


RULES OF PROCEDURE OF THE FACULTY
DEPARTMENT OF VETERINARY SCIENCE
COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT
UNIVERSITY OF KENTUCKY

These rules have been created and approved by the faculty of the Department of Veterinary Science 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 as indicated below. 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 Veterinary Science is available in the Office of the Chair of the Department of Veterinary Science, the Office of the Dean of the College of Agriculture, Food and Environment, and is posted on the University Senate website.

May 2, 2019
Date approved by the departmental faculty


David W. Horohov, Chair
Department of Veterinary Science

5/2/19
Date

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

May 14, 2019
Date

RULES OF PROCEDURE OF THE FACULTY
DEPARTMENT OF VETERINARY SCIENCE
COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT
UNIVERSITY OF KENTUCKY

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 Veterinary Science is composed of:
 - a. Regular Title series,
 - b. Research Title series,
 - c. Special Title series,
 - d. Clinical Title series,
 - e. Adjunct faculty,
 - f. Emeritus faculty,
 - g. Instructor.
2. The administrative leadership of the department is vested in the chair, and at the chair's discretion and dean's approval a vice-chair may be appointed.
3. Regular Title, Research Title, Special Title, Clinical Title, and Instructors have full voting privileges within the department. Adjunct and Emeritus faculty are welcome to participate in discussions on faculty matters, but do not have a vote. There are no *ex-officio* members of the faculty.
4. Participation in discussions on faculty matters, without voting privileges, may be extended by the departmental faculty to students or any member of the departmental staff; persons assigned to the department for administrative work, teaching, research, or service, as deemed appropriate.

III. FACULTY MEETINGS

Departmental faculty meetings shall be held monthly, but may be more frequent upon call of the chair. Monthly faculty meetings can also be cancelled if substantive agenda items have not been identified. 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 voting members of the faculty. Qualified attendance may include in-person or remote (Skype, phone, videoconferencing) participation. All meetings will follow the

established University policy on open meetings. Notice of meetings will be publicly posted two weeks in advance. Parliamentary procedure as described in Robert's Rules of Order will be in effect.

Items for the agenda may be submitted to the chair in advance by faculty members or may be modified by faculty in attendance. Proxy voting on agenda items previously circulated will be allowed provided it is granted in writing to another member of the faculty.

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 at the earliest at the next upcoming faculty meeting subsequent to its initial introduction, provided a quorum is present. To facilitate this process, as well as to enable voting by proxy agreements to be implemented, any items to be brought forward for a faculty vote will be specifically identified in the agenda distributed for an upcoming faculty meeting. If necessary, a unanimous vote of all faculty present could be used to waive this rule if immediate action is needed.

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 at the next regularly scheduled meeting. Minutes will be kept on file in the chair's administrative office.

IV. COMMITTEE STRUCTURE AND RESPONSIBILITIES

Advisory and Planning Committee. This committee advises the department chair on administrative, academic, budgetary, and physical resource issues. The committee makes recommendations on Rules of Procedure for the department and on both the objectives and implementation of the department's program review implementation plan. Members are appointed to staggered terms by the department chair after faculty consultation for periods of service not to exceed three years, with the possibility of reappointment. The committee meets at the request of either the department chair or committee chair.

Faculty Appointments, Evaluation, and Promotion Committee. This committee advises the chair on appointments, promotion, and performance evaluation for faculty members as prescribed in Governing Regulation VIII.B and Administrative Regulations 2.1. The committee is composed of at least five faculty members appointed by the chair after consultation with the faculty for periods of service not to exceed three years, with the possibility of reappointment. The membership must reflect the diversity of professional activities in the department—specifically,

research, instruction, and service—and include faculty with tenure-track and non-tenure track appointments, as well as at least one member with a clinical faculty appointment. Guidance regarding the charges and responsibilities of this committee are detailed below in Section VI. The committee meets at the request of either the department chair or committee chair.

Curriculum Committee. This committee provides recommendations on departmental teaching objectives, curriculum planning, course content, and course scheduling for both undergraduate and graduate education. It will periodically evaluate course offerings, again at both the undergraduate and graduate level, and may suggest additions, deletions, revisions, or renumbering of courses. Furthermore, this committee gives general guidance to the graduate program, takes an active role in the recruitment and evaluation of prospective new graduate students, and makes recommendations to the full graduate faculty of the department regarding assistantship offers to graduate program applicants. The committee is chaired by the department's Director of Graduate Studies, with membership consisting of all faculty with major teaching responsibilities, and others with an expressed interest in student instruction. At the discretion of the department chair and the committee chair, the committee may include one graduate student with no voting privileges. The committee meets at the request of either the department chair or committee chair.

