

TITLE RULES OF THE FACULTY			IDENTIFICATION NUMBER (Policy #) 00-00
ORGANIZATION(S) University of Kentucky / UK HealthCare	SITES AFFECTED <input type="checkbox"/> Enterprise <input type="checkbox"/> Chandler <input type="checkbox"/> Good Samaritan <input type="checkbox"/> KCH <input type="checkbox"/> Ambulatory	CATEGORY <input type="checkbox"/> Enterprise <input type="checkbox"/> Nursing X Department College of Dentistry <input type="checkbox"/> Guideline <input type="checkbox"/> Protocol	REPLACES:
REVIEW CYCLE <input type="checkbox"/> X 1 year X 3 years REVIEW DATES: 5/29/12, 7/12/12, 11/26/12, 7/24/19, 2/24/2020, 10/21/2024		EFFECTIVE DATE: TBD	

Policy Statement

The Faculty of the University of Kentucky College of Dentistry (hereafter, the College) is an educational component of the University. These Rules supplement the **Governing Regulations of the University of Kentucky Section VII** (hereafter the **Governing Regulations or GRs**) and are designed to facilitate the achievement of the College’s mission and goals. A copy of these Rules must be distributed to a new member of the Faculty within ten (10) working days of the member’s appointment. All revised Rules will be distributed to the Faculty by the Secretary of the Faculty. The Faculty has the authority to amend these Rules. Such amendments shall have been circulated to all faculty members eligible to vote twenty-five (25) working days before voting occurs. An amendment shall be approved if a quorum is present (see *Section I*) and it receives two-thirds (2/3) of the votes of Faculty present and voting.

The **RULES** describe the responsibilities, membership, officers, meetings, and decision-making process of the Faculty, the Faculty Council, and academic committees in establishing the educational policies of the College.

Section I

Faculty

1 Responsibilities

- 1.1. **Authority.** The rights and responsibilities of the Faculty are those that are delegated to the Faculty by the Board of Trustees and the Faculty Senate, as defined in the **Governing Regulations (GRs)**. The Faculty has the authority to determine the educational policies (see the **RULES Appendices, DEFINITIONS**) of the College (**GRs**). The Faculty shall also advise the Dean, usually at the Dean’s request, on College-level procedures regarding evaluation, promotion, and tenure (**GRs**).
- 1.2 **Partial Delegation of Authority to the Faculty Council.** Some or all of these rights and responsibilities may be delegated to the Faculty Council (**RULES Section II, Faculty Council**) upon approval by a two-thirds (2/3) vote of the Faculty present and voting. The Faculty Council’s (hereafter, the Council) primary role shall be to develop, review, or revise educational policies. Except as specified in these **RULES (Section IV,**

CHANGES IN EDUCATIONAL POLICY), the Council will forward new or revised policies to the Faculty, with or without its recommendation, for final consideration and possible action by the Faculty.

- 1.3 **Oversight of educational policies is delegated to the Faculty Council.** The Council is delegated the responsibility to develop, review or revise the College's:
- 1.3.1 educational policies as defined by the **Governing Regulations (GRs)**. Specifically, the Council's responsibilities with respect to educational policies include:
 - 1.3.1.1 oversight of the College's predoctoral, postdoctoral, and graduate curriculum policies;
 - 1.3.1.2 oversight of the College's predoctoral, postdoctoral, and graduate admission policies;
 - 1.3.1.3 oversight of the predoctoral, postdoctoral, and graduate curriculum;
 - 1.3.1.4 setting the size of the student body in consultation with the Dean;
 - 1.3.1.5 formulation and oversight of the policies for evaluation, academic discipline, promotion, and graduation of the College's predoctoral, postdoctoral, and graduate students;
 - 1.3.1.6 setting standards and criteria for awarding the D.M.D. degree, graduate degrees, and postdoctoral certificates;
 - 1.3.1.7 oversight of the College's catalogue in consultation with the Dean for Academic Affairs
 - 1.3.2 research policies when they affect the education program
 - 1.3.2 public service policies when they affect the education program
- 1.4 **Oversight of Academic Committees is delegated to the Faculty Council.** Such committees shall include the following standing committees: Curriculum, Admissions, Research, Council of Post-graduate Program Directors, Clinical Performance Committee, and Academic Performance Committees. An academic committee is any committee that has the responsibility to create, modify, implement, or rescind educational policies, including curricula. The Council's role shall include oversight of ad hoc committees that address educational policies, including curricula. The Council shall:
- 1.4.1 recommend to the Faculty that new committees are needed or that existing committees are no longer needed;

