RULES OF PROCEDURE  
DEPARTMENT OF AGRONOMY

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

I. ORGANIZATIONAL STRUCTURE

The Departmental Faculty. - The faculty of the department shall consist of the Chair and the members of the department holding the rank of Assistant, Associate or Full Professor in the College of Agriculture. In addition, membership, with or without voting privileges, may be extended by vote of the departmental faculty to any other member of the departmental staff or to any person assigned to it for administrative work, teaching, research, or service. Agronomy research specialists will be extended voting privileges except on matters related to faculty hiring, promotion, tenure and evaluation.

Department Chair. - The Department Chair is a member of the faculty and serves as chair of the faculty in the development of policies on such matters as academic requirements, courses of study, class schedules, graduate, research, extension and service programs. The Chair presides over all departmental meetings, except as he/she may delegate this function, and is an ex officio member of all departmental committees. He/she has administrative responsibility for implementing the department's program within the limits established by the Governing Regulations of the University, Policies of the University Senate, and the rules of the College of Agriculture.

The Department Chair serves as coordinator of research and graduate studies in Agronomy.

The Department Chair is responsible for recommendations to the Dean of the College of Agriculture on the appointment of new members of the department, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments and the granting of tenure, with appropriate faculty input according to procedures and criteria established by the University and College.

The Department Chair is responsible for coordinating the periodic evaluation of Department Members by procedures and criteria established by the University, the College of Agriculture and the Departmental Faculty.

Coordinator of Undergraduate Programs. - A coordinator of Undergraduate Programs will be appointed by the Department Chair. This faculty member will assume responsibility for record-keeping and reporting requirements related to undergraduate education; with the Chair, will provide leadership in curriculum planning, development and revision; will coordinate undergraduate advising; and will advise the Chair on other matters related to undergraduate education.

Coordinator of Extension Programs. The extension coordinator will be appointed by the Department Chair. This faculty member will assume responsibility for record-keeping and reporting requirements related to Agronomy extension; with the Chair, will
provide leadership for development, planning and evaluation of extension activities, and will advise the Chair on other matters related to Agronomy extension programs.

**Facilities Coordinator.** - A member of the professional staff or faculty will be appointed by the Chair. The facilities coordinator will be responsible for reports and records related to Department facilities, with the Chair will plan and coordinate required maintenance and improvement of department equipment, farm and greenhouse facilities; and will advise the Chair on other matters related to facilities and equipment.

**II. COMMITTEES**

**Advisory Committee.** - The advisory committee shall include the Directors of Graduate Studies, the Coordinators and the members of the promotion and evaluation committee. The Chair may appoint additional faculty, staff or students to serve on a temporary or ad hoc basis. This committee will advise the chair on policy, procedure, preparation of budget requests and other matters.

**Promotion and Evaluation Committee.** - Duties will be to assist and advise the Chair on evaluation of faculty and professional staff, faculty promotion and tenure, and award nominations. The Department Chair will also chair this committee. This committee will include at least one representative from each graduate program and from extension.

**Graduate Committee.** - The Graduate Committee will include the Directors of Graduate Studies and the Department Chair. This committee will coordinate graduate programs in Agronomy, evaluate applications for admissions and assistantships and provide leadership in recruitment. Directors of Graduate Studies will assume additional administrative responsibilities as specified by procedures and requirements of the Graduate School. Directors of Graduate Studies also will serve as coordinators of disciplinary research programs, on an ad hoc basis as requested by the Chair. Directors will be selected according to rules and procedures of The Graduate School.

**Undergraduate Programs Committee.** - Responsibilities include review and evaluation of undergraduate curricula, advising, student activities and other areas related to undergraduate education. A sub-committee will evaluate undergraduate scholarship applications and determine allocation of Agronomy scholarships. The Undergraduate Program Committee will be chaired by the Coordinator of Undergraduate Programs, and will include a student representative. The student representative will be nominated by the undergraduate coordinator, for appointment by the Department Chair.

**Facilities and Safety Committee.** - This committee will advise the Chair on measures required for safe and efficient use of facilities; will allocate plot land; will provide routine oversight and supervision of specific facilities; and will develop plans for improvement of facilities. The Facilities Coordinator will chair the committee. Faculty, research specialists and technical staff will be included in the membership.

