Department of Kinesiology and Health

Approved: 3/17/03
Amended: 1/10/11
Amended: 9/29/2021
Amended: 11/26/2024
Amended: 4/11/25

I. INTRODUCTION

The faculty of the Department of Kinesiology and Health (KNH), in the School of Health and Exercise Sciences, College of Health, Education and Human Services (CHEH), Wright State University (WSU), seeks to promote and sustain successful performance in teaching, service, and scholarship, and to participate fully in the governance of the department, college, and university. The bylaws herein specify procedures for the participation of Tenure Eligible and Tenured (TET), and Non-Tenure Eligible (NTE) Bargaining Unit Faculty Members (BUFMs) in the governance of the department.

II. FACULTY GOVERNANCE

A. DEPARTMENT MEMBERSHIP AND VOTING RIGHTS

1. *Fully-Affiliated Faculty:* Fully-affiliated, full-time department faculty are defined in university policy, and in this department are also BUFMs, as defined in the CBA. Only fully-affiliated BUFM faculty may vote on department matters contained in these bylaws, with the following additional stipulations as set out in the CBA:

   a. Only TET faculty may vote on bylaws provisions, or serve on department committees, addressing issues specific to TET faculty.

   b. Only members of the Graduate Faculty may vote on bylaws provisions, or serve on department committees, addressing issues specific to graduate education and curriculum.

2. *Partially-Affiliated Faculty:* Partially-affiliated, part-time department faculty are defined in university and do not meet the definition of BUFMs in the CBA. Partially-affiliated faculty are invited to attend all official department functions and open meetings, but may not vote on issues related to the department or its bylaws.

3. *Emeritus Faculty:* Emeritus faculty are defined in university policy. Emeritus faculty are invited to attend all official department functions and open meetings, but may not vote on issues related to the department or its bylaws.

4. *Chair:* The department chair is defined as an academic administrative employee in university policy and is not BUFM faculty according to the CBA. Where applicable, references to the department chair below will use the capitalized "Chair" to distinguish between that role and the role of specific department committee chairs.

5. *Staff:* Staff members of the department hold titles defined in university policy. Staff are invited to attend all official department functions and open meetings, but may not vote on issues related to the department or its bylaws.

6. *Graduate Assistants and Student Employees:* Graduate assistants and student employees in the department are invited to attend all official department functions and open meetings, but may not vote on issues related to the department or its bylaws.

B. DEPARTMENT MEETINGS

1. *Regular Department Faculty Meetings:* Department faculty will meet monthly during fall and spring semesters. A schedule of anticipated department faculty meeting dates for the upcoming academic year will be provided by the Chair in writing to all faculty no later than the first week of classes in the fall semester. An effort will be made to avoid conflict between regularly scheduled department faculty meetings and classes.

2. *Ad Hoc Department Faculty Meetings:* Ad hoc meetings of the full faculty, outside of the regular department faculty meeting schedule, may be called by the department Chair, the chair of a department committee, or any two BUFMs. All reasonable efforts will be made to schedule such meetings at times that do not conflict with teaching schedules or other scheduled meetings. The individual(s) who call the meeting will announce the purpose of the meeting at least one week before the meeting occurs.

3. *Department Meeting Agendas:* All department meetings require an agenda, which must satisfy the following criteria:

   a. Distribution: All meeting agendas will be distributed to faculty at least one week prior to the meeting date, by the Chair for regular department faculty meetings, or by the individual(s) who called for an ad hoc department faculty meeting.

   b. Presentation at the Meeting: Agendas must be presented by the Chair or their designee, or the individual(s) who called an ad hoc meeting or their designee. The presenter(s) must inform faculty of agenda items requiring a vote.

   c. Order of Business: Agendas/meetings will follow a standard order of business, including: I. Call to Order; II. Approval of the Agenda; III. Approval of Past Meeting Minutes; IV. Old Business; V. New Business (to include, at minimum, 1. Announcements and Updates; 2. Committee and Special Reports; 3. Student Issues; 4. Faculty Issues); VI. Adjournment.

