

DEPARTMENT OF NEUROLOGY
University of Kentucky
College of Medicine
DRAFT REVISION RULES OF PROCEDURE 01/23/2024

Approved by the Faculty of the Department of Neurology after a Faculty Meeting on 07/28/15
Revision approved by the Faculty of the Department of Neurology after a Faculty Meeting on 03/22/16
Revision approved by the Faculty of the Department of Neurology after a Faculty Meeting on 08/30/16
Revision approved by the Faculty of the Department of Neurology after a Faculty Meeting on 02/12/2024

Revisions filed with the Dean's Office, College of Medicine and approved by Provost 04/2024

I. GENERAL RULES – Departmental Faculty

1. **Departmental Faculty:** The faculty of the Department of Neurology consists of full-time and part-time members whose primary academic appointment is in the Department at the rank of Instructor, Assistant Professor, Associate Professor, or Professor in any title series.
2. **Departmental Faculty Meeting Attendance:** Attendance at faculty meetings includes the Departmental Faculty as defined in Section I.1. Faculty with a secondary appointment in the Department and adjunct faculty may attend as appropriate (without voting privileges per Section I.4.). The Department Administrator, Department Staff, and guests may attend as appropriate (without voting privileges per Section I.4.), depending on the meeting Agenda. The Department Chair or the Chair's designee shall preside over all Departmental Faculty Meetings. The Department Administrator or designee will record and prepare meeting minutes.
 - a. **Departmental Faculty Meeting Frequency and Agenda:** Meetings are generally held monthly with the agenda for the meeting distributed to Faculty with primary academic appointments in the Department at least 24 hours in advance. The Department Chair will solicit agenda items from departmental faculty in leadership roles. Any departmental member may forward a request to the Chair's office for items to be placed on the agenda of a scheduled meeting.
 - b. **Departmental Faculty Meeting Quorum/Voting:** Actions taken at Departmental Faculty Meetings shall require approval by a majority vote of non-abstaining, non-excused faculty members as defined in Section I.1. An attendance quorum of at least 2/3 of the faculty as defined in Section I.1 is required for holding a vote. Each member holding a full-time faculty appointment shall have one vote, and each member holding a part-time faculty appointment shall have a fractional vote proportionate to their part-time appointments. Voting by proxy shall not be allowed. Faculty with a secondary or adjunct appointment in the department do not have voting privileges. Voting shall be open during the meeting or by secret ballot during or after the meeting as appropriate.
5. **Minutes:** Copies of Departmental Faculty Meeting minutes shall be made available to all members of the faculty of the Department as defined in Section I.1. Minutes shall be approved at the next scheduled meeting by the voting faculty as defined in Section I.1.
6. **Rules of Order:** Robert's Rules of Order shall apply.

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7. **Conformity to Open Meeting:** The Department of Neurology complies with all University of Kentucky rules and regulations relating to open meetings, open records, and archival requirements.

II. EDUCATIONAL POLICIES

The Department of Neurology faculty has primary responsibility for the development of policies related to its academic programs, courses of study, and class schedules.

1. *Medical Student Education*

- a. **Courses:** The Department offers two types of courses for medical students:
 1. **Required courses:** The department offers a required clerkship in Neurology to third-year medical students. Neurology offers an Acting Internship in Neurology to fourth-year medical students. This is one of several available Primary Acting Internships offered by the College of Medicine. Each fourth-year student is required to take at least one Primary Acting Internship.
 2. **Electives:** There are two kinds of electives for medical students:
 - i. M1/M2 electives are offered semester by semester. Any faculty may offer this type of elective with approval of the Department Chair and College of Medicine or Healthcare Colleges Council if appropriate. These courses may be offered for one to three credit hours.
 - ii. M4 electives are part of the permanent curriculum. Any faculty may offer this type of elective with approval of the Department Chair, the Curriculum Committee, Faculty Council, and Healthcare Colleges Council.
 - b. **Course Director:** Each course will be assigned a Course Director. The Course Director shall be appointed by the Department Chair after consultation with the Department faculty and the Dean or designee. Course Directors serve for one year and may be re-appointed annually.
 1. The Course Director develops an outline of the course, identifies prospective instructors, and develops the rules or procedures and methods of grading in accordance with College of Medicine policies/procedures and accreditation standards.
 2. The Course Director presents the course outline to the Departmental faculty at a Faculty Meeting where a majority vote is necessary for approval (refer to Section I.4.). After approval by the faculty and the Dean or designee, the course is coordinated by the Director with participation of other selected faculty
 3. The Course Director, and/or participating faculty and staff will evaluate the students' performance as outlined per section III 2.a.
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With consultation with participating faculty, the Course Director determines the students' grades.

