

*Department of Physical Education
and
Human Performance*

BY-LAWS

May 2019

ARTICLE I

Responsibility, Authority, and Function of the Department of Physical Education and Human Performance

1.1 *Responsibility and Authority*

The Department of Physical Education and Human Performance (hereafter referred to as the Department) lies within the School of Education and Professional Studies.

1.2 *Function*

The function of the Department is to conduct academic programs leading to the accumulation of academic credit and other functions covered by the CSU/AAUP collective bargaining agreement.

1.3 *Membership in the Department*

The department shall consist of University faculty who hold academic rank and are assigned instructional load for the teaching of credit-bearing courses in the department, and/or other University duties.

1.3.1 The Department shall express its decisions by majority vote of those members present at meetings, as long as a quorum is present. The right to vote on academic matters shall be granted to:

- (a) Full time members of the Department*
- (b) Any joint appointee to the Department who carries a minimum of six (6) semester hours of credit-bearing courses per academic year.*

1.3.2 Part Time faculty is encouraged to attend Departmental meetings, but will not have voting privileges.

ARTICLE II

Duties and Functions of the Chairperson of the Department

- 2.1 *The duties of the Departmental Chairperson are stated in Articles 5.23-5.24 of the current CSU/AAUP collective bargaining agreement.*
- 2.2 *The duties of the Departmental Chairperson or (if existing) the Assistant Chairperson is a member, ex-officio, with voting privileges, of all departmental committees. The Chairperson shall call the first meeting of each departmental committee.*
- 2.3 *The Chairperson has the administrative responsibility for the construction of academic schedules for the Fall and Spring semesters and the submission of Summer School and Winter Session schedules. (Article 10.7)*
 - 2.3.1 *Assignment to classes and teaching schedules for the academic year shall be developed with consultation with the faculty member.*
- 2.4 *The Chairperson is responsible for the expenditure of all funds. The Chairperson will give serious consideration to the short and long term needs as established by the Department Strategic Plan. Equipment and supply requests may be made at any time.*
 - 2.4.1 *By May 1, academic faculty members shall submit a prioritized capital purchase requests for the upcoming academic year.*
 - 2.4.2 *The Chairperson shall report the receipt of incoming supplies in memo form or announcement at faculty meetings.*
- 2.5 *The Chairperson is the agent of communication between the departmental faculty and the Dean of the School of Education and Professional Studies.*
- 2.6 *The Chairperson of the Department will work in cooperation with the Director of Athletics to manage Kaiser Hall, the Kaiser Annex, and related facilities to preserve the higher standards of academic and professional programs.*
- 2.7 *Academic matters are the responsibility of the Chairperson of the Department. Department members are to address academic problems to the Chairperson.*
- 2.8 *The Department Chairperson(s) should seek feedback from department members on how the Departmental needs and functions are being fulfilled. The request should be circulated in the third week of November and April of each academic year **or** more if needed.*
- 2.9 *By the midterm of each semester (Fall/Spring), the Chair must report on allocated department budget as well as any purchases which have occurred.*
- 2.10 *At the first department meeting in September and January the chair shall discuss the needs of the department and any special items or big ticket items.*
- 2.11 *In the event that the department loses its Chairperson, the department will hold a special election within 2-weeks of the announced vacancy (at the next scheduled department meeting). Interested faculty will submit a statement of intent to the Policy & By-Laws Chair detailing their qualifications and vision for the department. These statements will be distributed to the department faculty for review 1-week before a vote. The*

name of the elected Chairperson will be forwarded to the Dean of SEPS for approval.

ARTICLE III

Departmental Meetings

- 3.1 Meetings shall be established to discuss the business of the Department, unless no agenda item is provided by the Department Chair and/or faculty members. Meeting time will be established as the first and third week of each month at the time allotted on the schedule of classes. Special meetings will be called whenever the Department Chair deems it necessary.
- 3.2 All department members are expected to attend department meetings, although classes should not be cancelled if there is a time conflict.
 - 3.2.1 A quorum for department meetings shall consist of two-thirds of the voting members.
- 3.3 Each department shall keep minutes of all department meetings and its standing committees and, with the exception of the DEC minutes, such minutes will be available to all department members, the respective Dean and the Vice President for Academic Affairs. Department minutes should be distributed within two weeks. (CSU-AAUP 5.22)
- 3.4 All departmental meetings shall be conducted by Robert's Rules of Order.
- 3.5 An agenda for each department meeting will be distributed to the faculty in advance of the scheduled meeting.
 - 3.5.1 Faculty members who wish to place items on the agenda must notify the Department Chair AT LEAST FOUR DAYS before a scheduled meeting or at the discretion of the department chair.
 - 3.5.2 By Department vote, a suspension of the agenda may occur for the purpose of considering important, pressing departmental problems.
 - 3.5.3 Departmental meetings will be conducted by a set agenda, which will include:
 - (a) Call to order
 - (b) Review and Acceptance of Minutes of Last Meeting
 - (c) Departmental Correspondence and Announcements
 - (d) University-Wide Committee Reports
 - (e) Departmental Committee Reports
 - (f) Old Business
 - (g) New Business
 - (h) Adjourn
- 3.6 If absent from a department meeting full-time faculty members can (a) vote prior to the meeting (will necessitate prior agenda items) (Chairs from each committee will forward agenda items the Friday prior to the department meeting) or (b) vote the next day.

