

College of Education and Human Development

University of Minnesota Twin Cities

1. Overview: This document outlines bylaws concerning the governance structures, functions, and personnel roles within the School of Kinesiology in the College of Education and Human Development at the University of Minnesota Twin Cities. The bylaws are designed to support the School and its faculty and staff in self-governance such that the School fulfills its mission.

2. Supplemental and Subservient: The School bylaws are supplementary and subservient to all University of Minnesota and College constitutions and regulations along with governing bodies assigned by the University or College to oversee or govern the School. If a policy conflict is perceived, it will be brought to the attention of the School's Management Team (MTeam) and presented to the eligible voting faculty (see Section 7.2) for review at a meeting. If a conflict is determined to exist by the eligible voting faculty, they shall revise or adapt the School policy to align with the higher rule. In the interim, the School is bound by the higher rule.

3. Definitions: The following defines terms as used by the University and in these bylaws.

4. Leadership Positions: The following define the major leadership positions within the School.

5. Committees: Membership and term of each committee, task force, or work group, both within the School and in other units of the University, shall be displayed on the School intranet and updated annually. Committee chairs will provide meeting minutes to the Director upon their request. At a minimum, minutes will include a list of those present, those absent, guests, motions, and decisions regarding motions. Decisions from committees will be provided as regular or consent agenda items to the MTeam and then forwarded for report and, when necessary, voting by the eligible voting body (see Section 7). The following sections describe the committees within the School.

6. School Meetings: This section outlines the procedures for School meetings.

7. Voting: The following prescribes the eligibility of members of the School community to vote on specific School matters and guidelines for voting processes.

8. Advisory and Governance Functions: The primary advisory and governance functions in the School are the following, with indication of the relevant committee, task force, or workgroup pertinent to each. Final governance decisions when voting is required are made by the eligible voters of the School according to the specific matter (as defined in Section 7).

9.1. School of Kinesiology Promotion and Tenure: Specific Criteria, Standards, and Procedures 2008 approved version (2008 7-12 Statement)

9.2. School of Kinesiology Promotion and Tenure: Specific Criteria, Standards, and Procedures 2021 approved version (2021 7-12 Statement)

9.3. School of Kinesiology Faculty Workload Policy (Workload Policy)

9.4. School of Kinesiology Minimum Performance Standards for Tenured Faculty (Minimum Performance Standards for Tenured Faculty)

10. Grievance Procedures: A student, faculty member, or staff member having a grievance should make every effort to resolve the problem locally. If the matter cannot be resolved locally between the directly involved parties, the grievant may pursue the matter further by consulting with the relevant authority or administrator appropriate to the nature of the grievance, e.g., advisor, program coordinator, DUGS, DGS, Administrative Director, Associate Director, or Director. The relevant authority or administrator may consult with or elevate the grievance to other School administrators, the Director, and/or MTeam to determine if the matter can be resolved within the School. The grievant will also be referred to the appropriate University grievance channels. In cases involving a potential conflict of interest (e.g., if a director is one of the parties), the matter shall be referred directly to the University Office for Conflict Resolution, and the Dean's office will be informed with the same timeline.

11. Major Faculty Decisions Over Summer when Faculty on 9-month Appointments are Unavailable: Emergency decisions may arise over the summer that would normally be handled by faculty action. Such decisions shall be made by the director and the MTeam, who may also decide that all available faculty be contacted with regard to a certain matter. Prior to any such decision, faculty will be informed of the issue by email. When a formal decision has been made, faculty will be immediately informed by email and may be reviewed at the first fall semester All-School meeting.

12. Amendments to These Bylaws: This section describes procedures for amending these School bylaws.

## Bylaws of the School of Kinesiology

### College of Education and Human Development University of Minnesota Twin Cities

- 1. Overview:** This document outlines bylaws concerning the governance structures, functions, and personnel roles within the School of Kinesiology in the College of Education and Human Development at the University of Minnesota Twin Cities. The bylaws are designed to support the School and its faculty and staff in self-governance such that the School fulfills its [mission](#).
- 2. Supplemental and Subservient:** The School bylaws are supplementary and subservient to all [University of Minnesota](#) and [College](#) constitutions and regulations along with governing bodies assigned by the University or College to oversee or govern the School. If a policy conflict is perceived, it will be brought to the attention of the School's Management Team (MTeam) and presented to the eligible voting faculty (see Section 7.2) for review at a meeting. If a conflict is determined to exist by the eligible voting faculty, they shall revise or adapt the School policy to align with the higher rule. In the interim, the School is bound by the higher rule.
- 3. Definitions:** The following defines terms as used by the University and in these bylaws.
  - 3.1. University: This refers to the University of Minnesota Twin Cities.
  - 3.2. College: This refers to the College of Education and Human Development (CEHD).
  - 3.3. School: This refers to the School of Kinesiology in the College.

