

Department of Kinesiology and Health

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SECTION I. INTRODUCTION

The faculty of the Department of Kinesiology and Health (KNH) in the College of Health, Education and Human Services (CHEH) at Wright State University (WSU), seeks to promote and sustain successful performance in teaching, scholarship, and service, and to participate fully in the governance of the Department, College, and University. The bylaws herein specify procedures for the participation of Bargaining Unit Faculty in Departmental governance.

These bylaws:

- Establish procedures by which KNH Bargaining Unit Faculty give advice and make recommendations regarding matters affecting the Department.
- Establish criteria and procedures for annual evaluation of KNH Bargaining Unit Faculty.
- Establish criteria and procedures for promotion and tenure of KNH Bargaining Unit Faculty.
- Establish procedures for Departmental meetings and committees.

SECTION II. FACULTY GOVERNANCE

A. DEPARTMENT MEMBERSHIP

1. **Full-time Faculty.** The Department may include full-time faculty at the following ranks: Instructor, Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, Professor, and University Professor.
2. **Part-time Faculty.** The Department will include part-time faculty as adjunct faculty. Adjunct faculty are invited to attend all official Department functions and open meetings.
3. **Emeritus Faculty.** Retired Department faculty may apply for emeritus status. Emeritus faculty may attend all official Department functions and open meetings.
4. **Department Chair.** The Department Chair is included as an *ex officio* faculty member.

B. FACULTY GOVERNANCE STRUCTURE

1. **Bylaws Amendments.** These bylaws may be amended by a majority vote of Bargaining Unit Faculty in the Department, along with approval of the Dean and Faculty Governance Committee..
2. **Department Meetings.**
 - a. **Regular Department Faculty Meetings.** The Department faculty will meet monthly during Fall and Spring semesters. An annual schedule for the academic year of anticipated Department faculty meetings will be provided in writing to all faculty by the Department Chair no later than the first week of classes in the Fall semester. An effort will be made to avoid conflict between regularly scheduled meetings and classes.

- b. **Non-regularly Scheduled Department Faculty Meetings.** Departmental faculty meetings may be called by the Chair of the Department, the Chair of a Department committee, or two Bargaining Unit Faculty Members. All reasonable efforts will be made to schedule these meetings at times that do not conflict with teaching schedules or other scheduled meetings. The individual(s) who called the meeting will announce the purpose of the meeting at least 24 hours before the meeting.
 - c. **Voting at Department Meetings.** Voting will be open response unless a voting faculty member requests a secret ballot.
 - i. **Voting Membership.** Except for items reserved in the CBA for BUFMs only, the voting membership of the Department is comprised of all full-time faculty in the Department, to include faculty with joint appointments with the majority of the appointment being in KNH.
 - ii. Part-time faculty and emeriti faculty are not voting members of the Department.
 - d. **Agendas for Regular Department Faculty Meetings.**
 - i. **Agendas.** Agendas will be provided by the Department Chair at least 24 hours prior to the meeting. Issues that affect the Department will be presented by chair or designee at regularly scheduled Department faculty meetings when classes are in session during the academic year. Faculty members must be informed through the agenda that a vote is anticipated on particular items.
 - ii. **Order of Business.** The usual order of business shall be (1) Call to Order; (2) Approval of Minutes; (3) Committee Reports; (4) Old Business; (5) New Business; (6) Announcements and Special Reports; (7) Faculty Issues; (8) Student Issues; (9) Adjournment.
 - e. **Records of Department Faculty Meetings.** Minutes of all regular Department faculty meetings and all non-regularly scheduled Department faculty meetings called by the Chair will be taken by a Department Administrative Assistant or other designee. These minutes will be recorded and distributed to all full-time Department faculty members. Any changes in these minutes will be proposed at or prior to the next Department faculty meeting, where the Department faculty will approve the minutes as written or corrected. Approved minutes will be sent to the Dean of the College and the Department faculty.
3. **Department Committees.** All Department committees are standing committees with membership as described below. Standing committees and the Department Chair may form ad hoc subcommittees. All committee meetings will follow Roberts Rules of Order.
- a. **Promotion and Tenure Committee**
 - i. **Membership:**
 - The Promotion and Tenure committee will consist of all tenured Bargaining Unit Faculty in the Department. Faculty members will recuse themselves from meetings and votes involving their own promotion. The Department Chair may attend meetings as an *ex officio*, non-voting member.
 - The committee must include at least three members. If there are not at least three tenured faculty at the rank of at least Associate Professor, the KNH tenured Bargaining Unit Faculty who are currently eligible to serve on the Promotion and Tenure Committee will invite faculty at the tenured Associate/Professor rank from other Departments of CHEH to be members of the KNH Promotion and Tenure committee.

