

Revised Spring 2021

(Approved by the Faculty of School of Journalism and Media May 3, 2021)

I. Authority

A. The authority for these faculty rules arises from the Governing Regulations of the University of Kentucky and the rules of the University Senate. The School of Journalism and Media is an educational and administrative unit established by the Board of Trustees. These rules are intended to be consistent with the university's Governing Regulations and Administrative Regulations, and the rules of the University Senate. In the event that these rules are inconsistent or contrary to those rules and regulations, or laws and regulations mentioned below, then those regulations and laws shall prevail.

B. History

- a. On June 22, 1993, the Board of Trustees merged the School of Journalism and the Department of Telecommunications to form the School of Journalism and Telecommunications and placed them in a new College of Communications and Information Studies, now the College of Communication and Information.
- b. On March 16, 2015, the Board of Trustees created the
 Department of Integrated Strategic Communication, formerly one
 of three major sequences in the School of Journalism and
 Telecommunications, effective July 1, 2015.
- c. On Feb. 19, 2016, the Board of Trustees changed the name of the School of Journalism and Telecommunications to the School of Journalism and Media, effective July 1, 2016.

C. Authority for School Policy and Director Review

- 1. The faculty shall determine educational policy of the school, and make recommendations on such policy to the Director of the School, the College Faculty Council, the Dean of the College, the University Senate and its committees, and the central administration.
- 2. The faculty shall carry out its educational policy functions at regular meetings and with the assistance of committees, as specified below. The Promotion and Tenure Committee shall consist of all tenured members of the faculty and shall conduct a biennial review of the director during the month of March or at a time requested by the dean, as specified in Rule V.4.D below.

II. Faculty

A. Composition

1. Statutory

- a. The faculty of the School of Journalism and Media shall consist of the professors, associate professors and assistant professors who have been assigned duties in the school; the director of the school; members of faculties of other colleges or departments who hold joint appointments in the school; and lecturers admitted to the faculty by an annual vote of the faculty. Lecturers shall make up no more than 25 percent of the School faculty.
- b. A faculty member with a joint appointment must have a distribution of effort of more than 50 percent in the School to be counted in calculation of a quorum.
- c. Membership, with or without voting privileges, may be extended on a yearly basis to any other person assigned to the school for teaching, research or administrative work.

B. Functions

1. Educational

a. The faculty shall establish the educational policies of the school. Educational policies are defined as policies, guidelines, rules or criteria on such matters as academic requirements, curricula,

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- 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 director of the school, and the director shall notify the administrative officers and/or Faculty Council of the College of Communication and Information.
- c. Standing and ad-hoc committees shall notify the director of all recommendations, which must be voted on by the entire faculty for adoption or rejection. These recommendations must be put on the agenda for the next faculty meeting. Any faculty member may request the faculty to reconsider decisions arrived at by delegated segments of the school.
- d. Any faculty member may submit to the director a written proposal concerning either the academic program or the other activities of the school; the director shall refer the proposal to a standing committee or put it on the agenda of the next meeting of the faculty.

2. Advisory role

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

3. Procedural

- a. The faculty shall establish with the director of the school procedures for:
 - i. Making recommendations on new appointments, promotions, terminal appointments, faculty performance evaluations, decisions to reappoint, post-retirement appointments, and the granting of tenure consistent with the governing

regulations of the university.

- ii. Preparing budget requests.
- b. The director will consult the faculty on hiring full-time temporary appointments to the faculty.
- c. Distribution of effort is an agreement involving the individual faculty member and the director of the school, approved by the dean of the college. Distribution of effort agreements are negotiated at the time of hire, are reviewed annually, and are subject to revision. A faculty member may request a revision of their DOE. The tenured faculty shall make recommendations to the faculty for its approval on any general DOE issues that arise.

