

RULES OF PROCEDURE
Department of Horticulture
College of Agriculture, Food and Environment
University of Kentucky

These Rules of Procedure are intended to be consistent with the Governing Regulations and the 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.

These rules are not effective unless approved as indicated by the signatures below and posted to the University Senate website. Modifications of these rules must also be approved before modifications take effect. A current copy of the approved rules is available in the Office of the Chair of the department and the Office of the Dean, as well as posted on the University Senate website.

4/30/2019

Date approved by Departmental Faculty



Dr. Mark Williams, Chair
Department of Horticulture

4/30/2019

Date



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

4/30/2019

Date

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I. ORGANIZATIONAL STRUCTURE

ADMINISTRATION

The Chair has administrative responsibility for implementing the department's program within the limits established by the Governing Regulations 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 preside over faculty meetings except where the Chair may delegate this function, and shall be an ex-officio member of all departmental committees. The Chair develops the budget, submits it to the Dean of the College of Agriculture, Food and Environment, and administers the budget after its approval. The Chair is responsible for faculty and staff performance evaluations and recommendations on salaries and salary changes. The Chair speaks for the department to higher administration. In the event that the opinion of the Chair differs from that of the departmental faculty, the Chair shall outline his or her differences to the faculty and then communicate the faculty opinion as well as the Chair's opinion to the Dean, stating reasons for differing from the faculty opinion, and notifying the faculty of such action.

FACULTY AND ITS ROLE

The faculty consists of tenured and untenured full-time Assistant Professors, Lecturers, Associate Professors, and Professors, all with voting privileges, and Adjunct Faculty, who do not have voting privileges. The above faculty may extend voting privileges to other departmental individuals and Adjunct Faculty upon 2/3 faculty approval. This will be addressed when departmental individuals and Adjunct Faculty are first appointed. The departmental faculty has jurisdiction over matters concerning its internal policies, insofar as these do not conflict with other departments or with rules of the University of Kentucky Senate and Governing and Administrative Regulations.

A. Committee Structure

Many routine administrative and policymaking functions are delegated initially to

departmental committees, which normally are comprised of faculty members, and staff and student members, where appropriate. Presently, the department has five standing committees. Volunteers for standing committees are solicited by the Chair, and the Chair will appoint committees in consultation with the Advisory Committee as needed.

All members of standing committees, including staff and students, are voting members of the committees. Committee appointments will normally be for two-year terms, except for student members who serve one-year terms. Committee members may be reappointed to the same committees, following the volunteer and appointment protocols. Recommendations from committees are not binding and must receive a majority vote at faculty meetings for action to be taken. Exceptions to this are decisions made by the Graduate Studies Committee regarding admission of new graduate students and awards of scholarships by the Undergraduate Education and Scholarship Committee. Ad hoc committees may be appointed by the Chair.

Standing Committees

Departmental Advisory Committee is chosen by the Chair and shall include faculty with primary Research, Teaching or Extension appointments. This committee shall advise the Chair on policy and procedure issues, revision and implementation of the department's Implementation Plan, budget issues, personnel relations, matters pertaining to faculty and staff performance evaluation and promotion, and other aspects of the management and functions of this department.

Undergraduate Education and Scholarship Committee is chaired by the Undergraduate Education Coordinator (Director of Undergraduate Studies) and shall consist of three additional faculty members and an undergraduate Horticulture student. This committee shall review undergraduate curricular requirements and course offerings and shall recommend changes to the faculty and the Chair. This committee also reviews and makes recommendations on scholarship allocations.

Graduate Studies Committee consists of the Horticulture Graduate Faculty and a graduate student and shall be chaired by the Graduate Education Coordinator (Director of Graduate Studies). This committee reviews, studies, and makes recommendations on all pertinent aspects of the Integrated Plant and Soil Science Graduate Program.

Horticulture Research Farm Committee is responsible for recommending policy and procedures for the maintenance, improvement, and utilization of the research farm and greenhouse facilities of the department. This committee shall solicit proposals from the faculty for projects using these facilities and make recommendations to the Chair as to the suitability of these projects for the available resources and assignment of space and

technical support. This committee shall also advise and assist the farm manager in his/her technical and management responsibilities.

On-Campus Greenhouse Committee is responsible for recommending policy and procedures for the maintenance, improvement, and utilization of the on-campus greenhouse facilities of the department. This committee shall also advise and assist the departmental greenhouse manager in his/her technical and management responsibilities.

B. Faculty Meetings

Monthly faculty meetings will include all faculty and a staff representative and will be scheduled for 1.5 hours. Meetings may be extended for additional time by a 2/3 vote of faculty present. Special faculty meetings may be called by the Chair or any faculty member by delivering written notice to faculty members at least 24 hours prior to the meeting.

Faculty meeting agendas are submitted to the faculty electronically one week prior to the meeting. Items may be placed on the agenda for the faculty meeting by faculty, staff, or students by submitting them to the Chair prior to posting the agenda. Minutes will include a summary of discussions and votes and a listing of all those in attendance. Minutes of all meetings are taken by a departmental staff representative, submitted to the faculty, and filed in the departmental office.

