

**DEPARTMENT OF PHYSICAL EDUCATION AND SPORT  
DEPARTMENTAL PROCEDURES, CRITERIA, STANDARDS, AND BYLAWS**

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(Official document prepared by Faculty Personnel Services)**

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# **Department of Physical Education and Sport Departmental Procedures, Criteria, Standards, and Bylaws**

## **I. INTRODUCTION**

### **A.1. Purpose**

This document describes the Procedures, Criteria, Standards and Bylaws (PCSBs) of the Department of Physical Education and Sport. Decisions (i.e. recommendations) concerning administrative appointment, faculty appointment, reappointment, tenure, promotion, professor supplement and retrenchment, as well as decisions establishing operating procedures, require specific actions by the Department faculty as described in this document.

### **2. Department Operating Procedures and Guidelines**

The Procedures, Criteria, Standards and Bylaws (PCSBs) are on file in the office of the Department of Physical Education and Sport. Department procedures are to be reviewed once every three years. Department PCSBs must be approved by the Department, the Dean, and the Provost in accordance CMU and the CMU Faculty Association hereafter referred to as the Agreement.

## **B. Academic Freedom**

The Department endorses and ascribes to the principles of academic freedom set forth by the American Association of University Professors (AAUP) [www.aaup.org](http://www.aaup.org) and accepted by the University. Academic freedom is fundamental to the Department and its responsibilities in the preparation of students. A violation of the principles of academic freedom is viewed as a subversion of the Department's responsibilities and as an infringement upon the rights of students attending Central Michigan University. The Department therefore considers such principles to be part of its procedures. This position is consistent with the Agreement.

## **C. Membership**

The faculty of the Department of Physical Education and Sport shall be those who hold academic rank.

## **D. Department Meetings**

1. The Department is to hold a minimum of one meeting each month during the academic year. These meetings will take place on dates agreed to by a simple majority of the Department members. A quorum, consisting of a majority of the Voting Faculty, will constitute an official meeting of the Department. It is the responsibility of the Department Chairperson that a

tentative schedule of meeting dates is to be published early in the Fall semester.

2. Any Department member may place a matter before the Department by requesting the Chairperson to put the matter on the agenda for a Department meeting, which the Department Chairperson will do as soon as the business of the Department permits, or by presenting the matter to the appropriate committee.

#### **E. Voting**

1. Department members teaching  $\frac{1}{2}$  time or more have the right to vote with the exceptions noted below in matters concerning criteria, policies, procedures, and personnel in Sections E.2. through E.6. A member must be present to exercise the right to vote unless voting is conducted by a secret ballot.
2. Members of the Department with tenure or on tenure-track appointments may vote on personnel policies, procedures and criteria of the Department. They may also vote on initial appointments and sabbatical leaves.
3. Only tenured faculty members may vote on personnel matters regarding reappointment, tenure, promotion and professor supplement.
4. All votes on appointment, reappointment, tenure, promotion, and professor supplement shall be by secret ballot.
5. Members on leave as defined in the Agreement shall retain the right to vote on policy and personnel matters.
6. Secret ballots are used for all personnel-related decisions. These ballots will be placed in a locked box in the Chairperson's front office. Once the voting completion date is reached, two Personnel Committee members and the Department Chairperson will count the votes, then report results to the person in question, then to the Department members.

#### **F. Acceptance and Revision of the Procedures**

These Procedures, Criteria, Standards and Bylaws may be revised or amended according to the steps below. First, following discussion at a Department meeting, a motion to vote on a proposed revision or amendment must be supported by a simple majority of the Voting Faculty. Second, at least one week must be allowed to conduct a vote by written ballot. A two-thirds majority of the ballots cast by the Voting Faculty is required to approve a proposed revision or amendment to the Department's Procedures, Criteria, Standards and Bylaws.

## **II. GOVERNANCE, STRUCTURE AND OPERATING METHODS OF THE DEPARTMENT**

### **A. Chairperson**

1. The Department's expectations of the Chairperson are consistent with the duties designated by the University.
  - a. Assuming that the Department will remain relatively stable in size and composition, the Department expects to choose the Chairperson from among its members. Since the Chairperson is a member of the teaching staff temporarily serving in an administrative capacity, Department members must be willing to accept delegated tasks.
  - b. The Chairperson will administer the policies of the Dean, Provost, President and the Board of Trustees as such policies apply to the Department.
  - c. The Chairperson, as appropriate, will communicate the actions, desires and decisions of the Department to the University Administration, to the students and to the general public. All committees, standing and ad hoc, recommend to the Department, except that the Department may delegate specific, limited power to act to a committee or to the Chairperson.
  - d. The Chairperson will implement the policies of the Department. The Chairperson will act as the leader of the Department and will chair Department meetings. In this capacity, the Chairperson will seek creative solutions to problems facing the Department and will endeavor to promote the development of the curriculum, as well as cooperation within the Department and cooperation with other academic departments. All legislative power rests with the Department in a formal meeting, except in instances when the Chairperson has the ability to make independent decisions.
  - e. The Chairperson will administer the budget of the Department.
2. **Qualifications.** The Chairperson shall be a tenured faculty member with a full-time appointment in the Department. The Chairperson candidate shall have the rank of associate or full professor.
3. **Job Responsibilities.** Supplemental to the duties as Chairperson described above in A.1. and that are assigned by CMU and incorporated in the letter of appointment, the Chairperson shall oversee departmental affairs while

