Policy Manual

Policies and Procedures Manual

Department of Kinesiology & Physical Education
Valdosta State University

28 April, 2015

I. Mission Statement

Department Mission

The Department of Kinesiology and Physical Education contributes effectively to the mission of Valdosta State University and the Dewar College of Education and Human Services. Specifically, the Department mission is to prepare professionals for the promotion of health, active lifestyles, and life-long learning. Dedicated to common goals, programs offer comprehensive education while serving the needs of professionals and the community at large within the region. While facilitating diversity, the department focuses on incorporating physical activity with innovative strategies for the purpose of preparing professionals who will promote health in the future.

II. Department Operating Policies and Procedures

A. Department Business

Department members, whenever possible, should communicate ideas and proposals affecting curriculum and the operations of the department to the Department Head and/or program coordinators as needed.

B. Department Organization

The Department Head is responsible for hiring and evaluating faculty and staff, managing the department budget, overseeing all operations of the department, providing leadership within the department, and representing the department within the larger college-level and university structure. Program coordinators will serve varied roles within the department.

The department operates while including a number of committees and councils, all contributing to the functionality of the department. A listing of the departmental structure is provided on the departmental website and linked below:

C. Program Input from External Constituents

Each COEHS department is responsible for creating and maintaining “Advisory Committees” for the purpose of soliciting input from external constituents concerning instructional programs. Minutes from all departmental Advisory Committee meetings are maintained on the departmental websites.

D. Procedure for Committee Composition & Departmental Meetings for Actionable Items:

- Members of each standing committee are appointed by the Department Head. Faculty may submit requests to the Department Head for assignment to specific committees.
- Some committee memberships and chairs may rotate every three years (or according to the individual committee’s bylaws), but some standing committees will remain in place as needed.
- Members, whether tenured, tenure-track faculty, or staff may vote within committee on issues raised.
- Standing committees will meet at least once a semester or once a year (or as needed). The date and tentative agenda of the meetings will be announced by the committee chair to the department at least one week prior to the scheduled date.
- A copy of the meeting documentation (Meeting Documentation Form) for each committee meeting will be submitted to the Department Head as a matter of record and will be provided online on the departmental web site.
- All committee members are required to attend scheduled meetings.

E. Strategic Plan

A departmental strategic plan (developed with input from faculty and external advisory board members) will be developed every five years (approximately). (2014-2019 Strategic Plan) (Appendix A)

F. Annual Reports

Each department and the college are required to submit updated Institutional Effectiveness Reports (IER) and Plans (IEP) to the VSU Office of Institutional Effectiveness annually. These documents must be approved by the Dean and submitted each fall. Reports and plans must include identification of outcomes/goals being measured, specific measures/benchmarks of success, assessments used to measure outcomes/goals, discussion of data, results (qualitative and quantitative) collected from assessments, discussion of how assessment results have been applied to make improvements.

G. Department Budget

The Department Head is responsible for budgetary items. Faculty input relative to department and/or program needs will be communicated either directly to the department head or to program coordinators.

H. Allocation of Student Workers

The Department Head is responsible for the assignment of (and the allocation of funds for) all office student assistants. The Department Head or, with the Department Head’s specific authorization, the department secretary, monitors and signs the time sheets for the student workers assigned to the department office.

Designated faculty members are responsible for the supervision of graduate assistants within the department, but the Department Head is responsible for hiring the GA’s.
I. Technological Support


   The departmental computer lab can be used for instructional purposes. Faculty will see the departmental secretary to reserve this space for class use.

2. Office computers

   a. Software

      While faculty members have the right to use whatever software that they may choose, Microcomputing and System Services will keep office computers updated for word processing with the most recent version of Microsoft Office that each office computer can run. Other support, such as updating browsers and virus checkers, is offered routinely. Faculty members needing specialized hardware or software for classes or research should consult with the Department Head.

