ORGANIZATIONAL STRUCTURE

The Departmental Faculty. The faculty consist of all members of the department having the rank of assistant professor, associate professor or professor. The jurisdiction and responsibilities of the faculty are defined by the Governing Regulations of the University of Kentucky. Input is accepted from all members of the department whether transmitted through committees or by individuals to the Department Chair. Adjunct and emeritus faculty are encouraged to participate in all phases of departmental activities but do not have voting privileges pertaining to departmental business.

The Department Chair. The responsibilities of the Chair are as defined by the Governing Regulations of the University of Kentucky. The Chair provides leadership to the faculty in the development of policies on matters such as academic requirements, undergraduate programs, graduate programs, research programs, extension programs and service functions. The Chair presides over all departmental meetings or may delegate this function. The Chair is an ex-officio member of all departmental committees. The Chair is responsible for recommendations to the Dean of the College of Agriculture on the appointment of new members of the faculty according to the rules of procedure for appointment of new faculty members of the Department of Animal Sciences. The Chair also makes recommendations to the Dean on promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments and the granting of tenure. The Chair is responsible for administering the periodic evaluation of departmental members by procedures and criteria established by the University, the College and the faculty of the Department.

Commodity and Academic Groups. The Department is divided into seven commodity (beef, dairy, food science, horses, poultry, sheep, swine) and five academic (extension, food science, graduate studies, research, undergraduate studies) groups. Each commodity group has a coordinator elected by those individuals in the group. Commodity group coordinators are elected for a three-year term. Coordinators or Directors of academic groups are elected by the entire faculty, except for the coordinator of Food Science who is elected by the Food Science group, and must have primary duties with the group in which elected. They also serve a three-year term.

Coordinator of Commodity Group. The Coordinator of a Commodity Group (beef, dairy, food science, horses, poultry, sheep, swine) advises the Chair on needs and matters pertinent to the group. The Coordinator is responsible for reviewing existing programs in teaching, extension and research within the commodity and advising the Chair on continuance, discontinuance or initiation of programs and functions carried out by the group. The Coordinator also advises the Chair on state-wide commodity groups and their interaction with the Department.

Director of Undergraduate Studies. The Director of Undergraduate Studies works closely with the Chair in directing the undergraduate education program. The Director organizes the details of course schedule preparation, catalog revisions, distribution of class rolls, awarding of scholarships, grade sheets, etc. This person also coordinates undergraduate advising and assumes departmental leadership in student recruitment and placement. The Coordinator informs the Chair of teaching equipment needs and acts as a liaison to Extension and Research Faculty.
Director of Graduate Studies. The Director of Graduate Studies as chair of the Graduate Activities Committee directs the recruitment of graduate students, matches students to advisors, coordinates the awarding of graduate assistantships, promotes the graduate program, and supervises students’ academic progress. The Director also assists students in meeting qualifications, time deadlines and in preparing acceptable theses and dissertations. The Director administers the Department’s graduate program in accordance with the rules of the Graduate School and serves in placement and evaluation of graduate students.

Coordinator of Extension Programs. The Coordinator of Extension Programs serves as a facilitator within the extension faculty. The Coordinator reviews the Department’s program and advises the Chair on areas of emphasis necessary to strengthen the extension program. The Coordinator also works closely with teaching and research faculty in a liaison role and gives recommendations on assignment of duties among extension faculty to the Chair.

Coordinator of Research Programs. The Coordinator of Research Programs serves to coordinate laboratory and equipment use. The Coordinator aids research faculty on grant applications, animal care issues and advises the Chair on research needs. The Coordinator of Research Programs is also a member of the project review committee.

Advisory Council. There are two Advisory Councils to the Department Chair. The Academic Council consists of five previously identified coordinators or directors (extension, research, undergraduate, graduate, food science). The Commodity Council consists of the seven commodity coordinators (beef, dairy, food science, horses, poultry, sheep, swine). Meetings are held between the Chair and the Advisory Councils when requested by the Chair or Advisory Councils. The Councils advise the Chair on administrative, academic and service functions of the Department and present concerns of their respective groups to the Chair.

COMMITTEE STRUCTURE

Graduate and Undergraduate Education and Curricula Committee. This committee consists of five faculty members appointed by the Chair to serve a three-year term with the terms staggered so that no more than two new faculty members are appointed in a year. The committee also includes one undergraduate and one graduate student appointed by the Chair from a list of three each as recommended by the faculty members on this committee. In addition, the Chair, the Director of Graduate Studies and the Director of Undergraduate Studies serve as ex-officio members. This committee reviews and evaluations are teaching, advising and student extracurricular programs of the Department and advises the Chair on changes to enhance the undergraduate and graduate education program.

