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UNIVERSITY SENATE RULES

INDEX

## 2.0 Section II Rules Relating To Calendar

### 2.1.0 UNIVERSITY CALENDAR (US:9/13/76)

The Senate shall adopt policies for the University Calendar. The Registrar shall implement these policies and shall circulate with Senate Council approval a calendar three years in advance of fall registration, based upon Rules 1.1 and 1.2 below. If three Senators object to the proposed calendar within ten (10) days of circulation, then it shall be placed on the Senate agenda for action.

#### 2.1.1 POLICY GUIDELINES

A The academic year shall consist of two semesters each including 15 weeks and a minimum of an eight-week summer session with the Fall Semester beginning in time to permit completion prior to the Christmas holidays.

B The eight-week summer session will be scheduled so that classes begin in early June. (US: 3/20/95)

C An additional four-week summer term between the close of Spring Semester and the opening of the eight-week summer term shall be provided.

D National holidays occurring during the period when classes are normally in session which shall be treated as academic holidays are Labor Day, Thanksgiving Day, Martin Luther King Birthday, Memorial Day, Independence Day and Election Day in presidential years. When Independence Day falls on Saturday or Sunday the preceding Friday or the following Monday shall be an academic holiday. (US: 4/25/88)

E The Friday and Saturday after Thanksgiving Day shall be declared academic holidays.

F The tenth week of the spring semester shall be utilized each year as the spring vacation period. (US: 4/25/88)

G All grades shall be due in the Registrar's Office three (3) days after the final examination is administered. (See Section V., 1.6.)

H Due to special scheduling problems in the Colleges of Medicine, Dentistry and Law, special calendars may be adopted for these Colleges. They shall prepare calendars at least three years in advance, forwarding them to the Registrar to be presented to the University Senate Council, along with the University calendar, for approval. Such calendars shall conform with the University calendar as nearly as possible.

I The College of Pharmacy shall offer a 15-week summer semester.

J The first Friday of October is designated as a mid-term reading day. No classes will be held. (US: 12/11/95)

#### 2.1.2 TIMING OF SEMESTERS

##### A Fall Semester

When Labor Day falls on September 1 or 2, classes will start on the Wednesday before Labor Day. When Labor Day falls on September 3, 4, 5, 6, or 7, classes will start on the Wednesday 12 days before Labor Day. The last day of classes will be on a Friday. Examinations will run for 5 days, Monday through Friday. (US: 12/10/84; US: 3/20/95)

##### B Spring Semester



The Spring semester classes will start on a Wednesday approximately 26 days after the last day of final examinations for the Fall Semester. When the Fall Semester starts on the Wednesday before Labor Day, the subsequent Spring Semester will begin on January 14, or 15. When the Fall Semester starts a week earlier, the Spring Semester will start on January 9, 10, 11, 12, or 13. The final day of classes will be a Friday. Final examinations will run for 5 days, Monday through Friday. (US: 3/20/95)

C Eight Week Summer Session

The eight week summer session will be scheduled so that classes begin no earlier than June 5th or later than June 12th. (US: 3/20/95)

	Fall Sem begins	Labor Day	Spring Sem begins	Eight Week begins
yrs)	August 27	September 1	January 14	June 11 (June 10 in leap
yrs)	August 28	September 2	January 15	June 12 (June 11 in leap
yrs)	August 22	September 3	January 9	June 6 (June 5 in leap
yrs)	August 23	September 4	January 10	June 7 (June 6 in leap
yrs)	August 24	September 5	January 11	June 8 (June 7 in leap
yrs)	August 25	September 6	January 12`	June 9 (June 8 in leap
yrs)	August 26	September 7	January 13	June 10 (June 9 in leap

2.1.3 DEVIATION FROM APPROVED CALENDAR

An adopted calendar can be changed only by action of the University Senate with the following exceptions:

A In emergency situations this power is delegated to the Senate Council.

B Minor changes in a University Calendar may be made by the Senate Council, upon recommendation of the Registrar, and with the further provision that the Senate Council report any such changes to the University Senate.

C The President of the University may select one day each semester and one day in the summer to use as a Presidential Convocation.

2.1.4 CALENDAR POLICY REVIEW

The Senate Council or an ad hoc committee designated by it shall review the Calendar policy at least once a year and recommend to the University Senate any modifications deemed desirable to meet changing needs.

