

RULES OF THE FACULTY

DEPARTMENT OF INTEGRATED STRATEGIC COMMUNICATION
COLLEGE OF COMMUNICATION AND INFORMATION UNIVERSITY OF
KENTUCKY

Approved by Faculty October 4, 2021



I. Introduction

A. History

1. On March 16, 2015, the Board of Trustees approved ASACR 1 that proposed the creation of the Department of Integrated Strategic Communication (ISC), which was formerly one of three major sequences in the School of Journalism and Telecommunications.
2. The department began operation as a separate entity within the College of Communication and Information on July 1, 2015.

B. Authority

The authority for this faculty arises from the Governing Regulations and the Administrative Regulations of the University of Kentucky, the Rules of the Senate of the University of Kentucky, and the Rules of the College of Communication and Information.

C. Mission

The mission of the Department of Integrated Strategic Communication is to educate its students at the University of Kentucky in a curriculum that comprises the ISC major, to advance the knowledge of the greater academy through original and rigorous research, and to serve the University of Kentucky, the Lexington community, the Commonwealth of Kentucky, the nation, the global community, and the profession in ways that utilize its expertise, skills and energies.

D. Implementation

These procedural rules have been written and approved by the faculty of this department. The rules do not become effective until approved by the dean of the College of Communication and Information and the provost of the University of Kentucky, as indicated by their signatures below.

E. Distribution of this Document

Copies of this document and any amendments or alterations subsequent to its approval shall be forwarded to all faculty and staff members of the Department of Integrated Strategic Communication, to all student organizations relating to the department, to the dean of the College of Communication and Information, and to the provost of the University of Kentucky. In addition, a copy shall be provided for the department's records.

II. Faculty

A. Composition

1. Statutory members

The faculty of the Department of ISC shall consist of the professors, associate professors, assistant professors, lecturers and senior lecturers, who have been assigned teaching, advising, research and service duties in the department, and the chairperson of the department, who will be identified as “the department chair” or “chair” in this document. Individual voting privileges are extended only to tenured and tenure track full-time faculty members participating in Department merit review processes and whose effort in the Department is equal to or greater than 20%. The faculty may extend (by two-thirds vote of those present) voting privileges to lecturers and senior lecturers. Individuals at the rank of lecturer/senior lecturer shall constitute no more than 30% of the full faculty.

2. Other members

- a. The faculty may include members of faculties from other colleges or departments within the University of Kentucky who hold joint appointments with the department.
- b. Membership, with or without voting privileges, also may be given on a yearly basis, via a vote at the first ISC faculty meeting of an academic year, to any other person assigned to the department for teaching, research, or administrative work.

B. Responsibilities

1. Educational

- a. The faculty shall establish the educational policies of the department. Educational policies are defined as policies, guidelines, rules, or criteria on such matters as academic requirements, curricula, class schedules, undergraduate and graduate programs, professional programs, service functions, academic advising, and the evaluation of courses and teaching.
- b. The faculty shall make its policy decisions known to the chair of the department and to the administrators of the College of Communication and Information.
- c. Any faculty member may request the faculty to reconsider decisions arrived at by delegated segments of the department.
- d. Any faculty member may submit to the chair a written proposal for action concerning the academic program of the department. The chair shall determine

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

2. Advisory

- a. The faculty shall make recommendations to the College of Communication and Information faculty council on matters that require approval by that body.
- b. The faculty shall make recommendations to the chair and to the tenured faculty on matters in which either has the responsibility.

