

**Bylaws for the Department of Kinesiology  
California State University, Chico  
November, 2022**

**ARTICLE I  
NAME**

The name of this organization shall be the “Department of Kinesiology” and hereinafter referred to as the Department.

**ARTICLE II  
VISION, MISSION, VALUES**

The Department is guided by a core vision, mission, and values.

Section 1. Vision

To be a national leader in communicating and creating knowledge about physical activity to enhance the quality of life for all.

Section 2. Mission

The mission of the Department of Kinesiology is to communicate and create knowledge about sport, exercise, and physical activity. The department achieves its mission through innovative and engaging instruction, scholarship, and professional service. The uniqueness of our integrative discipline is that we work to promote lifelong learning and physical activity to enhance the quality of life and health for all.

Section 3. Values

We, the Department, have core values that shape our approach in achieving our mission. These values are organized around three main points:

- A. Innovation and Engaging Instruction: We value lifelong learning and place a high priority on creating safe, inclusive and interactive learning environments that encourage students to take risks, practice, learn, and excel toward their potential.
- B. Scholarship: We value all forms of created and communicated knowledge in kinesiology. Scholarship includes discovery, integration, application and teaching (Boyer, 1990).

- C. Professional service: We value service with:
  - 3.C.1 University
  - 3.C.2 Community
  - 3.C.3 Region
  - 3.C.4 State
  - 3.C.5 Nation
  - 3.C.6 International communities

### **ARTICLE III PROGRAM**

Section 1. The Department program includes:

- A. Curricula in kinesiology leading to the Bachelor of Arts and Bachelor of Science degrees with specialized options, degree minors, certificates, and the Master of Arts degree with specialized options.
- B. Curricula that prepare students for professions in fields related to kinesiology.
- C. A curriculum designed to prepare students to meet state teaching credential and certificate requirements.
- D. Courses, workshops and other learning experiences that meet the changing professional needs of education personnel and exercise professionals.
- E. A general education curriculum that encompasses a variety of experiences to meet individual interests and needs for activity and health.
- F. Opportunities for all students to participate in programs related to sport, exercise, and physical activity.
- G. Opportunities for the university community, alumni and general public to participate in selected programs of the Department of Kinesiology related to sport, exercise, and physical activity

### **ARTICLE IV MEMBERS**

Section 1. Members of the Department of Kinesiology shall include individuals holding the instructional rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer holding appointments in this department. . Department Faculty participating in the Faculty Early Retirement Program are considered members during the semester they teach. Graduate students either active or adjunct are not faculty of the Department of Kinesiology.

Section 2. Membership in the Department of Kinesiology shall not lapse because of sabbatical leave or other approved leaves of absence or other university administrative or teaching assignments.

Section 3. Emeritus status may be granted by majority vote of the Department to fully retired Faculty who have given long and distinguished service to the Department. Distinguished service shall be determined by records of teaching, scholarship and service, not simply by years of employment.

## **ARTICLE V OFFICERS**

Section 1. The officers of the Department are the Chair and Associate Chair. Officers are elected by a vote of the Faculty.

Section 2. Chair

The executive officer of the Department of Kinesiology shall be the Department Chair, who shall have the general responsibility for administering Department programs, budget and personnel. The Department Chair shall be selected and evaluated according to procedures described by university policy.

Section 3. Associate Chair

The Associate Chair assists the Chair in Department administrative duties. The specific duties of the Associate Chair are specified annually in consultation with the Chair.

## **ARTICLE VI PROGRAM COORDINATORS**

Section 1. Program Coordinators represent the three primary areas of the Department as listed in the catalog. Program Coordinators are selected by the Department Chair with concurrence from affected faculty within the Department.

Section 2. Program Coordinators for exercise science, movement studies, physical education teacher education and the Coordinator of graduate studies serve on the Executive Committee to advise the Chair in Department matters.

Section 3. Program Coordinators generally serve three-year appointments with the opportunity to serve consecutive appointments.

## **ARTICLE VII EXECUTIVE COMMITTEE**

Section 1. The Executive Committee is advisory to the Department Chair.

Section 2. The Executive Committee is comprised of the Chair, Associate Chair, Graduate Studies Coordinator, Program Coordinators, and others appointed by the Chair meet once a month to discuss and advise the Chair about Department business.

