

Anthropology Department, College of A&S

Appendix I

Departmental Administration: Procedures

The Faculty

The Department faculty membership includes both tenured and untenured full-time faculty members and any visiting full-time faculty. Voting privileges are normally extended only to tenured and untenured full-time faculty members.

The faculty shall delegate to two representatives of its student body (one undergraduate and one graduate major selected annually by the appropriate student group) the privileges of attending departmental meetings, contributing to discussion and, where permitted by Governing Regulations, voting.

The faculty may extend (by two-thirds vote) voting privileges to any other person assigned to the department for teaching, research, or administrative work.

For purposes such as set forth in the Governing Regulations, sub-faculty groupings shall meet as necessary.

A quorum is defined as one-half of those eligible to vote at a particular meeting. Except where the secret or written ballots are required by other regulations, decisions shall be by voice vote, and in either instance a majority shall suffice.

Minutes of the meetings shall be kept in a permanent file, and copies of the minutes of any particular meeting shall be distributed to all voting members of the departmental faculty and to the student-members of the standing committees.

Full departmental faculty meetings shall be called (1) by the Chairperson or (2) upon written request of any three full-time members (see Appendix I for the procedures by which faculty meetings are called and conducted).

Parliamentary authority for the faculty will be Robert's Rules of Order, Newly Revised.

The full departmental 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. In accord with the Governing Regulations it may delegate to the Chairperson and various committees the operation and administration of the departmental program.

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 departments or units of the University. Any faculty member may request the faculty to reconsider decisions arrived at by departmental segments delegated to make such decisions.

The faculty may make recommendations to the tenured faculty, or to the Chairperson on those matters in which the tenured faculty or the Chairperson have final responsibility (see Item IV).

Any faculty member may submit to the chairperson a written proposal for any action concerning either the academic program or the administrative policy of the department. The Chairperson shall determine whether the proposal shall be channeled through a standing committee or held for the agenda of the next meeting of the faculty.

II

Departmental Administration

Department Chairperson. -- The Department Chairperson or an appropriate substitute presides over all faculty meetings. He or she has administrative responsibility for implementing the department's program within the limits established by the regulations of the University, policies of the University Senate, and the rules of the College.

The Chairperson is responsible for initiating recommendations on the appointment of new members of the department, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure. The Chairperson must initiate such action if directed by a majority vote of the tenured faculty.

The Chairperson is responsible for the periodic evaluation of department members (faculty and staff) by procedures and criteria established by the University and the College.

The Chairperson is responsible for preparing the departmental budget. She or he shall seek the advice of the Resource Committee prior to forwarding the budget to the Dean. Upon approval of the budget, the Chairperson is responsible for administering the budget in accord with other University procedures. She or he is also responsible for making recommendations on salaries and salary changes.

The Chairperson is responsible for the overall operation of the Department and such other matters as have been delegated by the faculty, and shall create such committees as the Chairperson or the faculty deem necessary to carry out these duties. When considering an administrative decision that can reasonably be expected to affect the working conditions of one or more members of the faculty, the Chairperson shall seek the advice of the appropriate departmental committees and/or the affected faculty member(s).

The Chairperson is appointed by the Board of Trustees on the recommendation of the faculty and the Dean. The term of service is for four years and may be terminated at any time by a two-thirds vote of the tenured faculty. Prior to the vote of the tenured faculty, the Chairperson shall be presented with a written statement of grievance believed to be grounds for dismissal and shall be given two weeks in which to respond to the statement. Such a statement is prepared by one or more faculty members or committees.

The Chairperson shall be formally evaluated by the faculty on his or her administrative performance in even-numbered years. The dean's office will conduct this evaluation at the time faculty merit review takes place and will transmit the results of the evaluation to the chairperson.

III

Standing Committees

There are FOUR standing committees of the faculty: Curriculum, Resource (responsible for advising the Chairperson regarding priorities for equipment/material purchases to forward

the research and teaching missions of the Department), Admissions and Placement (responsible for hearing appeals from students denied admission to the major under the selective admissions policy of the College and to develop activities to aid in the placement of graduates), and Grievance. Members of these committees are appointed by the chairperson except for the Grievance Committee, which is elected by the faculty and will consist of one Assistant Professor, one Associate Professor, and one Professor.<1> The Grievance Committee may consider any departmental actions, but will be especially responsible for problems arising from evaluation procedures, and will conduct an evaluation of the chairperson during the merit review process (see item II).

<1> If a member of the Grievance Committee is involved in a matter before the committee, the other two members shall select a replacement for the duration of the matter in question.

IV

Tenured Faculty

In addition, one other group is responsible for specific departmental policies: the tenured faculty. The tenured faculty is specifically responsible for decisions on new appointments, reappointments, and promotion and tenure, and in accord with University regulations, solicit recommendations from all untenured faculty members with at least two years of rank. The tenured faculty ordinarily will appoint a committee to do preliminary screening of candidates, but such a committee is only an advisory group reporting to the tenured faculty. The tenured faculty may delegate the appointment of the screening committee to the Department Chairperson.

The Tenured faculty is empowered as a group to concern itself with any of the specific operations of the Department. The Department Chairperson or any two members of the tenured faculty may call a meeting of this group.

V

General Policies

Course Scheduling. -- Although the scheduling of courses is generally the responsibility of the Chairperson, it is

recognized

that the principal source of input should be in the hands of the Faculty. Typically the faculty member will propose to the Department a specific assignment for the given semester, including courses and times. The Chairperson will then compose the Department's schedule, departing from the faculty's recommendation only when the needs of the Department seem to demand it, or if there is conflict between the faculty members' choice.

Travel Funds. -- The Department's travel money shall be as evenly divided as possible.

VI

Amendments

These policies and procedures can be amended at any time upon the initiation of any faculty member or any departmental committee. Amendments must be presented in writing and circulated to all faculty, at least two weeks prior to the meeting in which the vote is to be taken concerning the amendment. A two-thirds vote of the faculty present and voting is necessary for the adoption of an amendment.

Guidelines for Complying With The Kentucky Open Meeting Act

Departmental or school faculty meetings are subject to the provisions of the Kentucky Open Meetings Act. Department chairs and school directors must comply with the new Open Meetings legislation by following the guidelines below:

- 1) Each department or school shall provide for a schedule of regular faculty meetings, specifying time and place.
- 2) Put in writing to all departmental or school faculty 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 outside the chair or director's office or in the department or school 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) You are under no obligation to notify the media of scheduled meetings unless you have received a specific request from a news organization.

5) When the meeting turns to specific personnel matters dealing with an individual case(s) (promotion, tenure, dismissal, appointment renewal, etc.), you may 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) 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 pursuant to KRS 61.810(1)(g) .
- b) Secure a motion and its second; take a hand vote; confirm that a simple majority has voted in favor of the motion; record compliance with these measures in the minutes.
- c) 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, you may ask him or her to leave for that portion of the executive session during which his or her case is considered.
- e) You may not take any action (i.e., a formal vote) on any matter while in executive session; rather, use the executive session 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.