- 3.4. Policy: This refers to written statements of principles and procedures to be followed in School decision-making. These written statements include those found in the [School bylaws, policies, best practices guidelines, and handbooks](#), and all [University](#) and [College](#) policy statements.
- 3.5. Graduate Programs: The following defines terms related to graduate programs in the School.
  - 3.5.1. Graduate Programs: This refers to University-approved graduate degree programs hosted in and governed by the School, as listed in the current [University Graduate Catalogs](#).
  - 3.5.2. Graduate Programs Emphasis Areas: This refers to University-approved emphasis areas within the MA in Sport Management and the MS and PhD programs in Kinesiology, as listed in the current University Graduate Catalogs for the [MA](#) in Sport Management and the [MS](#) and [PhD](#) in Kinesiology. School policies surrounding graduate program emphasis areas are found in the document [Emphasis Area Groups and Leaders](#).
- 3.6. Undergraduate Programs: The following defines terms related to undergraduate programs in the School.
  - 3.6.1. Undergraduate Degree Programs: This refers to University-approved undergraduate degree-based programs hosted in and governed by the School, as listed in the current [University Undergraduate Catalogs](#).
  - 3.6.2. Undergraduate Non-Degree Programs: This refers to University-approved undergraduate non-degree-based programs hosted in and governed by the School, as listed in the current [University Undergraduate Catalogs](#).
- 3.7. Students: Students refers to graduate and undergraduate students who are actively enrolled in an academic program housed within the School.
- 3.8. Faculty: The School faculty includes several employee groups and appointed faculty roles.
  - 3.8.1. Tenured/Tenure Track Faculty: Regular (tenured/tenure-track) faculty are engaged in teaching, research, and service ([Board of Regents Policy, Employee Group Definitions](#)). Tenured/tenure-track faculty refers in these bylaws to faculty with their primary tenure line in the School.
  - 3.8.2. Term and Contract Faculty: Term faculty are those engaged in one or more of these functions of teaching, research, and service ([Board of Regents Policy, Employee Group Definitions](#)). Contract faculty refers in these bylaws to non-tenure track term faculty appointed by the School on annual, renewable, or multi-year contracts ([Board of Regents Policy, Employee Group Definitions](#)).
  - 3.8.3. Professional & Administrative (P&A) Faculty: P&A faculty refers in these bylaws to academic professional (P&A) staff (see Section 3.11) appointed by the School as Teaching Specialists, Senior Teaching Specialists, Lecturers, and Senior Lecturers, and whose primary responsibility is teaching ([University of Minnesota Administrative Policy on Academic Appointments with Teaching Functions](#)).
- 3.9. Adjunct Faculty: Adjunct faculty refers to the following employee groups, as defined by the University.

- 3.9.1. Adjunct Faculty from Within the University: This refers to persons who hold regular or term (contract or temporary) faculty status in one main department and who are appointed by a second department or college, in this case, the School ([University of Minnesota Administrative Policy, Academic Appointments with Teaching Affiliation](#)).
- 3.9.2. Adjunct Faculty from Outside the University: This refers to professionals in the community who offer instruction within the School on an occasional, part-time basis ([University of Minnesota Administrative Policy, Academic Appointments with Teaching Affiliation](#)).
- 3.10. Graduate Education Faculty: This term refers to those faculty appointed to and listed on the [Graduate School Faculty Role List](#) for each [individual School graduate program](#) ([University Administrative Policy on Graduate Advisor and Examination Committee Membership: Eligibility Requirements](#)). Eligibility, qualifications, and appointment processes for inclusion on one or more of the School's several [graduate program](#)-specific [faculty role lists](#) and responsibility for ensuring their accuracy is determined by graduate programs (as identified in the School policy on [Graduate Education Faculty and Governance](#) and in the [College Guidelines for Assigning Graduate Faculty Roles/Responsibilities](#)). As defined within these policies, affiliate graduate education faculty are professionals external to the School who make significant contributions to graduate program(s) of the School and have been voted into the status of affiliate graduate education faculty as per School, College, and University criteria, review process, and policies.
- 3.11. Academic Professional and Administrative (P&A) Staff: The academic professional and administrative (P&A) employee group within the School includes several sub-groups of employees as defined by the University ([Board of Regents Policy, Employee Group Definitions](#)).
- 3.11.1. Academic Professionals: These P&A staff within the School parallel faculty in having the requisite preparation and specialized knowledge in an academic discipline or field and in exercising independent professional judgment. These individuals may be engaged in teaching, research, service, and a wide variety of other professional functions within the University.
- 3.11.2. Academic Administrators: Academic administrators within the School are involved in policy development and execution, and in directing, coordinating, or supervising activities of the University.
- 3.11.3. Academic Advisors: Academic advisors within the School enhance the academic success of students through curriculum planning, advising on program policies and issues, and developing and implementing academic support programs.
- 3.11.4. Professionals-in-Training: Professionals-in-training within the School are involved in teaching and/or research. They hold internships, residencies, or are otherwise involved in further training in a disciplinary field. Postdoctoral associates are considered professionals-in-training.
- 3.12. Civil Service and Bargaining Unit (CS/BU) Staff: The University civil service employee group within the School includes exempt and non-exempt staff whose

