ILLINOIS STATE UNIVERSITY

SCHOOL OF KINESIOLOGY AND RECREATION

BYLAWS

AND

OPERATING CODES

Revised and Approved by KNR Faculty - Spring, 2003

Approved by CAST Council - September 12, 2003
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PREAMBLE

The School of Kinesiology and Recreation is one of several academic units functioning within the structure of the College of Applied Science and Technology (CAST). The present School of Kinesiology and Recreation was established in 2002 as the new name for the former Department of Health, Physical Education, and Recreation (HPER). The Department of HPER had been in existence since 1972 when the former Schools of Health and Physical Education for Women and for Men were combined into one administrative and academic unit.

The School is committed to the preservation of academic freedom and to the sharing of governance among faculty, staff, administration, and students who comprise the School community. The Bylaws of the School of Kinesiology and Recreation are designed to state general policy. Specific procedures and policies are stated in the operating codes for each of the standing committees.

ARTICLE I. EXTERNAL GOVERNANCE

The organization and actions of the School of Kinesiology and Recreation must be in conformity with the Illinois State University Constitution and with the College of Applied Science and Technology Bylaws.

ARTICLE II. VISION AND MISSION STATEMENTS (Passed 24-0-0 10/31/00)

SECTION 1. Vision Statement

The School of Kinesiology and Recreation envisions a society that pursues a physically active lifestyle and a healthy use of leisure.

SECTION 2. Mission Statement

The mission of the School of Kinesiology and Recreation is to promote physically active lifestyles and a healthy use of leisure through exemplary teaching, focused scholarship, and professional service. By providing the highest quality educational experiences to undergraduate and graduate students preparing for careers in athletic training, exercise science, physical education, and recreation, our graduates positively impact professional practices and policies and, thus, contribute to the overall wellness of society.

ARTICLE III. MEMBERSHIP IN THE SCHOOL OF KINESIOLOGY AND RECREATION

SECTION 1. School Community

The School community shall include those faculty, administrative employees, civil service, and students as defined in the Constitution of Illinois State University (Article I, Section 2) and who are attached by employment conditions, contract, or declared major to the School of Kinesiology and Recreation.

SECTION 2. Faculty

A. A School faculty member includes all persons who hold a contracted faculty position that supports academic programs in the School of Kinesiology and Recreation.

B. The School of Kinesiology and Recreation recognizes and adheres to the provisions as stated in Article III of the Illinois State University Constitution.

SECTION 3. Students

A. A School student is any student who has declared a major in one of the School academic programs.

B. The School of Kinesiology and Recreation will observe and maintain provisions pertaining to students as stated in the CAST Bylaws and Article II of the Illinois State University Constitution.
SECTION 4. Administrative/Professional and Civil Service Staff

A. School administrative/professionals and civil service staff are those persons who have been assigned to support the business of the School.

B. The School of Kinesiology and Recreation will observe the rights and responsibilities of members of the administrative/professional and civil service employees in the Illinois State University Constitution.

ARTICLE IV. ADMINISTRATIVE ORGANIZATION

The Director of the School of Kinesiology and Recreation is the chief academic and administrative officer of the School. The Director is appointed by the Dean of the College of Applied Science and Technology as approved by the Provost and shall be accountable to the Dean for every aspect of the conduct and development of the School.

Responsibilities of Director shall include but are not limited to:

1. Administration is in accordance with the School Bylaws, the CAST Bylaws, and the ISU Constitution.

2. Development and maintenance of a viable School administrative structure including the designation and detailing of responsibilities for leadership positions.

3. Provision for the implementation of an effective communication system within the School and between the School administration, the University and College administrations, and the University community, including students, faculty and civil service, alumni, community college personnel, news media, etc.

4. Recruitment, selection and review of faculty for retention, promotion, tenure and annual salary adjustment evaluation, in conjunction with the School Faculty Status Committee.

5. Recruitment, selection, assignment and review of Administrative/Professionals, civil service, and student employees.

6. Formulation of funding requests and service as Fiscal Agent for the School Budget.

7. Administration of School facilities.

8. Performance of duties or functions assigned by the governing agencies or administrations of the College or University.

9. Solicitation of advice of the School Program Director(s) regarding changes in leadership positions or functions.

10. Solicitation and communication of the advice of the School faculty before affecting major changes in the administrative structure.

11. Provision for involvement of faculty, staff and students in the shared governance of the School.

ARTICLE V. ACADEMIC GOVERNANCE.

