

APPROVED 16 April 1998
Amended 14 June 2010

CONSTITUTION

OF THE

DEPARTMENT OF BIOMEDICAL PHYSIOLOGY

AND

KINESIOLOGY

FACULTY OF SCIENCE
SIMON FRASER UNIVERSITY

PREAMBLE

This Constitution is a means to achieve an end. No single document can cover all the eventualities or specificities. It is important to agree upon some general goals and principles to guide the governance of the Department.

The main purpose of the Department of Biomedical Physiology and Kinesiology is:

“...to study human structure and function
and their relation to health and movement.
We seek to advance, apply and disseminate
relevant knowledge and expertise.”

ARTICLES OF GOVERNANCE

Normally, committee issues may be decided by informal consensus. Should it prove impractical to decide issues in this way, *Robert's Rules of Order* will be used in order to conduct the business of the committees of the Department of Biomedical Physiology and Kinesiology. In all cases, proxy votes are not accepted. Normally, committees of the Department will be chaired by faculty members. Changes to this Constitution require a two-thirds majority of eligible voters in a secret ballot.

1. The Committee of the Whole

The ultimate governing body of the Department of Biomedical Physiology and Kinesiology is the Committee of the Whole chaired by the Chair. Voting members of this committee include all tenure-track faculty members, all senior lecturers, lecturers, and laboratory instructors having an appointment of more than one year, the Department Manager, two elected members of the graduate student body which will constitute one vote, and one elected member of the undergraduate student body. The Department Manager does not vote on TPC issues, and Centre and Institute formation or procedures. The Department Manager is an eligible voter in ratification ballots involving new faculty member appointments. Any other staff member wishing to attend a meeting may do so after making prior arrangements with the Chair. Attendance at meetings by professors Emeriti and Visiting appointments is welcomed but these are non-voting members. The Committee of the Whole will meet normally every month. This schedule may vary depending upon demand. However, meetings will be held at least once per semester. All

policy and procedures of the Department will be decided at the meeting of this Committee of the Whole. Notice of meetings with full agenda will be circulated at least 24 hours prior to meetings and minutes of each meeting will normally be taken by the Chair's Secretary. They will be circulated to all faculty and student representatives and placed on file for public reference. A quorum will be a majority of the eligible voting membership.

A majority of eligible voters constitutes a majority for all voting matters decided upon by ballot EXCEPT in ratification of teaching and tenure-track faculty positions where a majority will be at least 60% of all eligible voters AND constitutional changes where a majority will be at least two-thirds of all eligible voters. "Available" is interpreted to mean normally on campus during the semester. Those absent on leave will be subtracted from the complement. Normally, matters will be decided by informal consensus. When a vote is required, votes taken at Department Meetings will be decided upon by a majority of those Department Members present at the meeting. The Committee of the Whole may decide on occasion that matters are of such consequence that it is necessary to hold a ballot. Such ballots will be distributed to all voting members and the ballots will be administered by the Chair's Secretary with the assistance of a scrutineer. The ballots will be secret and the results of the ballot will be released in subsequent meetings or via e-mail at the discretion of the Chair. Electronic ballots will include an option to abstain, with a note included about the effect of abstention votes. Electronic voting ballots will be managed by the Chair's Secretary.

2. Appointment of Chair

Subject to Simon Fraser University Policy A13.02, the Chair normally serves a 3-year term. The appointment process for the position of Chair is subject to terms of SFU Policy A13.01. Removal is also subject to petition procedures under SFU Policy A13.01.

3. Duties of the Chair

Duties and responsibilities of the Chair are outlined in University Policy A13.02. While the Chair has ultimate responsibility for the operation of the Department, he/she will seek consensus from faculty and consult widely whenever major decisions are required.

