

I. By-laws of the Department of Exercise and Sport Science – Approved May 3 2019

II. Organization and Operation

A. Preamble

Department members are governed by six interdependent sets of regulations: (1) Federal and State laws and regulations; (2) UW System policies and rules; (3) UWL policies and rules; (4) College of Science and Health policies and rules; (5) shared governance by-laws and policies for ranked faculty and staff; and (6) Department by-laws. The purpose of these department by-laws is to provide procedures for conducting business of the department. These by-laws shall not conflict with the by-laws of the College of Science and Health, the University of Wisconsin-La Crosse (UWL) or the UW System. In the event of a conflict, the UW System, UWL or the College of Science and Health by-laws shall take precedence and the department by-laws shall be amended accordingly.

The Department of Exercise and Sport Science was formed in 1913 as a School of Physical Education with one-, two-, and three-year programs. That same year the Physical Education Club was formed, making it the longest continuous student organization on campus. The Department began offering a Bachelor of Science Degree in Physical Education in 1926. The Women's Physical Education Department was formed in 1937. A Master of Science Degree in Physical Education was first offered in 1956. In 1973, the Department began to offer a Master of Science Degree in Adult Fitness and Cardiac Rehabilitation. In 1975, the Men's and Women's Physical Education Departments were combined into one Department of Physical Education. The Athletic Training program was added in 1980 and the non-teaching emphases of Fitness and Sport Management were added in 1986. The Department was named a University of Wisconsin Center of Excellence in 1989. In 1993, new Master of Science Degrees in Human Performance and Sport Administration were added. The Physical Education Department changed its name to the Department of Exercise and Sport Science in 1995. In 2001, the Athletic Training program became a stand-alone Bachelor of Science degree. The Adult Fitness/Cardiac Rehabilitation graduate program changed its name to Clinical Exercise Physiology in 2005.

B. Meeting Guidelines

Meetings shall be called by the Department Chairperson, with no fewer than six meetings each academic year. All meetings will be held in accordance with Wisconsin open meeting laws (<https://www.doj.state.wi.us/sites/default/files/dls/open-meetings-law-compliance-guide-2010.pdf>). All meetings will be conducted according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com>) as accepted by the department.

1. Attendance

All voting members shall attend scheduled meetings unless excused by the Department Chairperson.

2. Information on Minutes

The Department Chairperson appoints a ranked faculty or Instructional Academic Staff (IAS) member to serve as the department meeting secretary for the academic

year.

Department meeting minutes will be recorded by the department secretary and circulated to all members before the next department meeting. Minutes are amended if necessary and approved by the members at the next meeting according to II.C (Membership and Voting) below. All approved minutes are stored in an electronic file by the Administrative Department Assistant (ADA) and on the Learning Management System (LMS) department page.

C. Membership and Voting Rights

All personnel who hold a .5 FTE or greater academic year appointment in the Department of Exercise and Sport Science as a non-instructional academic staff, IAS or ranked faculty member (with the exception of ad-hoc status and one year only appointments) shall hold membership in the department and have voting rights. Except where otherwise noted in these by-laws (sections V, VI, VII), each member shall have one vote on matters of business of the department. Unless specifically indicated otherwise, a simple majority of those voting carries the vote. Voting may be conducted by voice, hand, or electronically and any member can call for a roll call vote. Proxy voting is not allowed. Members who vote by teleconference or videoconference and have heard all the deliberation are eligible to vote.

D. Definitions of Quorum and Majority

Simple majority of the qualified voting members of the department shall constitute a quorum. A quorum must be present to conduct any vote. All motions of the department shall require a simple majority vote of the members present for acceptance. In personnel matters, the procedures outlined in sections V, VI, and VII will determine quorum and majority.

E. Changes of By-laws

These by-laws may be amended by a two-thirds vote of the members of the department present at any regular meeting of the department provided that there is a quorum present and the written amendment was submitted and discussed at a previous regular meeting. In matters of personnel (sections V, VI, VII), changes are made by a two-thirds vote of the tenured faculty. If the change involves IAS, the voting body will be tenured faculty and senior lecturers and will require a two-thirds vote to amend.

III. Ranked Faculty/Staff Responsibilities and Expectations

A. Ranked Faculty Responsibilities and Expectations

Ranked Faculty responsibilities are referenced in Section IV of the Faculty Senate by-laws entitled “Responsibilities of Departments, Department Members, and Department Chairpersons.” A complete set of the by-laws are available on the Senate webpage under “Articles, bylaws and policies” (<https://www.uwlax.edu/faculty-senate/articles-bylaws-and-policies/>).

All ranked faculty are expected to participate in teaching, service, and scholarship. Ranked faculty are assigned into an academic program area by the Department Chairperson and they are expected to teach courses and provide service to that program. In addition, ranked faculty are expected to provide academic advising to assigned students. Ranked faculty workload expectations are determined by the Department in consultation and agreement with the college Dean (consistent with Ranked Faculty Workload Policy [adopted by

Faculty Senate 12-2-93]). A statement on School of Education affiliated faculty teaching, scholarship, and service expectations is presented in appendix D.

1. Teaching

The Department expects ranked faculty to demonstrate excellence and continued growth as teachers. All ranked faculty members are expected to engage in activities inside and outside the classroom which support student learning and advising. As a result, ranked faculty are encouraged to possess up-to-date knowledge of the subject, motivate students' interest in the subject; present clear and organized classroom lectures, develop and modify curriculum, be current in the use of appropriate technology in teaching classes, and be available for out of class student assistance. For retention and promotion, ranked faculty need to demonstrate evidence of improving and developing their teaching (see section V for criteria).

2. Scholarship

A primary goal of the Department of Exercise and Sport Science is to foster the personal and professional development of its students through an active and engaged faculty. To accomplish these goals and support the mission of the institution, the Department expects that all ranked faculty engage in appropriate scholarly activities (see section V for criteria). These scholarly activities should focus on discipline-based research, contribution to application or practice, or learning and pedagogical research. For retention and promotion, ranked faculty need to demonstrate evidence of appropriate scholarship (see appendix A for the Department of ESS definition of scholarship).

3. Service

All ranked faculty are expected to provide service to the department, college, university, and profession. This may involve service assigned by the Department Chairperson and/or Program Director (see section V for specific criteria for retention, tenure, and promotion).

B. Instructional Academic Staff Responsibilities and Expectations

Request for IAS hiring will be presented to the college Dean. The request will indicate one of the standard titles from the lecturer or clinical professor series (<https://www.uwlax.edu/human-resources/ias-promotion-resources/>) and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. ([https://www.uwlax.edu/uploadedFiles/Offices-Services/Human\\_Resources/OverloadPaymentsforFacultyAcademicStaffPolicy.pdf](https://www.uwlax.edu/uploadedFiles/Offices-Services/Human_Resources/OverloadPaymentsforFacultyAcademicStaffPolicy.pdf)). See Faculty Senate Articles, Bylaws and Policies <https://drive.google.com/file/d/0B5olNNrU5bquTmdYZDRmcHI5UHM/view>. The responsibilities of IAS are predominantly related to the instructional mission of the department. Additionally, IAS may be expected to engage in service and advising.

1. Teaching

Instructional Academic Staff will be assigned teaching responsibilities in concert

with their expertise and department needs. As with ranked faculty (see above III.A.1) IAS will be expected to maintain appropriate professional content expertise to ensure quality in their teaching role. Instructional Academic Staff workload expectations are determined by the department in consultation and agreement with the college Dean (consistent with IAS Workload Policy [adopted by Faculty Senate 10-27-11]).

2. Scholarship

There is no expectation of IAS to engage in scholarly activities, unless their position requires it and it is included as part of the position description when hired.

3. Service

If the appointment is .5 FTE or above, the department expects IAS to serve on one department committee per year and to provide academic advising to assigned students on a prorated basis. If the appointment is less than .5 FTE, the department expects IAS to provide advising to assigned students on a prorated basis and no department committee service is expected.

C. Non-instructional Academic Staff Responsibilities and Expectations

The responsibilities of non-instructional academic staff are defined by their position description. These individuals are expected to serve on one department committee. Student advising is not expected. Unless scholarship activities are part of their job descriptions, these activities are not expected.

D. Student Evaluation of Instruction (SEI)

The department will follow the UWL SEI policy and procedure available on the Faculty Senate webpage (<https://www.uwlax.edu/faculty-senate/>). For ranked faculty, results from the faculty approved SEI questions are required for retention, tenure, and promotion in the form of: (1) the single motivation item and (2) the composite SEI consisting of the five common questions.

These numbers will be reported using the Teaching Assignment Information (TAI) form. The department will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivational item and the composite SEI are reported. Finally, the department adds the departmental fractional median for both the single motivational item and the composite, the minimum and maximum composite SEI for the department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that item (e.g., 3 of 15). For IAS renewal and promotion, the same information as above is reported; however, no TAIs are generated for IAS.

IV. Merit Evaluation (Annual Review of Faculty and IAS)

A. Evaluation Process and Criteria

The results of merit reviews for all ranked faculty and IAS who have completed at least one

academic year at UWL are due to the Dean’s Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending May 31. The department uses a 200-point scale to determine faculty/IAS merit ranking. Individuals need to submit their merit forms to the Merit Committee by October 15 to qualify for those points. The committee will submit the point values to the Chairperson by December 1. The Department Chairperson will complete the merit rankings by December 15. Faculty will be informed of their individual merit scores and ranking by February 1 (see department LMS for merit forms).