4. *Voting at Department Meetings:* Voting on any specific issue during department faculty meetings will be limited to eligible faculty as detailed above and in the CBA and will generally involve an open voice vote unless a voter requests a secret ballot.

5. *Records of Department Meetings:* Minutes of all department faculty meetings will be recorded by a department staff member or other designee, and then distributed to all fully-affiliated department faculty at least one week prior to the next meeting at which the minutes could be approved. Changes to the minutes must be proposed between the time of distribution and that next meeting, at which time voting faculty will review any proposed changes and vote on approval. The Chair will maintain copies of final, approved minutes, and will share them with the CHEH Dean and department faculty.

C. **DEPARTMENT COMMITTEES**

1. *General Description:* All department committees are standing committees, with membership described below, and voting procedures following the stipulations and restrictions detailed above and in the CBA. Standing committees, or the department Chair, may form ad hoc subcommittees. Committee/subcommittee business will be conducted in the same manner as department faculty meetings, as detailed above.

2. *Bylaws Committee:* This committee manages the process whereby departments must review, and confirm or amend, bylaws at least every five years.

   a. Membership: All fully-affiliated BUFM faculty will serve as voting members of this committee. Any bylaws adoptions, amendments, repeals, or confirmations

must be approved by a majority of department BUFMs.

    b. Committee Chair: The department representative to the CHEH Steering Committee will serve as chair of the department Bylaws Committee.

    c. Duties:

        i. Review department bylaws every five years, at minimum, and when necessary for consistency with contracts or policy:

            1) Upon ratification of any new AAUP-WSU CBA.

            2) Upon major updates to relevant university policies.

        ii. Discuss and vote on matters of bylaws confirmation, amendment, or other bylaws-related actions upon which a vote of department BUFMs is required.

        iii. Consult with the Faculty Governance Committee as needed on questions regarding bylaws interpretation or revision.

        iv. Conduct committee business in a timely manner with respect to the timeline addressed in any relevant WSU-AAUP CBA and/or MOU.

3. *Curriculum and Academic Policies Committee:* This committee will facilitate faculty involvement in development, review, and revision of department undergraduate and graduate curriculum and academic policies.

    a. Membership: Voting members of the Curriculum and Academic Policies Committee will include, at minimum, all department Program Directors or Co-Directors, and, if they wish to serve, any other fully-affiliated department faculty. The department Chair, if serving as a Program Director or Co-Director, may also serve on this committee, but may not vote on committee business. Voting on graduate program/policy matters is limited by the CBA as detailed above.

    b. Committee Chair: A department representative to either of the undergraduate or graduate curriculum committees at the college level will serve as chair of this department committee. If more than one person fits this description, then voting members of the department committee will elect one eligible representative to serve as department committee chair at the first meeting of the academic year.

    c. Duties:

        i. Review and vote on approval of proposals for new courses and programs.

        ii. Review and vote on approval of proposed modifications to department courses and programs.

        iii. Review and make recommendations regarding specific issues of curriculum, programs, and academic policies affecting the department.

        iv. Serve as a forum for discussion of program assessment and review.

        v. Make recommendations on department instructional needs, including equipment and facilities, and corresponding aspects of hiring and job descriptions, needed to support effective instruction.

4. *Honors Committee:* This committee will oversee the department Honors Program, in the interest of supporting and promoting honors studies within the department.

    a. Membership: The Honors Coordinator and all fully-affiliated faculty acting as Honors Program faculty mentors in a given academic year will serve on this

committee as voting members. The department Chair serves on the committee but may not vote on committee business. If in a given academic year there are no acting honors mentors, then, in addition to the Honors Coordinator and the Chair, a third member will be chosen from among the fully-affiliated faculty.

b. Committee Chair: The Honors Coordinator, a fully-affiliated faculty member who is listed as a department honors mentor, is selected by the department Chair, and will serve as chair of the Honors Committee.

c. Duties:

   i. Review student applications to the department Honors Program for eligibility.

   ii. Assist in the pairing of honors students with one or more faculty mentors.

   iii. Review and vote on approval of each honors project's scope of work and timeline, as detailed in each eligible student's Project Plan.

   iv. Attend honors student project presentations upon project completion.

