Constitution

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Constitution

School of Health Studies
The University of Memphis

I. Preamble

We the faculty and staff, in order to establish a highly professional and intellectual atmosphere, delineate administrative and operational lines of authority and responsibility, achieve the goals of the School and University, affirm and assure the rights of academic freedom, and promote the general welfare and rights of individual members, do hereby establish this Constitution of The School of Health Studies within the guarantees granted and the limits set forth by the The University of Memphis and the Tennessee Board of Regents.

II. The Organization

The organization herein described is known as The School of Health Studies at The University of Memphis. (Hereafter referred to as the “School” and the “University”).

Membership of the School is composed of all full-time designated professors, associate professors, assistant professors (both tenure-track, tenured, and clinical), instructors, adjunct faculty, teaching, research, advising, and administrative graduate assistants, service/staff professionals, and students. All full time faculty and staff (unless otherwise indicated; e.g., tenure and promotion decisions) shall be voting members of the School. Other members within the School may not vote.

III. Mission, Vision, and Values of the School

Mission

To educate future leaders in the health sciences, to develop and grow state-of-the-art research programs, and to promote the application of knowledge through service outreach.

The above will be accomplished by 1) educating students on the fundamental principles of health, physical activity and exercise, and nutrition, while equipping them with the cutting-edge knowledge and skills needed to fulfill leadership roles in their chosen area of specialty; 2) developing and growing state-of-the-art research programs in the health sciences to expand our understanding of the benefits of various lifestyle factors on overall health; 3) providing outreach and services to local and national communities by sharing our expertise in the areas of physical activity, nutrition, and health promotion.
**Vision**

The School of Health Studies will be a nationally recognized, state-of-the-art school, including model programs in both academics and research within the health sciences, to educate students and the population at large through formal coursework and relevant research findings.

**Values**

The following values are essential to the work being done within The School of Health Studies.

- **Integrity:** We maintain high ethical and moral standards in personal and professional conduct, including support of faculty, staff, and students.
- **Accountability:** We are responsible for our own actions in the classroom, in our research environments, and in the community.
- **Respect:** We maintain respect for both students and colleagues, despite differences in backgrounds and viewpoints.
- **Innovation:** We seek opportunities to advance our respective fields of study, using both traditional and innovative approaches.
- **Initiative:** We function as leaders, working to identify needs and opportunities and focusing our effort on achieving stated objectives.
- **Responsiveness:** We maintain rapid response time when contacted by students and colleagues.
- **Excellence:** We give our personal best in everything we do.
- **Communication:** We are committed to effective communication among faculty, staff, and students, in addition to community partners and members.
- **Promotion of Health:** We are committed to promoting healthy communities via research, outreach, and practice.
- **Responsible Stewardship:** We are committed to the absolute best use of our resources.
- **Interdisciplinary Collaboration:** We value the inclusion of faculty members from different academic units working together in scholarship and instructional activities.
- **Leadership:** We are committed to leading by example.
IV. Organizational Structure and Recognized Constituencies

The administrative structure of the School includes a School Director, elected academic unit coordinators, a director of graduate programs, a director of undergraduate programs, and a director of the physical activity program. Additional positions are assigned for various academic programs, as outlined below.

The School is organized into academic units which are responsible to the School Director for planning, developing, organizing and delivering quality educational programs and services. Academic units are empowered to initiate, approve and forward recommendations concerning proposed unit curricula and curricula changes within the policies of the School and University. Academic units are also responsible for developing and growing outstanding research programs which are capable of securing external funding and bringing recognition to the School and University.

Academic Units

- Exercise, Sport, and Movement Sciences
- Healthcare Leadership
- Health Sciences
- Nutrition
- Physical Education Teacher Education

In general, each faculty member is identified with and assigned to one academic unit or the Physical Activity Program. However, since faculty may teach or conduct research within more than one discipline, it is possible for a faculty member to have an assignment in more than one academic unit. Assignment is made by the School Director, typically at the time of hire. Changes to a faculty member assignment may be made as needed and appropriate.

Physical Activity Program

The program is overseen by the director of the physical activity program and includes all faculty members who teach physical activity and other classes which are housed within this program. The majority of courses are taught by adjunct faculty members and graduate teaching assistants. The director of the physical activity program reports directly to the School Director.

The Faculty

The faculty members of the School participate in governance and administration, curriculum development, implementation and evaluation of the School as outlined in this document. Responsibilities of faculty members include instructional activities, professional and scholarly contributions, conducting research, and service to the School, University, community, and professional organizations.
The Staff

The staff of the School assists the School Director, faculty, and students by providing administrative support, academic advising, and guidance in a variety of areas. Each staff member has specific responsibilities and reports directly to the School Director.