work supports the academic and administrative functions. Staff perform work that includes, but is not limited to, the following: business operations, information technology, student services, service/maintenance, purchasing, and accounting. Administrative civil service positions typically have a span of control at the department/division level or below ([Board of Regents Policy, Employee Group Definitions](#)).

3.13. Union Represented Staff: The University recognizes those groups of staff employees within the School that have exclusive representation under law and are statutorily governed ([Board of Regents Policy, Employee Group Definitions](#)).

**4. Leadership Positions:** The following define the major leadership positions within the School.

**4.1. Director**

4.1.1. Appointment: The Director is appointed by the Dean of the College. The Director shall be selected according to [policies determined in the College](#), with input from members of the School community. The length of appointment is determined by the [CEHD Constitution](#) and the Dean. In accordance with the College policy, annual performance evaluations of the Director will be conducted by the Dean.

4.1.2. Role: The Director shall be the School's chief executive officer, the Chair of the School's MTeam, and a member of the School's tenured faculty.

4.1.3. Duties: The duties of the Director may include, but are not limited to:

4.1.3.1. Coordinating teaching and learning activities, research and discovery, engagement and outreach and continuing education programs in consultation with the Dean and Associate Deans.

4.1.3.2. Making recommendations to the Dean on personnel matters and administer appropriate personnel policies after consultation with appropriate School faculty or staff.

4.1.3.3. Proposing the annual School budget and the annual report of expenditure with MTeam, faculty, and staff input, negotiating this budget with the Dean, and managing its implementation with regular reporting to the School.

4.1.3.4. Convening and facilitating work of the MTeam.

4.1.3.5. Appointing committee members and chairs, forming work groups and task forces necessary to the work of the School, College, and University.

4.1.3.6. Representing School interests to the College and other appropriate venues.

4.1.3.7. Serving as local human resources officer for tenured/tenure-track faculty, contract faculty, and P&A faculty including hiring recommendations, annual review, and facilitation of promotion and tenure reviews.

4.1.3.8. Developing and updating policies and best practices for the School.

4.1.3.9. Executing other duties as assigned by the Dean or outlined in the College description of Director duties in the [College Constitution](#).

