

## **Leadership Institute Operations Code**

### **National Association for Kinesiology in Higher Education**

1. **Name** The name of the Institute will be the Leadership Institute (LI) of the National Association for Kinesiology in Higher Education.
2. **Mission** The Leadership Institute is organized to fulfill the NAKHE mission of faculty and leader development in kinesiology in higher education by coordinating interactions with emerging and senior leaders in conferences, workshops, and certification training; coordinating the Fellows Program to recognize excellence in leadership; and by promoting ethical leadership through the production of white papers and leadership scholarship.
3. **Plan of Organization**
  - a. The LI will be a standing unit within NAKHE, reporting to the Board of Directors through a LI Coordinator.
  - b. The LI Coordinator will be a NAKHE member who has chaired one of the areas within the LI, and will be appointed by the President.
  - c. The LI will operate as a Committee, and will consist of the Chairs of the areas that report to the LI Coordinator.
  - d. The Chairs of the areas in the LI will be nominated by the LI Coordinator, and will be approved by the Board of Directors in coordination with the President.
  - e. The areas within the LI will consist of:
    - i. Leader Development Workshop Committee
    - ii. Department Head Certification Training Committee
    - iii. NAKHE Fellows Committee
    - iv. Leadership Mentor Committee
    - v. Engaged Scholar Committee
    - vi. Interdisciplinary Research Committee
    - vii. Department Excellence Award
4. **Conduct of Business**
  - a. The LI will sponsor an annual summer workshop titled the Leader Development Workshop (LDW).
    - i. The LDW will be conducted during the summer (generally opposite the annual conference in January).
    - ii. The intent of the LDW is to offer an inexpensive, convenient workshop that brings emerging and senior leaders together to network and discuss leadership in kinesiology.
  - b. The LI will sponsor a Department Head Certification Training (DHCT) in conjunction with the LDW.
    - i. The DHCT will operate as a highly organized certification training for emerging leaders in kinesiology who aspire to be department chairs or administrators of physical activity programs at their college or university.
    - ii. The intent is to brand emerging leaders and administrators with the NAKHE imprimatur in leadership.

*Criteria:*

1. Completed submission of all required material for committee review (NAKHE Fellow application, current CV);

2. Rank of Associate or Full Professor;
3. Significant contributions to the field, including but not limited to scholarly productivity, leadership in the field of kinesiology or one's home institution, or other contributions listed in the nomination and award process;
4. Significant contributions to NAKHE, including but not limited to sustained membership 10 years or more, leadership on NAKHE committees, editing NAKHE publications, holding senior NAKHE leadership positions (secretary, vice president, president, or other leadership roles), or other significant contributions.

### *Selection Process*

1. All fellows and NAKHE members may nominate a NAKHE member for Fellow status. When nominated the nominator must support the nomination by referring to the criteria listed above.
2. A CV should be attached to the nomination form.
3. A three member Fellows Committee (see below) is to check if the nominated NAKHE member meets the criteria.
4. All nominees that meet the criteria are sent to all former fellows for evaluation purposes.
5. The top nominees are listed as the Fellow finalists.
6. "Old-time" former members who were leaders in NCPEAM and/or NAPECW may be eligible for Fellow status.
7. Once the Fellow nominees are selected then the selection committee is to inform the President, the Board and the Fellow members. This list of Fellows nominees will be confirmed by a vote of the NAKHE Board of Directors no later than 1 November.
8. Applications for Fellow status last for a three year term, and during that period the application may be updated. After three years, if not selected, the application will be terminated.

*The Fellows Committee (3 NAKHE members consisting of Fellows) is selected by the NAKHE President in consultation with the Fellows Committee.*

1. The Fellows Committee will consist of a three Fellows.
2. The charter Fellows Committee consists of original members of the first class of Fellows.
3. Membership of the Fellows Committee will be on a three year rotating system and will include members of the first class until the members of the first class have rotated off the Fellows Committee.
4. The Fellows committee will prepare a one-page summary of accomplishments to be placed in the ceremonial program book.
5. The Fellows Committee is responsible for engraving the medals and printing the certificates for each Fellow nominee.

### *Ceremony*

1. All nominees for fellow status are invited to attend the opening ceremony and reception.
2. The new Fellows are to have a one-page summary of their accomplishments prepared in a book form to be given out at the opening ceremony.
3. The Fellows Committee is responsible for printing certificates, and providing engraved medals for the new Fellows.
4. New Fellows are to be listed on the NAKHE web site with all current Fellows.
5. All current Fellows are invited to attend the opening ceremony and reception.
6. President and chair of the Fellows Committee are to host the Fellows Induction Ceremony.

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