



College of Communication and Information

University of Kentucky

College of Communication and Information

Rules of Procedure

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Disclaimers

In the event that the College Rules of Procedure are inconsistent or contrary to the Kentucky Revised Statutes and the University of Kentucky's regulations or active policy guidance those regulations and laws prevail.

Introduction

The College of Communication and Information is an educational and administrative unit established by the Board of Trustees. The Rules of Procedure are intended to be consistent with the University of Kentucky's Governing and Administrative Regulations ([Home | University Regulations](#)). Rules of the units within the College shall be congruent with these rules and procedures.

Mission Statement

Shaping passions into professions. We launch critical and innovative thinkers, creators and doers. Come join us.

Values

Collaboration. Find your team, combine your strengths, be the change.

Community. Serve and champion others, support our members, welcome all.

Creativity. Think critically, push boundaries, produce greatness.

Curiosity. Ask questions, gather information, provide solutions.

Determination. Set your goals, stay focused, lead at any level.

Excellence. Be outstanding, act with integrity, make an impact.

Our Goals

Build Community within the College and beyond;

Converge and collaborate across disciplines to leverage our breadth;

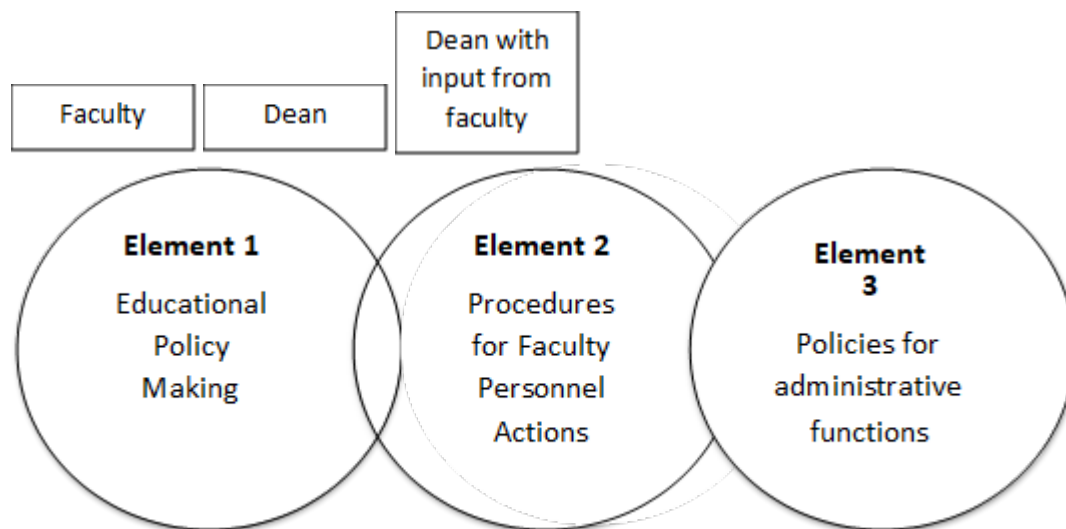
Empower and transform members of our community to foster their success; and

Excel through our intellectual leadership.

Engage and partner with our constituents and peers.

Core Elements

In addition to the Introduction, the Mission, and Vision, the College Rules of Procedure contain three core elements or parts.



Element I – Rules for Faculty Educational Policy Making

Faculty Membership

The membership of the Faculty of the College of Communication and Information shall consist of the Dean, associate and/or assistant Deans, and regular, full-time Faculty whose primary appointments are in the College of Communication and Information and have the rank of lecturer, senior lecturer, assistant professor, associate professor, or professor in the regular, research title, special title, or extension series. Faculty will include members of faculties from other Colleges or departments who hold joint appointments in the College.

- A. Voting members of the Faculty include full-time Faculty with the rank of Assistant, Associate or Full Professor employed in teaching, research, or extension and Faculty holding administrative appointments.
- B. Non-voting Faculty include those holding Clinical-Title, Research-Title, Lecturer-Title series positions.
- C. The College of Communication and Information Faculty shall:
 - a. Determine educational policies of the College, including primary responsibility for the development of policies on such matters as academic requirements,

curricula, course offerings, undergraduate, graduate and research programs, professional programs, advising, and service functions, to the extent that the responsibility has not been delegated to school or department Faculty.

