



College of Fine Arts

Department of Arts Administration

Operating Rules and Procedures

These operating rules and procedures are intended to be consistent with the Rule of the College of Fine Arts and the Governing and Administrative Regulations of the University of Kentucky, the laws of the Commonwealth of Kentucky, and the laws of the United States of America. In the event that these operating rules and procedures are inconsistent with or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

Article 1. Organization and Meetings

Section 1.1. Departmental Faculty

1.1.1. **Membership.** The Faculty of the Department of Arts Administration includes all full-time personnel of the department with an academic rank of instructor or higher.

Section 1.2. Meetings

1.2.1. **Scheduling.** Regular meetings of the voting Faculty shall be held twice monthly when sufficient agenda items warrant, but may be more frequent upon the call of the Chair. The Chair or designee will preside over all faculty meetings.

1.2.2. **Quorum.** A quorum for a meeting shall consist of a majority of the members of the faculty with voting privileges.

1.2.3. **Special Meetings.** Special meetings of the Faculty may be held at the call of the Chair or on petition from 25% of the membership.

1.2.3. **Voting.** Voting privileges are extended to all full-time members of the faculty including all title series. A quorum is required for faculty action at a meeting. Voting on issues may occur by show of hands or a written/electronic ballot. A measure passes by simple majority. In the case of a tie, the Department Chair may cast the deciding vote.

1.2.4. **Minutes.** Minutes will be taken for faculty meetings. The minutes should identify the people in attendance; briefly summarize the salient points of discussion; and describe any action(s) decided by the voting committee members. Votes should include a record of votes. The minutes of meetings will be maintained by the Office of the Department Chair and shall be made available through the department's shared drive.



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1.2.5. **Conflicts of Interest.** Faculty members who may have a conflict of interest are required to disclose the conflict to other members. If a majority of the members agree that a conflict exists, the committee member with the conflict is prohibited from discussing or voting on any matters associated with the conflict.

1.2.6. **Points of Order.** When necessary, points of difference shall be decided in accordance with Parliamentary Procedure.

Article 2. Administration

Section 2.1. Administrative Structure

2.1.1. **Organization.** The administrative organization of the department consists of the Chair, the Director of Graduate Studies, and the Director of Undergraduate Studies.

2.1.2. **Leadership.** The Chair is the chief executive officer of the department and is an ex officio member of all department committees. The authority of the Chair is exercised with the assistance of the Director of Graduate Studies, the Director of Undergraduate Studies, committees, and with the Faculty of the Department.

2.1.2.1. **Department Chair.** Subject to University, College and Department policy and to policy and rules as determined by the faculty, the Chair is responsible for the administrative affairs of the Department.

2.1.2.1.1. **Selection and Evaluation.** The Faculty of the Department shall be consulted in the selection, review, and reappointment of the Chair according to the guidelines and procedures established by the University, the College of Fine Arts, and the Department.

2.1.2.1.2. **Administrative Duties.** The Chair leads the department faculty in its development of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, service functions, and program assessment.

2.1.2.1.3. **Financial Duties.** The Chair is responsible for implementing a program of the department's expenditures according to the university regulations and



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procedures. The Chair provides an annual budget report to the faculty at the conclusion of each academic year.

2.1.2.1.4. Operational Duties. The Chair is responsible for leading the strategic planning of the department to accomplish its mission. The Chair is responsible for establishing and maintaining procedures related to enrollment and retention of students. The Chair is responsible for the operational functions of the department.

2.1.2.1.5. Promotional Duties. The Chair shall develop and enhance the department's ties to local, regional, national, and international arts organizations. The Chair represents the department at meetings and events at the University of Kentucky and the College of Fine Arts. The Chair is responsible for enhancing the visibility of the department, its students, and faculty through an ongoing promotional program, which includes, but is not limited to, building the department's identity and relationship with the greater academy in its fields through related academic and professional association organizations.

2.1.2.1.6. Structural Duties. The Chair shall create committees, as the chair and faculty deem necessary to carry out the duties and responsibilities of the department. The Chair will appoint faculty members to departmental and college committees.

2.1.2.1.7. Faculty Appointments. The Chair is responsible for recommendations on the appointment of new members of the Department, reappointments, terminal appointments, decisions not to reappoint, and post-retirement appointments, as specified in GR VII B.5. Faculty members shall be consulted on such issues.

2.1.2.1.8. Faculty Promotion and Tenure. The Chair is responsible for recommendations on promotion and grants of tenure. The procedures and criteria used in preparing the recommendations shall be those established by the University and the tenured Faculty of the Department. The procedures must include consultation with the tenured members of the Department of equal or higher rank. All recommendations on matters of promotion and tenure must include the written judgment of each consulted member of the Department along with the recommendation of the Chair. All faculty members with tenure shall be consulted on recommendations for granting tenure. Faculty members on approved leave of absence or with a primary administrative, service, or other



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assignment outside the department may, but are not required to, provide written judgments on recommendations.

