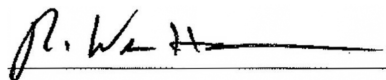


Rules of Procedure

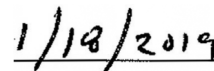
Department of Community and Leadership Development University of Kentucky

Approved - January 19, 2018

Date approved by departmental faculty: January 19, 2018



Wes Harrison, Chair
Department of Community and Leadership Development



Date



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

1/31/2019

Date

Introduction

These rules of procedure are intended to be consistent with the governing and administrative regulations of the University of Kentucky and the laws of the Commonwealth of Kentucky and of the United States of America. In the event that these rules of procedure are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

Organizational Structure

The Governing Body - The governing body of the department comprises all individuals with voting privileges in the Department. Voting rights are granted to all departmental faculty with academic appointments, whether tenured or non-tenured, excluding faculty with post-retirement, part-time, or adjunct appointments. Undergraduate and graduate students associated with the department, and professional staff, may each elect one voting representative to the department meeting. Voting privileges may also be extended by majority vote of the governing body to any other member of the department, or to any person assigned to the department for administrative work, teaching, research or Extension education. The governing body acts on all matters of departmental policy pertaining to academic programs, and advises the chair on all other matters of departmental procedure. Certain matters either specifically noted in these Rules of Procedure or involving personnel and students may be decided by a subset of the governing body. For example, students do not participate in decisions about other students.

The Department Faculty - The faculty of the department shall consist of the chair and the members of the department who are members of the faculty of the College of Agriculture, Food and Environment.

Joint faculty members of the department shall be appointed according to the process outlined in the university's governing and administrative regulations. Upon appointment, joint faculty shall have all the privileges and responsibilities of voting members of the faculty. Adjunct faculty members of the department shall be appointed according to the process outlined in the university's governing and administrative regulations, but are not voting members of the departmental faculty.

Individuals who have no affiliation with the Department of Community and Leadership Development but are seeking a reassignment to the Department shall follow a multi-step process. First, the individual so desiring faculty membership in the Department of Community and Leadership Development needs to have the consent of the dean of the College of Agriculture, Food and Environment to submit such a request. Second, upon receipt of that consent, the individual will ask the faculty of the department for approval to join the department. Three-fourths of the faculty of the Department of Community and Leadership Development must approve the request. Upon approval of the request, the chair will submit a recommendation to the dean to continue the process of administrative approval.

The Department Chair - The department chair provides unifying leadership to a multidisciplinary unit with integrated research, instructional, and Extension programs. The chair serves in the development of the department's policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, service functions, faculty distribution of effort and course evaluation. The chair has administrative responsibility for implementing the department's programs within the limits established by the governing and administrative regulations of the university, policies of the university senate, and the rules of the College of Agriculture, Food and Environment. The chair shall consult with the directors of multidisciplinary centers and institutes regarding the performance of departmental faculty who are or will be associated with these units.

The chair, with appropriate faculty input, according to the procedures and criteria established by the university, the College of Agriculture, Food and Environment, and the department, is responsible for recommendations to the dean of the College of Agriculture, Food and Environment on personnel and budget items as outlined in the university's Governing Regulations. The chair is responsible for recommendations to the dean of the College of Agriculture, Food and Environment on the appointment of new members of the department, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments and the granting of tenure, with appropriate faculty input according to procedures and criteria established by the university and college. The chair shall, with input from appropriate faculty, supervise, evaluate, and support staff except as the chair delegates any of these responsibilities to other faculty.

The chair presides over all departmental meetings, except as he/she delegates that function to a faculty member and represents the department at all dean's meetings and at functions external to the college. The chair is an *ex officio* member of all departmental committees.