3. Procedural

- a. The faculty and the chair of the department shall establish procedures for:
 - i. Recommendations to the dean of the College of Communication and Information on new appointments, reappointments, promotions, terminal appointments, post-retirement appointments, the granting of tenure, and promotion in rank consistent with the governing regulations of the University of Kentucky
 - ii. Performance evaluations of department members
 - iii. Budget requests from appropriate department accounts
- b. Faculty members on approved leaves of absence may, but are not required to, provide written statements in regard to all recommendations.
- c. Faculty members are invited, but not required by the governing regulations of the university, to make recommendations for promotion affecting members with equivalent or higher rank.
- d. Any faculty member without tenure is invited, but not required, to make recommendations regarding the granting of tenure.
- e. The responsibility of making recommendations to the chair on temporary appointments is assigned to faculty members given the task of identifying candidates for the appointment in cases where such a committee is assigned by the chair. Recommendations from other tenured and non-tenured faculty are encouraged but not required.
- f. The chair shall have the authority to call special faculty meetings and will provide sufficient notice based on the circumstances. A petition signed by one-third of the faculty members and submitted to the chair shall be sufficient for the calling of a

special faculty meeting within a week of the petition being submitted to the chair. The chair's approval is not required.

- g. Distribution of Effort (DOE) documents are agreements between the individual faculty members and the chair of the department, subject to approval by the dean of the College of Communication and Information. DOE agreements are negotiated at the time of hire and are reviewed annually. At any time when responsibilities change, a faculty member may request a revision of the current DOE.

III. Administration

A. Department Chair

1. Selection process

The dean shall appoint a search committee to identify and evaluate department chair candidates after consultation with the faculty of the department and the dean of the Graduate School. The search committee will make a recommendation to the dean, who will select the department chair.

2. Term

A department chair is typically a department faculty member who serves as head of the department for only one four-year term. A chair may be reappointed, however, when a faculty advisory committee, appointed to review the work of the department (AR 1:4), finds the particular circumstances and needs of the department make such a reappointment desirable. Reappointment beyond the second term may occur under exceptional circumstances when it is deemed to be in the best interests of the university (GR VIII, A, 3 and 4 a).

3. Administrative Duties

- a. The chair is responsible for implementing the department's program within the limits established by the Departmental Rules, the Governing Regulations and the Administrative Regulations of the University of Kentucky, University Senate Rules, Rules of the Graduate Faculty, and the rules of the college.
- b. 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.
- c. The chair presides at all department meetings, except as the chair may delegate this function, and is an ex officio member of all department committees.

- d. The department chair prepares and submits the budget request for the department and administers the budget after its approval.
 - i. The chair is responsible for implementing a program of the department's expenditures according to university regulations and procedures.
 - ii. The chair shall present a budget report at the first faculty meeting of the fall and spring semester.
 - iii. The fall report must include an accounting of expenditures of the preceding academic year and a proposed budget allocation for the new academic year. The spring report must include such information for the remaining part of the academic year.
 - iv. The chair shall consult the department's finance and facilities committee before spending departmental funds involving any significant departure from the annual planned expenditures.
 - e. In connection with the above major administrative functions, the chair shall seek the advice of members of the department, individually or as a group, or of advisory committees that the chair may appoint. Staff employees shall be consulted, when appropriate, by the chair, in the development of administrative policies and on decisions that directly affect staff employees.
4. Personnel Duties
- a. The chair shall periodically evaluate members of the department's faculty and staff in accordance with the procedures and criteria established by the University, the College and the department.
 - i. These evaluations will include private communication between the chair and each member to discuss past performance and future goals.
 - ii. The chair shall make recommendations to the dean on salaries and salary changes in accordance with the policies and procedures established by the College of Communication and Information.
 - b. The chair is responsible for managing staff employees, including the determination of their responsibilities. The chair will work with the director of the School of Journalism and Media to evaluate the shared staff members on an annual basis in accordance with university HR guidelines.
 - c. The department chair is responsible for recommendations on the appointment of

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new faculty employees of the department, promotions, reappointments, terminal appointments, post-retirement appointments, the granting of tenure, and decisions not to reappoint in compliance with the requirements detailed in GR VII, B, 5.

- i. Procedures used in preparing recommendations shall be those established by the University, the college, and the department faculty.
 - ii. The chair shall provide new faculty and staff members with copies of these rules at the onset of their employment with the University.
 - iii. The chair shall provide new faculty members and staff with an orientation to the department with an explanation of its rules, policies, and procedures, along with a description of their responsibilities in their new position.
- d. The chair is responsible for recommending faculty to the Associate Dean for the Graduate Program of the College of Communication and Information.