2.1.2.1.9. Distribution of Effort. The Chair is responsible for consideration and consultation on the allocation of faculty time as officially reported to the University via the Distribution of Effort Agreement. The Chair should ensure fair and equitable allocations of effort across individuals and be in compliance with University and College rules and policies.

2.1.2.1.10. Performance Evaluation. The Chair is responsible for conducting the annual and biennium faculty performance evaluations.

2.1.2.2. Director of Undergraduate Studies. The Director of Undergraduate Studies (DUS) primary responsibility is to focus on the academic and intellectual development of declared majors and the undergraduate curriculum.

2.1.2.2.1. Selection and Term. The Chair will appoint a faculty member to search as the Director of Undergraduate Studies. The DUS may serve renewable three-year terms if both the chair and incumbent agree to continue the appointment.

2.1.2.2.2. Curriculum Review and Revision. The DUS, in partnership with the department chair and the appropriate departmental standing committee(s), will engage the department as a whole in curriculum and pedagogical revision and innovation. The DUS will strategically and tactically consider the department's undergraduate curriculum, seeking out the discipline's best pedagogical practices and playing a major role in facilitating departmental discussions on how these might best be implemented. The DUS will act as the official liaison with UK Undergraduate Council.

2.1.2.2.3. Recruitment. The DUS will work with the department chair, undergraduate committee, and college recruiter to develop and implement recruitment strategies for undergraduate program offerings.

2.1.2.2.4. Student Activities. The DUS is encouraged to sponsor extracurricular activities that bring students and faculty members together in a shared community of interests.



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2.1.2.2.5. **Student Advising.** The DUS will work with the department chair and the student's advisor, where appropriate, to match students with faculty mentors. The DUS will facilitate an active relationship with the student advising office and will be the student advising office's primary liaison with the department.

2.1.2.2.6. **Faculty Advising.** The DUS will serve as a mentor and advisor to faculty teaching within the undergraduate curriculum.

2.1.2.2.7. **Administrative Duties.** The DUS oversees administrative processes including admission to major; petition requests, program evaluation and assessment, and handbook revision and distribution.

2.1.2.3. **Director of Graduate Studies.** The Director of Graduate Studies (DGS) primary responsibility is to focus on the academic and intellectual development of graduate students within the department.

2.1.2.3.1. **Selection and Evaluation.** The Director of Graduate Studies (DGS) is appointed by the Dean of the Graduate School upon recommendation from the Department Chair. The DGS is supervised by both the Chair and the Dean of the Graduate School. Must be a tenured faculty member of the department holding the rank of Associate Professor or above and a full member of the graduate faculty. The DGS has administrative performance evaluated periodically in accordance with the policies stated in AR 3.10 and section 2.1.2.1.10. above.

2.1.2.3.2. **Student Advising.** The DGS will work with the department chair and the student advisor, where appropriate, to match students with faculty mentors. The DGS will facilitate an active relationship with graduate students and will be the liaison for graduate students within the department.

2.1.2.3.3. **Faculty Advising.** The DGS will serve as a mentor and advisor to faculty teaching within the graduate curriculum.

2.1.2.3.4. **Administrative Duties.** The DGS oversees administrative processes including applicant evaluation and selection procedures; evaluation of transfer credits, petition requests, tracking student progress, program evaluation and assessment, and handbook revision and distribution.

2.1.2.3.5. **Graduate Examinations.** The DGS oversees all graduate examinations and the dissertation process.



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Section 2.3. Department Committees

2.3.1. Standing Committees. The department shall have these standing committees: Undergraduate Studies Committee, Graduate Studies Committee, and Promotion & Tenure Committee.

2.3.1.1. Undergraduate Studies Committee. The Undergraduate Studies Committee (USC) shall consist of no fewer than two full-time faculty members, including the Director of Undergraduate Studies, who serves as its chair. Appointments are for three-year terms. Reappointments are permitted. Committee responsibilities include all issues relevant to undergraduate instruction, such as approval, oversight and review of the undergraduate program requirements and individual courses; admission to major; experiential learning; relevant scholarship applications; and other relevant issues to undergraduate education. When appropriate, the USC may seek input from students within the department at the undergraduate level.

2.3.1.2. Graduate Studies Committee. The Graduate Studies Committee (GSC) shall consist of no fewer than two full-time faculty members, including the Director of Graduate Studies, who serves as its chair. Appointments are for three-year terms. Reappointments are permitted. Committee responsibilities include all issues relevant to graduate programs and instruction, such as approval, oversight and review of the graduate program requirements and individual courses; admission to degree programs; relevant scholarship and TA applications; graduate examination requirements; dissertation processes; and other relevant issues to graduate education. When appropriate, the GSC may seek input from students within the department at the graduate level.