5. *Promotion and Tenure Committee:* This committee will review all applications for TET faculty promotion and tenure following the stipulations in the CBA and will also, upon request by a TET faculty member, review and make recommendations regarding scholarship outside of the promotion and tenure process.

a. Membership: All tenured BUFM faculty in the department will serve as voting members, and only TET faculty may participate in (s)electing TET members to serve on this committee. Additional stipulations regarding Promotion and Tenure Committee structure are as follows:

   i. The department Chair may not serve on this committee.

   ii. Faculty currently under consideration for promotion in a given academic year may not serve on this committee.

   iii. The committee must include at least three members. If there are not at least three eligible tenured KNH faculty available in a given academic year, the committee will invite the requisite number of tenured BUFM faculty from other CHEH departments to serve as voting members for that academic year.

b. Committee Chair: The chair for a given academic year will be selected by voting members of the committee at their first meeting of that academic year.

c. Duties:

   i. Provide each untenured TET BUFM with an annual statement summarizing the individual's progress toward obtaining tenure.

   ii. Provide recommendations regarding all TET BUFMs seeking promotion and/or tenure, in accordance with the procedures detailed in the CBA and the timelines provided in CBA.

   iii. Provide department faculty at the rank of Associate Professor with a statement summarizing their progress toward promotion to the next rank, upon request, following the timeline in the CBA.

   iv. Assist in the professional development and mentorship of new untenured BUFMs, to whom the committee will assign a tenured BUFM mentor. New BUFMs may request an additional mentor or a separate mentor for functions

such as teaching, scholarship, and service. This mentorship will continue for as long as the department Chair, mentor, and mentee agree it is necessary.

    v. Perform or facilitate annual peer evaluations of teaching of all untenured and tenured TET BUFMs.

       1) The committee will collaborate with the untenured BUFM to conduct at least one annual peer evaluation. The committee and untenured BUFM will select a peer evaluator and a course to be evaluated. Evaluation will include, at minimum, a review of the course syllabus, assessments and other course materials, and an observation of teaching. The peer evaluator submits written summary of the evaluation to the department Chair and to the untenured BUFM, to be used as evidence of teaching effectiveness.

       2) Untenured BUFMs may request that they receive more than one annual peer evaluation of teaching, in which case this committee will perform any such evaluations following the above procedures.

       3) Tenured BUFMs may at any time request a peer evaluation of teaching, which this committee will perform following the above procedures.

    vi. Provide statements of support, when requested, regarding BUFM requests for Professional Development Leave.

    vii. Upon request of a TET faculty member, review and make determinations on the quality, impact, and magnitude of a work or works of scholarship, including the number of pieces of significant scholarship accounted for by the work(s). Faculty may make such requests of the committee at any time. After completing review, the committee will provide the faculty member with a letter stating their determinations and the corresponding rationale. Any faculty making such requests who are also committee members must recuse themselves from the review of their own work(s) of scholarship.

    viii. Consider and make recommendations to the Dean regarding any proposed termination of an untenured BUFM, as detailed in the CBA.

6. *Undergraduate Scholarship Committee:* This committee will manage the process for awarding internal department undergraduate scholarships.

    a. Membership: All fully-affiliated department faculty are eligible to serve as voting members of this committee.

    b. Committee Chair: The chair will be elected by voting members of the committee at the committee's first meeting in any given academic year, and will serve until that year's scholarship award recommendations process is complete.

    c. Duties:

       i. Screen department scholarship applications for eligibility.

       ii. Review all eligible applications for department scholarships.

       iii. Recommend department scholarship awardees to the department Chair.

D. DEPARTMENT REPRESENTATION ON COLLEGE COMMITTEES

1. The department representative to the college Steering Committee will facilitate department representation on all college standing committees as detailed in the CHEH college bylaws, and according to the timeline therein.

2. The Steering Committee representative will solicit nominations (including self-nominations) from fully-affiliated department faculty to serve on college committees, and will distribute the list of candidates to all fully-affiliated department faculty.

