

College of Education

Department of Kinesiology and Health Promotion Rules Document

PREFACE

MISSION OF THE DEPARTMENT OF KINESIOLOGY AND HEALTH PROMOTION

The mission of the Department of Kinesiology and Health Promotion (KHP) is to achieve excellence and improve the health of citizens of the Commonwealth, the nation, and the world through research and scholarly activity, education, and service. More specifically, we aim to prepare highly competent, reflective professionals who are leaders in kinesiology, exercise science, biomechanics, sport leadership, sport psychology, and health promotion and related fields. Professionals trained in KHP contribute to the knowledge base in these professions through basic and applied research and scholarly activity, prepare professionals who can work with diverse populations to enable and empower them to become life-long learners, and provide professional services to public and private organizations.

Statement of Diversity and Inclusion

The Department of Kinesiology and Health Promotion understands that when we value forms of diversity (e.g., race, gender identity, gender expression, sexual orientation, age, social class, ability, religion, etc.) we become more innovative and better prepared to face racial and social justice issues in our respective fields.

- We are committed to a self-reflexive practice in order to cultivate a diverse and inclusive environment and experience for our faculty, staff, and students where everyone has the opportunity to pursue their passion and express their true selves;
- We reject the perpetuation of bias and dehumanizing practices on the basis of race, ethnicity, gender identity, gender expression, sexual orientation, age, social class, ability, religion, or any other attributes;
- Diversity and inclusion are principles upon which our KHP community stands and we value the importance of inclusion and the power of learning from diverse perspectives and experiences.

Specific Goals and Objectives

Goal 1: The Department of Kinesiology and Health Promotion will enhance student success both in academia and professional development.

- Objective 1.1 Increase opportunities for student growth and engagement.
- Objective 1.2 Recruit and graduate diverse and high quality KHP undergraduate and graduate students who are able to demonstrate expertise in their discipline.
- Objective 1.3 Improve KHP student retention and time-to-degree completion.
- Objective 1.4 Promote diversity and cultural competence among KHP students.

Goal 2: The Department of Kinesiology and Health Promotion will advocate for departmental support, maintain departmental growth, and promote success.

- Objective 2.1 Develop innovative KHP programs to expand current offerings and recruit specifically for said programs to increase student enrollment.
- Objective 2.2 Expand distance learning programs and courses where appropriate and advocate for adequate resources to do so.
- Objective 2.3 Create strategies to maximize resources with the new university budget model.

Goal 3: The Department of Kinesiology and Health Promotion will encourage faculty growth and success, considering teaching, research and service.

- Objective 3.1 Increase the quality of teaching among KHP faculty.
- Objective 3.2 Strive for diversity among KHP faculty and departmental involvement.
- Objective 3.3 Increase interdisciplinary, community, and professional engagement and collaboration among KHP faculty.
- Objective 3.4 Increase research productivity among KHP faculty.
- Objective 3.5 Support and incentivize faculty productivity, including teaching, service, and research.

Part I. Rules for Faculty Educational Policy Making

The Department of Kinesiology and Health Promotion (KHP) Faculty (subsequently, the "Faculty") are responsible for the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and undergraduate programs, research activities, budgetary recommendations, and service functions. Responsibilities of the Faculty include:

- Assisting and planning the development of Department research and teaching programs.
- Making recommendations to the Chair.
- Developing and proposing new programs.
- Approving new programs and program changes.
- Contributing to discussions and activities of the Department, College, and University that are particularly relevant to the Department.
- Developing and coordinating research training at all academic levels, with special emphasis on contributions to the KHP Graduate Program.
- Documenting needs and coordinating efforts in recruitment at all academic levels
- Contributing to the professional development and recognition of faculty members, with special emphasis on mentoring and evaluating tenure-track Assistant Professors.

Decisions shall be made by vote of the faculty, insofar as such actions do not conflict with the Governing Regulations, the Rules of the Senate or the academic requirements of other units of the University. Any faculty member may request reconsideration of Departmental decisions. The Faculty may make recommendations to the Chair on those matters in which the Chair has final responsibility.

A. Faculty Membership

1. 'Automatic' membership per GRs

Department faculty membership includes both tenured and untenured full-time faculty members in the Regular, Special, Clinical, and Lecturer title series. Other faculty members with joint, adjunct or part-time appointments may participate in departmental discussions but may not cast a vote on any business-related matters. Academic matters related to graduate students or graduate programming are voted upon by those members with Graduate Faculty status. However, the addition of new majors or other curricular programs at either the graduate or undergraduate level are voted upon by all members of the faculty.

By a majority vote in a department meeting, the members of the Department Faculty may afford voting participation on specific items (e.g., accreditation topics) to any other full-time person(s) assigned to it for teaching, research, or administration.

NOTE: "Faculty employees with administrative assignments at or above department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (for example, but not limited to, Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council)." [HR 4.1]

2. KHP shall consist of no more than 30% faculty in lecturer series.

B. Faculty Officers

1. Department Chair

The **Department Chair** is the chief administrative officer of the Department of KHP, having administrative responsibility for implementing the Department's programs within the limits established by the regulations of the University, policies of the University Senate, and the rules of the College of Education and in consultation with the Faculty of KHP. They are responsible for the overall operation of the Department and such other matters as have been delegated by the Faculty.

The Chair is responsible for submitting the Department budget and, upon approval of the College, they are responsible for administering the budget in accordance with all University procedures.

2. Assistant Chair

The **Assistant Chair**, appointed by the Chair, is responsible for those administrative responsibilities assigned by the Chair. These include, but are not limited to,

- the scheduling of courses and their assigned instructors in consultation with the Department Chair, Coordinator of the Life Fitness course supervisors, Director of Graduate Studies, program faculty (lab TAs), and faculty mentors.
- coordination of Seaton Center activities with other parties who share the building; and
- service as Acting Chair in the Chair's absence from the campus.

3. Director of Graduate Studies

The **Director of Graduate Studies** is appointed by the Dean of the Graduate School after consultation with the respective Graduate Faculty and has primary responsibility for oversight and assessment of the KHP Graduate Programs and coordinating graduate education within the Department.

