

DEPARTMENT CHARTER

Exercise Science, Health & Physical Education

This charter was prepared by the faculty and staff in the Department of Exercise Science, Health and Physical Education. This charter was developed in the Spring of 2007 and was endorsed by departmental faculty on April 27, 2007.

I. VISION STATEMENT

The Department of Exercise Science, Health and Physical Education aspires to be a nationally recognized program in the fields of exercise and health science. The department is committed to developing strong undergraduate and graduate programs for students who wish to pursue careers or professional programs in these fields. This will require the department to attract a diverse population of faculty, staff, and students. The primary focus of the department over the next five years will be the enhancement of current offerings such as the Exercise Science major, Health and Physical Education major, Coaching Fundamentals minor, and Coaching Certificate. As the undergraduate programs develop and more faculty and students are secured, graduate education will become a priority.

In addition, the department will continue to be the University-wide leader in student wellness and recreation. The department provides all Michigan Tech students with co-curricular classes aimed at engaging students in active, in-depth learning of wellness concepts through participation in a variety of activity classes. Three physical education units are required by all students for graduation to emphasize personal decision making on one's own health. In addition to co-curricular activity classes, the department also offers Intramural-Recreation Sports programs, which provide a wide variety of recreational activities that appeal to the leisure-time pursuits of the students, faculty, and staff.

II. DEPARTMENTAL STRUCTURE & GOVERNANCE

A. Department Chair

The Department Chair will be responsible for the growth, development, and successful operation of all units within the Department of Exercise Science, Health and Physical Education. The Chair reports to the Dean of the College of Sciences and Arts. The following itemized responsibilities are not meant to be all-inclusive:

1. General operation of the department
2. Control and maintenance of the budget
3. Faculty and staff hiring and recruitment
4. Evaluation of the faculty and staff
5. Personnel development
6. Assignment of teaching loads
7. Program development
8. Assignment of merit pay
9. Allocation and disbursement of travel funds
10. Maintain an open, working relationship with other units on campus

B. Next-In-Charge

The Department Chair will designate during times of absence his/her a next in charge. In the absence of the Chair, the "next-in-charge" will act as the responsible person for matters pertaining to the department.

C. Intramural-Recreational Sports Services Director

The Intramural-Recreational Sports Services Director will direct a comprehensive intramural-recreational sports program for the students, faculty, and staff. He/she reports to the Department Chair. The following itemized responsibilities are not meant to be all-inclusive:

1. Coordinate the planning, selection, scheduling, and administration of intramural program activities
2. Coordinate the teaching assignments of the physical education (PE) activity courses in consultation with the Department Chair
3. Manage the Intramural-Recreational Sports Services budget
4. Recruit, train, evaluate, and develop the intramural student staff
5. Teach courses within the department
6. Serve on committees as assigned

D. Faculty, Instructors, and Staff

For the purpose of this charter, faculty are defined as tenured faculty, tenure-track faculty, and lecturers with teaching duties of 50% or greater in the Department of Exercise Science, Health and Physical Education. Instructors are defined as employees with partial teaching responsibilities ($\geq 10\%$ and less than 50%) in the department (i.e., athletic coaches, Intramural-Recreational Sports director and assistant director, athletic trainers). Staff are defined as regular, full-time (including 9-month), non-faculty employees.

E. Voting Rights

When voting on major action items such as charter modifications, chair hiring, or chair reappointment, only members of the departmental faculty council will have voting privileges. The departmental faculty council will consist of all tenured or tenure-track faculty, lecturers, instructors appointed 50% or greater to the department, and up to three elected part-time instructors (i.e., athletic coaches, athletic trainers, etc.). These three elected members of the departmental faculty council will be elected in accordance with the guidelines established in Appendix A and are expected to attend regular faculty meetings.

F. Departmental Meetings

There shall be three major faculty meetings per year in which all faculty and instructors are to attend. These three meetings shall take place at the beginning of fall semester (late August), end of fall semester (December), and end of spring semester (April). Members of the departmental faculty council are expected to attend regular meetings (weekly or bi-weekly). Other faculty meetings can be called by the Chair or by any three faculty members requesting such a meeting in writing to the Chair. The Chair shall distribute a meeting agenda for the three major faculty meetings at least one day preceding the meeting time. Any item of business can be added to the agenda or proposed for consideration at the meeting. With the exception of the first meeting of the academic year, major faculty meetings should be limited to one hour. Items of information may be distributed to the faculty and staff in writing when a meeting is impractical or otherwise unnecessary.

G. Committees

Departmental planning and problem solving requires active participation of all faculty, instructors, and staff through committees. These committees will be focused on tasks defined in written charges. Each member of the department is expected to be an active contributor to the work of committees. Strong efforts will be made to limit committee work to tasks that are essential to the department, and to make committee charges clear and precise to ensure efficiency.

