

University of Nevada, Las Vegas  
College of Education  
**Department of Sports Education Leadership**  
**BYLAWS**  
Approved 9/22/04

ARTICLE 1 - MISSION AND GOALS

**Section 1.0 Mission**

The Department of Sports Education Leadership provides professional leadership and sport pedagogy through teaching, research and service.

**Section 2.0 Vision**

The Department of Sports Education Leadership seeks to become recognized locally, regionally, and nationally for the quality of its programs, graduates and the scholarship and service of its faculty. The Department maintains high quality scholarship in an effort to address current issues associated with obesity, physical inactivity and sport across the lifespan. The Department seeks to create a learning environment that is rich in technology, experiential and based on empirically documented practice, thus creating exceptional programs at the undergraduate, masters and doctoral levels. The Department seeks to maintain strong relationships within the larger UNLV community as well as local, state and national organizations.

**Section 3.0 Goals**

The faculty of the Department of Sports Education Leadership endorse and accept the following as departmental goals:

- 3.1 To deliver the highest quality instruction and programs possible for students;
- 3.2 To provide necessary support for students at all levels including effective advisement, comprehensive supervision of field experiences, and able direction of experiential and research activities, as well as mentoring of graduate students;
- 3.3 To initiate and implement research; disseminate research findings; and engage in development projects, evaluation studies, and similar scholarly activities;
- 3.4 To provide service and service-related assistance to local, state, and national professional / educational agencies or institutions through such activities as teacher in-service, workshops, seminars, and professional contributions;
- 3.5 To serve on commissions and committees for the purposes of promoting educational excellence; and

3.6 To promote a dynamic working environment for productive faculty where interests and expertise encourage collegiality in instruction, scholarly activities, and service based on collaboration.

## ARTICLE 2 - ORGANIZATION

### **Section 1.0 Governance Policy**

Consistent with the UCCSN Code, UNLV Bylaws and COE Bylaws, certain authority and responsibilities are delegated to the faculty of Sports Education Leadership as the major policy and procedures recommending body of the department. Bylaws for the Department of Sports Education Leadership are created by the authority of the UNLV Bylaws Chapter I, Section 4.4 which authorizes the faculty assigned to each department to create bylaws to govern its internal operation in concert with UCCSN Code.

### **Section 2.0 Structure of the Department**

The Department of Sports Education Leadership is a distinct and separate academic department located in the College of Education and includes a laboratory for pedagogical research and a Center for Sports Education.

The Department is organized in a way that best fulfills its mission and goals. Details of its format are flexible and are modified as need dictates.

### **Section 3.0 Department Meetings**

3.1 Regular Meetings: The Department shall hold regularly scheduled weekly meetings during the academic year. (A weekly meeting may be canceled upon the recommendation of the Department Chair and approval of a majority of the voting faculty.) Departmental meetings are considered to be a part of the faculty workload, therefore attendance is required.

3.2 Special Meetings: Special meetings may be called during the academic year at the pleasure of the Chair or at the signed written request of at least one-third of the voting members of the Department. Such a meeting will be held within ten days of receiving the request. Special meetings may be called outside the academic year.

3.3 Agenda Items: Agenda items will be presented by the Chair or at the signed written request of a voting member of the department. Prioritization of the agenda items will be at the discretion of the Chair.

3.4 Notification: Any meeting notification shall be made by written memorandum to all members of the Department at least three work days prior to the scheduled meeting date. An agenda for the meeting shall be included as part of the memorandum.

3.5 Quorum: A quorum shall be necessary for any departmental action and shall consist of a simple majority of the voting membership. Voting membership will be agreed upon at the first faculty meeting each fall.

### 3.6 Voting Procedures:

3.6.1 A simple majority of the faculty or a quorum will be needed to pass motions, except for those designated as a two-thirds vote.

3.6.2 No vote shall be taken on any major decision if that topic was not stated on the publicly announced agenda for that meeting. When items involving major decisions are on the agenda, the agenda should precede the actual meeting by at least three workdays.

3.6.3 Each full-time faculty member shall have one vote for any departmental action, except where University policy might state otherwise. Proxies will be accepted for absent members if presented in writing to the Department Chair prior to a vote. A faculty member may carry only one proxy. Proxies may be used to constitute a quorum.

3.6.4 The Chair as a member of the faculty is entitled to vote when the vote is by ballot [but not after the tellers have commenced to count the ballots] and in all other cases where the vote would change the result.

3.6.5 In a case where 2/3 vote is necessary and the Chair's vote with the minority would prevent the adoption of the question, the Chair can cast a vote.

3.6.6 The Chair can vote with the minority when it will produce a tie vote and thus cause the motion to fail. The Chair **cannot** vote twice, first to tie, and then to present the casting vote.

3.6.7 In the case of a tie vote the Chair can cast a vote where a majority is necessary for adoption of a motion.

3.6.8 Minutes: Minutes of each departmental meeting shall be prepared by the departmental secretary, reviewed by the Chair and distributed to all faculty and the Dean of the COE within five work days following the date of a regular or special meeting. The Chair will appoint a secretary/recorder to take departmental minutes when the departmental secretary is not available.

3.6.9 Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order shall govern the meetings in all cases to which they are applicable and in which they are consistent with departmental bylaws and rules or regulations of higher authority at the University.

## ARTICLE 3 - FACULTY

### **Section 1.0 Composition**

- (1) The department faculty shall consist of those individuals holding full-time appointment with the UCCSN system have been assigned to the Department of Sports Education Leadership (after consultation with the department faculty and chair).
- (2) Membership in the Department shall include four academic ranks, with annual full-time appointments in each: professor, associate professor, assistant professor, instructor, and clinical faculty. Individuals in these ranks shall comprise the voting faculty of the department.
- (3) Full-time faculty on leave from the Department shall retain voting privileges.
- (4) The department faculty, under the direction of the Chair, shall have authority over the Department's educational policy.
- (5) The department faculty shall prescribe the bylaws under which it will administer the program(s) for which the department has responsibility.

### **Section 2.0 Duties and Responsibilities**

It is incumbent upon faculty to:

- 2.1 Initiate, develop, and implement curricular offerings in harmony with stated goals of the Department.
  - 2.1.1 Propose new coursework or the instruction of existing coursework using hybrid and distance education formats to the Department of Sports Education Leadership Curriculum Committee.
- 2.2 Conduct research and make scholarly contributions to the profession.
- 2.3 Provide services to the various publics served by the Department, College, and University.
- 2.4 Approve all new or revised curricular/program offerings pertinent to the department and consistent with department bylaws and UNLV Bylaws.
- 2.5 Maintain a minimum of six (6) office hours each week using a minimum of three (3) days. These hours must be at times that are appropriate for student access.
  - 2.5.1 Office hours are required to be posted on the door of the faculty member in the context of his/her complete weekly schedule.