      Problems with office computers should be reported to Microcomputer Support (245-4357).

   b. Security

      To prevent theft and unauthorized tampering with computers in offices, faculty members must lock their office doors when they leave.

   c. Computer ethics statement

      Software that is copyrighted must not be duplicated or used on university equipment without proper authorization from the author or publisher; similarly, university software may not be duplicated or used on non-university equipment without authorization from Microcomputer Support.

J. Library Ordering Procedures

1. Books, journals, serials, etc.

   Each year, the Department receives notice of its library allocation. All faculty members may submit orders through the department library liaison. To place an order, faculty should fill out an order card (or communicate what is needed), and inform the departmental library liaison of the request.

K. Travel

1. Permission to Travel

   Whenever a faculty member travels on official business (for classes, research, or professional reasons), the faculty member must submit a Request for Authority to Travel form, which is available online via the Department web page and the Financial Services web page. Whenever possible, this form should be submitted at least two weeks prior to the travel. This form must be submitted to the Department Head, regardless of when the travel will occur, weekends and breaks included.
2. Reimbursement for Travel

Faculty members may receive money from a number of on-campus sources to support approved travel, including the Faculty Development Fund, the Faculty Research Fund, and the Faculty Internationalization Fund. These funds require a completed application form and a copy of the applicant’s curriculum vitae; these are submitted to the appropriate university faculty committee for review. Application forms and FAQ about the application process are available through the Academic Affairs homepage. A limited amount of money may also be available through the Department’s travel budget. Faculty should check with the Department Head to find out if funds are available.

3. Travel Expense Statement

To be reimbursed for approved travel, faculty must fill out a Travel Expense Statement, available online. Completed forms must be accompanied by original receipts for housing, travel, conference fees, limousine, taxi, or parking fees, gasoline, etc. Beginning and ending odometer readings are necessary for mileage reimbursement. Receipts are not necessary for food expenses. (The department secretary can provide the current reimbursement rates for meals and mileage.) Faculty members should complete and sign a Travel Expense Statement and submit it with supporting documentation (receipts). The department secretary will photocopy all Travel Expense Statements and supporting documentation and file them with the Business Office.

L. Instructional Costs

The use of department copiers is reserved for material that is directly related to an employee’s work at Valdosta State University. Any copying of personal or business materials not directly associated with employment at VSU is not authorized. Copying involving large quantities of copies should be submitted to the COEHS Copy Center.

While the department encourages research and professional activity, the use of copiers for these purposes should be limited. If a faculty member needs to copy substantial amounts of material, she or he should apply for a research grant through the Dean of Graduate Studies, Faculty Development, or external sources. Large copy “jobs” are to be sent to the COEHS Copy Center.

Faculty should not run multiple copies of copyrighted material without appropriate authorization from the author or publisher except when the material falls under the “Fair Use” guidelines.

M. Building and Office Security

Faculty members should lock their office doors when they leave the department. Also, any doors (offices, entrance, storage areas) which have been left open or unlocked by custodial or other persons should be reported to the department secretaries as soon as possible.

Keys for offices and access within the Physical Education Complex are obtained from the Key Control office of Plant Operations. Faculty members are responsible for any keys issued to them. If keys are lost, the faculty member should contact Plant Operations and will be held responsible for any replacement costs. Access to classrooms with swipe locks installed may be obtained by having one’s faculty ID card activated by the Key Control office of Plant Operations.
N. Class Scheduling (Classes, Times, Locations)

1. Teaching during the academic year

The Department Head is responsible for ensuring class schedules are completed according to the Registrar’s deadlines. The schedule must include all class instructors, courses, times, and locations. The Department Head is also responsible for overseeing any modification of class schedules. The Department Head will consult with coordinators and involved faculty when changes to the schedule are being considered.

Unless time does not permit, the Department Head will see that the tentative schedule is distributed to coordinators and faculty members for corrections a week before the tentative schedule is due to the Registrar. All requested changes are made at the discretion of the Department Head.

Upper-division and graduate courses are normally offered according to the Department’s course rotation schedule. The Department Head may make adjustments based on enrollment needs and personnel availability.