- A committee chair for the upcoming academic year will be elected by the seated members of the Promotion and Tenure committee by the completion of the academic year.

ii. Duties:

- Provide each untenured Bargaining Unit Faculty Member with an annual statement summarizing the individual's progress toward obtaining tenure.
- Provide recommendations regarding all Bargaining Unit Faculty seeking promotion and/or tenure.
- Provide each tenured Bargaining Unit Associate Professor with a statement summarizing the individual member's progress toward promotion to the next rank upon request.
- Assist in the professional development and mentoring of new Bargaining Unit Faculty Members. The Promotion and Tenure Committee will assign a tenured Bargaining Unit Faculty Member to serve as a mentor to each new Bargaining Unit Faculty Member. New Bargaining Unit Faculty Members may request an additional mentor or a separate mentor for functions such as teaching, scholarship, and service. This mentorship will last as long as the Chair, mentor, and mentee agree it is necessary.
- Perform or facilitate annual peer evaluations of teaching of all untenured Bargaining Unit Faculty Members.
- Provide statements, when requested, regarding Bargaining Unit Faculty requests for Professional Development Leave.

b. Curriculum Committee.

i. Membership:

- The voting members of the Curriculum committee will be all Bargaining Unit Faculty and Program Directors in the Department.
- The Program Director is defined as the faculty member responsible for ensuring the coordination of a program, such as holding program meetings, overseeing the annual review of data process for the program, implementation of the program of study and key assessments, and completing institutional, state, and national reports for the program.
- A committee chair for the upcoming academic year will be elected among the committee members at the last curriculum committee meeting of the academic year.

ii. Duties:

- Review and approve proposals for all new Department courses and programs.
- Review and approve modifications to all existing Department courses and programs.
- Review and make recommendations regarding specific curricular and program issues affecting the Department.
- Serve as a forum for the discussion of program assessment and review.
- Recommend faculty job descriptions.

4. Department Representation on College Committees

- a.** The Department representative to the CHEH Steering Committee (SC) will facilitate Department representation on college committees.

- b. The SC representative will solicit nominations for each open position from eligible department faculty, and will then distribute the list of candidates to all department faculty.
- c. Candidates will be approved by majority vote of the department faculty. In the event that more than one candidate is nominated for the same position, the candidate receiving the highest proportion of faculty votes shall serve in that position.
- d. The length of each department representative's term on each college committee will follow the norms set forth in the CHEH bylaws, or, where applicable, the CBA. In the event a department representative needs to end their term early, the position will be filled according to the same nomination and approval processes described above.
- e. The SC representative will provide the SC Chair with the names of department representatives to college committees, as well as any changes in representation that may occur before a representative's usual term has ended.

SECTION III. PROCEDURES FOR BARGAINING UNIT FACULTY ADVICE AND RECOMMENDATIONS

A. FACULTY APPOINTMENT: A minimum of two Bargaining Unit Faculty in the Department, named by the Department Chair, will serve on search committees for new faculty positions within the Department. Whenever possible, at least one will be in the same academic area as the posted position. Recommendations for new faculty appointments are forwarded to the Dean.

B. TEACHING ASSIGNMENTS AND CLASS SCHEDULES, INCLUDING SUMMER

1. **Academic Year Teaching Assignments.** When possible, the Chair will provide full-time faculty with tentative teaching assignments four weeks prior to the deadline by which they must be submitted to the Registrar. During the intervening time period, faculty may, if they wish, provide suggestions for alternative teaching assignments to the Chair. The Chair makes all final teaching assignments.
2. **Summer Teaching.** Bargaining Unit Faculty on academic year appointments shall be given an opportunity to teach in Summer semester when the Department schedules classes that they are qualified to teach. If sufficient classes are not scheduled to accommodate all Bargaining Unit Faculty Members who wish to teach in the summer, summer teaching assignments will be given in descending order, based upon a rotation, beginning with the highest-ranking faculty member with the longest time in rank.

C. FACULTY INVOLVEMENT IN THE REVIEW OF CHAIRS: All Bargaining Unit Faculty in the Department will have the opportunity to comment on and make recommendations to the Dean on the review of, or the appointment of, a Department Chair.

