RULES OF THE FACULTY
OF THE
COLLEGE OF MEDICINE

PREAMBLE

The College of Medicine is an academic unit of the University. It is constituted by faculty, students and administrative officers with a common interest – to carry out a three-fold mission:

1) To provide instruction for:
   a) predoctoral and postdoctoral students of medicine and the medical sciences;
   b) students of the health professions and other University students whose curricula include courses taught by College of Medicine faculty.

2) To carry out research programs in the medical and biological sciences and engage in other creative activities in health related areas.

3) To provide for the clinical care of patients and furnish the service central to the role of the physician – the prevention, diagnosis and treatment of disease.

In order to accomplish these goals, the College of Medicine recognizes its responsibility to establish its own rules and Council/Committee structure that are necessary for the performance of its mission. The following operational guidelines reflect the College’s effort to establish policies, which provide flexibility within the framework of the Governing Regulations, the Administrative Regulations, and the Rules of the Senate, and which are still compatible with the unique functions and operations of the College of Medicine.

REVISED: May 1, 2002
ARTICLE I

THE COLLEGE OF MEDICINE

1.0 The organizational bodies of the College are the faculty, the Departments, the Faculty Council, the Committees of the Faculty, the Dean and his/her Office, the Council of Chairs, the Committees of the Dean and the Student Advisory Council. The interaction scheme is shown below:
ARTICLE II
THE COLLEGE FACULTY

1.0 Purpose

1.1 The aims and objectives of the Faculty shall be to achieve and maintain excellence in all aspects of medical education, research and delivery of health care.

2.0 Functions

The Faculty:

2.1 shall assemble at regularly scheduled times to be informed, to discuss and to take action upon matters of concern to faculty members;

2.2 shall make recommendations to the University Senate on such matters as require the final approval of that body;

2.3 shall determine, within the limits established by the Governing Regulations and Rules of the University Senate, the educational policies and standards for degrees of the College of Medicine and shall make recommendations on the academic priorities of the College. The informed Faculty will vote on those issues identified by the Faculty Council (see ARTICLE II 3.23 and 3.24).

3.0 Composition, Organizational Structure and Assembly

3.1 Membership:

The Faculty of the College of Medicine shall consist of the Dean, all Assistant and Associate Deans and all personnel having the rank of Instructor, Assistant Professor, Associate Professor, or Professor. The Faculty shall be composed of a voting Faculty and a non-voting Faculty.

3.11 The voting Faculty shall consist of the following: the Dean, Associate and Assistant Deans, full-time Professors, Associate and Assistant Professors and Instructors who are not enrolled as students in the Medical or Graduate School.

3.12 Faculty listed in ARTICLE II 3.11, who hold joint appointments where one of the departments is outside the College of Medicine, must have their primary appointment in the College of Medicine in order to have voting privileges.
3.13 The non-voting Faculty shall consist of members of the Dean’s Office other than those listed in ARTICLE II 3.11, joint appointment members excluded by the limitation of ARTICLE II 3.12, less-than-half-time appointees, voluntary faculty, research fellows and visiting professors. These persons are encouraged to attend Faculty meetings where they shall have the right of the floor but shall not have voting privileges.

3.2 Meetings:

3.21 Regular Meetings:

The Faculty shall meet at least three times each year. These and special meetings generally shall be open to students and visitors. The Faculty, however, may vote itself into executive session.

a. The meeting shall be conducted by the Dean or his/her designate. Traditionally, the Chair of the Faculty Council serves in this role.

b. In order to promote free and open expression of views and new business, no formal motions or amendments will be recognized until after matters under consideration have been fully discussed. An orderly discussion of the issues will be insured by having reasonable time allocation for each agenda item rather than by the constriction of formal parliamentary procedures.

3.22 Special Meetings:

a. The Faculty may be called into special session by the Faculty Council, the Dean, the Chancellor for the Medical Center or the President of the University.

b. Special meetings may also be called at the request of ten percent of the voting Faculty. These requests shall be submitted in writing to the Faculty Council.

3.23 Minutes of each Faculty meeting shall be made available to the faculty in either written and/or electronic form. A file will be maintained by the Faculty Council.