2.5.2 The department chair is responsible for ensuring that the office hours are posted and kept.

2.5.3 Faculty members are to notify the department secretary if they will not be able to keep their office hours.

2.5.4 Faculty members will comply with the university missed classes and/or other absences from duty policy (refer to Appendix B). During the academic year obligation, when faculty travel and that travel conflicts with professional obligation to the university community, faculty must have approval prior to departure. Additionally, faculty will complete the following paperwork as indicated:

**The University of Nevada, Las Vegas Leave Request Form\***

Complete this form when traveling on business but travel is not funded.

**The University of Nevada, Las Vegas Travel Document Form\***

Complete this form when traveling on business and travel is funded.

**The Department of Sports Education Leadership Approved Leave and Course Coverage Form**

Complete this form when your leave has been approved (via university leave request form or the travel document).

\*Completion of form provides official documentation of approval and results in your travel being insured by the university. Copies of these forms are provided in Appendix B.

2.6 Work productively with colleagues, students, and staff.

**Section 3.0 Workload**

Individual workloads will be determined for each member of the Department in accordance with priorities of the Department and as specified in the UNLV and COE Bylaws.

**Section 4.0 Annual Evaluations**

4.1 An annual evaluation of each faculty member shall be conducted in harmony with the COE Annual Review Criteria and UNLV Bylaws.

4.2 In conjunction with the annual evaluation, each faculty member shall have the prerogative to establish a Peer Evaluation File, to include those materials deemed pertinent to the annual evaluation. Materials might include, but not be limited to, exhibits of professional productivity, written works not offered for publication, creative

productivity unique to a special class presentation, letters in support of accomplishment, printouts of student course evaluation, and so on.

4.3 The annual evaluation of each faculty member shall serve as the basis for determining the eligibility of each individual for merit salary increments, as well as for rank promotion and for tenure recommendations.

## **Section 5.0 Retention, Tenure, and Promotion**

### 5.1 Eligibility

Eligibility for pre-tenure review, tenure, or promotion shall be as set forth in the COE Bylaws and UNLV Bylaws.

### 5.2 Criteria and Procedures

Guidelines for pre-tenure review, tenure, promotion, or appointment of faculty to academic rank shall be consistent with COE Bylaws and UNLV Bylaws.

## **Section 6.0 Appointment of New Faculty**

Faculty are appointed to positions within the Department in the following manner:

6.1 The Department Chair obtains authorization to begin a search for a new faculty member based on a demonstrated need of the department's academic program and availability of funds for the position.

6.2 A thorough search and careful selection precedes any departmental recommendation of appointment. The Chair consults with the faculty about the progress of on-going searches.

6.3. Individuals interested in serving on a given search committee submit their names to the Department Chair, who assumes the responsibility of appointing the committee. Typically, a search committee consists of four faculty members, one of whom serves as chair of the committee. Balance is sought in terms of the academic specialty of the position to be filled as well as in the diverse nature of departmental programs. When appropriate, a student and/or outside member will be asked to serve on the committee.

6.4 In most cases, those individuals serving on the committee elect the search committee chair.

6.5 Upon the approval of the faculty, the search committee is constituted and can screen the applications of the basic pool of candidates. Through input from the faculty-at-large, the committee selects and further screens individuals to be interviewed.

6.6 Upon approval from the Affirmative Action Office, the committee recommends its final choice(s) to the Department Chair. In consultation with the Dean of the College, final responsibility for the selection of the candidate to whom the position is offered rests with the Department Chair. If the Chair's recommendation diverges from that of the committee, the Chair is expected to provide a detailed explanation to the faculty.

6.7 Following the decision to recommend appointment, there may be informal discussion concerning rank, salary, and other terms of employment among the Department Chair, the COE Dean, and the prospective faculty member. Such discussions help shape the Chair's recommendations, but do not constitute a binding commitment by the University.

6.8 Notification of appointment is made by letter from the College Dean. This letter of appointment specifies (a) rank; (b) salary and related financial conditions; (c) probationary status; (d) the academic year during which a tenure decision must be reached, and (e) general duties and expectations. Previous correspondence between the Chair of the department or other faculty and the prospective faculty member regarding such matters is not binding on the University. The appointment and the terms and conditions of employment are not binding until the appointee and appointing authority sign a contract.

## **Section 7.0 Statement of Expectations for Those Appointed**

7.1 At the time of appointment, or at the latest early in the first semester of each new, full-time, tenure-track faculty member's employment, a written statement of expectations is provided to that new faculty member by the Chair.

7.2 The statement of expectations serves as the initial guideline for anticipated performance of any faculty member, and may be modified appropriately as future circumstances warrant.

7.3 In signing the document, both the new faculty member and the Department Chair acknowledge their agreement with the Statement of Expectations. A copy of this statement also is retained as part of the faculty member's Professional Review File and addresses the following matters:

- a. Faculty member's responsibilities;
- b. Expectations concerning teaching, scholarship, and service; and
- c. Criteria for re-appointment, mid-tenure review, promotion, and tenure.

7.4 It is the responsibility of the acting administrator to inform the candidate of the Department's, College, University, and System's criteria and procedures for retention, mid-tenure review, tenure, and promotion.

## **ARTICLE 4 - ADMINISTRATION**

### **Section 1.0 Department Chair**

The Department Chair shall be the chief administrative officer and, normally shall be a tenured member of the Sports Education Leadership faculty in rank III, or IV. The Chair shall possess such powers and responsibilities as are assigned by these bylaws or by higher authority. The Department Chair shall stand for re-election every three years.

#### 1.1 Procedures for Recommending the Reappointment of the Chair

1.1.1 During the first two weeks of December of the last year of the Chair's term, the faculty shall meet to discuss the record of the incumbent Chair.

1.1.2 After full faculty discussion, the Chair of the evaluation committee shall distribute ballots to all voting members of the Department for a vote on reappointment of the Chair. The ballots shall be collected by the department secretary and counted by three faculty members chosen by the faculty.

1.1.3 If the incumbent Chair receives a majority of votes cast, a recommendation is then made for a new three-year term to begin the following July 1. In the event that the incumbent fails to receive a simple majority vote of the faculty, the Department shall begin the process of identifying a candidate for a new Department Chair.

#### 1.2 Procedures for Recommending the Appointment of a New Chair

1.2.1 The Chair of the evaluation committee shall conduct an election for an ad hoc search committee, to include representatives from the department plus one at-large position selected from among the COE tenured and tenure track faculty. The ad hoc search committee will include representatives from each COE academic rank.