ARTICLE IV

Departmental Committees

4.1 Curriculum Committee

This is an open committee. Faculty wishing to participate in this committee must notify the department of their intent during the regular election period. There will be no terms designated but rather annual self-renewal. All members of this committee will have full voting rights.

The individual elected as university curriculum representative will serve as department curriculum chair. The department curriculum chair also represents the department at the SEPS curriculum sub-committee meeting and other curriculum sub-committees when appropriate. In the event the department curriculum chair cannot attend SEPS, the alternate university curriculum representative will attend.

*This Committee will consider new courses, changes in courses, elimination of courses, requirements for majors and concentrations, and other matters pertaining to the curriculum of the Department, and to present and make recommendations to the faculty of the Department for discussion and approval. All proposals for changes in the curriculum must be initiated through this Committee. Recommendations will then be referred to the **SEPS** University Curriculum Committee, or other appropriate committees, and to the proper administrative officer.*

4.3 Personnel Committee

This committee will consist of four elected full-time departmental faculty to be elected by a majority vote of the department for tenure of two years. The terms will be staggered. The elected members shall choose a chairperson from among the committee members.

This committee shall consider all applicants involved in the hiring of full-time academic faculty. In the event the committee does not represent programs related to the job search, the committee has the authority to add additional member(s) with expertise in the job for just that search.

The Personnel Committee will include an additional faculty member in the event of a search. This faculty member will be appointed by the Department Chair and will represent the discipline for which the search is being conducted.

4.4 Screening Committee

This is an open committee. Faculty wishing to participate in this committee must notify the department of their intent during the regular election period. There will be no terms designated but rather annual self-renewal. All members of this committee will have full voting rights.

The committee will screen applicants applying to the professional program and will recommend the acceptance, deferral or rejection of said applicants to the Department for their discussion and action.

4.5 Departmental Evaluation Committee (DEC)

The DEC shall consist of four full-time, tenured Departmental faculty members, who shall serve for staggered two-year terms. The elected members shall choose a chairperson from among the four, who has served a minimum of one term. Chair is elected for a full 2 year term.

This committee is responsible for making evaluations and recommendations regarding renewal, tenure, promotion, and annual assessment of non-tenured faculty and sextennial assessment of tenured faculty, in accordance with the criteria and procedures established by CSU/AAUP Contract, Articles 4.11, 4.12, 4.13, 5.3, 5.4, and 5.5. Any member of the DEC under evaluation for 4.11.4 promotion shall absent themselves from deliberations of the Committee.

This committee will also evaluate and consider proposals for sabbatical leave and will deal with all aspects of sabbatical leaves according to the CSU/AAUP contract.

(CSU-AAUP 4.11.5) The evaluation schedule for those full-time members who are not appointed at the beginning of a semester shall follow the evaluation schedule of full-time members employed at the beginning of the semester closest to their appointed date. By the appropriate date specified in Article 4.11 (CSU-AAUP), the DEC chairperson shall inform in writing each full-time member to be evaluated of (1) the fact and purpose of the evaluation, (2) the opportunity to submit material to the DEC, and (3) the opportunity to appear personally before the DEC prior to the DEC's recommendation.

(CSU-AAUP 4.11.6) By October 1 of each academic year the President or designee shall make available to the DEC personnel file of those full-time members to be evaluated subjects to the provisions of Article 4.14.2.

(CSU-AAUP 4.11.7) In making its peer evaluation for renewal, promotion, and tenure the DEC shall consider all materials supplied by the candidate and may solicit additional information pertinent to the categories of evaluation. Peer review through observation of load credit activity should normally be part of evaluation, especially in pre-tenure evaluations. For full-time members who are engaged in classroom teaching the DEC shall obtain and use the data from a written student survey instrument. For full-time members who are engaged in other duties or have assignments in more than one department, the DEC shall seek and use appropriate information relating to all elements of the member's duties.

