

**Rules of Procedure
and
Structures of Committees**

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Department of Plant Pathology
College of Agriculture, Food and Environment
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May, 1992; Revised October, 1994; January, 2001; March, 2006; July, 2009; November, 2009;
July 2011, February 2019

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.

4/29/2019

Date approved by departmental faculty



Christopher L. Schardl, Chair
Department of Plant Pathology

April 30, 2019

Date



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

May 1, 2019

Date

Rules of Procedure and Structures of Committees

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Department of Plant Pathology
College of Agriculture, Food and Environment

I. Organizational Structure.

The Governing Body. The governing body of the department comprises the tenure title series and lecture-title series faculty and chair. The governing body will accept input from any and all members of the department, whether transmitted through committees or by individuals.

The Faculty. The faculty of the department consists of the chair and those members of the department who hold tenure-title series and lecture-title series positions having the rank of assistant professor, associate professor or professor in the regular, extension or special title series in the College of Agriculture, Food and Environment. In addition, membership may be extended to any other member of the department who performs research, teaching, extension and/or administrative duties. Any tenure title series faculty member may nominate such individuals for inclusion and membership shall be extended by majority vote of the tenure-title series faculty members.

The Chair. The chair provides leadership to the faculty in the development by the department of policies on such matters as instructional and research programs, service functions, and further duties and responsibilities specified in the Governing and Administrative Regulations. The chair presides over all departmental meetings, except as he/she may delegate this function, and is an ex officio member of all departmental committees. The chair has administrative responsibility for implementing the department's program 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 of Agriculture, Food and Environment. 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 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 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 of Agriculture, Food and Environment and faculty of the Department of Plant Pathology.

The chair shall manage the departmental budget. The chair shall inform the faculty of the budget standing and any significant budgetary changes on a timely basis.

The Director of Graduate Studies. Under the administrative oversight of the chair, one tenured faculty member (who may be the departmental chair) and who is a full member of the Graduate Faculty, will serve as director of graduate studies (DGS) and will have responsibility for matters pertaining to the graduate program. The DGS is appointed by the Dean of the Graduate School upon recommendation of the chair. The DGS nominee shall be selected for a three-year term by a majority vote of the Graduate Faculty. Responsibilities of the DGS will include corresponding with individuals enquiring about the graduate program, chairing the Academic Program Committee and performing all normal activities of a DGS as expected by the Graduate School.

Extension Coordinator. One member of the faculty in the extension title series shall be appointed by the chair to serve as Extension Coordinator for the department. The extension coordinator facilitates activities of the department extension program, appropriate use of funds designated for extension activities, and operation of the two Plant Disease Diagnosis Laboratories (PDDL). The coordinator advises the chair on the departmental matters related to extension and PDDL.

The Recording Secretary. One member of the faculty or a staff member designated by the chair will act as recording secretary, preparing the minutes of faculty meetings and providing copies of the minutes to the faculty within one week after each faculty meeting.

The Parliamentarian. One member of the faculty or a staff member designated by the chair will act as parliamentarian for faculty meetings. The parliamentarian will assure that faculty meetings are conducted according to Robert's Rules of Order Newly Revised, with minor variations as traditionally practiced by this body.

II. Conduct of Meetings.

Notice of date, time, place, and agenda of departmental faculty and committee meetings will be announced by email to the department at least one working day before meetings, and preferably at least one week before meetings. All meetings will be open except where closed sessions are permitted and conducted in accordance with current laws and regulations. The chair of the department or committee shall ensure that minutes of meetings are taken and provided to the office of the chair of the department. Minutes of all departmental and committee meetings shall be maintained in the office of the chair of the department and copies shall be available to anyone upon request.

III. Faculty Meetings.

Faculty meetings will be held at least every other month during the Fall and Spring semesters, and at other times as deemed appropriate by the chair or a majority of the tenure-track faculty. Individuals expected to attend the meetings will include all faculty when possible, and a representative from each of the following departmental personnel categories: graduate students, clerical staff, postdoctoral staff and technical staff. These four representatives will be selected by their respective peer groups or on a rotating basis

as determined by the chair. Other department members may also attend. Items for the agenda at faculty meetings should be submitted to the chair in advance of the meetings but items may be added to the agenda during the course of each meeting. Voting rights will only extend to faculty members. Absentee voting by faculty will be allowed on agenda items about which previous notice has been given and provided the vote is submitted in writing to the chair. A quorum will require attendance by at least 50% plus one of the faculty.