**4.2. Associate Director(s)**

- 4.2.1. Appointment: The Director may appoint Associate Director(s) as necessary, with the approval of the Dean. The term of appointment for a faculty member is typically three years with the possibility of renewal. The term of appointment for a P&A administrative staff member as Associate Director is determined by their contract.
- 4.2.2. Role: The role of the Associate Director is to fulfill advisory, administrative, and/or executive functions as determined by the needs of the Director. The Associate Director(s) is a voting member of the MTeam.
- 4.2.3. Duties: The duties of the Associate Director(s) include those assigned by the Director within the scope of appropriate executive and administrative roles and workload allocation to the position and the specific competencies of the Associate Director.
- 4.3. Director of Graduate Studies (DGS)
  - 4.3.1. Appointment: The DGS is recommended by the Director to the School's graduate education faculty for approval. Eligibility requirements and appointment processes for the DGS are outlined in the University policy on [Appointments as Directors of Graduate Studies](#) and the CEHD policy on [Directors of Graduate Studies](#). The term of appointment is typically three years with the possibility of renewal.
  - 4.3.2. Role: The role of the DGS is outlined in the University policy on [Appointments as Directors of Graduate Studies](#) and the CEHD policy on [Directors of Graduate Studies](#). The DGS is a member of the School's graduate faculty and a voting member of the Mteam.
  - 4.3.3. Duties: The duties of the DGS may include, but are not limited to:
    - 4.3.3.1. Serving as the director and coordinator of graduate studies within all of the graduate programs sponsored by the School.
    - 4.3.3.2. Sharing responsibility for guiding and improving graduate education within the programs under the DGS's jurisdiction in collaboration with the graduate education faculty and School and collegiate leadership
    - 4.3.3.3. Fulfilling the specific duties assigned to the DGS as outlined in the University policy appendix on [Typical Roles and Responsibilities of the DGS](#).
    - 4.3.3.4. Chairing the Graduate Education Committee (GEC) and serving on the College Curriculum Council.
- 4.4. Director of Undergraduate Studies (DUGS)
  - 4.4.1. Appointment: The DUGS is appointed by the Director. The term of appointment for a faculty member as DUGS is typically three years with the possibility of renewal. The term of appointment for a P&A administrative staff member as DUGS is determined by their contract.
  - 4.4.2. Role: The DUGS serves as the administrative supervisor and coordinator of undergraduate studies, advising, undergraduate curriculum, and course scheduling within the School. The DUGS shares responsibility with the Director for guiding and improving undergraduate education for the program(s) under their authority. The DUGS is a voting member of the MTeam.



- 4.4.3. Duties: The duties of the DUGS may include, but are not limited to:
  - 4.4.3.1. Serving as the liaison among the undergraduate students, program faculty, advisors, the College, and the University.
  - 4.4.3.2. Providing leadership for the successful organization and delivery of the School's undergraduate degrees, courses, advising and student engagement efforts.
  - 4.4.3.3. Overseeing enrollment management, admission, exploring and implementing new undergraduate initiatives, policy and process development and adherence, curriculum review and design, staff retention, program review and assessment, student academic success and outcomes, and overall programmatic management and improvements.
  - 4.4.3.4. Supervising and coordinating the administration and governance of undergraduate studies within the undergraduate programs for which they are responsible.
  - 4.4.3.5. Chairing the Undergraduate Education Committee (UEC) and serving on the College Curriculum Council.
  - 4.4.3.6. Assisting in resolving concerns or disputes related to students and faculty and refers to other campus resources and authorities as needed.
- 4.5. Program-level Directors and Coordinators
  - 4.5.1. Appointment: Program-level directors are appointed by the hiring authority. Program-level coordinators are appointed by the Director. The term of appointment for faculty members is typically three years with the possibility of renewal. The term of appointment for P&A administrative staff members is determined by their contract.
  - 4.5.2. Role: The assigned role varies by program.
  - 4.5.3. Duties: Duties of program-level directors and coordinators may include, but are not limited to:
    - 4.5.3.1. Overseeing program policies and curricula under the supervision of the DUGS, DGS, Associate Director, or Director.
    - 4.5.3.2. Developing and reviewing curriculum and courses relevant to the program.
    - 4.5.3.3. Selecting and assigning instructors.
    - 4.5.3.4. Supervising academic advisors for the program.
    - 4.5.3.5. Mentoring students' culminating projects for the program.
    - 4.5.3.6. Addressing credentialing, licensure, or accreditation matters within the program.
    - 4.5.3.7. Preparing program documentation, reviews/evaluations, academic catalog content, promotional and marketing materials, and other communications, positions, or statements requested by the School, College, or University.
- 5. **Committees:** Membership and term of each committee, task force, or work group, both within the School and in other units of the University, shall be displayed on the School intranet and updated annually. Committee chairs will provide meeting minutes to the

Director upon their request. At a minimum, minutes will include a list of those present, those absent, guests, motions, and decisions regarding motions. Decisions from committees will be provided as regular or consent agenda items to the MTeam and then forwarded for report and, when necessary, voting by the eligible voting body (see Section 7). The following sections describe the committees within the School.

#### 5.1. MTeam

5.1.1. Chair: The chair is the Director of the School.

5.1.2. Composition: The committee at a minimum comprises the Director, Associate Director(s), DGS, DUGS, College Consultative Committee (CCC) representative from the School, Communications and Marketing Manager, Administrative Director, Assistant to the Director (support staff), and the Physical Activity Program Director. Those graduate program emphasis areas not already represented on the committee by virtue of the aforesaid members have the option to elect to nominate a faculty member from their group to serve as additional members of the MTeam. All are voting members of the MTeam committee.