The Students

The student body has a means to share their input with faculty, staff, and the School Director in an attempt to impact policy and procedures, as appropriate. They follow the guidelines as presented in the student handbook, which generally includes a discussion with the course instructor, followed by a discussion with the School Director if needed.

V. Administrative Responsibilities

Responsibilities of the School Director include those designated in the University Faculty Handbook and by the Provost. In general, the School Director is responsible for providing oversight for all matters related to the School, including academic, research, service, and financial.

VI. Operations

The operation of the School’s recommending and decision-making structure is defined by the descriptions which follow:

School Director

The School Director has authority and responsibility for all operations of the School and for implementing curricula, programs, and policies. In short, the Director has responsibility for all operational procedures germane to the functions of the School including budgeting, purchasing and finance, faculty/staff recruitment and appointments, faculty/staff supervision and evaluation, tenure and promotion matters, providing leadership to the curriculum and program development efforts of the School, and providing leadership to the growth and development of research programs within the School.

The Director may delegate authority to specific persons but the ultimate responsibility for successful administration of the School remains with the Director. Administrative appointments (those defined below) are either made by the Director with faculty input or are made by vote of the faculty. In either case, such persons are responsible directly to the Director. Within the scope of assigned or elected responsibility, such persons have the delegated authority of the Director. Administrative positions can be redefined at any time by the Director in consultation with the faculty.
Academic Unit Coordinators

Academic Unit Coordinators are elected by the faculty within the academic unit for a two-year term. Faculty may be elected for one successive two-year term. No individual will normally serve more than two consecutive terms, but may fill the academic unit coordinator role again after a hiatus of at least two years. In extenuating circumstances, the Director may appoint the sitting academic unit coordinator to serve more than two consecutive terms. In general, academic unit coordinators are responsible for the items outlined in Appendix A.

Director of Graduate Programs

The Director of Graduate Programs is appointed by the School Director. This person is responsible for all matters related to graduate studies within the School. In general, the director of graduate programs is responsible for the items outlined in Appendix B.

Director of Undergraduate Programs

The Director of Undergraduate Programs is appointed by the School Director. This person is responsible for all matters related to undergraduate studies within the School. In general, the director of undergraduate programs is responsible for the items outlined in Appendix C.

Internship Coordinator

The Internship Coordinator is appointed by the School Director. This person is responsible for all matters related to undergraduate and graduate internships within the School. In general, the internship coordinator is responsible for the items outlined in Appendix D.

Teacher Education Coordinator

The Teacher Education Coordinator is appointed by the School Director. This person is responsible for all matters related to teacher education, which is specific only to the Physical Education Teacher Education unit. In general, the teacher education coordinator is responsible for the items outlined in Appendix E.

Didactic Program in Nutrition & Dietetics (DPD) Coordinator

The DPD Coordinator is hired into this position by the School Director, upon recommendation of a search committee. This person is responsible for all matters related to the DPD program, which is specific only to the Nutrition unit. In general, the DPD coordinator is responsible for the items outlined in Appendix F.
Clinical Nutrition Program Coordinator

The Clinical Nutrition Program Coordinator is hired into this position by the School Director, upon recommendation of a search committee. This person is responsible for a variety of matters related to the Clinical Nutrition program, which is specific only to the Nutrition unit. In general, the clinical nutrition program coordinator is responsible for the items outlined in Appendix G.

Clinical Nutrition Program Director

The Clinical Nutrition Program Director is hired into this position by the School Director, upon recommendation of a search committee. This person is responsible oversight of the Clinical Nutrition program, which is specific only to the Nutrition unit. In general, the clinical nutrition program director is responsible for the items outlined in Appendix H.

Physical Activity Program Coordinator

The Physical Activity Program Coordinator is hired into this position by the School Director, upon recommendation of a search committee. This person is responsible for all matters related to the Physical Activity program. In general, the physical activity program coordinator is responsible for the items outlined in Appendix I.

Academic Services Coordinator

The Academic Services Coordinator is hired into this position by the School Director, upon recommendation of a search committee. This individual assists the academic units in the areas of student recruiting, student advising, coordination of events, communication, class scheduling, and related areas. In addition, the academic services coordinator serves as a member of the School’s undergraduate and graduate curriculum councils, the Director’s Council, and as a liaison with university academic advising offices. In general, the academic services coordinator is responsible for the items outlined in Appendix J.

Councils

The Councils of the School shall include the following:

1. Director’s Council
2. Graduate Curriculum and Research Council
3. Undergraduate Curriculum Council

The School Director shall serve as the chairperson of the Director’s Council. The director of graduate programs and the director of undergraduate programs should serve as the chair for their respective councils. The School Director shall appoint student members of councils, with nominations of potential students provided by faculty. (Student members
may vote on all issues except personnel decisions, admissions, and petitions.) Annual or terminal contract faculty members are ineligible for council membership.

