

**Department of Health Promotion and Physical Education**  
**Kennesaw State University**  
**BYLAWS**

**PREAMBLE**

The Department of Health Promotion and Physical Education is a unit of the WellStar College of Health and Human Services at Kennesaw State University. The Department offers an undergraduate degree program in Health and Physical Education (Teacher Education P-12), minors in Coaching and Health Promotion, and a Physical Activity Program. The Department is recognized as a collaborative, collegial and diverse group of teachers and scholars who value excellence in teaching, supervising and mentorship. The Department is also active in University and Professional leadership and successful in research and creative activities.

These bylaws provide guidelines for governance and procedures for operation of the Department of Health Promotion and Physical Education. The bylaws were approved by the faculty of the Department of Health Promotion and Physical Education and the Dean of the WellStar College of Health and Human Services on March 31, 2015.

**ARTICLE I. Administration**

**A. Department Chair**

- a) The Chair shall be appointed by the Dean of the WellStar College of Health and Human Services and serves at the pleasure of the Dean.
- 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, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workload, 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 or 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, except as modified by the Dean.
- d) The Chair shall be evaluated annually by the departmental faculty and staff in accordance with Kennesaw State University guidelines for the performance review of administrative personnel.
- e) Search committees for new Department Chairs will include at least three full-time faculty members from the Department of Health Promotion and Physical Education.

## B. Coordinators

To facilitate the operation of the Department of Health Promotion and Physical Education, the Department Chair may appoint Coordinators, in consultation with the Dean of the WellStar College of Health and Human Services, when deemed essential to the productivity of the department. The length of service in this role is open-ended, however, 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 and, in some cases, full-time staff. Lecturers may serve on some committees but are not obligated to do so. Standing committees shall meet at least once each semester, except summer. 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 selected via an election held in the Spring semester of each year for the next year's committees. Each committee shall elect its Chair annually, effective Fall Semester of the academic year. The Chair of the previous year's committee shall convene the first Fall semester meeting.

### a) 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. The DFC is advisory to the chair who holds decision-making authority at the level of the department.
- ii. Membership: Three faculty members, should have at least one tenured faculty and one non-tenured faculty as members. The Chair of the DFC will be a tenured faculty member elected by members of the committee.
- iii. Meeting times: Irregular, usually 3-4 times per academic year.
- iv. Term: 2 years 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.

### b) 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. Also provides oversight for Special Topics and Advanced Topics courses. The Chair is responsible for monitoring progress of paperwork to College and University

- Curriculum committees; Department 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 of the departmental programs.
  - iii) Meeting times: Irregular, usually 3-4 times per academic year
  - iv) Term: 2 years, staggered
  - v) Results of all meetings shall be reported at the next Faculty Meeting.
- c) Department Promotion and Tenure Committee (P&T)
- i) Duties: Evaluates portfolios for Tenure, Promotion, and third year progress reviews. Writes letter to be inserted into faculty's portfolio. Reviews department P&T guidelines and makes recommendation for revisions to the Department Chair.
  - ii) Membership: At least three tenured faculty not serving on the College and University T&P committees. The University Faculty Handbook requires that committee members be elected by the tenure-track faculty via secret ballot. Tenured faculty submitting a portfolio for promotion review shall not serve on this committee during the year they are up for review. See University guidelines for further details.
  - iii) The committee will elect a chair who will collect material, organize portfolio evaluations, and write letters on behalf of the committee. Tenure and promotion decisions are determined by majority vote.
  - iv) Votes of the committee are by secret ballot. All deliberations and decisions of reviews are confidential and may not be discussed with the candidate or with others outside the review committee's membership. All reviewers should note 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 to mid-Fall semester. In years with few reviews, the committee should use the opportunity to evaluate and review promotion and tenure guidelines and procedures.
  - vi) Term: 3 years staggered
- d) HPE Program Admission
- i) Duties: Oversees the process of student admission to the Health and Physical Education (P-12 Teacher Education) Program, approval for practica, and approval for student teaching.
  - ii) Membership: All full-time faculty who teach in the Health and Physical (P-12 Teacher Education) Program.
  - iii) Meeting times: Meets several times per year.
  - iv) Term: permanent

## 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.

### Section 3. Operation of Committees

- a) Each committee shall elect a Chair and operate under a set of goals given them at the time of appointment.
- b) Requirements for committee vote shall conform to Article IV, Sections 2, 3 and 4.
- c) Each standing and *ad hoc* committee shall keep a record of its meetings and distribute to all full-time faculty and staff. A secretary shall be elected at the first Fall semester committee meeting and shall be responsible for keeping and distributing minutes. Minutes may be distributed in hard-copy or posted. Minutes of the meetings which shall include the names of all members and guests present as well as a description of items discussed. Minutes will be distributed to all faculty and staff within one week of the meeting. Any committee dealing with personnel issues will only indicate the general nature of the items discussed without revealing names or final decisions.