5. Operational Duties

- a. The chair is responsible for leading the strategic planning of the department to accomplish its mission of the education of students in the disciplines of integrated strategic communication.
- b. The chair is responsible for establishing and maintaining procedures related to enrollment and the efficient scheduling of courses related to the functioning of the major, including:
 - i. Planning and submitting the course schedule for each upcoming term
 - ii. Working with the faculty on issues such as enrollment, pre-major and major requirements, advising, grades, and other issues
 - iii. Hiring non-tenure track lecturers and part-time instructors as needed
- c. The chair serves the faculty as its facilitator and is responsible for the operation of the department and such other matters as may be delegated by the faculty.

6. Outward Duties

- a. The chair shall develop and enhance the department's ties to local, regional and national communication organizations and companies.

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- b. The chair represents the department at meetings and events of University of Kentucky and College of Communication and Information.
 - c. The chair leads the department in positively impacting the economic well-being of the Commonwealth of Kentucky.
 - d. 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.
 - e. The chair shall speak for the department. In the event that the chair believes it necessary to depart from the opinion of the department faculty, the chair shall communicate the department faculty's opinion as well as the chair's recommendation, stating reasons for differing from the department faculty's opinion, and notify the department faculty of such action.
 - f. The chair (or a designee) will be responsible for the Bowling Executive-in-Residence program, the Irwin Warren Lecture in Advertising and Digital Media, and the annual ISC Alumni Symposium.
 - g. The chair shall coordinate the department's action plan in accordance with the College's affirmative action policy. The chair will also appoint an ISC faculty member to serve on the diversity committee of the College of Communication and Information.
7. Structural Duties
- a. The chair shall create committees, as the chair and faculty deem necessary, to carry out the duties listed under III.B.3.
 - b. The chair shall serve as an ex-officio, non-voting member of all standing committees, except for the Promotion and Tenure Committee.
 - c. Unless requested to do so by a majority of the committee members, the department chair may not serve as a committee chair or otherwise assume committee leadership.

B. Director of Undergraduate Studies

1. Selection process

The Department Chair shall, with the approval of the ISC Promotion and Tenure Committee and after consultation with the faculty of the department, appoint a faculty member to serve

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as The ISC Director of Undergraduate Studies (DUS).

2. Term

The DUS will serve an initial term of one year followed by a review by the department. The DUS will commence renewable two-year terms, thereafter if both the department and incumbent agree to continue the appointment following the first-year review. There is no limit on the number of terms that the Director of Undergraduate Studies may serve. The DUS will be reviewed by the department toward the end of each two-year term. The position of DUS will be the equivalent of one 3-credit course per semester.

3. Duties

The DUS's duties will include, but are not limited to:

- a. Serving as the primary contact for undergraduate student issues in the ISC Department;
- b. Working with the faculty of the ISC Department to determine the most pressing needs in undergraduate programs across the department;
- c. Serving on the ISC department Curriculum Committee;
- d. Serving on College and University committees related to undergraduate programs on behalf of the department;
- e. Overseeing schedule building each semester for undergraduate classes across the department;
- f. Serving as the contact for student affairs officers and instructors regarding issues of textbooks and student issues;
- g. Working with the recruitment team to recruit students into undergraduate programs in the department.

C. Staff

1. The responsibilities of at least one staff member shall include supporting the chair to facilitate and coordinate the activities of the department. Other staff members will assist the department in the areas of technology or student services, and others may be assigned to handle specific needs.
2. The chair's assistant shall maintain and make available the Rules of the Department of ISC, university and college regulations that affect the department, academic requirements, minutes of faculty meetings, and minutes of the department's committees.
3. Faculty members shall not ask any staff member to help with personal work that is not related to the operation of the department.