Council Memberships and Responsibilities

1. Director’s Council - The Council is comprised of the School Director (chairperson), academic unit coordinators, internship coordinator, director of the physical activity program, academic services coordinator, and school business officer. The Council is charged with conducting business and advising the School Director and faculty on matters germane to the academic affairs of the School to include:

- Information dissemination
- Policies and procedures
- Program and curriculum development, planning, and evaluation
- Faculty recruitment, retention, and evaluation
- Student recruitment and retention
- Staffing issues
- Budget issues
- Administrative, management, and supervision issues
- Research and scholarship issues

2. Graduate Curriculum and Research Council - The School faculty elect one faculty member from each academic unit (those with graduate programs only) to serve on the council. Members must have associate or full graduate faculty status to serve on the council. The director of graduate programs serves as the chair for the council. In addition, the academic services coordinator serves on the council and two graduate students are appointed by the School Director, with nominations made by faculty.

The Council is charged with conducting business and advising the School Director on matters germane to the graduate program to include:

- Curricular decisions
- Program evaluation and development
- Graduate student recruitment, retention, and mentoring
- Marketing of graduate programs
- Designating graduate, associate, adjunct & affiliate status
- Stimulation of research (including external funding)
- Articulation with the university graduate council

The appointed director of graduate programs represents the School on the university graduate studies council.

3. Undergraduate Curriculum Council - The School faculty elect one faculty member from each academic unit to serve on the council. The director of undergraduate programs serves as the chair for the council. In addition, the academic services coordinator serves
on the council and two undergraduate students are appointed by the School Director, with nominations made by faculty.

The Council is charged with conducting business and advising the School Director on matters pertinent to the undergraduate program to include:

- Curricular decisions
- Program evaluation and development
- Undergraduate student recruitment, retention, and mentoring
- Marketing of undergraduate programs
- Articulation with the university undergraduate council

The appointed director of undergraduate programs represents the School on the university undergraduate council.

**Standing Committees**

The standing committees of the School include:

1. Tenure and Promotion
2. Community Affairs/Fundraising
3. Scholarship

The School Director facilitates the election of members for standing committees. The standing committees for Tenure and Promotion and Community Affairs/Fundraising elect their own chairpersons.

**Committee Membership and Responsibilities**

1. Tenure and Promotion Committee - The committee consists of all tenured associate and full professors of the School. However, only full professors comprise the committee when voting on tenure of full professors or promotion of associate professors to full professor. The School Director facilitates the election of the committee chairperson who is chosen by members of the committee. In some cases, the School Director may appoint the chairperson of the Tenure and Promotion committee.

The Committee is charged with advising the School Director on all matters related to tenure and promotion. The Committee’s detailed operating procedures are delineated in the School of Health Studies Tenure and Promotion document, which is amended as necessary.

2. Community Affairs/Fundraising Committee - The committee consists of one faculty member from each academic unit. The committee elects a chairperson who is responsible for organizing meetings and facilitating completion of tasks. The committee’s main task each year should be to develop and implement one or
more school-wide, campus-wide, and/or community-wide fundraising activities, with a focus on health, fitness, or nutrition. The committee should also focus on outreach activities within the community—sharing the school faculty’s collective expertise in the areas of health, nutrition, and physical activity.

3. Scholarship Committee - The committee consists of one faculty member who serves as a chairperson, in addition to one or more additional faculty members from the School. The committee works to review scholarship applications for School-specific scholarships and selects recipients for each award.

**Other Committees as Needed**

**Academic Unit Committees**

Academic Unit Coordinators appoint committees essential to the operation of their academic units (e.g., faculty search committees). Committees are typically comprised of unit faculty, faculty from other units as appropriate, faculty or non-faculty from outside of the School, and students. The committees conduct academic unit business and advise academic unit coordinators and/or the School Director. (*Student members may vote on all issues except personnel decisions, admissions, and petitions.)*

**Ad Hoc Committees**

The School Director appoints all *ad hoc* committees deemed essential to the operation of the School. An *ad hoc* committee is charged and dissolution is automatic upon completion of the charge. All faculty are eligible for appointment to *ad hoc* committees. Students may be appointed to *ad hoc* committees. (*Student members may vote on all issues except personnel decisions, admissions, and petitions.*)

**Recruitment and Employment of Faculty**

On a regular basis (at least annually), the School Director assesses the faculty to student ratio, and considers the need for additional faculty members within each academic unit. Needs are discussed with unit faculty. When resources are available (e.g., additional salary lines, retirement of faculty), the request may be made to hire new faculty members in a given academic unit or units. The same is true for staff members. In all cases, the School Director prioritizes needs based upon positions available within the School.

