

**Department of Preventive Medicine and Environmental Health  
University of Kentucky  
College of Public Health  
RULES OF PROCEDURE**

**I. FUNCTION**

The missions of the Department of Preventive Medicine and Environmental Health are teaching, research, and service in keeping with the Board of Trustees mission and recognizing the broad scope of preventive medicine as it applies to these functions.

**II. FACULTY DEFINITION**

University Rules and Regulations Section I and Section II

1. The faculty of the Department of Preventive Medicine and Environmental Health is composed of:
  - a. Core faculty, i.e., those faculty members who hold regular title, special title, clinical title, or research title series in the department;
  - b. Joint faculty, whose primary appointment is in another department;
  - c. Adjunct faculty;
  - d. Part-time faculty;
  - e. Voluntary faculty, and
  - f. Emeritus faculty.
2. The structure of the department is such that the administrative leadership is vested in the Chairperson, and at the Chairperson's discretion a Vice-Chairperson can be appointed.
3. All faculty falling into category 1 have full voting privileges within the department. All other faculty are welcome to participate in faculty matters, but do not have a vote. There are no ex-officio members of the faculty.
4. All faculty of the department may also serve as a full or associate member of the faculty of the University of Kentucky Graduate School, following the rules of appointment to that body.

**III. FACULTY MEETINGS**

University Rules and Regulations II - Section I

Faculty meetings convene at a regular or special called meeting. The Chairperson or his/her designee will preside over all faculty meetings. All meetings will follow the established University policy on open meetings. Notice of meeting will be publicly posted 3 weeks in advance.

There will be regular scheduled departmental faculty meetings on a monthly basis. Special meetings may be called by the Chairperson as needed. An agenda is made available at the time of the meeting and items may be modified by faculty in attendance. Voting members are as noted above in #2. A quorum shall be one-half of voting faculty members. Parliamentary procedure shall be in accordance with generally accepted procedures, relying upon Robert's Rules of Order, should there be differences as to procedure.

Newly-introduced issues which will be discussed at any one meeting may not be voted upon on the same date. A vote taken to approve a major new policy and/or policy change shall occur only at the next upcoming faculty meeting subsequent to its initial introduction.

On routine issues an absolute majority vote of the voting members present is decisive. Issues involving fundamental changes in the educational or other departmental policies can be decided by a two-third majority vote.

Any voting member may request the Chairperson to call a special meeting by submitting the request in writing briefly describing the issue(s) which the member wishes to be placed on the agenda. The Chairperson shall call the meeting within a five to ten working day period.

The discussions at the faculty meeting should be free and uninhibited, with ample opportunity provided to express individual views.

Minutes will be taken, transcribed in the form of a statement which summarizes the discussion prompted by each agenda item. Minutes will be circulated to all members of the faculty prior to the following regularly scheduled meeting. The minutes should be approved at the next regularly scheduled meeting. Minutes will be kept on file in the Chairperson's administrative office.

#### IV. COMMITTEE STRUCTURE

Given the traditional small size of a department such as this, all committees shall be constituted as committees of the whole unless the Chair appoints ad hoc subcommittees for the purpose of addressing specific issues of a short-term nature. There shall be variety of roles of the committee of the whole.

##### Section 1: Faculty Search

When there is a need to fill a faculty position, the department committee will be involved in the search and selection of new faculty.

Section 2: Progress Review, Reappointments, Promotion, and Tenure  
University of Kentucky Rules and Regulations II - Section III  
University Senate Rules - Section V

Section 3: Joint Faculty  
University of Kentucky Rules and Regulations II - Section II

Applicants for joint faculty can be submitted by the chair or faculty members. The committee will collectively judge the suitability of joint faculty members of the department. The chair, however, must sign off the final approval.

Section 4: Admission of Residents  
University Senate Rules - Section V - # 4

Resident applications will be received by the residency director. The committee shall oversee the admission of residents into the department. The direct approval will be of applicants submitted by the residency director. Residency candidates may be reviewed by the Residency Advisory Committee.

Section 6: Faculty Procedures - Other Matters  
University of Kentucky Rules and Regulations II - Section III - Section XII

The committee shall involve itself with other matters of an academic, research, graduate, or service nature as they may come before the department in the normal course of events, including academic requirements, graduate programs, courses of study, and class schedules.

