

**Policies and Procedures**

**Department of Communication  
University of Kentucky**

*(Revised August, 2010)*

These rules are intended to be consistent with the Governing Regulations, the Administrative Regulations and Senate Rules of the University of Kentucky and the state of Kentucky. In the event that these rules are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

## **I The Faculty**

The department faculty membership includes both tenured and untenured (tenure track and lecturer) full-time faculty members and any full-time visiting faculty. Individual voting privileges are extended only to tenured and tenure track full-time faculty members. Individuals at the rank of lecturer/senior lecturer shall constitute no more than 25% of the full faculty.

The faculty shall delegate to two representatives of its student body (one undergraduate and one graduate communication major selected annually by the appropriate student group) the privilege of attending departmental meetings, contributing to discussion, and voting.

The faculty may extend (by two-thirds vote of those present) voting privileges to any other person assigned to the department for teaching, research, or administrative work.

For purposes such as set forth in the Governing Regulations, sub-faculty groupings shall meet as necessary.

A quorum is defined as one-half of those eligible to vote at a particular meeting. Except where secret or written ballots are required by other regulations, decisions shall be by voice vote, and in either instance a majority shall suffice except where a larger majority is dictated by these rules.

Minutes of the meetings shall be kept in a permanent file, and copies of the minutes of any particular meeting shall be distributed to all voting members of the departmental faculty and to the student-members of the standing committees.

Full departmental faculty meetings shall be called (1) by the chairperson or (2) upon written request of any three full-time members, but a week's written notice is required.

Parliamentary authority for the faculty will be **Robert's Rules of Order, Newly Revised**.

The full departmental faculty (subsequently, "the faculty") is responsible for the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and undergraduate programs, research activities, budgetary recommendations to the chair, and service functions. It may assign to the chairperson and various committees the operation and administration of the departmental program.

Decisions in areas not specifically delegated shall be made by vote of the faculty, insofar as such actions do not conflict with the governing Regulations, the Rules of the University Senate, or the academic requirements of other departments or units of the University. Any faculty member may request the faculty to reconsider decisions arrived at by departmental segments delegated to make such decisions.

The faculty may make recommendations to the tenured faculty, or to the chairperson on those matters in which the tenured faculty or the chairperson have final responsibility (see Item IV).

Any faculty member may submit to the chairperson a written proposal for any action concerning either the academic program or the administrative policy of the department. The chairperson shall determine whether the proposal shall be channeled through a standing committee or held for the agenda of the next meeting of the faculty

## II Departmental Administration

**Department Chairperson:** The department chairperson or an appropriate substitute presides over all faculty meetings. He or she has administrative responsibility for implementing the department's program within the limits established by the regulations of the University, policies of the University Senate, and the rules of the College.

The chairperson is responsible for initiating recommendations on the appointment of new members of the department, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure. The procedures must include consultation with all tenured members of the department, with the directors of any multidisciplinary research centers or institutes with which the affected individuals are or will be associated, and with all full-time non-tenured faculty members (except those appointed in the Research Title Series, Clinical Title Series, or Visiting Series) with the actual or equivalent rank of assistant professor or higher who have been members of the department for two years. Ordinarily, the chairperson, with advice from the tenured faculty, will appoint a committee to perform preliminary screening of candidates, but such a committee is only an advisory group.

The chairperson is responsible for the periodic evaluation of department members (faculty and staff) by procedures and criteria established by the University and the College. The faculty shall provide the Chair with guidelines for workload and for merit review of faculty performance; these guidelines shall be provided each year prior to the distribution of College annual evaluation materials.

The chairperson is responsible for preparing the departmental budget. She or he shall seek the advice of the Resource Committee prior to forwarding the budget to the Dean. Upon approval of the budget, the chairperson is responsible for administering the budget in accord with other University procedures. She or he is also responsible for making recommendations on salaries and salary changes.

The chairperson is responsible for the overall operation of the department and such other matters as have been delegated by the faculty, and shall create such committees as the chairperson or the faculty deem necessary to carry out these duties. When considering an administrative decision that can reasonably be expected to affect the working conditions of one or more members of the faculty, the chairperson shall seek the advice of the appropriate departmental committees and/or the affected faculty member(s).

The chairperson is appointed by the Board of Trustees on the recommendation of the Dean with input from the faculty. The term of service is for four years. Ordinarily, a department member will be asked to serve as chairperson for only one term. A chairperson may be reappointed (upon the recommendation of the Dean and Provost, and with the approval by the Board of Trustees) when the faculty advisory committee appointed to review the work of the department (AR II-1.0-6) finds that the particular circumstances and needs of the department make such a reappointment desirable. Reappointment beyond the second term may occur under exceptional circumstances when it is deemed to be in the best interests of the University.

The chairperson shall be evaluated on his or her administrative performance by the faculty the first year of each biennium. The Academic Personnel Committee (see Item III) will conduct this evaluation at the time faculty merit review takes place and will transmit the results of the evaluation to the chairperson and the Dean.

**Director of Undergraduate Studies:** The Director of Undergraduate Studies serves as course director for the department's multi-section freshman level service and introductory courses. With the department chairperson and the College's Director of Graduate Studies, she/he participates in the appointment and reappointment of all departmental teaching assistants. The Director also aids these teaching assistants in their roles as undergraduate instructors. Part of this support role includes conducting a workshop for all persons involved in the service and introductory courses prior to each semester.

The Director collects and maintains resource materials appropriate to the undergraduate communication courses and develops new materials and teaching strategies relevant to undergraduate communication instruction.

The Director administers the department's freshman-sophomore advising program, including providing advising materials, conducting the department's advance registration conferences, and service as a resource person regarding advising.

The Director is also a member of the department's Curriculum Committee.<sup>1</sup>

### III Standing Committees

There are **FIVE** standing committees of the faculty: **Curriculum** (responsible for overseeing and assessing the undergraduate communication academic program and for recommending to the faculty any changes or revisions necessary to enhance the quality of the undergraduate communication curriculum), **Resource** (responsible for advising the chairperson regarding priorities for equipment/material purchases to forward the research and teaching missions of the department), **Admissions and Placement** (responsible for hearing appeals from students denied admission to the major under the selective admissions policy of the College, to develop activities to aid in the placement of graduates, and to enhance alumni relations), **Strategic Planning** (responsible for strategic planning, monitoring data necessary to gauge success in achieving strategic objectives, revising plans as needed and updating the plan on an annual basis, and assisting the chairperson in preparing an annual report) and **Academic Personnel**. Members of these committees are appointed by the chairperson except for the Academic Personnel Committee, which is elected by the faculty as described below. The chairperson is an ex officio member of the Strategic Planning committee.

The Academic Personnel Committee shall have three members, one elected from each tenure track rank by all faculty: one full professor, one associate professor, and one assistant professor. There shall be rotating and staggered terms to provide for both continuity and different perspectives. All terms at all ranks will be for two years. No one is eligible to serve two consecutive terms. Assistant professors in their first two years are not eligible for election. The Committee shall have the following functions:

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<sup>1</sup>For a more detailed description of the Director of Undergraduate Studies position see the job description in the department files.

1. The committee shall advise the department chairperson on merit review criteria, procedures, and evaluations. As part of this function the committee shall discuss these issues with the chairperson each year during the merit review process prior to the transmission of the chair's merit recommendations to the Dean. At this time, the chairperson may also seek the committee's advice regarding the merit evaluation of any faculty member who is not a member of the Academic Personnel Committee
2. The committee shall conduct, with the opportunity for full faculty and staff participation, an evaluation of the administrative performance of the chairperson in the first year of each biennium. The evaluation will be conducted using a questionnaire via the double envelope system. Faculty and staff may also meet with the Committee. The results of this evaluation will be transmitted to the chairperson and the Dean.
3. The committee shall consider faculty appeals of merit evaluations, with the committee's written recommendations transmitted to the chairperson, the Dean, and to the faculty member who is appealing. In considering such appeals, the committee should have available and make use of the merit review materials and evaluations of all faculty in the department for the merit review period in question.<sup>2</sup>
4. The committee shall consider and attempt to mediate faculty grievances arising from other departmental matters. If mediation is unsuccessful, the committee shall transmit a formal recommendation to the chairperson and/or Dean, as appropriate.<sup>2</sup>

#### IV Tenured Faculty

The tenured faculty is empowered as a group to concern itself with any of the specific operations of the department. It has primary responsibility for the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions. Jointly with the department chairperson, it establishes procedures to be used within the department in (1) making recommendations on the appointment of new members of the department, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure, (2) the faculty performance evaluations, and (3) the preparation of the budget request. It will hold regularly scheduled (typically monthly) meetings and establish rules of procedure and a committee structure to deal with matters over which it has jurisdiction. The department chairperson or any two members of the tenured faculty may call a meeting of this group, but a week's written notice is required.

#### V General Policies

**Course Scheduling:** Although the scheduling of courses is generally the responsibility of the chairperson, it is recognized that the principal source of input should be in the hands of the Faculty. Typically the faculty member will propose to the department a specific assignment for the given semester, including courses and times. The chairperson will then compose the department's schedule, departing from the faculty's recommendation only when the needs of the department seem to demand it, or if there is conflict between two or more faculty members' choice.

**Summer and Winter Intersession Assignments:** While the needs of the curriculum are paramount in the scheduling of summer classes it is also recognized that these assignments should be equally shared by all faculty members. Therefore, a rotation system shall be employed for Summer and Winter Intersession assignments (for all those who are interested in teaching), except for the first year of a faculty member's term, in which Summer employment should be typical (assuming the faculty member wishes to teach in the summer). It is recognized that the final decision in the case of conflict rests in the office of the chairperson.

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<sup>2</sup>If a member of the Academic Personnel Committee is involved in a matter before the committee, the other members shall select a replacement (at the same rank, if possible) for consideration of the matter in question.

**Professional Development Funds:** The department's professional development money shall be distributed equitably among all full-time faculty.

**Release Time Policy:** The following policy was approved by the faculty on September 5, 2001, and subsequently added to this document.

#### Cost per Course

Faculty can "buy out" teaching time with funding. For funding 15% of salary per 9 month academic year, faculty will be released from 1 course from the standard 2/2 load. For funding 30% of salary, faculty will be released from 2 courses. For funding 45% of salary, faculty will be released from 3 courses unless course demand and a lack of qualified replacement instructors, or other unforeseeable factors prohibit such release. In the event of such an emergency, the faculty person will negotiate with the department chairperson to determine how to "make up" the release time. Every faculty member will teach at least 1 course per year regardless of funding level.

#### Course Release Schedule

If a faculty member is released from 2 courses during an academic year, the distribution will be release from 1 course per semester. If the faculty member is released from 1 or 3 courses, release distribution across semesters will be negotiated with the department chair. The specific courses the faculty member is released from also will be negotiated with the department chair (who makes the ultimate decision), with the goal being to ensure that required graduate and undergraduate courses are covered.

#### Notification of Intent to Secure Release Time

Adequate time must be provided to the department chair for release time to be granted. Because semester schedules are set six months in advance, faculty should do everything possible to notify the chair prior to the course scheduling deadline if they anticipate being able to fund release time. If award notification is received after the schedule has been set, and if a replacement instructor cannot be found to cover the course, the faculty person will not receive release time for that semester. However, said faculty will receive "make up" release time at the earliest possible semester thereafter or at a future semester to be negotiated with the department chair.

#### Time Period

Release time may only be secured during the active funding period of a grant, unless "make up" release time has been negotiated and, due to time line constraints, must necessarily occur past the close of the grant. If a faculty member has pending release time (either due to the instructional needs of the department or his/her own request) and he/she resigns from the university prior to being granted said release time, that release time is forfeited and no salary reimbursement will be made.

## **VI Amendments**

These policies and procedures can be amended at any time upon the initiation of any faculty member or any departmental committee. Amendments must be presented in writing and circulated to all faculty, at least two weeks prior to the meeting in which the vote is to be taken concerning the amendment. A two-thirds vote of the faculty present and voting is necessary for the adoption of an amendment.

These rules have been created and approved by the faculty of the Department of Communication, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. These rules contain a total of six (6) pages, with a final page indicating signed signature authority. A current copy of the approved rules for the Department of Communication is available in the office of the chairperson, the Dean of the College, and the Provost.

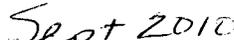
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These rules have been created and approved by the faculty of the Department of Communication, pursuant to the authority granted by the *Administrative and Governing Regulations* of the University of Kentucky. These rules are effective on the date when approved by the Dean and Provost as indicated by their signatures below. Any modifications to these rules must also be approved by the Dean and Provost before the modifications take effect. A current copy of the approved rules for the Department of Communication, is available in the office of the educational unit chair/director (if applicable), the Dean of the College, and the Provost. A copy of these approved rules will be posted online at the University Senate website.

Approval by the faculty: Revised September 2009

  
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Director

  
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Dean

  
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Date

  
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Provost, University of Kentucky