Representation on the following standing departmental committees is by appointment by the Department Chair or by election if specifically described below. Additional *ad hoc* committees can be formed at the discretion of the Chair.

1. Reappointment, Promotion and Tenure Committee

This committee will consist of 3 tenured faculty from the department other than the Department Chair. If the department has fewer than 3 tenured faculty, tenured faculty from a closely-matched discipline within the College of Sciences and Arts will be assigned (i.e., Biological Sciences, Cognitive and Learning Sciences, etc.) The committee will be appointed by the Chair, who is charged with ensuring the committee has fair representation with regard to academic discipline and gender. The Chair will be mindful of interpersonal conflicts that may affect the committee's recommendations and will minimize this potential problem when assigning committee membership. The committee must then be affirmed by a vote of the departmental faculty council. An individual may not serve on the committee and the College Promotion and Tenure Committee at the same time. The committee will adhere to the established departmental reappointment, promotion, and tenure guidelines (Appendix B) and will make recommendations to the Chair.

2. Curriculum Committee

This committee will review departmental requests for course changes, deletions, and additions (i.e., Binder process). This committee is also responsible for assessing the success of our curricula and for planning improvements based on this assessment. Finally, this committee will also oversee the development of new degree offerings when applicable.

3. Grievance Committee

This committee will be comprised of three faculty members of the department elected by the faculty and instructors. An alternate member will also be elected. The chair of the committee will be chosen by committee members. A representative from Human Resources will also serve on the committee, as required by University Senate policy. The Department Chair is not eligible for membership to this committee. This committee will adhere to the departmental grievance policy as outlined in Section V of this charter. If any member of the committee is involved in the grievance, they will be replaced by the alternate for that particular grievance.

4. Peer Evaluation Committee

This committee will establish a peer evaluation schedule. This committee shall meet during the fall semester, and an established schedule shall be provided to the Department Chair by February 1. Faculty and instructors will be placed in either an activity pool or an academic pool. Placement will be decided by the Department Chair and a list of the two pools will be provided to the peer evaluation committee prior to their fall semester meeting. This committee will construct an evaluation matrix in which members of the two pools (activity vs. academic) will evaluate other members within their respective pool.

5. Charter Review Committee

This committee will review the department charter on an annual basis. The committee will provide the Department Chair with a date for the meeting by January 1st of the academic year. This committee is charged with examining the charter for discrepancies with University policy and/or current practice by the department. The committee will also propose updates and amendments as needed.

III. Teaching Assignments and Expectations

The Department Chair will meet with each faculty and instructor to determine his/her areas of competence and expertise. Teaching assignments will be determined by the Chair within the guidelines outlined below.

A. Academic Year

The Chair will assign teaching loads during the academic year in accordance with the percent distribution listed in Appendix C. The Chair has the authority to assign less than the recommended teaching distribution, but does NOT have the authority to assign more than the recommended teaching distribution unless voluntarily agreed upon by the individual.

B. Summer

The Chair will assign teaching loads during the summer in accordance with the rotation system listed in Appendix D. This rotational system only applies to physical education (PE) activity courses. Academic (EH) courses are not part of the rotational system and assignment of EH courses will be determined by the Chair. Teaching EH courses does not exclude an individual from the PE rotational system. In other words, PE and EH assignments are independent of one another.

20 **Teaching Expectations**

The Department of Exercise Science, Health and Physical Education offers both academic and co-curricular activity courses for Michigan Tech students. Departmental faculty and instructors are expected to provide students with distinctive discovery-based learning environments. All faculty and instructors are expected to contribute to the teaching mission of the department.

1. Office Hours and Teaching Evaluations

All faculty and instructors will post and hold office hours in compliance with University Senate policy. Faculty and instructors are required to have their students evaluate their teaching in each class. These evaluations come with specific instructions that are to be followed. In particular, the instructor must leave the room during the evaluation process and a student should bring the evaluations to the departmental office. Under no circumstances should an instructor have the evaluations in his/her possession after they have been filled out by the students. In the case of after hour classes or classes held away from the SDC (i.e., Memorial Union Building, golf course, etc.), special arrangements will be made if a student cannot bring them to the Exercise Science, Health and Physical Education office located in the Student Development Complex. Coordinate your evaluation date with the departmental administrative aide a week prior to administering the student evaluations. In addition to student evaluations, annual peer evaluations will also be conducted to help ensure quality teaching (See Appendix E) and periodic administrative evaluations from the Chair or Intramural-Recreational Sports Services Director. Administrative evaluations can occur anytime, but will typically take place on an annual basis. The Chair or Intramural-Recreational Sports Services Director will use the same form used for peer evaluations and will follow-up their evaluation with a one-on-one meeting.

