

UK COLLEGE OF DESIGN RULES AND PROCEDURES FOR OPERATION

Amended and approved by College Faculty May 3, 2023

These Rules of Procedure are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky, the Rules of the University Senate, and the laws of the Commonwealth of Kentucky and of the United States of America. If these Rules of Procedure are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws prevail.

Signed and Dated:



(Interim Dean, College of Design)

Date: 7/31/2023

(Provost, University of Kentucky)

Date:

Rules and Procedures of the College of Design

- I. Preamble.....03
- II. Statement of Shared Governance.....03
- III. Faculty of the College of Design.....03
 - A. Functions and Responsibilities of the Faculty of the College of Design (See Governing Regulations VII A. 4.).....03
 - B. Membership of the College Faculty (See Governing Regulations VII A. 4, Paragraphs 1.).....04
 - C. Chairperson of the College Faculty..... 04
 - D. Meetings of the Faculty.....04
 - 1. Schedule of Meetings..... 04
 - 2. Notice of Meetings 05
 - 3. Agenda for Meetings..... 05
 - 4. Quorum for Meetings 05
 - 5. Conduct of Business..... 05
 - 6. Minutes of Meetings..... 05
 - E. Standing Committees of the Faculty of the College of Design 06
 - 1. College Faculty Council..... 06
 - 2. Curriculum Committee 07
 - 3. Lectures, Exhibitions, and Publications Committee 08
 - 4. Honors and Awards Committee 09
 - 5. Media Committee 09
 - 6. Nominating Committee 09
 - 7. Rules for Standing Committees..... 10
 - 8. Provisions for Ad Hoc Committees 10
- IV. Administrative Officers of the College.....11
 - A. The Dean of the College of Design (Duties and Responsibilities: see University Governing Regulations VII.B.4 & 5..... 11
 - B. Directors of Schools and Chair of Departments (Duties and Responsibilities: see University Governing Regulations VII.B.4 & 5..... 12
- V. College of Design Student Council.....12
- VI. Amendments of the Rules of the Faculty of the College of Design.....14
- VII. Ratification of the Rules and Procedures of the College of Design 14

APPENDIX: Amendments of the Rules of the Faculty of the College of Design..... 16

**College of Design
University of Kentucky
Rules and Procedures for Operation**

I. Preamble

The College of Design seeks to transform the lives of our students and serve the Commonwealth of Kentucky by advancing the quality of life in the built environment. The college promotes innovation, responsibility, and reflection in teaching, conducting research, engaging in creative scholarship, and contributing to community life. While preserving the strong disciplinary identities of architecture, historic preservation, interior design, and product design, the College of Design values collaboration and connection between education, the practices of design, and the rest of the world.

II. Statement of Shared Governance

These Rules and Procedures enable all members of the College of Design to become active participants in its governance to the fullest extent provided for and within limits established by the University of Kentucky Governing Regulations as approved by the Board of Trustees and the University Senate.

III. Faculty of the College of Design

- A. Functions and Responsibilities of the Faculty of the College of Design (See Governing Regulations VII.E.3.c)
1. Consistent with the University of Kentucky Governing Regulations and the Rules of the University Senate, and with the approval of the dean of the college and the provost, to establish its membership, the frequency of its regularly scheduled meetings, the quorum for the transaction of business, and its rules and procedures, including the committee or council structure necessary for the performance of its functions. Copies of the Rules and Procedures of the College of Design and a description of its committee structure shall be made available to its members and a copy filed with the Secretary of the University Senate.
 2. Within the limits established by the University of Kentucky Governing Regulations, the policies and Rules of the University Senate, and the Rules and Procedures of the College of Design, to determine the educational policies of the college on such matters as academic requirements, curricula, course offerings, undergraduate, graduate and research programs, professional programs, and service functions, to the extent that the responsibility has not been delegated to a school or department faculty
 3. To submit recommendations, through the dean of the college, to the University Senate on such matters as require the final approval of that body.
 4. To make recommendations on other matters relevant to the University Senate, to the provost, or to other administrative officials.
 5. To develop and maintain the academic or scholastic, creative and professional competency requirements, and standards of the college. In so doing the faculty may choose to delegate by rule or by vote a defined part of the determination of its educational policies to an Assembly. The Assembly shall consist of faculty and designated student representatives. The number of students voting and the

method of selecting these students shall be determined by the rules of the college (see Section V: Rules of the Student Council.) The academic or scholastic requirements of the college may exceed but not be lower than those established for the institution by the University Senate or the Graduate Faculty. The University Senate must approve any such differences.