## **ARTICLE VIII STANDING COMMITTEES**

Section 1. Standing Committees

- A. Definition: There are seven Standing Committees of the Department: Personnel Committee, Post Tenure Review Committee, Curriculum Committee, Graduate Committee, Scholarship Committee, 5<sup>th</sup> Year Program Review Committee, and Equity, Diversity, and Inclusion Committee.
- B. Actions passed by the Standing Committees, excluding the Personnel Committees, may be challenged when a written petition signed by one third of the tenure track faculty is presented to the Department Chair. In these instances, a department meeting shall be convened and the issues will be discussed. Motions presented and seconded at the department meeting are action items and require a simple majority vote in favor of the motion to pass.

## Section 2. Personnel Committee

- A. “The function of the department Personnel Committee shall be to make specified periodic evaluations and to review and make recommendations concerning appointment, retention, tenure, and promotion (FPPP, 4.0).”
- B. Membership of the Personnel Committee shall consist of three tenured full-time faculty (FPPP, 4.1) with consideration of different program areas within the department.
- C. The Personnel Committee will follow guidelines for structure, eligibility, operation, and process regulations as outlined in the current FPPP.
- D. Committee members will serve staggered terms of three years in order to provide continuity to the committee.
- E. The Personnel Committee shall determine a committee chairperson at the beginning of each academic year. The committee chairperson shall call and preside over meetings, facilitate interviews, delegate tasks, carry out all other associated responsibilities and write reports as outlined in the university FPPP.
- F. The committee shall keep minutes that indicate time, place, date of meeting, members present and actions taken. No minutes of discussion will be included (FPPP, 4.2).
- G. Department Chairs may participate as members of the Department *Personnel Committee* when the committee is undertaking a *periodic evaluation* or a *performance review*. Such membership counts towards the committee’s required size (FPPP 4.1).
- H. The Personnel Committee is charged with the following responsibilities:
  - a. Evaluate members of the department with respect to the personnel actions of retention, tenure and promotion, and reporting the results of the evaluation to the department chair in accordance with the university and college personnel deadlines.
  - b. Conduct periodic evaluation of probationary faculty in years when a retention evaluation decision is not occurring, in accordance with the FPPP, and university and college personnel deadlines.
  - c. Evaluate full-time and part-time temporary faculty in the department, and reporting the results of the evaluation to the department chair in accordance with the university and college personnel deadlines.

- I. Personnel meetings will be held in executive sessions.
- J. One member of the Personnel Committee will serve as the affirmative action liaison. This person shall be familiar with affirmative action guidelines and procedures in order to provide guidance to the committee. This person shall also serve as liaison to the college and university affirmative action committees (FPPP, 16.5).

Section 3. Post Tenure Review Committee

- A. The function of the Post-Tenure Review Committee shall be to provide reviews of tenured faculty and follow the guidelines as described in the FPPP.
- B. The committee shall be comprised of three full professors elected to staggered three-year terms.
- C. The committee shall determine a chairperson at the beginning of the academic year.
- D. The committee shall keep minutes that indicate time, place, date of meeting, members present and actions taken.

Section 4. Curriculum Committee

- A. The function of the Curriculum Committee shall be to evaluate department undergraduate/ graduate curriculum proposals and forward recommendations concerning curriculum/program changes.
  - a. The Curriculum Committee should consider the impact that curriculum proposals may have on the department both programmatically and fiscally.
  - b. The Curriculum Committee also must consider the quality of proposed change and its congruence with department vision and mission.
- B. The Curriculum Committee shall be comprised of six members with staggered three-year terms
- C. Members shall be full-time tenured or probationary faculty.
- D. Membership on the Curriculum Committee, when possible, should represent several to all program areas in the department.
- E. The committee shall determine a committee chairperson at the beginning of each academic year. The committee chairperson shall call and conduct meetings at least once a month, delegate tasks, and carry out all other associated responsibilities and duties.
- F. The committee chairperson and other members will be available to department faculty for consultation and advice about developing curriculum proposals.
- G. The committee shall keep minutes that indicate time, place, date of meeting, members present and actions taken.
- H. The committee shall make meeting agendas and minutes available to faculty, and committee meetings shall be open meetings.
- I. The curriculum committee chairperson shall serve on the college curriculum committee.

Section 5. Graduate Committee

- A. The function of the Graduate Committee shall be to oversee graduate curricula as well as the recruitment, retention and matriculation of graduate students.
- B. The Graduate Committee shall be comprised of the Coordinator of Graduate Studies and four tenure track professors elected from the faculty. Elected members shall serve staggered three-year terms with opportunity for renewal.
- C. The Graduate Coordinator shall serve as chair of the Graduate Committee. He/she will call/preside over meetings, delegate tasks, and execute pertinent responsibilities and duties.
- D. The committee shall keep minutes that indicate time, place, date of meeting, members present and actions taken.