2. Summer teaching

VSU does not guarantee opportunities for summer teaching. Unless budget constraints dictate otherwise, preference for summer teaching positions will be given to tenured and tenure-track faculty. If more faculty request summer teaching than the Department’s summer budget will support, the Department Head will first honor requests from those who have not taught most recently. All summer teaching assignments depend on student enrollment in each course.

O. Attendance

1. Classes

Faculty members are required to attend scheduled classes on a punctual basis. When a faculty member is unavoidably absent from a class, however, he or she should immediately notify the Department Head if possible and, if not, the department secretary, who shall convey instructions from the faculty member to the class.

Prior to the cancellation of any regularly scheduled class for professional or university business, the faculty member must complete a Request for Authority to Travel form (see Section I. G. above) and receive authorization from the Department Head.

The faculty member should complete a Faculty Absence Form ahead of any scheduled absence and have the “covering” faculty member and the Department Head sign the form one week in advance of the absence. (Faculty Absence Form)

2. Graduation

Faculty members are expected to attend at least one graduation exercise each year. This exercise requires appropriate academic attire.
3. Department and university meetings

Faculty members are expected to attend department, college, and university faculty meetings unless they are in class or on university-related business.

4. Sick Leave

Every full-time faculty member accrues eight hours of sick leave each month. Faculty members teaching during the summer also accrue sick leave at an adjusted rate.

Faculty members who must miss class for any reasons other than travel to professional meetings or other university business must report the classes missed to the Department Head or the department secretaries. Even if the faculty member arranges for someone to fill in, sick leave is still taken.

P. Advising

1. Undergraduate Students

Undergraduate students will be advised by the undergraduate coordinator once they have been accepted to the major. All pre-admission HPE majors will be advised either by the staff in the COEHS Advising Center or the University Centralized Advising Center.

It is the student’s responsibility to file for graduation at the appropriate time. Advisors should remind their advisees to file a request for graduation at least two (2) semesters prior to their anticipated date of graduation.

2. Graduate students

Graduate students in the department will be advised by the coordinator for each program.

Q. Student Grievances

If students have concerns related to courses, faculty, peers, etc., the COEHS Student Grievance policy should be followed. The COEHS maintains a grievance process available to all students that provides for the discussion and resolution of concerns. Concerns should be resolved informally by speaking with the associated faculty or staff member in the department, center, or office most directly connected to the issue. The faculty/staff member may request additional documentation if necessary, or schedule an appointment to address the concern. If the issue is not resolved, the concern may then be directed, in writing, to the department head or director appropriate to the area of concern. If the concern has not been satisfactorily resolved the student may continue the concern in writing to the college dean. Students desiring to file a grievance should refer to the Grievance Process on the COEHS webpage.

If, for any reason, a student does not feel comfortable contacting the associated faculty/staff member to discuss a concern, they may contact the person’s supervisor (department head, director, or dean) and request that their identity be kept confidential.

Students wishing to report concerns of harassment or discrimination should contact the Student Conduct Office/Dean of Students’ Office (Vice President for Student Affairs and Dean of Students) or the Office of Social Equity, as per University policy.

A confidential file of all formal written concerns and resolutions will be maintained in the Dean’s office.
R. Space Utilization and Office Allocation

The Department Head determines the space necessary for classroom, office, and administrative use.

In order to promote efficient utilization of department space, faculty offices are assigned by the Department Head on the basis of the following criteria:

- programmatic needs of the department
- rank of the faculty member
- seniority of the faculty member

III. Campus and Departmental Emergency Procedures

UNIVERSITY POLICE

ENVIRONMENTAL & OCCUPATIONAL SAFETY: (229) 293-6171

Emergencies: (229) 259-5555

WEBSITE: http://www.valdosta.edu/vsu/editalertinfo/

Non-Emergencies: (229) 333-7816

WHAT TO DO...

**ACTIVE SHOOTER/ARMED INTRUDER**

If possible, exit the building immediately and call University Police at (229)259 5555.