**Commodity-Resource Groups.** - These groups will be responsible for identifying applied research and extension needs and opportunities related to specific commodities or resources. They will review related extension and technical publications and recommend assignments for new or revised publications. They will be responsible for formulation of production recommendations, oversight of variety and germplasm release, and other policy decisions assigned by the Department Chair. Commodity-Resource groups will be appointed in corn, forages, small grains, soybeans, tobacco, turf, seeds, soils and weed
Additional ad hoc and special committees may be established either by the Department Chair or by vote of the Faculty.

III. APPOINTMENT TO DEPARTMENTAL COMMITTEES

The Department Chair shall appoint members to departmental committees. Appointments to departmental committees will be announced prior to September 15. Faculty may submit nominations for committee appointments at any time.

Terms of appointment will be one year (renewable), except for Coordinators and Directors of Graduate Studies which will be 3 years (renewable), and for the Promotion and Evaluation Committee the term will be 2 years with no more than 4 years of continuous service.

IV. DEPARTMENTAL FACULTY MEETINGS

Departmental faculty meetings are held at least once per semester and at other times upon call of the Chair or by written request from any faculty member to the Chair. Items for the agenda at such meetings are submitted to the Chair in advance by Faculty Members and may be added to the agenda during the course of any faculty meeting. Notices of faculty meetings are circulated in advance of the regular and called meetings and agenda items are announced when time permits.

A quorum for transacting business will be 40% of the members of the department holding voting privileges.

Proxy voting on agenda items previously circulated will be allowed provided it is granted in writing to another member of the faculty. Teleconference voting by faculty stationed at Princeton and Quicksand will be permitted.

The Chair will appoint a Secretary of the Faculty, who will be responsible for recording and distributing minutes of faculty meetings.

V. APPOINTMENT AND REAPPOINTMENT - TENURE APPOINTMENTS, REAPPOINTMENTS, PROMOTIONS

Appointments, reappointments, tenure, and promotion of Faculty are handled in accordance with the provisions set forth in the Governing Regulations of the University.

When the Governing Regulations require written recommendations from faculty on these matters the department: 1) shall not require written recommendations from faculty on leave of absence or on assignment outside the department; 2) shall not require written recommendations from non-tenured faculty in tenure cases, from Assistant Professors regarding promotions to Associate Professor, nor from Associate or Assistant Professors regarding promotions to Full Professor. Although the department is large and diverse, faculty in all program areas will be consulted in these cases, except as described above. The faculty delegate to the Chair the right to make recommendations on temporary
appointments and appointments at the Assistant Professor level or below, following consultation by the Chair with the Advisory Committee and any appropriate search and screening committees, and within the limits established by the Governing Regulations of the University and the rules of the College of Agriculture.

VI. MERIT EVALUATION

Merit evaluation of Faculty is carried out in accordance with the policies and procedures of the College of Agriculture. The role of the Chair and the Promotion and Evaluation Committee in this process is described above.

AMENDMENTS

I. Guidelines for Peer Review of Teaching
   (approved by Faculty vote on September 10, 1997)

Objectives:

1. The primary objective is to recognize and spread excellent teaching strategies among members of our teaching faculty, using the mechanism of peer review to provide both the ideas and stimuli for such cooperative improvement.

2. The secondary objective is to do a more thorough job of evaluating the instructional efforts of our teaching faculty.

Procedure:

1. Each teaching faculty will be peer reviewed at least once every four years. Each regular course will be peer reviewed at least once every eight years. For team taught courses, individual instructors will be evaluated only if: a) their contribution to the course is at least 10 lecture periods, and b) they are evaluated for teaching in another course. Team taught courses involving more than two faculty (e.g., AGR 412, AGR 622/623, and PLS 650) will be subject to peer review at least once every eight years; if no individual faculty requires review in that course, the course coordinator will be the contact person for course review. Teaching faculty may request more frequent evaluation of their teaching.

2. Faculty must attend a peer review workshop to be eligible to serve as peer reviewers. All faculty subject to peer review will be expected to serve as peer reviewers and to participate in the peer review workshop. The initial peer review workshop occurred in the fall of 1995. Additional workshops will be scheduled on an as-needed basis. Non-teaching faculty are encouraged to participate in this program as occasional peer reviewers. The departmental chair will also be required to attend this workshop.