1.2.2 When formed, the committee shall elect its own chair. The Search Committee shall arrange meetings with the faculty to establish nomination criteria and the candidate selection process. The Search Committee shall arrange for open meetings with the faculty for inside and outside candidates.

1.2.3 A Chairperson nominated and approved by the faculty must be acceptable to the Dean and the Senior Vice President and Provost, and are finally appointed by the President.

#### 1.3 Duties and Responsibilities of the Chair

1.3.1 The Chair shall administer the operations of the Department. In this capacity, the Chair shall:

- (1) Be available and accessible as needed. This includes daily accessibility during the regular semesters, mini-terms, and the peak periods of registration, the end of semester period when grades are submitted,

orientation, and placement testing during the summer. "Daily accessibility" normally means that a chairperson be physically on campus for a major part of each day; should a chairperson need to be away from campus, s/he should be in touch with his or her office in order to deal appropriately with departmental business;

(2) Assume responsibility for the recruitment and evaluation of personnel, including recommendations on retention, tenure, promotion, merit, and annual performance of faculty and staff:

(3) Schedule classes and other Departmental functions;

(4) Assign faculty workloads;

(5) Manage departmental budgets;

(6) Provide leadership in curricular review and/or alteration;

(7) Appoint departmental committees, except those provided by these bylaws, and serve as an ex officio member of all departmental committees;

(8) Represent the Department on and off campus,

(9) Ensuring that faculty office hours are posted and kept; and

(10) Perform any other appropriate assignments that Department and/or College circumstances may require.

1.3.2 Annually, in concert with the faculty, the Chair shall develop and adopt a set of planning objectives to guide decision on use of personnel and resources in program development.

1.3.3 As the official representative of SEL faculty, the Chair shall forward curricular, programmatic, or academic recommendations made by the faculty to higher administrative officers.

1.3.4 The Chair shall provide leadership in establishing and implementing departmental goals, priorities, and policies.

1.3.5 The Chair shall respond to student requests for information, and evaluate student petitions.

1.3.6 The Chair shall be the liaison from higher levels of University administration to the faculty and shall make available on a regular basis the information which faculty members or the Chair deem appropriate for an efficient operation of the department.

#### 1.4 Compensation of the Chair

1.4.1 The Chair shall receive an “A” contract and a reduced teaching load in deference to the added time commitments and responsibilities involved in the position. This shall be in conformity with the stipend schedule determined by the Senior Vice President/Provost.

#### 1.5 Evaluation of the Chair

1.5.1 The Chair shall be subject to annual review by all voting members of the Department. The review shall be accomplished by use of an "Evaluation of the Chair form", developed by SEL faculty and administered by the Chair of the evaluation committee no later than the first week of March each year, with results and recommendations forwarded to the Dean of the College of Education no later than the first week in March.

#### 1.6 Procedures for Requesting the Removal of the Chair

1.6.1 At the formal written request of a simple majority of the full-time faculty within the department, removal of the Chair may be requested from the President of the University, through the Dean of the College and Vice President for Academic Affairs/Provost.

### **Section 2.0 Coordinator of Graduate Studies**

The Coordinator of Graduate Studies program is the liaison between the Department of Sports Education Leadership and the Graduate College for all graduate issues. The Coordinator, in conjunction with the graduate faculty and the Chair of the Department, will be primarily responsible for the articulation, development, and refinement of graduate programs policy and procedures. The Coordinator will serve for a two-year period with either a reassigned teaching or service load in the fall or spring semester.

#### 2.1 Procedures for Selection

2.1.1 Selection of the Coordinator of Graduate Studies shall be made by the department graduate faculty. In the event that the graduate faculty is unable to select a Coordinator of Graduate Studies, the Department Chair shall appoint the Coordinator after consultation with the Sports Education Leadership graduate faculty. The Coordinator will serve a two-year term.

#### 2.2 Specific Responsibilities

2.2.1 The Coordinator of Graduate Studies will:

1. Work with the Sports Education Leadership faculty and Graduate College to streamline departmental graduate studies procedures.

2. Serve as the departmental representative to the Graduate Council and act as Liaison Officer between the Department of Sports Education Leadership and the Graduate College.
3. Ensure that the department adheres to the policies and procedures of the Graduate College.
4. Coordinate and organize the work of the department graduate faculty including the development and revision of graduate programs, selection of graduate assistants, graduate student appeals, and the appointment/renewal of graduate faculty members. All duties will be carried out in consultation with the graduate faculty.
5. The Coordinator of Graduate Studies initiates meetings of the graduate faculty regarding the recruitment, evaluation, and selection of graduate students for admission and assignment to faculty advisors.
6. The Coordinator of Graduate Studies will coordinate and submit the graduate course schedule in consultation with the Department Chair and graduate faculty.
7. The Coordinator of Graduate Studies will perform all other related functions as necessary.

### 2.3 Procedures for Removal

- 2.3.1 If recommended by the majority of the department graduate faculty, the department graduate faculty may seek removal of the Coordinator of Graduate Studies.

## **Section 3.0 COORDINATOR OF FIELD EXPERIENCES**

The Coordinator of Field Experiences (when needed) is primarily responsible for overseeing the placement of undergraduate and graduate licensure students in appropriate field experiences and the coordination of field experience supervisors. The Coordinator of Field Experiences will work closely with the Sports Education Leadership department chair and faculty to ensure the quality of field experiences.

### 3.1 Responsibilities - The Coordinator of Field Experiences will:

1. Coordinate the placement and supervision of all field experiences:
  - 1.1 Field experiences attached to physical education and coaching courses
  - 1.2 Prestudent Teaching

### 1.3 Student Teaching

#### 1.4 Organize and conduct Prestudent and Student Teaching Interviews

2. Coordinate the prestudent & student teaching orientations.
3. Coordinate and assist in the supervision of practica, prestudent, and student teaching field experiences.
4. Coordinate and teach the prestudent teaching and student teaching seminars.
5. Coordinate the summer student teaching field experiences.
6. "Troubleshoot" field placement and/or student performance problems with field supervisors and department chair.
7. Participate in the following additional areas of field experience needs:
  - 7.1 Interview, recommend, and evaluate field experience supervisors.
  - 7.2 Inservice training of field experience supervisors.
  - 7.3 Revision of Prestudent Teaching and Student Teaching Handbooks.
  - 7.4 Represent the Department at Council on Field Experiences meetings.
  - 7.5 Preparation of physical education students for international student teaching.
  - 7.6 Assignment of physical education student teachers to rural and out-of-area field experiences.
  - 7.7 Develop Supervisors Information Handbook.