3.24 Agenda:

a. The Faculty Council shall develop the items of the agenda. If in the judgment of the Faculty Council, the establishment of a new academic policy or a policy change is of such consequence that the appraisal by the entire faculty is required, the issue shall be presented in the Form of an agenda item to the assembled members.
b. The Chair of the Faculty Council, in consultation with the Dean, will formalize the agenda for the Faculty meetings. One week prior to a regular meeting, the agenda and written descriptions of agenda items requiring faculty vote shall be distributed to all members of the Faculty in either written and/or electronic form.

3.25 Quorum:

A simple majority of the voting Faculty shall constitute a quorum for voting purposes. Approval of policy matters will require two-thirds vote of the voting faculty present at the meeting. If the faculty fails to produce a quorum at the time of the meeting, the policy matter will be decided by the Faculty Council who will assume the Faculty’s responsibility.

At the discretion of the Faculty Council, issues considered to require broader participation than that typically obtained at a College-wide faculty meeting may be brought to a vote through balloting by mail. The Council will ensure that balloting by mail will be conducted so as to assure wide distribution of ballots to eligible faculty and to assure confidentiality.

3.3 The Faculty Council:

3.31 Function:

a. The Faculty Council shall be a body of elected delegates that will provide the means by which the Faculty can expeditiously discharge its responsibility to deal with and initiate educational and academic policy matters which transcend departmental responsibilities. Councilors will be the Faculty’s voice and liaison with the Dean’s Office and the Chair’s Council.

b. The Faculty Council will serve as an avenue by which faculty members can register opinions, views and problems and will provide a channel of communication to the Dean and Chair’s Council.

c. The involvement of the Faculty Council members shall be recognized by the Faculty and Administration as an important, time-consuming activity and, therefore, during their term of office they would be appointed to Dean’s Committees or other University committees only under special circumstances.

3.32 Membership:

a. The Faculty Council shall consist of twelve elected members: seven from the Clinical Departments and five from the Basic Science Departments.
For election purposes, the fifteen departments identified as Clinical are: Anesthesiology, Diagnostic Radiology, Emergency Medicine, Family Practice, Internal Medicine, Neurology, Obstetrics and Gynecology, Ophthalmology, Pathology and Laboratory Medicine, Pediatrics, Preventive Medicine and Environmental Health, Psychiatry, Radiation Medicine, Physical Medicine and Rehabilitation, and Surgery. The six departments identified as Basic Science are: Anatomy and Neurobiology, Behavioral Science, Molecular and Cellular Biochemistry, Microbiology, Immunology and Molecular Genetics, Molecular and Biomedical Pharmacology, and Physiology.

b. No two members shall be from the same Department.

c. Members of the Dean’s Office and the Chair’s Council are not eligible for membership in the Faculty Council.

d. The term of office shall be three years, and no one may serve consecutive terms.

e. Every effort shall be made to stagger the term of office for each representative such that no more than 2 clinical department representatives and 1 basic science department representative are elected annually.

f. The outgoing Chair will remain a member of the Council in an ex-officio, non-voting capacity to serve as counsel.

3.33 Election:

a. Elections will be held annually and at a time such that new members are identified by May 1. Newly elected members will assume office on September 1; this will assure continuity throughout the summer months and would provide the opportunity for newly elected members to participate as ex-officio, non-voting, members throughout the summer.

b. Elections will be conducted in a manner to maintain the representation between Basic Science and Clinical members designated in Section 3.32 a.

c. Balloting: A list of eligible candidates for the Faculty Council from departments not otherwise represented will be presented to the faculty in April of each year. The names of seven members of the clinical faculty and four members of the basic science faculty, who receive the largest number of votes on the first ballot and who indicate their willingness to serve if elected, will be submitted to the faculty on a second ballot. Vacancies in the basic science and clinical divisions will be filled by those individuals receiving the largest number of votes on the second ballot.
d. In the event that a vacancy (longer than 3 months) occurs on the Faculty Council, it will be filled by the faculty member who received the second largest number of votes in the previous election. The vacancy will be filled such that the ratio of Clinical to Basic Science representation remains constant.