Faculty Mentors - Faculty mentors are a commitment of the department to its faculty members. In consultation with newly hired faculty members, the chair will appoint one faculty mentor and the newly hired faculty member will select another faculty mentor. These mentors will provide advice

and counsel to the new faculty member for the first five to six years. Mentors will work with the new faculty to develop their scholarly programs. For example, mentors will serve as first line reviewers for proposals or manuscripts, offer general guidance on the preparation and revision of dossiers, and simply be available for advice and counsel on matters of interest and concern. The chair shall meet with the faculty mentors and the new faculty member separately once a year for advice and consultation and for a review of the mentoring relationship.

Committee Structure

Appointment to Departmental Committees - Except as noted below, the department chair shall appoint members to departmental committees. Appointments to departmental committees will be announced prior to July 1. Faculty may submit nominations for committee appointments at any time. Terms of appointment will be one year (renewable) except as noted below.

The following committees shall serve in an advisory role to the department chair and faculty. All appointed and elected members have one vote each with the exception that students do not vote on individual decisions regarding other students on any committee.

Community and Leadership Development (CLD) Undergraduate Committee - The goal of the CLD Undergraduate Committee is to manage and enhance the undergraduate program in Community and Leadership Development. In accomplishing this goal, the Undergraduate Committee makes recommendations on teaching objectives, undergraduate curriculum planning, course content and sequencing. This committee coordinates the development of courses and makes a continuing evaluation of course offerings, as well as making suggestions for adding, deleting, revising or renumbering courses. This committee shall be responsible for developing the information required for periodic SACS reviews. The CLD Undergraduate Committee guides student recruitment and retention efforts and is responsible for identifying appropriate students for nomination to departmental, college and university awards and recognitions.

The CLD Undergraduate Committee shall include at least four faculty members, inclusive of a faculty representative from each of the emphasis areas offered to CLD undergraduate majors. A representative of the CLD student body may also be appointed to the committee, and consultation with upper division undergraduates or program alumni is at the discretion of the committee chair, but is encouraged for major changes in the curriculum.

The chair of the CLD Undergraduate Committee is the CLD Director of Undergraduate Studies. The Director of Undergraduate Studies is appointed by the chair in consultation with the Associate Dean for Instruction in the College of Agriculture, Food and Environment, and shall serve for three years (renewable). The Director of Undergraduate Studies shall serve as the CLD representative in the development of undergraduate educational policies for the College of Agriculture, Food and Environment. In developing and administering the undergraduate program, the director may use subcommittees or *ad hoc* committees appointed by the department chair in such areas as curriculum development, admissions, recruitment, and other needed areas. The chair of the CLD Undergraduate Committee shall serve as an *ex officio* member of all such *ad hoc* committees. The chair of the committee shall serve as a liaison with the Director of Undergraduate Studies for Career and Technical Education. In addition, the committee chair will coordinate, with this committee, such tasks as course scheduling and student recruitment.

Agricultural Education Undergraduate Committee- The goal of the Agricultural Education Undergraduate Committee is to manage and enhance the Career and Technical Education (CTE) undergraduate degree program. 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 courses. The committee shall be responsible for developing the information required for periodic SACS reviews and other reviews related to accreditation of teacher certification. In addition, the committee guides student recruitment and retention efforts and is responsible for identifying appropriate students for nomination to departmental, college, and university awards and recognition.

The Agricultural Education Undergraduate Committee shall include faculty members whose primary appointment is to contribute to the Agricultural Education program. Other faculty in the department who may serve in secondary roles related to Agricultural Education may be appointed as voting or ex-officio members to the committee upon recommendation of the primary faculty members and approval from the department chair. A representative of the CTE student body may also be appointed to the committee.

The chair of the Agricultural Education Undergraduate Committee is the CTE Director of Undergraduate Studies. The Director of Undergraduate Studies is appointed by the chair in consultation with the Associate Dean for Instruction in the College of Agriculture, Food and Environment, and shall serve for three years (renewable). The Director of Undergraduate Studies shall serve as the CTE representative in the development of undergraduate educational policies for the college. In developing and administering the undergraduate program, the director may use subcommittees or *ad hoc* committees appointed by the department chair in such areas as curriculum development, admissions, recruitment, and other needed areas. The Chair of the CLD Undergraduate Committee shall serve as an *ex officio* member of all such *ad hoc* committees. The chair of the committee shall serve as a liaison with the Director of Undergraduate Studies for Community and Leadership Development. In addition, the committee chair will coordinate, with this committee, such tasks as course scheduling and student recruitment.

