

# Department of Geography

## Departmental Policies and Procedures

2011 (amended 11-2012, 11-2022)

### Article 1: Administration of the Department

**1.1 Membership.** The Administration of the Geography Department includes, but is not limited to, the following positions. No person may occupy two or more of these offices simultaneously. The roles and responsibilities of each departmental administrator are outlined below.

1.1.2 Department Chair

1.1.3 Director of Undergraduate Studies

1.1.4 Director of Graduate Studies

1.1.5 Staff Administrative Officer I

1.1.6 Staff Administrative Officer II

1.1.7 Gyula Pauer Cartography and GIS Laboratory Director (staff positions)

1.1.8 Staff GIS Analyst

### 1.2 Department Chair

1.2.1 The chair is selected by the Dean of the College in consultation with the faculty and appointed by the Board of Trustees on recommendation from the faculty.

1.2.2 The chair serves a term of four years, and may be reappointed.

1.2.3 The departmental chair, or an appropriate substitute person, presides over all faculty meetings.

1.2.4 The chair has administrative responsibility for implementing the department's programs within the limits established by University regulations.

1.2.5 The chair is responsible for the overall operation of the department and its budget and such other matters as have been delegated by the faculty, and shall create such committees as the chair or the faculty deem necessary to carry out these duties.

1.2.6 Annual travel funds from the department's recurring budget will be allocated by the chair to regular and special-title series faculty. Such funds are normally available only to faculty who are presenting research papers at professional meetings, are serving on panels, as an organizational officer, or in some other way participating actively in the meeting and thereby representing the department and the University.

1.2.7 The chair is responsible for initiating recommendations on the appointment of new faculty members, including joint and adjunct appointments, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure. The chair must initiate such action if directed by a majority vote of the tenured faculty, and do so in accordance with university regulations.

1.2.8 The chair is responsible for the annual or biennial evaluations (FMER) of the faculty and the annual staff evaluations which are conducted according to procedures and criteria established by the University and College.

1.2.9 When considering an administrative decision that can reasonably be expected to affect the working conditions of one or more members of the faculty, graduate students, staff

or other members of the department, the chair shall seek the advice of the appropriate departmental committees and/or the affected member(s).

- 1.2.10 The chair is responsible for departmental course scheduling with input from the faculty, the DUS, and the DGS.
- 1.2.11 The chair will typically request of all faculty their teaching preferences for the academic year. Based upon this information and in recognition of grant-related course releases, sabbatical leaves, other forms of leaves, undergraduate and graduate program requirements, commitments to the University's General Education curriculum, and recommendations of the DUS and DGS, the chair will compile the departmental annual teaching schedule.
- 1.2.12 The chair shall be formally evaluated by the faculty on his or her administrative performance in even-numbered years. The dean will conduct this evaluation at the time the faculty merit review takes place and will transmit the evaluation results to the chair.

### **1.3 Director of Undergraduate Studies (DUS)**

- 1.3.1 The DUS is appointed by the chair of the department in consultation with the faculty.
  - 1.3.1.1 The DUS will normally be appointed for a three year term.
  - 1.3.1.2 The DUS normally gets a course release Fall semester.
- 1.3.2 The DUS is normally a tenured faculty member holding the rank of Associate Professor or above.
- 1.3.3 The DUS is an *ex officio* member of the Undergraduate Committee and reports to the departmental chair.
- 1.3.4 The DUS is responsible for all aspects of the undergraduate program, with his or her general duties including:
  - 1.3.4.1 advising the chair on class scheduling;
  - 1.3.4.3 identifying internship opportunities and communicating those to the majors (this duty may be assigned by the Chair to another member of the faculty);
  - 1.3.4.4 coordinating with the chair of the Undergraduate Committee on internal program reassessment and proposals for new courses or other programmatic changes;
  - 1.3.4.5 oversight of proposed program changes through the College and University approval process (coordinating with the Lab Advisory Committee on the performance of the cartography, GIS, and physical geography labs as this relates to undergraduate courses);
  - 1.3.4.6 serving as advisor to the undergraduate UK Geographical Society (this duty may be assigned by the Chair to another member of the faculty);
  - 1.3.4.7 administering of the department's annual Program Assessment Survey for Majors and the tabulation of results;
  - 1.3.4.8 arranging for the undergraduate majors to elect or appoint a representative to the Undergraduate Committee;
  - 1.3.4.9 all other tasks that logically relate to the undergraduate program.
- 1.3.5 The DUS may delegate, through consultation with the Chair, any of the above tasks to the chair of the Undergraduate Committee upon mutual agreement.
- 1.3.6 The DUS is responsible for superintendence and revision of the undergraduate curriculum.
  - 1.3.6.1 One of the most important responsibilities of the DUS is to monitor the efficacy of the department's array of undergraduate course offerings.

- 1.3.6.2 Curricular adjustment is a continuous process, and it is the DUS's responsibility to facilitate adjustment in close cooperation with the department chair and the relevant departmental committees.
- 1.3.7 The DUS has responsibilities in Departmental Advising
  - 1.3.7.1 The DUS coordinates departmental advising, including delegating advising duties in consultation with the Chair of the Undergraduate Committee and the Chair of the Department.
  - 1.3.7.2 The DUS serves as the point person for all advising issues.
  - 1.3.7.3 The DUS is the primary contact for the UK Visitor's Center and is expected to meet with prospective students and parents as requested by that office, or find another appropriate and available faculty member to do so if she or he is unavailable.
  - 1.3.7.5 The DUS is responsible for monitoring and maintaining the quality of advising departmental majors.
- 1.3.8 The DUS initiates and participates in efforts to recruit majors both within the university and externally.