## **Section 4.0 Standing Committees**

The Department of Sports Education Leadership standing committees will act as a committee of the whole relative to the curriculum, scheduling, and budget matters. The Retention, Tenure and Promotion Committee will be comprised of all tenured SEL faculty.

### 4.1 Curriculum Committee

- (1) Membership shall consist of all SEL voting faculty.
- (2) Duties

- (a) To address undergraduate and graduate curricular/ programmatic modifications;
- (b) To interface with appropriate COE committees;
- (c) Conduct an on-going review of the purposes, objectives, and content of courses, taking into consideration such matters as prerequisites, levels, catalog descriptions, and syllabi;
- (d) Make recommendations, when prudent, on changing and/or consolidating current courses;
- (e) Serve as a screening committee for experimental courses, all proposed new courses, and all curricular changes that would require eventual changes in catalog description;
- (f) Prepare copy for each new catalog, making all necessary changes, deletions, or additions;
- (g) Serve as a liaison with other curriculum committees of the College and the University;
- (h) Keep SEL faculty apprised of its work and future directions for its prescribed segment of the total curriculum; and
- (i) Conduct follow-up evaluation of graduates and fashion recommendations for any needed changes.
- (j) Review faculty proposals to teach coursework using hybrid and distance education formats.

#### 4.2. Scheduling Committee

- (1) Membership: The membership shall consist of all Sports Education Leadership voting faculty members.
- (2) Duties
  - (a) To review the schedule of classes as submitted by the Chair for each semester and summer session;
  - (b) To develop and maintain a long-range schedule to reflect cyclical course offerings, new course predictions, and a projected need for faculty;
  - (c) To collaborate with other college departments, to minimize conflict in scheduling professional and core courses; and

- (d) To recommend policies specifically germane to the scheduling of classes, e.g., minimum/maximum numbers for class sizes.

#### 4.3 Budget Committee

(1) Membership: The membership shall consist of all Sports Education Leadership faculty members.

##### (2) Duties

- (a) To review each current year's budget;
- (b) To determine if a reprioritization of the budget categories is needed, based on projected departmental needs;
- (c) To review the following year's budget as prepared by the Chair; and
- (d) To recommend to the Chair the suggested annual departmental budget.

#### 4.4 Retention, Tenure, and Promotion Committee

##### (1) Membership

- (a) As pertains to pre-tenure or tenure review, membership shall consist of all tenured faculty in the department;
- (b) As pertains to any review for academic promotion, membership shall consist of all tenured departmental faculty whose rank is equal to, or higher than, the rank being sought by an applicant; and
- (c) The Department Chair (even though tenured and/or a full professor) shall not be a voting member of the Committee.
- (d) Members shall elect a chair each year.

##### (2) Duties

- (a) To provide assistance and direction for those faculty who seek help when constructing their portfolio that accompanies and supports their pre-tenure, tenure, or promotion applications; and
- (b) To arrive at decisions regarding the pre-tenure status, tenure, or academic promotion of applicants.

Nota bene: To enable members of the RTP Committee to accomplish the above tasks, an ad hoc committee of tenured and non-tenured SEL faculty should be appointed or elected, and charged

with the responsibility of drawing up RTP criteria and procedures for inclusion within the appendices of the SEL Bylaws, after their approval by departmental faculty.

4.4.1 Criteria for Evaluating Promotion and Tenure

Consistent with COE Bylaws (Chapter 4, Section 2.7), tenure eligibility, procedures for consideration, and disposition follows the UCCSN Code and UNLV Bylaws. (See UCCSN Code, Title 2, Chapter 3, Section 3.2.1, 3.3.1 – 3.4.8 and UNLV Bylaws, Chapter I, Sections 4.3 (p.6).

In the Department of Sports Education Leadership, faculty wishing to be considered for tenure and/or promotion shall prepare a dossier according to COE and University Guidelines and provide any other additional support materials to substantiate efficacy in the areas of teaching, research and service. Additionally, tenure and/or promotion considerations in the Department of Sports Education Leadership shall also require external reference letters. The COE procedures for securing external referees will be used (refer to COE Bylaws, Appendix K).

The Department of Sports Education Leadership follows the general criteria as specified in the UNLV Bylaws (refer to Appendix A). The following department specific criteria will be utilized to inform evaluation for tenure and promotion.

The following descriptions outline performance criteria for utilization in evaluating tenure track faculty for advancement in rank. Numbers assigned to areas correspond to levels of performance as indicated in the Department of Sports Education Leadership Performance Criteria for Evaluating Promotion and Tenure.

	Teaching	Research	Service
<b>Assistant Professor</b>			
Tenure	Level 2	Level 2	Level 2
Promotion to Associate	Level 3	Level 3	Level 2
<b>Associate Professor</b>			
Tenure	Level 3	Level 3	Level 2
Promotion to Professor	Level 3/4	Level 3/4	Level 3/4

Teaching

Teaching involves creating environments where student learning is encouraged to take place. A variety of teacher behaviors may be employed to create learning environments. These behaviors include, but are not limited to: classroom instruction; off-campus instruction; designing distance learning and or experiential learning opportunities; involvement with graduate student supervisory committees; student advising; curriculum development and leadership; teaching-related administrative functions; professional development relative to the enhancement of teaching.

## Criteria for Teaching

### **Unsatisfactory Performance (Level 1)**

Unacceptable in-class evaluation by student and peers. Evaluation of syllabi, examinations, student projects, and other teaching materials that suggests that improvement is necessary to provide students with quality learning environments. Little evidence of efforts to keep abreast of new knowledge and implementation of the material into learning environments. Only sporadic efforts are being made to enhance teaching. Little involvement with theses and dissertations.

### **Satisfactory Performance (Level 2)**

Satisfactory in-class evaluation by students and peers. Evaluation of syllabi, examinations, student projects, and other teaching materials suggests that progress is being made toward the development of quality learning environments. Efforts to keep abreast of new knowledge and the incorporation of that knowledge into student learning experiences are evident. Regular participation on theses and dissertations and an increasing contribution as a mentor.

### **Commendable Performance (Level 3)**

Commendable in-class evaluation by students and peers, evaluation of syllabi, examinations, student projects and other teaching materials document that quality learning environments have been created. Systematic efforts to keep abreast of new knowledge and the incorporation of that knowledge into student learning experiences has been well documented. Evidence of an increasing ability to and interest in utilizing a variety of teaching strategies. Is serving as chair on a number of theses and dissertations. Evidence of mentoring Graduate students toward presentation proposal submission.

### **Excellent Performance (Level 4)**

Exceptional in-class evaluation by student and peers. Recognized by the College, University, and/or professional associations for her or his excellence or innovation in teaching. Maintains an exemplary level of involvement in efforts to keep abreast of new knowledge and implement that material into curriculum and instruction. Mentors graduate students in the development of teaching skills. Recognition of student publications related to theses and dissertations. Evidence of mentoring Graduate students toward referred publication.