3.34 Officers:

a. The Faculty Council will select a Chair-Elect by a secret ballot at a meeting in early April who will succeed the Chair on September 1.

b. When the Chair is a member of a Clinical Department, the Chair-Elect shall be from a Basic Science Department and vice versa.

c. The Faculty Council will select a Secretary-Elect by a secret ballot at a meeting in early April who will succeed the Secretary on September 1.

3.35 Responsibilities of the Faculty Council:

a. Develop and recommend policy affecting the teaching, research/creative productivity, and service responsibilities of the Faculty. Any changes or new policy approved by the Council which is judged by the Faculty Council to require approval of the Faculty shall be included on the agenda of the next scheduled regular Faculty meeting. Academic policy matters which, in the opinion of the Faculty Council, do not require Faculty approval shall be recommended directly to the Dean.

b. Study, and when necessary, recommend changes in current practices to the Faculty on all issues dealing with educational and other academic matters, including but not limited to:

1. the curriculum and educational policies;

2. student admissions criteria and procedures;

3. size of study body;

4. procedures for evaluation and academic promotion of students;

5. standards and criteria required for purposes of awarding the M.D. degree;

6. the quality of the educational programs;

When recommendations about these issues have been submitted to the Faculty Council by Committees of the Faculty, the Council will study
these recommendations and assess their strengths and weaknesses. If the Council approves the recommendation as submitted, the Council will notify the Dean and request that changes be implemented. When a recommendation is not approved, the Council will notify the Committee and provide an explanation for its action. This notification may include suggestions for strengthening the Committee recommendations.

c. To review and advise the Dean about policies on Faculty appointments, termination of appointments, promotion, tenure and merit evaluations in conformance with University regulations and individual Departmental policies and regulations (not to involve specific cases).

d. Serve in a consultative capacity to the Dean.

e. Serve as a Committee on Rules of the College of Medicine:

1. Recommend changes in the Rules of the Faculty according to the procedure described in ARTICLE V 2.0.

2. Make editorial changes in the Rules when necessary for clarification.

3. Modify Rule changes that are approved by the Faculty.

f. Function as a Committee on Committees:

1. Advise the Dean about the Committee structure of the College.

2. Review the charges and operations of standing Committees of the Faculty (see ARTICLE II 3.4).

3. In order to facilitate information exchange and to help the Faculty Council remain abreast of current faculty activities and attitudes, the membership of each Committee of the Faculty shall include one Faculty Council member who will be ex-officio, and without vote.

4. Receive the written and/or electronic minutes of the Committees of the Faculty and reports of committee activities through the Faculty Council representative to these committees. All committee reports and minutes shall be available to any faculty member who wishes to examine them. In his/her responsibility to construct the agenda for the Faculty meetings, the Council Chair may arrange for the Chair of each standing committee of the Faculty to present a brief oral report directly to the Faculty.

5. Nominate the membership of Committees of the Faculty. These membership recommendations shall be made in consultation with the
Dean and the Departmental Chair, and after having determined the faculty member’s willingness to serve on the committees.

3.36 Meetings:

a. The Faculty Council determines how frequently to assemble, but in order to discharge its responsibility it will meet at least monthly on the call of the Chair or upon request of a majority of the members of the Council.

1. At these sessions the members will share information, clarify data collected from faculty, students, the administration, and the respective committees of which they are members. They will consider the position the Council wishes to take as a group.

2. Five of the voting members of the Council will constitute a quorum. A member of the Council shall not send a substitute to the meeting.

3. Minutes of each meeting shall be recorded and distributed to the Faculty Council membership. Copies of approved minutes shall be filed for future reference and may be examined by any member of the Faculty.

4. The Chair, or a majority of the members of the Council, shall have the authority to invite any individual to a meeting.

b. The Faculty Council shall also meet separately with the Dean.

c. The Faculty Council shall meet with the Student Advisory Council at the request of either the Dean, Faculty Council or the Student Advisory Council.

d. It is incumbent on the Faculty Council to keep the faculty fully informed of their deliberations and activities.

1. The Chair of the Faculty Council shall periodically prepare a summary of the activity and deliberations of the Council for communication with the General Faculty.