III. School Administration

A. Director

- 1. The director of the school is appointed by the Board of Trustees on the recommendation of the dean of the college, the provost and the president. The term of service is four years with reappointment to a second four-year term contingent upon the recommendation of two-thirds of the voting members of the school's faculty. Reappointment beyond the second term may occur under exceptional circumstances when it is deemed to be in the best interests of the University, with the recommendation of three-quarters of the voting members of the faculty to reappoint the director to a third four-year term.
- 2. The director is responsible for implementing the school's program within the limits established by the regulations of the university, policies of the University Senate, rules of the College of Communication and Information, and these faculty rules.
- 3. The director serves the faculty as its facilitator and is responsible for the operation of the school and such other matters as may be delegated by the faculty.
- 4. In addition to routine administrative responsibilities, the director is responsible for:

- a. Maintaining accreditation of the journalism program by the Accrediting Council on Education in Journalism and Mass Communication and ensuring that the school's programs meet standards set by the university.
- b. Evaluation of the faculty and making recommendations to the dean on matters related to hiring, promotion and tenure.
- c. Oversight of the staff, including listing their responsibilities.
- d. Cultivation and enhancement of school ties to local, regional and national journalism and media industries.
- e. Representation of the school at industry functions.
- f. Helping the school improve the state of journalism, media literacy and economic well-being of the commonwealth of Kentucky.
- g. Enhancement of the visibility of the school, its students and faculty through an ongoing promotional program.
- h. Establishment and maintenance of procedures to track and anticipate enrollment to facilitate cost-efficient scheduling of courses.
- 5. The director shall create such ad hoc committees as the director and faculty deem necessary to carry out the duties listed under these rules.
 - a. The director shall serve as an ex-officio, non-voting member of all standing committees except the Promotion and Tenure Committee.
 - b. Unless requested to do so by a majority of the committee members, the director shall not serve as a committee chair or otherwise assume committee leadership.
 - c. The director is responsible for initiating recommendations on the appointment of new members of the school consistent with the search policies below, as well as promotions, reappointments, terminal reappointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure.

- 6. The director shall share budget information with the Finance and Facilities Committee, which may submit recommendations to the faculty for advice to the director about the budget.
 - a. In case of any significant departure from the budget, the director shall inform the faculty of it at the next faculty meeting.
 - b. The director shall present a budget report at the first faculty meeting of the fall and spring semesters.
 - c. The fall report shall include expenditures during the preceding academic year and the budget allocation for the academic year just beginning. The spring report shall include such information for the remaining part of the academic year.
 - d. Budget reports shall include, but not be limited to, line items for travel, materials and supplies, equipment, and discretionary accounts, and may consist of copies of budget reports provided to the director by the administration.
- 7. The director shall evaluate members of the school faculty and staff using procedures and criteria established by the university, the college and the school faculty.
- 8. The director shall make recommendations on salaries to the dean of the college.
- 9. The director shall consult with the school's faculty on such matters as the selection of the Joe Creason lecturer in journalism, the James Madison First Amendment Award and similar functions or activities.
- 10. The director shall provide new faculty and staff members with copies of these rules at the onset of their employment.

B. Sequence Coordinators

- 1. Both of the school's majors shall have a sequence coordinator, to be appointed by the director.
- 2. Sequence coordinators will serve at the pleasure of the director and may be removed by the director at any time without cause. However, the director will consult with the faculty members in the major before making a decision on the appointment or removal of a

sequence coordinator.

- 3. The coordinator's duties will include, but are not limited to:
 - a. Planning and submitting the course schedule for each semester
 - b. Finding part-time instructors to teach classes, with approval of the director
 - c. Working with the director and faculty on issues of importance to the major such as enrollment, pre-major and major requirements, advising, grades and other issues related to the functioning of the major.
 - d. Serving on the Academic Affairs Committee.
- 4. Sequence coordinators may be compensated for their work in one or more of the following ways with the director deciding which, if any, is the most appropriate form:
 - a. Increasing their faculty development fund;
 - b. Augmenting their salary to reflect the work as major coordinator during the merit review process;
 - c. Receiving a stipend at the end of each semester to be determined by the director, pending availability of funds.