D. ISSUES AFFECTING THE DEPARTMENT: Issues affecting the Department will be presented to the faculty by Department Chair or designee at regularly scheduled Department meetings for discussion and recommendations from the faculty.

SECTION IV. ANNUAL EVALUATION CRITERIA AND PROCEDURES FOR KNH FACULTY

The Department Chair will annually evaluate the teaching, service, and scholarship of all Bargaining Unit Faculty members following the procedures outlined in the CBA.

A. SUBMISSION OF MATERIALS FOR ANNUAL EVALUATION: Faculty will submit a written report to the Department Chair summarizing their accomplishments in teaching, scholarship and service for the prior calendar year (January 1 to December 31) by January 31.

B. PEER EVALUATION OF TEACHING:

1. TET Bargaining Unit Faculty

- a. An annual peer evaluation of teaching is required for non-tenured TET Bargaining Unit Faculty Members as specified in the CBA The Promotion and Tenure Committee, in collaboration with the Bargaining Unit Faculty Member, will select a tenured Department faculty member to perform the peer evaluation.
 - i. The peer evaluation will include a review of course syllabi, assessments and other available materials, and observation of teaching by a peer evaluator(s).
 - ii. The peer evaluator will submit a written evaluation of teaching to the faculty member, Department Chair, and retain a copy.
 - iii. Untenured TET Bargaining Unit Faculty Members being evaluated will include peer evaluations of teaching to the Promotion and Tenure Committee as evidence of their teaching effectiveness.
- b. TET faculty who are tenured may also request peer evaluations of teaching.

2. NTE Bargaining Unit Faculty

- a. Two annual peer evaluations of teaching are required for NTE Bargaining Unit Faculty Members who do not hold continuing appointments.
- b. Procedures for peer evaluation of NTE teaching are detailed in the CBA
- c. NTE faculty with continuing appointments may also request peer evaluations of teaching according to the procedures in the CBA.

C. EVALUATION OF TEACHING: Evaluation of teaching shall be conducted in accordance with the provisions of the CBA.

D. EVALUATION OF SCHOLARSHIP

1. Criteria for the Evaluation of Scholarship:

- a. **Unsatisfactory.** Faculty members who do not fulfill at least the requirements for Adequate will receive a score of 0.
- b. **Adequate.** To receive a score of 1 (Adequate) in scholarship, a faculty member must maintain currency in the scholarship of the professor's own field by providing evidence of two or more of the following:
 - i. Attend a state, multi-state, or national professional conference.
 - ii. Maintain membership in a state, regional, or national professional organization.
 - iii. Provide a written response to a professional publication (e.g. editorial, commentary, review).
 - iv. Submit a proposal for presentation.
 - v. Submit an article for peer review.

- vi. Submit an internal or external grant proposal for funding.
 - vii. Or equivalent.
- c. Meritorious.** To receive a score of 2 (Meritorious) in scholarship, a faculty member must meet the requirements of “Adequate” and in addition, meet one or more of the following:
- i. Present scholarship at a state, multi-state, national, or international professional conference.
 - ii. Publish a non-peer reviewed article or book chapter.
 - iii. Publish a review of a textbook.
 - iv. Submit a proposal for an external grant
 - v. Submit a manuscript to an external refereed publication.
 - vi. Submit a book chapter or monograph to an external refereed publication.
 - vii. Receive internal grant funding for at least \$3,000 total costs.
 - viii. Provide other comparable examples of scholarly activity (e.g. have published more than one external refereed scholarly article in the previous year).
 - ix. Or equivalent.
- d. Outstanding.** To receive a score of 3 (Outstanding) in scholarship, a faculty member must meet the requirements of “Adequate” and in addition, meet two or more of the following:
- i. Present scholarship at a state, multi-state, national, or international referred professional conference.
 - ii. Publish a non-peer reviewed article or chapter.
 - iii. Publish a review of a textbook.
 - iv. Submit a proposal for an external grant.
 - v. Submit a manuscript to an external refereed publication.
 - vi. Submit a book chapter or monograph to an external refereed publication.
 - vii. Publish or have in press a scholarly article in an external refereed publication.
 - viii. Publish or have in press a scholarly external refereed book chapter.
 - ix. Publish or have in press an externally peer-reviewed edited volume.
 - x. Publish or have in press an externally peer-reviewed scholarly book.
 - xi. Author/publish consensus or position statements for professional organizations.
 - xii. Author/publish standards or guidance documents for state, national, or international governmental bodies.
 - xiii. Receive internal grant funding for at least \$10,000 total costs.
 - xiv. Receive external grant funding in any amount.
 - xv. Provide other comparable examples of scholarly activity (e.g. have published more than one external refereed scholarly article in the previous year).
 - xvi. Or equivalent.
- e. Extraordinary.** To receive a score of 4 (Extraordinary) in scholarship, a faculty member must meet the criteria for “Outstanding” and one or more of the following:
- i. Lead a symposium at a state, multi-state, or national professional conference.
 - ii. Publish or have in press a scholarly article in an external refereed publication.

