Policies and Procedures

Department of Communication
University of Kentucky

(Revised August, 1996)
These rules are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky and the of the United States of America. In the event that these rules are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

I
The Faculty

The Department faculty membership includes both tenured and untenured full-time faculty members and any visiting full-time faculty. Voting privileges are extended only to tenured and untenured full-time faculty members.

The faculty shall delegate to two representatives of its student body (one undergraduate and one graduate communication major selected annually by the appropriate student group) the privilege of attending departmental meetings, contributing to discussion, and voting.

The faculty may extend (by two-thirds vote) voting privileges to any other person assigned to the department for teaching, research, or administrative work.

For purposes such as set forth in the Governing Regulations, sub-faculty groupings shall meet as necessary.

A quorum is defined as one-half of those eligible to vote at a particular meeting. Except where the secret or written ballots are required by other regulations, decisions shall be by voice vote, and in either instance a majority shall suffice.

Minutes of the meetings shall be kept in a permanent file, and copies of the minutes of any particular meeting shall be distributed to all voting members of the departmental faculty and to the student-members of the standing committees.

Full departmental faculty meetings shall be called (1) by the Chairperson or (2) upon written request of any three full-time members.

Parliamentary authority for the faculty will be Robert’s Rules of Order, Newly Revised.

The full departmental faculty (subsequently, “the faculty”) is responsible for the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and undergraduate programs, research activities, budgetary recommendations, and service functions. In accord with the Governing Regulations it may delegate to the Chairperson and various committees the operation and administration of the departmental program.

Decisions in areas not specifically delegated shall be made by vote of the faculty, insofar as such actions do not conflict with the governing Regulations, the Rules of the senate, or the academic requirements of other departments or units of the University. Any faculty member may request
the faculty to reconsider decisions arrived at by departmental segments delegated to make such
decisions.

The faculty may make recommendations to the tenured faculty, or to the Chairperson on those
matters in which the tenured faculty or the Chairperson have final responsibility (see Item IV).

Any faculty member may submit to the chairperson a written proposal for any action concerning
either the academic program or the administrative policy of the department. The Chairperson
shall determine whether the proposal shall be channeled through a standing committee or held
for the agenda of the next meeting of the faculty

Initialed:  

Chair  Dean  Chancellor
II
Departmental Administration

Department Chairperson: The Department Chairperson or an appropriate substitute presides over all faculty meetings. He or she has administrative responsibility for implementing the department’s program within the limits established by the regulations of the University, policies of the University Senate, and the rules of the College.

The Chairperson is responsible for initiating recommendations on the appointment of new members of the department, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure. The Chairperson must initiate such action if directed by a majority vote of the tenured faculty.

The Chairperson is responsible for the periodic evaluation of department members (faculty and staff) by procedures and criteria established by the University and the College. The faculty shall provide the Chair with guidelines for workload and for merit review of faculty performance; these guidelines shall be provided each year prior to the distribution of College annual evaluation materials.

The Chairperson is responsible for preparing the departmental budget. She or he shall seek the advice of the Resource Committee prior to forwarding the budget to the Dean. Upon approval of the budget, the Chairperson is responsible for administering the budget in accord with other University procedures. She or he is also responsible for making recommendations on salaries and salary changes.

The Chairperson is responsible for the overall operation of the Department and such other matters as have been delegated by the faculty, and shall create such committees as the Chairperson or the faculty deem necessary to carry out these duties. When considering an administrative decision that can reasonably be expected to affect the working conditions of one or more members of the faculty, the Chairperson shall seek the advice of the appropriate departmental committees and/or the affected faculty member(s).

The Chairperson is appointed by the Board of Trustees on the recommendation of the faculty and the Dean. The term of service is for four years and may be terminated at any time by a two-thirds vote of the tenured faculty. Prior to the vote of the tenured faculty, the Chairperson shall be presented with a written statement of grievance believed to be grounds for dismissal and shall be given two weeks in which to respond to the statement. Such a statement is prepared by one or more faculty members or committees.

The Chairperson shall be evaluated on his or her administrative performance by the faculty each year. The Grievance Committee (see Item III) will conduct this evaluation at the time faculty merit review takes place and will transmit the results of the evaluation to the Chairperson and the Dean.
**Director of Undergraduate Studies:** The Director of Undergraduate (Special Title series) serves as course director for the Department’s multi-section freshman level service and introductory courses. With the Department Chairperson and the College’s Director of Graduate Studies, she/he participates in the appointment and reappointment of all departmental teaching assistants. The Director also aids these teaching assistants in their roles as undergraduate instructors. Part of this support role includes conducting a workshop for all persons involved in the service and introductory courses prior to each semester.

The Director collects and maintains resource materials appropriate to the undergraduate communication courses and develops new materials and teaching strategies relevant to undergraduate communication instruction.

The Director administers the Department’s freshman-sophomore advising program, including providing advising materials, conducting the Department’s advance registration conferences, and service as a resource person regarding advising.