The 200-point distribution is determined as follows:	<u>Max</u>
- Highest semester SEI median SEI X 10	50 points
- Merit Sheet	100 points
- Chairperson Evaluation	50 points

The ranked faculty and IAS are then ranked by category from highest to lowest in total accumulated points.

B. Evaluation of the Department Chairperson

The evaluation of the Department Chairperson is the same as above except a ranked faculty/IAS survey is substituted for the Chairperson evaluation. This survey is conducted by the Merit Committee and the point value is submitted to the Chairperson to be included in the Chairperson’s total point value (see department LMS for the survey).

C. Distribution of Merit Funds

The total departmental merit pool is divided into two portions: (1) the portion generated by the ranked faculty in the department and (2) the portion generated by IAS in the department. The percent amount of the pay plan that is designated for solid performance will be awarded to each qualifying member and deducted from the appropriate pool. In addition, 10% is deducted from the remaining amount in each pool and divided among the top performers which are the top five individuals in each category as extra merit dollars.

New faculty and IAS are reviewed for retention in the spring semester. If retained, the salary adjustment for these new ranked faculty/IAS will be the average increment generated by the pay plan. The remaining money of the pay plan will be distributed to the qualifying department members in the following manner.

1. Ranked Faculty

The total number of merit points accumulated by the ranked faculty is divided into the pool of money generated by the ranked faculty for a dollar value/point. Each ranked faculty’s total merit score is multiplied by the dollar value for the annual merit raise for that individual.

2. Instructional Academic Staff

A process similar to that used for faculty is used for the IAS. The total number of

merit points accumulated is divided into the IAS pool of money for a dollar value/point. Each individual's merit score is multiplied by the dollar value to determine the merit raise for that individual.

#### D. Merit Appeal Procedures

If a ranked faculty/IAS believes that their merit ranking is not representative of their performance, they can appeal to the Department Chairperson for a review. The first step is to meet with the Chairperson and review how the points were determined. If the individual believes the score should be higher, he/she could present additional information that may raise the score. If the Chairperson would agree, adjustments would be made. The chairperson may consult with the Merit Committee as needed to make a final decision.

#### V. Ranked Faculty Review

The Department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06-3.11 and UWL 3.06-3.08). [<https://www.uwlax.edu/human-resources/employee-handbook/>]. Tenure and retention decisions will be guided by the criteria established in the Department by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in section V.A (Retention Procedures) and V.B (Tenure Review) in these by-laws should be applied to ranked faculty with a contract date after June, 2009. The Department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website (<https://www.uwlax.edu/human-resources/>).

Each probationary ranked faculty member will be reviewed annually by the department. Human Resources will notify departments, at the beginning of each academic year of the deadlines for submission of departmental retention materials to the college office. Specific review procedures and criteria are discussed below.

All probationary faculty will be formally reviewed in the spring of their first year. A departmental letter will be submitted to the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for probationary faculty in their second, fourth, and sixth years.

##### A. Retention Procedures

Retention reviews will be conducted by the tenured faculty. All individuals will be notified early in the semester of the review about the materials that need to be submitted to the department office two weeks before their scheduled meeting date.

##### 1. Electronic Retention Portfolio

Ranked faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional materials. Additional materials required for departmental review include curriculum vitae, annual goals, and goal progress reports.

##### 2. Review Meeting

Each probationary faculty will discuss their performance and answer questions during a retention review meeting with the tenured faculty. Following the review of each candidate, the tenured faculty will discuss the performance and vote yes or

no for retention provided a quorum (2/3) of the tenured faculty are present. A majority of the total tenured faculty must vote yes for retention to be recommended. The candidate will receive notification of the department's recommendation. Written notification for retention will coincide with submission of materials to the Dean. If non-retention is recommended, the candidate can request the reasons for the recommendation within 10 days of the receipt of the notification. Written reasons shall be provided to the faculty member within 10 days of the written request.

### 3. Materials to the Dean

The department will provide the following materials to the Dean: (1) department review letter with results of the vote; (2) the (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) along with department comparison SEI data; (3) merit evaluation data; and (4) the candidate's electronic portfolio.

### 4. Retention Criteria

Performance in the areas of teaching, scholarship, and service will be reviewed for the determination of retention. Ranked faculty need to perform at acceptable levels in all three areas to attain tenure. For retention decisions before tenure, the following expectations will be used to evaluate individuals.

#### (1) Teaching

Teaching is evaluated through in-class lesson observations by tenured faculty, SEI scores, student comments, and curriculum contributions. Ranked faculty are expected to maintain expertise to effectively perform their teaching assignments. Minimal expectations for performance are:

- (a) Acceptable semester SEI fractional medians scores (typically 4.0 or higher) are required utilizing the Faculty Senate SEI tool.
- (b) Acceptable tenured faculty (peer) reviews of lessons utilizing the ESS Department form.
- (c) Major issues consistently raised by students that have been addressed in previous review meetings will need to have been satisfactorily addressed.

#### (2) Scholarship

All tenure-track faculty are expected to engage in scholarship for the purpose of keeping the faculty member current in the knowledge base of the field, provide research mentors for our students, and promote the excellence of our programs beyond the university. Scholarship should primarily occur in the program area to which the faculty member is assigned. See appendix

A for the department definition of scholarship. Minimal expectations for acceptable performance are strong progress toward the criteria for tenure outlined in appendix B.

(3) Service

All tenure-track faculty are expected to perform service and advising duties for the department, provide college and/or university service after the third year, and be engaged in professional service at the state, regional, or national level before the tenure review. Minimal expectations for acceptable performance are:

- (a) Provide competent academic advising to assigned students.
- (b) Serve on one department standing committee per year.
- (c) Assist in ad hoc (e.g., search and screen committees) service when asked.
- (d) Participate in assigned program area activities (e.g., curriculum discussions/development, admissions process, program assessments, accreditation process, and appeals process).

5. Appeal Process

The appeal process for both retention and tenure decisions are the same. The procedure is as follows:

- (1) The faculty member who is recommended for non-renewal must submit a letter requesting a reconsideration meeting to the Department Chairperson within 10 working days of the notification of non-renewal (See UWL Faculty Personnel Rules). A reconsideration meeting is arranged for the probationary faculty member to meet with the tenured faculty to address the reasons for the non-renewal recommendation. A seven-day time span must be allowed between the receipt of the request letter and the scheduling of the meeting. The procedures of the meeting will follow UWL Personnel Rules (<https://www.uwlax.edu/human-resources/unclassified-personnel-rules/>).
- (2) At the conclusion of the reconsideration meeting, the tenured faculty re-votes. If the vote changes and the faculty supports retention, then a retention recommendation will be forwarded to the Dean. If the vote still supports non-renewal, the original recommendation will be forwarded to the Dean. The faculty member will be informed in writing within five working days of the re-vote.
- (3) If non-renewal is still the recommendation after the reconsideration meeting, the faculty member may pursue the university appeals process that is governed by the Faculty Senate (<https://www.uwlax.edu/human-resources/unclassified-personnel-rules/>).

## B. Tenure Review

A tenure decision is the last retention decision for a probationary faculty member. Unless a candidate is given credit for previous experience, the probationary period is seven years. The department tenure decision is made in the Fall of the sixth year. The tenure review process is similar to the other retention reviews, however, the individual's entire body of work from the date of hire will be evaluated to determine if the person should be recommended for tenure. After the decision is made by the tenured faculty, the individual will be informed by the Department Chairperson in writing of the recommendation within seven days of the vote. If non-tenure is recommended the candidate can request in writing the reasons for the recommendation within 10 days of the receipt of the notification. Written reasons shall be provided the faculty member by the Department Chairperson within 10 days of the written request (see UWL 307-2 for the complete explanation). The criteria used for the tenure decision are as follows:

### 1. Teaching

The accumulated SEI scores, peer lesson reviews, student ratings, curriculum contributions, and appropriate professional development activities are reviewed by the tenured faculty. The minimal criteria are as follows:

- (1) Acceptable semester SEI fractional medians scores (typically 4.0 or higher) are required utilizing the Faculty Senate SEI tool.
- (2) Acceptable peer lesson reviews utilizing the ESS Department form.
- (3) Major issues consistently raised by students that have been addressed in previous review meetings will need to have been satisfactorily addressed.
- (4) The contributions by the candidate to the curriculum (new courses, course revisions, development of new clinical experiences, etc.) are considered positive by the majority of tenured faculty.
- (5) Appropriate engagement in professional development (maintaining/acquiring necessary certifications, learning appropriate technology, learning new knowledge/skills of the field, etc.) is considered acceptable by the majority of tenured faculty.

### 2. Scholarship

The accumulated scholarship products will be reviewed by the tenured faculty to determine if sufficient Department scholarship has been accomplished since the date of hire at UWL. See appendix B for the specific scholarship criteria in a tenure recommendation. See appendix C for approved journals for each academic program area.

