

BYLAWS
OF THE DEPARTMENT OF KINESIOLOGY
COLLEGE OF HEALTH PROFESSIONS
TEMPLE UNIVERSITY

Adopted by the Department of Kinesiology Assembly

December 12, 2008

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Statement of Mission

To develop and maintain educational and research centers of excellence pertaining to the study of physical activity.

Education: we teach undergraduate and graduate students state-of-the-art concepts and techniques in Kinesiology and help these students to attain their professional goals. Central to the mission is the discovery and dissemination of knowledge through a multi-dimensional study of physical activity with special emphasis on the relationships among physical activity, health, and well-being. This approach incorporates biophysical, behavioral, and professional practice perspectives.

Research: we conduct state-of-the-art research in integrative Kinesiology and train doctoral students to become highly competent investigators capable of performing and eventually directing competitive research programs in integrative Kinesiology.

Application: we apply research and scholarly pursuits for professional and community benefits.

Department Organization

The Department of Kinesiology is organized with a policy making and an administrative branch. The former is the Kinesiology Assembly (herein identified as the Assembly), consisting of department faculty and academic professionals; and the latter consisting of the department chairperson, department program administrators, and Assembly chairperson. The function of the Assembly is to establish policy for the operation of the department. The function of the administration is to establish procedures to implement these policies and to ensure their implementation. The authority and responsibility of each branch extends only as far as Temple University (herein identified as the University) and the College of Health Professions (herein identified as the College) policies and procedures permit.

The Kinesiology Assembly

I. Structure

A. Members

1. The Assembly shall consist of all full-time faculty (tenure track and non-tenure track) and academic professionals.

B. Administrators

1. The Assembly shall elect the following administrators by the last meeting of the spring semester. These administrators will serve for the following academic year, commencing with the first meeting held for the fall semester.

1.1 Chairperson

1.2 Secretary

2. The duties of these administrators are specified in Appendix A of this document.

C. Committees

1. Standing committees shall be as follows:

1.1 Personnel Committee - A Personnel Committee consisting of five tenure track appointment faculty members elected annually by the tenure track appointment members of the Assembly will be responsible for recommending contract renewal and promotion (except when a tenure applicant is also requesting consideration for promotion, in which case the Tenure Committee - consisting of all tenured track appointment faculty - will consider both tenure and promotion). No person being considered for promotion may serve on the Personnel Committee. In addition, no more than one person being considered for contract renewal may serve on the Personnel Committee. The Personnel Committee will consist of a representative group, reflecting the diversity of the Department. At least two members must have served the previous year. Elected positions within the Personnel Committee are chair, secretary, portfolio custodian, and feedback. The duties of the Personnel Committee are specified in Appendix B of this document.

Two tenured and one non-tenure track appointment faculty member shall be elected and serve on the College's Personnel Committee. These members will serve for two years. These members shall not be candidates for promotion.

The chairperson of the Departmental Personnel Committee must be an elected representative to the College Personnel Committee and can vote at only the Department or College level. Additionally, other than the chair of the Departmental Personnel Committee, any one else serving on the College and Department Personnel Committees can only vote at one of the two levels.

All department personnel actions will adhere to current University and College guidelines.

1.2 Program Groups - Major curricular areas shall have a committee (known as the Program Group) to oversee program tracks and courses in that area. Each program group will consist of faculty members who have expertise and/or interest in the area represented by that group.

Each program group shall be responsible for the undergraduate and graduate academic program tracks within its area. These responsibilities include: (a) development and review of program tracks and courses; (b) review of new courses to be recommended to the Assembly for approval; (c) advisement of graduate students (curriculum, thesis, project, dissertation, internship/practicum); (d) advisement of undergraduate students; (e) recommendation of course and teaching schedules to the appropriate administrator; (f) recruitment and retention of students; and (g) where appropriate, admission of undergraduates to the program tracks in the area.

Program groups should meet during the year as needed to fulfill their responsibilities. Each program group will determine its own mode of operation and system for carrying out its responsibilities (within the guidelines established by the Assembly, where applicable).