IV. **Committee Structure.**

Academic Program Committee. This committee shall submit recommendations on educational policy to the faculty for approval. The primary responsibility of this committee will be to provide continuing oversight of the academic activities of the department, particularly those concerning the graduate program. Duties will include reviewing applications to the graduate program, determining admission of and/or assistantship support for applicants, providing initial counsel to newly admitted graduate students, orchestrating graduate student recruitment efforts, curriculum planning, course scheduling, screening of syllabi and peer evaluation of teaching. This committee will maintain and distribute to faculty and students a current handbook of degree requirements. This committee will be comprised of the DGS, who will serve as committee chair, the department chair, two other faculty members and one graduate student.

Faculty Merit Evaluation Committee. The primary responsibility of this committee will be to provide counsel to the chair on faculty merit evaluations. This committee will be comprised of the department chair, as committee chair, and three other tenured faculty members. All members of this committee must be tenured. At least one member should have a primarily extension appointment and at least one member should have a primarily research appointment. The three faculty counselors will serve for one biennial evaluation period, and may not succeed themselves. Only tenure title series faculty may vote for the members of, and serve on, the Faculty Merit Evaluation Committee.

Resource Committee. The primary responsibility of this committee will be to provide counsel to the chair concerning the human, fiscal and physical resources of the department with the intent that these be utilized in optimal fashion. Matters for consideration will include staff evaluation protocols, staff recruitment, budget items and the allocation of space and physical facilities (particularly as program priorities and activities change over time). This committee will be comprised of the department chair, as chair of the committee, three other members of the faculty and one non-faculty departmental member.

Safety Committee. The primary responsibility of this committee will be to ensure continual review of safety matters in the department. This committee will be comprised of the departmental chair, two other faculty members and two non-faculty departmental members. A chair will be selected by the committee members.

Committee members will be nominated at faculty meetings and, if willing to serve, elected by majority vote of the faculty. Appointments to committees will normally be for two-year terms, except for student members who will serve for one year. Committee members may be reappointed to the same committees in succession, with the exception of the Faculty Merit Evaluation Committee, following the nomination and voting protocols.

In addition to the four standing committees listed above, the department chair may appoint such additional ad hoc committees as are necessary. Regular and ad hoc (if any are organized) 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. Exceptional to this requirement will be decisions made by the Academic Program Committee as regards the admission of, and support for, new graduate students. 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.

V. Criteria for Appointment, Promotion and Granting of Tenure.

Recommendations regarding appointments, reappointments, terminal reappointments, decisions not to reappoint, post-retirement appointments, promotion, tenure, and tenure progress review are handled in accordance with the procedures and criteria established by the University, the College, and the department faculty. Although general job responsibilities are initially stated in each faculty position announcement, detailed expectations are as outlined in the departmental Statement on Evidences of Activity, which is a separate approved document posted on the college administration's and University Senate's websites. Professional judgment by faculty of the quality and quantity of an individual's accomplishments ultimately drive decisions regarding appointment, as well as recommendations with respect to promotion and tenure.

The department follows the university's Administrative Regulation 2:1-1. In regards to departmental faculty letters of evaluation, this includes the Matrix of Minimum Consultation and Written Judgments in AR 2:1-1. Additionally, with the knowledge and agreement of the candidate, the chair may request letters from faculty in other departments at UK, county agents or professional staff at UK, or non-academic professionals. Those asked to write letters should have appropriate experience and expertise to evaluate the record and contributions of the candidate. Such letters will be placed in a separate section of the dossier from either department faculty letters or external letters and will not substitute for the required external letters.

VI. Merit Evaluation of Faculty.

Following protocols and criteria provided by the College of Agriculture, Food and Environment, the department chair will provide a suggested rating of each faculty member to the college administration. In arriving at this departmental rating, the chair will take verbal counsel from the three other members of the Faculty Merit Evaluation Committee, who will review the documentation concerning evaluation prepared in

accordance with college directions by each faculty member to be reviewed. Each committee member will also submit a written evaluation to the chair.

Upon request, a faculty member may receive written reasons from the chair for his/her departmental evaluation, following the College's and department's current evaluation criteria. Once the faculty ratings leave the department, the merit evaluation process will follow College of Agriculture, Food and Environment and University protocols.

VII. Guidelines for Assistant Research Professorship Appointments.

The below departmental procedures may be in addition to the Research Title Series position creation and hiring required by the University.