Consider using a ground floor window as an exit. If you cannot exit: remain behind closed doors in a locked or barricaded room.

Stay away from windows and out of hallways.

Remain calm and quietly call University Police at (229) 259-5555.

Remain in place until and “all clear” is given by authorities.

Evacuate the room only when authorities have arrived and instructed you to do so.

Do not leave or unlock the door to see “what is happening.”

Do not attempt to confront or apprehend the intruder, unless as a last resort.

**FIRES**

Activate the nearest fire alarm pull station. Call University Police at (229) 259 5555.

Confine the fire by closing doors as you exit. Notify occupants and help those needing assistance in the immediate area.

Evacuate the building at the nearest exit. Do not use the elevators.

Take personal belongings with you (keys, wallets, purses, etc).

Follow directions given to you by your building coordinator, fire department, police, or safety officer.

**GAS LEAKS, FUMES, VAPORS**

If you detect natural gas, fumes or vapors:

Do not pull fire alarms or switches.

Call University Police at (229) 259-5555.
If taken hostage appear submissive, do not make eye contact, follow instructions of captors. Let them be in charge. Don’t try to escape. Don’t try to resolve the situation by force. Be observant and remember everything that is seen and heard.

**WHEN UNSAFE TO GO OUTSIDE**

Notify VSU Police of a potential hazard by calling (229) 259 5555. You may be asked to remain in a room if inside or return to a building if outdoors. University Police and/or Campus Safety Officer as well as University Administration will advise when to evacuate. It is important that you comply.

**MEDICAL EMERGENCIES** (You must complete an accident report form in the KPE Office.)

- **Cardiac Arrest/Heart Attack/Seizure, etc.**
  Call University Police/EMS at (229) 259-5555. Assess the scene for danger and check the victim. (We do have a defibrillator (AED) in the conference room cabinet in the departmental office.)

- **Accidental Injuries (ankle sprains, knee injuries, cuts, etc. requiring medical attention.)**
  Assess the victim (observation and conversation with victim and onlookers). Determine whether medical treatment is needed or possibly needed.

If minor treatment is needed, assist victim to Student Health Center. (We do have band aids, etc. in our emergency kit.)

If the victim is unconscious or requests to be taken to the emergency room, Call University Police/EMS at (229) 259-5555.

**BOMB THREATS**

Get as much information as possible from the threatening caller. Call University Police at (229) 259-5555. Follow instructions from emergency personnel.

**SEVERE WEATHER EMERGENCIES**

Monitors local weather conditions using NOAA weather radio and sites. For procedures, VSU Campus Alert System will call out.

For updates, monitor local television and radio stations for announcements.
When notified or when you notice severe weather, be prepared to take shelter on the lowest level of your building.

Stay away from windows. Move to an interior hallway.

Wait for an all clear notification prior to returning to your work area or classroom.

**CHEMICAL SPILL/HAZARDOUS MATERIALS EMERGENCY**

Close all doors to isolate the area, if the incident is indoors.

From a safe area: Call University Police at (229) 259 5555.

Be prepared to provide the following information:

A) Name of material
B) Quantity of material
C) Time of incident
D) Location of incident
E) People injured or exposed to material

**IV. Department Office Policies and Procedures**

**A. Supervision of the Office Staff**

The Department Head is ultimately responsible for the supervision of senior department secretaries and student workers assigned to the Department. The Department Head, however, may delegate some of the day-to-day supervision of student workers to the senior secretary.

Although senior secretaries may check the roll for an absent faculty member and administer student evaluations for faculty members upon request, secretaries are not to administer tests, or conduct classes.

The department secretary and student workers are not permitted to do personal favors for faculty members. Work for department office staff should be submitted in a timely fashion with clear written instructions.

Any questions or problems regarding the office staff should be brought to the attention of the Department Head.