1.3 Student Awards and Scholarships Committee— A Student Awards and Scholarship Committee consisting of five members of the Assembly elected annually by the Assembly will be responsible for selecting recipients of the Department's undergraduate and graduate student scholarships and awards. The Committee will elect its own chair. Scholarship and award recipient decisions will be based, when applicable, on the contractual requirements of each award.

2. Ad-Hoc Committees

2.1 All other committees shall be ad hoc, serving and functioning at the direction of the Assembly.

II. Functions and Operations

A. The general functions of the Assembly include:

1. Formation of major department policy statements and goals.
2. Action on reports from standing and ad hoc committees.
3. Consideration of recommendations by any member of the Assembly.
4. Creation of an environment for free exchange of ideas and discussion and resolution of problems.

B. These functions apply to the following specific areas and may be delegated to administrators or committee as appropriate:

1. Proposed changes in curriculum and approval of courses.
2. Recommendations for budget expenditure priorities.
3. Recommendations for facility and space utilization priorities.
4. Establish criteria for admission, termination, and/or graduation of students (within the guidelines and rules of the College and University).
5. Regular and systematic evaluation of courses, teachers, and administrators.
6. Selection and termination of department administrators, when applicable, per TAUP contract guidelines.
7. Faculty selection.
8. Recommendations for teaching assistants selection.
9. Recommendations for workload assignments for faculty and teaching assistants during the academic year and summer.
10. Priorities and policies for other departmental matters.

C. It is recommended that the Kinesiology Assembly meet at least once a month during the academic year and be required to meet at least semi-annually. Assembly meetings are open to other faculty, staff, and students of the Department. Students may, at the invitation of the Assembly, participate in Assembly discussions but not vote. Roberts Rules of Order shall be followed for all Assembly meetings.

D. The Assembly chairperson shall set and publish the agenda for Assembly meetings. The agenda will be made available to members at least three days before meetings. Individual members may request agenda items to the Assembly chairperson.

E. Special Assembly meetings may be called by the chairperson of the Assembly or on petition of any five voting members of the Assembly. Notice of special meetings must be given at least five working days in advance of the meeting, must include the agenda, must be extended to all voting members, and must be posted via announcement placed in each faculty member's mailbox and via email message to each faculty member.

F. The Assembly may act only as a body and in sessions attended by a quorum of its voting members.

G. The Assembly may empower a person or group to act on its behalf on specific issues. However, these actions must be reported back to the Assembly at appropriate intervals and a decision made by the Assembly whether to continue to allow that person or group to act on its behalf.

H. The Assembly chairperson will solicit agenda items and substantive motions and distribute these via department mailboxes no later than two days prior to meetings. All substantive motions must be submitted to the Assembly chairperson at least three days in advance of the meeting at which the motion will first be considered. Examples of substantive motions include those requesting approval of new or revised courses or program tracks, motions seeking changes in the Department's By-Laws or other policies and procedures, and motions requesting exceptions to Department policies and procedures.

I. Assembly meetings shall not extend beyond the published termination time unless a majority vote, taken prior to the termination time, results in a decision to extend the meeting.

J. Any amendment to this document must be approved by a simple majority of members of the Assembly at a face-to-face meeting.

Department Administrators

I. Structure

A. Administrators

The department chair is appointed by the Dean after consultation with the tenured and tenure-track faculty, per the TAUP Collective Bargaining Agreement. The Assembly shall elect the following department administrators: undergraduate coordinator, graduate coordinator, basic instruction program coordinator, and Health-Fitness and Wellness Center (HFWC) coordinator.

B. The duties of these administrators are specified in Appendix C of this document.

II. Functions/Operations

A. Administrative appointment for the department chair is at the pleasure of the Dean with initial terms of up to five years, per the TAUP Collective Bargaining Agreement.

B. Administrative appointments for the undergraduate coordinator, graduate coordinator, basic instruction program coordinator, and Health-Fitness and Wellness Center (HFWC) coordinator are for three years and commence with the day following May graduation.

C. No person shall hold more than one major administrative position in the Department at the same time (i.e., chairperson, undergraduate coordinator, graduate coordinator, basic instruction program coordinator, and Health-Fitness Wellness Center coordinator).

