

**Department of Kinesiology Bylaws  
College of Education  
The University of Georgia**

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## **Section A. Introduction**

The by-laws of the Department of Kinesiology describe the organization, governance and internal management of the Department, and are approved by a vote of the faculty. They are not intended to supersede, replace or restate policies and procedures found elsewhere, such as in the [Policy Manual of the Board of Regents of the University System of Georgia](#), the [University of Georgia Statutes](#), the University of Georgia (UGA) [Faculty Affairs Policy Manual](#), the [UGA Guidelines for Appointment, Promotion and Tenure](#), the [UGA Graduate Faculty By-laws](#), and the [College of Education Faculty Senate Bylaws](#).

## **Section B. Definition and Mission**

The Department of Kinesiology is an administrative subdivision of the College of Education organized for the purpose of conducting programs in instruction, research, and service related to physical activity. The mission of the Department of Kinesiology is to enhance health and well-being of society through creation, transmission and application of knowledge related to physical activity. Physical activity is broadly defined as any bodily movement produced by skeletal muscles that results in energy expenditure, including exercise, sport, daily tasks, leisure time pursuits and occupational work.

## **Section C. Academic Programs**

The Department has academic programs in three areas: Exercise Science, Physical Education, and Sport Management. Each of these programs offers major courses of study leading to undergraduate and graduate degrees. There are undergraduate majors in Exercise and Sport Science, Health and Physical Education, and Sport Management. There is a formal area of emphasis under the major in Exercise and Sport Science for the nationally-accredited program in athletic training. There is a graduate major in Kinesiology, with specializations in each of the academic program areas. In addition, the Department offers physical activity courses as general education that meet the University requirement for physical education by all undergraduate students. This collection of courses is referred to as the Basic Physical Education Program. Each academic program area, the Basic Physical Education Program and the area of emphasis in athletic training has a Program Coordinator who provides leadership for, and helps administer, the program. Each of the faculty members in the Department has a primary affiliation with an academic program area.

## **Section D. Faculty**

*Definition.* Consistent with the definition of faculty by the [Board of Regents](#) and the College of Education [Senate Bylaws](#), the faculty of the Department of Kinesiology consists of the Departmental corps of instruction. The corps of instruction includes full-time professors, associate professors, assistant professors, lecturers, instructors, academic professionals, and teaching personnel with such other titles as may be approved by the Board of Regents with a

contractual appointment in the Department. Research and extension personnel are included in the corps of instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles, and post-doctoral fellows are not considered to be members of the faculty.

*Powers.* According to the UGA [Statutes](#), subject to the direction of the faculty of the College of Education, the faculty of the Department shall be responsible for the programs of study offered by the department, and shall have power to determine such matters as do not affect relations with other departments.

*Eligibility to Vote.* Regular, full-time faculty members with at least a 50% full-time appointment in the Department (in the case of faculty with split appointments) have full voting privileges, except when voting is restricted by University policy. The faculty may grant voting privileges to faculty who have less than 50% full time appointment upon petition by the faculty member. Temporary and part-time faculty are not eligible to vote. Voting eligibility for appointment, third-year review, promotion and tenure decisions of tenure-track faculty are described in the UGA [Guidelines for Appointment, Promotion and Tenure](#). Non-tenure track faculty cannot vote on appointment, third-year review, promotion and tenure of tenure-track faculty. All regular full-time members of the faculty can vote on appointment of lecturers, associate academic professionals and other entry-level non-tenure track faculty. Associate professors, professors, senior lecturers and senior academic professionals can vote on promotion of an associate academic professional to academic professional. Professors, senior lecturers and senior academic professionals can vote on promotion of a lecturer to senior lecturer. Only tenured faculty can vote on [post-tenure review](#) and only members of the Graduate Faculty can vote on matters related to [graduate programs](#). Such voting rights continue when the faculty member is on sabbatical leave, leave without pay, when teaching a reduced load or while on any other authorized leave.

*Transfer of Faculty Into the Department.* Current University of Georgia faculty can be considered for membership on the Kinesiology faculty according to the following procedure. The faculty member will submit a letter of application to the Dean of the College of Education that includes the rationale for joining the Department and program area, together with a current vita. If the Dean considers the nature of the request appropriate and fitting with the Department's academic mission, the application will be forwarded to the Department for further consideration. Qualifications considered by the faculty will include: fit with the Department mission and needs, scholarly productivity, graduate faculty status, teaching effectiveness, service activities and collegiality. The Department faculty will vote by secret ballot and forward a recommendation to the Dean of the College of Education.