D. Departmental Records

1. The Department's permanent records shall consist of the Rules of the Department of Integrated Strategic Communication, applicable University and College regulations, academic requirements, minutes of faculty meetings, and minutes of the department's committees.
2. The records shall be kept current for the academic year by the administrative assistant and the records shall be reviewed prior to the beginning of each fall semester.
3. Material from previous years shall be archived according to the academic year by the administrative assistant.

IV. Operation

A. Discourse

1. The faculty shall consider matters proposed by the members of the department, its committees, or any other person or entity with whom the department has a connection.
2. Faculty, who differ with the chair's establishment and/or implementation of a policy or procedure, may appeal the chair's action to the faculty as a whole. A two-thirds majority of voting faculty is required to appeal an action by the chair to the dean for final arbitration.

B. Meetings

1. Regular meetings of the entire faculty will be held each month during the academic year when university is in session, September through May.
2. Meetings shall be governed by Robert's Rules of Order, Revised.
3. A quorum of fifty percent plus one of the voting members of the faculty or those eligible to vote at a particular meeting is required to meet officially and to make binding decisions. A majority vote of the voting members present shall be sufficient for passage except where otherwise provided in these faculty rules.
4. Special faculty meetings may be called by chair of the ISC Department, the dean of the College of Communication and Information, the provost or the president of the University, and by the procedures established above in Section II.B.3.f.
5. Special meeting also may be called by one-third of the department's voting members upon written notice as to the purpose of the call. The chair must call a meeting within one week, providing said week is within the normal academic calendar.

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6. Notification of a meeting normally shall be at least four days prior to the meeting, except for emergency and special meetings. Notification shall include the meeting agenda.
7. Voting
 - a. Each member with voting privileges shall have one vote.
 - b. A faculty member unable to attend may submit his or her vote by written proxy to another faculty member.
 - c. If two-thirds of the voting members of the faculty present at a meeting agree, an item not on the agenda can be discussed and a vote can be taken on the matter at the current meeting.
8. The chair normally leads monthly faculty meetings. In the chair's absence, the faculty member holding the highest academic rank with the most service at University of Kentucky shall serve as chair.
9. A designated staff member shall record the minutes of each meeting, and the minutes shall be distributed to all faculty members in a timely manner. A copy of all minutes shall be kept in the Department records.

V. Committees

A. Standing Committees

1. Curriculum
2. Finance and Physical Facilities
3. Appeals and Grievances
4. Promotion and Tenure
5. Student Success and Diversity

B. Ad-hoc Committees

Temporary committees may be constituted to address specific topics or concerns. Committees shall function during the academic year. They may also operate during the summer if a sufficient number of committee members are available and if the matters to be considered are substantially important.

C. Membership

1. During the second week of April, the chair shall propose a slate of members for all standing and ad-hoc committees proposed for the next academic year.

2. The proposed slate of committee members shall be included on the agenda of the first faculty meeting in the fall of each academic year.
3. The members of each committee will select a committee chair from among the members at its first meeting to be held within one month of its formation.
4. Committee chairs will deliver brief reports during faculty meetings when circumstances warrant.
5. Each chair shall submit a brief annual report to the department chair by the end of the academic year. A copy of this report will be distributed to each faculty member and to the department assistant for the department files.

D. Responsibilities of Departmental Committees

1. Committee on Curriculum

The committee shall make recommendations to the faculty and the chair on:

- a. Policy and guidelines on academic programs and courses of study;
- b. Proposed changes to or discontinuation of existing courses, creation of new courses;
- c. Additions or changes to student learning outcomes for the ISC major.

2. Committee on Finance and Physical Facilities

The committee shall advise the department and its chair in regard to:

- a. The departmental budget;
- b. Requests for capital equipment;
- c. Repair, maintenance, alterations, renovations, and other changes to the department's physical facilities;
- d. Use of department's facilities and equipment;
- e. Assignment of space for offices, research, laboratories, storage and other operations;
- f. Allocation of faculty development fund resources (See VI.B.).

3. Committee on Appeals and Grievances

- a. The committee shall consist of the three highest-ranking tenured ISC faculty members and will meet as needed.

