

UNIVERSITY OF KENTUCKY

RULES OF THE FACULTY

**COLLEGE OF COMMUNICATIONS
AND INFORMATION STUDIES**

Revised Copy:
February 25, 1994

RULES OF THE FACULTY
COLLEGE OF COMMUNICATIONS AND INFORMATION STUDIES

1.0 AUTHORITY.

1.1 The authority for this Faculty arises from the Governing Regulations of the University of Kentucky and the Rules of the Senate of the University of Kentucky.

1.2 ". . . The present School of Communications in the College of Arts and Sciences with its Departments of Journalism, Speech, and Telecommunications be abolished, effective immediately, and replaced with a School of Journalism and a Department of Communication." (The Board of Trustees approved PR 10, September 16, 1975).

1.3 ". . . The present School of Journalism and Department of Communication be separated from the College of Arts and Sciences to form a new College of Communications composed of these units. All existing courses, programs, and degrees offered by these units will be transferred from the College of Arts and Sciences and continued by the units. This academic reorganization will be effective with the opening of the 1976 Fall Semester." (The Board of Trustees approved PR 11, May 4, 1976).

1.4 ". . . the reestablishment of the Department of Telecommunications as an educational unit in the College of Communications, effective with the appointment of a chair-person or acting chairperson for the department. (The Board of Trustees approved PR 7, April 7, 1981).

1.5 ". . . the present School of Journalism and Department of Telecommunications will be merged to form the School of Journalism and Telecommunications. (The Board of Trustees approved PR 5A, June 22, 1993).

1.6 ". . . the merger of the College of Communications and the College of Library and Information Science will take place to form the College of Communications and Information Studies. The newly formed college will have three academic units: Journalism and Telecommunications, Communication, and Library and Information Science. (The Board of Trustees approved PR 5B, June 22, 1993).

2.0 FUNCTIONS.

2.1 Educational Policies. Within the limits established by the Governing Regulations of the University of Kentucky and the Rules of the University Senate, the Faculty will determine the educational policies of the College of Communications and Information Studies. Educational policies are defined as the development of guidelines, rules or criteria on such matters as academic requirements, curricula, class schedules, undergraduate and graduate programs, professional programs, service functions, academic advising, and the evaluation of courses and teaching.

- 2.2 Advisory to the Dean. The Faculty will make recommendations to the Dean of the College of Communications and Information Studies on the management educational matters, research functions and service obligations. The faculty will also make recommendations to other administrative officers of the College of Communications and Information Studies and to the Senate of the University and to the Central Administration on such matters as require their approval.
- 3.0 COMPOSITION.
- 3.1 Statutory. The Faculty of the College of Communications and Information Studies consists of the Dean of the College of Communications and Information Studies, any associate deans and all assistant professors, associate professors and professors who have primary assignment in the college. In addition, the Faculty will include members of faculties of other colleges or departments who hold joint appointments in the college.
- 3.1.1 Other. The Faculty may extend membership, with or without voting privileges, on a yearly basis to any other person assigned to the College of Communications and Information Studies for administrative work, teaching, or research.
- 3.2 Meetings. There shall be no regularly scheduled meetings of the Faculty.
- 3.2.1 Special Meetings of the Faculty may be initiated by thirty percent of the voting members of the Faculty, the College Assembly, or the Faculty Council upon written notice as to the purpose of the call. Such written notice to the Dean requires the Dean to call a meeting within five working days providing said period is within the normal academic calendar.
- 3.2.2 The Dean may also call a special meeting of the Faculty upon notice at least five working days in advance providing said period is within the normal academic calendar.
- 3.3 Quorum. A quorum shall consist of sixty per cent of the voting members.
- 3.4 Notification. Written notification of a meeting shall normally be at least five working days before a meeting, emergency or special meetings excepted. Notification shall include the agenda.
- 3.5 Agenda. The Agenda shall be as follows:
- a) reading, correcting, and approving of minutes
 - b) matters arising from the minutes
 - c) committee reports not in matters arising from the minutes
 - d) new matters
- 3.6 Voting.
- 3.6.1 Each member with voting privilege shall have one vote.
- 3.6.2 Matters affecting educational policy shall require approval of two-thirds of the voting members present.
- 3.6.3 New matters not on the Agenda shall require approval of four-fifths of the voting members present.

3.6.4 Amendments to these rules require approval of two-thirds of the voting members.

3.6.5 All other matters require the approval of a majority of voting members present.

3.7 Chairperson. The chair shall be held by the Dean of the College of Communications and Information Studies except as the Dean shall delegate the responsibility.

3.8 Secretary. The Secretary of the College shall be elected by the Faculty from among those assigned to the College.

3.8.1 The Secretary shall be responsible for recording minutes of meetings of the Faculty and shall distribute the minutes to all Faculty members prior to the next meeting.

