

Note: The asterisk (*) in the text denotes a Rules Interpretation.

1.0 Section I The University Senate

1.1.0 AUTHORITY

The *Rules of the University Senate* describe the composition of the Senate and procedures for the conduct of its functions as authorized by the Board of Trustees in the *Governing Regulations* of the University of Kentucky, Part IV, *THE UNIVERSITY SENATE* (University System), December 8, 1992. It further describes academic policies for the University and procedures for their implementation. These Rules may be waived by the Senate Council or by the Senate Council Chair if the decision is necessary before the next meeting of the Senate Council. Any waiver by the Chair must be reported to the Senate Council and all waivers, whether by the Chair or by the Senate Council, must be reported to the Senate at its next meeting. These *Rules* may be amended by the University Senate. [US: 2/12/01]

1.2.0 FUNCTIONS AND COMPOSITION OF THE SENATE

1.2.1 FUNCTIONS OF THE SENATE

The *Governing Regulations* specify that the functions of the University Senate shall include the following:

- A to determine the broad academic policies of the University and to make regulations to implement these policies;
- B to approve all new academic programs, curricula and courses;
- C to adopt policies for the University calendar and approve the annual calendar as prepared by the University System Registrar;
- D to recommend to the President on the establishment, alteration and abolition of educational units in the University;
- E to advise the President or the President's designated officer on the planning of physical facilities and staff when these may affect the attainment of the educational objectives of the University;
- F to advise the President or the President's designated officer through appropriate committees on criteria for appointments, promotions, reappointments and granting of tenure;
- G to determine the conditions for admission and for degrees other than honorary degrees;
- H to recommend to the President all candidates for degrees.

Beyond those listed above, the University Senate shall have no management or administrative function either in itself or through the instrumentality of its committees.

The Senate may perform its functions directly through the Senate Council or through the regular or special committees of the Senate. It may also establish Senate Advisory Committees and may delegate any of its authority or responsibility to the Graduate School or the Colleges. The minutes of the University Senate meetings shall be circulated to all chairs of all academic units, administrative offices that are concerned with academic affairs, all members of the Senate, the Senator representative of the Association of Emeriti faculty, and the office of the Student Government Association by the Secretary of the Senate. Minutes shall also be made available on a campus-wide basis electronically. Upon request, written copies of the minutes will be made available by the Secretary of the Senate. (US: 11/8/93)

1.2.2 COMPOSITION

As specified in the *Governing Regulations*, Part IV, the University Senate is composed of both elected and ex officio membership. The elected membership shall number 114, of which 94 members shall represent the faculty, 19 shall represent the student body, and one shall represent the emeriti faculty. (US:10/12/81 and BofT:4/6/82; US: 3/20/89 and BoT: 8/22/89; US: 3/9/98 and BoT: 4/7/98; US: 10/12/98 and BoT: 3/2/99;

1.2.2.1 Elected Faculty Membership The 94 elected faculty seats shall be apportioned each spring among the colleges and the University Libraries according to the following two equally weighted factors based on data for the preceding fall semester: (1) the number of the following individuals, all of whom shall be considered "faculty" for purposes of this Rule: (a) full-time faculty with the rank of assistant professor or higher, (b) full-time faculty appointed in the extension, librarian, research, and clinical title series, and (c) full-time lecturers and instructors; and (2) the number of full time students enrolled in the college, computed so that students enrolled in the Graduate School shall be assigned to the college in which they are pursuing their studies. (US: 10/12/81 and BofT: 4/6/82; BofT: 12/11/84; US: 10/11/99 BoT:) Ideally, the fraction of the total faculty Senate seats which would be apportioned to an academic unit would be obtained by using the following formula:

$$1/2 (Fu/Fe + Su/Se)$$

where Fu and Su are respectively the number of eligible faculty and the number of full-time students in the unit, and Fe and Se are the total eligible faculty and students, respectively, in all units. Usually the portion of the total faculty seats which would be ideally assigned to a unit will not be a whole number. For each unit a certain inequity will result, this being the non-negative deviation of a unit's actual percentage from its ideal percentage of the seats. The seats shall be apportioned to the units in a manner which minimizes the total inequity, subject to the condition that each unit gets at least one seat. (If two units have identical ideal percentages and the minimum would be attained by giving them different representations, then the extra seat shall be allocated to one of them by a random process.) An administrative title below that of Dean shall not automatically make the holder ineligible.

A Election: The faculty of the academic units represented in the Senate shall conduct elections for vacancies in the second semester of the academic year, with the persons elected taking office on August 16 of the following academic year. (US: 10/8/01)

- B Terms; Vacancies:** [US: 4/23/01] As specified in the *Governing Regulations*, each elected faculty member shall serve for a term of three years beginning on August 16 following their election. Ideally, the terms of the representatives of each academic unit or sub-unit should be staggered so that one-third of them will be elected at each election. To this end the faculty of the academic unit represented, may, for any election, specify that a number of representatives be elected for two-year terms. If such action is taken, the dean of the academic unit involved shall notify the Secretary of the Senate of such intent in advance of the upcoming election. When more than one number is to be elected from a unit or sub-unit, those receiving the greater number of votes will serve three-year terms and those elected receiving the lesser number of votes will serve two-year terms.
- C** Each elected representative shall be eligible for reelection for a second consecutive term, but ineligible for further reelection until one year has elapsed.
- D** If a member of the Senate should at any time during his or her term become ineligible to serve (e.g., by reason of assuming an administrative title of dean or above, resignation, official leave which precludes attendance, or failure to attend Senate meetings), a vacancy shall be declared by the administrative head of the group represented, and that member of the eligible faculty who at the last election received the next highest number of votes shall serve for the duration of the elected member's ineligibility. If that person (or those persons in case of a tie) declines or is no longer eligible, the unit shall within thirty days select a replacement by an election process. A student member shall become ineligible to serve on purgation from the Student Senate. The Secretary of the Senate shall maintain attendance records and shall notify the administrative head of a unit when a representative of that unit has been absent without explanation from three meetings of the Senate during any one academic year. (US:3/12/79)

Members of the Senate Council shall be voting members of the Senate until the end of their terms on the Senate Council. They will not be counted as part of the quota for the academic unit that they have represented nor of the maximum membership of the Senate after the expiration of their elected membership.

1.2.2.2 Elected Student Membership The 19 elected student membership shall consist of the President of the Student Government Association and representatives of the full-time student body in the various colleges including Lexington Community College and the Graduate School of the University System. The colleges and the Graduate School each shall have one student representative. Students with no declared major shall be represented through the College of Arts and Sciences. (US:10/12/81 and BoT:4/6/82; US: 3/9/98 & BoT: 4/7/98; US: 10/12/98 and BoT: 3/2/99)

- A Eligibility:** Each elected college representative shall be a junior, senior, or graduate or professional student, or in the case of LCC, sophomore standing, and shall not be on either academic or disciplinary probation. (US: 10/12/98)

- B Election:** The election shall be conducted during the second semester by the Student Government Association under procedures approved by the Senate Council.
- C Terms; Vacancies:** As specified in the *Governing Regulations*, each elected student member shall serve for a term of one year and shall be eligible for reelection as long as the student remains a full-time undergraduate, graduate, or professional student in the University System. If a student should at any time become ineligible to serve (e.g., by relinquishing his or her position as a full-time student, being placed on academic probation or violating the Senate attendance regulations), the administrative head of the group represented shall declare a vacancy and designate that member from the eligible student body who at the last election received the next highest vote to serve for the duration of the elected student member's ineligibility. The Secretary of the Senate shall maintain attendance records and shall notify the administrative head of the college represented when the representative of that college has been absent without explanation from three meetings of the Senate during the academic year. A student member shall become ineligible to serve on purgation from the Student Senate. (US:10/8/79)

Newly elected student members of the Senate shall take their seats at the first meeting of the Senate in the fall, or any special meeting called during the preceding summer.

