



## Bylaws of the Department of Kinesiology

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

Adopted 1/17/92. Revised 12/11/92. Revised 1/24/97.

### **Preamble**

The Department of Kinesiology (hereinafter referred to as the Department) views its mission as being congruent with that of the College of Education and with that of Michigan State University, a land grant institution and a member of the Association of American Universities. This mission is the fostering of intellectual leadership as demonstrated by the development of new knowledge, the interpretation and application of knowledge, and the dissemination of knowledge to students and to the public at large.

The Department maintains a strong commitment to the education of individuals whose focus is the study of human physical activity and its relationship to well-being. The unique and primary focus of the Department is its role in the development, application, and communication of knowledge that enhances human performance and promotes psycho-social, behavioral and physical health. A basic assumption underlying the teaching research and service functions of the Department is that human well-being can be enhanced by an integrated approach to meeting the biological, psychological, and social needs of individuals.

The Department is involved in both the initial and continued preparation of competent persons in the areas of physical education and human performance. As such, this academic unit provides a basis for continuous professional interaction and collaboration among academic disciplines devoted to the study and advancement of human performance with a broad range of populations. To achieve this objective, the components of teaching, research, and service are related to curricular efforts at the undergraduate and graduate levels leading to bachelor's, master's, and doctoral degrees.

These Bylaws of the Department are adopted to meet the special needs and concerns of the faculty of the Department, to facilitate communication with the department and between the Department and other University agencies and personnel, and to provide means by which the faculty of the Department may meet its responsibilities in teaching, research, and service. They are intended to conform to the letter and spirit of the Michigan State University Bylaws for Academic Governance and the Bylaws of the College of Education.

### **Article A. The Faculty**

#### A.1. Composition of the Faculty of the Department

A.1.1. The regular faculty of the Department shall consist of all persons holding the rank of professor, associate professor, assistant professor, or instructor who are appointed under the rules of tenure.

A.1.2. The temporary faculty of the Department shall consist of all persons holding the rank of professor, associate professor, assistant professor, instructor, or assistant instructor who have appointments within the Department but are not appointed under the rules of tenure.

A.1.3. The support faculty shall consist of all specialists, lecturers, research associates, instructors, and assistant instructors who have funded appointments in the Department.

A.1.4. The adjunct faculty shall include persons without funded appointments in the Department whose professional positions, qualifications, and interests make some relationship with the Department mutually desirable. Adjunct faculty are appointed for a specified term of one or more years.

A.1.5. The honorary faculty shall include visiting professors and professors emeriti.

## A.2. Faculty Voting Rights

A.2.1. The voting faculty on matters external to the Department shall be those members of the Department faculty who meet the test of applicable College and University Bylaws.

### A.2.2. Voting on Department Matters

A.2.2.1. The voting faculty on Department matters shall include all regular faculty of the Department.

A.2.2.2. A temporary, jointly-appointed, support, adjunct, or honorary faculty member shall be granted the right to vote on Department matters during a designated period of time if the faculty member is recommended for such privilege by the Department Advisory Committee and if that recommendation then is approved by a two-thirds affirmative vote at a Department meeting.

## A.3. Faculty Meetings

A.3.1. The Department faculty shall meet at least once during fall and spring semesters and at other times when called to do so by the Department Chairperson, the Department Advisory Committee, or by five qualified voting members of the Department faculty.

A.3.2. The Chairperson of the Advisory Committee, in consultation with the Department Chairperson, shall be responsible for preparing the agenda of such meetings. Written notice of each Department faculty meeting shall be sent to all faculty members at least one week in advance of the meeting. Such notice shall set forth the time and place of the meeting as well as the matters to be considered at the meeting.

A.3.3. The Department Chairperson shall preside at Department faculty meetings. In the absence of the Chairperson he/she shall appoint a substitute to chair the meeting.