3.0 Section III  
Course Numbering System And Curriculum Procedures

3.1.0 COURSE NUMBERING SYSTEM

Courses shall be numbered as follows:

001-099 No credit and/or non-degree courses;

100-199 Open to freshmen; undergraduate credit only;

200-299 Prerequisite sophomore classification; or consent of instructor; undergraduate credit only;

300-399 Prerequisite junior classification; undergraduate credit only;

400-499 Prerequisite junior classification; undergraduate credit;

400G-499G Graduate credit for non-majors;

500-599 Prerequisite junior classification; undergraduate and graduate credit;

600-799 Open only to graduate students;

800-999 Open only to students in professional colleges and to students in other colleges offering professional degrees.

3.1.1 EXCEPTIONS

Exceptions to the requirements for admission to courses may be made as follows:

A Freshmen and sophomores may be admitted to courses numbered between 300 and 499, upon approval of the instructor and the dean of the student's college. Such approval shall be limited to students who have demonstrated superior ability or preparation.

B Seniors with superior ability or preparation may be admitted to courses numbered between 600 and 799, upon approval of the instructor, the dean of the student's college and the dean of the Graduate School.

C Courses elected on a Pass-Fail basis (see Section V,1.4 for specifics).

3.1.2 BLOCKS OF NUMBERS FOR CERTAIN COURSES

The following blocks of numbers are set aside by the Registrar's Office for use of specific courses as indicated:

A 395 Independent Work or Independent Study. If a department offers more than one such course, numbers lower than 395 shall be used.

B 396 Reserved for the University Experiential Education course.

C 399 Departmental field based experiential education courses. May be

repeated to a total of 30 hours.(To provide the opportunity for students with the approval of a faculty member and the department chairman--or his/her designee--to earn credit for work-study experience. The student must work with a faculty member to describe the nature of the experience, the work to be performed, accompanying learning experiences, appropriate course credit for the work, and criteria by which the student's work may be evaluated. This information must be written and filed in the departmental office and the Office for Experiential Education prior to the student's registration for the course. Bulletin descriptions of these courses shall include an explicit statement of the need for filling out a learning contract.

D 768 Residence credit for master's degree. May be repeated once. (1-6 credits equivalence)

E 769 Residence credit for doctoral degree. May be repeated indefinitely. (1-12 credits equivalence)

F 770-779 Seminar courses.

G 780-789 Independent work courses.

H 790-799 Research courses.

I 880-889 Seminar courses in professional colleges.

J 895-899 Independent work: professional colleges.

### 3.1.3 REMEDIAL COURSES

All remedial courses created by the University Senate shall be designated with the letter R following the course designation and number. No course designated with an R shall receive credit towards a bachelor's degree at the University of Kentucky. (US: 3/7/88)

### 3.2.0 PROCEDURES FOR PROCESSING ACADEMIC PROGRAMS AND CHANGES

Procedures for processing Academic Program Proposals and Changes in Existing Academic Programs (US: 11/14/88)

For the purpose of these Rules, academic programs are defined as the requirements leading to a degree. The initiation of academic programs and changes in existing academic programs shall be processed as described below.

A set of guidelines, approved by the Senate Council, is available for proposing new undergraduate, graduate and professional programs. Forms, approved by the Senate Council, are available for proposing changes in existing doctoral, masters and undergraduate programs. (There are no program change forms for the programs in law, medicine and dentistry.)

When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration.

All proposed new programs and changes in programs must be approved by the Senate Council and all new courses or changes in courses associated with these

new programs will be acted on by the Councils as prescribed, then transmitted to the Senate Council, with the program recommendation. Upon approval of the proposed program, the Senate Council will report out the program and the courses involved.

In addition to the above, the following procedures shall be followed:

A New programs or changes in programs, including degree titles, are initiated by the academic unit most nearly connected with the program and are approved by the College faculty in a manner they prescribe.

B The College faculty makes its recommendations to the Dean who signs the proposal and forwards it to the Council(s) of the Senate, supplying the information required, and at the same time circulating a description of these recommendations to the Deans, Department Chairmen and members of the University Senate. In the case of Deans and Department Chairmen, these notices shall be posted in a central location where all faculty may see and have opportunity to raise objections in the allotted time.