4. Student Participation: The Course Director shall meet with class representatives at their request or as may otherwise be needed. Student evaluations and feedback will be used in the planning and conduct of current and subsequent courses and considered during the course evaluation as in Section II.1.a.4.
5. The clerkship experiences are outlined in the course syllabus.
6. The clerkship director actively participates in all M3-M4 Clerkship Director Subcommittee meetings and discussions, providing recommendations to Curriculum Committee regarding the medical curriculum.

c. Evaluations of Courses

- a. An evaluation of required clerkships will be performed on annual basis through the Curriculum Committee Quality Assurance Process. Feedback on the clerkships will be sent to the Department Chair and clerkship director and will be discussed at a Department Faculty Meeting.

2. *Resident Education*

- a. Resident training in Neurology and Child Neurology will be in accord with the rules established by the relevant ACGME Residency Review Committees.
- b. The Neurology and Child Neurology Residency Program Directors shall be appointed by the Chair in consultation with the faculty and with approval of the Office of Graduate Medical Education.
- c. The Neurology and Child Neurology Residency Program Directors shall appoint the Chief Resident(s) on an annual basis and shall consult regularly with the Resident(s) on scheduling and related educational matters.
- d. The Neurology and Child Neurology Residency Program Directors shall meet periodically with the faculty to discuss residency training, evaluations of residents, residency recruitment, and other related matters. The evaluation of the residents is based on faculty written assessments during each rotation or education experience, their performance on the Neurology Residency In-Service Examination (RITE), and other evaluations as per ACGME and College of Medicine requirements.
- e. Progression to the next level of training, successful completion of training, and suitability for graduation will be determined by the Program Director in consultation with the relevant Neurology and Child Neurology Residency Clinical Competency Committee as appropriate.

3. *Fellowship Education*

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- a. Physicians who have completed or are completing Neurology or Child Neurology Residency training may receive additional fellowship training in a focused aspect of Neurology depending on availability. Such training will be in accord with the rules established by the relevant ACGME Neurology Residency Review Committee, another certifying body (e.g., the United Council on Neurological Specialties), or without an official certifying organization as appropriate and consistent with policies established by the College of Medicine and the Office of Graduate Medical Education.
 - b. The Department supports post-doctoral fellowship training in Neuropsychology.
 - c. Fellowship Program Director: Each fellowship will be assigned a Fellowship Program Director. The Fellowship Program Director shall be appointed by the Department Chair after consultation with the Department faculty and for ACGME programs, approved by the Dean or designee and the ACGME. Fellowship Program Directors serve for one year and may be re-appointed annually.
 - d. The Fellowship Program Director presents the program outline to the Departmental Faculty at a Faculty Meeting where a majority vote is necessary for approval (refer to Section I.4.).
 - e. After approval, the Fellowship is coordinated by the Director with participation of other selected faculty.
 - f. The evaluation of the Fellows is based on faculty written assessments and other evaluations as per ACGME, certifying organization, and College of Medicine requirements.

4. *Graduate Education*

- a. Elective Graduate Courses: Elective courses are offered by individual faculty with approval by the University Senate.
- b. Course Director: Each course will be supervised by a Course Director appointed by the Department Chair after consultation with the Department faculty. Course Directors serve for one year and may be re-appointed annually.
- c. Other rules for Graduate courses are reflected in the rules for Fellowship programs.

5. *Other Educational Programs*

- a. Department of Neurology Faculty may participate in or help supervise educational programs related to Neurology for trainees in other UK programs as approved by the Department Chair. Any faculty seeking to participate or help supervise programs outside UK must seek permission in advance.

III. FACULTY PERSONNEL PROCESS

The Neurology Departmental Faculty consists of the Chair, full- and part-time faculty as defined in Section I. 1. The “UK College of Medicine Procedures for Appointment, Promotion and Tenure” defines the CoM appointment, promotion, and tenure procedures in accord with the University Administrative and Governing Regulations.