Promotion and tenure of a faculty member will follow the University Rules and Regulations regarding review of levels above that of the Department. All matters of faculty selection, progress review, reappointments, promotion, and tenure shall be handled by the review of a dossier for each faculty member regarding the candidate being considered. All faculty will have an opportunity to participate in the review process and to render judgments in these matters. Each faculty member will be allowed to use this or her own judgment regarding the total dossier of an individual and put a relative value on such issues as peer review and non-peer review publications, teaching portfolio, record of service, perceived academic status, funding levels, quantity and quality of activities, involvement with students, service on external bodies (such as review teams, and editorships), quality and quantity of teaching activities, and other issues relevant to appointment, promotion and tenure. At a minimum, each file will contain an updated curriculum vitae and, as necessary depending upon the action being taken, a suitable number of outside letters as well as internal recommendations. Letters may be sought by the chair and/or the faculty member. Each faculty member will have access to materials in his or her own file under the Open Records Act.

The College of Public Health requires an annual faculty performance review and an updated CV for all tenured and non-tenured faculty. The annual evaluations will be produced as required by the University's Governing Regulations. The Chairperson of the department can require additional evaluation and reviews on a faculty member as deemed necessary i.e., annual review for non-tenured and periodic review of tenured faculty. Faculty with clinical responsibilities will have this component evaluated by the chair. Faculty members' evaluations are submitted by the Chairperson to the College of Medicine's Dean for approval. Evaluations are maintained in faculty member's personnel file located in the business office.

The Chair will discuss junior faculty performance with senior faculty for the two and four year evaluation reviews. All specific input from senior faculty will remain confidential. The junior faculty may ask to present their input before the senior faculty. The Chair will perform the evaluation and sign after considering all input from the faculty.

Evaluation and peer review are factors in determining to reappoint or not to reappoint faculty members to the Department of Preventive Medicine and Environmental Health. Reappointments and non-reappointments are based on the University's Governing Regulations.

The Department Chair is responsible for recommendations to the Dean on terminating faculty. Procedures and criteria used in preparing recommendations shall include consultations with all tenured members of the department and will all full-time, non-tenured members of the department (except those appointed in the research title or visiting series) with the actual or equivalent rank of assistant professor or higher who have been members of the department for two years.

Faculty members shall be required to develop and complete a Distribution of Effort form on a yearly basis. The DOE form shall acknowledge each faculty member's activities in research, instructional, clinical, administrative, professional development and non-sponsored activities and relate to their assigned appointment in the Department of Epidemiology. The DOE also will closely correlate with the activities which contribute toward salary.

Preparation of Budget Request - The Chair of the department is responsible for budget preparation in accordance with department's practice plan and the process developed by the college, Medical Center and the University.

Establishing Rules - Departmental Rules are written and submitted to the faculty for review and approval at regular faculty meeting. After approval the rules placed in permanent record.

Modification of the Rules: Revisions are brought before the faculty in the same manner as the establishment of rules.

Governing and Administration Regulations: Rules of Procedure for department faculty are superseded by governing and administrative regulations of the institution.

#### V. LOCATION OF APPLICABLE DOCUMENTS

The following documents are located in the business office and/or Chairperson's administrative office of the Department of Epidemiology.

- A. Governing and Administrative Regulations
- B. University Senate Rules
- C. Graduate and Medical School Bulletin
- D. Rules of Procedure and Structure of Committees
- E. Personnel Policies and Procedures
- F. University of Kentucky Business Procedure Manual
- G. Departmental Staff Policies and Procedures

#### VI. ACADEMIC MATTERS

University of Kentucky Administrative Rules and Regulations II. - Section IV  
University Senate Rules - Section IV

Faculty are involved in academic matters on a regular basis, including, but not limited to, advising MD, Ph.D., and Master's students; revising and updating the curricula of the department; establishing class schedules, and overseeing appropriate evaluation of the courses they teach. These matters are introduced, discussed, and finalized as part of the regularly-scheduled faculty meetings.

#### VII. BUDGET PREPARATION

A budget for the department shall be prepared and established in accordance with the Department's Medical Practice Plan which defines the allocation of resources, limits on expenditures and management of Department Budget.

The Department budget shall be prepared by the Department Chair, in consultation with the "Committee of the Whole" and upon completion will be presented to the Committee by the Chair.

Budgets shall be prepared and submitted consistent with such format and specificity as established by the institution.

Interim modifications in established Department budgets shall be made in accordance with the Department's Medical Practice Plan. Revision are processed based upon practice plan and upon request by Chairperson, faculty, project directors and clinical income activities.

#### VIII. STUDENT PARTICIPATION

Students participate in committees or sub-committees of the department faculty as needed on the recommendation of the department chair.

Approved:

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Scott Prince, MD, MSPH, Chair  
Department of Preventive Medicine  
and Environmental Health

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Date

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Stephen W. Wyatt, DMD, MPH  
Dean, College of Public Health

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Date

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Provost/Interim Provost  
University of Kentucky

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Date