6. To establish with the dean, the procedures, and criteria to be employed within the college in making recommendations on the appointment of members of the college, re-appointments, terminal appointments, decisions not to reappoint, post-retirement appointments and promotions and the granting of tenure.
7. To establish with the dean, the procedures, and criteria to be used by the college in the performance evaluation of faculty members.
8. To establish with the dean, procedures to be used within the college in the preparation of budget requests.
9. To receive reports and consider recommendations from the College of Design Student Council and make recommendations to the dean on actions to be taken.
10. To consider recommendations on any matter pertinent to the university.
11. To meet in special session on the call of the president of the university, the provost, the dean of the college, or at the request of a prescribed number of its membership.

B. Membership of the College Faculty (See Governing Regulations VII.E.3.a)

1. Membership.

- a) The membership of the faculty of the college shall consist of the dean, associate and/or assistant deans, and regular full-time faculty having the rank of lecturer, senior lecturer, assistant professor, associate professor or professor in the regular, special title, or extension series or librarian III, II or I in the librarian title series.
 - b) Membership, with or without voting privileges, also may be extended, or withdrawn by the college faculty to any other person assigned to the college for administrative, instruction, research, extension, clinical or librarian work, by a simple majority of the voting faculty.
2. An individual may be assigned to more than one college; in this instance, one assignment shall be designated primary by the provost.
 3. Voting privileges.
 - a) Voting members are composed of all tenured, tenure track, lecturer, and senior lecturer faculty members.
 - b) Voting privileges may be granted for an academic year to visiting, endowed, temporary, and adjunct faculty by a simple majority of the voting faculty.

C. Chairperson of the College Faculty

The dean is the chairperson of the faculty and shall preside at its meetings. The dean may delegate to any voting member of the faculty the function of presiding at the meetings of the faculty in his or her absence.

D. Meetings of the Faculty

1. Schedule of Meetings

- c) There will be three meetings per year: in August on or after the 16th; in January on or after the 1st; and in May on or before the 15th.
- d) The dean may call special meetings of the faculty as deemed necessary.
- e) The dean shall also call special meetings of the faculty if so desired by the president of the university or the provost. The faculty may initiate a special meeting by submitting to the dean a written request stating the purpose of such a meeting, which has been signed by at least one-quarter of the voting

- members of the faculty. The dean shall call the special meeting of the faculty within two weeks of the receipt of the written request.
2. Notice of Meetings
Written notice of at least four working days shall be given by the dean to all members for a meeting of the faculty, emergency and special meetings excepted. Notification shall include the agenda.
 3. Agenda for Meetings
 - a. The dean shall prepare, post, and distribute to members of the faculty, the agenda for meetings of the faculty at least four working days in advance of the meeting except in emergencies and special circumstances. Members of the faculty may submit to the dean items for inclusion in the agenda at least ten days in advance of the regularly scheduled meeting for which intended, which should provide a brief statement of the matter, the specific motion or action suggested, and its consequences or implications.
 - b. The agenda for regularly scheduled meetings of the faculty shall be as follows:
 - 1) Reading, correction, and approval of the minutes of the preceding meeting.
 - 2) Matters arising from the minutes.
 - 3) Report of the dean.
 - 4) Consideration of the dean's recommendations for action.
 - 5) Consideration of the dean's discussion items.
 - 6) Reports of committees.
 - 7) New business.
 - c. The faculty may, by simple majority of those present and voting, amend or modify the agenda, including the deletion or addition of items.
 4. Quorum for Meetings
A simple majority of the total voting membership of the faculty shall constitute the quorum for the transaction of business.
 5. Conduct of Business
 - a. Each member of the faculty with voting privileges shall have the vote, except that there shall be no voting by proxy.
 - b. The faculty shall make decisions by a simple majority of open votes of all its voting members present at any meeting except for:
 - 1) Actions requiring a roll call, mailed, or electronic vote which shall require either the request of one-third of the voting members of the faculty present or at the request of the dean.
 - 2) Actions to amend the Rules and Procedures for Operation for the college and actions on matters not on the agenda which shall require a majority of two-thirds of the total voting membership of the faculty.
 - c. Except as otherwise provided in these rules, the business of the faculty shall be conducted in accordance with the latest edition of Robert's Rules of Order.
 - d. The dean may on his/her own initiative or at the request of the faculty, approved by a simple majority of voting members present, appoint a Parliamentarian.
 - e. When the University of Kentucky Governing Regulations limit participation to faculty only, such as with faculty issues, the faculty shall choose to go into executive session in which case only tenured, tenure-track, lecturer, and senior lecturer faculty may be in attendance.
 6. Minutes of Meetings
Meeting minutes will be recorded and circulated to the faculty one week prior to the subsequent meeting.