1. *New Faculty Appointments*

- a. After permission to recruit from the Dean, the Chair will initiate a search for appropriate faculty candidates. CVs of potential faculty candidates may be discussed with relevant faculty members before candidates are invited to interview. The Chair will conduct an initial evaluation of potential faculty members. Current faculty members will then meet candidates invited to interview and review the candidates’ CV materials and other pertinent information. Faculty members interviewing or otherwise having meaningful contact with the candidate will complete a written evaluation. If the review is favorable, potential faculty candidates will be discussed at a Departmental Faculty Meeting. Each faculty member's input may be open or confidential at the faculty member's discretion. The Chair will make a decision regarding an appointment after reviewing all input from the faculty, including a majority vote (see Section I.4.). Letters from faculty will be requested by the Chair as required by the College of Medicine for candidates being offered a position.

2. *Reappointments, Terminal Reappointment, Non-reappointment*

- a. The Department Chair or designee shall conduct an annual evaluation of the performance of each faculty member as defined in section I.1. per section III.9. and reported to the College of Medicine. Faculty with Instructor level appointments who are in fellowship training will primarily be evaluated by their Program Director. The Director of a University Center (for Departmental faculty who have a primary appointment in a such a Center), Director of the Office of Graduate Medical Education, Associate Dean for Medical Student Education, and Chief Medical Officer or designee shall participate for those faculty members with relevant appointments.
 - b. Comprehensive evaluations regarding progress for promotion for both non-tenure track and tenure track faculty will be conducted by the Chair and Vice Chair for Academic Affairs 2- and 4-years after initial appointment and reported to the Dean. The Chair determines the suitability for reappointment of non-tenured faculty each year. The Chair may consult with the Vice Chair for Academic Affairs and the Dean’s Office as appropriate.
 - c. Redress: All faculty members have the privilege of dissent from the judgment of the Chair on this or any other matter, in accord with College of Medicine and University rules and procedures.
 - d. Reviewed Faculty Participation: All faculty members shall be responsible for updating their CVs annually in accord with the College of Medicine
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format. The faculty may be required to provide additional supportive materials such as a Reflective Statement as part of the 2- and 4-year comprehensive reviews and promotion process.

3. Post-Retirement Appointments

- a. Post-retirement appointments may be considered by the Chair with approval of the Dean.

4. Promotions and Granting of Tenure

- a. Advising: The Department will provide Academic Advising to faculty members as per Section IV.1.c.
- b. Process: The Chair and/or the Chair's designee will review periodically, as reflected in Section III.2.a. and III.2.c., and in accordance with UK rules and regulations, faculty tenure/promotion progress. Explanations of satisfactory performance as well as unsatisfactory performance will be given in writing. The Chair will ask for tenured faculty's input as appropriate for tenure track faculty and provide such information to the faculty under review as per Section III.2. The Chair's review with the faculty member is free and open and the faculty member is encouraged to express their views including suggestions that could enhance their progress.
- c. Criteria. College of Medicine rules govern promotions and the granting of tenure. Further details are provided in the Neurology Department Statements of Evidence.

5. Secondary Faculty Appointments

- a. Appointments as secondary faculty in the Department for faculty with primary appointments in other College of Medicine Departments can be made based on evidence of ongoing academic and/or research collaborations beyond providing collaborative clinical care with Departmental faculty. The Chair may recommend to the Dean a secondary appointment after discussion with the Departmental Faculty at a faculty meeting and a vote (Section I.4.). Secondary appointments may be subject to ongoing review by the Dean annually and may not be renewed if evidence of ongoing collaborations with Departmental faculty is not evident.

6. Adjunct and Voluntary Faculty Appointments

- a. Appointments as adjunct or voluntary faculty in the Department for faculty at other institutions or community neurologists, respectively, can be made based on evidence of ongoing academic and/or research collaborations with Departmental faculty or other service to the Department, in accordance with College of Medicine Policies. Adjunct and voluntary appointments will be recommended to the Dean after discussion with Departmental Faculty at a faculty meeting and a vote (Section I.4.). Adjunct and voluntary appointments may not be renewed if evidence of ongoing collaborations with Departmental Faculty or service over the prior year is not evident, and in accordance with CoM policies and University Regulations. Voluntary faculty must fulfill Criteria 1 of the Departmental

Standards for the Delineation of Clinical Privileges for Neurology or Child Neurology or Criteria 1-3 for Clinical Neuropsychology as appropriate.