### Sources of Evidence for Teaching\*

1. Colleague reviews of teaching materials, student projects, and in-class teaching
2. Departmental, College, University, or professional awards for teaching excellence
3. Results of student evaluations:
  - A. Mandatory student course instructor evaluation reports
  - B. Departmental Student Advisory Committee reviews
  - C. Unsolicited alumni evaluations

4. Appointment as adjunct in another department or university
  5. Leadership in Curriculum development
  6. Chairing and serving on graduate student supervisory committees
  7. Participation in teaching-related professional development activities
  8. Statements of teaching philosophy
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\*This list of criteria is illustrative and not exhaustive nor arranged by priority order. Also for those faculty members who have fewer opportunities to mentor graduate students, these criteria should be adjusted accordingly.

### Research

Scholarship, research or other creative works reflects a professional and academic commitment to learning through various intellectual activities in order to advance the body of knowledge related to the discipline of Sports Education Leadership. Recognizing that faculty members have varying interests and aptitudes for scholarship and research, the department expects each tenure-track faculty and research faculty member to demonstrate an active, substantive, and sustained commitment to a planned program of scholarly work resulting in peer-reviewed publications. Quality and a sustained record are more important than quantity at all levels. Included among the criteria that the Department of Sports Education Leadership will consider in its assessment of the quality of scholarly activity are the breadth, depth, originality, recognition, and acceptance of published works.

In its consideration of scholarship, research, or other creative work, the Department of Sports Education Leadership will take into account as many different types of related material as possible. Some of these are articles, textbooks, chapters in textbooks, monographs, book reviews, presentations at scholarly meetings, invited lectures, script, films, video tapes, recordings, software, grants and contracts, and abstracts. While publication of abstracts and presentations at professional meetings enhance the overall record of scholarship, they cannot substitute for the dissemination of information through publication in scholarly journals.

### Criteria for Research

#### **Unsatisfactory Performance (Level 1)**

Minimal publication although the candidate may have been engaged in the process of planning and executing research projects. A focused line of research and acknowledgement as an authority is not evident.

#### **Satisfactory Performance (Level 2)**

Evidence of on-going scholarship agenda is present. The candidate has made high-quality contribution through activities associated with the indices of research competence. Manuscripts are being consistently published in refereed journals.

One or more areas of emphasis in the candidate's research activities are recognizable as a focused line of inquiry and recognition as an authority is emerging. Evidence of efforts to secure internal funding for research.

**Commendable Performance (Level 3)**

Evidence of a record of continuing on-going scholarship agenda is present. The candidate has a substantial record of publication in quality journals. Scholarship is considered to be significant. The candidate is generally recognized as being an authority in a particular area or areas of special emphasis. Evidence of efforts to secure internal and/or external funding for research.

**Excellent Performance (Level 4)**

The candidate has made outstanding contribution to the body of knowledge through published works and other sources of evidence of scholarship/research. The candidate has a national or international reputation based on research contributions to a particular area or areas of research. Evidence of focused efforts toward securing external funding for research.

Sources of Evidence for Research\*

1. Published refereed articles in scholarly journals
2. Manuscripts in review
3. Published abstracts of original research
4. Published full-length papers in proceedings of professional meetings
5. Published books and monographs
6. Funded grants and or contracts
7. Evidence of submission of grants and contracts
8. Presentations at professional meetings
9. Published articles in non-refereed proceedings and journals
10. Published chapters in books

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\*This list of criteria is illustrative and not exhaustive nor arranged by priority order.

Service

Service consists primarily of University, College, and Departmental committee/administrative work and service to one's profession. It includes such activities as accepting work on special projects and committees related to the operation of the Department, College, or University; serving in administrative positions in the Department, College, or University; working with public projects that benefit the community; and participating in the operation and conduct of professional associations.

Service also embraces the organizational citizenship behavior of the candidate. To be considered service the activity must be clearly related to the professional competence or position of the faculty member.

## Criteria for Service

### **Unsatisfactory Performance (Level 1)**

Performance of assigned and volunteer service duties in the Department, College, or University is minimally acceptable. Minimal evidence of service to profession and the public. Faculty member is marginally involved in service activities. Quality of service is deemed marginal.

### **Satisfactory Performance (Level 2)**

Meets expectations for assigned and volunteer service duties in the Department, College, or University. Evidence of service to profession and the public. Clear evidence of the quality and impact of faculty member's service.

### **Commendable Performance (Level 3)**

In addition to meeting expectations for assigned and volunteer service duties in the Department, College, or University, the candidate is increasingly being elected to service positions. There is increasing evidence of faculty member's leadership in service activities.

### **Excellent Performance (Level 4)**

Evidence of high distinction in faculty members to Department, College, or University. Exemplary service to professional to professional and the community. International, national, regional, and/or state recognition of faculty member's exceptional leadership in service activities.

### Sources of Evidence for Service\*

1. Department, College and/or University administrative work
2. Service on Department, College and/or University committees
3. Leadership on Department, College and/or University committees
4. Involvement as an officer, board member, committee member, or member of local, state, regional, national, or international professional organization
5. Member of chair of external evaluation teams
6. Appointed consultant in area of expertise
7. Participation in editorial review process of refereed journals or books
8. Service in the grant review process
9. Membership on editorial board of professional journals
10. Editor for books, proceedings and other publications
11. Service Awards
12. Letter of commendation, written appraisals, or letters
13. Membership on professionally related public service organizations

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\*This list of criteria is illustrative and not exhaustive nor arranged by priority order.

#### 4.5 Graduate Studies Committee

(1) Membership: The membership shall consist of all graduate faculty members and the Coordinator of Graduate Studies, who shall serve as Chair.

##### (2) Duties

(a) To focus on issues and solve problems associated with the graduate programs;

(b) To interpret policies and procedures relating to graduate programs;

(c) To respond to related faculty requests;

(d) To make recommendations to the graduate faculty concerning admissions procedures, enrollment management, curricular changes, and scheduling needs;

(e) To evaluate and select graduate students for admission, assistantships, and assignment to faculty advisors;

(f) To review applicants seeking graduate faculty status and renewal; and

(g) To ensure that the department adheres to the policies and procedures of the Graduate College.

##### (3) Renewal of Graduate faculty status

#### ARTICLE 5 - AMENDMENT OF BYLAWS

Amendments to the SEL Bylaws shall be submitted to the faculty at a regular meeting for discussion and modification. Further discussion shall take place at the subsequent meeting, at which time ballots shall be distributed to all voting members of the department. Amendments shall be passed by a ballot vote of two-thirds of the voting faculty.