Project Review Committee. This committee is composed of at least three members plus the research coordinator for three-year terms. No more than one member should represent a commodity group. Their responsibility is to review all research proposals and advise the Chair on matters related to research and research proposals.

Promotion and Tenure Committee. This committee consists of five full professors appointed by the Chair to serve a three-year term with the terms staggered so that no more than two new members are appointed each year. Appointments to this committee shall be such that at least
three commodity groups are represented and at least one member of the committee must hold an extension appointment.

Functions of the committee include: (1) to facilitate faculty input into departmental decisions on promotion and tenure; (2) to advise faculty concerning promotion and tenure requirements; (3) to assist faculty in making effective presentations of materials supporting promotion and tenure; (4) to assist the Chair in assuring compliance with regulations concerning promotion and tenure; (5) to assist in making effective presentations of materials for two-year and four-year pre-tenure evaluations; (6) to provide advisory recommendations concerning promotion and tenure to Chair and affected faculty on request; (7) to provide advisory recommendations concerning rank and tenure to the Chair and to search committees evaluating prospective faculty.

Laboratory Safety Committee. The primary responsibility of this committee is to ensure continual review of laboratory safety. The committee of five is appointed by the Chair for three-year terms staggered so that no more than three people are replaced in any one year.

Farm Safety Committee. The primary responsibility of this committee is to continually review farm safety, prioritize needed equipment for safety purposes and inform the Chair of these needs. This committee is made up of five persons representing faculty and research specialists and/or animal technicians appointed by the Chair for three-year terms staggered so that no more than three people are replaced in any one year.

Graduate Activities Committee. This committee is chaired by the Director of Graduate Studies and is made up of elected members representing the disciplines of ruminant nutrition, non-ruminant nutrition and genetics, food science and microbiology, and physiology.

This committee aids in recruitment of graduate students, selection of students for admission and makes recommendations on the level of graduate stipends, length of time on stipends, distribution of graduate student stipends assigned to faculty and assists the Director of Graduate Studies in all graduate program functions.

Additional Committees. The Chair may appoint additional ad hoc committees as are necessary such as Recognition and Awards, Social, Reunion, Scholarship, Physical Planning, Farm Planning, etc.

GUIDELINES FOR GRADUATE STUDENTS
Applies to students entering after April 30, 1994.
(In process of revision January 2001)

Major Advisor. The major advisor is appointed by the Director of Graduate Studies. Students are normally assigned an advisor at the time they are awarded an assistantship. Those providing their own financial support are usually allowed to select an area of work in consultation with the Director.

Academic Requirements.

1. Half-time graduate assistants are required to take nine hours per semester. Approval of the Director of Graduate Studies is required before enrolling in more than ten hours. Summer
enrollment is optional.

Three-fourths-time graduate assistants are required to take one course but may not enroll for more than seven hours per semester. Summer enrollment is optional.

Students admitted without GRE scores must take the aptitude portion of the graduate record examination during the first semester of their program.

2. Master’s Degree

   A. A minimum of 24 credit hours is required with at least 12 credits from courses numbered 600 or higher. At least 16 of the 24 credits must be taken from courses other than research, special problems or residence credit.

   B. The student must have a minimum GPA of 3.0 and write and defend a thesis.

   C. Application for degree must be made within 30 days after the beginning of the semester (15 days in the Summer Session) in which the degree is expected.

   D. A foreign language is not required for the degree.

3. Doctor of Philosophy

   A. No specific number of credit hours is required; but most programs contain 40-65 hours of regular courses, including those taken towards the master’s degree. Specific course requirements are set by each student’s Special Committee.

   B. A minimum of three academic years of residence is required. One year is normally credited for the master’s degree. A student must have two consecutive terms of full-time residence prior to the qualifying examination. The candidate must register for two semesters of residence credit (ASC 769) immediately following the qualifying examination.

   C. Students who have completed the residence requirement must continue to enroll in ASC 749 or ASC 769 (0 credit) until the dissertation is completed (no fees required).

   D. The student must have a minimum GPA of 3.0, pass an oral and written qualifying examination and write and defend a dissertation.

   E. Application for a degree must be made within 30 days of the beginning of the semester (15 days in the Summer Session) in which the degree is expected.