2. Substitution Policy

When faculty or instructors are out of town during an instructional day (i.e., professional conferences, coaches traveling to contests or recruiting, etc.), the faculty or instructor is responsible for finding a substitute for their classes. It is strongly encouraged to find another faculty or instructor, but a student (deemed responsible by the instructor) is permitted to cover these classes if other faculty and instructors are unavailable. If a student is placed in charge of a class, it is the responsibility of the departing faculty/instructor to prepare the student for the class. Do NOT provide students with any information containing personal information (i.e., student identification numbers) in your absence. Regardless of who covers the class (faculty, instructor, or student), the departmental administrative aide should always be kept informed of class coverage changes. Absence forms and lesson plans must be submitted to the departmental administrative aide prior to the scheduled absence (see

Appendix F). Classes are NOT to be cancelled without approval from the Department Chair.

3. Reprimand Policy

Faculty and instructors are required to meet all classes or arrange a suitable substitute. If classes do not meet or are poorly conducted, the Department Chair shall reprimand the instructor in the following manner:

First offense:	Communication dialogue and informal documentation
Second offense:	Verbal and official written reprimand (Dean to be copied)
Third offense:	Recommendation of dismissal from department submitted to the Dean

21 SEARCH PROCEDURE FOR A NEW DEPARTMENT CHAIR

The Dean of Sciences and Arts, in consultation with the Department of Exercise Science, Health and Physical Education, will decide if the search will be restricted to internal candidates or if there will be an open search for internal and external candidates.

A. Search Committee

The committee shall consist of five (5) members. One member (faculty, staff, or administrator) is appointed by the Dean of Sciences and Arts from outside the Department of Exercise Science, Health and Physical Education. The remaining four members are elected from the departmental faculty council. The chairperson of the search committee will be elected at the first meeting.

22 Restrictions

The following restrictions apply to committee members:

- a. Candidates for the Department Chair position are not eligible to serve on the search/selection committee.
- b. A deadline for accepting applications will be posted in the advertisement for the Chair position.
- c. Applications will be accepted until the position is filled.
- d. After the deadline date, no committee member may declare candidacy for the position.
- e. The committee cannot change the deadline date without approval by the voting body.

3. Department Goals

An updated document of the departmental five-year goals will be prepared and supplied to the Search Committee and to said candidates to give them an idea of our current position as a department and our desired progress and future direction.

B. Chair Committee Selection Process

The Dean initiates the search with a memo from his/her office. The department's senator and a representative appointed by the current Department Chair conducts the election of the search committee. Candidates for the search committee must be faculty or instructors in the Department of Exercise Science, Health and Physical Education. The departmental faculty council will vote on the 4 internal committee members.

The senator and the appointed individual will tabulate the results. Ties are resolved by re-voting the top five candidates. After the departmental selections are made, the senator will request the Dean to appoint his/her representative to the committee. The senator gives each member of the search committee a copy of this entire Chair selection proposal. The department senator informs all members of the department of the names of the search committee

C. Position Description

The search committee, with input from the current Department Chair, the Dean, and the Affirmative Action Officer, produces the first draft of the position description, which will be two parts. Part 1 will be qualifications, expectations, etc. Part 2 will be desired attributes such as inter-personal skills, management style, etc. This two-part description is sent to all faculty, instructors and staff in the Department of Exercise Science, Health and Physical Education. These documents are to be discussed at a departmental meeting.

D. Mechanism of Identifying Candidates

The Request for Posting memo should be completed and sent to the Human Resources Office. The position will be advertised in appropriate professional journals and publications.

E. Short List of Candidates

The selection committee after reviewing vitae, reference letters, and other relevant materials, produces a short list of up to three candidates to be invited for an interview.

F. Interview Process

A minimum of two candidates should be invited for an interview. Each candidate's vita is sent to all faculty, instructors and staff members. The reference letters should be on file and accessible to any member who would like to review them.

Each candidate should be asked the same main components:

1. Candidates' administrative philosophy
2. Departmental educational goals
3. Resources needed to attain goals

The search committee makes appointments for the candidate to meet faculty, various administrators, and other appropriate people.

G. Selection of the Chair

After the interviewing is complete, the selection process may begin. Balloting is conducted on the candidates using the senate voting procedure – a ballot is sent only to voting members of the department and tabulated by the search committee. A simple majority of the voting constituency is all that is needed to send a recommendation to the Dean of Sciences and Arts. The final appointment decision rests with the Dean, subject to the approval of the Provost and President.

<p>Exercise Science, Health and Physical Education For the position of Department Chair, I find the candidate</p> <p>_____</p> <p>Preferred candidate _____</p> <p>Acceptable _____</p> <p>Unacceptable _____</p>
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H. Term as Chair

The chair position is a 12 month appointment. The chair will serve a three-year term, renewable for additional three-year terms.