- b. The committee may consider any individual or group concern or complaint from faculty or students, regarding any action by the department or by faculty or students within the department.
 - i. After consideration of such matters, the committee shall recommend a course of action to the concerned parties and to the faculty. It will advise the chair of its recommendation.
 - ii. All matters coming before the committee shall be kept confidential until the committee makes its final judgment. Documents from the meetings will be kept confidential unless the Open Records Law requires public access to those documents.
 - iii. If a member of the Committee on Appeals and Grievances is involved in a matter before the committee, that member must be recused, and the chair shall appoint a substitute from the remaining tenured ISC faculty.

4. Committee on Promotion and Tenure

- a. All tenured faculty members except the department chair shall be members of this committee.
- b. The committee shall elect a chair from among its members during the first ISC faculty meeting of fall semester in academic years when reviews for promotion are anticipated. This chair shall serve until the end of the academic year.
- c. The committee shall carry out the following duties:
 - i. Perform two-, four- and six-year reviews of untenured faculty members;
 - ii. Perform reviews in other years as needed;
 - iii. Review faculty for promotion to full professor;
 - iv. Make recommendations to the department's chair on academic issues;
 - v. Appoint one of its members to mentor newly appointed faculty throughout the tenure process.
- d. The committee shall conduct a biennial review of the department chair during fall semester. By the end of fall semester, the results of that review shall be distributed to the chair, the faculty, and the dean of the College. Faculty confidentiality shall be maintained in this review.

- i. The chair of the committee, in consultation with the committee's members, shall schedule a special faculty meeting to which all members of the faculty will be invited. At the meeting, the chair's performance and whether the chair should be recommended for another term will be discussed. Faculty members who attend the meeting are not required to speak.
- ii. Following the special faculty meeting, as described above, the chair of the committee, in consultation with the committee members and other faculty who want to participate, shall create a survey that will be distributed to all members of the faculty. The survey will include both fixed responses and space for narrative comments.
- iii. On the final page of the survey, each voting member of the faculty will have the option of voting for or against recommending another term for the department chair. This section of the survey shall constitute a formal vote that will determine whether the chair is recommended for another term. (See section on term limits for the chair, III-A-1). The survey responses will be included in the final report even if the faculty member declines to cast a vote at the end of the survey. Once completed, the surveys shall be returned to the chair of the committee.
- iv. The chair of the committee will prepare a report for the faculty, the department chair, and the dean based on the results of the survey. The voting results will also be included. The report shall reflect, to the extent it is reasonable to do so, the University's criteria for evaluating unit heads as established in the Administrative Regulations (AR II-1.0-6, pp. 13-14). See Appendix attached.

5. Committee on Student Success and Diversity

- a. The committee will develop and periodically re-evaluate a set of student learning outcomes for the ISC major following the University's assessment procedures, including a set of values and competencies all ISC majors are expected to attain and master as part of completing the degree program.
- b. The committee shall organize academic events, colloquia, and social events designed to help achieve its goals.
- c. The committee shall advise the faculty on ways to attract and retain a diverse student population, faculty, and staff.

- d. The committee will review applications, solicit comments from faculty members when appropriate, and make recommendations to the department chair for the following scholarships: Rick Roth Memorial Scholarship, Theodore E. Schulte Memorial Scholarship, Sheehey and Associates Educational Advancement Scholarship, and Jeremy Michael Streck Memorial Scholarship.
- e. The committee will make recommendations on other issues related to scholarships including, but not limited to, how to increase the number of scholarship applicants, the criteria used to determine which students are awarded scholarships, and other issues related to the scholarship program.
- f. The committee will work with the department chair to encourage contributions to the scholarship funds.
- g. The committee will collaborate with the scholarship committee of the School of Journalism and Media to evaluate candidates for scholarships from endowments specifically linked to the three majors of ISC, journalism, and media arts and studies.

