

Department of Exercise Science and Sport Management
Kennesaw State University
BYLAWS

PREAMBLE

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

These bylaws provide guidelines for governance and procedures for operation of the Department of Exercise Science and Sport Management. These bylaws were approved by the permanent full-time faculty of the Department of Exercise Science and Sport Management and the Dean of the Wellstar College of Health and Human Services and are effective as of August 13, 2012 (amended September 2015, January 2019, May 2022).

ARTICLE I. Administration

Section 1. Department Chair

- a. The Chair shall be appointed by the Dean of the Wellstar College of Health and Human Services after consultation with the faculty in the department.
- b. The Chair shall provide academic and administrative leadership for the department and perform duties including, but not limited to, supervising the operation of the department, administering departmental budgets, scheduling, overseeing recruitment efforts, hiring part-time and temporary faculty, managing workloads, assigning office and academic space, evaluating faculty and staff, presiding over departmental meetings, representing the department in college and university affairs, informing the faculty of events affecting the department and welfare of the faculty, overseeing reports for accreditation agencies and performing such duties as assigned by the university and the Dean of the Wellstar College of Health and Human Services.
- c. Acting/Interim Chairs will assume all duties and responsibilities of the Department Chair.
- d. The Chair shall be evaluated according to current University policy.

Section 2. Assistant Chair

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

- a. The Assistant Chair shall carry out such duties as assigned by the Chair. These duties include, but are not limited to assisting with, advising, scheduling, monitoring enrollment, assisting part-time faculty, representing the Chair at college and/or university meetings, and completing special projects as assigned by the Chair.
- b. The Assistant Chair will serve as Acting Chair of the department at any time the Chair is out of town, unavailable, or incapacitated and unable to administer the affairs of the department.
- c. At the discretion of the Chair and the Dean, appropriate workload reassignments or compensation may be provided for these added duties/responsibilities and can be negotiated through the Faculty Performance Agreement.

Section 3. Directors

The Department Chair may appoint Program Directors, in consultation with the Dean of the Wellstar College of Health and Human Services. The length of service in these roles is determined by the Chair. As a nine-month position, no responsibilities are expected during the non-contracted period unless otherwise negotiated with the faculty member. The exact duties and expectations will be developed by the Chair for the individual Program Directors. At the discretion of the Chair and the Dean, appropriate workload reassignments or compensation may be provided for these added duties/responsibilities and can be negotiated through the Faculty Performance Agreement. The following Director positions and roles are currently identified for the Department of Exercise Science and Sport Management:

- a. Undergraduate Exercise Science Program Director
 1. The responsibilities of the Program Director may include but are not limited to assisting with: curriculum management, scheduling and teaching assignments, enrollment management, program assessment, preparing all academic reports, overseeing the advisory process, admissions, and other duties as assigned by the Chair.
- b. Undergraduate Sport Management Program Director
 1. The responsibilities of the Program Director may include but are not limited to assisting with: curriculum management, scheduling and teaching assignments, enrollment management, program assessment, preparing all academic reports, overseeing the advisory process, admissions, and other duties as assigned by the Chair.
- c. Graduate Program Directors

The department has two graduate programs (M.S. in Exercise Science & M.S. in Prosthetics and Orthotics) each with their own Program Director. The position of the Graduate Program Director will be appointed with input from the Graduate Faculty of Exercise Science and Prosthetics and Orthotics, the Department Chair, and the Dean of Wellstar College.

1. The M.S. in Exercise Science and Prosthetics & Orthotics is expected to maintain a mission that is both central to Kennesaw State University, Wellstar College of Health and Human Services, the Graduate College, and the Department of Exercise Science and Sport Management. Navigating these unique challenges requires diligence and experience. The Program Director must have Graduate Faculty status.
 2. Functions may include but are not limited to assisting with: curriculum management, scheduling and teaching assignments, enrollment management, program assessment, preparing all academic reports, orientation, overseeing the advisory process, and admissions.
 3. The Graduate Program Directors should assist with the request for funding from the Graduate College for Graduate Research/Teaching Assistants. The processes for these funding requests, submissions, awards, and designees will vary.
 4. The Program Director may be responsible for other duties as assigned by the Chair.
- d. Laboratory Directors
1. The Department of Exercise Science and Sport Management has laboratories that function as both teaching and research space. It is critical that the Laboratory Directors maintain all necessary paperwork, certificates, and quality control as required by Kennesaw State University, and all applicable state and federal guidelines.
 2. It is critical that the Laboratory Directors manage the scheduling in close coordination with the Graduate and Undergraduate Exercise Science Program Directors and relevant faculty members, with the final approval of the Department Chair.
 3. Laboratory Directors are responsible for all Safety and Risk Management Procedures, including but not limited to the training of faculty, visiting faculty, assigned GRAs, and graduate students.
 4. Laboratory Directors are responsible for establishment of all standard operating procedures (SOPs), ensuring all faculty are trained and abiding by all current SOPs, and any other operational procedures.
 5. Laboratory Directors are responsible for equipment, maintenance, supplies, and inventory management. Fiscal policies must be adhered to, and any and all budgetary requests should be submitted in a timely fashion such that all projects can be completed.