(CSU-AAUP 4.11.8) The practice of conducting student opinion surveys of teaching faculty shall be continued using evaluation instruments and a procedure for administering them that are designed or approved by the department. The procedure for administering the surveys, including a statement governing collection, routing, and disposition, shall include the requirement that:

- (1) The evaluation shall be administered by a third party; and*
- (2) Students shall be apprised of the survey process and assured the instructor will not view the completed survey until all grades have been posted.*

It is understood that members may use evaluation forms in addition to the approved instrument. (Refer to Article VII of Department By-laws)

(CSU-AAUP 4.11.9) The criterion for evaluating and recommending full-time faculty shall be the quality of activity, including keeping current in one's field, within each of the categories listed below (CSU-AAUP articles 4.11.9.1 - 4.11.9.5). All individuals and bodies evaluating members shall weight these categories in the order listed. Any special conditions in the member's letter of appointment or subsequent extensions or modifications of such appointment as provided in CSU-AAUP Article 4.7 shall be considered in the evaluation process for renewal, promotion or tenure.

(CSU-AAUP 4.11.9.1) Load credit activity for which the member receives load credit or the equivalent, e.g. one or more of the following: teaching, coaching, counseling, department chairperson, division director, library service, research, student supervision, or any other function specified in the letter of appointment or subsequent extension or modifications of such (See CSU-AAUP Article 4.7) appointment, or identified in a letter of agreement. (See CSU-AAUP Article 10.4)

(CSU-AAUP 4.11.9.2) Creative activity appropriate to one's field, such as delivering papers at professional conferences, productions / performance of artistic works, research, study, and publication.

(CSU-AAUP 4.11.9.3) Productive service to the department and university.

(CSU-AAUP 4.11.9.4) Professional activity, such as attendance and participation in conferences and workshops, membership and service in appropriate professional organizations and other professional activities.

(CSU-AAUP 4.11.9.5) Years in rank.

(CSU-AAUP 4.11.10) Following deliberations, the DEC shall make a written evaluation and recommendation with supporting reasons based on the above criterion. Each recommendation shall be signed by all members of the DEC. If a DEC member elects to write a minority report, it shall be appended to the Committee report. A copy of the DEC's recommendation including supporting reasons shall be sent to the affected member upon issuance and a copy shall be placed in the member's personnel file.

(CSU-AAUP 4.11.11) By the appropriate date specified in Table 1 (CSU-AAUP), the DEC shall transmit its written evaluation and recommendations with supporting reasons to the appropriate dean, together with all materials submitted to and considered by the DEC (see CSU-AAUP articles 4.14.1, 4.14.2.7, and 4.14.2.8)

(CSU-AAUP 4.12) Professional Assessment

Each tenured member shall receive one professional assessment every six (6) years unless: (a) the DEC, in an effort to assist, schedules the next assessment in less than six (6) years, or (b) the affected member requests more frequent assessments. The DEC shall honor such requests.

The purpose of this assessment shall be to measure the member's teaching effectiveness, and/ or primary professional function, service to the department and university, scholarship and professional activity in order to further the member's professional growth. This assessment shall be made by the DEC in accordance with procedure developed by the Senate and approved by the President pursuant to Article 5.10, and in accordance with Articles 4.11.6 - 4.11.9 of the CSU-AAUP Agreement. Professional assessments shall follow a schedule recommended by the Senate and approved by the President. A DEC may schedule an increased frequency of assessment only on the occasion of a regularly scheduled assessment.

Information developed by the DEC for promotion and tenure evaluations may be used for professional assessments. Where this is the campus practice, another assessment shall not be required for six (6) years. All assessments completed by a DEC will be reviewed by the member, who shall be provided at least two (2) days to append comment before the assessment is sent to the appropriate Dean. All assessments, which have been reviewed by the member, will be sent promptly to the Dean along with all materials reviewed by the DEC and any comments from the member.

4.6 Policy and By-laws Committee

This is an open committee. Faculty wishing to participate in this committee must notify the department of their intent during the regular election period. There will be no terms designated but rather annual self-renewal. All members of this committee will have full voting rights.

The chair of the Policy and By-Laws Committee will be elected by the members of the committee and will also serve as the faculty department meeting Parliamentarian.*

The committee will be responsible for the reviewing, updating and overseeing the implementation of department by-laws.