- 1.4.2 advise the Dean on the appointment of members and chairs of academic committees – such advice shall not be binding on the Dean;
- 1.4.3 receive and consider for further action recommendations for new or revised educational or curriculum policies that have been forwarded by academic committees as specified in *Section III 1.1* or *1.2*;
- 1.4.4 receive and evaluate committee reports to be submitted when requested by the Faculty Council.
- 1.5 **Authority to represent the Faculty is delegated to the Faculty Council.** Specifically, the Council shall represent the Faculty to:
 - 1.5.1 the Dean, Associate Deans, Assistant Deans, Department Chairs, and all administrative committees appointed by the Dean and Chairs;
 - 1.5.2 the University Faculty, the President, Provost, the Executive Vice President for Health Affairs, and all University Committees.
- 1.6 **Authority to advise the Dean is delegated to the Faculty Council.** Advice shall normally be at the request of the Dean and not be binding on the Dean. When advice has been offered to the Dean, the Chair or the Council shall send a written report to the Faculty regarding the specifics of such advice. Specifically, the Council shall advise the Dean:
 - 1.6.1 upon the Dean’s request, on matters not related to the formulation and oversight of educational policy. Such advice may include advice on:
 - 1.6.1.1 procedures on Faculty appointments, promotions, re-appointments, terminal appointments, post-retirement appointments, the granting of tenure, and decisions not to re-appoint;
 - 1.6.1.2 procedures on Faculty performance evaluations; and
 - 1.6.1.3 procedures for obtaining Faculty input on the evaluation of the performance of department chairs during the interval between periodic reviews.
- 1.7 **Other responsibilities delegated to the Faculty Council.** Such responsibilities include:
 - 1.7.1 hearing and responding to concerns from students, preferably from the Student Advisory Council, about educational policy and/or requests for changes in educational policy.

2 Membership

- 2.1 **Members defined by the Governing Regulations.** The College Faculty of the College of Dentistry (hereafter the Faculty) as defined by GRs (**RULES** Appendices, **DEFINITIONS**) (**Governing Regulations**).

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- 2.2 **The members of the Faculty** listed in 2.1 may extend membership in the Faculty to any other person assigned to the College, whether that person holds an academic rank or not, for administrative work, teaching, service or research.
- 2.3 **Members automatically added.** Membership shall also be automatically extended to instructors in the regular, and special title series and to Faculty employees of all ranks in the research, clinical, lecturer title series, provided their appointment is at least 0.5 FTE in the College and their distribution of effort (DOE) is at least 0.2 FTE in instruction. Faculty and others not eligible for automatic membership in the Faculty under this subsection are still eligible for membership under subsection 2.2 in the preceding (**RULES Section I, FACULTY 2, Membership 2.2**)
- 2.4 **Eligibility to vote.** Except for the elections where specified members of the Faculty are ineligible to vote (see the **RULES Section I, FACULTY 2, Membership 2.2, 5.2 and 5.3**), each member of the Faculty shall be eligible to vote in all elections and in all other decision making.