3.8.2 The Secretary shall maintain a file of all minutes.

3.8.3 The Secretary shall codify the regulations and procedures approved by the Faculty and shall be responsible for distribution of this information to all Faculty members.

3.8.4 The Secretary shall be responsible for distributing the call of meeting and the Agenda and shall include notification of whatever documents are needed for the meeting.

3.8.5 The Secretary shall maintain a quorum book.

3.8.6 The Dean may designate a staff person as recording secretary.

3.9 The terms "notification" and "distribution" and their derivatives used in this document shall mean that written copies shall be placed in departmental mailboxes of intended recipients. Student representatives may obtain copies from the Dean's secretary.

4.0 The College Assembly of the College of Communications and Information Studies.

4.1 Delegation of Responsibility for Education Policies. Though the Faculty is empowered to determine educational policies and standards for the College, it delegates to the College Assembly of the College of Communications and Information Studies the responsibility for the consideration of academic programs and policies, such as course proposals and changes, and related matters.

4.2 Membership. The Assembly shall consist of the Faculty as determined in Section 3.1 and 3.1.1 above, the College of Communications and Information Studies elected student representative to the Student Government Student Association, the Chairperson of the Communication Graduate Student Association or his/her designated delegate, and the the president of LISSO.

- 4.3 Meetings. There shall be three regularly scheduled meetings:
- a) during the first four weeks of Fall Semester
 - b) during the first two weeks of classes of the Spring Semester
 - c) during the last two weeks of classes of the Spring Semester.
- 4.3.1 Additional Meetings. Other meetings may be called by 30% of the voting members of the Assembly, the Faculty, the Faculty Council, or the Dean of the College.
- 4.3.2 Special Meetings. A special meeting may be initiated by thirty per cent of the voting members of the Assembly upon written notice as to the purpose of the call. Such written notice requires the Dean to call a meeting within five working days providing said days are within the normal academic calendar.
- 4.4 Quorum. A quorum shall consist of sixty per cent of the voting members of the Assembly.
- 4.5 Notification. Written notification of a meeting shall normally be given at least five working days before a meeting. Notification shall include the Agenda.
- 4.6 Agenda. The Agenda shall be as follows:
- a) reading, correcting, and approving of minutes
 - b) matters arising from the minutes
 - c) committee reports not in matters arising from the minutes
 - d) new matters
- 4.7 Voting.
- 4.7.1 Each member with voting privilege shall have one vote.
 - 4.7.2 Matters affecting educational policy shall require approval of two-thirds of the voting members present.
 - 4.7.3 New matters not on the Agenda shall require approval of four-fifths of the voting members present.
 - 4.7.4 All other matters require approval of a majority of the voting members present.
- 4.8 Chairperson. The chair shall be held by the Dean of the College of Communications and Information Studies except as the Dean shall delegate this responsibility.
- 4.9 Secretary. The Secretary of the Faculty shall also serve as the Secretary of the Assembly with corresponding duties. All matters requiring distribution shall include distribution to the related student members.
- 4.9.1 The Dean may designate a staff person as recording secretary.
- 5.0 Standing Committees of the Faculty Assembly.
- 5.1 Faculty Council. There shall be one standing committee of the College Assembly which shall be known as the Faculty Council.

- 5.2 Function. The Faculty Council is the executive committee of the College Assembly. It will develop and recommend to the College Assembly policies and rules on academic requirements, curricula, academic and professional programs, service functions, advising, and evaluation of courses and teaching. It will review proposals for courses, curricula, and requirements and recommend action to the University Senate. It will report its actions to the Assembly as provided below. It may also represent the College Assembly on other appropriate matters.
- 5.3 Composition. The Faculty Council shall be composed of two members elected from the Faculty of the School of Journalism and Telecommunications, two members elected from the Faculty of the Department of Communication, two members elected from the School of Library and Information Science and the Dean.
- 5.3.1 The Director of the School of Journalism and Telecommunications, the Chairperson of the Department of Communication, and the Director of the School of Library and Information Science shall not be eligible for election to the Faculty Council.
- 5.3.2 Elections shall be conducted by the Dean's office by mail, with a double envelope system to assure anonymity and with at least ten days allowed for voting to take place. A majority shall be sufficient to elect Council members.
- 5.3.3 Terms of Council members shall be for one year beginning 1 May. No member shall be elected for more than three consecutive terms.
- 5.4 Meetings. The Faculty Council shall meet at the call of the Dean or at the call of any two members.
- 5.4.1 A quorum shall be a majority of members of the Faculty Council.
- 5.4.2 The Dean shall have a vote on all matters.
- 5.4.3 All actions of the Council shall require the approval of a majority of the members.
- 5.5 Organization. The Dean shall chair all meetings of the Faculty Council.
- 5.5.1 In the event of the Dean's absence, a council member will be appointed by the Dean to be acting-chair for the meeting.
- 5.6 Committee Appointment Powers. With the consent of the Dean, the Council shall have the power to appoint any other committees of the Assembly. Any committee thus appointed shall end the 30th of April of each year.
- 5.6.1 Chairpersons of committees appointed by the Council, the College Assembly, or the Faculty (in accordance with this section, section 7.0 or section 8.0) shall make a written report with copies to the Council, the Dean, and the Secretary of the Faculty not later than 15 April of the year in which the committee has been active.
- 5.6.2 One student in good standing is to be appointed to each committee appointed by the Council. Such appointment shall be by the Dean after consultation with the Chairperson of the Student Advisory Council, if active, or the Presidents of the active student organizations within the College of Communica-

