

MARTIN SCHOOL OF PUBLIC POLICY AND ADMINISTRATION

RULES OF PROCEDURE

(Revised as of May, 2007)

INTRODUCTION

All Martin School rules 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 adoption of these rules. Every effort has been made to keep the School rules consistent with the GRs, ARs, and USRs and any rules that are inconsistent are invalid.

These Rules were adopted by the School in May, 2007 and replace any previous Rules of Procedure of the School.

I. The Faculty

- A. The Faculty consists of the Director and all University of Kentucky faculty members who hold the rank of Professor, Associate Professor, or Assistant Professor in the Martin School.
- B. In addition, the School may extend joint appointment membership in the Faculty to any person affiliated with the University of Kentucky who adds to the expertise of the School; however, this membership lapses after five years if it is not renewed.
- C. There shall be a Faculty for each of the Martin School's academic programs consisting of those members of the Martin Faculty who participate in the instruction, development, and guidance of that program and such adjunct faculty as participate actively in program teaching and administration.

II. Faculty Meetings

- A. The Faculty has the responsibility for making educational policy, consulting collectively with the Director on recruitment of new faculty members and evaluation of faculty for tenure and promotion, developing criteria for promotion and tenure, and amending the Rules of Procedure (this document). It may also advise the Director collectively on matters of School administration and on such other matters as the Director may bring to its attention.
- B. Voting members of the Faculty shall consist of all line members of the Faculty.
- C. Faculty meetings shall be called by the Director as business necessitates, but not less than once a semester. A meeting also shall be called upon the written request of one-fourth of voting members, with said request setting forth one or more agenda items for the meeting to consider. A specific agenda, including the time and place of the meeting, must be posted and/or circulated at least two working days in advance of School meetings.

- D. The Director shall preside over all meetings except as he or she may delegate this function. The Director shall appoint a secretary at the first meeting of each academic year to keep the minutes for the year. Copies of the minutes shall be circulated to all members of the Faculty and kept on file in the School office.
- E. A quorum for action at Faculty meetings shall be 50 per cent of the faculty. Unless otherwise stated, support of a majority of those present is necessary for the Faculty to take official action. The Faculty meeting may authorize an electronic referendum of the entire faculty rather than take official action on an item while the meeting is in session. However, the results of any electronic referendum must be reported in the official minutes of the next faculty meeting.
- F. The Faculty Meeting shall be open in accordance with the Kentucky Open Meetings Law. In those personnel matters where the law permits the meeting to go into executive session, the meeting may be closed upon a majority vote.

III. Student Organizations

- A. The Graduate Student Association shall consist of all full time graduate students. Subsidiary organizations shall be maintained for health administration master's students, public policy and administration master's students, and Ph.D. students.

IV. School Committees and Faculties

- A. The faculties and committees listed in this section are the program faculties and standing committees of the School. Except as otherwise noted, the membership of all standing committees shall consist of Martin School faculty members appointed by the Director and shall serve for one academic year. The Director is an ex officio member of all standing committees. The Director may appoint Ad Hoc Committees as needed to address specific issues.
 - 1. The Graduate Program Committees.
 - a. There shall be a Program Committee for each graduate program in the School. The Graduate Program Committees shall be chaired by the respective Director of Graduate Studies (DGS) for each program. The Graduate Program Committees shall be responsible within their respective areas for making recommendations to the Program Faculty concerning the establishment, alteration, or deletion of graduate courses and the establishment, alteration, or deletion of program requirements. They shall also be responsible within their areas for the completion of self-studies for accreditation or reaccreditation of programs. Proposals approved by the Program Faculty shall be forwarded to the Martin School Faculty.
 - b. The Graduate Program Committees shall review applications for admission to the respective graduate programs and recommend to the respective DGS whether applicants be admitted or rejected. They shall also review applications for assistantships and fellowships and

recommend to the DGS and/or the Director as to who shall receive such financial aid. Should a current student reapplying for financial aid not receive an award, he or she is entitled to an appeal. The Director shall appoint a review committee for each appeal. The review committee shall examine the evidence and present its findings to the Director. Should the financial aid committee and the review committee disagree, the final disposition of the case shall lie with the Director.

2. The Executive Committee.

This committee shall be composed of the Directors of Graduate Studies, the Director of Undergraduate Studies, and one or more additional members of the faculty. It shall be chaired by the Director. This committee shall be responsible for advising the Director and the School on all matters pertaining to School planning. It shall also be responsible for developing materials necessary for periodic School self-studies, the follow-up to external reviews, and any related matters that the Director or the Faculty might refer to it.

