

**DEPARTMENTAL HANDBOOK**

**DEPARTMENT OF CHEMISTRY**

**UNIVERSITY OF KENTUCKY**

Revised May 2011

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All of these documents can be accessed electronically through the UK web site or by the following:  
[www.uky.edu/HR/policies/](http://www.uky.edu/HR/policies/)

These rules and procedures of the Department of Chemistry acknowledge the precedence of and requirement of consistency with the University's Administration Regulations, Governing Regulations, Senate Rules, and Kentucky and Federal laws and regulations that are now in force or may be modified or enacted in the future.

## **B. ORGANIZATION OF DEPARTMENT**

## **1. Administration**

Departmental administration is the responsibility of the Chair of the Department, the Director of Graduate Studies, the Director of Undergraduate Studies, and the Business Officer. Departmental administrative committees are inherently important in the administrative operations and interact in all major decisions.

The Chair of the Department is appointed for a term of four years by the Board of Trustees acting upon recommendation of the President according to the procedures given in the Governing Regulations (Part VIII, Section A).

The Chair, Director of Graduate Studies (DGS), and Director of Undergraduate Studies (DUS) are faculty members; however, the Business Officer is not. The Director of Undergraduate Studies is appointed by the Chair after consultation with the faculty of the Department and the Dean of the College. The Director of Graduate Studies is appointed by the Dean of the Graduate School upon the recommendation of the Chair. Their terms normally coincide with that of the Chair of the Department. The Department Chair's choice of persons to serve in these positions is determined also by the mutual willingness of the individuals selected to serve the Department in these capacities. If the Chair desires and the individuals agree, they may serve successive appointments.

The duties and responsibilities of these four administrative positions are generally those implied by the titles affixed. Primary responsibility for the general administration and for policy implementation is embodied in the Chair, as described in the Governing Regulations of the University (Part VII, Section B.6). The Director of Graduate Studies is responsible for administering the graduate program from admissions through final examinations. The Director of Undergraduate Studies is responsible for overseeing the baccalaureate degree programs in Chemistry. The Business Officer supervises stores and facilities, storekeepers, service and administrative personnel, and the business office staff. The Business Officer is principally responsible for the Department's financial records, safety program, and all purchasing and receiving.

The Director of General Chemistry is appointed by the Chair and is responsible for all 100-level chemistry courses, for direction of the general chemistry program, and for supervising the activities of the General Chemistry Laboratory Supervisor. The Stockroom Manager serves at the safety officer for the Department.

## **2. Faculty**

**All of the information listed below can also be found in The University of Kentucky Faculty Handbook which is located online at: [www.uky.edu/Regs/FHB/](http://www.uky.edu/Regs/FHB/)**

### **a. Faculty Membership**

The faculty consists of the Chair and the members of the Department who are members of the faculty of the College of Arts and Sciences. All have an equal voice in discussions and an equal right in voting at faculty meetings. Emeritus faculty, instructors, members of the Graduate Faculty with principal appointments in other units and visiting professors are considered to be members of the faculty with the privilege of attending faculty meetings and taking part in discussions, but they are not eligible to vote.

## **b. Joint Appointments**

An individual holding faculty appointment in other University of Kentucky departments or programs may be considered for joint appointment in the Department of Chemistry. Tenure is associated with the primary appointment. Promotion procedures are the same as in the primary appointment, except that preparation of a full dossier and referrals to an Area Committee are not required. Such a joint appointment will be reviewed biannually.

Generally, the person with a joint appointment is paid through the primary appointment, but the secondary Department may contribute money. If the contribution exceeds 20%, independent performance reviews must be performed in both departments.

Faculty with secondary joint appointments in Chemistry have the privilege of attending faculty meetings and taking part in discussions, but they are not eligible to vote. Generally, faculty with joint appointments are listed in the Directory of Graduate Research and in the University of Kentucky Bulletin.

The allocation and use of resources, and all obligations of both the Department of Chemistry and the appointee, must be negotiated and spelled out clearly before a joint appointment is made.