C. Staff

- 1. The responsibilities of at least one staff assistant in the school shall include those of secretary to the faculty, but those duties shall not include taking minutes at faculty meetings unless so assigned by the director
- 2. Faculty members shall not ask any school employee to help with personal work that is not school-related during normal hours of business.
- 3. The faculty secretary shall be responsible for maintaining and having available the Rules of the School of Journalism and Media, university and college regulations that affect the school, academic requirements, minutes of faculty meetings, minutes of the Faculty Council meetings, and annual reports from school committees.

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D. School Records

- The school shall make available as public records the Rules of the School of Journalism and Media, university and college regulations that affect the school, academic requirements, minutes of faculty meetings, minutes of Faculty Council meetings, reports from school committees and other information deemed appropriate by the director or the faculty.
- 2. Records shall be updated promptly and shall be electronically available.

IV. Meetings of the Faculty

A. Meetings shall be governed by Robert's Rules of Order, Newly Revised.

1. Regular

- a. The faculty of the School of Journalism and Media shall meet on the first Monday of each month during the academic year when school is in session, from August through May.
- b. Should the first Monday of the month fall upon a university holiday, the faculty shall meet the following Monday.
- c. Other faculty meetings may be called by the director, the dean or the president of the university. Notice of a called meeting must be distributed to faculty at least 72 hours before the meeting.
- d. A special meeting also may be called by one-third of the school's voting faculty with written notice including the purpose of the call. The director shall schedule such a meeting within one week, on a date within the normal academic calendar.
- e. The director may cancel a regular monthly meeting provided there is no pending business and no faculty member objects to the cancellation.

2. Notification

 a. The agenda of a meeting, both regular and called, should be distributed normally at least three days before a meeting.
 Minutes of the previous regular meeting should be part of the

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- notification, along with any documents or reports that require discussion or action.
- b. If a majority of the voting members of the faculty, or two-thirds of the voting members present at a regularly called faculty meeting so decide, an item not on the agenda may be acted upon at the current meeting.
- 3. Quorum: A quorum for a regular or special meeting of the faculty shall be a majority of the voting members of the faculty, as defined in Rule II.

4. 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. The proxy shall specify the nature and extent of the proxy.

5. Chair

a. Meetings shall be chaired by the director of the school. In the director's absence, the associate director shall serve as chair. In the event neither is able to attend the meeting, the faculty member present holding the highest academic rank with the most University of Kentucky service shall serve as chair.

6. Secretary

- a. The faculty shall annually elect a member to record the minutes of each meeting and shall distribute the minutes to all faculty members in a timely manner.
- b. The secretary shall provide a file of all minutes for the school records.

V. Standing Committees

A. The school shall have these standing committees: Academic Affairs; Finance and Facilities; Professional Relations and Alumni; Promotion and Tenure;

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Scholarship; Student Appeals; and Diversity.

- B. Committees shall function during the academic year and during the summer if a sufficient number of committee members are available and the matters to be considered are of substantial importance. Should a new committee not be appointed, the old committee shall continue to function until a new committee has been appointed.
- C. Each April, the director shall circulate for approval the slate of members for all standing and ad-hoc committees proposed for the next academic year. It is recommended that members rotate off a committee after three years.
- D. The proposed slate of committee members shall be included on the agenda of the May faculty meeting. At that meeting, the faculty shall decide the composition of all standing committees. All committees shall have members from both sequences.
- E. Each chair of a standing committee shall be selected by the committee members from among their leadership.
- F. When circumstances warrant, a brief report shall be given by each committee chair during each faculty meeting.
- G. Each chair may submit a brief report to the faculty as needed.
- H. The responsibilities of each standing committee shall be:
 - 1. Committee on Academic Affairs
 - a. The committee shall make recommendations to the faculty and the director on:
 - i. Policy and guidelines on academic programs, curricula and courses of study;
 - Teaching loads, including recommendations on and review of equitable and appropriate use of part-time instructors and teaching assistants, and needs for additional faculty and identification of new positions;
 - iii. Policies on student appeals from denial of admission to the school.
 - b. The sequence coordinators for journalism and media arts and studies shall be members of the committee. The director will

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propose a third member of the committee for approval by the faculty.