3. Colloquium Committee.

This committee shall consist of one or more faculty members. Each year it shall establish and supervise a School Colloquium Program including the securing of outside speakers if financially feasible.

- B. Ad hoc committees may be established by the Director or the School Faculty. While the Director shall determine membership, the School Faculty may establish parameters for membership on committees that it creates.

V. Procedures for New Appointments

- A. Ultimate responsibility for recommending new appointments to the Dean is vested in the Director. Prior to forwarding such a recommendation, the procedures set forth below shall be followed, but the results that stem there from are advisory to, and not binding upon, the Director.
- B. When a regular vacancy occurs, the School Faculty shall determine, through a specific motion, the research and teaching areas in which recruitment shall be pursued. When a Faculty Meeting is not feasible, an electronic referendum of all faculty members may be used.
- C. The Director shall appoint a Search Committee to seek out and screen applicants for vacant positions. After considering applications, the Search Committee shall recommend inviting applicants to campus as time and resources permit.
- D. After candidates have been interviewed, the Faculty shall discuss the candidates and make recommendations to the Director about whom to appoint to the vacant position. If a Faculty Meeting is not feasible, an electronic referendum of all faculty may be used.

VI. Procedures for Reappointment, Promotion and Tenure

- A. All new faculty members in the School shall receive a copy of the School's guidelines for promotion and tenure during the first semester of their service.
- B. The Director is responsible for recommendations to the Dean on matters of contract renewal (both reappointment and terminal appointment) and promotion and tenure (including negative recommendations). Prior to forwarding such recommendations, however, the Director must consult with all members of the Faculty as provided by the GRs and ARs and must forward the written judgment of those so consulted along with his or her own recommendation.
- C. In accordance with the ARs and College policy, the performance of untenured faculty will be evaluated each year. An in-depth review for contract renewal purposes will take place during the second and fourth years of the appointment in keeping with the time frame specified by the Dean and university regulations. Other reviews shall be left to the Director's discretion in consultation with the tenured faculty and the Dean. The results of the review shall be communicated in writing to the Assistant Professor and to the Dean.
- D. When a decision on contract renewal, promotion, or tenure is to be made, the Director shall notify all members of the Faculty in writing a reasonable time in advance of the decision and shall solicit letters from any or all faculty members in accordance with the ARs and the College policies.
- E. In promotion decisions, the Director shall seek written evaluations of the candidate's scholarship from appropriate scholars outside the University and these shall be shared with the tenured faculty before they are asked to submit their own letters. The Director shall seek the written evaluations both from scholars suggested by the candidate and scholars decided upon by the Director independently of the candidate's suggestion.
- F. When a faculty member under consideration for contract renewal or promotion holds a primary appointment in the Martin School and a secondary appointment in another department or program, the Director shall solicit written commentary from the chair or director of the other unit regarding the candidate's teaching, research or service performance. Where the candidate's involvement with the other unit exceeds 20% of his or her time, the Director shall consult with the chair or director about outside scholars to contact.
- G. Normally, when considering promotions to Full Professor, the Director shall, after all material is available, convene a meeting of the Full Professors. For promotion to the rank of Associate Professor, the Director shall, after all material is available, convene a meeting of all tenured faculty members in the School. These groups shall discuss the promotion and advise the Director individually or collectively.
- H. When the Director makes a recommendation to the Dean regarding any contract renewal, promotion, or tenure case, the Director shall notify the faculty member concerning the nature of his or her recommendation.

- I. If the Director's recommendation on a tenure or promotion decision differs from that of a majority of faculty members who attended the relevant meeting or who submitted letters, as appropriate, the Director shall note the disagreement while making a recommendation and shall also forward the collective written judgment of the faculty to the Dean.
- J. The Director shall include in the material sent to the Dean copies of all letters submitted by the members of the faculty as well as any written material prepared by the faculty member under consideration.

VII. Miscellaneous

- A. The Director shall be responsible for making budget requests to the Dean and for making such adjustments in the current budget as deemed necessary. The Director shall describe and discuss the annual budget to the School Faculty at the first meeting of each academic year and shall consult with the Executive Committee and/or appropriate faculty in preparing the following year's budget request.

VIII. Amendments

- A. Amendments to the Organizational Structure and Rules of Procedure may be proposed by the Director or by any member of the faculty and must be included as a specific item or set of items on a Faculty Meeting agenda before being brought up for a vote.. A majority of all members of the faculty (not just of those present at a given Faculty Meeting) is necessary to adopt a proposed amendment. However, members of the faculty who are on leave and living outside of Kentucky do not count when determining whether majority support has been obtained.
- B. No amendment may contravene the GRs, the ARs or the USRs.