Extension Committee. This committee advises the department chair on issues related to extension programs and services, evaluating programmatic priorities, the effectiveness of current programs, and potential areas of future emphasis. In the process, annual and long-range plans for extension services, interdisciplinary programs, and educational material priorities are developed. Committee membership is comprised of faculty with extension responsibilities, and also includes one graduate student with full voting privileges. Members are appointed to staggered terms by the department chair after faculty consultation for periods of service not to exceed three years, with the possibility of reappointment. Graduate student appointments will be made in consultation with the faculty mentor and the student forum of the department. The committee meets at the request of either the department chair or committee chair.

Internal Application Review Committee. This committee will review faculty grant applications or other related proposals requesting financial support for research-related expenditures from available intramural funding within the department. The committee will evaluate grant proposals for suitability and merit, making recommendations to the department chair on how available intradepartmental research funding should be awarded/invested. The committee is composed of at least five faculty members appointed by the chair after consultation with the faculty for periods of service not to exceed three years, with the possibility of reappointment. The committee meets at the request of either the department chair or committee chair.

V. APPOINTMENT TO DEPARTMENTAL COMMITTEES

The department chair will normally appoint faculty members to departmental committees for terms of three years. A review of committee membership will be completed by September 30 each year, with the appointment of new members (as needed) being effective as of October 1. As much as possible, committee membership should approximate faculty diversity for parameters such as faculty title series, distribution of effort, seniority, gender, ethnicity, building location, etc. Specific periods of appointment for individual faculty members should be staggered when possible, such that some members rotate off and some committee members are retained to facilitate continuity of each committee's efforts. The department chair may appoint temporary replacements for committee members who leave or will be away for an extended period of time during their term. A temporary appointee may serve up to the period of time remaining in the term of the individual vacating the position. On committees that include student members, terms of appointment for students will be for one academic year. Any graduate student committee appointments will be made in consultation with the faculty mentor and the student forum of the department. Faculty and students are eligible for reappointment to committees, but in general these should not exceed two successive terms (six years for a faculty member, two years for a student) unless dictated by specific effort responsibilities (for example, a faculty member who continues as Director of Graduate Studies would remain as chair of the Curriculum Committee).

In addition to the regular committees listed here in the Rules of Procedure of the Department of Veterinary Science, the chair may appoint other standing and *ad hoc* committees as needed.

VI. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

[University of Kentucky Administrative Regulations]

[University 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 Administrative Regulations and University Senate Rules, and in accordance with the policies and procedures of the College of Agriculture, Food and Environment.

The Faculty Appointments, Evaluation, and Promotion Committee will advise the chair on appointments, promotion and performance evaluation for faculty members as prescribed in Governing regulation VIII.B and Administrative Regulation 2:1. Additionally, the Director of the University of Kentucky Veterinary Diagnostic Laboratory (UKVDL) shall provide input to the chair in terms of service, teaching, research, extension and outreach activities of those faculty assigned to that laboratory. The director may seek input from all faculty at the UKVDL for advice regarding individual faculty performance in accordance with

the annual guidance from the UK Provost and the Dean of the College of Agriculture, Food and Environment.

All matters of faculty selection, promotion, and tenure shall include a review of the candidate's dossier as prescribed in Administrative Regulation 2:1-1. Faculty members will provide evaluative letters as per the Matrix of Minimum Consultation and Written Judgments. In addition, the chair will invite all other full-time faculty members to participate in the review process and to render judgements in these matters 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. Letters will be sought by the chair.

Departmental faculty shall consider and evaluate productivity and achievements of faculty colleagues for the purpose of assessment relative to promotion and tenure. This committee shall use the "Veterinary Science Evidences of Activity and Evaluation Criteria Applicable to Promotion and Tenure" to guide evaluation of faculty for both promotion and performance evaluation, and the individual's effort distribution as defined in their terms of appointment. Any position modifications for the individual put in place through performance evaluations or other formalized adjustments will be fully considered.

The chair will discuss junior faculty performance with senior faculty for the two- and four-year evaluation reviews. All specific input from senior faculty will remain confidential. The junior faculty may ask to present their input before the senior faculty. The chair will perform the evaluation after considering all input from the senior faculty of the department; the chair and faculty member must also sign the letter.

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 or Assistant Professors in tenure cases for 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 has the right to make recommendations on temporary appointments and appointments at the assistant professor level 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.

VII. DISTRIBUTION OF EFFORT

During the spring semester of each year, the chair in consultation with individual faculty members will develop and complete a Distribution of Effort (DOE) Agreement to encompass the faculty member's major activities during the succeeding year. The DOE Agreement shall acknowledge each faculty member's activities in research, instruction, administration, professional development, and service activities and relate to their assigned appointment in the Department of Veterinary Science. The DOE 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 faculty members' 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 above.

IX. MODIFYING THE RULES OF PROCEDURE

These rules of procedure may be changed, amended, and/or modified by a vote of two-thirds of the faculty in attendance at a regularly scheduled faculty meeting that has a quorum of the voting faculty in attendance, provided that the same amendments (i.e., without further changes) were proposed and discussed initially at a previous meeting held within the preceding three months where a quorum of the voting faculty was also present.