A viable administrative structure including the designation and detailing of responsibilities for leadership positions shall be established by the Director to facilitate the academic affairs of the School. The process for decision-making shall be clearly delineated, and faculty shall be made aware when responsibility and authority have been delegated to a faculty person in an appointed sub-administrative position. The current administrative structure so designated by the Director as part of the Governance process for the School shall be acknowledged as an Appendix to the Bylaws. Provision shall be made for faculty to periodically review and evaluate the administrative structure of the School and its effect upon governance.

The committee structure shall serve as the mechanism through which the faculty and students shall participate in determining School policy subject to the Illinois State University Constitution, the Bylaws of the University Academic Senate, and the Bylaws of CAST.
SECTION I. SCHOOL FACULTY MEETINGS

A. The School Director shall convene faculty meetings each semester, and the School Director or a designee shall preside.

B. All full-time faculty are expected to attend these meetings. Part-time faculty and graduate assistants may also attend.

C. A special meeting shall be convened at the request of at least 15% of the Kinesiology and Recreation faculty.

D. An agenda for the next regularly scheduled meeting should be distributed at least two days prior to the meeting.

E. Minutes of the previous meeting shall be distributed to the faculty at least two days prior to the next regularly scheduled meeting.

SECTION II. STANDING COMMITTEES

A standing committee is a continuing committee assigned to handle a particular facet of business for the School. The action of the committee becomes a part of the governance process. The standing committees for the School of Kinesiology and Recreation are: Curriculum Committee, Faculty Status Committee, Elections Committee, Administrative Council, Student Awards Committee, and Scholar Lecture Series Committee.

A. The School Curriculum Committee (SCC) shall coordinate School curricula; review all proposals for new and revised programs, courses and sequences; work cooperatively with the programs in policy development, curricular concerns, and evaluative procedures. The committee shall be composed of the Assistant Director and four elected faculty members, one from each undergraduate major. The members of the SCC shall be elected by the faculty members in the program that they represent. The Assistant Director shall be an ex-officio voting member. The SCC will be chaired by one of the four elected faculty members. The School Director and an academic advisor shall be ex-officio non-voting members of the SCC Committee. Policies and procedures shall be approved by the School Faculty and shall appear in the Operating Code.

B. The School Faculty Status Committee (SFSC) shall operate according to current College and University policies and procedures in matters pertaining to salary, promotion, tenure, reappointment, and post-tenure review. The SFSC shall be composed of four elected members serving on a rotational basis. The School Director shall chair the SFSC. The School Faculty and the College Faculty Status Committee shall approve policies and procedures of the SFSC.

C. The School Elections Committee shall be responsible for the conduct of elections within the School of Kinesiology and Recreation for positions on School, College and University committees. The Committee shall be composed of two faculty members elected by the School faculty. Election policies and procedures shall be approved by the School Faculty and shall appear in the Operating Code.

D. The School Administrative Council shall serve as representatives for the faculty and act as an advisory body to the Director on matters of special concern to the faculty, and for the academic programs in the School. The School Director shall chair the Administrative Council. Members of the Administrative Council are the Assistant Chair and the Program Directors.

E. The Student Awards Committee shall solicit nominees for the various School student awards, confirm that the nominees have met the stated criteria, and facilitate the selection of awardees. Further, this committee shall plan the annual Student Awards Reception, and shall recommend awards for students in accordance with School criteria. The committee shall be chaired by the Director or a designee and be comprised of all of the Program Directors with the exception of the Program Director of the Physical Education Activity Program. The Assistant to the Director and an Academic Advisor serve as non-voting ex-officio members of the committee.

F. The Scholar Lecture Series Committee shall select the annual Scholar Lecturer and plan the Lecture Series events. The Committee shall consist of three elected members each serving a rotating three-year term. The Assistant Director shall serve as a voting ex-officio member, and the Assistant to the Director shall serve as a non-voting ex-officio member of this committee.
SECTION III. STANDING COMMITTEE PROCEDURES

A. Membership

1. Full-time faculty members in the School of Kinesiology and Recreation and who have been a full-time faculty member at Illinois State University for at least one semester preceding the election shall be eligible for election or appointment to standing committees unless they are on leave at the time of election, or have been granted a leave of at least half-time for three months or more the following academic year, exclusive of summer sessions, or are on disability leave under the University Retirement System. Additional requirements for membership for the SFSC are that the faculty member must hold a tenure-track appointment and meet all College and University policies for election.

2. Faculty appointed to School administrative positions shall not be eligible to serve as an elected member on standing committees if the administrative position is greater than one-quarter assignment.