3.4 Committees of the Faculty:

The College will be served by committees which are established to expedite the work of the faculty. Each year the Faculty Council will nominate, and the Dean will appoint, committee members representing the clinical faculty, the basic science faculty and the medical student body. Each committee will also include one of the Faculty Council members who will serve in an ex-officio, non-voting capacity and be the liaison
between the standing committees and the Faculty Council as the integrating body. In this spirit, each Committee is encouraged to exchange ideas with the Faculty Council as the issues dealing with their respective charges are being considered.

The Standing Committees of the Faculty are: the Curriculum Committee and the Student Progress and Promotions Committee.

3.41 The Curriculum Committee:

a. **Charge:** The Committee will serve as an advisory body to the Faculty Council and:

1. review and evaluate the global objectives of all medical educational programs of the College;

2. determine whether educational goals of the College are being met and recommend means by which deficiencies should be corrected;

3. recommend changes in schedules and content of the curriculum, recommend incorporation of innovative teaching methods and improve either the vertical or horizontal coordination of the curriculum;

4. review proposals for changes in content, emphasis and approximate time allotment for each course offered. To facilitate this activity, each Department Chair, in consultation with their Course Directors shall submit an annual written report to the Curriculum Committee in which the content and time allotment for each of the department’s courses are reviewed and in which changes are proposed. Based upon a review of the collective reports, the Committee will recommend curriculum changes to the Faculty Council who will study the recommendation and assess its strengths and weaknesses. If the Council approves the recommendation as submitted, the Council will notify the Dean and request that the curriculum changes be implemented. The Faculty Council’s ex-officio representative to the Curriculum Committee has the discretion to approve on behalf of the Faculty Council course changes or submission he/she deems to be minor changes. The ex-officio member should refer major changes to the entire Faculty Council for discussion and approval. Routine matters related to course administration will be coordinated by the Office of Academic Affairs by interaction with appropriate Course Directors. When a recommendation is not approved, the Council will notify the Curriculum Committee of the basis for the decision and may make suggestions for strengthening the Curriculum Committee’s recommendation.

5. examine the teaching methods and student learning environment and
determine whether they are appropriate to meet the educational goals of the College;

6. consider whether resources to achieve the educational mission and objectives of the College are adequate and make recommendations for corrective measures;

7. as needed, recommend changes in the criteria to be used for student admissions.

b. Membership:

The Curriculum Committee shall be composed of three basic science faculty, four clinical science faculty, the senior O.S.R. representative, the Associate Dean for Academic Affairs, and the Assistant Dean for Curriculum (as an ex officio member). The Chair will be the Associate Dean for Academic Affairs.

1. Faculty members will be recommended by the Faculty Council and appointed by the Dean after consultation with the appropriate Departmental Chair and Associate Deans.

2. Faculty members will be identified on the basis of their broad, educational perspective and their ability to view the curriculum as an integrated program. Terms of office shall be three years and in order to insure a continuum of activity and ideas, the membership terms will be staggered.

3. The student member is selected by his/her class. The junior O.S.R. representative shall serve as an alternate to the senior student member.

4. Standing subcommittees shall consist of the course directors of the various courses of the curriculum. The subcommittees shall be organized as deemed most appropriate and shall report to the Curriculum Committee and advise it.
3.42 The Student Progress and Promotions Committee:

This Committee will have a dual role, being advisory to the Faculty Council as well as the Dean according to the charges identified in 3.42, A and B. The Committee shall meet approximately ten times during the academic year at appropriate times to review, evaluate and recommend action regarding the academic performance of the students. In order to expedite their activities, the Chair may organize subcommittees to meet separately for the purpose of evaluating student progress in the respective year.

A. Charge: Two roles of the Committee are identified:

1. Advisory to the Faculty Council:
   a. The Committee should periodically evaluate and recommend changes in the official College of Medicine criteria, policies and procedures utilized in the evaluation of student academic performance and promotion.
   b. Report the action taken as a result of their deliberations using current College of Medicine promotions criteria.
   c. Identify any general reasons for students’ failure to accomplish curriculum goals.
   d. Based upon their experience in evaluating the students’ ability to meet academic requirements, the Committee may make recommendations concerning any changes in student admissions criteria.