20 Evaluation of Chair

1. Annual Review (Optional)

All members of the departmental faculty council will evaluate the chair annually (April). This evaluation will aid in attaining the departmental goals, as well as providing the department management with input from the unit members, as democratically as possible.

Categories for evaluation will include: Management Style, Fiscal Responsibility, Progress Toward Department Goals, Teaching, Community and University Public Relations, Program Development and Effectiveness as a Leader.

The evaluation forms will be distributed and collected by the departmental Senator and two members of the departmental faculty council (one appointed by the Chair and one voted by the departmental faculty council). This committee will meet and review the evaluations as a group. The chair will receive a composite of the original of each evaluation. After the April evaluations are completed, the committee will meet with the chair to assess any changes necessary. A copy of the composite will be sent to the Dean of Sciences and Arts.

2. Major Review (Required)

At the completion of the Chair's third year, a major review will be conducted with a vote taken for reappointment at that time. Should an early review be necessary, a simple majority vote can initiate the process.

All members of the departmental faculty council will evaluate the chair in April of the third year. Categories for evaluation will be the same as for the optional annual review with a vote being taken by ballot for reappointment.

The evaluation forms and ballot will be distributed and collected by the departmental Senator and two members of the departmental faculty council (one appointed by the Chair and one voted by the departmental faculty council). This committee will meet and review the evaluations as a group. The chair will receive a composite of the original of each evaluation. After the evaluations are completed, the committee will meet with the chair to assess any changes necessary. A copy of the composite will be sent to the Dean of Sciences and Arts.

V. HIRING PROCEDURES, ALLOCATIONS, AND RAISES

A. Hiring of Physical Education Faculty/Staff

A committee of no less than three members will be selected to screen job applicants, with final approval by the Chair. Current hiring procedures established by the Human Resources Office will be followed. Hiring of Athletic Department Coaches, who will have teaching responsibilities in the Department of Exercise Science, Health and Physical Education, will have the Department Chair or a designee represented on the Athletic Department Selection Committee. The Chair or designee will communicate to all new hires the teaching expectations and the supervision of all classroom activities.

B. Raises

The Chair will be responsible for the determination of pay raise allocations based on student and peer evaluations of teaching, committee work, and the Chair's overall evaluation.

C. Promotion and/or Tenure

Faculty members who are eligible for promotion and/or tenure shall meet with the Promotion-Tenure Committee to ensure that the candidate(s) meet the department criteria for promotion and/or tenure. Upon a favorable consensus of the committee that the faculty member has met or exceeded departmental promotion/tenure criteria, the committee shall make a recommendation to the Department Chair. The Chair will send his/her recommendation, along with the recommendation of the Promotion-Tenure Committee, to the Dean of the College of Sciences and Arts.

Should the committee or the Chair not recommend the faculty member for promotion and/or tenure, the reason shall be given in writing to the faculty member. Suggestions as to what the faculty member can do to present a stronger case for promotion and/or tenure in the future will be provided.

D. Grievance Procedure

Anyone having a grievance within the Department (according to senate policy) should bring their concern in writing to the Department Chair.

The Chair refers the matter to the departmental grievance committee elected by the constituents. If this committee agrees with the Chair, the grievant can appeal the matter to the University Review Committee.

However, if the committee disagrees with the Chair, the matter will be referred automatically to the University Review Committee (see Senate policy).

21 **AMENDMENT OF THE CHARTER**

Any member of the faculty/staff may propose amendments to this charter at any time by the following procedure:

- A. Written proposals must be given to the Department Chair in writing. The Chair will forward this proposal on to the charter committee.
- B. The charter committee will report to the faculty/staff in writing in time to allow for sufficient review and approval before submission outside of the department. Reports are to include:
 - 1. A copy of the original proposal for each member of the faculty/staff.
 - 2. Written comments about the possible ramifications of the proposal.
- C. Amendment proposals will be placed on the agenda for discussion and voted on at the next department meeting that occurs more than 24 hours after the committee report is distributed to the faculty/staff.
- D. The support of two-thirds or more of the departmental faculty council is required for approval of the amendment.
- E. Upon approval by the departmental faculty council, the amendment will be forwarded in accordance with University policy.

22 **SABBATICAL LEAVE AND EMERITUS STATUS**

- B. The Department Chair will review the sabbatical leave request and discuss staffing plans with the faculty on an annual basis.
- C. The adopted and approved emeritus professor policy is provided in Senate Proposal 20-02. In part 4 of Proposal 20-02, it is stated that emeriti are eligible to be recommended by their department/schools for a number of privileges. The Department of Exercise Science, Health and Physical Education will offer, if requested, all emeriti recommended privileges listed.

20 **CONFLICTS WITH UNIVERSITY POLICY**

If the provisions of this Charter are ever in conflict with University policies and procedures, the University policies and procedures take precedence.