1.2.2.3 Emeriti Faculty Membership The University Senate shall include one voting member representing the University of Kentucky Association of Emeriti Faculty. The Association shall elect the senator from its membership along with one alternate who shall have voting rights in the absence of the elected senator. The Association's election process shall be approved by the Senate Council. (US: 3/20/89; BofT: 8/22/89)

1.2.2.4 Ex Officio Membership: Voting The ex officio voting members shall number 13 or 12. In academic years beginning with an even number (e.g., 1984-1985, 1986-1987), this group shall be composed of the following: Chancellor for the Medical Center, Vice President for Research and Graduate Studies, Director of Libraries, the Dean of Undergraduate Studies, Director of Teaching and Learning Center, and Deans of the Colleges of Allied Health Professions, Architecture, Communications and Information Studies, Dentistry, Education, Engineering, Law, and Social Work. In academic years beginning with an odd number, the ex officio voting members shall be the following: Chancellor for the Lexington Campus, President of the Lexington Community College, Vice Chancellor for Academic Affairs for the Medical Center, the Dean of the Graduate School, and the Deans of the Colleges of Agriculture, Arts and Sciences, Business and Economics, Fine Arts, Human Environmental Sciences, Medicine, Nursing, and Pharmacy. (US:10/12/81 and BofT:4/6/82; US: 11/10/86; US: 4/13/87 and BofT:9/15/87; US: 10/12/98 and BoT: 3/2/99)

Ex Officio Membership: Non-Voting The ex officio non-voting membership shall include the President, the Special Assistant to the President for Academic Affairs; all vice presidents, University System Registrar, Vice Chancellor for Minority Affairs, Dean of Students, Professor of Military Science, Professor of Aerospace Studies, and, if they are not already elected members of the Senate, the University System faculty members of the Board of Trustees, the Academic Ombud, the Director of the Honors Program,

and the chairs of the University Senate Committees, including University Senate Advisory Committees. All officials mentioned in the proceeding paragraph who are not voting ex officio members in any year shall be considered non-voting ex officio members. Other ex officio non-voting members may be added by the University Senate Council for the purpose of supplying information and viewpoints on problems considered by the Senate. Ex officio non-voting members shall enjoy all privileges of the elected membership except the right to vote. (US:10/12/81 and BofT:4/6/82) (US: 12/10/84 and BofT:4/1/86) (US: 10/14/85 and BofT: 4/1/86) (US: 11/10/86 and BofT: 1/20/87)

1.2.3 MEETINGS

The Senate shall hold regular meetings on the second Monday of each month during the academic year except that when the second Monday is during a period when classes are not in session, the Senate Council may decide to eliminate the regular meeting for that month or to call it upon another date. Special meetings shall be held after adequate notice by the Secretary of the Senate, on the call of the President, the Senate Council or on the written request of ten (10) elected members. The Senate may adjourn any regular or special meeting to any date that it may set for such adjournment.

Any member of the administrative, instructional or research staff may attend a meeting of the Senate as a visitor and may request the privilege of the floor.

Senate meetings shall be open to the press, except that at any meeting the Senate may declare itself in executive session by a majority vote of the Senators present, and thereby exclude all visitors not explicitly designated for attendance by the presiding officer or by a majority vote of the Senators present.

The Senate Council shall prepare agenda for regular Senate meetings. Any student, faculty member or administrator may present a written recommendation for Senate action to the Senate Council. The Council may refer it to committee or act on it itself. If referred to committee, the committee shall approve, disapprove, or modify the recommendation. The original recommendation with committee action shall be forwarded to the Senate Council. The recommendation shall be placed on the Senate agenda unless both the committee and the Council determine otherwise. If the Council acts on the recommendation without sending it to committee, it can decide not to place the matter on the agenda. In this situation, the recommendation may be introduced on the Senate floor if its initiator obtains the signature of ten (10) Senators. Agenda plus all recommendations for Senate action shall be circulated to all members of the University Senate and to administrative offices that are concerned with academic affairs at least ten (10) days prior to Senate meetings. For special meetings, where the ten-day circulation period is impractical, it shall be waived. (See Section I, 1.3.1.)

When a document embodying a major policy decision is to be considered by the University Senate, the Senate Council may, whenever feasible, first place the document on the agenda of a meeting "for discussion only" and on the agenda of a subsequent meeting of the Senate "for action." When a document is on the floor of the Senate for discussion only, amendments may be proposed and discussed but not passed. Discussion may be terminated by consent of the body or by postponing temporarily. In addition, amendments may be submitted in writing to the Senate Council by any two members of the Senate for distribution with the agenda of the meeting at which action is to be taken. (See Section I. 1.3.1.)

Whenever possible, amendments or motions relative to agenda items on the floor of the Senate for action should be presented to the presiding officer in writing by the person(s) proposing said amendments or motions prior to the opening of the Senate meeting.

No motion may be laid on the table indefinitely.

Except where otherwise provided in these Rules, *Robert's Rules of Order: Newly Revised* shall prevail.

1.2.3.1 Quorum Forty-five (45) voting members of the Senate shall constitute a quorum for the transaction of business. (US: 10/12/81)

1.2.3.2 Proxy Rule There shall be no voting by proxy.

1.2.3.3 Roll Call Twenty-five per cent (25%) of those members of the University Senate present and voting or the chair can order a vote be taken by roll call. A motion for roll call vote shall be privileged, undebatable and cannot be amended.

1.2.4 OFFICERS OF THE SENATE

The following are the officers of the University Senate with descriptions of their functions:

1.2.4.1 Chair The President shall be chair of the Senate and shall be the presiding officer except as he or she may delegate this function.

1.2.4.2 Secretary The Secretary shall be the Vice Chair of the Senate Council, as provided in SR 1.3.1.3B ("Officers") [US: 4/10/00; BoT:]

1.2.4.3 Parliamentarian A member of the University faculty, not necessarily a member of the Senate, appointed by the University Senate Council. [BoT: 4/10/84]

1.2.4.4 Sergeant at Arms A member of the University staff who is not a member of the Senate, appointed by the University Senate Council. [US:11/13/78 & BoT: 4/10/84]

1.2.5 FUNCTIONS OF OFFICERS OF THE SENATE

1.2.5.1 Secretary

- A The Secretary shall circulate the minutes to members, and a copy of the audio recordings of the meetings shall be available to any interested member. [US: 10/12/98; RC codification: 10/23/00]
- B to prepare lists of faculty members eligible to vote for membership in the University Senate and in other elections from lists submitted by the chief administrative officers of the academic units presented in the Senate and certified by the Rules Committee;
- C to conduct elections as directed by the Senate;
- D to maintain an official roll of Senate members;

- E to maintain attendance records of Senate meetings and to notify administrative heads of units when a representative has been absent without explanation from three meetings of the Senate during any one academic year must be replaced;
- F to maintain a file of the "Rules of the faculty and a description of its committee structure" (See *Governing Regulations* VII,A.4) as submitted by the colleges.

1.2.5.2 Parliamentarian To advise the presiding officer on parliamentary procedures.

1.2.5.3 Sergeant at Arms To separate visitors from voting members of the Senate, control the presence of persons not authorized to attend Senate meetings, and carry out instructions of the Senate or its presiding officer during each meeting.

1.3.0 COUNCILS OF THE SENATE

The University Senate delegates to its Councils and/or its Committees the largest degree of authority in handling recurring and routine matters in order that Senate meetings may be devoted largely to communications and consideration of major matters of educational policy.

1.3.1 UNIVERSITY SENATE COUNCIL

1.3.1.1 Purposes and Functions of the Senate Council The University Senate Council is charged with providing leadership to enable the Senate to perform effectively its primary role of formulating and implementing educational policies of the University as described in the *Governing Regulations*.

The Senate Council is specifically charged with continuously reviewing the University's academic policies and may call to the attention of the appropriate administrative officer any need for compliance with the *Rules of the University Senate*.

In accordance herewith, the Senate Council shall serve as executive committee for the University Senate in fulfilling the following functions: (See Section I, 1.2.3)

- A Study and report or recommend to the Senate on any matter of concern to the Senate.
- B Receive, consider and recommend action on Senate Committee reports and on reports and recommendations from colleges. The Council may recommend approval or disapproval, or may present the matter to the Senate without recommendation.
- C Appoint the standing Committees of the Senate, special committees that it finds to be essential for the performance of its functions and other committees as designated by the Senate.
- D Advise with the President on the appointment of the Senate Advisory Committees; advise with the appropriate chancellor on the appointment of search committees for the appointment of deans of colleges.

- E Plan the agenda of the Senate. Distribute notices of regular Senate meetings at least ten (10) days prior to meetings with agenda and recommendations for Senate action to members of the University Senate and to administrative offices that are concerned with academic affairs, and of special meetings as directed.
- F Act for the Senate on all matters involving academic programs, degrees and curricula changes, subject to the requirements of reporting and the power of the Senate to reverse the Senate Council on these matters.
- G Act on other matters referred to it by the Senate with the responsibility and authority delegated to it by the Senate.
- H Act for the Senate in emergency situations, reporting such actions to the Senate at its next regular meeting.
- I Advise with the President on all matters relative to the welfare of the University which the President brings to it or which it proposes for consideration. In addition, the Council shall invite the President annually to inform the Senate concerning general academic policies and budgetary priorities.
- J To broaden the process through which names of potential area committee members are generated for submission to the President, the Senate Council shall invite faculty councils or other bodies on the level of schools and colleges to participate by nominating potential members.
- K To maintain a record of additions to or modifications of the *Rules* between periodic revisions and distribute copies of the revised *Rules* to members of the faculty at least annually.

