

Rules Established by the Faculty
Department of Biology
College of Arts & Sciences, University of Kentucky

I. Faculty Organization

The Department Faculty (subsequently, the “Faculty”) is responsible for the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and undergraduate programs, research activities, budgetary recommendations, and service functions. Responsibilities of the Faculty include:

- (1) Assisting and planning the development of Department research and teaching programs.
- (2) Making recommendations to the Chair; contributing to discussions and activities of the Department, College, and University that are particularly relevant to the Department.
- (3) Developing and coordinating research training at all academic levels, with special emphasis on contributions to the Biology Graduate Program.
- (4) Documenting needs and coordinating efforts in recruitment at all academic levels.
- (5) Contributing to the professional development and recognition of faculty members, with special emphasis on mentoring and evaluating tenure-track Assistant Professors.

In accord with Governing Regulations it may delegate to administrative officials and various committees the operation and administration of the Department’s programs. Decisions in areas not specifically delegated shall be made by vote of the faculty, insofar as such actions do not conflict with the Governing Regulations, the Rules of the Senate or the academic requirements of other units of the University. Any faculty member may request reconsideration

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of Departmental decisions. The Faculty may make recommendations to the Chair on those matters in which the Chair has final responsibility.

Department Faculty membership includes both tenured and untenured full-time faculty members. Voting privileges are normally extended only to tenured and untenured full-time faculty members; the Faculty may extend (by two-thirds vote) voting privileges to any other person assigned to the Department for teaching, research, or administrative work.

A. Department Faculty Meetings

The Faculty of the Department shall hold regular meetings during each semester; no fewer than three will be held each semester except with specific Faculty approval. Agenda shall be circulated in advance of the meeting. In addition, special meetings may be called by the Chair or at the written request of five members of the Department Faculty; business of special meetings shall be confined to topics specified in the agenda provided in advance of such meetings. (Appendix II contains rules relating to the calling and conducting of Faculty meetings). A quorum is defined as one-half of those eligible to vote at a particular meeting. Except where secret or written ballots are required by other regulations or when requested by an eligible Faculty member during a properly closed session, decisions shall be by voice vote and a majority shall suffice. Robert's Rules of Order shall be followed in all meetings, except to the extent expressly modified in this document. The Department Chair shall preside over all Department Faculty meetings except as he/she may delegate this function. Copies of minutes of all Department Faculty meetings shall be made available to all members of the Faculty.

All eligible full-time Regular, Special Title Series, and Lecturer Faculty members, including those holding joint appointments, shall have full rights to participate in discussions,

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make motions, and vote on all matters at Department Faculty meetings. Faculty members with Adjunct or Research Series appointments or persons with temporary full-time appointments shall have full rights to participate in discussions. The Faculty may delegate to representatives of the undergraduate and graduate student body the privileges of attending departmental meetings and contributing to discussion.

B. Committee Structure

Standing Committees are charged with oversight and review of Department affairs, requirements, facilities and programs. They advise and make recommendations to the Department Chair in matters within their purview. All standing committee assignments are determined by a vote of the Faculty or by appointment by the Department Chair, as specified below. All standing committee elections and appointments will be completed by June 30th to provide fully formed and functional committees ready to serve their roles at the beginning of the next academic year. The Department Chair shall be an *ex officio* member of all Department committees. The meeting of any Department committee, other than the Faculty Evaluation Committee, may be observed by any member of the faculty, and a copy of the public minutes of any Department committee shall be made available to any faculty member upon request.

Committees

There are six standing committees of the Department, each with certain primary responsibilities, along with other short-term duties assigned by the Department Chair, and each chaired by a particular Department administrator. These committees meet regularly during the

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academic year and report to the Department Chair. The standing committees, their chairs, and their primary responsibilities are as follows:

Diversity, Equity, and Inclusion Committee (Chair: appointed by Department Chair)

The Diversity, Equity, and Inclusion (DEI) Committee aims to promote diversity, equity, and inclusion in the Department of Biology through efforts including

- reviewing and recommending departmental policies and practices to promote equity, diversity, and inclusion for historically excluded groups in all departmental functions including student, faculty, and staff recruitment
- developing and promoting anti-racism and anti-discrimination policies and procedures for handling complaints about racism and discrimination
- facilitating educational events and social support on DEI issues

Executive (Chair: Department Chair)

- Advises the Chair on issues related to the Department including, but not limited to structure, faculty hiring, budget and funding, and Department priorities and planning

Faculty Evaluation (Chair: Department Chair)

- Plans and conducts annual Faculty Merit Evaluation Reviews
- Conducts ad hoc performance evaluations requested by faculty members
- Advises the Department Chair on improvement of academic evaluation in the Department