1. All programs recommended by the colleges of the Medical Center shall be forwarded to the ACMC for action first.

2. All programs or changes in programs leading to the undergraduate or professional degree (except those in the College of Law or the colleges of the Medical Center) shall be forwarded to the Undergraduate Council first.

3. All new graduate programs or changes in graduate programs (except for the colleges of the Medical Center) shall be forwarded to the Graduate Council for action first.

C Any faculty member having objection to any part of the College recommendations may report that objection to the chairman of the appropriate Council, within ten (10) days of the date of the College circulation.

D Within thirty (30) days of initial receipt of the proposal, the Council(s) will take action on it or notify the College as to the status and reason for delay, with a copy to the Senate Council and Registrar's Office. When action is taken, the Councils report their recommendations to the Senate Council, except that first, the Graduate Council first recommends to the Graduate Faculty for action and transmittal to the Senate Council.

E The Senate Council acts on program recommendations only. If the proposal is a new program, a statement of administrative feasibility is requested from the Office of the President before final action is taken.

F After clearance through the Registrar's Office, the Senate Council then reports on the program proposal.

G In the case of new programs, the Senate Council, or the University Senate, reports the action taken to the President of the University, also.

H If no objection is raised to the Senate Council actions on programs within

ten (10) days of notification, these actions become official. If objection is raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five Senators, to the Senate Council. Action by the University Senate on such objections is final (See Section III - 3.0.)

I Requests for modification in the University requirements or the University Studies component shall be forwarded by the colleges granting the baccalaureate or professional degree as outlined in item b. 2. (See above)

### 3.3.0 PROCEDURES FOR PROCESSING COURSES AND CHANGES IN COURSES (US: 11/14/88)

Applications for initiating new courses, changes in existing courses, or dropping courses, must be processed in a prescribed manner. Official forms to be used can be obtained from the Offices of the Chancellor, University of Kentucky Lexington Campus, the Chancellor, University of Kentucky Medical Center, the Office of Vice President for Research and Graduate Studies, or the Senate Council office.

Separate forms are required for new courses, changes in existing courses, and dropping courses. To avoid delay and possible disapproval of said applications, all information required and the requisite signatures must be supplied.

#### MINOR CHANGES

The form for processing changes in existing courses shall allow the originating unit to request that it be considered a "Minor Change." A request may be considered a minor change if it meets one of the following criteria:

- A change in number within the same hundred series
- B an editorial change in the course title or description which does not imply change in content or emphasis
- C a change in prerequisite(s) which does not imply a change in course content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s)
- D a cross-listing of a course as described below
- E correction of typographical errors.

When requested as a Minor Change, the form shall be forwarded directly from the Dean of the College to the Chair of the Senate Council for approval. If the Chair of the Senate Council approves, he or she will notify the Registrar's office and the Dean of the College originating the request. If the Chair believes the change is not minor, the request shall be returned to the Dean of the College originating the request for processing through the appropriate Councils.

When new programs involve new courses or changes in courses, the programs and courses will receive simultaneous consideration, action and transmittal under the procedure outlined under 2.0, this Section.

If, in the judgment of the Council having final decision authority, proposed new courses or changes in courses constitute a major expansion of a program, it may request, or have the Senate Council request, a statement of administrative feasibility as required for new programs. (See 2.0 this Section.)

Final responsibility for the approval of new courses, changes in courses and dropping of courses, shall be vested in the appropriate Councils as follows:

1. The Undergraduate Council will make the final decision on all new courses or changes in courses numbered 001-499 (including 400G-499G), subject to appeal to the Senate through the Senate Council. The Undergraduate Council will have courses numbered 500-599 routed to it in the usual manner, but will recommend only on these and forward them to the Graduate Council for consideration (see paragraph j. below). In addition, it will make the final decision on all courses numbered 800-999 originating outside the colleges of the Medical Center and the College of Law, subject to appeal to the Senate through the Senate Council.

2. The Graduate Council will make the final decision on all new courses or changes in courses numbered 500-799 subject to appeal to the Senate through the Senate Council. The Graduate Council will have courses numbered 400G-499G routed to it in the usual manner, but will recommend only on these and forward them to the Undergraduate Council for consideration (see paragraph j. below).