## **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. 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 distributed to all faculty and staff.

## **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 follow:

### Section 1. Eligibility

- a) Voting on tenure and promotion committee members is restricted to tenure track faculty.
- b) For all other matters the entire permanent full-time faculty are eligible to vote. Staff may vote for positions in which staff are eligible to be elected.
- c) Absent faculty may vote by written proxy.

### 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.

#### 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.
- b) If necessary, when school is not in session and during the summer sessions, a simple majority of all those eligible to vote shall be required to pass a motion.

### **ARTICLE V. Changes in the Curriculum**

Section 1. New course offerings, course deletions, changes in requirements for the Bachelor of Science with a major in Health and Physical Education P-12 and changes in the requirements for the minor in Coaching or Health Promotion.

- a) The Department Chair or tenured/tenure-track departmental faculty may propose such changes.
- b) Written proposals to modify courses or curricula shall be reviewed and approved or rejected via a majority vote by the Curriculum Committee.
- d) Completed copies of the appropriate forms must be submitted to the committee members at least one week prior to discussion and vote.
- e) A majority of the eligible voting members of the Curriculum Committee is required to approve and to adopt proposals for new course, course deletions, course revisions and changes in the curriculum and in degree requirements.

### **ARTICLE VI. Guidelines for Tenure-track Faculty and Chair Searches**

#### Section 1. Search Committee Designation

- a) After discussion with the department faculty about the qualifications and responsibilities for the faculty position, and in consultation with the dean, a search committee that includes at least three full-time permanent faculty members, one of which should be tenured, shall 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 shall provide the committee with specific guidelines about conducting searches.
- c) In Department Chair searches, the committee chair will be appointed by the Dean. At least three full time members of the HPE Department will serve on the search committee. Committee membership should be representative of the programs within

the department. The current Chair and/or Chair of the Department Faculty Council will provide the Dean with recommendations for appointment to the search committee.

Section 2. Potential Conflicts of Interest.

Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons 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 a potential 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 and faculty specialization.
- b.) Budget conditions.
- c.) Preference will be given to full-time, tenured or 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 the Department Chair who will bring the recommendations to the faculty for consideration. To amend the bylaws, the amendments must be approved by two-thirds majority vote at a faculty meeting at which a quorum of voting faculty are present. Amendments will then be sent to the Dean for approval.

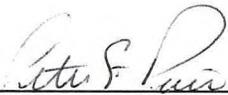
**ARTICLE VIII. Relationship to Other Governing Rules and Regulations**

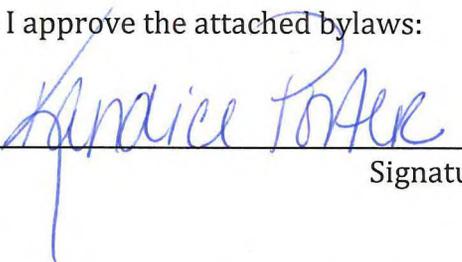
Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, the WellStar College of Health and Human Services and the Board of Regents of the University System of Georgia.

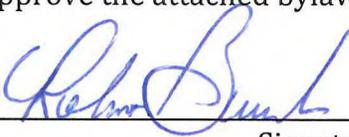
**Kennesaw State University Approval Form for Department Bylaws**

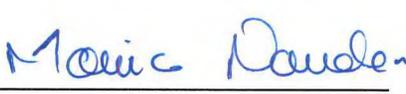
A copy of this form, completed, must be attached to the department bylaws.

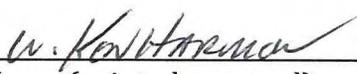
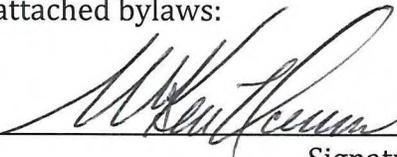
I confirm that the attached bylaws, dated September 11, 2015, were approved by the faculty of the Department of Health Promotion and Physical Education in accordance with department policies and procedures:

Peter St. Pierre  9/14/15  
Name (printed or typed) / DFC Chair      Signature/ Date

Department Chair Approval - I approve the attached bylaws:  
Kandice Porter  9/11/15  
Name (printed or typed)      Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:  
Robert Buresh  9/16/15  
Name (printed or typed)      Signature/ Date

College Dean Approval - I approve the attached bylaws:  
Monica Nandan  9/16/15  
Name (printed or typed)      Signature/ Date

Provost Approval - I approve the attached bylaws:  
  10/12/15  
Name (printed or typed)      Signature/ Date