#### **1.4 Director of Graduate Studies (DGS)**

- 1.4.1 The DGS is nominated by the chair, appointed by the Dean of the Graduate School in consultation with the faculty.
- 1.4.2 The DGS is normally a tenured faculty member holding the rank of Associate Professor or above and is a full member of the graduate faculty.
- 1.4.3 The DGS is the departmental representative of the Graduate School, administers the department's graduate program, and acts as the official liaison with the Graduate School.
- 1.4.4 The DGS is responsible to the Dean of the Graduate School and the department's graduate faculty (represented by the graduate committee) for program operation including:
  - 1.4.4.1 recruitment, advising, registration, and examination of students;
  - 1.4.4.2 maintaining student records,
  - 1.4.4.3 administration of Graduate School funds, affiliated University Scholars Program, and fellowships;
  - 1.4.4.4 program requirement changes;
  - 1.4.4.5 the initiation of new programs.
- 1.4.5 The DGS serves as program advisor to each graduate student until the student has selected a formal thesis or dissertation director.
- 1.4.6 The DGS in consultation with the graduate faculty (represented by the graduate committee) directs the use of the department's endowments which are intended for graduate student support: the Withington, Barnhart, and Percy endowments.
- 1.4.7 The DGS normally receives a course release spring semester.
- 1.4.8 The DGS may delegate, through consultation with the Chair, selected tasks to the chair of the Graduate Committee upon mutual agreement.

#### **1.5 Staff Administrative Officers I and II**

- 1.5.1 The Staff I position is hired by the chair in consultation with the College's senior business officer and reports to the chair. This position is responsible for range of departmental support functions as delineated in the position Job Analysis Questionnaire (JAQ);

1.5.2 The Staff II position is hired by the chair in consultation with the Staff I position, and reports to the Staff I position. The specific responsibilities of the Staff II position are delineated in the position JAQ.

### **1.6 Gyula Pauer Cartography and GIS Laboratory Director**

1.6.1 The Pauer Lab Director is hired by the chair in consultation with the Personnel Committee and the faculty, and reports to the Chair.

1.6.2 The specific responsibilities of the Pauer Lab Director are delineated in the position JAQ.

1.6.3 The Lab Director should be a member of the departmental Laboratory Advisory Committee.

### **1.7 Staff GIS Analyst**

1.7.1 The GIS Analyst is hired by the chair in consultation with the Pauer Lab Director, the Personnel Committee, and the faculty.

1.7.2 The specific responsibilities of the GIS Analyst are delineated in the position JAQ.

1.7.3 The GIS Analyst reports to Lab Director and performs duties related to GIS instruction and research in the department.

1.7.4 The GIS Analyst should be a member of the departmental Laboratory Advisory Committee.

## **Article 2: Faculty**

### **2.1 Membership**

2.1.1 The membership of the faculty of the Geography Department is defined (per GR VII6(a)) as consisting of the Chair and the regular, full-time members of the department who are members of the faculty of the College of Arts & Sciences. For the purposes of the Department, “faculty” refers to individuals holding regular and special-series tenured and tenure-track positions, and to individuals holding full-time lectureships.

2.1.2 Membership in the faculty of the Geography Department may be extended (with or without voting privileges) by the faculty to any person assigned to the department, including to individuals holding the following positions:

2.1.2.1 full time instructor positions;

2.1.2.2 joint and adjunct appointed positions;

2.1.2.3 visiting full-time positions.

2.1.3 The extension of membership may be annual or permanent, and must be determined at a meeting of the Department.

### **2.2 Responsibilities**

2.2.1 Faculty responsibilities include the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and undergraduate programs, and service functions.

2.2.2 In accordance with the GRs, the faculty may delegate to the chair and the various departmental committees the operation and administration of the department’s programs.

2.2.3 The faculty will meet annually, or more frequently if necessary, to revise and update the departmental plan which will include proposals for new or replacement faculty lines.

- 2.2.4 The faculty is responsible for decisions relating to new appointments, reappointments, and promotion and tenure, and will act in accord with University Administrative Regulations and Governing Regulations in soliciting recommendations from appropriate faculty members.
- 2.2.5 All members of the faculty are empowered as a group to call a meeting to discuss any of the department's specific operations. The Chair or any two members of the faculty may call a meeting of this group.

## **Article 3: Standing Departmental Committees**

### **3.1 General**

- 3.1.1 The Department Chair serves as an *ex officio* member of all Department committees.
- 3.1.2 Copies of the minutes of any Department Committee can be made available to the public upon request.
- 3.1.3 Committee chairs are responsible for recording and filing meeting minutes in the departmental office and with the Chair.

### **3.2 List of Standing Committees**

#### **3.2.1 Personnel**

- 3.2.1.1 The chair will ordinarily charge the Personnel Committee with the responsibility of conducting any authorized search for new faculty.
- 3.2.1.2 Ad hoc hiring committees may be set up by the Chair in consultation with the Personnel Committee for the purpose of conducting specified searches.
- 3.2.1.2 The Personnel Committee, or the ad hoc hiring committee, should develop job descriptions for faculty positions, which are then reviewed and voted on by the faculty before being submitted to the Dean's office for approval
- 3.2.1.3 Should authorization to advertise and hire be forthcoming from the Dean's office, the Personnel Committee or ad hoc hiring committee, again with input from the faculty, should refine the job description(s) and prepare final drafts for advertisement.
- 3.2.1.4 The Personnel Committee should extend every effort to assure that a diverse job candidate pool is assembled.
- 3.2.1.5 A candidate short list should be developed and submitted to the faculty and the dean's office for consideration and approval.

#### **3.2.2 Diversity**

#### **3.2.3 Graduate**

- 3.2.3.1 The Graduate Committee is chaired by a tenured faculty member, and the DGS is an *ex officio* member.
- 3.2.3.2 The Graduate Committee is responsible for developing and updating the Graduate Handbook.

#### **3.2.4 Undergraduate**

- 3.2.4.1 The Undergraduate Committee is chaired by a tenured faculty member, and the DUS is an *ex officio* member.
- 3.2.4.2 The Undergraduate Committee is responsible for developing and updating the Undergraduate Handbook.