D. Any person interested in being considered for appointment to an open administrative position, other than the department chair, must submit a letter of intent to the Assembly for action no later than the last meeting in May before graduation. The Assembly must interview all candidates for an administrative position.

E. Administrative Review - There shall be an annual review of every department administrator. For the department chairperson, this review will be coordinated by the Personnel Committee and reported to the Assembly. For the four program administrators (i.e., undergraduate, graduate, basic instruction program, and Health-Fitness and Wellness Center), this review shall be coordinated by the Department chairperson and reported to the Assembly.

F. Annual Report - No later than the first scheduled meeting of the next academic year, the department chairperson shall present a written annual report for the previous academic year to the Department faculty and staff.

G. The administrative positions of undergraduate, graduate, basic instruction program,

and HFWC coordinators are established by this document and require an amendment to abolish. It is recognized that as programs and other circumstances change, other administrative coordinator and related staff positions may be, or no longer be, needed. A recommendation by any member of the Assembly to create a new position or abolish an existing one must come to the Assembly as a substantive motion.

APPENDIX A

KINESIOLOGY ASSEMBLY ADMINISTRATORS: DUTIES AND ROLES

KINESIOLOGY ASSEMBLY ADMINISTRATORS DUTIES AND ROLES

Chairperson of the Assembly

1. Call for and preside at the Assembly meetings.
2. Prepare and publish the Assembly meeting agenda.
3. Establish ad-hoc committees.
4. Represent the Assembly and act as a liaison between the Assembly and other groups and organizations.
5. Consult with faculty, students, and/or administrators regarding the role of and regulations governing the Assembly.
6. Ensure that the Assembly standing committees are properly established.

Secretary of the Assembly

1. Take all minutes of Assembly meetings and type, duplicate, and distribute to all Assembly members. This should be completed and distributed to the faculty and appropriate staff within 7 calendar days after an Assembly meeting.
2. Handle all correspondence deemed necessary by the Assembly.

APPENDIX B

PERSONNEL COMMITTEE: DUTIES AND ROLES

PERSONNEL/TENURE COMMITTEE(S) DUTIES AND ROLES

All Department personnel actions will adhere to current University and College guidelines. The roles of the Personnel/Tenure Committee members are as follows:

1. Chair – The chairperson will preside at all Personnel Committee meetings.
2. Secretary – The secretary will distribute and collect colleague assessment forms, keep minutes, and prepare communications.
3. Portfolio Custodian – The portfolio custodian will collect, distribute, and forward or return the portfolio and any other materials submitted by applicants.
4. Feedback – A feedback committee of not less than two members will provide oral and written feedback to applicants.

APPENDIX C

DEPARTMENT ADMINISTRATORS: DUTIES AND ROLES

DEPARTMENT ADMINISTRATORS DUTIES AND ROLES

Department Chairperson

The role of the department chairperson is to provide overall leadership for the Department (e.g., programs, staff) and to facilitate its teaching, research, and service missions. The chair will:

1. Clarify and communicate the vision, mission, and goals of the Department.
2. Represent departmental interests to persons or groups within the College and University (e.g., college administration committee, assistant deans, dean) as well as to outside constituencies (e.g., alumni, community groups, professional associations).
3. Prepare the Department budget, and manage the Department budget and other resources.
4. Manage departmental personnel matters such as appointments, salary, merit, contracts, tenure, and promotion, among others.
5. Promote articulation and intercommunication among departmental faculty members and programs.
6. Administer Department policies as established by the Assembly.
7. Assist and implement faculty and staff development.
8. Assist, encourage, and coordinate program planning and development.
9. Inform the faculty of developments that are pertinent to policy-making decisions on their part.
10. Initiate development of policy statements for faculty consideration in appropriate areas.
11. Manage and submit class and facilities schedules and workload assignments.
12. Oversee management of the Department office and support personnel and services, including paid staff and work study students.
13. Facilitate, monitor, and recommend to the dean the selection/retention of teaching assistants, research assistants, etc.
14. Coordinate and approve the selection, ordering, and maintenance of equipment and supplies.

15. Consult regularly with Department administrators, which will consist of the program administrators, the assistant chair (when one exists), and the Assembly chairperson. Any faculty member may attend meetings of this group if s/he wishes.