maintaining effectiveness as teacher and scholar. Consequently, the Chairperson should:

- have equivalent of a 5-6 hour instructional load per semester;
- curtail the number of academic advisees;
- delegate departmental responsibilities wherever feasible; and
- serve as an ex-officio member of departmental standing committees.

The Chairperson will also direct departmental and promotional efforts to attract students, including graduate assistants; sponsor efforts to secure grants, and institute other undertakings for departmental advancement.

4. Specific procedures are to be followed concerning the appointment, formal review and reappointment of the Chairperson as stated below.
  - a. Term – The length of appointment of the Department Chairperson will be consistent with the Agreement. Normally the term of the Chairperson will be three years with the opportunity of reappointment.
  - b.1. If the Chairperson is to be selected from the members of the Department, all eligible voting members shall receive a mail nomination ballot listing all tenured associate and full professors listed in alphabetical order. Responsibility for this ballot rests with the Personnel Committee. Voting members will submit their choice for Chairperson. Results will be tabulated by the Chairperson of the Personnel Committee and the Chairperson of another departmental committee. The top two candidates will be polled by the Chairperson of the Personnel Committee about their willingness to run for office. If a candidate chooses not to run, the next person in rank order will be included. The two faculty receiving the highest ranking and who are willing to serve will be voted upon by secret ballot. To be elected, a candidate must receive a majority vote from those faculty eligible to vote. If no one receives a majority of votes cast, a second ballot will be taken. The Department's choice of Chairperson must be approved by the Dean, Provost, and the Board of Trustees as provided in the Agreement.
  - b.2. Method of Selection – When a new Chairperson is to be appointed from outside the University, the Personnel Committee will initiate a search procedure with the concurrence and cooperation of the

Office of the Dean. The search procedure will adhere to the pertinent policies of the University.

- c. Review – An annual review of the Chairperson’s performance will be conducted by the voting faculty. A formal written review will also be conducted during the final semester of the Chairperson’s appointment. In each instance, the Chair of the Personnel Committee will coordinate the review process. The review instrument (Appendix A) will consist of a series of objective statements. The faculty will individually rate the Chairperson’s performance on each statement. Immediately following the Department meeting at which the performance review is conducted, the Chair of the Personnel Committee will meet with the Chairperson to share the written performance data from the review instrument and the final written report before forwarding the report to the Dean. The Department Chairperson may be removed from office prior to the completion of the appointment, according to the Agreement.
- d. If the Chairperson seeks reappointment to a succeeding term, a formal recommendation to the Dean to reappoint or not to reappoint is to be made by the voting faculty during the final academic year of the Chairperson’s appointment as Chairperson. The Chair will notify the Personnel Committee of his/her intent for reappointment. Following discussion at a Department meeting, the voting faculty vote by secret ballot to recommend or not to recommend reappointment. The recommendation for reappointment will be forwarded to the Dean for approval.

5. Substitute/Interim Chairperson

- a. On those occasions when the Chairperson is absent from campus or unable to fulfill the Chair’s duties due to sickness, conflicting engagements, or emergencies of any kind for periods not exceeding four weeks, the Chairperson may appoint a substitute from the members of the Department.
- b. When the Chairperson is unable to fulfill the Chair’s responsibilities for periods exceeding four weeks, the Department will elect an Interim Chairperson from eligible members of the Department according to the above procedures (IIA.4.b.1.). This individual will be recommended to the Dean for appointment.
- c. In the event that the Chairperson is unable to resume his/her duties, a new chair will be selected (IA.4.b.1. and 2.).

## **B. Committees**

1. There shall be six standing committees: Curriculum, Development, Graduate, Personnel, Resource and Planning, and Student Advisory. Each member of the Department shall be a member of at least one standing committee.

Based on interest, members of these committees shall be appointed after the first Department meeting and will serve for one academic year. Students will be appointed to all standing committees except the Personnel Committee. The Chairperson will submit the committee appointments to the Department for approval.