The DGS is responsible for receiving and acting on all graduate applications for admission as well as for Teaching Assistantships managed by the Department. These duties include but are not limited to compliance with the rules and procedures included in the *University of Kentucky Graduate School Policies and Procedures Manual* and the administration of the KHP Graduate Programs. The Director of Graduate Studies serves as an advocate for graduate faculty and graduate student development in providing advice and support to the Chair of the KHP Department and to the Dean of the Graduate School. Lastly, the Director of Graduate Studies is responsible for managing the affairs of the KHP Graduate Faculty including nominations, voting and scheduling of meetings.

C. Department Faculty Meetings

The rules that apply to department faculty meetings insofar as scheduling, agenda, quorum, minutes and parliamentary procedures also apply to any departmental standing committee or ad hoc committee meetings.

1. Scheduling

The Faculty of the Department shall hold regular monthly meetings during each semester. At the

discretion of the Chair, a meeting may be canceled if there are no pressing business matters. In addition, special meetings may be called by the Chair or at the written request of a third of the full-time members of the Department Faculty; business of special meetings shall be confined to topics specified in the agenda provided in advance of such meetings.

2. Agenda

An agenda shall be circulated three business days in advance of the meeting.

3. Quorum

A quorum is defined as one-half of those eligible to vote at a particular meeting. A quorum of the Faculty shall consist of fifty (50) percent of the voting membership who are not on leave of absence, sabbatical leave, or leave because of less than 9-month assignment period. The Faculty shall make decisions by a simple majority vote (50% + 1) of its voting members present and voting at any meeting, except amending the rules of the Faculty, which shall require a majority (as defined by Robert's Rules of Order) of the total voting membership of the faculty.

Faculty meetings are conducted in accordance with the Kentucky Open Meetings Act (KRS 61.805—61.850). Secret ballot voting is prohibited by statute. A public record of votes must also exist. Meetings are open to anyone who wishes to attend. Alternatively, roll call voting will be used or other KRS 61.805—61.850 compliant measures.

4. Minutes

Minutes of all meetings will be compiled by the Chair's designee and reviewed by the Department Chair. Copies of minutes of all Department Faculty meetings shall be made available via email three business days prior to the meeting to all members of the Faculty for approval. Once approved, minutes will be available to all faculty members by being stored on the Department Server.

5. Parliamentary procedures

Except where secret or written ballots are required by other regulations or when requested by an eligible Faculty member during a properly closed session, decisions shall be by voice vote and a majority shall suffice. Robert's Rules of Order shall be followed in all meetings, except to the extent expressly modified in this document. The Department Chair shall preside over all Department Faculty meetings except as s/he may delegate this function.

D. Committee Structure

1. Charge to the department Faculty for responsibilities over educational policy making

Standing Committees are charged with oversight and review of various Department affairs, requirements, and programs. These committees meet as necessary (related business matter as determined by Department Chair or respective Committee Chair) during the academic year and report to the Department Chair. They advise and make recommendations to the Department Chair and/or to the Faculty in matters within their purview.

2. Name of, charge to, membership determination of, the standing committees

- a. **Chair's Advisory Committee** – The purpose of this committee is to advise the Chair on budgetary matters and other matters related to the Department. The committee will be comprised of 4 to 7 faculty. All members are appointed by the Chair, however the Assistant Chair Director of Graduate Studies, and Lifetime Fitness Director are required members. Additional faculty members will be invited to serve to ensure each concentration area is represented.
- b. **Graduate Affairs Committee** – This committee will be Chaired by the Director of Graduate Studies and comprised of one faculty member from each graduate program area – Biomechanics, Exercise Physiology, Health Promotion, Sport and Exercise Psychology, Sport Leadership, and Teaching/Coaching (8 total members). Faculty members from program areas serve 3-year terms. Program area members are determined by a vote of all graduate faculty who serve in the respective program area. Issues related to graduate programs (not curriculum-related) must be referred to this committee. This committee will make recommendations to the KHP Director of Graduate Studies concerning how Graduate Block Funding, or similar graduate funding mechanisms, will be spent.
- c. **Faculty Performance Evaluation Committee** - This committee will provide feedback to the Department Chair with regard to the assessment of all faculty members undergoing annual or biannual performance review. The recommendation will include a quantitative score in each area of evaluation according to the faculty members' Distribution of Effort. The 6-person committee will be comprised of Tenured Associate and Full Professors. All eligible faculty will be voted upon by all KHP faculty. Those receiving the top six votes will be asked to serve. The person with the highest number of votes will be asked to Chair. Faculty may decline their services.

Two committee members will evaluate research for all faculty, two committee members will evaluate teaching for all faculty, and two committee members will evaluate service for all faculty. Committee members will only evaluate those at or below their own rank. Each member will serve a staggered, 3-year term.

As stated in the UK Management Plan Related to Nepotism (GR Part I, GR Part X, HR Policy and Procedure #19.0), the annual performance evaluation, including midyear reviews shall be completed by the supervisor if s/he is not the relative; however, the Assigned Administrator must review and approve all performance evaluations. Details and specific examples of high level as well as low level performance must be documented in the performance evaluation to justify the scores. The assigned administrator may request the ability to view all performance evaluation scores within that unit in order to avoid preferential treatment as well as the lower level employed relative being disadvantaged inappropriately.

- d. **KHP Awards Committee** - This committee receives nominations and applications for any internal KHP-specific student awards and scholarships and votes to determine recipients. Committee will be comprised of one faculty member from each undergraduate program area – Exercise Science, Health Promotion, Teacher Education (Health and Physical Education (4 members total) – members from program areas serve 3-year terms. Program area members are determined by a vote of all faculty who serve in the respective program area. Committee members determine Chair. Upon reaching a decision on an internal award, this committee must submit all internal student award recommendations to the COE Awards and Faculty Recognition Committee for approval.

The Department Chair shall be an *ex officio* non-voting member of all Department committees with the exception of the Promotion and Tenure Committee and the Faculty Performance Evaluation Committee.