3. The Department Chair will select teaching faculty to be reviewed each semester, identifying these individuals two or three months prior to the start of the semester. The
A faculty member to be reviewed will select a list of four faculty from a pool of potential reviewers supplied by the Department Chair. The Chair will then appoint two of the four selected faculty members to review that individual’s teaching efforts. It is suggested that at least one of the reviewers be a disciplinary colleague. Teaching faculty responsible for more than one course will have the option to select the course they wish to have reviewed, as long as the tenets of item 1 above are satisfied. No one will be required to review more than one course per year. No one may review classes more than two out of three semesters, to avoid overburden on reviewers. The pool of potential reviewers will not include the department chair, however, this does not preclude the chair’s right to make classroom visits by prior arrangement with the instructor. Any class visits by the department chair will be made during a semester in which the instructor is not being evaluated by his/her peers. It is expected that the chair’s own review of any course be conducted in a manner similar to that described below for peer reviewers.

4. The review is intended to identify strengths and to provide constructive input regarding three major aspects of each class evaluated: a) course design and objectives, b) teaching strategies employed to accomplish those goals, and c) the assessment devices used to determine the level of student learning achieved.

5. The review team (instructor and reviewers) is expected to have a pre-review meeting at which details of the individual review process will be agreed upon. Reviews must include at least three in-class visits by reviewers, but the timing of the visits is up to the review team. The review team is strongly encouraged to provide immediate informal feedback within a day or two of each class visit. The review team is expected to scrutinize and comment upon class materials such as the course syllabus, assignments, tests, and supplementary learning materials. The review team will decide whether to use techniques such as videotaping and student interviews. The review team is strongly encourage to hold a wrap-up meeting at the end of the review process; this affords an opportunity to summarize, to discuss recommendations which were put into practice during the semester, and to produce a written review summary should the review team desire to do so.

**Outputs:**

1. A departmental culture which values teachers highly, and collectively works to recognize and spread excellent teaching strategies throughout the department.

2. A continuing dialogue among the instructor and reviewers during the period of the review.

3. During the review process, each reviewer will be expected to provide written and/or oral feedback to the reviewed instructor. This feedback should address strong points of the instructor’s work and provide constructive commentary focused on teaching improvement. This constructive feedback is expected to result in clear recommendations by each reviewer on specific steps which could be taken to improve the quality of
4. During cycles for which they are available, the reviewed faculty member may include written summaries of the peer review process for his/her reviewed courses to committees considering merit and/or promotion and tenure decisions, if he/she feels that such summaries would improve the evaluation of his/her teaching. The format of the summary is at the discretion of the reviewed faculty member and should be agreed upon with the other members of the review team. Suggested formats for written summaries include: a) a one-page version with or without signatures of the review team; b) more extensive written reviews from both reviewers along with a written response from the reviewed instructor; c) a section in the teaching portfolio in which the reviewed faculty member describes the peer review process and its outcomes.

II. Mentoring Policy
(adopted by Faculty vote on September 10, 1997)

During the first year of appointment of a non-tenured faculty member, the Chair, following consultation with the appointee and potential mentors, may designate three faculty mentors. Faculty mentors are encouraged to be freely available for frequent advice, support and guidance to the non-tenured faculty member. Non-tenured faculty are encouraged to consult often with mentors in individual or group discussions, but scheduling and organization of interaction shall be by mutual agreement of mentors and non-tenured faculty. The Chair will invite constructive input from mentors in review of progress towards tenure, and in overall evaluation of the non-tenured faculty member.

Revisions to these guidelines: As the need arises these guidelines will be subject to revision. Revisions may be suggested by any member of the Agronomy Department faculty. Such suggested revisions will be considered by the department’s undergraduate programs committee, then subjected to a vote by the entire department.

These rules of procedure have been created and approved by the faculty of this department, The Department of Agronomy, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Chancellor as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Chancellor before the modifications take effect. These rules contain a total of 7 pages, each of which are initialed and dated by the undersigned persons. A current copy of the approved rules for this department/school/or college is available in the office of the Chairperson for the Department, the Director of the School, the Dean of the College and the Chancellor’s office.
Chairperson (indicating approval by the faculty)  

Date

Dean, UK College of Agriculture  

Date

Chancellor, Lexington Campus  

Date