

RULES OF PROCEDURE

COLLEGE of AGRICULTURE
UNIVERSITY of KENTUCKY

These Rules of Procedure are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky and the laws of the Commonwealth of Kentucky and of the United States of America. In the event that these Rules of Procedure are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws prevail. Rules of all Departments within the College shall be congruent with these Rules of Procedure.

COLLEGE OF AGRICULTURE FACULTY

I. Functions

The College of Agriculture faculty shall:

A. Determine the educational policies and establish the instructional, research, and service goals of the College within the limits established by the policies and rules of the University Senate and the Governing Regulations of the University of Kentucky.

B. Make appropriate recommendations to the University Senate and to central administrative officers of the University.

C. Carry out its functions through standing committees and/or councils within the College, but through a majority vote the faculty in attendance at a meeting of the faculty as called by the Agriculture Faculty Council (AFC) shall have the authority to revise or revoke any actions taken by the standing committees and/or councils of the College.

II. Composition

The Faculty of the College of Agriculture consists of the Dean, Associate Deans, Assistant Deans, Assistant Directors, and all the personnel of the College with an academic appointment having the rank of Lecturer, Assistant Professor, Associate Professor and Professor (Regular, Extension, Research, or Special Title).

III. Voting

A. Voting members of the faculty include full-time faculty with the rank of Assistant, Associate or Full Professor employed in teaching, research, or Extension and faculty holding administrative appointments except when such votes are for members of faculty representative bodies such as the AFC and University Senate.

B. The faculty may extend the right to vote in agriculture faculty meetings to non-tenure

track Specialist. At the beginning of each academic year the AFC may extend voting privileges at its discretion to other persons assigned to the College of Agriculture.

IV. Faculty Meetings

Faculty meetings shall be conducted according to Robert's Rules of Order. A quorum for Faculty and AFC meetings shall consist of 50% plus one of the voting members of the faculty or AFC.

A. Regular meetings.

The Dean and Associate Deans shall meet spring and fall with the faculty of the College to exchange information and answer questions. The AFC shall schedule these meetings.

B. Special meetings

1. May be called by the President of the University, Provost, Dean of the College, or at the request of the AFC.

2. The AFC shall be obligated to call an Agriculture Faculty Meeting if requested by 20 voting members of the faculty.

C. Governance

1. The Chair of the AFC or another Council member designated by the Chair shall preside over College faculty meetings called by the AFC.

2. The Dean of the College or a member of the Faculty designated by the Dean shall preside over the College faculty meetings called by the Dean.

D. Notification

1. The Secretary of the AFC shall send electronic or paper notification of Faculty meetings two weeks in advance (or earlier) of the meeting date to department Chairs and directors of administrative units. Chairs and directors of units with personnel eligible to vote in the Faculty meeting must notify their respective faculty within one week of the scheduled meeting. Chairs and directors shall post the notices in locations visible to personnel within their respective administrative unit and send electronic or paper notification of such meetings.

2. The Secretary of the AFC shall record and send minutes of Faculty meetings and AFC meetings to Chairs and directors of administrative units with personnel eligible to vote in the faculty meeting. Minutes shall be posted to the AFC web site within two weeks of their approval.

V. College Committees

The standing committees and/or councils of the College and their organization and functions are as follows:

A. Agriculture Faculty Council: The AFC shall conduct its meetings according to Robert's Rules of Order when appropriate.

1. Composition: The AFC shall have ten members. No department or administrative unit shall have more than one member elected per cycle not to exceed two members on the Council at any one time. The Dean of the College serves as an *ex officio* member of the Council, without voting privileges. The Assistant Deans, Associate Deans, Department Chairs and Division Directors shall neither be eligible to serve as members of the AFC nor to vote in election of members to the Council.

2. Election: Members shall be chosen by vote of the faculty in an annual election. Each member of the Agriculture Faculty who has a rank of Assistant Professor or above, or anyone who has tenure, is eligible to vote for the Council. The Agriculture Faculty extends the right to vote in AFC elections to Extension Specialists, Research Specialists, and Regulatory Specialists.