- b. Make recommendations to the Faculty Senate and to central administrative officers of the University on such matters that require their approval.
- c. Carry out its functions through standing committees and/or councils within the College, but through a majority vote of Faculty in attendance at a meeting of Faculty as called by the Dean.
- d. Make recommendations to the Dean of the College of Communication and Information on the development of policies on such matters as academic requirements, curricula, course offerings, undergraduate, graduate and research programs, professional programs, advising, and service functions, to the extent that the responsibility has not been delegated to school or department Faculty.

Faculty Officers

Dean

The Dean is the College's chief administrative officer. The Dean is responsible for the enforcement of the University's Governing Regulations, Administrative Regulations, Business Procedures, Human Resources Policy, Rules of the Faculty Senate, Rules of the Graduate Faculty, Rules of the College Faculty, and rules of each College unit. The Dean is authorized to establish and enforce such policies and procedures as are necessary to the administrative management of the operations of the College.

The Dean serves as the chair of the College Faculty. The Dean is charged with overseeing the educational work of the College and all special duties assigned by the President or the Provost. The Dean is authorized to establish administrative and advisory committees to assist in the performance of these functions. (*The duties of the Dean are described in the Governing Regulations and Administrative Regulations* [Home | University Regulations](#))

The Dean shall review Faculty performance evaluations submitted by the unit chairs and directors. The Dean is responsible for recommendations on salaries, salary changes, appointments, reappointments, terminal appointments, post-retirement appointments, promotions, and granting tenure and for decisions not to reappoint members of the College or for ultimate action thereon when such authority has been delegated by the President or the Provost.

The Dean shall submit the budget request for the college and administer the budget when it is approved. The President or the Provost may delegate further administrative responsibilities to the Dean.

In connection with the above administrative functions, the Dean shall seek the advice of the Faculty of the College (1) individually, (2) as a whole, (3) through the elected Faculty Council, (4) through Faculty advisory committees or (5) through any advisory committee the Dean may appoint.

The Dean shall speak for the College. In the event the Dean believes it necessary to depart from Faculty recommendations, the Dean shall communicate the College Faculty's recommendation as well as the Dean's recommendation, stating reasons for differing from the College Faculty's opinion, and notify the College Faculty of such action.

The Dean may appoint Associate Deans to assist in carrying out the missions of the College. Other types of appointments (such as Assistant Deans, school directors, center directors) may be made by the Dean to assist in furthering the mission of the College.

Directors and Chairs

Directors and Chairs lead their Faculty in the development of policies on such matters as academic requirements, course of study, class schedules, graduate and research programs, and service functions. They preside at all department/school-wide meetings, except as the Director/Chair may delegate this function and serves as an ex-officio member of all department committees. Directors/Chairs have administrative responsibility for implementing policies and programs, within the limits established by the Governing Regulations, Administrative Regulations, and Rules of the Faculty Senate, Rules of the Graduate Faculty, and the rules of the College units. ([Home | University Regulations](#))

Directors/Chairs make recommendations on the appointment of new Faculty, employees of the unit, promotions, reappointments, terminal appointments, post-retirement appointments, the granting of tenure, and decisions to reappoint.

Directors/Chairs conduct periodic evaluations of department/school members by procedures and criteria established by the University, the College, and the department Faculty.

Directors/Chairs submit budget requests for their units and administer budgets allocated by the Dean to each academic and administrative unit. Directors/Chairs may make recommendations on salaries, salary changes, and distribution of effort.

Directors/Chairs seek the advice of members of the department, individually or as a group, or of an advisory committee that the Directors/Chairs may appoint.

Directors/Chairs speak for the department. In the event the Directors/Chairs believe it necessary to depart from the opinion of their Faculty, they shall communicate the opinion as well as their recommendation, stating reasons for the differing from the Faculty's opinion, and notify Faculty of such action.

Secretary

The secretary of the College shall be appointed by the Dean in consultation with the Faculty Council at the beginning of each semester.

- A. The Recording Secretary shall be responsible for recording minutes of the meetings of the Faculty and shall distribute the minutes to all Faculty members prior to the next meeting.
- B. The Recording Secretary shall maintain a file of the minutes.
- C. The Recording Secretary shall codify the regulations and procedures approved by the Faculty and shall be responsible for distribution of whatever documents are needed for the meeting.
- D. The Recording Secretary shall be responsible for distributing written announcement of the meeting, the agenda, and shall include whatever documents are needed for the meeting.
- E. The Recording Secretary of the Faculty shall also serve as the Recording secretary of the Assembly with corresponding duties. All matters requiring distribution shall include distribution to related students and Staff members.
- F. The Dean may designate a Staff person as Recording Secretary.