3. In the event two or more candidates are nominated for a given position, a candidate will be elected by a majority vote of fully-affiliated department faculty.

4. Term lengths for department representative service on college committees will follow the norms set forth in the CHEH bylaws, except where superseded by the CBA. In the event a department representative cannot serve for a full term, the position will be filled according to the same nomination and approval process described above.

5. Successive department representatives to the college Steering Committee will be selected according to these same procedures.

6. The department representative to the Steering Committee may also ask department faculty to serve on ad hoc college committees, as needed.

7. The department representative to the Steering Committee is responsible for communicating the results of the above processes to the Steering Committee chair.

III. PROCEDURES FOR BUFM ADVICE AND RECOMMENDATIONS

A. **FACULTY APPOINTMENT, REAPPOINTMENT, AND DISMISSAL:** Fully-affiliated BUFM faculty may provide recommendations to the department Chair and/or Dean on faculty appointment, reappointment, and dismissal, in compliance with the CBA. For new faculty hiring searches, the department Chair will convene an ad hoc search committee including at least three department BUFMs as members, and will appoint a chair. At least one member should work in the same sub-field as the posted position, if possible. When the open position is for a TET faculty line, only TET members may serve and vote. Committee members should consult with the AAUP, the CHEH Dean, the Office of the Provost, and WSU Human Resources to ensure that they conduct the search process in accordance with AAUP and university policy. Search committee recommendations for new faculty appointments are forwarded to the Chair and Dean by the committee chair.

B. **TEACHING ASSIGNMENTS, WORKLOAD, AND CLASS SCHEDULES:** Procedures for teaching assignments, workload, and scheduling are described in University Policy and the CBA. Faculty may appeal teaching workload by following provisions in the above-referenced policy and articles.

C. **FACULTY INVOLVEMENT IN THE REVIEW OF ADMINISTRATORS**: University Policy and the CBA article codify the right of faculty to provide feedback, and participate in review of, Chairs, Deans, and other administrators, facilitated by the Office of the Provost. Fully-affiliated department faculty will also be provided the opportunity to comment on and make recommendations to the Dean regarding the appointment of a department Chair.

D. **ISSUES AFFECTING THE DEPARTMENT:** Faculty are encouraged to present issues affecting the department to the department Chair and to other faculty at any department faculty meeting, or as needed between regularly scheduled meetings.

IV. ANNUAL EVALUATION CRITERIA AND PROCEDURES

A. **SUBMISSION AND REVIEW OF MATERIALS FOR ANNUAL EVALUATION:** Annual performance evaluations of BUFMs are completed by the department Chair as detailed in the CBA. Faculty must submit their Faculty Activity Report using the platform specified by the university, and by the deadline established in the CBA article. The report will

include any supporting documentation required by the CBA, and any further information faculty wish to submit in support of their teaching, service, or scholarship. The Chair will evaluate the teaching, service, and scholarship of all Bargaining Unit Faculty members following the procedures outlined in the CBA.

B. **EVALUATION OF TEACHING AND SERVICE:** Criteria and procedures for evaluating NTE and TET faculty teaching and service are detailed fully in the CBA, with additional consideration of student evaluations of teaching per CBA.

C. **EVALUATION OF SCHOLARSHIP (TET FACULTY ONLY):** Department TET faculty will also be evaluated annually on the basis of their scholarly productivity. Procedures for evaluating scholarship are detailed in the CBA article. Criteria for the evaluation of KNH TET faculty scholarship are as follows:

1. *Unsatisfactory (score of 0):* Faculty member does not meet the criteria for Adequate.

2. *Adequate (score of 1):* Faculty member maintains currency in the scholarship of their field by providing evidence of two or more of the following:

   a. Attending a state, multi-state, or national professional conference.
   b. Maintaining membership in a state, regional, or national professional organization.
   c. Providing a written response to a professional publication (e.g., editorial, commentary, review).
   d. Submitting a proposal for a presentation.
   e. Submitting an article for peer review.
   f. Submitting a proposal for any internal grant or contract.
   g. Or equivalent.

