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

1. The faculty of the Gatton College of Business and Economics shall consist of its dean, assistant, and/or associate deans and full-time personnel having the rank of assistant professor, associate professor or professor in the regular, special title, or extension series, and lecturers. Membership, with or without voting privileges, also may be extended by College faculty to any other person assigned to it for administrative work, teaching or research. An individual may be assigned to more than one faculty; in this instance, one assignment shall be designated by the appropriate chancellor(s) or dean as the primary one.

2. The Dean may call a meeting of the College faculty whenever it seems advisable, and shall do so whenever requested by at least one-fourth of the faculty, and must call at least two meetings during each academic year. In addition to the faculty of the College, students who have been elected to the University Senate from the Gatton College of Business and Economics are invited to attend as visitors and may request the privilege of the floor. A majority of the College faculty shall constitute a quorum for the transaction of business. The dean shall be responsible for the preparation and distribution of the minutes of all faculty meetings.

3. The College consists of three academic units: School of Accountancy, Department of Economics, and the School of Management.

4. The standing committees of the College shall include the following:

a. **Operating Committee.** This committee consists of the Dean, Associate and Assistant Dean(s), the Directors and Chair of the three academic units, and the College Administrative Staff Officer. Its functions include the dissemination of operating information to faculty and staff, discussion of problems common to the units, the nomination for membership on College committees, and such other functions as are considered appropriate.

b. **Undergraduate Studies Committee.** This committee has the primary responsibility for continuous surveillance of the undergraduate degree programs of the College. In addition, it must review and approve all course and program changes and the new course applications dealing with courses numbered 599 and below and new undergraduate
programs, and report its actions thereon to the Dean. The Assistant Dean for Undergraduate Studies, the Director of Undergraduate Studies in each academic unit, four at large members (two from the School of Management and one each from the School of Accountancy and Department of Economics) and a student representative shall constitute the membership of this committee.

c. **Graduate Studies Committee.** The responsibility for continuous surveillance and improvement of all graduate programs offered by the College rests with the Graduate Studies Committee. This committee must review and approve all course and program changes and new course applications dealing with courses numbered 400G and 500 and above and new graduate programs, following the procedures outlined in (7) below. The Associate Dean of Administration and Academic Affairs, the Director of the MBA Program, the DGS’s for each functional area (including accounting and economics), and a graduate student representative shall constitute the membership of this committee.

d. **Gatton College Ambassadors.** This body shall consist of selected undergraduate students in the Gatton College of Business and Economics. From time to time, the Dean’s Office may desire to consult with the ambassadors, or with individual members thereof, on such matters as recommendations for promotion and tenure of faculty, courses or course changes and programs or program changes. Further, upon request of the ambassadors, the Dean and/or Associate Deans will be available for discussion of issues as may be raised by the ambassadors.

e. **Faculty Advisory Committee on Promotion and Tenure.** The six members of this committee will consist of a minimum of two tenured faculty members (appointed by the Dean) from each of the three academic units. The Dean may seek consultation and advice from this committee, as he/she deems appropriate, on matters dealing with faculty appointment, termination, promotion and tenure.

f. **Library Committee.** The function of this committee is to represent the College in all matters related to the library. The committee’s responsibilities include the evaluation of pertinent holdings, recommendations on new holdings and the providing of guidelines in relation to the accessibility of certain materials. The committee shall be appointed by the Dean and shall consist of at least one member from each of the academic units.

g. **Merit Review Appeals Committee.** This committee consists of elected tenured faculty members, one each from each of the academic units. Each unit will hold its own election to determine its representative. The committee will review all appeals from faculty concerning merit ratings and report its recommendations and/or findings to the Dean, the faculty member involved and the appropriate chairperson.

5. The standing committees of each academic unit shall include an Undergraduate Studies Committee and a Graduate Studies Committee (or masters and doctors policy committees) with the size and term determined by each administrative unit head. Each of the committees will have the same responsibilities at the department level as their counterparts at the College level.
6. Changes in the undergraduate degree program of an academic unit are to be made as follows:

   a. Faculty member submits proposal to the chairperson of the unit Undergraduate Studies Committee. The unit Undergraduate Studies Committee then presents the proposal to the academic unit faculty for approval.

   b. The academic unit head forwards approved proposal to Associate Dean of Administration and Academic Affairs who forwards proposal to the College Undergraduate Studies Committee.

   c. College Undergraduate Studies Committee forwards approved proposal to the Dean.

   d. Dean either calls a faculty meeting to consider the proposal or circulates proposal to faculty for approval or disapproval. A faculty meeting must be called if disapproved by five or more faculty members.

   e. Dean forwards approved proposal to the faculty of the University and appropriate University Councils and Committees.

7. Changes in graduate degree programs are to be made as follows:

   a. Faculty member submits proposal to the academic unit’s Graduate Studies Committee (or masters or doctors policy committee). The academic unit’s Graduate Studies Committee presents proposal to the academic unit faculty for approval.

   b. The academic unit head forwards approved proposals to the Associate Dean of Administration and Academic Affairs who forwards proposal to the College Graduate Studies Committee.

   c. College Graduate Studies Committee forwards approved proposal to the Dean.

   d. Dean either calls a faculty meeting to consider the proposal or circulates proposal to faculty for approval or disapproval. A faculty meeting must be called if disapproved by five or more faculty members.

   e. Dean forwards approved proposal to the faculty of the University and appropriate University Councils and Committees.

8. The Undergraduate Advising Center provides advisors for all lower division students; academic unit faculty members serve as advisors for all upper division and graduate students pursuing degrees or programs in their respective departments.

9. The courses taught by the College are to be staffed according to the following priorities:

   Graduate courses (numbered 500 and above)
a. by full-time faculty who are full or associate members of the Graduate Faculty; then
b. by full-time faculty with terminal degree; then
c. by part-time personnel with terminal degree; then
d. emergency.

Undergraduate courses (numbered 400-499)
a. by full-time faculty with terminal degree; then
b. by full-time personnel who are currently ABD; then
c. by full-time personnel; then
d. by part-time personnel with terminal degree; then
e. emergency.

Undergraduate courses (numbered 300-399)
a. by full-time faculty with terminal degree; then
b. by full-time personnel who are currently ABD; then
c. by full-time personnel; then
d. by qualified doctoral students; then
e. by part-time personnel; with terminal degrees, or are ABD, or have relevant professional academic qualifications; then
f. emergency.

Undergraduate courses (numbered 0-299)
a. by full-time faculty with terminal degree; then
b. by full-time personnel who are currently ABD’s; then
c. by full-time personnel; then
d. by qualified doctoral students; then
e. by part-time personnel; with terminal degrees, or are ABD, or have relevant professional academic qualifications; then
f. by part-time personnel with master’s degree; then
g. emergency.

10. Recruitment of faculty personnel shall be consistent with the teaching priorities listed above.

11. The scholastic standards applicable to students in the Gatton College of Business and Economics are determined by the faculty and are stated in the UK Bulletin.

12. All non-tenured faculty are reviewed each year while tenured faculty are reviewed every other year consistent with University review procedures. The faculty review process is administered by the Dean and follows the guidelines set forth in AR II – 1.0-5 (date effective 10/8/99). The calendar and specific instructions for each annual review are distributed to all faculty in the fall of each year. Any substantial changes in the review process must be approved by the faculty.