### 3. Service

The accumulated service activities will be reviewed by the tenured faculty to determine if sufficient service has been accomplished since the date of hire at UWL. Probationary faculty are expected to provide service to the department, college and/or university, assigned program, and professional organizations. Service will be evaluated in both a quantitative and qualitative manner. The minimal criteria used to evaluate the activities are as follows:

- (1) Probationary faculty are expected to provide competent academic advising to assigned students.
- (2) Probationary faculty are expected to contribute to one department standing committee per year.
- (3) Probationary faculty are expected to contribute to department ad hoc needs (e.g., search and screen committees) when asked.
- (4) Probationary faculty are expected to be a contributing member to their assigned program area (i.e., curriculum review/development, admissions process, program assessment, self-studies, policy and procedure development, and appeals process).
- (5) Probationary faculty are expected to have served on a college or School of Education and/or a Faculty Senate standing committee and provide some service to a professional society/association.

### C. Post-Tenure Review

Each tenured faculty member is reviewed by the tenured faculty every five years. The purpose of the review is to discuss the individual's performance over the previous five years and to discuss goals for the following five years. If deficits are present, the tenured faculty can discuss corrective measures. The tenured faculty will discuss ways the Department can assist in the attainment of future goals (<https://www.uwlax.edu/human-resources/post-tenure-review-policy/>). The review procedures for individuals scheduled for a post-tenure review are as follows:

1. The review will be conducted by the tenured faculty in the spring term.
2. The faculty being reviewed will provide a current vita, a sample syllabus and written goals for the next five years to the Department Chairperson two weeks prior to the scheduled meeting. The Chairperson will provide the information to the tenured faculty for their review.
3. The individual will meet with tenured faculty and discuss accomplishments and goals.

4. A letter will be sent by the Department Chairperson to the individual and a copy placed in his/her file providing a performance assessment and agreements about future goals.
5. A copy of the letter will be sent to the Dean.

#### D. Promotion Procedures

The Department will follow the UWL guidelines and schedules regarding faculty promotion that are available at <https://www.uwlax.edu/human-resources/>. The Department will only consider activities accomplished since time of hire at UWL for promotion. For promotion to associate professor, there should be clear evidence that the candidate's work is consistent with tenure criteria and that the candidate has achieved an academic reputation of at least regional recognition. For promotion to full professor, there should be documented evidence that the candidate brings positive external recognition to the Department as a regional/national leader in their associated academic program area. The basic process used for promotion consideration are as follows:

1. Procedures
  - (1) All candidates seeking review for promotion need to inform the Department Chairperson by April 15.
  - (2) The Chairperson will inform the candidate by April 30 what materials need to be submitted to the Chairperson by September 15.
  - (3) All submitted materials need to be in the electronic format required by UWL.
  - (4) The Department Chairperson will place submitted material on the department LMS for the tenured faculty to review.
  - (5) Each candidate will meet with tenured faculty, who are at their proposed rank or higher, in October to discuss their promotion portfolio. If there are less than five tenured faculties at that rank, the Dean will appoint other members from the college to create a committee of five to serve on the review committee.
  - (6) The review committee will discuss the portfolio and vote. A majority vote of the review committee at the time of the promotion decision meeting is required to recommend promotion. The candidate will be informed in writing by the Department Chairperson within seven working days of the recommendation. If promotion is not recommended, reasons will be provided in the letter.
  - (7) If promotion is recommended, a letter will be prepared and sent to the Dean along with the electronic portfolio.

## 2. Criteria

### (1) Teaching

The criteria for evaluating teaching for promotion to associate professor are the same as for tenure. For promotion to full professor, at least two additional years of documented teaching effectiveness using the same criteria as for promotion to associate professor are required. For promotion to full professor, there should be evidence of leadership in program development/curriculum as documented by a letter from the tenured faculty of the candidate's program or the Department Chairperson if there are not senior tenured faculty members in the program.

### (2) Scholarship

The criteria for promotion to associate professor are equivalent to the criteria for tenure. The Department Chairperson and senior faculty should be aware of trends within the Joint Promotion Committee regarding magnitude of work (total and in- rank) and should counsel the candidate appropriately. For promotion to full professor, the criteria are as follows:

- (a) Lead authorship on five refereed manuscripts published in acceptable journals for the candidate's sub-discipline.
- (b) Complete one of the following:
  - i. authorship in six additional refereed journals acceptable in the candidate's program (lead authorship not required).
  - ii. authorship of four published chapters in academic textbooks in the candidate's program.
  - iii. authorship in three additional refereed journals acceptable in the candidate's program (lead authorship not required) and authorship of two published chapters in academic textbooks in the candidate's program.
- (c) Lead presenter of five refereed presentations within the candidate's sub- discipline at international, national, or regional meetings (not state or local level).
- (d) One of the following:
  - i. Primary authorship of one or more funded external peer-

reviewed grant proposals in the candidate's sub-discipline. Total grant funds awarded must exceed \$75,000. Grant awards may include research-oriented UW System programs.

- ii. Six other scholarly activities related to the candidate's sub-discipline that are listed in appendix B. 4b.

### (3) Service

The criteria for promotion to associate professor are equivalent to the criteria for tenure. The candidate should provide evidence of active service on at least one department standing committee per year, advising assigned students and fulfilling program responsibilities in their respective academic program. At least two cumulative years of college/university committee service are required. Evidence of active professional service in state/regional/national professional societies is required.

For promotion to full professor, the candidate should provide leadership service to the Department and provide at least three cumulative years of college and/or university committee service, at the Associate Professor level. There must be evidence that the candidate has achieved an active role in professional society/association service.

### 3. Appeal Process

The appeal process for reconsideration of the department's recommendation is the same as the reconsideration procedures for the tenure/retention process.

## VI. Instructional Academic Staff Review

In accordance with Unclassified Personnel Rules Chapter 10, academic staff (instructional and non-instructional) will be evaluated annually. <https://www.uwlax.edu/human-resources/faculty-and-staff/performance-appraisals/>

The review will be conducted by the tenured faculty and the Senior IAS. If the review takes place in the last year of the contract, a retention recommendation is made. Instructional Academic Staff performance is evaluated in the teaching, service, and professional development/scholarship areas. The review process follows:

#### A. Annual Review

##### 1. Procedures

- (1) All individuals will be notified early in the semester of their annual review about the materials that need to be submitted to the department office 14 days before their scheduled meeting date.
- (2) For the review, each IAS will need to submit an up-to-date curriculum vita, the previous year's goals and accomplishments, the current year's goals, and current syllabi from the primary teaching area. Goals will address the areas of teaching, service, and professional development. All goals must have measurable outcomes and be submitted in a required format (See ESS Department LMS for examples).
- (3) Each IAS will be scheduled to meet with the tenured faculty to review their performance and goals. If it is the last year of that individual's contract, a retention vote

will be taken. A majority vote of the total number of tenured faculty and senior IAS is needed for retention. The faculty will generate a letter indicating the strengths and areas for improvement that is sent to the Dean.

- (4) For performance evaluation decisions, the IAS will be notified in writing within 21 working days of the decision by the Department Chairperson. For retention decisions, the IAS will be informed within seven days after the decision has been made.

## 2. Criteria

### (1) Teaching

- (a) Acceptable semester composite fractional median SEI scores (typically 4.0 or better) using the required Faculty Senate SEI tool.
- (b) Lesson review mean score of 3.0 during the review period. Required ESS Department evaluation form must be used. For IAS who have a multi-year contract, at least one lesson review will be conducted every five years. For IAS who have one year contracts, a lesson review will be conducted every three years. The lesson reviews will be arranged by the Department Chairperson and conducted by tenured faculty or senior IAS.
- (c) Student lesson review mean score of 3.0 or better are achieved on the department student rating form during the review period.
- (d) Serious issues consistently raised by students and/or ESS faculty and staff that have been addressed in previous review meetings will need to have been satisfactorily remedied.

### (2) Service

- (a) IAS are expected to provide competent academic advising to assigned students.
- (b) IAS are expected to provide competent service to one department standing committee per year. IAS with less than a 50% appointment are not expected to fulfill this responsibility.
- (c) IAS are expected to contribute to the needs of their assigned program area (i.e., curriculum review/development, program assessment, admissions process, and appeals process).

### (3) Professional Development

- (a) All IAS are expected to maintain necessary skills and current knowledge for their teaching assignment. Thus, ongoing professional

development is an expectation. This will be evaluated in the following ways:

- (b) Annual goals—the Department utilizes goal setting and evaluation of goals as part of the annual review process. This process is used to assist individual's growth and monitor progress for members of the Department.
- (c) Evaluation of the goals and outcomes is part of the annual review process and is included in the individual's annual letter to the Dean of the College.

## B. Career Promotion

Policies and procedures guiding promotion for IAS are available on the Provost's website. The process the Department will use follows:

### 1. Procedures

- (1) Individuals, who want to be considered for promotion, need to inform the Department Chairperson by April 15.
- (2) The Chairperson will inform the candidates by April 30 what materials they will need to submit to the Chairperson by September 15. Materials need to be submitted in an electronic format. The Chairperson will place the files on a secured LMS for the tenured faculty and IAS at or above the applicant's proposed rank to review.
- (3) A meeting with the Chairperson will be arranged to discuss the candidate(s) electronic portfolios.
- (4) After the meeting, the tenured faculty and appropriate IAS will discuss the materials and vote on the promotion. A majority vote of the members present is necessary for a positive recommendation. The candidate will be informed in writing by the Department Chairperson within seven working days of the decision.
- (5) If promotion is recommended, a supporting letter written by the Department Chairperson and the portfolio will be sent to the Dean.