2. The Department shall specify the charge of the committees. (Appendix B)
3. Ad hoc committees may be established either by the Department as appropriate or the Department Chair, the Department and/or Department Chair will charge the committee and establish membership.
4. The Department Chair will solicit tenured and tenure-track faculty members for service on college and university committees.

## **C. Graduate Coordinator**

1. The Graduate Coordinator is the administrator of the graduate programs offered by the Department. The Graduate Coordinator shall receive a 2 credit-hour release time per semester and will be given the opportunity to teach one, 3 hour class during the summer session.
2. Qualifications. The Graduate Coordinator shall be a tenured faculty member with full-time appointment in the Department. The Graduate Coordinator shall have a rank of associate or full professor and shall have graduate faculty status as approved by the College of Graduate Studies.
3. Job Responsibilities. Supplemental to the duties as a regular faculty member, the Graduate Coordinator shall:
  - a. Represent the Department in university-wide graduate matters;
  - b. Represent the interests of the graduate faculty in departmental matters;
  - c. Coordinate promotional materials used to publicize departmental graduate programs;
  - d. Serve as Chairperson of the Departmental graduate committee;

- e. Make recommendations regarding graduate course offerings to the Chairperson;
  - f. Review credentials of prospective graduate students;
  - g. Assign advisors to graduate students;
  - h. Respond to inquiries about departmental graduate programs;
  - i. Encourage graduate program development, teaching effectiveness and research; and
  - j. Collaborate with the department chair concerning the number of graduate assistants.
4. Term. The term of the Graduate Coordinator shall normally be three years with the opportunity of reappointment.
  5. Method of Selection. The Graduate Coordinator will be elected by secret ballot at the final graduate meeting of the year in which the term expires. Nominations will be taken from the floor. Voting will take place using a secret ballot with a simple majority electing.
  6. Substitute/Interim Graduate Coordinator
    - a. On occasions when the Graduate Coordinator is absent from campus or unable to fulfill appointed duties due to sickness, conflicting engagements, or emergencies of any kind for periods not exceeding four weeks, the Graduate Coordinator may appoint a substitute from the members of the graduate faculty of the Department.
    - b. When the Graduate Coordinator is unable to fulfill the appointed responsibilities for periods exceeding four weeks, the Department will elect an Interim Graduate Coordinator from eligible members of the Department according to the above procedures. (II.C.5.)

**D. Division Directors**

1. The Division Directors are responsible for the administration of their respective academic divisions: Division of Athletic Training, Division of Pedagogy, and Division of Sport Management.



2. Qualifications

- a. Tenure-track, full-time faculty member in the Department of Physical Education and Sport,
- b. A teaching load which includes courses within the division to be administered.

3. Job Responsibilities

- a. Promote undergraduate and graduate research interests and collaboration in the department, college, and university;
- b. Direct, administer, oversee, and provide for assessment activities for curriculum, accreditation and program development issues;
- c. Serve as a member of the Dean's Advisory Council (DAC);
- d. Consult with the chairperson regarding;
  - division courses offered, scheduling of division courses and facilities, and the course offering guide,
  - faculty teaching and advising assignments,
  - recommendations for temporary faculty and GA assignments and training,
  - program evaluation and effectiveness,
  - other duties specific to each division.
- e. Establish a meeting time which is conducive to all division faculty/staff, develop an agenda for division meetings, lead division meetings, and give division meeting minutes or agenda to the department chair;
- f. Serve as a representative to the PES department division director committee;
  - meetings will be scheduled at the discretion of the committee,
  - meetings will include department chair.

- g. Meet the needs and responsibilities of the division during the summer, i.e. orientation.
4. Term and Review
- a. The term of a Division Director will be one to three years with the opportunity for serving subsequent terms.
  - b. A Division Director will be elected from the Division's full-time tenure-track faculty who have submitted a formal petition to the division faculty. Faculty must teach in the division and participate in division meetings. The vote will be by secret ballot with election by simple majority vote of the division faculty. A recommendation will then be made to the Dean for approval.
  - c. A review of the Director's performance must be conducted at the completion of each academic year by the division faculty. If this review is less than satisfactory, further action may be taken at the discretion of the division faculty. Results will be distributed to the division faculty, the department chairperson, and the CHP Dean.

**III. PROCEDURES AND CRITERIA FOR REAPPOINTMENT, TENURE, PROMOTION AND PROFESSOR SUPPLEMENT**

Bases for judgment at the departmental level shall be consistent with those specified in the Agreement.

The Procedures and Recommendation Forms for Reappointment/Tenure/Promotion/Professor Supplement are available in the Department Chairperson's office.