3. The Academic Council for the Medical Center will make the final decision on all courses numbered 800-999 originating in the colleges of the Medical Center, subject to appeal to the Senate through the Senate Council. The Academic Council for the Medical Center will consider first all courses numbered 001-799 originating in the colleges of the Medical Center, and will recommend on them to the appropriate Council(s) for final decision.

4. The Senate Council will make the final decision on all 800-999 numbered courses from the College of Law. Any course from the College of Law below this number will be processed in the appropriate Council(s) in the prescribed manner.

In addition to the preceding, the following procedures shall be utilized:

5. The Senate Council reports final decisions on courses and, if no objection is raised within ten (10) days of this circulation, the actions become official. If objection is raised and resolution not accomplished, a Senator may have the issue placed on the agenda of the next regular Senate meeting by sending a written objection, signed by five (5) Senators, to the Senate Council. Action by the University Senate on such objections is final.

6. All proposed new courses or changes in courses which are involved in new programs, shall be acted on by the appropriate Councils and then transmitted to the Senate Council for inclusion in the final decision on the proposed new program. Upon approval of the program, the Senate Council will report out the program and the courses involved.

7. If a department wishes to cross-list a course which already exists in another department, it may receive approval by indicating that this is a minor change on the form for requesting changes in existing courses. Both chairmen must sign the form and, if the departments are in different colleges, both deans must signify approval. Cross-listing shall not be used as justification for duplication of teaching effort. Departments involved must agree on the time, place and instructor(s) in scheduling such courses.

8. If a new course is created through substitution, replacement, consolidation or combination of one or more courses, a form for dropping the eliminated course must be processed in the prescribed manner.

9. Where the recommendation of the Undergraduate Council on a 500-599 level course is in disagreement with the decision of the Graduate Council and in the case when the Graduate Council's recommendation of a 400G-499G is in disagreement with the Undergraduate Council, the material shall be referred to the Senate Council for a final decision.

### 3.3.1 REMOVAL OF COURSES FROM BULLETIN: PURGING COURSES

(RC: 11/14/88)

If a course has not been taught in the classroom, by extension or correspondence, within a four-year period, the Registrar shall remove the description of the course from the University Bulletin. A course so removed from the Bulletin shall remain in the University course file for an additional four years (unless the college requests its removal). During the additional four year period, the college may offer the course and, if it is taught, the Registrar shall restore its

description to the University Bulletin. If it is not taught within the four year period,

the course shall be removed from the University course file. (US: 2/10/86)

\* A course that has been removed from the Bulletin but remains in the University course file may be changed following the normal change procedures; the change does not affect its status, and it cannot be restored to the Bulletin until it is taught. (RC: 4/29/87)

\* Even if a course has not been offered on the main campus for four years, it will remain in the Bulletin if it has been taught during that period at one or more of the community colleges. (SC: 2/10/88)

\* A cross listed course which has had no subscribers in one department for the past four years shall continue to be listed in the University Bulletin providing it has been taught by the other department in that time. A cross listed course which has had no subscribers in one department for eight years is automatically removed from the Bulletin as one of that department's courses (i.e., it is no longer a cross-listed course). (RC: 4/19/89)

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9.0 Section IX Glossary Of Terms

9.1 ABSENCE

Failure to be present for scheduled class. (See Section V., 5.2.4.1.)

9.2 ACADEMIC PROGRAM

The requirements leading to a degree or diploma.

9.3 ACCREDITATION

The designation of an educational institution as being of acceptable quality in criteria of excellence established by a recognized accrediting agency or association. A recognized accrediting agency or association is an organization that sets up criteria for judging the quality of training offered by educational institutions, determines the extent to which institutions must meet these criteria, and issues a list of the institutions, courses or educational programs found to be of acceptable quality. Agency is the designation usually given to the accrediting organizations, that work in the professional and technical schools, and association is the usual designation for those that operate on a regional basis at the secondary and higher levels. Members voluntarily meet the criteria of membership as defined by the accrediting organization.

9.4 AUDITOR

One who enrolls for informational instruction only. Regular attendance at class or classes is expected without other participation and without credit. (See Section IV., 4.2.1.4)

9.5 CLASSIFICATION

A student's status in respect to progress toward the completion of his curriculum--freshman, sophomore, junior, senior--based on the number of hours or courses to his credit at the time of registration. (See Section V., 5.2.3)

9.6 FREE ELECTIVE

Designates those courses freely chosen by the student without restriction or control except that the course or courses must meet course standards as set by the University of Kentucky.

9.7 FINAL EXAMINATION

A substantial examination, given at the conclusion of the course, based on the contents of the course and making a significant contribution to the determination of the final grade. (US: 4/28/86)

9.8 FULL-TIME STUDENT IN THE UNDERGRADUATE COLLEGE

For fee payment purposes, a student who is carrying a minimum of 12 credit hours during a semester or the summer sessions (except for students enrolled in CEP 399).

9.9 GRADUATE SCHOOL

The organizational unit of the University which offers an integrated



program of advanced, specialized study beyond the bachelor's degree and usually toward a master's or doctoral degree.

9.10 NATIVE LANGUAGE

An individual's first acquired language of communication. [RC: 11/20/87]

9.11 PROFESSIONAL COLLEGE

The Colleges of Law, Medicine, Dentistry and Pharmacy.

9.12 PROFESSIONAL DEGREE

Degree in which a substantial portion of the coursework involves 800-999 level courses.

9.13 RESIDENCE REQUIREMENT

A requirement for a degree which specifies the minimum period during which one must be registered in order to qualify for a degree. Residence is intended to provide an adequate contact with the University and its faculty for each student who is awarded a degree. (See Section V., 5.4.1)

9.14 SPECIAL EXAMINATION

An examination taken for credit for material mastered outside class. (See Section V., 5.2.1.2)

9.15 SUPPORTIVE ELECTIVE

Designates those areas within program requirements that are not specific requirements. The student may select from courses within the limits established by the major department and University requirements.

9.16 UNDERGRADUATE COLLEGE

A college that admits students without previous degrees and awards a bachelor's degree (except for the College of Pharmacy).

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SECTION IX

IX-

7.0 Section VII  
Code Of Faculty Responsibilities

7.1.0 APPLICABILITY

This Code shall apply to all faculty members associated with the University System of the University of Kentucky and to all graduate students or other personnel having teaching or research assignments in that System, hereinafter referred to as the teaching and research personnel.

7.2.0 RESPONSIBILITIES

The teaching and research personnel of the University System of the University of Kentucky hereby subscribe to the following specific responsibilities which can be enforced under this Code.

7.2.1 GENERAL RELATIONS

- A The teaching and research personnel shall respect the rights of all campus members to pursue their academic and administrative activities.
- B They shall respect the rights of all campus members to free and orderly expression.
- C They shall act with propriety in all dealings with members of the University community.
- D They shall respect the right of any member of the University community to privacy, including privacy of desk, carrel, and office space, and refrain from improper or false disclosure of such member's social or political views or activities. (It is not improper for a faculty member to make a disclosure upon request of a person entitled to such information.)
- E They shall respect the rights of all campus members to be given fair treatment and to be judged on basis other than race, religion, political belief, age, or sex. Sexual harassment is considered by the University of Kentucky to be one form of sexual discrimination. (See Board of Trustees Minutes, March 1, 1983.) Unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature constitute sexual harassment when:

Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, promotion, or academic standing; as a basis for employment, promotion, or academic decisions; or substantially interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive academic environment.  
(US: 4/11/83)

7.2.2 ADMINISTRATIVE RELATIONS

- A The teaching and research personnel shall utilize the property of the University in accordance with the official rules.
- B They shall comply with the Governing Regulations, the Administrative Regulations, and the rules and regulations promulgated and approved by the University Senate.
- C They shall engage in consulting outside the University assignment only in accordance with the established provisions.

D They shall state, when speaking as a private person and the institutional affiliation is mentioned, that he or she does not speak for the University of Kentucky.

### 7.2.3 STUDENT RELATIONS

A The teaching and research personnel shall uphold the student academic rights as set forth in the Rules of the University Senate (see Section VI).

B They shall present the subject matter of a course as announced and approved by the faculty in accordance with the procedures set forth by the University Senate, and to avoid the persistent intrusion of material which has no relation to the subject.

