

RULES OF PROCEDURE OF THE FACULTY DEPARTMENT OF BIOSYSTEMS AND  
AGRICULTURAL ENGINEERING COLLEGE OF AGRICULTURE, FOOD AND  
ENVIRONMENT UNIVERSITY OF KENTUCKY

These rules have been created and approved by the faculty of the Department of Biosystems and Agricultural Engineering of 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 do not become effective until and unless approved by the Dean and Provost. A modification to these rules must also be approved by the Dean and Provost before the modifications take effect. A current copy of the approved rules for the Department of Biosystems and Agricultural Engineering is available in the Office of the Chair of the Department of Biosystems and Agricultural Engineering, and the Office of the Dean of the College of Agriculture, Food and Environment, and is posted on the University Senate website.

August 9, 2019

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Date approved by the departmental faculty



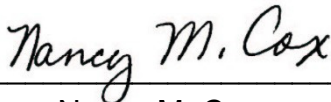
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Michael Montross, Chair  
Department of Biosystems and Agricultural Engineering

October 2, 2019

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Date



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

October 31, 2019

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Date

RULES OF PROCEDURE OF THE FACULTY  
DEPARTMENT OF BIOSYSTEMS AND AGRICULTURAL ENGINEERING  
COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT UNIVERSITY OF  
KENTUCKY

I. 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.

II. DEFINITION OF DEPARTMENTAL FACULTY [GR VII E:5(a)]

1. The faculty of the Department of Biosystems and Agricultural Engineering is composed of:
  - a. Regular Title series,
  - b. Extension Title series,
  - c. Research Title series,
  - d. Special Title series,
  - e. Lecturer Title series,
  - f. Joint faculty whose primary appointment is in another department,
  - g. Adjunct faculty,
  - h. Part-time faculty,
  - i. Post-retirement faculty,
  - j. Phased-retirement faculty, and
  - k. Emeritus faculty.
2. The administrative leadership of the department is vested in the Chair, and at the Chair's discretion a Vice-Chair may be appointed.
3. Regular Title, Extension Title, Special Title, and Lecturer Title series (including joint faculty whose primary appointment is in Biosystems and Agricultural Engineering, or phased-retirement appointments) have full voting privileges within the department. All other faculty are welcome to participate in faculty matters, but do not have a vote. There are no ex-officio members of the faculty.
4. The maximum number of lecturers shall be no more than three. The BAE Statement on Evidences for lecturers is a separate, approved document.
5. Membership, with or without voting privileges, may be extended on an annual basis at the beginning of each fiscal year by secret ballot of two thirds of the Departmental Faculty who are also members of the College of Agriculture,

Food and Environment Faculty, to any other member of the Departmental staff, or to any person assigned to it for administrative work, teaching, research, or service. The Department Chair shall be responsible for soliciting and presenting the list of individuals who request membership selection. At no time shall the votes in this category plus those in II.4 be eligible to be more than 1/3 of the total votes.

### III. FACULTY MEETINGS

Departmental faculty meetings shall be held monthly on a day of the month to be selected at the first meeting of every semester, but may be more frequent upon call of the Chair. The Chairperson or his/her designee will preside over all faculty meetings.

A quorum for a meeting shall consist of one more than one half of the full-voting members of the faculty. All meetings will follow the established University policy on open meetings. Notice of meetings will be publicly posted two weeks in advance. Parliamentary procedure as described in Robert's Rules of Order will be in effect.

Items for the agenda may be submitted to the Chair in advance by faculty members or may be modified by faculty in attendance. Proxy voting on agenda items previously circulated will be allowed provided it is granted in writing to another member of the faculty.

Newly-introduced issues discussed at any meeting may not be voted upon on the same date. A vote taken to approve a major new policy and/or policy change shall occur only at the next upcoming faculty meeting subsequent to its initial introduction.

Any voting member may request the Chair to call a special meeting by submitting the request in writing and briefly describing the issue(s) which the member wishes to be placed on the agenda. The Chair shall call the meeting within a five to ten working day period.

Minutes will be taken at all faculty meetings and circulated to all members of the faculty prior to the next regularly scheduled meeting. The minutes will be approved at the next regularly scheduled meeting. Minutes will be kept on file in the Chair's administrative office.