### 2. Criteria

#### (1) Teaching

First and foremost, an individual requesting promotion must be an above average teacher. Materials submitted need to demonstrate good lesson reviews, a high level of student satisfaction, contributions to curriculum and/or course development, and acceptable SEI ratings (typically 4.5 or

above).

(2) Service

Candidates for promotion would be expected to provide service to the department and college/university. Materials submitted should demonstrate consistent yearly department service, and frequent college and/or university service.

(3) Professional Development

Candidates for promotion are expected to maintain certifications and have current knowledge and skills to perform their assigned duties. Materials submitted should demonstrate no lapse in certifications, up-to-date knowledge and skills, and consistent effort to continuously improve.

(4) Scholarship

While scholarship is not required, demonstration of scholarly activity is encouraged and valued (see Appendices A and B for examples of scholarship typically done in the department).

3. Appeals Process

The same procedures used for faculty appeals in retention and promotion decisions are utilized for IAS retention and promotion decisions.

II. Non-Instructional Academic Staff Review

Non-instructional academic staff are reviewed annually. The review procedures used are similar to those employed for IAS, however, some of the criteria are different. The review will be conducted by the tenured faculty and the Senior IAS/NIAS. If the review takes place in the last year of the contract, a retention recommendation is made. Non-Instructional Academic Staff typically do not have teaching responsibilities. Retention is based upon how well they perform their specific job duties. They may also have academic advising duties.

A. Annual Review

In accordance with Unclassified Personnel Rules Chapter 10, academic staff (instructional and non-instructional) will be evaluated annually. <https://www.uwlax.edu/human-resources/faculty-and-staff/performance-appraisals/>. Performance reviews of non-instructional academic staff (NIAS) are due to Human Resources from the Dean's office no later than July 31.

1. Procedures

- (1) All individuals will be notified early in the semester of their annual review about the materials that need to be submitted to the department office 14 days before their scheduled meeting date.

- (2) For the review, each NIAS will need to submit an up-to-date curriculum vita, the previous year's goals and accomplishments, the current year's goals. Goals will address the areas of professional development and service. All goals must have measurable outcomes and be submitted in a required format (See ESS Department LMS for examples).
- (3) Each NIAS will be scheduled to meet with the tenured faculty and senior IAS/NIAS to review their performance and goals. If it is the last year of that individual's contract, a retention vote will be taken. A majority vote of the total number of tenured faculty and senior IAS/NIAS is needed for retention. The faculty will generate a letter indicating the strengths and areas for improvement that is sent to the Dean.
- (4) For performance evaluation decisions, the NIAS will be notified in writing within 21 working days of the decision by the Department Chairperson. For retention decisions, the NIAS will be informed within seven days after the decision has been made.

## 2. Criteria

### (2) Professional Development

- (a) All NIAS are expected to maintain necessary skills and current knowledge for their job duties. Thus, ongoing professional development is an expectation. This will be evaluated in the following ways:
- (b) Annual goals—the Department utilizes goal setting and evaluation of goals as part of the annual review process. This process is used to assist individual's growth and monitor progress for members of the Department.
- (c) Evaluation of the goals and outcomes is part of the annual review process and is included in the individual's annual letter to the Dean of the College.

### (3) Service

- (a) NIAS may also have academic advising duties.

## B. Career Promotion

### 1. Procedures

- (1) Individuals, who want to be considered for promotion, need to inform the Department Chairperson by April 15.

- (2) The Chairperson will inform the candidates by April 30 what materials they will need to submit to the Chairperson by August 15. Materials need to be submitted in an electronic format. The Chairperson will place the files on a secured LMS for the tenured faculty and senior IAS/NIAS at or above the applicant's proposed rank to review.
- (3) A meeting with the tenured faculty and senior IAS/NIAS will be arranged to discuss the candidate(s) electronic portfolios.
- (4) After the meeting, the tenured faculty and senior IAS/NIAS will discuss the materials and vote on the promotion. A majority vote of the members present is necessary for a positive recommendation. The candidate will be informed in writing by the Department Chairperson within seven working days of the decision.
- (5) If promotion is recommended, a supporting letter written by the Department Chairperson and the portfolio will be sent to the Dean.

## 2. Criteria

- (1) Professional Development  
Candidates for promotion are expected to maintain certifications and have current knowledge and skills to perform their assigned duties. Materials submitted should demonstrate no lapse in certifications, up-to-date knowledge and skills, and consistent effort to continuously improve.
- (2) Additional Criteria  
The Department will follow the UWL Title review guidelines/suggestions regarding NIAS Career progression that are available at <https://www.uwlax.edu/human-resources/>.

## 3. Appeals Process

The same procedures used for faculty appeals in retention and promotion decisions are utilized for NIAS retention and promotion decisions.

## III. Governance

### A. Department Chairperson

Department Chairpersons are elected and serve a three-year term. There are no term limits. The Department will adhere to the selection and duties of the Chairperson that are delineated in the Faculty Senate Policies found at <http://uwlax.edu/facultysenate> under the heading "IV. Responsibilities of Departments, Department Members, and Department Chairpersons" and "VI. Remuneration of Department Chairpersons." In addition, references to chair-related duties are contained in the Faculty Handbook (<https://www.uwlax.edu/human-resources/employee-handbook/>)

## 1. Election Process

### (1) Eligibility requirements for serving as Chairperson

All members of a Department shall be eligible to serve as Department Chairperson provided they are:

- (a) Tenured and at the rank of assistant professor or above;
- (b) On staff of this University at least three full semesters;
- (c) Not on terminal contract or temporary appointment.

### (2) Eligibility requirements for voting for Chairperson

- (a) All members of the Department holding at least half-time appointment are eligible to vote provided they have the status of:
  - i. Ranked faculty designated as holding appointments or tenure in the Department in official personnel records maintained by the provost/vice chancellor;
  - ii. Academic staff with faculty status holding appointments in the Department who have been granted eligibility by action of the ranked faculty of the Department per the department bylaws;
  - iii. Faculty or academic staff described (above) whose leave of absence from the University or assignment to duties outside the Department will terminate within the three-year term of the Chairperson to be elected;
  - iv. Faculty or academic staff who claim membership in the Department or who have been extended voting privileges by a majority of the other eligible voters of the Department on grounds that their University appointment is functionally part of the Department's activities.

### (3) Term of office for Chairperson

- (a) A term of office shall be three years, subject to removal for cause. The term shall start on July 1 of the year elected.

## (4) Method of selection

- (a) If the Department has fewer than five members eligible to vote, the Chairperson will be appointed by the Chancellor after consulting with the provost, dean, and the department membership. If the Department has five or more members eligible to vote, the Chairperson shall be elected under the Faculty Senate Policies found at <http://uwlax.edu/facultysenate> (V. The Selection of Department Chairpersons, Method of Selection).
- (b) The Department may elect to have its Chair determined by the Chancellor's appointment under the following procedures:
  - i. Prior to the distribution of an election ballot, a petition signed by no fewer than 25 percent of the members of a Department may be addressed to the Dean requesting a Department meeting be held to consider the issue of selecting a Chairperson by Chancellor's appointment;
  - ii. At least one week in advance, the Dean shall announce in writing to each Department member eligible to vote the time, place, and the purpose of the meeting at which the Dean will preside and the issue will be discussed;
  - iii. The Dean shall then send ballots to each Department member eligible to vote to determine if the Chairperson is to be selected by election or by appointment by the Chancellor;
  - iv. Each Department member receiving a ballot shall mark his/her preference and return it to the Dean who shall tabulate the votes and communicate the results to the Vice Chancellor and the Chancellor;
  - v. If the Department majority votes for selecting a Chair by Chancellor's appointment, the Chancellor shall appoint a Chairperson for the term of office;
  - vi. If it is deemed necessary, the Chancellor may fill the Chair from off-campus providing the appointee has credentials appropriate to the Department's academic discipline and the appointment conforms to the Departmental application of the University's tenure density policy;
  - vii. Unless another petition is received by the Dean by the end of the three-year term and the Department votes again to request the Chancellor to appoint a Chairperson, the Department shall return to the elective system;
- (c) The names of all Chairpersons-Elect shall be announced by the Chancellor.

- (5) Elastic Clause  
Nothing in this bylaw shall preclude the Chancellor from appointing a Chairperson from within or from outside a Department when and if the need exists.

2. Rights and Responsibilities of the Department Chairperson

Rights

- (1) The Department Chairperson will receive release time to conduct the administrative duties.
- (2) The Department Chairperson will have an ADA assigned to assist with administrative duties.

Responsibilities

- (1) Registration and Scheduling
  - (a) Developing semester, Winter intersession, and summer session class schedules in consultation with the faculty and IAS.
  - (b) Monitoring registration and assessing the need to add or cancel classes.
- (2) Curriculum
  - (a) Implementing the authorized curriculum; initiating discussions of curricular issues; developing proposals for new or revised courses, special projects, grant proposals, curriculum changes; arranging for textbook selection; and participating in the presentation of departmental proposals before the appropriate committees.
  - (b) Receiving and responding to concerns about curriculum and acting on substitution and waiver requests brought by students and others.
- (3) Budget, Textbooks, Equipment, and Facilities
  - (a) Preparing the annual departmental budget for travel, services, supplies and equipment; ordering all budget items; and managing expenditures in accordance with the budget plan.
  - (b) Managing all ESS Foundation accounts.
  - (c) Making recommendations for textbook and library budgets and other budgets as requested.