3 Officers

- 3.1 **Chairperson.** The Dean is the Chairperson of the Faculty and is the presiding officer of Meetings of the Faculty except when this function is delegated.
- 3.2 **Secretary.** A Secretary of the Faculty is elected from the Faculty membership when the first Faculty meeting is called during each academic year.
- 3.2.1 **Election.** The nomination of candidates for Secretary shall be made from the floor. The election of the Secretary shall be by the procedures described in these **RULES (Section I, FACULTY 4.6 Decision Making)**. The candidate receiving a majority of the votes cast shall be elected. If no candidate receives a majority of the ballots, additional round of voting shall be conducted, each time removing from consideration the candidate receiving the lowest number of votes during the previous round. Rounds of voting shall continue until a candidate receives a majority of the votes cast and is therefore elected.
- 3.2.2 **Term of office.** The Secretary assumes the duties of the office immediately during the meeting at which the election was held. The Secretary serves until the first Meeting of the Faculty of the following year or until a new Secretary is elected. The Secretary is eligible for re-election. If the office is vacated, a special election is held to elect a Secretary to serve the remainder of the unexpired term.
- 3.3.3 **Duties.** The Secretary is responsible for the following:
- 3.2.3.1 distribution of the agenda to its members at least five (5) working days before the meeting;
- 3.2.3.2 recording the minutes of each meeting and distributing draft minutes to each member of the Faculty within ten (10) working days of the meeting;

- 3.2.3.3 counting votes during Meetings of the Faculty;
- 3.2.3.4 conducting elections of College representatives to the Faculty Council, Health Care Colleges Council, and the Faculty Senate

4 Meetings

- 4.1 **Frequency of meetings.** The Faculty shall hold regularly scheduled meetings, at least once annually.
- 4.2 **Authority to call a meeting.** Meetings of the Faculty may be called by the President of the University, the Provost, the Executive Vice President of Health Affairs, the Dean, the Faculty Council, or upon written request of five (5) members of the Faculty.
- 4.3 **Agenda.**
 - 4.3.1 **Submission of items.** Agenda items may be submitted in writing to the Secretary by either the Dean, the Faculty Council, or any member of the Faculty.
 - 4.3.2 **Acceptance of agenda or referral to Council.** Provided the proposed agenda items are within the Responsibilities of the Faculty (see these **RULES (SECTION 1, FACULTY 1 Responsibilities)**), the Chairperson and/or Secretary shall either 1) refer a proposed agenda item to the Council for further development, review, or revision or 2) place it on the agenda of a Meeting of the Faculty, Items deemed not to be within Responsibilities of the Faculty shall not be given further consideration by either body.
 - 4.3.3 **Order of agenda items.** The Chairperson and Secretary shall arrange the order of agenda items.
 - 4.3.4 **Distribution of agenda.** The agenda and essential supporting materials (see **RULES Appendices, DEFINITIONS**) shall be distributed to all members of the Faculty at least five (5) working days before a Meeting of the Faculty.
 - 4.3.5 **Late agenda items.** In the event an agenda item and essential supporting materials has not been distributed at least five (5) working days before the Meeting of the Faculty, it may be considered only if the Faculty votes to suspend **RULES** (see 4.9 **SUSPENSION OF RULES**).
- 4.4 **Quorum.** Twenty-five percent (25%) of the voting members of the Faculty constitute a quorum necessary for the transaction of business.
- 4.5 **Parliamentarian.** The Secretary of the Faculty Council shall act as a parliamentarian.
- 4.6 **Decision making.**
 - 4.6.1 **Motions.** Any member of the Faculty may make a motion. To be eligible for debate and decision-making, motions (including motions to nominate) must be seconded.