#### **3.2.5 Professional Development**

- 3.2.5.1 The Professional Development Committee has oversight of the department's Faculty Teaching Assistant Mentoring Program (FTAMP) and graduate student professionalization programs (See Section 5.3).
- 3.2.5.2 [responsibilities to the Graduate School]
- 3.2.6 Laboratories Advisory
- 3.2.7 Semple Day/Awards
- 3.2.8 Colloquium
- 3.2.9 External Relations
  - 3.2.9.1 The External Relations Committee is responsible for a departmental newsletter if one is published, maintaining the web page, alumni advisory duties, and the development of community relations, including Geography Awareness Week.
- 3.2.10 Library Acquisitions
- 3.2.11 Ad Hoc FMER Advisory
  - 3.2.11.1 The duties of the Ad Hoc FMER Advisory Committee are described in Section 5.1
- 3.2.12 Elected Advisory
  - 3.2.12.1 To support the Chair with time-sensitive decision-making and oversight, the Chair will normally constitute an Advisory Committee (the "AC") with three elected faculty members. Conditions permitting, one member of the AC will be untenured. The AC will help support the objectives of shared governance within the Department, when applicable. Issues may include, but are not limited to, strategic planning, evaluation, budget, space, and personnel.
  - 3.2.12.2 The AC is not meant to substitute the more regular and long-term work of standing and ad hoc committees. For cases in which existing department rules do not provide sufficient guidance, the AC may assist the Chair in determining when and how to involve other departmental committees. The AC may also consult other faculty, the DUS and/or DGS, and elected graduate and/or undergraduate student representatives, as necessary. Faculty may bring concerns to the AC for subsequent discussion with the Chair or in a faculty meeting convened in accordance with Department and University rules. As a departmental committee, the AC would follow existing rules for calling meetings.
  - 3.2.12.3 The term of an elected position on the AC is one year, July 1 to June 30, as some decision-making may occur during the Summer months. Eligible candidates for an elected position on the AC will not include the Chair, DUS, DGS, faculty with a 25% or greater administrative load, nor faculty on sabbaticals or on-leave for all or part of the academic year. Faculty are eligible to serve in consecutive terms if elected.
  - 3.2.12.4 Elections to the AC will be held annually in April and administered by the Department Manager as a ranked-choice vote. Faculty who do not wish to stand for the AC will make their intentions known prior to the April vote. All faculty will be given the opportunity to vote. Participating faculty will rank three tenured faculty and two untenured faculty (if there are untenured faculty) for membership on the AC. The Department Manager will collect and count rankings using methods appropriate to ranked choice voting in multi-winner elections (preference voting) and share the top-ranked faculty candidates whose vote counts exceed the winning threshold with the Chair. The Chair will then invite members to the AC, until a committee of three faculty can be constituted. Once formed, members of the AC will choose a committee chair from among its members.

### **3.3 Committee Meetings**

- 3.3.1 Departmental committees shall meet at least once per semester.
- 3.3.2 Departmental committees must report regularly on their proceedings to the full department.
- 3.3.3 While committee meetings are called by the committee chair, other departmental members such as the Departmental Chair, the DGS and DUS, or other faculty members can request that a committee meeting be called.
- 3.3.4 A quorum is defined as one-half of those eligible to vote at a particular meeting. Except where secret or written ballots are required by other regulations, decisions shall be by hand vote, and in either instance, a majority shall suffice.

## **Article 4: Students**

### **4.1 Membership**

- 4.1.1 The students of the Geography Department include the following groups:
  - 4.1.1.1 Undergraduate student majors
  - 4.1.1.2 Graduate students, including teaching assistants and research assistants.
  - 4.1.1.3 Postdoctoral students.
  - 4.1.1.4 Visiting or exchange students.

### **4.2 Undergraduate Student Majors**

- 4.2.1 Undergraduate student majors are entitled to elect or appoint a representative to the Undergraduate Committee.
- 4.2.2 Undergraduate majors are urged to participate in the department-sponsored UK Geographical Society by electing or appointing officers and engaging in academic and social activities such as field trips or sponsoring guest lecturers.
- 4.2.3 Undergraduate majors may elect a representative to attend regular departmental meetings with the right to vote on those issues on which they are allowed to vote (see Article 6).

### **4.3 Graduate Students**

- 4.3.1 Graduate students are invited to elect or appoint representatives to serve on each of the department's standing committees.
- 4.3.2 Graduate Students are invited to participate in the Geography Graduate Student Union (GGSU) by electing or appointing officers and engaging in academic and social activities as appropriate.
- 4.3.3 In addition to having one voting representative and one alternate representative on each departmental committee, Graduates may elect a voting representative and an alternate representative to attend departmental meetings with the right to vote, as a representative of all graduate students, on those issues on which they are allowed to vote (see Article 6).

### **4.4 Teaching Assistants (TAs)**

- 4.4.1 Teaching assistants are appointed by the Director of Graduate Studies in consultation with the Graduate Committee and the chair.

- 4.4.2 TAs are obligated to work for a duration pursuant to their appointment, at departmental academic tasks related to teaching which may include:
- 4.4.2.1 teaching course for which they have sole responsibility,
  - 4.4.2.2 assisting a faculty member, Lecturer, Instructor, or Part Time Instructor with course-related assignments such as grading, taking attendance, proctoring exams, giving guest lectures, leading sections, or other course-related activities.
- 4.4.3 In accordance with Graduate School Policies:
- 4.4.3.1 TAs must be assigned responsibility requiring no more than fifty percent of their time, or not more than twenty hours per week including time spent in preparation, classroom and laboratory teaching, grading papers, counseling students, or in any combination of those activities in which teachers are customarily engaged.
  - 4.4.3.2 The Department's written policies concerning appointment and reappointment shall be made available to all prospective TAs at the time an offer is made and to all TAs when policies are changed.
  - 4.4.3.3 The Department shall evaluate TAs (see section 5.3.1)
  - 4.4.3.4 A TA's appointment must not be terminated before the end of the period of appointment without the individual being provided an opportunity to be heard before the University Senate Advisory Committee on Privilege and Tenure.
    - 4.4.3.4.1 A graduate or teaching assistant, who has established a prima facie case to the satisfaction of the committee that a consideration violative of academic freedom significantly contributed to the individual's non-reappointment, shall be given a statement of reasons by those responsible for the non-reappointment and an opportunity to be heard by a University Senate Hearing Committee on Privilege and Tenure).
    - 4.4.3.4.2 In all aspects of notice and termination, the Department must comply with the relevant University Administrative Regulations and Rules of the Graduate School.