#### ARTICLE 6 - AMENDMENT OF BYLAWS

Upon adoption of this document, the provisions herein shall become operative. All departmental policies adopted to implement the requirements of this document shall be passed by a simple majority of the voting faculty at a scheduled departmental meeting and shall be appended to this document. Any voting member of the department reserves the right to offer such policies as amendments to the document by the process defined in ARTICLE 4. Upon ratification of these SEL Bylaws, ARTICLE 5 shall be deleted.

Prepared by:  
Jerry Landwer

Original Document Approved  
9/22/04

Amended to include Criteria for Evaluating Tenure and Promotion, Appendices A and B  
Amended Document Approved  
5/10/06

Amended to include Hybrid and Distance Education Format, Faculty Leave, and Tenure &  
Promotion additions. Current Appendix B was renamed Appendix C and the new Appendix  
B was added.  
Amended Document Approved  
11/08/06

## **APPENDIX A**

## Appendix A

Collegiality

### **UNLV By-Laws**

Title 5 NSHE Governing Documents

Chapter 6 UNIVERSITY OF NEVADA, LAS VEGAS BYLAWS

Chapter I Organization of the University of Nevada, Las Vegas

Section 16 Guidelines for Promotion or Appointment to Academic Rank for Academic Faculty

#### 16.4 Associate Professor.

A. The individual will meet all of the following qualifications:

1. Possession of the appropriate terminal degree.
2. Demonstrated effectiveness as university teacher or, in the case of individuals with non-teaching backgrounds, promise of effectiveness as a university teacher.
3. Continuing satisfactory productivity in creative or research activity with due recognition for the different forms such productivity may take in the various disciplines.

B. The individual will be evaluated with respect to the following additional criteria:

1. Demonstrated success as a counselor of students.
2. Continued evidence of professional commitment as demonstrated by membership and participation in professional or academic organizations.
3. A record of contributions to the university community through participation in various administrative, governance, and planning activities.
4. Collegiality, which is the demonstrated ability to work productively with colleagues, staff, and students. (B/R 10/98)
5. Other accomplishments of relevance to an evaluation of the individual's contribution to the university community.

**UCCSN Code**

TITLE 2 - University and Community College System of Nevada CODE  
CHAPTER 3 TENURE FOR UNIVERSITY FACULTY

Section 3.4.2 Standards for Recommending Appointment with Tenure.

**3. Standard Three: Service**


In addition to standards one and two, an academic faculty member being recommended for appointment with tenure must receive a "satisfactory" rating or better in the area of service, which may include, but not be limited to:

- (A) Membership and participation in professional organizations
- (B) Ability to work with the faculty and students of the member institution in the best interests of the academic community and the people it serves, and to the extent that the job performance of the academic faculty member's administrative unit may not be otherwise adversely affected;
- (C) Service on university or System committees;
- (D) Recognition among colleagues for possessing integrity and the capacity for further significant intellectual and professional achievement; and
- (E) Recognition and respect outside the System community for participation and service in community, state or nationwide activity. (B/R 1/04)

## **APPENDIX B**

**MISSED CLASSES AND/OR OTHER  
ABSENCES FROM DUTY POLICY  
(FOR ACADEMIC FACULTY<sup>1</sup>)**

**RESPONSIBLE ADMINISTRATORS:** EXECUTIVE VICE PRESIDENT AND PROVOST  
**RESPONSIBLE OFFICES:** OFFICES OF THE EXECUTIVE VICE PRESIDENT AND PROVOST  
**ORIGINALLY ISSUED:** OCTOBER 15, 2005  
**APPROVALS:** APPROVED BY:


10-31-05  
*Raymond W. Alden III* *Date*

APPROVED BY THE PRESIDENT:


10/31/05  
*Carol C. Harter* *Date*

**REVISION DATE:** N / A

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**POLICY STATEMENT**

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It is understood, in accordance with UNLV Bylaws, that all classes will be met at the scheduled time, and that they will be taught by the faculty member assigned to the course.<sup>2</sup> Faculty members are expected to hold class meetings that are consistent with the course schedule; “maintain a predictable number of office hours [which] shall be posted and the faculty shall be available to students, colleagues, and others; evaluat[e] academic performance fairly; [counsel] students; [carry] through with the[ir] workload commitment in accordance with [UNLV.] college/ [school, and department/unit] bylaws; . . . continue their professional development;” and meet their obligations “[t]o the university community.”<sup>3</sup>

Although it is the responsibility of the instructor to meet all scheduled classes, as well as these other commitments; there may be occasions when it may be necessary for an instructor to miss a class or other obligation. Faculty members should have prior approval from their supervisor before missing/rescheduling classes or missing other scheduled duties, with the exception of emergencies.

When faculty members must miss an occasional class (e.g., for professional meetings, due to sickness, or for the observance of a religious holiday), they are expected to reschedule that class meeting or to arrange for a replacement, or provide alternative instruction or assignments.

A faculty member's employment period is noted on his/her employment contract. For B-contract employees, this period generally begins one week before the first day of instruction, and ends two to three days after the last day of final exam week.

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**REASON FOR POLICY**

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Academic faculty members may occasionally need to miss one or more scheduled obligations due to illness, emergencies, conference commitments, observance of a religious holiday, or other conflicting events. When faculty members miss classes, office hours, scheduled laboratory/studio commitments, meetings (i.e., department/unit, college/school, university, or system), or other obligations it affects students, colleagues, and others.

---

**ENTITIES AFFECTED BY THIS POLICY**

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All academic units, libraries, and/or units with teaching and research faculty.

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**WHO SHOULD READ THIS POLICY**

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Administrators, academic faculty, staff, and students who would be affected by this policy.

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**RELATED DOCUMENTS**

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University, College/School, and Department/Unit Bylaws; UNLV Leave Policies and Procedures; Board of Regents' Handbook; Nevada Administrative Code; and Nevada Revised Statutes.