A.3.4. The minutes of each Department faculty meeting shall be sent to all faculty members in the Department and to the office of the Department Chairperson. A copy of the minutes of all Department faculty meetings shall be kept on file in the office of the Department Chairperson.

A.3.5. In addition to scheduled agenda items, Department faculty meetings shall serve as a forum for the dissemination and exchange of ideas and information. All Department faculty and students present at a Department faculty meeting shall have voice.

A.3.6. A majority of all voting faculty members of the Department shall constitute a quorum for the transaction of business at any Department faculty meeting. If a quorum is not present for two consecutive Department faculty meetings, spaced no more than three months apart, and action needs to be taken on an issue, the Advisory Committee shall be convened to consider the issue. The results of an Advisory Committee vote on the issue shall be considered legal faculty action.

A.3.7. Voting at a Department faculty meeting shall be by voice, a show of hands, or by written ballot as requested by faculty members. Unless otherwise specified in these bylaws, a simple majority of all qualified votes cast shall provide approval or disapproval of any proposal. Proxy voting shall be allowed only when an absent qualified voter has given specific written instructions concerning a scheduled vote to another qualified voter and has notified the chair of the meeting that such a proxy has been given.

A.3.8. All Department faculty meetings shall be conducted by Robert's Rules of Order, Revised, except as modified in these bylaws.

## A.4. Voting by Mail

A.4.1. A vote on a matter of concern to the Department may be conducted by mail only if such vote is approved by the Department Advisory Committee.

A.4.2. In the event that a vote by mail is to be conducted, the issue to be decided must be described fully in writing, copies of that description and ballots must be sent to all eligible voters,

instructions for completing and returning the ballots must be included, and a reasonable requirement for prompt returns must be specified.

A.4.3. The Advisory Committee shall be responsible for certifying the results of any Department vote that is conducted by mail.

A.5. The faculty of the Department shall be responsible for establishing policies, related to all teaching, research and service functions of the Department, that are not specified or otherwise covered in the Michigan State University Bylaws for Academic Governance, the Bylaws of the College of Education, or these Bylaws of the Department. Such policies shall apply to, but shall not be limited to, matters of curriculum, student recruitment and admission, student review, faculty promotion and tenure, and personnel assignments. The faculty may delegate portions of this responsibility to appropriate committees or special constituent groups.

## **Article B. The Students**

B.1. The Department recognizes the legitimate interests and responsibilities of students, both graduate and undergraduate, in the affairs of the Department.

B.2. Student representatives may be nominated by themselves, their peers, or faculty members, and shall be elected by majority vote of the standing student groups and/or of the Department faculty for membership on the following Departmental committees: Advisory Committee, Curriculum Committee, Graduate Studies Committee, Undergraduate Studies Committee, and Special Events Committee.

B.3. The student constituency of the Department for purposes of electing student representatives to various committees shall be students who have declared a major (or major preference in the case of lower-division students) in an academic program administered by the Department.

B.4. Graduate and undergraduate student groups shall be formed to facilitate student participation in the affairs of the Department.

## **Article C. Department Structure and Administration**

### **C.1. Department Chairperson**

C.1.1. The Department Chairperson shall have a primary appointment within the Department, shall be appointed in accord with College and University bylaws, and shall have such powers and responsibilities as are described therein. Matters regarding review of the Department Chairperson's performance and his/her reappointment are set forth in the Michigan State University Bylaws for Academic Governance.

C.1.2. The Department Chairperson shall be responsible for the implementation of educational, research, and service functions of the Department. This responsibility pertains to matters of budget, course scheduling, physical facilities, and personnel (including the appointment of graduate assistants). In performing these duties, the Department Chairperson shall take into account advice given by all standing committees, coordinators, the faculty, and the student constituency of the Department.

C.1.3. The Department Chairperson shall be an ex officio member of all Department standing committees with voice but not vote.