Unless otherwise stipulated above, the standing committees should be representative of the disciplinary breadth of the department and of all ranks and status of faculty members. These committees thus will include membership either appointed by the Department Chair, in consultation with the committee chair, or elected by the faculty via a system to promote breadth of representation. Elections will be conducted in the April monthly faculty meeting of the preceding year.

3. Formation ad hoc committees

In addition to the standing committees, the Department Chair may establish *ad hoc* committees and appoint their chairs and memberships, for any issues or department business that may arise and responding to other important issues not readily addressed by the standing committees.

D. Procedures for Amendment of Rules

These policies and procedures can be amended at any time upon the initiation of any KHP Faculty member or any Department committee. Amendments must be presented in writing and circulated to all Faculty members at least ten days prior to the next department meeting in which the vote is to be taken concerning the amendment. Adoption of an amendment requires a majority vote of all faculty members eligible to vote.

APPROVALS FOR (PREFACE AND) PART I

Note: Governing Regulations (GR VII.A.6) require

- (1) Approval by Department Faculty
- (2) Transmittal by Chair to Dean
- (3) Approval by the Dean for consistency with GRs/ARs/SRs
- (4) Approval by the Provost for consistency with GRs/ARs/SRs

Approval of (Preface and) Part I by the Department Faculty:

11/19/20
Date

Transmittal by Department Chair

Heather Erwin

3/4/21
Date

Heather Erwin, Chair
Department of Kinesiology and Health Promotion

Approval of (Preface and) Part I by Dean



Julian Vasquez Heilig, Dean
College of Education

3/22/21
Date

Approval of (Preface and) Part I by Provost

David Blackwell
Provost

Date

Notes and Dates on Previous Reviews and Amendments

Part II. Procedures for Faculty Personnel Actions and Budget Request Preparation

A. Appointment, Reappointment, Non-reappointment, Terminal Reappointment, Promotion, and Tenure

The procedures to be used in the department for preparing such recommendations will conform to University of Kentucky Administrative Regulations (e.g., AR 2:1-1).

1. The Consulted Faculty

1. All Faculty of the department are the consulting body for appointment, reappointment, non-reappointment, terminal reappointment, promotion, and tenure.
2. All tenured faculty at the desired promotion rank and above are required to provide an individually written letter of review of the dossier using the standards of evidence to frame their review. The letter must contain a decision from the faculty member for support or non-support of the promotion and/or tenure of the faculty member being reviewed.

RULES FOR FACULTY PROMOTION AND TENURE DELIBERATION

- a. Procedures Dossier prepared to support evaluation: For each recommendation to promote and/or grant tenure, the department chair and faculty member shall develop a dossier which contains items as identified in AR 2:1-1 Appendix II – Matrix of Dossier Contents, <http://www.uky.edu/Regs/ar.htm>, following the timetable set forth by the Provost.
- b. In accordance with AR 2:1-1. The Department Chair will select and confirm six external reviewers the spring or early summer prior to the submission of the dossier.
 - i. The faculty member seeking promotion and/or tenure will provide the names and contact information of no fewer than eight (8) possible external reviewers of their choice in accordance with AR 2:1-1.
 - ii. In accordance with AR 2:1-1, at least four (4) of the letters from outside of the University shall come from reviewers selected by the chair independent of the candidate for promotion or tenure.
- c. The faculty member must submit the external review materials to the chair by July 15th and the chair will share the materials with the reviewers no later than July 31st. The chair will request the letters of review and brief bios of the reviewers by August 31st.
- d. The faculty member must submit the university dossier to the chair no later than the first day of classes for the fall term.
- e. Upon receipt of external review letters, the chair will insert letters into the dossier and make the dossier available for review to the department.
- f. The department consulting faculty will receive an invitation via email to review the faculty member's dossier in late September from the chair. The timeline for review of the dossier and due date for receipt of the review letters will be indicated in this correspondence. In the email, the department chair will state the Faculty who are required to submit an individually written review letter for the faculty member. It will be indicated in the email that all others are free to write an individually written review letter but are not required to do so. The Faculty will be reminded that review letters should be drafted following a thorough review of the professional work documented in the individual faculty dossier in accordance with the

rank's Standards of Evidences. All required internal review letters shall be completed and submitted to the chair by October 15.

- g. In accordance with AR 2:1-1, the chair shall add to the dossier all written judgments received, and their written recommendation, which summarizes the department and external letters, and forward that completed dossier to the dean by November 1. Where disagreement occurs between the chair and the consulted faculty concerning a recommendation, the chair shall report this difference with adequate documentation to the dean and also notify the consulted unit faculty regarding such action.
- h. Chair Consultation with Faculty: As stipulated in AR 2:1-1, the Department Chair will receive written letters from tenured faculty at or above the rank of the faculty member seeking promotion and/or tenure. For Promotion and Tenure decisions, the Faculty candidate will submit a list of names of qualified professional peers who can effectively evaluate their qualifications for promotion and/or tenure. This list of no fewer than eight (8) names (with contact information) is submitted to the Department Chair wherein a minimum of two and preferably more agree to complete the process and provide their written feedback to the Department Chair. The Department Chair will also invite four (4) or more external evaluators, independent of those submitted by the Faculty candidate, to provide a written evaluation of the faculty member candidate. These external evaluators are provided with an electronic version of the candidate's dossier minus the letters from their UK peers. Once letters from all required UK faculty and all external evaluators are received, the Department Chair will write a summative letter based on all input received. In addition to this summative information, the Department Chair will also provide his/her recommendation for promotion and/or tenure to the College of Education Promotion & Tenure Committee. In all other circumstances noted in A1, the Department Chair is not required to seek faculty input but may do so, preferably from the Chair's Advisory Committee.

