

## **1.0 Section I The University Senate**

### **1.1.0 AUTHORITY**

#### **A. Scope of Authority of University Senate**

The authority exercised by the total University Senate membership is as delegated by the Board of Trustees in the *Governing Regulations* of the University of Kentucky, Part IV, *THE UNIVERSITY SENATE*. The elected faculty representatives in the University Senate have the authority to perform particular functions assigned to “the faculty of the University” under KRS 164.240 (*Governing Regulations* IV.A,B). Each department faculty (or faculty of a Center/Institute) has jurisdiction and primary responsibility over its internal educational policies, within the limits of the educational policies of its school faculty of which it is a part (if applicable), and of its respective college faculty, all of which are subject to the broad academic policies prescribed in these *University Senate Rules* (GR VII.A.4-7).

#### **B. Scope and Authority of University Senate Rules**

The *University Senate Rules* (hereafter: “*Rules*”) describe the composition, organization and authority of the University Senate (hereafter: “Senate”), and internal procedures for the conduct of its functions. These *Rules* further describe broad academic policies for the University and procedures for their implementation. In accordance with the policy established by the Board of Trustees in the *Governing Regulations* II.A, where applicable these *University Senate Rules* will refer to sources of authority in state law, in the Board of Trustees’ *Minutes or Governing Regulations* (hereafter: “GR”), or in the President’s *Administrative Regulations* (hereafter: “AR”).

#### **C. Authority to Waive University Senate Rules**

These Rules may be waived under extraordinary circumstances by the Chair of the Senate (President), by the University Senate Council (hereafter: “Senate Council”) or by the Senate Council Chair if the decision is necessary before the next meeting of the Senate Council. Any waiver by the Senate Chair or Senate Council Chair must be reported with justification to the Senate Council and all waivers, whether by the Senate Chair, Senate Council Chair or by the Senate Council, must be reported with justification to the Senate at its next meeting. However, under no circumstances may the Senate Chair or the Senate Council Chair waive a rule concerning conditions for admission (SR 4.1, 4.2), or a rule concerning the number of credits or quality points required for graduation (SR 5.4) established by the faculty of the university pursuant to KRS 164.240 (GR III). It is emphasized that authority described hereabove to waive a *Rule* in the situation of a needed “decision” does not confer the authority to create a new *Rule*.

#### **D. Authority to Amend University Senate Rules**

These Rules may be amended only by the Senate or, where appropriate, by the action of the elected faculty senators at a meeting of the Senate [US: 2/12/01]

### 1.1.1 DEFINITIONS

- A Faculty Employees:** University employees who hold an academic rank of either Instructor, Assistant Professor, Associate Professor, Professor; Librarian IV, III, II, I; Lecturer, or Senior Lecturer, and whose primary [i.e., more than fifty percent (50%)] assignments are in teaching, research, and/or public service, are defined as having the employment status of “faculty” employee, as distinguished from “staff” employee (*Human Resources Policies and Procedures Administrative Regulation 4.1.1.1; GR VII.A.2*) An individual who is a member of the employment group “faculty” is for the purposes of these *University Senate Rules* hereafter referred to as a “faculty member” (lower case spelling).
- B Members of Faculties of Colleges, Schools, Departments, Graduate Centers and the Libraries:** All regular full-time faculty employees with their primary appointment in the educational unit, and having the rank of Assistant Professor, Associate Professor or Professor in the Regular, Special, or Extension title series, or the rank of Librarian III, II or I in the Librarian title series, are voting members of the faculty body of the respective educational unit. College faculty membership, with or without privileges to participate in college-level votes, may be extended by the above college faculty members to Clinical or Research Title Series faculty employees, or to other eligible faculty employees, whose primary appointment is in the college (GR VII.A.4-6).
- C Members of the University Faculty:** The governance body referred to by state law (KRS 164.240; KRS 164.131(3)) as “the faculty of the University” is designated hereafter as the “University Faculty.” The faculty employees who are “members of University Faculty” are collectively those faculty employees that are regular, full-time members of the faculties of all the colleges (including the Graduate School and the Libraries). The President, deans, associate deans and assistant deans of colleges, by virtue of their office, are also members of the faculties of colleges and hence are also members of the University Faculty (GR VII.A.4.a).
- D Educational Policies:** Policies concerning the following: academic conditions and requirements for admission, attendance and graduation; curricula; course offerings; course evaluation; student advising; undergraduate, graduate and research programs; professional programs; and academic service functions centered in an educational unit (GR III; GR VII.A.4-7)

### 1.2.0 FUNCTIONS AND COMPOSITION OF THE UNIVERSITY SENATE

#### 1.2.1 FUNCTIONS OF THE UNIVERSITY SENATE

The *Governing Regulations* (GR II.B.5.b; GR II.B.6.e; GR IV.A, C) specify that the Senate has no administrative or management responsibilities, and that the functions of the University Senate, either directly or through its committees, councils and other such bodies, include the following:

- A to determine the broad academic policies of the University, including the similar academic policies that may be made necessary by governmental or accreditation agencies, and to make rules to implement these policies

- B to approve and submit to the Board of Trustees all new academic programs and make final academic decisions on recommendations to changes of these programs (SR III).
- C. make final decisions for the University on curricula, courses, certificates and diplomas offered at the University and on the termination of academic programs. (SR III; SR 5.6)
- D to adopt policies for the University calendar and establish the annual calendar upon recommendation by the Assistant Provost for Enrollment Management (SR II)
- E to recommend to the President and Provost on the establishment, alteration, abolition, and reporting relationships of educational units in the University (SR 3.3.2).
- F to advise the President or the President's designated officer on the planning of physical facilities and personnel and other resources when these may affect the attainment of the educational objectives of the University (SR I).
- G to advise the President or the President's designated officer through appropriate committees on criteria, policies and procedures for performance review, appointments, promotions, reappointments, granting of tenure and benefits to faculty; (SR I).
- H to prescribe the conditions for admission and for degrees, other than Honorary Degrees, pursuant to KRS 164.240(SR 4.1, 4.2; SR 5.4).
- I to recommend to the Board of Trustees all graduating candidates that have been approved for degrees pursuant to KRS 164.240 (SR 5.4).
- J to periodically review and recommend to the Board of Trustees conditions that it may prescribe for the award of Honorary Degrees pursuant to KRS 164.240 (SR 5.5.1).
- K to recommend to the Board of Trustees candidates to whom it may confer Honorary Degrees pursuant to KRS 164.240 (SR 5.5.2).

## 1.2.2 COMPOSITION

As specified in the *Governing Regulations*, GR IV.A, the Senate shall be composed of (1) elected voting representatives of the University Faculty , emeriti faculty, and students, and (2) *ex officio* voting and nonvoting members. (US:10/12/81 and BoT:4/6/82; US: 3/20/89 and BoT: 8/22/89; US: 3/9/98 and BoT: 4/7/98; US: 10/12/98 and BoT: 3/2/99; US 12/3/01 and BoT: 1/22/02]

The 94 elected representatives of the University Faculty shall be full-time faculty employees, elected from and by the eligible regular, full-time members of the respective college faculty bodies (including the Libraries and Graduate School).

The University student body shall be represented by the student senators, one elected from and by the full-time student body of each college.

The one elected emeritus faculty member shall be elected by and represent the University of Kentucky Association of Emeriti Faculty.

The procedures for election of University Faculty representatives to the Senate and Senate Council shall be in accordance with the *Governing Regulations* and *Administrative Regulations*, and as prescribed in these *University Senate Rules* (GR IV.A). For the purposes college-level election of eligible faculty employees as representatives of the respective college faculty body, AR II-1.6-2 is here interpreted to allow voting by, but not election of, faculty employees on phased retirement.

**1.2.2.1 Elected Faculty Membership**

**A Apportionment:** The 94 elected faculty seats shall be apportioned each spring among the colleges and the University Libraries according to the following two equally weighted factors based on data for the preceding fall semester: (1) the number of the following faculty members: (a) full-time tenure/tenure track faculty members (Regular, Special, Extension, Librarian Title Series) with the rank of Assistant Professor or higher (b) full-time non-tenure track faculty members (Clinical, Research Title Series) with the rank of Assistant Professor or higher, and (c) full-time Senior Lecturers, Lecturers and Instructors; and (2) the number of full time students enrolled in the college, computed so that students enrolled in the Graduate School shall be assigned to the college in which they are pursuing their studies. Rosters of the above three categories (a, b, c) of regular, full-time faculty employees, and of the number of full time students in each college, shall be obtained from the College Deans by the Senate Council Chair, with copy to the Senate Rules and Elections Committee, at the beginning of the fall semester of each academic year (SR 1.3.1.3.A.7.(c)). (US: 10/12/81 and BOT: 4/6/82; BOT: 12/11/84; US: 10/11/99 BOT: 1/22/02; US: 03/07/05).

The apportionment of the seats is based on a “population value”, Pu, calculated as:

$$1/2 (Fu/Fe + Su/Se)$$

where Fu and Su are respectively the number of eligible faculty and the number of full-time students in the unit, and Fe and Se are the total eligible faculty and students, respectively, in all units.

The apportionment of the seats is calculated using the method of equal proportion used by the Census Bureau in calculating Congressional seats. A formula is used to calculate “priority values” for the n<sup>th</sup> seat (i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc.) for each college according to:

$$\text{Priority value for the } n^{\text{th}} \text{ seat of each college} = Pu/[n(n-1)]^{1/2}$$

The seats are assigned based on the above priority values until all seats are allocated. In case of a tie in granting the last seat, the college with smaller number of allocated seats up to that point is awarded the seat. Any further tie is resolved by a random draw. (For an example of this calculation method, see Appendix A.)

**B Election:** The respective faculties of each college (including the Graduate School and Libraries as equivalent to colleges; GR VII.A.1) represented in the Senate shall conduct elections for vacancies in the second semester of the academic year, with the representatives elected taking office on August 16 of the following academic year. The election shall be conducted by secret ballot by a procedure approved by the College faculty. A copy of these procedures, that include any college policy under which faculty employees have been extended voting privileges for senator elections by the authorized college faculty body, shall be submitted to the Senate Council Office (SR 1.3.1.3.A.5),

together with the names of the elected faculty senators whom the college faculty proposes for seating in the Senate. After reviewing the respective college procedures, and the respective rosters supplied by each dean (SR 1.3.1.3.A.7.(c)) of the members of respective college faculty body (i) eligible for election and (ii) eligible to vote, the Senate Rules and Elections Committee shall certify to the Senate Council the list of newly elected faculty senators. If the Senate Rules and Elections Committee identifies a matter of noncompliance a college's election process, it shall contact the dean of the college with that information. (US: 10/8/01; US: 2/3/03)

- C Terms :** [US: 4/23/01; BoT: 1/22/02] Each elected faculty representative in the Senate shall serve for a term of three years beginning on August 16 following their election. The terms of the representatives of each college (or sub-unit within a college, as may be organized within the college election pursuant to the approved Rules of the college faculty) should be staggered so that one-third of them will be elected at each election. The faculty of the college represented, may, for any election, specify that a number of representatives be elected for two-year terms. If such action is taken, the dean of the college involved shall notify the Secretary of the Senate of such intent in advance of the upcoming election. When more than one number is to be elected from a college (or sub-unit within a college), those receiving the greater number of votes will serve three-year terms and those elected receiving the lesser number of votes will serve two-year terms. Each elected representative shall be eligible for reelection for a second consecutive term, but ineligible for further reelection until one year has elapsed.
- D Vacancy:** If an elected faculty representative in the Senate should at any time during his or her term become ineligible to serve (e.g., by reason of assuming an administrative title of dean or above, loss of status as a faculty employee, resignation, official leave which precludes attendance, or failure to attend Senate meetings), the seat shall be vacant. The dean of the represented college shall report vacancies to the Senate Council Chair. That eligible member of the college faculty who at the last election received the next highest number of votes shall serve for the duration of the elected representative's ineligibility. If that person (or those persons in case of a tie) declines or is no longer eligible, the unit shall within thirty days select a replacement by an election process.