- 4.6.2 **Methods.** Decisions shall be by show of hands or a secret ballot upon request. Any member may request a show of hands or a secret ballot. A request for either of these shall not require a second and shall be routinely granted without a vote.
- 4.7 **Parliamentary procedures.** The current edition of *Robert's Rules of Order: Newly Revised* governs this organization in all parliamentary matters not specified in these RULES.
- 4.8 **Public Meetings.** Meetings of the Faculty are public meetings according to KRS.
- 4.9 **Suspension of the Rules.** For purposes of conducting the Faculty's business, suspension of these RULES can be approved by a two-thirds (2/3) vote of the voting members in attendance.
- 5 Election of Representatives**
- 5.1 **Eligible to vote & serve: Faculty Council.** All members of the faculty shall be eligible to vote for candidates for Faculty Council. Faculty members below the level of Associate Dean, i.e. Assistant Deans, Department Chairs, Program Directors and Division Chiefs, are eligible to serve, provided they are full-time Faculty and have been a member of the faculty for at least two years.
- 5.2 **Eligibility to vote & serve: Health Care College Council (HCCC).** All full-time Faculty employees who are members of the Faculty shall be eligible to vote for college representatives to the HCCC, except those tenured Faculty employees who have been appointed to an administrative position at or above the level of department chair (includes all Deans), who shall be ineligible to vote. Only those full-time Faculty employees who have been at the College at least two years (and whose appointment is in the regular title series, including instructor, special, clinical, or lecturer series) shall be eligible to serve as a college representative to the HCCC. Furthermore, tenured Faculty employees who have been appointed to an administrative position at or above the level of department chair shall be ineligible to serve as a college representative to the HCCC. See **Senate Rule** (hereafter **SR**) *Election*.
- 5.3 **Eligibility to vote & serve: Faculty Senate.** All full-time Faculty employees who are members of the Faculty shall be eligible to vote for or serve as Senators who will represent the College in the Faculty Senate, except those Faculty employees who have been appointed to an administrative position at or above the level of department chair (includes the Dean). See **SR** Functions & Composition of the Faculty Senate. Election.
- 5.4 **Voting procedures.** Elections for college representatives to the Faculty Council, the Health Care Colleges Council, and the Faculty Senate shall be conducted by the Secretary of the Faculty. All elections shall be by secret ballot. An electronic ballot shall be acceptable method of conducting the election provided the ballot is secret and provisions are made for Faculty whom electronic voting is not feasible. The method shall be approved by the Faculty Council.

- 5.5 **Duties of the Secretary of the Faculty.** Before an election, the Secretary of the Faculty shall contact each faculty member who is eligible to serve and ask whether she or he is willing to serve. The candidates on the ballot shall include all eligible members of the Faculty who are willing to serve.
- 5.6 **Runoffs.** In the event no one is elected to one or more of the contested positions, a runoff shall be conducted. If one position is to be filled, the three candidates receiving the largest number of votes shall be listed on the run-off ballot. If two positions are to be filled, the four candidates receiving the largest number of votes shall be listed on the runoff ballot. For each position being contested, each voting member of the Faculty shall vote for one candidate. The candidates with the largest number of votes and at least 30% of the votes cast shall be elected. If no candidate receives 30% of the vote, the candidate receiving the fewest votes will be removed and a runoff election shall be conducted from among the remaining candidates. If two positions are being filled and only one candidate receives 30% of the vote, that candidate shall be removed from the ballot and a runoff election shall be conducted from among the remaining candidates.
- 5.7 **An Alternate will be Elected.** In the event a seat of the college representative becomes vacant, the Secretary of the Faculty shall within twenty-five (25) working days conduct an election following procedures 5.4 through 5.7 in the preceding.

SECTION II.

FACULTY COUNCIL

- 1 **Responsibilities.** The responsibilities of the Council are those which are delegated to the Council by the Faculty. These are specified in these **RULES** (subsections 1.3, 1.4, 1.5, 1.6 and 1.7 of SECTION I. FACULTY 1. Responsibilities). The Faculty may add or rescind responsibilities at any time.
- 2 **Membership**
- 2.1 **Members.** The Council shall consist of five elected members of the Faculty.
- 2.1.1 **Election date.** Elections shall be held annually before May 15 of each year, or when a vacancy occurs, to select one or two new Councilors.
- 2.1.2 **Eligibility.** These **RULES** (*subsections 5.1 of SECTION I FACULTY 5. Election of Representatives*) define members of the Faculty who are eligible to vote for Councilors and to serve as Councilors.
- 2.1.3 **Election procedures.** The **RULES** (*subsections 5.4, 5.5, 5.6 and 5.7 of SECTION I. FACULTY. 5 Election of Representatives*) describe the methods to be used to elect Councilors.
- 2.1.4 **Vacancies.** A vacancy shall be declared if a Councilor is unable to serve for a period of longer than fifty (50) working days. In the event of a vacancy, the

position shall be filled as described in these **RULES** (*subsection 5.8 of SECTION I. FACULTY 5. Election of Representatives*).

