

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

Revised and Approved by KNR Faculty – December 1, 2011

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School of Kinesiology and Recreation

Bylaws*

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

SECTION 1. Vision Statement

The School of Kinesiology and Recreation envisions an enhanced quality of life for all through active and healthy lifestyles.

SECTION 2. Mission Statement

The School of Kinesiology and Recreation provides nationally acclaimed academic programs that foster physically active and healthy lifestyles through exemplary teaching, scholarship and service.

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 of Kinesiology and Recreation 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 of Kinesiology and Recreation.
- B. The School of Kinesiology and Recreation will observe the rights and responsibilities of members of the administrative/professional and civil service employees as stated 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 Esther Larson McGinnis 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 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 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 all of the Program Directors with the exception of the Program Director of the Active for Life Program. The Assistant Director and at least one academic advisor serve as non-voting ex-officio members of the committee.
- F. The Esther Larson McGinnis (ELM) *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 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 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. Additionally, 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 chair 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, or similar procedures 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 meetings 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 May 1, with the exception of the Esther Larson McGinnis (ELM) Scholar Lecture Committee, which will take place immediately following the ELM Lecture each fall.

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 10% of the students currently enrolled in the School or 20% 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 or electronic 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 and Operating Codes 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**
Revised and Approved December 1, 2011 Vote: 30 yes 1 no 0 abstentions
Revised and Approved March 23, 2017 Vote: 22 yes 0 no 0 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 at least one 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 at 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 Teacher 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 Elections 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, academic advisor(s) 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 complete the online submission process.
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 Revised, or similar procedures.
4. The course initiator is responsible for adhering to the guidelines of the School, College, University and Graduate Curriculum Committees (as appropriate), and submitting the proposal to the SCC committee
5. Upon proposal submission, 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: (a) Thoroughly examining the proposal for adherence to the appropriate guidelines; (b) Using the appropriate Checklist for reviewing the course; and (c) 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 forwards the proposal 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, prior to forwarding the proposal 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 the corrections have been made, prior to forwarding the proposal 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 a 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, the proposal is 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 forward the proposal to the next level. At the UCC/GCC level, an electronic version of the proposal will be posted on the internet 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 School of KNR office.

***Approved April 29, 2003 Vote: 12 yes 7 no 4 abstentions**
Revised and approved December 1, 2011 Vote: 31 yes 0 no 0 abstentions
Revised and Approved March 23, 2017 Vote: 22 yes 0 no 0 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.

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 May 1 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 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**

Revised and approved December 1, 2011 Vote: 22 yes 0 no 0 abstentions

Revised and Approved March 23, 2017 Vote: 22 yes 0 no 0 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 positions on School and College committees. The Committee shall be composed of two faculty members elected by the School faculty. 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 May 1 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 students 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.

SUGGESTED ELECTION PROCEDURES

- 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 Scholar Lecture Series Committee (three-year term)
 - D. School Elections Committee (two-year term)
 - E. College Curriculum Committee (two-year term)
 - F. 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 Elections 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 voting shall be available to faculty on leave or sabbatical, and, on request, to faculty who must be temporarily off campus at the time of balloting.

 - E. Ballots should be deposited in the School ballot box or submitted electronically. Ballots shall be collected 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). The School Elections 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. The School Elections Committee members shall be responsible for preparing a ballot and operating the election in the same manner as described above, with the following exceptions: 1). ballots are to be deposited in the College election box or collected electronically, 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**
Revised and approved December 1, 2011 Vote: 31 yes 0 no 0 abstentions
Revised and Approved March 23, 2017 Vote: 22 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 Active for Life Program Director. The School Director shall serve as Chair of the School Administrative 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 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**
Revised and approved December 1, 2011 Vote: 30 yes 1 no 0 abstentions
Revised and Approved March 23, 2017 Vote: 22 yes 0 no 0 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, 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 Director and at least 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 (e.g., 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 Administrative Assist 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.
6. Maintain archival records of award winners.

