

ARTS ADMINISTRATION PROGRAM
UNIT FACULTY RULES

A. Definition of Arts Administration Program Faculty

1. Membership of Arts Administration Program Faculty

The core faculty of the Arts Administration Program shall consist of the Director of the Program and all full-time University faculty employees teaching designated Arts Administration courses. The core faculty may extend or withdraw membership, with or without voting privileges, to other individuals assigned to this educational unit.

B. Officers and Committees of the Arts Administration Program Faculty responsible for educational policy

1. Required officers of the Arts Administration Program Faculty body

Program Director:

- a. Is selected by the Dean of the College of Fine Arts in consultation with the Program Faculty and appointed by the Board of Trustees.
- b. Serves a term of four years, and may be reappointed to a second four-year term.
- c. Is responsible for the overall operation of the educational unit and its budget and shall provide an annual budget report to the Program Faculty and the Dean at the conclusion of each academic year.
- d. Oversees annual reporting and program assessment activities.
- e. Allocates to Program Faculty any travel funds from the unit's budget.
- f. Evaluates Program Faculty in accordance with these guidelines: for Program Faculty whose DOE allocates more than 20% to AAD Program responsibilities, the Program Director, in consultation with Program Faculty, shall evaluate the faculty member's performance in the AAD Program and report the merit score(s) to the unit administrator of the individual's primary unit; for Program Faculty whose DOE allocates 20% or less to the AAD Program, the Program Director shall provide input to the faculty member's primary unit administrator who will then evaluate the individual's performance in the AAD Program.
- g. Is responsible for Program course scheduling, with input from the Program Faculty, Director of Undergraduate Studies (DUS), and Director of Graduate Studies (DGS).
- h. Shall be evaluated by The Dean of the College of Fine Arts, in consultation with the Program Faculty, will evaluate the Program Director either annually or bi-annually depending upon his or her tenure status. The Dean will then transmit the evaluation results to the Program Director and the Chair of the School or Department in which the Program Director has his or her primary academic appointment.

Director of Undergraduate Studies (DUS)

- a. Is appointed by the Program Director, in consultation with the Program Faculty; performance is supervised by the Program Director.
- b. Is evaluated periodically in accordance with the policies stated in AR 3.10 and section B.1(f) above.
- c. Acts as the official liaison with the Undergraduate Council.
- d. Has supervisory responsibilities for all aspects of the undergraduate program including:
 - revision of existing courses
 - proposals for new courses or other programmatic changes
 - course evaluations
 - course/program assessment
 - student recruiting
 - consulting with the Program Director on class scheduling
 - student advising
 - evaluation of transfer credits
 - recruitment of undergraduate program adjunct teachers
 - all other tasks that logically relate to the undergraduate program

Director of Graduate Studies (DGS)

Is appointed by the Dean of the Graduate School, upon recommendation from the AAD Program Director, in consultation with the Program Faculty; reports to and is supervised by both the Program Director and the Graduate School Dean.

- a. Must be a tenured faculty member holding the rank of Associate Professor or above and a full member of the graduate faculty.
- b. Acts as the official liaison with the Graduate School.
- c. Has administrative performance evaluated periodically in accordance with the policies stated in AR 3.10 and section B.1(f) above; the results of this evaluation are then reported to the Chair of the School or Department where the DGS has his or her primary academic appointment and to the Graduate School Dean.
- d. Is responsible to the Graduate School Dean and the Program's graduate faculty for the supervision of all aspects of the graduate program including:
 - revision of existing courses
 - proposals for new courses or other programmatic changes
 - course evaluations
 - course/program assessment
 - student recruiting
 - applicant evaluation and selection procedures
 - consulting with the Program Director on class scheduling
 - student advising
 - evaluation of transfer credits
 - tracking student process
 - recruitment of graduate program adjunct teachers
 - assignment and evaluation of capstone projects
 - all other tasks that logically relate to the graduate program

2. Policy on establishment/appointment of other officer positions

- a. The Program Director in consultation with the Program Faculty may establish other officer positions as needed.