3. Full-time student majors in the School who are not on academic or social probation shall be eligible to serve on appropriate School standing committees.

4. One or more non-voting ex officio member(s) may be appointed to standing committees by the Director of the School. The Director may grant ex-officio membership to any person(s) dedicated to the growth and well being of the School of Kinesiology and Recreation.

B. Term of Office

The term of office for elected faculty members serving on standing committees shall not exceed three years and must be in accordance with University policies. No elected faculty member may serve for more than two consecutive terms. Vacancies on standing committees shall be filled by another election held immediately upon the vacancy occurring. This person shall complete the term of office.

C. Meetings

Meetings of each standing committee may be called by the committee chairperson but must be called upon the request of a majority of the committee members.

D. Quorum

A simple majority of committee members shall constitute a quorum for conducting business.

E. Robert’s Rules of Order-Revised shall be the parliamentary authority for all meetings.

F. Operating Codes

Each standing committee shall develop and follow a detailed operating code that contains appropriate policies and procedures. Each operating code must be ratified by a simple majority of the School faculty members. Revisions of these operating codes may be approved by a simple majority of the School Faculty.

G. Open Meeting

With the exception of the SFSC meetings, any faculty member or major student of the School may attend meetings of any School committee. With the consent of the majority of the committee members present, visitors may participate in the discussions. Students or faculty may ask to be placed upon the agenda to speak to a point of concern. A calendar of meeting will be posted each semester on the School website.
SECTION IV.  SCHOOL ELECTIONS

A. Voting Eligibility

All full-time faculty members in the School of Kinesiology and Recreation shall be eligible to vote on School issues and in all School elections. Only tenured and probationary tenure-track faculty members may vote in SFSC elections and issues pertaining to ASPT policies.

B. Time of Election

Elections to membership on standing committees shall be completed by April 30.

ARTICLE VI.  AMENDMENTS TO THE BYLAWS AND OPERATING CODES

Amendments to the bylaws or operating codes in this document may be initiated by a petition signed by ten percent of the students currently enrolled in the School or twenty percent of the faculty of the School. Amendments to an operating code of a standing committee can also be initiated by three members of that standing committee. Following distribution to the faculty, proposed amendments shall be discussed at a regular School faculty meeting and then acted upon by a written ballot in the following faculty meeting. If the School Faculty approves the amendment by a majority of its members, the amendment shall be incorporated into the Bylaws or Operating Codes upon approval by the CAST Council. Amendments approved at the School level cannot become effective until after approval by the CAST Council. Amendments will become effective upon approval by the CAST Council unless a date is otherwise stated in the text of the amendment approved.

ARTICLE VII.

An ad hoc review committee appointed by the Director shall be established every five years, or sooner if deemed necessary, to review the substance of the Bylaws of the School of Kinesiology and Recreation. This review committee shall submit its report to the Director who shall place it on the agenda on the next regularly scheduled School Faculty meeting.

*Approved March 20, 2003  Vote:  15 yes  1 no  2 abstentions
SCHOOL OF KINESIOLOGY AND RECREATION

OPERATING CODES
SCHOOL CURRICULUM COMMITTEE
Operating Code*

Purpose: The overall purpose of the School Curriculum Committee (SCC) is to facilitate the initiation and implementation of state-of-the-art curricula in the School. In order to serve this purpose, the SCC has two basic functions:

1. To study, make recommendations, and take action on proposals for new and revised undergraduate and graduate courses.
2. To work cooperatively with all programs to continuously evaluate and improve existing curricula.

Membership:

1. Numbers. The SCC shall consist of six members: four elected School faculty members, and two ex-officio members, the Assistant Director and an Academic Advisor. The Assistant Director is a voting member.
2. Representation. Of the four elected faculty members, representation includes one each for the four School undergraduate programs – Athletic Training, Exercise Science, Physical Education Teacher Education, Recreation and Park Administration. At least two of the four elected members must have Graduate Faculty Status.
3. Chair of the SCC. The SCC will be chaired by one of the four elected faculty members. Members of the SCC will elect the chair in the initial meeting in the fall, called by the Assistant Director, and serve for one year. If re-elected, a person can serve as Chair in successive years.
4. Eligibility. All full-time School faculty members are eligible for election representing programs of which they are members.
5. Election. Each of the four faculty members is elected through a vote of their respective program (Athletic Training, Exercise Science, Physical Education Teacher Education, Recreation and Park Administration) faculty. Elections will be conducted by the School Elections Committee and will take place during the spring semester of each year. SCC duties commence during the next fall semester.
6. Terms of Office. Each elected faculty member will serve a two-year term.
7. Rotating Terms. The rotation for the election of officers is as follows:
   Even year: Physical Education, Athletic Training
   Odd year: Recreation and Park Administration, Exercise Science
8. Consecutive Terms: Each faculty member may only serve a total of two consecutive terms for a maximum of four consecutive years on the SCC.
9. Vacancies: Faculty vacancies created by unfinished two-year terms on the SCC will be filled by special election of faculty from the appropriate undergraduate program. The School Election Committee Chair will conduct the election to fill the unfinished term. The newly elected member will complete the term of the resigning faculty member.

