

UNIVERSITY OF DELAWARE

GRADUATE PROGRAM IN BIOMECHANICS AND MOVEMENT SCIENCE

FACULTY BYLAWS

Approved May 2007

UNIVERSITY OF DELAWARE
Graduate Program in Biomechanics and Movement Sciences
Faculty Bylaws

I. General Powers

A. Consistent with the Charter of the University, the Trustees Bylaws and the Constitution and Bylaws of the Faculty of the University and Colleges of Arts & Sciences, Engineering, and Health Sciences, the Faculty of the Biomechanics and Movement Sciences Program ("Program Faculty") is empowered to develop, implement, and evaluate the instructional and services assigned to the program. The Program Faculty is brought together from three Colleges at the University as follows:

1. Engineering
2. Health Sciences
3. Arts and Sciences

B. The Program Faculty, as a body or through designated coordinators or committees, assumes the following functions:

1. To seek the continual improvement of academic standards, and achievements in the program.
2. To consider and make recommendations concerning policies governing matters of faculty welfare. These may include but are not limited to teaching responsibilities and committee membership.
3. To consider and make recommendations concerning policies governing the admission of students to the program.
4. To admit new graduate students to the biomechanics and movement sciences program.
5. To consider and make recommendations concerning policies governing the education of students in the Biomechanics and Movement Sciences .
6. To participate in the research training of qualified graduate and undergraduate students.
7. To communicate program research policy and coordinate program research training efforts with appropriate other units within the university with which the faculty of the program have affiliations

- C. The Program Faculty is charged with the duty to initiate proposals on all topics listed in paragraph B above through the appropriate standing committee or program Academic Director's representative. Recommendations emerging from standing committees or from a representative appointed by the program Academic Director for a specific function must be approved by two-thirds of the members of the Program Faculty. Such decisions will be forwarded when necessary to the appropriate College and/or University policy-making body for consideration and approval.

II. Program Membership

A. Faculty

1. The Faculty of the Biomechanics and Movement Sciences Program ("Program Faculty") shall include the Academic Director those recognized as BIOMS faculty at the time of adoption of these Bylaws, and new faculty who must be elected by a majority vote of the current Program Faculty. Program Faculty shall be Professors, Associate Professors, Research Scientists, tenure track or continuing non-tenure track Assistant Professors who hold fulltime appointments in the University including those on official leave. Adjunct faculty will have all of the rights and privileges of faculty as defined in the University's policies and procedures and may serve on committees, including thesis and dissertation committees, but cannot serve as the Academic Director or chairperson of a thesis or dissertation committee.

B. Staff

1. The staff of the Biomechanics and Movement Sciences Program consists of the Staff Assistant.

C. Graduate Student Representative

1. In the spring of each year a representative shall be elected by the students to represent them and to attend BIOMS faculty meetings.

III. Academic Director

- A1. The Academic Director is appointed by the Deans of the Colleges of Arts and Sciences, Engineering, and Health Sciences with the approval of the Provost and President for a five-year term. The Program is housed in the primary college of the Academic Director. He/she serves as chief representative and executive Officer of the Program. This position holds administrative authority over program affairs. The Academic Director shall exercise leadership in the formulation of policies and in supervision of activities directed toward the improvement of all program goals. Responsibilities shall include strengthening program instruction, research and service and interpreting program policy and activities to the Colleges, University and community. In year four of the Academic Director's term, the Deans will appoint a Search Committee, which will recommend a new Academic Director to the Deans or it may recommend that the incumbent be reappointed for the next five year term. If the Academic Director cannot or doesn't

do we want to add that the faculty will vote or rank order the Director candidates?

complete a term, the Deans will appoint a Director for the remainder of the original term, and will appoint a Search Committee in year four of the original term.

- B. In the course of administering these responsibilities, the Academic Director is expected to consult with the Executive Committee. In addition, it is the Academic Director's function to maintain communication with the faculty on all matters of concern to the faculty and the program as a whole.
- C. The Academic Director shall be appraised of all recommendations of ad hoc and standing committees or appointed representatives, and shall have an opportunity to respond to same prior to any vote by the Program Faculty.