3. *Meritorious (score of 2):* Faculty member meets criteria for Adequate, and provides additional evidence of one of the following:

   a. Presenting scholarship at a state, multi-state, national, or international professional conference.
   b. Publishing a non-peer reviewed article or book chapter.
   c. Publishing a review of a textbook or other scholarly book.
   d. Submitting a manuscript to an external refereed publication.
   e. Submitting a book chapter or monograph to an external refereed publication.
   f. Submitting a proposal for any external grant or contract, administered by Research and Sponsored Programs (RSP).
   g. Obtaining internal grant or contract funding for at least $3,000 in total costs.
   h. Providing other comparable examples of scholarly activity or equivalent.

4. *Outstanding (score of 3):* Faculty member meets criteria for Adequate, and provides additional evidence of two of the following:

   a. Presenting scholarship at a state, multi-state, national, or international referred professional conference.
   b. Publishing a non-peer reviewed article or chapter.
   c. Publishing a review of a textbook or other scholarly book.
   d. Submitting a manuscript to an external refereed publication.
   e. Submitting a book chapter or monograph to an external refereed publication.
   f. Submitting a proposal for any external grant or contract, administered by RSP.

g. Publishing (or in press) a scholarly article in an external refereed publication.
h. Publishing (or in press) a scholarly external refereed book chapter.
i. Publishing (or in press) an externally peer-reviewed edited volume.
j. Publishing (or in press) an externally peer-reviewed scholarly book.
k. Authoring consensus or position statements for professional organizations.
l. Authoring curriculum, standards, or guidance documents for state, national, or international governmental bodies, or professional organizations.
m. Producing materials or products licensed or owned by Wright State University
n. Obtaining internal grant or contract funding for at least $10,000 in total costs.
o. Obtaining or maintaining external grant or contract funding, administered by RSP, in any amount:
   i. Annual evaluation of multi-year grant or contract funding from agencies that follow year-by-year budget plans (e.g., NIH) will consider direct costs awarded during the budget-year that begins during a given evaluation period. Budget-year direct costs are detailed in the budget approved by the funding agency and by RSP. This process will repeat for each annual evaluation cycle that overlaps the start of each grant or contract budget-year.
   ii. For multi-year external grants or contracts without a year-by-year budget, or where all funds are awarded at project start, annual evaluations will consider the per-year average of total direct costs in each year of the project period.
   iii. One-year grant or contract funding will be considered in terms of total direct costs awarded during the annual evaluation cycle that includes project start.
p. Providing other comparable examples of scholarly activity or equivalent.

5. *Extraordinary (score of 4):* Faculty member meets criteria for Outstanding, and provides additional evidence of at least one of the following:

   a. Leading a symposium at a state, regional, or national professional conference.
   b. Publishing (or in press) a scholarly article in an external refereed publication.
   c. Publishing (or in press) a peer-reviewed book chapter.
   d. Publishing (or in press) a peer-reviewed textbook.
   e. Publishing (or in press) an externally peer-reviewed edited volume.
   f. Publishing (or in press) an externally peer-reviewed scholarly book.
   g. Authoring consensus or position statements for professional organizations.
   h. Authoring curriculum, standards, or guidance documents for state, national, or international governmental bodies, or professional organizations.
   i. Producing materials or products licensed or owned by Wright State University
   j. Obtaining internal grant or contract funding for at least $10,000 in total costs.
   k. Obtaining or maintaining external grant(s) or contract(s), administered by RSP, totaling at least $25,000 in direct costs. Evaluation of multi-year grants/contracts under this criterion will follow the procedures detailed in Article 5.c.vii above.
   l. Providing other comparable examples of scholarly activity, or equivalent.

6. *Evidence for the Evaluation of Scholarship:* Faculty must make available evidence for each claim within the criteria for evaluation of scholarship, including, at minimum:

   a. Publications:

      i. Submitted: Manuscript and publisher's submission confirmation letter.

      ii. In Press: Defined as accepted for publication and in the process of editing and layout for publication. Evidence includes the final manuscript and publisher's documentation that the work has been accepted for publication. Once listed as in press a piece of scholarship may only be credited once in an annual review, and may not be counted in subsequent years.

      iii. Published: Final published work and, if requested, evidence of peer-review.

   b. Internal and External Grants and Contracts:

      i. Submitted Grants or Contracts: Grant or contract signature page, proposal abstract, and funding agency documentation acknowledging submission.

      ii. Awarded Grants or Contracts: Executive summary and RSP post-award ID.

   c. Presentations: Conference program or other document listing the presentation.