Joint appointments must be of demonstrable benefit to the Department as well as to the individual appointee. A proposal outlining the specific nature of the appointment must be prepared and submitted to the faculty prior to consideration of the appointment. This proposal would specifically address the benefits and privileges to be extended to the appointee, the obligations of the appointee with respect to the Department, and the obligations of and benefits to the Department. Many aspects of this proposal could be negotiated with the Department Chair before submission to the faculty for discussion, revision or voting. Once approved by both parties, the provisions of the proposal would be binding on both sides, subject to renegotiation at the time of appointment renewal. Each proposal must address specifics as outlined below.

- The proposed teaching duties of the appointee in the Department must be specified. For example, the appointee may propose to teach a specific course once every two years.
- Committee duties must be specified. Typically, a joint appointee would be expected to serve on one administrative committee per year.
- If resources such as laboratory space, office space, telephone, secretarial services, mailing and copying privileges, shop services, instrument services, etc. are to be allocated, these must be specified in detail.
- In return for the allocation of resources, an arrangement should be made for the Department to receive a fair share of indirect costs or salary savings from grants of the person seeking the joint appointment.
- Faculty with joint appointments may direct research of Chemistry graduate students, either on their own or jointly with members of the Chemistry faculty. The proposal should set limitations on the number of Chemistry students that may be supervised by a person with a joint appointment and address their means of support. For example, a reasonable guideline would be that no more than one such student in a group could be supported as a Chemistry teaching assistant.



- If the appointee intends to support Chemistry graduate students on an indirect costs-bearing external grant, arrangements should be made for a portion of the IDC to be returned to the Department to compensate for its administrative costs.
- If the appointee wishes to engage in collaborative research projects with members of the Department, co-supervise students, or share space, these intentions should be specifically addressed in the proposal.

Joint appointments will be processed according to the stipulations of Administrative Regulation AR II-1.0-1.

### **c. Adjunct Professorships**

Adjunct titles designate qualified teaching, research, and/or creative personnel employed by a non-University agency or by the University with a primary appointment in a non-faculty position. Adjunct faculty are expected to contribute significantly to the teaching and/or research missions of the Department. At least 50% of the salary of an adjunct faculty member must come from non-University funds or funds related to a non-faculty position within the University.

Persons appointed to adjunct professorships must have the same academic qualifications as regular faculty of the same rank. Tenure is not granted in the adjunct series. Procedures for promotion of an adjunct appointee are the same as those for regular and special title series, except for time in rank. Preparation of a full dossier and referral to an Area Committee are required. The normal period of appointment is the same as for untenured appointments to corresponding ranks in the regular or special title series.

Faculty in the adjunct series may qualify for membership in the graduate faculty, but it is not automatic, regardless of rank. Permission to supervise graduate students must be granted by the Provost upon recommendation by the proper area committee.

The obligations of the Department for providing office and laboratory space, administrative/clerical/secretarial services, Departmental allocations, keys, parking, attendance at faculty meetings, use of Departmental instruments, travel money, etc. should be negotiated before the appointment is made.

Adjunct appointments must be of demonstrable benefit to the Department of Chemistry as well as to the individual appointee. A proposal outlining the specific nature of the appointment must be prepared and submitted to the faculty prior to consideration of the appointment. This proposal would specifically address the benefits and privileges to be extended to the appointee, the obligations of the appointee with respect to the Department, and the obligations of and benefits to the Department. Many aspects of this proposal could be negotiated with the Department Chair before submission to the faculty for discussion, revision or voting. Once approved by both parties, the provisions of the proposal would be binding on both sides, subject to renegotiation at the time of appointment renewal. Each proposal must address specifics as outlined below:

- Proposed teaching duties must be specified. For example, it might be of benefit to the Department to have the adjunct member teach a special topics course in his or her area of expertise on a regular basis.
- Service responsibilities should be specified.