6. Student Advisory Council

- a. The department shall have a student advisory council to consult with and make recommendations to the chair and faculty. The council will include pre-majors and majors.
- b. The members of the student advisory council will be appointed by the chair in consultation with the DUS and department faculty.
- c. The council will meet at least once a semester. The chair will meet with the student council from time to time and when appropriate, will report the results of those discussions to the faculty.

7. Advisory Board

- a. The department will establish and maintain an advisory board.
- b. The board shall be known as the Department of Integrated Strategic Communication Advisory Board.
- c. The chair, in consultation with the faculty, will appoint members of the board.
- d. The members will be drawn from the ISC/marketing communication professional communities.
- e. The board will meet at least once each semester and will work with the chair

and faculty on issues and projects that advance the interests of the department.

- f. The board will carry out the following functions:
 - i. Exchange information with the faculty about developments in the professional communities that help the faculty to improve the educational experience of students and their prospects for employment;
 - ii. Help the director of the internship program to develop internship opportunities within the professional communities;
 - iii. Learn about the department's financial needs, technology requirements and other issues;
 - iv. Provide support for the department when communicating with university officials, legislators, and citizens.

VI. General Conduct of Department

A. Course scheduling

1. The chair is responsible for proposing the program's course schedule, according to the department's curricular needs and to input from the DUS and other faculty members, taking into consideration the University of Kentucky's registrar's scheduling requirements, including the need to follow the university's timetable and the need to schedule courses across the academic day and week.
2. Required major courses will be offered at least once each academic year.
3. From time to time, faculty members may serve as instructors in the Graduate Program of the College, upon the approval of the chair. The faculty member shall coordinate with the chair to see that the necessary undergraduate courses remain covered.

B. Faculty Development Fund

1. A Faculty Development Fund shall be a category in the department's annual budget. The fund shall include all portions of the budget specifically allocated for faculty development, defined as those activities related to personal academic and professional goals that fall within university guidelines for expenses that may be covered out of university funds. These funds may be used for books, software, instructional

materials, travel, and other items that would aid the professional development of individual faculty members.

2. Money from this fund shall be used solely for faculty development.
3. Each faculty member shall be allotted an equal share of the money budgeted for faculty development.
4. As part of a budget report at the first faculty meeting of the academic year, the chair shall inform the faculty of the specific amount in the budget for faculty development and individual allotments for the year.
5. The chair, in consultation with the Committee on Finance and Physical Facilities, shall make decisions on faculty requests from the Faculty Development Fund for any funds that may be available in addition to a faculty member's regular budget share. Faculty are not required to seek Committee approval for their annually allocated development fund if the expenditure meets the definition above in VI.B.1.
6. If, by March 1 of the academic year, a portion of a faculty member's development allotment remains unspent, and if that faculty member has no plans to spend the remaining amount, the chair may make that allotment available to other faculty members if the department's overall budget allows for such allocations.

C. Student Organization Advisors

1. Faculty members may serve as advisors to student organizations as a service to the department.
2. An advisor typically serves a one-year period and may serve longer if another faculty member does not request to serve as advisor.
3. At the end of each one-year period, the chair must inform the faculty of the service option and determine who will serve as the next advisor for each student organization.

D. Course Evaluations

Course evaluations, through the University of Kentucky's online system, will be conducted for every course at the conclusion of each semester.

E. Faculty Search Policies and Procedures

1. In case of searches for new tenure-track faculty members, the department chair shall appoint a search committee, designating one member of the committee as chair.