Structure:

1. Duties of the Chair: The duties of the Chair include, but are not limited to:
   a. Calling and presiding over SCC meetings.
   b. Having minutes recorded and available for review following an SCC meeting.
   c. Assigning SCC members to review submitted course and program proposals;
   d. Consulting with individual faculty members, program directors and others concerned with initiating and/or revising courses and programs;
   e. Consulting with Elections Chair for regular and special elections to the SCC;
2. Duties of elected SCC Members: The duties of the elected SCC members include, but are not limited to:
   a. Attending all regularly scheduled and special meetings of the SCC;
   b. Reviewing course and program proposals as assigned by the SCC Chair;
3. Duties of the Assistant Director: The duties of the Assistant Director include, but are not limited to:
   a. Serving as a liaison with College, University and Graduate Curriculum Committees;
   b. Serving as general liaison with the Office of Scheduling; Dean for Undergraduate Advisement, Dean of the Graduate School, and the Office of Registration;
   c. Coordinating the revision and updates of SCC policies and procedures in coordination with SCC members and School Bylaws;
   d. Keeping faculty members informed of curricular proposals for review and updated concerning status of School curriculum development.

Procedures for the Review of Course and Program Proposals:

1. All course and program proposals must be reviewed and approved by the appropriate Program Director. The Program Director is then required to initial the top cover sheet of the proposal prior to it being forwarded to the SCC.

2. The School Curriculum Committee will be responsible for reviewing all course and program proposals generated from the faculty of the School.

3. The School Curriculum Committee will adhere to the Robert’s Rules of Order.

4. The course initiator is responsible for adhering to the guidelines of the School, College, University and Graduate Curriculum Committees (as appropriate), securing the appropriate number of copies for committee reviews (6) and submitting the proposal to the SCC committee.

5. Upon receipt of the appropriate number of copies, the SCC Chair is responsible for calling a meeting within ten working days. All SCC members must be notified, and the initiator and other guests may be invited to attend. All School of Kinesiology and Recreation faculty will be notified through an announcement notifying an upcoming course proposal review.

6. The SCC Chair is responsible for assigning an SCC member as the lead reviewer for each proposal received. The lead reviewers responsibilities are as follows: Thoroughly examining the proposal for adherence to the appropriate guidelines; Using the appropriate Checklist for reviewing the course; and Initiating discussions regarding the evaluation of the proposal during the meeting.

7. The SCC Chair will distribute a notice to all School faculty members of the proposal(s) to be reviewed, the lead reviewer(s), and the meeting time, date and place.

8. The SCC Chair is responsible for documenting the required and recommended changes. The documentation for the points of discussion as well as the required and recommended changes must be approved by the SCC during the review meeting.

9. Other SCC members are responsible for thoroughly reviewing the proposal and providing feedback during the meeting.

10. A quorum is required for the call of a vote and a simple majority vote will be used.

11. Committee members have the following action options regarding proposals:
   a. Approve as is (no revisions);
   b. Approve with minor revisions;
   c. Approve with major revisions;
   d. Disapprove and return to Program Curriculum Committee.

12. Actions Based on Level of Revisions:
   a. If the course/program proposal requires no revisions, the SCC Chair immediately may see that the appropriate School signatures and dates are on the cover sheet, and prepare the copies to move forward to the CCC.
   b. If the proposal requires minor revisions, the SCC Chair is responsible for assuring that the revisions have been completed by the initiator, seeing that the appropriate School signatures and dates are on the cover sheet, and prepare the copies to move forward to the CCC.
c. If the proposal requires major revisions, the SCC Chair has the option of requiring a full SCC review after the revisions have been made by the initiator, or taking responsibility to assure that the corrections have been made, before seeing that the appropriate School signatures and dates are on the cover sheet, and prepare the copies to move forward to the CCC.

d. If the proposal is disapproved, no further action is required of the SCC aside from notifying the initiator and the Program Director: major/sequence of the disapproval.