#### **4.5 Research Assistants (RAs)**

- 4.5.1 Research assistants may be assigned to work on research related to faculty grants, or referred for employment as assistants in cognate academic units.

### **Article 5: Evaluation and Promotion**

#### **5.1 Faculty Performance Evaluation**

- 5.1.1 Faculty performance evaluations are reviewed by the department's Ad Hoc Faculty Merit Evaluation Review (FMER) Advisory Committee, consisting of two faculty members.
- 5.1.2 The Committee provides advice to the chair concerning the annual FMER review.
- 5.1.3 The Committee has two active members and an alternate.
  - 5.1.3.1 Through a random draw of names without replacement two regular advisory committee members and an alternate committee member are chosen at the beginning of a cycle.
  - 5.1.3.2 A new cycle begins when all faculty have served on the committee.



- 5.1.3.3 Technically assistant professors are eligible to serve but they usually recuse themselves.
- 5.1.3.4 Faculty do not review their own FMER files; this is done by the alternate committee member.
- 5.1.3.5 The names of faculty on leave Fall Semester will not be included in the pool in the current year but will return for the subsequent year's draw.
- 5.1.4 The active members review all faculty merit evaluation files (untentured each year, all faculty on alternate, even years).
- 5.1.5 Independently each committee member makes a written assessment of each file under consideration.
- 5.1.6 Committee members may then discuss their evaluations before presenting their recommendations in writing to the chair who reviews the committee recommendations and utilizes them in formulating his/her evaluations which are then forwarded to the Dean of the College.
- 5.1.7 The chair then discusses the evaluation with the dean.
- 5.1.8 The final evaluation rating and commentary is returned to the faculty member, and the chair may discuss the evaluation with each faculty member.
- 5.1.9 The evaluation will also be used to determine a faculty member's salary increment.
- 5.1.10 Faculty retain the right to appeal the outcome of the evaluation process.

## **5.2 Staff Performance Evaluation**

- 5.2.1 Staff performance evaluations are conducted annually.
- 5.2.2 The Staff I position will evaluate the Staff II person.
- 5.2.3 The Gyula Pauer Lab Director will evaluate the GIS Lab Analyst.
- 5.2.4 The chair will evaluate the senior Staff Associate I and the Pauer Lab Director.
- 5.2.5 The chair will seek evaluative comments from the faculty, a synthesis of which may be included in the staff reviews.

## **5.3 Teaching Assistant Performance Evaluation**

- 5.3.1 The Professional Development Committee is responsible for oversight of the department's Faculty-Teaching Assistant Mentoring Program (FTAMP) and graduate student professionalization programs.

## **5.4 Promotion of Faculty**

- 5.4.1 Appendix I contains the department's guidelines on standards for research, teaching, advising, and service as these areas relate to promotion and tenure.
- 5.4.2 The faculty is responsible for decisions relating to new appointments, reappointments, and promotion and tenure, and will act in accord with University Administrative Regulations and Governing Regulations in soliciting recommendations from appropriate faculty members.
- 5.4.3 All incoming tenure-track faculty will be provided with copies of the Department, College, and University's guidelines on tenure and promotion.
- 5.4.4 For faculty being considered for tenure and promotion to associate:
  - 5.4.4.1 All tenured faculty should review the candidate's dossier, and then meet to discuss the candidate's qualifications.

- 5.4.4.2 Although no formal vote should be taken, there should be a discussion, after which each member of the tenured faculty must write a letter to the chair expressing a judgment of the merits in the candidate's case.
- 5.4.4.3 The chair should review all letters sent and compose his/her own letter expressing a judgment of the merits in the candidate's case.
- 5.4.4.4 All faculty letters and the chair's letters should be forwarded onto the Dean of the College.
- 5.4.4.5 Tenure-track nontenured faculty may be invited by the Chair to review the candidate's dossier and write a letter to the chair expressing a judgment of the merits in the candidate's case.
- 5.4.5 For faculty being considered by promotion to full:
  - 5.4.5.1 All faculty at the rank of full should review the candidate's dossier, and then meet to discuss the candidate's qualifications.
  - 5.4.5.2 Although no formal vote should be taken, there should be a discussion, after which each member of the tenured faculty must write a letter to the chair expressing a judgment of the merits in the candidate's case.
  - 5.4.5.3 The chair should review all letters sent and compose his/her own letter expressing a judgment of the merits in the candidate's case.
  - 5.4.5.4 All faculty letters and the chair's letter should be forwarded onto the Dean of the College.
  - 5.4.4.5 Tenured and tenure-track faculty below the rank of full may be invited by the Chair to review the candidate's dossier and write a letter to the chair expressing a judgment of the merits in the candidate's case.
- 5.4.6 In accordance with Kentucky's Open Records Law, the candidate for promotion or promotion and tenure may request to read any letters included in their promotional dossier. External referees are to be informed of this option in communications with the departmental chair.

## **Article 6: Decisionmaking and Meetings**

### **6.1 Standards for Voting**

- 6.1.1 Quorum for all meetings will consist of one half of individuals eligible to vote.
  - 6.1.1.1 Individuals who are on leave or sabbatical are eligible to vote and considered to count toward quorum.
    - 6.1.1.1.1 Individuals on leave or sabbatical can voluntarily remove themselves from quorum and eligibility if they consider that they have not had sufficient opportunity to review materials associated with the motion.
  - 6.1.1.2 Individuals who are eligible to vote, but who cannot be present at a meeting are allowed to cast votes by proxy.
    - 6.1.1.2.1 Individuals voting by proxy must transmit their intent and the name of the person holding their proxy vote to the chair of the meeting prior to the start of the meeting.
- 6.1.2 The Department seeks consensus in all decisions made at Departmental and Committee meetings.
  - 6.1.2.1 Consensus is reached when no voting member blocks consensus by expressing their strong interest in defeating a motion and/or calling for a vote

- 6.1.2.2 Consensus does not imply that all members are in favor of a motion, merely that no one is sufficiently moved to block it.
- 6.1.2.2 In the absence of consensus, the chair of the meeting must encourage further discussion until she or he is certain that all viewpoints have been aired.
- 6.1.3 If consensus is not met, the following standards of voting will apply:
  - 6.1.3.1 For all meetings, except where secret or written ballots are required by other regulations, decisions shall be by hand vote.
  - 6.1.3.2 For all meetings, a majority is required to approve a motion.
  - 6.1.3.3 If any voting member requests a written or secret ballot, it will be conducted.
- 6.1.4 If the chair's opinion differs from the majority on a decision, then the chair may submit both opinions in writing to the Dean.