   F. A foreign language is not required for the degree.

4. Non-resident graduate assistants are eligible for out-of-state tuition scholarships. Non-resident graduate assistants with 12 or more credits and a GPS below 3.0 ARE NOT eligible for tuition scholarships.
Graduate Student Teaching. Although formal education courses are not required, acquisition of teaching expertise is considered an important part of graduate training. Each student is expected to obtain appropriate classroom experience. The mechanism for obtaining this experience is the mutual responsibility of the student and the major advisor.

Appointment of Graduate Assistants.

1. A graduate assistant shall maintain a satisfactory academic record and progress toward the degree.
   A. Minimum satisfactory academic progress is defined as not allowing the cumulative grade point average to fall below 3.0 for two consecutive semesters.
   B. Non-resident graduate assistants with 12 or more credits and a GPA below 3.0 ARE NOT eligible for tuition waivers.

2. The maximum time a student shall be allowed to retain an assistantship is as follows:
   A. Teaching or research assistants who are candidates for a master’s degree shall serve no more than two and one-half years without completion of their degree requirements.
   B. Students entering a doctoral program with a master’s degree shall serve no more than three and one-half years as teaching or research assistants.
   C. Students entering a doctoral program with a B.S. or completing both the master’s and doctoral programs in this department shall not serve as teaching or research assistants for more than five years.

3. Graduate assistants become eligible for increases from the M.S. stipend to the Ph.D. stipend on January 1, June 1, or September 1 following completion of requirements for the M.S. Assistants by-passing the M.S. become eligible for the Ph.D. stipend after 24 months of service.

4. Graduate assistants may retain departmental assistantships only 60 days after completing the thesis/dissertation defense.

5. Graduate assistants may appeal in writing to the Graduate Activities Committee for an extension of time to remain on a teaching or research assistantship or for other items relating to retaining an assistantship.

Committees

1. Members
   A. M.S. degree. The committee shall be comprised of a minimum of three members. Two members must be members of the graduate faculty and one must be a full member of the graduate faculty.
B. Ph.D. degree. The Advisory Committee shall be comprised of a minimum of five members, a majority of which must be full members and the remainder at least associate members of the graduate faculty. The committee shall include one member from outside the major.

2. Time of Appointments.

A. The M.S. committee is appointed in conjunction with the final examination recommendation (at least two weeks prior to the examination).

B. The advisory committee for the Ph.D. should be appointed during the first semester of residence.

Timing of Other Essential Activities

1. All Degrees

A. Application for degree must be submitted to the Graduate School within 30 days of the beginning of the semester in which the degree is to be awarded.

B. Final examinations may be taken only when regular classes are in session.

2. M.S. Degrees

A. A “Final Examination Recommendation” (time, place, committee members) must be filed no later than two weeks before the date of examination.

B. A “Thesis Approval Sheet” must either precede or accompany the “Final Examination Recommendation” if a thesis is required.

C. Two copies of the thesis are due in the Graduate School no later than 60 days after successful completion of final examination.

3. Ph.D. Degrees

A. A “Recommendation for Qualifying Examination” (time, place, committee members) must be filed no later than two weeks before the oral portion of the examination.

B. A “Notification of the Intent to Schedule a Final Examination (Doctoral)” must be filed no later than one month before the examination.

C. A “Request for Final Examination” (time, place, committee members) must be filed no later than two weeks before the examination.

D. A Dissertation Approval Sheet” must either precede or accompany the “Request for Final Examination”.

E. Two copies of the dissertation are due in the Graduate School no later than 60 days
after successful completion of the final examination.

Other

1. Non-thesis (Plan B) master’s degrees are awarded only in unusual cases and only with the approval of the Graduate Activities Committee. Graduate students receiving financial assistance are ineligible to participate in the Plan B master’s program.

2. All S and I grades except those for ASC 748, ASC 749, ASC 768, and ASC 769 must be changed prior to scheduling the final examination. Students are cautioned that these four courses are for RESIDENCE credit NOT RESEARCH, and enrollment can only be made after consultation with the Director of Graduate Studies.

3. Part-time students do not accrue vacation. Graduate students may be granted leave at the discretion of the major advisor.

4. Graduate students must formally enroll in graduate seminar at least one semester for each degree and they are expected to attend regularly each semester unless there is a conflicting class.

5. Graduate students are required to be involved in the research program of the major advisor and to participate in departmental functions as needed.