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

ARTICLE II. Committees

Section 1. Standing Committees

A standing committee may be either permanent or temporary (ad hoc). An ad hoc departmental standing committee is formed on an as-needed basis by the Department Chair. All standing committees will operate in accordance with the University policies. Elections for standing committees will be held in the Spring term, and service will start immediately or in the Fall term, as appropriate. Each committee chair for the upcoming academic year must be selected by the stated deadline by Academic Affairs. The chair of the standing committee sets the dates and times of the standing committee meetings. Every standing committee shall meet not less than once each academic year. Requirements for committee votes shall conform to Article IV.

a. Curriculum Committee

1. Duties: The approval of curriculum is the collective responsibility of the faculty. The curriculum development and review process will be guided by the policies and goals of the University and department faculty recommendations. This committee evaluates proposed changes to the undergraduate and graduate curriculums within the Department for consistency with University policies and programmatic goals. The committee's recommendations will be directed to the Department Chair. The committee chair is responsible for monitoring progress of paperwork to the Chair, College Curriculum Committee, Undergraduate Policies and Curriculum Committee, and Graduate Policies Curriculum Committee. The committee chair (or designee) will represent the department at college and/or university curriculum committee meetings to present proposals.
2. Membership: At least three faculty members with at least one faculty member representing each discipline within the Department. Since a single curriculum committee is maintained within the Department, which includes graduate programs, faculty must have graduate faculty status to allow for voting rights on all proposals.
3. Term: 3 years, staggered

b. Promotion and Tenure Committee (P&T)

1. Duties: To evaluate portfolios of the ESSM faculty for pretenure, promotion, and tenure review. Reviews Department Promotion and Tenure guidelines and makes recommendation for revisions to the Department.
2. Membership: The Department Promotion and Tenure Committee is a committee of the whole whereas all tenured faculty serving at the rank of Associate or Full Professor are included of which three tenured faculty must be included. Those under review or

currently serving on the College Promotion and Tenure Committee are excluded from current membership on the Department Promotion and Tenure Committee. The Department Promotion and Tenure Committee Chair is elected by the committee during the spring semester. To be eligible, committee members must be at the same rank or higher than the rank than the candidate being evaluated. Post-Tenure Review will follow the University process.

3. Voting: Votes are by secret ballot. All deliberations and recommendations of reviews are confidential and may not be discussed with the candidates or with others outside the review committee's membership. The vote tally for and against recommending promotion and/or tenure will be recorded in the digital portfolio workflow (but not names of individuals casting those votes). The committee chair must electronically sign the letter and place it in the digital portfolio workflow. Individual committee members can submit a dissenting letter if they so desire; individual committee member letters will be added to the digital portfolio workflow by the committee chair when the majority letter is submitted. All letters by the committee members and the committee of the whole must be dated the same.
4. Meeting times: The committee will meet in alignment with the University schedule for the multi-year review process and as needed to evaluate and review the promotion and tenure guidelines.

c. Department Faculty Council (DFC)

1. Duties: The DFC is advisory to the Department Chair who holds decision-making authority at the department level. The purpose of the DFC is to promote collegiality and effective shared governance of the department by increasing the transparency and two-way communication between the faculty and the department chair with regard to the development of policy and to increase communication about the implementation of policy.
2. Membership: The DFC will consist of at least three members, all elected by vote of the permanent, full-time department faculty. The DFC will be tenured faculty representing all programs in the Department. A department may recall any DFC member by a 2/3 vote. The Department Chair is an ex officio, non-voting member of the DFC. The Department Chair will respect their DFC's desire, on occasion, to meet without the department chair present.
3. Meeting times: The DFC should meet as often as deemed appropriate by the council membership with a minimum of two meetings per semester. Each meeting will be called by the DFC chair. The Department Chair or any other member of the DFC can request a meeting by contacting the DFC chair.
4. Term: 3 year staggered.

