

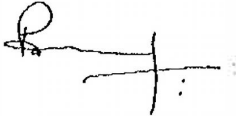
College: College of Agriculture, Food and Environment
Unit: Department of Entomology
Approved by Provost: Tracy, 4/27/2016
Approved by College Dean: 4/26/2016
Approved by Unit Director (Indicating Approval by
Faculty): 4/12/2016

RULES OF PROCEDURE OF THE FACULTY
DEPARTMENT OF ENTOMOLOGY
COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT
UNIVERSITY OF KENTUCKY

These Rules of Procedure have been created and approved by the faculty of the Department of Entomology of the College of Agriculture, Food and Environment, 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 Department Chair, Dean and Provost as indicated by the signatures below. Any changes to these rules must also be approved by the Department Chair, Dean and Provost before the modifications take effect. These rules contain a total of five (5) pages. A current copy of the approved rules for the Department of Entomology is available in the Office of the Chair of the Department of Entomology, the Office of the Dean of the College of Agriculture, Food and Environment, and is posted on the University of Kentucky Faculty Senate website.

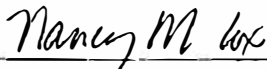
04/11/2016

Date approved by Department of Entomology Faculty



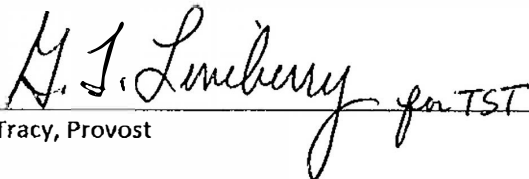
Reddy Palli, Chair, Department of Entomology

04/12/2016
Date



Nancy M. Cox, Dean, College of Agriculture, Food and Environment

4.26.16
Date



Tim Tracy, Provost

4-27-16
Date

RULES OF PROCEDURE OF THE FACULTY
DEPARTMENT OF ENTOMOLOGY
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I. PREFACE

These Rules of Procedure are intended to be consistent with the Governing and Administrative Regulations of the University of Kentucky, the College of Agriculture, Food and Environment Rules of Procedure, the laws of the Commonwealth of Kentucky and of the United States of America. In the event that these rules of procedure are inconsistent with or contrary to the above-mentioned regulations and laws, then those regulations and laws take precedence.

II. ORGANIZATIONAL STRUCTURE

The Departmental Faculty

The faculty of the Department shall consist of the Chair and members of the Department who are members of the faculty of the College of Agriculture, Food and Environment in all title series. All faculty, except Adjunct, Emeriti, and Joint appointees whose primary appointment is in another department, have voting privileges. All faculty of the department may serve as full or associate members of the University of Kentucky Graduate Faculty, following the rules of appointment to that body.

Department Chair

The Chair of the Department faculty oversees the development of policies on such matters as academic requirements, courses of study, class schedules, the graduate program, research and extension programs, resource allocation and service functions. The Chair has administrative responsibility for implementing the department's program within the limits established by the Governing and/or Administrative Regulations of the University, Policies of the University Senate, and the rules of the College of Agriculture, Food and Environment.

The Department Chair is responsible for recommendations to the Dean of the College of Agriculture, Food and Environment on the appointment of new members of the Department, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and granting of tenure, with appropriate faculty input according to the procedures and criteria established by the University and College.

The Department Chair is responsible for coordinating the periodic evaluation of department members by procedures and criteria established by the University, the College, and the Departmental Faculty.

The Chair appoints and is an ex officio member of all departmental committees.

III. COMMITTEES AND RESPONSIBILITIES

Advisory Committee

The Advisory Committee shall advise the Department Chair on departmental policies and procedures, resource allocation, preparation of budget requests, evaluation of faculty and professional staff, and faculty appointment, promotion and tenure. The Department Chair will serve as the Advisory Committee Chair. The Committee will include two members of the faculty selected by the Chair and two members of the faculty elected by the faculty.. No faculty member will serve more than two consecutive two-year terms in either an appointed or an elected capacity. The Chair may appoint additional faculty, staff, or students to serve on an ad hoc basis.

Curriculum Committee

The Curriculum Committee shall provide recommendations on teaching objectives, curriculum planning, course content, and scheduling. The Curriculum Committee will meet at least once each academic year to review proposals and syllabi for new courses, periodically evaluate course offerings, and may suggest additions, deletions, revisions, or renumbering of courses. The Department Chair will appoint the Curriculum Committee Chair, who will have the rank of Full or Associate Professor; this appointment will be re-evaluated bi-annually. The committee will consist of two additional faculty members and one graduate student. Committee appointment will be for two-year terms, except for the student member who will serve for one academic year.