C They shall meet classes as scheduled in accordance with University regulations. (Absences caused by illness or emergencies are clearly excusable; absence owing to attendance at scholarly meetings, occasional professional service, pedagogical experimentation, and the like, are exceptions which should be approved by the department chair and, where appropriate, substitution or reschedulings should be arranged.)

D They shall be available to students for advising and other conferences, preferably by posting office hours and/or by allowing students to arrange for appointments at other mutually convenient times.

E They shall arrange for appropriate interaction and communication with graduate students in the direction of their theses.

F They shall return to, discuss with, or make available to students all papers, quizzes and examinations within a reasonable period of time, unless the confidentiality of the examination precludes. If any of the records mentioned above are not returned to the students, they shall be retained by the instructor until 365 days subsequent to the conclusion of the academic term in which the problem occurred. In addition, student records and grading policy procedures including roll books, syllabi and attendance records (if applicable)--or copies of this information--shall be on file with the instructor or the department office whenever the instructor will no longer be available. (US: 10/16/89)

G To give final examinations in accordance with procedures approved in Section V., 5.2.4.6.

H They shall inform students when their individual or collective efforts are to

be used for professional or personal advancement of a faculty member, or when the student(s) is (are) to be used as research subject(s), and in either case, to ensure that the student may elect not to participate without prejudice to his or her academic standing; and to recognize appropriately any significant contribution by the student(s).

I They shall know the academic requirements and the various degree programs of the University affecting students whom they advise.

### 7.3.0 ENFORCEMENT

Any member of the University community (faculty, staff member, or student) with a complaint about an alleged violation of these responsibilities shall process it through normal channels. Accordingly, the process should begin with discussion with the person accused of the violation. If a satisfactory solution between the parties cannot be accomplished, then the accused's immediate supervisor or, if the complainant is a student, the Academic Ombud should be asked to mediate. If such mediation proves unsuccessful then the matter should be forwarded to the next Administrative level with a written report concerning the matter with copies of the report to the parties involved. This process of mediation and report

should follow normal channels up to and including the dean of the College to which the person accused of a violation is assigned.

If the academic offense involves research and/or extramural funding the administrative rule for handling the offense is outlined in Administrative Regulation II - 4.0.2. [US: 2/10/97]

\* Although the rules state that "the process should begin with discussion with the person accused of the violation", a student is not required to discuss his/her complaint with the faculty member before seeking mediation by the Ombud. (RC: 12/17/85)

In the event that after the appropriate processing through these channels the dean is unable to mediate satisfactorily between the parties, or in the event that the dean is the complaining party and is unable to accomplish a satisfactory solution with the accused, he/she shall make a written report containing his/her recommendations and findings and forward it to the appropriate Chancellor through the University Senate Advisory Committee on Faculty Code with copies to the accused and the complainant. Upon receipt of the report from the dean, the committee shall set a date for a hearing which must be within thirty (30) days of receipt of the Dean's report. The Committee shall then determine whether to hold closed or open hearing(s) after consultation with the parties in dispute. After the completion of the hearing(s), the Committee shall forward its recommendations to the appropriate chancellor with respect to (1) whether or not the accused has violated the Code, and, if so, (2) the type of sanction, if any, which should be imposed. The chancellor shall make a final decision after review of the report of the Committee. In any event, however, the accused shall have the normal right of appeal to the President and the Board of Trustees in accordance with established procedures.

#### 7.4.0 SANCTIONS

Sanctions which may be recommended by the Committee include:

- A A warning that conduct violates the Code as interpreted.
- B A reprimand:
  - 1. Informal (to accused only);
  - 2. Formal (to accused with notice to his/her administrative superior).
- C Forfeiture of pay from present salary for actual monetary damage suffered by the University through unauthorized use of University property.
- D Recommendation for proceeding under KRS 164230, dismissal for reasons of "incompetency, neglect of or a refusal to perform his/her duty, or of immoral conduct" Note: Nothing in this document is intended to inhibit in any way the right of the appropriate Chancellor to initiate charges against a faculty member under KRS 164.230 in accordance with the procedures established by the Governing Regulations so long as no written report has yet been received by the Committee from the dean.