**B. Mail**

Faculty members will be provided with a department mailbox. With the exception of authorized department workers, students should not add or remove material from faculty mailboxes; students are not permitted in the faculty work room.
The University will provide postage for work-related correspondence only. Office mailboxes should be checked at least once per working day.

C. Telephones

Outgoing long distance calls by faculty members should be limited to University business and must be made on the faculty member’s office telephone rather than the department office telephones.

D. Textbook Ordering Procedures

1. Dates [revised]

The VSU Bookstore has set the following due dates for textbook orders:

- Fall semester: March 15
- Spring semester: October 15
- Summer terms: March 15

Faculty members are to process book orders through the Data Warehouse Portal. Once the faculty member has logged into Data Warehouse, they should click courses, followed by book entry. There, they can enter textbook information for each course for which they are responsible for that semester.

2. Desk copies

Desk copies of textbooks should be requested directly from the publisher.

V. Teaching Policies and Procedures

A. Student Opinion of Instruction (SOI)

The primary purpose of the Student Opinion of Instruction (SOI) is to improve teaching and programs. The SOI is administered online at the end of each semester through the VSU Division of Instructional Technology. The procedures for the administration, analysis, and reporting are found in the Online SOI Procedures and Timelines. The COEHS supports and encourages faculty members’ use of innovative teaching methods and considers multiple data sources when evaluating faculty members’ teaching, taking into consideration the research on validity and reliability of student ratings. Faculty members are also encouraged to use various forms of formative assessment in their courses throughout the semester.

B. Syllabi

Faculty members are expected to develop and provide access to course syllabi for all courses delivered. The syllabus format is in line with the template provided on the COEHS website:

http://www.valdosta.edu/colleges/education/deans-office/resources-for-faculty-and-staff.php

(Go to the COEHS Syllabus Template link on this page.)

C. Student Enrollment Caps
All courses have enrollment caps. Courses or sections of courses that are under enrolled may be cancelled at the discretion of the Department Head, with the faculty member being reassigned to another course.

Faculty members are under no obligation to add students above the enrollment cap. If, however, a faculty member wishes to allow a student to add her/his course, the faculty member must give official permission. The student must obtain, fill out, and have signed by the faculty member and the Department Head an override form.

D. Office Hours

Faculty members are expected to maintain a minimum of ten office hours per week when classes are in session (fall and spring). This on-campus presence helps promote professional interactions and dialogue around teaching, service, and scholarship and ensures that students have access to instructors/advisors. Office hours must be distributed over a minimum of three days per week. During summer sessions, faculty members are expected to maintain a minimum of one office hour a week for each semester credit hour of teaching load when classes are in session. Summer office hours must be distributed over a minimum of two days per week when classes are in session.

Office hours must be approved by the department head, posted on the faculty member's office door, and a copy must be provided to the departmental secretary at the beginning of each semester. Temporary changes to posted office hours, due to meetings, appointments, etc., must be communicated to the departmental secretary. Deviation from the required hours due to off-campus teaching or supervision may be approved by the Department Head.

E. Recorded Grades

Faculty are to post in-progress grades (required for all 1000- and 2000-level courses; optional for all upper-division courses) and final grades electronically through BANNER. The Registrar will send out e-mail notices of the posting dates. Faculty must print out a hard copy of the posted grades to give to the department secretary. Faculty members are strongly advised to keep a hard copy for their own records, and copies of each should be submitted to the departmental secretary.

Unless posting officially via BANNER, faculty should not post student grades under any circumstances. Grades and classroom issues should be addressed by speaking in person with the student or communicating online via BLAZEVIE. If desired, grades may be given to the students confidentially. Students may also view their grades through BANNER.

F. Valdosta State University Policy on Incomplete Grades

Incomplete grades should be given only sparingly to students who are doing satisfactory work in a course when non-academic circumstances which are beyond their control (e.g., a medical condition) have interfered with completion of all required coursework. The instructor must submit a note on the final grade sheet, explaining the incomplete grade. Incomplete grades for undergraduates must be removed by the mid-term point of the immediately succeeding semester; for graduate students, incompletes must be removed within a calendar year. Incompletes not removed within the prescribed time will automatically be changed to an F.