The Graduate Committee - The goal of the Graduate Committee is to manage and enhance the graduate programs of the department. In accomplishing this goal, the Graduate Committee coordinates the development and implementation of policies on admission to the graduate programs; directs the recruitment and retention of graduate students, and evaluates applications for admissions and assistantships. This committee also manages curriculum development and revisions and the offering of new graduate courses. In addition, the Graduate Committee is responsible for identifying appropriate students for nomination to departmental, college and university awards and recognitions. Finally, this committee reviews and makes recommendations on all other pertinent aspects of the department's graduate programs.

The Graduate Committee shall consist of at least three faculty members and one graduate student. The graduate student representative to the Graduate Committee shall be elected by the graduate students in departmental programs and those who have assistantships within the department. The graduate student representative shall have full voting rights except in matters dealing with individual students, such as admissions and assistantship appointment. Any graduate student may be a member of any subcommittee on graduate programs as deemed necessary by the chair of the Graduate Committee.

The Chair of the Graduate Committee is Director of Graduate Studies. The Director of Graduate Studies is appointed by the Dean of the Graduate School on the recommendation of the chair according to the rules and procedures of the Graduate School, and shall serve for three years (renewable). The Director of Graduate Studies shall serve as the departmental representative in the development of graduate education policies for the University. The Director of Graduate Studies will assume additional administrative responsibilities as specified by procedures and requirements of the Graduate School or upon the request of the chair. In developing and administering the graduate program, the director may use subcommittees or *ad hoc* committees appointed by the department chair in such areas as curriculum development, admissions, recruitment, preliminary examinations and other needed areas. The chair of the Graduate Committee shall serve as an *ex officio* member of all such *ad hoc* committees.

The Program Committee - The goal of the Program Committee is to nurture professional growth and collegiality of departmental faculty and staff by organizing and sponsoring "CLD Unexpected," the departmental brown bag series, and the CLD Seminar Series. The CLD Unexpected Speaker Series provides members of the CLD Department an opportunity to share their research, teaching strategies, and/or Extension and community outreach programs. Presentations in this series are informal and reflect the diversity of thought, research, teaching, and practice in the department with the goal of facilitating community-building and collaboration. The CLD Seminar Series highlights the work of scholars and professionals from beyond the department. These seminars can be visiting scholars from other institutions or those from other parts of the university. The goal of the seminar series is to increase understanding and awareness of the work done by individuals with interests affiliated with those in the department and provide for the possibility of building new partnerships and relationships. This committee shall assume any other responsibilities or duties as directed by the chair.

The Program Committee shall consist of at least four faculty members with representation from research, instruction, and Extension, selected professional staff members, as well as one graduate student. The graduate student representative to the Program Committee shall be elected by graduate students in departmental programs and those who have assistantships within the department. The graduate student representative shall have full voting rights. Any graduate student may be a member of any subcommittee of the Program Committee as deemed necessary by the chair of the Program Committee. In fulfilling the goal of this committee, the chair may use subcommittees or *ad hoc* committees. The chair of the Program Committee shall serve as an *ex officio* member of all such *ad hoc* committees.

Faculty Merit/Evaluation Committee - The goal of the Faculty Merit/Evaluation Committee is to provide advice and counsel to the chair of the department with respect to the faculty merit reviews and assist the chair in the development and evaluation of dossiers for the purpose of promotion and/or tenure. This committee will be comprised of the departmental chair, as committee chair, and three other tenured faculty members. These members shall be elected by a vote of all faculty members and there shall be one representative with significant responsibilities in each of research, instruction, and Extension. The three faculty counselors will serve for one two-year period and may not succeed themselves.

