

**DEPARTMENT OF HEALTH SERVICES MANAGEMENT**  
**University of Kentucky**  
**College of Public Health**  
**RULES OF PROCEDURE**

**I. FUNCTION**

The missions of the Department of Health Services Management are teaching, research, and service in keeping with the University's mission and recognizing the broad scope of public health as it applies to these functions.

**II. FACULTY DEFINITION**

University Rules and Regulations Section I and Section II

1. The faculty of the Department of Health Services Management is composed of:
  - a. Core faculty, i.e., those faculty members who hold regular title, special title, or research title series in the department:
  - b. Other faculty, including those holding joint, adjunct, part-time, voluntary, and emeritus appointments.
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 may be appointed. Department chairs will be reviewed periodically in accordance with GR 1X.3.
3. All faculty appointments in the department of 50 percent or greater full-time equivalent (FTE) have full voting privileges within the department. All other faculty are welcome to participate in faculty matters, but do not have a vote. There are no ex-officio members of the faculty.
4. All faculty of the department may also be eligible to 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

1. Faculty meetings may be regular or specially called. The Chair or his/her designee presides over all faculty meetings.
2. All meetings will follow the established University policy on open meetings. Notice of meeting will be publicly posted at least 24 hours in advance.
3. There will be regular scheduled departmental faculty meetings on a quarterly basis.
4. Special meetings may be called by the Chair as needed.
5. An agenda will be made available in advance of the meeting whenever possible and items may be modified by faculty in attendance.
6. A quorum shall be one-half of voting faculty members. Voting members are as noted in I.3 above. Parliamentary procedure shall be in accordance with generally accepted procedures, relying upon Robert's Rules of Order, should there be differences as to procedure.

7. A vote taken to approve a major new policy or major policy change shall occur only at the faculty meeting that follows its initial introduction.
8. On routine issues, an absolute majority vote of the voting members present is decisive. Issues involving fundamental changes in the educational or other departmental policies can be decided by a majority vote upon adoption of a motion by a voting faculty member.
9. Any two voting members may request that the Chair call a special meeting by submitting the request in writing, briefly describing the issue(s) that the members wish to be placed on the agenda. The Chair shall call the meeting within a five to ten working day period.
10. Minutes will be taken and transcribed in the form of statements that summarize the discussion prompted by each agenda item. Minutes will be circulated to all members of the faculty prior to the next 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

Given the traditionally small size of a department such as this, all committees shall be constituted as committees of the whole unless the Chair appoints ad hoc subcommittees for the purpose of addressing specific, short-term issues. There shall be a variety of roles of the committee of the whole.

##### Section 1: Faculty Search

When there is a need to fill a faculty position, the department 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 off the final approval.

Section 6: 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.

Establishing Rules - Departmental Rules are written and submitted to the faculty for review and approval at regular faculty meeting. After approval the rules 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 department faculty are superseded by governing and administrative regulations of the institution in cases of conflict.

## V. Performance Review, Promotion and Tenure

1. Promotion and tenure of a faculty member will follow the University Rules and Regulations regarding review of levels above that of the Department. All matters of faculty selection, progress review, reappointments, promotion, and tenure shall be handled by the faculty's review of a dossier 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 review and non-peer review 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 or the faculty member. Each faculty member will have access to materials in his or her own file under the Open Records Act.

The College of Public Health requires an annual faculty performance review and an updated CV for all tenured and non-tenured faculty. The annual evaluations will be produced as required by the University's Governing Regulations. The Chair of the department can require additional evaluation and reviews on a faculty member as deemed necessary, e.g., annual review for non-tenured and periodic review of tenured faculty. Faculty members' evaluations are submitted by the Chair to the College of Public Health Dean for approval. Evaluations are maintained in faculty member's personnel file located in the Dean's office.

The Chair will discuss non-tenured faculty performance with tenured faculty for the two and four year evaluation reviews. All specific input from tenured faculty will remain confidential. The junior faculty may ask to present their input before the tenured faculty. The Chair will perform the evaluation and sign after considering all input from the faculty.

Evaluation and peer review are factors in determining to reappoint or not to reappoint faculty members to the Department of Health Services Management. Reappointments and non-reappointments are based on the University's Governing Regulations.

The Department Chair is responsible for recommendations to the Dean on terminating faculty. Procedures and criteria used in preparing recommendations shall include consultations with all tenured members of the department and with all full-time, non-tenured members of the department (except those appointed in the research title or visiting series) with the actual or equivalent rank of assistant professor or higher who have been members of the department for two years.

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, instructional, clinical, administrative, professional development and non-sponsored activities and relate to their assigned appointment in the Department of Health Services Management. The DOE also will closely correlate with the activities which contribute toward salary.

## VI. LOCATION OF APPLICABLE DOCUMENTS

The following documents are located in the business office or Chair's administrative office.

- A. Governing and Administrative Regulations
- B. University Senate Rules
- C. Graduate 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 M.P.H., M.H.A., Dr.P.H., and Ph.D. 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 accordance with the College policy and procedure.

The Department budget shall be prepared by the Department Chair, in consultation with the faculty and shall be presented to the faculty for approval.

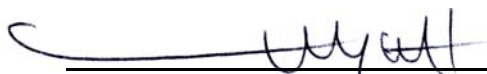
VIII. STUDENT PARTICIPATION

Students shall participate in committees or sub-committees of the department faculty as needed on the recommendation of the department chair.

Approved:

  
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 Julia F. Costich, J.D., Ph.D., Chair  
 Department of Health Services Management

May 15, 2010  
 Date

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

May 15, 2010  
 Date

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 Kumble R. Subbaswamy, PhD  
 Provost

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 Date

Reviewed and amended May 2010.