- 2.2. **Ex officio Members.** The Dean, the Dean(s) of Admissions and Student Affairs, the Associate Dean of Academic Affairs, the Associate Dean for Clinical Affairs, the Research Dean and Director of Graduate Studies shall serve as *ex officio* non-voting members of the Council.
- 2.3. **Terms.** Councilors shall serve staggered terms such that two Councilors retire each year, except that every third year only one Councilor will retire.

3 Officers

- 3.1. **Election.** The Council shall elect a Chair and Secretary at the first meeting of the academic year or at its first meeting after a vacancy for either of these positions occurs. Election shall be by a simple majority (3 or more) of the Councilors and conducted as described later in *subsection 4.6 RULES SECTION II FACULTY COUNCIL*.
- 3.2. **Duties of the Chair.**
 - 3.2.1. **Voting Member.** The Chair shall be a voting member of the Council.
 - 3.2.2. **Chairs meetings.** The Chair or a Councilor designated by the Chair shall develop agenda and officiate at Council meetings.
 - 3.2.3. **Submits annual summary.** The Chair shall provide a summary of the activities and deliberations of the Faculty Council to the Faculty at least annually.
 - 3.2.4. **Represents the Faculty.** The Chair or Councilor designated by the Chair shall represent the Faculty before College and University committees and College and University administrators.
- 3.3. **Duties of the Secretary of the Council.**
 - 3.3.1. The Secretary or Secretary's designee shall record minutes of Council meetings, keep copies of all approved minutes, post-approved minutes online, notify the Faculty of the location of online minutes, and distribute approved minutes to all members of the Faculty within five (5) working days of the Council meeting at which they are approved. In the event Council minutes have not been approved within thirty (30) working days of the meeting where they were taken, unapproved minutes shall be distributed to all Faculty.
 - 3.3.2. Check for the presence of a quorum at the beginning of each meeting.
 - 3.3.3. At least five (5) working days prior to each Council meeting, the Secretary shall distribute Council agendas to the Councilors and all Faculty.

- 3.3.4 The Secretary may delegate some or all of their duties to a member of the College staff.

4 Meetings

- 4.1 **Frequency of meetings.** The Faculty Council shall meet at least once monthly.
- 4.2 **Authority to call a meeting.** Meetings of the Council may be called by the Chair of the Council, the Dean or any two members of the Council.
- 4.3 **Agenda**
 - 4.3.1 **Submission of agenda items.** Potential agenda items may be submitted to the Chair or Secretary of the Council by any member of the Faculty.
 - 4.3.2 **Acceptance of agenda items.** Provided the item is among the (1. *Responsibilities*), the Chair shall include it as an agenda item as soon as possible.
 - 4.3.3 **Order of agenda items.** The Chair shall arrange the order of agenda items.
 - 4.3.4 **Distribution of agenda.** The agenda and essential supporting materials (see **RULES SECTION Appendices, DEFINITIONS**) shall be distributed to all Council members and to all members of the Faculty at least five (5) working days before a meeting of the Council.
 - 4.3.5 **Late agenda items.** In the event an agenda item and essential supporting materials are not distributed at least five (5) working days before the meeting of the Council, it may be considered only if the Council elects to suspend **RULES** (see 4.9 in the following).
- 4.4 **Quorum.** A quorum shall be three (3) Councilors.
- 4.5 **Parliamentarian.** The Secretary of the Faculty shall act as parliamentarian.
- 4.6 **Decision making.** Decisions shall be made following the procedures in these **RULES** in *subsection 4.6 Decision Making of SECTION I. FACULTY.*
- 4.7 **Parliamentary procedures.** The Current edition of *Robert's Rules of Order: Newly Revised* shall govern meetings of the Council in all parliamentary matters not specified in these **RULES**.
- 4.8 **Public Meetings.** Meetings of the Faculty Council are public meetings according to KRS 61.810.
- 4.9 **Suspension of the Rules.** For purposes of conducting the Council's business, suspension of these **RULES** can be approved if four of the voting members of the Council vote to support suspension.

SECTION III.