7. *Multiple Quality Activities in one Scoring Category:* A situation may arise in which a faculty member has multiple quality activities in one scoring category, but which do not meet the specific criteria of the next higher scoring category. When this arises, the department Chair may deem it appropriate to award the faculty member the score that pertains to the next higher category because these activities are equivalent to specific criteria. For example, a faculty member might meet the criteria for Adequate, as well as receiving a $5,000 internal grant or contract, and submitting a manuscript to a peer-reviewed journal. The Chair may deem it appropriate to score the faculty member's scholarship as "Outstanding" rather than "Meritorious".

8. *Scholarship Credit for Grant or Contract Funding:* To receive scholarship credit for grant/contract funding, a faculty member must be listed as Principal Investigator or Co-Principal Investigator of the grant/contract, as documented by RSP. In instances where grant or contract guidelines prohibit the member from being listed specifically as Principal Investigator or Co-Principal Investigator, but the member can provide documentation of acting in an equivalent lead role in the preparation and/or execution of the project, the grant/contract will be credited toward the member's scholarship.

D. **REBUTTAL OR GRIEVANCE OF ANNUAL EVALUATION:** Faculty may rebut an annual evaluation by following the process in the CBA. Faculty may also grieve an annual evaluation by following the process in the CBA.

V. **PROMOTION AND TENURE CRITERIA AND PROCEDURES**

A. **NTE PROMOTION CRITERIA AND PROCEDURES:** All criteria and procedures for the promotion of NTE faculty are detailed in the CBA. These bylaws stipulate no other special criteria or procedures for the promotion or NTE faculty.

B. **TET PROMOTION AND TENURE CRITERIA AND PROCEDURES**

1. *General Information:* This section describes the departmental process for making promotion and tenure recommendations, the documentation to be included in the candidate's promotion and tenure document, and the criteria used to evaluate the candidate. All departmental TET promotion and tenure processes will follow the steps, rules, and timelines delineated in the CBA. Candidates for promotion and tenure are expected to demonstrate a pattern of ongoing scholarly productivity and successful performance of teaching and service duties. Candidates must submit evidence of all activities listed in their promotion/tenure materials.

2. *Criteria for Promotion from Assistant Professor to Associate Professor with Tenure:*

   a. Teaching: Candidates must have compiled a record of effective teaching and advising as reflected in the teaching component of their annual evaluations, peer evaluations of teaching, and student evaluations of teaching. If available, candidates may submit evidence of teaching effectiveness beyond these items.

   b. Service: Candidates must have compiled a continuous record of effective service to the department, college, university, profession, and/or community as defined in the CBA, and as reflected in their annual evaluations. If available, candidates may submit additional evidence of service effectiveness.

   c. Scholarship: Candidates must demonstrate pursuit of a successful program of ongoing scholarship at WSU. Demonstrating success in scholarship sufficient for promotion to Associate Professor with tenure requires at least five (5) pieces of significant scholarship, as defined below, including a minimum of three (3) external refereed scholarly journal articles. Additionally, a candidate must have completed at least 3 of the 5 pieces of scholarship as WSU faculty.