3. Term of Membership: Members shall be elected to two-year terms beginning on May 1, with half of the membership elected each year. Election is held prior to the end of the spring semester.

4. Responsibilities:

a. The AFC shall represent the College faculty to the administration on matters of collective interest, problems and professional well-being.

b. The AFC shall consider matters that need to be brought before the faculty, make recommendations and, when appropriate, call for action by the entire faculty. At any meeting of the faculty called by the Council, the Chair of the Council shall preside.

c. The AFC shall serve as a liaison between the faculty and the Dean and provide a representative opinion or recommendation on matters brought before the Council. To facilitate that liaison role, the Council may schedule fall and spring meetings with the Dean, Associate Deans, College of Agriculture Senators, and Chair of the College Staff Links Committee.

d. The AFC shall advise the Dean on the appointment of members of the faculty to the College Faculty Appeals Committee and the College Advisory Committee on Appointment, Promotion and Tenure. The Council is responsible for composing a list of nominees for each of these committees. Each list shall include names of at least one tenured faculty member from each Department. Nominees should reflect the diversity of the faculty appointments in the College (e.g., Research, Teaching, Extension, Special Title, etc.).

e. The AFC shall seek faculty opinion and, where appropriate, shall speak on behalf of the faculty. For matters where full faculty action is warranted, the Council shall make recommendations to the faculty, but ultimate action shall depend upon full faculty consideration.

f. The AFC shall respond to requests from the Faculty Senate for recommendations for nominees for academic area advisory committees and other committees and task forces.

g. The AFC shall conduct elections for representatives to the University Senate, as follows:

Elections for College of Agriculture representatives to the University Senate shall be conducted during March and April.

All qualified faculty in the College of Agriculture, as defined by University Senate regulations, can nominate individuals equal to the number of open seats to serve three-year terms on the University Senate.

Those eligible for nomination include all of the above except current senators with continuing terms, retiring senators who have served three consecutive terms, and the Dean of the College.

The nominations will be via a web form with “secure electronic nominations” that will tally electronically.

There will be a one-week minimum time frame for open nominations from issue of initial e-mail notification by the Chair of the AFC to close of nominations.

To determine the nominees’ willingness and availability to serve, the Chair of the AFC will contact nominees based upon total number of nominations, and continue contacting top nominees in a descending vote tally until a minimum of twice the number of current openings for the University Senate have agreed to have their names placed on the final ballot. In the case of a tie for the last nomination, the names of all candidates who received the tying number of votes for the last nomination will be placed on the final ballot.

Once final ballot nominees are determined, all eligible faculty members will receive a notification via e-mail from the Chair of the AFC opening the College of Agriculture election for the University Senate. Secret ballots will be cast electronically via a web form with a one-week minimum window for voting. Votes will be tallied electronically. Each voter may vote for nominees on their ballot, up to the number of open senate seats. Ballots may only be cast once per eligible voting member.

Results will be given to the Chair of the AFC who will report them to the entire faculty in the College of Agriculture and to the Chair of the Senate Council.

5. Agriculture Faculty Council Election Procedures

a. Election of members of the AFC shall be by electronically mailed ballots. The secretary shall distribute ballots during the spring semester to personnel listed by the Dean of the College under the categories identified as having voting privileges. Eligible voters who were inadvertently omitted shall have two weeks to notify the secretary that they did not receive a ballot. The secretary shall verify the individual's right to vote and, if eligible, within five business days send a voting form. Ballots shall be distributed so as to maintain confidentiality of individual votes. Voting members are outlined above, and voting procedures follow those of the University Senate elections.

b. All votes shall be decided by a majority of those voting. In the case of a tie for the final open position, a run off election will be held from among those who are tied for that position.

B. Faculty Appeals Committee

1. Composition: This committee shall be composed of five tenured faculty members appointed by the Dean from a list of nominees submitted to the Dean by the AFC.

2. Term of Membership: Members shall be appointed to the Faculty Appeals Committee by the Dean to 2-year terms. Members may not serve consecutive terms.