E. Standing Committees of the Faculty of the College of Design

1. College Faculty Council

a. Function

- 1) Represents the entire faculty and serves as an advisory committee to the dean on all matters relating to the faculty.
- 2) Acts as a primary channel of communication between the faculty and the dean, and as a representative voice of the faculty.
- 3) Reviews with the dean procedures for performance evaluation of the faculty.
- 4) Establishes with the dean procedures to be used within the college in making recommendations on the appointment of new faculty members of the College, promotions, reappointments, terminal appointments decisions not to reappoint, post-retirement appointments, and the granting of tenure.
- 5) Forms an Appointments, Promotion and Tenure (APT) subcommittee each year at the beginning of fall semester.
 - a) The APT subcommittee will advise the dean by submitting written letters of evaluation on faculty candidates for appointments, reappointments, terminal reappointments, decisions not to reappoint, post-retirement appointments, promotions, and the granting of tenure.
 - b) The APT subcommittee will advise the dean in cases in which individual faculty members appeal the merit evaluation assigned them by the dean. In each appeals case, the committee shall consider materials submitted to it by the faculty member and by the evaluating chairperson and submit to the dean a letter summarizing its advice, explaining the reasons for it, and stating the number of voting for and against the recommendation.
 - c) Members of the College Faculty Council from the academic unit of a candidate or a case under review shall recuse themselves from participation in the committee's evaluation of that candidate.
 - d) For promotion and tenure review, faculty shall not serve at the same time as a member of both a college advisory committee and unit-level advisory committee. Faculty must participate fully at the unit-level evaluation process and recuse themselves from participation at the college level. A committee of three eligible, non-unit faculty members of the CFC will serve as the College-level committee.
 - e) If non-administrative, tenured members are unavailable in a unit, an external or emeritus faculty associated with the unit may be appointed as needed and/or elected as the at-large member. In these cases, the CFC will work directly with the Office of the Associate Provost of Faculty Advancement to identify faculty from other Colleges.

b. Membership

- a) The College Faculty Council shall be made up of 8 members.
- b) Membership shall be limited to faculty that hold voting privileges within the faculty.
- c) None of its members shall hold an appointment as dean, associate dean, assistant dean, school director, or department chairperson.
- d) The faculty in each unit shall elect their representatives at the end of the spring semester for a 2-year term (2 from Architecture, 2 from Historic Preservation, 2 from Interiors, and 2 from Product Design).
- e) Each unit must have at least 1 tenured faculty member, if possible.

- c. Voting
 - 1) The representatives from each unit will serve as voting members of the council.
 - 2) All faculty in the College that have not been elected as unit representatives may participate without voting privileges in the meetings of the Council.
 - 3) All votes of the Council shall be recorded both as total number of votes and total votes by unit.
 - d. Meetings
 - 1) The College Faculty Council shall meet immediately after the first college faculty meeting of each academic year for the purpose of electing a chairperson who will serve for one year, and to identify issues that may need to be addressed by the council.
 - 2) The College Faculty Council shall meet at least twice during each semester.
 - 3) At least one of these meetings each semester will be open to all faculty.
 - 4) At least one of these meetings each semester will be with the dean in executive session and only the dean and members of the council will be in attendance.
 - 5) Executive council sessions shall include only elected members of the College Faculty Council.
 - 6) All meetings of the College Faculty Council, except for executive council sessions with the dean, shall be open to all faculty in the college.
 - 7) The chair of the council shall send out an announcement of council meeting dates and times to all faculty, not less than 7 days prior to each meeting, for meetings that are open to all faculty.
 - 8) The chair of the College Faculty Council shall meet with a minimum of 4 representatives of the College of Design staff at the beginning of each semester and as needed. The representatives from the staff should include representation from the business office, student affairs, communications, and dean's support staff. The dean will appoint the staff representatives at the beginning of the academic year. The chair of the College Faculty Council shall report back pertinent topics and issues to the council and to the dean.
 - 9) After each meeting, the members of the council shall report back to their units to share important and/or relevant information discussed in the meeting.
2. Curriculum Committee
- a. Function
 - 1) The College Curriculum Committee serves as an advisory group to the dean, schools/departments, and faculty regarding proposals for amending the curriculum.
 - 2) Acts to approve or disapprove, on behalf of the faculty of the college, all curriculum proposals, new course or programs, revised courses and programs, suspension or deletion of programs, and deletion of courses submitted by departmental faculty.