- If resources such as laboratory space, office space, telephone, secretarial services, mailing and copying privileges, shop services, and instrument services are to be allocated, these must be specified in detail.
- In return for the allocation of resources, an arrangement should be made for the Department to receive a fair share of indirect costs or salary savings from grants (if applicable) of the person seeking the adjunct appointment.
- If the appointee wishes to become a member of the Graduate Faculty and supervise graduate students, this intent must be specified in the proposal. Specific proposals concerning the number and support of the graduate students must be included.

Adjunct appointments will be processed according to the stipulations of Administrative Regulation AR II-1.0-1.

#### **d. Research Professorships**

The research professorial title series is intended for individuals who participate in research activities of limited and specific duration, operated under contracts, grants or other designated funds. Eligibility for tenure is not associated with these appointments. It is possible to change an appointment of a faculty member from the research to regular or special title series.

An assistant research professor is appointed for three years, or if for a lesser period of time, the length of funding for the project. An associate or full research professor is appointed for five years, or if for a lesser period of time, the length of funding for the project. A faculty member may be reappointed in the research title series for one or more additional terms, contingent upon the availability of funding and the individual's accomplishments. Research faculty are generally funded through grants, but appointees may be supported with regular funds for brief periods between grants. Research faculty can apply for grants and contracts through UKRF; overhead is administered just as that for funds obtained by faculty with regular appointments, and the Department should benefit from any indirect costs associated with these grants and awards.

While open meeting rules allow research faculty to attend faculty meetings, the Department of Chemistry does not grant them voting privileges. Research professors are specifically prohibited from voting on tenure and promotion matters.

Research professors can become associate or full members of the Graduate Faculty and, under these conditions, can chair M.S. and Ph.D. committees and supervise graduate students. Research professors cannot instruct "regularly scheduled classes," but may be permitted to teach occasional seminars or special topics sections.

Each proposal for a research faculty position must address specifics as outlined below:

- The Department must demonstrate the need for the research faculty position and indicate the funding for a position with the primary appointment in the Department of Chemistry. The proposal must address specific reasons for establishing the position and the sources, amount, and duration of funding. The nature of any research relationship with faculty in Chemistry or other departments should be specified.

- Allocations of resources (e.g., laboratory space, office space, telephone, secretarial services, mailing and copying privileges, shop services, instrument services) must be specified in detail.
- It must be shown that the Department will be reimbursed through grant funds for any resources allocated.
- If the appointee wishes to become an associate or full member of the Graduate Faculty in order to supervise graduate students, this intent must be specified in the proposal.

Research faculty appointments will be processed according to the stipulations of Administrative Regulation AR II-1.0-1.

**e. Emeritus Faculty**

University policies on privileges extended to emeritus faculty are stated in the Administrative Regulations, AR II-1.0-1, Section II-T. The specific privileges to be extended to emeritus faculty members within the guidelines set forth in the Administrative Regulations will be determined by the Chair in consultation with the appropriate Departmental committees. Emeritus faculty generally shall not be voting members of the faculty, unless the faculty vote to extend the voting privilege.

An emeritus faculty member desiring to use the facilities of the Department shall submit a request annually in writing to the Department Chair, who will approve those requests the Chair deems consistent with the resources of the Department at that time. Each request will be evaluated on its own merits each year and a succeeding Chair is not bound by commitments of the previous Chair.

**f. Faculty Meetings**

Departmental faculty meetings are generally held monthly during the academic year. Meetings may be cancelled if the Chair and the Executive Committee agree that there is insufficient business to justify a meeting. Additional meetings may be called by the Chair or upon written request of five or more faculty members.

Notices of faculty meetings are distributed to faculty members at least one week prior to the meetings. The agenda for each meeting, as established by the Chair, is distributed at least one day in advance of the meeting.

Any faculty member may request that items be placed on the agenda for discussion and/or action, and discussion of any appropriate topic may be initiated from the floor during a faculty meeting. Faculty meetings are chaired by the Chair of the Department, except as the Chair may delegate this function.