3. Policy on committees established/appointed by the Arts Administration Program Faculty

Arts Administration Advisory Committee

- a. The Committee shall consist of the Program's Director, DGS, DUG, plus one Program staff person, one undergraduate and one graduate student, one graduate of the program, and one professional arts administrator.
- b. The undergraduate and graduate students shall be chosen by the Program Director in consultation with the Program Faculty and may serve up to two consecutive one-year terms.
- c. The staff person, graduate of the program, and the professional arts administrator shall be chosen by the Program Director in consultation with the Program Faculty and may serve up to two consecutive four-year terms.
- d. Others may also be added to the Committee by the Program Director in consultation with the Program Faculty for specifically designated terms.
- e. The charge of the Committee is to offer advice and council to the Program Director and Program Faculty on major program issues, such as the addition of new degrees, major changes to existing courses and requirements, long-range planning, assessment activities, and development efforts.
- f. Shall meet at least once during each fall and spring semester at a time that does not conflict with the teaching responsibilities of the Program Faculty.
- g. The Program Director, or his or her designee, shall chair the Committee meetings.

Curriculum Committee

- a. The members of the Committee shall include the Program Director, the DUS and the DGS.
- b. Other members may be added by majority vote of the Committee members, or by a majority vote of the Program Faculty.
- c. The Committee's charge is to review and approve or reject, by a majority vote, new course offerings or changes to existing courses. The Committee shall also recommend to the Program Faculty proposals for creating, modifying, or abolishing the unit's certificate or degree programs. Approval of any proposal to

- establish, modify, or abolish a certificate or degree program shall require a majority vote of the Program Faculty.
- d. The Program Director, or his or her designee, shall chair the Committee meetings.
 - e. The Committee must approve all such proposals prior to their consideration by the College of Fine Arts Curriculum Committee.
 - f. The Committee shall meet as needed, but always within two weeks of the submission of any proposals that include the materials necessary for consideration by the College of Fine Arts Curriculum Committee.
 - g. By majority vote, the Committee may reject or accept, with any changes it deems necessary, proposals that involve minor changes in courses or requirements. These proposals may then be passed on, without delay, for review by the College of Fine Arts Curriculum Committee.
 - h. By majority vote, the Committee may also reject, or preliminarily accept, with any amendments it deems necessary, proposals that involve major changes in courses or requirements.
 - i. These proposals shall then be transmitted to the Program Advisory Committee members and constituents who maintain contact with the Program through its Listserv. These people will then be given at least ten working days to provide comments back to the Curriculum Committee.
 - j. After reviewing these comments, the Committee shall take action in accordance with the policies stated in *Curriculum Committee*, subsection "c" above. Approved proposals shall be forwarded to the College of Fine Arts Curriculum Committee for its review.

Ad hoc Committees

- b. The Program Director in consultation with the Program Faculty may establish ad hoc committees as needed.
- c. Prior to the first meeting of an ad hoc committee, the Program Director in consultation with the Program Faculty, shall designate the Committee's charge, chair, members, length of existence and meeting frequency.

4. Policies on conduct of meetings

- a. **Quorum.** The presence of a simple majority of committee members shall constitute a quorum.
- b. **Conflicts of Interest.** Committee members who may have a conflict of interest are required to disclose the conflict to other committee members. If a majority of the committee members agree that a conflict exists, the committee member with the conflict is prohibited from discussing or voting on any matters associated with the conflict.
- c. **Agenda.** Agendas will be prepared by the chair of each committee and distributed at least two working days in advance of each committee meeting.
- d. **Minutes.** Minutes will be taken for each committee meeting, identifying the people in attendance and briefly summarizing the salient points of discussion

and the action(s) decided by the voting committee members, including a record of the votes (yea, nay, abstain).


- e. **Maintenance of Minutes.** The minutes of committee meetings will be maintained in the Program Director's office and shall be made available to any interested person upon request.
- f. **Points of Order.** When necessary, points of difference shall be decided in accordance with Robert's Rules of Order.

These rules have been created and approved by the faculty of this Program, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Provost as indicated by their signatures below. The Dean and Provost must also approve any modifications to these rules before the modifications take effect. These rules contain a total of five pages, each of which are initialed and dated by the undersigned person. A current copy of the approved rules for this Program is available in the office of the Program Director, the Dean of the College of Fine Arts, the Provost's office and is maintained on the public web site managed by the Office of the Senate Council.

Approval by the Program Faculty

8/20/2012
Date


Transmitted by Program Director



Program Director,
Arts Administration Program

8/20/2012
Date


Approval by Dean



Dean of the College of Fine Arts

8/20/12
Date

Approval by Provost



Provost, University of Kentucky, Lexington Campus

8/30/12
Date