Resources and Support Committee - The goal of the Resources and Support Committee is to provide counsel to the chair concerning the optimal commitment of the department's human, financial and physical resources in accomplishing the vision and mission of the department. In accomplishing this

goal, the Resources and Support Committee will assist the chair in staff evaluation protocols and staff recruitment. This committee will also assist the chair with the allocation of space and physical facilities, and the preparation and implementation of annual budgets. This committee will be comprised of the department chair, or the department chair's designee, and at least two other members of the faculty and two-staff support representatives, one of whom shall be a professional staff and one of whom shall be a clerical administrative staff member, and a graduate student representative. Faculty and staff representatives are appointed by the department chair. The graduate student representative shall be elected by the graduate students in departmental programs and those who have assistantships within the department. In fulfilling the goal of this committee, the committee chair may use subcommittees or *ad hoc* committees. The chair of the Resources and Support Committee shall serve as an *ex officio* member of all such *ad hoc* committees.

The Executive Committee- The Executive Committee shall be comprised of the chairs of the CLD and CTE undergraduate committees, the chair of the graduate committee, and two "at-large" members of the CLD faculty that shall be appointed by the chair. The executive committee serves in an advisory capacity to the Chair of the Department in all matters of concern.

The Social Committee - The goal of the Social Committee is to enhance the esprit de corps of the department. In accomplishing this goal, the Social Committee shall plan and coordinate social events and manage the flower and gift fund activities. This committee shall function as a committee of the whole department and therefore, comprises all faculty, staff and students in the department. At the first departmental meeting of each academic year, the chair of the Social Committee will be appointed by the chair of the department.

Meetings

Departmental Meetings - Departmental meetings will be scheduled once a month during the academic year and are open to the public unless a specific legal basis exists for going into closed session. In such instances, legally specified procedures for closing the meeting will be followed. Scheduling and cancellation of departmental meetings shall be the responsibility of the chair. Special departmental meetings can be called by the chair or by petition of three voting members. Items on the agenda at such meetings are submitted to the chair in advance by voting members and may be added to the agenda during the course of any departmental meeting. Notice of department meetings are to be circulated two days in advance of the regular and called meetings and agenda items are to be announced. Proxy voting on agenda items previously circulated will be allowed, provided it is granted in writing to another voting member. A quorum will consist of one more than half of the tenured, tenure-track, and lecturer faculty voting members with primary appointments in the department.

Formal minutes are taken at all department meetings and become a permanent part of the department's archives. At meetings scheduled during the academic year, students will be invited to discuss their organizations, research, internships, etc. as follows: one undergraduate CLD, one undergraduate CTE, and one graduate CTLE each semester. This short presentation will take place at the beginning of the meeting, as the first regular item of business after the announcements.

Faculty Meetings - The chair may call meetings of either the entire faculty or tenured faculty to consider specific personnel issues. For example, second- and fourth-year reviews of non-tenured faculty and proposed faculty promotions receive consideration in special tenured faculty meetings called

by the chair. Faculty meetings are open to the public unless a specific legal basis exists for going into closed session. In such instances, legally specified procedures for closing the meetings will be followed.

Statements on Evidences of Scholarly Productivity

The department has two Statements on Evidences in separate documents. The Lecturer Statement on Evidences contains the maximum number of lecturers that may be appointed in the department.

Amending the Rules of Procedure

The Rules of Procedure of the Department of Community and Leadership Development may be amended by a vote of a majority of the voting members of the Department meeting and upon approval by the Dean and the Provost.

Conclusion

These rules of procedure have been created and approved by the faculty of this department, 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. Any modifications to the rules must be approved by the Dean before the modifications take effect. A current copy of the approved rules for this department is available in the office of the Chair of the Department, the Dean of the College of Agriculture, Food and Environment, and is posted on the University Senate Website.

Prior version approved August 1, 2002 and subsequently revised- October 27, 2006; September 24, 2008; June 18, 2010; July 13, 2012