

DEPARTMENT OF EPIDEMIOLOGY
University of Kentucky
College of Public Health
RULES OF PROCEDURE

I. FUNCTION

The mission of the Department of Epidemiology is to provide students with a background in the discipline, to conduct epidemiologic research, and to provide assistance to others regarding epidemiologic issues.

II. FACULTY DEFINITION

University Rules and Regulations Section I and Section II

1. The faculty of the Department of Epidemiology is composed of:
 - a. Core faculty, i.e., those faculty members who hold regular title, special title, clinical title, or research title series (as defined in the University of Kentucky regulations) and who hold a primary appointment in the Department of Epidemiology;
 - b. Joint faculty, whose primary appointment is in another department;
 - c. Adjunct faculty;
 - d. Voluntary faculty, and
 - e. Emeritus faculty.
2. The structure of the department is such that the administrative leadership is vested in the Chair, and at the Chair's discretion a Vice Chair can be appointed. Department chairs will be reviewed periodically in accordance with GR 1X.3.
3. Core and joint faculty have full voting privileges within the department. Other faculty are welcome to participate in the meetings, but do not have a vote.
4. All faculty of the department may also serve as full or associate members of the faculty of the University of Kentucky Graduate School, following the rules of appointment to that body.
5. Regular full-time faculty may be elected to serve on the University Senate as recommended to the Faculty Council in accordance with SR 1.2.2.1.B.

III. FACULTY MEETINGS

University Rules and Regulations II - Section I

The Chair or his/her designee will preside over all faculty meetings. All meetings will follow the established University policy on open meetings.

There will be regularly scheduled departmental faculty meetings. Special meetings may be called by the Chair as needed. An agenda will be made available prior to the meeting and items may be modified by faculty in attendance. Parliamentary procedure shall be in accordance with generally accepted procedures, relying upon Robert's Rules of Order, should there be differences as to procedure.

On routine issues an absolute majority vote of the voting members present is decisive.

The discussions at the faculty meeting should be free and uninhibited, with ample opportunity provided to express individual views.

Minutes will be taken, transcribed in the form of a statement which summarizes the discussion prompted by each agenda item. Minutes will be circulated to all members of the faculty prior to

the following regularly scheduled meeting. The minutes should be approved at the next regularly scheduled meeting. Minutes will be kept on file in the Chair's administrative office.

IV. COMMITTEE STRUCTURE

All committees shall be constituted as committees of the whole unless the Chair appoints ad hoc subcommittees for the purpose of addressing specific issues of a short-term nature. There shall be a variety of roles for the committee of the whole.

Section 1: Faculty Search

When there is a need to fill a faculty position, the departmental committee will be involved in the search and selection of new faculty.

Section 2: Progress Review, Reappointments, Promotion, and Tenure
University of Kentucky Rules and Regulations II - Section III
University Senate Rules - Section V

Section 3: Joint Faculty
University of Kentucky Rules and Regulations II - Section II

Applicants for joint faculty can be submitted by the Chair or faculty members. The committee will collectively judge the suitability of joint faculty members of the department. The Chair, however, must sign the final approval.

Section 4: Faculty Procedures - Other Matters
University of Kentucky Rules and Regulations II - Section III - Section XII

The committee shall involve itself with other matters of an academic, research, graduate, or service nature as they may come before the department in the normal course of events, including academic requirements, graduate programs, courses of study, and class schedules.

Reappointments, promotion and tenure of faculty members will follow the University Rules and Regulations. All matters of faculty selection, progress review, reappointment, promotion, and tenure shall be handled by the review of a dossier by each faculty member regarding the candidate being considered. All faculty will have an opportunity to participate in the review process and to render judgments in these matters. Each faculty member will be allowed to use his or her own judgment regarding the total dossier of an individual and put a relative value on such issues as peer reviewed and non-peer reviewed publications, teaching portfolio, record of service, perceived academic status, funding levels, quantity and quality of activities, involvement with students, service on external bodies (such as review teams and editorships), quality and quantity of teaching activities, and other issues relevant to appointment, promotion and tenure. At a minimum, each file will contain an updated curriculum vitae and, as necessary depending upon the action being taken, a suitable number of outside letters as well as internal recommendations. Letters may be sought by the Chair and/or the faculty member. Each faculty member will have access to materials in his or her own file consistent with the Open Records Act.

The College of Public Health requires an annual faculty performance review and an updated CV for all faculty. The annual evaluations will be produced as required by the University's Governing Regulations. Faculty members' evaluations are submitted by the Chair to the College of Public Health Dean for approval. Evaluations are maintained in each faculty member's personnel file located in the Dean's office.

The Chair will solicit input from both untenured and tenured faculty for two and four year evaluation reviews. The Chair will perform the evaluation and sign after considering input from the faculty.

The Department Chair is responsible for recommendations to the Dean on hiring, promotion, tenure, and termination of faculty. Procedures and criteria used in preparing recommendations shall include consultations with all tenured members of the department.

Faculty members shall be required to develop and complete a Distribution of Effort form on a yearly basis. The DOE form shall acknowledge each faculty member's activities in research, instruction, administration, professional development and non-sponsored activities as related to their assigned appointment in the Department of Epidemiology. The DOE should closely correlate with the activities which contribute toward salary and be updated as needed.

Establishing Rules - Department Rules are written and submitted to the faculty for review and approval at regular faculty meeting. After approval the rules are placed in permanent record.

Modification of the Rules: Revisions are brought before the faculty in the same manner as the establishment of rules.

Governing and Administration Regulations: Rules of Procedure for departmental faculty are superseded by governing and administrative regulations of the institution.

V. LOCATION OF APPLICABLE DOCUMENTS

The following documents are located in the business office and/or Chair's administrative office of the Department of Epidemiology.

- A. Governing and Administrative Regulations
- B. University Senate Rules
- C. Graduate School Bulletin
- D. Rules of Procedure and Structure of Committees
- E. Personnel Policies and Procedures
- F. University of Kentucky Business Procedure Manual
- G. Departmental Staff Policies and Procedures
- H. Official faculty personnel files are housed in the CPH Dean's Office

VI. ACADEMIC MATTERS

University of Kentucky Administrative Rules and Regulations II. - Section IV
University Senate Rules - Section IV

Faculty are involved in academic matters on a regular basis, including but not limited to advising doctoral and Master's students, revising and updating the curricula of the department, establishing class schedules, and overseeing appropriate evaluation of the courses they teach. These matters are introduced, discussed, and finalized as part of the regularly scheduled faculty meetings.

VII. BUDGET PREPARATION

A budget for the department shall be prepared and established in which defines the allocation of resources, limits on expenditures and management of the Department Budget.


Budgets shall be prepared and submitted consistent with such format and specificity as established by the institution.

Interim modifications in established Department budgets shall be made in accordance with the rules established by the College of Public Health.

VIII. STUDENT PARTICIPATION


Students participate in committees or subcommittees of the department faculty as needed on the recommendation of the Department Chair.

Approved:



Wayne Sanderson, PhD, Chair
Department of Epidemiology

May 15, 2010
Date



Stephen W. Wyatt, DMD, MPH
Dean, College of Public Health

May 15, 2010
Date

Kumble R. Subbaswamy, PhD
Provost
University of Kentucky

Date

Reviewed and amended: May 2010