectation is that the Program Coordinator, along with the agenda, shall attach the proposed curricular change, rationale, and other supporting documentation, such that all program faculty can review in advance of the program meeting. If the materials are unavailable and not on said agenda, the matter shall be tabled until the next scheduled program meeting. This provides for open discussion, and a vote of those faculty members in attendance at the program meeting. If the proposal passes with a majority vote, the curricular change may advance to the Departmental Curriculum Committee for consideration.
3. Written proposals to modify courses or curricula shall be reviewed and approved or rejected via majority vote by the Curriculum Committee.
4. A completed copy of the appropriate form should be distributed or made available to the committee members at least one week prior to discussion and vote.

ARTICLE VI. Guidelines for Tenure-Track Faculty Searches

Section 1. Search Committee Designation

a. After assessing the needs of the department faculty and in consultation with the Dean, a search committee that includes at least three tenured or tenure-track faculty members will be appointed by the Department Chair.
b. The Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website. The Department Chair will provide the committee with specific guidelines about conducting searches.

Section 2. Potential Conflicts of Interest
a. Following the closing date, and after initial review of the files of all qualified applicants, if an appointed member discovers that one or more applicants is a person with whom the member has had a prior close personal relationship, s/he should make this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VII. 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 on a seniority basis.
   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 VIII. 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 of the permanent, full-time faculty of the department taken by a secret ballot, the approval of the Chair, Dean, and Provost are required.

ARTICLE IX. 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, University Handbook, Board of Regents Policy Manual, and any other materials provided by the Office of the Provost and/or of the WellStar College of Health and Human Services.
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 12/3/2018, were approved by the faculty of the Department of Exercise Science and Sport Management in accordance with department policies and procedures:

Katherine Ingram, DFC Chair

Date

Department Chair Approval – I approve the attached bylaws:

Mark Geil

Date

College Faculty Council Approval – I approve the attached bylaws:

Robert Buresh

Date

College Dean Approval – I approve the attached bylaws:

Mark Tillman

Date

Provost Approval – I approve the attached bylaws:

Ron Matson

Date