Graduate Program Committee

The Graduate Program Committee will give general guidance to the graduate program, coordinate graduate course needs with the Curriculum Committee, establish graduate program Student Learning Objectives, coordinate evaluation of graduate student performance for graduate program assessments, and establish goals for research training of post-doctoral scholars. It will also review and make recommendations to the Department Chair regarding applications for admission for students that do not meet the departmental requirements for admission. The Department Chair will appoint the Graduate Program Committee Chair, who will have the rank of Full or Associate Professor; this appointment will be re-evaluated annually. The committee will consist of two additional faculty members and one graduate student. Committee appointment will be for two-year terms, except for the student member who will serve for one academic year.

IV. APPOINTMENT TO DEPARTMENTAL COMMITTEES

Committee membership, both appointed and elected, will be established by September 30 annually. Appointments to the Curriculum and Graduate Program Committees will be staggered so that some committee members will rotate off and some are retained to ensure continuity. The Department Chair may appoint replacements for individuals who leave the committee during their term; such appointees will serve the remainder of the term of the individual vacating the position. Faculty and students are eligible for reappointment to Committees except as specified above for the Advisory Committee.

In addition to the regular committees listed in the Rules of the Faculty of the Department, the Department Chair may appoint ad hoc committees as needed.

V. DEPARTMENTAL FACULTY MEETINGS

Departmental faculty meetings will be held monthly during the Fall and Spring academic terms, but may be more frequent upon the call of the Chair. A scheduled meeting may be canceled, at the discretion of the Chair, if there are no agenda items. Meetings can be rescheduled by the Chair with at least one week notice of the new meeting time. Additional faculty meetings may be called by any member of the faculty if the request is submitted to the Chair in writing (electronic or in person) and supported in writing by two other members of the faculty. The Department Chair will preside over departmental meetings unless the meeting is called by faculty other than the Chair, in which case the faculty calling the meeting will oversee the meeting. All faculty meetings will follow the University policy on open meetings.

Items for the agenda at faculty meetings may be submitted to the Chair in advance by any faculty member or may be added to the agenda during the course of the meeting. Notices of faculty meetings are circulated electronically and posted publicly at least one week in advance of the scheduled meeting. Agenda items are announced when time permits. A quorum for a meeting shall consist of one more than one-half of the voting members of the faculty. Minutes are taken by a person designated by the Chair. Minutes are circulated to all faculty members for comment and approved at the next faculty meeting. Minutes are stored in the Department's administrative offices and are available upon request.

Discussion of all issues shall be free and uninhibited, with ample opportunity to express individual views. The Chair can end discussion on a particular issue; if there is an objection to ending the discussion, a vote will be held to determine whether discussion continues. On routine issues an absolute majority of the voting members present is decisive. Issues involving major changes in educational or departmental policies require an absolute majority of all faculty members in the department. Proxy voting on agenda items previously circulated will be allowed provided the proxy is granted in writing (electronic or physical) to another member of the faculty.

VI. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

Faculty appointments, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, phased retirement appointments, and the promotion and tenure process, shall be handled in accordance with the provisions set forth in the Governing and/or Administrative Regulations of the University and in accordance with the rules of procedure of the College of Agriculture, Food and Environment.

VII. DISTRIBUTION OF EFFORT

During the spring semester of each year, or at a time designated by the College (if not Spring), the Chair with input from individual faculty members will develop an overall distribution of faculty time for the upcoming fiscal year to be approved by the Dean of the College of Agriculture, Food and Environment. A Distribution of Effort (DOE) form shall be developed concurrently by the Chair and the faculty member regarding major activities during the succeeding year. Should there be disagreement on the distribution of effort, the Dean of the College will resolve the disagreement, with the Dean's

decision being final. If there is a significant change in the faculty members' distribution of effort during the fiscal year, an appropriately revised DOE agreement is to be negotiated.

VIII. PERFORMANCE EVALUATION

Performance evaluation of all employees of the department shall be carried out in accordance with the policies and procedures of the College of Agriculture, Food and Environment, and the University of Kentucky. Faculty performance will be evaluated according to expectations outlined in the Department's most recently approved Evidences of Activity in Instruction, Research and Extension.

The Department Chair will perform a two- and four-year review for all pre-tenure tenure-track faculty members. Prior to the official review, the Chair will solicit feedback from the Advisory Committee and may solicit feedback, at his/her discretion, from other members of the department. The two- and four-year reviews and appeals will follow the University and College policies and procedures.

Evaluation of all Faculty for promotion and/or tenure by the Chair and other members of the faculty will be according to the expectations outlined in the Department's Evidences of Activity and will follow the Governing and Administrative Regulations of the University, the Policies of the University Senate, and the rules of the College of Agriculture, Food and Environment.

IX. MODIFYING THE RULES OF PROCEDURE

These Rules of Procedure may be changed, amended, and/or modified by vote of an absolute majority of all faculty members. Proposed revisions to the rules of procedure must be discussed as an agenda item at a regularly scheduled meeting of the faculty, after which voting may be by email or in person. Departmental revisions to the rules of procedure must follow all College and University governing and administrative regulations. Changes to the Departmental Rules of Procedure are not effective until approved by the Dean and Provost.