7. *Standard Personnel File*

- a. A Standard Personnel File is maintained by the Dean's Office. The Department maintains a Departmental personnel file for each full and part time Neurology Department Faculty Member.

8. *Policy and procedure for periodic review of Department Chair*

- a. The Dean conducts an annual review of the Chair's performance and periodically surveys Departmental faculty and staff as per College of Medicine policy regarding the Chair's performance. The Dean discusses the results with the Chair and uses the results when making recommendations to the Provost for the reappointment of the Chair.

9. *Performance Evaluations*

- a. Non-tenured and tenured faculty are evaluated as outlined in section III.2.a.
- b. Major areas of evaluation include: 1, research/scholarly activities; 2, teaching/educational activities; 3, clinical service; 4, Departmental, College of Medicine, University, and other professional service; 5, administrative activities; and 6, professional development activities. Consideration is given for national and international recognition and leadership within the University community for senior faculty members (Associate Professors and Professors).
- c. The Chair may discuss performance of tenure-track faculty with tenured faculty for the two- and four-year probationary reviews as per Section III. All input from senior faculty will remain confidential. The Chair will conduct the evaluation considering all input from the faculty.

10. *Distribution of Effort Assignments*

- a. The Chair in consultation with the faculty member determines the annual distribution of effort assignment. The Distribution of Effort Assignment form is signed by the faculty member, the Department Chair, and the Dean.

11. *Department Committees*

- a. Departmental Committees shall be established by the Chair in consultation with Department faculty. The Department Chair shall serve as an ex-officio member of all Departmental Committees.

IV. OTHER ACADEMIC MATTERS

1. *Academic Advising:*

- a. The Residency Program Directors, Associate Residency Program Directors, Fellowship Directors, and the Chair will advise residents and fellows on all
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matters related to their programmatic education and training. Other faculty may also provide advice as appropriate.

- b. Faculty members may serve as advisors for medical students as appropriate. Faculty can advise students regarding career choice, course selection, or other academic matters.
- c. The Department has a structured mentorship program to help guide career advancement of faculty (defined in section I.1.) at the ranks of Assistant or Associate Professor. Each such faculty member has a designated Mentorship Committee consisting of an Associate and full Professor for Assistant Professors and two full Professors for Associate Professors. Each mentee is expected to meet with their Mentorship Committee at least twice annually to review accomplishments, plans, and barriers. The Chair and /or the Chair's designee (e.g., Vice Chair for Academic Affairs) may also provide career development support and mentoring to the primary Departmental faculty (defined in section I.1.) at any academic rank and secondary faculty as may be appropriate.

V. SERVICE FUNCTIONS

1. Participation.

- a. In consultation with the Department Chair, Department faculty may serve on Departmental, College of Medicine, and University committees, as well as regional and national professional and service committees, balancing such activities with the Department's primary requirements for education, research, patient care, and faculty development.

VI. DEPARTMENTAL BUDGET

1. A budget for the Department shall be prepared and established in accordance with the Department's Practice Plan, which defines the allocation of resources, limits on expenditures and management of the Department Budget.
2. The Department budget shall be prepared by the Department Administrator with the Chair, and with consultation with the faculty who are members of the Plan (as defined in Article I, Section 2) as needed.
3. Budgets shall be prepared and submitted consistent with such format and specificity as established by the College of Medicine.
4. Interim modifications in established Department budgets shall be made in accordance with the Department's Practice Plan.

VII. RULES, REGULATIONS AND PROCEDURES

1. Establishment or Modification of Department Rules
 - a. Establishment or modification of these rules shall require a two-thirds majority vote of the faculty as per I.4
 2. Governing and Administration Regulations
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- a. Rules of Procedure for Department faculty are superseded by governing and administrative regulations of the College of Medicine, UK HealthCare, and the University.

3. Location

- a. A copy of the Rules of Procedures is maintained in the Department Administrator's office and is available for review by all Department faculty and staff.
- b. A copy of the Rules of Procedures will be filed with the Dean's office.