## **6.2 Eligibility for Voting**

- 6.2.1 All members of the Faculty, Graduate Student Representatives, and Undergraduate Student Representatives may vote on any issue before the Department meeting as a whole or in Committee, with the following exceptions:
  - 6.2.1.1 Hiring of tenure-track faculty: only tenured faculty, tenure-track faculty, and the graduate student representative may vote.
  - 6.2.1.2 Hiring of lecturers: only tenured faculty, tenure-track faculty, and lecturers may vote.
  - 6.2.1.3 Terminal third-year contracts: only tenured faculty may vote.
- 6.2.2 For specific votes, the faculty may extend, by two-thirds majority, voting privileges to any person assigned to the department in a teaching, research, or administrative capacity.
- 6.2.3 In all decisions concerning a hire, the input of all faculty, graduate students, and staff will be sought, regardless of their ability to vote on the issue.
- 6.2.4 Decisions in areas not specifically delegated shall be made by a vote of the faculty.
- 6.2.5 Graduate Students will have a voting representative on departmental committees.
- 6.2.6 Graduate Students may elect a representative to attend general departmental meetings with the right to vote, as a representative of all graduate students, on those issues on which they are allowed to vote.
- 6.2.6 Undergraduate majors may elect a representative to attend regular general departmental meetings with the right to vote on those issues on which they are allowed to vote.

## **6.3 Adoption and Modification of Rules**

- 6.3.1 A majority vote of all voting members of the department is required for the approval of the Department Policies and Procedures.
- 6.3.2 A two-thirds majority of those eligible to vote in a departmental meeting is required to amend departmental rules.
- 6.3.3 Proposed rules or amendments must be circulated among the faculty two weeks prior to the vote.

## **6.4 Proposals**

- 6.4.1 Any faculty member may submit to the chair a written proposal for any action concerning either the academic program or the administrative policy of the department.

The chair shall determine whether the proposal shall be channeled through a standing committee or held for the agenda of the next meeting of the faculty.

6.4.2 Any faculty member may request the faculty to reconsider decisions arrived at by departmental representatives; ie., chair, committees, or staff persons.

## **6.5 Departmental Meetings**

6.5.1 The faculty and student representatives will meet at least once a semester to conduct departmental business.

6.5.2 At the beginning of the first meeting of the year, the faculty must decide on to whom should be extended membership in the faculty of the Department (see 2.1.2). Memberships may be annual or permanent.

6.5.3 Departmental meetings shall be called by a) the chair, or b) upon written request of any two full-time faculty members.

6.5.4 Departmental committees will meet frequently during each semester and make recommendations for consideration at departmental meetings.

6.5.5 All tenure-track and tenured faculty and student representatives are to attend departmental meetings.

6.5.6 Executive Session faculty meetings may be called by the department chair or any three full-time faculty through a written request to the chair for the purpose of discussing personnel issues.

6.5.6.1 In accordance with the Kentucky Open Meetings Act, no action (e.g., a vote) on any matter may be taken while in executive session.

6.5.7 Meeting minutes, be they departmental, executive session, or committee meetings, shall be made available to departmental members.

6.5.8 The faculty will conduct an annual retreat at the beginning of each Fall Semester for the purpose of planning the year's programmatic agenda.

6.5.9 The chair may conduct two meetings of the graduate student body, one near the beginning of Fall Semester, the other near the end of Spring Semester, for the purpose of discussing departmental programs, budgets, policies, recommending program changes, etc.

6.5.8.1 Graduate students will be invited to contribute agenda items for these meetings.

6.5.10 See Appendix II for the procedures by which meetings are to be called and conducted in accordance with the Kentucky Open Meetings Act.

## **6.6 Hiring Decisions**

6.6.1 The faculty is responsible for decisions relating to new appointments, reappointments, and promotion and tenure, and will act in accord with University Administrative Regulations and Governing Regulations in soliciting recommendations from appropriate faculty members.

6.6.2 After job candidate interviews are completed, the faculty will meet and in consultation with the graduate students identify a priority hiring list.

6.6.3 If consensus cannot be achieved per section 6.1.2, a majority vote by secret ballot should determine whether any candidate and, if so, which candidate, should be offered a position. Eligibility to vote in hiring decisions is determined per section 6.2.1.

## **Article 7: Subordination**

## **7.1 General**

7.1.1 All department policies and procedures are subordinate to those set forth in the Governing Regulations (GRs), the Administrative Regulations (ARs) and the University Senate Rules (USRs), including those enacted after the approval of these rules. See <http://www.uky.edu/Regulations/>.

## Appendix I

### *Department of Geography* *Expectations and Procedures for Faculty Promotion and Tenure*

University of Kentucky  
2007

#### **REGULAR TITLE SERIES FACULTY**

Excellence in teaching, research, and service is a central tenet of the Department of Geography. To sustain this commitment to undergraduate and graduate students; departmental, college and university colleagues; as well as members of the profession and public more generally, the department will maintain appropriate standards for assessing excellence and will mentor faculty to meet or exceed those standards. Faculty evaluation for promotion and tenure will be based upon a continuing record of effective and committed teaching and advising at all levels of instruction; substantive, original, and innovative scholarship; and effective service.

#### **Expectations**

##### **Tenure and promotion to Associate Professor**

**Teaching:** The successful candidate for promotion to Associate Professor with tenure will demonstrate a continuing record of high-quality and effective teaching and advising at all levels of instruction. A balanced teaching responsibility at the lower and upper division levels for undergraduates as well as graduate seminar instruction is required. Formal and informal advising for undergraduate and graduate students is an important aspect of teaching and will be accessed as appropriate. Teaching assessment will include a review of the candidate's quantitative and qualitative teaching evaluations conducted each semester and other student ratings and comments, and an evaluation of a teaching portfolio. A portfolio should contain a teaching philosophy statement, course syllabi and materials, letters from current and former students, departmental-, college-, or university-level teaching awards, and other materials that may attest to the candidate's teaching effectiveness.

**Research:** The successful candidate for promotion and tenure must demonstrate substantive, original, innovative intellectual contributions to scholarship through publication of research in appropriate peer-reviewed venues. The candidate must also provide evidence of a long-term commitment to scholarly research and publication. Scholarly accomplishment will be measured by work published and, where appropriate, extramural funding. Scholarly journal articles, book chapters, edited books, and sole-authored books should be placed in the highest quality peer-reviewed outlets, those journals and presses generally regarded by colleagues in one's subdiscipline as the top tier publications as reflected in their selectivity, influence, and reputation for publishing innovative scholarship. While collaborative research with colleagues or students is encouraged, it is also important that one demonstrate scholarly independence and leadership through lead or single authorship. Faculty must also demonstrate that they

have established an independent and original research agenda and have conceived a short, intermediate, and long-term trajectory for their research themes and projects. Generally, research work whose only publication outlet is in the form of grant reports to granting agencies or other forms of non-refereed publication is of little value in a promotional dossier. Additional measures of research quality may include, where appropriate, evaluation by external reviewers, awards and other formal acknowledgements by peers at regional, national, and international levels, and extramural research funding. As with publication outlets, grants from agencies that comply with rigorous peer-reviewed application procedures are generally the best analogs of high quality research programs and proposals. Note that external funding as an indicator of research achievement should be validated by refereed publication.

Service: The efficient and productive functioning of the department, college, university, and scholarly and professional organizations is the net product of collaborative effort by all unit members. Although the service responsibilities assigned to Assistant Professors are generally a more modest proportion of their Distribution Of Effort (DOE) than for tenured faculty, it is nevertheless important that all faculty contribute conscientiously to the collective growth and development of the academic milieu of their colleagues and students. Therefore, active and contributive service on departmental, college, and university committees as well as to academic organizations is encouraged and is considered demonstrative of one's magnanimous contribution to the academic commonweal.

## **Expectations**

### **Tenure and promotion to Professor**

Promotion to Professor requires that faculty have realized the professional promise implicit in the award of tenure as exemplified by a continuing record of distinguished research and publication, teaching and advising, and service since promotion to Associate Professor. They must be recognized by distinguished peers nationally and internationally as having achieved an eminent research record. They must excel at graduate and undergraduate teaching and maintain an appropriate level of service to the department, college, university, the larger community, as well as their discipline. Specifically, the Geography Department has the highest professional expectations of its Professor rank faculty and we offer the following criteria for promotion to this rank.

Teaching: The successful candidate for promotion to Professor with tenure will demonstrate a strong continuing record of high-quality and effective teaching and advising. A balanced teaching responsibility at that lower and upper division levels for undergraduates as well as graduates is expected of Professor rank faculty. High quality formal and informal advising for undergraduate and graduate students is a key expectation. Teaching assessment will include a review of the candidate's quantitative and qualitative teaching evaluations conducted each semester and other student ratings and comments, and an evaluation of a teaching portfolio. A portfolio should contain a teaching philosophy statement, course syllabi and materials, letters from current and former students, departmental-, college-, or university-level teaching awards, and other materials that may attest to the candidate's teaching effectiveness. Concomitant with their classroom and advising responsibilities, candidates for Professor should

demonstrate leadership in this area by, for example, serving as Director of Undergraduate Studies, Director of Graduate Studies, chairing or serving actively on the Undergraduate or Graduate Program committees, periodically teaching core undergraduate and graduate courses, advising undergraduate students taking independent study courses or working on special honors or capstone experience projects, serving as advisors to MA and PhD graduate students, serving as advisory committee members for graduate students, recruitment of graduate students through attendance and program participation at national and regional academic meetings, demonstrating teaching innovation through the design of new classes, major course revisions, and incorporating appropriate pedagogic technology into courses. Candidates for promotion to Professor should also participate in the department's Faculty-Teaching Assistant Mentoring Program (FTAMP), and otherwise exhibit full engagement with the department's teaching mission.

Research: The successful candidate for promotion to Professor must demonstrate substantive, original, innovative intellectual contributions to scholarship through publication of research in appropriate venues. The candidate must provide evidence of a programmatic research and publication program that includes short-, intermediate-, and long-term projects. Scholarly accomplishment will be measured by the quantity and quality of work published and, where appropriate, extramural funding. Scholarly journal articles, book chapters, edited books, and sole-authored books are acceptable venues for published research and should be placed in the highest quality peer-reviewed outlets, those journals and presses generally regarded by colleagues in one's subdiscipline as the first rank publications as reflected in their selectivity, influence, and reputation for publishing innovative scholarship. While collaborative research with colleagues or students is encouraged, it is also important that faculty demonstrate scholarly independence and leadership through lead or single authorship. Generally, research work whose only publication outlet is in the form of grant reports to granting agencies or other forms of non-refereed publication is of little value in a promotional dossier. Additional measures of research quality may include, where appropriate, evaluation by external reviewers, awards and other formal acknowledgements by peers at regional, national, and international levels, and extramural research funding. As with publication outlets, grants from agencies that comply with rigorous peer-reviewed application procedures are generally the best analogs of high quality research programs and proposals. Examples of other research-related activity that attest to the high caliber of one's research program include invitations to present research findings at benchmark or equivalent institutions, or participation in important plenary panels at national meetings.

Service: The efficient and productive functioning of the department, college, university, and one's disciplinary organization is the net product of collaborative effort by all unit members. Service responsibilities assigned to Associate Professors and Professors are generally substantial and should be so reflected in their Distribution Of Effort (DOE). While all faculty must contribute conscientiously to the collective growth and development of the academic milieu of their colleagues and students, this responsibility is especially important for tenured faculty. Therefore, active leadership and contributive service on departmental, college, and university committees as well as to academic organizations is required and is considered demonstrative of one's magnanimous contribution to the academic commonweal. Chairing important committees at the



departmental level, chairing or serving on college and university committees, initiating innovative research and teaching programs such as interdisciplinary reading groups, collaborative research, and joint or adjunct appointments with other university units are examples of service commitment and leadership. Within one's academic discipline, service as a journal editor, on journal editorial boards, serving on grant review panels for national granting agencies, service as an officer in a regional or national professional association such as the Southeastern Division of the Association of American Geographers or the Association of American Geographers are all examples.

