By-Laws for the Commonwealth Kinesiology Faculty Advisory Committee

Department of Kinesiology and Division of HHD

The Pennsylvania State University

Purpose of the Committee:

To represent the Kinesiology faculty at non-University Park locations and to serve in an advisory capacity to the Department Head on issues and concerns of mutual interest to the faculty at those locations.

Composition of the Committee:

The committee shall be composed of seven to ten full-time Kinesiology faculty members; one member from each campus that offers a Kinesiology major and nominated members from remaining campuses. No more than one faculty member from any particular campus may serve on the committee at any one time. In addition, the Department Head of Kinesiology and the Director of the Kinesiology Physical Activity Program will serve as ex officio members.

Committee Member Duties:

The committee members are responsible for attending monthly phone conference calls, attending 1-2 yearly joint Kinesiology meetings at University Park, sharing information from meetings with Kinesiology faculty, full and part-time, at their campus and performing other duties as needed.

Duties of the Chair:

The committee chair is responsible for setting dates for monthly conference calls, setting dates for the Commonwealth Kinesiology meetings at UP, setting the agenda for the meetings, overseeing conference calls and meetings, and other duties as assigned by the Department Head at UP. The chair must work closely with the designated representative from the Department Head’s office when coordinating meetings and will use the representative to maintain an open line of communication between the committee and the department.

Term of Service:

Each member of the committee will serve an initial two-year term with the option to continue serving additional 1 year terms as long as s/he is interested. The membership of the committee will be determined at the April Commonwealth Kinesiology meeting at UP. Those electing to end their term of service at the end of the academic year must provide a nomination of a full-time faculty member, from any location, excluding UP, to replace them within the guidelines for nomination and composition of the committee. New member terms begin with the first conference call of the new academic year, generally August or September.

The committee chair will first serve a one year term as chair-elect before taking over as chair for the following academic year. The chair’s term will begin with the first meeting of the new academic year and will end with the last meeting of the academic year.

A chair-elect will also be chosen at the April Commonwealth Kinesiology meeting at UP from among the remaining members, new and continuing. The chair-elect’s term will mirror that of the chair.

Nomination

When a committee member elects to end his/her term of service at the conclusion of the academic year, s/he must nominate a full-time faculty member as his/her replacement that falls within the guidelines for composition of the committee.

The full-time faculty at campuses with a Kinesiology program will each determine their representative. The University College campuses and Abington will nominate members of the committee from among full-time Kinesiology faculty at those locations.

It will be the responsibility of the present Chair to oversee the nomination process and to ensure adherence with the composition of committee guidelines.

Vacancy During a Term:

Any vacancy occurring prior to the end of the academic year will be filled by the Chair, appointing a full-time faculty member in Kinesiology from any of the designated locations within the guidelines for the composition of the committee.

*Approved 1/24/02*

*Revised 3/31/06*

*Revised 4/2/14*

*Revised 2/4/15*