

RULES OF PROCEDURE OF THE FACULTY
DEPARTMENT OF DIETETICS AND HUMAN NUTRITION
COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT
UNIVERSITY OF KENTUCKY

These rules have been created and approved by the faculty of the Department of Dietetics and Human Nutrition 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 posted on the University Senate website. A modification to these rules must also be approved by the Dean before the modifications take effect. A current copy of the approved rules for the Department of Dietetics and Human Nutrition is available in the office of the chair, the Office of the Dean of the College of Agriculture, Food and Environment, and is posted on the University Senate website.

9/27/18

Date approved by the departmental faculty

Janet Mullins
Janet Mullins, Chair
Depart

9/28/18
Date

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

October 11, 2018
Date

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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 Dietetics and Human Nutrition (DHN) include all title series.
2. The administrative leadership of the department is vested in the chair.
3. Regular Title, Extension Title, Lecturer Title, and full-time professional staff involved in academic endeavors have full voting privileges within the department. All other DNH individuals are welcome to participate in faculty matters, but do not have a vote. There are no *ex-officio* members of the faculty.

III. FACULTY MEETINGS

Departmental faculty meetings shall be held monthly, except for June and July, but may be more frequent upon call of the chair. The chair 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 members of the faculty. All meetings will follow the established University policy on open meetings. Notice of meetings will be announced at the August and January retreats for the semester. The chair will circulate a meeting agenda 24 hours in advance via email. Parliamentary procedure as described in Robert's Rules of Order will be in effect.

Items for the agenda may be submitted to the chair four days in advance by faculty members or may be modified by faculty in attendance. Proxy voting on agenda items previously circulated is not allowed.

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 electronically within two days of the faculty meeting and approval will be noted in the next month's meeting minutes. Minutes will be kept on file in the chair's administrative office.

IV. COMMITTEE STRUCTURE AND RESPONSIBILITIES

Chair's Advisory Committee

The Advisory Committee shall advise the chair on policy, procedure, resource allocation, preparation of budget requests, evaluation of faculty and professional staff, and faculty appointment, as well as advise the chair on the readiness of faculty for promotion and/or tenure. The Advisory Committee shall include at least one tenured faculty member with more than 50% research DOE, at least one tenured faculty member with more than 50% extension DOE, and at least one tenured faculty member with more than 50% instruction DOE. The chair may appoint additional faculty, staff, or students to serve on an *ad hoc* basis.

Undergraduate Curriculum Committee

The Undergraduate Curriculum Committee shall provide recommendations on teaching objectives, curriculum planning, course content, and scheduling. It will periodically evaluate course offerings, and may suggest additions, deletions, revisions, or renumbering of courses. The committee shall consist of the Directors of the Didactic and Coordinated Programs in Dietetics and two other faculty with teaching responsibilities. The Curriculum Committee will be led by the Director of Undergraduate Studies (DUS). The Curriculum Committee shall meet at least once per semester. Minutes will be kept on file in the chair's administrative office. The DUS's primary responsibility is to focus on the academic and intellectual development of dietetics and human nutrition majors and the undergraduate curriculum.

Graduate Faculty Committee

The Graduate Faculty Committee shall consist of graduate faculty members and is led by the Director of Graduate Studies. The Graduate Faculty Committee will review and make recommendations to the department chair regarding general guidance to the graduate program, coordinate graduate course needs with the Undergraduate Curriculum Committee, and take an active role in recruiting new graduate students. The Graduate Faculty Committee shall meet at least once per semester. Minutes will be kept on file in the chair's administrative office. The DGS will serve as the initial point of contact for potential and enrolled graduate students. The DGS will supervise and coordinate the administration and governance of graduate studies within Nutrition and Food Systems. The DGS's primary responsibility is to focus on the academic and intellectual development of graduate students in Nutrition and Food Systems and the graduate curriculum. The departmental chair will offer and assign teaching and research assistantships as needed. Grant funded faculty may offer and

assign research assistantships per grant stipulations. A subcommittee of three graduate faculty members will serve as the graduate student selection committee.

V. APPOINTMENT TO DEPARTMENTAL COMMITTEES

The department chair will appoint faculty members to departmental committees with one-year terms that can be renewable upon mutual agreement. Student representatives will be appointed as needed for one-year terms. Appointments will be made at the annual August retreat and voted upon by faculty. The chair serves *ex officio* on all department committees, unless indicated as a full committee member.

In addition to the regular committees listed in the Rules of Procedure of the Department of Dietetics and Human Nutrition, the chair may appoint *ad hoc* committees as needed. Additional committees as required by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) to maintain accreditation standards and policies and procedures within dietetics majors may be appointed by directors of the programs with permission of the chair.

VI. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

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 follow the university's Administrative Regulation 2:1-1, including the Matrix of Minimum Consultation and Written Judgments. The chair will invite all other faculty members to participate in the review process and to render judgments in these matters on a voluntary basis. Each faculty member is 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 reviewed and non-peer reviewed 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 Statements on Evidences of Activity for the purpose of guiding faculty in their achievement of promotion and tenure.

These statements may be accessed on the University Senate website, which is also linked on the college dean's procedures website.

The lecturer statement on evidences includes the maximum number of lecturers for the department.

The chair will discuss tenure-track faculty performance with tenured faculty for the two- and four-year evaluation reviews. Specific input from senior faculty is not directly shared with the faculty member under review. The tenure-track faculty will be invited to present their input to the tenured faculty. The chair will perform the evaluation after considering all input from tenured faculty of the department; the chair must also sign and approve the review.

VII. EFFORT PLANNING

During the spring semester of each year, the chair in consultation with individual faculty members will develop and complete a faculty Effort Planning System (EPS) form regarding Distribution of Effort (DOE), to encompass the faculty member's major activities during the succeeding fiscal year. The EPS form shall acknowledge each faculty member's activities in research, instruction, service, administration, and professional development, and relate to their assigned appointment in the Department of Dietetics and Human Nutrition. The effort planning 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 individual 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 College of Agriculture, Food and Environment. The role of the chair and the Advisory Committee in this process is described in section IV.

IX. STATEMENT ON EVIDENCES OF ACTIVITY

The department has two statements on evidences of activity, one for lecturers and one for all other regular faculty. The College of Agriculture, Food and Environment posts these statements on its website. The Lecturer Statement includes the maximum number of lecturers allowed in the department, as per faculty vote.

X. MODIFYING THE RULES OF PROCEDURE

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.