Section 6. Scholarship Committee

- A. The function of the Scholarship Committee shall be to promote and select recipients of department, college and university scholarships.
- B. The Scholarship Committee shall be comprised of three department members with staggered three-year terms.
- C. Members shall be full-time tenured or probationary faculty.
- D. The Scholarship Committee shall determine a chairperson and keep minutes that indicate time, place, date of meeting, members present and actions taken.

Section 7. 5<sup>th</sup> Year Program Review Committee

- A. The function of this committee shall be to provide reviews and reports for department long range planning and program accreditations.
- B. The 5<sup>th</sup> Year Program Review Committee shall be comprised of three members.
- C. The term of appointment shall be for three years beginning with the year before program review and extending through the year after program review.
- D. Members shall be full-time tenured faculty.

Section 8. Equity, Diversity, and Inclusion Committee

- A. The Equity, Diversity, and Inclusion (EDI) Committee will work to cultivate and nurture a welcoming and inclusive department where students, faculty, and staff have an equitable opportunity to thrive and succeed. Further the EDI Committee will:
  - a. Continually examine department practices to identify and eliminate biases and barriers so that all Kinesiology students, staff, and faculty can be successful.
  - b. Encourage a teaching, learning, and scholarly environment that embraces diversity of thought, freedom of expression, and respect for others.

- c. Honor the distinct values, beliefs, identities, and cultures of our students, faculty, staff, and community.
- B. The EDI Committee shall be composed of a minimum of four individuals from the Kinesiology Department (faculty and staff), including a minimum of one student. In the event a student member can't be identified, the committee may continue its' work while actively searching for a student member. The committee composition should be diverse and may include tenured or tenure-track faculty, lecturers, staff, and students.
- C. The term of appointment shall be three years for faculty and staff and a minimum of one year for student members.
- D. The EDI Committee shall determine a chairperson each academic year. The committee will schedule regular meetings and keep meeting minutes that include the meeting date, time, location, members present, and actions taken.

## **ARTICLE IX AD HOC COMMITTEES**

### Section 1. Ad Hoc Committees

- A. The definition of Ad Hoc Committees are groups that have been charged with single issues or tasks. Typically, Ad Hoc Committees are created/authorized in response to specific concerns and/or problems. An Ad Hoc Committee will be temporary in that it will disband upon the satisfactory completion of its task. The term of an Ad Hoc Committee should not exceed one academic year.
- B. Ad Hoc Committees shall be comprised of at least three members.
- C. Each Ad Hoc Committee determines a chairperson and keeps minutes that indicate time, place, date of meeting, members present and actions taken.

## **ARTICLE X DEPARTMENT MEETINGS**

- Section 1. Meetings of the department shall normally be held once a month during the academic year. A schedule of meetings shall be established for each semester and at times that maximize the number of faculty who can attend without conflict.
- Section 2. A regular meeting may be postponed or cancelled by the department chair. Special meetings may be called by the department chair or by a signed petition of 1/3 of the faculty members.
- Section 3. The department chair when possible will provide notice and an initial agenda one week prior to the meeting.
- Section 4. A quorum will consist of a simple majority of the voting members being present at a meeting.
- Section 5. The department chair, associate chair, or designee shall preside over meetings.
- Section 6. Meetings will be conducted according to Robert's Rules of Order except that motions that are seconded are immediate action items.

- Section 7. The department secretary shall keep minutes of the meetings and send draft minutes to members one week prior to the next meeting. The department secretary shall keep a permanent file of approved minutes.
- Section 8. A parliamentarian, elected by the faculty every three years, shall be available for consultation during and outside of department meetings. A parliamentarian may serve consecutive terms.
- Section 9. In rare instances the department may hold an electronic meeting to discuss one item when a time-critical decision must be made. In these cases the department listserv will serve as the discussion forum for motions and seconds. Final votes on each item, however, must be made on paper ballot in the department office.

