Department of Philosophy  
University of Kentucky  

Departmental Organization  

Chairperson  
The Department Chairperson shall be responsible for coordinating the activities of the department, shall exercise authority for making decisions regarding the department in such matters not requiring departmental vote or decision of the executive committee, shall serve as spokesperson for the department to officers, students, and other departments of the University, shall supervise the work of the departmental secretary or secretaries, shall make appointments as are called for in the departmental organization, shall prepare the annual budget for the department and authorize expenditures of funds, shall chair all departmental meetings except as he or she shall delegate that function, shall establish regular departmental meetings and may call special meetings, shall serve *ex officio* on all departmental committees, and shall attend to all other matters relevant to the office of the Department Chairperson.

Director of Graduate Study  
One full-time member of the department with full graduate faculty membership shall be nominated biennially by the Department Chairperson to coordinate graduate programs, the recruitment of graduate students, the development of the graduate program, and to advise graduate students. The Director of Graduate Study, in consultation with the Graduate Committee, shall make decisions on admissions of M.A. students. (The Graduate faculty, acting as a committee of the whole, constitutes the Admissions Committee for Ph.D. applications.) The Director of Graduate Study is immediately responsible to the Department Chairperson and will make regular reports to meetings of the department.

Associate Chair/Director of Undergraduate Study  
One full-time member of the department shall be appointed as Associate Chair/Director of Undergraduate Study biennially by the Department Chairperson. The Associate Chair plans scheduling of courses, coordinating all faculty, Teaching Assistants, and Part Time Instructors, supervises SIS entry, keeps enrollment and scheduling statistics, coordinates Teaching Assistant schedules with the Director of Graduate Study, and files necessary reports pertaining to these matters. The Director of Undergraduate Study coordinates the undergraduate program of instruction, advising, and undergraduate major recruitment with the teaching needs and interests of undergraduates. The Associate Chair/Director of Undergraduate Study, who will serve during the academic year, will be immediately responsible to the Department Chairperson, and will make regular reports to departmental meetings.

Teaching Director for Coordinated Logic Course  
One full-time member of the department shall be appointed biennially by
the Department Chairperson to supervise directly all first year Teaching Assistants, and more specifically to write or approve the syllabus and text for the coordinated logic course, to conduct a one-week orientation and training program at the beginning of the fall semester, to conduct weekly meetings with teaching Assistants for planning, teaching strategy and problem solving, to visit classes periodically to observe teaching progress, to be available for individual consultation with Teaching Assistants at regular intervals and especially during final exam week, to be responsible for final grades in the coordinated logic courses, and otherwise implement the guidelines set out for supervising coordinated courses and teaching assistant procedures.

Placement Director

One full-time member of the department shall be appointed annually by the Chairperson to provide advanced Ph.D. students with general guidance in preparing vitas and assembling dossiers, to keep files for each student going on the market, to send confidential letters, to arrange mock interviews, to circulate addresses of departments to which students have applied, and in general to facilitate placement as set out in the placement services document.

Executive Committee

A. Composition

1. Ex Officio Members

   a) The Department Chairperson shall be an ex officio member with vote.

   b) The Chairperson of the Student Advisory Committee shall be an ex officio member with vote.

2. Elected Members

   c) All full-time faculty members of the department upon appointment to a tenure-track, tenured, or post-retirement position are eligible to serve.

   d) The Chairperson, who shall be a tenured faculty member, shall be elected first by secret ballot.

   Procedure: If no one receives a simple majority of votes on the first ballot, the two candidates receiving the most votes will be considered on successive ballot(s) until one receives a simple majority of the votes.

   e) Two other members from among those eligible to serve who are not already members of the Committee shall be elected by majority vote by secret ballot.

   Procedure: Same as 2.b, taking each member individually.
B. Duties of the Executive Committee.

1. To review regularly and as needed, the administrative operations of the department, including proposed administrative appointments as called for in the official Departmental Organization. It is understood that in the review and discussion of departmental administrative operations the Executive Committee is not to function as a judicial body. Such review and discussion can also extend to the matter of grievances individual faculty members may have with regard to departmental administrative operations.

2. To serve as the peer review committee for Faculty Merit Evaluation and to assist the Chair of the Department in making merit evaluation recommendations to the Dean of the College of Arts and Sciences. The Chair of the Department will have final authority in making merit evaluation recommendations to the Dean of the College.

**Process:** Elected faculty members of the Executive Committee will review all materials submitted by faculty for merit evaluation. The Chair of the Department will provide the Executive Committee with recommendations on merit evaluation, i.e. ratings for teaching, research and service, on each faculty member. The Chair will consult with and obtain advice from the Executive Committee on all merit evaluation ratings, with the exception that individual members of the Executive Committee will absent themselves from deliberations about their own merit evaluation ratings. At the request of the Dean of the College of Arts and Sciences, the Executive Committee will advise the Dean on merit evaluation ratings for the teaching and research components in the Dean’s merit evaluation of the Department Chair.