3. Responsibility: The Faculty Appeals Committee shall hear appeals of performance review ratings and advise the Dean on appeals decisions.

4. The Dean shall inform the committee in writing of the final decision on all appeals brought before the committee.

C. College Advisory Committee on Appointment, Promotion and Tenure

1. Composition: This committee shall be composed of six tenured faculty members and two to three alternate members appointed by the Dean from a list of nominees submitted to the Dean by the AFC.

2. Term of Membership: Members shall be appointed to the Promotion and Tenure Committee by the Dean to two-year terms starting July 1. Members may not serve consecutive terms.

3. Responsibility: The Promotion and Tenure Committee shall advise the Dean on Promotion and Tenure decisions.

D. College Student Council

1. Composition:

a. President of Student Council

b. The President or one selected representative of each club within the College of Agriculture as recognized by the Council. A list of these recognized organizations shall be maintained in the Office of the Associate Dean for Academic Programs.

c. Nine at-large representatives, three from the Sophomore, Junior and Senior class.

d. One representative from each academic major within the College of Agriculture to be appointed by the Director of Undergraduate Studies for each respective major.

e. College of Agriculture Student Senator to the University Senate.

f. Three at-large Freshman class representatives serving as *ex officio* members.

g. Two faculty advisors to be appointed by the Associate Dean for Academic Programs.

2. How Chosen:

a. President elected by student body of the College.

b. President or elected representatives of student organizations elected by students in respective organizations.

c. Nine at-large members elected by student body of the College in April of each academic year.

d. Academic major representatives selected by Directors of Undergraduate Studies after student election.

e. Agriculture Student Senator elected by student body.

f. Three at-large Freshman class representatives elected by the freshman class in September of each academic year.

3. Term of Membership: One year, starting June 1 and ending May 31, with the exception of Freshman *ex officio* members who serve from time of election until May 31. Members may serve more than one term.

4. Responsibilities: The Student Council shall:

a. Serve in an advisory role to the Associate Dean for Academic Programs on curricula, academic programs and policies, and advising issues;

- b. Promote student and faculty interactions;
- c. Recognize student and faculty scholarship and achievement;
- d. Organize and/or coordinate undergraduate student activities;
- e. Facilitate communications among student organizations;
- f. Promote professional and career development activities;
- g. Promote activities to enhance the general welfare of students in the College.

5. Serves under the direction of the Associate Dean for Academic Programs.

E. Graduate Curriculum Committee

1. Composition: Composed of the Directors of Graduate Studies from the departments within the College plus two graduate student representatives.

2. Selection: Directors of Graduate Studies are appointed from the Graduate Faculty by the Dean of the Graduate School in consultation with the Dean of College and the Chair of the Department. The Associate Dean for Research appoints the graduate student representatives.

3. Term of Membership: Graduate student representatives are appointed for a term of one year but may be reappointed. The Graduate School determines terms for the Directors of Graduate Studies.

4. Responsibilities:

a. The Graduate Curriculum Committee shall coordinate curriculum development with the Director of Graduate Studies within each department according to the rules and procedures of the department and College.

b. The Graduate Curriculum Committee shall post proposed curriculum revisions to the AFC web site and notify the faculty as a whole electronically of such postings as they occur.

c. The Graduate Curriculum Committee shall review curriculum changes and course proposals, and shall recommend to the faculty and the Dean on matters relating to the graduate curriculum in the College.

5. Serves under the direction of the Associate Dean for Research.

F. Undergraduate Curriculum Committee

1. Composition: Composed of two thirds of the Directors of Undergraduate Studies representing the undergraduate programs in the College.

2. How Chosen: In any year, approximately one-third of the members shall rotate off after a two-year appointment and be replaced by incoming Directors of Undergraduate Studies. Start dates for cohorts shall be staggered over a three-year period to provide continuity in the committee. The Associate Dean for Academic Programs shall develop and maintain the rotational schedule of members of the Undergraduate Curriculum Committee.

3. Term of Membership: Members shall serve two years of membership from the beginning of August in the year in which they are appointed, with membership terminating at the end of June in the second year.