2. Advisory to the Dean:
   a. Based upon official educational policies and criteria described in the College of Medicine catalog, the Committee shall identify those students having deficiencies and/or minimal passing performances as well as those students who have demonstrated outstanding academic achievements.
   b. Recommend remedies for those students found to be academically deficient and attempt to identify reasons for the individual student’s failure to accomplish the curriculum goals.
   c. Recommend on each student’s eligibility for promotion, graduation and/or leave of absence.
   d. Evaluate any moral or ethical matters concerning any particular
student based upon findings by the Dean or information submitted by faculty. The Committee will obtain all information to determine whether the student’s character, mental or physical fitness, personality traits or behavioral characteristics cast doubt upon his/her potential as a physician and recommend to the Dean, appropriate actions to be taken including dismissal of the student from the College of Medicine if the findings warrant this decision.

B. Membership:

Members of the Committee shall be nominated by the Faculty Council and appointed by the Dean after consultation with the appropriate Departmental Chair.

1. The Committee shall be composed of nine faculty, four from the preclinical and five from the clinical faculty regardless of departmental considerations. In general, faculty members of the Committee should be tenured, although there may be exceptions. The Assistant Dean of Student Affairs and a member of the Faculty Council shall be ex-officio members, without vote.

2. Term of office shall be four years and membership should be staggered so that two new appointments will be made annually.

3. The Chair of the Committee shall be appointed by the Dean after consultation with the Faculty Council and may be reappointed annually.
ARTICLE III
THE COUNCIL OF CHAIRS

1.0 Purpose

The Council of Chairs is advisory to the Dean and is charged with recommending and reviewing administrative policies and programs.

2.0 Responsibilities

Specific responsibilities are as follows:

2.1 Consider and make recommendations to the Dean on matters such as:

2.11 the obligations, privileges and status of the faculty;

2.12 the budget planning, i.e., on the acquisition, allocation and management of resources and physical facilities of the College;

2.13 student disciplinary problems as may be referred by the Dean;

2.14 the initiation of new departments and/or centers and their relationship to existing departments and programs;

2.15 policies on departmental review (not to involve specific departmental reviews);

2.16 the relationships of the College of Medicine with other Colleges in the Medical Center, with other units of the University and with agencies, citizen’s groups or individuals;

2.17 all other matters, not specifically in the province of the Faculty Council or the Faculty that relate to the educational, patient care and scholarly activities, as well as the research and administration, of the faculty and the College. These recommendations should be made known to the Faculty Council for their consideration and discussion;

2.18 the College of Medicine administrative committee structure, organization and function;

2.19 implementation of the academic standards and criteria for admission, promotion, probation or dismissal of students.

2.2 Advise the Dean about the Faculty Council’s recommendations.
2.3 Recommend potential agenda items for Faculty meetings to the Faculty Council.

3.0 Meetings

3.1 The Council of Chairs shall meet regularly, generally monthly and at other times on the call of the Dean or his/her designated representative, or upon request of a majority of the members of the Council.

3.2 A notice of the meeting and its agenda and related material shall be distributed to the members reasonably in advance of the meeting.

3.3 The Dean or his designated representative will preside.

3.4 The Dean, or a majority of the members of the Council, shall have the authority to invite any individual to the meeting, such as the Hospital Administrator or a University Senate Council member.

3.5 The resume of the discussion pertinent to agenda items will be circulated to all members of the Faculty by the Dean.

4.0 Membership

4.1 The Council of Chairs will consist of all regular or acting Department Chairs and Center Directors.

4.2 All Associate Deans and the Chair of the Faculty Council will serve ex-officio, non-voting.

4.3 In the absence of the Chair, Acting Chair or Director, his/her designee may attend the meetings with the approval of the Dean, but will do so without vote.
ARTICLE IV

STUDENT ADVISORY COUNCIL

1.0 Purpose

1.1 The Student Advisory Council shall serve as an official forum in which medical students may express their concerns and opinions concerning the conduct of the educational program of the College of Medicine.

1.2 The Council will meet monthly during the academic year with the Dean and members of his/her office and with the Faculty Council as requested by the Dean or Student Advisory Council.

2.0 Charge

The Council shall:

2.1 make recommendations on issues impacting on the educational programs of the College;

2.2 develop recommendations on matters related to student conduct and discipline;

2.3 facilitate the development of an appropriate form of responsible and representative student government in the College of Medicine;

2.4 serve as a liaison and advisory group to the Dean’s Office on problems of student welfare and extracurricular activities;

2.5 review proposals for establishing student organizations, including recommendations as to conditions under which they may be organized and policy and procedures for their operation;

2.6 evaluate annually the adequacy and effectiveness of the various services of the College of Medicine as they may contribute to student education and general welfare.

3.0 Membership

3.1 The Council shall be composed of four elected medical student class Presidents, plus the President of Alpha Omega Alpha, Organization of Student Representatives, American Medical Student Association and Student National Medical Association. Four faculty members will serve as non-voting members.

3.11 The Vice President of the respective class or student organization shall
serve as Council member in the absence of the class or organization’s President.

3.12 It will be the important responsibility of each student representative to adequately report to his/her constituency on the activity of the Council.

3.13 Faculty representatives:

a. Faculty representatives will be elected by the students, with the Dean notifying the appropriate Departmental Chair.

b. Two representatives will be elected from Basic Science Departments and two from Clinical Departments.
ARTICLE V

RATIFICATIONS AND AMENDMENTS

1.0 Amendments to Articles I, II and III

1.1 May be introduced for consideration and discussion as agenda items of a regular or special Faculty meeting by the Faculty Council or by ten percent of the voting faculty;

1.2 Shall be circulated to all voting faculty at least seven days before the meeting;

1.3 Shall be voted upon by mail ballot not earlier than ten days following introduction and discussion in a Faculty meeting;

1.4 Which represent substantive changes in the established Rules, shall require the approval of two-thirds of the voting faculty who ballot.
ADMISSIONS COMMITTEE
University of Kentucky
College of Medicine

RULES OF PROCEDURE

The Committee shall:

1. Recommend policies, requirements and procedures for admission to the College of Medicine for first year students and those for advanced standing in the educational program for the degree of Doctor of Medicine.

2. Evaluate the qualifications of applicants and recommend those selected for admission to the Dean of the College of Medicine.

3. Evaluate the various tools, criteria and procedures used in the process of appraisal and selection of applicants; study the trends of applications and admissions to medical schools locally, regionally and nationally; engage in recruitment activities and such other appropriate steps as may be useful in obtaining highly qualified medical students who also may be representative of diverse social and cultural backgrounds.

4. Participate, as may be appropriate and feasible, in visits to other colleges and universities, in conferences relating to admission, in career day programs and in other appropriate activities related to recruitment and admissions.

5. Coordinate and guide the activities of faculty members and students who serve as interviewers of prospective students; receive and evaluate interview reports and recommendations of interviewers as a source of information on the suitability of prospective candidates.

Membership:

The Committee shall have at least 15 members, the Chair, and the Assistant Dean for Admissions. The membership shall be distributed according to the following criteria:

1. Four students (each year two third-year students shall be appointed for a two-year term);

2. Two community representatives (at least one of whom will be a community physician);

3. One medical center administrator experienced with Student Affairs;

4. At least nine faculty members representing both basic sciences and clinical sciences.
All members, except for the students, shall serve staggered three-year terms. The Chair shall be a faculty member who has previously served on the committee. If possible, he/she shall serve as Vice-Chair prior to assuming the role of the Chair. The Chair may serve consecutive terms at the request of the Dean. The Chair shall vote only in the case of a tie. The Assistant Dean for Admissions shall be a non-voting ex-officio member.
COMMITTEE ON MEDICAL LIAISON AND CONTINUING EDUCATION
University of Kentucky
College of Medicine

RULES OF PROCEDURE

The Committee shall:

1. Review at intervals the philosophy, program, financing and commitment of the College in regard to continuing education.

2. Assist the development of a strategy for contribution by the College for the continuing education of physicians.

3. Make recommendations to the Dean regarding operations essential for support of the strategy elaborated, and in respect to:
   a. Enlisting faculty participation;
   b. Providing guest faculty;
   c. Financial policies and needs;
   d. Liaison with physicians and their professional societies;
   e. Public and public agency relationships;
   f. and other related interests.