- (d) Reporting textbook choices to the Textbook Rental Service in a timely fashion.
  - (e) Managing instructional equipment and supplies.
  - (f) Making assignments of offices, classrooms and other work areas; obtaining other facilities when needed; and requesting maintenance for repairs for equipment, offices, classrooms, and other work areas.
- (4) Meetings and Committees
- (a) Establishing a schedule of departmental meetings.
  - (b) Ensuring that departmental committees are meeting to fulfill their responsibilities.
  - (c) Attending meetings of appropriate departmental, college and university committees.
  - (d) Designating or recommending department members to serve on committees as requested.
  - (e) Arranging for representation and participation of the department at professional meetings and placement centers as appropriate.
  - (f) Serving on committees as required.
- (5) Personnel
- (a) Conveying to the appropriate administrative officer the personnel needs of the department for faculty and IAS, graduate assistants, classified staff, and student help.
  - (b) Monitoring all department search and screen activities for compliance with UWL Affirmative Action hiring procedures.
  - (c) Describing and publicizing faculty and IAS vacancies and corresponding with applicants and placement agencies, scheduling and participating in interviews, making recommendations to the appropriate administrative officer regarding hiring.
  - (d) Providing orientation for new members regarding departmental policies and procedures, departmental expectations for faculty and IAS, and faculty and IAS responsibilities.

- (e) Scheduling student evaluation of department members.
  - (f) Describing and publicizing graduate assistantship positions, making recommendations to the appropriate administrative officer regarding hiring of graduate assistants, providing orientation and assignment for graduate assistants, and participating in the evaluation of graduate assistants.
  - (g) Arranging for the selection, hiring, training, overseeing, and evaluation of classified staff and student help.
  - (h) Recommending summer and winter intersession appointments to the appropriate administrative officers within the university.
  - (i) Ensuring the continuation of classes during prolonged faculty absences.
- (6) Students
- (a) Receiving and responding to student questions, concerns, and complaints regarding courses, curriculum requirements, faculty/staff, and grades.
  - (b) Coordinating advising activities for the department.
- (7) Teaching in the department as assigned.
- (8) Other Responsibilities
- (a) Responding to inquiries from the university, the UW System, and external accrediting agencies regarding department programs.
  - (b) Conferring, as needed, with other chairpersons in the university and with other departments of the same discipline in the system and area.
  - (c) Corresponding with prospective students and the general public on their inquiries.

B. Assistant Department Chairperson

1. Selection Process  
Appointed by the chairperson.
2. Rights  
The Assistant Department Chairperson will receive release time to conduct the administrative duties.
3. Responsibilities

The Assistant Department Chairperson's chief responsibility is to assist the Department Chair in the performance of his/her duties, as directed by the Chair. In addition, the Assistant Chair is authorized to act on behalf of the Department Chair whenever the Chair is unavailable to perform the duties of his/her office.

C. Assessment Coordinator

1. Selection Process  
Appointed by the chairperson.
2. Rights  
The Assessment Coordinator will receive release time to conduct the administrative duties.
3. Responsibilities
  - (1) Teaching in the department as assigned.
  - (2) Assist program directors with assessment plan development.
  - (3) Coordinate reporting of assessment plans and outcomes.
  - (4) Assist program directors with data entry into university-approved assessment software.
  - (5) Maintain a comprehensive department assessment plan, to collect and analyze data, and to prepare a department assessment report every three years for the ESS Department Chairperson.

D. Program Director

A program director is assigned for each academic program in the Department. Current undergraduate programs include: Exercise Science, Physical Education Teacher Education, and Sport Management. Current graduate programs include: Athletic Training, Clinical Exercise Physiology, Human Performance, and Physical Education Teacher Education.

1. Selection Process  
Appointed by the Chair after consultation with the primary faculty teaching and advising in a particular program.
2. Rights  
The program director will receive release time to conduct the administrative duties.
3. Responsibilities
  - (1) Teaching in the program as assigned.

- (2) Serve as spokesperson for the assigned program both for internal and external activities.
- (3) Monitor the curriculum of the program, including course offerings, scheduling, course enrollments, catalog accuracy.
- (4) Conduct administrative tasks of the program such as student application, selection and retention in the program.
- (5) Maintain webpage for advisement, recruiting, advertisement, and accuracy of the program offering.
- (6) Process inquiries of interest and recruit students for the program.
- (7) Advise students.
- (8) Organize and conduct student orientation, mass advisement and other academic large academic activities of the program.
- (9) Coordinate academic program review and external accreditation activities specific to the program.
- (10) Conduct and report assessment activities of the program.
- (11) Maintain alumni relationships as needed.
- (12) If applicable, select graduate assistants and seek tuition funding for those selected.
- (13) Supervise graduate assistants if applicable to the program.
- (14) Manage internship site listing for students in the program.

E. Standing Departmental Committees

The committees below are standing committees of the Department. All committees shall meet during the first month of the academic year to elect officers and set regular meeting times. Committee members are expected to attend regularly scheduled meetings. If a committee member has more than three unexcused absences or is unable to serve, the committee members shall be replaced by another department member appointed by the Department Chairperson. All committees must have written operating procedures that are followed and forwarded to individuals serving during the next academic year.

1. The Board of Directors

The Chairperson and Assistant Chairperson of the Department, the Chairperson appointed program directors, and two at large members elected by the voting members of the Department to serve one-year terms shall constitute the Board of Directors. Directors of the following department programs are members of the Board of Directors:

Undergraduate  
- Exercise Science

Graduate  
- Athletic Training

- Physical Education Teacher Education
- Sport Management
- Clinical Exercise Physiology
- Human Performance
- Physical Education Teacher Education

- (1) The Chairperson of the Department shall schedule and preside over the Board meetings and shall set the agenda for each meeting.
- (2) The Board of Directors shall be a recommending body to the Department Chairperson. They shall make recommendations concerning strategic planning, budget, faculty workload, Department program staffing, and other duties as may be prescribed in these by-laws.
- (3) Program directors will communicate with faculty involved in the respective program on curricular, budget, staffing, facility, future planning matters and represent consensus of that body at Board of Directors meetings.
- (4) The Board of Directors shall be subject to the orders of the department membership, and none of its acts shall conflict with action taken by the department.
- (5) The Board of Directors shall meet at least twice each month. Special meetings may be called by the Department Chairperson.

## 2. Curriculum Committee

The Curriculum Committee consists of five members who each serve a term of three years in staggered year terms and are appointed by the Department Chairperson. The committee elects a chair at its first meeting at the start of the Fall term. The committee will determine their regular monthly meeting times and report to the Department Chairperson. The duties of the Curriculum Committee are as follows:

Review all curriculum material that will need university approval and when appropriately developed will move the material forward for a department vote, along with feasibility recommendations concerning long term staffing, facilities, scheduling, and funding.

## 3. Merit Committee

The Merit Committee consists of five members who each serve a period of three years in staggered year terms and are appointed by the Department Chairperson. The committee elects a chair at the first meeting at the start of the Fall term. The duties of the Merit Committee are as follows:

- (1) The committee will receive the faculty/IAS merit material from the Department Chairperson by October 15. No materials will be accepted after that date. The committee will submit faculty/IAS scores to the Department Chairperson by December 1. Scores will be calculated based upon department procedures.

- (2) Review department merit procedures and instruments and make recommendations for change to the department when appropriate.
- (3) Evaluate the Department Chairperson's performance and submit merit score.

4. By-laws Committee

The By-laws Committee consists of five members who each serve a term of three years in staggered year terms and are appointed by the Department Chairperson. The committee elects a chair at the first meeting at the start of the Fall term. The duties of the By-laws Committee are as follows:

- (1) Review by-laws annually to assure compliance with university and UW-System rules and regulations.
- (2) To ensure the URL's printed in the ESS by-laws are up-to-date and in compliance with the university and UW-System.
- (3) Review by-laws annually to reflect departmental function.
- (4) All changes (with the exception of simple technical edits) will require approval from the voting members of the ESS Department.

5. Students Appeals Committee

The Student Appeals Committee consists of five members who each serve a term of three years in staggered year terms and are appointed by the Department Chairperson. Appeals handled by this committee are related to final grades in a course, academic program admission, retention in an academic program, or academic misconduct. The committee chair will be elected by the members of the committee. The procedures for student appeals are as follows:

- (1) Final Grade Appeals
  - (a) A student who wishes to submit an appeal of a final grade must submit a completed appeals packet within 60 days of the posting of final grades. Packets must include:
    - i. Signatures from student and instructor that confirms that they have discussed the grade.
    - ii. A statement indicating the specific reason(s) why the student is appealing the final grade.

