

department, including providing philosophy for allocation and utilization of resources. The governing body will accept input from any and all members of the department, whether transmitted through committees or by individuals. There are no *ex officio* members of the faculty.

1.1.2 Staff

Staff are regular non-faculty employees. For the purposes of department organization, staff are categorized as: technicians whose primary responsibility is to engage in lab and field work as directed by one or more research and/or extension faculty; administrative, having primary responsibilities in HR, business, and extension support and not normally engaged directly in program development; and program staff that are responsible for the development and implementation of instruction, research, and extension programs. Input from staff on departmental matters is encouraged.

1.2 Meetings and Voting Privileges

1.2.1 Regular Meetings

Departmental faculty/staff meetings should be held monthly during spring and fall semesters, and as needed during summer months. Agenda items may be submitted to the chair or designee in advance by faculty and others with department voting privileges. A tentative agenda and other information will be circulated prior to regularly scheduled meetings. The chair can recognize modifications to the agenda during meetings to facilitate the work of the department. The chair or designee will preside over all faculty/staff meetings.

1.2.1 Special Called Meetings

Special called meetings may be conducted if necessary for efficient and effective function of the department and may be called by the chair or through written request by any administrative faculty position (section 1.4) or standing committee (section 2.1). The request should include a brief description of the issue(s) to be placed on the agenda and the chair will announce the scheduling of the meeting within 5 to 10 business days.

1.3 Meeting Structure and Organization

1.3.1 Quorum, Protocols and Rules

All faculty and administrative and program staff (section 1.1.2) shall be invited to regularly scheduled department faculty/staff meetings. A quorum for a meeting shall consist of one more than one half of the members of the Regular and Extension faculty; staff members and other Faculty title series are not counted for the purpose of defining a quorum. All meetings will follow the established university policy on open meetings. The chair has discretion of the use of Robert's Rules of Order or consensus process for other issues with deference to request by the motion sponsor.

New policy and/or policy changes that arise during a faculty/staff meeting may not be voted upon on the same date and must occur at a future regular or special called meeting.

Minutes will be taken at all meetings and circulated to all members of the faculty/staff 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.

1.3.2 Voting

Regular and Extension faculty have full voting privileges within the department. Other faculty titles are encouraged to participate in faculty matters, but do not have a vote, unless voting privileges are granted by vote of the Regular and Extension faculty. Voting privileges (not including faculty appointments and policy) of department administrative and program staff (section 1.1.2) shall, as a whole, be granted or revoked by faculty vote. However, the voting status of individual staff (including all staff designations) may be amended by vote of the faculty.

Proxy voting on agenda items previously circulated will be allowed provided it is granted in writing to another voting member. Proxy notifications must be submitted to the chair or their designee at least one day in advance of the meeting.

1.4 Administrative Faculty Positions

1.4.1 Department Chair (GR VII F-2e)

The chair provides leadership to the faculty in the development by the department of policies on such matters as instructional and research programs, and service functions. The chair presides over all departmental meetings, except as he/she may delegate this function, and is an *ex officio* member of all department committees. The chair has administrative responsibility for implementing the department's programs within the limits established by the Governing and Administrative Regulations of the university, the rules of the University Senate and the directives of the college. The chair manages the day-to-day operations of the department in all matters which do not require joint deliberation. The chair is responsible for recommendations to the dean of the college 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. The chair is responsible for administering the periodic evaluation of departmental members by procedures and criteria established by the university, the college, and the tenure-track faculty.

1.4.2 Director of Graduate Studies

Under the administrative oversight of the chair, one tenure-track faculty member will serve as director of graduate studies (DGS) and will have the responsibility for matters pertaining to the graduate program. The appointment of DGS is for a three-year (3-year) term and they will receive an appropriate credit in their distribution of effort for serving. Responsibilities of the DGS will include corresponding with individuals inquiring about the graduate program, chairing the Graduate Curriculum Committee and performing all normal activities of a DGS as expected by the Graduate School.

1.4.3 Director of Undergraduate Studies

Under the administrative oversight of the chair, one tenure-track faculty member will serve as director of undergraduate studies (DUS) and will have responsibility for matters pertaining to the undergraduate programs of the Department. The appointment of DUS is for a three-year (3-year) term and they will receive an appropriate credit in their distribution of effort for serving. Responsibilities of the DUS include, but are not limited to, corresponding with individuals inquiring about the undergraduate program, chairing or collaborating with the Undergraduate Program

Committee and its chair, and oversight of undergraduate advising.