APPENDIX A

Department of Exercise Science, Health and Physical Education Voting Rights

The Department of Exercise Science, Health and Physical Education and the Athletic Department share several employees. Below is a chart table of the shared employees who have regular teaching assignments within the Department of Exercise Science, Health and Physical Education.

POSITION	% ESHPE	% ATHLETIC
Head Women's Basketball	10	90
Head Volleyball	10	90
Head Tennis	10	90
Head Nordic and CC	10	90
Head Track & Field	10	90
Assistant Athletic Director	10	90
Associate Head Football	20	80
Assistant Football (3)	20 (60% total)	80
Assistant Men's Basketball	20	80
Assistant Women's Basketball	20	80
Assistant Volleyball	20	80
Strength & Conditioning Coach	20	80
Athletic Trainers (3)	12 credits (40%)	
TOTAL	260% = 2.6 FTE	

Of the 16 employees shared between the two departments, up to three individuals will be selected to represent the above constituencies in weekly faculty meetings and voting issues. The selection process of these individuals will be as follows:

- The Department Chair will solicit nominees at the April departmental meeting
- The Department Chair will propose up to three individuals to serve on the department faculty council by August 1 of the year.
- At the annual fall meeting, the Chair will open the floor for any discussion of the selected individuals to serve on the faculty council. Following the discussion, the Chair may choose to keep his/her nominees the same or propose a new list of candidates. The part-time employees (i.e., athletic coaches, athletic trainers, etc.) will vote at the annual fall meeting to determine if the Chair selections are acceptable. A 2/3 vote is necessary for acceptance. If the Chair choices are not acceptable, discussion will follow and a new list will be generated until 2/3 approval is met.

APPENDIX B

Department of Exercise Science, Health and Physical Education Reappointment, Promotion & Tenure

I. Criteria for Promotion and Reappointment

A. To Assistant Professor

The title of Assistant Professor is awarded to faculty members who show promise for continued professional growth as evidenced by such activities as publications, presentations at professional meetings, and effective teaching. To qualify for such recognition the candidate should:

1. Normally have a Ph.D., although a degree at another level may be considered terminal in some fields.
2. Evidence competence as a teacher and demonstrate the ability to work and communicate effectively with students and peers.
3. Maintain active membership in appropriate professional societies.
4. Have publications in refereed professional journals and presentations at professional meetings.

B. To Associate Professor

The title of Associate Professor is awarded to faculty members who have demonstrated active professional development during recent years and who hold promise of continuing this development. The candidate should have demonstrated:

1. That all requirements for promotion to the rank of Assistant Professor have been met.
2. Effective contributions to the educational mission of the university as evidenced by effective performance as a teacher, as judged by students and peers in lecture, laboratory, and seminar. The following will strengthen these contributions:
 - a) contributions to curriculum development
 - b) concern for the academic welfare of students through advising and counseling, and other inter-personal interactions
 - c) obtaining grants or gifts for educational equipment or programs
 - d) development of improved methods or techniques in education resulting in the publication of workbooks, laboratory manuals, textbooks, or articles
3. Continuing and active participation in research that makes the candidate and department known beyond the confines of the campus should be evidenced by publication in refereed national or international journals, writing grant proposals, and some combination of the following:
 - a) presentation of research papers at regional, national, or international professional meetings
 - b) serving as an advisor or committee member for graduate students
 - c) obtaining contracts or grants
 - d) filing of an application for a patent based on research accomplishments
4. Service to the university or the profession should be evidenced by one or more of the following:
 - a) serving on committees within the university.
 - b) serving as reviewer for journals or granting agencies.
 - c) service to professional organizations.

C. To Professor

The title of Professor is awarded to those faculty members who have achieved outstanding professional recognition -- local, regional, and national -- in education or research (2 or 3 below). This recognition can be obtained through a variety of activities that demonstrate professional achievement. For promotion to Professor an individual will have a longer period of productive activity and be recognized by a wide circle of peers. The qualifications of the

candidate will indicate continuing professional activity in each of the following, with nationally recognized contributions in 2 or 3:

1. All requirements for promotion to the rank of Associate Professor have been met.
2. Continuing, contributions to the educational mission of the university as evidenced by effective performance as a teacher, demonstrating excellence well beyond the average in his/her knowledge of subject and ability to communicate this knowledge at the appropriate level in a variety of teaching situations, as judged by students and peers, and by some combination of the following:
 - a) contributions to curriculum development
 - b) concern for the academic welfare of students through advising and counseling, and other inter-personal interactions
 - c) obtaining grants or gifts for educational equipment or programs
 - d) development of improved methods or techniques in education resulting in the publication of workbooks, laboratory manuals, textbooks, or articles
 - e) development of innovative teaching programs
 - f) group leadership and involvement in inter- or multi-disciplinary teaching program
 - g) national leadership in education through leadership in such activities as symposia, consulting, or workshops
3. Provide strong and continuing evidence of scholarly activity in research by publication in appropriate refereed national or international scientific or educational journals or by publication of nationally recognized professional books, by submitting grant proposals, and by continuing an active participation in the profession in a way that makes the candidate and department known in a positive way. He/she would also participate in some combination of the following as evidence of strong professional development:
 - a) involvement with graduate students as a major advisor
 - b) continued, consistent record of publication
 - c) development of improved methods or techniques in education as demonstrated by either publication or classroom effectiveness as judged by student and peer evaluation
 - d) membership in professional organizations and participation in activities such as chairing sessions, organizing symposia, reviewing papers and proposals, holding a national or international office, serving on editorial board of a professional journal or professional newsletter
 - e) obtaining contracts or grants
 - f) filing of an application for a patent, based on research accomplishments
 - g) presentation of papers at appropriate professional meetings
 - h) involvement in the departmental graduate program
 - i) group leadership and involvement in inter- or multi-disciplinary research
 - j) development of innovative research programs
4. Service to the university or the profession should be evidenced by some combination of the following:
 - a) serving on committees within the university
 - b) serving as reviewer for journals or granting agencies
 - c) holding an office in a national or international professional organization
 - d) significant contributions to the academic and professional programs of the university through such activities as serving on the university curriculum committee, graduate council, research council, university senate, college or university search committee, and presentation of guest seminars in other departments
 - e) effective handling of administrative duties within the department and university
 - f) serving as a professional consultant for local, state, or national government as a result of expertise in one's field
 - g) presentation of seminars or workshops at other universities
 - h) presentations of seminars or workshops for K- 12 students or teachers

D. Reappointment to the rank of Assistant Professor, Associate Professor and Professor will utilize the departmental criteria outlined above to determine progress within the rank and if applicable toward promotion.

II. Reappointment of:

A. Untenured Tenure-Track Faculty

Reappointment must be reviewed by the Departmental Reappointment, Promotion, and Tenure Committee and the Department Chair as outlined in the Criteria for Promotion and Tenure. Reappointment is based on steady and sufficient progress toward the next faculty rank as outlined in the departmental guidelines for promotion and tenure. Following the regular review process, the faculty member will be notified in writing by the chair, in consultation with the Departmental Reappointment, Promotion, and Tenure Committee, of those strengths and weaknesses in progress toward tenure as considered by the departmental committee and chair. If that progress is considered insufficient, the Chair, under advice from the Reappointment, Promotion, and Tenure Committee, will provide written documentation of the deficiencies and strengths. The department is under no obligation to renew the contract if the Committee considers that the untenured faculty member is unable to contribute adequately to the mission of the department.

B. Lecturer

Re-appointment of Lecturer shall be based on teaching and service only, using the same criteria as for faculty on tenure track. In most cases, the teaching responsibilities will be greater than those for tenurable faculty who have research responsibilities. In cases where lecturers hold administrative positions, administrative duties may be credited in lieu of some teaching/service responsibilities. Since lecturers are not tenurable, salary considerations will include their performance in teaching, administrative duties, and service as defined in the criteria set for tenurable faculty.

C. Research Assistant Professor, Research Associate Professor, and Research Professor

Research faculty positions are one-year renewable appointments that depend on available funding. A successful researcher in these ranks is not eligible for tenure, but should expect to proceed in rank as appropriate. For faculty ranks preceded by the title "Research," criteria for promotion will follow guidelines for tenure-track faculty. However, progression through the ranks will depend almost entirely on research performance. Therefore, publication and funding achievements must exceed those for faculty at the same rank whose titles do not include "Research." Research faculty must be externally funded sufficiently to support their appointment and research independent of university support. Furthermore, the research must support the goals of the department. Such faculty are expected to support the department and university by contributing to graduate advising, presenting and/or teaching seminars, and collaborating in research.

III. Adjunct Positions

An adjunct position within the department permits a scholar to use departmental and university facilities, but does not obligate the university to provide any financial compensation. Appointments to adjunct positions must be approved by the departmental Reappointment, Promotion, and Tenure Committee. Such a person may be encouraged but not required to seek external funding. A successful researcher in these ranks is not eligible for tenure, but should expect to proceed in rank as appropriate. Adjunct faculty who hold a tenurable position or research faculty position in another department in this university will automatically receive the adjunct rank bestowed upon them by that department. For those who do not hold another position in the university, criteria for promotion will follow guidelines for tenure-track faculty. However, importance of service, teaching, and research must be modified as appropriate to the role of the particular adjunct position.