## **ARTICLE XI VOTING ELIGIBILITY AND PROCEDURES**

- Section 1. Meetings of the department shall be conducted democratically and in the spirit of shared governance. Roberts Rules of Order (with the exception that motions become action items when moved) will be followed with all members of the department having the right to participate fully in the discussion of business.
- Section 2. Faculty Voting Rights:
- 2.1 Unless otherwise mandated or restricted by the California State University System (CSU) or the Unit 3 Memorandum of Understanding between the CFA and CSU, voting rights shall be as follows:
    - 2.1.1 Regular Voting Members: Regular Voting Members are the tenured and probationary faculty of the department and shall have a 1.0 vote.
    - 2.1.2 Auxiliary Voting Members: Regular Voting Members may by a majority vote, extend voting rights to other classifications of members of the academic community. Those to whom voting rights have been extended shall be known as Auxiliary Voting Members. The Regular Voting Members shall determine qualification standards and the duration of voting rights terms for Auxiliary Voting Members, unless otherwise determined by the college or university.
  - 2.2 In accordance with the above guidelines, Auxiliary Voting Membership is extended to lecturers with 3-year contracts that are half-time (.5) or more in the semester of the vote and shall have .5 vote. Lecturers with 3-year contracts that are less than half-time, and lecturers with annual or semester contracts receive a partial vote equivalent to the percentage of their appointment during the semester of the vote. (Determined by Regular Voting Members majority vote on February 2nd, 2018). Graduate students do not have a vote.



- Section 3. FERPS are considered regular voting members only during the semester that they are working (As noted from Wonzong Memo/Academic Senate, April 10, 1992.).
- Section 4. Any voting member of the department on leave may give his/her proxy in writing to any other voting member. Such proxy will be honored only at the meeting designated.
- Section 5. Any voting member of the department in residence may give his/her proxy in writing to any other voting member of the department. Such proxy will be honored only at the meeting designated.
- Section 6. Voting at department meetings, with the exception of elections, generally shall be by a show of hands. Any member may call for a secret ballot on any matter requiring a vote of the department.
- Section 7. All elections shall be by secret ballot. This provision may be set aside by unanimous consent.

## **ARTICLE XII NOMINATING PROCEDURES**

- Section 1. The procedures for nominating persons to serve on the committees of the department shall be as follows:
- 1.1 Persons must be nominated from the floor at a legally constituted meeting.
  - 1.2 Nominations must be seconded in order to be accepted.
  - 1.3 Nominated persons must meet committee eligibility criteria.
  - 1.4 A faculty member who intends to nominate another faculty member should make every effort possible to secure consent from the proposed nominee prior to the legally constituted meeting.
  - 1.5 In rare instances when it is not possible to convene a legally constituted meeting, the chair may ask for nominations and seconds via the department electronic list serve.

## **ARTICLE XIII SELECTION, QUALIFICATIONS, AND DUTIES OF THE DEPARTMENT CHAIR**

- Section 1. Department chairs at California State University, Chico are nominated by the Department and appointed according to procedures established by the university and the department.
- Section 2. Procedures for nomination
- 2.1 The Department will meet and select a Nominating Committee of three or more department members. The incumbent Chair is not eligible for service on this committee.

- 2.2 The committee will review the Department Chair position description and consult with the Department and the College Dean to establish criteria for the selection of candidates. These criteria shall include the qualifications listed in Section 4 of this Article.
- 2.3 The committee will receive nominations and seek candidates for the position of Department Chair.
- 2.4 The Committee will submit to the Department the names of all candidates found acceptable in terms of the established criteria. Candidates may also be nominated by a petition signed by at least one-third of the department faculty.
- 2.5 The Department will elect the Chair nominee by secret ballot:
  - 2.5.1 Candidates will include the committee-submitted names and those nominated by petition.
  - 2.5.2 Voter eligibility will be determined by the Department (see Article XI). Regular voting members (tenured and probationary faculty) receive a full vote (1.0) and auxiliary voting members' vote is determined by time base and contract type during the semester of voting. Lecturers with .75 or above time base and a 3-year contract receive 1.0 vote. Lecturers with a .5-.74 time base and a 3 year contract receive .5 vote. All 1 year faculty, and 3 year faculty with contracts less than .5 shall receive a fractional vote based on their time base (up to .5). (Determined by Regular Voting Members majority vote on May 8<sup>th</sup>, 2020).
  - 2.5.3 The nominee must receive a majority of the votes cast.
  - 2.5.4 The results of the balloting will be forwarded to the College Dean. The report to the Dean will indicate the faculty nominee and the votes cast for all candidates.
- 2.6 The Dean of the College will forward the faculty selection, together with his/her recommendation, to the Vice President for Academic Affairs.
- 2.7 Appointment of the Department Chair will be made by the Vice President for Academic Affairs as chief instructional officer.
- 2.8 If the Department is unable to select a Chair acceptable to the Vice President for Academic Affairs by the date sixty days before the expiration of the current term, the incumbent Department Chair will notify the college dean. In this event, the appointment will be made by the Vice President for Academic Affairs for a term not to exceed two years.
- 2.9 The term for Department Chair is three years. The Department Chair will serve at the pleasure of the President.
- 2.10 The faculty may initiate an administrative recall action of the Department Chair by petition to the Dean. The petition must be signed