The link related to the process for Incomplete Grades is located at the following link:

http://www.valdosta.edu/academics/registrar/forms/request-for-incomplete-form.pdf
G. Department Policy on Dishonesty

Department faculty believe that academic cheating, including plagiarism, violates the integrity of the classroom. Cheating should be reported to the Department Head. The Valdosta State University Student Handbook explains the university policy regarding cheating: To avoid confusion concerning alleged incidents of cheating and plagiarism, under the normal process, a violation of Appendix A Section I of the Student Conduct Code is handled academically (between the student and the concerned professor). The most severe action that may be administered by the professor in a course is a grade of "F" in that particular course. This is an academic, not a disciplinary, sanction.

Contained in the University Faculty Handbook, the following quote is provided: "Penalties for academic dishonesty may range from a reduced grade on the particular work in question to permanent suspension from the University." VSU policy is that under the established process, a violation of Section I may and should be handled by the professor, the student, and possibly the Department Head or Dean concerned with the offense. However, the most severe sanction that may be administered through this process is to give a grade of "F" in a course.

The policy related to academic dishonest for the COEHS is located at the following link:


H. Curriculum Change Procedure

Course proposals, course revisions, and curriculum revisions originate in appropriate department or program committees. Every new course, revised course, or revised curriculum must be approved by the Department Head, COEHS Executive Committee, the Academic Committee, the Graduate Executive Committee (if a graduate course), and the Faculty Senate. Forms are available on-line through the Office of Academic Affairs’ web page (see Online Forms.) A full description of the process appears in the Faculty Handbook, available on-line through the Faculty Senate web page.

VI. Faculty Personnel Policies and Procedures

A. Faculty Grievances

In the case of a grievance, faculty members should initiate all communications at the Department Head level and from there proceed via the chain of command, i.e., Department Head, Dean of the College Education and Human Services, and Vice President for Academic Affairs. If efforts at resolution fail, faculty members may seek advice informally from a member of the Faculty Grievance Committee (see committee memberships listed on the Faculty Senate web site), or they may initiate a formal procedure (see formal grievance procedures described in the Faculty Handbook, also listed on the Faculty Senate web site). The faculty member may appeal to the elected Faculty Grievance Committee before appealing in writing to the President. Alternative Dispute Resolution is also available. More information about this process is available in the Office of the Assistant Vice-President for Academic Affairs.
B. Faculty Recruitment

The Department will undertake job searches to fill new or vacated faculty lines. Permission for these lines is granted by the Dean of the COEHS and the VPAA. The Department Head has the discretion to initiate job searches whenever the need arises once approved by the dean and VPAA.

Job searches for tenure-track lines generally begin in the fall semester. The Department Head will solicit interest in serving on a search committee from the tenured and tenure-track faculty and appoint the committee and its chair. The committee will then, in consultation with the Department Head, compose the advertisement announcing the opening.

Job searches for Full-time temporary and part-time positions are generally undertaken in the late spring or summer. The Department Head will appoint a search committee made up of tenured or tenure-track faculty, but if not enough tenured and tenure-track faculty are available, Full-time Temporary faculty will be asked to serve.

Faculty members are recruited according to VSU policy. A complete description of policies governing this process is available on-line in the VSU Faculty Handbook: Employment Policies: Appointment to the Faculty.

C. Faculty Peer Evaluation and Review

1. Tenure-Track Faculty

Effective fall 2014, during their first three years of employment, all tenure-track faculty must be observed and evaluated annually by a member of the tenured departmental faculty. Results from this peer evaluation should be included in all annual evaluations as well as submissions toward pre-tenure, tenure, promotion.

2. Full-Time Temporary Instructors and Part-Time Instructors

All full-time temporary instructors and part-time instructors must be evaluated by the Department Head during their first year of service. These evaluations are useful to the Department Head when completing annual evaluations for faculty.