APPENDIX C

Department of Exercise Science, Health and Physical Education Distribution of Teaching Responsibility

Part-time Departmental Instructors:

POSITION	% TEACHING	% ATHLETIC	TYPICAL LOAD PER YEAR
Head Women's Basketball	10	90	2.5 PE credits
Head Volleyball	10	90	2.5 PE credits
Head Tennis	10	90	2.5 PE credits
Head Nordic and CC	10	90	2.5 PE credits
Head Track & Field	10	90	2.5 PE credits
Assistant Athletic Director	10	90	2.5 PE credits
Associate Head Football	20	80	5.5 PE credits
Assistant Football (3)	20	80	5.5 PE credits
Assistant Men's Basketball	20	80	5.5 PE credits
Assistant Women's Basketball	20	80	5.5 PE credits
Assistant Volleyball	20	80	5.5 PE credits
Strength & Conditioning Coach	20	80	6 EH credits
Athletic Trainers (3)	Contract (12 credits)		4 EH credits

Full-time Departmental Faculty and Instructors:

POSITION	% TEACHING	% OTHER	TYPICAL LOAD PER YEAR
Chair	10	90	3 credits of EH
IM Director	20	80	5.5 PE credits
IM Assistant Director	40	60	6 EH credits 5.5 PE credits
TT Assistant Professor	40	60	12 EH credits
Lecturer 1*	80	20	10 EH credits* 2 PE credit
Lecturer 2	90	10	12 EH credits 12.5 PE credits

% Other: administration, research, internship coordination, and/or advising.

* This does not include EH 4800 (Health & Physical Education Internship) and EH 4900 (Exercise Science Internship). 40% of Lecturer 1's teaching load is actually internship coordination of EH 4900 and EH 4800 (12 credits/year).

General Policy:

10% Teaching = 3 academic credits/year OR 2.5 activity credits/year

- This provides 1 hour of prep time per academic (EH) credit and 30 min of prep time for every 0.5 credit activity (PE) course.

APPENDIX D

Department of Exercise Science, Health and Physical Education Summer Teaching Rotation

1. There are two pools for teaching summer activity (PE) courses. The first pool (ESHPE) is for full-time teaching employees in the Department of Exercise Science, Health and Physical Education. In order to be in the ESHPE pool, you must have been teaching for the department for at least three years. The second pool is for athletic coaches with part-time teaching responsibilities within the Department of Exercise Science, Health and Physical Education. In order to be in the coaches pool, you must have been teaching part-time for the department for at least five years.
2. You must teach at least 2.5 units or 2 credits per year to be eligible for the coaches pool.
3. When one becomes eligible for either pool, they are placed at the top of the pool. If more than one individual enters the pool in any given year, their placement in the pool will be determined by seniority (date of hire).

EXAMPLE OF POOLS/ROTATION (Summer 2007-2009)

<p><u>ESHPE POOL</u> Craig Pellizzaro Judy Fynewever Dennis Hagenbuch</p>	<p><u>COACHES POOL</u> John Barnes Krista Mikesch Mike Axford Tom Kearly</p>	<p><u>ELIGIBLE IN 2008</u> Joel Isaacson Joe Haggemiller Luke Kiss</p>	<p><u>ELIGIBLE IN 2009</u> Tim Driscoll</p>
<p>TRACK A</p>	<p><u>2007 (actual)</u> Craig Pellizzaro John Barnes</p>	<p><u>2008 (projected)</u> Dennis Hagenbuch Joel Isaacson</p>	<p><u>2009 (projected)</u> Judy Fynewever Luke Kiss</p>
<p>TRACK B</p>	<p>Judy Fynewever Krista Mikesch</p>	<p>Craig Pellizzaro Joe Haggemiller</p>	<p>Dennis Hagenbuch Tim Driscoll</p>

OTHER NOTES

- The Department Chair has the right to veto any teacher's summer appointments.
- Any teacher with an issue must bring it up to the Department Chair. The Chair will form an *ad hoc* committee to review the issue.
- Decision to teach must be made within one week of being asked by the Chair. This will be done whenever summer class registration is being prepared by departments (usually October).
- If you decide to accept the summer teaching, you must teach the entire track. Do not accept if you anticipate missing more than a week of instruction. Substitutions for a couple of classes throughout the 7 week summer track is acceptable, but substitution sheets must be filled out and given to the departmental administrative aide.
- If you decline one year, then you get first choice within your pool the next year.
- There must be at least three people in a pool or there will be one pool.
- The two instructors for each track must agree on their teaching assignments. Disputes will be decided by an *ad hoc* committee selected by the Department Chair.
- After leaving the pool, one must serve two consecutive years teaching before re-entering the pool. Position within the pool will be determined upon re-entry.

APPENDIX E

Department of Exercise Science, Health and Physical Education Peer Evaluation

CLASS VISITATION

Date:	Day:	Time:
Instructor:		Class:

Note to evaluator: Further detailed comments may be made by number below or on back.