Faculty Performance Review

1. Performance reviews of faculty must be in compliance with University of Kentucky Administrative Regulations (AR 3:10). The performance of non-tenured faculty shall be reviewed annually. The performance of tenured faculty shall be reviewed during the first year of each biennium with the rating applying for the biennium. Any tenured faculty member, upon request, shall be granted an annual review.
2. When assessing the quality of faculty performance based on the performance review portfolio, department chairs shall utilize the advice of departmental faculty members. The Department Chair shall consult with the KHP Faculty Performance Evaluation Committee in reaching a determination on the review scores for a faculty member undergoing annual or biannual review. The KHP Performance Evaluation Committee members will review the dossier submitted by the individual faculty members and will independently score the faculty member's performance in the areas that apply according to their Distribution of Effort and Standards of Evidence for the appropriate title series. Committee members provide their ratings to the Department Chair who makes the final determination of the scores submitted to the Dean of the COE.
3. The performance review shall determine for each faculty member both a quantitative assessment and a qualitative judgment of the faculty member's activities during the review period in teaching and advising, research and scholarship, university and public service and engagement, and/or other appropriate activities with relative weight based upon prior agreement pertinent to the distribution of effort among any or all of these activities.
4. The Distribution of Effort Agreement form(s) signed by the chair, the faculty member, and the Dean shall constitute the written agreement upon which the faculty member will be evaluated.

If more than one Distribution of Effort exists for the given evaluation period, the distributions will be averaged.

5. The department chair recommends a rating to the dean, and a final rating is determined in a conference of the chair and the dean. If the dean and the chair are unable to agree upon an individual's performance rating, the faculty member shall be informed of the ratings of both the chair and the dean and informed that the rating of the dean is final, unless appealed.
6. After final ratings are determined, there shall be a conference between the chair and each faculty member, focusing upon the faculty member's performance of his or her assignment during the period of review, strengths and weaknesses, and suggestions for improvement, if appropriate.

C. Preparation of Departmental Budget Request

The Department Chair may consult with the KHP Chair's Advisory Committee on issues related to the budget including budget priorities and expenditures at year's end.

APPROVALS FOR PART II

Note: Governing Regulations (GR VII.A.6) require

(5) Approval by Department Faculty

(6) Transmittal by Chair to Dean

(7) Approval by the Dean for consistency with GRs/ARs/SRs

(8) Approval by the Provost for consistency with GRs/ARs/SRs

Approval of (Preface and) Part II by the Department Faculty:

11/19/20
Date

Transmittal by Department Chair

Heather Erwin

3/4/21
Date

Heather Erwin, Chair

Department of Kinesiology and Health Promotion

Approval of (Preface and) Part II by Dean



3/22/21
Date

Julian Vasquez Heilig, Dean
College of Education

Approval of (Preface and) Part II by Provost

David Blackwell
Provost

Date

Notes and Dates on Previous Reviews and Amendments

Part III. Written Statements on Evidences Appropriate to Department Disciplines for Use in Promotion and Tenure Evaluations

Department of Kinesiology and Health Promotion

As listed on the University Senate website <https://www.uky.edu/universitysenate/college-education-rules>

Department of Kinesiology and Health Promotion Position on Engaged Scholarship

The Department of Kinesiology and Health promotion resides within a Division I Research Institution, and seeks to serve its local, state, regional, national, and global communities in a number of ways. Vital to this mission is scholarship that addresses the concerns and opportunities of these communities. Such scholarship:

- involves intellectually rigorous projects that engage faculty members in a collaborative and sustained manner with those communities;
- works to solve the problems of and further the interests of those communities; and
- results in external funding, peer-reviewed publications, peer-reviewed collaborative reports, and other peer-reviewed documents, where peers are defined as the constituency for whom the product is produced.

Documenting for Tenure and Promotion

Effectiveness in Teaching and Mentoring. Types of evidence for effectiveness in teaching and mentoring include the following:

- Command of the subject
- Ability to organize and present subject matter in a logical and meaningful way
- Ability to motivate undergraduates
- Ability to stimulate creativity in graduate students
- Creative and effective use of innovative teaching methods and curricular innovations

Examples of documentation for teaching and mentoring include the following:

- Statement of teaching philosophy
- Course materials
- Systematic student evaluations for each course each semester (including summer and previous spring)
- Grade distribution (and comments, if desired, about relationship of grades and nature of course)
- Evidence of supervision of student projects and other forms of mentorships
- Evaluation by department chairs
- Comments of peers, colleagues and/or pedagogical experts
- Teaching awards

Effectiveness in Research and Scholarly/Creative Activities. Types of evidence and documentation for effectiveness in research and scholarly/creative activities include the following:

- Publications: e.g., appropriate textbooks, books or chapters in books, articles in refereed journals, monographs, refereed and non-refereed conference proceedings, book reviews and other related items, written reviews and evaluations by qualified peers. • Papers presented: e.g., papers presented at local, state, regional, national and international

professional meetings (significance of the content and selection process should be considered in the process of reviewing such presentations).

- Performances or exhibitions: e.g., performances or exhibitions that are invited or juried by nationally or regionally recognized members or groups within the discipline.
- Research in progress: e.g., verification of stages or development for research in progress is mandatory,
- Contributions to the art of teaching: e.g., appropriate textbooks or education articles in peer review forum, development of computer software or audiovisual media, etc.

Professionally Related Service. Types of evidence and documentation for professionally related services include the following:

- Service to the University; e.g., participation and leadership roles in departmental, college or school and university committees; participation in university governance; administrative service; advising students; recruitment activities; service to student organizations; other related activities
- Service to one's discipline; e.g., memberships and leadership roles in professional organizations at state, regional, or national levels.
- Service to the larger society; e.g., presentations related to the discipline; professional advice and counsel to groups or individuals; other types of service, particularly in the university's service area.

Other Factors for Consideration. Other types of evidence and examples of documentation that may be considered include the following:

- Collegiality. Collegiality is an intrinsic part of the review of any candidate. It should not, however, be considered apart from teaching, scholarship/research, and service. Rather, it should be considered to be essential to the role that the faculty member plays in each of the areas.
- Professional growth; e.g., courses taken for credit, courses audited, seminars attended and independent study activities (much of this evidence will be submitted on the section on teaching, service, research, and scholarly/creative activity.)