**Faculty Assignments**

Faculty Assignments are typically made at the time of hire and can change throughout the course of an individual’s employment based on a variety of factors. All faculty members are expected to provide instruction, service, and/or research contributions to the School. In general, instructors and clinical faculty members are not responsible for conducting
research and most often teach 4-5 courses per semester. Tenure-track and tenured faculty are expected to be engaged in research and generally teach 1-3 courses per semester, depending on their research and service contributions. Expectations for faculty assignments are delineated in the School of Health Studies Workload Policy and are reviewed annually with faculty during their annual evaluations.

**School Meetings**

School faculty and staff meetings are held at the start of each fall and spring semester. Other meetings are called at the discretion of the School Director. The School Director produces an agenda for the meeting and moderates all School meetings. Faculty and staff can suggest topics of discussion for the meeting and should do so at least one month prior to the scheduled meeting. Faculty and staff have the opportunity to raise questions or to make announcements at the meeting. The meeting slides are provided to faculty and staff at the conclusion of the meeting, typically via email attachment file.

**Voting Policies**

All full time faculty and staff within the School are voting members of the School. Part-time instructional employees may participate in School affairs but are not voting members. School voting privileges are afforded only to those in attendance. Proxy voting is not used. Each faculty member is a voting member of one academic unit (i.e., their sole or primary assigned unit). Faculty members may participate as non-voting members in other academic units, as may be the case for faculty members with assignments in more than one academic unit.

**Faculty and Student Grievance Policy**

A multi-level procedure for redress of grievance concerning academic and instructional matters, as well as university related employment problems, is available to any faculty or student member of the School. The procedures are published in the *Faculty Handbook*. Student grade appeal procedures are published in the *Student Handbook*.

**Tenure and Promotion**

Members of the School wishing to make application for tenure and/or promotion should consult the *University Faculty Handbook* for general guidelines and requisite criteria and the School *Tenure and Promotion Policy and Procedures* document for specific guidelines and regulations. All criteria for the determination of faculty readiness, as well as procedures that must be followed, are contained within these two documents.
Other University Regulations

Additional information, guidelines, and regulations are contained within the University *Faculty Handbook* that address faculty personnel policies, academic freedom, faculty benefits, faculty responsibilities, and academic regulations.

VII. Support of Diversity

Consistent with the goals of the University, it is a commitment of the School and its curricula and programs to actively promote an atmosphere of understanding and an appreciation of differences among students, faculty, and staff. Diversity refers to the fair representation of all groups of individuals, to the inclusion of minority perspectives and voices, and the appreciation of different cultural and socioeconomic group practices.

VIII. Code of Ethical Conduct

The School is committed to the highest standards of professional conduct and responsibility. In so being, the qualities of honesty, integrity, fairness, and equality and the principles of diversity and democracy are School benchmarks for ethical practice and professional behavior.

IX. Amendment of the Constitution

Any amendment to this Constitution may be considered as an agenda item at a School meeting. Alternatively, amendments may be discussed with the Director’s Council and subsequently with the respective unit faculty before changes are made. It should be noted that changes to job descriptions as indicated in appendices are not considered to be amendments to the Constitution and do not require voting.

Amendments are adopted by two-thirds votes of all School faculty eligible to and casting a vote. Voting on amendments is conducted by secret ballot, either in person or via email.

X. Ratification of the Constitution

This Constitution is in full force and effect after adoption by a majority of the full-time faculty and staff (>50% of those currently employed within the School), conducted by secret ballot in either a scheduled School meeting or by email or standard mail, and supersedes all previous Constitutions.

Adopted: February 18, 2016
Appendix A
Academic Unit Coordinator Responsibilities

Duties and Responsibilities

1. Coordinating all operations within their unit (including regular unit meetings), specific to but not limited to:
   a. Instruction
      i. Maintaining degree sheets for undergraduate and graduate unit programs
      ii. Determining course needs on a semester-by-semester basis
      iii. Scheduling courses in conjunction with Academic Services Coordinator
      iv. Allocating courses to unit faculty based on expertise and availability
      v. Determining needs for adjunct (part-time) faculty
      vi. Identifying qualified adjunct faculty and referring these individuals to the Business Officer for all required applications and paperwork to be completed before start of semester
      vii. Orienting new faculty (full time and adjuncts) assigned to teach within the unit—in conjunction with school-wide orientation/handbook
      viii. Evaluating adjunct faculty members annually
   b. Research
      i. Maintain knowledge of the research activities of unit faculty (productivity of unit as a whole)
   c. Service
      i. Maintain knowledge of the service activity of unit faculty
   d. Determination of graduate assistant needs within unit (provide justification to School Director and collaborate with Director to determine GA allocation)
      i. Allocating graduate teaching assistants based on unit need
      ii. Allocating graduate research assistants based on unit faculty needs
   e. Review graduate applications for unit and indicate acceptance/rejection of candidates
   f. Provide and review updated unit website content
   g. Maintaining and developing recruiting efforts for new students
   h. Addressing students questions and concerns regarding the unit, as indicated
      i. Completing additional unit assignments as deemed necessary
2. Working together with the School Director to:
   a. Provide overall leadership for program development and evaluation (within unit and across school) by serving on the Director’s Council
   b. Finalize faculty teaching schedules and loads
   c. Prepare requests of needed resources for faculty within unit (technology, space, equipment, library materials, etc.)
   d. Identify needs and assist in recruiting appropriate faculty for the unit
   e. Assign mentors to new faculty
   f. Complete any other tasks that are unit/school specific, requiring input from the unit coordinator
Appendix B
Director of Graduate Programs Responsibilities