- iii. Documentation to support the appeal.
- (b) The grade appeal is submitted to the Department Chairperson who will convene the Appeals Committee within seven working days of receiving the appeal. If the instructor of record in the course for which the student is appealing the grade is also a member of the Student Appeals Committee, that member will not serve on the committee which hears that particular appeal. Instead that member will be replaced by another member of the department selected by the Department Chairperson.
  - (c) The committee will contact the student to arrange a hearing meeting with the student within 30 days of the appeals packet being received by the Department Chairperson.
  - (d) The hearing will provide the student an opportunity to present evidence to support the appeal and answer questions concerning that appeal.
  - (e) The instructor has the right to present rationale for the grade to the committee and answer questions. This can be given orally or in writing. If orally, the instructor will meet with the committee at a separate time than when the student is present.
  - (f) Final decision will be provided, in writing, to the student within 10 working days of the appeal meeting.
  - (g) If a student is dissatisfied with the decision, refer to section X.A of these by-laws for further options.
- (2) Program Admission Appeals
- (a) A student who wishes to submit an appeal of a program admission decision must first appeal to the program through its existing appeals process. If this appeal is unsuccessful, the student may submit a completed appeals packet to the ESS Department Chair within 60 days of the official notice that their program appeal was not successful. The packet must include:
    - i. Signatures of the student and the program director that confirms that they have discussed the decision.
    - ii. A statement of the specific reason(s) why the student is appealing the decision.
    - iii. Documentation in support of the appeal.

- (b) The admission appeal is submitted to the Department Chairperson who will convene the Appeals Committee within seven working days of receiving the appeal. If one or more of the members of the Student Appeals committee are in the program of study of the student, they will not serve on the committee during that hearing. Instead, the Department Chairperson will select a replacement.
- (c) The committee will contact the student to arrange a hearing meeting with the student within 30 days of the appeals packet being received by the Department Chairperson.
- (d) The hearing will provide the student the opportunity to present evidence to support the appeal and answer questions concerning the appeal.
- (e) The program director has the right to present rationale for non-admission to the committee and answer questions. This can be given orally or in writing. If orally, the program director will meet with the committee at a separate time than when the student is present.
- (f) A final decision will be provided, in writing, to the student within 10 working days of the appeal meeting.
- (g) If a student is dissatisfied with the decision, refer to Section X.A of these by-laws for further options.

(3) Program Retention Appeals

- (a) A student who wishes to submit a program retention appeal must submit a completed appeals packet within 60 days of the official notice of program dismissal. The packet must include:
  - i. Signatures of the student and the program director that confirms that they have discussed the dismissal.
  - ii. A statement of the specific reason(s) why the student is appealing the dismissal.
  - iii. Documentation in support of the appeal.
- (b) The dismissal appeal is submitted to the Department Chairperson who will convene the Appeals Committee within seven (7) working days of receiving the appeal. If one or more of the members of the Student Appeals Committee are in the program of study of the student, they will not serve on the committee during that hearing. Instead, the Department Chairperson will select a replacement.

- (c) The committee will contact the student to arrange a hearing meeting with the student within 30 days of the appeals packet being received by the Department Chairperson.
- (d) The hearing will provide the student the opportunity to present evidence to support the appeal and answer questions concerning the appeal.
- (e) The program director has the right to present rationale for the dismissal to the committee and answer questions. This can be given orally or in writing. If orally, the program director will meet with the committee at a separate time than when the student is present.
- (f) A final decision will be provided, in writing, to the student within 10 working days of the appeal meeting.
- (g) If a student is dissatisfied with the decision, refer to Section X.A of these by-laws for further options.

(4) Academic Misconduct Appeals

- (a) A student who wishes to submit an academic misconduct appeal must submit a completed appeals packet within 60 days of the official notice of academic misconduct decisions. The packet must include:
  - i. Signatures of the student and the program director that confirms that they have discussed the disciplinary actions.
  - ii. A statement of the specific reason(s) why the student is appealing the action.
  - iii. Documentation in support of the appeal.
- (b) The academic misconduct appeal is submitted to the Department Chairperson who will convene the Appeals Committee within seven working days of receiving the appeal. If one or more of the members of the Student Appeals Committee were involved with the decision, they will not serve on the committee during that hearing. Instead, the Department Chairperson will select a replacement.
- (c) The committee will contact the student to arrange a hearing meeting with the student within 30 days of the appeals packet being received by the Department Chairperson.
- (d) The hearing will provide the student the opportunity to present evidence to support the appeal and answer questions concerning the appeal.

- (e) The program director has the right to present rationale for the disciplinary action to the committee and answer questions. This can be given orally or in writing. If orally, the program director will meet with the committee at a separate time than when the student is present.
- (f) A final decision will be provided, in writing, to the student within 10 working days of the appeal meeting.
- (g) If a student is dissatisfied with the decision, refer to Section X.B of these by-laws for further options.

6. Writing Across the Program Assessment Committee

The Writing Across the Program Assessment Committee shall consist of five members who shall each serve a three-year term to be staggered across the committee. The members shall be appointed by the Department Chairperson. The committee shall consist of one member from the four undergraduate programs (Physical Education Teacher Education, Athletic Training, Exercise Science, and Sport Management) and one member from the department at-large. The committee will elect a chair. The duties of the Writing Across the Program Assessment Committee are as follows:

- (1) Develop/revise assessment tools and procedures to ensure compliance with university guidelines.
- (2) Collect and store data required for the three-year review.
- (3) Analyze data and report to the department.
- (4) Develop and submit a report to the General Education Committee.

D. Additional Departmental Policies

1. Sick leave. Department members will account for sick leave in adherence to the most current UW System guidelines: <http://www.uwsa.edu/hr/benefits/leave/sick.htm>. Vacation. For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.
2. Salary Equity Policy. Salary equity request may be made to the ESS Department Chair who will present them to the Dean. UWL utilizes CUPA peer data to benchmark faculty and staff salaries (or UW System matches if CUPA data does not exist). Faculty and IAS salaries are benchmarked by rank and discipline whenever possible. The Faculty Senate Promotion, Tenure and Salary (PTS) committee reviews trends in data regarding equity, inversion and compression and makes recommendations for the disbursement of salary equity funds and/or pay plan (if available). Departments do not have the ability to make equity adjustments and Deans only have a limited ability when guided by PTS/Faculty Senate procedures. Individuals with job offers from another institution should provide the written offer to their chair and

Dean for potential consideration of a salary adjustment if approved by the Provost and Vice Chancellor of Administration and Finance.

#### IX. Search and Screen Procedures

The department will follow hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD, UW System, and WI state regulations. When positions in the department are vacant and permission is given to hire, a search and screen process will be followed. The procedures for various types of positions follow:

##### A. Tenure Track Faculty

The approved UWL tenure track faculty recruitment and hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/>. Additionally, UWL's spousal/partner hiring policy can be found at <http://www.uwlax.edu/hr/Unclasspp.html#spouse.partner.employment>. A Search and Screen Committee will be established for each search conducted. The committee will be selected by the Department Chairperson and will consist of a minimum of five members.

1. The chair of the committee will be assigned by the Department Chairperson. The duties of the chair are as follows:
  - ii. Answer all inquiries concerning the position.
  - iii. Ensure that all necessary documents for the committee are completed.
  - iv. Send out all position announcements that are not handled by the university.
  - v. Ensure that all Affirmative Action and Human Resources procedures are followed.
  - vi. Arrange all committee meetings.
  - vii. Arrange all interviews.
  - viii. Communicate all committee questions, concerns, and decisions to the appropriate person.
2. The charges for the Search and Screen Committee are as follows:
  - a. Establish telephone questions for reference checks and interview questions that will be used for all candidates.
  - b. Review all files and determine which candidates are qualified to perform the duties of the position.
  - c. Assist in reference checks.

- d. Assist in the interview process for each candidate invited to campus.
- e. Provide a recommendation concerning which candidates qualify to be offered the position.
- f. Maintain appropriate confidentiality of all matters related to the process.

B. Academic Staff (instructional and non-instructional)

The search and screen procedures followed for an academic staff position are identical to those that are utilized for faculty searches. Hiring policy and procedures are found at <https://www.uwlax.edu/human-resources/>.

C. Pool Search

Pool searches are established to develop a pool of candidates with skills needed to teach various courses that might be hired on a semester or short-term basis (ad hoc). When a pool is to be established, the Department Chairperson compiles the appropriate documents and receives permission from the Dean and the Provost Office to advertise for the pool. The Department Chairperson will be the chair of the search and may appoint additional staff to be members on the search and screen committee. Applications are screened and if the individual has expertise to teach one or more of the listed courses, a file will be set up in the pool. If a position opens, qualified candidates from the pool will be reviewed and one selected for the position. Hiring policies and procedures are found at <https://www.uwlax.edu/human-resources/>.

D. Hiring of Faculty and IAS who are Affiliated with the School of Education

The department will consult with the SOE Dean when hiring faculty or IAS who will be affiliated with the SOE. The SOE Dean will convey DPI requirements for a position to the department and consult with department during the recruiting and hiring process. The consultation could include contributing to the position description, reviewing applicants, and/or participation in the interview process.

X. Student Rights and Obligations

A. Complaint, Grievance, and Appeal Procedures

If a student has a complaint, grievance, or appeal, the policies and procedures described in UWL Student Handbook and Undergraduate and Graduate Catalogs should be followed. Students should refer to Policies of Student Grievance, Grade, and Anti-Hazing in the UWL Student Handbook (<https://www.uwlax.edu/student-life/student-resources/student-handbook/>) regarding complaint, grievance, and appeal procedures. Specific information on appeal procedures may be found in the Undergraduate and Graduate Catalogs (<http://catalog.uwlax.edu>).

For final grade appeals and program dismissal appeals, see section VIII.E.5 of these by-laws for the department's procedures.