- iii. Publish(or have in press a peer-reviewed book chapter.
- iv. Publish or have in press a peer-reviewed textbook.
- v. Publish or have in press an externally peer-reviewed edited volume.
- vi. Publish or have in press an externally peer-reviewed scholarly book.
- vii. Author/publish consensus or position statements for professional organizations.
- viii. Author/publish standards or guidance documents for state, national, or international governmental bodies.
- ix. Receive internal grant funding for at least \$10,000 total costs.
- x. Receive external grant funding for at least \$25,000 total costs.
- xi. Provide other comparable examples of scholarly activity (e.g. have published more than one external refereed scholarly article in the previous year).
- xii. Or equivalent.

f. Multiple Quality Activities in a Category. A situation may arise in which a faculty member has multiple quality activities in one category but does not meet the specific criteria of the next higher level. In this case, the Chair may award the faculty member the next level because these activities are equivalent to specific criteria. For instance, a faculty member might receive a \$5,000 internal grant and submit one manuscript to peer-reviewed journals. The Chair may deem it appropriate to award the faculty member “Outstanding” rather than “Meritorious.”

g. Principal or Co-Principal Investigator. A faculty member must be the Principal Investigator or the Co-Principal Investigator of any grant being credited to the faculty member. In instances where grant requirements prohibit the faculty member from being listed as the Principal Investigator or the Co-Principal Investigator, but the faculty member can provide documentation of his/her role as the Principal Investigator or Co-Principal Investigator within the preparation of the grant, the grant will be credited to the faculty member.

2. Evidence for the Evaluation of Scholarship: Bargaining Unit Faculty must make available written evidence for each claim within the criteria of the evaluation of scholarship. This evidence must include:

a. Publications.

- i. Once listed as “in press,” all pieces of scholarship may only be credited once in the annual review process and may not be counted in subsequent year(s).
- ii. **Submitted for publication.** For all pieces of scholarship listed as “submitted for publication,” the Bargaining Unit Faculty Member must submit the article, review, book chapter, or textbook, as well as the submission confirmation letter received from the publisher or editor.
- iii. **In press.** “In Press” is defined as documents that have been accepted for publication and are in queue for printing. For all pieces of scholarship listed as “in press,” the Bargaining Unit Faculty Member must submit the article, review, book chapter, or textbook, as well as the letter received from the publisher or editor stating that the item has been accepted for publication in its final form and is ready for publication.
- iv. **Published work.** For all published pieces of scholarship, the Bargaining Unit Faculty Member must submit the published form of the article, review, book chapter, or textbook, as well as evidence that the publication was peer reviewed.

b. External and Internal Grants.

- i. Submitted grant.** For all submitted grants, the Bargaining Unit Faculty Member must submit the grant signature page, proposal abstract, as well as the letter acknowledging submission from the funding agency.
 - ii. Awarded grant.** For all awarded grants, the Bargaining Unit Faculty Member must submit the executive summary, the letter of award from the sponsor, and, if applicable, the post-award ID from Research and Sponsored Programs.
- c. Presentations.** For all presentations, the Bargaining Unit Faculty Member must submit a copy of the program or conference booklet.

E. EVALUATION OF SERVICE: Evaluation of service shall be conducted in accordance with the provisions of the CBA.

SECTION V. PROMOTION AND TENURE

The information in this section describes the Departmental process for recommending promotion and tenure, the documentation to be included in the candidate's promotion and tenure document, and the criteria used to evaluate the candidate.

A. GENERAL CRITERIA FOR PROMOTION AND/OR TENURE: Candidates for promotion and/or tenure are expected to demonstrate ongoing and consistent performance in teaching, scholarship, and service. Below are minimum requirements that apply for all reviews.

