
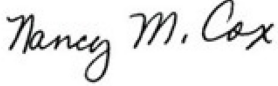


Rules of Procedure of the Faculty

Department of Landscape Architecture
College Of Agriculture, Food and Environment
University Of Kentucky

The faculty of the Department of Landscape Architecture in the College of Agriculture, Food and Environment created and approved these rules of procedure under the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules are not effective until and unless approved by the Chair and Dean as indicated by their signatures below. The Chair and Dean must approve modifications to these rules before the modifications take effect. A current copy of the approved rules for the Department of Landscape Architecture is available in the Office of the Chair of the Department, the Office of the Dean of the College of Agriculture, Food and Environment, and is posted on the University Senate website.

September 12, 2018
Date approved by the departmental faculty

	<u>September 17, 2018</u>
Ned Crankshaw, Chair Department of Landscape Architecture	Date
	<u>October 11, 2018</u>
Dean Nancy M. Cox, College of Agriculture, Food and Environment	Date

All department policies and procedures are subordinate to those set forth in the Governing Regulations (GRs), the Administrative Regulations (ARs) and the University Senate Rules (USRs), including those enacted after the approval of these rules.

Preface

The Department of Landscape Architecture intends for these Rules of Procedure 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.

I. Functions

The functions of the faculty of the Department of Landscape Architecture are teaching, research, and service—in keeping with our mission as a unit within a land-grant university. Active integration of discovery, learning, and engagement activities is highly valued by the department and often include experiential and service-learning opportunities.

II. Faculty

- A. The faculty in the Department of Landscape Architecture is composed of, or may be composed of, faculty with the following appointments: regular title, special title, research title, extension title, and lecturer title.
- B. Only faculty members holding regular appointments in Landscape Architecture are voting members of the Landscape Architecture faculty. Regular appointments are defined as full-time faculty (including phased retirement) in regular, research, lecturer, extension, or special title series.

III. Departmental Faculty Meetings

- A. **Scheduled Meetings:** the faculty will hold regular meetings during the academic year. The chair will schedule meetings approximately monthly. The chair of the department shall chair the meetings or appoint a designee.
- B. **Special Meetings:** the chair may call special meetings of the faculty. A majority of the regular departmental faculty may also call special meetings.
- C. **Agenda:** the chair shall prepare an agenda for each faculty meeting (both regularly scheduled and special) and distribute it to the faculty via email 24 hours before the meeting. Members of the faculty may place items on the agenda for a faculty meeting by submitting them in writing to the chair at least four days before the meeting. The agenda, accompanying email message, or reference documents should sufficiently inform faculty of the items for discussion and voting.
- D. **Quorum:** The quorum required to conduct business shall be two-thirds of the voting faculty of the department. Voting faculty shall include all regular full-time (including phased retirement) faculty in the department. Faculty who cannot attend may not submit a proxy vote to the department chair prior to the meeting.
- E. **Parliamentary Procedure:** Parliamentary procedure shall be in accordance with generally accepted procedures. The faculty will resolve points of difference in accordance with Robert's Rules of Order.
- F. **Minutes:** One of the faculty or department staff will record minutes of the faculty meetings. Minutes shall be prepared by a departmental staff support associate or a faculty member and distributed to the faculty via email by the office of the chair within 14

days after the meeting. After the faculty members approve the minutes, they will be available to all departmental faculty members in the department office.

- G. The following open meetings guidelines are to be followed for departmental as well as committee meetings:
- a. Each department committee, or subcommittee shall schedule regular meetings.
 - b. The chair will notify all departmental faculty in writing all agendas for special or called departmental meetings at least 24 hours prior to the meeting time.
 - c. For special meetings, discussions and action at the meeting shall be limited to items listed on the agenda.
 - d. The agenda will be available electronically from the department chair's office.

IV. Departmental Committees

The department chair will make appointments to all committees as needed by the department and in consultation with department faculty members.