College Assembly

Though the Faculty is empowered to determine educational policies and standards for the College, it delegates to the College Assembly of the College of Communication and Information the responsibility for the consideration of academic programs and policies and related matters.

Memberships

The Assembly shall consist of the Faculty, Staff, and invited student leaders, which can include up to four representatives from the student ambassadors, student advisory council, student government association representative and graduate student leaders.

Meetings

There shall be two regularly scheduled meetings.

- A. During the first four weeks of the fall semester.
- B. During the last four weeks of classes during the spring semester.
- C. Special meetings of the Faculty may be initiated by 30% of the members of the Faculty. Upon notice that a special meeting has been initiated, the Dean must call a meeting within five working days providing said period is within the normal academic calendar.
- D. The Dean may also call a special meeting of the Faculty upon notice at least five working days in advance providing said period is within the normal academic year.

Agenda

The Dean of the College sets the agenda.

The agenda shall be as follows:

- A. Call to order
- B. Approval of Minutes from previous meeting
- C. New business
- D. Report from the Dean
- E. Old business
- F. Announcements
- G. Adjournment

Quorum

A quorum shall consist of 60% of the voting members as determined in section A.

Notification

Members should receive written notice at least five working days before a meeting, except for emergency and special meetings. Notification shall include the agenda.

Voting

- A. Each member shall have one vote.

- B. By majority vote in any meeting, the voting Faculty may extend membership, with or without voting privileges, to any other person assigned to the College for administrative, instruction, research, or extension work.
- C. Matters affecting educational policy shall require approval of two-thirds of the voting members.
- D. New matters not on the agenda shall require approval of four-fifths of the voting members.
- E. Amendments to these rules require approval of two-thirds of the voting members.
- F. All other matters require the approval of a majority of voting members.
- G. All voting will be conducted electronically through Qualtrics.
 - a. New business requiring a vote will be introduced and discussed during a college assembly meeting.
 - b. Once the meeting minutes have been distributed, members of the assembly will have two weeks to review the minutes.
 - c. After those two weeks have passed, an electronic vote will be conducted electronically through Qualtrics.

Minutes

The Recording Secretary shall prepare minutes for the meetings. Minutes will be reviewed and approved by the Dean and distributed to Faculty prior to the next meeting. The Office of the Dean will maintain a record of Faculty meeting minutes. Minutes will be acted upon at the next meeting of the Faculty.

Chairperson

The chair shall be held by the Dean of the College of Communication and Information except as the Dean shall delegate this responsibility.

Parliamentary Procedures

All Faculty meetings are governed by **Robert's Rules of Order, Newly Revised**.

Faculty Council

Function

The Faculty Council is the executive committee of the College Assembly. It will develop and recommend to the College Assembly policies and rules on academic requirements,

curricula, academic and professional programs, service functions, advising, and evaluation of courses and teaching. It will review proposals for courses, curricula, and requirements and recommend action to the Faculty Senate and the Office of the Provost. It may also represent the College Assembly on other appropriate matters.

Composition

The Faculty Council shall be composed of two elected voting members of the Faculty from the School of Journalism and Media, the Department of Communication, the Department of Integrated Strategic Communication, the School of Information Science, and the Dean of the College of Communication and Information. Each member shall have one vote.

- A. The Directors of the School of Journalism and Media and School of Information Science as well as the Chairs of the Department of Communication and the Department of Integrated Strategic Communication are not eligible for election to the Faculty Council. Associate or Assistant Deans, Department Chairs, School, or Division Directors are not eligible to serve as members of the Faculty Council but are eligible to vote in the election of members to the Council. The Dean is not eligible to vote in these elections.
- B. Members shall be chosen by vote of the Faculty in an annual election held in April.
- C. The Office of the Dean will conduct elections electronically. A majority shall be sufficient to elect Council members.
- D. Members shall serve two-year terms beginning August 16 and ending May 15. In the event of a need for an emergency meeting outside of these dates, the Dean shall call a special session of the Faculty Council that operated in the previous academic year.
- E. To ensure continuity of the Council, each academic unit will have one member's term expiring in the even years and one member's term expiring in the odd years. If a seat becomes vacant during the two-year period, a member from that unit will be elected to serve the remainder of the term.
- F. Members cannot serve more than one regular term consecutively. A member filling a vacant seat for one year, however, would be eligible for election to a consecutive regular term.
- G. If a member cannot complete their term, the chair of the Faculty Council will work with the unit head to find a replacement for the remainder of the term.