1.3.1.2 Composition The Senate Council shall be composed as follows: the elected membership shall include nine (9) members chosen by and from the faculty membership of the University Senate, the President of the Student Government Association, and two (2) members elected by and from the newly elected student membership of the University Senate; the faculty members of the Board of Trustees, who, if they are not elected members of the Senate Council, and the immediate past chair of the Senate Council shall be ex officio non-voting members. Six elected members shall constitute a quorum for the transaction of business. (US:10/10/77; US: 10/12/98)

*For purposes of this rule, the phrase "immediate past chair of the Senate Council" means the person who served as chair of the Senate Council during the preceding year. (RC: 5/6/99)

A Elected Faculty Membership

1. **Eligibility for Membership**--Any elected member of the Senate (or person appointed to replace an elected member) whose term of office has not expired at the time of the election shall be eligible for election to the Senate Council, except that no more than three of the elected members of the Council shall be from any one college, nor eight from any one sector. Council members are not eligible to succeed themselves until a lapse of one year

from the expiration of their terms, except that appointed members who have served no more than one year, if otherwise eligible, may be eligible for election. The duration of the term of membership on the Council shall not be affected by the member's term on the Senate. (US: 10/14/85)

- * If an elected member of the Senate has become ineligible and a replacement has been made according to Rules 1.2.2.1(C), only the person who has replaced the ineligible member shall be eligible for election to the Senate Council. (RC: 10/3/97)

If at any time during the term of a member of the Council he or she should become ineligible for membership in the Senate, his or her position on the Council shall be declared vacant.

2. **Terms**--Elected faculty members of the Council shall serve for three years commencing on January 1 following their election and continuing until expiration of their terms or until their successors are elected and qualified.
3. **Election**--Three (3) faculty members of the Senate Council shall be elected annually during the fall semester of the academic year. The election shall be conducted by mail under the supervision of the Secretary of the Senate. On the nominating ballot, each Senate faculty member shall vote for the number to be elected at that election from the roster of the eligible faculty members as certified by the Secretary of the Senate upon the authority of the Rules Committee. (US: 1/18/88)

The six persons receiving the largest number of votes, plus any ties, shall be placed on the ballot. Not more than twice the number of names from any one college as there are vacancies for that college (including ties) shall be placed on the ballot. Prior to placing the names of nominees on the ballot, their willingness to serve shall be ascertained by the Secretary of the Senate. (US: 1/18/88)

Each voter must vote for as many persons as there are vacancies to be filled. Those receiving a majority of votes cast shall be deemed elected, and successive votes shall be taken as necessary in the manner outlined above. (US: 1/18/88)

4. **Vacancies**--A vacancy on the Senate Council shall be filled by appointment by the chair of the Council of the eligible nominee who at the last Council election received the highest number of votes without being elected. If no one receiving votes on the ballot is available, the vacancy shall be filled by the person with the next highest number of votes on the nominating ballot. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. (US: 1/18/88)

Any member who misses three (3) regular or called meetings of the Council per year without explanation acceptable to the majority of the other members shall be purged and be replaced by the person receiving the next highest number of votes in the last Council election. [US: 10/12/81]

B Elected Student Membership

1. **Terms**—The two elected student members of the Council and the President of the Student Government Association shall serve terms of one (1) year commencing July 1 following their election and continuing until their successors are elected and qualify. (US: 10/12/98)
2. **Election**--The two (2) elected student members of the Council shall be chosen annually in the second semester of the academic year. As soon as possible after the election of the student members of the Senate during the second semester, the President of the Student Government Association shall assemble these persons to elect the student members of the Senate Council by majority vote. (US: 10/12/98)
3. **Vacancies**--If at any time during the term of a student member of the Senate Council he or she should become ineligible for membership in the Senate, his or her position on the Council shall be declared vacant. The President of the Student Government Association shall then assemble the student members of the Senate to elect his or her successor.

1.3.1.3 Officers (US: 9.8.97)

A The Senate Council shall elect its chair in December preceding the academic year during which the Chair shall serve. All nine of the elected faculty members then serving on the Council shall be eligible for election to the position. The incumbent chair, if in his or her first year as chair, shall also be eligible for reelection. When the person chosen is not the incumbent chair, he or she shall be known as the chair-elect.

B. The Senate Council shall also elect a vice-chair at its December meeting from among the six faculty members whose terms do not expire at the end of that month. The vice-chair's duties are to preside at any meeting of the Senate or the Senate Council at which the chair is not present, and to introduce the Senate Council motions and resolutions at Senate meetings. The vice chair shall become chair of the Senate Council for the remainder of the chair's term if for any reason the chair is no longer able to serve in that capacity. The Vice Chair shall also serve as Secretary of the Senate. (US 4/10/00)

C. The chair-elect or a chair reelected to a second term shall take office as chair on the following June 1st and serve through May 31st of the next year. The vice chair shall have the same term.

D. An incumbent vice chair whose term as a member of the Senate Council expires on December 31st shall continue in office and serve as a non-voting member of the Council until the following May 31st. An incumbent vice chair whose term on the Council expires on December 31st shall be eligible to be named chair-elect at the meeting that December to choose the next chair.

- * A member of the Senate Council is not eligible while on sabbatical to serve as chair-elect but a person who has replaced the member on sabbatical on the Council is eligible to be elected as chair-elect. (RC: 3/31/94)

E. If for any reason the office of the vice chair should become vacant, the Council shall act as soon as possible to elect a replacement. (US:10/12/81; US: 9.8.97)

F. Officers of the Senate Council will remain members of the Senate Council for the duration of their terms of office even if their terms as Senators may have expired. In this eventuality, they will not be counted as part of their academic units in the election of members to the Senate or to the Senate Council, thereby expanding the normal size of both those bodies. (US:10/12/81; US 9/8/97)

G. An Administrative Assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities which are essential to the functioning of the Council. (US:10/12/81; US 9/8/97)

H. An assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities essential to the functioning of the University Senate such as scheduling meeting rooms; taking minutes, word processing and distributing Senate agenda, memos and other correspondence; assisting the Chair of the Rules Committee in conducting nominations and elections and other activities. (US 4/10/00)

1.3.2 GRADUATE COUNCIL

1.3.2.1 Functions The Graduate Council shall have only the authority and responsibilities delegated to it by the Dean of the Graduate School, the Graduate Faculty and the University Senate. Its responsibilities relative to courses and programs shall be as follows:

A Course Procedures--It shall consider all proposed new courses and changes in courses which may be used for credit toward a graduate degree. It shall forward to the Undergraduate Council recommendations on the courses numbered 400G-499G. [US: 10/11/99]

B Program Procedures--It shall consider all proposed new graduate programs and changes in graduate programs, including degree titles, forwarding its recommendations to the Graduate Faculty for action and transmittal to the Senate Council (See Section III, 3.2.0) In addition, it shall review all graduate programs. (These procedures are not intended to prevent a faculty member from presenting a recommendation or request directly to the Graduate Faculty.)

It shall meet on the call of the Graduate Dean, or upon written request of five (5) members of the Graduate Council. A majority of the membership shall constitute a quorum for the transaction of business.

C Review of Programs--The Graduate Council shall review all graduate programs and suggest measures designed to maintain acceptable levels of academic quality. In pursuit of this charge, the Graduate Council may recommend appropriate actions to the Graduate Dean. For the purposes of this section, such recommendations may include (1) suspension of programs for a maximum of five years, (2) lifting of suspensions, and (3) termination of programs in accordance with the procedures specified below.

All recommendations by the Graduate Council and decisions by the Graduate Dean relative to suspension of programs, or lifting of suspensions, shall be communicated to the chair of the Senate Council for incorporation in the Senate Council Course/Program Actions. No later than the fifth year of any program suspension, the Graduate Council shall review the suspension and recommend

to the Graduate Dean the reinstatement or termination of the programs. (SC transmittal: 19 March 1990)

A decision to suspend a program on academic grounds may be appealed by the Director of Graduate Studies in the program. The appeal in all such cases shall be made, including justification, to the Chancellor, University of Kentucky, Lexington Campus for review. The Chancellor, University of Kentucky Lexington Campus shall appoint a committee of graduate faculty members including a member of the Senate Council to review the case. In making the appointment, he/she shall consult with the Chancellor, University of Kentucky Medical Center for those programs based in departments in the Medical Center. They shall limit their review to the materials submitted and procedures followed by the Graduate Council.