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2. The search committee, in consultation with the chair, shall create a job description for the position, which must be approved by the department faculty and the chair before it is published.
3. The search committee, in consultation with the chair, shall evaluate the applications of candidates to determine which candidates will be offered an on-campus interview. The chair of the search committee shall extend the invitation to the candidates.
4. After all invited candidates have been interviewed for the open position, the search committee shall meet with the chair to discuss the candidates.
5. The search committee will meet with the faculty to report their evaluations of all candidates. Although the search committee may state its preference for candidates, it will not formally rank the candidates.
6. A second faculty meeting shall be held no earlier than 24 hours but no later than one week after the faculty meeting described above. At the second meeting, the faculty will rank candidates.
7. The faculty may decide during the first faculty meeting (item 5 above) that a second meeting is not necessary or that time does not permit such a meeting to be held, and therefore, it will rank candidates at the initial meeting.
8. If the faculty indicates its support for a candidate, as shown by a two-thirds vote of those present, the department chair shall offer the position to that candidate and begin negotiations. If the candidate declines the offer, the faculty will be consulted (either through e-mail or at a meeting) about extending an offer to another candidate. At either meeting described above (items 5 and 6), the faculty may authorize the department chair to contact an alternative candidate, without further consultation with the faculty, if negotiations fail with the first candidate.
9. At all meetings involving the hiring of faculty, a quorum of half of the voting members of the faculty plus one is required.

F. Assessment

The department will report on student attainment of the student learning outcomes annually, as required by the Office of University Assessment.

G. Connections to Industry

The department shall develop and maintain ties to individuals and groups in the strategic communication industries in order to:

1. Maintain internship opportunities for students and employment opportunities for graduates;
2. Ensure that course offerings and course content reflect current industry practices and address industry needs;
3. Facilitate input from professionals on student attainment of the department's learning outcomes.

H. Release Time Policy

1. Cost per Course Release

Tenured and tenure-track faculty can "buy out" teaching time with funding. For funding 10% of salary per 9-month academic year, faculty will be released from 1 course from the standard 2/2 or 3/3 load. For funding 20% of 9-month academic year salary, faculty will be released from 2 courses. For funding 30% of 9-month academic year salary, faculty will be released from 3 courses unless course demand and a lack of qualified replacement instructors, or other unforeseeable factors prohibit such release. In the event of such an emergency, the faculty person will negotiate with the department chair to determine how to "make up" the release time. Every faculty member will teach at least 1 course per year regardless of funding level unless a faculty has been given sabbatical, administrative release for first-year chair duties, or a 0% effort appointment as approved by the Dean of the College.

2. Course Release Schedule

If a faculty member is released from 2 courses during an academic year, the distribution will be release from 1 course per semester. If the faculty member is released from 1 or 3 courses, release distribution across semesters will be negotiated with the department chair. The specific courses the faculty member is released from also will be negotiated with the department chair (who makes the ultimate decision), with the goal being to ensure that required graduate and undergraduate courses are covered.

3. Notification of Intent to Secure Release Time

Adequate time must be provided to the department chair for release time to be granted. Because semester schedules are set six months in advance, faculty should do everything possible to notify the chair prior to the course scheduling deadline if they anticipate being able to fund release time. If award notification is received after the

schedule has been set, and if a replacement instructor cannot be found to cover the course, the faculty person will not receive release time for that semester. However, said faculty will receive “make up” release time at the earliest possible semester thereafter or at a future semester to be negotiated with the department chair.

4. Advising Release Policy

Tenured and tenure-track faculty can "buy out" advising responsibilities with funding. For funding 5% of salary per 9-month academic year, no additional advisees will be added to the faculty member's advising load for a period of one year unless advising demand and a lack of qualified replacement advisors, or other unforeseeable factors prohibit such release. Current advisees will not be reassigned unless a faculty member is on sabbatical leave from the university.

5. Time Period

Release time may only be secured during the active funding period of a grant, unless “make up” release time has been negotiated and, due to time line constraints, must necessarily occur past the close of the grant. If a faculty member has pending release time (either due to the instructional needs of the department or his or her own request) and he or she resigns from the university prior to being granted said release time, that release time is forfeited and no salary reimbursement will be made.

VIII. Amendments to the Rules

A. Review

1. A formal review of the Rules of the Department of Integrated Strategic Communication shall be held during the fall semester every fourth year.
2. Should a need arise to review the rules before five years, a two-thirds majority of the faculty may petition for an early review.