4. Standing Committees

For all Standing Committees the general procedure will be (1) that faculty membership will rotate, (2) that duration of memberships on committees is normally for two years, (3) that appointment is staggered so that continuity is ensured, (4) that a quorum shall constitute 50% of voting members, (5) that where a Chair is absent the Chair may delegate duties to another member of the committee, and (6) that where votes are taken 50% plus one will constitute a majority.

The Undergraduate Program Committee (UPC)

All members of this committee will be nominated and elected from the Committee of the Whole with the exception that the Co-op Coordinator, the Department Manager, and the Undergraduate Advisor will be ex officio members of this committee. Apart from these members, the Undergraduate Program Committee (UPC) will consist of a Chair and four faculty members nominated and elected from the Committee of the Whole and an undergraduate student representative. A quorum shall consist of 50% plus one voting member. The responsibilities of the committee are to make recommendations with respect to curriculum at the undergraduate level. Recommendations will be brought forward to the regular meeting of the Committee of the Whole. The UPC also has responsibility for making recommendations with respect to undergraduate student awards. Meetings of the committee are open to all members of the Department. An agenda will be published prior to the meetings and minutes normally recorded by the Undergraduate Secretary will be circulated to the Committee of the Whole following the meeting. The Chair of the UPC has responsibility to represent the Department at the Faculty of Applied Sciences Undergraduate Curriculum Committee. The Chair of the UPC also has responsibility for approving undergraduate KIN 496, 497 and 498, and 499 courses. Where possible, two alternate faculty members will be elected to substitute for faculty members on the UPC when they are not available. Heads of Streams will become regular voting members of the UPC.

The Graduate Program Committee (GPC)

This committee will consist of a Chair and four other faculty members and two graduate students, one representing Ph.D. students and one representing M.Sc. students. They will, however, have one vote between them. Faculty members will be nominated and elected from the Committee of the Whole. The agenda for the meetings of the committee will be published and minutes will normally be taken by the Graduate Secretary and published following the meeting. The responsibilities of

the committee include recommendations with respect to the graduate curriculum and recommendations with respect to graduate student admission. Normally, the committee will decide the eligibility of applicants for graduate student status. The information concerning eligible graduate students will be circulated to the faculty as a whole. The GPC also has the responsibility for making recommendations with respect to scholarships and fellowships at the graduate level to appropriate committees. The GPC has responsibility for ensuring the maintenance of uniformly high standards in the graduate program.

The Chair of the GPC has the responsibility for attempting to ensure the smooth progress of graduate students towards their degree. In this regard the Chair may act as an intermediary between graduate students and their committees and supervisors. The Chair of the GPC will also make recommendations with respect to travel awards to graduate students. The Chair of the GPC also has the responsibility of monitoring progress of graduate students by reviewing annual reports. The Chair also has responsibility for chairing proposals and thesis defences and may delegate such responsibility to other members of the Committee of the Whole. The Chair of the GPC also represents the Department of Biomedical Physiology and Kinesiology at the Faculty of Applied Sciences Graduate Studies Committee. Because of privacy considerations, it should be noted that the student members of this committee will not participate in discussion with respect to either admission or scholarships when transcripts of the performance of other students are to be considered.

The Tenure and Promotion Committee (TPC)

Membership of this committee and procedures of this committee are subject to SFU Policy A11.01. The committee will normally be elected subject to the guidelines of that Policy and will normally consist of two full-time faculty from each of Assistant, Associate and Full Professor ranks. The Department Chair is Chair of the committee. This committee has the responsibility for recommendations with respect to tenure, promotion and contract renewal. It also serves to advise the Chair with respect to biennial salary reviews. The TPC also has responsibility for recommending the initial appointment and renewal of Adjunct Professor appointments. In cases where appointments must be reviewed by an appointments committee but do not require a formal search, the TPC will act as the Department Appointments Committee and will recommend to the Committee of the Whole.