**A. Reappointment of Tenure-Track Faculty**

- 1. Procedures for Reappointment
  - a. All non-tenured, tenure-track faculty hold a probationary appointment subject to annual review and reappointment.
  - b. A positive recommendation requires a two-thirds majority vote of the Personnel Committee members who vote by secret ballot. The Personnel Committee's decision on reappointment constitutes a recommendation to the Department.
  - c. Recommendations shall be considered at meeting of the Department. The agenda for the meeting will be distributed seven calendar days before this meeting. A candidate's file will be made available upon the request at the departmental office. The

candidate or a designated representative will present materials for reappointment. The candidate shall absent himself/herself from the meeting while his/her case is being discussed. Any faculty member who has a legal relationship (e.g., spouse, son, daughter, domestic part, etc.) with the candidate in question will absent himself/herself from the meeting during the discussion. The candidate will then be invited back to address any concerns of the faculty as documented by the Chair of the Personnel Committee.

- d. Decisions to approve or disapprove a reappointment recommendation shall be made by a two-thirds majority vote by secret ballot. After the Department's vote, the Chair of the Personnel Committee will complete the forms required by the University. The Chairperson will also share the recommendation with the individual involved.

## 2. Criteria for Reappointment

- a. For purposes of reappointment, evidence demonstrating satisfactory progress toward promotion is to be documented annually. This documentation shall include a current curriculum vitae.
- b. The University criteria concerning reappointment, as stated in the Agreement, are to be met.

## **B. Promotion**

### 1. Procedures for Promotion

- a. In general, the minimum time normally required in the rank of Assistant Professor before promotion to the rank of Associate Professor is six (6) years. The minimum time normally required in the rank of Associate Professor before promotion to Professor is five (5) years. The minimum time normally required in the rank of Professor before salary adjustment is four (4) years. In "extraordinary" circumstances, upon mutual agreement of the Department, Dean and Provost, an exception may be made to the minimum period of service required.
- b. The candidate for promotion or professor supplement should forward a letter of intent to the Personnel Committee by October 15. The purpose of the letter of intent is to assist the committee in scheduling and planning for the promotion review and to assist the faculty member in assembling the application materials. Noncompliance with the letter of intent procedure does not

preclude a faculty member from submitting an application for promotion as specified in the Agreement.

- c. One copy of the candidate's application, curriculum vitae, and supporting documents for promotion or professor supplement is to be submitted to the Department Chairperson as specified in the Agreement.
- d. A positive recommendation for promotion requires a two-thirds majority vote of the Personnel Committee members who vote by secret ballot. The Personnel Committee's decision on promotion constitutes a recommendation to the Department. To receive a positive promotion recommendation, a faculty member shall present evidence of progress and performance achievement in all areas. Evidence demonstrating teaching effectiveness and continuing overall development and improvement, as appropriate, shall be given particular attention and emphasis in this regard. The expectation is that a record will be compiled that demonstrates unequivocal evidence of the individual's effectiveness as an educator.
- e. Recommendations shall be considered at a meeting of the Department. The agenda for the meeting will be distributed seven calendar days before this meeting. A candidate's file will be made available upon request at the departmental office. The candidate or a designated representative will present materials for promotion. The candidate shall absent himself/herself from the meeting while his/her case is being discussed. Any faculty member who has a legal relationship (e.g., spouse, son, daughter, domestic partner, etc.) with the candidate in question will absent himself/herself from the meeting during the discussion. The candidate will then be invited back to address any concerns of the faculty as documented by the Chair of the Personnel Committee.
- f. Decisions to approve or disapprove a promotion recommendation shall be made by a two-thirds majority vote of tenured faculty by secret ballot. After the Department's vote, the Chair of the Personnel Committee will complete the forms required by the University. The Chairperson will make an independent judgment and recommendation. Both documents will be forwarded to the Dean. The Chairperson will also share the recommendations with the individual involved.

## 2. Criteria for Promotion

The required criteria and standards must have been accomplished since the candidate's last promotion.

a. Teaching

The candidate is to provide evidence of teaching effectiveness as noted, but not limited to the examples below:

- (1) Submit Student Opinion Survey (S.O.S.) II averages for question 8 or other evaluation tool previously accepted by the Department. Mean S.O.S. scores should be consistent with department and college averages.
- (2) Submit course outlines and evaluation tools, and learning outcomes/assessment findings from one course (e.g., match course objectives to course outcome or grade) which is representative of the candidate's teaching assignments.
- (3) Submit evidence of significant course content and/or methodological changes and submit evidence of their effectiveness.
- (4) Submit evidence of effectiveness from evaluations as a fieldwork supervisor.
- (5) Submit additional materials as appropriate (e.g., peer reviews, videotapes of teaching, letters of recommendations from students).
- (6) Submit information on advising duties including number, extent and documentation of additional impact on student advisees.

b. Scholarly and Creative Activity

The candidate is to provide evidence and a record of sustained, high quality scholarly and creative activity. Measures of impact include but are not limited to products in Categories I and II.