#### 7.5.0 RIGHTS OF THE ACCUSED

- A In all proceedings under this Code an accused member of the teaching and research personnel has the right:
  - 1. to be heard in his or her own defense;
  - 2. to be informed in writing of the complaint with full particulars and

to

be given at least 20 days before any action is taken to answer the complaint;

\* The requirement that a faculty member be informed in writing of the complaint at least 20 days before any action is taken refers to a hearing before the Senate Advisory Committee on the Faculty Code, not to any step in the mediation process; the Advisory Committee has the responsibility for providing this information to the faculty member. (RC: 12/17/85; RC: 4/29/86)

3. to enjoy professional privileges while appealing or undergoing a hearing process. (This does not mean that a change of assignment cannot be made in accordance with the Governing Regulations.)

B With regard to all proceedings of the Committee, the accused member has the right:

1. to receive a copy of all rules and procedures governing the actions of the Committee in sufficient time to familiarize himself or herself with them;

2. to have counsel, and to question the witness(es) against the accused, to present evidence and/or witness(es) in his or her own behalf in all Committee processes;

3. to challenge the impartiality of anyone sitting on the Committee and to have up to two of the members of the Committee replaced;

4. to remain silent when testimony might tend to be detrimental to himself/herself, such refusal not to be used by the Committee in making its decision.

#### 7.6.0 RIGHTS OF THE COMPLAINANT(US: 2/9/87)

No member of the University or community shall be penalized academically or professionally for filing or processing a complaint in good faith under this Code.

A In all proceedings under this Code, a complainant has the right:

1. to be heard as to her or his complaint;

2. to receive a copy of any responses from the accused to the complainant's charges;

3. not to be penalized academically or professionally for filing or processing a complaint in good faith under this code.

B With regard to all proceedings of the Committee, the complainant has the right:

1. to receive a copy of all rules and procedures governing the actions of the Committee in sufficient time to familiarize herself or himself with them;

2. to have counsel or other advisor present, to question the witness(es) of the accused, and to present evidence and/or witness(es) in her or his own behalf in all Committee processes;

3. to challenge the impartiality of anyone sitting on the Committee and to have up to two of the members of the Committee replaced.

#### 7.7.0 LIMITATIONS

Any complaint processed under these procedures must be initiated within sixty (60) days of knowledge of the alleged violation of any of the listed responsibilities as stated herein, but in no event later than one year after the

actual commission of the alleged offense.

\* The requirement that a complaint be initiated within 60 days is met if the student has communicated the complaint to the Academic Ombud within 60 days after the student discovers the problem. (RC: 4/29/86)

#### 7.8.0 COMPOSITION OF COMMITTEE

##### 7.8.1 BASIC AND SPECIAL PANELS

The Committee on the Faculty Code shall consist of:

A a basic panel consisting of six regular and three alternate members together with a chair (who shall be non-voting except in the case of a tie vote), all of whom shall be tenured members of the University faculty of at least the rank of Associate Professor, and,

B two separate panels, one of six undergraduate students who shall have at least junior status and one of six graduate and/or professional students including at least three with teaching or research responsibilities.

##### 7.8.2 USE OF PANELS

When neither the complainant nor the accused is a student, the Committee shall operate solely with the basic panel. If, however, the complainant or the accused is a student, he or she shall have the right to have two members of the panel of the student's own status added to the basic panel. The two student members shall be chosen at random by the chair of the Committee. In the event that the accused and complainant are both graduate students, only two students from the graduate panel will be selected.

##### 7.8.3 SELECTION OF PANEL MEMBERS

The chair, six regular basic panel members and the three alternates shall be selected by the President of the University from a list recommended by the University Senate Council in accordance with established procedure. The Committee members and alternates shall serve three year terms on a staggered basis. The student panel members shall be selected by the President from lists submitted by the Student Government Association in accordance with established procedures. In the case of the graduate students, the Student Government Association is directed to consult with the Graduate and Professional Student Association in making its recommendations. The term of office for each student member shall be one year and the individual member may be reappointed once.

##### 7.8.4 RECOMMENDATIONS OF THE COMMITTEE

The recommendation of the Committee shall be determined by majority vote. In the event of a tie vote, the tie shall be broken by the decision of the chair. The findings and recommendations of the Committee shall be transmitted to the complainant and the accused as well as to the appropriate chancellor. The chancellor shall thereupon make his/her decision and report it to the accused, the complainant, and the forwarding dean, with copies to the chair of the Committee.