The committee will be responsible for elections, for Department Chair, Department and University Committees, the distribution, collection, and counting of ballots and the reporting of the ballot count.

The committee will be responsible for obtaining a statement from candidates for the position of Department Chairperson at least one week in advance of elections citing a list of department concerns and priorities they believe need to be addressed. The committee will be responsible for distributing the candidates' statements to the department.

4.7 Diversity Committee

This is an open committee. Faculty wishing to participate in this committee must notify the department of their intent during the regular election period. There will be no terms designated but rather annual self-renewal. All members of this committee will have full voting rights.

4.8 Scholarship Committee

This is an open committee. Faculty wishing to participate in this committee must notify the department of their intent during the regular election period. There will be no terms designated but rather annual self-renewal. All members of this committee will have full voting rights.

The Scholarship Committee is responsible for overseeing eligibility requirements for the Frances Librera Scholarship and the Department Honor Award. This committee shall consider all applicants for the Frances Librera Scholarship and any other scholarships where students from all departmental programs are eligible. Applicants to program specific scholarships will be evaluated by at least two faculty members specific to those programs and then the Scholarship committee will be notified of the results.

When reviewing the Frances Librera Scholarship, the committee will first individually rank the applicants using the Academic Works program. Committee members then select potential candidates based on the appropriate requirements. The committee will then recommend the scholarship winner(s) by majority vote and bring this recommendation to the department for a final vote. The committee has the authority to recommend more than 1 award winner.

The same process will be conducted when overseeing the Department Honor Award except that the Academic Works program will not be utilized.

The committee will follow university policy regarding selecting award winners if the initial applicant pool is insufficient. The members of this

committee are responsible for publicizing all scholarships from the PEHP department.

4.9 Entrepreneurship Committee

This is an open committee. Faculty wishing to participate in this committee must notify the department of their intent during the regular election period. There will be no terms designated but rather annual self-renewal. All members of this committee will have full voting rights.

This committee is responsible for the solicitation, conceptualization, promotion, and facilitation of innovative and entrepreneurial activities/strategies to increase internal and external resource generation and will provide those recommendations to the department.

The specific responsibilities of the committee will include (but are not limited to) the following priorities:

- Engage in strategic planning to generate and develop innovative ideas.
- Planning and implementation of a multi-faceted approach to increase internal and external resource generation through:
 - Industry-sponsored research
 - Working with alumni and community stakeholders
 - Self-publication of introductory course materials
 - Adoption of online/distance learning
 - Enrollment management through the development of popular courses and programs
 - Pursuit of internal/external competitive funding opportunities
 - Solicitation endowment funds and gifts
 - Creation of Fee-for-Service programs
 - Partnering with Athletics
 - 3rd party sponsorship
- Recommend strategies/plans for management and allocation of departmental resources to support faculty, administrators, and graduate/undergraduate assistants.

4.10 Alumni Relations Committee

This is an open committee. Faculty wishing to participate in this committee must notify the department of their intent during the regular election period. There will be no terms designated but rather annual self-renewal. All members of this committee will have full voting rights.

4.11 Graduate Committee

This is an open committee. Faculty wishing to participate in this committee must notify the department of their intent during the regular election period. There will be no terms designated but rather annual self-renewal. All members of this committee will have full voting rights.

Committee Chairs will be elected by each committee among members willing to serve as Chair within 2 weeks of the first department meeting.

ARTICLE V

Construction of Summer School / Winter Session Schedules

- 5.1 By November 1, the Department Chairperson will survey eligible members of the Department to determine which members desires a teaching assignment during the following summer session.

- 5.2 *By December 1, the Department Chairperson shall meet with those eligible faculty members who wish to teach. The Chairperson shall provide available dates and time slots during which courses may be offered.*
- 5.3 *The Summer Session faculty, by methods mutually agreed upon, shall choose the courses they wish to teach and the time slots of their choice, according to priority.*
- 5.4 *Sometimes, low enrollments produce the cancellation of several courses so that inequitable teaching loads result. When this occurs, the Summer Session faculty, acting collectively, shall settle the issue.*
- 5.5 *Priorities for Summer Session / Winter Session*
- 5.5.1 *Priority 1:*
- Full-time faculty members with appropriate qualifications who have notified the Chair that they will retire within three (3) years and who specify the date of retirement may claim this priority one time for a maximum of three (3) years. Faculty members in this category will be allowed up to eight (8) semester hours of Summer School course load (each session); four semester hours of Wintersession course load. Those persons receiving other University compensation is eligible to claim only such courses as would compensate them for a total of six (6) semester hours.*
- 5.5.2 *Priority 2:*
- Qualified full-time faculty with seniority have first selection of courses and schedules.*
- 5.5.3 *Priority 3:*
- Full-time members or joint appointments to the department with appropriate qualifications will have priority for course selection and time slots.*
- 5.5.4 *Priority 4:*
- If no qualified full time faculty are available, part time faculty will be given consideration for a course that is being offered by the department.*
- 5.6 *In the event that a faculty member chooses not to teach courses offered in their name, the Department Chairperson shall use the faculty priority list to reassign the classes. The decision shall be made based on Summer load and priority list, provided that they have the credentials/expertise to teach the course.*