Meetings

The Faculty Council shall meet at the call of the Dean or at the call of any two members, but in order to discharge its responsibility it will meet at least monthly.

Organization

The Dean shall chair all meetings of the Faculty Council .

- A. In the event of the Dean's absence, a Council member will be appointed by the Dean to be acting chair for the meetings.
- B. The Dean may appoint a member of the administrative structure of the College to facilitate agendas, process approved curricula changes, take minutes, etc. That person, who could be a Staff or Faculty member, is not a voting member of the Faculty Council but rather serves as a resource for the body.

Committee Appointment Powers

With consent of the Dean, the Council shall have the power to appoint any other committees of the Assembly. Any committee thus appointed shall end on April 30 each year.

- A. Chairpersons of committees appointed by the Council, the College Assembly, or the Faculty shall make a written report with copies of the Faculty Council, the Dean, and the Secretary of the Faculty no later than April 15 of the year in which the committee has been active.

Agenda

The agenda of the Council meetings shall be distributed to all Council members at least four working days in advance of the meeting except for emergency meetings. This shall not limit the Council from discussing matters not on the agenda.

Minutes and Actions

The Council is required to keep minutes of its deliberations

- A. Minutes of each meeting shall be recorded and distributed to the Faculty Council within five normal working days of the meeting. Copies of approved minutes shall be filed in the Dean's office and/or on the Faculty Council webpage for future reference and may be examined by any member of the Faculty.
- B. Recommendations requiring Faculty Assembly action shall be reported separately to all voting members of the Assembly. Substantive matters having College-wide impact must be acted upon by the College Assembly.

- C. Recommendations affecting only one unit shall be reported to the entire Faculty Assembly. Assembly members shall have ten normal working days during the academic year from the date of the Council distribution to respond. Responses shall be to the Dean of the College who shall report such responses to the Faculty Council. An absence of any response within 10 days of distribution shall be deemed as Faculty approval of Council-proposed actions.

Parliamentary Authority

Parliamentary authority for all meetings of the Faculty, of the Assembly, or of the Faculty Council except in those instances specified by these rules shall be **Robert's Rules of Order, Newly Revised**.

- A. Other meetings may be called by 30% of the voting members of the Assembly, the Faculty, the Faculty Council, or the Dean of the College.
- B. Special meetings may be initiated by 30% of the voting members of the council upon written notice.

Quorum

A quorum shall be a majority of members of the Faculty Council.

Notification

Written notification of a meeting shall be given at least five working days before a meeting. Notification shall include an agenda.

Voting

- A. Each member shall have one vote.
- B. The Dean shall have one vote on all matters.
- C. All actions of the council shall require the approval of a majority of the members.
- D. Proxy votes can be emailed to the chair of the Council at least one hour in advance of the meeting.

Strategic Planning Committee

Function

The College Strategic Planning Committee is charged with the responsibility of developing strategic direction for the College, monitoring progress, reviewing results as a basis for setting new strategy, and advising the Dean and Faculty. The committee is also available for consultation on and endorsement of accreditation.

Composition

The Strategic Planning Committee will consist of at least one voting Faculty member from each academic unit and will be appointed by the Dean of the College in consultation with the unit heads from a list of nominees. Members will serve for at least a one-year term and may be reappointed to a second consecutive one-year term. However, members may not serve more than two consecutive terms. Additional members, including non-voting Faculty, Staff, and students, can be added at the discretion of the Dean.

Meetings

The Strategic Planning Committee meets at the call of the Dean.

Agenda

The agenda of the College Strategic Planning Committee will consist of matters brought to the Committee's attention by the Dean of the College of Communication and Information.

Minutes and Actions

The College Strategic Planning Committee will keep and distribute the minutes of its meetings. The Committee may also from time to time make proposals for action to the College Assembly.