## **Article D. Faculty Governance**

### **D.1. Committee Structure**

D.1.1. Standing committees of the Department shall be formed to facilitate the operation of the Department. Members on all standing committees shall be elected by the voting members of the Department.

D.1.2. The election of faculty members to serve on existing standing committees of the Department shall take place at a Department meeting each Spring.

D.1.3. A faculty member may serve in only one capacity on a given standing committee of the Department at any time.

D.1.4. The usual term of membership for each elected faculty member of a standing committee of the Department shall be for a period of two years commencing immediately upon election. A faculty member may serve no more than two consecutive terms on any given standing committee.

D.1.5. A faculty member who has served two consecutive terms on a given standing committee shall be eligible for election to that committee after a one-year period without membership.

D.1.6. When a standing committee of the Department is formed, all faculty committee members shall be elected at the same faculty meeting with half the committee elected for one year and half the committee for two years.

D.1.7. A temporary vacancy involving a Department faculty member of any standing committee of the Department or College, for any cause such as illness, sabbatical leave, or conflicting assignment, shall be filled by a qualified person who is elected to the position, for an appropriate period of time, by the voting members of the department.

D.1.8. A permanent vacancy involving a Department faculty member of any standing committee of the Department or College shall be filled by a qualified person who is elected to the position for the remainder of the vacated term by the voting members of the department.

D.1.9. Each standing committee of the Department shall elect a chairperson from its voting faculty members. Such elections shall take place annually at the beginning of the academic year.

D.1.9.1. The chairperson of a standing committee of the Department shall remain in office, even if his/her term of membership has expired, until a new chairperson has been elected.

D.1.9.2. When a standing committee of the Department is formed, the Department Chairperson (or his/her designee) shall call the first committee meeting, shall review the charge of the committee, and shall conduct the election of the committee chairperson.

D.1.10. Student members of standing committees of the Department shall serve one-year terms and may be re-elected twice. Student members of standing or ad hoc committees of the Department shall have voice and vote.

D.1.11. The chairperson of a standing or an ad hoc committee of the Department shall have notification of each committee meeting given to each member of his/her committee. Such notification shall include the time, place, and purpose of the meeting. Whenever possible, notification should be in writing, should be accompanied by a written tentative agenda, and should be provided five or more days prior to the scheduled meeting. Items for inclusion on the agenda should be solicited from the committee members.

D.1.12. All standing or ad hoc committees of the Department shall record the minutes of each meeting of the committee, shall promptly distribute copies of such minutes to all members of the committee, and shall maintain an official copy of all minutes in the office of the Department Chairperson.

D.1.13. A majority of all voting faculty members of any standing or ad hoc committee of the Department shall constitute a quorum for the transaction of business at any committee meeting. Unless otherwise specified, a simple majority of all qualified votes cast shall provide approval or disapproval of any proposal. Proxy voting shall be allowed only when an absent qualified voter has given specific written instructions concerning a scheduled vote to another qualified voter and has notified the chair of the meeting [in writing] that such proxy has been given.

D.1.14. All meetings of standing and ad hoc committees of the Department shall be conducted by Robert's Rules of Order, Revised, except as modified in these bylaws.

D.2. Standing Committees. The standing committees of the Department shall include, but shall not be limited to, the following:

D.2.1. Advisory Committee

D.2.1.1. The Advisory Committee shall consist of three faculty members representing various ranks when possible. One graduate and one undergraduate student shall be elected per section B.2. to serve on the Committee.

D.2.1.2. The agenda for Advisory Committee meetings shall be prepared by the Chairperson of the Committee in consultation with the Department Chairperson. Agenda items may originate with any member of the faculty.

D.2.1.3. The minutes of the Advisory Committee shall be distributed to all faculty members of the Department.

D.2.1.4. The Committee shall set up nominating and voting procedures for the Department and shall conduct faculty elections.