Eligibility. Each applicant for appointment to the Research Title Series must be a postdoctoral fellow/scientist in the Department of Plant Pathology and have been awarded a research grant for which he or she is the Principal Investigator named on the research proposal. The research grant must contain sufficient funds to pay the full salary and fringe benefits of the applicant and to cover the costs of the applicant's research project that cannot be met by the sponsoring faculty member. The sponsoring faculty member may or may not be a co-Principal Investigator on the grant proposal.

Required Documents. Each person who wishes to be considered for appointment to the Research Title Series must submit the documents that are required for applications for regular research faculty positions. The following documents are to be submitted:

- a letter of application
- a comprehensive curriculum vitae
- a statement of purpose and plan of the research to be undertaken
- proof of receipt of a research grant that meets the requirements noted above
- a letter of recommendation from the sponsoring faculty member

The applicant may also submit other materials (including additional letters of reference) in support of his or her qualifications for the position. The application documents should be submitted to the department chair who will have copies distributed to each member of the departmental faculty (tenure title series faculty only). The applicant is encouraged to post the non-confidential parts of these documents on a web server and to publish the address to the departmental faculty.

Seminar. As part of the application process, the candidate must present a departmental seminar in which the current research project and the research to be undertaken (including relevant background information) are described. The seminar presentation must take place prior to the faculty meeting at which the candidate's application will be formally evaluated.

Evaluation. A meeting of the faculty (tenure title series faculty only) of the department will be convened for the purpose of reviewing and evaluating the application. No non-faculty persons will be present at the meeting. A positive vote by a majority of the

faculty (tenure title series faculty only) of the department will be required for approval of the application.

Duration. In keeping with the university administrative regulations, appointments to Assistant Research Professor will be for a specific term not to exceed three years. Expiration of grant support will result in termination of the Assistant Research Professor designation, consistent with applicable Administrative and Governing Regulations. Reappointment of an Assistant Research Professor in the Research Title Series for one or more additional terms is permissible but will require successful completion of all the application conditions to be met by initial appointees to the Assistant Research Professor rank.

Conditions of Appointment. Conditions of appointment must be agreed upon by the department chair, sponsoring faculty, and the candidate.

VIII. Guidelines for Adjunct Faculty Appointments.

The below departmental procedures may be in addition to the Adjunct Title Series position creation and hiring required by the University.

Eligibility. Each applicant for appointment to the Adjunct Title Series must hold a Ph.D. in a relevant discipline, be sponsored by at least one Plant Pathology faculty member, and be employed by a non-University agency or by the University with a primary appointment in a non-faculty position.

Required Documents. Each person who wishes to be considered for appointment to the Adjunct Title Series must submit the following documents:

- A letter of application
- A comprehensive curriculum vitae
- A narrative statement describing what advantages the applicant will bring to the department
- An original, official transcript showing the terminal degree and additional transcripts if the terminal degree is not in plant pathology or a closely related discipline
- Sample publications
- A letter of recommendation from the sponsoring faculty member

The applicant may also submit other materials (including additional letters of reference) in support of his or her qualifications for the position. The application documents should be submitted to the department chair who will ensure that the information is made available to all tenure-track members of the departmental faculty.

Seminar. As part of the application process, the candidate must present a departmental seminar in which the proposed research, or other relevant activity, to be undertaken (including pertinent background information) is described. The seminar presentation must take place prior to the Faculty Meeting at which the candidate's application will be formally considered.

Evaluation. At a meeting of the tenure-track faculty of the department, the application will be reviewed and evaluated. A positive vote by a majority of the tenure-track faculty will be required for approval of the application. If affirmed, the department chair will subsequently initiate the appointment process through the Dean's Office.

Expectation. An adjunct faculty member must contribute in meaningful fashion to the instructional, research and/or Extension activities of the department.

Duration. The initial appointment shall be for three years. Reappointments will require continuing majority, tenure-track faculty approval.

Notes. Adjunct faculty will have no voting rights in the functions of the Department of Plant Pathology. The department will incur no financial obligation of any type for adjunct faculty. The department will incur no facilities obligation of any type for adjunct faculty. An adjunct faculty position is not tenure-track. Adjunct faculty may co-chair or otherwise serve on graduate student Advisory Committees. If serving as a co-chair, the other co-chair must be a tenure-track member of the Department of Plant Pathology and be a full member of the Graduate Faculty of the University of Kentucky.