Should grievances arise on the part of an individual faculty member regarding his or her merit evaluation report, the Executive Committee will be available for discussion of that grievance. However, the Executive Committee is not to be considered as a first level appeals body. All such appeals must be take place according to the regulations provided by the College of Arts and sciences and the University of Kentucky.

3. To search for qualified applicants for any full-time positions with the rank of instructor or above. Upon review of the credentials or applicants, the Committee shall recommend to the department composed of all those eligible to vote according to the stipulations on page 4 (Departmental Meetings), at least three persons for each position.

4. To search for qualified applicants for teaching assistantships. To review the applicants and rank order all those it deems qualified for such positions. The Committee shall then recommend this list of
applicants to the Graduate Faculty of the Department. The Chairperson of the Student Advisory Committee shall not participate in the Committee's deliberations upon these matters.

5. To review proposed appointments of lecturers and part-time staff.

6. To search for applicants and make recommendations to the Department on annual awards for undergraduate scholarship(s) and Teaching Assistantship awards.

7. To promote and encourage undergraduate and graduate participation in competition for awards and presentation of papers, such as the Oswald Awards for Research and Creativity, KPA student papers, and graduate and undergraduate journals of philosophy.

8. To search for, promote, and apply for extramural funds for the department and maintain a working relationship with the Development Office of the University.

9. The Executive committee will act on behalf of the department on emergency matters that may arise in the interval between regular academic semesters.

10. Meetings of the Executive Committee are to be called by the Committee Chairperson either at his or her own request, ask the request of the Department Chairperson, or at the request of any two members of the committee.

**Graduate Committee**

The committee, appointed annually by the Department Chairperson in consultation with the Director of Graduate Studies, shall consist of two faculty members with either full or associate graduate faculty status and the Department Chairperson as an *ex officio* member. The committee shall be responsible for advising the Director of Graduate Studies on questions of admission to the M.A. program and on recommendations to the Graduate Faculty for admissions to the Ph.D. program.

**Student Advisory Committee**

The Student Advisory Committee consists of those graduate or undergraduate students elected to the various departmental committees:

- a) On the Executive Committee: one student member also serving as Chairperson to the Student Advisory Committee

- b) On the Guest Lecturer Committee: two student members
These student members of committees are to be elected, after the start of the fall term but before September 15, at a meeting called by the Chairperson of the Department, of all interested graduate and undergraduate students.

The Student Advisory Committee is to be consulted on major educational proposals, new faculty appointments, and the evaluation of teaching in the consideration of faculty promotions.

**Guest Lecturer Committee**

The committee, appointed annually by the Department Chairperson, shall be composed of two faculty members (including a chairperson) and two student members. The committee shall establish and arrange guest lecturer programs and symposia. The committee will receive recommendations from any faculty member or member of the Student Advisory Committee and will make reports to departmental meetings and meetings of the Student Advisory Committee. The committee will investigate and prepare proposals for extramural speaker funds, in addition to those received from University sources.

**Library Liaison**

One full-time member of the Department shall be appointed annually by the Department Chairperson to survey, coordinate, and upgrade the philosophical holdings and acquisitions in the University Library as well as library holdings maintained within departmental premises.

**Computing Center Liaison**

One full-time member of the department shall be appointed annually by the Department Chairperson to inform the faculty of the Computing Center policies, procedures and opportunities. The Computing Center Liaison will also consult with the Chairperson and the faculty about the computing needs, resources, and policies of the department.

**Terms of Office**

All annually appointed or elected officers and committees shall be appointed or elected before May 15 with terms of office beginning July 12 and ending June 30. Appointments having terms of office of two years will be made before May 15 with terms of office beginning July 1 and ending June 30 of the second year. The terms of office for members of the Student Advisory Committee shall be from the time elected to the end of the spring term.

**Departmental Meetings**

Regular departmental meetings will be held as needed, at a day and hour to be determined by the departmental body for each academic term. Students may attend, except when the faculty meets in executive session, and may participate in discussion without voting privilege. All full-time and emeritus faculty members will have equal voice and voting privilege except:

- c) On matters of appointment and in the election of committee members,
for which tenure-track and tenured members as well as emeritus members with teaching appointment are alone responsible

d) As may be specified elsewhere on matters for which tenured faculty or graduate faculty are responsible. At the first departmental meeting of each academic term a recording secretary will be elected by the department. The secretary will be responsible for recording the deliberations of each meeting, and, when appropriate, will have copies made for department files and/or distribution.

*Revision Procedure*

Any portion of these rules of Departmental Organization can be amended by a majority vote of tenured and tenure-track members.

(Revised: 1 March 1995)

Appendix

Departmental Procedures for Appointment, Reappointment, Promotion, Tenure, Termination and Resignation of Faculty

Review of Untenured Faculty

T.A. Procedures

Copies of the following University of Kentucky documents are maintained in Patterson Office Tower 1415 or are available online.

*Governing Regulations*

*Administrative Regulations*

*Rules of the University Senate, including the Faculty Code.*

*Rules of the College of Arts and Sciences*

*Student Rights and Responsibilities*

Each faculty member has access to these documents and should become familiar with their contents.