*Department of Geography*  
*Expectations and Procedures for Faculty Promotion and Tenure*

**SPECIAL TITLE SERIES FACULTY**  
*Department of Geography*  
**Expectations and Procedures for Faculty Promotion and Tenure**

**SPECIAL TITLE SERIES FACULTY**

Excellence in teaching, research, and service is a central tenet of the Department of Geography. To sustain this commitment to undergraduate and graduate students; departmental, college and university colleagues, as well as members of the profession and public more generally, the department will maintain appropriate standards for accessing excellence and will assiduously mentor faculty to meet those standards. Faculty evaluation for promotion and tenure will be based upon a continuing record of effective and committed teaching; substantive, original, and innovative research or other creative work; and effective service commensurate with the person's Distribution of Effort. How the expectations listed below apply depends upon the nature of the appointment and the individual's DOE.

**Expectations**

**Tenure and promotion to Associate Professor**

Appointment and promotion shall be based on achieving excellence in the areas prescribed by the agreement with the faculty member as set out in the approved document that establishes the position, considering the DOE and, when they occur, yearly updates to the faculty member's duties. Because each special title series appointment depends upon a crafted document, developed before the faculty member is employed, each such appointment is different, thereby requiring that the criteria for tenure and promotion be different from the Regular Title Series, and from all other Special Title Series faculty. However, each such appointment in Arts & Sciences will doubtless require one or more of the following: teaching, advising, research or other creative work, service or administration, curriculum development, or computer programming to support a scholarly field.

**Teaching:** If the Special Title position requires significant teaching, then the successful candidate will have demonstrated a continuing record of high-quality effective teaching. This will be measured primarily by a teaching portfolio that contains input

from students in the form of student ratings, student comments on course evaluation questionnaires, student interviews and letters from former students. Peer evaluations conducted by faculty in the unit, evaluation of course syllabi and course summaries, and any other means that will attest to the candidate's teaching effectiveness should be a part of the portfolio. If the Special Title position requires significant advising then the successful candidate will have demonstrated a continuing record of high-quality effective advising. This will be measured primarily by a teaching portfolio that contains input from students in the form of student interviews and letters from former students. Peer evaluations conducted by faculty in the unit, and any other means that will attest to the candidate's advising effectiveness should be a part of the portfolio. If the Special Title position requires significant curriculum and teaching development, then the successful candidate will have developed materials that are used nationally and internationally, and have received excellent reviews in scholarly as well as industry journals.

Research: If the Special Title position requires significant research or other creative work, then the successful candidate will demonstrate research and scholarly accomplishments that are consistent with agreed upon expectations for the position. These accomplishments may be measured in part by external letters of assessment solicited by the College. They may also be measured by performance in the following areas as appropriate to the discipline: publication of research/scholarship results in the highest-quality peer-reviewed journals or, in the case of books, presses or other publication media in the discipline; if appropriate to the discipline a record of peer-reviewed external research funding indicating that the candidate may be able to provide a sufficient level of support for his or her future research efforts; a significant record of invited and/or contributed talks at major academic institutions, industrial and governmental laboratories, conferences and workshops; receipt of professional honors and awards; the effective direction of doctoral or masters studies of graduate students; and any other accomplishments demonstrating that the candidate is a capable scholar.

Service: If the Special Title position requires significant service, then such activity shall be evaluated by appropriate officers, administrators, or peers appropriate to the position. Appropriate levels of quality service to the Department, College, and University must also be maintained. If the Special Title position requires significant computer programming, then such programs shall be put in use by educators, scholars, or practitioners in the field of endeavor, and shall have received excellent reviews from colleagues or journals in the field.

## **Expectations**

### **Tenure and promotion to Professor**

The associate professor who is a successful candidate for promotion to Professor will have realized the promise implicit in the award of tenure. A continuing record of high-quality activity appropriate to the position should be evident along with a strong indication that it will be maintained. In addition, the faculty member must have developed an external reputation reflecting significant and sustained accomplishment beyond that attained at the time of the award of tenure, and promotion to Associate Professor.

Teaching: If the Special Title position requires significant teaching and advising, then the successful candidate for promotion will have demonstrated a continuing record of high-quality effective teaching and advising. This will be measured primarily by a teaching portfolio that contains input from students in the form of student ratings, student comments on course evaluation questionnaires, student interviews and letters from former students. Peer evaluations conducted by faculty in the unit, evaluation of course syllabi and course summaries, and any other means that will attest to the candidate's teaching effectiveness should be a part of the portfolio.

Research: If the Special Title position requires significant research then the successful candidate will further demonstrate research and scholarly accomplishments that are consistent with agreed upon expectations for the position. These accomplishments will be measured in part by external letters of assessment solicited by the College. They will also be measured by performance in the following areas as appropriate to the discipline: publication of research/scholarship results in the highest-quality peer-reviewed journals or, in the case of books, presses or other publication media in the discipline; if appropriate to the discipline a record of peer-reviewed external research funding indicating that the candidate will be able to provide a sufficient level of support for his or her future research efforts; a significant record of invited and/or contributed talks at major academic institutions, industrial and governmental laboratories, conferences and workshops; receipt of professional honors and awards; the effective direction of doctoral or masters studies of graduate students; and any other accomplishments demonstrating that the candidate is an outstanding scholar.

Service: If the Special Title position requires significant service then the individual must also demonstrate leadership in quality service to the department, college, and university. To the extent that service, as reflected in the DOE, is a major component of responsibility it will become a major component in the overall evaluation.

In any area where the Special Title position requires significant activity, the associate professor will be held to a high degree of excellence, commensurate with her or his distribution of effort.

