

KINESIOLOGY Program Bylaws
Department of Kinesiology and Educational Psychology
College of Education
Washington State University

I. Objectives

A. Degree offered: M.S.

B. Discipline: Kinesiology is the comprehensive study of multiple factors that affect human movement and is comprised of a wide range of sub-disciplines (e.g., exercise physiology, motor learning, biomechanics, physical activity, sport/exercise psychology). Kinesiologists take advantage of the interdisciplinary nature of their field for broad understanding of human movement behavior in different contexts. This requires a working knowledge of the various sub-disciplines in Kinesiology and the ability to see their connections.

C. Mission of the Graduate Program: The mission of the Kinesiology Graduate Program is to provide a strong scientific foundation promoting critical thinking that will enhance health, productivity, and quality of life.

II. Membership

A. Graduate Faculty within the Kinesiology Program may be WSU Tenure Track, WSU Career Track, or WSU adjoint/adjunct faculty, subject to the limitations and definitions within this document. Graduate Faculty designated as initial Kinesiology Program Graduate Faculty (listed in Section IX of this document) will be approved when new bylaws are approved by the Faculty Senate. Graduate Faculty subsequently added to the program via the process outlined in section II.B below are approved by the Graduate School.

i. WSU Campus and Extension Site Participation

- a) The degrees in Kinesiology are offered through the Pullman Campus of Washington State University as formerly approved and authorized by the appropriate accrediting body for Washington State University. The faculty at other campuses and extension sites support this program but have not been officially approved and authorized to directly advertise and offer the degree as individual campuses.
- b) Approved Graduate Faculty at all other campuses, research and extension centers, and other affiliated university sites may participate in the

Kinesiology Program as supporting site faculty with Kinesiology Program rights and responsibilities determined in Section II.A.ii and Section II.A.iii.

ii. Graduate Faculty Participation

- a) Graduate Faculty participation in the Kinesiology Graduate Program is independent and separate from academic department, school, college, campus, or extension site affiliations.
- b) Disciplinary Expertise: All Graduate Faculty in the Kinesiology Program must have roles that align with current Washington Administrative Code Regulations (WAC250-61-100).

Kinesiology Graduate faculty are expected to have a Ph.D. or an equivalent terminal degree in a field related to Kinesiology. In addition, they must have demonstrated disciplinary expertise for mentoring and teaching of graduate students in this field, and relevant professional accomplishments.

Kinesiology Graduate faculty outside of the Kinesiology Program may also have an equivalent terminal degree (e.g., DPT), and are able to act as co-chair, or member of masters student committees, and teach graduate courses, but may not serve as Program Director nor on Kinesiology Program committees, and do not have Kinesiology Program voting rights.

- c) Active Research: Kinesiology Graduate Faculty must be actively involved in research related to Kinesiology as evidenced by recent external grant or contract support, related peer-reviewed publications, graduate student mentoring, or other relevant professional accomplishments within the past five (5) years.

iii. Faculty Roles (see B for the approval process)

- a) Tenure Track Faculty in the Kinesiology Program: Tenure Track Faculty (pre-tenured and tenured) from Kinesiology Program who are approved Graduate Faculty in Kinesiology are entitled to act as chair, co-chair, and member of graduate student committees, teach graduate courses, serve as Program Director, and serve on all Kinesiology Program committees. They are voting eligible.
- b) Tenure Track Faculty Outside of the Kinesiology Program: Tenure Track Faculty outside of the Kinesiology Program who are approved Kinesiology Program Graduate Faculty are entitled to act as co-chair, or member of graduate student committees, and teach graduate courses.

They may not serve as Program Director nor on Kinesiology Program committees. They are not voting eligible.