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ACADEMIC COMMITTEES

1 Responsibilities

- 1.1 **Policies Requiring Review by the Faculty Council.** Any educational or curriculum policy that that must be reviewed by the Health Care Colleges Council, the Graduate Council, or the Faculty Senate shall be forwarded to the Faculty Council for its review.
- 1.2 **Other Policies Requiring Review by the Faculty Council.** Any educational or curriculum policy not covered by 1.1 that has significant impact on other components of the College's curriculum shall be forwarded to the Faculty Council for its review.
- 1.3 **Annual Reports.** Academic committees shall submit annual reports on their actions and deliberations if requested by the Council.

2 **Membership.** The Faculty operating through the Faculty Council shall advise the Dean on membership of academic committees.

3 **Officers.** Academic committees shall develop their own Rules, including rules on the selection and duties of their officers.

4 **Meetings.** Academic committees shall develop their own Rules providing that such Rules are consistent with these **RULES**, The **GRs**, and the Faculty Senate Rules. Examples of such Rules include rules on the frequency of meetings, authority to call meetings, development of agendas, quorums, and procedures for decision making. All Committees are encouraged to send agendas and minutes to all members of the Faculty and to store the minutes electronically in a manner accessible to the Faculty. In the minutes electronically in a manner accessible to the Faculty. In the minutes of Committees that deal with protected personal information, such information shall be redacted.

SECTION IV.

CHANGING EDUCATIONAL POLICIES

- 1 **Routes to approval for new or revised educational policies.** A proposal to create, modify, or rescind educational policies shall become College educational policy by one of the following procedures:
 - 1.1 **Approval by action of the Faculty.** If a policy proposal has been approved by the Council and the Council feels that consideration by the Faculty is needed, it shall be placed on the agenda of a Meeting of the Faculty. If the policy proposal is an educational policy and if approval by bodies outside the College is not required, a Faculty-approved policy proposal becomes College policy.
 - 1.2 **Approval solely by the Council provided there are no objections.** If a policy proposal 1) has been approved by the Council, and 2) is judged by the Council not to require consideration at a Meeting of the Faculty, the Council may distribute the proposal to the Faculty for review.

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- 1.2.1 If after five (5) working days no member of the Faculty has objected to the proposal, the proposal will be considered to have been approved by the Faculty. If approval by bodies outside the College is not required and the policy is an educational policy, a Faculty-approved policy proposal becomes College policy. Such a policy shall be forwarded to the Dean for his or her information.
- 1.2.2 If an objection to a proposal is received, the Council shall place the proposed policy on the agenda of a Meeting of the Faculty and the proposal shall be considered as described in subsection 1.1 of this section of these **RULES**.

1.3 Procedures for Faculty-approved policy proposals that require approval by bodies outside the College

- 1.3.1 If a Faculty-approved policy proposal must be approved by a body (or bodies) outside of the College (e.g. by the Senate Council, the Faculty Senate, Graduate Council, or the Health Care Colleges Council), the Council must forward the policy and supporting materials to the Dean for his or her signature. The Dean's signature does not necessarily mean that the Dean endorses the policy proposal. The Dean's signature signifies only that the policy proposal has been approved by the Faculty according to these **RULES**.
- 1.3.2 The Dean shall forward the Faculty-approved policy proposals to the appropriate body (or bodies with his or her recommendations based on the academic merits and feasibility of the proposed policy (see **GR VII, 8.3**))
- 1.3.3 A Faculty-approved policy proposal shall go forward to outside bodies in spite of negative recommendations by the Dean. The Dean shall inform the Council in the case of negative recommendation.
- 1.3.4 A Faculty-approved policy proposal shall become College policy if approved by all outside bodies.

APPROVAL

SIGNATURE: TITLE: CHAIR, FACULTY COUNCIL	<i>Ronald Singer</i>	DATE 10/21/2024
SIGNATURE: TITLE: DEAN, COLLEGE OF DENTISTRY	<i>John K. Cole</i>	DATE 10-21-24
SIGNATURE: TITLE: PROVOST		DATE

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Rules of the Faculty
College: College of Dentistry
Approved by Provost: Tannock, 10/24/2024
Approved by College Dean: 10/21/2024