Within the Committee there shall be a Sub-Committee, appointed by the Chair and consisting of two or three clinical members, whose responsibility it is to review courses in order to assure that ACCME standards and requirements are maintained.

Membership:

The Committee shall be comprised of at least four faculty from clinical departments, all of whom have demonstrated an active interest in continuing medical education. The Chair of the Committee shall be the Assistant Dean for Continuing Medical Education. The College representative to the Medical Center Continuing Education Committee and the Associate Dean for Extramural and Postgraduate Medical Education will serve as ex-officio members of the Committee. The Chair will report to the Dean on the activities of the Committee.

Meetings:

Meetings will be called by the Chair as needed.
COMMITTEE ON FACULTY APPOINTMENTS,
APPEALS, PROMOTIONS AND TENURE
University of Kentucky
College of Medicine

RULES OF PROCEDURE

Purpose of the Faculty Appointments Committee:

Review the curriculum vitae and other required information in accordance with University Regulations on proposed appointments or nominations for promotions as submitted by Department Chairs and propose recommendations to the Dean.

Membership:

The selection of individual members of the committee and composition is at the discretion of the Dean. Basic and clinical scientists need to be represented. The average tenure is three years.

Frequency of meetings:

The frequency of meetings is usually weekly, particularly during the months November-April.

The Committee shall:

Review the curriculum vitae and other required information in accordance with University Regulations on proposed appointments or nominations for promotions as submitted by Department Chairs.

In addition to review of documentation of research productivity, quality of teaching and quality of services rendered, the Committee shall solicit independent performance review as deemed necessary.

Provide for the Dean a narrative evaluation stating the basis for its actions in response to recommendations for appointments, promotions and faculty appeals.

The committee shall submit its recommendations only to the Dean.

The Committee, in accordance with University Regulations, is advisory to the Dean on appointments or promotions of faculty to the academic ranks of Associate Professor and Professor. The Dean may request a Committee recommendation on the rank of Assistant Professor when he deems it appropriate. With the Dean’s concurrence, the Committee’s judgment will form the basis of the recommendations submitted to the Chancellor for the Medical Center for review by the appropriate University Academic Advisory Area Committee.
RESEARCH AND GRADUATE EDUCATION COMMITTEE
University of Kentucky
College of Medicine

RULES OF PROCEDURE

Purpose: The Committee shall:

Review and recommend to the Dean on any programs or initiatives that will enhance the research programs of the College and associated centers and institutes;

Review and recommend to the Dean on any changes in policies related to research;

Review and recommend on the investment of any new funds that support the research enterprise. This role involves, but is not restricted to, any new state-funded programs such as the RCTF programs, equipment “bond issue” funding, or “New Economy” program; and

Review and recommend on any faculty incentives that will stimulate the submission of additional proposals; and

Selection and Composition: The Committee is composed of five clinical and five basic science faculty who are appointed by the Dean. The Executive Dean is an ex officio member of the Committee.

Length of Service of Members: Three years.

Frequency of Meetings: The Committee meets on an as-needed basis.
SCHOLARSHIP AND FINANCIAL AID COMMITTEE  
University of Kentucky  
College of Medicine  

RULES OF PROCEDURE  

The Committee shall:

1. Award and monitor all scholarship programs controlled by the College of Medicine.

2. Coordinate the needs of the College of Medicine with efforts of Development to establish new scholarship programs, i.e. endowments, etc.

3. Coordinate scholarship programs with the Admissions Committee as necessary.

4. Monitor satisfactory academic progress as it relates to scholarship renewals and also monitor scholarship programs that have primary care commitment.

5. Establish the guidelines and procedures for application and selection of recipients for College of Medicine scholarships and loan programs.

6. Serve in an advisory capacity to the Financial Aid Coordinators concerning financial aid issues as they relate to medical students.

7. Serve as an appeals board for students who have special financial circumstances.

Membership:

The Committee shall be composed of a minimum of seven members: five faculty members, one of which is from the admissions committee and two community representatives. The Financial Aid Coordinator shall serve as secretary. The Financial Aid Coordinator, a representative from Medical Center Development and the Associate Dean for Academic Affairs, or designate, shall be ex-officio, non-voting members. Committee assignments are for three years.