***Approved March 20, 2003 Vote: 18 yes 0 no 0 abstentions**

Revised and approved December 1, 2011 Vote: 30 yes 1 no 0 abstentions

Revised and Approved March 23, 2017 Vote: 22 yes 0 no 0 abstentions

ESTHER LARSON MCGINNIS SCHOLAR LECTURE SERIES COMMITTEE
Operating Code*

Purpose: The purpose of the Esther Larson McGinnis 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 Esther Larson McGinnis 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. Selection of the speaker should also consider the speaker's availability and suitability for the full range of duties of which the speaker's visit is normally comprised (i.e., the scholar lecture, class visits, meetings with faculty, meals, seminars, etc.).
5. Nominations for speakers shall be submitted by either individual faculty or groups of faculty to the ELM Scholar Lecture Committee each year. Nominations should include materials (e.g. vita, web site, etc.) to assist the committee in evaluating the credentials of the nominee.
6. The nomination deadline should be around the middle of November each year.
7. The ELM committee should reach a decision on a suitable speaker not later than January 30 for the upcoming October scheduled event.
8. 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, provided steps have been taken to ensure the scheduled dates do not clash with other school activities.
2. The days of the speaker's visit shall normally be Tuesday through Thursday with the evening lecture on Wednesday, or Wednesday through Friday with the lecture on Thursday evening. The lecture will normally begin at 7:00 pm.

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. Order the plaque and plate at least 1 month ahead of the speaker's visit.
2. Set the itinerary for the speaker's visit in consultation with the Assistant Director and other KNR faculty as needed for class visits, meals, tours, etc.
 - a. The speaker's itinerary will normally include:

- i. Dinner on the evening of her arrival with one committee member, the School Director, the Dean of the College, and one KNR faculty member representing the nominating major.
 - ii. A variety of opportunities to interact with KNR students and faculty on the day of the lecture, normally including meals, class visits, a tour of the facilities, and a meeting with the School Director.
 - iii. The scholar lecture, normally at 7 pm on the second day of the visit.
 - iv. A reception following the scholar lecture.
3. Distribute the itinerary among KNR faculty.
 4. Class Materials: When scheduled for class visits, ensure that any materials associated with the class visits are distributed or provided according to the needs of the speaker. This may include audio-visual materials, handouts, technical assistance, or other duties as needed.
 5. Evening Lecture: as with class materials, coordinate the technical support required for the lecture. This may include video recording of the lecture, audio-visual support of the delivery of the lecture, sound-checks, and so on. The committee member should arrive early enough at the lecture site to ensure these duties can be completed in plenty of time.
 6. Photographer/Videographer: Arrange for a KNR faculty member or members to take photographs at the lecture and reception.

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

1. Coordinate the timely creation and distribution of all publicity material needed for the event. This normally comprises the following:
 - a. Photograph: secure one color or black and white headshot.
 - b. Invitations: prepare text and coordinate the production of the invitation for the lecture/reception; invitations should be mailed by the last week in September; meet with Assistant Director to coordinate.
 - c. Invitation mailing list: update for lecture/reception
 - d. Flyers – revise ½ page sheets: all ISU faculty/staff (bundle for campus distribution). Have KNR secretary contact Mailroom to arrange for distribution to campus addresses.
 - e. Flyers – revise full page: post around campus and other local establishments, by end of September
 - f. Lecture program: prepare text and coordinate production by end of September
 - g. Posters – have posters made at ISU printing services (one on foam board, others as needed): place on easel outside lecture room, in KNR office; send one to the speaker
2. Publicity – coordinate through Media Relations Office and KNR website.
3. Other publicity – determined by Committee, based on lecturer. File in School Director's office on the "O" drive under ELM Scholar/Lecture.

Third Year Member:

1. Arrange for Speaker Selection: request names and credentials (vitas and other testimonial evidence) of potential speakers from faculty by mid-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. Reserve room (e.g. Bone Student Center or similar) for following year's scholar lecture immediately following current year's event.
3. Make arrangements for reception following the event. Order food and reserve room (e.g. Founder's Suite if using Bone Student Center).
4. Organize speaker's travel arrangements in consultation with suitable administration support and in consultation with the speaker.

5. Serve as the host of the lecture and the reception(s).
6. Conduct evaluation of the year's scholar lecture from faculty. Make recommendations for future year's committee before rotating off at the end of the fall semester.

Additional administrative support:

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 Director by May 1 and presented to the School Director for approval.

***Approved April 29, 2003 Vote: 22 yes 1 no 1 abstentions**
Revised and approved December 1, 2011 Vote: 30 yes 0 no 1 abstention
Revised and Approved March 23, 2017 Vote: 22 yes 0 no 0 abstentions

TENURE TRACK SEARCH COMMITTEES AND APPOINTMENTS Operating Codes*

Tenure track faculty searches shall be conducted in compliance with school, college, and university policies. A search committee shall be established when approval for a faculty search has been issued by the Dean of the College.

Composition of the Search Committee

Search committees are considered Ad Hoc committees of the school and are appointed by the Director of the School. Search committees should normally be comprised of at least five full-time KNR faculty. Non-faculty members (A/P, civil service, alumni) may be members of the search committee at the discretion of the School Director. The School Director will serve as an ex-officio member of the search committee, and will vote only in the case of a tied decision on candidate selection. The School Director shall apply due consideration to diversity issues such as rank, discipline, gender, and ethnicity when appointing the members of the search committee. The School Director will select the Chairperson of the search committee. A primary contact person who is not a member of the search committee shall be identified. The primary contact person maintains all applicant files and is responsible for all direct correspondence with applicants. Upon completion of the faculty search, the committee shall be disbanded.

Roles and Responsibilities of the Search Committee

All members of the Search Committee who have not received prior training from the Office of Human Resources regarding appropriate search processes and impermissible search activities must receive this training prior to the initiation of any search procedures.

The Search Committee is responsible for

- maintaining confidentiality and security of materials throughout the search process
- developing the position announcement(s) including required and preferred qualifications and identifying required application materials
- advertising and promoting the position including recruiting qualified applicants
- planning the interview schedule and process
- reviewing/preparing interview questions
- screening applications to identify those who should become candidates
- conducting reference checks at the appropriate times, preferably with a minimum of two committee members participating in each reference check interview
 - reference checks will normally be conducted only after applicants have been approved by Equal Opportunity
 - all reference checks, whether “off-list” or on-list, must be made only after securing approval of the candidate
- conducting phone and/or in person interviews
- soliciting and reviewing input from other faculty and appropriate individuals, but only once the applicants have become candidates (i.e. have been selected for initial interviews and reference checks).
- assessing candidates to make a formal recommendation to the SFSC and/or Dean of the College

The Chairperson of the Search Committee is responsible for

- convening and conducting search committee meetings
- insuring that proper policy and procedures are followed
- completing required PERS forms and other search committee correspondence in conjunction with the administrative contact for the search committee

Roles and Responsibilities of the SFSC

The SFSC is responsible for

- reviewing the credentials of candidates to make recommendations to the School Director and Dean regarding granting of tenure and /or determining appropriate faculty rank
- providing a recommendation to the School Director and/or Dean of the College utilizing the PERS 140 form

General Guidelines

All tenured and tenure-track faculty shall be given an opportunity to review candidates' credentials. Individuals reviewing credentials should review those of all candidates. All tenured faculty members shall be given an opportunity to respond to the proposed appointment on the Recommendation for Academic Appointment (PERS 140) form. Initial appointments of probationary or tenured faculty members shall ordinarily have the approval of the majority of all SFSC members and the majority of the tenured faculty members of the School. Ordinarily, faculty are appointed on a probationary basis but on occasion can be appointed with tenure. The Dean shall review the Recommendation for Academic Appointment form and request additional signatures if the Dean considers them necessary. The Dean may, with the approval of the Provost, reduce the number of signature requirements as necessary to expedite specific decisions. Such action shall be reported to the SFSC.