Staff Council

Function

The Staff Council serves as an advocate for the Staff of the College of Communication and Information and seeks to improve communication on all levels and advise and inform the Dean on issues affecting Staff. The Staff Council will serve as a mechanism to organize events, plan projects, serve as a communications resource for Staff, create awareness for

Staff opportunities, and assist Staff in understanding how they can contribute to the well-being of the College and its employees.

Composition

All Staff employees, including full-time, part-time, regular, and temporary, shall be eligible for membership on the Staff Council. The Staff Council shall include seven members. Employees with Faculty rank are not eligible for membership on the Staff Council. One representative shall be chosen from each academic unit of the College. Members may represent both an academic and functional area.

Term of Office

Members of the Staff Council are elected to serve 2-year terms beginning July 1 and ending June 30. Council members may serve for multiple terms. When deemed necessary, the outgoing chairperson may remain on Staff Council for one additional year as an ex-officio member.

Nominating Procedure

Each academic unit shall nominate a representative to the Staff Council in May. Staff members may also self-nominate. If multiple representatives are nominated from a single unit, an election will be held in late July, which gives all Staff from that unit an opportunity to vote for their representatives. After all representatives have been selected from the academic units, the standing chair will determine if all functional areas have a representative on the board. Any functional area not represented on the board shall have an opportunity in early June to nominate and subsequently vote on a representative.

Meetings

Meetings shall be held once a month on a day, time and location determined by the Staff Council.

Agenda

The agenda will include a call to order, recording of attendance, approval of minutes of the prior meeting, unfinished business, new business, committee reports, discussion, and recommendations of any concerns.

Quorum

A simple majority of the members in attendance shall constitute a quorum and are authorized to conduct business of the Staff Council at any regular or called meeting. Members may send an alternate when necessary.

Officers

The officers shall include a chair, vice-chair, and secretary.

Term

Officers will hold their positions for a full one-year term. A member must serve on the Staff council for one year before being elected chair of the Staff Council.

Amendments

The Staff Council may review its bylaws, as necessary. Amendments to the bylaws shall become effective as soon as an affirmative vote of the Staff Council has been certified.

AD Hoc Committee

- A. When the Faculty of the College Assembly become aware of a specific problem on which they require advice, they may create ad hoc committees.
- B. The Dean may form an advisory committee reporting directly to him/her at any time on any matter of concern to the College .
- C. The Dean serves as an ex officio member of all ad hoc committees of the College.

Procedures for Amendment of Rules

- A. Proposed amendments to these Rules of Procedure must be submitted to the Faculty Council at a regularly scheduled meeting at least one month prior to a vote being initiated.
- B. If the Faculty Council decides the proposed amendment should be considered, it should be electronically distributed for consideration, and an electronic vote will be taken by the voting members of the College Assembly.
- C. A quorum must be established and shall consist of 60% of the voting members as determined in section A.

- D. Amendments not affecting educational policy shall require a simple majority of those voting electronically provided the amendments have been circulated for at least 14 days before the meeting.
- E. A two-thirds vote is required if fewer than 14 days have elapsed.
- F. Amendments affecting educational policy shall require two-thirds of the voting members.
- G. Faculty retain the power to call a special meeting.
- H. These Procedures and any amendments to the Procedures must be approved and disseminated in accordance with the Governing Regulations of the University.

Element II – College level Procedures for Faculty Personnel Actions

Appointment, Reappointment, Non-reappointment, Terminal Reappointment, Promotion, Tenure

Committee Composition

The committee shall be composed of one tenured Faculty member from each of the tenure-granting units of the College and one alternate member appointed by the Dean in consultation with the unit heads from a list of nominees. The head of each academic unit will be responsible for advancing a list of nominees from that unit. Consideration for nominees should include rank and title series of Faculty members to be considered for promotion and tenure in the coming year. The Committee members in consultation with the Dean shall determine the appointment of a Chairperson for the Committee on Appointments, Merit, Tenure, and Promotion.

Term

Members of the Committee shall be appointed by the Dean to one-year terms and may not be reappointed to a second consecutive one-year term. However, members may not serve more than two consecutive terms.