4. Responsibility: The Undergraduate Curriculum Committee shall review all proposals for curriculum changes, course changes, new courses and dropped courses, and shall make recommendations to the faculty, the Associate Dean for Academic Programs and the Dean of the College. The committee shall meet on a recurring basis to handle responsibilities. The Undergraduate Curriculum Committee shall post proposed curriculum revisions to the AFC web site and notify the faculty as a whole electronically of such postings as they occur.

5. Serves under the direction of the Associate Dean for Academic Programs.

VI. Amendments

A. Proposed amendments to these Rules of Procedure must be submitted to the Chair of the AFC by February 1 of the academic year in which the amendment is to be considered. If the Council decides the proposed amendment should be considered, it shall be electronically distributed for consideration and vote along with the annual ballot for new Council members. Proposed amendments submitted to the Chair of the AFC by February 1 and, accompanied by supporting signatures of 20 of the eligible voters, shall be distributed for consideration and vote without deliberation by the Council. Ballots on proposed amendments shall be accompanied by a statement of the existing language and the proposed change or addition and the rationale for the proposed amendment.

VII. Attachments

A. Attached to these Rules of Procedure is a statement regarding Performance Review of Faculty.

B. Attached to these Rules of Procedure is a statement regarding Progress Toward Tenure.

C. Attached to these Rules of Procedure is the AR II.-1.0-11, Tenured Faculty Review and Development Policy.

These Rules of Procedure have been created and approved by the faculty of this college, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Provost as indicated by their signatures below. The Dean and Provost must also approve any modification to these rules before the modification takes effect. These rules contain a total of nine (9) pages, each of which is initialed and dated by the undersigned persons. A current copy of the approved rules for this College is available in the office of the Dean of the College and the Office of the Provost.

Dean of the College of Agriculture

Date

Provost, University of Kentucky

Date

Attachment A:

PERFORMANCE REVIEW OF FACULTY

Performance reviews of faculty must be in compliance with University of Kentucky Administrative Regulations.

The performance of non-tenured faculty shall be reviewed annually. The performance of tenured faculty shall be reviewed during the first year of each biennium with the rating applying for the biennium. Any tenured faculty member, upon request, shall be granted an annual review.

A primary purpose of the performance review is individual and institutional self-improvement. The performance review shall determine for each faculty member both a quantitative assessment and a qualitative judgment of the faculty member's activities during the review period (two preceding years) in teaching and advising, research and scholarship, extension education, University and public service, and/or other appropriate activities with relative weighing based upon prior agreement pertinent to the distribution of effort among any or all of these activities.

An agreement is to be developed annually between the unit administrator and the faculty member on the distribution of effort expected of the faculty member in major activities during the succeeding year. This agreement shall be developed between the unit administrator and the faculty member based upon Rules of Procedures for that unit. The most recent Distribution of Effort Agreement form signed by the Chair and the faculty member shall constitute the written agreement.

The Dean, in consultation with the AFC, develops the evaluation instrument or form used by the College of Agriculture. The Dean may seek advice annually from the AFC about potential improvements of the instrument.

Department Chairs shall utilize the advice of tenured faculty members in assessing the quality of faculty performance in each of the major areas of activity. The faculty input may be through an advisory committee, through consultation with all tenured faculty, or through other appropriate means of faculty consultation. The Chair recommends a rating to the Dean and a final rating is determined in a conference of the Chair and the Dean. If the Dean and the Chair are unable to agree upon an individual's performance rating, the faculty member shall be informed of the ratings of both the Chair and the Dean and informed that the rating of the Dean is final, unless appealed. After final ratings are determined, there shall be a conference between the Chair and each faculty member, focusing upon the faculty member's performance of his or her assignment during the period of review, strengths and weaknesses, and suggestions for improvement if appropriate.