Graduate Affairs (Chair: Director of Graduate Studies in Biology)

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- Advises the Director of Graduate Studies (DGS) and Department Chair on the Biology Graduate Program and issues related to Teaching and Research Assistantships, fellowships, graduate students, and postdoctoral personnel
- Coordinates graduate recruiting for the Biology Graduate Program
- Supports the maintenance and development of research training groups of faculty through its role in graduate recruitment and as adviser to the DGS and Department Chair

Undergraduate Affairs (Chair: Director of Undergraduate Studies in Biology)

- Advises the Director of Undergraduate Studies (DUS) and the Department Chair on the Biology major and the Department curriculum

Seminar (Chair: appointed by Department Chair)

- Organizes and coordinates the Department seminar program, including the weekly seminars, the Annual Thomas Hunt Morgan Lecture, and other special seminars or lectures deemed necessary by the Faculty

The standing committees should be representative of the disciplinary breadth of the department. These committees thus will include membership either appointed by the Department Chair, in consultation with the committee chair, or elected by the Faculty via a system to promote breadth of representation.

The Department Diversity, Equity, and Inclusion Committee consists of the Committee Chair (appointed by Department Chair, as appropriate), including members of the Biology Faculty, staff, postdoctoral scholars, graduate students, and undergraduate students. The

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Committee Chair, and Faculty and Staff members, are appointed by the Department Chair and serve undefined terms. Postdoctoral, graduate student, and undergraduate student members are appointed by the Department Chair and serve two-year terms.

The Department Executive Committee consists of the Department Chair (chair), the Associate Chairs, the Directors of Graduate and Undergraduate Studies in Biology, relevant Department Managers (non-voting), four members of the tenure-track/tenured Biology Faculty, two of which are elected each year to two-year, staggered terms, and one member of the Lecturer Title Series Faculty, elected to a two-year term.

The Faculty Evaluation Committee consists of the Chair and six members, three of which are elected each year to two-year, staggered terms.

The Graduate Affairs Committee consists of the DGS, eight members of the Graduate Faculty, four of which are elected each year to two-year, staggered terms, and a graduate student member elected by the graduate student body to a one-year term.

The Undergraduate Affairs Committee consists of the DUS (chair), the Associate Chair for Education, and four members of the Biology Faculty, two of which are elected each year to two-year, staggered terms.

The Seminar Committee consists of the Committee Chair (appointed by the Department Chair), members of the Biology Faculty and graduate student members. Biology Faculty are appointed by the Department Chair each year to two-year, staggered terms, and graduate student members are elected each year by the graduate student body to two-year terms.

Elections for positions on the Executive, Faculty Evaluation, Graduate Affairs, and Undergraduate Affairs committees shall proceed as follows: for each committee, the current Executive Committee will develop a slate of candidates equal to at least twice the number of

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open committee spots. In developing slates, the Executive Committee will take into consideration multiple factors, including a faculty member's interest in participation on a particular committee, a faculty member's current and recent service to the Department, and the need for committee membership to represent the diversity of the department, including research area, faculty position, gender, and identity. Potential committee slates will be shared with the faculty at least two weeks prior to election and any additional faculty members interested in standing for election for a particular committee will be added to the slate prior to election.

An election is held for each committee using a ranked voting system in which each faculty member casts votes for a first, second, etc. choice, with the number of ranked choices depending on the number of open committee seats. Based on the number of open committee seats (n), a first-place vote is awarded that numerical value. $n-1$ points will be awarded for a second-place vote, $n-2$ awarded for a third-place vote, etc. For example, elections for the Graduate Affairs Committee will allot four points to first-place votes, three points to second-place votes, etc. Point totals for each candidate will be tallied and open committee seats will be filled with the top point earners. In the event of ties, selection will be based on previous committee service: the candidate serving on the fewest departmental standing committees over the previous five years will fill the seat. If this criterion still produces an unresolved tie, a run-off election will be held.

If an elected member of a Standing Committee is unable to participate on a regular basis due to sabbatical leave or other circumstance, a replacement will be assigned by the Chair as the next highest scoring candidate from the most recent election cycle who remains available and willing to serve. If this specific selection creates an obvious and meaningful imbalance on the Committee (e.g., introduces significant gender disparity), the Chair may assign an alternative

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individual from this list if this selection is approved by a majority of the remaining elected Committee Members. The duration of the replacement appointment will be no less than one full semester and up to the remaining portion of the original term.