### IV. COMMITTEE STRUCTURE AND RESPONSIBILITIES

#### Advisory Committee -

This Committee shall consist of the full-time, tenured and tenure-track professors of the Department's Faculty. The Departmental Chair shall serve as the Chair of this Committee. While the Committee will advise the Chair on Departmental

evaluation of faculty, and faculty appointment, promotion, terminal appointments, decisions not to reappoint, post-retirement appointments, and granting of tenure, the Department of BAE follows the [Matrix of Minimum Consultation and Written Judgments, which is appended to AR 2:1-1](http://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/ar/ar2-1-1apx1.pdf), in faculty personnel matters (see [www.uky.edu/regs/sites/www.uky.edu.regs/files/files/ar/ar2-1-1apx1.pdf](http://www.uky.edu/regs/sites/www.uky.edu.regs/files/files/ar/ar2-1-1apx1.pdf)).

#### Undergraduate Curriculum and Course Content Committee -

This Committee makes recommendations on teaching objectives, undergraduate curriculum planning, course content, and scheduling. This Committee coordinates the development of courses and makes a continuing evaluation of the course offerings, as well as making suggestions for adding, deleting, revising, or renumbering the courses. This Committee shall be responsible for developing the information required for periodic ABET reviews.

The Committee shall include at least one upper-division undergraduate or UK BAE alumni graduate student majoring in Biosystems and Agricultural Engineering who shall have full voting rights on the Committee. The Director of Undergraduate Studies is an ex officio member of this committee.

The Director of Undergraduate Studies will serve as the departmental representative in the development of educational policies for the College of Agriculture, Food and Environment and the College of Engineering. Also, this committee shall advise the departmental faculty on issues related to the development of educational policies of the College.

#### Extension Program Committee -

This Committee develops means for evaluation and strengthening of extension and outreach programs. Special consideration should be given to (1) interdisciplinary efforts, (2) communication and coordination between clientele, county staff, state specialists and teaching-research faculty, (3) applied research programs, and (4) extension publications. Written recommendations for continuance or discontinuance of existing programs, and for initiation of new programs shall be made to the Department Chair. The Chair of this committee will serve as the Department Extension Coordinator.

#### Research and Graduate Studies Committee -

This Committee reviews all Experiment Station project proposals of the Department for appropriateness of the research in view of the goals of the Department. Structuring of the proposal itself shall include justification, literature review, objectives, methodology, and otherwise conform to Kentucky Agricultural Experiment Station requirements. Written recommendations shall be made to the Department Chair outlining conditions for approval or disapproval. Furthermore, this Committee is responsible for the periodic review of current research programs and shall recommend on the future research direction of the Department.

This Committee also reviews and recommends to the Director of Graduate Studies acceptance or rejection of applications for admission which are submitted to the Department as well as coursework plans for MS candidates. Furthermore, this Committee will give general guidance to the graduate program, coordinate graduate course needs, and take an active role in recruiting new graduate students. Final decisions on awarding stipends to graduate students will be made by the Department Chair.

This Committee shall include at least one graduate student member majoring in Biosystems and Agricultural Engineering, who shall have full voting rights on the Committee. The Director of Graduate Studies is an ex-officio member of the committee and will serve as the Departmental Representative in the development of graduate educational policies to the College of Agriculture, Food and Environment and the College of Engineering.

#### Student Recruitment and Outreach Committee –

This Committee develops and executes programs to recruit undergraduate students for the Biosystems and Agricultural Engineering Program and promotes scholarship activities.

The membership of this Committee shall include one undergraduate student who shall have full voting rights on the Committee. The Director of Undergraduate Studies is an ex officio member of this committee.

#### Faculty Promotion and Tenure Committee –

This committee as a whole will consist of departmental Associate and Full Professors. Subcommittees of this committee will consist of faculty as defined in the Minimum Matrix of Consultation and Written Judgments per individual faculty member assessment. This committee is chaired by the department chair. This committee is responsible for mentoring and assisting faculty throughout the promotion process including assistance in the development of their evaluation package.

#### Seminar Committee -

The Seminar Committee will plan the department's seminar program for the mutual benefit of the students, faculty, and staff. The membership of this committee shall include faculty, staff, and one graduate student. The Seminar Committee shall meet as necessary.