- c) Career Track Faculty: Career Track Faculty include non-Tenure Track research, scholar, teaching and clinical faculty. Approved Career Track Kinesiology Graduate Faculty are entitled to act as co-chair or member of thesis and non-thesis graduate student committees, teach graduate courses, serve as Program Director, and serve on all Kinesiology Program Committees. They can serve as chair of a non-thesis committee. Upon an approval vote of the executive committee, they can serve as chair of a thesis committee. They are voting eligible.
- d) Adjoint and Adjunct Faculty: Professionals external to WSU may be granted Graduate Faculty participation within Kinesiology if they are first officially approved as adjoint or adjunct faculty for WSU. Adjoint and Adjunct faculty who are approved as Kinesiology Graduate Faculty are entitled to act as co-chair, or member of graduate student committees and teach graduate courses. They may not serve as Program Director nor on Kinesiology Program Committees. They are not voting eligible. When serving as co-chair of a student committee they must co-chair with a Tenure Track or approved Career Track Faculty member who is also a member of the Kinesiology Graduate Faculty.
- e) Emeritus Faculty: Graduate Faculty who enter Emeritus status may complete their current terms as chairs of graduate student committees but may not sit as chair on new student committees. Approved Emeritus Kinesiology Graduate Faculty are entitled to act as co-chair or member of graduate student committees. They may not serve as Program Director nor on Kinesiology Program committees. They are not voting eligible. When serving as co-chair of a new student committee they must co-chair with a Tenure Track or approved Career Track Faculty member who is also a member of the Kinesiology Graduate Faculty.
- f) Individuals who are not Graduate Faculty in the Kinesiology Program: Individuals not officially participating as Graduate Faculty within the Kinesiology Program may serve on graduate student committees as outlined here.

Faculty who are members of the Graduate Faculty in another WSU graduate program, whose committee appointment is approved by the Kinesiology Graduate Program Director, may serve on a graduate student's committee.

Individuals not officially participating as Graduate Faculty in any Graduate Program at WSU (for example, a faculty member from another university or research entity) may be approved to serve as a member for an individual student’s committee on a case-by-case basis. The committee chair for that student should forward the name and curriculum vitae of the desired committee member to the Kinesiology Graduate Program Director. With approval of the Program Director, the nomination memo (with accompanying CV or other documentation of expertise) is forwarded to the Dean of the Graduate School for final approval.

- g) Table 1 summarizes the roles and participation level for Graduate Faculty members.

Table 1. Summary of participation

Professional Status	Thesis Committee Chair	Non-thesis Committee Chair	Student Committee Co-Chair	Student Committee Member	Program Director	Program Committee	Voting Eligible
Tenure-Track in Program	X	X	X	X	X	X	X
Tenure-Track out of the Program			X	X			
Career-Track Graduate Faculty	Upon vote*	X	X	X	X	X	X
Adjoint			X	X			
Adjunct			X	X			
Emeritus			X	X			

Note: Student committees are called “Advisory Committees” in the Graduate School *Policies and Procedures* manual. * requires a majority Executive Committee vote on case-by-case approval.

B. Approval of Membership:

- i. Initial approved Graduate Faculty within Kinesiology are listed in Section IX of the initial Program Bylaws and have been approved by the Kinesiology Program proposed initial Graduate Faculty, proposed Kinesiology Program Director, and the Dean of the Graduate School.
- ii. All potential Graduate Faculty can be nominated by an existing Kinesiology Graduate Faculty member or may self-nominate. The nomination should include a letter of nomination and curriculum vitae for the nominee. The Program Director will circulate application materials to all voting eligible Graduate Faculty prior to the vote. New Graduate Faculty require approval from the majority of voting eligible Graduate Faculty who respond to the vote.

In addition to a commitment to maintain the highest standards of mentoring for

graduate students, anticipated contributions or qualifications for all successful Graduate Faculty applicants include the following:

- a) Appropriate Educational credentials as outlined in II.A.ii.
 - b) History or reasonable expectation of an active, funded research program that can plausibly be relied upon as the source of continuing support of a Kinesiology graduate student. OR Having a primary appointment in the Kinesiology faculty and an earned doctorate. OR Having a teaching responsibility within the Kinesiology program.
 - c) History of publication of peer-reviewed manuscripts in a discipline related to Kinesiology. OR Ongoing professional practice in a discipline related to Kinesiology.
- iii. A list of names of newly approved Graduate Faculty, along with a curriculum vitae for each candidate, will be forwarded to the Department Chair, and then to the Dean of the Graduate School at the time that they are approved. With the dean's approval, they will be added to the Graduate Faculty list for the Kinesiology Graduate Program.