2.3.1.3. Promotion & Tenure Committee. All tenured faculty members except the department chair shall be members of this committee. The committee shall elect a chair from among its members. The committee shall perform two-, four- and six-year reviews of untenured faculty members. For faculty promotion and/or tenure, the department will follow AR 2: 1-1 Matrix of Minimum Consultation and Written Judgments when determining which department faculty members will write letters to be included in the candidate's dossier. In the event that the department has fewer than three tenured faculty members eligible to serve on the Promotion & Tenure Committee, the Chair, in consultation with the Dean of the College of Fine Arts, may appoint an ex-officio member from the College of Fine Arts. Members that serve as ex officio members have all the



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rights and obligations of the committee. This includes the right to discuss, debate, make decisions, and vote.

2.3.2. Ad-Hoc Committees. Ad-hoc committees may be established as necessary by the Chair or elected by the faculty to carry out the activities of the department or advise the Chair on issues. The Chair shall designate the ad-hoc committee's charge, chair, members, and length of existence.

2.3.3. Guidelines for Committees. The following guidelines apply for all departmental committees.

2.3.3.1. Service. Notification of membership on standing committees shall be distributed to Faculty within 30 days of the beginning of the fall semester.

2.3.3.2. Meetings. Each standing committee shall meet at least once each semester.

2.3.3.3. Quorum. The presence of a simple majority of committee members shall constitute a quorum.

2.3.3.4. Agenda. Agendas will be prepared by the chair of each committee and distributed in advance of each committee meeting to the committee members.

2.3.3.5. Access. All committee meetings shall be open to any member of the Department Faculty unless otherwise indicated by the Operating Rules and Procedures.

2.3.3.6. Voting. All meetings shall be conducted in a democratic manner with each committee member having one vote unless otherwise indicated by the Operating Rules and Procedures. The outcomes are determined by a single majority rule. In the case of a tie, the Department Chair may cast the deciding vote.

2.3.3.7. Minutes. Minutes will be taken for each committee meeting. The minutes should identify the people in attendance; briefly summarize the salient points of discussion; and describe any action(s) decided by the voting committee members. Votes should include a record of votes. The minutes of committee meetings will be maintained by the committee chair and shall be made available through the department's shared drive.

2.3.3.8. Conflicts of Interest. Committee members who may have a conflict of interest are required to disclose the conflict to other committee members. If a majority of the



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committee members agree that a conflict exists, the committee member with the conflict is prohibited from discussing or voting on any matters associated with the conflict.

2.3.3.9. **Points of Order.** When necessary, points of difference shall be decided in accordance with Parliamentary Procedure.

Article 3. Pertaining to the Operating Rules and Procedures

Section 3.1. Procedure for Amendment

3.1.1. **Proposal.** Any member of the department faculty or a standing committee may initiative an amendment and distribute copies of the proposal to the Faculty. Such distribution shall constitute a first reading of the amendment. Proposals shall be clearly labeled as “proposed amendment to Operating Rules and Procedures.”

3.1.2. **Ratification.** The amendment shall become part of the Operating Rules and Procedures if ratified by the majority vote of the Faculty.

Section 3.2. Review

3.2.1. **Review Cycle.** The Department shall formally consider the question of the Operating Rules and Procedures at intervals of no greater than five years. At all time within such intervals the Chair may appoint an ad hoc review committee, which shall make a report to the Faculty.

Section 3.3. Ratification

3.3.1. **Ratification.** These Operating Rules and Procedures shall be considered ratified when accepted by a vote of the majority of faculty. The document becomes effective upon ratification and with the approval of the Dean of the College of Fine Arts and the Provost of the University.

Section 3.4. Modifications

3.4.1. **Modification Placement.** Amendments to the Operating Rules and Procedures shall be included at their proper place in the document rather than added serially at the end. All wording revoked from the document by Amendment shall be deleted from the updated copies.



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3.4.2. Modification Approval. In addition to the Faculty, the Dean and Provost must also approve any modifications to these rules before the modifications take effect.

Section 3.5. Distribution

3.5.1. Distribution. Each member of the Faculty shall be given access to the Operating Rules and Procedures. It is the responsibility of the Chair to keep the Operating Rules and Procedures updated. Updated versions shall be distributed to the faculty. The Office of the University Senate maintains a copy of all current unit rules on a public website (<https://www.uky.edu/universitysenate/unit-rules-and-statements>).



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Signature Page

These rules have been created and approved by the faculty of this Department, 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 of the College of Fine Arts and Provost as indicated by their signatures below.

The Dean and Provost must also approve any modifications to these rules before the modifications take effect.

A current copy of the approved rules for this Department is available in the office of the Chair the Dean of the College of Fine Arts, the Provost's office, and on the Office of the University Senate website.

Rachel Shane, Chair (indicating approval by Faculty)
Department of Arts Administration

Date

Mark Shanda, Dean
College of Fine Arts

Date

Sue E. Nokes

Provost, University of Kentucky
Sue Nokes, Associate Provost for Faculty Advancement

4/4/2023

Date