2. Committee on Finance and Facilities

- a. The committee may survey the faculty and staff and, after consultation with them, make recommendations to the director on:
 - i. The school budget and strategic plan; and
 - ii. Use of funds for facilities and capital equipment;

3. Committee on Professional Relations and Alumni

- a. The committee shall explore ways to broaden and deepen the school's relations with relevant industries and alumni.
- b. The committee shall make recommendations to the faculty on:
 - i. Policy and guidelines concerning appropriate liaison with professional organizations and media;
 - ii. Identification of media trends:
 - iii. iii. Liaison with alumni of the school.

4. Committee on Promotion and Tenure

- a. All tenured faculty except the director shall be members of this committee.
- b. The committee shall elect a chair from among its members.
- c. The committee shall carry out the following duties and other duties assigned by the director:
 - 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 associate professor and full professor;
 - iv. Encourage one of its members to mentor each newly appointed faculty throughout the tenure process.
- d. The committee shall conduct a biennial review of the director during the month of March or at a time requested by the dean of the college. By the first week of April, the results of that review

shall be distributed to the director, the faculty and the dean. Confidentiality of individual faculty comments shall be maintained in this review.

- i. The chair of the committee, in consultation with the committee members, shall schedule a special faculty meeting to which all members of the faculty will be invited. During the meeting, the committee will discuss the director's performance and, during the final year of a director's term, whether the director should be recommended for another term. Faculty members who attend the meeting shall not not be required to speak.
- ii. After the special faculty meeting 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 and must reflect the responsibility of the director as outlined in these rules and follow guidelines for evaluating unit heads as established in the Administrative Regulations (AR II-1.0-6, pp. 13-14). See Appendix I below.
- iii. On the final page of the survey during the final year of a director's term, each voting member of the faculty will have the option of voting for or against recommending another term for the director. (See section on director terms, III-A-1). The survey responses will be summarized 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, or the chair's designees, will prepare a report for the faculty, the director, and the dean based on the results of the survey. The results of the votes cast at the end of the survey will also be included. Copies of the report will also be provided to the faculty.

5. Scholarship Committee

- a. The committee shall solicit applications for scholarships, solicit comments from faculty members when appropriate, and select scholarship recipients, subject to review at the College level for qualifications.
- b. The committee may make recommendations on other issues related to scholarships including, but not limited to, how to increase the number of scholarship applicants, and other issues related to the scholarship program.
- c. After recipients of the scholarships are notifited, the director shall distribute a list of the students and scholarships awarded to the faculty. The committee will work with the director to encourage contributions to the scholarship funds.

6. Committee on Student Appeals

- a. This committee shall only operate when enrollment controls are in place.
 - It shall consist of three members of the faculty. Sequence coordinators may not serve on this committee.
- b. The members shall meet to decide whether students denied admission to the school should be admitted. Except under extraordinary time constraints, individual members of the committee shall not make the appeals decision alone. Two of the three members of the committee must agree for an appeal to be successful.

7. Committee on Diversity, Equity and Inclusion

- a. The committee shall seek to improve awareness of and respect for diversity among the school's faculty and students. The committee shall encourage an environment of openness.
- b. The committee shall advise the director and faculty on ways to attract and retain minority and underrepresented students, faculty, and staff.
- c. The committee shall coordinate and promote the school's action plan for diversity, equity and inclusion in accordance with the college's diversity, equity and inclusion policies.

d. The committee shall organize academic events, colloquia and social events designed to help achieve the goals set forth above.