The Director is also a member of the Department’s Curriculum Committee.¹

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III
Standing Committees

There are **FOUR** standing committees of the faculty: **Curriculum, Resource** (responsible for advising the Chairperson regarding priorities for equipment/material purchases to forward the research and teaching missions of the Department), **Admissions and Placement** (responsible for hearing appeals from students denied admission to the major under the selective admissions policy of the College and to develop activities to aid in the placement of graduates), and **Academic Personnel**. Members of these committees are appointed by the chairperson except for the Academic Personnel Committee, which is elected by the faculty as described below.

The Academic Personnel Committee shall have three members, one elected from each rank by all faculty: one full professor, one associate professor, and one assistant professor. There shall be rotating and staggered terms to provide for both continuity and different perspectives. In the first election, a full professor shall be elected for a three year term, an associate professor for two years, and an assistant professor for one year. Thereafter, all terms at all ranks will be for two years. No one is eligible to serve a second consecutive term. If no special title person has been elected, then a separate election will be held to elect such a person to a one year term. Given the heavy workload of this committee during the first year of the biennium, service on the committee shall be considered each member’s primary departmental committee assignment for that academic year.

The Committee shall have the following functions:

1. The committee shall advise the Department Chairperson on merit review criteria, procedures, and evaluations. As part of this function the committee shall, in the first year of each biennium, conduct a full performance evaluation of one Professor, one Associate Professor, and one Assistant Professor in the Department, independent of the Chairperson’s review. The committee’s written recommendations for these faculty should be discussed with the Chairperson prior to the transmission of her/his own merit recommendations to the Dean. The faculty member evaluated at each rank shall be rotated each biennium. In no case shall the faculty member reviewed be a member of the Academic Personnel Committee. In conducting such an evaluation the committee should have available and make use of the complete merit review dossier for each of the three faculty members. Each faculty member evaluated will receive a written copy of the committee’s recommendation.

2. The committee shall conduct, with the opportunity for full faculty participation, an evaluation of the administrative performance of the Chairperson in the first year of each biennium. The results of this evaluation will be transmitted to the Chairperson and the Dean.

3. The committee shall consider faculty appeals of merit evaluations, with the committee’s written recommendations transmitted to the Chairperson, the Dean, and to the faculty member who is appealing. In considering such appeals, the Committee should have available and make use of the merit review materials and evaluations of all faculty in the Department for the merit review period in question.\(^2\)

4. The committee shall consider and attempt to mediate faculty grievances arising from other Departmental matters. If mediation is unsuccessful, the committee shall transmit a formal recommendation to the Chairperson and/or Dean, as appropriate.\(^2\)

\(^1\)For a more detailed description of the Director of Undergraduate Studies position see the job description in the department files.
If a member of the Academic Personnel Committee is involved in a matter before the committee, the other members shall select a replacement (at the same rank, if possible) for consideration of the matter in question.

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IV
Tenured Faculty

In addition, one other group is responsible for specific departmental policies: the tenured faculty. The tenured faculty is specifically responsible for decisions on new appointments, reappointments, and promotion and tenure, and in accord with university regulations, solicit recommendations from all untenured faculty members with at least two years of rank. The tenured faculty ordinarily will appoint a committee to do preliminary screening of candidates, but such a committee is only an advisory group reporting to the tenured faculty. The tenured faculty may delegate the appointment of the screening committee to the Department Chairperson.

The Tenured faculty is empowered as a group to concern itself with any of the specific operations of the Department. The Department Chairperson or any two members of the tenured faculty may call a meeting of this group, but a week’s written notice is required.

V
General Policies

Course Scheduling: Although the scheduling of courses is generally the responsibility of the Chairperson, it is recognized that the principal source of input should be in the hands of the Faculty. Typically the faculty member will propose to the Department a specific assignment for the given semester, including courses and times. The Chairperson will then compose the Department’s schedule, departing from the faculty’s recommendation only when the needs of the Department seem to demand it, or if there is conflict between the faculty members’ choice.

Summer Assignments: While the needs of the curriculum are paramount in the scheduling of summer classes it is also recognized that these assignments should be equally shared by all faculty members. Therefore, a rotation system shall be employed for Summer assignments, except for the first year of a faculty member’s term, in which Summer employment should be typical. It is recognized that the final decision in the case of conflict rests in the office of the Chairperson.

Travel Funds: The Department’s travel money shall be as evenly divided as possible.

VI
Amendments

These policies and procedures can be amended at any time upon the initiation of any faculty member or any departmental committee. Amendments must be presented in writing and circulated to all faculty, at least two weeks prior to the meeting in which the vote is to be taken concerning the amendment. A two-thirds vote of the faculty present and voting is necessary for the adoption of an amendment.
These rules have been created and approved by the faculty of the Department of Communication, 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 Chancellor as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Chancellor before the modifications take effect. These rules contain a total of five (5) pages, each of which are initialed and dated by the undersigned persons. A current copy of the approved rules for the Department of Communication is available in the office of the Department Chair, the Dean of the College, and the Chancellor.

Chair (indicating approval by the faculty)   Date

Dean   Date

Chancellor, University of Kentucky
Lexington Campus   Date