Function

In accordance with University Regulations ([Home | University Regulations](#)), the Committee on Appointments, Merit, Tenure, and Promotion of the College of Communication and Information shall examine all dossiers for promotion and tenure submitted to the Dean's

office by the academic units of the College. For each case, they shall advise the Dean in written recommendations on whether to put the case forward or (when permitted by University regulations) stop the case. In each case they shall submit to the Dean a letter summarizing their advice, explaining the reasons for it, and stating the number voting for a positive or a negative recommendation or action. The Dean shall not act on any promotion or tenure case without first receiving the recommendation of the Committee on Appointments, Merit, Tenure, and Promotion. The committee shall provide advisory oversight on the process of developing criteria for tenure and promotion and shall consider and make recommendations for any changes in those criteria, as needed.

Faculty Performance Review – Appeals

Evaluation Form

In Accordance with University Regulations ([Home | University Regulations](#)), the performance of tenured Faculty will be reviewed annually or, at the discretion of the Dean, during the first year of each biennium with the rating applying for the biennium. Any tenured Faculty employee, upon request, shall be granted an annual review.

The performance of non-tenured Faculty will be reviewed annually. Special attention will be given to the evaluation of persons in their first year of employment to maximize effective guidance.

The educational unit administrator, with input from students, colleagues, and administrators, will review each Faculty employee and recommend an evaluation rating to the dean of the college to which the educational unit is assigned. The performance of each Faculty employee appointed in the extension title series will be reviewed by the educational unit administrator of the educational unit to which the individual is assigned and the dean of the college in which the individual's position is funded, using the evaluation instrument and appeal process of the college in which the individual's position is funded. For a Faculty employee with a joint appointment, where the secondary appointment comprises no more than 20% of the Faculty employee's effort, the educational unit administrator of the educational unit in which the Faculty employee has a primary appointment will evaluate the performance of the Faculty employee, with input from the educational unit administrator of the educational unit in which the individual has a secondary appointment. If the secondary appointment comprises more than 20% of the Faculty employee's effort, the Faculty employee will be evaluated by the educational unit administrators in the primary department and the secondary department.

Appeal Procedures

This committee shall also advise the Dean in cases in which individual Faculty members appeal the merit evaluation assigned to them by the Dean. In each appeals case, the committee shall consider pertinent material submitted to it by the Faculty member and by the evaluating unit head and submit to the Dean a letter summarizing its advice, explaining the reasons for it, and stating the number voting for and against the recommendation. In accordance with University Regulations ([Home | University Regulations](#)), the Dean shall inform the committee in writing of the final decision on all appeals brought before the committee.

Element III – Policies of the Dean for Other Administrative Functions relating to faculty, Staff, students, and/or other-dean discretion.

Procedures for Election of Faculty Representatives to the Faculty Senate

Procedure. Elections of Members of the Faculty to the Faculty Senate shall be conducted within each academic area by the Dean of the College. The procedure is as follows:

- A. On-line ballot for nominations
- B. Contact those nominated
- C. Prepare final ballot
- D. Secret ballots cast electronically
- E. Results to Chair to report to entire Faculty and Chair of the Faculty Senate

Distribution of this Document

Approved copies of this document and any amendments/alterations after its approval shall be forwarded to:

- A. All members of the College of Communication and Information
- B. Posted on the College website
- C. The Faculty Senate Office
- D. The Office of the Provost

Administrative Appendices : Appendix A – Performance Review of Faculty

College of Communication and Information

FACULTY PERFORMANCE REVIEW

Tenured Faculty & Senior Lecturer Review Period: January 1, XXXX-December 31, XXXX

Non-Tenured Faculty & Lecturer Review Period January 1, XXXX-December 31, XXXX

Faculty Name: _____ Date: _____

Department: _____ Rank: _____

Appointment:

☐

Regular Title

☐

Special Title

☐

Lecturer

☐

Sr. Lecturer

☐

Other

COMMENTS

Teaching and Advising:

Research/Scholarly/Creative Activities:

Service:

Administration (If applicable):

Professional Development (If applicable):

	AVERAGE DOE	RATING	MERIT POINTS
Instructional Activities			
Research/Scholarly/Creative Activities			
Service			
Administration (if applicable)			
Professional Development (if applicable)			
Aggregate Merit Rating			

RUBRIC - Rounded to nearest 0.1 point.

- 5 A truly exceptional performance, normally applicable to not more than 10 percent of faculty.
- 4 An excellent performance.
- 3 A professional competent performance.
- 2 An acceptable performance, but need for some improvement is indicated.
- 1 Performance is deficient

Summary/Unit Head Comments: