



RULES OF PROCEDURE OF THE FACULTY
Department of Retailing & Tourism Management
COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT
UNIVERSITY OF KENTUCKY

These rules have been created and approved by the faculty of the Department of Retailing & Tourism Management (RTM) in the College of Agriculture, Food and Environment, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules are not effective until and unless approved by the Chair and Dean as indicated by their signatures below. Modifications to these rules must also be approved by the Chair and Dean before the modifications take effect. A current copy of the approved rules for the Department of Retailing & Tourism Management is available in the Office of the Chair of the Department, the Office of the Dean of the College of Agriculture, Food and Environment, and is posted on the University Senate website.

1-24-18
Date approved by the departmental faculty

V. Jackson
Vanessa Jackson, Chair
Department of Retailing & Tourism Management

1-25-18
Date

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

1-26-18
Date

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.

Preface

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

I. Functions

The functions of the Department of Retailing & Tourism Management are teaching, research, and service—in keeping with our mission as a unit within a land-grant university. Active integration of discovery, learning, and engagement activities is highly valued by the department and often include experiential and service learning opportunities.

II. Faculty

- A. The faculty in the Department of Retailing & Tourism Management is composed of, or may be composed of, faculty with the following appointments: regular title, special title, research title, extension title, and lecturer title.
- B. Only faculty members holding regular appointments in RTM are voting members of the RTM faculty. Regular appointments are defined as full-time faculty (including phased retirement) in regular, research, lecturer, extension, or special title series.
- C. The maximum number of lecturers shall be no more than 30 percent of the FT tenured/nontenured faculty total in the department.

III. Departmental Faculty Meetings

- A. **Scheduled Meetings:** Regular meetings of the faculty shall be held during the academic year. The first regular meeting will be scheduled for the week faculty return for the nine-month assignment period in August. Subsequent meetings, to be held approximately monthly, will be scheduled at that time for the remainder of the academic year. The chair of the department shall schedule and chair the meetings or appoint a designee.
- B. **Special Meetings:** Special meetings of the faculty shall be called by the chair. Special meetings may also be called by petition of a majority of the regular departmental faculty.
- C. **Agenda:** An agenda for each faculty meeting (both regularly-scheduled and special) shall be prepared and distributed by the chair to the faculty via email 24 hours before the meeting. This agenda will also be available electronically from the department office 24 hours in advance of the meeting. Items may be placed on the agenda for a faculty

meeting by members of the faculty. Written agenda items should be submitted to the chair at least four days before the meeting. The agenda, accompanying email message, or reference documents should sufficiently inform faculty of the items for discussion and voting.

- D. Quorum: The quorum required to conduct business shall be a majority of the voting faculty of the department. Voting faculty shall include all regular full-time (including phased retirement) faculty in the department. Faculty who cannot attend may not submit a proxy vote to the department chair prior to the meeting.
- E. Parliamentary Procedure: Parliamentary procedure shall be in accordance with generally accepted procedures. Points of difference shall be decided in accordance with Robert's Rules of Order.
- F. Minutes: One of the faculty or department staff will record minutes of the faculty meetings. Minutes shall be typed by one of the departmental staff support associates or a faculty member and distributed to the faculty via email by the office of the chair within 14 days after the meeting. After minutes are approved by the faculty, they will be kept in the department office and made available to all departmental faculty members.
- G. The following open meetings guidelines are to be followed for departmental as well as committee meetings:
 - a. Each department, committee, or subcommittee shall schedule regular meetings.
 - b. Put in writing to all departmental faculty all notices and agendas for special or called departmental meetings. The electronic notice via email must be given at least 24 hours prior to the meeting time.
 - c. For special meetings, discussions and action at the meeting shall be limited to items listed on the agenda.
 - d. The agenda will be available electronically from the department chair's office.

IV. Departmental Committees

Appointments to all committees will be made as needed by the department chair.

- A. Standing Committees
 - a. The department chair serves as an *ex officio* member on all department committees. Tenured faculty serve as the Graduate Admissions Committee.
 - b. Standing committees are:
 - i. Curriculum Committee (HMT and MAT)
 - ii. Chair's Advisory Committee on Promotion and Tenure, which consists of all regular, tenured departmental faculty.
- B. *Ad hoc* committees shall be appointed by the chair as needed.

V. Faculty Search Process

A search committee shall be appointed by the department chair, when a position becomes available and permission to fill the position has been received from the Dean.