- A. Standing Committees
- a. The department chair serves as an *ex officio* member on all department committees.
 - b. Standing committees are:
 - i. Curriculum Committee for the BSLA degree program. The Director of Undergraduate Studies shall be a member of the curriculum committee. The Curriculum Committee will organize ongoing review of the BSLA curriculum and formulate modifications to the curriculum in consultation with the faculty at large.
 - ii. Lectures, Exhibits, and Awards Committee. The committee will organize lectures and workshops for the intellectual enrichment of students and regional professionals, will organize exhibits, and will maintain an annual program of nominations of students, staff, and faculty for appropriate awards and recognition.
 - iii. Chair's Advisory Committee on Promotion and Tenure, which consists of all regular, tenured departmental faculty.
- B. The chair shall appoint *Ad hoc* committees as needed.

V. Faculty Search Process

The chair shall appoint a search committee when a position becomes available and after the chair receives permission from the Dean to fill the position. The search process will follow the procedures described in the Rules of Procedure of the College of Agriculture, Food and Environment and the Governing and Administrative Regulations of the University of Kentucky.

VI. Faculty Performance Review

The annual faculty performance review process shall be in accordance with the Governing Regulations and Administrative Regulations of the University of Kentucky, and the College of Agriculture, Food and Environment Rules and Procedures.

VII. Promotion and Tenure Process

The promotion and tenure process shall be in accordance with the Governing Regulations and Administrative Regulations of the University of Kentucky.

- A. All tenured faculty will review tenure-track faculty progress towards tenure at years two and four.
- B. For faculty promotion and/or tenure, the department will follow AR 2: 1-1 Matrix of Minimum Consultation and Written Judgments when determining which department faculty members will write letters to be included in the candidate's dossier.

VIII. Advisory Board

The chair may appoint an advisory board in consultation with the faculty. At least two-thirds of advisory board members shall be from outside of the Department of Landscape Architecture.

IX. Responsibilities and Authority of Departmental Administrators

A. Department Chair

The department chair's responsibilities include:

- a. *Academic* – implementation of short- and long-term goals developed by departmental faculty, initiation of committees, conducting department meetings, encouragement of faculty involvement in academic affairs, promotion of faculty advancement, and maintenance of a scholarly environment.
- b. *Business* – administration of the budget, recruitment and supervision of staff, engagement in institutional reporting, and management of space utilization.
- c. *Communication* – representation of faculty/departmental needs to college administration, representation of administration goals/requirements to faculty, and coordination of departmental activities with other academic units, and cultivation/maintenance of relationships with both internal and external organizations. When communicating with college and university administration, if the opinion of the chair differs from that of the faculty, the chair shall communicate both opinions and the reasons for the differences, and shall inform the faculty of the communication.
- d. *Faculty* - recruitment of faculty members; oversight of faculty evaluation; assignment of faculty distribution of effort in consultation with the faculty; allocation of departmental resources for teaching, research, and engagement; consultation with faculty members regarding their academic development plans; and support for faculty productivity in terms of research, scholarly publication, presentation at professional meetings, external funding, and engagement in professional organizations.
- e. *Curriculum and Instruction* – oversight of curriculum development and assessment in consultation with the members of the faculty and the Director of Undergraduate Studies.

B. Director of Undergraduate Studies

- a. Leadership of the curriculum committee and development of curricular changes in response to changing learning and instructional needs in the department, in consultation with the chair and the faculty.
- b. Processing of program and curriculum changes, and serve as the contact person for the department with regard to these changes.

- c. Assessment of class substitutions and approval for degree completion.
- d. Service on campus-wide committees requiring input from Directors of Undergraduate Studies.

X. Departmental Distribution of Effort (DOE) Guidelines

Departmental guidelines will follow college and university guidelines regarding effort assignments relative to teaching, advising, and other faculty activities.

XI. Amendments

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.

XII. Statements on Evidences of Activity

The Department of Landscape Architecture 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.