## PROCEDURES

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### 1. TYPES OF ABSENCES

- a. SICK LEAVE (FACULTY AND/OR FAMILY MEMBER)  
The federal government, State of Nevada, Nevada System of Higher Education's (NSHE) Board of Regents' Handbook, and UNLV have policies related to sick leave. The Board of Regents' Handbook *requires* academic faculty who will miss classes or other scheduled duties (e.g., office hours, meetings) due to sickness or a family member's illness to report sick leave using a Leave Request Form.<sup>4</sup> *See Appendix A for an example of the Leave Request form.* NOTE: "Up to fifteen days of earned sick leave per contract year may be used by the [faculty] member to care for or assist family members, in laws, or step relatives within the third degree of consanguinity or relationship, or members of the [faculty] member's household."<sup>5</sup> Any absence due to a faculty member's or family member's illness must be reported for absences that are for more than half of the normal scheduled workday (both A- and B-contract faculty).<sup>6</sup>
- b. OTHER PLANNED ABSENCES  
Faculty members are expected to obtain approval from their supervisor for planned absences for medical reasons (faculty member or family member), conferences, religious holidays that are not state holidays, or other events that conflict with scheduled duties. Supervisors should be given as much advance notice as feasible using the Leave Request Form, or in the case of university-funded travel using a Travel Document. *See Appendix B for an example of the Travel Document form.* If for some reason the absence cannot be predicted in advance, the faculty member has two days to submit a Leave Request Form **after** s/he returns from leave.

All absences must be reported when a faculty member is absent for a half day or more when s/he has scheduled obligations. This would include either sick, annual, or administrative leave for A-contract faculty; and sick or administrative leave for B-contract faculty.

In the case of absences due to conferences, faculty should make every effort to schedule their travel plans so as to minimize the number of classes missed. It is recommended that no faculty member will miss more than one day of classes for any

conference or lecture within the United States, and no more than one week of classes for conferences in foreign countries.

c. LONG-TERM ABSENCES

If a faculty member is going to be absent for an extended period of time due to illness or injury, s/he should notify his/her supervisor as soon as feasible. The department chair/unit director will work with his/her dean to arrange for a substitute instructor.

2. ACTIONS TO BE TAKEN

- a. When a faculty member is absent and misses a scheduled obligation, it is the responsibility of the faculty member to make accommodations for any missed classes, office hours, and other university-related obligations. Under exceptional circumstances when a faculty member is unable to make these arrangements, it would be the department chair's/unit director's responsibility.

Some suggested accommodations might include, but not be limited to, the following: scheduling a test with a proctor for the class period; bringing in a guest lecturer, arranging a professional from the Library or Student Life to make a presentation on a useful topic; assigning out-of-classroom work and providing the class period for students to go to the Library, computer labs, or to do research in the "field;" covering the missed material via WebCT or a "canned" presentation. The goal is for faculty members to ensure that students do not miss any of the instruction they would normally receive, and add additional office hours when they return, if necessary.

- b. If there is advance notice that the faculty member will be absent; arrangements should be made for her/his classes to be covered and students should be given advance notice that s/he will not be available for office hours. The faculty member should also notify the contact person for any other university-related obligations that s/he will miss.

The faculty member should leave instructions for how his/her class(es) will be handled (i.e., substitute, guest lecturer, alternative assignment) in the department/unit office. If a class is cancelled or students are to report to an alternative site, the department/unit office will post a notice on the classroom door(s). The instructor should notify his/her students in advance (i.e., note in syllabus, announce in class, and/or send email), and post a notice on his/her office door that s/he will not be available for office hours, and contact any other parties that might be

affected by this absence (e.g., colleagues, committee members, graduate assistants).

- c. In an emergency when the faculty member must be absent, s/he should contact the department/unit immediately. If feasible, the department/unit should arrange for someone to cover the faculty member's class(es). If it is not feasible to find a substitute, the department/unit office should post a notice on the classroom door that class has been cancelled; and whenever feasible notify the students either by email or telephone.

The department/unit should also post a notice on the faculty member's office door that s/he will not be available for office hours, and contact any other parties that might be affected by this absence (e.g., colleagues, committee members, graduate assistants).

- d. For professional obligations that take the faculty member off-campus and/or out-of-town, the chair/director and departmental/unit office should receive contact information from the faculty member. This would include, but not be limited to: telephone numbers, hotel/accommodation information, and for out-of-town trips a detailed itinerary (e.g., flight/travel plans, conference information).

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#### CONTACTS

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OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST  
Flora Dungan Humanities Building • FDH-747  
(702) 895-3301 • FAX (702) 895-4054  
<http://www.unlv.edu/Provost>

OFFICE OF THE ASSOCIATE VICE PRESIDENT FOR  
HUMAN RESOURCES AND AFFIRMATIVE ACTION  
Campus Services Building • CSB-237  
895-1043 / FAX 895-1545  
<http://hr.unlv.edu/>

APPENDIX A

UNIVERSITY OF NEVADA, LAS VEGAS

LEAVE REQUEST

1. NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_  
 2. DEPARTMENT: \_\_\_\_\_  
 3. I request: \_\_\_\_\_ working day(s) and/or \_\_\_\_\_ hour(s)

From:	Date	Time	Through:	Date	Time
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- Annual Leave (Classified & "A" contract)
- Sick-Self
- Sick-Family
- Sick-Family Death
- Sick-SIIS
- Compensatory Time
- Leave Without Pay
- Jury Duty (Attach certificate of attendance)
- Training
- Military Leave (Attach orders)
- Administrative Leave With Pay

- FAMILY AND MEDICAL LEAVE/  
 PARENTAL LEAVE WITHOUT PAY (FMLA)
- Family Medical - Annual Leave
  - Family Medical - Sick Leave
  - Family Medical - Family Sick Leave
  - Family Medical - Compensatory Time
  - Family Medical Leave Without Pay
  - Parental Leave Without Pay

EXPLANATION: \_\_\_\_\_  
 \_\_\_\_\_

4. If sick leave was used, was physician in attendance?  No  Yes \_\_\_\_\_  
 (Physician's name)

5. To the best of my knowledge, the facts stated above are accurate.

6. **NOTE TO SUPERVISORS:** Family and Medical Leave/Parental Leave Without Pay (FMLA) requires prior approval from the Human Resources Department.