VI. Promotion and Tenure Process

The promotion and tenure process shall be in accordance with the Governing Regulations of the University and Administrative Regulations of the University of Kentucky.

- A. The chair must confer with non-tenured faculty annually regarding performance, via the college's faculty annual review process. All tenured faculty participate in the reviews.
- B. All tenured faculty will review tenure-track faculty progress towards tenure at years two and four.
- C. All tenured faculty shall examine promotion dossiers and advise the chair in writing of their recommendation for promotion, both to associate and full professor.

VII. Advisory Boards

Advisory groups shall be appointed by the chair. At least two-thirds of advisory board members shall be from outside of the department of Retailing & Tourism Management.

VIII. Policies for Graduate Faculty

- A. The graduate faculty consists of full and associate graduate faculty appointed by the Dean of the Graduate School.
- B. The Director of Graduate Studies (DGS) reports on graduate program issues and changes at the faculty meetings.
- C. Policies for Admitting and Advising Graduate Students
 - a. To be admitted to the departmental M.S. program, a student must 1) be admitted to the Graduate School of the University of Kentucky; and 2) be admitted by the department.
 - b. MAT/HMT graduate students are advised by a graduate faculty member and conduct the major portion of their M.S. thesis, non-thesis, and/or project work under the direction of that faculty member. Upon entering the program, MAT/HMT graduate students may be uncommitted to an advisor; the DGS will initially advise all incoming graduate students. During the first semester, all graduate faculty will be invited to meet with students to discuss research opportunities. In consultation with the DGS, students will select a major advisor during their second semester. Faculty and students are responsible for following guidelines outlined in the MAT/HMT Graduate Student Handbook.

IX. Responsibilities and Authority of Departmental Administrators

- A. Department Chair
The department chair's responsibilities include:

- a. *Academic* – implementation of short- and long-term goals developed by departmental faculty, initiation of committees, conducting departmental meetings, encouragement of faculty involvement in academic affairs, promotion of faculty advancement, and creation of a scholarly environment
 - b. *Business* – administration of the budget, supervision of staff, engagement in institutional reporting, and management of space utilization
 - c. *Communication* – representation of faculty/departmental needs to college administration, representation of administration goals/requirements to faculty, and coordination of departmental activities with other academic units, and cultivation/maintenance of relationships with both internal and external organizations
 - d. *Faculty* - recruitment of faculty members; oversight of faculty evaluation; assignment of faculty teaching and university service responsibilities (committees, etc.); allocation of departmental resources for research projects; coordination of development plans for each faculty member; encouragement/allowance of faculty to be productive in terms of research, scholarly publication, grantsmanship, travel, and membership in professional organizations.
 - e. *Instruction* – oversight of curriculum development and assessment according to student learning outcomes.
- B. Director of Graduate Studies (DGS)
The DGS oversees recruitment, admission, advising, and examining of students in their program. This includes:
- a. Maintenance of records, administration of graduate program funds, admission of graduate students, the University Scholars Program, fellowships, program requirement changes and new programs, advising and registration, appointment of advisory/examination committees and other degree requirements related to the graduate program
 - b. Dissemination of information from the Graduate School
 - c. Service as program adviser to each new graduate student until the student has a committee chair
 - d. Service on campus-wide committees that require input from DGS
- C. Director of Undergraduate Studies
- a. Processing of program and curriculum changes, and service as the contact person for the department with regard to these changes
 - b. Assessment of class substitutions and approval for degree completion
 - c. Service on campus-wide committees that require input from DUSs

X. Departmental Distribution of Effort (DOE) Guidelines

Departmental guidelines will follow college and university guidelines.

XI. Amendments

These rules of procedure may be changed, amended, and/or modified by a majority vote of the faculty at any regularly scheduled meeting of the faculty.

XII. Statements on Evidences of Activity

The Department of Retailing and Tourism Management has two statements on evidences of activity, one for lecturers and one for all other regular faculty. These statements are posted on the college's website. The lecturer statement includes the maximum number of lecturers that may be given appointments in the department.



Operating Rules and Procedures

College: Martin-Gatton College of Agriculture, Food and Environment

Unit: Retailing & Tourism Management

Approved by Provost: Lineberry, 2/1/2018

Approved by College Dean: 1/26/2018

Approved by Unit Director (Indicating Approval by Faculty): 1/25/2018