6. Graduate students are required to present a formal seminar on their thesis or dissertation to the Department.

7. Deviations from these guidelines must be consistent with rules of the Graduate School and be approved by the departmental Graduate Activities Committee.

GUIDELINES FOR MERIT EVALUATION OF FACULTY

Merit evaluations of faculty are carried out in accordance with the policies and procedures of the College of Agriculture and Governing University Regulations. Procedures for preparing curriculum vitae are those recommended by a College Performance Review Committee in 1997.

Departmental Procedures for Evaluating Faculty:

1. The Department Chair will appoint a minimum of three Merit Evaluation Committees in the areas of research, teaching, and extension. The Chair may form additional committees under this format to achieve discipline and academic balance. The committees will consist of tenured faculty with a minimum of three faculty members serving on each committee. Two tenured faculty members will be selected by the Chair to serve as cross-disciplinary evaluators and will serve on each evaluation committee to provide consistency in the evaluation process. The remaining positions on each committee will be filled by tenured faculty, selected by the Chair, and will serve on only one committee. No committee member will evaluate themselves. Committee members will serve a two-year term. Faculty members may not succeed themselves in the same capacity in consecutive terms (either as cross-disciplinary evaluators or individual committee members).
2. The Department Chair, along with members of the Merit Evaluation Committee(s), will individually review all merit evaluation forms.

3. Each evaluator is charged with reviewing that portion of each faculty member’s curriculum vitae pertaining to that committee’s area of evaluation. Evaluators will prepare a list of strengths and opportunities for improvement for each faculty member. The committees meet to discuss individual ratings and provide the Chair with a report containing each committee member’s individual rating along with a consensus of comments on strengths and areas for improvement. A non-consensus minority opinion may be included and should be identified as such. These comments and ratings are advisory to the Chair and are not identified with the individual providing the comments and/or ratings.

4. Merit Evaluation Committee meetings will abide by the University’s policy regarding the Open Meeting Law pursuant to KRS 61.805(2)(g).

5. After receiving input from the committees and reviewing merit forms, the Chair assigns a recommended rating which is forwarded to the college administration.

6. After completion of the merit evaluation process at the college level, the Chair shall discuss merit evaluations with each faculty member and provide a written summary of the committee’s comments.

INSTRUCTIONS FOR CURRICULUM VITAE
(As recommended by College of Agriculture)

NAME

Current Title/Rank, date appointed or promoted to this rank.
List your DOE, if you are not certain, obtain this from the department office.

RESEARCH

Projects: (List projects active during review period, or if written notification of approval received during review period.)

Extramural: List investigators, title and sponsor, include years and amounts of funding, indicate whether you are PI, co-PI, or collaborator. Indicate if nationally or regionally competitive and, if you wish, % of submissions funded in the program.

Other: Include Hatch, Regional, important unfunded research efforts. Include only a descriptive title.

Proposals submitted:

Graduate student advising: (Only those enrolled during evaluation period.) Names, degree, year completed or in progress, whether you served as advisor or co-advisor. Give only numbers for committee service.
Post-doctoral scholars, visiting scientists advised:

**TEACHING and ADVISING**

For the period under review, please provide:

A list of courses taught by year and semester, number of students enrolled in each class, and student evaluations for each course. If team taught, the percent of the course for which you were responsible.

Number of undergraduate advisees each semester during the evaluation period. Account for mentoring undergraduate students on research projects, special projects, and other types of individualized activities.

Activities with students outside the classroom including clubs, organizations, and student recruitment.

List of activities to improve teaching and learning. Include workshops attended, professional meetings, symposiums, and any innovative teaching/learning pedagogy implemented.

**EXTENSION**

List significant programs, activities, or projects initiated or active during review period. For extension faculty this should provide an overall summary of the nature and direction of your extension program, so do not limit to formal, funded projects. List and briefly describe your most significant training programs, or demonstration projects, commodity service/development activities, for example. Include applied research areas if not described above. Provide descriptive title, note if extramurally funded, note if there are significant collaborators, including involvement with other professionals in programming at the county, multi-county, state, regional or national levels. Elaborate on programming and objectives in narrative. Activities which are primarily service to the university or professional societies, or outreach by research/teaching faculty should be listed under “SERVICE”.

**PUBLICATIONS**

For non-refereed publications and where space becomes limiting, indicate the number of items published and provide representative title if space allows.

**Refereed journal articles:** Earliest to most recent. Give a complete citation. Include only those formally accepted for publication.