B. Expectations, Responsibilities, and Academic Misconduct

Faculty and staff are expected to report academic misconduct per Chapter 14 of the UW System code. The Office of Student Life Office provides guidance and assistance. Academic and

nonacademic misconduct policies are referenced in the student handbook:

<https://www.uwlax.edu/student-life/student-resources/student-handbook/>

Students should follow academic regulations and student conduct described in the Undergraduate and Graduate Catalogs and UWL Student Handbook (<https://www.uwlax.edu/student-life/student-resources/student-handbook/>).

Students may appeal academic and disciplinary decisions according to the procedures established by their programs. Formal complaints and appeals should be made in writing and given to the Department Chairperson or program director, who should seek to resolve the issue at the department or program level. A committee designated by the Department Chairperson or program director would then investigate and resolve the case. If additional procedures are necessary to reach agreement, the case will be referred to committee in College or University level. The procedure and policies as required in institution rules will be followed.

For academic misconduct appeals see section VIII.E.5 of these by-laws for the department's procedures.

#### C. Advisement

Each student is assigned to a Department of Exercise and Sport Science faculty/IAS advisor based on his or her major. Students can find out who their faculty advisor is by contacting the College office or using the campus electronic advising system. Students should plan to meet with their advisor routinely to discuss academic progress in course requirements, application to the programs, professions related to their major, and concerns about academic achievement. Students are also encouraged to visit web pages of "Advising: College of Science and Health" (<https://www.uwlax.edu/csh/advising/advising-overview/>) and Department website (<https://www.uwlax.edu/exercise-sport-science/>) about curriculum, admission process, and careers related to their major.

## Appendix A

### Department of Exercise and Sport Science Definition of Scholarship

Well defined academic activity, which results in a product of measurable outcome and which is reviewed by peers and shared with peers.

Academic activities must use acceptable methodological approaches of the member's sub-discipline. These activities will use one or more of the processes of discovery, application, or integration of the sub-discipline's knowledge base.

Peers are individuals that have knowledge, understanding, and expertise in the sub-discipline or related area.

## Appendix B

### Criteria for Scholarship for Tenure

#### Scholarly Productivity Guidelines for Probationary Faculty Seeking Tenure and Promotion Department of Exercise and Sport Science College of Science and Health

A primary goal of the Department of Exercise and Sport Science (ESS) is to promote the personal and professional development of students through an active and engaged faculty. To accomplish this goal and to support the mission of the institution, the department requires that probationary faculty demonstrate appropriate scholarly achievements. Scholarly activities should focus on discipline-based scholarship, contributions to application or practice, or learning and pedagogical research. Faculty can engage in many types and combinations of scholarship to meet the productivity guidelines. The following guidelines have been developed to instruct probationary faculty on the expected types, quality, and quantity of scholarly activity among all ESS faculty.

During the probationary period, probationary faculty must meet each of the following minimum expectations:

1. Primary authorship on two refereed manuscripts published in accepted journals for the candidate's program area (see Appendix C for approved journals by program).
2. Two of the following (two from a, or two from b, or one from each):
  - a. Authorship on one refereed journal article published in an accepted journal for the candidate's sub-discipline (lead authorship not required).
  - b. Authorship of one published chapter in an academic textbook within the candidate's sub-discipline.
3. Lead presenter of two refereed presentations within the candidate's sub-discipline at international, national or regional meetings (not state or local level).
4. One of the following:
  - a. Primary authorship on one or more funded external grant proposals in the candidate's sub-discipline with a funded sum of \$30,000 or more. The grant proposal(s) should be subject to a peer review process. Grant awards may include research-oriented UW System programs.
  - b. Three other scholarly activities related to the candidate's sub-discipline including:
 

<ul style="list-style-type: none"> <li>• Additional publications, presentations, or grant awards meeting the above criteria</li> <li>• Non-refereed journal articles</li> <li>• Refereed articles not on the department's approved journal by sub-discipline list</li> <li>• Published book reviews</li> <li>• Scholarly presentations not meeting the criteria of #3 above</li> </ul>	<ul style="list-style-type: none"> <li>• External research contracts that require written proposals</li> <li>• UWL faculty research grant awards</li> <li>• External grant awards not meeting the criteria of #4a above</li> <li>• Published software/media</li> <li>• Juried artistic performances</li> </ul>
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## APPENDIX B CONTINUED

## Notes and Clarifications:

1. In cases of joint authorship, when the individual is not the primary author, the level of contributions (conceptual development, data acquisition, analysis of data, drafting of manuscript, and/or final review) to the final product will be assessed.
2. Accepted (with documentation that the manuscript is in press) scholarly works will receive full recognition.
3. Journal articles published outside of the departments listing of approved journals by program area will be counted towards meeting publication requirements if approved by the ESS Department tenured faculty.
4. Abstracts will not be counted towards meeting the publication requirements.
5. Completion of a dissertation does not apply toward any of the above criteria. However, scholarly products (such as journal articles and presentations at professional meetings) related to dissertations will be considered if prepared and submitted after UWL employment has begun.
6. Scholarly products must have been completed at UWL.

## Appendix C

### Approved Journals Program Area

The Department of Exercise and Sport Science has approved journal lists, by program area, that are used in the assessment of published manuscripts. Any manuscripts published in a listed journal for an individual's assigned program can be applied to section 1 and 2a of the criteria in Appendix B. These criteria are used in retention, tenure, and promotion decisions. The process by which a list is developed, when and how the list is updated, and which list is applied to an individual at the time of a review follows. In addition, each program list is found in this Appendix.

#### ESS Sub-Groups:

1. Athletic Training (AT)
2. Clinical Exercise Physiology (CEP)
3. Exercise Science (ES)
4. Human Performance (HP)
5. Physical Education Teacher Education (undergraduate and graduate PETE)
6. Sport Management/Sport Administration (SM/SA)

#### Approval Process for Lists:

1. Tenured faculty in each sub-group generate a list.
2. Sub-group tenured faculty present list to tenured faculty for their approval.
  - a) In a meeting, the reasons a journal is on the list are reported and discussed.
  - b) Total tenured faculty votes yes/no on each journal.
  - c) A majority of the tenured faculty present must vote yes for a journal to be placed on list.
  - d) Two-thirds of the total tenured faculty must be present to hold a vote.
  - e) If a journal is approved for one list, it can automatically be placed on other lists by that program faculty without a vote.

#### Updating of Lists:

1. Every list must be reviewed and, if necessary, updated every two years.
2. The tenured faculty in the sub-group will review the list in Fall term of their scheduled review year and if an update (addition or deletion) is desired, then the total tenured faculty will vote on the recommendations in the Spring term. Any updated list will be in affect the Fall term of the next academic year.

#### Lists Applied to Individual Faculty:

1. Retention/Tenure
  - a) The list in effect at the time of hire shall be the minimum acceptable list for retention/tenure decisions. The list will be placed in the individual's department personnel folder as a guideline for annual faculty review.
  - b) If a journal is deleted from the list during the person's probationary period, no publications in that journal prior to the deletion, will be de-valued. After deletion, no publication will be counted toward #1 and 2a on the criteria listed in Appendix B.
  - c) If a journal is added to the list during the individual's probationary period, then any publication in that journal after the effective date for the list, will count toward #1 and 2a on the criteria listed in Appendix B. Any publication in that journal prior to addition, will not count toward the criteria.

## 2. Promotion

- a) The list in effect at the time a person achieves a rank (Assistant for promotion to Associate and Associate for promotion to Full) shall be the minimum list for promotion decisions. The list will be placed in the individual's department personnel folder as a guideline for faculty review.
- b) How deletions and additions to the program list will be handled over time, will be similar to 1b and 1c above.

Approved Journals	AT	CEP/ES/HP	PETE	SM/SA
Acta Psychologica		X		
Adapted Physical Activity Quarterly			X	
American College of Sport Medicine Health and Fitness Journal	X	X		
American Journal of Physical Medicine and Rehabilitation	X	X		
American Journal of Sports Medicine	X			
Applied Physiology, Nutrition, and Metabolism		X		
Archives of Physical Medicine and Rehabilitation	X	X	X	
Athletic Training and Sports Health Care	X			
Athletic Training Education Journal	X			
Autism		X		
Bioenergetics: Open Access		X		
Biomechanics	X			
British Journal of Social Psychology		X		
British Journal of Sports Medicine	X	X		
Canadian Journal of Sport Sciences		X		
Case Studies in Sport Management				X
Clinical Journal of Sports Medicine	X	X		
Disability and Health Journal			X	
European Journal of Applied Physiology		X		
European Journal of Sport and Society				X
European Journal of Sport Science		X		X
European Physical Education Review			X	
European Sport Management Quarterly				X
Exercise and Sport Sciences Reviews	X	X		
Experimental Brain Research		X		
Frontiers in Psychology - Movement Science and Sport Psychology		X		
Group Dynamics: Theory Research Practice		X		
Human Movement Science		X		
International Journal of Athletic Training and Therapy	X			
International Journal of Experiential Education			X	
International Journal of Kinesiology & Sports Science		X		
International Journal of Psychology		X		
International Journal of Sport Communication				X
International Journal of Sport Finance				X