C. Continuation of Membership: Graduate Faculty appointments to the Kinesiology Graduate Program will be reviewed for continuation of membership by the Program Director yearly. They will be evaluated for contributions to graduate instruction, research, and teaching. Contributions to the Kinesiology Program shall be a requirement for continued membership. Contributions may take the form of:

- i. Committee chair, co-chair, or committee member for graduate students in Kinesiology.
- ii. Teaching or co-teaching a graduate course in Kinesiology.
- iii. Serving in the administrative and committee structure for Kinesiology.

D. Discontinuation of Membership:

- i. Initiation of Discontinuation: Upon request of a Graduate Faculty member of the Kinesiology Graduate Program, with the support of the Program Director, an individual membership can be discontinued. If that individual's research and graduate training activity should change, they may reapply for Graduate Faculty participation at any time.
- ii. Membership Appeal Process: Faculty appeal of any membership decision in Kinesiology must be made in writing to the Kinesiology Graduate Program Director within 30 calendar days of the decision. An appeal will only be granted if it is supported by the majority of voting eligible Kinesiology Graduate Faculty who respond to the vote. Final written appeal may be made to the Department

Chair and/or the Dean of the Graduate School within 30 calendar days of the Kinesiology Graduate Faculty vote.

- iii. Discontinued Graduate Faculty will be listed as inactive in the program for historical records.

III. Administration

A. Administration of the program and its activities is vested in the Kinesiology Graduate Program Director with advice from the Executive Committee.

B. Graduate Program Director: The Graduate Program Director of Kinesiology will be nominated by the Executive Committee and accepted by majority vote of the voting eligible Kinesiology Graduate Faculty. Final approval of the Graduate Program Director resides with the Department Chair

- i. The Graduate Program Director shall serve a term of two (2) years and is eligible for re-election if nominated to continue in this position in accordance within the terms of the initial appointment and with final approval of the deans as described in III.B. above.
- ii. The Graduate Program Director may be removed from office by a majority vote of voting eligible Kinesiology Graduate Faculty and with the approval of the deans as described in III.B. above.
- iii. Duties of the Program Director
 - a) Provide overall academic leadership for the Kinesiology Graduate Program.
 - b) Develop and implement policies for the Kinesiology Graduate Program.
 - c) Represent the interests of the Kinesiology Graduate Program to the campus and University administrators.
 - d) Call and preside at meetings of the Executive Committee.
 - e) Call and preside at meetings of the Graduate Faculty of Kinesiology.
 - f) Be responsible for coordinating all Kinesiology Graduate Program administrative matters within the Graduate School.
 - g) Manage the budgets of the Kinesiology Graduate Program.
 - h) Submit course or curriculum change or approval forms.
 - i) Submit Kinesiology Graduate Program revised bylaws.
 - j) Be responsible for the accuracy of all publications related to the Kinesiology Graduate Program including web pages and catalog copy.
 - k) Coordinate Kinesiology graduate course teaching assignments with relevant department chairs.

- l) Supervise the activities of the Kinesiology Graduate Program Academic Coordinator as they relate to the program.
- m) Coordinate the annual performance review of each graduate student in the program.
- n) Submit an updated list of Kinesiology Graduate Faculty to the Dean of the Graduate School for approval by August 1 each year.
- o) Coordinate Kinesiology Graduate Program assessment annually and submit an assessment report to the deans listed in IV.A above.

IV. Committees

A. Executive Committee: Coordinates and advises the Graduate Program Director in administering Kinesiology. The Kinesiology Graduate Program Director shall be responsible for recording and distribute minutes of each meeting to the Graduate Faculty and maintain one copy in Program Records.