The Chancellor, University of Kentucky Lexington Campus, shall discuss the recommendation of the Appeals Committee with the Graduate Dean and chair of the Senate Council (and the Chancellor, University of Kentucky Medical Center, for those programs based in departments in the Medical Center) and recommend final action to the President.

If the Graduate Dean approves a recommendation by the Graduate Council to reinstate a program that has been suspended, the Graduate Dean shall submit this recommendation to the Graduate Faculty for review. If the Graduate Faculty concurs, it shall forward its recommendation through the Senate Council to the University Senate for approval. (US:11/14/83)

Any recommendation by the Graduate Council to the Graduate Dean to terminate a program, whether or not previously suspended, shall also be communicated to the chair of the Senate Council. If the Graduate Dean approves a recommendation to terminate a graduate program on academic grounds, he shall submit a recommendation for termination to the Graduate Faculty for review. If the Graduate Faculty concurs, it shall forward its recommendations through the Senate Council to the University Senate, which shall have the final authority for recommending such termination to the President. (US:11/8/76)

- D. Off-campus Courses and Programs**—The Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) substantive changes criteria (US: 4/12/99)

1.3.2.2 Composition The Graduate Council is composed of eighteen (18) members and the Dean of the Graduate School, who serves as the chair. There are sixteen (16) faculty representatives and two (2) student representatives. Associate deans serve in a non-voting, ex officio capacity.

The composition of the Graduate Council is as follows: Two members from the College of Agriculture, three members from the College of Arts and Sciences, one member from the College of Business and Economics, two members from the College of Education, one member from the College of Engineering, one member from the Colleges of Communications and Fine Arts, two members from the College of Medicine and Pharmacy, one member from the Colleges of Dentistry and Nursing, one member from the Colleges of Library Science, Human Environmental Sciences, and Social Work, and two members appointed by the Dean of the Graduate School.

Members representing a college or a combination of colleges are elected by the Graduate Faculty in the respective colleges. (US:3/21/83)

1.3.2.3 Election

- A Only full members of the Graduate Faculty shall be eligible to serve on the Graduate Council and to vote in the Graduate Council election. Graduate Faculty members with administrative titles above that of department chair shall not be eligible. In addition, members of the Graduate Faculty from departments which have representatives with unexpired terms on the Graduate Council shall not be eligible. (US: 11/11/85)

The office of the Graduate Dean will be responsible for administering the election procedure. The Dean's Office will prepare the lists of faculty members eligible to vote and those eligible to serve. For each college or collection of colleges where there is an election to be held, the Dean's office will send a list of those eligible to be elected to each person eligible to vote, who will be invited to nominate an eligible person for the Graduate Council by a letter. In addition, in each department (or college) that has a graduate program, the chair (or dean) and the director of graduate studies will each be urged to submit a nomination by letter. The Graduate Dean's office shall check on the willingness of persons to serve and will get a very brief biographical statement from each person nominated. If fewer than three persons are nominated and are willing to serve from any college or collection of colleges, the Graduate Dean's office shall call a brief meeting of the directors of graduate study from the unit(s) for the purpose of nominating additional persons to make a total of three. (In the event that more than one person were to be elected from the unit, this group would meet if necessary to pick nominees equal to three times the number to be elected.) (US: 1/18/88)

Once the nomination process has been completed, ballots will be sent out containing the names of all those nominated. Each person must vote for as many candidates as there are vacancies to be filled. The person or persons receiving the largest number of votes will be elected. (US: 1/18/88)

1.3.2.4 Terms and Vacancies The term of office of elected members shall be three (3) years, with elections being conducted so that the terms will be staggered. The term of office of appointed members shall be one (1) year. All terms expire on August 15 [US: 4/23/01]. Members shall serve until the expiration of their terms, until they have become ineligible, or until their successors have been named.

A vacancy in the first year of a term on the elected membership of the Graduate Council shall be filled by appointment by the Council Chair of the eligible nominee who received the highest number of votes without being elected. If that person declines, the next eligible nominee shall be appointed, and so on. If the electoral unit in which the vacancy occurs elects a Council member annually, this method shall be used to fill all vacancies from that unit, with the immediate preceding election being used as the source of nominees. If the electoral unit does not elect a member annually, a vacancy following the first year of a term (or in the first year if the list of nominees is exhausted) shall be filled by the chair appointing an eligible member of the unit's faculty. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. (US: 4/10/89)

Any member of the Council who has served a term as an elected member or who has served more than one year as a replacement for an elected member shall be ineligible for membership on the Council until three years have elapsed since completion of his/her last term. An appointed member of the Council may serve three successive one year terms. However, the appointed member whose term of service has been for more than a single one year term, shall thereafter be ineligible for membership on the Council until three years have elapsed.

1.3.3 UNDERGRADUATE COUNCIL

The Associate Provost for Undergraduate Education, Lexington Campus, (or another person designated by the Chancellor) shall chair the Undergraduate Council and report its recommendations to the Senate Council in accordance with the *Rules of the University Senate*.

1.3.3.1 Functions The Undergraduate Council's responsibilities relative to courses and programs shall be as follows:

- A Course Procedures--** It shall consider all proposed new courses and changes in courses which may be used for credit toward an undergraduate degree. It shall forward to the Graduate Council --recommendations on all courses numbered 500-599. [US: 10/11/99]
- B Program Procedures--**It shall consider all proposed new undergraduate and/or professional programs, changes in undergraduate and/or professional programs, including degree titles, from all colleges offering a baccalaureate degree. Further, it shall consider all changes in the University requirements except for the University Studies Program, recommending on all of the above to the Senate Council where a final decision will be made. In addition, it shall review all baccalaureate programs. (See Section III, 3.2.0.)
- C Review of Programs--**It shall review the summary reports of undergraduate program reviews prepared by the academic unit review committees. It shall participate directly in the review of undergraduate programs upon the request of the Chancellor or Vice Chancellor of Academic Affairs of the sector responsible for the program. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Vice Chancellor for academic affairs of the sector involved. Such a recommendation may include the suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of programs shall be approved by the Senate Council.

An undergraduate program, through its chair or other appropriate administrative officers, may appeal a decision to suspend the undergraduate program to the Chancellor of its sector, who shall then appoint a committee of faculty members, including a member of the Senate Council, to review the case. In appointing the committee, the Chancellor shall consult with the Chancellor of the other sector when the program is significantly involved in that sector. The Committee shall limit its review to the materials submitted by the academic unit review committees, by the Undergraduate Council, and by the program making the appeal. The Chancellor shall discuss the recommendation of the Committee with his or her Vice Chancellor for Academic Affairs where appropriate, the chair

of the Senate Council, and the Chancellor of the other sector where appropriate, and shall then recommend final action to the President. (US:4/9/84)

- D. Off-campus Courses and Programs**—The Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) substantive changes criteria (US: 4/12/99)

1.3.3.2 Composition It shall consist of seventeen (17) members. Eleven of the members shall be elected by the faculty of colleges, groups of colleges or parts of colleges as follows: [US: 10/12/81] (US:4/9/84) (US: 4/14/86) (US: 10/12/87)

One member from the combined areas of Literature and Philosophy in the College of Arts and Sciences, the College of Fine Arts, and the Honors Program. One member from the combined areas of Biological and Physical Sciences in the College of Arts and Sciences. One member from the combined areas of the Social Sciences in the College of Arts and the College of Communications. One member from the College of Agriculture. One member from the College of Education. One member from the College of Engineering. One member from the College of Business and Economics. One member from the combined Colleges of Architecture, Social Work, and Human Environmental Sciences. One member from the combined Colleges of Allied Health, Nursing, and Pharmacy. (US:3/12/79) (US:4/9/84)

One additional member shall be selected to represent the faculty of the Community College System in a manner prescribed by the Community College Senate. (US: 10/12/87)

Of the seven remaining members, one shall be the Director of University Studies, one shall be appointed by the Senate Council. One member shall be appointed by the Vice Chancellor for Academic Affairs for the Community College System. Four members shall be appointed by the Associate Provost for Undergraduate Education with the advice and consent of the Undergraduate Council. Of these four, two shall be faculty members from colleges eligible to have representation on the Undergraduate Council, and the remaining two shall be undergraduate students from eligible colleges. [US: 10/12/81] (US:4/9/84) (US: 4/14/86) (US: 10/12/87)

An ex-officio, non-voting position representative from the Registrar's Office selected by the Registrar shall be added permanently. [US: 4/14/97]

1.3.3.3 Election Faculty members who are eligible to vote for and be elected to the University Senate shall be eligible to serve in and vote for all elected members of the Undergraduate Council. (US: 10/8/01)

Election for membership on the Undergraduate Council shall take place during the spring term and the newly elected members shall assume their seats on August 16 of the same year. [US: 10/12/87; US: 1/18/88; US: 4/23/01]

The Associate Provost for Undergraduate Education shall be responsible for administering the elections. The Associate Provost's Office will prepare lists of faculty members eligible to vote and serve. For each college or group of colleges in which there is an election to be held, the Associate Provost's Office will notify and solicit nominations from the faculty members by a process designed to give adequate notice of the election. It will particularly solicit nominations from department Chairs and

Directors of Undergraduate Studies. The Associate Provost's Office will ascertain the willingness of the nominees to serve and will conduct the election by a process designed to inform voters of the qualifications of those nominated. The person receiving the highest number of votes for a given vacancy will be elected. Ties will be decided by lot.

