

Lewis Honors College

Organization of the College and Rules of Procedure of the Honors Faculty

I. Preamble

These Rules of Procedure are intended to be consistent with the University of Kentucky Governing Regulations, Administrative Regulations, and University Senate Rules, and with the laws of the Commonwealth of Kentucky. In the event that these rules of procedure are inconsistent or contrary to the above-mentioned regulations, rules, and laws, then the latter regulations, rules and laws apply.

The Lewis Honors College does not have a departmental structure, and functions as one unit. The Dean of the Honors College performs the functions and responsibilities of both a college dean and a department chairperson. The faculty, likewise, combines the functions and responsibilities of both a college faculty and a departmental faculty. The functions and responsibilities of the Dean of the Honors College and the Honors College Faculty described in this document are those prescribed by section VII of the Governing Regulations.

These rules were originally adopted by the Regular Faculty of the Lewis Honors College on September 27, 2018.

These rules may be amended by a majority of the total voting membership of the Honors College Faculty (GR VII.E.2.c), and the certification of the Dean of the College and the Provost that the rules are consistent with higher University rules and regulations.

Copies of these rules of the College and all subsequent amendments shall be submitted to the Provost for approval and filing with the secretary of the University Senate, distributed to all members of the faculty and its committees, given to all new faculty members, and shall be maintained by the Dean's office so as to be freely available to the members of the faculty and other authorized persons.

II. Dean of the Honors College

The Lewis Honors College does not have a departmental structure. The Dean of the Honors College has the functions and responsibilities of both a college dean and a department chairperson, as these are described in the University's Governing Regulations:

- A. To act as the chief academic officer of the College.
- B. To see that the policies and regulations of the Board of Trustees, the Governing Regulations, the Administrative Regulations, the University Senate Rules, and the Rules of the College Faculty are enforced.
- C. To be the chair of the Honors Faculty, and an *ex-officio* member of its committees.
- D. To oversee the educational work of the College and its efficient conduct and management in all matters not specifically charged elsewhere.
- E. To be responsible, through the faculty, for the curriculum of the College, and for the quality of instruction given therein, for the assignment of duties to all personnel, and for the service rendered by the Honors Faculty, individually and as a whole.

- F. To conduct and review performance evaluations of primary-appointment instructors in keeping with procedures and criteria established by the University, the Honors Faculty, and the Honors College Council.
- G. To make recommendations on the appointment of new members of the Honors College Faculty, promotions, reappointments, terminal appointments, and decisions not to reappoint, in keeping with the procedures and criteria established by the University and the Honors College Faculty, in consultation with the Honors College Council (see section IV below).
- H. To make recommendations on salaries and salary changes.
- I. To submit budget requests and to administer the budget when approved.
- J. To seek the advice of members of the College, individually or as a group, through the elected college faculty council, or of advisory committees that the dean may appoint in connection with the major administrative functions of the dean.
- K. To be the spokesperson for the College. In the event that the dean feels it necessary to depart from the recommendations of the faculty, the dean must communicate the Honors College faculty's recommendation as well as their recommendation and notify the faculty of their action.
- L. To discharge further administrative responsibilities assigned by the Provost of the University.

III. Faculty of the Honors College

- A. Honors College Faculty membership: The membership of the Honors College Faculty shall consist of the Dean of the Honors College, associate or assistant deans holding professorial faculty rank (i.e. assistant, associate, or full professor) and who have assignment in the College, and regular and associate faculty members.
- B. In accordance with (the controlling) GR VII.E.2.a, Regular members of the Honors College Faculty are
 - tenured or tenure-eligible faculty members with an appointment in another college who have a recurring, dedicated assignment in the Honors College, reflected in their Distribution of Effort (DOE); and
 - Faculty Fellows (described in Section V).
- C. In accordance with (the controlling) GR VII.E.2.a, Associate members of the Honors College Faculty are tenure and tenure-eligible faculty with primary appointments in another college who have an occasional assignment to provide instruction in the Honors curriculum; and lecturers who teach Honors courses on an occasional or recurring basis.
- D. The above members of the Honors College Faculty shall possess the following qualifications:
 1. A terminal degree in their field;
 2. The rank of assistant professor (or equivalent) or higher in one of the professorial title series, or the rank of lecturer or senior lecturer in the Lecturer Title Series;

3. Demonstrated excellence in teaching and mentoring of undergraduate students; and
 4. Demonstrated interest in honors students and the willingness to participate in the Honors College.
- E. The Dean of the Honors College confers membership in the Honors College Faculty. The appointments of regular members are made upon recommendation of the Honors College Council after review of the qualifications of the persons proposed for membership by the dean of the college of primary appointment. The Dean of the Honors College may appoint, with appropriate duties and privileges, associate members in the Honors College Faculty.