tions and Information Studies if not. Students on such committees shall have voting privileges only at committee meetings.

- 5.7 Agenda. The Agenda of Council meetings shall be distributed to all Assembly members at least two working days in advance of the meeting except for emergency meetings. This shall not limit the Council from discussing matters not on the Agenda.
- 5.8 Minutes and Actions. The Council is required to keep minutes of its deliberations and to distribute these minutes as well as notice of any actions taken by the Council to the Assembly members.
- 5.8.1 Minutes of the Faculty Council meetings shall be distributed to all Assembly members within five normal working days of the meeting.
- 5.8.2 Recommendations requiring Faculty Assembly action shall be reported separately to all voting members of the Assembly. Substantive matters (see section 5.2) having College-wide impact must be acted upon by the Faculty Assembly. Recommendations affecting only one academic unit shall be reported to the entire Faculty Assembly. Assembly members shall then have ten normal working days during the regular academic year from the date of the Council distribution to respond. Responses will be to the Secretary of the Faculty who shall report such responses to the Faculty Council. An absence of any response within ten days of distribution shall be deemed as Faculty approval of Council-proposed actions.
- 5.9 Reports. The Council shall prepare and distribute to the College Assembly members an annual report of the Council's activities for the year. This report shall be distributed at least five working days prior to the last College Assembly meeting of each academic year.
- 5.9.1 This report will include reports from each committee chairperson appointed by the Council.
- 6.0 Parliamentary Authority. Parliamentary authority for all meetings of the Faculty, of the Assembly, or of the Faculty Council except in those instances specified by these rules shall be Roberts Rules of Order, Newly Revised, 1990 edition.
- 6.0.1 A Parliamentarian shall be elected by the Faculty from among those assigned to the College.
- 6.0.2 The Faculty Parliamentarian shall also serve as the Parliamentarian to the College Assembly and shall advise the Faculty Council and the Dean on Parliamentary matters when requested.

6.0.3 The Faculty Parliamentarian shall have the same written and oral voting privileges that that person would have if he/she were not the Parliamentarian.

7.0 The College Strategic Planning Advisory Committee.

7.1 Function. The College Strategic Planning Advisory Committee is charged with the responsibility of advising the Dean and Faculty of the College on long range planning for the College.

7.2 Composition. The College Strategic Planning Advisory Committee will consist of three members and will be appointed by the Dean of the College. One member of the Committee will be drawn from the School of Journalism and Telecommunications, one from the Department of Communication, and one from the School of Library and Information Science. Members of the Strategic Planning Advisory Committee will serve for one year.

7.3 Meetings. The College Strategic Planning Advisory Committee will meet at the call of the Dean.

7.4 Agenda. The agenda of the College Strategic Planning Advisory Committee will consist of matters brought to the Committee's attention by the Dean of the College of Communications and Information Studies.

7.5 Minutes and Actions. The Strategic Planning Advisory Committee will keep and distribute the minutes of its meetings. The Strategic Planning Advisory Committee may from time to time make proposals for action to the College Assembly.

7.6 Reports. The College Strategic Planning Advisory Committee will issue a strategic planning report to the Dean and faculty each year by April 15.

8.0 Advisory Committees. The Faculty, or the College Assembly, may approve any advisory committee which, in their judgement, would aid and assist the Faculty or any of its devices in their business. The Dean is a member ex officio of all advisory committees of the College.

9.0 Ad Hoc Committees. When the Faculty or the College Assembly, become aware of a specific problem on which they require advice, they may create ad hoc committees.

8.0.1 The Dean may form an advisory committee reporting directly to her/him at any time on any matter of concern to the College.

8.0.2 The Dean is ex officio member of all ad hoc committees of the College.

10.0 Distribution of this Document.

9.0.1 Approved copies of this document and any amendments alterations subsequent to its approval shall be forwarded to:

- a) all members of the College of Communications and Information Studies.
- b) all student organizations relating to the College of Communications and Information Studies.
- c) the Secretary of the University Senate.
- d) the Vice President for Academic Affairs, the Chancellor, and President of the University.