D.2.1.5. The Committee shall make recommendations to the voting faculty of the Department, in accord with Section A.2.2.2., concerning the granting of voting rights to temporary, jointly-appointed, support, adjunct, and honorary faculty members of the Department.

D.2.1.6. The Committee shall advise the Department Chairperson on any matter brought to the Committee by the Chairperson. The Committee may consult with the Chairperson on any matter related to the general welfare of the Department.

D.2.1.7. The Committee shall review cases of student grievances and concerns and shall make appropriate recommendations. Student grievances shall be conducted in accord with the most recent revisions of the University documents entitled, "Academic Freedom for Students at Michigan State University" and "Graduate Student Rights and Responsibilities."

D.2.2. Personnel Committee

D.2.2.1. The Personnel Committee shall consist of four faculty members representing various ranks when possible.

D.2.2.2. The Committee shall provide evaluative ratings to the Department Chairperson regarding annual individual faculty productivity according to procedures outlined in the operating code of the Personnel Committee. Ratings by the Personnel Committee are advisory to the Chairperson for consideration in annual merit salary adjustments.

D.2.2.3. Salary Increase Recommendations

D.2.2.3.1. During the first month of the second semester each year, each faculty member shall submit to the Department Chair evidence of performance and merit in the broad areas of teaching, advising, research, service, administration and sabbatical leaves according to assigned load. These materials shall be reviewed by the Personnel Committee.

D.2.2.3.2. The Chair shall review the recommendations of the Personnel Committee, as well as materials submitted or solicited, interview faculty if necessary, and rate each faculty member's performance for salary purposes.

D.2.2.3.3. The Chair shall present to each faculty member a rating in each specific area of assignment. The weighted average of these ratings shall be forwarded to the College administration.

D.2.2.3.4. The Chair shall provide more specific feedback on ratings and recommendations to individual faculty upon request.

D.2.2.4. The Committee shall serve in an advisory capacity to the Department Chairperson regarding matters related to professional development of the faculty. The Committee shall be responsible for developing and recommending policies, procedures, and programs for faculty development and shall assist in their implementation.

D.2.2.5. The Committee shall serve in an advisory capacity to the Department Chairperson regarding faculty and student achievement. The Committee shall be responsible for developing policies, procedures, and programs for the recognition of faculty and student achievement.

D.2.2.6. The Committee shall review cases of faculty concerns and dissatisfactions regarding personnel policies or actions, and shall make appropriate recommendations. Faculty grievance procedures shall be conducted in accord with the most recent revision of the University Faculty Handbook.

#### D.2.3. Curriculum Committee

D.2.3.1. The Curriculum Committee shall consist of three faculty members representing various curriculum emphasis areas. One graduate and one undergraduate student shall be elected per section B.2. to serve on the Committee.

D.2.3.2. Proposals for the development, elimination, or modification of courses, course sequences, or program emphases, shall be reviewed and acted upon by the Committee and the Department Chairperson prior to action by the College Curriculum Committee. The Committee shall make recommendations to the Department Chairperson regarding course scheduling.

D.2.3.3. Curriculum matters of significant departmental importance shall be reported to the Department faculty for action prior to submission to the College Curriculum Committee.

#### D.2.4. Graduate Studies Committee

D.2.4.1. The Committee shall consist of three department faculty members who are eligible to serve as advisors to graduate students, one graduate student elected per section B.2, and the Coordinator of Graduate Studies who shall chair the committee.

D.2.4.2. The Committee shall establish policies regarding: (a) the recruitment, admission, retention, and advising of graduate students; (b) the evaluation of graduate instruction; and (c) the administration of department graduate programs. All such policy decisions shall be submitted to the department faculty for ratification.

D.2.4.3. The Committee shall establish procedures for the design, implementation, and evaluation of graduate programs leading to the master's and doctorate degrees.