The Environmental Physiology Committee (EPU)

The Chair of the Environmental Physiology Unit will chair this committee. This committee will consist of the Chair, and a minimum of four faculty members including the Physician in the Department of Biomedical Physiology and Kinesiology, the Senior Research Engineer of the Environmental Physiology Unit (EPU) a graduate student representative and an undergraduate student representative, as follows:

Chair – non-user, no vote except to break a tie – 2-year term, renewable

Chair of the Department – ex-officio member – non-voting, ongoing

Community member – non-voting – 2-year term, renewable

EPU Safety Officer – voting – ongoing

Engineer – voting – ongoing

Physician – voting – ongoing

4 Faculty members – each voting – ongoing

3 non SFU Faculty – each voting – 2-year, renewable

Grad student – non-voting – 1-year, renewable

Undergrad student – non-voting – 1-year, renewable

Quorum will be 50% of voting members plus the Chair.

Monthly meetings will be held with Minutes taken.

The members will be elected by and from the Committee of the Whole. Normally, the members of this committee will be those faculty who have an interest and research direction which involves the use of the Environmental Physiology Unit. The responsibility of this committee is to allocate the resources of the EPU and to schedule time and resources in order to facilitate the conduct of research in this field. The committee will also elect a secretary-treasurer who will have responsibility for keeping the accounts of the EPU and will keep the records of contracts performed. The committee will also be responsible for the setting of fees and the allocation of time in the use of the EPU. The Chair of the EPU will report to the Committee of the Whole on a regular basis and a written report on the EPU's activities will be presented to the Department of Biomedical Physiology and Kinesiology at least once a year.

Other Positions in the Department of Biomedical Physiology and Kinesiology

The Chair may seek volunteers with appropriate qualifications to fill a number of other appointments at the Department, Faculty and University levels. Duration of service will be subject to individual negotiation. Such positions may include:

- University Animal Care Committee Member
- University Ethics Representative
- University Library Representative
- University Radiation Safety Committee Representative
- UBC Medical Admissions Committee Representative
- University Diving Committee Representative
- The Harassment Policy Contact Person

This list may be modified depending on Department, Faculty of Science, and University requirements. Where there is more than one candidate for a position, an election will be held.

5. Ad Hoc Committees

Search Committees

There are two categories of Search committees, those for staff positions and those for faculty positions.

a. Search Committee for Staff

The Department as a whole will determine the nature of the position to be advertised. A Search committee will then be formed consisting of the Chair and up to five other people elected by and from the Committee of the Whole. In addition, the committee will include at least one member of staff elected by the staff and may include one graduate student or undergraduate student representative. Both genders shall be represented on the committee.

The exact nature of a committee may vary depending on the position sought. The Search Committee has the responsibility for drafting the advertisement. Once applications have been received, the Search Committee will review them and select a shortlist for interview. The interview will consist of both a practical session and an interview with the committee. The committee will reach a decision and the Committee of the Whole will be notified of this decision and given the opportunity to object. Should the Chair receive objections to the choice by more than five

members of the Committee of the Whole, the Chair will organize a meeting of the whole and the selection process will be reviewed. Otherwise a recommendation for appointment will be made for the candidate selected by the Search Committee. The Committee shall follow CUPE and APSA regulations, and SFU Policy with respect to hiring.

b. Search Committee for Faculty Members

The process of faculty searches, including committee composition, is governed by SFU University Policy A10.01. A new search committee will be established for each vacant faculty position. The Search Committee will consist of eight members, including the Chair of the Department who will Chair the Search Committee. There will be five faculty members, nominated and elected by the Committee of the Whole; one graduate student representative; and one voting staff representative nominated and elected by staff members. Both genders shall be represented on the committee. The Committee of the Whole will make a decision with respect to the area in which the search is to proceed.