13. The SCC Chair will keep one copy of any proposal requiring revisions. All other copies of the proposal are to be returned to the initiator with the suggested revisions.

14. When approved by the SCC, the proposal will be sent to the School representative on the College Curriculum Committee (CCC) as stated in the CAST Bylaws.

15. After review and approval by the CCC School representative, ten (10) copies are forwarded to the CCC for review.

16. If the proposal has changes at the CCC and/or UCC/GCC level, the Chair of the SCC will notify the proposal initiator of changes. When those changes are completed, the Chair of the SCC will have the required signatures and appropriate copies made and sent to the next level. At the UCC/GCC level, an electronic version of the proposal will be posted on the WWW and made available to campus faculty. When the proposal has been accepted, the Chair of the SCC will notify all faculty of the School of the proposal(s) acceptance at the program level.

17. One copy of all final approved proposal(s) is to be filed in the Director’s office in the School of KNR.

**Approved April 29, 2003  Vote:  12 yes  7 no  4 abstentions**
SCHOOL FACULTY STATUS COMMITTEE
Operating Code*

Purpose: Conduct annual reviews for each faculty member subject to the Appointment, Salary, Promotion and Tenure (ASPT) system and make recommendations regarding faculty appointments, dismissal, contracts, salary adjustments, promotion and tenure, post-tenure reviews, and faculty award nominations.

Eligibility: Faculty with full-time tenure or probationary tenure appointments with the rank of assistant professor, associate professor, or professor at Illinois State University shall be eligible for election to the School Faculty Status Committee (SFSC), excluding those with more than a quarter-time administrative appointment or members of the URC, or CFSC. Only faculty as defined above are eligible to serve on the SFSC.

Membership and Organization: The school shall have a School Faculty Status Committee (SFSC) consisting of five members. The SFSC shall consist of four (4) elected probationary tenure or tenured faculty and the director of the school. The terminal degree required for appointment to a tenure track position is the doctorate. The majority of the elected committee members must be tenured. The SFSC shall act in accordance with the current Appointment, Salary, Promotion, and Tenure Policies of the University as well as the College of Applied Science and Technology CFSC Standards.

The School Director shall chair the SFSC and will be an ex-officio voting member of the committee. The remaining four members will be elected and serve two-year staggered terms beginning in the fall semester of the year they are elected. Members may serve two consecutive terms of two years but are not eligible for SFSC membership for one year following a double term. Members on leave for a semester or longer shall relinquish their positions, and their vacancy will be filled by election within one month of the vacancy. The individual elected will serve the remainder of the term.

All full-time probationary tenure or tenured faculty members are eligible to vote for members of the SFSC. Election of SFSC representatives shall be completed by secret ballot by April 30 of each academic year. Faculty members on leave shall have voting privileges, provided that they submit a ballot for the election. Faculty members may return ballots by fax or email. Each year the Director shall determine in advance of the election the required qualifications of the candidates for election to the SFSC, taking into account the University requirement that the majority of the members be tenured.

Duties: The SFSC shall follow the approved Illinois State University Faculty Appointment, Salary, Promotion and Tenure (ASPT) policies. The SFSC shall be responsible for:

1. Developing School policies and procedures for the allocation of monies devoted to performance-evaluated salary increments and salary equity adjustments in accordance with ASPT and CFSC guidelines. These policies and procedures must be approved by the majority vote of the School faculty prior to January 1 of the year in which the policies and procedures take effect.

2. Conducting the annual performance evaluations of the tenured and probationary tenure faculty. Annual formative performance evaluations shall be provided to all tenured and probationary tenure faculty in writing in accordance with University policies. In situations in which faculty have reassigned activities (i.e. administrative) but are still under the SFSC review process, the SFSC will provide evaluative feedback concerning performance in these reassigned activities. It is the faculty member’s responsibility to provide goals statements and outcome verifications pertinent to these reassigned activities. These written communications will be retained as SFSC records in the School Office. The faculty member can access their personal SFSC file upon request during normal business hours.

3. Conducting pre-tenure reappointment reviews. Interim appraisal letters shall be sent to probationary faculty on an annual basis to provide feedback on progress toward tenure and promotion in accordance with ASPT and CFSC guidelines. These written communications will be retained as SFSC records in the School Office. The faculty member can access their personal SFSC file upon request during normal business hours.

4. Conducting the summative reviews of performance evaluations of faculty members applying for tenure and/or promotion in accordance with ASPT and CFSC guidelines.