5.1.3. Meetings: The MTeam meetings are scheduled at the discretion of the Director, typically on a bi-weekly or monthly basis.

5.1.4. Responsibilities: This committee has oversight over areas such as finance, personnel, policies, facilities, and communications. On matters of policy (bylaws, policies, and handbooks), the MTeam recommends to the eligible voting bodies (see Section 7) as outlined in these bylaws (e.g., undergraduate or graduate). On matters of curriculum, the MTeam ensures that School procedures as outlined in the document Curriculum Policies, Process, and Resources are followed. On matters of individual courses, the MTeam ensures that School guidelines regarding the assignment and duties of [Responsible Faculty](#) are followed. On matters of teaching assignment, the MTeam ensures that School [Guidelines for Expected Course Caps, Minimum Enrollments to Teach, and Teaching Assistant Assignments](#) are followed.

#### 5.2. Graduate Education Committee (GEC)

5.2.1. Chair: The chair is the DGS.

5.2.2. Composition: The committee comprises the DGS, four faculty representatives from different [graduate program emphasis areas](#) who are determined in an equitably planned rotation from all graduate program emphasis areas, one MEd faculty program director (who may also count as representing one of the emphasis areas), one graduate student member (optional, at the discretion of the DGS), and the Graduate Program Coordinator (GPC) or similarly appointed P&A support member. All are voting members of the committee except the GPC/P&A support member. The GEC members are collaboratively determined annually by the Director and the DGS to review and ensure equitable representation of graduate programs and emphasis areas. Member appointments are typically for three years with the possibility of renewal.

5.2.3. Meetings: The GEC will meet monthly during the 9-month academic calendar.

5.2.4. Responsibilities: The general charge is to oversee the graduate educational



endeavors of the School and act as advisory to the graduate education faculty, MTeam, and the College. Responsibilities include but are not limited to: developing a better understanding of the state of graduate education in the School, establishing or revising strategic plans for graduate education, reviewing and approving graduate curriculum proposals or policy revisions for advancement to review and voting by the graduate education faculty, reviewing and approving graduate student-related events and opportunities (e.g., professional development, fellowships), and reviewing academic policy petitions. Committee members will work to incorporate graduate student input when needed to inform work and decision-making.

5.3. Undergraduate Education Committee (UEC)

5.3.1. Chair: The chair is the DUGS.

5.3.2. Composition: The committee comprises the DUGS, all undergraduate academic advisors, five faculty representatives inclusive of at least one from each undergraduate major, Physical Activity Program (PAP) Director, and the Curriculum and Scheduling Coordinator (CSC, staff). All are voting members of the committee except the CSC. The DUGS, CSC, undergraduate advisors, and PAP Director have standing appointments on the committee. Faculty appointments are announced in August and are collaboratively determined by the Director and DUGS. Faculty appointments to the committee are typically for three years with the possibility of renewal.

5.3.3. Meetings: The UEC will meet monthly during the 9-month academic calendar. Standing agenda items include undergraduate advising, program review, curriculum, scheduling, and honors.

5.3.4. Responsibilities: The general charge is to oversee the undergraduate educational endeavors of the School and advise the faculty, MTeam, and College. The UEC's time should be spent developing a better understanding of the state of undergraduate education in the School, accomplishing forward-looking and proactive planning, as well as reviewing and approving curriculum proposals. It is expected that the UEC's analysis, reviews, and discussions of undergraduate issues will lead to proactive actions to bring about positive change both at the undergraduate program and School levels. Additional responsibilities include the review of academic policy petitions submitted by undergraduates for exceptions to published college and departmental academic requirements that exceed the reach of the academic advisors and DUGS. Committee members will work to incorporate undergraduate student input when needed to inform work and decision-making.

5.4. Diversity, Equity, and Inclusion Committee (DEIC)

5.4.1. Chair: The chair is a faculty or staff member appointed by the Director in consultation with the committee.

5.4.2. Composition: The committee comprises at minimum the Communications and Marketing Manager, one academic advisor, at least one tenured/tenure-track faculty, at least one P&A faculty or contract faculty, and at least one staff

member, with the inclusion of two student members optional but encouraged. All are voting members of the committee. The Director will invite faculty and staff to join the committee. Member appointments to the committee are three years with the opportunity for recurring appointments.