Special Title Series

Criteria for Appointment and Promotion:

***Special Title Series Assistant Professor:**

Appointment to the rank of special title series assistant professor shall be made after it has been determined that the individual has the appropriate terminal degree. The individual will have licensure or certification, as appropriate. The individual must have the potential for significant professional growth in his/her field. The candidate shall have demonstrated competency in teaching with the potential to demonstrate excellence in teaching. He/she will have the capability for excellent instruction as measured by teaching evaluations, and/or oral presentation(s) and or documented teaching experiences and/or letters of recommendation. He/she will display evidence of professional participation such as service for professional associations (reviewing abstracts, serving on committees, etc., and the ability to contribute in the area of service.

***Special Title Series Associate Professor:**

In addition to meeting the criteria for assistant professor, appointment or promotion to the rank of associate professor shall require an indication of continuous improvement and contribution by the individual in all areas of responsibility. This individual will demonstrate high achievement in the areas of teaching, advising, and other instructional activities. He/she will demonstrate significant contributions in professional, university, and/or public service and be recognized for professional and/or scholarly activities. For teaching, the individual will show growth in abilities related to teaching, advising, and/or mentorship of students as evidenced through a teaching portfolio and CV. The individual will receive recognition of teaching abilities through student evaluations, teaching awards or commendations and/or invited consultations and presentations. For service, the individual will be expected to participate in department and college committees and governing bodies, community activities related to professional expertise and university mission, and contribute to relevant state, regional, and/or national professional organizations.

***Special Title Series Professor:**

In addition to meeting the criteria for associate professor, appointment or promotion to the rank of professor shall require demonstration of high achievements in the areas of teaching, advising, and other instructional activities. This individual will demonstrate significant contributions in professional, university, and/or public service. He/she will earn external recognition for excellence in professional, educational, and/or scholarly activities. Recognition should be on a regional or national level in the field of assignment. For teaching, the individual will display continued growth in abilities related to teaching, advising, and/or mentorship of students as evidenced through a teaching portfolio and CV; receive recognition for teaching expertise through student evaluations; receive teaching awards, commendations, and/or invited consultations and presentations; and demonstrate mentorship of faculty, staff, and students in teaching. For service, the individual will be expected to participate in university committees, task forces, governance bodies; display administrative leadership at the University of Kentucky; display Substantial participation in community activities related to professional expertise and mission of the university; and contribute to relevant national and/or international professional organizations.

*Further detail is given in the attached document "Statements of Evidence for Special Title Series"
Department of Kinesiology and Health Promotion

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Rank	KHP Criteria	Evidence
Assistant Professor	<ul style="list-style-type: none"> • Appropriate terminal degree related to area of appointment • Professional certification (if appropriate) • Demonstrated competency in teaching with the potential to demonstrate excellence in teaching • Evidence of substantive professional participation with potential for growth in professional/scholarly recognition • The ability to contribute in the area of service 	<p><i>Required</i></p> <ul style="list-style-type: none"> • Minimum of terminal degree in field or a related area • Licensure, certification as appropriate <p><i>Expected</i></p> <ul style="list-style-type: none"> • Capability for excellent instruction as measured by teaching evaluations, and/or oral presentation(s), and/or documented teaching experiences, and/or letters of recommendation
Associate Professor	<p>Meets the criteria for assistant professor, plus:</p> <ul style="list-style-type: none"> • Demonstrates high achievement in the areas of teaching, advising, and other instructional activities • Demonstrates significant contributions in professional, university, and/or public service • Is recognized for professional and/or scholarly activities 	<p><i>Required, Teaching</i></p> <ul style="list-style-type: none"> • High achievement in the areas of teaching, advising, and other instructional activities <p>Teaching, Advising and Other Instructional Activities</p> <p><i>Expected</i></p> <ul style="list-style-type: none"> • Growth in abilities related to teaching, advising, and/or mentorship of students as evidenced through teaching portfolio and CV • Recognition of teaching abilities through student evaluations • Teaching awards, commendations, and/or invited consultations and presentations <p><i>Additional evidence</i></p> <ul style="list-style-type: none"> • Creative and effective use of innovative teaching methods and curricular innovations • Educational contributions to other professionals and community members (e.g., continuing education, invited presentations, workshops, and demonstrations) • Evidence of training in teaching methods (such as training through CELT) • Ability to organize and present subject matter in a logical way • Peer evaluations

Statements of Evidence for Special Title Series
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<p><i>Required, Service</i></p> <ul style="list-style-type: none"> • Participation in department and college committees and governing bodies • Participation in community activities related to professional expertise and university mission • Contributions to relevant state, regional, and/or national professional organization 		
<p>Teaching, Advising, and Other Instructional Activities</p> <p><i>Expected</i></p> <ul style="list-style-type: none"> • Continued growth in abilities related to teaching, advising, and/or mentorship of students as evidenced through teaching portfolio and CV • Recognition of teaching expertise through student evaluations • Teaching awards, commendations, and/or invited consultations and presentations • Demonstrated mentorship of faculty, staff, and students in teaching <p><i>Additional Evidence</i></p> <ul style="list-style-type: none"> • Recognized teaching contributions to educational programs outside of primary appointment (interprofessional contributions) • Recognized educational contributions to other professionals and community members (e.g., continuing education, invited presentations, workshops, and demonstrations) • Participation in master's or doctoral committees • Relevant contributions to evaluation/assessment programs (e.g., overall curriculum assessment, graduate outcomes, student learning outcomes) • Leadership role in teaching mission (e.g., Program Coordinator, Curriculum Chair/Coordinator, Accreditation Coordinator, Director of Teacher Education Program) • Significant participation in accreditation activities 	<p>Meets the criteria for Associate Professor, plus:</p> <ul style="list-style-type: none"> • Demonstrates high achievements in the areas of teaching, advising, and other instructional activities • Demonstrates significant contributions in professional, university, and/or public service • Has earned external recognition for excellence in professional, educational, and/or scholarly activities • Recognition at the regional or national level in the field of assignment 	
<p>Professor</p>		

Department of Kinesiology and Health Promotion
 May 27, 2015

		<p>related to own program or to the profession (e.g., accreditation site visitor, appointment to review of accreditation standards, or self-study reviewer)</p> <ul style="list-style-type: none"> • Major role in substantial curriculum revision or development of new educational programs/initiatives • Administrative role in program, department, college, university which results in substantial advancement of the teaching mission • Significant contribution in advising <p><i>Required, Service</i></p> <ul style="list-style-type: none"> • Participation in university committees, task forces, governance bodies • Administrative leadership role at the University of Kentucky • Substantial participation in community activities related to professional expertise and mission of the university • Contributions to relevant national and/or international professional organizations
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Lecturer Title Series

The *Statements on Evidence for Lecture Series Faculty* for the department is intended to be consistent with the Administrative Regulations of the University of Kentucky.