5. Conducting five-year post-tenure reviews in accordance with ASPT and CFSC guidelines.
6. Evaluating and making recommendations regarding sabbatical leaves and conduct post sabbatical evaluations.

7. Making recommendations regarding faculty contracts and appointments.

*Approved March 20, 2003  Vote: 15 yes 1 no 2 abstentions
SCHOOL ELECTIONS COMMITTEE
Operating Code*

Purpose: The School Elections Committee shall be responsible for conducting elections within the School of Kinesiology and recreation for position on School and College committees. The Committee shall be composed of two faculty members elected by the School faculty. One member shall represent McCormick and one shall represent Horton. Each member shall be elected for two years on staggered terms, with the second year member acting as committee chair. Election policies and procedures shall be approved by the Committee of the Whole and shall appear in the Operating Code. Annual School elections shall occur prior to April 30 for the following academic year.

Duties and Responsibilities:

1. Prepare and distribute a list of School and College committee positions that will become vacant and a schedule of dates for School and College elections during the academic year.

2. Maintain a current roster of School faculty and student eligible to hold various School and College offices.

3. Maintain a current roster of School faculty and students eligible to vote for various offices.

4. Develop a slate of eligible candidates for each School and College election.

5. Prepare a ballot for the elections with accompanying vita when appropriate. The ballot should include the name of the committee, present committee membership, instructions regarding the number of candidates to be voted for and the procedures for voting (due time and due date), and the names of the candidates.

6. Communicate the procedure and establish the site, time, and date for each School election as specified in the School Bylaws (Article V, Section IV).

7. Verify the accuracy of the results of all School elections.

8. Provide procedures for run-off elections, where and if necessary.

9. Prepare a memorandum to the School constituency reporting the results of all School elections.

10. In cooperation with the School secretary, maintain an updated list of all School, College and University committees.
I. Committees for which the School Elections Committee is responsible for holding elections:
   A. School Curriculum Committee (two-year term) – Please refer to the SCC operating codes for specific election procedures for this committee.
   B. School Faculty Status Committee (two-year term)
   C. Esther Larson McGinnis Computer Software Committee (three-year term)
   D. Esther Larson McGinnis Speaker Series Committee (three-year term)
   E. School Elections Committee (two-year term)
   F. College Curriculum Committee (two-year term)
   G. CAST Council (School Representative ONLY) (three-year term)

II. Methods of obtaining candidates
   A. All eligible faculty should be notified of open positions and provided with a deadline by which nominations must be submitted.
      1. Interested faculty members may submit their names
      2. Faculty may nominate other person(s) providing prior consent of the nominee is obtained.
      3. The Election Committee may solicit the names of eligible faculty members or students where appropriate to serve as candidates.

III. Election Procedures
   A. When one person is to be elected:
      1. If there are no more than three candidates, there shall be one ballot – vote for one.
      2. If there are more than three candidates, there shall be a preliminary ballot to choose three – vote for no more than two; run a final ballot – vote for one.
      3. If there is only one candidate, the Elections Committee may opt to forego the election and simply announce the person who is willing to serve on the committee in question.
   B. When two or more persons are to be elected:
      1. If there are no more than four candidates, there shall be one ballot – vote for no more than the number to be elected.
      2. If there are more than four candidates, there shall be a preliminary ballot to choose four. Once four candidates have been chosen, follow procedures listed above in III.B.1.
   C. The annual elections shall also provide for the election of standing committee members to fill unexpired terms in accordance with the term of office (Article V., Section III.B.).
   D. Absentee ballots shall not be available to faculty on leave or sabbatical, but shall be available, on request, to faculty who must be temporarily off campus at the time of balloting.
   E. Voting shall be arranged in the main offices in McCormick and Horton. Ballots should be deposited in the School ballot box. Ballots shall be collected by each committee member in the respective building, only once, after the due time and date for voting. Following ballot collection, the Elections committee members shall arrange to count the votes together.
   F. The Elections Committee Chair shall report the results of the elections to the faculty immediately after the votes have been counted.
   G. The College Elections Committee is responsible for running elections for most positions on college committees (see I.F. and I.G. above). School Election Committee members will receive notification and instructions (including a list of voting and running eligibility) from the College Elections Committee when position openings exist for the CFSC and At-Large members of the CAST Council. School Elections Committee members shall be responsible for preparing a ballot and running the election in the same manner as described above, with the following exceptions: 1). ballots are to be deposited in the College election box and 2). ballots will be collected and counted by a College Elections Committee representative.