The Secretary of the Senate shall maintain attendance records and shall notify the dean of the college when an elected faculty representative of that college has been absent without explanation from three meetings of the Senate during any one academic year. (US:3/12/79; US 10/8/01)

- E. Senate Council Members as Members of the Senate:** Members of the Senate Council shall be voting members of the Senate until the end of their terms on the Senate Council. They will not be counted as part of the quota for the educational unit that they have represented nor of the maximum membership of the Senate after the expiration of their elected Senate membership. (GR IV.A)

**1.2.2.2 Elected Student Membership** The University student body shall be represented by the student senators, one elected from and by the full-time student body of each college, including the Graduate School.\*

Students with no declared major shall be represented through the College of Arts and Sciences. (US:10/12/81 and BoT:4/6/82; US: 3/9/98 & BoT: 4/7/98; US: 10/12/98 and BoT: 3/2/99; BoT: 1/22/02)

- A Eligibility:** Each elected college representative shall be a junior, senior, or graduate or professional student, and shall not be on either academic or disciplinary probation. (US: 10/12/98)
- B Election:** The election shall be conducted during the second semester by the Student Government Association under procedures approved by the Senate Council.
- C Terms;Vacancies:** Each elected student member shall serve for a term of one year and shall be eligible for reelection as long as the student remains a full-time undergraduate, graduate, or professional student . If a student should at any time become ineligible to serve (e.g., by relinquishing his or her position as a full-time student, being placed on academic probation or violating the Senate attendance regulations), the Dean of the college represented shall declare a vacancy and designate that member from the eligible student body who at the last election received the next highest vote to serve for the duration of the elected student member's ineligibility. The Secretary of the Senate shall maintain attendance records and shall notify the Dean of the college represented when the elected student representative of that college has been absent without explanation from three meetings of the Senate during the academic year. A student member shall become ineligible to serve in the University Senate on removal from the Student Senate. (US:10/8/79; BoT: 1/22/02)

**Substitution process:**[US: 12/3/01;BoT: 1/22/02] In the event that (i) the elected college or Graduate School representative is enrolled in a University course held at the same time as a University Senate meeting and cannot attend the University Senate meetings or (ii) a college or the Graduate School does not elect a representative during the preceding spring Student Government elections, the following substitution process shall apply:

If (i) applies then the elected college or Graduate School representative shall nominate an at-large senator from the same college that meets the requirements for being a member of the University Senate and if there is no such at-large senator then the elected college or Graduate School representative shall nominate a full-time student from his/her college that meets the requirements for being a voting member of the University Senate. The nominee must be able to attend the University Senate meetings. The nomination is subject to approval by a majority vote of the Student Government Senate. If (ii) applies then the Student Government Senate Chair shall nominate an at-large senator from said college that meets the requirements for being a member of the University Senate and if there is no such at-large senator then the Student Government Senate Chair shall nominate a full-time student from said college that meets the requirements for being a voting member of the University Senate. The nominee must be able to attend the University Senate meetings. The Student Government Senate shall approve the nominee by majority vote.

**Term:** The term for a Senator substitute shall be one semester, which begins immediately after Student Government Senate approval and ends at the conclusion of the semester the approval takes place.

Newly elected student members of the Senate shall take their seats at the first meeting of the Senate in the fall, or any special meeting called during the preceding summer.

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\* Currently, the elected student membership is 19 (02/04/06).

**1.2.2.3 Emeriti Faculty Membership** The University Senate shall include one voting member representing the University of Kentucky Association of Emeriti Faculty. The Association shall elect the senator from its membership along with one alternate who shall have voting rights in the absence of the elected senator. The Association's election process shall be approved by the Senate Council. (US: 3/20/89; BofT: 8/22/89)

**1.2.2.4 Ex Officio Membership: Voting** In academic years beginning with an even number, the *ex officio* voting members of the University Senate shall be the following: Provost, Executive Vice President for Research, Associate Provost for Undergraduate Education, student member of the Board of Trustees, two (2) faculty members of the Board of Trustees, Dean of Libraries, and deans of the Colleges of Communications and Information Studies, Dentistry, Design, Education, Engineering, Health Sciences, Law, and Social Work.

In academic years beginning with an odd number, the *ex officio* voting members shall be the following: Provost, student member of the Board of Trustees, two (2) faculty members of the Board of Trustees, Associate Provost for Academic Affairs, Dean of the Graduate School, Associate Provost for Undergraduate Education, and deans of the Colleges of Agriculture, Arts and Sciences, Business and Economics, Fine Arts, Medicine, Nursing, Public Health, and Pharmacy. The University Senate may recommend to the Board of Trustees changes to the above list of *ex officio* voting members and determines *ex officio* nonvoting membership, below, as necessary. (US:10/12/81 and BofT:4/6/82; US: 11/10/86; US: 4/13/87 and BofT:9/15/87; US: 10/12/98 and BoT: 3/2/99; BoT:9/18/01; US: 9/9/02)

**1.2.2.5 Ex Officio Membership: Non-Voting** The *ex officio* non-voting membership shall include the President, all other vice presidents, Assistant Provost for Enrollment Management, Dean of University Extension, Dean of Students, the Academic Ombud, the Director of the Honors Program, the Chair of the Staff Senate, and the chairs of the University Senate Committees, including University Senate Advisory Committees. All officials mentioned in the proceeding paragraph who are not voting *ex officio* members in any year shall be considered non-voting *ex officio* members. Other *ex officio* non-voting members may be added by the University Senate Council for the purpose of supplying information and viewpoints on problems considered by the Senate (GR IV.A). *Ex officio* non-voting members shall enjoy all privileges of the elected membership except the right to vote. (US:10/12/81 and BofT:4/6/82) (US: 12/10/84 and BofT:4/1/86) (US: 10/14/85 and BofT: 4/1/86) (US: 11/10/86 and BofT: 1/20/87; BoT:9/18/01; US: 9/9/02)

### 1.2.3 MEETINGS

The Senate shall hold regular meetings on the second Monday of each month during the academic year except that when the second Monday is during a period when classes are not in session, the Senate Council may decide to eliminate the regular meeting for that month or to call it upon another date. Special meetings shall be held after adequate notice by the Secretary of the Senate, on the call of the President, of the Senate Council or on the written request of ten (10) elected members. The Senate may adjourn any regular or special meeting to any date that it may set for such adjournment.

Any University employee or student may attend a meeting of the Senate as a visitor and may request the privilege of the floor (GR IV.B).

The meetings of the Senate and its councils and committees shall be open to the public, except that at any meeting the Senate or a council or committee may declare itself in executive

session, and thereby exclude all visitors by a majority vote of the members present, subject to the limitations and procedures of the Kentucky Open Meetings Law (KRS 61.800-KRS 61.850).

The Senate Council shall prepare agendas for regular Senate meetings. Any student, faculty member or administrator may present a written recommendation for Senate action to the Senate Council. The Senate Council may refer it to committee or act on it itself. If referred to committee, the committee shall approve, disapprove, or modify the recommendation. The original recommendation with committee action shall be forwarded to the Senate Council. The recommendation shall be placed on the Senate agenda unless both the committee and the Senate Council determine otherwise. If the Senate Council acts on the recommendation without sending it to committee, it can decide not to place the matter on the agenda. In this situation, the recommendation may be introduced on the Senate floor if its initiator obtains either the signature of ten (10) Senators, or a petition approved by a corresponding percentage of the members of the University Faculty in the case of matters for which the elected University Faculty Senators are responsible. The agenda plus all recommendations for Senate action shall be posted on the University Senate's Web site and circulated by e-mail to all members of the University Senate and to administrative offices that are concerned with academic affairs at least six (6) days prior to regular Senate meetings. For special meetings, as much notice as practical shall be given (See Section I, 1.3.1.) (US: 4/12/04)

When a document embodying a major policy decision is to be considered by the University Senate, the Senate Council may, whenever feasible, first place the document on the agenda of a meeting "for discussion only" and on the agenda of a subsequent meeting of the Senate "for action." When a document is on the floor of the Senate for discussion only, amendments may be proposed and discussed but not passed. Discussion may be terminated by consent of the body or by postponing temporarily. In addition, amendments may be submitted in writing to the Senate Council by any two members of the Senate for distribution with the agenda of the meeting at which action is to be taken.

Whenever possible, amendments or motions relative to agenda items on the floor of the Senate for action should be presented in writing to the Senate Council Chair (or other presiding officer, if different) in writing by the person(s) proposing said amendments or motions prior to the opening of the Senate meeting.

No motion may be laid on the table indefinitely.

Except where otherwise provided in these Rules, *Robert's Rules of Order: Newly Revised* shall prevail for the operation of the Senate, the Senate Council, and the Senate committees or similar Senate bodies.

Copies of approved minutes of the University Senate shall be made available on a campus-wide basis electronically not later than the end of the next meeting of the Senate. However, the official minutes of record shall be maintained as a paper document. A copy of the documentation supporting each action item voted upon shall be appended to and thereby maintained with the official copy of the minutes of record. Upon request, written copies of the minutes will be made available by the Secretary of the Senate. (US: 11/8/93; KRS 61.835)

**1.2.3.1 Quorum** Forty-five (45) voting members of the Senate shall constitute a quorum for the transaction of business that is delegated by the Board of Trustees to the total Senate membership. For those actions reserved by state law (KRS 164.240) to the University Faculty,



thirty-three (33) elected faculty representatives in the Senate shall constitute a quorum for the action. (US: 10/12/81)

**1.2.3.2 Proxy Rule** There shall be no voting by proxy.

**1.2.3.3 Roll Call** Twenty-five per cent (25%) of those members of the University Senate present and eligible to vote , or the Presiding Officer, can order a vote be taken by roll call. A motion for roll call vote shall be privileged, undebatable and cannot be amended.

## **1.2.4 OFFICERS OF THE SENATE**

The following are the officers of the University Senate with descriptions of their functions:

**1.2.4.1 Chair (President of the University):** The President of the University is the Chair of the University Senate

**1.2.4.2 Senate Council Chair:** The Senate Council Chair shall preside over Senate meetings unless the President assumes this responsibility (GR IV.B). When exercising this capacity, the Senate Council Chair may cast a vote under circumstances prescribed by *Robert's Rules of Order, Newly Revised*

**1.2.4.3 Secretary:** The Secretary shall be the Vice Chair of the Senate Council, as provided in SR 1.3.1.3B ("Officers") [US: 4/10/00]

**1.2.4.3 Parliamentarian:** A faculty member , not necessarily a member of the Senate, may be appointed by the University Senate Council. For the purposes of this rule, a person with emeritus faculty status who is a member of a college faculty is eligible for appointment as parliamentarian. [BoT: 4/10/84; GR IV.B]

**1.2.4.4 Sergeant at Arms:** A member of the University staff who is not a member of the Senate, may be appointed by the University Senate Council Chair. [US:11/13/78 & BoT: 4/10/84; GR IV.B]

## **1.2.5 FUNCTIONS OF OFFICERS OF THE SENATE**

### **1.2.5.1 Chair of the University Senate (University President)**

The Chair of the University Senate:

- A Shall be the Presiding Officer at meetings of the Senate except as he or she may have delegated this function to the Senate Council Chair. (GR IV.B)
- B May call special meetings of the University Senate or be asked to address the University Senate (GR III)
- C Is responsible for fostering and promoting instruction, research, and service as the primary functions of the University. In this connection the President may make policy recommendations to the Board of Trustees and the University Senate, which are recognized as the primary educational policy-forming agencies of the University. (GR III)
- D Is responsible for enforcement of the *University Senate Rules*. (GR III)

- E May under extraordinary circumstances, and with written justification to the University Senate through the University Senate Council, suspend a University Senate rule in a particular case. However, under no circumstances may the Senate Chair or the Senate Council Chair waive a rule concerning conditions for admission (SR 4.1, 4.2), or a rule concerning the number of credits or quality points required for graduation (SR 5.4.3, 5.3.4) that is established by the elected representatives of the University Faculty pursuant to KRS 164.240 (GR III; GR IV.C.8)
- F May be called upon to represent the University Senate; is responsible to transmit to the Board all formal communications and viewpoints from the University Senate, including any minority opinions, and the President's own recommendations for action. (GR III, GR IV.B)
- G The President, as Chair of the University Senate, may establish and appoint academic committees to advise the President in this capacity. (GR IV.B)

#### **1.2.5.1 Secretary**

The Secretary of the University Senate shall:

- A Make the minutes available to members and the UK community; a copy of the audio recordings of the meetings shall be available to any interested member. [US: 10/12/98; RC codification: 10/23/00]
- B Maintain an official roll of Senate members;
- C Maintain attendance records of Senate meetings and to notify deans of colleges when an elected representative who has been absent without explanation from three meetings of the Senate during any one academic year must be replaced;
- D Be responsible for providing notice and agenda of special meetings of the University Senate (GR IV.B)
- E Preside over meetings of the University Senate in the absence of the Senate Council Chair and the President of the University. (US: 4/14/03)

#### **1.2.5. 3 Parliamentarian**

The parliamentarian shall advise the Presiding Officer on parliamentary procedures.

#### **1.2.5.4 Sergeant at Arms**

The Sergeant at Arms shall separate visitors from voting members of the Senate, control the presence of persons not authorized to attend Senate meetings, and carry out instructions of the Senate or its Presiding Officer during each meeting.

### 1.3.0 COUNCILS OF THE SENATE

The University Senate delegates to its councils and/or its committees the largest degree of authority in handling recurring and routine matters in order that Senate meetings may be devoted largely to communications and consideration of major matters of educational policy.

#### 1.3.1 UNIVERSITY SENATE COUNCIL

**1.3.1.1 Purposes and Functions of the Senate Council** The University Senate Council is charged with providing leadership to enable the Senate to perform effectively its primary role of formulating and implementing educational policies of the University as described in the *Governing Regulations*. The Board of Trustees in its *Governing Regulations* has also delegated responsibility to the Senate Council to act on behalf of the University Senate in particular advisory roles (GR II.B.5.a; GR VIII.B; GR X.B,C).

The Senate Council is specifically charged with continuously reviewing the University's academic policies and may call to the attention of the appropriate administrative officer any need for compliance with the *University Senate Rules, Governing Regulations, or Administrative Regulations* that relate to University Senate function.

In accordance herewith, the Senate Council shall serve as the executive committee for the University Senate in fulfilling the following functions: (See Section I, 1.2.3)

- A Study and report or recommend to the Senate on any matter of concern to the Senate.
- B Receive, consider and recommend action on Senate Committee reports and on reports and recommendations from educational units. The Senate Council may recommend approval or disapproval, or may present the matter to the Senate without recommendation.
- C Appoint the Standing Committees of the Senate, Special Committees that it finds to be essential for the performance of Senate or Senate Council functions, and other committees as designated by the Senate.
- D Advise the President on the appointment of the Senate Advisory Committees and other on academic committees, that the President may appoint in the capacity as Chair of the Senate.
- E Advise the Provost on the appointment of search committees for the appointment of deans of colleges, the Graduate School and the Libraries.
- F Plan the agenda of the Senate. Distribute notices of regular Senate meetings at least six (6) days prior to meetings with agenda and recommendations for Senate action to members of the University Senate and to administrative offices that are concerned with academic affairs, and of special meetings as directed.
- G Act for the Senate on all matters involving changes to academic programs, degrees, and curricula, subject to the requirements of reporting and the power of the Senate to reverse the Senate Council on these matters.

- H Act on other matters referred to it by the Senate with the responsibility and authority delegated to it by the Senate.
- I Act for the Senate in emergency situations, reporting such actions, with justification, to the Senate at its next regular meeting.
- J Advise the President on all matters relative to the welfare of the University which the President brings to it or which it proposes for consideration. In addition, the Senate Council shall invite the President annually to inform the Senate concerning general academic policies and budgetary priorities.
- K The Senate Council shall include solicitation to the elected college faculty councils (GR VII.A.4), or similar elected college faculty bodies, to participate in nominating potential members of Area Committees, and other academic advisory committees, for submission to the President (GR IV.B),
- L To maintain a record of additions to or modifications of the *Rules* between periodic revisions and update the web-posted Senate *Rules* at least annually.

**1.3.1.2 Composition** The Senate Council shall be composed of elected voting representatives (GR IV.A) and *ex officio* members as follows: The voting \_ elected membership shall be nine (9) members elected by and from the 94 elected faculty representatives in the University Senate, and two (2) members elected by and from the newly elected student representatives in the University Senate. The *ex officio* voting member shall be the President of the Student Government Association, and the *ex officio* non-voting members shall be the faculty members of the Board of Trustees, if they are not elected members of the Senate Council, and the immediate past chair of the Senate Council, if his or her term on the Senate Council has expired. For purposes of this rule, the phrase “immediate past chair of the Senate Council” means the person who served as chair of the Senate Council during the preceding year. Six elected members shall constitute a quorum for the transaction of business. (US:10/10/77; US: 10/12/98). If the elected faculty representatives to the Senate Council are to perform a statutory action (KRS 164.240) on behalf of the elected faculty representatives of the Senate (GR IV.A,B), then five of those nine members shall constitute a quorum (KRS 446.050).

**A Elected Faculty Membership [11/08/05]**

1. **Eligibility for Membership**--Any elected faculty member of the Senate (or person appointed to replace an elected member) whose term of office has not expired at the time of the election shall be eligible for election to the Senate Council, except that no more than three (3) of the elected members of the Senate Council shall be from any one college. If an elected faculty representative in the Senate has become ineligible and a replacement has been made, only the person who has replaced the ineligible representative shall be eligible for election to the Senate Council. Senate Council members are not eligible to succeed themselves until a lapse of one year from the expiration of their Senate Council membership (including service as Chair or Vice Chair), except that members who are filling a vacancy and who have served no more than one year, if otherwise eligible, may be eligible for election. The duration of the term of membership on the Senate Council shall not be affected by the member's term on the University Senate. (US: 10/14/85)

2. **Terms**--Elected faculty representatives in the Senate Council shall serve for three (3) years commencing on January 1 following their election and continuing until expiration of their terms or until their successors are elected and certified.
3. **Election**--Elections shall be conducted by electronic secret ballot or paper secret ballot if electronic election is not feasible. Three (3) elected faculty representatives in the University Senate shall be elected annually during the fall semester to serve on the Senate Council. The election shall be conducted under the supervision of the Chair of the Senate Rules and Elections Committee. (US: 1/18/88)

**(a) Nominating Round**

On the nominating ballot, each elected faculty Senator may nominate up to three (3) eligible Senators from the roster of the eligible faculty Senators as certified by the Chair of the Senate Rules and Elections Committee and made available to Senators.

There shall be six (6) names on the voting ballot. The six (6) eligible Senators receiving the largest number of nominations shall be placed on the voting ballot, except that not more than twice the number of names from any one college as could potentially be elected from that college shall be eligible for being placed on the voting ballot. All ties will be resolved by a random drawing. Prior to placing the names of nominees on the voting ballot, the nominees' willingness to serve shall be ascertained by the Chair of the Senate Rules and Elections Committee.

**(b) Voting Round**

Each voter must rank order exactly three (3) candidates from the list of the six (6) nominees on the voting ballot. Failure to rank order exactly three (3) different candidates will disqualify the ballot. References in sections (c), (d), and (e) below to "ballots" refers only to those ballots certified as countable.

**(c) Tabulation Round(s)**

First, the total number of eligible ballots is determined.

Next, each of the six (6) candidates shall be allocated the number of ballots on which the candidate has been ranked first. Any candidate whose total allocation is at least one-third (1/3) of the total number of ballots is elected. Except that if, at any time in the entire tabulation process, a total number of candidates from any one college is elected that is equal to that college's total number of eligible seats, then any remaining candidates from that college will be removed from the ballots, and the ballots re-tabulated according to the rankings of the remaining candidates on each of them.

If three (3) candidates are elected at this point, the election ends here. If fewer than three (3) are elected, the following "Sequential Run-off" process will be followed.

**(d) Sequential Run-off**

1. If fewer than three (3) candidates are elected pursuant to section (c) above, then the following run-off tabulation will be followed: On each ballot, the name(s) of the elected candidate(s) will be removed, and the ballots re-tabulated according to the rankings of the remaining candidates on each of them. Any candidate who is allocated at least one-third (1/3) of the total number of ballots after this re-tabulation shall be declared elected.

2. If no candidates are elected pursuant to section (c) above, then the name of the candidate with the fewest top rankings shall be removed. In case of a tie, the candidate with the fewest total number of votes of any rank will be eliminated, with any further ties decided by a random draw. The ballots will then be re-tabulated again according to the rankings of the remaining candidates on each of them. Any candidate now allocated at least one-third (1/3) of these re-tabulated ballots shall be elected.

If a total of three (3) candidates are elected at this point, the election ends here. This procedure shall be repeated as necessary until three (3) candidates are elected.

**(e) Runners-Up**

After three (3) candidates have been elected, three (3) ranked runners-up will be chosen according to the number of ballots allocated to them at the end of the last tabulation round. In case of a tie, the candidate with the most total number of votes of any rank will be ranked first, with any further ties decided by a random draw. If there are fewer than three (3) such runners-up, then additional runners-up will be chosen to bring the total to three (3), with the additional runners-up ranked according to the reverse order of their elimination. The runners-up will be considered in the order so ranked in case of future vacancies on the Senate Council.

4. **Vacancies**--Upon resignation of any elected faculty representative in the Senate Council or when such a member is no longer eligible to be a Senator, a vacancy shall be declared by the Chair of the Senate Council. A vacancy on the Senate Council shall be filled by the eligible candidate who at the most recent Senate Council election ranked the highest without being elected and who is eligible and willing to serve. (US: 1/18/88)

If the above procedure still does not fill the vacancy, the vacancy shall be filled with an eligible and willing elected faculty Senator nominated by the Senate Council Chair and approved by the majority of the voting faculty representatives of the Senate Council.

The term of such appointments shall be for the remainder of the unexpired term of the vacating Senate Council member.

**B Elected Student Membership**

1. **Terms**—The two elected student members of the Senate Council and the President of the Student Government Association shall serve terms of one (1) year commencing

July 1 following their election and continuing until their successors are elected and certified. (US: 10/12/98)

2. **Election**--The two (2) elected student members of the Senate Council shall be chosen annually in the second semester of the academic year. As soon as possible after the election of the student members of the University Senate during the second semester, the President of the Student Government Association shall assemble these persons to elect the student members of the Senate Council by majority vote. (US: 10/12/98)
3. **Vacancies**--If at any time during the term of a student member of the Senate Council he or she should become ineligible for membership in the Senate, his or her position on the Council shall be declared vacant. The President of the Student Government Association shall then assemble the student members of the University Senate to elect his or her successor.

**C. Attendance**

If any member misses three (3) regular or special meetings of the Council per year, without an explanation acceptable to the majority of the other voting members, a vacancy is declared, to be filled according to the above procedures concerning vacancies. [US: 10/12/81]

**1.3.1.3 Officers of the Senate Council (US: 9.8.97)**

**A Senate Council Chair**

The Senate Council shall elect its Chair in December preceding the academic year during which the Chair shall serve. All nine of the elected faculty representatives then serving on the Senate Council shall be eligible for election to the position. The incumbent Chair, if in his or her first year as Chair, shall also be eligible for reelection. When the person chosen is not the incumbent Chair, he or she shall be known as the Chair-elect. The Senate Council Chair is always a voting member of the Senate Council, within the provisions of the *Robert's Rules of Order, Newly Revised*. The Senate Council Chair:

1. Will exercise preparatory administrative functions as Chair that are attendant to the effective conduct Senate and Senate Council meetings, including the authority to call special meetings of the Senate Council (KRS 61.823.2);
2. As the 'department head' of the Senate Council Office, has certain general supervisory responsibilities for managing the budget, inventory, and personnel functions of the Senate Council Office (UK *Business Procedures Manual*; EVPFA Inventory Policies; *Human Resources Policy and Procedure Administrative Regulation* 61.2; KRS 61.030);
3. Performs as the Presiding Officer of the Senate Council meetings except as s/he may delegate that function to the Vice Chair of the Senate Council; as Presiding Officer possesses attendant responsibilities and authority pursuant to Open Meetings Law (KRS 61.846(1));

4. Has general supervisory responsibility for: the preparation of minutes of Senate Council meetings pursuant to KRS 61.835; the distribution of these minutes to Senate Council members; the maintenance of official minutes of the Senate Council meetings pursuant to statutory UK Records schedule (KRS 171.420; President's memo 01/25/95); public accession to these minutes pursuant to the Open Meetings law (KRS 61.846(1)); and for the safe transfer of the records of the Senate Council Office to his/her successor (KRS 57.360);
5. Has general supervisory responsibility for the maintenance of copies of procedures for election of faculty Senators, as approved and submitted by college faculties (as per SR 1.2.2.1);
6. Has general supervisory responsibility for maintenance an official file of the educational unit "Rules" (including rules for unit-level membership/voting privileges) and committee structure for educational policy-making, as established by the respective faculties of each educational unit, being consistent with the *University Senate Rules*. As each is received upon approval by the Provost (GR VII.4-7), the Rules documents in this file will be maintained in a format accessible as needed by members of the Senate Council and Senate Committees;
7. Has general supervisory responsibility for the maintenance a roster of those faculty employees in each college who are
  - (a) full-time faculty employees at each rank in each respective title series (used for apportionment of seats of elected Faculty Senators (SR 1.2.2.1.A))
  - (b) eligible to be elected as Faculty Trustees and those eligible to vote in Faculty Trustee elections (i.e., those members of the college faculty bodies who are full-time faculty employees with academic rank at or above Assistant Professor (or Librarian III) (SR 1.5.2))
  - (c) eligible to be *elected* as Faculty Senators (i.e., full-time faculty employees in the Regular, Special, Extension or Librarian Title Series, at or above the rank of Assistant Professor (or Librarian III), and those eligible to *vote* in college election of Faculty Senators (i.e., those eligible to serve plus those other full-time faculty who have been conferred with privileges to vote in the college senator elections (GR VII.A.4.a), (SR 1.2.2.1.B))these rosters being obtained from the deans of the respective colleges (GR II.B.2.b assigns responsibility for these elections to the University Senate);
8. Annually reports to the Chair of the Senate the attendance records of *ex officio* voting members;
9. Is responsible for the assembly of the Ombud search committee with the composition specified in the *University Senate Rules* (SR 6.2.3);
10. Will make the final decision for the Senate on matters of minor course changes, as these changes are defined in the *University Senate Rules* (SR 3.3.0.G);