16. Serve ex officio on all Department standing committees.

Assistant Department Chairperson

1. This position will be filled when the department chair feels s/he needs an assistant and when there is a faculty member willing to assume the role.

2. The duties of assistant chair will be determined through consultation with the department chair but will not exceed the duties defined for the department chair position.

Program Administrators (General)

The role of each program administrator is to provide overall leadership for the various activities of the program and to facilitate meeting its mission (e.g., teaching, service). The program administrators will:

1. Recommend the schedule of courses and activities of the program to the department chairperson.

2. Recommend instructors for courses and activities of the program to the department chairperson.

3. Recommend the appointment of the work study students, teaching assistants, research assistants, and part time faculty who will work in the program in conjunction with other administrators, the department chairperson, and interested faculty to the department chairperson.

4. Initiate and assist faculty in the program development.

5. Work to resolve student problems in the program.

6. Conduct program evaluations.

7. Implement all Department policies that apply to the program. The program administrator will work closely with the program groups in carrying out these functions. Program groups will submit recommendations in these areas to the appropriate program administrator.

8. Ensure currency of respective electronic (e.g., web, University program bulletins) and publication information (e.g., hardcopies).

9. Other assigned duties as determined by the department chair.

Program Administrators (Specific)

Graduate Program Coordinator

1. Process all applications for admission to the Department graduate program tracks, sign-off on admissions, and prepare an advising folder for each admitted student.
2. Receive and file programs of study.
3. Oversee the maintenance of database, files, and paper records for all graduate students, active and inactive.
4. Review and sign-off on all requests for leaves of absence, extensions of time, residency, applications for graduation, and any other procedural matters requiring review and response from the department.
5. Monitor advising and project, thesis, and dissertation loads for graduate faculty and regularly report these to the department chair and to the Assembly.
6. Oversee the administration of doctoral preliminary examinations and record and report the results.
7. Clear all graduating students for May, August, and January graduations.
8. Respond to all inquiries concerning the Department's graduate programs.
9. Assist program groups in the preparation and presentation of exception admissions cases to the Assembly and higher levels of administration within the University.
10. Work with the coordinator of student services to facilitate the graduate programs.
11. Serve as a liaison with relevant College committees.

Undergraduate Program Coordinator

1. Supervise the work of the academic professional in the role of undergraduate advisor.
2. Determine the curricular advising assignments and student loads for those involved with this process.
3. Coordinate and conduct orientations for all incoming students.

4. Solicit and process applications and clear students for graduation.
5. Oversee the maintenance of database, files, and paper records for all undergraduate students, active and inactive.
6. Respond to inquiries from potential students.
7. Maintain a dialogue and liaison with personnel in schools that provide new and transfer students to the Department's undergraduate programs.
8. Work with the coordinator of student services to facilitate the undergraduate programs.
9. Serve as a liaison with relevant College committees.

Basic Instruction Program Coordinator

1. Oversee preparation of the program's course outlines, syllabi, and examinations.
2. Provide instructor assignment recommendations to the department chair.
3. Supervise instructors.
4. Conduct in-service staff orientation and training.
5. Request and recommend equipment purchases for the program to the department chair.
6. Work with the Department facilities coordinator to assure that facilities used by the program meet all criteria necessary to facilitate learning and provide a safe environment for activity and learning. A priori approval by the department chair is required for budget expenditures necessary to support these actions.
7. Ensure information sources about the program are accurate and up-to-date.

Health Fitness and Wellness Center Coordinator

1. Oversee the daily operation of the HFWC.
2. Clarify and communicate the goals as well as promote advertising of the HFWC.
3. Prepare the HFWC's budget, and manage the budget and other resources.
4. Conduct monthly budget reconciliation and ensure a balanced annual budget.

5. Manage the HFWC's day-to-day personnel matters.
6. Administer the HFWC's policies as established by the Assembly.
7. Assist, encourage, and coordinate program planning and development.
8. Oversee management of the HFWC's office and support personnel and services, including paid staff and work study students.
9. Coordinate and approve the selection, ordering, and maintenance of equipment and supplies.
10. Consult regularly with and provide updates to the department chair and Assembly.

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