*Approved March 20, 2003  Vote:  17 yes  0 no  0 abstentions
SCHOOL ADMINISTRATIVE COUNCIL  
Operating Code*

Purpose: The School Administrative Council (SAC) shall serve as representatives of the faculty to consult with the Director of the School as an advisory body to the Director on matters of special concern particularly in relation to carrying out the School mission and goals.

Membership and Organization: The SAC is composed of the Director, the Assistant Director, and the Undergraduate Program Directors of Athletic Training, Exercise Science, Physical Education Teacher Education, Recreation and Park Administration, the Graduate Program Director, and the Physical Education Activity Program Director. The School Director shall serve as Chair of the Program Directors Council.

Duties:

1. Meet regularly with the School Director. The School Director will call meetings.

2. An agenda shall be provided to SAC prior to each meeting.

3. The SAC shall propose the School goals for each fiscal year in coordination with the School Director and shall distribute the goals to all faculty.

4. The SAC shall recommend programmatic changes to the School Director as deemed necessary to enhance the School goals.

5. The SAC shall advise the School Director on annual resource requests, including personnel and equipment priorities, consistent with the School’s three-year projected plan.

6. The SAC shall advise the School Director on matters that concern the total School, as presented and discussed at scheduled meetings.

6. The SAC shall perform the program-related responsibilities and duties designated for their respective positions.

*Approved March 20, 2003   Vote: 14 yes 1 no 3 abstentions
STUDENT AWARDS COMMITTEE
Operating Code*

Purpose: The Student Awards Committee serves to facilitate selection and recognition of student awards for the academic year.

Membership: The Student Awards Committee shall be composed of the Program Directors from Athletic Training, Exercise Science and Fitness, Physical Education Teacher Education, Recreation and Park Administration, the Graduate Program Director, and the Director of KNR, who will chair the committee. Ex-officio, non-voting members shall be the Assistant to the Director and one full-time Academic Advisor.

Responsibilities: The Student Awards Committee shall facilitate in screening, selecting and presenting awards for student award winners.

Duties: The duties of the Student Awards Committee members shall be to:

1. Review annual requests and recommend funding of Esther Larson McGinnis Student Travel Awards to the Director of KNR.

2. Announce and promote available student awards and assist students in completing the application.

3. Provide faculty with criteria for each award, application deadlines, and create a list of potential qualified student nominees for faculty consideration for applicable awards.

4. Coordinate and provide leadership for the Student Awards Reception held annually in the spring by:
   a. Scheduling a room for the event in Bone Student Center (Old Main Room),
   b. Creating invitations, selecting addresses for mailing list, and mailing invitations,
   c. Writing and mailing letters of notification to award winners and family,
   d. Ordering refreshments and table decorations, a speakers’ podium and microphone, a projection screen and projector, and an awards table at the front of the room,
   e. Developing a PowerPoint presentation of the award criteria, the donors, and of persons named for the awards,
   f. Soliciting faculty presenters for each award,
   g. Developing the order of presentation of awards and printing the program,
   h. Arranging for award certificates to be printed and signed, and for engraving plaques,
   i. Arranging for award checks to be issued by notifying the Assistant to the Director with student names and check amounts,
   j. Planning for greeters, and distributing printed programs at the door,
   k. Arranging for photographs of the student award winners and media publicity,
   l. Arranging for clean-up of the room after the reception, and
   m. Establishing an approved budget for the Reception, and turning in receipts.

5. Evaluate the Student Travel Awards and the Student Awards Reception annually.

7. Maintain archival records of award winners.

*Approved March 20, 2003   Vote: 18 yes   0 no   0 abstentions
Purpose: The purpose of the Scholar Lecture Series is to bring nationally recognized women scholars to campus to interact with students and faculty in the School of Kinesiology and Recreation and to make a university-wide lecture open to the community. The Scholar Lecture Series is funded by an endowment established by the wishes of Esther Larson McGinnis that was included in the estate of her husband, Harold McGinnis.

Criteria:
1. The Scholar Lecture shall be scheduled once per year, and shall be selected by agreement of the Committee members from a pool of candidates recommended by the faculty.
2. Speakers selected have national/international prominence based on their scholarly productivity.
3. The specialty of the selected speakers shall include as many interests as possible within the School of Kinesiology and Recreation on a rotational schedule.
4. Speakers selected must have the ability to be involved in several classes over two days, and in community/campus functions as well as being a keynote speaker.
5. Nominations for speakers shall be submitted from individual faculty for the Scholar Lecture Committee each year, with materials (e.g. vita, web site, etc.) to document credentials of the speaker.
6. Nomination deadline shall be November 15, followed by the Committee’s decision not later than January 30 for the upcoming October scheduled event.
7. The selection process will be ongoing with materials representing nominated speaker prospects kept on file.

Establishment of Annual Dates:
1. The last week in October is the traditional scheduled date for the series each year. The committee can opt to schedule weeks other than this traditional week as needed.
2. The dates shall be Tuesday through Thursday with the evening lecture on Wednesday, or Wednesday through Friday with the lecture on Thursday evening.
3. Speakers must agree to speak to at least two classes on each of the two days of the Scholar Lecture.

Selection of Committee Members

The Committee shall consist of three faculty, elected for a three-year term in a staggered term of office. The Assistant Director shall serve with the Committee as an ex-officio member each year. The third year member of the Committee shall serve as Committee Director.

Committee Duties and Responsibilities:

First Year Member:

1. Plaque and plate – order 1 month ahead
2. Class Materials: order and distribute materials to appropriate faculty; obtain information from Director communication with Speaker; audio visual needs – order/distribute
3. Evening Lecture: Mechanical aspects: video tape of lecture, projector needs of lecturer, etc.; arrive early at lecture – make sure everything is ready
4. Photographer/Videographer: Arrange for a KNR faculty member or members to get photos at Tuesday reception and at the lecture/reception.
5. Classroom Discussions: Selection of classes – with help of Committee; Itinerary of Series; Communication with faculty, information sheet to faculty – attending, requiring, helping, etc., time schedule to sign up for assisting times; obtaining faculty to host speaker during day – including meals, arrangements through Assistant to the Director; carry out itinerary

Second Year Member Publicity/Printing (Obtain approval by Committee):

1. Photo: Secure one black and white headshot
2. Invitations: Prepare text and coordinate production for Lecture/Reception; mailed by last week of September; meet with Assistant Director to coordinate
3. Invitation mailing list - Update for Lecture/Reception
4. Flyers - revise (1/2 page sheets): All ISU Faculty/Staff (bundle for campus distribution). Have secretary contact Mailroom to arrange for “spraying” of addresses
5. Flyers - revise (Full page): post around campus and other local establishments, by end of September
6. Lecture Program - prepare text and coordinate production by end of September
7. Publicity - coordinate through Media Relations Office
8. Posters - Have posters made at FTSS (one on foam board, 3 paper): Give to the Assistant to the Director to place on easel outside lecture room, glass case in McCormick, glass case in Horton; send one to speaker.
9. Other publicity – determined by Committee, based on Lecturer. File in Director’s office on the “O” Drive under ELM Scholar/Lecture.

Third Year Member:

1. Arrange for Speaker Selection: request from faculty names and vitas of potential speakers/recognized scholars by November, finalize selection by January; meet with committee members and make offer by February; arrange for School Director to contact potential speaker with more details about Scholar Lecture
2. Bone Student Center Arrangements: reception – order food/reserve room; reserve lunch area adjacent to 1857 Room – lunch; call greenhouse for reception centerpiece to be delivered to Founder’s Suite
3. Arrange with Assistant to the Director for transportation/times, etc., for speaker’s travel arrangements; communicate with speaker through School Director
4. Lecture/Receptions: serve as Presider/Host
5. Responsible for Evaluation Summary of Scholar Lecture: final communication to faculty; recommendations for future year’s committee
6. Thank: Planning Committee; faculty; lecturer

Assistant Director:

1. Reserve Bone Student Center (8-2222): for next year (August); lecture evening (Old Main Room) and reception (Founder’s Suite); make arrangements for room set up and physical needs of speaker, etc.; update sheet (Check set-up maximum seating)
Assistant to the Director ad hoc:

1. Make transportation/hotel arrangements for lecturer
2. Create estimated budget based on previous year’s expenses and current year’s travel and lodging arrangements.
3. Coordinate mailing of invitations, RSVPs
4. Pay bills

Scholar Lecture Expenses:

1. The total budget for the speaker series should be set in consultation with the School Director.
2. The stipend for the speaker should be set in consultation with the School Director.
3. Beyond the stipend, the speaker’s travel expenses are to be covered within the budget, including:
   a. cost of transportation, hotel, and meals
   b. cost of securing a meeting room on campus, audiovisual equipment, and scheduled reception(s)
   c. costs for printing and mailing invitations.
4. A total estimated budget must be developed by the Assistant to the Director by April 30 and presented to the School Director for approval.

*Approved April 29, 2003  Vote:  22 yes  1 no  1 abstentions