- (1) The required scholarship standard for promotion from Assistant Professor to Associate Professor is to be three (3) products with at least two (2) products from Category I (below).
- (2) The required scholarship standard for promotion from Associate Professor to Professor, and for Professor Supplement, is to be five (5) products with at least three (3) products from Category I (below).

### Category I<sup>1</sup>

- ✍ an article published in a national or international refereed journal,
- ✍ a refereed chapter in a published book (written verification of refereed status required),
- ✍ a reviewed, published book shall count as 2 products in Category I,
- ✍ a procured competitive external grant (federal, state, private non-profit or private foundation),
- ✍ curriculum materials (e.g., tests, teaching materials, computer software, CD ROM) published through a refereed review process (written verification of refereed status required),
- ✍ refereed published materials over the Internet.

### Category II<sup>1</sup>

- ✍ an article published in a regional or state refereed journal,
- ✍ a chapter in a non-refereed published book,
- ✍ a technical endeavor (e.g., production of a videotape or CD),
- ✍ a refereed paper or presentation at a national conference,
- ✍ published curriculum materials,
- ✍ locally, or self-published book,
- ✍ published book reviews,
- ✍ an invited presentation at a national, regional or state professional conference,
- ✍ a published abstract in a refereed journal,
- ✍ an invited or reviewed article published in a periodical,
- ✍ an invited presentation at a national, regional or state professional conference,
- ✍ funded internal grant (FRCE, FTPD, etc.),
- ✍ a submitted competitive external grant proposal.

c. Service to the Department, College, University and/or Community which may include but are not limited to the following:

- ✍ service evaluated in terms of participation on Department, College, University, Community and Professional Association committees,

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<sup>1</sup> Publication, as referred to in Categories I and II, is defined as a published work, galley or page proofs, or a final letter of acceptance from an editor.

- ✍ consultation services,
- ✍ new program development,
- ✍ guest lectures and participation in Professional Organizations and their annual conventions (complete documentation must be provided),
- ✍ service in the capacity of a clinic director, laboratory director, research director or similar position must be in addition to full-time, and
- ✍ service to the community which is professionally related (e.g., consulting with a public school physical education curriculum committee).

## C. Tenure

### 1. Procedures for Tenure

- a. Each year at an appropriate time in relation to the University calendar consistent with the Agreement the Personnel Committee shall evaluate for tenure each member of the Department who is eligible.
- b. Any member of the faculty who is under consideration for tenure shall excuse himself/herself from the Personnel Committee, and Department meetings while his/her case is being discussed and voted on. Any faculty member who has a legal relationship (e.g., spouse, son, daughter, domestic partner, etc.) with the candidate in question will absent himself/herself from meetings during the discussion and voting.
- c. A positive recommendation requires a majority vote of the Personnel Committee members who vote by secret ballot. The Personnel Committee's decisions on tenure constitute recommendations to the Department.
- d. Recommendations shall be considered at a meeting of the Department. The agenda for this meeting shall be distributed seven calendar days before this meeting. A candidate's file will be available upon request at the departmental offices. The candidate or a designated representative will present materials for tenure. The candidate shall absent himself/herself from the meeting while his/her case is being discussed. Any faculty member who has a legal relationship (e.g., spouse, son, daughter, domestic partner, etc.) with the candidate in question will absent himself/herself from meetings during the discussion and voting. The candidate will then be invited back to address any concerns of the faculty as documented by the Chair of the Personnel Committee.

- e. Decisions to approve or disapprove a tenure recommendation shall be made by two-thirds majority vote by secret ballot. After the Department's vote, the Chair of the Personnel Committee will complete the forms required by the University. The Chairperson will make an independent judgment and recommendation. Both documents will be forwarded to the Dean. The Chairperson will also share the recommendations with the individual involved.

2. Criteria for Tenure

- a. Eligibility for tenure, as stated in the Agreement, is differentiated by academic rank.
- b. Specific criteria for tenure are consistent with those criteria stated for promotion (see Section III.B.2.) and in regard to scholarly and creative activity either subsection b.(1) or b.(2) will be used depending on the rank of the faculty member under consideration for tenure. In addition, promise is evaluated based on performance up to the present time, and potential for professional growth and development and contribution to the goals and objectives established by the Department as stated in the Agreement. The tenure decision is also based on future needs of the University.
- c. To receive tenure, one shall hold a doctorate and be potentially promotable to Associate Professor.
- d. Other University criteria concerning tenure, as stated in the Agreement, are to be followed.