*New Faculty Appointments.* Appointment of new full-time faculty will follow the University procedures in the UGA [Guidelines for Appointment, Promotion and Tenure](#) and the [COE procedures for hiring new faculty](#). After obtaining necessary approvals for the position, the Department Head will appoint a search committee. The search committee, with input from

the faculty and approvals from the Department Head and College of Education Associate Dean assigned to the search, finalizes the position announcement, advertises the position, screens applicants for the position, and recommends a limited pool of applicants considered qualified for the position.

The Department faculty eligible to vote will rank order acceptable candidates and recommend those to be interviewed. At a meeting in which a quorum (50%) of faculty eligible to vote are present, the relative merits of the candidates will be discussed followed by the following voting procedure: (a) On a pre-printed ballot listing the finalists alphabetically, faculty will indicate whether each candidate is acceptable or unacceptable for appointment, and indicate which of the acceptable candidates is their first choice. (b) Candidates failing to receive a majority of “acceptable” votes shall be removed from consideration. A candidate will be considered the first choice if that candidate has the most first choice votes on a majority of votes cast. If no candidate receives a majority, there will be a run-off among the candidates who have received the most first choice votes and who have collectively received a majority of the votes. Run-offs must continue until one candidate has received a majority. (c) The Faculty will next decide its second choice among the remaining acceptable candidates, by the procedure delineated above. The process shall continue until all the acceptable candidates have been ranked in order of preference. The number of candidates recommended for an interview also will be determined. The ranking and number recommended for an interview will serve as a recommendation to the Department head.

The Department Head will make a recommendation of the candidates to be interviewed to the College of Education Associate Dean assigned to the search. If the recommendation differs from the expressed preference of the faculty, an explanation will be provided to the Associate Dean and faculty. Those candidates approved for an interview will be invited to campus. Following the interview, the tenure-track faculty will convene again and, following the procedure above, determine a rank ordering of candidates to recommend for an offer. This ranking will serve as a recommendation to the Department Head.

The Department Head will make a recommendation to the College of Education Associate Dean assigned to the search of a rank ordering of candidates to receive an offer. If the recommendation differs from the expressed preference of the faculty, an explanation will be provided to the Associate Dean and faculty. Following approval by the Associate Dean, the Department Head will extend an offer to the highest ranked candidate. The candidate will normally have two weeks in which to respond. As soon as the offer is accepted or rejected, the Department Head will circulate an announcement. If the candidate does not accept the offer, the Head shall initiate the process of extending the offer to the faculty’s second choice of acceptable candidates, and so on.

Votes on rank higher than assistant professor, tenure and Graduate Faculty status also will be taken at the time of appointment, following University policies on voting for promotion, tenure and graduate faculty status.

## **Section E. Meetings**

In accord with University Statutes, meetings of the faculty will be scheduled at least once per semester. If necessary, additional meetings may be called by the Department Head or by petition of one-half of the voting faculty. Any of the regularly scheduled meetings may be canceled, so long as the minimum number of meetings is held in keeping with the University Statutes. At all meetings of the departmental faculty, the Head of the Department shall be the presiding officer. Meetings will be conducted in accordance with the latest edition of *Robert's Rules of Order*.

All decisions at faculty meetings will be made by majority vote. The presence of a majority of the faculty eligible to vote constitutes a quorum. Major personnel decisions (such as appointments, promotion, tenure, graduate faculty appointments) shall be decided by secret ballot. Consistent with the guidelines for appointment, promotion and tenure, "other faculty unable to attend may vote by written absentee ballot if the ballot is received by the Department Head before the vote, and counted at the same time as all other votes of the faculty. All faculty members are expected to participate in these decisions, except those who are required to abstain."

An agenda will be distributed at least two business days prior to each meeting. The faculty will make decisions only on the subjects included on the agenda. The faculty may discuss other matters. Late items may be added at the discretion of the Department Head.

Meetings of the faculty are open. Staff members are welcome to attend meetings. Other University personnel who wish to address the meeting of the faculty will make arrangements with the Department Head, who will notify the faculty prior to the meeting.

Minutes of faculty meetings will be distributed to the faculty, revised if needed and approved by faculty vote at the next meeting.

## **Section F. Administration**

Leadership for and management of the Department of Kinesiology and its programs are provided by a Department Head and program coordinators.