Duties and Responsibilities

General:

- Chair Graduate Curriculum and Research Council
- Oversee SHS curriculum development including any course or program changes, and new proposals
- Review and sign off on all forms requiring director of graduate programs approval
- SHS Representative to University Graduate Curriculum Council
- Oversee Graduate Faculty Appointment submissions and maintain up to date file for full time and adjunct faculty members holding graduate faculty status
- Oversee Thesis and Applied Project Committee formation
- Oversee Thesis and Applied Project Proposal approval and Defense approval
- Oversee Graduate Student Program of Study approval
- Oversee Comprehensive Examination approval
- Maintain a current Graduate Student Handbook
- Oversee Melvin Humphreys Student Research Prize competition
- Advise Faculty concerning any graduate program issues
- Maintain up-to-date graduate information on SHS website
- Work with SHS Director to know GA allotment by unit for each year
- Work with SHS Director and business officer to complete all graduate e-contracts by stated deadline
- Conduct Graduate Student Orientation (annually—fall semester)
- Conduct Group (unit specific) Graduate student Exit Interviews and report findings to SHS Director and respective unit coordinators (fall and spring semesters)
  - All students should attend exit interview
- Maintain an Excel file (unit specific) of where graduate students go upon completing degree (employment, graduate school, etc.)
  - Can be asked at time of exit interview
- Administer GA assessment form to all school-funded GAs and report findings to School Director (fall and spring semesters)
  - All GAs are required to complete this form
- Maintain integrity of SHS Graduate Program as needed
Recruitment Specific:

- Work with units to generate a recruitment plan of action to secure student applications (revise annually)
  - Active recruit graduate students into programs
  - Set target goals for applicants and yield rate for each program
  - Develop strategies to increase paying students (non-GA funded)
- Work with units to develop pre-assessed credits for ELC to aid in student recruitment into programs
- Oversee the collection of all student applications materials and create folders for each student
- Oversee the notification of unit faculty of completed folders for review
  - Develop expedited timeline from time of application to time of full admission decision—market this as an advantage of our programs
- Oversee the maintenance of current Excel file of student applicants by unit, with all info pertaining to application status and admission status
- Oversee the follow up with students who have started application but not completed
  - Maintain regular contact and follow up with applicants—in conjunction with respective unit coordinator
- Oversee the sending of letters of acceptance to students with request for follow-up regarding their interest in attending—add info to Excel file
- Communicate with prospective students concerning admissions questions & forward inquiries to respective unit coordinators when appropriate
Appendix C
Director of Undergraduate Programs Responsibilities

Duties and Responsibilities

- Coordinate SHS curriculum and program changes
- Chair SHS Undergraduate Curriculum Committee
- Member University Undergraduate Curriculum Council
- Administer undergraduate credit by exam
- Coordinate the Senior Exam in conjunction with unit coordinators
- Administer SHS special problems course
- Mentor & council SHS undergraduate students
Appendix D
Internship Coordinator Responsibilities

Duties and Responsibilities

- Coordinate internship application process
- Assist in developing internship affiliations
- Assist in placement of students
- Assign interns to unit faculty, in conjunction with unit coordinators and School Director
- Supervise faculty internship supervisors
- Meet with student interns bi-weekly
- Supervise selected student interns
Appendix E
Teacher Education Coordinator Responsibilities

Duties and Responsibilities

- Work with Physical Education Teacher Education (PETE) unit coordinator to accomplish duties/responsibilities
- Collect, analyze, and write/submit reports concerning graduate and undergraduate PETE data for the following organizations:
  - Southern Association for Colleges and Schools (SACS)
  - Our Specialized Professional Association (SPA)
    - Society of Health and Physical Educators-American (SHAPE America)
  - Council for the Accreditation of Educator Preparation (CAEP)
    - Formerly known as National Council for Accreditation of Teacher Education (NCATE)
- Official representative to the College of Education (COE) Teacher Education Advisory Council (TEAC) meetings and
  - Point-person for Teacher Education Office regarding all licensure information changes
  - Attend all TEAC meetings
  - Disseminate new information from TEAC meeting to PETE faculty and students
- Oversee Residency program for all PETE Residency Teacher Candidates (TCs)
  - Work with TCs to accomplish necessary Teacher Education Program admission
  - Work with TCs to be admitted into the Residency program
  - Placements for TCs
  - Work with TCs to complete and submit a passing edTPA for Physical Education
- Representative for PETE programming during NCATE/CAEP accreditation visits/reviews
Appendix F
Didactic Program in Nutrition & Dietetics (DPD) Coordinator Responsibilities