IV. Honors Faculty Fellows

- A. Lewis Honors College Faculty Fellows will serve as regular members on the Honors College Faculty.
- B. Faculty Fellows will serve a one- to three-year term in which they will teach one or two Honors courses (either an Honors seminar, or an Honors section of a regular departmental course) each year. In addition, Faculty Fellows will provide service to the Honors College by developing and offering at least one co-curricular enrichment event for Honors students in each academic year of their appointment and participating in the support of the Honors community, e.g., through the review of student applications and attendance at student-led Honors events.
- C. Lewis Faculty Fellow applicants should generally be tenured faculty members with a history of excellence in undergraduate teaching and a national reputation for scholarship, though outstanding Senior Lecturers could be considered. Applicants will be asked to submit a letter of nomination from their chair which includes verification of their support for the requested one- to three-year term if selected, documents demonstrating excellence in teaching and scholarship, along with a statement on proposed courses they envision teaching and other ways they would contribute to the College. A selection committee composed of the Dean of the Honors College, four members of the Honors College Faculty (III.A, above) selected by the Dean of the Honors College after consultation with the Honors College Council, and four additional members appointed by the Provost will review the applications. Fellows completing an initial term would be eligible to compete for a one-term reappointment.

V. Honors College Faculty Functions

Honors Faculty Functions

In accordance with (the controlling) GR VII.E.2.c, "within the limits established by the University regulations and the University Senate Rules, the regular members of the Honors Faculty shall have jurisdiction over the curricular requirements leading to the Honors credential, and within those limits shall establish Rules of the Honors Faculty necessary for the performance of its educational policymaking functions. For these purposes, voting privileges may be extended or withdrawn by the regular members to the associate members."

By their voted approval of the present version of the Honors College Faculty Rules, the Regular members of the Honors College Faculty hereby extend the above voting privileges to Lecturers and Senior Lecturers with primary appointments in the Honors College, and any associate member with primary appointment in other colleges who submits to the Dean's office such a request. For the purposes of these Honors College Rules, "reoccurring assignment" to provide instruction in the Honors Curriculum means teaching an honors course and/or supervising a senior honors thesis project in the current

academic year and the previous academic year. For the purposes of these Honors College Rules, "occasional assignment" to provide instruction in the Honors Curriculum means teaching an honors course and/or supervising a senior honors thesis project in the current academic year, but did not do so in the previous academic year.

In accordance with (the controlling) GR VII.E.2.b, the Honors College Faculty "may perform its functions directly or through the elected Honors College Council, as prescribed by the Rules of the Honors College Faculty and as approved by the University Senate."

- A. The Honors College Council (HCC, GR VII.E.2.b) shall be composed of at least ten (10) and no more than 15 members of University Faculty broadly representative of the University's colleges. At least one member shall be a lecturer with a primary appointment in the Honors College. The Dean of the Honors College shall chair meetings of the Honors College Council.
- B. Ten members of the Honors College Council shall be elected by and from the members of the Honors College Faculty (GR VII.F.2.b). The Dean may appoint up to 5 additional persons, from the Honors College Faculty or from University Faculty members who have a vested interest in the success of the Honors College, to effectuate as may be necessary the broad representation of the University's colleges on the Honors College Council. Faculty members of the HCC shall serve for a three-year term, and may serve consecutively for no longer than six years total. After serving for six consecutive years, a faculty member can serve again after one year. In the event an elected member does not serve a full term, a special election shall be held for a member to complete the term. If an appointed member does not serve a full term, the Dean may appoint someone to complete the term. In either of these cases, the member may subsequently serve for two full terms. Elections shall normally be held at the end of the Spring semester, with terms beginning with the following Fall semester.
- C. The Honors College Council (HCC) has the functions and responsibilities of both a departmental and a college faculty (acting as unit faculty), to act on behalf of the members of the Honors College Faculty, as specified below, in educational policy-making or advising the Dean of the Honors College on matters that affect the academic direction and intent of the Lewis Honors College.
 1. The HCC will approve educational policies of the Honors College, including such matters as academic requirements, curricula, course offerings in the HON series, departmental honors sections, undergraduate research, service-learning programs, transfer credit, and living-learning communities associated with the Honors College.
 2. The HCC will brief the University Senate (via the Dean of the Honors College), on the activities of the Honors College, including the teaching and content of all courses and sections selected to fulfill the program requirements, upon the request of the University Senate.
 3. The HCC may suggest potential improvements, which will enhance the Honors College and its impact on the undergraduate curriculum.
 4. The HCC must be represented on search committees for lecturers with primary appointment in the Honors College.
 5. The HCC will make recommendations to the Dean of the Honors College on policies regarding annual merit review of senior lecturers and lecturers and promotion of lecturers, and nominate Honors faculty for the AP Committee, which will be responsible for reviewing