8. Student Advisory Council

- a. The school shall have a student advisory council to consult with and make recommendations to the director and faculty. The council will include pre-majors and majors from both majors.
- b. The members of the student advisory council will be appointed by the director in consultation with the faculty.
- c. The council will meet at least once a semester. The director will meet with the student council from time to time and when appropriate, will report the results of those discussions to the faculty.
- 9. The school will establish and maintain an advisory board.
 - a. The board shall be known as the School of Journalism and Media Advisory Board.
 - b. The director, in consultation with the faculty, will appoint members of the board.
 - c. The members will be drawn from the journalism and media arts professional communities.
 - d. The board will meet at least once each semester and will work with the director and faculty on issues and projects that advance the interests of the school.
 - e. The board will carry out the following functions:
 - 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 school's financial needs, technology requirements and other issues.
 - iv. Provide support for the school when communicating with

university officials, legislators, and citizens.

VI. Ad hoc Committees

A. Committee on Grievances

- 1. Any member of the faculty may seek relief from a perceived grievance by filing a written complaint to the dean of the College of Communication and Information. The dean will then transmit the complaint to the director of the School of Journalism and Media.
- 2. For each separate grievance, the director shall appoint three members of the Committee on Grievances in consultation with the Promotion and Tenure Committee within one week after a grievance has been filed.
- 3. The committee shall include two faculty members at the rank of associate professor or higher and one assistant professor if available.
- 4. The committee will include a representative of each major.
- 5. The committee may consider any individual or group concern or complaint from faculty, regarding any action by the school or within the school. However, merit review appeals shall be handled according to the university's administrative rules.
- 6. After consideration of such matters, the committee shall recommend a course of action to the concerned parties, the director and the faculty.
- 7. All matters coming before the committee shall be kept confidential until the committee makes a final decision. Documents from the meetings will be kept confidential unless public access to those documents is required by the Kentucky Open Records Act.

VII. General Matters

A. Course Scheduling

- 1. Each sequence coordinator is responsible for proposing the program's course schedule according to the sequence's accreditation requirements, curricular needs and the input of its faculty members.
- 2. Typically, each faculty member will propose to his or her sequence

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- major coordinator a specific assignment for the semester or semesters under consideration, including courses and times that support the program's needs.
- 3. After soliciting information from individual faculty members, the sequence coordinator will prepare a full schedule request for the program. The coordinator will depart from the requests only if the needs of the school require it or if there is duplication or conflict. After each faculty member sees the schedule, the coordinator will submit the schedule request to the director.
- 4. The director will compile schedule requests from each program into a full school schedule. The director will depart from the requests only if the needs of the school require it or if there is duplication or conflict.
- 5. Assignments to summer and evening classes must be available to all faculty members with these exceptions:
 - a. Priority consideration will be given to courses that are central to a major or are more likely to achieve minimum enrollment requirements.
 - b. The final decisions in cases of conflicting requests shall rest with the director.
- 6. Priority consideration will be given to courses that are central to a major or are more likely to achieve minimum enrollment requirements.
- 7. The final decisions in cases of conflicting requests shall rest with the director, whose guiding principle shall be to provide opportunity to those who have been granted it less frequently.
- 8. Courses that are major requirements will be offered at least once each academic year.

B. Faculty Development Fund

1. A faculty development fund shall be a category in the school's annual budget. The fund shall include all portions of the school budget specifically allocated for faculty development: books, software, instructional materials, conferences, 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. The director shall not be subject to this limit.
- 4. As part of the budget report at the first faculty meeting of the academic year, the director shall inform the faculty of the specific amount in the budget for faculty development and individual allotments for the year.
- 5. If by February 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 director shall add that allotment to the funds available for others. Faculty may apply for those funds, particularly for conference travel.

C. Student Organization Advisers

- 1. Faculty members will serve as advisers to student organizations as a service to the school.
- 2. An adviser typically serves a one-year period and may serve longer if another faculty member does not request to serve as adviser.
- 3. At the end of each one-year period, the director must inform the faculty of the service options and where appropriate, determine who will serve as the next adviser for each student organization.