*Department Head.* The Department Head will be recommended for appointment in accordance with [Board of Regents Policies](#) by the Dean of the College of Education for a three-year term following the [College of Education procedure for appointment and reappointment of department heads](#). The Department Head will be reviewed annually by the Dean, with a comprehensive evaluation at the end of three academic years. In the event of leave or incapacity of the Head, an Acting Department Head will be appointed by the Dean of the College to perform the duties of the Head as outlined herein.

According to the University [Statutes](#), the Department Head is responsible for:

General direction of the work of the Department.  
Formulation and recommendation of Department policies for faculty consideration.  
Administration of the rules and regulations enacted by the faculty of the Department.  
Execution of departmental, University, and Regents' policies insofar as they affect the work of the Department.  
Representing the Department in all official communications with the University higher administration, and also in all departmental communications with students.  
The quality of the instruction, research, and service programs conducted in the Department.  
Making teaching assignments and maintaining insofar as possible an equitable and mutually agreeable distribution of courses and sections.  
Recommendations of appointments, reappointments, promotions, tenure, nominations for graduate faculty status, and dismissals or non-renewals of the faculty contracts.  
Preparing and submitting an annual budget.  
Expenditure of departmental funds and the care and use of departmental property.  
An annual report on the teaching, research, service programs of the Department.  
Assessments of the performance of faculty members in the Department.

The Department Head recommends a graduate coordinator for appointment by the Graduate School, appoints program coordinators and members to working committees as needed.

*Graduate Coordinator.* The Dean of the Graduate School appoints the Department graduate coordinator upon recommendation and approval by the Department Head and Dean of the College of Education. The appointment will be for a three-year term. The graduate coordinator is an appointed member of the Graduate Faculty and serves as the liaison between the Department and the Graduate School with delegated authority of the Department Head. It is the responsibility of the graduate coordinator to implement all policies and procedures of the Graduate Council pertaining to graduate education. Furthermore, the graduate coordinator works in conjunction with the Graduate Faculty of the department to ensure that policies and procedures unique to the department are followed. In the Department of Kinesiology, the graduate coordinator works with a program assistant in carrying out the duties of this position.

Time for graduate program coordination is part of budgeted and assigned time for service. The budgeted and assigned time will be determined the Department Head and will be part of the administrative units allocated to the Department for administration.

Some of the responsibilities of the Graduate Coordinator are detailed in the Graduate School's *Graduate Coordinator's Handbook*. Those include the following:

Making recommendations concerning admission to Graduate School;  
Making recommendations for university-wide assistantships, dissertation completion assistantships, scholarships, tuition waivers, etc., and assisting in rating other applications for financial aid;

Submitting requests for change of degree objective;  
Maintaining current records on all departmental graduate students;  
Keeping graduate students and faculty informed of deadline dates and policies of the Graduate School;  
Recommending appointment of Advisory Committee for M. S. and Ph.D. students;  
Notifying the Graduate School of the date, time, and place of Oral Preliminary Examinations and Final Defenses of Doctoral Dissertations;  
Making recommendations on all petitions submitted to both the Administrative Committee and Admission and Retention Committee of the Graduate Council; and,  
Countersigning with the major professor on all requests for Degree Objective Changes, Programs of Study, Recommended Changes in Programs of Study, Requests for Transfer Credit, and Applications for Admission to Candidacy.

Additional responsibilities unique to the Department of Kinesiology include:

Answering queries about Department graduate programs and directing prospective students to an academic program coordinator or faculty as appropriate;  
Coordinating review of applications for admission by the program areas;  
Serving as chairperson of the Department Graduate Faculty;  
Coordinating requests for student travel support from Graduate School and COE;  
Maintaining an up-to-date Department *Graduate Student Handbook*;  
Assisting with Department and program reviews;  
Assisting with selection of graduate teaching assistants for the Basic Physical Education Program;  
Assisting with graduate student orientation; and,  
Assisting with graduate student academic problems and issues.

*Academic Program Coordinators.* Coordinators for the Exercise Science, Physical Education and Sport Management academic program areas are appointed for a three-year term by the Department Head from the tenure-track faculty. Coordinators are responsible for leading and managing the undergraduate and graduate degree programs in their academic area. Time for program coordination is determined by the Department Head and budgeted as service. The responsibilities of an academic program coordinator in the Department of Kinesiology include:

Responding to inquiries and providing information about the program;  
Coordinating recruitment of program students as needed;  
Coordinating review of prospective undergraduate and graduate students for admission to the program;  
Seeking out assistantships and other financial aid for program students;  
Assisting students with problems issues related to the program;  
Making recommendations concerning student appeals (of grades, program requirements, dismissal, etc.);  
Providing vision, developing goals and recommending a strategic plan to achieve program goals;