Employee Signature: \_\_\_\_\_ Submission Date: \_\_\_\_\_

7.  Approved  Disapproved \_\_\_\_\_  
 (Supervisor Signature) (Date)

8.  Recorded \_\_\_\_\_  
 (Recorder) (Date)

White - Leave Records • Yellow - Employee



PLEASE PRINT FULLY  
ON BOND PAPER  
UNIV TRAVEL POLICY

TRAVEL DOCUMENT #

I TRAVELER/TRIP INFORMATION				III TRAVEL CLAIM (To be completed after trip)											
Date Prepared	Preparer	M/S Code	Phone	TRAVEL COSTS											
EMPLOYEE <input type="checkbox"/> TEAM/GROUP <input type="checkbox"/> STUDENT <input type="checkbox"/> VOLUNTEER <input type="checkbox"/>				FUND	AGCY	ORGN	SORG	ORJT	SORJ	AMOUNT					
Name	Trip Dates			AIRFARE: <small>(initial only. Not \$ amount)</small>											
Worship Code	Departure	Time		PERSONAL AUTO: <small>(initial only. Not \$ amount)</small>											
Address	Return	Time		Mileage: <small>(initial only. Not \$ amount)</small>											
Dept	M/S Code	Purpose		LODGING: <small>(initial only. Not \$ amount)</small>											
Destinations				MEAL PER DIEM											
1)	3)			HOST EXPENSE											
2)	4)			REGISTRATION FEE											
II TRAVEL AUTHORIZATION (Must be completed prior to trip)				RENTAL											
ESTIMATED TRAVEL COSTS	FUND	AGCY	ORGN	SORG	ORJT	SORJ	AMOUNT	TOTAL AMOUNT CLAIMED							
Airfare								PARKING							
Car								OTHER: <small>(initial)</small>							
Lodging								OTHER: <small>(initial)</small>							
Mileage								TOTAL AMOUNT CLAIMED							
Registration Fees								Deduct registration paid by UNIV PVE -							
Per Diem								Deduct non-air travel paid by UNIV POH -							
Meal Per Diem								Deduct lodging paid by UNIV POH -							
Car Rental/Other								Deduct airfare charged to UNIV -							
Personal Auto Mileage								TOTAL DEDUCTIONS							
Other (initial)								TOTAL AMOUNT CLAIMED LESS DEDUCTIONS							
Other (initial)								Deduct advance issued by UNIV -							
TOTAL ESTIMATED COSTS								DIFFERENCE DUE TRAVELER OR EXCESS DUE UNIV -							
I, the traveler, certify that I am a U.S. citizen or Permanent Resident ("green card" holder). <input type="checkbox"/> YES <input type="checkbox"/> NO															
I request a travel advance in the amount of \$ _____ by _____ (initial)															
I do (I did not) expect to receive travel allowance or honorarium from sources other than UNIV															
By signing below, I/we certify this authorization meets the requirements of the UNIV Travel Policy															
Traveller's Signature				Date				Traveller's Signature				Date			
Supervisory Authorization				Date				Supervisory Authorization				Date			
Signature Authority				Date				Signature Authority				Date			
Signature Authority				Date				Signature Authority				Date			
HELD BY TRAVELER'S DEPARTMENT UNTIL TRIP COMPLETION								SEND TO DISBURSEMENTS UPON TRIP COMPLETION				FUND: UNIV TRAVEL POLICY			
UNIV TRAVEL POLICY								UNIV TRAVEL POLICY				UNIV TRAVEL POLICY			

APPENDIX B

MISSSED CLASSES AND/OR OTHER  
ABSENCES FROM DUTY POLICY  
(FOR ACADEMIC FACULTY)  
PAGE 7 OF 8

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ENDNOTES

<sup>1</sup>Applicable to all instructors of record, regardless of rank or title (e.g., part-time instructors, graduate assistants, as well as full-time academic faculty).

<sup>2</sup>Board of Regents' Handbook, Tit. 5, Ch. 6 UNLV Bylaws, Ch. III:  
Section 5. Individual Faculty Responsibilities

5.1 Each academic unit shall establish guidelines to ensure that all-academic faculty maintain a predictable number of office hours during the regularly scheduled semesters. Office hours shall be posted and the faculty shall be available to students, colleagues, and others during these times. (B/R 5/93)

For Academic Faculty. It is understood that all academic faculty members will fulfill their individual obligations:

- A. To their students by meeting classes as scheduled, evaluating academic performance fairly, counseling students;
- B. To their departments/[units] and university by carrying through with the workload commitment in accordance with college/[school] bylaws;
- C. To their profession and discipline to attain the terminal degree and to continue their professional development;
- D. To the university community.

<sup>3</sup>Board of Regents' Handbook, Tit. 5, Ch. 6 UNLV Bylaws, Ch. III, Sec. 5.

<sup>4</sup>Board of Regents' Handbook, Tit. 4, Ch. 3, Sec. 14; UNLV Leave Policy and Procedures Manual, General Information, pg. 3, located at <<http://hr.unlv.edu/Benefits/LeaveManual.pdf>>.

<sup>5</sup>Board of Regents' Handbook, Tit. 4, Ch. 3, Sec. 14.4.

<sup>6</sup>Board of Regents' Handbook, Tit. 4, Ch. 3; UNLV Leave Policy and Procedures Manual, General Information, pg. 5, located at <<http://hr.unlv.edu/Benefits/LeaveManual.pdf>>:

"Professional leave is reported in intervals of one-half day. If a professional staff member's class schedule is other than 8 hours per day, 5 days per week, leave used must be reported in a manner consistent with the amount of work time missed. For example, a full-time professional staff member who is scheduled to teach on Tuesday and Thursday is sick Tuesday, Wednesday and Thursday. [S/He must still report all three days only as sick leave if the time missed would normally be spent performing other duties such as research or public service.

## **APPENDIX C**

## Appendix C

### Department of Sports Education Leadership Journal Rankings Promotion & Tenure Appendix

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The Department of Sports Education Leadership recognizes the following list of journals as acceptable for publication. The journals have been ranked in 3 tiers. Publications in journals in tier 1 carry the greatest weight and are the more desirable journals in which to publish. Journals in tier 3 carry the least amount of weight. **Journal rankings have been established as a function of the following criteria:**

- Journal Impact Factor as reported by Thomson Scientific (formerly the Institute for Scientific Information), 2004
- Journal review process
  - Peer reviewed
  - Standing Editorial Board
  - Manuscript acceptance process, e.g. Editor role

#### **Tier 1**

- Adapted Physical Activity Quarterly
- Adapted Physical Activity Journal
- Journal of Leisure Research
- Journal of Teaching in Physical Education
- Medicine and Science in Sports and Exercise
- Pediatric Exercise Science
- Perceptual and Motor Skills
- Quest
- Research Quarterly for Exercise and Sport
- Sport, Education, and Society
- Journal of Sport Management
- Sport Marketing Quarterly
- International Journal of Sport Management
- International Journal of Sport Marketing and Sponsorship

Note: This is a representative list of possible journals and is not intended to be exhaustive but rather illustrative

Revised: 5/5/06

#### **Tier 2**

- Journal of Physical Education, Recreation and Dance
- Measurement in Physical Education and Exercise Science
- Physical Educator
- Women in Sport & Physical Activity Journal
- Journal of Sport Behavior
- Journal of Sport and Social Issues
- Sport Management Review
- Sport Management and Related Topics Journal (SMARTS previously online going to hard copy)
- Journal of Contemporary Athletics

**Tier 3**

- Clinical Kinesiology
- Strategies
- Palestra
- Teaching Elementary Physical Education
- Scholastic Coach

Note: This is a representative list of possible journals and is not intended to be exhaustive but rather illustrative

Revised: 5/5/06