Section 2. Ad Hoc Committees

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

ARTICLE III. Department Meetings

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

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

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

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

ARTICLE IV. Voting

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

Section 1. Eligibility

- a. Voting on degree program and curriculum changes is restricted to permanent full-time faculty members in the affected program area (i.e., Exercise Science faculty will vote on exercise science matters, and Sport Management faculty will vote on sport management matters.) Matters that affect the Graduate Program(s) will only be voted on by Graduate Faculty.
- b. For all other matters the entire permanent full-time faculty is eligible to vote. These matters are addressed in the committees, and lastly in department meetings.

Section 2. Quorum

- a. When a formal vote in a department meeting is required, a quorum will be required. A quorum is defined as two thirds of the department present for voting purposes. In the rare event that a quorum is not achieved, the vote will be tabled until the next meeting.

Section 3. Passage of a Motion

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

Section 4. Ballots

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

Section 5. Electronic Voting

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

ARTICLE V. Changes in the Curriculum

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

- a. The curriculum is the collective responsibility of the faculty. Proposed changes and reactions to those proposals should be communicated to all interested parties and multiple viewpoints should be considered.
- b. Each department curriculum committee will maintain in writing and make available upon request a list of major criteria used in evaluating proposals. It will discuss substantive proposals with the department before passing those proposals on to the chair. It will share with the department the written explanation of the rejection provided by any level of review.
 1. The Department Chair or any member of the department faculty may propose such changes.
 2. Proposal for any modification to the respective curriculum shall be presented to the respective program faculty at their program meeting. The expectation is that the Program Director, along with the agenda, shall attach the proposed curricular change, rationale, and other supporting documentation, such that all program faculty can review in advance of the program meeting. If the materials are unavailable and not on

said agenda, the matter shall be tabled until the next scheduled program meeting. This provides for open discussion, and a vote of those faculty members in attendance at the program meeting. If the proposal passes with a majority vote, the curricular change may advance to the Departmental Curriculum Committee for consideration.

3. Written proposals to modify courses or curricula shall be reviewed and approved or rejected via majority vote by the Curriculum Committee.
4. A completed copy of the appropriate form should be distributed or made available to the committee members at least one week prior to discussion and vote.

ARTICLE VI. Guidelines for Tenure-Track Faculty Searches

Section 1. Search Committee Designation

- a. The academic search and screening process proceeds according to established University guidelines. The Department will follow the University guidelines for filling faculty vacancies as indicated on the Faculty Affairs website.

Section 2. Potential Conflicts of Interest

- b. Any potential conflict of interest will be addressed as described within the current University policy discussing guidelines for the faculty search process.

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. Assignment of summer courses will be prioritized for faculty who are meeting overall expectations as shown on their most recent ARD. ARDs must include documented evidence of teaching effectiveness. Faculty who are not meeting overall expectations as documented on their most recent ARD, and/or lack evidence of teaching effectiveness may have summer teaching not assigned or revoked.
- b. Course demand, faculty specialization, scheduling constraints.
- c. Budget conditions.
- d. Preference will be given to full-time, tenure-track faculty on a seniority basis.

- e. When additional course sections are available after each faculty member who desires to teach has received one section, additional assignments shall be made using the criteria listed above.

ARTICLE VIII. Amendments to Bylaws

Amendments to these Bylaws will be conducted in accordance with the University Handbook. The amendments must be approved by a two-thirds majority vote of the permanent, full-time faculty of the Department taken by a secret ballot administered by the DFC Chair. The bylaws must also be approved by the Department Chair, the College Faculty Council, College Dean, and the Provost or designee.

ARTICLE IX. Relationship to other Governing Rules and Regulations

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

Kennesaw State University Approval Form for Department/School Bylaws

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

I confirm that the attached bylaws, dated 5 / 09 / 2022, were approved by the faculty of the Department/School of Exercise Science and Sport Management in accordance with department policies and procedures:

Jennifer Willett 5/9/22
Jennifer Willett, DFC Chair Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Tiffany A Esmat 5/9/22
Tiffany Esmat, ESSM Interim Department Chair Signature/ Date

College CFC Chair Approval - I approve the attached bylaws:

Doreen Wagner 5/9/22
Doreen Wagner, College CFC Chair Signature/ Date

College Dean Approval - I approve the attached bylaws:

Monica Stan 5/10/22
Monica Stan, Wellstar College Dean Signature/ Date
LaJuan Simpson-Wilkey May 11, 2022
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LaJuan Simpson-Wilkey AVP for Faculty Affairs (Approval Only) Date

Provost Approval - I approve the attached bylaws:

Ivan Pulinkala May 11, 2022
Ivan Pulinkala, Interim Provost Signature/ Date
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Final Copy to Academic Affairs

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