If a faculty member disagrees with the performance rating, he or she may request a conference with the Dean. In such case, the faculty member shall be invited to present additional information relating to performance at the conference involving the Dean, the Chair, and Associate Deans. A faculty member who, after a conference with the Dean, still disagrees with the rating received may formally appeal to the Dean. The appeal shall be heard by a Faculty Appeals Committee appointed by the Dean from a list of nominees elected by faculty within individual departments and forwarded to the Dean by the AFC. After the hearing, the committee shall make a recommendation to the Dean, and the Dean shall accept or reject the recommendation and advise the faculty member of this decision. A faculty member remaining in disagreement with the decision may appeal to the Provost for a hearing in accordance with procedures established by the Provost.

Attachment B:

REVIEW OF PROGRESS TOWARD TENURE

Administrative Regulations (AR II-1.0-5) require that unit administrators consult with the tenured members of the faculty regarding the progress of each non-tenured faculty member toward consideration for tenure in terms of the unit's expectations. These discussions should occur at the end of the non-tenured faculty member's second and fourth years, but may occur more frequently at the administrator's discretion. The results of these discussions should be communicated to the individual non-tenured faculty member and a record maintained in the faculty member's file.

During the fourth year of appointment, an untenured faculty member below the rank of associate professor shall be formally reviewed to evaluate progress toward tenure. By an announced date faculty members subject to the fourth year review shall submit documentation for evaluation by the tenured faculty of the department. Documentation, in addition to performance evaluation materials, should include documentation provided for promotion review with the exception of outside letters. Following review of the documentation, each tenured faculty member shall provide a letter to the department Chair identifying the individual's strengths and weaknesses, and evaluating the individual's progress toward promotion. The department Chair shall discuss the review with the Dean before reporting progress toward tenure with the faculty member.

Promotion and Tenure Actions

A recommendation to promote and/or grant tenure shall originate with the department Chair and/or faculty in compliance with departmental policy. The procedures to be used in a department for preparing such a recommendation should conform to University of Kentucky Administrative Regulations and departmental rules of procedure. For each recommendation to promote and/or grant tenure, the department Chair shall develop a dossier which contains items as identified in AR II-1.0-1, III.C, following the timetable set forth by the Provost. The department Chair shall forward the completed dossier with the Chair's recommendation to the Dean.

The College shall have an Advisory Committee on Appointment, Promotion and Tenure appointed by the Dean after consulting with the AFC. There should be no overlap with the appeals committee. Prior to making a decision to approve or disapprove or to making a recommendation, as appropriate, relative to a proposal to promote and/or grant tenure, the Dean has the option in most cases to seek advice from this advisory committee. However, the Dean is required to obtain a written recommendation from the advisory committee (1) when an assistant professor must be considered for promotion and tenure in the sixth or next-to-last year of the individual's probationary period, (2) when an associate professor must be considered for tenure in the next-to-last year of a probationary period and (3) when a professor must be considered for tenure in the first half of a one-year probationary period.

After obtaining advice or a recommendation from the advisory committee, the Dean shall approve or disapprove the recommendation to promote and/or grant tenure. If approved, the Dean shall forward the dossier with an affirmative recommendation to the Provost. In case of disapproval and stopping the proposal to promote and/or grant tenure, the Dean shall notify the faculty member of such action in writing with a copy to the department Chair. In cases where an

associate professor with tenure whose promotion to professor has not been considered by an Academic Area Advisory Committee for a period of six years requests such consideration, the Dean shall forward the dossier to the Provost with the Dean's recommendation.

Attachment C:

TENURED FACULTY REVIEW AND DEVELOPMENT POLICY

AR II.1.0-11

Effective December 16, 2000

This policy is designed to provide definitive guidance to units in supporting tenured faculty to increase their productivity and to identify and address problems in performance.

This policy builds on the current system for conducting regular performance or "merit" reviews, as defined in AR II-1.0-5, of tenured faculty for purposes of salary increases. It requires the following:

A Consequential Review process must be instituted for any faculty member receiving successive unsatisfactory performance or "merit" reviews in a "significant area of work". For the purposes of this policy, a significant area of work is defined as a Distribution of Effort Agreement greater than 20% in the areas of instruction, research or service. The review is summative in nature and requires a plan to improve performance within a specified period.