### V. APPOINTMENT TO DEPARTMENTAL COMMITTEES

The Department Chair will appoint faculty members to departmental committees with two-year terms, except for student members who will serve for one academic year. Appointments will be made by September 30 annually, and staggered so that some committee members rotate off and some committee members are retained to ensure continuity. The Department Chair may appoint

replacements for individuals who leave the unit during their term; such appointees will serve the remainder of the term of the individual vacating the position. Faculty and students are eligible for reappointment to committees. The Department Chair will appoint each committee chair annually.

In addition to the regular committees listed in the Rules of the Faculty of the Department of Biosystems and Agricultural Engineering, the Chair may appoint ad hoc committees as needed.

## VI. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE [University of Kentucky Administrative Regulations 2:1-2:9]

Appointments, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, granting of tenure, and promotion of the faculty are handled in accordance with the provisions set forth in the Governing and/or Administrative Regulations of the University and in accordance with the policies and procedures of the College of Agriculture, Food and Environment.

All matters of faculty selection, progress review, reappointment, promotion, and tenure shall include a review of the candidate's dossier by each appropriate member of the departmental faculty, based on the Matrix of Minimum Consultation and Written Judgments. All appropriate faculty members will have an opportunity to participate in the review process and to render judgments in these matters. Each appropriate faculty member will be allowed to use his or her own judgment regarding the total dossier of an individual and put a relative value on such issues as peer review and non-peer review publications, teaching portfolio, record of service, perceived academic status, funding levels, quantity and quality of activities, involvement with students, service on external bodies (such as review teams, and editorships), quality and quantity of teaching activities, and other issues relevant to appointment, promotion and tenure. Letters will be sought by the chair.

The department has developed and adopted a Statement on Evidences of Activity in Instruction, Research, and Extension that are Appropriate for Use in Evaluation of Faculty Candidates for Promotion and Tenure. The department has also developed and adopted a statement for the Lecturer Title Series. These statements are available from the college's website, the University Senate website, or upon request to the Office of the Department Chair.

The Chair will discuss junior faculty performance with senior faculty for the two- and four-year evaluation reviews. All specific input from senior faculty will remain confidential. The junior faculty may ask to present their input before the senior faculty. The Chair will perform and sign the evaluation after considering all input from the senior faculty of the department. The department follows the college

guidelines on two- and four-year reviews, and additionally requires letters from the appropriate senior faculty for the two-year reviews.

When the Administrative Regulations require written recommendations from the faculty on these matters, the department shall not require written recommendations from faculty on leave of absence or on assignment outside the department. The department will follow the Matrix of Minimum Consultation and Written Judgments, which is appended to AR 2:1-1. The faculty in all program areas will be consulted in these cases, except as described above. The faculty delegate to the chair the right to make recommendations on temporary appointments and appointments at the Assistant Professor level or below, following consultation by the chair with the Advisory Committee and any appropriate search and screening committees, as stated in Administrative Regulation AR 2:1 and other regulations related to the appropriate faculty title series under Chapter 2 of the Administrative Regulations, as well as college procedures.

#### VII. DISTRIBUTION OF EFFORT

During the spring semester of each year, the Chair in consultation with individual faculty members will develop and complete a Distribution of Effort (DOE) form to encompass the faculty member's major activities during the succeeding year. The DOE form shall acknowledge each faculty member's activities in research, instructional, clinical, administrative, professional development, and non-sponsored activities and relate to their assigned appointment in the Department of Biosystems and Agricultural Engineering. The DOE also will closely correlate with the activities which contribute toward salary.

Should there be disagreement on the DOE, the Dean will resolve any issues and his/her decision will be final. In case of a significant change in the faculty members' DOE during the review period, an appropriately revised agreement will be negotiated.

#### VIII. PERFORMANCE EVALUATION

Performance evaluation of the faculty is carried out in accordance with the policies and procedures of the university and the College of Agriculture, Food and Environment. Performance evaluation of all staff members will be carried out in accordance with the appropriate policies and procedures of the university and college relating to the position. The role of the Chair and the Advisory Committee in this process is described above.

#### IX. MODIFYING THE RULES OF PROCEDURE

These rules of procedure may be changed, amended, and/or modified by 2/3 of the voting faculty at any regularly scheduled meeting of the faculty. The meeting at which the vote is to be taken shall have been announced in writing three weeks in advance by the Department Chair.