D.2.4.4. The Committee shall convene a special meeting of all department faculty members who are eligible to serve as advisors to graduate students for decisions related to graduate student admissions, graduate assistantships, and (as needed) petitions involving graduate students. The graduate student representative to the Committee shall not take part in these discussions or any other discussion of confidential issues involving particular students.

#### D.2.5. Undergraduate Studies Committee

D.2.5.1. The Committee shall consist of three department faculty members who teach undergraduate courses in the department, one undergraduate student elected per section B.2, and the Coordinator of Undergraduate Studies who shall chair the committee.

D.2.5.2. The Committee shall establish policies regarding: (a) the advising of undergraduate students; (b) the evaluation of undergraduate instruction; and (c) the administration of department undergraduate programs. All such policy decisions shall be submitted to the department faculty for ratification.

D.2.5.3. The Committee shall establish procedures for the design, implementation, and evaluation of undergraduate programs leading to the bachelor's degree and related professional certification.

#### D.2.6. Special Events Committee

D.2.6.1. The Special Events Committee shall consist of three faculty members. One graduate and one undergraduate student shall be elected per Section B.2. to serve on the Committee.

D.2.6.2. The Committee shall plan and implement special events for the Department (e.g., beginning and end-of-year gatherings, welcoming new faculty to the Department, holiday parties, celebrations, condolences, retirements, etc.).

#### D.2.7. Ad-hoc Committee on Promotion, Tenure and Reappointment

D.2.7.1. Department policies and procedures for promotion, tenure and reappointment action shall be in accordance with the current version of the University Faculty Handbook and the current policies of the College of Education.

D.2.7.2. The faculty member in conjunction with the Department Chair will complete the appropriate application form and prepare his or her material for review both by the Ad-hoc Committee for Promotion, Tenure and Reappointment and external reviewers. External reviewers will be selected by the Department Chair after input from the faculty member.

D.2.7.3. The Chair shall convene an ad-hoc committee consisting of all tenured faculty members at or above the academic rank sought by the candidate. This committee shall be known as the Ad-Hoc Committee for Promotion, Tenure and Reappointment. The Department Chair charges the Ad-hoc Committee to evaluate the application and materials of the faculty member and submit its recommendation to the Department Chair by a specified date.

D.2.7.4. The members of the Ad-hoc Committee on Promotion, Tenure and Reappointment shall elect a Chairperson to conduct the peer evaluation process. A different Ad-hoc Committee Chairperson may be elected to fulfill this responsibility for each candidate being reviewed.

D.2.7.5. A majority vote by ballot of the Ad-hoc Committee consisting of individuals who have reviewed the materials shall determine whether or not the faculty recommends promotion, tenure, and/or reappointment.

D.2.7.6. The written recommendation of the Ad-hoc Committee shall be written by the Chairperson of the Ad-hoc Committee and transmitted to the Department Chair for use in the judgments required by College and University policies. The Chair will decide on the appropriate action after considering the recommendations by the faculty.

D.3. Coordinators. Coordinators are faculty members who fill positions of responsibility with respect to the operation of the Department.

D.3.1. Coordinators shall be appointed as needed to facilitate the operation of the Department. The Department Chairperson shall make such appointments, with appropriate load assignments and support, after consultation with the Department Advisory Committee.

D.3.2. The appointment of faculty members to serve as coordinators shall become effective at the beginning of the academic year in which the appointment begins.

D.3.3. The term of service for a coordinator shall be mutually negotiated by the coordinator and the Department Chairperson.

D.3.4. Temporary or permanent vacancies in a coordinator position, regardless of cause, shall be filled by a qualified faculty member who is appointed by the Department Chairperson after consultation with the Department Advisory Committee.

D.3.5. A faculty member may serve in more than one coordinator position at the same time.