by twenty-five percent of the full-time faculty members serving at or above the rank of instructor or equivalent. Within three weeks of receipt of the petition, the college Dean will preside at a duly scheduled meeting of the Department faculty to conduct a secret ballot on the matter of administrative recall. The results of the balloting will then be transmitted to the Vice President for Academic Affairs for consideration and decision.

- 2.11 If for any reason the position of Department Chair shall fall vacant, the Department shall nominate an Acting Department Chair during the period of vacancy. The nominee's name shall be submitted to the Dean of the College of Communication and Education and the Vice President for Academic Affairs for approval. Procedures for nominating a new Department Chair shall be instituted at the earliest possible time.

### Section 3. Review of the Department Chair

- 3.1 The Department Chair will be subject to a performance review as part of the selection process for a new term.
- 3.2 Criteria used for the review will include those initially defined in the recruitment and selection process.
- 3.3 The Department Chair serves at the pleasure of the President; the review may be initiated by the President at any time.

### Section 4. Qualifications of the Department Chair

- 4.1 The Department Chair should possess a record as an effective teacher. Previous successful administrative experience is highly desirable.
- 4.2 The Department Chair should be a person of professional interest and integrity as evidenced by advanced study, publications, membership and/or offices in professional organizations.
- 4.3 The Department Chair should possess a philosophy of kinesiology that is in accord with the vision and mission of the Department.
- 4.4 The Department Chair should be committed to the Department and be able to treat equitably all programs, scholarship and persons concerned.

### Section 5. Duties of the Department Chair of Kinesiology

- 5.1 The Department Chair shall administer the policies of the Department and carry out all duties assigned by the Department, College, and University.
- 5.2 The Department Chair should guide the Department in fulfilling the purposes and responsibilities of the kinesiology program.

- 5.3 The Department Chair shall serve as a communications link between officials of the University and other officials of the College of Communication and Education.
- 5.4 The Department Chair shall make day-to-day decisions according to approved policies. Decisions on matters not explicitly covered by existing policies but which need immediate attention shall be made by the Department Chair. When time permits, the Chair shall make every effort to consult with the Executive Committee to make a decision. If a decision must be made without consultation, the decision is accountable.
- 5.5 The Department Chair shall propose agenda for, call, and preside, over department meetings.
- 5.6 The Department Chair shall handle the disbursement of approved budget allocations.
- 5.7. The Department Chair shall encourage and guide the professional growth of faculty members.
- 5.8 The Department Chair shall act as an ex-officio member of all Department committees, both standing and ad hoc.
- 5.9 The Department Chair shall maintain communications with other administrators to evaluate present and future program administration and conduct.
- 5.10 The Department Chair shall appoint an acting chair for the Department in case of temporary absence.
- 5.11 The Department Chair may hire part-time faculty and other employees on an emergency basis.

**ARTICLE XIV  
SELECTION, QUALIFICATIONS, AND DUTIES  
OF THE ASSOCIATE CHAIR**

- Section 1. The Associate Chair of Kinesiology shall be nominated and appointed according to procedures established by the Department.
- Section 2. Procedures for selection are as follows:
- 2.1 The incumbent Department Chair nominates to the Department a tenure track faculty member to serve as Associate Chair of the Department.
  - 2.2 The Department votes by secret ballot to accept or reject the nominated faculty member as Associate Chair. Election is determined by a simple majority vote.

- 2.3 The term for Associate Chair shall be the same as that of the Department Chair, three years.
- 2.4 If for any reason the position of Associate Chair of Kinesiology falls vacant, the Department Chair shall nominate another tenure track faculty to serve as Associate Chair. The department will vote by secret ballot to accept the nominated faculty member as Associate Chair. The newly elected Associate Chair's term will be the remainder of the Department Chair's three-year term.

Section 3. Qualifications of the Associate Chair of Kinesiology

- 3.1 The Associate Chair should possess a record as an effective teacher. Previous successful administrative experience is highly desirable.
- 3.2 The Associate Chair shall be a person of professional interest and integrity as evidenced by advanced study, publications, membership and/or offices in professional organizations.
- 3.3 The Associate Chair should possess a philosophy of kinesiology that is in accord with the philosophy of the Department.
- 3.4 The Associate Chair should be committed to the entire program and be able to treat equitably all phases of the Kinesiology curricula and all persons concerned.