1.3.3.4 Terms and Vacancies Elected faculty council members will serve three year staggered terms expiring on August 15 [US: 4/23/01], and shall be ineligible to succeed themselves until a lapse of one year occurs, except that where they have served one year or less as a replacement, they shall be eligible to be elected. Student members shall serve one year and are eligible for reappointment. The member appointed by the Vice Chancellor for Academic Affairs for the Community College System shall serve three years and is eligible for reappointment. (RC: 8/16/89)

A vacancy in the first year of a term on the elected membership of the Undergraduate Council shall be filled by appointment by the Council Chair of the eligible nominee who received the highest number of votes without being elected. If that person declines, the next eligible nominee shall be appointed, and so on. If the electoral unit in which the vacancy occurs elects a Council member annually, this method shall be used to fill all vacancies from that unit, with the immediate preceding election being used as the source of nominees. If the electoral unit does not elect a member annually, a vacancy following the first year of a term (or in the first year if the list of nominees is exhausted) shall be filled by the chair appointing an eligible member of the unit's faculty. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. (US: 4/10/89)

1.3.4 ACADEMIC COUNCIL FOR THE MEDICAL CENTER

1.3.4.1 Functions The Academic Council for the Medical Center shall be responsible to the Chancellor, University of Kentucky Medical Center and to the University Senate. Its principal functions and responsibilities are to:

- A consider academic programs and courses in the Colleges of the Medical Center in relation to the objectives of the University;
- B review all new courses or changes in courses and new or changed academic programs recommended by the Colleges of the Medical Center;
- C evaluate educational program objectives and course content to insure appropriate breadth and depth and the availability of needed faculty;
- D insure that the development of new programs or the introduction of new courses are accompanied by appropriate modification or discontinuation of old programs or courses in accordance with *the Rules of the University Senate*;
- E recommend approval of new undergraduate or graduate academic programs or changes in programs, including degree titles, and changes in the University requirements or University Studies component, to the appropriate council(s).
[US: 10/11/99]

- F make the final decision, subject to the Senate through the Senate Council, of programs and changes in programs leading to professional degrees in the Colleges of the Medical Center, including professional baccalaureate programs in the College of Allied Health Professions. [US: 10/11/99]
- G. make the initial decision on all new courses and changes in courses originating in the Colleges of the Medical Center. [US: 10/11/99]
- H. Off-campus Courses and Programs—The Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) substantive changes criteria [US: 4/12/99]

1.3.4.2 Composition The Academic Council for the Medical Center is composed of two representatives and two alternate representatives from the Colleges of Dentistry, Medicine, Nursing, Pharmacy and Allied Health Professions elected by the faculty of each college. The Chancellor, University of Kentucky Medical Center, shall serve as chair of the APMC. In addition, there shall be three (3) representatives outside the Medical Center constituency, one each appointed by the Graduate, Senate and Undergraduate Councils, not necessarily from the Councils' memberships, to serve terms commensurate with the other members of the APMC.

1.3.4.3 Election One member and one alternate from each college shall be elected each year for a two-year term. To be eligible for election, candidates shall be from the full-time teaching and/or research faculties and shall be limited to those members who are eligible to be elected to the University Senate, i.e., assistant professor or higher academic rank. In addition, they should have been members of a faculty of the Medical Center of the University in a full-time academic rank for a period of at least two years. Administrative officers who also hold faculty appointments are not eligible for election during their tenure as administrative officers. When a member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, etc.) a vacancy shall be declared and that eligible faculty member who at the last election received the highest number of votes without being elected shall be appointed to serve for the period of ineligibility of the elected or alternate member.

Alternate members shall be notified of all meetings and shall have the privilege of attending all meetings; they shall not vote, however, unless they are serving in place of official representatives. The alternates shall receive copies of minutes and other materials distributed to the Council. When an official representative must be absent from a meeting, either alternate from his or her college can be designated by the chair to serve during that particular meeting.

The Academic Council for the Medical Center shall meet monthly and upon call of the chair. Six (6) elected members or alternates shall constitute a quorum for the transaction of business.

1.3.5 ACADEMIC COUNCIL FOR THE LEXINGTON COMMUNITY COLLEGE

1.3.5.1 Functions The Academic Council for the Lexington Community College shall be responsible to the Chancellor for the Lexington Campus and to the University Senate. Its principal functions and responsibilities are to:

A consider academic programs and courses in the divisions of Lexington Community College in relation to the objectives of the University;

B review all new courses or changes in courses and new or changed academic programs recommended by the divisions of the Lexington Community College;

C evaluate educational program objectives and course content to ensure appropriate breadth and depth and the availability of needed faculty;

D ensure that the development of new programs or the introduction of new courses is accompanied by appropriate modification or discontinuation of old programs or courses in accordance with these rules;

E make the final decision, subject to appeal to the Senate through the Senate Council, on all new programs and changes in programs, and all new courses and changes in courses, including degree titles, originating in the Lexington Community College; and

F review the summary reports of the program reviews prepared by the academic unit review committees. It shall participate directly in reviews of Lexington Community College programs upon the request of the Chancellor. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Chancellor. Such a recommendation may include suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of the programs must be approved by the Senate Council.

G review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) substantive changes criteria.

1.3.5.2 Membership -- The Academic Council for the Lexington Community College (ACLCC) is composed of one representative and one alternate representative from each of the divisions of the College. The President of the Lexington Community College or designate shall serve as chair of the ACLCC. In addition, there shall be three representatives outside of the Lexington Community College constituency: one shall be appointed by the Undergraduate Council, one by the Academic Council for the Medical Center, and one by the Senate Council. These representatives shall be appointed for two-year terms.

1.3.5.3 Election, Terms and Vacancies--One member and one alternate from half of the divisions shall be elected each year. To be eligible for election, candidates shall be from the full-time teaching faculty and shall be limited to those members who are eligible to be elected to the University Senate, i.e., assistant professor or higher academic rank. In addition, they should have been members of the faculty of the Lexington Community College in a full-time academic rank for a period of at least two years. Administrative officers who also hold faculty appointments are not eligible for election during their tenure as administrative officers. When a member becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, etc.), the alternate shall serve as member for the remainder of that term. The eligible faculty member who at the last election received the highest number of votes without being elected shall be appointed as alternate member.

1.3.5.4 Meetings--The Academic Council for the Lexington Community College shall meet monthly and upon call of the chair. Six members or designated alternates shall constitute a quorum for the transaction of business.

Alternate members shall be notified of all meetings and shall have the privilege of attending all meetings; they shall not vote, however, unless they are serving in place of official representatives. The alternates shall receive copies of minutes and other materials distributed to the Council. When an official representative must be absent from a meeting, the alternate from his or her division will be designated by the chair to serve during that particular meeting.

1.4.0 COMMITTEES OF SENATE [US:10/12/81; US: 2/3/86; US: 4/14/86]

1.4.1 STRUCTURE OF SENATE COMMITTEES [US: 2/13/89]

The University Senate shall have four types of committees: (1) standing committees of the Senate responsible only to that body; (2) the University Studies Committee which shall be chaired by and work with the Director of the University Studies Program but shall submit all major policies (as specified in 1.4.4 below) to the Senate; (3) advisory committees responsible in an advisory capacity to the President and/or other administrative officers and to the Senate; and (4) ad hoc committees.

The terms of office for faculty members of either the standing committees or the University Studies committee shall be three years. Student appointments shall be for one year. All appointments shall be made by the Senate Council for terms beginning on September 1 and staggered to provide a one-third change in membership each year.

The number of members on each standing committee shall be determined by the Senate Council. Chairs shall be appointed by the Senate Council. The chair and at least one-half the members of the committees shall be Senators, except as otherwise specified.