D.4. Coordinator Positions. Coordinator positions shall include, but not be limited to, the following:

D.4.1. Coordinator of Scheduling and Service Courses

D.4.1.1. The duties of the Coordinator of Scheduling and Service Courses shall include, but not be limited to: (a) scheduling courses; (b) coordinating facility use with other units, e.g., Intercollegiate Athletics and Intramural Sports; (c) recommending the selection and assignment of graduate assistants to teach service courses utilizing input from appropriate faculty members; (d) planning and implementing an annual orientation for the graduate assistants and faculty members who teach service courses; (e) monitoring the quality of instruction in service courses; (f) monitoring the credit hour production in service courses; and (g) conducting periodic safety inspections of facilities in which service courses are taught.

D.4.1.2. The Coordinator of Scheduling and Service Courses shall facilitate the implementation of all relevant policies and procedures adopted by the faculty.

D.4.1.3. The Coordinator of Service Courses shall report to and be responsible to the Department Chairperson.

D.4.2. Coordinator of Graduate Studies

D.4.2.1. The duties of the Coordinator of Graduate Studies shall include, but not be limited to: (a) coordinating the admission of students to graduate-level degree programs in the Department; (b) monitoring the number and qualifications of students admitted to graduate-level degree programs in the Department; (c) recommending the selection of graduate assistants and research assistants utilizing input from appropriate faculty members; (d) assigning temporary advisors to students admitted to graduate-level programs in the Department; (e) monitoring the progress of graduate students toward their degrees via communication with their advisors; (f) responding to inquiries about graduate-level degree programs in the Department, and (g) facilitating the formation of a graduate student group.

D.4.2.2. The Coordinator of Graduate Studies shall facilitate the implementation of all relevant policies and procedures adopted by the faculty.

D.4.2.3. The Coordinator of Graduate Studies shall report to and be responsible to the Department Chairperson.

D.4.3. Coordinator of Undergraduate Studies

D.4.3.1. The duties of the Coordinator of Undergraduate Studies shall include, but not be limited to: (a) recruiting students to undergraduate programs in the Department; (b) monitoring the number and qualifications of students admitted to undergraduate programs in the Department; (c) providing for the advisement of students admitted to undergraduate programs; (d) monitoring the progress of undergraduate students toward their degrees; (e) responding to inquiries about undergraduate programs in the Department, and (f) facilitating the formation of an undergraduate student group.

D.4.3.2. The Coordinator of Undergraduate Studies shall facilitate the implementation of all relevant policies and procedures adopted by the faculty.

D.4.3.3. The Coordinator of Undergraduate Studies shall report to and be responsible to the Department Chairperson.

D.5. Other Provisions for Faculty Governance. Functions of the Department which are not assigned to the Department Chairperson, to standing committees or to coordinators are the responsibility of the faculty as a whole.



**Article E. Grievance Procedures**

E.1. Faculty grievances shall be conducted in accord with the most recent revision of the University Faculty Handbook.

E.1.1. Faculty grievances at the department level shall be conducted in accord with the procedures specified in the "Model Academic Unit Grievance Procedure" approved by the University Committee on Faculty Affairs, April 30, 1991.

E.2. Student grievances shall be conducted in accord with the most recent revisions of the University documents entitled, "Academic Freedom for Students at Michigan State University" and "Graduate Student Rights and Responsibilities."

**Article F. Bylaw Amendments and Review**

F.1. These bylaws may be amended by a two-thirds vote of the voting faculty on Department matters. Such vote shall be taken only after the Department Advisory Committee has published any proposed amendment and has held one or more hearings open to the faculty. Voting must be written ballot setting forth clearly the changes proposed. Voting may be either as part of a Department faculty meeting or by mailed ballots addressed to all eligible voters with a reasonable requirement specified for prompt returns. The Advisory Committee shall be responsible for all voting procedures and for certifying the results of each vote.

F.2. A general review of this entire bylaw document may be called for at such time as the Department Chairperson, in consultation with the Department Advisory Committee or half or more of the regular faculty deem such action to be necessary. Procedures for the review will be set forth by the Advisory Committee in accord with University regulations.