- | | | | | | |
|---|-------------|---|---|-------------------|---------------|
| 1. Promptness | 5 | 4 | 3 | 2 | 1 |
| | Early | | | | Late |
| | | | | | |
| 2. Non-verbal Communication | | | | | |
| Posture | 5 | 4 | 3 | 2 | 1 |
| Dress | 5 | 4 | 3 | 2 | 1 |
| Eye contact | 5 | 4 | 3 | 2 | 1 |
| | Appropriate | | | | Inappropriate |
| | | | | | |
| 3. Verbal Communication | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| | Excellent | | | | Poor |
| | | | | | |
| 4. Instructional Organization | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| | Excellent | | | | Poor |
| | | | | | |
| 5. Continued Instructor/Student Interaction | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| | Excellent | | | | Poor |
| | | | | | |
| 6. Unique Class Features (handouts, video, other in-class procedures, etc.): | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| | Excellent | | | | Poor |
| | | | | | |
| 7. Overall, this instructor was | | | | | |
| | 5 | 4 | 3 | 2 | 1 |
| | Very Good | | | Needs Improvement | |

COMMENTS:

Signature of Evaluator

Date

APPENDIX F

Department of Exercise Science, Health and Physical Education Notice of Absence & Class Coverage

INSTRUCTOR NAME:

DATE & TIME LEAVING:

DATE & TIME RETURNING:

REASON FOR ABSENCE:

DATE	→				
	Monday	Tuesday	Wednesday	Thursday	Friday
Class & Time					
Sub Name*					
Class & Time					
Sub Name*					
Class & Time					
Sub Name*					
Class & Time					
Sub Name*					

***SUBSTITUTE'S PHONE NUMBER (IF STUDENT):**

Person named above knows that I will be gone and has agreed to teach my class during this time.
This form should be filled out and given to the administrative aide at least one day before leaving.

NOTE TO COACHES: If your absence is due to team-related business, please attach a copy of your itinerary!

(OVER)

Lesson Plan for P.E. Class Sub

Name of Regular Instructor:		
Name of Substitute Instructor:		
Name of Class:		
Day:	Date:	Time:
Location:		
Equipment:		
Means of taking roll:		
Opening:		

	Practice Method	Notes
Review		
New Skills to be Taught		
Practices or Games		
Closing		

APPENDIX G

Department of Exercise Science, Health and Physical Education Peer Evaluation

Chairperson Evaluation Questionnaire

Chair Name: _____ Department: _____

Please rank your chair/director with respect to each of the areas listed below. The following scale applies to all numerical responses: **1-Strongly disagree, 2-disagree, 3 -neutral, 4-agree, 5 -strongly agree, I - insufficient information**

Communication

- | | | | | | | | |
|-----|--|---|---|---|---|---|---|
| 1. | The chair has clearly communicated the goals of the department. | 1 | 2 | 3 | 4 | 5 | I |
| 2. | I had sufficient input into the formulation of the department goals. | 1 | 2 | 3 | 4 | 5 | I |
| 3. | The chair is an effective advocate for the department to the higher administration. | 1 | 2 | 3 | 4 | 5 | I |
| 4. | The chair effectively and accurately communicates the position of the higher administration to the department. | 1 | 2 | 3 | 4 | 5 | I |
| 5. | The chair has shown the ability to maintain high departmental morale. | 1 | 2 | 3 | 4 | 5 | I |
| 6. | The chair communicates effectively with departmental committees and respects committee decisions. | 1 | 2 | 3 | 4 | 5 | I |
| 7. | The chair uses a participative approach to management. | 1 | 2 | 3 | 4 | 5 | I |
| 8. | The actions of the chair enhance the image of the department outside the university. | 1 | 2 | 3 | 4 | 5 | I |
| 9. | The chair is in touch with the student attitudes towards the department and its curriculum. | 1 | 2 | 3 | 4 | 5 | I |
| 10. | The chair works to create an environment that fosters faculty/staff development. | 1 | 2 | 3 | 4 | 5 | I |
| 11. | The chair treats you with respect. | 1 | 2 | 3 | 4 | 5 | I |
| 12. | The chair encourages and nurtures effective teaching. | 1 | 2 | 3 | 4 | 5 | I |

Administrative Detail

- | | | | | | | | |
|-----|---|---|---|---|---|---|---|
| 13. | The chair ensures that resources are distributed equitably within the department. | 1 | 2 | 3 | 4 | 5 | I |
| 14. | The chair ensures that work is assigned fairly and suitably. | 1 | 2 | 3 | 4 | 5 | I |
| 15. | Equitable decisions are made on salary adjustments. | 1 | 2 | 3 | 4 | 5 | I |