3. Part-time Faculty

All part-time faculty must submit a self-evaluation based on the required Part-time faculty evaluation form used in the COEHS. The Department Head will evaluate all part-time faculty each spring.

D. Faculty Evaluation, Pre-tenure, Promotion, Tenure, Post-tenure

The Department Head must notify in the spring semester faculty eligible or required to apply in the fall for promotion and tenure about application deadlines, announced by the VPAA, and procedures. The Promotion, Tenure, and Faculty Evaluation Committee is responsible for carrying out pre-tenure third-year reviews for new faculty members in tenure-track positions; promotion and tenure reviews; and post-tenure reviews for tenured faculty every five years from their most recent personnel action. Guidelines and explanations of the processes the faculty member must go through for each of these reviews are contained on the College of Education and Human Services web page as well as in the VSU Faculty Handbook.
Forms and additional information are available on the VPAA website and on the COEHS website. After candidates for personnel actions have completed their packets, following the directions and policies of the Department and COEHS and adhering to the announced due dates, this committee reviews these packets and passes them along with its written recommendations to the Department Head. Candidates then meet face-to-face with the Department Head to discuss the committee’s decision.

**Annual Faculty Activity Report and Action Plan (FAR)**

Using the Annual Faculty Activity Report and Action Plan, faculty members submit a summary of their accomplishments and their action plan to their Department Head at the end of the calendar year. The FAR is generated from the VSU Digital Measures Faculty Activity System. Therefore, faculty members are required to maintain their activities and action plans in the Digital Measures System.

The purpose of the action plan is to describe the objectives the faculty member anticipates achieving in the upcoming calendar year. It is a comprehensive outline of the activities the faculty member agrees to pursue in the areas of teaching, scholarship, and service. The plan, which is generated by each faculty member, is reviewed and approved by the Department Head at the beginning of the calendar year. If the plan is not agreed upon by the faculty member and Department Head, a meeting is scheduled with the Dean to review the plan. These plans may be revised during the year, after consultation with Department Head, to take into consideration any unanticipated circumstances. The accomplishments of the faculty member, based on the agreed-upon plan, are then reported as part of summary of accomplishments in the FAR at the end of the year. The results of the plan are taken into account when the Department Head prepares Annual Faculty Evaluations and recommends merit pay.

**Annual Faculty Evaluation**

From the accomplishments reported in Annual Faculty Activity Report and Action Plan, the Department Head completes the Annual Faculty Evaluation form that describes the faculty member’s accomplishments in the areas of teaching, scholarship, and service. Accolades, recommendations for improvement, status of action plan goals, and progress toward the next personnel action (pre-tenure-review, promotion, tenure, or post-tenure review) are included in the Annual Faculty Evaluation. The results of the evaluation are discussed with the faculty member and submitted to the Dean. Following the Dean’s review the evaluation is forwarded to the Provost. If a faculty member wishes to appeal an evaluation, the process is initiated by the faculty member submitting a written justification to the Department Head. If the faculty member’s request is not supported by the Department Head, the written appeal may be forwarded by the faculty member to the Dean. The Dean consults with the faculty member and the Department Head to reach consensus. If agreement is not reached, the faculty member may continue the process by submitting the written appeal to the Provost.

See the COEHS process, information and links related to faculty evaluation below:

The COEHS faculty evaluation process is designed to highlight the accomplishments of faculty members and to encourage faculty members to improve the quality of their teaching, scholarship, and service when appropriate. Procedures for evaluating the teaching, scholarship, and service of faculty members involve colleagues, administrators, and students. These procedures are established and maintained with appropriate input from faculty and administrators. These procedures are outlined in the VSU Faculty Evaluation Model, COEHS Tenure and Promotion Guidelines, VSU Tenure and Promotion Policies, The University System Policy Manual for Academic Affairs, and the University Faculty Handbook.
E. Merit Pay

Salary increases for full-time teaching faculty are awarded on the basis of merit as funds are made available. VSU policies and procedures for awarding merit pay are explicated in the VSU Faculty Evaluation Model. Merit ratings should be based on departmental evaluation procedures established in accordance with university policies and represent a consensus arrived at by the department head, dean, and the Vice President for Academic Affairs. Criteria for the determination of merit increases will include teaching ability, completion of significant professional development activities (including the attainment of additional academic degrees,) promotion in rank, seniority, research productivity, academic achievements and publications, academic honors and recognitions, relevant professional achievements and recognitions, and non-teaching services to the institution.