Note: KHP has determined the maximum percentage of Lecturer Series faculty that may be employed by the unit is 20%.

I. Guidelines for Appointment, Reappointment, Nonrenewal of Appointment, Terminal Appointment, Promotion and Faculty Performance for Lecturer Title Series

The following guidelines are used by the Department of Kinesiology and Health Promotion in evaluating candidates for the Lecturer Title Series:

Appointment: a candidate *must* be approved for appointment by majority vote of KHP regular title and special title series faculty.

Reappointment: a candidate *must* demonstrate at least a *Record of Competence* in each of the two areas of performance evaluation (teaching and service/engagement).

Nonrenewal of Appointment: a candidate who receives teaching evaluations below the College mean for both quality and value of teaching, and/or unsatisfactory reviews based on peer evaluation; and/or who demonstrates inadequate service after intervention and remediation in the subsequent year performance review *shall* receive nonrenewal of appointment.

Terminal Appointment: a candidate who receives an unsatisfactory performance review for two consecutive years *shall* receive a terminal appointment.

Faculty Performance: a candidate *must* demonstrate at least (a) a consistent *Record of Achievement* in each of the two areas of performance evaluation (teaching and service/engagement). See indicators of competence below.

Promotion to Senior Lecturer: a candidate *must* demonstrate a record of performance either in (a) a *Record of Achievement* in each of the two areas of performance evaluation (teaching and service/engagement); or (b) a *Record of Achievement with Distinction* in teaching and service/engagement areas of performance evaluation; and upon consultation with and written recommendation of tenure-eligible and tenured faculty receive consideration for promotion. A person is eligible to be promoted to the rank of Senior Lecturer generally after a minimum of 5 years of continuous service in the lecturer series.

However, in some unique cases, a person could be allowed to apply earlier.

Note: A prospective Lecturer seeking the rank of Senior Lecturer in the Lecturer Title Series upon appointment *must* meet the criteria for promotion to Senior Lecturer in order to receive promotion.

Definitions:

“Competence” refers to activities through which the faculty member demonstrates effort and ability in a particular area of performance evaluation.

“Achievement” refers to substantive contributions to the field of education and/or one’s academic/professional specialty area.

“Achievement with Distinction” refers to significant contributions to one’s discipline and/or one’s academic/professional specialty area. Such distinctive contributions are identified through rigorous peer review and approval.

Indicators:

Indicators of *Competence*, *Achievement* and *Achievement with Distinction* for each of the two performance areas of teaching and service/engagement are included on the following pages. It should be noted that the indicators on each list are examples of activities that meet criteria for inclusion in the category.

The lists are not exhaustive. Other activities may be judged by KHP faculty as meeting the

requirements for a given category of performance. In addition, the candidate may choose to cite the same activity for more than one category. For example, certain teaching activities might also be considered service/engagement activities. In such cases, candidates may justify the awarding of credit for more than one category of performance evaluation.

A. Teaching

Teaching is the fundamental responsibility of the faculty. Teaching encompasses not only classroom teaching, but also such activities as practicum/internship supervision, student teaching supervision, advising, mentoring, and tutoring.

Teaching effectiveness must be documented with student evaluations and course syllabi. Teaching documentation may also include evidence of pedagogical innovations, evidence of academic rigor of courses, procedures admired or adopted by peers within or outside one's department, special teaching awards and recognition, peer review, contributions to course development, and professional development activities. Other noteworthy contributions include teaching beyond regular duties, collaborative efforts, interdisciplinary instructional activities, teaching via distance learning format, and assisting in student advising.

Competence

The Lecturer will be evaluated by students, peers and supervisors as demonstrating a consistent record in teaching. Indicators include:

1. Evidence that students perceive the course to be of value as indicated by the College mean on course evaluations.
2. Evidence that students perceive the course to be of quality as indicated by the College mean on course evaluations.
3. Evidence that the instructor has demonstrated appropriate laboratory management technique (if applicable).
4. Evidence that the instructor has demonstrated professional standards of supervision (if applicable).
5. Evidence of successful integration of technology into teaching.
6. Evidence of participation in professional development to demonstrate knowledge of current information in his/her field.

Achievement

The Lecturer will be evaluated by students, peers and supervisors as demonstrating consistently high-quality teaching. Indicators include:

1. Evidence that students perceive the course to be of value as indicated by the College mean on course evaluations.
2. Evidence that students perceive the course to be of quality as indicated by the College mean on course evaluations.
3. Evidence that the instructor has demonstrated appropriate laboratory management technique (if applicable).
4. Evidence that the instructor has demonstrated professional standards of supervision (if applicable).
5. Evidence of successful integration of technology into teaching.
6. Evidence of participation in professional development to demonstrate knowledge of current information in his/her field.
7. Development of pedagogical methods and materials that demonstrate a significant impact on learning.

Achievement with Distinction

The Lecturer will be evaluated by students, peers and supervisors as demonstrating consistently exceptional teaching. Indicators include:

1. Evidence that students perceive the course to be of value as indicated by the Department mean on course evaluations, or that of the College, if higher.
2. Evidence that students perceive the course to be of quality as indicated by the Department mean on course evaluations, or that of the College, if higher.
3. Evidence that the instructor has demonstrated appropriate laboratory management technique (if applicable).
4. Evidence of significant contributions to the mentoring of graduate students (if applicable).
5. Evidence of successful integration of technology into teaching.
6. Development of pedagogical methods and materials that demonstrate a significant impact on learning.
7. Evidence of participation in professional development to demonstrate knowledge of current information in his/her field.
8. Significant contributions to major curriculum changes, course development, and other instructional programs.
9. Evidence that the lecturer's own research informs his/her teaching.

In addition, evidence of an exceptional level of teaching may be based on extensive peer review.

B. Service/Engagement

Indicators of *Competence*, *Achievement* and *Achievement with Distinction* for Service are provided below. It should be noted that the indicators on each list are examples of activities that meet the criteria for inclusion in the category's promotion to Senior Lecturer. Reappointment to Lecturer must meet at least a level of *Competence*. Promotion to Senior lecturer must meet a level of *Achievement with Distinction*. The lists are not exhaustive. In addition to the activities listed below, service/engagement includes non-compensated consultation, in-service activities, acquisition of resources, and activities deemed appropriate as determined by department faculty. Activities should be appropriately documented.

Contributions may be documented through organizational minutes or agendas, letters of recognition and/or appreciation, recognized authorship of professional documents or technical reports, invited presentations, or awards.

Competence

1. Contributes to area program of study; invited class presentations.
2. Contributes professional expertise to the Department.
3. Contributes to professional organizations at a state or regional level.
4. Serves on committees at the department or college level.

Achievement

1. Contributes to area program of study; invited class presentations.
2. Contributes professional expertise to the Department.
3. Contributes to professional organizations at a state or regional level.
4. Serves on committees at the department or college level.
5. Has other role(s) of responsibility within Department.

6. Participation in workshops or other activities to improve teaching.
7. Provides consultation or training at the local, state, or regional level.

Achievement with Distinction

1. Contributes to area program of study; invited class presentations.
2. Contributes professional expertise to the Department.
3. Contributes to professional organizations at a regional or national level.
4. Serves on committees at the department or college level.
5. Has other role(s) of responsibility within Department.
6. Participation in workshops or other activities to improve teaching.
7. Provides consultation or training at the local, state, or regional level.
8. Hold elected office of a state or regional professional organization.
9. In the area of one's professional expertise, contributes on a national level.
10. Uses his/her own research to contribute to the profession through publications, presentations, or other methods of dissemination.

Process for Intervention for Unsatisfactory Performance

Remediation will be implemented for demonstration of unsatisfactory performance in identified areas. The Department Chair in consultation with the Dean of the College and a team of peers will determine what action is required.

Recommendation for Reappointment or Promotion to Senior Lecturer

A recommendation for Reappointment or promotion to Senior Lecturer should clearly present evidence that the candidate has made and will continue to make significant contributions. The recommendation should identify the candidate's relative balance of responsibilities and accomplishments in teaching and service/engagement. Numerical ratings of teaching effectiveness and letters, for example, should be used to document the case, but are not the case in-and-of themselves. Due diligence should be given to both quality and quantity.

Demonstrated excellence in two areas for Lecture Title Series, is normally required. The appropriate balance among teaching and service/engagement is generally determined by the candidate's letter of appointment, distribution of effort, and expectations of the department.

In unusual cases, the department may recommend reappointment or promotion for a candidate whose efforts and abilities do not appear appropriately balanced among teaching and service/engagement. In such cases, the department must demonstrate that the candidate is clearly exceptional in teaching and service/engagement; that the candidate has performed in accordance with the department's expectations; and that the overall balance within the candidate's department will not be adversely affected. Where a recommendation is made primarily on an exceptional record in either teaching or service/engagement, the evidence must show clearly that the candidate is one of the very best in his or her field, and that the candidate's special competence or talents will bring added distinction and visibility or otherwise be of special value to the department. Unusual rapport with students is important, but not by itself sufficient to support a case for promotion primarily on teaching. Significant public service contribution may strengthen a case for reappointment or promotion.

In weighing the evidence, the department faculty will consider the candidate's contributions to the department's mission.

Revised 12/28/10

Clinical Title Series

Appointment, Reappointment, and Promotion in the Clinical Title Series

Narrative

This document is designed to serve as a Departmental addendum to the UK Administrative Regulation 2:6, date effective 6/12/2007: Appointment, Reappointment, and Promotion in the Clinical Title Series (Approved by the Board of Trustees).

The Department of Kinesiology and Health Promotion offers educational programs in exercise science, health and physical education teacher preparation, health promotion, sport leadership, exercise physiology, biomechanics and sport psychology. Accordingly, most, if not all, of these program areas include clinical components in which a Clinical Title Series faculty member would make valuable instructional and/or research/scholarly contributions in the experiences of students matriculating in these program areas.

Appointees in the Clinical Title Series shall be subject to annual performance review. All appointments, reappointments, and promotions shall be decided on the basis of merit and as evidenced in the areas in which activity shall be regularly assigned. Evidence of professional qualifications consists of educational attainment and professional accomplishment. Evidence in the second area of activity consists primarily of effective clinical instruction. Evidence of professional status and activity emphasizes clinical recognition. Evidences for professional status and activity are described under the Regular Title Series (AR 2:2-1, AR 2:2-2). Although it is not feasible to specify exact criteria for evaluating the credentials of an individual for appointment, reappointment, or promotion to any one particular rank in the Clinical Title Series, the following criteria provide guidance for evaluators. Administration Regulation 2:6, p2, V.B.; Effective Date: 6/12/2007; University of Kentucky Regulations

Although it is typically expected that the majority of time will be devoted to 1) applied clinical teaching and 2) service, the DOE and position description will be determinants of the faculty member's evaluation in each applicable specified area. Faculty with the majority of the DOE allocated to clinical teaching and service will present evidence from each category. Clinical faculty members with significant contributions to research or other scholarly activity and/or assigned administrative duties on their DOE are typically expected to also include evidence of their performance in those categories.

Required and expected evidences can be specifically indicated and additional evidences contributing to verification of high merit may be provided to illustrate excellence and are not in a particular order. It is not expected that candidates will demonstrate all additional evidences but rather a representative sample of major accomplishments. In all cases, the quality, quantity and significance of the contributions will be considered.