Parliamentary procedure of the meetings is governed by Roberts' Rules of Order; a parliamentarian may be appointed by the Chair. A majority of the voting members of the faculty shall constitute a quorum for the transaction of business. Voting by proxy is not allowed.

When items of possible concern to graduate students are placed on the agenda of a meeting, pertinent information about these items should be communicated to the President of the Graduate Student Association by the Chair for the purpose of obtaining viewpoints of the graduate students in advance of the meeting or for the purpose of inviting a student representative to the meeting. A

summary of faculty actions (except personnel matters) that are pertinent to the graduate program of the Department is circulated to the graduate students.

Minutes shall be kept of each faculty meeting, and copies of the minutes shall be distributed to the faculty before the next meeting.

Faculty meetings shall comply with the Kentucky Open Meetings Act. When the meeting turns to specific personnel matters dealing with individual cases (promotion, tenure, dismissal, appointment renewal, etc.), the faculty may go into executive session as follows: (a) The Chair will announce, "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) After a motion is made and seconded, a hand vote will be taken, the Chair will confirm that a simple majority has voted in favor of the motion, and compliance with these measures will be recorded in the minutes. (c) The Chair will announce that the meeting will go into executive session, and the public will be asked to leave. (d) If a faculty member to be discussed is present at the meeting, that faculty member may be asked to leave during that portion of the executive session during which his or her case is considered. (e) No action (i.e., formal vote) may be taken while the meeting is in executive session. (f) Minutes or summaries of executive sessions are not required.

#### **g. Role of the Faculty**

The responsibilities of the Departmental faculty are delineated in the Governing Regulations (GR VII-A-6). The faculty play a key role in the Department's administration through participation in the committee structure.

#### **h. Faculty Responsibilities**

##### ***Introduction***

The following statement establishes minimal standards of performance for the period under review by a faculty member already tenured. It is expected that most tenured faculty members will substantially exceed these minimal standards. This statement does not define standards for the granting of tenure; tenure decisions are not based upon minimal standards, but upon demonstrated excellence appropriate to the field.

All faculty members have responsibilities to the teaching, research, and service missions of the University. Faculty may contribute to the achievement of these missions in many ways, and the Department of Chemistry's primary concern will always be with quality, not quantity. Rather than being in competition with each other, faculty should be cooperative and mutually supportive. Generally, the Department expects that the following standards will be met.

##### ***Teaching***

Each Chemistry faculty member is expected to participate as regularly as Departmental needs permit in the teaching of lower-division, upper-division, and graduate courses. In particular, no faculty member will be exempt from teaching general chemistry.

Every Chemistry class will meet as scheduled or arranged, and class time will be used fully and effectively to teach the subject matter. The faculty member will have broad discretion on the material to include and how to present it, but chemistry courses should correspond to published course descriptions.

Minimal expectations for Chemistry faculty are that they care about the learning of students and that they treat students with respect. Grading standards will demonstrate high expectations, but will be reasonable and fair.

Chemistry faculty members will be readily accessible to students. Normally, this access will include at least three hours per week of scheduled office hours; this schedule should be listed on course syllabi, posted on the faculty member's office door, and adhered to.

Evaluation of teaching will be based upon more than the average rating on student evaluation forms. Other sources of information will include course improvement efforts, educational grant applications, educational grants received, presentations, awards, advising efforts, achievements of students, and the judgments of peers and the Chair. The teaching portfolio should document special efforts and contributions made by the faculty member.

More than just requiring additional hours of teaching, a high teaching component on a faculty member's Distribution of Effort agreement will carry expectations of educational leadership, and contributions in such areas as instructional innovation, development of novel demonstrations and materials, enhancements in pedagogy, and curriculum improvement.

Student evaluations of teaching will be considered in context. What is the nature of the course (e.g., an off-semester freshman course, a laboratory course)? What ratings have other faculty received in similar courses?