Appointment to advisory committees shall be made by the President after consultation with the Senate Council. After consultation with the Student Government Association and other appropriate student groups, the Council may recommend to the President that students be appointed to an advisory committee of the Senate.

Appointments to fill committee vacancies shall be made in the same manner as appointments for regular terms. Membership on Senate committees shall continue until terms expire or successors are appointed. The chairs of Senate standing committees may appoint ad hoc committees and may select their members in consultation with the chair of the Senate Council. Such a subcommittee must be chaired by a member of the parent committee.

Acting within their charges, Senate committees shall act and report upon issues that bear on the functions of the Senate prior to their submission to the Senate. The Senate Council normally shall refer all issues to appropriate standing committees unless an issue arises that is clearly not within the jurisdiction of one of the committees, or unless an issue demands such immediate attention that the appropriate committee, in the view of its chair, would be unable to report on it in due time. If either of these two situations arise, the Senate Council may appoint an ad hoc committee to act and report on the issue. Standing committees of the Senate shall have the privilege of presenting reports to the Senate, subsequent to review by the Senate Council. If the Council fails to present a committee report for action during three regular Senate meetings after it has been submitted to the Council, the committee may bring its report directly to the floor for

action by the Senate at any subsequent meeting, provided that the report has been appropriately circulated in advance.

1.4.2 STANDING COMMITTEES

1.4.2.1 Rules and Elections The Rules and Elections Committee is charged with codifying, making editorial changes in, and interpreting, the *Rules* of the Senate, at the direction or with the approval of either the Senate Council or the Senate. It shall be responsible for initiating any changes in the *Rules* concerning the organization of the Senate (Section I). It shall also evaluate and revise any section of the *Rules* where necessary to eliminate inconsistencies, clarify confusing statements, and note omissions, and may suggest to the Senate Council any necessary modification in the *Rules*.

The committee shall certify faculty eligibility in elections conducted by the Secretary of the Senate. In addition, the committee shall recommend to the University Senate election policies and procedures.

1.4.2.2 Admissions and Academic Standards The Committee's function is to examine and recommend to the University Senate changes in the admission requirements and grading rules; standards for granting academic credit; probation and suspension procedures; and degree and graduation requirements. Basically, the committee shall review Sections IV and V of the *Senate Rules* but may consider other related areas.

1.4.2.3 Academic Facilities The Committee on Academic Facilities is charged with the responsibility of providing information and recommendations to the Senate about the alteration, construction, and allocation of all property and physical facilities that may affect the educational objectives of the University. In this regard, it shall be concerned about such matters as classrooms, buildings and grounds, shops and other such real property, audio-visual and television equipment, computers, duplication and printing facilities, vehicle pools, and scientific and musical instruments. The committee shall act in these ways:

1. Serve the administration as a source of faculty information and opinion about the need, design, and priority and construction or renovation projects.
2. Inform the Senate at least annually about problems relating to the alteration, construction, or allocation of academic facilities and about future plans and priorities for them. Whenever necessary, the Committee may initiate action by preparing a recommendation to the administration, which should be routed through the Senate Council for Senate approval.
3. Maintain communication with the appropriate administrators about the current status and utilization of academic facilities. [US: 10/12/81]
4. Study the use, renovation, and need for space (including classrooms) and equipment relevant to academic programs and functions. [US: 3/12/84]

1.4.2.4 Library The Library Committee is charged with the responsibility for recommending to the University Senate policies to promote the educational interests of the University as a whole with respect to the Libraries and for consultation and advising with the Director of Libraries on such matters as are referred to it by the Director or

other University personnel which pertain to improving the usefulness of the Libraries of the University of Kentucky.

1.4.2.5 Research The Committee on Research shall be responsible for reviewing University research policies and their implementation. In addition, it shall make recommendations to the University Senate regarding those policies and the priorities for them.

1.4.2.6 Academic Programs The Committee on Academic Programs is charged with recommending action to the Senate on all new academic programs approved by the Undergraduate Council, the Graduate Council, or the Academic Council for the Medical Center. Specifically, the Committee shall review the academic excellence, the need, and the impact, desirability, and priority of the new academic program in relation to other programs. In approving a new program, the Committee shall recommend a priority to indicate its importance and the immediacy with which it should be implemented.

The Committee shall function mainly through three permanent subcommittees: Graduate Programs, First Degree Programs, and Professional and Pre-professional programs. The appropriate subcommittee shall investigate the proposed new program and present its evaluation to the full committee, which shall decide on its recommendation to the Senate.

1.4.2.7 Academic Planning and Priorities The Senate Committee on Academic Planning and Priorities shall be concerned with major, broad, long-range plans and priorities. It shall:

- A identify major academic problems likely to be faced by the University in the foreseeable future;
- B formulate and recommend to the Senate plausible academic goals for the institution;
- C develop procedures and criteria for recommending academic priorities;
- D recommend to the Senate institutional policies that recognize academic priorities and goals, assess the progress of the institution toward its goals and report periodically to the Senate; and,
- E recommend to the Senate a means for increasing the University's effectiveness in establishing and implementing its academic policies.
- F serve the Senate and the Administration as a source of faculty information and opinion concerning academic planning and priorities. (US: 4/10/89)

1.4.2.8 Academic Organization and Structure The Senate Committee on Academic Organization and Structure has responsibility to:

- A review and recommend to the University Senate priorities on all proposals for new academic units (departments, schools, divisions, institutes, colleges, etc.);

- B review all proposals for abolishment or merger of existing academic units;
- C review all proposals for major changes in organization and structure of academic units;
- D make appropriate recommendations to the University Senate (and through the Senate to the President) regarding creation, abolishment or changes in organization or structure of academic units throughout the University.
- E Study and report to the Senate on matters pertaining to faculty size and strength, and student enrollment. (US: 3/12/84)

1.4.2.9 Committee on Institutional Finances and Resources Allocation The primary function and mission of the Committee on Institutional Finances and Resources Allocation is to inform the Senate Council and the Senate on the present status of the prospective changes in the finances and other resources available to the University. The Committee shall analyze public budget documents, published reports about financial and other trends and shall consult appropriate officials in fulfilling this function. It shall also examine budgetary data concerning the allocation of available financial resources resulting from budget reductions. However, the Committee's concerns here shall not be focused on departmental, college or other particular interests, but on general concerns and procedures taken from the perspective of the entire University. The Committee shall issue a report annually, and shall make specific reports to the Senate Council at the latter's request.

Membership on the Committee on Institutional Finances and Resources Allocation shall include senior faculty with financial and budgetary expertise relevant to university finances. Neither the chair nor a majority of the Committee's members have to be elected members of the Senate.

1.4.3.0 University Studies Committee [US: 2/3/86; 4/14/86; 10/12/87; 4/23/01]

- A The University Studies Committee shall be composed of sixteen voting members, twelve from the Lexington Campus faculty, and two members from the Community College System. It shall be chaired by the Director of the University Studies Program who shall not have a vote except in cases of ties.

The faculty members shall be appointed by the Senate Council. The Senate Council shall solicit nominations from the faculty prior to making appointments. The composition of the faculty membership shall parallel that of the Undergraduate Council, with nine members representing various undergraduate colleges and one representative from the faculty of the Community College System as described in Rule I - 1.3.3.2 and with three faculty members appointed at large. Faculty members shall serve for staggered three-year terms. The Lexington Campus faculty members and the Community College Council appointee may not succeed themselves, nor may they serve on the Committee again for a period of three years, except for a faculty member who is appointed to fill out a vacant term of one year or less.