**Extension publications:** List numbered series publications, departmental publications, etc. Indicate those which are peer-reviewed.

**Books and peer-reviewed book chapters:**

**Experiment Station bulletins, progress reports:**
Other publications: This might include: reports, non-reviewed publications of symposia or proceedings, unnumbered newsletters, electronic formats, etc.

Abstracts: Do not duplicate material in “Meetings...”.

Publications under review: List only if submitted for internal or external review. Do not list manuscripts in preparation. Include all publication types here. Indicate journal or extension outlet, and in parentheses, date submitted.

OTHER DOCUMENTED ACCOMPLISHMENTS AND CONTRIBUTIONS

Varieties and germplasm released:

Patents:

Computer programs:

Videos, Slide Sets:

Satellite Programs, Internet Resources:

Add other headings as appropriate.

MEETINGS, PRESENTATIONS, CONSULTATION, ETC.

Use for extension or research presentations/meetings not documented elsewhere, for example:

Scientific talks not abstracted, workshops or consulting. You should include the number of county meetings, field days, radio/TV/popular press interviews, client visits, tours, etc., but do not list each individually, unless of special significance. International travel not listed elsewhere may be included here.

SERVICE AND RECOGNITION

Outreach: Public service as a professional, which is not covered under “Extension”.

Administrative assignments: For example, Director of Graduate Studies, Extension or Undergraduate Coordinator, Director of an undergraduate major, etc.

Awards and honors: List with year received, separate line for each. (For this category only, you may list significant career-scale items before review period, e.g., Fellow of a Society; these should be very few.

Editorships, review panels, reviewer service:

Invited lectures, speeches: Out of state or highly significant in state may be listed here. But field day talks, for example, should be under “Meetings, ...”.

Committees, elected positions, office held: Include department, university, national level, commodity groups, state-wide and multi-institutional committees.

PROFESSIONAL DEVELOPMENT

Professional Meetings Attended:
In-service Training:

NARRATIVE STATEMENTS

Use 1 inch margins all around, 12 point font or larger. Permitted up to two pages maximum to cover all mission areas (research, teaching and extension). The narrative should be used to put activities into context. The narrative should include objectives or directions of the program, accomplishments should be highlighted, realized impact or projected impact for the benefit of the public should be delineated, and future plans should be touched upon.

TEACHING PORTFOLIO

Use 1 inch margins all around, 12 point font or larger. Headings and subheadings are suggestions. Omit headings for which you have no entries. Most portfolios are five to ten pages in length (excluding appendices). Portfolios are to be selective; they are not intended as a total compilation of documents and materials supporting teaching performance. In particular, faculty are to be selective with respect to the attachment of course syllabi and other materials.

I. A reflective statement about your teaching efforts and philosophy; in narrative form, double-spaced. Faculty may choose to have subheadings for “Resident Instruction,” “Academic Advising,” and “Student-Related Activities”. This section should describe what you teach, how you teach, and why these methods are used.

II. Resident Instruction (Include the following for each course taught):
   A. Course description
   B. Semester taught, enrollment
   C. Course evaluation with norms (in tabular form)
      (Give fraction of lectures by you if course is team-taught. You may attach student evaluation comments in the portfolio material. You must include all comments for the course or no comments.)
   D. A selective sample of course materials may be included as an appendix.

III. Course Syllabi (Include as an appendix.)

Faculty are to include copies of course syllabi and the information about the course that is distributed during the first class meeting.

IV. Documentation of Teaching-Related Activity
   A. Itemized list (brief description) of new and innovative teaching methods, courses developed, significant changes in course design, etc.
   B. Participation in peer review or other teaching improvement programs.

V. Evidence of Recognition and Peer Regard
   A. Teaching Awards and Honors
   B. Teaching-Related Publications
   C. Other Teaching Related Activities - This may include coordinating or instructional administrative activities, membership on department, college, and
(or) university committees (curriculum development, scholarship, etc.), student recruitment efforts, advising of undergraduate clubs and organizations, etc.

D. Teaching Activities with Professional Societies

VI. Undergraduate Advising

A. Number of Advisees by Class (senior, junior, sophomore, first-year)
B. Other Activities Related to Advising

VII. Graduate Program Participation

GUIDELINES FOR SEARCH AND APPOINTMENT OF NEW FACULTY

1. When a vacancy occurs, the Chair of the Department will notify the faculty of this vacancy and shall meet with faculty members representing the appropriate commodity and discipline to evaluate the responsibilities of this position relative to short- and long-term goals of the Department. The Chair of the Department and faculty shall reach a consensus, either through a specific motion or by a general sense of the meeting following discussion, the subfields or combinations thereof in which recruitment shall be pursued. When a faculty meeting is not feasible, the faculty will have a period of seven working days to submit their opinion in the format of a mail ballot.