5.4.3. Meetings: The committee will meet one time per month during the 9-month academic year.

5.4.4. Responsibilities: The committee will be responsible for initiatives related to diversity, equity, and inclusion including but not limited to coordinating departmental seminars, creating and providing input on diversity statements and policies, and creating a strategic plan related to DEI issues. The committee will work to proactively create an inclusive environment through various activities and initiatives. They will develop policies and practices that help create a positive and inclusive experience for students, staff, and faculty. They will work to identify DEI-related issues and address these issues when needed through discussion at School meetings and through the use of other strategies. The committee will collaborate with the UEC and GEC to implement strategies to improve diversity, equity, and inclusion among the student population and identify strategies to help improve diversity, equity, and inclusion among the faculty and staff. They will monitor the student demographic data provided by the College and will incorporate student input to inform work and decision-making surrounding DEI issues.

#### 5.5. Kinesiology Student Council (KSC)

5.5.1. Constitution: While excerpts are provided here, processes for the purposes and function of the KSC, the appointment and election of the committee chair (President), advisor, and officers, as well as their assigned duties, and the membership eligibility requirements for School undergraduate and graduate students, are outlined in greater detail in the [Constitution of the School of Kinesiology Student Council](#). The KSC is accountable to their constitution, to the School Director, and to the guidelines of the [University Student Groups](#).

5.5.2. Chair: The chair is the President of the KSC, who is elected by the KSC officers.

5.5.3. Advisor: The advisor must hold a professorial (i.e., tenured/tenure track) position within the School. Advisor(s) shall have no voting privileges.

5.5.4. Officers: The officers of this council shall be: President, Vice President, Secretary, Treasurer, and Public Relations Manager.

5.5.5. Composition: Membership will be open to any School undergraduate or graduate student, as defined by the KSC constitution.

5.5.6. Meetings: The KSC will meet monthly during the 9-month academic calendar.

5.5.7. Responsibilities: The purposes of the KSC shall be to promote scholarship, community, career building opportunities, and advocacy for School students within all the related fields and sub-disciplines.

#### 5.6. Ad-Hoc Committees, Task Forces, and Workgroups

5.6.1. Description: Ad-hoc committees, task forces, and workgroups (e.g., search committees, mentoring committees, scholarship work groups) may be formed by the Director or designee (e.g., Associate Director, Administrative Director,

- DGS, DUGS) with consultation from the ad hoc committee, task force, or workgroup chair (e.g., search committee chair) of the charge, the composition, and the timeline for that committee, task force, or work group. Every effort shall be made to include student representatives where appropriate.
- 5.6.2. Chair: The chair is appointed by the Director or designee.
  - 5.6.3. Composition: The composition of the committee is determined by the Director or designee. The committee members are invited and appointed by the Director or designee.
  - 5.6.4. Meetings: The meeting schedule is determined by the committee chair.
  - 5.6.5. Responsibilities: The responsibilities and charge vary by committee.
  - 5.7. Election to College and University Committees: The following describes the processes for determining, nominating, or electing School representatives to College and University committees.
    - 5.7.1. College Consultative Committee: The school faculty - eligible voters (see Section 7.2) shall elect an individual to serve on the College Consultative Committee for a three-year term.
    - 5.7.2. College Curriculum Council: The DGS and DUGS serve on the Curriculum Council. The DGS will serve on the Graduate Subcommittee. The DUGS will serve on the Undergraduate Subcommittee.
    - 5.7.3. College Professional and Administrative Council: P&A staff shall elect a representative to serve on the College Professional and Administrative Council.
    - 5.7.4. College Promotion and Tenure Committee: The Director shall appoint a full professor to serve on the College Promotion and Tenure Committee.
    - 5.7.5. College Staff Council: Civil Service and Bargaining Unit staff shall elect a representative to serve on the College Staff Committee.
    - 5.7.6. GradSEHD-Graduate Students in Education and Human Development: The DGS, advisors, and GEC shall encourage graduate students to join GradSEHD and to volunteer to stand for election to leadership positions on the GradSEHD leadership team ([GradSEHD](#)).
    - 5.7.7. College Undergraduate Student Board (USB): The DUGS, undergraduate advisors, and UEC members shall encourage undergraduate student representatives to volunteer to serve on the College Undergraduate Student Board ([CEHD USB](#)).
    - 5.7.8. Other College and University Committees: The Director shall invite, appoint, or facilitate elections, as needed, for College and University level committees. Faculty, staff, and students may express interest in serving on college and University committees for which they are eligible by informing the relevant administrator(s) of their interest.
  - 6. **School Meetings:** This section outlines the procedures for School meetings.
    - 6.1. Meeting Frequency: The Director is required to call at least one All-School meeting per semester with a general standard of monthly meetings during the academic year. Other types of School meetings may be called by the Director or designee as

needed to conduct the business of the School.