The two student members shall be appointed annually by the Senate Council from names recommended by the President of the Student Government Association. One of the Community College System members shall be appointed by the Senate Council upon the recommendation of the Chancellor of

the Community College System for a three year period and shall be eligible for reappointment; the other shall be appointed by the Senate Council upon the recommendation of the Community College Council for a three year period and shall be ineligible for reappointment (US: 10/12/87)

B The University Studies Committee shall exercise the following functions:

1. It shall select all courses which are proposed to fulfill the program requirements.
2. Upon the recommendation of the Director or on its own initiative, and upon sufficient investigation, it may delete courses (or pairs of courses) from their status of fulfilling the program requirements.
3. It shall review periodically (at least every six years) the teaching and content of all courses selected to fulfill the program requirements. It shall delete courses (or pairs of courses) from the program that no longer seem appropriate to the program and recommend to colleges or departments, through the Director, such changes as it deems necessary or appropriate.
4. It shall determine the general policies for the teaching and content of the Freshman Seminars.
5. It shall consider and propose methods which will enhance the University Studies Program and assert its centrality to the undergraduate curriculum.
6. Upon the recommendation of the Director or upon its own initiative, it shall develop and propose changes in the structure of the program or in the requirements necessary to complete it.
7. It shall approve or disapprove recommendations of the Director for temporary waivers of or temporary substitutions for program requirements for particular categories of students.
8. It shall set policies for the granting of credit to transfer students for courses taken which are equivalent to those in the program and it shall communicate these policies to all undergraduate colleges on campus.
9. The University Studies Committee shall employ the principles and learning objectives approved by the University Senate for evaluating the alternate routes for satisfying the Oral Communication requirement in University Studies [US: 3/10/97]

C Waivers: All waivers of or substitutions for program requirements for particular categories of students, if approved by the Committee, shall be submitted to the Senate Council for its approval. The Senate Council's approval of temporary waivers of or substitutions for program requirements for particular categories of students shall be final. [US: 10/11/99]

1.4.3.1 Admissions Advisory Committee (US: 11/12/90)

A The Admissions Advisory Committee is a standing committee of the University Senate. The voting members of the Committee are the Director of Admissions, the University Registrar, the Chair of the Senate committee on Admissions and

Academic Standards, and three additional faculty appointed by the Senate Council to staggered three-year terms. Ex officio, non-voting members of the Committee include the Associate Provost of Undergraduate Studies, The Director of Institutional Research for the Lexington Campus, and a member from the Medical Center whose appointment is analogous to the director of Institutional Research for the Lexington Campus. The committee must be chaired by one of the three appointed faculty members. In the case of a tie vote, the vote of the chair shall prevail.

The AAC is responsible for recommending admissions policy within general guidelines established by the University Senate. The ACC will:

1. The ACC will adopt an admissions management system, as described in section (b).
 2. File a written report recommending to the Chancellors admissions objectives such as average ACT scores and desired size of each year's entering Freshman class. A copy of the report shall be presented to the Senate Council.
 3. The Committee will establish internal automatic admission criteria for both Early Decision and regular, full consideration admission.
 4. Upon the recommendation of the Director of Admissions, approve any warranted deviations from the initial internal admissions criteria.
 5. After consultation with the Director of Admissions, the AAC may recommend closing admissions on any of the following bases: 1) the desired class size has been reached; 2) the class is large enough given existing constraints; and 3) admissions objectives other than class size have been achieved.
 6. Establish guidelines for the decisions of the Exceptions Committee.
 7. Request the Chancellors provide specific data on admissions, enrollment, and student performance in the Chancellors' annual report to the Senate.
 8. Request specific other data from the University Registrar or Director of Admissions for use in establishing or evaluating admissions policy.
 9. Review and analyze the information provided by the Chancellors and the Registrar or Director of Admissions and disseminate the results of its review and analysis to the academic units.
- B The ACC will adopt an Admissions Management System for admissions. The Admissions Management System will:
1. Have internal, non-published standards recommended by the ACC. The University will, however, publish the range of scores and grade point averages which secured admission in the previous year's freshman class.
 2. Admissions criteria will include not only high school grade point average (HSGPA) and ACT composite score, but class rank, degree of difficulty of courses, and ACT subsection scores. However, students with an ACT score below 15 (old ACT) or 18 (enhanced ACT) may be admitted through the Exceptions Committee only.

3. At least ninety percent (90%) of all freshman admissions will be made according to the internal automatic acceptance criteria.
4. Admissions criteria will contain an exceptions procedure for two types of applicants: **1) Internal exceptions procedure:** for those prospective students who have certain diversity characteristics not present in the pool of students admitted by internal, automatic-admit criteria and **2) External Exception Procedure:** for those students whose applications for admission have been rejected.
 - a. Internal Exceptions Procedure: the AAC will identify characteristics not adequately represented in the pool of students admitted under the internal-admit criteria. The Director of Admissions will forward the files of candidates having those characteristics and a reasonable academic record to the Exceptions Committee for consideration **before** the candidate is notified of an admissions decision. If the Exceptions Committee determines that the candidate has a reasonable chance of success, admission will be granted unless the desired class size or other critical admissions objectives have been met.
 - b. The Exceptions Committee will continue to function as the appeals board for all candidates whose applications were rejected. A rejected applicant may petition for admission due to a) significant non-academic personal achievement; b) diversity; or c) unusual situations affecting academic performance.
5. The following admissions deadlines are established:
 - November 1, for Early Decision applications
 - February 15, for regular, full consideration applications
 - August 1, for the submission of all documents.
 - (June 1, for participation in the summer advising conference).

Students who apply after the deadline for full consideration will be admitted only as enrollment goals permit.

These deadlines apply to both transfers and entering students. Applications received after February 15 may be rejected even if they demonstrate better qualifications than some already admitted.

An exemption from the August 1 deadline may be granted to non-degree students who enroll in no more than eight (8) credits. These students may enroll through the Evening Weekend Program, at the registration conducted before the opening of classes.

The Director of Admissions may admit exceptional applicants after the desired class size has been met or the August 1 deadline has passed, but the number of such admissions should be kept to a minimum.

The AAC may change these deadlines, based on future experience.

1.4.3.2 Retroactive Withdrawal Appeals Committee (US: 12/8/97)

A. The Committee shall consist of four faculty and one student, plus a sufficient number of alternates, named by the Senate Council. A representative of the Associate Vice-President for Administration, Equal Opportunity Office, and a representative from the

Assistant Dean of Students directing the Disabilities Resource Center, will serve as ex officio nonvoting members of the Committee

B. The Committee shall decide all student requests for retroactive withdrawals as provided by Rule V - 5.1.8.5.

1.4.3.3 Academic Advising (US 4/10/00)

The committee shall consist of no more than three faculty members from the University Senate who are currently advising students; three students (two student senators and one student at large) to be selected by the Senate Council upon the recommendation of the President of the Student Government Association; three professional advisors, determined by a process adopted by the UK Advisors Network and the Senate Council; and two ex-officio members: the Dean of Undergraduate Studies and the Vice Chancellor of the Lexington Campus for Academic Services.

The committee shall:

A. Regularly review the effectiveness and accountability of academic advising throughout the University

B. Set standards for the quality of academic advising

C. Make recommendations to the Senate Council regarding academic advising

D. Advise the Senate Council about all recommendations or proposals to the University Senate regarding academic advising (4/10/00)

1.4.4.0 ADVISORY COMMITTEES

1.4.4.1 Senate Advisory Committee on Faculty Code The Faculty Code Committee shall carry out duties conferred on it by the Faculty Code. These shall include the following: to receive reports of mediation efforts of the deans; to hold hearings and make findings as to violations and sanctions, if any; and to forward recommendations to the appropriate vice chancellors. (See Section VII, 1.0)

1.4.4.2 Senate Advisory Committee on Privilege and Tenure The Committee is charged with giving preliminary consideration to the following matters as referred to it by the President, the University Senate, or individual staff members of the University: cases of appointment termination for cause of a faculty member who has tenure; cases of dismissal of a faculty member during a limited appointment; cases of non-renewal of a probationary appointment with less advance notice than specified by the *Governing Regulations*; cases of allegation by a faculty member on a non-tenure appointment that a decision for non-reappointment violates his or her academic freedom as a faculty member; cases of allegation by a faculty member on a non-tenured appointment that a decision for non-reappointment violates either Part X A or Part XIIA in the *Governing Regulations* banning certain discriminatory practices in academic employment; cases of allegation by the University administrator that a decision to terminate his or her appointment to his or her administrative post, or not to reappoint him or her, violates his or her academic freedom; cases of termination of a tenure appointment or the dismissal of a person prior to expiration of a non-tenure appointment, because of a financial emergency; and all similar cases. The function of the committee in all such

cases is to attempt to effect an adjustment and, in cases of failure, to recommend to the President action to be taken.

The Committee may, upon request, advise individual staff members on the interpretation of University privilege and tenure regulations, with copies of the interpretation being sent to the University Senate Council, the chair of the Department, the Dean, and the President. The Committee also may consider allegations of faculty members who believe that their privilege as scholars has been abridged or abused. Faculty members should address statements to the chair of the Committee setting forth in detail the reasons why they believe their privilege has been abused. The Committee will review the statement and determine whether conditions warrant further investigation. Upon investigation the Committee will make recommendations to the faculty member and file a copy with the President. Recommendations may be made also to the President with a copy sent to the faculty members.

The Committee is also charged with making a continuing study of privilege and tenure regulations, making recommendations to the University Senate.