IV. Organization and Procedures

- A. Presiding Officer—The Academic Director of the Program or a designated representative shall conduct and preside at all meetings of the Program Faculty.
- B. Meetings—The Program Faculty shall meet at least once a semester at times determined by the Academic Director. Special meetings of the faculty may be called by the Academic Director or by written petition of one-third of the voting membership of the program faculty at a regular or special meeting of the faculty.
- C. Notice of Meetings—Written notice of faculty meetings, together with an agenda, shall be distributed to the faculty at least two days (not including Saturdays or Sundays) in advance of such meetings. At special meetings only those topics on the announced agenda may be voted upon at that meeting.
- D. Agenda—The agenda for regular and special meetings of the Program Faculty shall be prepared by the Academic Director of the program or a designated representative. The agenda shall include:
 - 1. All items presented by the Academic Director of the program.
 - 2. All items submitted for faculty consideration by committees or special representatives of the Academic Director.
 - 3. All items supported by one-third of the Program Faculty as evidenced by a written petition submitted to the program Academic Director.
 - 4. New business not on the announced agenda may be introduced for discussion from the floor or by the Academic Director. A resolution or motion that requires a vote by the Faculty that is not part of the announced agenda can be acted upon only if two-thirds of the faculty members are present. A commemorative resolution may be introduced and voted upon at any meeting of the faculty.
- E. Order of Business—The order of business for regular faculty meetings shall be as follows:
 - 1. Call to order

2. Announcements
3. Approval of minutes of previous meetings
4. Approval of agenda
5. Old business
6. New business
7. Adjournment

F. For purposes of voting on Program related matters the following guidelines shall apply:

1. Proposals involving matters of general interest to the Program Faculty shall be subject to review and vote by the membership described above in paragraph IIA.
2. Standing committees or specially appointed representatives of the Academic Director are responsible for disseminating information to the Program Faculty in all instances where substantive changes are recommended. This shall be done at least one week in advance of the faculty meeting at which time the faculty will vote on such issues.
3. Minor changes in procedure can be accomplished by standing committees. Such actions shall be presented to the Faculty at the final faculty meeting held in the spring semester.

G. Quorum—A simple majority of the voting membership of the Program Faculty not on official leave shall constitute a quorum. The faculty shall abide by its own rules or procedure, but in cases where it has adopted no explicit rules, or where applicability of or interpretation of rules is in doubt, Sturgis' Rules of Order Newly Revised shall apply. A parliamentarian may be appointed by the Academic Director.

H. Minutes—The Academic Director shall publish minutes of all meetings of the program faculty which shall become the official record upon being submitted to and approved by the faculty at the first subsequent regular meeting of faculty.

V. Program Committees

A. General Provisions Regarding Committees

1. A committee authorized by the faculty of the program shall be empowered to act as the agent of the faculty in administering responsibilities delegated to them.
2. Faculty appointments shall be for terms of two years unless otherwise noted. These appointments should be staggered to provide for continuity.
3. Each committee shall record minutes of its meetings including participation by individual members. Minutes should be forwarded to the program Academic Director to be kept on file and distributed to all faculty members.
4. Committee chairs will prepare an annual report to be summarized at the final faculty meeting in each academic year. Copies of the annual written reports shall be forwarded to the program Academic Director at least one week in advance of the last scheduled faculty meeting in the spring semester.

5. Annual reports will be kept on file in the Academic Director's office and made available to interested faculty members.

B. Standing Committees

1. **Executive Committee**

a. One Program Faculty member from each of the three Colleges, and one at large member will comprise the Executive Committee. The members representing the three Colleges will be chosen by a majority vote of the Program Faculty in their respective Colleges. The at-large member will be chosen by a majority vote of all the Program Faculty. Each member of the Executive Committee will serve a 2-year term. The committee will always be comprised of two first-year and two second-year members. This will provide for continuity in the administrative structure. It is expected that all faculty will be willing to serve in an administrative role on a rotating basis.

b. The responsibilities of the Executive Committee are as follows:

- i. Serve as the major governing board for the BIOMS Program making recommendations to the Academic Director regarding issues such as curriculum, funding, etc.
 - a. Oversee and review all matters related to academic standards, courses and curricula offered by the Program.
 - b. Review all proposals recommending additions/deletions to existing courses or curricula and make recommendations concerning same to the faculty.
- ii. Review all applications and make decisions regarding admission of students into the BIOMS program.
- iii. Serve as a review board to assist in resolution of problems/conflicts which arise with either students or faculty within the program.

2. **Seminar Committee**

a. Two members of the Program Faculty will comprise the Seminar Committee and will be nominated by the faculty or self-nominated. The members of the Seminar Committee will serve 4-year terms. Terms will be staggered.

b. The responsibilities of the Seminar Committee are as follows:

- i. Organize and plan weekly seminars for the seminar course
- ii. Decide upon the content for the seminar series for the given year
- iii. Recruit appropriate speakers
- iv. Secure funding for speakers when necessary

- v. Plan student involvement (projects, presentations) in seminar

VII. Amendment

These By-Laws may be amended only by a two-thirds affirmative vote of the total Program Faculty. The balloting shall be conducted by secret ballot. Petitions for changes must be placed on the announced agenda and discussed at a Program Faculty meeting prior to the balloting. Voting must be concluded within two weeks following the faculty meeting.