Meetings of the faculty and faculty committees will be in compliance with the Open Meetings Law. The quorum required to conduct business is 2/3 of the voting faculty. Robert's Rules of Order will govern the conduct of all faculty meetings and standing and ad hoc committee meetings.

Monthly Faculty Meetings will typically include the following as appropriate:

1. Approval of the minutes of the previous meeting
2. Committee reports as needed
3. Old business
4. New business
5. Informational items

C. Adjunct Faculty Appointments

The Adjunct Faculty Series is defined in the University of Kentucky Administrative Regulations. The department may recommend for adjunct status an individual who is qualified for faculty status in at least one program area of the department and

committed to contribute to the department's teaching, research, and/or extension programs.

A candidate for adjunct status must be nominated and sponsored by a Horticulture faculty member. The Chair, with assistance of the nominator, will circulate a vitae and other supporting materials for faculty review. The Chair will distribute/collect the ballots or take a hand or voice vote, inform the faculty and candidate of the results of the process, and initiate the appointment approval process through the Dean's Office. The Chair is also responsible for biennial Adjunct reappointments.

II. FACULTY SEARCH AND APPOINTMENTS

Searches

A search committee shall be appointed by the Chair in consultation with the faculty when permission to recruit a position has been received from the administration. The search committee consists of 3-5 faculty, and one graduate student if appropriate. Additional members outside the department may be appointed when appropriate. The search will be conducted in accordance with all regulations and guidelines of the college and university.

Reappointments, Promotions, Granting of Tenure

The department Chair is responsible for recommendations to the Dean of the college on promotions, reappointments and granting of tenure. The department will follow the Administrative Regulation (Appendix 1 of AR 2:1-1) Matrix of Minimum Consultation and Written Judgments concerning letters that will be included in a dossier for promotion and/or tenure.

Maintenance of Records

In addition to the Standard Personnel File maintained in the Dean's Office, a copy of records related to the progress reviews and/or reappointment that are submitted to the Chair or prepared by the Chair shall be maintained in the departmental faculty file of the subject individual.

III. DISTRIBUTION OF EFFORT ASSIGNMENTS

In the spring of each year the Chair will formulate with each faculty member an agreement on their distribution of effort for the next year in research, teaching, extension, and any other special assignments. As per university requirements, the activities covered by the DOE constitute the major program expectations of the individual.

IV. TWO- AND FOUR-YEAR REVIEWS

Two- and four-year reviews of progress toward tenure are mandatory for tenure-track faculty, and the department follows the college process.

Procedures

1. With a minimum of 60 days' notice before the Chair intends to complete the review, the Chair notifies the faculty member in writing about the time line for the review. The chair solicits from the faculty member an updated CV in a format agreed upon by the faculty member and the Chair, a narrative statement about his or her teaching/research/extension activities, and (as appropriate) a teaching portfolio. These materials are to be made available to all tenured faculty members in the unit at the time they are informed that the review is under way and their comments are solicited.
2. For the four-year review, the Chair shall solicit e-mail or written comments from all tenured associate and full professors in the department. Assistant professors may be invited to comment, but should not be required to do so. For the two-year review, the Chair shall consult with the faculty, but this may take the form of discussion with an advisory committee or appropriate representatives of the tenured faculty. Please note, email or written comments from senior faculty members and other faculty members invited to comment are not shared directly with the faculty member under review.
3. The Chair reviews the comments solicited from faculty members and prepares a review summary. This is normally provided in the form of a letter to the faculty member being reviewed. If the review does not report satisfactory progress or considers a terminal appointment, this draft review summary and the CV are sent to the Dean prior to the Chair's presentation of the letter to, and discussion of progress with, the faculty member. If the review reports satisfactory progress, the Chair may discuss the review with the faculty member before the letter is forwarded to the Dean.
4. The Chair meets with the faculty member being reviewed and discusses the review summary. After the Chair and faculty member sign the document, the faculty member receives a copy.
5. The Chair sends an e-mail to the Associate Dean for Faculty Resources, Planning and Assessment containing the final, signed review summary and the faculty member's CV. All other documents regarding the review remain in the departmental file.
6. The signed review statement is placed in the Standard Personnel File in the Dean's Office, and recorded as completed in the Faculty Data Base.

V. ANNUAL/BIENNIAL PERFORMANCE REVIEW OF FACULTY AND CHAIR

Faculty

In the administration of annual (untenured) and biennial (tenured) performance evaluations of faculty, the Chair seeks advice of the Departmental Advisory Committee, so the Chair accurately speaks for the unit. Faculty performance evaluations are conducted as per college rules and procedures.

Review of Chair

Departmental chairs in the College of Agriculture, Food and Environment are appointed for six years and are reviewed annually. The Dean of the college evaluates the Chair's performance, with input from faculty and staff and other constituents.

VI. EXTENSION PROGRAM

Extension Coordinator

An Extension Coordinator will be appointed by the Chair, with approval of the Extension faculty, to assist in coordination of Extension programs and associated activities. The Extension Coordinator will serve on the Advisory Committee.

VII. AMENDMENTS OF RULES OF PROCEDURE

The Rules of Procedure for the department may be amended at regular or special faculty meetings by a 2/3 majority vote of eligible voters present (quorum of voters required). A copy of the proposed amendment shall be dated and circulated one week prior to the meeting. No proxy votes will be accepted.