The School Director and Dean will recommend salary and rank. The Provost must approve appointments, salary, and rank for all faculty members.

Upon final approval of the preferred candidate, a letter of intent shall be issued by the School Director setting forth all of the essential terms of employment for the prospective faculty member and providing the candidate with information regarding school, college, and university policies. The letter of intent should be approved by the Dean and the Provost. Employment will not begin until an appointment contract is issued by the University.

***Approved December 1, 2011 Vote: 28 yes 0 no 3 abstentions**
Revised and Approved March 23, 2017 Vote: 22 yes 0 no 0 abstentions

SCHOOL DIRECTOR SEARCH COMMITTEES AND APPOINTMENTS Operating Codes*

A new School's Chairperson shall be selected in accordance with the procedures and policies approved by the Academic Senate and the CAST Council. The School's Elections Committee will conduct the election of the representatives to the Search Committee as described in the CAST Bylaws and as designated below:

Composition of the Search Committee

The Dean of the College of Applied Science and Technology shall appoint the Chairperson of the Search Committee as well as the Secretary of the Search Committee.

- The Chairperson of the Search Committee shall be a regular faculty member not in the department/school concerned.
- The Secretary of the Search Committee shall be appointed from among the department chairpersons/school directors within the College of Applied Science and Technology.

The Search Committee shall consist of at least five faculty- the majority of which must be tenured (T)/tenure-track(TT) and at least one non-tenured track (NTT), one AP/Civil Service, and one student member. Faculty members and an alternate shall be selected, through an election, by the School wherein the vacancy exists during the process. Faculty eligible to serve on the Search Committee shall be limited to full-time faculty members having 50% or more assigned time in the School and shall have held such an appointment for at least two regular semesters prior to the election. AP/Civil Service representatives must have 50% or more assigned time in the concerned department/school and shall have held such an appointment for at least two consecutive regular semesters prior to the election. The student member shall have a declared major in the School. Procedures for the selection of the student member shall be approved by the faculty of the department/school. A primary contact person who is not a member of the search committee shall be identified. The primary contact person maintains all applicant files and is responsible for all direct correspondence with applicants. Upon completion of the faculty search, the committee shall be disbanded.

Roles and Responsibilities of the Search Committee

All members of the Search Committee who have not received prior training from the Office of Human Resources regarding appropriate search processes and impermissible search activities must receive this training prior to the initiation of any search procedures.

The Search Committee is responsible for

- maintaining confidentiality and security of materials throughout the search process
- developing the position announcement(s) including required and preferred qualifications and identifying required application materials
- advertising and promoting the position including recruiting qualified applicants
- planning the interview schedule and process
- reviewing/preparing interview questions
- screening applications to identify those who should become candidates
- conducting reference checks at the appropriate times, preferably with a minimum of two committee members participating in each reference check interview
 - reference checks will normally be conducted only after applicants have been approved by Equal Opportunity
 - all reference checks, whether "off-list" or on-list, must be made only after securing approval of the candidate
- conducting phone and/or in person interviews
- soliciting and reviewing input from other faculty and appropriate individuals, but only once the applicants have become candidates (i.e. have been selected for initial interviews and reference checks).
- assessing candidates to make a formal recommendation to the SFSC and/or Dean of the College

The Chairperson of the Search Committee is responsible for

- convening and conducting search committee meetings
- insuring that proper policy and procedures are followed

- completing required PERS forms and other search committee correspondence in conjunction with the administrative contact for the search committee

*** Revised and Approved March 23, 2017 Vote: 22 yes 0 no 0 abstentions**