*Expectations and Procedures for Faculty Appointment, Promotion, and Tenure*

**LECTURER SERIES FACULTY**

*Department of Geography*

**Expectations and Procedures for Appointment at Lecturer and Senior Lecturer levels  
and Reappointment or Terminal Appointment**

**Appointment at the Rank of Lecturer**

The appointee will have received a PhD and show promise of being an excellent teacher as evidenced by previous teaching experience, University of Kentucky classroom presentations, or any teaching statement submitted as part of the application process.

Excellence in teaching and service is an expectation of Department of Geography faculty. To sustain this commitment to undergraduate and graduate students, departmental, college and university colleagues, as well as members of the profession and public more generally, the department will maintain appropriate standards for accessing performance and will assiduously mentor faculty to meet those standards. Lecturer Faculty evaluations for reappointment will be based upon a continuing record of quality teaching and service commensurate with the person's Distribution of Effort. How the expectations listed below apply depends upon the nature of the appointment and the individual's DOE.

**Expectations**

**Appointment at the Rank of Senior Lecturer**

The appointee will have received a PhD at least five years prior to appointment and be demonstrably an excellent teacher. In addition, the lecturer will have a record of excellence in the performance of any assigned nonteaching responsibilities.

Appointment to the rank of Senior Lecturer shall be based on achieving excellence in the areas prescribed by the agreement with the faculty member as set out in the approved document that establishes the position, considering the DOE and, when they occur, yearly updates to the faculty member's duties.

Teaching: A Lecturer position requires significant teaching, therefore the successful candidate for appointment to Senior Lecturer will have demonstrated a continuing record of quality teaching. This will be measured primarily by a teaching portfolio that contains input from students in the form of student ratings, student comments on course evaluation questionnaires, student interviews, letters from former students, and teaching awards or similar acknowledgements. Peer evaluations conducted by faculty in the unit, evaluation of course syllabi and course summaries, and any other means that will attest to the candidate's teaching effectiveness should be a part of the portfolio. Where possible, teaching evaluation should include consideration of student learning. If the Senior Lecturer position requires significant advising then the successful candidate will have demonstrated a continuing record of high-quality effective advising. This will be measured primarily by a teaching portfolio that contains input from students in

appropriate topic areas and formats be it student interviews, letters from former students, or other information. Peer evaluations conducted by faculty in the unit, and any other means that will attest to the candidate's advising effectiveness should be a part of the portfolio. If the Senior Lecturer appointment requires significant curriculum and teaching development, then the successful candidate for this appointment will have developed teaching materials that have proven effective in student learning.

Service: If the Senior Lecturer appointment requires significant service, then such activity shall be evaluated by appropriate officers, administrators, or peers as appropriate. Suitable levels of quality service to the Department, College, and University must also be maintained. If the Senior Lecturer position requires expertise in the use of electronic media such as Powerpoint, Blackboard, and Online course design, then examples of this work should be part of an evaluative teaching portfolio.

## **Expectations**

### **Reappointment**

The lecturer or senior lecturer will have shown evidence of living up to his or her promise of excellence at teaching as evidenced by the teaching materials gathered as part of the FMER process and any additional information available to the Department such as information gained through classroom observation. A continuing record of excellence in teaching and service activity appropriate to the position should be evident along with a strong indication that it will be maintained. The lecturer will also have a record the quality performance of any assigned nonteaching responsibilities.

### **Nonrenewal of Appointment**

To warrant nonrenewal of appointment, the lecturer or senior lecturer will have failed to perform well as a teacher, or in his or her nonteaching responsibilities, as evidenced by the materials gathered as part of the FMER process and any additional information available to the Department such as information gained through classroom observation.

### **Terminal Reappointment**

The lecturer or senior lecturer will have persistently failed to perform well as a teacher (or in his or her nonteaching responsibilities) as evidenced by the materials gathered as part of the FMER process and any additional information available to the Department such as information gained through classroom observation. Lecturer faculty should be notified of a Terminal Reappointment in a manner consistent with the notification schedule applied to Regular Appointment Assistant Professors.

## Appendix II

### ***GUIDELINES FOR COMPLYING WITH THE KENTUCKY OPEN MEETINGS ACT***


Departmental meetings are subject to the provisions of the Kentucky Open Meetings Act. Department chairs must comply with the new Open Meetings legislation by following the guidelines below:

- 1) Each department or school shall provide for a schedule of *regular* faculty meetings, specifying time and place.
- 2) Put in writing to all Departmental faculty all notices and agenda for *special or called* faculty meetings. The written notice (a memo in faculty mailboxes or email message will suffice) must be given at least 24 hours prior to the meeting time. For special meetings, discussions and action at the meeting shall be limited to items listed on the agenda.
- 3) Post in a conspicuous spot outside the chair's office or in the Department office an announcement of the regular meeting schedule and notices and agenda for special or called faculty meetings. The posting must be done at least 24 hours prior to the meeting time.
- 4) There is no obligation to notify the media of scheduled meetings unless you have received a specific request from a news organization.
- 5) When the meeting turns to specific personnel matters dealing with an individual case(s) (promotion, tenure, dismissal, appointment renewal, etc.), you may go into “executive” or “closed” session. These steps must be followed before the meeting is closed. This procedure should be followed even if no members of the public are in attendance at the meeting:
  - a) Announce in the meeting [this wording is required by statute]:  
“I will entertain a motion to go into executive session for the purpose of ***discussing personnel matters pursuant to KRS 61.810(1)(g).***”
  - b) Secure a motion and its second; take a hand vote; confirm that a simple majority has voted in favor of the motion; record compliance with these measures in the minutes.
  - c) Announce that the meeting will go into executive session and ask the public to leave.
  - d) If a faculty member to be discussed is present at the meeting, you may ask him or her to leave for that portion of the executive session during which his or her case is considered.

e) You may ***not*** take any action (i.e., a formal vote) on any matter while in executive session; rather, use the executive session ***solely for the purpose of having vigorous and candid discussion about the strengths and weaknesses of a candidate.***

f) Minutes or summaries of executive sessions are not required; indeed, as regards the conduct of executive sessions, the minutes should not show information which would defeat the purpose of holding a closed session.

Approved by Acting Associate Provost for  
Faculty Advancement

A handwritten signature in cursive script that reads "Sue E. Nokes".

Sue E Nokes  
8/22/2023