Position Summary
The Director of the Didactic Program in Dietetics (DPD) provides leadership for the DPD. Responsibilities include communicating with/recruiting new students, advising current students majoring in dietetics, maintaining an appropriate and effective curriculum, collecting data and documenting outcomes in order to maintain program accreditation, teaching courses as assigned, and maintaining appropriate knowledge and skill.

Primary Duties and Responsibilities
- Maintains DPD accreditation according to the procedures determined by the Accreditation Council for Education in Nutrition and Dietetics (ACEND); includes timely submission of fees, reports (including ACEND Annual Accreditation Report), and requests for major program changes. (3.1.3)
- Maintains DPND student records; provides verification statements to students upon completion of the DPD (3.1.4)
- With input from all DPND faculty, regularly reviews DPD curriculum to meet accreditation standards. (3.1.6, 3.1.7)
- Conducts ongoing assessment of program and student learning outcomes; collects and evaluates data as outlined in program assessment plan. (3.1.8)
- With input from DPD faculty, updates DPD Handbook (found online) to include policies and procedures to ensure fair, equitable, and considerate treatment of prospective and enrolled students (such as program admission, retention, and completion policies) (3.1.1)
- Conducts student recruitment activities, as well as advisement, evaluation, and counseling of students (3.1.2)
- Maintains records of grievances related to the DPD (3.1.5)
- Co-Chairs the DPD/DI Advisory Board, schedules meetings for program evaluation, and communicates meeting outcomes to DPD faculty. (3.1.7)
- Teaches 9-12 hours per academic semester (as assigned), serves on university committees as appointed, and participates in campus and community programs.
- Participates in continuing professional education to maintain professional currency.
- Communicates with Director, School of Health Studies about any issues pertaining to the DPD.
- Acts as faculty advisor for The University of Memphis Student Academy of Nutrition and Dietetics.

Knowledge and Skills Requirements

Education/Experience/Skills
Master’s degree (or higher) in nutrition, dietetics, food management, education, or related area, granted by a U.S. regionally accredited college or university. Completion of a didactic program in dietetics and supervised practice program approved/accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association. Evidence of effective teaching at the undergraduate level for a minimum of
3 years. Knowledge of CADE standards of education and broad knowledge of clinical and community dietetics. Ability to communicate clearly in both verbal and written forms. Ability to promote professional relationships within the practice of dietetics.

Certification/License
Registered dietitian with active registration by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics; Licensure as required by the state of Tennessee.
Appendix G
Clinical Nutrition Program Coordinator Responsibilities

Job Summary
The Program Clinical Coordinator (CC) has the responsibility to effectively manage the 1200 hours of rotations for the program at the University of Memphis in accordance with the accreditation standards, policies, and procedures of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). The CC will also teach the Clinical courses in the program and assist in the program and the Director in managing the administration of the program.

Qualifications
1. Master’s degree from an accredited institution with a major in dietetics, nutrition or a related field.
2. Credentialed as a Registered Dietitian (RD) by the Commission on Dietetic Registration.
3. Minimum of five years clinical experience in the field prior to employment.
4. Must have administration and college teaching experience.
5. Consistent service within the profession.

Duties and Responsibilities
The following are the duties and responsibilities of the CC at the University of Memphis:
1. Develop policies and procedures related to rotations, rotation sites, and preceptors.
2. Establish rotation sites and schedule interns for rotations.
3. Make contracts with rotation sites and keep them up to date with competencies
   a. Keep preceptor selection and information up to date and maintain files
   b. Establish learning activities for competencies and education of preceptors for the rotation sites
   c. Provide preceptors training as needed
   d. Establish intern rotation evaluation forms and keep in files
4. Organize the review of intern applications, including assigning reviewers, providing them with access to the applications, and organizing the selection meeting.
5. Maintain the following program’s student records:
   a. The application materials submitted for admission to the program for 1 year for all applicants and for 5 years for those accepted into the program
   b. All graduating interns’ files
   c. Verification statements and RD/RDE misuse statements
d. Graduate students AND paperwork
e. RD exam results

6. Assisting in Communicate and coordinate with program faculty, preceptors and others involved with the program
   a. Maintain current and prospective affiliation agreements with all internship preceptors
   b. Maintain current residency contracts
   c. Decide upon site locations for yearly internship rotations
   d. Provide website information to other didactic programs

7. Teach clinical courses within the program, keeping updated with current standards.
Appendix H
Clinical Nutrition Program Director Responsibilities

Job Summary

The Program Director has the responsibility to effectively manage all aspects of the program at the University of Memphis in accordance with the accreditation standards, policies, and procedures of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND).