#### **IV. RETRENCHMENT PROCEDURES**

##### **A. Recommendation**

When a recommendation for retrenchment must be made by the Department, a priority list of options is to be considered in a Department meeting called in a timely manner by the Department Chairperson. The list below is to be invoked in prioritized order.

##### **B. Priorities**

Below are retrenchment recommendation options listed by priority.



1. A non-voting faculty member serving on a temporary appointment in a regular position or a part-time position shall not receive subsequent reappointment.
2. A voting member serving on a temporary appointment in a regular position or a part-time position shall not receive subsequent reappointment.
3. A faculty position vacancy caused by retirement, resignation or other form of attrition shall not be filled.
4. Alternatives which are available at the time and which do not involve the dismissal of a faculty member serving on a regular appointment shall be implemented.
5. A tenure-track faculty member serving on a regular appointment shall not be reappointed. The recommendation of which position(s) to delete will be made by the Department, then submitted to the Dean and Provost for action.
6. Dismissal of a tenured faculty member according to the Agreement. The recommendation of which position(s) to delete will be made by the Department and implemented by the Chairperson based on programmatic needs, seniority, academic rank and teaching effectiveness. The recommendation will then be submitted to the Dean and Provost for action.

## **V. SELECTION OF NEW TENURE-TRACK FACULTY**

When a position becomes available the following procedure for the selection of a new faculty member will prevail:

- A. The Personnel Committee and Department Chairperson will identify the expertise and specific qualifications to be sought in the ensuing search. These recommendations will then be submitted to the Department for approval. Upon approval, the qualifications will be submitted to the Office of the Dean.
- B. Upon Dean/University approval, a job position vacancy notice, along with qualifications desired, will be appropriately disseminated.
- C. The Department Chair, in conjunction with the Personnel Committee, will appoint a faculty member to serve as a chair for each search committee. The search chair will recommend the appointment of other members to the search committee, in accordance with The Herbert H. and Grace A. Dow College of Health Profession Practice Standards *College Search and Recruiting Guidelines*, which must be approved by the Personnel Committee. At least one member of the Personnel

Committee must be a member of the search committee. Any member of the faculty may volunteer to be selected for a search committee.

- D. A list of qualified candidates recommended for the position will be prepared. On-campus interviews shall take place ordinarily with up to three (3) candidates.
- E. The search committee will submit a list of preferred candidates to the faculty for a vote. A two-thirds vote of the tenured and tenure-track faculty is necessary for a recommendation to the Department Chair for hiring. Recommendations will be forwarded to the Dean and Provost for approval. In the event a faculty member is to be hired during such time that department members are not available (i.e. Christmas, summer, etc.), the Department Chairperson and search chair shall attempt to contact as many faculty members as possible to assist in the hiring process.

## **VI. REASSIGNMENT**

### **A. Procedures**

1. Requests by tenured faculty members of the Department of Physical Education and Sport with released time to assume full-time teaching status in the Department are subject to the procedures outlined below.
2. The faculty member shall make his/her request in writing to the Department Chairperson.
3. The Personnel Committee shall be instructed by the Chairperson to evaluate the request based upon established criteria and submit a recommendation to the Department.

### **B. Criteria**

The Department of Physical Education and Sport believes it has a responsibility to faculty members to utilize their talents and energies in the areas where the faculty member can best contribute. The Department further believes that students are better served when faculty are in positions where they are most competent. Therefore, the Department will lend support to a faculty member who requests reassignment or seeks retraining. However, faculty members must be advised that changes in workload status can only be made when the situation and resource availability allow it, and only after approval of the Dean.

Full-time tenured faculty who were originally hired as full-time faculty in the Department and who voluntarily accepted a temporary assignment in another Department or division of the University may at any time return to full-time status in the Department of Physical Education and Sport. They must notify the

Chairperson of their intentions by February 1 for the following academic year. No action by the Personnel Committee or the Department can negate this right.

## **VII. DEPARTMENTAL APPEAL PROCEDURES**

The faculty member shall have the right to appeal any action of the Department including actions regarding reappointment, tenure, and promotion recommendations as specified in the Agreement.

## **VIII. TEACHING OPPORTUNITIES ADDITIONAL TO REGULAR TEACHING LOADS**

- A. The Department Chairperson in consultation with the Department shall determine the assignment of the individuals teaching in the summer. The following prioritized criteria shall be considered in assigning faculty to summer sessions.
  - 1. Expertise and the need for offering required graduate and undergraduate courses receive the highest priority.
  - 2. Those not employed to teach the last two (2) out of three (3) summers will have next priority.
  - 3. Those employed the previous summer will have lowest priority.
- B. A faculty member, with the recommendations of the Department and College and with approval of the Provost, may reduce regular academic year assignments in exchange for comparable responsibilities during the summer sessions.