VIII. Search Policies

- A. The director shall appoint members of search committees, designating one member of the committee as chair.
- B. The search committee, in consultation with the director, shall create a job description for the position, which must be approved by the school faculty and the director before it is published.
- C. The committee should review applications and decide, in consultation with the director, which candidates should be interviewed on campus. The chair of the search committee shall extend the invitation to the candidate.
- D. After all invited candidates have been interviewed by the committee, the

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- director and faculty members who wish to do so, the search committee shall meet with the director to discuss the candidates.
- E. A faculty meeting will then be held in which the search committee and the director report to the faculty on all candidates. Although members of the search committee may state their preference for candidates, the search committee itself will not formally rank candidates.
- F. After the report by the search committee and the director to the faculty, the director may begin negotiations to hire a candidate whom the director believes is capable of fulfilling the responsibilities of the position.

IX. Amendments to the Rules

- A. Formal review of the Rules of the School of Journalism and Media shall be held during the fall semester every fifth year.
 - 1. The review process shall be conducted by an ad hoc committee appointed by the director. The committee shall:
 - a. Announce the initiation of the review procedure at the first faculty meeting of the academic year and invite individuals to submit to the committee written recommendations for rules revision. The deadline for these recommendations shall be the first Monday of November.
 - b. Assess the rules in terms of their efficacy in serving the needs of the faculty and evaluate the written recommendations for revisions.
 - c. Prepare amendments to the rules if the committee feels revision is necessary.
 - d. Give copies of the proposed amendments to every faculty member, including the director, before the first Monday of December.
 - e. Ask all recipients to respond in writing to the committee by the end of the last class week of the semester.
 - f. Evaluate reactions to the proposal and prepare a final proposed revision. This shall be presented for a vote at a faculty meeting in March, April or May. The revision shall require approval by a

- majority of voting members, or by two-thirds of the voting faculty members present or voting by proxy.
- g. Distribute copies of the new Rules of the Faculty, with the month and year of the revision, to the director and all other faculty members of the school, all staff members of the school, the provost and the dean of the College of Communication and Information. In addition, copies shall be provided for the school's publicly available records.
- B. Should a need arise for a review of the rules before five years have elapsed, an earlier review process may be initiated by a two-thirds majority of the faculty.
- C. An individual faculty member or a standing committee may propose an amendment or amendments to the school rules between five-year reviews. The faculty member shall discuss the proposal with the director and the chair of the appropriate Committee or committees. If the faculty member or committee decides to proceed with the proposal, the director shall notify faculty of the proposal and slate it for discussion and action at the next regular faculty meeting.

Appendix I.

Administrative Regulation 3:16 Effective Sept. 9, 2013

IV. Leadership and Administrative Skills Performance Criteria

The following criteria shall guide the assessment of (chief administrative officer) performance in all reviews: leadership and administrative skills, personnel management and development, and organizational management. The Office of Institutional Effectiveness shall maintain an inventory of evaluation survey items related to the criteria that includes 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 or a CAO's unique duties. Criteria for demonstrating leadership and administrative skills include, but are not limited to:

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A. Leadership

- 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. Establishing an environment of openness, accessibility, consensus-building and collegiality within the unit; and,
- 9. Requiring strict, unit-wide adherence to all University anti-discrimination policies.

B. Personnel Management and Development

- 1. Ensuring a work environment characterized by respect, dignity and fairness for all personnel;
- 2. Recruiting and retaining the best-qualified individuals;
- 3. Ensuring the unit contributes to the fulfillment and sustainability of the diversity policies, goals and strategic plans of the University and the College;
- 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; and

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9. Ensuring consistent, unit-wide compliance with all Human Resources Policies and Procedures.

C. <u>Organizational Management</u>

- 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; and
- 6. Ensuring all levels within the unit are well informed about issues, priorities, and expectations of the wider University community.

These rules of procedure have been created and approved by the faculty of this school, 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 Communications and Information and the provost, as indicated by their signatures below.

A current copy of the approved rules for this school is available in the office of the director of the school, the dean of the college, and the provost's office.

Appendices II and III: School mission statement and strategic plan, to be added

Rules of the Faculty Approved

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Dean

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Director

Eilea Engotram	5/11/21
Director	Date
Jufor D. Steer	9/13/21
Dean	Date
Provost	Date