In addition to the standing committees, the Department Chair, may establish *ad hoc* committees and appoint their chairs and memberships, for such purposes as conducting searches to fill vacant faculty lines and responding to other important issues not readily addressed by the standing committees. Ad hoc committees formed for the purpose of filling a vacant faculty line will also have a graduate student representative selected by the search committee chairs from a shortlist of 2 candidates nominated by the Biology graduate student body. At the discretion of the search committee chair, additional candidates may be requested.

C. Junior Faculty Mentoring

Newly arrived faculty members in the Biology Department seek to advance their professional careers confronting the sometimes confusing research, human resource and educational bureaucracies. Faculty members to regular title series (RTS), special title series (STS) and lecture title series (LTS) positions face similar challenges. The Biology department promotes new faculty development through informal collegial interactions and with formal guidance provided by the Chair in annual reviews. In addition, at the beginning of the first semester at the University of Kentucky, each new faculty member will be assigned a team of at least two senior colleagues who will offer relevant professional support and help resolve issues of concern raised by the new faculty member. This advising team will be appointed by the Chair in consultation with the junior faculty member. While generally available for discussion, it is expected that this mentoring team (or substitutes, if needed) will meet individually or as a group

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with the tenure track RTS or STS faculty at least once a year during the probationary period. The team will provide equivalent support during the first five years of a LTS appointment.

II. Administrative Organization

A. The Department Chair is the chief administrative officer of the Department of Biology, having administrative responsibility for implementing the Department's programs within the limits established by the regulations of the University, policies of the University Senate, and the rules of the College of Arts & Sciences and in consultation with the Faculty of Biology. He or she is responsible for the overall operation of the Department and such other matters as have been delegated by the Faculty, and shall create committees in accordance with the Rules Established by the Biology Faculty as well as additional committees as he/she or the Faculty deem necessary to carry out these duties.

The Chair is responsible for initiating recommendations on the appointment of new members of the Department, appointment of mentors to new members at the time of their hire, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and granting of tenure. He or she is responsible for the periodic evaluation of Department members (Faculty and Staff) by procedures and criteria established by University, College and Department.

The Chair is responsible for submitting the Department budget and, upon approval of the College, he or she is responsible for administering the budget in accord with other University procedures. The Chair is also responsible for making recommendations on salaries and salary changes.

B. The Associate Chair, appointed by the Chair, is responsible for those administrative responsibilities assigned by the Chair. These include, but are not limited to: a) the maintenance of faculty instructional plan records developed by the faculty in consultation with the Chair; b) oversight of instructional staff personnel; c) the scheduling of specific course assignments for graduate student teaching assistants in consultation with the course supervisors, DUS, DGS, and faculty mentors; d) service as Acting Chair in the Chair's absence from the campus; and e) the identification and acquisition of instructional resources (e.g., training opportunities, classroom technology, pedagogical and technology-based grant support) for the department. The Associate Chair also serves as a liaison for the Department with other life sciences units in the University.

C. The Director of Undergraduate Studies, appointed by the Chair, has primary responsibility for: a) as needed by the Chair, coordinating with the College and University on administrative elements of the Biology Department Undergraduate Instructional Program; b) oversight of assessment of the Biology Undergraduate Instructional Program; c) making recommendations concerning teaching assignments for teaching assistants; d) coordinating efforts of the faculty and students as related to the biology undergraduate research program; and e) coordinating the efforts of the biology undergraduate advisors in promoting the goals of the Biology Department educational mission developed by the faculty.

D. The Director of Graduate Studies is appointed by the Dean of the Graduate School, upon recommendation by the Department Chair, and has primary responsibility for oversight and assessment of the Biology Graduate Program and coordinating graduate education within the Department. These duties include but are not limited to compliance with the rules and procedures included in the *University of Kentucky Graduate School Policies and Procedures Manual* and the administration of the Biology Graduate Program as defined in the *Rules, Regulations, and*

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Policies for the Biology Graduate Program. The Director of Graduate Studies serves as an advocate for faculty and graduate student development in providing advice and support to the Chair of the Biology Department and to the Dean of the Graduate School.

III. Amendments

These policies and procedures can be amended at any time upon the initiation of any voting Faculty member or any Department committee. Amendments must be presented in writing and circulated to all Faculty members at least ten days prior to the meeting in which the vote is to be taken concerning the amendment. Adoption of an amendment requires a majority vote of all faculty members eligible to vote.

APPENDIX I:

Missions of the Department of Biology

1. Facilitate program development at the undergraduate and graduate level.
2. Ensure proper and efficient utilization of all resources (faculty, equipment, space, etc.); this includes training and appropriate utilization of teaching assistants.
3. Aid in the development of an environment (physical and intellectual) that is conducive to quality instruction at the graduate and undergraduate level.
4. Facilitate the development of research in all its aspects.
5. Support and provide leadership in University-wide efforts in research, instruction, and other academic endeavors.