- 6.2. Meeting Attendance: Regular attendance at School meetings is expected. Regular attendees at the All-School meetings include faculty (tenured/tenure-track faculty, contract faculty, P&A faculty) and staff (P&A, CS/BU) whose core budgetary alignment of 75% appointment or greater is with the School. Other non-voting employees of the School and guests may be invited to attend All-School meetings at the discretion of the Director. Contingent upon the nature and relevance of the content to different members of the School community, attendees may be excused for portions of the All-School meeting or other meetings at the discretion of the Director.
- 6.3. Meeting Content: Program directors, program coordinators, committee chairs, and other representatives will provide updates on relevant topics and summaries during the All-School meetings or in School e-newsletters on an ongoing basis. The Director and MTeam shall determine other items for inclusion in meetings, such as undergraduate and graduate program issues, facilities matters, and ongoing training.
- 6.4. Meeting Agenda: In the case of regular meetings, and for special meetings not of an emergency nature, an agenda shall be sent to the All-School membership two business days in advance of the meeting. Five business days before the meeting, faculty and staff are solicited to send in agenda items, which should be submitted within two business days of the request.
- 6.5. Meeting Quorum: A quorum for voting shall consist of at least 50% of the eligible voters (see Section 7) who are not on formal leave (e.g., sabbatical or parental leave) when the meeting is called.
- 6.6. Meeting Conduct: Motions may be put forward and seconded only by eligible voters (see Section 7). Motions not seconded by an eligible voter fail. Although maximum informality in conducting the meetings is to be desired, in case of unresolved disagreements, the parliamentary procedure used shall be that of Robert's Rules of Order (latest edition), except as specified otherwise in the bylaws. Reliance on Robert's Rules of Order shall begin at the request of a simple majority of those present.
- 6.7. Meeting Minutes: At a minimum, meeting minutes will include a list of those present, those absent, guests, motions, and decisions regarding motions.
7. **Voting:** The following prescribes the eligibility of members of the School community to vote on specific School matters and guidelines for voting processes.
  - 7.1. Eligible Voters: This refers to those eligible to vote on specific School matters by virtue of the voting eligibility parameters outlined in these bylaws, such as for graduate or undergraduate programs or as members of committees with governance functions (as outlined in Sections 5 and 8).
    - 7.1.1. School Faculty - Eligible Voters: For purposes of School-level governance of relevant programs and issues, the faculty of the School shall consist of all tenured/tenure-track faculty with their primary tenure line in the school as well as contract faculty and P&A faculty at 75% or greater appointment in the School. Faculty members with a phased retirement or on approved leave

status retain full voting privileges in eligible areas (e.g., graduate programs, undergraduate programs), as defined by School policy and bylaws.