Recommending and preparing proposals for new programs or program termination, or changes in program requirements for approval by the Department;

Overseeing preparation of new course proposals and proposals for deleting courses, changes in course numbers and descriptions, and obtaining support for approval of new course applications from other departments;

Proposing program course schedules and teaching assignments to Department Head;

Maintaining up-to-date information about the program, including accurate course descriptions in the online University bulletin and providing program course syllabi for posting on the internet;

Submitting proposals for program curriculum changes to Department for approval by faculty;

Preparing materials needed and making application for program evaluations, certifications and endorsements;

Maintaining up-to-date program outcome assessment plans and preparing outcome assessment reports;

Assisting with Department and program reviews;

Submitting requests for new program faculty, support staff and graduate assistants; and,

Calling and chairing program faculty meetings as needed.

*Athletic Training Education Program Coordinator.* The athletic training (AT) education program coordinator is appointed for a three-year term by the Department Head to provide leadership for and manage the nationally-certified undergraduate program in athletic training education. The AT program coordinator works closely with the exercise science program coordinator, since the AT program is an area of emphasis within the Exercise and Sport Science major. The time for AT program coordination is part of budgeted and assigned time for service. The budgeted and assigned time will be determined the Department Head and will be part of the administrative units allocated to the Department for administration. Responsibilities of the AT education program coordinator include,;

Coordinating and supervising all aspects of athletic training education program;

Monitoring CAATE requirements for compliance with accreditation standards and completion of annual reports;

Submitting applications for program reaccreditation;

Monitoring athletic training student's progress toward Board of Certification examination (BOC);

Providing annual in-service of on-campus and off-campus clinical instructors;

Developing and monitoring of all clinical sites to meet accreditation standards;

Supervising clinical experiences for athletic training students;

Supervising the pre-athletic training program to include: (a) assignment of observation hours, (b) review applications for the athletic training program (c) interview prospective candidates, and (d) admission decisions related to the athletic training education program;

Securing financial resources and budgeting for the athletic training education program; and

Performing regular assessments of the athletic training education program to improve academic and clinical programs.

*Basic Physical Education Program Coordinator.* The Basic Physical Education Program Coordinator is appointed by the Department Head to supervise the general education undergraduate physical activity (PEDB) courses that fulfill the one-hour requirement for physical education at the University. Time for program coordination is determined by the Department Head and budgeted and assigned as administration or service. The responsibilities of the basic physical education program coordinator include:

- Providing effective academic leadership to promote the philosophy and rationale for the Program;
- Planning evaluating, and updating the program curriculum;
- Developing and documenting Program policies and procedures;
- Scheduling Program classes fall, spring, and summer semesters;
- Supervising, providing in-service training for, graduate assistants and faculty assigned to teach courses in the Program;
- Supervising instruction in all PEDB courses;
- Handling student grade changes, medical waiver and requests for transfer credit;
- Serving as Department liaison with the Department of Recreational Sports to coordinate gym space for all Kinesiology Department classes;
- Serving on the committee with the Graduate Coordinator and Department Head to select teaching assistants for the Program;
- Requesting equipment and supplies to support the program; and,
- Providing oversight of staff support for the program.

### **Section G. Program Faculty Responsibilities**

Program faculties will make decisions, and recommendations to the Department Head and faculty as a whole, about program matters that have little effect on other programs or program faculties. Program faculties will define their mission, priorities and goals that are consistent with those of the Department, College and University. Decisions about students admitted into undergraduate high-demand majors and recommended to the Graduate Coordinator and Graduate School for admission into their graduate program specializations will be made by the program faculty. Curriculum issues, such as departmental undergraduate and graduate specialization program prerequisites and entrance requirements, recommended programs of study, new course proposals, course requirements or content changes, and course fees, will be decided by program faculties, subject to approval by the Department Head, who must usually forward them to the College of Education or Graduate School for action. Programs may make recommendations related to issues that affect the Department as a whole, other programs, or faculty and students in other programs, but in general, these issues will be decided on by the Department faculty as a whole. Issues that will be decided by the faculty as a whole include recommendations for and appointments of new faculty; votes on third year review, promotion, tenure, and graduate faculty status; addition, suspension or termination of programs (areas of emphasis, specializations, majors, minors or degrees); and requirements for degrees or majors. If it is unclear, the Department Head will decide whether a decision is to be made by the program faculty or the faculty as a whole.

## Section H. Committees

The Department uses working committees to accomplish specific functions or to provide oversight of an operation. Some of these committees are appointed yearly or for longer periods and could be considered standing committees, and others are appointed as needed (e.g., search committees, post-tenure review committees, third-year review committees, appeals committees) and are considered ad hoc committees. Department committees are appointed by the Department Head. All faculty are eligible to serve on most committees, although the composition of some is dictated by policy (post-tenure review, committee to select graduate assistants for the Basic Physical Education program). A description of working committees used in carrying out Department business is below.

*Leadership Committee.* The Leadership Committee addresses issues of Department-wide significance and prepares proposals for consideration by program faculty and the faculty as a whole. The committee consists of the exercise science, physical education, sport management and athletic training program coordinators, the graduate coordinator and the Department Head. The Department Head chairs the committee.

*Student Advisory Committee.* This committee provides input to the Department Head on student concerns related to the Department. The committee is comprised of one student in the Kinesiology Department representing each of the undergraduate clubs (Rho Tau, Pre-PA, Athletic Training, and Sport Business), one additional student from each undergraduate major, and one master's student and one doctoral student from each of the academic program areas (exercise science, physical education and sport management). The academic advisors nominate undergraduate students to serve and the program coordinators nominate graduate students to serve. The Department Head will chair the meetings.

*Academic Appeals Committee.* This committee considers appeals of decisions regarding academic matters in which a student disagrees with the decision rendered (for example: grades, termination from a program, etc.). The ad hoc committee will be appointed by the Department Head at the time of an appeal. The composition of the committee will be appropriate for the nature of the appeal. Typically, the committee will deal with only a single appeal, but if more than one similar appeals are received at a time, several appeals might be considered by a single committee.

*Student Awards Committees.* Several committees are formed to select Department student awards. Faculty who are best able to make unbiased judgments about the qualifications of students applying for the awards are selected to serve on these committees. (a) *Soule Award committee.* This committee of three faculty is appointed yearly by the Department Head to select the undergraduate, master's and doctoral students for Soule Scholarship awards. (b) *Lewis and Castronis Award committees.* This committee of three faculty is appointed yearly by the Department Head to select undergraduate students in the HPE major for the Lewis and Castronis Awards. The committee is comprised of faculty who teach in the HPE program. (c)

*Lewis Financial Assistance Award* committee. This committee comprised of the three academic program area coordinators and Department Head evaluate applications for financial assistance from the Lewis fund. (d) *Kindig Award committee*. This committee is appointed by the Department head to select winners of the master's and doctoral student winners of the Kindig Research Award. It is composed of three graduate faculty who do not have students applying for the awards.

*Committee to Select Graduate Assistants for the Basic Physical Education Program.* This committee was established by vote of the faculty as part of a procedure for selecting graduate assistants for appointment as teaching assistants in the Basic Physical Education Program. This committee is comprised of the Coordinator of the Basic Physical Education Program, the Graduate Coordinator and the Department Head. The committee meets as needed to select new graduate assistants from the pool who applies according to criteria established by the faculty.

*DXA Oversight Committee.* The DXA Oversight Committee is charged with managing the operation to ensure safe and appropriate use of the GE-Lunar dual-energy x-ray absorptiometer in the Department of Kinesiology. The committee is comprised of faculty who use the instrument and express interest in serving on the committee. The committee elects a chair and develops operating procedures as needed. The chair serves as the liaison with the Office of Radiation Safety. The functions of the committee include, but are not limited to: (1) Establishing policies for safe and appropriate use of the DXA machine, and to provide ongoing support for maintenance of the instrument; (2) Performing necessary quality-control instrument calibrations; (3) Performing periodic radiation checks of the surroundings; (4) Servicing and maintaining the operation of the instrument as needed; (5) Overseeing instrument operation and radiation safety training of new machine operators.; (6) Obtaining radiation badges for all machine operators and work with the Radiation Safety Office to have these read at regular intervals and to verify annual dose reports; (7) Evaluating proposals for use of the instrument; and (8) Providing a method for scheduling machine use.

## **Section I. Amendment Procedures**

Amendments may be proposed to alter these by-laws. Individual members of the voting faculty will submit proposed changes to the Department Head who will place the proposed amendment on the agenda of a regular meeting of the faculty for reading and discussion. At a subsequent regular meeting of the faculty, the faculty may vote on the amendment. A two-thirds majority of those voting members present will be required for the adoption of an amendment.

*Approved by Kinesiology Faculty 10/01/0*