- i. The Executive Committee shall be composed of three (3) to four (4) Graduate Faculty members of Kinesiology Graduate Program. Graduate Faculty may nominate individuals for committee membership, and members are elected by a majority vote of the voting eligible Kinesiology Graduate Faculty in a confidential ballot. Members of the Executive Committee will serve three (3) year terms with approximately one-third (1/3) of the membership changing each year.
- ii. The Committee Chair will be appointed by the Kinesiology Graduate Program Director from the members of the Executive Committee.
- iii. Areas in which the Executive Committee shall assist and advise the Graduate Program Director include:
 - a) Review, develop and update long-range goals for the Kinesiology Graduate Program and plans for their attainment. These ideas shall be presented at least once annually to a meeting of all Kinesiology Graduate Faculty.
 - b) Serve as a sounding board for new ideas, changes, etc. in academic or administrative issues.
 - c) Provide guidance on administration of the Kinesiology Graduate Program.
 - d) Nominate members for service on other committees.
 - e) Assist with Kinesiology Graduate Program assessment process.

B. Recruiting Committee: Coordinates all activities related to recruitment of Kinesiology graduate students.

- i. The Recruiting Committee shall consist of three (3) members of the Kinesiology Graduate Faculty nominated by the Executive Committee and approved by the Kinesiology Graduate Program Director.
- ii. Members of the Recruiting Committee shall serve three (3) year terms.
- iii. The Chair of the Recruiting Committee shall be appointed by the Kinesiology Graduate Program Director.
- iv. Duties of the Recruiting Committee include:
 - a) Work with the Academic Coordinator to develop and maintain recruiting materials as required.
 - b) Coordinate all recruitment efforts with the Kinesiology Graduate Faculty.
 - c) Organize annual recruiting events.
 - d) Review all student applications and in conjunction with the Kinesiology Graduate Program Director and appropriate Kinesiology Graduate Faculty and recommend the acceptance or rejection of applicants in a timely manner.
 - e) Make recommendations to the Kinesiology Graduate Program Director regarding the financial support of graduate students for their first year.

C. Graduate Curriculum Committee: Coordinates all activities related to review and revision of the Kinesiology graduate curriculum.

- i. The Curriculum Committee consists of three (3) to four (4) members of the Kinesiology Graduate Faculty nominated by the Executive Committee and approved by the Graduate Program Director.
- ii. Members of the Curriculum Committee shall serve three (3) year terms.
- iii. The Chair of the Curriculum Committee shall be appointed by the Kinesiology Graduate Program Director.
- iv. Duties of the Curriculum Committee include:
 - a) Regular (at least annual) review of the Kinesiology graduate curriculum.
 - b) Make recommendations to Kinesiology Graduate Faculty regarding curricular revision and prepare drafts of course or curricular change forms for revision. Such recommendations are forwarded to the Kinesiology Graduate Program Director to be presented to the Kinesiology Graduate Faculty for approval by majority vote of the voting eligible Kinesiology Graduate Faculty.

D. Other Kinesiology Graduate Program Committees: Other ad hoc committees may be appointed by the Executive Committee or Graduate Program Director as needed. Addition of new, or changes to the existing, standing committees must be approved by amendment of bylaws.

E. Student Representatives: At the discretion of the Kinesiology Graduate Program Director and Graduate Faculty, student representation may be added or deleted from any Kinesiology Graduate Program Committee structure.

V. Graduate Student Committees (a.k.a “Advisory Committee”)

A. The initial selection, or subsequent changes, of a graduate student’s committee shall be determined jointly by the student and the student’s advisor. In accordance with the *Policies and Procedures* of the Graduate School at WSU, graduate students and recent WSU graduates are not permitted to serve on the committees of other graduate students.

B. The graduate committee of each student shall have a minimum of three members for the M.S. degree, of those at least half of the committee members must be active Kinesiology Graduate Faculty members. In addition, at least half of thesis committee members must be tenured or tenure-track faculty.

C. The thesis committee chair for the M.S. degree requires both tenure track and Graduate Faculty status (except in cases where there is a vote for approval of career-track faculty to chair). The non-thesis committee chair for the M.S. degree requires Graduate Faculty status. A second member will be a tenured or tenure-track faculty. The committee for M.S. degree requires one additional (third) member with Graduate Faculty status. A fourth member may be added and be external to WSU. All committee members must hold a degree of comparable level to the degree sought by the candidate.