F. Graduate Faculty

Faculty must be accepted to Temporary or Full membership in the Graduate Faculty before teaching graduate-level courses. Criteria for appointment and a complete description of the application process are available on the Graduate School web site. A Graduate Faculty Application Form is available on-line through the Graduate School web page. Applications for full membership toward Graduate Faculty status can be completed through Digital Measures. Applications are to be sent first to the Department Head and then to the Dean of COEHS. Then, with supporting letters, the packet is sent to the Graduate School.

G. Reassignments for Research

Consideration for reassigned time should be requested in writing, along with substantial documentation of the rationale, one year in advance from the Department Head. Faculty members who have completed at least six years of continuous employment may also apply for leave with pay for professional development; forms are available in the Vice President for Academic Affairs’ office. After department review and approval, the request goes to the Dean of the College of Education and Human Services and then to the Vice President for Academic Affairs for review and approval.

H. College of Education and Human Services Policy and Procedure Manual

(See link: http://www.valdosta.edu/colleges/education/deans-office/policy-and-procedures-manual/)
Appendix A

Kinesiology & Physical Education Department – Strategic Plan (Developed - Fall – 2013)

Goal 1: Create and/or refine outstanding undergraduate and graduate academic programs.

Objective 1.0: Refine programs based on data outcomes and faculty analysis of these data for the purpose of producing excellent teachers/leaders and program excellence.

Strategy 1.0: Provide faculty with varied platforms to engage in professional development opportunities in order to broaden and enhance content knowledge and pedagogical practices for improved program outcomes and program candidate results/productivity.

Strategy 1.1: Provide service program faculty with regular inservice/discussion opportunities to refine and enhance course development and instructional delivery.

Goal 2: Recruit high caliber and diverse students into the three departmental programs.

Objective 1.0: Market all programs and clarify/clearly define excellence crossing undergraduate and graduate degree offerings in the department.

Strategy 1.0: Develop program brochures used to market high caliber and diverse students.

Strategy 1.1: Disseminate marketing materials (including brochures) through the Office of Admissions, electronic options, conferences, and face to face.

Goal 3: Foster an environment including collaborative and productive scholarship involving faculty and students within all three programs.

Objective 1.0: Serve as a leader in content development and scholarship in the areas of P-12 teacher education in health and physical education and coaching pedagogy education.

Strategy 1.0: Develop an undergraduate research lab to foster student development and collaborative scholarship with faculty.

Strategy 1.1: Develop a sports coaching education center to foster graduate research collaboratives with existing theorists in the field of coaching education.

Goal 4: Promote and engage students and alumni in program understanding and development.

Objective 1.0: Promote a diversity-rich and student-centered environment defined by program excellence.

Strategy 1.0: Develop and refine existing alumni data bases and connect with students and alumni through varied means, including social media.
Goal 5: Promote the value of international interaction for faculty and student development.

Objective 1.0: Promote faculty and student interaction and exchange with existing and prospective students/faculty from other countries/cultures.

Strategy 1.0: Continue and refine the relationship between the Department of Kinesiology & Palacky’ University Olomouc through the visiting instructor exchange currently in existence and future collaboratives.

Strategy 1.1: Develop relationships and collaboratives with other cultures/countries (e.g., Ghana, China, etc.) for the purpose of program enhancement and scholarship productivity.

Strategy 1.2: Attract international theorists through external visitation and/or other means for the purpose of pedagogical and coaching education content exchanges as well as student, faculty, and program development and scholarship refinement/productivity.