### ***Research***

Research programs should produce tangible results (e.g., journal articles, scholarly books, invited presentations). The productivity of a research program should bear some relationship to the percentage of time the faculty member devotes to research; a 20% research effort, for example, will not be expected to be as productive as a 60% effort.

Besides publications, evidence of research productivity will include presentations at professional meetings and external funding. Unsuccessful proposals that have received good reviews may serve as additional documentation of research activity.

Educational research that results in journal articles and scholarly books is a legitimate part of a faculty member's research component. Non-scholarly products (e.g., a freshman textbook) are more appropriately counted as part of the teaching effort.

### ***Service***

Special consideration in evaluating service will be given to evidence of leadership, responsible participation, and imaginative contributions.

#### **i. Sabbatical Leave**

See the University of Kentucky Governing Regulations, Part X for University policy, and College of Arts and Sciences memoranda for College policy. The Department cannot function effectively if too many faculty members are on leave at the same time, so sabbatical plans should be discussed with the Chair as early as possible, and written application must be made in accord with College policy.

## **j. Consulting**

The Board of Trustees has established conditions governing short term and intermittent employment of faculty as paid consultants to organizations outside the University (see AR II-1.1-1, 8/20/92). A proposal for consulting must be made in writing to the Department Chair, whose recommendation will be forwarded to the Dean and to the Provost for final action; the application should be made on Form F, *External and/or Internal Overload Form for Faculty*. Such proposals shall indicate:

- The nature of the work to be performed.
- Estimated amount of time involved.
- Duration of the assignment.
- Scale of reimbursement.

## **3. Departmental Committees**

### **a. Standing Committees - General Comments**

Appointments to all Departmental committees are made by the Chair of the Department upon consideration of individual preferences and upon the advice of the Executive Committee.

Appointments of committee chairs will be typically for two years. Other members of the committees will be appointed on an annual basis. Members may be appointed to succeed themselves. To the extent feasible, representation on the various committees shall reflect the various areas (Analytical, Biological, Inorganic, Organic, and Physical) represented within the Department.

The Chair of the Department serves as a member, *ex officio*, of all Departmental committees.

Committees function from July 1 through June 30. In certain cases, some overlap of old and new committees (and their operations) may be desirable and/or necessary to the attainment of smooth transitions. All committees are advisory and report the substance of their deliberations to the Chair. Annual reports are not required but oral reports at Departmental faculty meetings may be requested by the Chair.

A graduate student representative will be appointed to the Building and Infrastructure Committee, to the Graduate Program Committee, to the Information Committee, to the Seminar Committee, and to the Undergraduate Program Committee. An undergraduate student will be appointed to the Undergraduate Program Committee. The students are selected by the Chair of the Department from lists of individuals recommended by the faculty and the Graduate Student Association or the Chemistry Student Affiliates. Students recommended for these appointments are to be in good academic standing.

### **b. Executive Committee**

The Executive Committee serves the Chair in an advisory capacity on decisions concerning all aspects of the Department. The Executive Committee will assist in formulating Departmental procedures on appointments, promotions, performance evaluations, and related matters, and the committee is consulted by the Chair with respect to appointments to all committees. The Executive Committee will recommend to the Chair on nominations for faculty awards and honors.

The Department Chair serves as Chair of the Executive Committee. The Director of Graduate Studies and the Director of Undergraduate Studies will continue to serve as *ex officio*, voting members of the committee. Four additional tenured faculty members, with a primary appointment in the Department, will be elected by a faculty vote.