Qualifications

1. Earned doctorate degree from an accredited institution with a major in dietetics, nutrition or a related field.
2. Credentialed as a Registered Dietitian (RD) by the Commission on Dietetic Registration
3. Minimum of five years professional experience in the field prior to employment
4. Must be a full-time employee of the University of Memphis; may not direct any other ACEND accredited program while assuming this position
5. Prior experience in dietetic education programs and familiarity with the Academy of Nutrition and Dietetics, ACEND, and Commission on Dietetic Registration (CDR) administration are desired.

Duties and Responsibilities

The program director must have the authority, responsibility and sufficient time allocation to manage the DI. The following are the duties and responsibilities of the DI Director at the University of Memphis:

8. Develop policies and procedures for effectively managing all components of the program and to ensure fair, equitable and considerate treatment of prospective and enrolled students including admission, retention, and completion of policies.
   a. Update and maintain the graduate handbook and website
   b. Renew professional liability
   c. Evaluate the program’s admission, retention, and competition policies with input from the dietetics faculty, students, and the Advisory committee and submit changes to the College Curriculum Committee
   d. Provide eligible students with program Verification Statements

9. Educate and inform current and prospective students about the DI program requirements, eligibility for dietetic internships and oversee admission of students to the professional component of the program
   a. Meet with current and prospective students to answer questions related to DI program requirements and routes to RD credentialing
b. Evaluate application materials submitted for admission to the program

c. Write letters of recommendation in support of students’ and alumni applications to jobs and licensure

d. Review students and make selections and enter into D&D system or early admissions

e. Plan and organize yearly open house for prospective students

f. Educate first year students about available scholarships

g. Plan and organize orientation for selected students

h. Select recipients for the available scholarships as applicable

i. Plan and organize yearly graduation party for graduating students

j. Responsible for getting graduating students information into CDR for registration eligibility

k. Maintain and educate students on graduation forms and procedures

10. Maintain program accreditation, including timely submission of fees, reports and requests for major program changes

   a. In collaboration with the office coordinator, submit requests to University officials for timely payment of annual accreditation fees

   b. Complete and submit ACEND annual report

   c. Complete and submit the Program Assessment Report (every five years) according to ACEND’s timeline

   d. Apply for re-accreditation through the self-study analysis process, including preparation of a self-study document and coordination of on-site visitation by the ACEND review team

11. Maintain the following program’s student records:

   a. The application materials submitted for admission to the program for 1 year for all applicants and for 5 years for those accepted into the program

   b. All graduating interns files

   c. Verification statements and RD/RDE misuse statements

   d. Graduate students AND paperwork

   e. RD exam results

12. Handle complaints about the program received from students or others, including a disposition of the complaint and communication with the School Director

13. Conduct on-going review of the program’s curriculum to meet the accreditation standards

   a. With input from the students, alumni, dietetics faculty and the Advisory Committee, evaluate and modify curriculum to ensure compliance with ACEND Accreditation Standards
b. Submit curricular changes for program improvement to the College Curriculum Committee and ACEND as appropriate

14. Communicate and coordinate with program faculty, preceptors and others involved with the program
   a. Maintain current and prospective affiliation agreements with all internship preceptors
   b. Maintain current residency objectives and contracts
   c. Decide upon site locations for yearly internship rotations
   d. Complete Academy of Nutrition and Dietetic abstracts
   e. Convene and chair dietetics area faculty meetings and advisory board meetings
   f. Keep dietetics faculty and advisory board members abreast of changes in ACEND Accreditation Standards
   g. Communicate relevant information shared on the NDEP listserv with part-time faculty
   h. Communicate with DI faculty concerning program compliance with ACEND Accreditation Standards
   i. Keep the SHS Director informed about all program related changes
   j. Provide on-going information regarding internship opportunities, job openings, scholarships and other career enhancing information to students
   k. Provide website information to other didactic programs

15. Facilitate processes for continuous assessment of program and student learning outcomes
   a. Survey graduating students, alumni, internship program directors, and employers of alumni regularly
   b. Survey students for course evaluations
   c. Collect data on student learning outcomes according to the timeline set forth in the program Learning Assessment Matrix
   d. Analyze the above data and discuss with dietetics faculty and advisory board members

It is expected that management of the DI program will reflect approximately 30% of a full-time academic position (9-month contract) plus summer pay as needed to fulfill responsibilities that need to be carried out during summer I and II terms.
Appendix I