2. Committees

Standing committees are the Advisory Committee (2.1.1) and those representing the major mission areas (teaching, research and extension). Special, *ad hoc*, and committees of the whole will be established by the chair to aid in the functioning of the department.

2.1 Standing Committees

2.1.1 Advisory Committee

The Advisory Committee shall advise on significant policy and resource allocation issues, evaluation of faculty and professional staff, and faculty appointment, promotion, and tenure and other issues as requested by the chair. The Advisory Committee shall consist of three tenured department faculty members. The committee, including the chair, should provide significant DOE representation in research, instruction, and extension to ensure appropriate faculty DOE representation for evaluation of faculty and staff. The chair appoints the advisory committee and may appoint additional faculty, staff, or students to serve on an *ad hoc* basis.

2.1.2 Extension Committee

The extension committee will consist of all faculty and staff with extension appointments. It will be chaired by an extension coordinator appointed by the department chair. The responsibilities of this committee are to develop means for strengthening Cooperative Extension Programs offered by the department. The extension committee will develop annual and long-range plans of work, plans for interdisciplinary program efforts, priorities for educational material development, means of information delivery, and conduct all required and requested state and federal reporting.

2.1.3 Graduate Curriculum Committee (GCC)

The primary responsibility of the departmental GCC will be to provide continuing oversight of the graduate academic activities of the department. Duties will include reviewing applications to the graduate program, providing initial counsel to newly admitted graduate students, orchestrating graduate student recruitment efforts, curriculum planning, course scheduling, and reporting. (Admissibility of applicants to the graduate program will be voted on by all graduate faculty). The GCC will consist of the DGS, who will serve as committee chair, with a minimum of three (3) other faculty members and one (1) graduate student appointed by the department chair.

2.1.4 Undergraduate Program Committee (UPC)

The primary responsibility of the departmental UPC will be to provide continuing oversight of the undergraduate academic programs of the department. Duties will include curriculum review and planning, determination of departmentally controlled scholarships, consideration of special requests by undergraduates concerning curriculum requirements, and reporting. The Undergraduate Program Committee will include at least six members of the department's faculty and professional staff, and will consist of a committee chair appointed by the department chair, DUS, DGS, academic coordinator, and instructional faculty and staff who represent the breadth of disciplines encompassed by the department's undergraduate education mission including a Bachelor of Science degree in Forestry and a minor in Wildlife Biology and Management.

2.1.5 Research Committee

The committee works with the DGS and departmental GCC on issues associated with graduate research, facilitates communication amongst faculty regarding research opportunities and needs, assists the department chair in review of Agricultural Experimentation Station project proposals, and provides recommendations for and works with other faculty and the department chair to enhance research infrastructure and opportunities. The committee consists of all faculty with a research appointment and/or DOE. The committee chair will be appointed by the department chair.

2.2 Special Committees

2.2.1 Robinson Forest Technical Committee

This committee has responsibility for assisting the chair to establish operational and management directives for Robinson Forest. Specific responsibilities include: recommendations on development of facilities and land base, long-term planning for use of the forest, and internal and external in-forest project approval. The committee works under the provisions of the Robinson Forest Trust and at the discretion and approval of the Dean of the College of Agriculture, Food and Environment. The committee will consist of five (5) faculty, one of whom will serve as committee chair as appointed by the department chair, and the Robinson Forest Manager.

2.2.2 Facilities and Safety Committee

The responsibility of this committee includes continual review of safety matters in the department and to ensure the equitable and efficient allocation of available space and other facility resources. This committee will consist of a chair appointed by the department chair, and at least one (1) other faculty member, one (1) administrative staff, and one (1) other regular staff.

2.2.3 Seminar Committee

The Seminar Committee will plan the department's seminar program for the mutual benefit of the students, faculty, and staff. The committee will receive input on seminar invitations, work with the department chair on scheduling, and manage expenditures provided for conducting seminars. The membership of this committee shall include at least three (3) faculty members with full voting privileges with committee chair appointed by the department chair.

2.2.4 Outreach Committee

The committee will consist of the academic coordinator, extension information specialist, and others as deemed necessary by the chair. The committee works in collaboration with the chair and appropriate department committees such as Extension, GCC, and UPC, as well as extra-departmental resources to ensure effective marketing and communication of department activities, opportunities, and resources.