VI. Graduate Faculty Meetings

A. The Kinesiology Graduate Program Director shall call Kinesiology Graduate Faculty meetings as needed but at least once per academic year. All attempts will be made to provide a written agenda two days in advance.

B. Other meetings may be called at the discretion of the Graduate Program Director or the Executive Committee.

C. A special meeting of Kinesiology Graduate Faculty may be called by petition of 5 or more Graduate Faculty members.

D. Efforts will be made to communicate items of interest, including notification of a Graduate Faculty Meeting, to the faculty via e-mail. General Kinesiology Graduate Faculty Meetings shall be called with a minimum of one week’s notice.

E. Faculty not on campus at the time of a Kinesiology Program Graduate Faculty Meeting may participate by electronic means.

F. The only students that may attend graduate faculty meetings are those invited to present and the “Student Representative.” Student attendees are not voting members. Student attendance in graduate faculty meetings is for informational and liaison purposes. In the event that confidential information needs to be discussed or a confidential vote needs to be conducted, student attendees will be required to leave the meeting. “Confidentiality” can be applied to any topic, at any time, by any voting graduate faculty.

VII. Quorum

A. For all general Graduate Faculty Meetings and votes, unless otherwise indicated, a quorum shall be defined as a minimum of 50 percent of the Kinesiology Program voting eligible membership.

B. For programmatic committees to conduct a business meeting, a quorum shall be defined as a minimum of 50 percent of the committee membership.

C. For passing motions, unless otherwise indicated, a motion passes with more than 50 percent of the votes cast in favor of passing the motion. A vote fails to pass with less than 50 percent of the votes cast in favor of passing the motion.

D. In the event of a tie vote in Graduate Faculty Meeting, the Graduate Program Director will decide the outcome of the vote. For tie votes that occur within Programmatic Committees, the Committee Chair will decide the outcome of the vote.

VIII. Amendments to Program Bylaws

A. The Program Bylaws document shall be reviewed every fifth year (starting in 2025) by the Executive committee and annually by the Graduate Program Director.

B. Amendments to the Bylaws may originate from any Kinesiology Graduate Faculty member. Proposed amendments must be forwarded to the Kinesiology Executive Committee and Graduate Program Director. After discussion, amendments shall be forwarded to the Kinesiology Graduate Faculty electronically at least 2 weeks prior to the faculty meeting at which the amendments will be discussed. After discussion, a minimum 2-week period will follow the Graduate Faculty meeting prior to vote. Votes on amendments may occur at a Graduate Faculty meeting or electronically. Amendments to the Kinesiology Program Bylaws require a positive vote from the majority of all voting eligible Kinesiology Graduate Faculty.

C. All revised Bylaws must be submitted to the Faculty Senate Graduate Studies Committee for review and final approval and will be forwarded to the Faculty Senate as an information item.

IX. List of Initial Graduate Faculty Participants

A. List of initial Kinesiology Graduate Faculty members:

- i. Robert Catena, PhD
- ii. Christopher Connolly, PhD
- iii. Anne Cox, PhD
- iv. Tami Goetz, PhD
- v. Krista Jones, DPT
- vi. Phillip Morgan, PhD, DC
- vii. Shikha Prashad, PhD
- viii. Judy Schultz, PhD
- ix. Sarah Ullrich-French, PhD

X. History of Kinesiology Program Bylaws

- A. Administrative Home: DEPARTMENT OF KINESIOLOGY AND EDUCATIONAL PSYCHOLOGY
- B. Initial bylaws approved by Kinesiology Graduate Faculty: 9/24/20
Initial bylaws approved by Graduate Studies Committee: 9/15/20

REMINDER

The Program Director of the Kinesiology Graduate Program is responsible for submitting an updated list of Kinesiology Graduate Faculty to the Dean of the Graduate School for approval prior to August 1st of each year.
Mid-year requests may be approved at the discretion of the Dean of the Graduate School.