Upon recommendation of the department chairperson and approval of the Dean, a faculty member subject to evaluation under this plan may be exempted if there are extenuating circumstances (such as health problems). A decision by the chairperson not to recommend such exemption may be appealed to the Dean. A Consequential Review will not be undertaken until the final disposition of any appeal.

The Dean shall notify the faculty member and department chairperson of the initiation of a Consequential Review process and of the procedures of the review.

For a faculty member selected for Consequential Review, the department chairperson shall prepare a review dossier in consultation with the faculty member. The faculty member has the right and obligation to provide for the review dossier all the documents, materials, and statements he or she believes to be relevant and necessary for the review, and all materials submitted shall be included in the dossier. Ordinarily, such a dossier would include at least the following: an up-to-date vita, a teaching portfolio, and a statement on current research or creative work. The chairperson shall add to the dossier any further materials (prior evaluations, other documents, etc.) he or she deems relevant, in every case providing the faculty member with a copy of each item added. The faculty member shall have the right to add any material, including statements and additional documents, at any time during the review process.

The Consequential Review will be conducted by the department chairperson, or at the request of the faculty member by a three-member ad hoc committee consisting of tenured faculty members

including one member selected by the Dean, one member chosen by the faculty member, one member selected by the college faculty.

It is not the purpose of the Consequential Review to evaluate the performance of the faculty member but rather to develop a plan to remedy the deficiencies indicated in the performance reviews. It is the responsibility of the department chairperson to recommend the plan that has been developed to the Dean for approval and to monitor the implementation of the plan approved by the Dean. Ideally, the plan should grow out of an iterative collaboration among the faculty member, department chairperson and Dean. The review should be completed within 60 days of notification of the initiation of the review.

It is the faculty member's obligation to assist in the development of a meaningful and effective plan and to make a good faith effort to implement the plan once it is adopted. In the event that the faculty member objects to the terms of the plan, the faculty member may appeal to the Provost. Once the appeal has been resolved, the resulting plan will be implemented.

The plan must:

- 1) Identify the specific deficiencies to be addressed
- 2) Define specific goals or outcomes that are needed to remedy the deficiencies
- 3) Outline the activities that are to be undertaken to achieve the needed outcomes
- 4) Set timelines for accomplishing the activities and achieving the outcomes
- 5) Indicate the criteria for annual progress reviews
- 6) Identify the level and source of any funding which may be required to implement the development plan.

The faculty member and his or her department chairperson should meet each semester to review the faculty member's progress towards remedying the deficiencies. A progress report will be forwarded to the Dean.

Further evaluation of the faculty member within the regular faculty performance evaluation processes of the University may draw upon the faculty member's progress in achieving the goals set out in the plan.

When the objectives of the plan have been met, or in any case no later than three years after the start of the plan, a final report will be prepared by the department chairperson and given to the faculty member. The faculty member will be provided an opportunity to comment on the report if he or she wishes. The faculty member's input will become part of the report submitted to the Dean. If the chairperson states that the objectives of the plan have not been fully met and the faculty member disagrees, the three-member ad hoc committee of tenured faculty members involved in the development of the plan shall be reconvened. If a person who was part of that three-member ad hoc committee is no longer available to serve, his or her successor shall be chosen in the same manner as the original person was chosen. The three-member ad hoc committee will then meet and prepare a report for the Dean. Both the chairperson's report and the report of the three-member ad hoc committee shall be forwarded to the Dean, together with any written comments that the faculty member wishes to add, for the Dean's final decision. In those

cases where serious deficiencies continue to exist after the Consequential Review plans are completed, dismissal for cause procedures may be initiated.

Each academic unit may create a process for a Developmental Review of tenured faculty, consistent with criteria in AR II-1.0-1, that includes setting individual faculty goals in collaboration with unit chairpersons, deans, and senior faculty colleagues. These reviews should be incorporated into the current performance review process for tenured faculty to minimize administrative burden.

Each provost and dean shall develop a process for allocating additional funds as appropriate to provide necessary support for faculty members undertaking a Consequential or Developmental Review.

Each dean shall prepare annually a summary report on cases resulting from the implementation of the Tenured Faculty Review and Development Policy in that college and transmit the report to the provost.