- 7.1.2. Graduate Programs - Eligible Voters: Governance responsibilities and voting eligibility relative to the several individual graduate programs within the School are outlined in the [School policy on Graduate Education Faculty and Governance](#).
- 7.1.3. Undergraduate Programs - Eligible Voters: For purposes of undergraduate program-level governance, all tenured/tenure-track faculty with their primary tenure line in the School, contract faculty and P&A faculty at 75% appointment or greater in the School, and a non-faculty member DUGS are considered to be voting members for School-level decisions regarding undergraduate programs.
- 7.1.4. Committees - Eligible Voters: Voting membership within specific School committees may include members of the School community who are not faculty, such as staff (P&A, CS/BU), and students. These voting parameters are outlined in Sections 5 (Committees) and 8 (Advisory and Governance Functions).
- 7.1.5. Matters Not Otherwise Prescribed - Eligible Voters: The School faculty (see Section 7.1.1) will decide who comprise the eligible voters for matters not otherwise prescribed by these bylaws.
- 7.2. Review of Eligible Voter Lists: Voting rights shall stay in effect as long as the criteria are met as per these bylaws and [School policies](#). Lists of those with voting rights should be reviewed and updated annually at the beginning of the fall semester. Failure to fulfill expectations (outside of approved leaves, sabbaticals, or administrative appointments) may result in removal of voting rights by the relevant voting faculty or director.
- 7.3. Voting Guidelines: In most cases School voting options will include 'in favor/yes', 'not in favor/no', or 'abstain'. Failure to indicate a vote when eligible will be counted as an 'in favor/yes' vote. Except as indicated elsewhere in this document or in College or University policy, the decision of the School is based on the majority of those eligible voters voting on the question. A tie vote results in a decision of 'not in favor/no'. Eligible voters have no more than one vote on all questions. Proxy votes are not allowed. Electronic voting may be used when practical and when consistent with University, College, and School policy. An electronic ballot vote shall be taken for all promotion and tenure decisions of faculty ([School of Kinesiology 7.12 statement](#)).
- 8. Advisory and Governance Functions:** The primary advisory and governance functions in the School are the following, with indication of the relevant committee, task force, or workgroup pertinent to each. Final governance decisions when voting is required are made by the eligible voters of the School according to the specific matter (as defined in Section 7).
  - 8.1. Finance, Personnel, Policies, Facilities, Communications: *MTeam*
  - 8.2. Graduate Programs: *Graduate Education Committee (GEC)*
  - 8.3. Undergraduate Programs: *Undergraduate Education Committee (UEC)*

- 8.4. Diversity, Equity, and Inclusion: *Diversity, Equity, and Inclusion Committee (DEIC)*
- 8.5. Scholarships, Scheduling, Graduate Program Emphasis Areas: *ad hoc committees*
- 9. **Faculty Policies:** School policies pertaining to faculty matters such as tenure and promotion, workload, and performance standards are outlined on the [School Policy page](#).
  - 9.1. School of Kinesiology Promotion and Tenure: Specific Criteria, Standards, and Procedures 2008 approved version ([2008 7-12 Statement](#))
  - 9.2. School of Kinesiology Promotion and Tenure: Specific Criteria, Standards, and Procedures 2021 approved version ([2021 7-12 Statement](#))
  - 9.3. School of Kinesiology Faculty Workload Policy ([Workload Policy](#) [20 Aug 2023])
  - 9.4. School of Kinesiology Minimum Performance Standards for Tenured Faculty ([Minimum Performance Standards for Tenured Faculty](#))
- 10. **Grievance Procedures:** A student, faculty member, or staff member having a grievance should make every effort to resolve the problem locally. If the matter cannot be resolved locally between the directly involved parties, the grievant may pursue the matter further by consulting with the relevant authority or administrator appropriate to the nature of the grievance, e.g., advisor, program coordinator, DUGS, DGS, Administrative Director, Associate Director, or Director. The relevant authority or administrator may consult with or elevate the grievance to other School administrators, the Director, and/or MTeam to determine if the matter can be resolved within the School. The grievant will also be referred to the appropriate University grievance channels. In cases involving a potential conflict of interest (e.g., if a director is one of the parties), the matter shall be referred directly to the University [Office for Conflict Resolution](#), and the Dean's office will be informed with the same timeline.
- 11. **Major Faculty Decisions Over Summer when Faculty on 9-month Appointments are Unavailable:** Emergency decisions may arise over the summer that would normally be handled by faculty action. Such decisions shall be made by the director and the MTeam, who may also decide that all available faculty be contacted with regard to a certain matter. Prior to any such decision, faculty will be informed of the issue by email. When a formal decision has been made, faculty will be immediately informed by email and may be reviewed at the first fall semester All-School meeting.
- 12. **Amendments to These Bylaws:** This section describes procedures for amending these School bylaws.
  - 12.1. Review: The MTeam shall, at minimum, review the School's bylaws every three years. At their discretion, they may propose amendments for consideration by eligible voters.
  - 12.2. Procedures: Amendments to these bylaws may only be made by advance written notice of at least one week. This notice will, at minimum, be followed by 1) a discussion at an All-School meeting, 2) a delay of voting until at least the next All-School meeting not to be held sooner than one week after the first meeting (with opportunity for discussion during this second meeting), and 3) a vote by electronic ballot. A two-thirds "in favor/yes" vote of all eligible voters is necessary to pass such amendments.
  - 12.3. Responsibility: The MTeam may not suspend any provision of the bylaws.



Note: These bylaws were passed and adopted by the School of Kinesiology on December 7, 2022.