## **IX. TRAVEL ALLOWANCE POLICY**

- A. Distribution of Funds
  - 1. A yearly allowance shall be provided for each full-time faculty member for professional development (i.e. conferences, workshops, etc.). The amount of the allowance to be determined by the Resource and Planning Committee upon the recommendation and budgetary justification by the Chairperson.
  - 2. Additional funding may be provided to faculty presenting at national and/or international conferences.
- B. In the event the S & E budget is inadequate for operating Department programs, the Department Chairperson has the right to adjust the assignment of available travel funds and divert them to meet program needs.

## **X. SABBATICAL LEAVE POLICY**

- A. All applications for sabbatical leave shall be submitted in compliance with the Agreement, the University Sabbatical Leave Administration Rules and Procedures Document, and The Herbert H. and Grace A. Dow College of Health Professions Sabbatical Leave Policy document.
- B. Sabbatical leaves will be determined by secret ballot of the voting faculty with a simple majority needed for approval upon the recommendation of the Personnel Committee.
- C. The Personnel Committee will consider the following:
  - 1. The quality of the proposal and its probable value to the professional development of the individual requesting it, and the contribution to the University and students;
  - 2. Potential value of the completed project to the University, the College, the Department, and the student;
  - 3. Evidence which exhibits sound preliminary planning of the project and ability to complete the project;
  - 4. Past record of service to the University, research, teaching, and other scholarly and creative activity;
  - 5. Years of service applicable toward the leave; and
  - 6. Adverse impact on departmental programs and the ability of the department to deliver quality programs.
- D. No more than two sabbaticals will be permitted during the same academic year.

## **XI. WORK LOAD POLICY**

- A. The instructional load shall be in accordance with the Agreement.
- B. Faculty workloads shall include at least five hours of posted office time per week.
- C. Faculty members may request less than a full instructional load (e.g.,  $\frac{3}{4}$  load/semester) to conduct research, administer a grant, or to perform departmental-related duties. A written proposal of the intended use of the reduced load must be submitted to the Department Chairperson with the amount of release time identified, as well as the semester for which it is being requested. The proposal is to be submitted at least one full semester prior to the semester for which the request is intended. The proposal will be reviewed, voted upon, and

approved by simple majority of the faculty. There must be documentation of how workload reallocation goals will be achieved.

- D. The number of preparations and class size shall be considered when assigning workloads.

## **XII. PROCEDURES FOR ALLOCATION OF OFFICE SPACE**

The allocation of vacant office space will be based on these criteria in order:

### **A. Rank -**

Faculty members will be listed according to rank.

Professor  
Associate Professor  
Assistant Professor  
Instructor

### **B. Seniority in Rank -**

Within each rank, a list will be made of promotion dates. Those with the most seniority will be given first priority for the available office spaces.

## APPENDIX A

### DEPARTMENT OF PHYSICAL EDUCATION AND SPORT CHAIRPERSON EVALUATION

Instructions: Check the appropriate box for each item.

SA = Strongly Agree, A = Agree

D = Disagree, SD = Strongly Disagree

U/J = Unable to Judge

<b>I. Administrative Functions</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	<b>U/J</b>
1. Communicates the departmental needs and desires to the Dean and Provost.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Communicates and interprets school/college and University decisions to the faculty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintains open lines of communication among specializations within the Department, and encourages appropriate balance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Encourages the development and improvement of the departmental curriculum, and seeing that the proper curriculum forms are submitted on schedule.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Insures the preparation of catalog information and schedules of class offerings in accordance with deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Effectively supervises the departmental budget: (supplies, equipment, materials and other instructional needs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Develops and follows procedures to assign faculty to classes, laboratories, studios and other responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Reports undesirable or potentially hazardous conditions with respect to the physical plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Facilitates and encourages grants and contracts from extramural sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Coordinates and supervises the departmental five-year plan, accreditation and departmental evaluations and other reviews.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	SA	A	D	SD	U/J
11. Cooperates with departments, college, schools, and other units in the accomplishment of their tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Effectively allocates clerical and supporting services to staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**II. Faculty and Personnel Functions**

1. Exercises leadership in recruiting and retaining capable faculty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Evaluates faculty performance and the development of procedures for assessing faculty accomplishment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Exercises independent judgments and recommendations relative to reappointment, promotion, tenure, salary adjustment and leave of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Encourages improvement of faculty performance by fostering good teaching, stimulating research, scholarly writing and creative activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Promotes faculty professional development and encourages faculty in their service to the University and community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Maintains faculty morale by preventing and resolving conflicts and by arranging for the effective and equitable distribution of faculty responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Make self available to faculty and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Listens to faculty, invites and considers their suggestions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III. Liaison Functions**