promotion materials and writing a recommendation letter to be submitted to the Dean for promotions from the rank of Lecturer to that of Senior Lecturer.

6. The HCC may make recommendations on budgetary matters and procedures to be used within the College in the preparation of budget requests.
 7. The HCC will make recommendations to the University Senate on such matters as require the final approval of that body.
 8. The HCC may make recommendations on other matters to the University Senate, to the President, and to other administrative officials.
- D. The Honors College Council is vested with the right to vote on all questions on which their opinion is solicited in the form of a motion.
- E. The Honors College Council may vest nonvoting members of the Honors College Faculty with the privilege to vote on curricular and other matters in which the former deem it appropriate to consult the latter's opinion.

VI. Meetings of the Honors College Council

- A. Regularly scheduled meetings of the HCC shall be held at least six times from September to April. The Dean of the Honors College may call special meetings as and when necessary. The Dean of the Honors College shall call a special meeting of the HCC within two to four weeks of the receipt of the request for such a meeting signed by at least five voting members of the HCC stating the purpose of the meeting. The Dean of the Honors College shall call special meetings of the HCC if so desired by the Provost.
- B. Written notice of two weeks shall be given to all members for a meeting of the HCC. The Dean of the Honors College may, however, give a shorter notice in case of emergency or special circumstances.
- C. The Dean of the Honors College shall prepare, post, and distribute to members of the HCC, the agenda for meetings of the HCC one week in advance, except in emergencies and special circumstances. Members of the HCC may submit to the Dean of the Honors College items for the agenda at least ten days in advance of the meeting for which such items are intended, including a brief statement of the matter, specific motion or action suggested, and its consequences or implications. The HCC may by majority vote to amend or to modify the agenda, including the deletion or addition of items.
- D. A majority of the HCC shall constitute the quorum for HCC meetings.
- E. Minutes shall be kept of all HCC meetings. The recorder will distribute the minutes to the HCC and the Dean's office will hold a master file of minutes available for inspection to all members of the Honors College Faculty and other authorized persons.
- F. The HCC shall make decisions by a majority vote of HCC members present and voting at any HCC meeting, except amending the rules of the faculty, which shall require a majority of the Regular members of the Honors College Faculty. There shall be no voting by proxy. Twenty-five percent

(25%) of the members of the faculty present and voting can order a vote by roll call, or a mail ballot. A secret ballot vote shall be taken at the request of any voting member of the faculty. In case of voting by ballot, the faculty shall appoint a teller for the counting of votes.

- G. At least once a year, the Dean shall call a meeting of the Honors College Faculty.
- H. Except as otherwise provided in these rules, the business of the faculty at an HCC meeting or Honors College Faculty meeting shall be conducted in accordance with Robert's Rules of Order, latest edition. The Dean of the Honors College may on her/his own initiative, or at the request of the faculty approved by a majority of those present and voting, appoint a parliamentarian.

VII. Committees of the Honors College Faculty

The Honors College Faculty may perform its functions and conduct its business directly or through standing committees, ad hoc committees, or task forces.