ARTICLE VI

Amendment of By-Laws

- 6.1 *Procedure for Amendment of By-Laws*

These by-laws may be amended by a two-thirds vote of Departmental membership.

ARTICLE VII

Class Evaluations

7.1 *Department members, full and part-time, are to utilize, for each class taught each semester, the physical education department evaluation forms which are to be administered by a third party (may be a student) who will subsequently bring them to the department secretary. The department secretary will deliver the completed evaluations to the CCSU Data Computing Center for analysis. All results (data sheets and forms) are to be returned directly to the respective faculty member in a timely manner.*

Part-time faculty evaluations will be returned to the department chair and kept on file in the department for a minimum of five years.

ARTICLE VIII

Faculty Travel

8.1 *Travel funds will be divided equally among full time faculty.*

8.2 *The transfer of funds between faculty will no longer be allowed based on the inequality of this practice.*

8.3 *Faculty members shall retain any unused allotted travel funds up until \$1,500. This is aligned with CSU-AAUP 9.5.1 that states "Each full-time member shall normally not be allowed more than \$1,500 reimbursement per contract year toward the cost of fees, travel, food and lodging related to attendance at such events, provided such travel is approved in advance". Any funds over \$1,500 will be rolled over into the rollover account.*

8.4 *Travel rollover money will be equally divided among full time faculty and added to travel funds for each faculty.*

Revised Article VIII, voted 9/2014

ARTICLE IX

Program Directors

9.1 *Program Directors shall include Athletic Training, Dance, Exercise Science, Physical Education, and Graduate Program.*

9.2 *Program Directors shall receive non-contractual release time at the discretion of the SEPS Dean and in consultation with the department chair.*

9.3 *Program Directors shall be appointed by the department chair and in consultation of the SEPS Dean. That person will serve as Program Director for a 3-year term. Self-nominations for Program Directors will be accepted*

during the spring semester of the third term and Program Directors will be appointed at the discretion of the department chair and in consultation of the SEPS Dean. That person shall not be the department chair unless no other faculty can assume the role of Program Director. Terms will begin at the start (fall) of an academic year.

- 9.4 Program Directors shall be reviewed annually by the department chair and a full evaluation will be conducted at the end of each 3-year term by the department chair. That person will fulfill and be evaluated based on the described responsibilities as outlined in the departmental Faculty Handbook.
- 9.5 In the event that a Program Director is granted Sabbatical Leave or other University approved leave, the department chair will appoint a new faculty member to assume that role. The length of the term will be determined based on the needs of the department and at the discretion of the department chair and in consultation with the SEPS Dean. In the event of any approved leave beginning during the spring semester, the next term will be 2.5 year term to align with Article 9.3 and allow the next 3-year term to begin at the start (fall) of an academic year.

Revised Article IX, voted 12/2013

Article X

University-Wide Committees

10.1 Faculty Senate

This committee will consist of four members of the instructional faculty to be elected by a majority vote of the Department for a tenure of two years. The terms will be staggered. The department representatives will be the faculty members who receive the highest number of votes. The alternates will be the faculty members who receive the third and fourth highest number of votes. In the event that faculty receive the same number of votes, a runoff election will be done to determine the department representative and alternate.

10.2 Curriculum Committee

This committee will consist of two members of the instructional faculty to be elected by a majority vote of the Department for a tenure of two years. The terms will be staggered. The department representative will be the faculty member who receives the highest number of votes. The alternate will be the faculty member who receives the second highest number of votes. In the event of a tie in which no alternate can be decided, a runoff election will be done to determine the department representative and alternate.

10.3 Graduate Studies Committee

This committee will consist of two members of the instructional faculty; the department representative will be the Master's Program Director and the alternate will be elected by a majority vote of the Department for a tenure of two years.

10.4 AAUP

This member will be elected by the department and serve a two-year term.

10.5 Library Liaison

This member will be elected by the department and serve a two-year term.