B. Procedures

An ad hoc committee, appointed by the chair, shall:

1. Announce the initiation of the review at the first faculty meeting of the academic year, at which it invites individuals to submit written recommendations for rules revision to the committee. The deadline for these recommendations shall be the first Monday of November.

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2. Assess the rules, in terms of their efficacy in serving the needs of the faculty, and evaluate the written recommendations for revisions.
3. Prepare a proposed revision of the rules, if the committee determines that revisions are necessary.
4. Before the first Monday of December, provide a copy of the proposed revision to every faculty member, the department chair, staff members, and members of the Student Advisory Council.
5. Ask all recipients to respond in writing to the committee by the end of the last class week of the semester.
6. Evaluate reactions to the proposal and prepare a final proposed revision, which shall be presented for a vote at the faculty meeting in March. The revision shall require approval by two-thirds of voting faculty members present.
7. Upon approval by the faculty, distribute copies of the new Rules of the Faculty, identified with the month, day, and year of the revision, to the department chair, faculty members, staff members, the dean of the College of Communication and Information, and the provost of the University of Kentucky. Copies also shall be provided for the department's records.

APPENDIX

Text from AR II-1.0-6, University Administration Regulations related to the review of department heads:

IV. Leadership and Administrative Skills Performance Criteria

The following criteria shall guide the assessment of chief academic officer (CAO) performance in all reviews. The Office of Institutional Research, Planning and Effectiveness shall maintain an inventory of evaluation survey items related to the criteria to include a set of items common to all CAOs and additional items specific to CAO positions. The CAO and the CAO's supervisor may also agree upon additional, more specialized criteria and items targeting a unit's particular functions.

A. Demonstration of effective leadership, including but not necessarily limited to:

1. Developing and specifying goals, objectives and key indicators to align with the university-wide strategic plan
2. Implementing unit plans and strategies for achieving unit goals and objectives;
3. Promoting innovative and creative approaches
4. Building and maintaining support for unit goals and objectives
5. Engaging in regular, evidence-based evaluations of unit performance
6. Establishing and maintaining open lines of communication
7. Representing unit strengths, achievements and needs in the wider university community and beyond
8. Modeling openness and accessibility, honesty and integrity, and consensus-building and collegiality in all interactions within the unit
9. Requiring strict, unit-wide adherence to all university anti-discrimination policies

B. Demonstration of effective personnel management and development, including but not necessarily limited to:

1. Ensuring a work environment characterized by respect, dignity and fairness for all personnel
2. Recruiting and retaining the best-qualified individuals

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3. Ensuring the unit contributes to the fulfillment and sustainability of university diversity goals
 4. Supporting the on-going development of all unit personnel
 5. Setting high expectations and acknowledging and rewarding demonstrated excellence
 6. Ensuring evidence-based assessment of personnel performance
 7. Making appropriate personnel decisions based on performance assessment results
 8. Implementing a systematic review of current and future key positions and identifying and developing potential candidates to fill vacancies that occur
 9. Ensuring consistent, unit-wide compliance with all human resource policies and procedures.
- C. Demonstration of effective organizational management, including but not necessarily limited to:
1. Ensuring collaborative, evidence-based and timely decision making throughout the unit
 2. Advocating for the unit in university budget and resource development/allocation processes
 3. Ensuring consistent and timely unit compliance with all University reporting and other administrative/business requirements, policies and procedures
 4. Allocating unit resources in support of unit goals, objectives and priorities
 5. Engaging in and encouraging efforts to obtain external resources in support of unit goals and priorities
 6. Ensuring all levels within the unit are well-informed about issues, priorities, and expectations of the wider university community

SIGNATURE PAGE

These rules of procedure 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 approved by the dean of the College of Communication and Information and the provost, as indicated by their signatures below.

A current copy of the approved rules for this department is available in the office of the chair of the department, the dean of the college, and the provost’s office.

Rules of the Faculty Approved

<i>Chike Anyaegbunam</i>	10/04/2021
Chair	Date
<i>Quincy D. Owen</i>	10/05/2021
Dean	Date
Provost	Date