1.4.4.3 University Senate Hearing Panel (Privilege and Tenure) A University Senate Hearing Panel of fifteen (15) members shall be appointed for staggered three-year terms by the President from a list of nominees recommended by the Senate Council. From this panel an ad hoc Hearing Committee shall be chosen to hear a case arising from dismissal of a faculty member with continuous tenure or of a non-tenured member before the end of that person's specified term of appointment, or of one arising from allegation of the violation of the academic freedom of a non-tenured faculty member or of an administrator. The committee shall consist of five members chosen by lot from that panel. Members shall remove themselves from a case, either at the request of a party or on their own initiative if they deem themselves disqualified for bias or interest. Each party shall have a maximum of two challenges without stated cause. If the panel should be exhausted before an acceptable committee has been obtained, five supplementary members shall be appointed to the panel by the same procedure from which members of the committee may be elected. The committee shall select its own chair.

The committee will conduct the hearing and report its findings as described in the *Governing Regulations* Section X,B,5,b. In addition, the committee will adhere to the following procedures:

- A The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration will, in so far as it is possible for it to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.
- B The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interests of justice require admission of that person's statement, the committee will identify the witness, disclose the statement of that witness and if possible provide for interrogatories.
- C The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

- D The hearing committee will grant adjournments to enable either party to investigate evidence as to which is a valid claim of surprise is made.
- E The findings of fact and the decisions will be based solely on the hearing record.
- F Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or the administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees.

1.4.5 AD HOC COMMITTEES

Other than their temporary nature ad hoc committees have the same status and responsibilities as all other committees of the Senate. They shall be appointed by the Senate Council to address academic problems and issues facing the University. For example, such committees could deal with problems or issues as they arise in the areas of teaching and advising, students affairs, computer resources, continuing education, special teaching technologies and so forth. [US: 10/12/81] (4/14/86)

1.5.0 ELECTION PROCEDURES FOR CERTAIN ELECTIVE BODIES

The Secretary of the Senate is charged with administering elections as directed by the University Senate. Following are descriptions of these elections:

1.5.1 ELECTION OF JOINT BOARD-FACULTY PRESIDENTIAL SEARCH COMMITTEE

1.5.1.1 Authority Relative to Appointment of President (US: 10/11/99 & BoT, 3/7/00)
 The *Governing Regulations* adopted by the Board of Trustees May 5, 1970 and amended February, 1972, October, 1987, April 7, 1998, and March 7, 2000 provide: "The President of the University is appointed by the Board of Trustees with the advice of a joint committee of the Board, faculty, staff, student body and alumni. The committee shall consist of five members of the Board appointed by its chair; at least one of whom shall be from among the three alumni trustees, three members of the full-time teaching and/or research faculty of the University System, selected by a procedure determined by the University Senate; one member of the full-time staff of the University, appointed by the Chairperson of the Board from a list of three staff members elected by the staff of the University; two full-time students of the University, one undergraduate and one graduate or professional student, appointed from a list of three undergraduate and three graduate or professional students selected by a procedure determined by the Student Government Association; and one member of the alumni of the University appointed by the Chairperson of the Board from a list of three alumni selected by the Board of Directors or the Executive Committee of the University of Kentucky Alumni Association. The committee shall provide opportunity for discussion between representatives of administrative, faculty, and student groups and prospective presidential candidates."

1.5.1.2 Procedures In the event of a vacancy, or official announcement of an impending vacancy in the Office of President, the following procedure shall be utilized in selecting the three faculty members of the University System to serve on the Search Committee:

- A The University Senate shall serve as the nominating body. Nominations shall take place at a regular or special meeting of the Senate.
- B Each voting member of the Senate will be provided with a complete list of the full-time teaching and/or research faculty--the same faculty members who are eligible to be elected to the Senate.
- C The University Senate shall proceed to nominate six (6) candidates. (An addressed sealed envelope containing two smaller envelopes will be given to each member of the Senate present. One of the smaller envelopes will contain four cards which the members will use in voting on the first ballot and the second smaller envelope will contain six cards to be used by the members in voting on the second ballot.) The Senators shall include both the first and last name or initials of the persons for whom they vote to avoid confusion.
1. Each member, using the list of those eligible for election, shall vote for no more or no less than four (4) persons.
 2. Only voting members of the Senate shall be eligible to vote in the nominations. An ad hoc committee of the Senate appointed by the Senate Council chair shall count the votes immediately and announce the names of the twelve (12) individuals receiving the highest number of votes, plus any ties for the 12th position. No nominating speeches will be allowed.
 3. The Senators shall then vote for no more or no less than six (6) of these candidates.
 4. Each Senator will sign his or her name in the upper left-hand corner of the envelopes containing ballots.
 5. The six candidates receiving the highest number of votes, plus any ties for the 6th position, shall be declared nominated. The chair of the Senate Council will check on each of the nominees to determine that he or she is available and willing to serve before the six names are placed on the election ballot. If any of the six or more is unwilling or unable to serve, the person receiving the next highest number of votes on the second nominating ballot will serve as replacement. In the event of ties, decision by lot will be reached.
- D The Secretary of the Senate shall then conduct a mail election ballot on the nominees. Those eligible to vote on this ballot shall be the same as those eligible to be elected to the Senate.
- * Each faculty member shall vote for no more or no less than three (3) of these candidates. No ballot containing more or less than 3 names shall be counted. (RC: 4/14/86).
- E The three nominees receiving the highest number of votes shall be recommended to the chair of the Board of Trustees for appointment to the Board-Faculty Committee. Ties shall be broken by lot.

1.5.2 ELECTION: TWO VOTING UNIVERSITY SYSTEM FACULTY MEMBERS,
BoFT [See US Minutes: 12 October 1998 US 8 October 2001]

As specified in the *Governing Regulations* (Part II.A.2) there shall be two voting University System faculty members of the Board of Trustees. Faculty members who may vote in the election of the University System Faculty members to the Board of Trustees shall be those in the University System who have an actual or equivalent rank of Assistant Professor or higher;

Faculty members eligible to serve as an elected member of the Board of Trustees shall be those who meet the voting qualifications and who have a primary assignment in a faculty role (50% or more involvement in teaching, research and/or service). For purposes of this section, assignment as chair of a department shall not exclude one who holds such a position from eligibility to serve as an elected member of the Board of Trustees. Faculty members of the Board of Trustees shall be eligible for re-election.

(NOTE: GR X-1 states that: Members of the Board of Trustees, except those elected to the Board as faculty, staff, or student representatives, and relatives of any member of the Board of Trustees are ineligible for employment at the University. "Relatives", as used above, include parents and children, husbands and wives, brothers and sisters, brothers- and sisters-in-law, mothers- and fathers-in-law, uncles, aunts, nieces and nephews, sons- and daughters-in-law, and step-relatives in the same relationships. Employment includes regular and temporary full- and part-time employment, including student work-study and graduate assistant programs.)

Elections shall be held only during the academic year. During years when a regular term expires (June 30), the election shall be held during the Fall Semester. If at any time a faculty Board member should become ineligible to serve (i.e., assumption of an administrative title, resignation, official leave which precludes attendance, etc.), the chair of the Senate Council shall declare a vacancy and call for a special election of a faculty member to serve for the duration of the original member's ineligibility.

Elections shall be conducted by the Secretary of the Senate as follows:.

The Secretary shall solicit nominations by a method calculated to provide reasonable notice to the faculty. Nominations shall be submitted to the Secretary in writing or by fax, and must contain the names and signatures (submitted together) of 10 or more nominators, all of whom are eligible to vote. Forms may be provided for this purpose. The nomination letter shall indicate that the nominee is willing to serve if elected and that he or she is qualified to serve;

If more than three persons are nominated, the names of all nominees shall be placed upon a ballot sent to all eligible faculty voters. The ballot shall contain the College and department or other subunit affiliation, if any, of each nominee. The election shall be by secret ballot and voters shall vote for only ONE nominee. If one nominee receives a majority of the votes, that person shall be declared to be elected. Otherwise, the three nominees receiving the highest number of votes (including ties for third place) shall be placed upon a second ballot.

If three or fewer persons are nominated there shall be only one ballot.

The second ballot (or the first if three or fewer persons are nominated) shall contain a brief biographical sketch of the candidates and may contain a brief statement by the candidates. The election shall be by secret ballot. Each

voter may indicate a first and second choice. All of the first choice ballots will be counted, and any person who receives a majority of votes will be elected. If no one receives a majority, a choice will be made between the two candidates with the largest number of votes. The second choice votes of the remaining candidate (or candidates) will be added to the first choice votes received by the top two candidates, and the person with the larger number of votes will be elected. (In the event of a tie at that stage, the candidate with the larger number of first choice votes will be elected.) [Revised:10/1/80; Senate Rules Committee; US: 1/18/88; US: 10/12/98; US: 10/8/01]