- 3) Review and make recommendations on the academic requirements of the college, on programs, including departmental programs, and all other issues of educational policy for transmission to the faculty or the departments.
- 4) Initiate new academic policies and procedures for the college as appropriate, for the recommendation to the college.
- 5) Apprise faculty on policies and actions brought by administration and apprise administration on policies and actions brought by faculty.
- 6) Review program, course, and curriculum proposals to ensure that proposals meet the college's educational goals and objectives; that the proposals are intact and complete and in the final, senate-approved format (i.e., Curriculog, or on a senate-approved form) with changes, revisions, and additions for successful movement through the University Senate process.

b. Membership

Five faculty members consisting of no more than two faculty from any one academic unit; at least 3 of the 5 must be tenured faculty members. The chair of the committee shall be a tenured faculty member. At least one member from each unit should be a member of the unit curriculum committee. In addition, the Associate Dean for Students and a representative from the Office of Student Services will serve as non-voting members.

3. Lectures, Exhibitions, and Publications Committee

a. Function

- 1) The committee will coordinate all lectures, exhibitions, and academic publications within the college in a centralized manner. They will assure that all activities support the College's academic mission by advancing the research and intellectual development of the faculty and students of the College, and benefit the University community, the profession, and the public. Units within the College are responsible for determining, contacting, scheduling, and planning all lectures, exhibitions and academic publications.
- 2) Coordinate with the media committee and the Director of Communications to publicize and document lectures, exhibitions, events, and/or programs, including the College End of Year Show.
- 3) Coordinate for exhibition the representative examples and documentation of student work systematically collected and prepared for exhibitions by the units.
- 4) Coordinate the set-up and/or installation of any materials necessary for lectures, exhibitions, events, and/or programs not directly produced by the units, including the College End of Year Show.

b. Membership

- 1) Five faculty members consisting of no more than two faculty from any one academic unit (with at least one member from each unit being a member of the unit level .lecture and exhibition committee).
- 2) Four student representatives (one from each unit). Students will serve a term of at least one year with unlimited maximum terms.
- 3) The Director of Communications is a non-voting, ex-officio member.

4. Honors and Awards Committee

- a. Function
 - 1) Recommend and review policies, strategies, and procedures for the provision of college-level honors, awards, scholarships, and other financial assistance to students the college.
 - 2) The committee awards scholarships and other financial assistance to students in the college in consultations with the directors/chairs of each unit.
 - b. Membership
 - 1) Five members, no more than two from one unit (with at least one member from each unit being a member of that unit's Scholarships Committee).
 - 2) The Director of Philanthropy & Alumni Relations and a representative from the Office of Student Services will serve as non-voting, ex-officio members.
5. Media Committee
- a. Function
 - 1) To review content for college-level public media (print and digital), to ensure that the content meets college educational goals and objectives.
 - 2) In concert with other committees of the college dealing with publications, recommend methods and procedures, which will improve and expand the effectiveness of the publications of the college.
 - b. Membership

One faculty member and one student from each academic unit. In addition, the Director of Communications and the college Graphic Design Fellow will serve as non-voting, ex-officio members. Other faculty, staff, and students may be called to participate in the committee for project-relevant discussion.
6. Nominating Committee
- a. Function
 - 1) To develop and recommend to the college a standing committee membership slate on an annual basis to ensure academic unit representation, distribution, and balance on college-wide committees. The slate shall be submitted to the college for approval in August at the first meeting of each academic year.
 - 2) Each unit will identify its representative for Nominating Committee membership within the first month of each spring semester. The faculty will be informed of the committee's members once all have been identified.
 - 3) The Nominating Committee will work with unit heads over the spring and summer to develop a slate of nominees for college-level committees for the next academic year.
 - 4) The Nominating Committee will also work with unit heads to secure from each faculty member their agreement to serve prior to submitting the slate. The slate for the next academic year will be voted on and approved at the first college meeting in August.
 - b. Membership

One faculty member from each academic unit for a total of four members.