A. College Committees

a. LHC Appointment and Promotion (AP) Committee:

- a. Composition: This committee will be composed of five faculty members appointed by the dean from a list of nominees submitted to the dean by the LHC HCC. Members must be at the level of associate professor, professor, or senior lecturer.
- b. Term of Membership: Members will be appointed to the Appointment and Promotion Committee by the dean to two-year terms starting July 1. Members may not serve consecutive terms.
- c. Responsibility: The Appointment and Promotion Committee will advise the Dean on faculty personnel actions involving initial appointment at the rank of Senior Lecturer and promotion of lecturers to the Senior Lecturer rank. This committee will also be consulted by the Dean regarding decisions for terminal reappointment or non-reappointment.
- d. A member of the AP committee may not serve simultaneously on either the Appeals Committee or the FPR committee.

b. LHC Faculty Appeals Committee:

- a. Composition: This committee will be composed of six faculty members appointed by the dean from a list of nominees submitted to the dean by the LHC HCC. Members must be at the level of associate professor, professor, or senior lecturer.
- b. Term of Membership: Members will be appointed to the Faculty Appeals Committee by the dean to two calendar year terms, with half of the membership chosen each year in order that the terms are staggered. Members may not serve consecutive terms.
- c. Responsibility: Three members of the Faculty Appeals Committee will hear appeals of performance review ratings and advise the dean on appeals decisions. The dean will inform the committee in writing of the final decision on all appeals brought before the committee.
- d. A member of the Faculty Appeals committee may not serve simultaneously on either the AP committee or the FPR committee.

c. LHC Faculty Performance Review (FPR) Committee:

- a. Composition: This committee is composed of the Associate Dean of Academic Affairs and three members of the Honors faculty who have appointments in LHC (i.e., the faculty

that will be reviewed for merit evaluation in the Honors College). Members must be at the level of Senior Lecturer and are selected by the Dean and Associate Dean.

- b. Term of Membership: Members are elected at the first meeting of the LHC faculty each academic year, serving a one year term. Members may serve up to three consecutive terms.
- c. Responsibility: This committee is responsible for examining the FPR forms of each faculty member under merit review that year and providing qualitative evaluation to the Associate Dean. However, the Associate Dean has the final determination of the rating submitted to the Dean.
- d. A member of the FPR committee may not serve simultaneously on either the AP committee or the Faculty Appeals committee.

Additional college committees/teams will normally function on an academic year basis, made up of faculty and staff. Within the first four weeks of the academic year, a list of members of all standing committees/teams will be made available to the faculty by the Dean of the College. Committees/teams for special purposes may be established at any time at the discretion of, and by, the Dean or the HCC, and a list of the membership of such committees/teams will be circulated to the faculty within two weeks of their establishment.

B. The following rules shall apply to all standing committees:

- a. The standing committees will be constituted by the Honors College Faculty, will be responsible to the Honors College Faculty, may make recommendations to the Honors College Faculty, and will regularly report to the Honors College Council and the Dean (once a year at a minimum).
- b. For any subcommittee of the HCC, the selection of members, term of membership, and selection of chair will be decided by the HCC. For a standing committee that is created to address the needs of the Honors College as a whole, the selection of members, term of membership, and selection of chair will be decided by the Dean, with consultation of the HCC. The HCC or Dean may delegate the authority to the chair of the committee to select members and membership terms.
- c. The Dean of the Honors College shall be an *ex-officio* member of all committees and may appoint any of the administrative officers of the College to represent the dean on the committees.
- e. The chair of the committee will prepare, post, and distribute the agenda for a meeting, ordinarily one week in advance. Members may submit items for inclusion in the agenda.
- f. A majority of the total voting membership of the committee will constitute the quorum for meetings.
- g. Except as otherwise provided in these rules, the business of the committees will be conducted in accordance with Robert's Rules of Order, latest edition.
- h. Meetings of the committees are open to all members of the Honors College Faculty, who will have the right to be present and to speak but not to vote. Any discussion of individuals should be held in closed session.

VIII. Procedures for Modifications

These rules of procedure have been created and approved by the Regular members of the Honors College Faculty, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky (see GR VII.E.2.c). These rules do not become effective until and unless approved by the Dean of the Honors College and Provost for consistency with higher University rules and regulations as indicated by their signatures below, and by the University Senate. The University Senate delegates its authority to approve amendments to these rules to the Provost and Dean of the Lewis Honors College. A current copy of the approved rules for this College is available in the office of the Dean of the Honors College, and the Provost's office.


Approved by the voting members of the Faculty of the Honors College: April 28, 2023

Approval by Dean of the Honors College:



Christian Brady Date
Dean, Lewis Honors College

Approval by Provost:



Robert DiPaola Date
Provost