Physical Activity Program Coordinator Responsibilities

**Duties and Responsibilities**

- Schedule all PHED classes
- Schedule all CPR/First Aid classes (HMSE 2102/ESMS 3050)
- Identify and hire adjunct faculty members for above classes
- Terminate adjunct faculty members as needed
- Evaluate adjunct faculty members annually
- Promote the PHED program to increase student enrollment
- Develop new PHED courses to address student demand
- Address student issues/complaints within the PHED program
- Coordinate CPR training for School faculty, staff, and students; others as needed
- Handle the invoices and money orders for all CPR certifications from HMSE 2102 and ESMS 3050
- Oversee the PAR-Q and Activity Consent forms needed for all activity classes
- Maintain equipment purchased for PHED and CPR/First Aid classes
- Teach two or more courses per semester, including summer
Appendix J
Academic Services Coordinator Responsibilities

Duties and Responsibilities

Advises students on academic, career and personal issues; identifies the educational and career options appropriate for each student and assists with the analysis of each option, including possible outcomes and their implications. If needed, refers students to appropriate person and/or office.

- Discusses academic plans with undergraduate students
- Clears alternative pin holds for undergraduate and graduate students each term
- Enters registration permits for classes
- Discusses UM Degree and explains program of study
- Provides career counseling and assists with academic planning for students
- Refers students to academic resources on campus
- Conducts prerequisite checks
- Conducts advising appointments (via email, phone, and face-to-face)
- Reviews internship applications
- Conducts graduation exit interviews to ensure understanding of graduation requirements
- Reserves rooms for 20+ new student orientation dates within the months of May, June, July, and August
- Conducts school presentations
- Attends information fairs
- Advises and registers all new students in group and individual settings who declare school majors.

Assists with undergraduate and graduate recruitment activities including high school, community college and university visitations, participation in career expos, presentations to private and campus organizations and conducting workshops.

Attends annual recruitment events sponsored by the university including but not limited to the following: Campus Day, Discover Your Major Day, Memphis Area College Night, and the Graduate School Recruitment Fair.

Coordinates special programs such as peer advising, career placement, internships or college honors program; designs program structure and adjusts it to accommodate changing conditions; serves as program liaison with campus divisions, the community and others.

- Plans/Coordinates/Conducts internship information meetings
- Plans/Coordinates Outstanding Student Breakfast
- Oversees the Outstanding Students in SHS and Outstanding Alumni in SHS initiatives

Develops communication programs for the school, including newsletters, web site content, program notifications and advertisements, and exhibits.

- Updates and maintains program of study sheets for undergraduate and graduate programs
• Manages/responds to all online inquiries submitted through university and school websites.

Develops school catalog information and changes and develops class schedule in conjunction with faculty.
• Member of undergraduate and graduate curriculum council, and Director’s Council
• Attends undergraduate curriculum meetings
• Reviews catalog for updates and changes
• Monitors and informs faculty of curriculum concerns that impact students
• Works with university personnel to implement catalog changes
• Coordinates review of academic course schedule for all terms
• Submits course schedule changes and corrections to registrar
• Works with registrar to select appropriate rooms for courses

Provides information and statistical data, such as detailed enrollment statistics in the special program; analyzes data and writes reports as requested; manages academic files and SHS databases.
• Occasionally provides enrollment and graduation data for school programs
• Manages academic records for students in UM Degree

Other Duties as Assigned
• Verifies VA eligibility
• Reviews and signs graduation plans/104R forms for military students
• Checks NCAA eligibility status for athletes after completion of each term
• Contact advisees concerning early intervention and track student communication within TrueBlue/Hobsons system
• Processes late add/late registration forms
• Processes course audit forms
• Facilitates late drop/late withdrawal process
• Processes change of major forms
• Assigns advisor in SGAADVR banner screen
• Facilities administrative withdrawals from courses
• Reviews and send out all mass emails to student body and/or unit subgroups

Graduation Analyst Responsibilities
• Communicates with degree candidates, reviews remaining degree requirements with them to make certain that they understand degree requirements.
• Compiles list of graduating students each semester for submission to University Commencement Office.
• Continually update handouts, advising sheets, checklists, and web site so that all communications regarding degree requirements are current.
• Receives degree applications, gathers transcripts, forms and other pertinent material and information to certify degrees or prepare for degree certification; post degrees and reviews and mails diplomas at the end of each semester.
• Reviews and completes files of each graduating class to ensure that all graduation requirements are met.
• Reviews combination senior and ABM status requests. Submits letter of eligibility to the graduate school.
• Reviews financial aid appeals; certifies compliance with program and graduation requirements.
• Utilizes computerized degree audit system or manual system to track satisfaction of degree/program requirements; enters substitutions for degree/program requirements certified by academic School, advisor, committee or as determined by typical practice.