The Search committee has the responsibility to draft the advertisement which must be ratified by the Committee of the Whole. After reviewing applications the committee will recommend that a shortlist be drawn up for interviews. This shortlist will be ratified by the Committee of the Whole. Following the interviews of the shortlisted candidates, the Search Committee will provide to the Committee of the Whole their recommendation for appointment. This may be in the form of a single candidate or a rank ordered list of candidates. A vote will be taken by the Committee of the Whole in secret ballot on the recommendation of the Search Committee. Should positive votes be the majority, a recommendation for appointment will be made. Should the vote prove negative, the Search Committee will reconvene and make an alternative recommendation to the Committee of the Whole. Normally the Search Committee will attempt to achieve consensus. Where this is impossible, the recommendation of the Search Committee will go forward to the Committee of the Whole with a majority of 50% plus one. Notice of the shortlist to be interviewed and of the schedule for colloquia of candidates will be circulated to the full Department by the Chair. All candidates' files will be kept on record in the Chair's office for review. Search Committee members are responsible to consult widely with their colleagues in the process of their deliberation and evaluation of the shortlist.

Other Appointments

1. Teaching Assistants (TA)

The appointment of TA's is governed by the Collective Agreement between the University and the TSSU. Article 13.f.4 of the Collective Agreement establishes the first priority pool as consisting of M.Sc. students with less than 25 base units accrued and Ph.D. students who have less than 40 base units accrued. Applications for TA positions will be solicited at least two months before the beginning of a new semester. The applications will be reviewed by a graduate representative of the TSSU, faculty responsible for teaching the courses, by the Graduate Program Committee Chair, the Graduate Secretary, and by the Chair. Recommendations will be made by the Chair, keeping in mind the expertise of the students and their priority as well as the preference of the students for specific courses and the preference of faculty members for the appointment of particular graduate students. TA's are appointed by the Chair of the Department on the advice of the Department Manager, the Graduate Secretary and the Chair of the UPC.

2. Sessional Instructors

Appointments of Sessional Instructors must be made in accordance with TSSU guidelines and AC 32. Normally, applications for positions of Sessional Instructors will be solicited at least three months before the beginning of the semester. Applications will be reviewed by the Chair and appointment will be made in consultation with the Department Manager and the Graduate Program Committee Chair and the Undergraduate Program Committee Chair. Appointments to Sessional Instructor positions will take into consideration: the requirements of the course; the qualifications of applicants; the provisions of the TSSU agreement; and in the case of graduate students applying for Sessional Instructor positions, the progress towards the degree will be considered; the applicants' previous experience as an instructor; advice from faculty; and the overall needs of the teaching program.

3. Adjunct Professors

Qualified individuals who are not members of the faculty may be eligible for adjunct professor status. A letter of nomination to the Chair of the Department must be received from a current faculty member, with a copy of the curriculum vitae of the nominee. The application will be made available to the TPC to review. On the recommendation of the TPC, the nominee will be invited to give a seminar to the Department. At a subsequent meeting of the Committee of the Whole, a

recommendation will be made by the TPC and a motion to accept the nominee as an adjunct professor will be entertained. A recommendation will be made to the Dean following a positive vote. Appointment will normally be recommended for a period of three years and is renewable. Renewal will follow the same procedure as an original appointment except that, in lieu of a seminar presentation, candidates shall submit a record of their contribution to the Department and their future plans for review by the TPC. (*see University Policy A 12.08*).

4. Associate Members

Qualified individuals who are not members of the faculty may be eligible for Associate Member status. A letter of nomination to the Chair of the Department must be received from a current faculty member, with a copy of the curriculum vitae of the nominee. The application will be made available to the TPC to review. On the recommendation of the TPC, the nominee will be invited to give a seminar to the Department. At a subsequent meeting of the Committee of the Whole, a recommendation will be made by the TPC and a motion to accept the nominee as an Associate Member will be entertained. A recommendation will be made to the Dean following a positive vote. Appointment will normally be recommended for a period of three years and is renewable. Renewal will follow the same procedure as an original appointment except that, in lieu of a seminar presentation, candidates shall submit a record of their contribution to the Department and their future plans for review by the TPC. (*see University Policy A 12.07*).