7. Rules for Standing Committees
 - a. Except as noted elsewhere in this section, the standing committees shall be constituted by the faculty, shall be responsible to the faculty, shall make recommendations to the faculty and the dean of the college, and shall regularly report to the faculty at least once a year.
 - b. The standing committees shall consult and cooperate with each other, with the administrative officers of the college, and with other appropriate bodies, as may be necessary.
 - c. The term of membership of the standing committees shall commence in August and shall normally be three years.
 - d. When a vacancy is created between elections, the dean, after consultation with the committee concerned, will appoint a faculty member to complete the term unless otherwise stipulated in these rules or the governing regulations of the university.
 - e. No later than January 31 of each academic year the dean's office will provide the entire faculty a list of the membership of standing committees.
 - 1) This list shall include a list of current members and a notation of the period everyone is to serve.
 - 2) The list will be used by faculty and the Nominating Committee to determine committees having membership openings for the next academic year.
 - f. Faculty are encouraged to make known their committee assignment preference to the Nominating Committee.
 - g. Members elected to a given committee may be re-elected to the same committee for one additional consecutive term but are ineligible for further election to that committee until one year has elapsed.
 - h. Each committee shall elect its chairperson, to service a one- year term, from among its members at the first meeting in each fiscal year.
 - i. The chairperson of a given standing committee shall serve no more than two consecutive years as chairperson of that committee.
 - j. The committees shall hold regularly scheduled meetings and may also hold special meetings.
 - k. A written notice of one week shall be given to the members for a meeting of the committee.
 - l. The chairperson of the committee shall prepare, post, and distribute the agenda for a meeting, usually one week in advance. Members may submit items for inclusion in the agenda.
 - m. A majority of the total membership of the committee shall constitute the quorum for the transaction of business. Committees may create task forces for specific purposes.
 - n. Except as otherwise provided in these rules, the business of the committees shall be conducted in accordance with the latest edition of Roberts Rules of Order.
 - o. The chairperson of the committee shall be responsible for keeping the minutes and having them distributed to the members and to the faculty, when necessary.
 - p. When dealing with matters of policy or procedure, meetings of the committees shall normally be open to all members of the faculty and all members of the Student Council, who shall have the right to be present and to speak, but not to vote. When dealing with specific personal matters related to an individual case, however, the committees shall meet in executive session.
8. Provisions for Ad Hoc Committees
 - a. The faculty may create an ad hoc committee or task force by action of a two-thirds majority of the faculty to consider a specific problem or to give advice on any matter not in the domain of a standing committee by a standing committee.

- b. The dean may form a faculty advisory committee reporting directly to him/her at any time on any matter of college concern.
- c. The dean is an ex officio member of all ad hoc and advisory committees of the faculty.

IV. Administrative Officers of the College

A. The Dean of the College of Design

The dean acts as the executive officer of the college and enforces the University of Kentucky's *Governing Regulations, Administrative Regulations, University Senate Rules, Graduate Faculty Rules, and College of Design Rules*. The dean is responsible for the implementation of the programs and curricula of the college, for the quality of instruction furnished therein, for the assignment of duties to all personnel and for the service rendered by the faculty of the college, individually and as a whole, and to oversee the educational work of the college and its efficient conduct and management in all matters not specifically charged elsewhere. Specific duties and responsibilities regarding governance include the following:

1. Preside over college-level faculty meetings, except as they may delegate this function, and hold an ex-officio seat on all college-level committees.
2. Recommend the appointment, re-appointment, terminal appointment, decision not to re-appoint, post-retirement appointment, promotion, and granting of tenure for members of the college faculty utilizing the procedures and criteria established by the university and the college faculty. Recommendations shall follow consultation with the College Faculty Council's Appointment, Promotion, and Tenure Committee; the director or chair of the appropriate academic unit, and the faculty members whose judgements are required in the *Matrix of Consultation and Written Judgements* in the University's *Administrative Regulations*.
3. Appoint unit leadership in consultation with the faculty of the academic unit.
4. Appoint faculty to the role of associate dean, directors, or other administrative title in support of the mission of the college, including in the areas of research; student affairs; diversity, equity, and inclusion; faculty advancement; international studies; and administration. Appointments to be made after consultation with academic leadership and the College Faculty Council. Except in rare instances, the title of associate dean shall only be bestowed upon faculty with the rank of associate professor or professor.
5. Oversee the appropriate staffing, supervision, and performance of college support units such as the business office, fabrication lab, and student services.
6. Conduct periodic evaluations of the performance of members of the college faculty in accordance with established processes at the university. In executing those duties, the dean will receive and consider recommendations for faculty performance evaluations from the chair/director of the faculty's academic unit. The dean is responsible for recommendations on salaries and salary changes.
7. Conduct periodic evaluations of the performance of academic unit directors or chairs and other administrative roles in accordance with established processes at the university. In executing those duties, the dean will receive and consider recommendations from the chair/director's academic unit. The dean is responsible for recommendations on salaries and salary changes.
8. Establish an annual operating budget for the college, inclusive of unit budgets, in accordance with university policies and procedures. Budget to be developed in conjunction with unit directors/chairs, service units, and college business officer. The budget shall be communicated with the faculty and staff at the beginning of the school year.
9. Represent the interests of the college to university administration as advised by the College Faculty Council and unit leadership. If the dean finds it necessary to depart from the consensus of the college faculty, he or she shall communicate the faculty opinion as well as his or her recommendation, stating his/her reasons for differing from the opinion of the faculty, and notify the faculty of his or her action.
10. To discharge any further administrative responsibilities delegated to the dean by the provost or the president.