Section 4. Duties of the Associate Chair of Kinesiology

- 4.1 Assist the Department Chair with Department business and functions
- 4.2 Serve as Acting Chair when the Department Chair is off campus.

**ARTICLE XV  
OTHER DEPARTMENT BUSINESS**

Section 1. Fee for Service Programs

In programs/events where the department faculty, students, or facilities are utilized on a fee for service basis, the department shall share in the revenues generated. Since these programs/events have instructional components and receive some financial support from the department, a percentage of revenues generated by these programs/events will return to the department. Percentage of dollar return to the department will be based on a policy determined by faculty. Fee for service programs that consistently do not cover their own costs will be terminated unless otherwise specified by the department.

Section 2. Guidelines for Determining Faculty Professional Development Funds

Given that faculty development and department academic reputation depend on professional activities, the Department will strive to invest in faculty

professional development and travel. The Chair will make the annual allocations for faculty travel based on the following general guidelines:

- Only full-time faculty will receive support for travel. Others may apply for exception.
- Preference will be given to travel for invited or research presentations, followed by professional officer duties, and general faculty development.
- Travel allocations will be based on minimal reasonable costs.
- Preference first will be given to assistant and associate professors.
- Allocations are dependent upon the availability of funding.

### Section 3. Equipment Purchases

The department strives to invest efficiently in the most appropriate equipment to maximize student learning, scholarly productivity, and community service. The Department Chair, in consultation with the Executive Committee, will approve expenditures for instructional and research equipment. The Chair will make day-to-day decisions based on the following guidelines:

- Preference will be given to equipment used by the most programs and students.
- Preference will be given to research equipment that can and will be used by students.
- Preference will be given to research equipment that can be used as “matching or shared” costs that result in grant awards for other equipment or student support.
- Major investments in equipment will rotate between disciplinary areas of the department. The Chair will document the history of significant investments in equipment for the various academic areas of the department. The previous use of equipment by faculty and areas will be taken into account in future equipment investments.

## **ARTICLE XVI PROFESSIONAL ETHICS AND STANDARDS**

### Section 1. Definition:

Faculty must adhere to the Professional Ethics and Standards as outlined in the FPPP Appendix II, Faculty Code of Ethics.

Section 2. Specifically, the following “Guidelines for Respectful Interactions” were adopted by the Department of Kinesiology on 2/19/16 to formalize our commitment to respectful professional interactions. We seek to create an environment (a) where faculty and staff are civil and respectful of individuals and individual differences, (b) where our actions support our mission, and (c) where behaviors that are disrespectful or undermine our mission are not tolerated. We will not use foul language or communicate in a threatening or hostile manner. Instead, we will interact with kindness,

civility, and respect. Our colleagues, including our administrative support staff, are essential to our development and mission. As such, we have chosen to treat each other with respect, which means...

- Communicating nonverbally and verbally so that colleagues and their point of view are valued, even and especially while disagreeing.
- Adopting attitudes of patience and acceptance for diverse perspectives and ways of contributing.
- Being kind in a manner that affords each person dignity and personal worth.
- Talking to colleagues when problems arise and refraining from malicious gossip.
- Communicating with transparency and honesty.
- Actively listening.
- Maintaining confidentiality of any information regarding colleagues or students.
- Refraining from using insensitive language or dialogue in reference to religion, race, gender, ethnicity, sexual identity, or any other label that can be applied to individuals.
- Refraining from forming alliances and cliques that exclude others and disrupt the functioning of the department.
- Refraining from and protecting colleagues from any form of harassment.

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Respectful actions include completing your fair share of the labor on committees and other service tasks, which means...

- Preparing appropriately for meetings.
- Carrying your fair distribution of workload on committees.
- Being punctual to meetings.
- Completing service tasks by the deadline.
- Following through with responsibilities.

We are a team of professional teacher-scholars who collaborate to provide the highest quality instruction to our students. To accomplish this core mission, we strive to create a positive and productive workplace environment.

## **ARTICLE XVII RATIFICATION OR AMENDMENT TO DEPARTMENT BY LAWS**

Ratification or amendment of the Department Bylaws shall be by secret ballot following discussion of the issue at a meeting. Voting will begin one week after presentation and discussion of the ratification or amendments. A majority is required for ratification or amendments to pass.