1. In support of teaching, the faculty member must submit the following:
 - a. Annual teaching presented by year with specific classes taught and number of students for every year since the candidate's most recent promotion.
 - b. A qualitative summary of annual student evaluations of teaching for the above load (untenured faculty only).
 - c. Peer teaching evaluations (if available).
2. In support of scholarship, the faculty member must submit the following:
 - a. For all published works, a copy of the publication.
 - b. For all works listed as in press, but not yet published: a copy of the official letter from the publisher/editor, along with a printed copy of the accepted manuscript or galley proofs of the printed publication.
 - c. For all unpublished papers: a printed copy of the manuscript and a letter from the editor indicating its status.
 - d. For all conference papers: a printed copy of the program or conference booklet.
 - e. For all grants funded or pending: a copy of the grant proposal and award letter to the Principal Investigator or Co-Principal Investigator. In addition, the faculty member must provide documentation of his/her role as the Principal Investigator or Co-Principal Investigator within the preparation of the grant.
3. In support of service, the faculty member must submit the following:
 - a. List of committees served on.
 - b. List of specific contributions to each committee.

B. PROMOTION FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR WITH

TENURE: There is no minimum time in rank requirement for promotion and tenure. The candidate must submit general criteria and meet the following criteria:

- 1. Teaching:** Candidates must have compiled a record of effective teaching and advising at WSU and submit evidence to demonstrate that the faculty member is consistently effective in the classroom. Teaching will be considered effective when there is consistent evidence of considerable time and attention being devoted to the elements of teaching, such as: course development, pedagogical technique and student tutoring, and when peer and student teaching evaluations indicate consistently significant learning experiences. In evaluating teaching, primary weight will be given to the immediately preceding three years.
- 2. Scholarship:** Candidates must show that they have pursued a successful program of ongoing scholarship at WSU. In addition, success in scholarship sufficient for promotion to Associate Professor with tenure will include a minimum of five (5) pieces of significant scholarship, which may include (but are not limited to):
 - a. external refereed scholarly journal articles;
 - b. an externally peer-reviewed edited volume;
 - c. an externally peer-reviewed book chapter;
 - d. consensus or position statements for professional organizations;
 - e. standards or guidance documents for state, national, or international governmental bodies;
 - f. a funded external grant totaling at least \$50,000;
 - g. or a collection of no more than four funded external grants totaling \$50,000.

An externally peer-reviewed textbook and/or scholarly book may also count as two (2) of the 5 required pieces of scholarship. In addition, the candidate must have completed at least 3 of the 5 pieces of scholarship while a Bargaining Unit Faculty Member at WSU. Evidence for the significance of scholarship can come from a variety of sources, including, but not limited to, comments from external reviewers.

- 3. Service:** The candidate must demonstrate a continuous pattern of effective service. Service will be considered effective when there is consistent and productive involvement in the work of the Department and the broader community (College, University, or profession).

C. PROMOTION FROM ASSOCIATE PROFESSOR TO PROFESSOR: Promotion to Professor requires achievements in teaching, scholarship, and service significantly beyond that required for promotion to Associate. The candidate must demonstrate superior achievement in the categories of teaching, scholarship, and service.

- 1. Teaching:** Superior teaching for purposes of promotion to Professor means the candidate is considered by students and peers to be an effective teacher. In addition to compiling a record of effective teaching, candidates must demonstrate strong evidence of commitment to teaching (e.g. mentoring, sharing, development of innovative curriculum, and collaboration).

2. **Scholarship:** Candidates must show that they have pursued a successful program of ongoing scholarship at WSU. Success in scholarship sufficient for promotion to Professor will include a minimum of fifteen (15) pieces of significant scholarship as detailed in section V.B.2 above. In addition, at least 8 of the 15 pieces of scholarship may not have been submitted for a successful promotion and tenure application in the past. Evidence for the significance of scholarship can come from a variety of sources, including, but not limited to, comments from external reviewers.

3. **Service:** Service will be considered superior when the candidate can demonstrate a continuous and productive pattern of highly effective service in the work of the Department and the broader community (College, University, or profession).

4. In addition to ongoing excellence in teaching, scholarship, and service, the candidate should demonstrate a reputation for excellence in one's professional discipline. This reputation may come via accomplishments in service, teaching, or scholarship. To demonstrate a reputation for professional excellence, the candidate should submit evidence from a variety of sources.

D. EVIDENCE FOR THE EVALUATION OF PROMOTION AND/OR TENURE: A high level of teaching, scholarship, and service must be demonstrated using multiple measures. For each claim, evidence must be provided to substantiate it.