1. Maintains liaison with other departments and support units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fulfills public relations and enhances the department image and reputation on and off campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	SA	A	D	SD	U/J
3. Promotes interdepartmental and interdisciplinary cooperation in the development and maintenance of academic programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IV. Student-Related Functions**

1. Coordinates the academic advisement process and monitors the process to see that it is responsive to changing student goals and aspirations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Encourages student clubs and organizations which foster achievement and professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Develops procedures for resolving student complaints about faculty, courses and/or programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Informs students of special departmental registration procedures and enrollment criteria, etc., and administers those procedures when appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assures that students pursuing program in the department have available to them appropriate courses to allow satisfactory progress toward their degree.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Provides information and assistance for prospective and incoming students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**V. Faculty and Personnel Functions**

1. Judges people fairly and thoughtfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Initiates and sustains action toward defined goals and encourages the initiative of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrates interpersonal relations that foster a professional working atmosphere.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Works with committees and promoted their effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Engages in consultation and participatory decision-making.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	<b>U/J</b>
6. Is open to fair criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates objectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Chairs departmental meetings effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **APPENDIX B**

### **MAIN FUNCTIONS STANDING COMMITTEES**

#### **I. Personnel Committee**

- A. Shall be composed of five (5) faculty members.
- B. The committee will elect its Chairperson from its membership.
- C. The Personnel Committee will conduct the initial procedures of all matters concerning personnel. The Personnel Committee will review all pertinent documents and materials and make a recommendation to the Department Chairperson, then to the Department faculty for action.
- D. The major responsibilities include:
  - 1. Faculty recruitment
  - 2. New faculty search and selection
  - 3. Faculty reappointment
  - 4. Faculty promotion
  - 5. Tenure decisions
  - 6. Evaluation and recommendation for sabbatical leave and/or leave of absence
  - 7. Faculty evaluation
  - 8. Chairperson evaluation
  - 9. Chairperson search and selection

#### **II. Curriculum Committee**

- A. Shall be composed of four (4) faculty members and one (1) student.
- B. The committee will elect its Chairperson from its membership.
- C. The Curriculum Committee will review all documents and materials concerning the initiation and development of all undergraduate curriculum proposals. The Curriculum Committee will forward their recommendation to the Department Chairperson, then to the Department for appropriate action.
- D. The major responsibilities include:
  - 1. Review bulletin copy
  - 2. Review changes in course titles, prerequisites, credit hours, course designation and course descriptions
  - 3. Curriculum evaluation
  - 4. Course development and evaluation

5. Conduct program review
6. Review major and minor requirements

### **III. Resource and Planning Committee**

- A. Shall be composed of four (4) faculty members and one (1) student.
- B. The committee will elect its Chairperson from its membership.
- C. The Resource and Planning Committee will assist the Department Chairperson in assessing the department's future needs and develop short and long-range plans. The committee will also assist the Chairperson in formulating the budget requests and prepare an effective recommendation.
- D. The major responsibilities include:
  1. Budget planning
  2. Resource allocation
  3. Recommendations for equipment acquisitions
  4. Recommend priority acquisitions for library needs
  5. Recommend priority acquisitions from special funding
  6. Assist in preparation of planning document
  7. Faculty travel allocation

### **IV. Development Committee**

- A. Shall be composed of three (3) faculty members and one (1) student.
- B. The committee will elect its Chairperson from its membership.
- C. The Development Committee is to coordinate activities that will promote the development of the faculty, and the improvement of the Department's image and reputation on and off campus.
- D. The major responsibilities include:
  1. Faculty development
  2. Fund-raising
  3. Public relations
  4. Alumni relations
  5. Department operation procedures
  6. Special needs

**V. Student Advisory Committee**

- A. Shall be composed of three (3) faculty, three (3) undergraduate students and two (2) graduate students.
- B. The Chairperson will be appointed by the Department Chairperson.
- C. The Student Advisory Committee is concerned with the welfare of the students and provide the opportunity for open communication between the students and faculty.
- D. The major responsibilities include:
  - 1. Student honors
  - 2. Student scholarships
  - 3. Serve as liaison for the Student Advisory Council Representative
  - 4. Promote student activities
  - 5. Provide student input to other committees and Department Chairperson

**VI. Graduate Committee**

- A. Shall be composed of all faculty recommended by the School of Graduate Studies in the Physical Education and Sport Department and at least one but not more than two graduate students.
- B. The graduate coordinator will function as the committee Chairperson.
- C. The Graduate Committee will function to review the graduate programming, encourage graduate program development and advise the Department on all graduate matters.