2. The Department Chair shall transmit the results of the faculty meeting (or ballot results) to the Dean and faculty members and seek permission to fill the vacancy.

3. The Department Chair appoints a search and screening committee, identifies a chairman of this committee, and reports to the faculty the individuals comprising this committee. The Department Chairman acts as an ex-officio member of this committee (Governing Regulations VII A.6). The committee follows procedures of faculty recruitment currently adopted by the College and University. The search and screening committee may elect to develop and seek advice from an industry advisory group.

4. The search committee develops a position announcement and circulates a draft to the faculty. The faculty will have seven working days in which to make suggestions regarding the nature of the announcement. The draft is then submitted to the Chair and Dean for approval.

5. The search committee solicits applications, reports to the faculty the list of applicants, screens applicants and makes a recommendation to the Chair to interview one or more candidates. The Department Chair transmits the recommendation to interview the candidates to the Dean and informs the faculty of this recommendation. The dossiers of all applicants are made available by the chair of the search committee throughout the search and screening process.

6. The candidates are invited to interview and the dates of these interviews are announced to the faculty. The dossiers of candidates to be interviewed are circulated on each floor for review by the faculty immediately after interview dates have been established.
7. During the interviews the search committee, industry advisory group (if formed) and faculty interact with candidates and attend their seminars.

8. At the completion of the interview process, the search committee seeks input from faculty and makes a recommendation regarding the hiring of a candidate. This recommendation shall be voted upon by the faculty either at a meeting or by mail ballot. Results of the vote are recorded, announced to the faculty and transmitted to the Chair of the Department. In the case of a mail ballot, faculty members will have a 48-hour period in which to submit their vote.

9. A letter of recommendation to hire the faculty-approved candidate is forwarded by the Department Chair to the Dean. If the Chairman disagrees with the faculty vote concerning appointment, this difference must be recorded in writing with adequate documentation to the Dean and the faculty (Governing Regulations VII B.5).

10. The Department Chair and search committee chair confer to discuss start-up package, individual requests, beginning date of employment, etc. The Chair of the Department and Dean negotiate with the selected candidate to determine salary, starting date, etc.

**GUIDELINES FOR PROMOTION AND TENURE PROCEDURES**

1. Faculty members desiring to be considered for promotion and/or tenure on July 1 of the following year may initiate the evaluation process by submitting a resume and program description to the committee on promotion and tenure on or before September 1. Comparable alternative dates may apply to faculty with appointment dates or dates of rank other than July 1.

2. During September, the promotion and tenure committee will evaluate submitted credentials. It will also screen all other faculty below the rank of full professor and may, at its discretion, invite others to submit credentials. On or before October 1, the committee will inform the Chair of its recommendations on each case where consideration for promotion is not automatic.

3. Recommendations of the promotion and tenure committee shall be advisory only. The Chair will inform the faculty member of the recommendation of the promotion and tenure committee and of the Chair’s decision. After consultation with the Chair, the individual faculty member will determine whether his/her dossier will go forward for evaluation. Such evaluations shall be conducted in accordance with procedures and policies of the College of Agriculture and with provisions of the Governing Regulations of the University.

**FACULTY MEETINGS**

Faculty meetings will be held monthly and will be scheduled at the beginning of each semester. Additional meetings will be scheduled any time deemed appropriate. All faculty are expected to attend as well as representatives of the graduate students, and staff. Representatives will be selected by their peer groups; however, any member of those groups can attend. An agenda will be circulated one week before each faculty meeting and any votes to be taken will be noted. A
quorum requires votes from at least 50 percent of the eligible faculty.

Absentee voting will be allowed on agenda items provided the vote is submitted before the meeting in writing to the Chair. Minutes of the meeting will be recorded by the administrative assistant to the Chair or by a person appointed by the Chair. Minutes will be distributed to all faculty and corrections or additions to the minutes can be submitted to the Chair for approval at the next meeting.

_____________________________  ________________________  
Chair                          Date

_____________________________  ________________________  
Dean                           Date

_____________________________  ________________________  
Chancellor                    Date