11. Advises the chairs of Senate standing committees on the appointment of *ad hoc* advisory committees to the standing committees (SR 1.4.1);
12. Utilizes regular communication and information sharing with elected college faculty councils, or similar elected college faculty bodies, to increase the effectiveness of educational policy-making by the University Senate and the College Faculties;
13. May be directed by the Senate Council to represent that body on a particular matter to the President, or to another administrative officer, to the Board of Trustees, or to another University (or external) entity;
14. Serves in a variety of *ad hoc* circumstances as a voice for the University Faculty, in different fora before organizations and groups on campus;
15. Is periodically invited by the President or other University administrators to serve on University-level committees of diverse composition, so as to advocate for the Senate or Senate Council in the formulation of administrative policy on issues;

**B. Senate Council Vice Chair**

The Senate Council shall also elect a Vice-Chair at a December meeting from among the six faculty representatives elected to the Senate Council whose terms do not expire at the end of that month. The Vice Chair shall take office the following June 1<sup>st</sup> and serve through May 31<sup>st</sup> of the next year. The Vice-Chair:

1. Will preside at any meeting of the Senate or the Senate Council at which the respective Chair so delegates or at which the Chair is not present, and may be delegated by the Presiding Officer to introduce the Senate Council motions and resolutions at Senate meetings. To facilitate the Vice Chair's readiness to assume these responsibilities, the Senate Council Chair will keep the Vice Chair generally apprised of important events that relate to Senate/Senate Council function.
2. Shall become chair of the Senate Council for the remainder of the chair's term if for any reason the chair is no longer able to serve in that capacity.
3. The Vice Chair shall also serve as Secretary of the Senate. (US 4/10/00)

**C. Chair-elect**

The Chair-elect or a Chair reelected to a second term shall take office as Chair on the following June 1st and serve through May 31st of the next year. A member of the Senate Council is not eligible while on sabbatical to serve as chair-elect but a person who has replaced the member on sabbatical on the Council is eligible to be elected as chair-elect.

**D. Conditions of Senate Council Officership**

- 1 An incumbent Vice Chair whose term as a elected member of the Senate Council expires on December 31st shall continue in office and serve as a non-voting member of the Senate Council until the following May 31st. However, if at a meeting of the Senate or Senate Council the Vice Chair is acting as Presiding Officer in place of a nonattending Chair, then at that meeting the Vice Chair possesses the same voting status as the Chair. An incumbent Vice Chair whose elected term on the Senate Council expires on

December 31st shall be eligible to be named Chair-elect at the meeting that December to choose the next Chair.

- 2 If for any reason the office of the Vice Chair should become vacant, the Senate Council shall act as soon as possible to elect a replacement. (US:10/12/81; US: 9/8/97)
- 3 Officers of the Senate Council will remain members of the Senate Council for the duration of their terms of office even if their terms as Senators may have expired. In this eventuality, they will not be counted as part of their educational units in the election of representatives to the Senate or to the Senate Council, thereby expanding the normal size of both those bodies. (US:10/12/81; US 9/8/97; GR IV.B)

#### **E . Senate Council Office Staff**

- A An Administrative Assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities which are essential to the functioning of the Senate Council. (US:10/12/81; US 9/8/97)
- B An assistant, employed by and responsible to the Senate Council, shall carry out the routine and continuing activities essential to the functioning of the University Senate such as scheduling meeting rooms; taking minutes, word processing and distributing Senate agenda, memos and other correspondence; assisting the Chair of the Rules and Elections Committee in conducting nominations and elections and other activities. (US 4/10/00)

### **1.3.2 GRADUATE COUNCIL**

#### **1.3.2.1 Relationship of Graduate Faculty to the University Senate**

- A The Graduate Faculty shall make recommendations to the University Senate on (1) academic matters that require University Senate approval, including graduate courses and programs and graduate program reviews (GR IV.A,C; GR VII.A.3.c) and (2) conditions of merit and circumstance for Honorary Degrees and (3).
- B The Graduate Faculty may perform the above functions directly, through the Graduate Council, or through committees that it or the University Senate may establish. Councils of the Graduate School may be appointed by the Dean of the Graduate School or elected, as prescribed by the *Rules of the Graduate Faculty* and approved by the University Senate. The Graduate Council shall have the authority and responsibilities delegated to it by the Dean of the Graduate School, by the Graduate Faculty in the *Rules of the Graduate Faculty*, and by the *University Senate Rules*. (GR VII.A.3.b).
- C Upon the recommendation of the members of the graduate faculty of a program, and transmitted through the Director of Graduate Studies, the Graduate Council will review, and the Graduate Dean will then render final action on, nominees for Graduate Faculty membership (GR VII.A.3.a). Associate and other classes of members in the Graduate Faculty (including but not limited to Directors of Graduate Studies (US 04/21/52)), may be appointed by the Dean of the Graduate School, with appropriate duties and privileges, as provided by the *Rules of the Graduate Faculty* and as approved by the University Senate (GR VII.A.3.a).

**1.3.2. 2 Functions** - The Graduate Council shall meet on the call of the Graduate Dean, or upon written request of five (5) members of the Graduate Council. A majority of the voting membership shall constitute a quorum for the transaction of business. Its responsibilities relative to courses and programs shall be as follows:

- A Course Procedures**--It shall consider all proposed new courses and changes in courses which may be used for credit toward a graduate degree. It shall forward to the Undergraduate Council recommendations on the courses numbered 400G-499G. [US: 10/11/99]
- B Program Procedures**--It shall consider all proposed new graduate programs and changes in graduate programs, and degree titles (for both graduate program degrees and Honorary Degrees), forwarding its recommendations to the Graduate Faculty for action and transmittal to the Senate Council (See Section III, 3.2.0) In addition, it shall review all graduate programs. (These procedures are not intended to prevent a faculty member from presenting a recommendation or request directly to the Graduate Faculty.)
- C Review of Programs**--The Graduate Council shall review all graduate programs and suggest measures designed to maintain acceptable levels of academic quality. In pursuit of this charge, the Graduate Council may recommend appropriate actions to the Graduate Dean. For the purposes of this section, such recommendations may include (1) suspension of programs for a maximum of five years, (2) lifting of suspensions, and (3) termination of programs in accordance with the procedures specified below.

All recommendations by the Graduate Council and decisions by the Graduate Dean relative to suspension of programs, or lifting of suspensions, shall be communicated to the Chair of the Senate Council for incorporation in the Senate Council Course/Program Actions. No later than the fifth year of any program suspension, the Graduate Council shall review the suspension and recommend to the Graduate Dean the reinstatement or termination of the programs.

A decision to suspend a program on academic grounds may be appealed by the Director of Graduate Studies in the program. The appeal in all such cases shall be made, including justification, to the Provost for review. The Provost shall appoint a committee of Graduate Faculty members including a member of the Senate Council to function as an Appeals Committee to review the case. It shall limit its review to the materials submitted and to the procedures followed by the Graduate Council. The Provost shall discuss the recommendation of this Appeals Committee with the Graduate Dean and chair of the Senate Council and recommend final action to the President.

If the Graduate Dean approves a recommendation by the Graduate Council to reinstate a program that has been suspended, the Graduate Dean shall submit this recommendation to the Graduate Faculty for review. If the Graduate Faculty concurs, it shall forward its recommendation through the Senate Council to the Senate for approval. (US:11/14/83)

Any recommendation by the Graduate Council to the Graduate Dean to terminate a program, whether or not previously suspended, shall also be communicated to the Chair of the Senate Council. In accordance with SR 3.3.2, the Graduate Council (or the

Graduate Dean if so determined by the Senate Council) shall be responsible for the exercise of the procedures prescribed in SR 3.3.2.1.B The Senate, which has the final authority for program termination (GR IV.C), if deciding to terminate the program, will report that decision to the President. (US:11/8/76)

- D. Off-campus Courses and Programs**—The Graduate Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) substantive changes criteria (US: 4/12/99)
- E. Review of Graduate Programmatic Activities Other Than Degree Programs** -- The Graduate Council shall periodically review and report to the Graduate Faculty and Senate on the effectiveness of the educational policies of the Graduate School (a) concerning certificates awarded in relation to graduate courses or training, (b) in relation to the education and training of postdoctoral scholars/fellow, and (c) in relation to postbaccalaureate students.

The responsibilities of the Graduate Council relative to Honorary Degrees include

- F.** Periodically make recommendations to the elected faculty representatives in University Senate on the titles used for honorary degrees, and on the conditions of merit and circumstance applied to the award of honorary degrees (GR IV.A,C)

**1.3.2.3 Composition** The Graduate Council is composed of eighteen (18) members and the Dean of the Graduate School, who serves as the Chair. There are fourteen (14) elected faculty representatives, two (2) faculty members appointed by the Dean, and two (2) student members. Associate deans of the Graduate School and a representative of Senate Council serve in a non-voting, *ex officio* capacity.

The composition of the Graduate Council is as follows:

- Two members from the College of Agriculture,
- three members from the College of Arts and Sciences,
- one member from the College of Business and Economics;
- one member from the Colleges of Communications and Information Studies, of Social Work and the Graduate Centers (Patterson and Martin Schools);
- one member from the College of Education;
- one member from the College of Engineering;
- one member from the Colleges of Design and of Fine Arts;
- two members from the College of Medicine;
- two members from the Colleges of Pharmacy, Dentistry, Health Sciences, and Nursing, and the medical-related Graduate Centers;
- two faculty members appointed by the Dean of the Graduate School; and

-two student members selected by the Graduate Council. (US: 4/12/04)  
[note: waiting for Graduate Council recommendation re: Public Health]

Members representing a college or a combination of colleges are elected by the Graduate Faculty whose primary appointment to the Graduate Faculty is in the respective college(s) (US:3/21/83)

The composition of the Graduate Council will be examined by the Graduate Council annually at its last meeting of the academic year. (US: 4/12/04)

#### **1.3.2.4 Election**

A Only regular (“full”) members of the Graduate Faculty shall be eligible to serve on the Graduate Council and to vote in the Graduate Council election. Graduate Faculty members with administrative titles above that of department chair or who do not possess an employment status of a full-time faculty member are not eligible. In addition, members of the Graduate Faculty from departments which have representatives with unexpired terms on the Graduate Council shall not be eligible. (US: 11/11/85)

The office of the Graduate Dean will be responsible for administering the election procedure and for certifying to the Senate Council the newly elected members. The Graduate Dean's Office will prepare the lists of faculty members eligible to vote and those eligible to serve. For each college or collection of colleges where there is an election to be held, the Graduate Dean's office will send a list of those eligible to be elected to each person eligible to vote, who will be invited to nominate an eligible person for the Graduate Council by a letter. In addition, in each department (or college) that has a graduate program, the chair (or dean) and the director of graduate studies will each be urged to submit a nomination by letter. The Graduate Dean's office shall check on the willingness of persons to serve and will get a very brief biographical statement from each person nominated. If fewer than three persons are nominated and are willing to serve from any college or collection of colleges, the Graduate Dean's office shall call a brief meeting of the directors of graduate study from the unit(s) for the purpose of nominating additional persons to make a total of three. (In the event that more than one person were to be elected from the unit, this group would meet if necessary to pick nominees equal to three times the number to be elected.) (US: 1/18/88)

Once the nomination process has been completed, ballots will be sent out containing the names of all those nominated. Each person must vote for as many candidates as there are vacancies to be filled or their ballot will be disqualified. The person or persons receiving the largest number of votes will be elected. (US: 1/18/88)

**1.3.2.5 Terms and Vacancies** The term of office of elected members shall be three (3) years, with elections being conducted so that the terms will be staggered. The term of office of appointed members shall be one (1) year. All terms expire on August 15 [US: 4/23/01]. Members shall serve until the expiration of their terms, until they have become ineligible, or until their successors have been named.

A vacancy in the first year of a term on the elected membership of the Graduate Council shall be filled by appointment by the Graduate Council Chair of the eligible nominee who received the highest number of votes without being elected. If that person declines, the next eligible nominee shall be appointed, and so on. If the electoral unit in which the vacancy occurs elects

a Graduate Council member annually, this method shall be used to fill all vacancies from that unit, with the immediate preceding election being used as the source of nominees. If the electoral unit does not elect a member annually, a vacancy following the first year of a term (or in the first year if the list of nominees is exhausted) shall be filled by the Graduate Council Chair appointing an eligible member of the unit's faculty. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. (US: 4/10/89)

Any member of the Graduate Council who has served a term as an elected member or who has served more than one year as a replacement for an elected member shall be ineligible for membership on the Graduate Council until three years have elapsed since completion of his/her last term. An appointed member of the Graduate Council may serve three successive one year terms. However, the appointed member whose term of service has been for more two one year terms, shall thereafter be ineligible for membership on the Graduate Council until three years have elapsed.

### **1.3.3 UNDERGRADUATE COUNCIL**

The Associate Provost for Undergraduate Education (or another person designated by the Provost) shall chair the Undergraduate Council and report its recommendations to the Senate Council.

**1.3.3.1 Functions** The Undergraduate Council's responsibilities relative to courses and programs shall be as follows:

- A Course Procedures**-- It shall consider all proposed new courses and changes in courses which may be used for credit toward an undergraduate degree. It shall forward to the Graduate Council recommendations on all courses numbered 500-599. [US: 10/11/99]
- B Program Procedures**--It shall consider all proposed new undergraduate and/or professional programs, changes in undergraduate and/or professional programs, including degree titles, from all colleges offering an undergraduate degree. Further, it shall consider all changes in the University requirements except for the University Studies Program, recommending on all of the above to the Senate Council . In addition, it shall review all undergraduate programs. (See Section III, 3.2.0.)
- C Review of Programs**--It shall review the summary reports of undergraduate program reviews prepared by the educational unit review committees. It shall participate directly in the review of undergraduate programs upon the request of the Provost. Following either such review, it may recommend appropriate action to maintain acceptable levels of academic quality to the Provost. Such a recommendation may include the suspension of a program to a maximum of five years and the lifting of such a suspension. All recommendations relating to imposing or lifting suspensions of programs are subject to approval by the Senate Council.

An undergraduate program, through its chair or other appropriate administrative officers, may appeal a decision to suspend the undergraduate program to the Provost, who shall then appoint a committee of faculty members, including a member of the Senate Council, to function as an Appeal Committee to review the case. The Committee shall limit its review to the materials submitted by the academic unit review committees, by the Undergraduate Council, and by the program making the appeal. The Provost shall

discuss the recommendation of the Committee with the chair of the Senate Council and shall then recommend final action to the President. (US:4/9/84)

Proposals to terminate undergraduate programs shall be initiated and processed as prescribed in SR 3.3.2.1.

**D Off-campus Courses and Programs**—The Undergraduate Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association of Colleges and Schools (SACS) “substantive changes” criteria (US: 4/12/99)

**1.3.3.2 Composition** The Undergraduate Council shall consist of fourteen (14) members. Nine of the members shall be regular full-time faculty members elected by and from the faculties of colleges, groups of colleges or parts of colleges as follows: [US: 10/12/81] (US:4/9/84) (US: 4/14/86) (US: 10/12/87)

One member from the combined areas of Humanities area in the College of Arts and Sciences, the College of Fine Arts, and the Honors Program;

One member from the combined areas of Biological and Physical Sciences in the College of Arts and Sciences;

One member from the combined areas of the Social Sciences in the College of Arts and the College of Communications;

One member from the College of Agriculture;

One member from the College of Education;

One member from the College of Engineering;

One member from the College of Business and Economics;

One member from the combined Colleges of Design and Social Work;

One member from the combined Colleges of Health Sciences, Nursing, and Pharmacy.

In addition, in view of that Lexington Community College students enrolled as of July 1, 2004 will be eligible for a University of Kentucky degree if the graduation requirements are completed by August 31, 2010 (HJR214), a liaison to the Undergraduate Council during this period, if desired by the faculty of Lexington Community College, shall be designated by a method determined by the faculty of the Lexington Community College. (US:3/12/79) (US:4/9/84)

Of the five remaining members, one shall be a member of the University Faculty appointed by the Senate Council. Four members shall be appointed by the Chair of the Undergraduate Council with the advice and consent of the elected Undergraduate Council members. Of these four, two shall be members of the faculties of colleges eligible to have representation on the Undergraduate Council, and the remaining two shall be undergraduate students from eligible colleges. [US: 10/12/81] (US:4/9/84) (US: 4/14/86) (US: 10/12/87)

An *ex-officio*, non-voting member from the Registrar’s Office selected by the Assistant Provost for Enrollment Management may attend. [US: 4/14/97]

**1.3.3.3 Election** Members of faculties of those colleges listed above in SR 1.3.3.2 who are eligible to vote for and be elected to the University Senate shall be eligible to serve in and vote for all elected members of the Undergraduate Council. (US: 10/8/01)

A secret ballot election for membership on the Undergraduate Council shall take place during the spring term and the newly elected members shall assume their seats on August 16 of the same year. [US: 10/12/87; US: 1/18/88; US: 4/23/01]

The Associate Provost for Undergraduate Education shall be responsible for administering the elections. The Associate Provost's Office will prepare lists of members of college faculties eligible to vote and serve. For each college or group of colleges in which there is an election to be held, the Associate Provost's Office will notify and solicit nominations from the members of the college faculties by a process designed to give adequate notice of the election. It will particularly solicit nominations from department Chairs and Directors of Undergraduate Studies. The Associate Provost's Office will ascertain the willingness of the nominees to serve and will conduct the election by a process designed to inform voters of the qualifications of those nominated. The person receiving the highest number of votes for a given vacancy will be elected. Ties will be decided by lot. {US: 10/8/01}

**1.3.3.4 Terms and Vacancies** Elected faculty Undergraduate Council members will serve three year staggered terms expiring on August 15 [US: 4/23/01], and shall be ineligible to succeed themselves until a lapse of one year occurs, except that where they have served one year or less as a replacement, they shall be eligible to be elected. Student members shall serve one year and are eligible for reappointment.

When a member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, loss of status as a faculty employee) a vacancy is declared. A vacancy in the first year of a term on the elected membership of the Undergraduate Council shall be filled by appointment by the Undergraduate Council Chair of the eligible nominee who received the highest number of votes without being elected in the election in which the vacating member was elected. If that person declines, the next eligible nominee shall be appointed, and so on. A vacancy following the first year of a term (or in the first year if the list of nominees is exhausted) shall be filled by the Undergraduate Council Chair appointing an eligible member of the unit's faculty. The term of appointment shall be for the remainder of the unexpired term or for the duration of the ineligibility of the elected member. (US: 4/10/89)

**1.3.4 Health Care Colleges Council [05/09/05]**

**1.3.4.1 Functions** The Health Care Colleges Council (hereafter: "HCC Council") shall be responsible to the University Senate concerning academic matters related to the six health-care-related colleges: Dentistry, Health Sciences, Medicine, Nursing, Pharmacy, and Public Health. Its principal functions and responsibilities are as follows:

- A. **Course Procedures** – It shall consider all proposed new courses and changes in courses originating from a college represented on the HCC Council. On behalf of the University Senate, the HCC Council shall have final approval authority for these proposals so long as these courses would not be subject to review by Undergraduate and/or Graduate Councils.
- B. **Program Procedures** – It shall consider all proposals for new academic programs, changes in academic programs, changes in degrees or degree titles, changes in the admission or graduation requirements, and other academic issues originating from a college represented on the HCCC. During review, it shall ensure that the development of new programs are accompanied by appropriate modification or discontinuation of old



programs or courses in accordance with the University Senate Rules. On behalf of the University Senate, the HCC Council shall have final approval authority for proposals related to professional programs (including professional baccalaureate programs) that would not require review by another Council of the Senate and/or would not require final approval by the Board of Trustees and/or the Kentucky Council on Postsecondary Education. These courses are principally those at the 800 and 900-levels that address requirements toward a professional degree

- C. **Limitation of authority** -- Whenever a proposal submitted to the HCC Council originated from or is subject to review by another Council of the Senate OR requires final approval by the Board of Trustees or the Kentucky Council on Postsecondary Education, the HCCC shall not have final approval authority and, instead, shall recommend on that proposal to the Senate Council. If a situation arises where it is unclear if the HCC Council has final approval authority; the HCC Council will send a reviewed proposal forward with the HCC Council recommendation to the Senate Council for its consideration.

The Senate Council and University Senate shall always retain the prerogative and authority to review any proposal or decision of the HCC Council.

- D. **Review of Programs** -- It shall evaluate educational program objectives and course content to ensure appropriate breadth and depth and the availability of needed faculty;
- E. **Off-campus Courses and Programs** --The HCC Council shall review distance learning activities for quality and effectiveness, in keeping with Southern Association Colleges and Schools (SACS) “substantive changes” criteria [US: 4/12/99]

**1.3.4.2 Composition** The Health Care Colleges Council is composed of two representatives and two alternate representatives from the Colleges of Dentistry, Health Sciences, Medicine, Nursing, Pharmacy and Public Health elected by the faculty of each college. An individual from the Provost’s office in the position of Associate Provost or equivalent shall serve as Chair of the HCC Council. In addition, there shall be three (3) representatives outside of these colleges, one each appointed by the Graduate, Senate and Undergraduate Councils, not necessarily from these Councils’ memberships, to serve terms commensurate with the other members of the HCC Council.

**1.3.4.3 Election** One HCC Council member (“official representative”) and one alternate from each college shall be elected each year for a two-year term, which shall begin September 1. To be eligible for election, candidates shall be a regular, full-time member of one of the six specified college faculties and shall be limited to those college faculty members who are eligible to be elected to the University Senate. . In addition, they shall have been members of a faculty of one of these colleges in a full-time academic rank for a period of at least two years. Administrative officers who also hold faculty appointments but who have lost status as a Faculty Employee are not eligible for election during their tenure as administrative officers. When a HCC Council member or an alternate becomes unable or ineligible to serve (i.e., resignation, leave of absence, assumption of administrative title, loss of status as a faculty employee ) a vacancy shall be declared and that eligible faculty member who at the last election received the highest number of votes without being elected shall be appointed to serve for the period of ineligibility of the elected or alternate member.

Alternate members shall be notified of all meetings and shall have the privilege of attending all meetings; they shall not vote, however, unless they are serving in place of official representatives. The alternates shall receive copies of minutes and other materials distributed to the HCC Council. When an official representative must be absent from a meeting, either alternate from his or her college can be designated by the HCC Council Chair to serve during that particular meeting.

The HCC Council shall meet monthly and upon call of the HCC Council Chair. Six (6) elected members or their alternates with a voting status for the purposes of the meeting shall constitute a quorum for the transaction of business.

#### **1.4.0 UNIVERSITY FACULTY SENATORS**

The body that is the elected University Faculty Senators (GR II B.5.b;GR IV.A) has, through its election by and from the University Faculty, the representative authority to perform particular functions that, by law (KRS 164.240), are reserved to the University Faculty (GR II.B.5.b; GR IV.B). These functions are as specified in SR 1.2.1.H,I,J,K and SR 5.4. Recommendations from this body to the Board of Trustees will be submitted through the Chair of the Senate (the University President) (GR IV), who is also member of the University Faculty (GR VII.4). The body that is comprised of University Faculty Senators is also the body authorized to vote for and elect nine (9) persons of its membership as representatives to the Senate Council (SR 1.3.1.2.A).

In situations where the Board of Trustees or University President seeks the opinion of a directly elected University-level faculty body on a matter, as is sought from the elected Student Government Association concerning student opinion, or as is sought from the elected Staff Senate concerning staff opinion, the Senate Council Chair will solicit and transmit the opinion of the elected Faculty Senators. If conditions preclude obtaining the opinion of the elected Faculty Senators on the matter, the Senate Council Chair shall solicit and transmit the opinion of the Faculty Senators elected to the Senate Council. The body that is comprised of the University Faculty Senate Council Members is also the body authorized in certain situations to fill vacancies that arise in its membership (SR 1.3.1.2.A.4).

#### **1.4.1 STRUCTURE OF UNIVERSITY SENATE COMMITTEES [US: 2/13/89, US: 2/3/03]**

The University Senate may perform its functions directly, through the Senate Council or through either the Standing Committees or *ad hoc* committees of the Senate. The Senate may also establish Senate Advisory Committees and may delegate any of its authority or responsibility to the Graduate School or the faculties of Colleges, Schools, Departments, Centers and Institutes. (GR IV.B).

The University Senate shall have four types of committees: (1) standing committees of the Senate responsible only to that body; (2) the University Studies Committee which shall be chaired by and work with the Associate Provost for Undergraduate Education but shall submit all major policies (as specified in 1.4.4 below) to the Senate; (3) advisory committees responsible in an advisory capacity to the President and/or other administrative officers and to the Senate; and (4) special committees (hereafter referred to as *ad hoc* committees). (GR IV.B)

The terms of office for faculty members of either the standing committees or the University Studies committee shall be three years. Student appointments shall be for one year. All

appointments shall be made by the Senate Council for terms beginning on August 16 and staggered to provide a one-third change in membership each year.

The number of members on each standing committee shall be determined by the Senate Council. Chairs shall be appointed by the Senate Council. The chair and at least one-half the members of the committees shall be elected faculty Senators, except as otherwise specified.

Appointment to advisory committees shall be made by the Chair of the Senate (the President) after consultation with the Senate Council. After consultation with the Student Government Association and other appropriate student groups, the Senate Council may recommend to the President that students be appointed to an advisory committee of the Senate. Similarly, the Senate Council may consult with the elected faculty Senators, or the *ex officio* Senators, concerning the membership of faculty employees or administrative staff employees to such advisory committees.

Appointments to fill committee vacancies shall be made in the same manner as appointments for regular terms. Membership on Senate committees shall continue until terms expire or successors are appointed. The chairs of Senate standing committees may appoint ad hoc committees and may select their members in consultation with the Chair of the Senate Council. Such a subcommittee must be chaired by a member of the parent committee.

Acting within their charges, Senate committees shall act and report to the Senate Council upon issues that bear on the functions of the Senate prior to their submission to the Senate. Unless otherwise specified, items for potential consideration by University Senate committees, that are suggested by other than the Senate or Senate Council, reach the respective committees through the office of the Senate Council. Prior to its own action on an issue, the Senate Council normally shall refer all issues to appropriate standing committees unless an issue arises that is clearly not within the jurisdiction of one of the committees, or unless an issue demands such immediate attention that the appropriate committee, in the view of its chair, would be unable to report on it in due time. If either of these two situations arise, the Senate Council may appoint an ad hoc committee to act and report on the issue. Standing committees of the Senate shall have the privilege of presenting reports to the Senate, subsequent to review by the Senate Council. If the Senate Council fails to present a committee report for action during three regular Senate meetings after it has been submitted to the Senate Council, the committee may bring its report directly to the floor for action by the Senate at any subsequent meeting, provided that the report has been appropriately circulated in advance.

In accordance with the Kentucky Open Meetings Law, Senate standing, ad hoc and advisory committees, and the University Studies Committee, shall record minutes of actions taken at all meetings. These minutes shall be available not later than one week after the end of the next meeting (KRS 61.835). The committee chair shall be responsible for forwarding copies of the minutes to the Senate Council at the end of each academic year. These minutes may be in addition to or may substitute for the committee's annual report, at the discretion of the Senate Council. Committees that did not meet or conduct any business during the academic year shall forward to the Senate Council a report to that effect. [US: 2/3/03]

**1.4.2 STANDING COMMITTEES (Chaired by a member of the Senate with a majority of members who are elected faculty Senators)**

**1.4.2.1 Senate Rules and Elections Committee (SREC)** The SREC is charged with codifying, making editorial changes in, and interpreting, the *Rules* of the Senate, at the direction or with

the approval of either the Senate Council or the Senate. It shall be responsible for initiating any changes in the *Rules* concerning the organization of the Senate (Senate Rules Section I). It shall also evaluate and revise any section of the *Rules* where necessary to eliminate inconsistencies, clarify confusing statements, and note omissions, and may initiate and suggest to the Senate Council any necessary modification in the *Rules*.

The SREC shall certify faculty member eligibility in elections of Faculty Trustees, and in elections of University Faculty representatives to the Senate, to the Senate Council, and to a Presidential Search Committee. In addition, the SREC shall recommend to the University Senate election policies and procedures.

**1.4.2.2 Senate Admissions and Academic Standards Committee (SAASC)** The SAASC is charged to examine and recommend to the University Senate changes: in the admission requirements and grading rules; standards for granting academic credit; probation and suspension procedures; and degree and graduation requirements. Basically, the SAASC shall review Sections IV and V of the *Senate Rules* but may consider other related areas. Recommendations by the SAASC on conditions of merit and circumstance for (1) graduation requirements, (2) honors with degrees that are conferred to graduating students (SR 5.4.2.2) and (3) Honorary Degrees conferred to others (SR 5.4.2.3), shall be acted upon by the elected University Faculty Senators, as per KRS 164.240.

**1.4.2.3 Senate Academic Facilities Committee (SAFC)** The SAFC is charged with the responsibility of providing information and recommendations to the Senate about the alteration, construction, and allocation of all property and physical facilities that may affect the educational objectives of the University. In this regard, it shall be concerned about such matters as classrooms, buildings and grounds, shops and other such real property, audio-visual and television equipment, computers, duplication and printing facilities, vehicle pools, and scientific and musical instruments. The SAFC shall act in these ways:

1. Serve the administration as a source of faculty information and opinion about the need, design, and priority and construction or renovation projects.
2. Inform the Senate at least annually about problems relating to the alteration, construction, or allocation of academic facilities and about future plans and priorities for them. Whenever necessary, the SAFC may initiate action by preparing a recommendation to the administration, which should be routed through the Senate Council for Senate approval.
3. Maintain communication with the appropriate administrators about the current status and utilization of academic facilities. [US: 10/12/81]
4. Study the use, renovation, and need for space (including classrooms) and equipment relevant to academic programs and functions. [US: 3/12/84]

**1.4.2.4 Senate Library Committee (SLC)** The SLC is charged with the responsibility for recommending to the University Senate policies to promote the educational interests of the University as a whole with respect to the Libraries, the faculty body of which is equivalent to the faculty of a college (GR VII.A.1). The SLC is responsible for consultation and advising with faculty of the Libraries or the Dean of Libraries, on such matters as are referred to it by the by the Libraries faculty, by the Dean, or by other University personnel, which pertain to improving the effectiveness of the Libraries as a part of the broad academic program of the University of Kentucky.

**1.4.2.5 Senate Research Committee (SRC)** The SRC shall be responsible for reviewing University research policies and their implementation. In addition, it shall make recommendations to the University Senate regarding those policies and the priorities for them.

**1.4.2.6 Senate Academic Programs (SAPC)** The SAPC is charged with recommending action to the Senate on all new academic programs approved by the Undergraduate Council, the Graduate Council, or the Academic Council for the Medical Center. Specifically, the SAPC shall review the academic excellence, the need, and the impact, desirability, and priority of the new academic program in relation to other programs. In approving a new program, the Committee shall recommend a priority to indicate its importance and the immediacy with which it should be implemented.

The Committee shall function mainly through three permanent subcommittees: Graduate Degree Programs, First Degree Programs (including undergraduate degree programs), and Professional and Pre-professional Degree programs. The appropriate subcommittee shall investigate the proposed new program and present its evaluation to the full committee, which shall decide on its recommendation to the Senate. In ascertaining the appropriate subcommittee, and in acting upon the recommendations of the SAPC, it is the policy of the University Senate to adopt and utilize the definitions of the Council on Postsecondary Education that distinguish these different types of degree programs.

**1.4.2.7 Senate Academic Planning and Priorities Committee (SAPPC).** The SAPPC is charged with concern over major, broad, long-range plans and priorities. It shall:

- A identify major academic problems likely to be faced by the University in the foreseeable future;
- B formulate and recommend to the Senate plausible academic goals for the institution;
- C develop procedures and criteria for recommending academic priorities;
- D recommend to the Senate institutional policies that recognize academic priorities and goals, assess the progress of the institution toward its goals and report periodically to the Senate; and,
- E recommend to the Senate a means for increasing the University's effectiveness in establishing and implementing its academic policies.
- F serve the Senate and the administration as a source of faculty information and opinion concerning academic planning and priorities. (US: 4/10/89)

**1.4.2.8 Senate Academic Organization and Structure Committee (SAOSC)** The SAOSC is charged to:

- A review and recommend to the University Senate priorities on all proposals for new educational units (colleges, schools, departments, graduate centers, multidisciplinary research centers and institutes; interdisciplinary instructional programs)
- B review all proposals for abolishment or merger of existing educational units;
- C review all proposals for major changes in organization and structure of educational units;

- D make appropriate recommendations to the University Senate (and through the Senate to the President and/or Provost) regarding creation, abolition or alterations in organization or structure, or reporting relationships, of educational units throughout the University.
- E Study and report to the Senate on matters pertaining to faculty size and strength, and student enrollment. (US: 3/12/84)

**1.4.2.9 Senate on Institutional Finances and Resources Allocation Committee**

**(SCIFRAC).** The SCIFRAC is charged to inform the Senate Council and the Senate on the present status of the prospective changes in the finances and other resources available to the University. The SCIFRAC shall analyze public budget documents, published reports about financial and other trends and shall consult appropriate officials in fulfilling this function. It shall also examine budgetary data concerning the allocation of available financial resources resulting from budget reductions. However, the SCIFRAC's concerns here shall not be focused on departmental, college or other particular interests, but on general concerns and procedures taken from the perspective of the entire University. The SCIFRAC shall issue a report annually, and shall make specific reports to the Senate Council at the latter's request.

Membership on the SCIFRAC shall include senior faculty with financial and budgetary expertise relevant to university finances. Neither the chair nor a majority of the SCIFRAC members have to be elected members of the Senate.

**1.4.2.10 Senate Reinstatement Committee (SRIC)** The SRIC makes final decisions on cases of students who have been academically suspended from the University a second time, whose readmission is dependent on the recommendation of the dean of the college in which the student plans to enroll and who have petitioned the Senate Council for readmission as per SR 5.3.1.3.D. The SRIC is comprised of the voting members of the Senate Council except if the Senate Council annually votes to name a specific subset of not less than three of its members to constitute the committee. In the latter case, if the Senate Council seeks to designate not more than one student member of the Senate Council as an SRIC member, but no student Senate Council member is available, then a student member shall be nominated to the Senate Council by the Student Government Association.

[1.4.2.11 Senate Committee on Committees – under discussion by Senate Council]

[1.4.2.12 Senate Advisory Committee on Appointment, Promotion and Tenure – membership: chairs of Academic Area Advisory Committees – under discussion by Senate Council]

**1.4.3 STANDING COMMITTEES (Not necessarily chaired by a member of the Senate or composed of a majority of members who are elected faculty Senators)**

**1.4.3.0 Senate University Studies Committee (SUSC)[US: 2/3/86; 4/14/86; 10/12/87; 4/23/01]**

- A The University Studies Committee of the University Senate shall be composed of fourteen (14) voting members, twelve from the University Faculty, and two (2) undergraduates. It shall be chaired by the Associate Provost for Undergraduate Education who shall not have a vote except in cases of ties.

The University Faculty members on the SUSC shall be appointed by the Senate Council. The Senate Council shall solicit nominations from the University Faculty prior to making

appointments. The composition of the faculty membership shall be from the same areas of as used in structuring the appointments to the Undergraduate Council (SR 1.3.3.2) , with nine members representing the various undergraduate colleges or parts of colleges, and three members appointed at large by the Associate Provost for Undergraduate Education, with the consent of the elected members of the University Studies Committee. Faculty members shall serve for staggered three-year terms and may not succeed themselves nor may they serve on the SUSC again for a period of three years, except for a faculty member who is appointed to fill out a vacant term of one year or less.

The two student members shall be appointed annually by the Senate Council from names recommended by the President of the Student Government Association. (US: 10/12/87)

In addition, in view of that Lexington Community College students enrolled as of July 1, 2004 will be eligible for a University of Kentucky degree if the requirements are completed by August 31, 2010 (HJR214), a liaison to the Undergraduate Council during this period, if desired by the faculty of Lexington Community College, shall designated by a method determined by the faculty of the Lexington Community College.

B The University Studies Committee shall exercise the following functions:

1. It shall select all courses which are proposed to the University Senate to fulfill the program requirements.
2. Upon the recommendation of the Associate Provost for Undergraduate Education or on its own initiative, and upon sufficient investigation, it may delete courses (or pairs of courses) from their status of fulfilling the program requirements.
3. It shall review periodically (at least every six years) the teaching and content of all courses selected to fulfill the program requirements. It shall recommend to the Senate Council the deletion of courses (or pairs of courses) from the program that no longer seem appropriate to the program, and recommend to colleges or departments, through the Associate Provost for Undergraduate Education, such changes concerning teaching and content as it deems necessary or appropriate.
4. It shall determine the general policies for the teaching and content of the Freshman Seminars.
5. It shall consider and propose methods which will enhance the University Studies Program and assert its centrality to the undergraduate curriculum.
6. Upon the recommendation of the Associate Provost for Undergraduate Education or upon its own initiative, it shall develop and propose changes in the structure of the program or in the requirements necessary to complete it.
7. It shall approve or disapprove recommendations of the Associate Provost for Undergraduate Education for temporary waivers of or temporary substitutions for program requirements for particular categories of students.
8. It shall set policies for the granting of credit to transfer students for courses taken which are equivalent to those in the program and it shall communicate these policies to all undergraduate colleges on campus.

9. The University Studies Committee shall employ the principles and learning objectives approved by the University Senate for evaluating the alternate routes for satisfying the Oral Communication requirement in University Studies [US: 3/10/97]

C Waivers: All waivers of or substitutions for program requirements for particular categories of students, if approved by the Committee, shall be submitted to the Senate Council for its approval. The Senate Council's approval of temporary waivers of or substitutions for program requirements for particular categories of students shall be final. [US: 10/11/99]

#### **1.4.3.1 Senate Admissions Advisory Committee (SAAC) (US: 11/12/90)**

A The SAAC is a standing committee of the University Senate. The voting members of the SAAC are the Assistant Provost for Enrollment Management, the Chair of the Senate committee on Admissions and Academic Standards, and three additional University Faculty members appointed by the Senate Council to staggered three-year terms. *Ex officio*, non-voting members of the Committee are the Associate Provost of Undergraduate Education and the Vice President for Institutional Research, Planning and Effectiveness (or that person's designee). The committee must be chaired by one of the three appointed University Faculty members. In the case of a tie vote, the vote of the chair shall prevail.

The SAAC is responsible for recommending admissions policy within general guidelines established by the University Senate. The SAAC is charged to :

1. Establish the University's admissions management system, as described in SR 4.2.1.1.B.
2. File a written report to the Provost recommending admissions objectives such as *average* ACT scores and desired size of each year's entering Freshman class. A copy of the report shall be presented to the Senate Council.
3. Establish automatic admission criteria.
4. Upon the recommendation of the Assistant Provost for Enrollment Management, approve any warranted deviations from the automatic admissions criteria.
5. After consultation with the Assistant Provost for Enrollment Management, the SAAC may recommend to the Provost closing admissions on any of the following bases: 1) the desired class size has been reached; 2) the class is large enough given existing constraints; and 3) admissions objectives other than class size have been achieved.
6. Establish parameters for the decisions on exceptions, under which applicants may be admitted who have not met the automatic admissions criteria.
7. Request that the Provost provide specific data on admissions, enrollment, and student performance .
8. Request data from the Assistant Provost for Enrollment Management for use in establishing or evaluating admissions policy.



9. Review and analyze the information provided in (7) and (8) above by the Provost and Assistant Provost for Enrollment Management and disseminate the results of its review and analysis to the educational units.

[Move the following Section B entirely to SR 4.2.1.1.B]

B The SACC will adopt an Admissions Management System.

1. The Admissions Management System will use the automatic admissions criteria established by the SACC. The University will publish the range of ACT and SAT scores, and grade point averages, which secured admission in the previous year's freshman class.
2. The automatic admissions criteria will include not only high school grade point average (HSGPA), SAT, and ACT composite score, but class rank, degree of difficulty of courses, and ACT subsection scores, or any other criteria or characteristics that provide insight into an applicant's potential for academic success at the University.
3. However, students with either an ACT score below 18 or an HSGPA which is less than 2.0 will be automatically denied admission and may be admitted only through the exceptions procedures.
4. At least ninety percent (90%) of all freshman admissions will be made according to the automatic acceptance criteria.
5. Admissions criteria will contain an exceptions procedure for two types of applicants:

**Internal exceptions procedure:** for those prospective students who have certain diversity characteristics not present in the pool of students admitted by automatic admissions – criteria (see subsection a, below) and **External Exception**

**Procedure:** for those students whose applications for admission have been rejected under the automatic admissions criteria (see subsection b, below)

a. **Internal Exceptions Procedure:** the SAAC will identify characteristics not adequately represented in the pool of students admitted under the automatic admissions – criteria. The Assistant Provost for Enrollment Management will forward the files of candidates having those characteristics and a reasonable academic record to the SAAC for consideration before the candidate is notified of an admissions decision. If the SAAC determines that the candidate has a reasonable chance of success, admission will be granted unless the desired class size or other critical admissions objectives have been met.

b. **External Exceptions Procedure:** The SAAC will continue to function as the appeals board for all candidates whose applications were rejected. Applications considered under this External Exceptions Procedure will be handled in accordance with whether or not the candidate is a freshman applicant with a HSGPA is 2.0 or higher.

(i) The Assistant Provost for Enrollment Management will review the files of the candidates who do not meet the automatic admission criteria established by the AAC, but who offer HSGPA of 2.0 or higher. The Assistant Provost, within the exceptions parameters established by the AAC, may use his/her discretion to offer admission to freshman applicants whose credentials indicate a reasonable potential for success at the University.

(ii) A rejected applicant who is not a freshman applicant or whose HSGPA is not 2.0 or higher may petition to the AAC for admission due to a) significant non-academic personal achievement; b) diversity; c) unusual situations affecting academic performance; or d) outstanding potential for contributing to or benefiting from an education at the University. The SAAC decision under this appeal stage constitutes the final University decision on the application.

6. The following admissions deadlines are established:

November 1, for Early Decision applications

February 15, for regular, full consideration applications

August 1, for the submission of all documents.

(June 1, for participation in the summer advising conference).

Students who apply after the deadline for full consideration will be admitted only as enrollment goals permit. The Vice Provost for Enrollment Management will annually report to the Senate Council statistics on the incidence and number of students admitted who applied after February 15.

These deadlines apply to both transfers and entering students. Applications received after February 15 may be rejected even if they demonstrate better qualifications than some already admitted.

An exemption from the August 1 deadline may be granted to non-degree students who enroll for no more than eight (8) credits. These students may enroll through the Evening Weekend Program, at the registration conducted before the opening of classes.

The AAC may change these deadlines, based on future experience.

#### **1.4.3.2 Senate Retroactive Withdrawal Appeals Committee (SRWAC) (US: 12/8/97)**

- A. The SRWAC shall consist of four members of the University Faculty and one student, plus a sufficient number of alternates, named by the Senate Council. A representative of the Associate VP for Employment Equity, and a representative from the Assistant Dean of Students directing the Disability Resource Center, will serve as *ex officio* nonvoting members of the Committee
- B. The Committee shall decide all student requests for retroactive withdrawals as provided by Rule V - 5.1.8.5.

#### **1.4.3.3 Senate Academic Advising Committee (SAcAC) (US 4/10/00)**

The SAcAC shall consist of three elected faculty members from the University Senate who are currently advising students; three students (two student senators and one student at large) to be selected by the Senate Council upon the recommendation of the President of the Student

Government Association; three professional advisors, selected by a process adopted by the UK Advisors Network and the Senate Council; and one ex-officio member: the Associate Provost for Undergraduate Education.

The committee shall:

- A. Regularly review the effectiveness and accountability of academic advising throughout the University
- B. Set standards for the quality of academic advising
- C. Make recommendations to the Senate Council regarding academic advising
- D. Advise the Senate Council about all recommendations or proposals to the University Senate regarding academic advising (4/10/00)

#### **1.4.4.0 SENATE ADVISORY COMMITTEES**

**1.4.4.1 Senate Advisory Committee on Faculty Code (SACFC)** The SACFC shall carry out duties conferred on it by the Faculty Code (SR 7.0). These shall include the following: to receive reports of mediation efforts by the deans; to hold hearings and make findings as to violations and sanctions, if any; and to forward recommendations to the Provost.

#### **1.4.4.2 Senate Advisory Committee on Privilege and Tenure (SACPT)**

**A Committee Membership** The committee will be comprised of ten tenured faculty members with expertise encompassing the areas of the committee's charge. The committee membership will be structured in the following way: four Regular Title Series; two Special Title Series (clinical areas); two Special Title Series (nonclinical areas); one Librarian Title Series; one Extension Title Series. For each given case, the committee Chair will identify a minimum of five members to participate in the hearing, deliberation, and disposition of the case, with the goal that in cases involving faculty at least one member will be in same the title series as the heard petitioner, and that cases will be heard during the summer as well as during the academic year. Members of this academic advisory committee are appointed by the President, as Chair of the University Senate, from nominations submitted by the Senate Council of full-time tenured faculty employees who do not occupy a position of administrative academic supervision over faculty personnel.

#### **B Committee Charge**

1. **Scope of committee jurisdiction.** Except for cases of dismissal for cause (subsection 2a, below), the SACPT is to consider whether
  - (i) violation of procedures (as established by University-level regulations/policies, or by the college, or by the department faculty; GR VII.B.5),
  - (ii) violation of privilege and/or
  - (iii) violation of academic freedom,

have affected the outcome of decisions made in the processes of faculty reappointment, terminal reappointment, non-renewal of appointment, promotion

and/or tenure. Cases of complaint on the substantive merit of administrative decisions in these faculty personnel processes are instead to be submitted through established administrative channels as prescribed by GR X.H.

Similarly, the SACPT does not consider complaints relating to the substantive merit of administrative decisions on salary, faculty performance review, distribution of effort, allocation of resources, etc. (for which the administrative appeal procedure of GR X.H is applicable). However, *if* an issue instead involves violation of established procedure, violation of privilege or violation of academic freedom, *and if* the petitioner *both* (i) exhausts the process of GR X.H through the level of the Provost and the issue remains unresolved and (ii) satisfies the burden of making a *prima facie* case to the SACPT that the particular violation of procedure, privilege or academic freedom is of such a nature as to potentially significantly impinge on the petitioner's reappointment, terminal reappointment, non-renewal of appointment, promotion and/or tenure, *then* the SACPT may elect to consider the case.

For the purposes of this scope of charge to the SACPT, "academic freedom" is as defined in GR X.C.7 (para. 1) [note: SACPT to later propose a definition of "privilege" for codification here]. Issues of academic freedom of an "administrator holding academic rank" relate to the individual's exercise of academic freedom in the capacity as a member of the faculty of an educational unit.

2. **Specific areas of committee charge.** The Committee is charged with giving consideration to the following matters as referred to it by the President, by any University faculty employee, or by certain University staff employees of educational units in particular situations.
  - a. Considerations of dismissal from employment (GR X.B.5.a-c) that involve:
    - (1) cases of appointment termination for cause of a tenured faculty employee who has tenure arising from allegation of incompetency, neglect of or refusal to perform his/her duty, or for immoral conduct (KRS 164.230);
    - (2) cases of dismissal of a employee for cause during a limited appointment, arising from allegation of incompetency, neglect of or refusal to perform his/her duty, or for immoral conduct (KRS 164.230; GR X.B.5.a-c);
    - (3) cases of termination of a tenure appointment or the dismissal of a person prior to expiration of a non-tenure appointment, because of a financial emergency (GR.B.5.a-c);

As prescribed by GR X.B.5.b, the SACPT shall make an informal investigation; The petitioner an opportunity to be heard by the SACPT, for the purpose of attempting to effect a resolution mutually agreeable to the President and the faculty employee. In the case that such a resolution is not obtained, the SACPT shall recommend to the President whether, in its opinion, dismissal proceedings should be undertaken. The subsequent disposition of the matter by the President shall be as prescribed in GR X.B.5.b.
  - b. Considerations of certain cases of allegation of violation of academic freedom or

insufficient notice of non-renewal that involve:

(1) cases of allegation by a faculty member on a non-tenure appointment that a decision for non-reappointment violates his or her academic freedom as a faculty member (GR X.B.6);

(2) cases of allegation by a University administrator holding academic rank, or by a student employee that a decision to terminate his or her appointment to his or her administrative post, or not to reappoint him or her, violates his or her academic freedom (GR X.B.8; GR X.B.9);

(3) cases of non-renewal of a faculty employee's probationary appointment with less advance notice than specified by the *Governing Regulations* (GR IV.A);

As prescribed by GR X.B.6,8,9, when the petitioner lodges his/her complaint in writing to the Chair of the SACPT, the SACPT shall make an informal investigation, including affording the petitioner an opportunity to be heard by the SACPT, for the purpose of attempting to effect a resolution mutually agreeable to the President and the petitioner. In the case that such a resolution is not obtained, the SACPT shall recommend to the President whether, in its opinion, the termination or nonreappointment decision should be sustained. The subsequent disposition of the matter by the President shall be as prescribed in GR X.B.5.b.

c. Consideration of allegations of violation of established procedure, academic privilege and/or academic freedom that involve:

(1) a faculty employee's terminal reappointment, promotion and/or tenure (AR II-1.0-1.IV.A; AR II-1.0-1.III.I)

(2) cases of allegation by a faculty member on a non-tenured appointment that a decision for non-reappointment violates either Part X.A or Part XII.A in the *Governing Regulations* dealing with certain discriminatory practices

The petitioner shall submit the complaint in writing to the Chair of the SACPT. The function of the committee in all such cases is to first exercise informal vetting processes to attempt to effect a resolution that makes a formal recommendation to the President for action unnecessary. In cases where such an informal resolution is not obtained, the committee will exercise formal processes of investigation, including affording to the petitioner an opportunity to appear before the SACPT. With copy to the petitioner, the SACPT will submit to the President its analysis of the alleged violations and will recommend to the President what commensurate remedial action, if any, ought to be taken. The President, or upon the President's delegation the Provost, shall notify the petitioning faculty employee and the SACPT in writing of the decision.

3. **Interpretation of Policies.** The SACPT may, upon request, advise individual faculty members, the President, the Provost or educational unit chief administrative officers on the interpretation of University regulations on faculty appointment, reappointment, promotion, tenure, privilege and academic freedom, with copies of the interpretation being sent to the University Senate Council, the President, the Provost and as applicable, the chair of the department, and the dean.

4. **Issues of Privilege as Scholars.** The SACPT also may consider allegations by faculty members who believe that their privilege as scholars has been abridged or abused. Faculty members should address statements to the chair of the SACPT setting forth in detail the reasons why they believe their privilege has been abridged or abused. The SACPT will review the statement and determine whether conditions warrant further investigation. Upon investigation the SACPT will make recommendations to the faculty member and file a copy with the President and the Provost. Recommendations may be made also to the President with a copy sent to the faculty member and Provost.
5. **Recommendations on Policies.** The SACPT is also charged with making a continuing study of regulations on faculty appointment, reappointment, promotion, tenure, privilege and academic freedom, making recommendations to the University Senate.
6. **Reports and Records.** At the end of each academic year the SACPT will provide to the Senate Council a generalized report of the issues and resolutions of the cases filed with it that year, including any consequent recommendations of the SACPT for action by the Senate or Senate Council. At the conclusion of the committee's disposition of each case, or collectively at the end of the academic year, for purposes of records retention, the Chair of the committee shall forward to the University President's Office the case documents filed to the committee, any other official evidentiary documents generated by the committee, and the record of the committee's disposition of the case if the latter has not already been submitted to the President.

**1.4.4.3 University Senate Hearing Panel (Privilege and Tenure) (USHP)** The University Senate Hearing Panel consisting of fifteen (15) members shall be appointed for staggered three-year terms by the President from a list of nominees recommended by the Senate Council.

From this panel an ad hoc Hearing Committee shall be chosen to hear a case arising from

- dismissal of a faculty member with continuous tenure or
- dismissal of a non-tenured faculty member before the end of that person's specified term of appointment, or
- allegation of the violation of the academic freedom of a non-tenured faculty member or of an administrator.

The Hearing Committee shall consist of five members chosen by lot from the USHP. Members shall remove themselves from a case, either at the request of a party, or on their own initiative if they deem themselves disqualified for reason of bias or conflict of interest. Each party shall have a maximum of two challenges without stated cause. If the panel should be exhausted before an acceptable committee has been obtained, five supplementary members shall be appointed to the panel by the same procedure from which members of the committee may be elected. The committee shall select its own chair.

The committee will conduct the hearing and report its findings as described in the GR X.B.5.b. In addition, the committee will adhere to the following procedures:

- A The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration will, in so far as it is possible for it

to do so, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

- B The faculty member and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interests of justice require admission of that person's statement, the committee will identify the witness, disclose the statement of that witness and if possible provide for interrogatories.
- C The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.
- D The hearing committee will grant adjournments to enable either party to investigate evidence as to whether a valid claim of surprise is made.
- E The findings of fact and the decisions will be based solely on the hearing record.
- F Except for such simple announcements as may be required covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or the administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Board of Trustees.

#### **1.4.5 AD HOC COMMITTEES**

Other than their temporary nature *ad hoc* committees have the same status and responsibilities as all other committees of the Senate. They shall be appointed by the Senate Council to address academic problems and issues facing the University. For example, such committees could deal with problems or issues as they arise in the areas of teaching and advising, students affairs, computer resources, continuing education, special teaching technologies and so forth. These committees expire not later than one year after their appointment unless the Senate Council acts to renew the committee's existence for another year. [US: 10/12/81] (4/14/86)

#### **1.5.0 ELECTION PROCEDURES FOR CERTAIN ELECTIVE BODIES**

The Rules and Elections Committee is charged with administering elections as directed by the University Senate. Following are descriptions of these elections:

##### **1.5.1 ELECTION OF JOINT BOARD-FACULTY PRESIDENTIAL SEARCH COMMITTEE**

###### **1.5.1 Authority Relative to Appointment of President (US: 10/11/99 & BoT, 3/7/00)**

- A Committee Composition** -- The *Governing Regulations* adopted by the Board of Trustees June 12, 2005 provide: "The President is appointed by the Board of Trustees with the advice of a joint committee of the Board of Trustees, University Faculty, staff employees, student body and alumni. The committee shall consist of six (6) members of the Board of Trustees, at least one of whom shall be from among the three alumni trustees, appointed by the Chair of the Board of Trustees; three (3) regular full-time faculty members selected by a procedure determined by the University Senate; one (1) regular full-time staff employee, appointed by the Chair of the Board from a list of three (3) staff employees selected by a procedure determined by the Staff Senate ;

two (2) full-time students , one (1) undergraduate and one (1) graduate or professional student, appointed by the Chair of the Board of Trustees from a list of three (3) undergraduate and three (3) graduate or professional students selected by a procedure determined by the Student Government Association; and one (1) member of the alumni appointed by the Chair of the Board of Trustees from a list of three (3) alumni selected by the Board of Directors or the Executive Committee of the University of Kentucky Alumni Association. The committee shall provide opportunity for discussion among representatives of administration, University Faculty, staff employees, student body , alumni groups, and prospective presidential candidates."

**B Election Procedures**—In the event of a vacancy, or official announcement of an impending vacancy in the Office of President, the following procedure shall be utilized in selecting the three members of the University Faculty to serve on the Search Committee. Elections shall be conducted by electronic secret ballot or paper secret ballot if electronic election is not feasible. Three (3) elected faculty senators, representing the University Faculty, shall be elected by this procedure. The election shall be conducted under the supervision of the Chair of the Senate Rules and Elections Committee.

1. **Nominating Round**

On the nominating ballot, each elected faculty Senator may nominate up to three (3) eligible elected faculty Senators, as certified by the Chair of the Senate Rules and Elections Committee and made available to Senators.

There shall be six (6) names on the voting ballot. The six (6) elected faculty Senators receiving the largest number of nominations shall be placed on the voting ballot, except that not more than two names from any one college shall be eligible for being placed on the voting ballot. All ties will be resolved by lot. Prior to placing the names of nominees on the voting ballot, the nominees' willingness to serve shall be ascertained by the Chair of the Senate Rules and Elections Committee.

2. **Voting Round**

The eligible voters are the full-time members of the University Faculty who are eligible to vote in their respective college election of faculty members to the University Senate. Each voter must rank order exactly three (3) candidates from the list of the six (6) nominees on the voting ballot. Failure to rank order exactly three (3) different candidates will disqualify the ballot. References in sections (3), (4), and (5) below to "ballots" refers only to those ballots certified as countable.

3. **Tabulation Round(s)**

First, the total number of eligible ballots is determined.

Next, each of the six (6) candidates shall be allocated the number of ballots on which the candidate has been ranked first. Any candidate whose total allocation is at least one-third (1/3) of the total number of ballots is elected. Except that if, at any time in the entire tabulation process, a total number of candidates from any one college is elected that is equal to that college's total number of eligible seats, then any remaining candidates from that college will be removed from the ballots, and



the ballots re-tabulated according to the rankings of the remaining candidates on each of them.

If three (3) candidates are elected at this point, the election ends here. If fewer than three (3) are elected, the following "Sequential Run-off" process will be followed.

**4. Sequential Run-off**

If fewer than three (3) candidates are elected pursuant to section (3) above, then the following run-off tabulation will be followed: On each ballot, the name(s) of the elected candidate(s) will be removed, and the ballots re-tabulated according to the rankings of the remaining candidates on each of them. Any candidate who is allocated at least one-third (1/3) of the total number of ballots after this re-tabulation shall be declared elected.

If no candidates are elected pursuant to section (3) above, then the name of the candidate with the fewest top rankings shall be removed. In case of a tie, the candidate with the fewest total number of votes of any rank will be eliminated, with any further ties decided by a random draw. The ballots will then be re-tabulated again according to the rankings of the remaining candidates on each of them. Any candidate now allocated at least one-third (1/3) of these re-tabulated ballots shall be elected.

If a total of three (3) candidates are elected at this point, the election ends here. This procedure shall be repeated as necessary until three (3) candidates are elected.

**5. Runners-Up**

After three (3) candidates have been elected, three (3) ranked runners-up will be chosen according to the number of ballots allocated to them at the end of the last tabulation round. In case of a tie, the candidate with the most total number of votes of any rank will be ranked first, with any further ties decided by a random draw. If there are fewer than three (3) such runners-up, then additional runners-up will be chosen to bring the total to three (3), with the additional runners-up ranked according to the reverse order of their elimination. The runners-up will be considered in the order so ranked in case of future vacancies on the Senate Council.

**6. Vacancies--**Upon resignation of any of the three (3) elected University Faculty representatives to the Search Committee or when a member is no longer eligible to be a Senator, a vacancy for that position shall be declared by the Chair of the Senate Council. A vacancy on the Senate Council shall be filled by the eligible candidate who in the election ranked the highest without being elected and who is eligible and willing to serve.

If the above procedure still does not fill the vacancy, the vacancy shall be filled with an eligible and willing elected faculty Senator nominated by the Senate Council Chair and approved by the majority of the voting faculty members of the Senate Council.

**1.5.2 ELECTION: TWO VOTING UNIVERSITY SYSTEM FACULTY MEMBERS, BOARD OF TRUSTEES** [See US 10/12/88; US 10/8/01; US 12/08/05; BOT 06/05]

As specified state law (KRS 164.131(1)(e)) and implemented in the *Governing Regulations* (Part II.A.2.b.1) there shall be two (2) voting faculty members of the Board of Trustees who are "members of the faculty of the University." In accordance with KRS 164.131(3) and as implemented in GR II.A.2.b.1, the University Faculty members who are eligible to vote for, and eligible to serve as, elected members of the Board of Trustees shall be those members who are regular, full-time faculty employees with a rank at the level of assistant professor (or its equivalent, Librarian III) or above, whose primary assignments, i.e., more than fifty percent (50%), are in instruction, research, and/or public service, as defined in *Human Resources Policy and Procedure Administrative Regulation 4.0: Employee Status*. [GR II.A.2.b.(I)].

(NOTE: GR X-1 states that: Members of the Board of Trustees, except those elected to the Board as faculty, staff, or student representatives, and relatives of any member of the Board of Trustees are ineligible for employment at the University. "Relatives", as used above, include parents and children, husbands and wives, brothers and sisters, brothers- and sisters-in-law, mothers- and fathers-in-law, uncles, aunts, nieces and nephews, sons- and daughters-in-law, and step-relatives in the same relationships. Employment includes regular and temporary full- and part-time employment, including student work-study and graduate assistant programs.)

Elections shall be held only during the academic year. During years when a regular term expires (June 30), the election shall be held during the Spring Semester. If at any time a faculty Board member should become ineligible to serve (i.e., assumption of an administrative title, resignation, official leave which precludes attendance, loss of status as faculty employee, etc.), the chair of the Senate Council shall declare a vacancy and call for a special election of a faculty member to serve for the duration of the original member's ineligibility.

Elections shall be conducted under the supervision of the Senate Rules and Elections Committee as follows:

**A. Nominations**

The Chair of the Senate Rules and Elections Committee shall solicit nominations by a method calculated to provide reasonable notice to the eligible faculty (and to the unit administrators for the purpose of assisting dissemination of this notice to the faculty). Nomination forms shall be submitted to the Chair of the Senate Rule and Election Committee in writing or by fax, and must contain the names and signatures of ten (10) or more nominators on the same form, all of whom must be eligible to vote. Forms may be provided for this purpose. The nomination form shall indicate that the nominee is willing to serve if elected and that he or she is qualified to serve.

If three (3) or fewer persons are nominated there shall be only one (1) ballot as indicated below (see "The Final Ballot.") However if only one (1) person is nominated, the nomination period shall be extended by one (1) week with notification to all eligible faculty voters. If no other nominations are put forward at this point, the sole nominee shall be declared elected.

**B. The Preliminary Ballot (if necessary)**

If more than three (3) persons are nominated, the names of all nominees shall be placed upon an electronic ballot with email notifications sent to all eligible faculty voters. If electronic balloting is not feasible, a paper ballot shall be utilized. The ballot shall contain the college and department or other subunit affiliation, if any, of each nominee. The election shall be by secret ballot and voters shall vote for only **one (1)** nominee. If one (1) nominee receives a majority of the votes, that person shall be declared elected. Otherwise, the three (3) nominees receiving the highest number of votes (including ties) shall be placed upon a final ballot.

**C. The Final Ballot**

The final ballot shall contain a brief biographical sketch submitted by each of the candidates and may contain a brief statement by them. Each voter shall indicate a first and may indicate a second choice. All of the first choice ballots will be counted, and any candidate who receives a majority of votes will be elected. If no one receives a majority, a determination shall be made between the two (2) candidates with the largest number of first choice votes in the following manner: The second choice votes on the ballots whose first choice candidate or candidates have been eliminated will be added to the first choice votes received by the top two (2) candidates, and the person with the larger number of total votes will be elected. (In the event of a tie at that stage, the candidate with the larger number of first choice votes will be elected. And in the event of a tie in the first and second choice votes, the tie will be resolved by a random draw after notifying the top two candidates.) [Revised:10/1/80; Senate Rules Committee; US: 1/18/88; US: 10/12/98; US: 10/8/01]

**D. Election Problems**

In case of unanticipated election problems, the Senate Rules and Elections Committee shall act as the final arbiter.