   The department accepts any of the items listed below as evidence of significant scholarship, with pieces of scholarship accounted for by each such item given in parentheses. Scholarly works not explicitly listed here may also be considered significant scholarship, as determined by the department Promotion and Tenure Committee. Significance of scholarship is defined in terms of quality, impact, or magnitude with respect to the member's field, profession, or broader community, as well as alignment with the college's or university's mission, vision, and goals. Additional evidence for significance of scholarship can come from other sources, including, but not limited to, comments from external reviewers.

      i. Externally refereed scholarly journal article (1 piece).

      ii. Externally peer-reviewed edited volume (1 piece).

      iii. Externally peer-reviewed book chapter (1 piece).

      iv. Externally peer-reviewed textbook (2 pieces).

      v. Externally peer-reviewed scholarly book (2 pieces).

      vi. Consensus or position statement for a professional organization (1 piece).

      vii. Curriculum, standards, or guidance document for state, national, international governmental bodies or professional organizations (variable, to be determined by the department Promotion and Tenure Committee).

      viii. Funded external grant(s) or contract(s), administered by RSP:

         1) Grant/contract with a total direct budget of $50,000-$149,999, or up to four grants/contracts totaling $50,000-$149,999 in direct costs (1 piece).

         2) Grant/contract with a total direct budget of $150,000-499,999 (2 pieces).

         3) Grant/contract with a total direct budget of at least $500,000 (3 pieces).

3. *Criteria for Promotion from Associate Professor to Professor:* Promotion to Professor requires achievements in teaching, scholarship, and service significantly beyond that required for promotion to Associate Professor. The candidate must demonstrate superior achievements in teaching, service, scholarship, and professional reputation:

   a. Teaching: Superior teaching for purposes of promotion to Professor means the

9

candidate is considered by students and peers to be an effective teacher. In addition to compiling a record of effective teaching via evaluations, candidates must demonstrate strong evidence of commitment to teaching, such as sharing and developing innovative curriculum, advising, mentorship, and collaboration.

b. Service: Service will be considered superior when the candidate can show a continuous and productive pattern of service in the work of the department, college, university, profession, and/or community, as defined in the CBA.

c. Scholarship: Candidates must demonstrate a successful program of ongoing scholarship at WSU. Success in scholarship sufficient for promotion to Professor will include at minimum fifteen (15) pieces of significant scholarship as detailed in section V.B.2.c above. At least eight (8) of these 15 pieces of scholarship may not have been submitted for a previously successful promotion and tenure application; of these 8, at least 3 must be externally refereed scholarly journal articles. Evidence for the significance of scholarship can come from a variety of sources, including, but not limited to, comments from external reviewers.

4. *Evidence in Support of Promotion and Tenure:* Below are the minimum requirements for submission of evidence in support of promotion and/or tenure at either level:

a. Teaching: Annual teaching load presented by academic year, beginning with the academic year of the candidate's last promotion, and listing specific courses and sections taught, as well as enrollment in each section. Additionally, faculty must include any available peer evaluations of teaching, and a summary of all annual student evaluations of teaching, for the academic years under consideration.

b. Service: A list of all committees or other entities with which the candidate engaged in service, and a list of specific duties and contributions to each entity.

c. Scholarship: For all works listed as published, a copy of the publication. For all works listed as in press, a copy of the manuscript or proofs and the publisher's acceptance letter. For all works submitted but not yet accepted for publication, the manuscript and evidence from the publisher or editor of the work's current status. For all grants or contracts pending or funded, a copy of the proposal and either acknowledgement of submission, or, if funded, RSP post-award ID and award letter. In addition, the member must provide documentation of a role as Principal Investigator, Co-Principal Investigator, or equivalent in preparing and executing the project or submission.

BYLAWS APPROVAL FORM

The bylaws for the Department of Kinseiology and Health, dated 11/26/2024, are approved as follows.

Bargaining Unit Faculty Approval

The full Department faculty approved the bylaws by a vote of 6 for and 0 against.

_____   <u>10/17/2024</u>
Bargaining Unit Faculty Representative   Date Approved

In consultation with the CHEH Dean, TET faculty considered and approved two additional promotion and tenure amendments by a vote of 4 for and 0 aganst.

_____   <u>11/26/2024</u>
Bargaining Unit Faculty Representative   Date Approved

Dean Approval

_____   <u>11/27/2024</u>
Dean(s)   Date Signed

Faculty Governance Committee Approval

_____   <u>4/15/2025</u>
Co-Chair (AAUP Representative)   Date Signed

Carol S. Loranger   4/14/25

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Co-Chair (University Representative)   Date Signed