Effective teaching will be evaluated utilizing the following criteria:

- Student Evaluation of Teaching
- Peer Review
- Formative Evaluation
- Faculty Reflective Statement
- Syllabi Review

Clinical Instructor

Professional certification or licensure relevant to the clinical area or terminal degree

Demonstrated clinical competence

Potential or significant professional contribution in clinical area of expertise and contribution in the areas of applied clinical and experiential settings training and instruction in an experiential setting

Required

Minimum of master's degree

Licensure, certification appropriate to professional discipline

Minimum of five years in clinical practice

Evidence demonstrating clinical competence such as work record, observable/demonstrable clinical expertise, written performance evaluations from employers, clients/families, peers or colleagues, etc.

Clinical Assistant Professor

Meets the criteria for clinical instructor, plus:

- Evidence of recognition at least at the local level
- Have a terminal degree, however for exceptional professionals with national reputations as being among the best in their fields, the requirement for a terminal degree may be waived upon: (a) the positive majority vote of the tenured and tenure-eligible faculty in the educational unit who are at or above the rank of Assistant Professor; (b) the positive recommendations of the educational administrator and the dean; and, (c) the positive recommendation of the appropriate Academic Area Advisory Committee, if relevant, and (d) the approval of the Provost

Clinical Associate Professor

Meets criteria for clinical assistant professor plus:

- Significant professional experience and verifiable accomplishments in the academic field
- Substantial commitment to the field and achievements exceeding customary standards of practice in clinical area/discipline and clinical instruction
- Innovative or creative contributions to the instructional and clinical service programs of the University, comparable institution or applied clinical practice
- Regional and, perhaps, national recognition

Required

- Completion of specialty certification/advanced clinical training, unless doctoral degree in profession or related field is already secured
- Substantial participation in community service related to professional expertise and mission of the University

Additional evidence

Service – Clinical, Community and University

- Documentation of achievement and maintenance of competencies required for work setting
- Role in development of introduction of new/innovative programs, practice, organizational strategies, assessment strategies, treatment paradigms, etc
- Role in development or introduction of new/innovative strategies for applied or experiential clinical education
- Role in development and/or implementation of an evidence-based approach to service delivery

- Successful participation in interdisciplinary service or treatment including cross-training
- Positive student, client, or patient satisfaction surveys
- Recognition for exceptional/excellent achievement (within UK or external)
- Invitations to teach and/or guest lecture
- Supervision/mentoring of students
- Consultation requests from state/region
- Service on statewide committees/boards

Research or Other Scholarly Activity as Appropriate or Assigned (Not Typically Required):

- Authorship and/or participation in publications, presentations, grants at the state/regional level
- Presentations at state/regional conferences
- Substantial contributions to continuing education/ professional practice /invited presentations
- External funding from state /regional level funding agencies

Administration as Appropriate or Assigned

- Successful assumption of responsibilities for coordination/management of a clinical or educational initiative
- Supervision/mentoring of employees

Clinical Professor

Meets criteria for clinical associate professor plus:

- Outstanding practitioner in opinion of colleagues and administrators
- National or International recognition for expertise, eminence, and contribution to field
- Documented excellence and distinction in clinical or applied areas of emphasis

Required

- Terminal degree or in absence of terminal degree, post-graduate training in a clinical field often in conjunction with national or international formal recognition of excellence and distinguished contributions in the profession that demonstrate equivalent experiential knowledge, distinction, and competency analogous to terminal degree (examples include but are not limited to such awards or recognitions as State or National Government Resolution of Honor/Lifetime Achievement, Carnegie Medal, Pulitzer Citation, Emmy nomination (local or national) or Academy Award, nomination such as category of documentary short, Olympic/Paralympic Order, Presidential Medal of Freedom, Order of the British Empire, or in rare circumstances and an extremely high example - the Pulitzer Prize or Nobel Prize, etc.). For the waiver of the terminal degree requirement, the same process as previously outlined shall be followed.

Additional evidence

Service – Clinical, Community, University Such As:

- History of performance reviews documenting outstanding status
- Nomination for and/or receipt of clinical awards and honors
- Certification/specialty recognition in area of expertise
- Leadership role in development or introduction of new/innovative clinical programs, organizational strategies, assessment strategies, etc.

- Leadership role in development or introduction of new/innovative strategies for clinical education
- Leadership role in development/dissemination of an evidence-based approach to practice
- Opinions of outside professional peers
- Compilation/organization of client/student outcomes reports
- National and/or international recognition as an outstanding practitioner
- National or International invitations to teach and/or assist with curriculum or clinical training
- Supervision/mentoring of students
- Service on professional boards/committees of national/international organizations
- Leadership role related to professional expertise on a national or international organization, commission, task force, or board

Research or Other Scholarly Activity as Appropriate or Assigned (Not Generally Required):

- Authorship and/or participation in publications, presentations, grants at the national/international level
- Record of generating external funding through competitive grants
- Presentations at national and/or international conferences
- Journal editor/reviewer for publications or grant funding
- Significant record of external funding for research, clinical education, or clinical programs

Administration as Appropriate or Assigned Such As:

- Record of successful coordination/management of a clinical or educational initiative
- Supervision/mentoring of employees and/or emerging leaders in community

APPROVALS FOR PART III

Note: Governing Regulations (GR VII.A.6) require

- (1) Approval by Department Faculty
- (2) Transmittal by Chair to Dean
- (3) Approval by the Dean for consistency with GRs/ARs/SRs
- (4) Approval by the Provost for consistency with GRs/ARs/SRs

Approval of (Preface and) Part III by the Department Faculty:

11/19/20
Date

Transmittal by Department Chair

Heather Erwin

Heather Erwin, Chair
Department of Kinesiology and Health Promotion

3/4/21
Date

Approval of (Preface and) Part III by Dean



Julian Vasquez Heilig, Dean
College of Education

3/22/21
Date

Approval of (Preface and) Part III by Provost

David Blackwell
Provost

Date

Notes and Dates on Previous Reviews and Amendments