2.2.5 Search Committees

The responsibility of a search committee is to ensure that vacancies are properly defined and advertised following university, college and departmental guidelines and policies. The committee evaluates applications and narrows them to a list of interview quality candidates. This list is forwarded to the department chair for final approval. The committee, in concert with the chair (and dean in the case of faculty hires), helps facilitate interview scheduling and arrangements; develops means by which faculty, staff, and students can provide input in the candidate evaluation process;

and provides final evaluative information on candidates to the chair. The chair assigns faculty and staff whose fields are closely related to that of the vacant position and the committee can contain non-department and non-university persons in a non-voting capacity. The committees generally consist of a chair appointed by the department chair and at least two (2) other department members.

2.3 *Ad hoc* and Committee of the Whole

2.3.1 *Ad hoc*

In addition to the standing committees listed above, the department chair may appoint such additional *ad hoc* committees as are necessary.

2.3.2 Committee of the Whole

Matters for deliberation outside the purview of standing or *ad hoc* committees will, if appropriate, be voted upon at faculty meetings with those members attending representing a Committee of the Whole.

2.4 Committee Reports and Recommendations

Standing and *ad hoc* committees will make reports to faculty meetings at least once a year. Recommendations from committees are not binding and must receive a majority vote at faculty meetings for any action to be taken. Exceptions to this requirement will be: 1) decisions made by the departmental GCC as regards the admission of and support for new graduate students, 2) decisions made by the UPC as regards to applications by individual undergraduate students for a waiver of specific curriculum requirements, 3) decisions of the Robinson Forest Technical committee, and 4) decisions by the Advisory Committee on annual performance reviews.

2.5 Committee Structure

Committee members will be appointed by the department chair. Appointments to committees will typically be made at the first faculty meeting of the fall semester, and will be for two year (2-year) terms, except for student members who will serve for one (1) year. Committee members may be reappointed to the same committees. 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. The Department chair serves as an *ex officio* member of all department committees.

3. Budget

At the beginning of each fiscal year and/or when unit budgets become available the chair, in consultation with the department business office, and in consideration of available funding will allocate operating and equipment monies, as appropriate, to faculty and staff while reserving funds for department operations (e.g., telephone, vehicle insurance, copier expenses, departmental computers and servers, departmental initiatives). To aid in allocations, the chair may ask faculty and staff to provide expenditure requests as unit budgets allow.

4. Faculty Appointment, Reappointment, Promotion and Tenure

[University of Kentucky Administrative Regulations Chapter 2, Senate Rules]

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.

4.1 Faculty Selection, Review, Appointment, Re-Appointment and Promotion and Tenure

All matters of faculty selection, progress review, reappointment, promotion, and tenure shall include a review of the candidate's dossier by departmental faculty, as stated in the AR 2:1-1 Appendix 1 –Matrix of Consultation and Written Judgments. Additionally, the chair will invite other faculty members to participate in minimum consultation and written judgments on a voluntary basis. Each 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. The department has developed and adopted Statements on Evidences of Scholarly Productivity for the purpose of guiding faculty in their achievement of promotion and tenure.

4.2 Faculty Two- and Four-Year Evaluation Reviews

The chair will discuss non-tenure and/or early career (junior) faculty performance with the mission appropriate tenured faculty of the advisory committee for the two- and four-year evaluation reviews. The early career faculty may ask to present their input before the tenured faculty. The chair will perform and sign the evaluation after considering all input from the tenured faculty of the department.

4.3 Written Recommendation Requirements

When the Administrative Regulations require written recommendations from the faculty on these matters, the department shall not require written recommendations from 1) faculty on leave of absence or on assignment outside the department, and 2) non-tenured faculty in tenure cases from assistant to associate professor, nor from associate professors promotion to Full Professor. 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 rank 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.

5. Distribution of Effort

At a period designated by the college and/or university, the chair in consultation with individual faculty members will develop and submit their Distribution of Effort (DOE) in the format designated by the college/university to encompass the faculty member's major activities during the upcoming year. The DOE shall acknowledge each faculty member's activities in research, instruction, administration, service (Extension), and professional development that relate to their

assigned appointment in the department and be generally reflective of their activities that contribute toward salary.

Should there be disagreement on the DOE, the dean will resolve any issues and the dean's 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.

6. 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. Performance evaluation of all staff members will be carried out in accordance with the appropriate policies and procedures of the college relating to the position. The role of the chair and the Advisory Committee in this process is described above.

7. 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 faculty and/or faculty/staff meeting.