Specific Objectives

1. Strengthen the undergraduate and graduate degree programs; the prime responsibility resides with the Faculty. The Department Chair must take an active role in this venture.
2. Strengthen those undergraduate and graduate programs that at present are offered within the Department and develop and support any additional programs that are justified on the basis of student need.
3. Develop an administrative organization that will ensure maximum utilization of all resources and most importantly, will lead to significant curriculum development.
4. Delegate responsibility and authority to the Faculty where appropriate to promote integration rather than compartmentalization of programs.

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5. Develop plans for utilization of assigned space, or construction of additional space to accommodate the teaching and research programs.

APPENDIX II:

GUIDELINES FOR COMPLYING WITH THE KENTUCKY OPEN MEETINGS ACT

Department Faculty meetings are subject to the provisions of the Kentucky Open Meetings Act. The Department Chair must comply with the new Open Meetings legislation by following the guidelines below:

- 1) The Department shall provide a schedule of regular Faculty meetings, specifying time and place.
- 2) Put in writing to all Department Faculty members all notices and agenda for special or called Faculty meetings. The written notice (a memo in faculty mailboxes or email message will suffice) must be given at least 24 hours prior to the meeting time. For special meetings, discussions and action at the meeting shall be limited to items listed on the agenda.
- 3) Post in a conspicuous spot in the Department office an announcement of the regular meeting schedule and notices and agenda for special or called faculty meetings. The posting must be done at least 24 hours prior to the meeting time.
- 4) There is no obligation to notify the media of scheduled meetings unless a specific request is received from a news organization.

- 5) When a meeting turns to specific personnel matters dealing with an individual case(s) (promotion, tenure, dismissal, appointment renewal, etc.), the meeting will go into “executive” or “closed” session. These steps must be followed before the meeting is closed. This procedure should be followed even if no members of the public are in attendance at the meeting:
 - a) The chairperson of the meeting shall announce in the meeting [this wording is required by statute]: “I will entertain a motion to go into executive session for the purpose of discussing personnel matters that could lead to the appointment, discipline or dismissal of a faculty member, pursuant to KRS 61.810(1)(g).” The motion must state specifically which of these categories is being invoked. For the purposes of the Open Meetings Law, “appointment” includes initial appointment, reappointment, terminal reappointment, promotion (i.e., appointment to a higher rank) or tenuring appointment. To the extent that tenure progress review contributes to the nature of a reappointment decision, that process is also encompassed by citation of the “appointment” clause.
 - b) A motion must be made and seconded; a hand vote will be taken; it must be confirmed that a simple majority has voted in favor of the motion; compliance will be noted with these measures in the minutes.
 - c) The chairperson will announce that the meeting will go into executive session and ask the public to leave.

- d) If a faculty member to be discussed is present at the meeting, he or she may be asked to leave for that portion of the executive session during which his or her case is considered.
- e) No formal action (i.e., a formal vote) will be taken on any matter while in executive session; rather, the executive session must be used solely for the purpose of having vigorous and candid discussion about the strengths and weaknesses of a candidate.
- f) Minutes or summaries of executive sessions are not required; indeed, as regards the conduct of executive sessions, the minutes should not show information which would defeat the purpose of holding a closed session.

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APPENDIX III:

POLICY ON NEW FACULTY APPOINTMENTS

1. The Department's long-range plan shall include a statement regarding size and diversity of our Faculty and how the Department will fulfill its role at a major land-grant university.
2. Department of Biology policy should be that positions vacated by turnover shall be filled to optimize program growth and development, not necessarily be filled by individuals with expertise similar to that of the departed Faculty member.
3. The primary considerations in making new Regular Title Series faculty appointments shall be research needs of the Department of Biology as well as the research and teaching competence of the appointee.
4. To assist in determining areas for future Faculty appointments, the Department shall maintain a list of perceived needs for future appointments, with justifications.

APPENDIX IV:

RULES FOR FACULTY PROMOTION DELIBERATION

1. All Regular and Special Title Series members of the Department of Biology Faculty, excluding the candidate under consideration, are encouraged to participate in all deliberations on promotion and tenure of Faculty members and to examine solicited letters from referees outside the Department of Biology. Regular and Special Title Series faculty members may submit written evaluations of each candidate.
2. All tenured Faculty members with rank equal to or higher than the rank for which the candidate is being considered are required to provide the Chair with a written judgment of the candidate
3. Each member of this Faculty who will be providing a written judgment of the candidate has the collegial responsibility to attend all meetings at which the candidate will be discussed and to fully familiarize himself or herself with the candidate's dossier.