B. Directors of Schools and Chairs of Departments

School directors and department chairs lead the academic unit faculty in the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions. Directors and chairs implement the units' programs within the limits established by the *University of Kentucky's Governing Regulations, Administrative Regulations, University Senate Rules, Graduate Faculty Rules, and College of Design Rules*. Specific duties and responsibilities of school directors and department chairs include the following:

1. To preside at all meetings of an academic unit, except as the chair or director may delegate this function. The chair or director is an ex-officio member of all committees in a unit.
2. To make recommendations to the dean on appointments, promotions, re-appointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure for members of the academic unit. Procedures used in preparing recommendations shall be those established by the University, the college, and the unit's faculty. The procedures must include consultation with faculty members whose judgements are required in the *Matrix of Consultation and Written Judgements* in the University's *Administrative Regulations*.
3. To conduct periodic evaluation of the unit's members by procedures, criteria, and statements of evidence established by the university, the college, and the unit's faculty. The chairs and directors receive faculty performance reviews from each unit's Status of Faculty Committee prior to formulating the final evaluation recommendation. The final evaluation recommendation is then forwarded to the dean.
4. To submit the budget request to the dean after consultation with the faculty for the unit and to administer the budget after its approval. Chairs and directors are responsible for making recommendations to the dean on salaries, salary changes, and distribution of effort.
5. To seek the advice of members of the unit, individually or as a group, or of advisory committees that they may appoint in connection with the above major administrative function.
6. To represent the interests of the unit to college administration. If they believe it necessary to depart from the opinion of their unit's faculty, they shall communicate the unit's faculty opinion as well as their recommendation, stating reasons for differing from the faculty opinion, and notify the faculty of such action.

V. College of Design Student Council

A. Function

1. The College of Design Student Council (SC) represents the enrolled student body from all degree programs in the college.
2. Serving on the student council is a professional development and leadership opportunity.
3. Student council senators will collaborate with peers, engage with students, faculty, and staff on matters of importance, and develop and apply leadership skills across the College of Design.
4. To improve and enhance the quality of the academic, professional, social, and personal development experience of students in the college.
5. To advocate for the incorporation of student views and opinions in the formulation of policies and procedures that govern the College of Design.

6. To assist in constructing and coordinating dialogue and action on issues through effective communication between the student council and the student body, AIAS, TSD, IDSA, SPA, faculty, staff, administration, and other groups as appropriate to the College of Design.
7. To promote, coordinate, and seek funding for subsidizing student-initiated academic, professional, social, and personal development activities and programs.
8. The chair of the student council will attend all College of Design faculty meetings and serve as a representative of the student council.

B. Membership

1. The student council shall be open to eligible students regardless of race, color, religion, gender, sexual orientation, national origin, disability status, and age or veteran status.
2. Membership shall be composed of ten students who will serve as senators.
3. Senators will be selected from the School of Architecture (2-undergraduate and 2-graduate students), School of Interiors (2-undergraduate and 2-graduate students), Department, Product Design (2-undergraduate), and Department of Historic Preservation (2-graduate students).
4. The Student Council will also include a representative from each of the College of Design Student Organizations (AIAS, TSD, IDSA, SPA). These representatives will serve in an advisory, non-voting capacity.
5. Only students with a grade point average of 2.0 or above can serve as senators. The Assistant Dean of Student Affairs, in coordination with unit level directors/chairs, will determine and resolve questions of eligibility.

C. Voting

1. Students from each academic program will self-nominate to be candidates to serve as senators from their program.
2. Students from each academic program will elect senators from those nominated from their program to represent them on the student council.
3. For each senator position, each student will cast one vote from the nominations.
4. The candidates with the most votes will be declared senators or in the event of a tie, a runoff will be held between the candidates until there is a winner.
5. The Associate Dean for Students will solicit nominations and conduct elections through an online tool before the first meeting in October.

D. Term Limits:

1. Student council members shall serve for one academic year but can be re-elected each year if a student meets eligibility standards.
2. Student council membership shall end upon graduation.

E. Meetings:

1. The student council shall meet in October immediately after the conclusion of elections for the purpose of electing a chairperson who will serve for one year, and to identify issues that may need to be addressed by the council.
2. At its October meeting, the council will elect a secretary to keep notes of minutes.
3. The student council will meet regularly, at least once each month from October through May, authorized holidays and vacation days excepted, on a day and time to be determined by the council as part of its business in its October meeting.

4. Student council agenda items will be posted at least one week prior to the meeting and the secretary will maintain and distribute meeting minutes.
 5. Meetings of the student council shall be open to all students in the College of Design.
 6. The chair of the student council, in collaboration with the Associate Dean for Students, shall announce meeting dates and times of the council to all students in the College of Design and invite them to attend.
- F. Quorum for Meetings
A simple majority of the total voting membership of the student council shall constitute the quorum for the transaction of business.
- G. Conduct of Business
1. Each senator shall have one vote, except that there shall be no voting by proxy.
 2. The senators shall make decisions by a simple majority of open votes of all its voting members present.
 3. Except as otherwise provided in these rules, the business of the student council shall be conducted in accordance with the latest edition of Robert's Rules of Order.
- H. Amendments of the Rules of the College of Design Student Council
1. Amendments to the College of Design Student Council rules may be introduced for consideration and action as agenda items of a regular or special meeting of the council by one-quarter of the voting members of the council.
 2. Amendments shall be circulated to all council members at least ten days before the meeting and shall require the approval of a two-thirds majority of the total voting membership of the council and acceptance by the Dean.
- I. Ratification
The College of Design Student Council approved these Rules and Procedures of the College of Design Student Council on 11 April 2023.

VI. Amendments of the Rules of the Faculty of the College of Design

- A. Amendments to the Rules of the Faculty may be introduced for consideration and action as agenda items of a regular or special meeting of the faculty by one-quarter of the voting members of the faculty.
- B. They shall be circulated to all faculty members at least ten days before the meeting and shall require the approval of a two-thirds majority of the total voting membership of the faculty and acceptance by the provost.

VII. Ratification of the Rules and Procedures of the College of Design

- A. These rules of procedure have been created and approved by the faculty of this college, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky.
- B. These rules do not become effective until and unless approved by the dean and provost as indicated on the cover page of these rules.
- C. The dean and provost must approve any modifications to these rules before the modifications take effect.
- D. These rules contain a total of 17 pages each of which are initialed and dated by the undersigned persons.

- E. A current hardcopy of the approved rules for this college is available in the provost's office and the office of the dean of the College. An electronic version is available on the University Senate website:
(https://www.uky.edu/universitysenate/sites/www.uky.edu.universitysenate/files/CoDR_ULES-Revised_2023.pdf) and on the College of Design website (design.uky.edu/).
- F. The Rules are official and have been approved by the signatures of the dean and provost (on record in 112 Pence Hall).

APPENDIX I: Amendments to Procedures and Rules of the College of Design

January 12, 2004:

1. Rules amended to create a library committee "of some sort."
2. Rules amended to add language to include external members on the College Advisory Committee (see Part 1, section IV, item e., point i.)
3. Rules amended to change the membership of the College Status of Faculty Committee to the three chairs of the department status of faculty committees plus two at-large members selected by the College Nominating Committee and approved by the faculty. (see Part 1, section IV, item e., point ii.)

May 3, 2004:

1. Rules amended to adopt College Nominating Committee's composition of the College Library Committee as one member from each program.

December 1, 2008

1. Rules amended by School of Architecture faculty to adopt change in school's Status of Faculty Committee Membership's required number of members from 6 to 5. (see Part 2, section V, item a., point ii.)

May 8, 2009

1. Rules amended by School of Architecture faculty to adopt the following changes in the school's committee structure:
 - a. Admissions and Scholarship Committee
 - b. Curriculum and Advising Committee. (see Part 2, section V, items b. and c.)

August 22, 2011

1. Rules amended by the college faculty to adopt the job description for the administrative position of Associate Dean for Research. (see Part 1, section III, item c.)

September 26, 2011

1. Rules amended by School of Architecture faculty to adopt the job description for the administrative position of Associate Director for Student Affairs. (see Part 2, section III, item c.)

September 28, 2011

1. Rules amended by the college faculty to adopt the job description for the administrative position of Associate Dean for Administration. (see Part 1, section III, item d.)

November 18, 2013

1. Rules amended by the college faculty to adopt the consolidation of the functions of the College Advisory Council and the Committee on the Status of Faculty into one College Faculty Council. (see Part 1, section IV, item e, point i.)

May 3, 2023

1. Rules amended by the college faculty to sever the unit rules from the College rules. (See Index)
2. Rules amended by the college faculty to use same sequence (Faculty, Administrative Officers) used in Governing Regulations. (See Governing Regulations VII E, F).

3. Rules amended by the college faculty to update the Preamble by revising introductory sentence and adding product design to the third sentence. (See Section I. Preamble)
4. Rules amended by the college faculty to change the functions of the faculty to mirror the college faculty functions used in the University of Kentucky Governing Regulations. (See Governing Regulations VII.E.3.c) (See Section III.A.2)
5. Rules amended by the college faculty to change membership of the College faculty to mirror the definition of membership of faculties of colleges used in the University of Kentucky Governing Regulations. (See Governing Regulations VII.E.3.a.) (See Section III.B.1.a.b)
6. Rules amended by the college faculty to extend membership with voting privileges to regular full-time faculty having the rank of lecturer or senior lecturer. (See Section III.B.1.a)
7. Rules amended by the college faculty to define voting members as tenured, tenure track, lecturer, and senior lecturer faculty members. (See Section III.B.3.a)
8. Rules amended by the college faculty to state that voting privileges may be granted for an academic year to visiting, endowed, temporary, and adjunct faculty by a simple majority vote of the college faculty. (See Section III.B.3.b)
9. Rules amended by the college faculty to change the quorum for the transaction of business to be simple majority of the total voting membership of the faculty. (See Section III.D.4)
10. Rules amended by the college faculty to clarify the process regarding the appointment of a Parliamentarian. (See Section III.D.5.d)
11. Rules amended by the College faculty to define executive session meetings of the faculty to include tenured, tenure-track, lecturer, and senior lecturer faculty. (See Section III.D.5.e)
12. Rules amended by the college faculty to adopt the following statement to the function of the College Faculty Council: "Reviews with the dean procedures for performance evaluation of the faculty." (See Section III.E.1.a.3)
13. Rules amended by the college faculty to adopt the revised function of the College Faculty Council to include the formation of an Appointments, Promotion, and Tenure (APT) sub-committee (See Section III.E.1.a.5)
14. Rules amended by the college faculty to adopt the revised membership criteria for the College Faculty Council. (See Section III.E.1.b)
15. Rules amended by the college faculty to adopt the revised voting criteria for the College Faculty Council. (See Section III.E.1.c)
16. Rules amended by the college faculty to adopt the revised meeting criteria of the College Faculty Council. (III.E.1.d)
17. Rules amended by the college faculty to adopt the revised functions of the Curriculum Committee. (See Section III.E.2.a)

18. Rules amended by the college faculty to require that at least three of the five faculty members forming the Curriculum Committee be tenured, and that the chair be tenured. (Section III.E.2.b)
19. Rules amended by the college faculty to adopt a name change to the Committee on Exhibition, Publications, and Visiting Lectures. The new name to be the Lectures, Exhibitions and Publications Committee. (See Section III.E.3)
20. Rules amended by the college faculty to adopt the revised function and membership of the Lectures, Exhibitions and Publications Committee. (See Section III.E.3.a.b)
21. Rules amended by the college faculty to adopt a name change to the Scholarship Committee. The new name to be the Honors and Awards Committee. (See Section III.E.4)
22. Rules amended by the college faculty to adopt the revised function and membership of the Honors and Awards Committee. (See Section III.E.4.a.b)
23. Rules amended by the college faculty to adopt a new Media Committee. (See Section III.E.5)
24. Rules amended by the college faculty to adopt the revised function and membership of the Nominating Committee. (See Section III.E.6.a.b)
25. Rules amended by the college faculty to adopt revised rules of standing committees. (See Section III.E.7.d.e.f.g.h.i.j.k.l.m.n.o.p)
26. Rules amended by the college faculty to adopt clarifications to the role and duties of the dean of the college. (See Section IV.A)
27. Rules amended by the college faculty to remove information regarding the administrative positions of Associate Dean for Research, and Associate Dean for Administration, and to insert new information regarding the duties and responsibilities of the dean in reference to the appointments of faculty to the role of associate dean or other administrative title in support the mission of the College of Design, including in the areas of research; student affairs; diversity, equity, and inclusion; faculty advancement; and administration. (See Section IV.A.4)
28. Rules amended by the college faculty to adopt clarifications to the role and duties of the directors of schools and chairs of departments. (See Section IV.B)
29. Rules amended by the college faculty to include the Rules of the College of Design Student Council. (Section V)