Approved Journals	AT	CEP/ES/HP	PETE	SM/SA
International Journal of Sport Management				X
International Journal of Sport Management and Marketing				X
International Journal of Sport Marketing and Sponsorship				X
International Journal of Sports Medicine	X	X		
International Journal of Sports Nutrition		X		
International Journal of Sports Physical Therapy	X			
International Journal of Sports Physiology and Performance	X	X		
International Journal of Sports Science & Coaching		X		
International Review for the Sociology of Sport				X
International Sport Coaching Journal		X		
International Sports Journal	X			
International Sports Law Journal				X
Journal for the Study of Sports and Athletics in Education				X
Journal of Aging and Physical Activity			X	
Journal of Applied Biomechanics		X		
Journal of Applied Physiology		X		
Journal of Applied Psychology		X		
Journal of Applied Social Psychology		X		
Journal of Applied Sport Management				X
Journal of Applied Sport Psychology		X		
Journal of Athletic Enhancement		X		
Journal of Athletic Training	X			
Journal of Autism & Developmental Disorders		X		
Journal of Back and Musculoskeletal Rehabilitation	X			
Journal of Behavioral Decision Making		X		
Journal of Biomechanics		X		
Journal of Cardiopulmonary Rehabilitation and Prevention		X		
Journal of Contemporary Athletics				X
Journal of Electromyography and Kinesiology		X		
Journal of Exercise Physiology (on-line)		X		
Journal of Exercise Science & Fitness		X		
Journal of Experiential Education			X	
Journal of Experimental Psychology: Applied		X		
Journal of Experimental Psychology: Human Perception & Performance		X		

Approved Journals	AT	CEP/ES/HP	PETE	SM/SA
Journal of Human Kinetics		X		
Journal of Human Movement Studies		X		
Journal of Human Sport and Exercise			X	
Journal of Issues in Intercollegiate Athletics				X
Journal of Legal Aspects of Sport				X
Journal of Motor Behavior		X		
Journal of Motor Control		X		
Journal of Orthopedic and Sports Physical Therapy	X			
Journal of Perceptual and Motor Skills	X			
Journal of Personality and Social Psychology		X		
Journal of Physical Activity and Health			X	
Journal of Science and Medicine in Sport	X	X		
Journal of Spinal Disorders	X			
Journal of Sport Administration and Supervision				X
Journal of Sport and Exercise Psychology		X	X	
Journal of Sport and Health Science	X			
Journal of Sport and Social Issues				X
Journal of Sport and Tourism				X
Journal of Sport Behavior		X		X
Journal of Sport for Development				X
Journal of Sport History				X
Journal of Sport Management				X
Journal of Sports Economics				X
Journal of Sports Medicine and Physical Fitness		X		
Journal of Sports Rehabilitation	X			
Journal of Sports Science	X	X		
Journal of Sports Science and Medicine	X	X		
Journal of Strength and Conditioning Research	X	X		
Journal of Teacher Education			X	
Journal of Teacher Education in Special Education			X	
Journal of Teaching in Physical Education			X	
Journal of Teaching Physical Education		X		
Journal of the International Society of Sports Nutrition		X		
Journal of the Philosophy of Sport				X

Approved Journals	AT	CEP/ES/HP	PETE	SM/SA
Kinesiology Review			X	
Measurement in Physical Education and Exercise Science			X	
Medicine and Science in Sport and Exercise	X		X	
Muscle & Nerve	X	X	X	
Neuroscience Letters		X		
Organizational Behavior and Human Decision Processes		X		
Pediatric Exercise			X	
Physical Education and Sport Pedagogy			X	
Physical Educator			X	
Physical Therapy in Sport	X			
Physiological Measurement		X		
PLOS One				
Psychology of Sport and Exercise			X	
Psychonomic Bulletin & Review		X		
Quest		X	X	
Research in Autism Spectrum Disorders		X		
Research Quarterly for Exercise and Sport	X	X	X	
Scandinavian Journal of Medicine and Science in Sport		X		
Sociology of sport Journal				X
South African Journal of Sports Medicine		X		
Spine	X			
Sport Education and Society				X
Sport Exercise & Performance Psychology		X		
Sport in Society				X
Sport Management Education Journal				X
Sport Management Review				X
Sport Marketing Quarterly				X
Sports Health: A Multidisciplinary Approach	X			
Sports Medicine	X	X		
The Journal of Sports Medicine and Physical Fitness		X		
The Spine Journal	X			
The Sport Journal				X
The Sport Psychologist		X		
Women in Sport & Physical Activity Journal				

## Appendix D

### Statement on School of Education Affiliated Faculty Teaching, Scholarship, and Service

#### Expectations Teaching

##### Preparation and Currency:

SoE affiliated faculty are expected to incorporate current techniques that are relevant to the PK-12 setting as described in WI PI.34.11 2 (a, b):

*(a) Faculty who teach in initial and advanced programs leading to licensure shall have preparation specifically related to their assignment, hold an advanced degree and demonstrate expertise in their assigned area of responsibility.*

*(b) Faculty who teach in initial and advanced programs shall be knowledgeable about current elementary, middle, and secondary curriculum, practices, requirements, technology, and administrative practices appropriate to their assignment.*

##### Field and Student Teaching Supervision Assignments:

Faculty and IAS who supervise teacher candidates (TCs) in field placements or student teaching settings as part of their workload assignment are expected to perform the duties required, including observing TCs in the field, meeting with cooperating teachers and TCs, supporting TCs with portfolio assembly, submission, and evaluation as needed, and submitting required documentation to SoE in a timely manner.

SoE affiliated faculty are expected to meet the following requirements in order to supervise teacher candidates in the field, as stated in PI.34.11 2 (c):

*Faculty who supervise pre-student teachers, practicum students, student teachers, or interns shall have at least 3 years of teaching, pupil services, or administrative experience or the equivalent as determined by the department in prekindergarten through grade 12 settings.*

The following aspects of field and student teaching supervision should be taken into account when evaluating faculty teaching workload and performance.

- **Observations** of teacher candidates (TCs) during their field or student teaching placements is required and should be performed in line with SoE Office of Field Experience expectations.
- **Triad conferences** between each teacher candidate, university supervisor (UW-L faculty/IAS) and cooperating teacher are also required in both field and student teaching settings, and should be performed in line with SoE Office of Field Experience expectations.
- **Documentation** responsibilities include completing observation reports using appropriate reporting tools, which are ultimately compiled by the faculty member. These should be performed in line with SoE Office of Field Experience expectations
- **Support and evaluation of pre-student teaching and student teaching portfolios** is expected of faculty with Field II and Student Teaching Seminar assignments. For pre-student teaching portfolios, faculty are expected to provide feedback and evaluate the TC portfolios. For student teaching portfolios prepared during student teaching placements,

faculty are expected to provide more extensive ongoing support, clarification, and technical assistance as the TCs prepare and submit their required teacher performance assessment (edTPA) portfolio.

## Scholarship

SoE affiliated faculty are hired in a role associated with preparing educators and are therefore expected to be engaged in scholarly activities that inform and enhance the work they do with prospective teachers.

PI.34.11 2 (b):

*Faculty who teach in initial and advanced programs shall be knowledgeable about current elementary, middle, and secondary curriculum, practices, requirements, technology, and administrative practices appropriate to their assignment.*

*Appendix A: Components for the Review of Institutions of Higher Learning - acceptable evidence to support PI.34.11 2 (b) includes: listings of publications, articles, professional development participation, special projects, grants.*

Consequently, the following statements should guide departmental considerations of scholarship for SoE affiliated faculty.

- Publications, articles, grants, and/or conference presentations that focus on the act of teaching and/or instructional methods (if peer reviewed) shall be considered scholarship rather than teaching activities. Conference attendance is considered faculty development rather than scholarship.
- Equal consideration should be given to high quality scholarship that informs PK-12 education in practitioner journals (with a rigorous review process) to high quality scholarship that informs PK-12 education in academic journals (with a rigorous review processes).
- SoE affiliated faculty may choose to pursue scholarship that is directly focused on preparing future teachers and/or PK-12 education, and/or content-focused scholarship in addition to scholarship that aligns with and informs their work as teacher educators, and/or scholarship that blends content and PK- 12 education. SoE affiliated faculty should use narrative statements to articulate the connection(s) between their scholarship and their work as PK-12 teacher educators wherever possible.

## Service

SoE affiliated faculty are expected to participate in service that aligns with and informs PK-12 education and their work as teacher educators as stated in PI.34.11 2 (d):

*Faculty who teach in an initial or advanced program shall be actively engaged in professional practice with prekindergarten through grade 12 schools, professional organizations, and other education related endeavors at the local, state or national level.*

SOE-related service activities that clearly align with DPI expectations include:

- Serving on SoE Task Force/Ad Hoc committees that span academic units

- Program Directorship - the specific tasks and responsibilities associated with Program Directorship should be delineated in program and/or department bylaws
- Chairing SoE Program level committees
- Developing PK-12 partnerships such as Professional Development Schools (PDS)
- Participating in SoE student recruitment, outreach, and support activities
- Serving as liaison with PK-12 (PDS) partnerships
- Academic Advising - WI Department of Public Instruction (DPI) mandates that SoE affiliated faculty provide individual academic and professional advising to students as outlined in PI.34:

*PI 34.13 Student services. (1) ADVISING RESOURCES AND MATERIALS. The institution shall insure all students have access to and are provided information and resources on student services including personal, professional and career counseling, career information, tutoring, academic, and job placement assistance.*