- Voting Procedures
  - Each spring semester, two Committee members will be elected (ex: The candidates receiving the highest and second highest number of votes in Spring 2009 will each serve during the 2009-2010 and 2010-2011 academic years. In Spring 2010, the highest and second will serve during the 2010-2011 and 2011-2012 academic years.)
  - *Ex officio* Executive Committee members, as well as any faculty member who declines to run by informing the Department's Head Administrative Associate by the last Friday before spring break will not be included on the ballot.
  - Ballots will be distributed on the first Monday after spring break and the deadline for voting will be the last Friday in March.
  - Each faculty member with voting privileges in the Department (full-time Regular, Special and Extension series, as well as Lecturers to whom voting privileges have been extended) will receive a ballot to vote for as many candidates as there are open seats on the Committee.
  - Voting will be conducted by secret paper ballot. Completed ballots will be given to the Head Administrative Associate for counting. Faculty members unable to submit a paper ballot because of sabbatical, illness, etc., may submit their votes by telephone or email.
  - The candidates receiving the highest and second highest number of votes will each serve a two-year term.
  - If a Committee member cannot serve a full term for any reason, including sabbatical leave, the candidate with the next-highest number of votes in the previous election will be asked to serve out the term.
  - In case of a tie for any seat, a runoff election will be held between or among the tied candidates. The procedure will be the same as the first ballot. In case of a tie in the runoff election, the Chair will make the final decision(s).
  - A faculty member may be elected to no more than two consecutive terms on the Executive Committee. *Ex officio* (Chair, Directors of Graduate or Undergraduate Studies) or partial terms are not included in the count of consecutive terms.

### **c. Building and Infrastructure Committee**

The Building and Infrastructure Committee is composed of at least three faculty members, one graduate student, and the Business Officer as a non-voting member. The committee is chaired by a faculty member.

This committee is responsible for making recommendations on policy and guidelines to the faculty concerning the following:

- Plans for possible new facilities and renovation of existing facilities.
- Audiovisual facilities.

- Assignment of office space.
- Assignment of research laboratory space.
- Repair, maintenance, alterations, and improvements in the physical plant.
- Operation of stockrooms.
- Supportive operations such as glassblowing, analytical services, mass spectrometry services, nuclear magnetic resonance services, electronics, and machine work.
- Safety program, including safety inspections and necessary corrective measures.
- Lists and priorities for possible purchase of instructional equipment.
- Lists and priorities for possible purchase of research and office equipment.
- Grant and contract proposals for equipment to outside agencies.
- Departmental budgets.
- Faculty research allocations.
- Requests for capital equipment.

The Committee will recommend to the Chair on nominations for staff awards and honors.

**d. Seminar Committee**

The Seminar Committee consists of at least three faculty members and one graduate student.

This committee is responsible for the following.

- Departmental seminars: inviting speakers and hosting arrangements.
- Publicity: Dissemination through proper news outlets of information about seminars, guest lectures and symposia.
- Alumni contact.

The Naff Symposium and the Dawson Lecture shall be organized by subcommittees of the Seminar Committee.

**e. Information Committee**

The Information Committee consists of at least three faculty members and one graduate student. The duties of this committee include making recommendations to the Chair concerning the following.

- Acquisition of information technology for the Departmental.
- Liaison with the University's computer laboratories.
- Liaison with the Chemistry-Physics Library; making recommendations on library facilities and policies.
- Preparation of the Department's annual newsletter.
- Preparation and revision of the Department's Graduate Studies Bulletin.
- Publicizing Department, faculty, staff, and student noteworthy achievements, grants, contracts, prize awards, etc.

**f. Graduate Program Committee**

The Graduate Program Committee is composed of at least five regular title series faculty members and one graduate student, and is chaired by the Director of Graduate Studies.

The duties of this committee include the following.



- Carrying out the graduate recruitment and admissions program of the Department by preparing and distributing informational materials, managing the visiting seminar program, and organizing individual visits of prospective students.
- Conducting the orientation program for new graduate students immediately prior to the beginning of the fall semester.
- Recommending to the faculty on policy and guidelines on (a) the quality and content of the overall graduate program, (b) the qualifying (cumulative) examination system, and (c) graduate-level courses (level 400G and above).

The committee will cooperate with the admissions office of the Graduate School in collecting and evaluating the credentials of all applicants for admission to the graduate program. The committee may proceed directly to make recommendations concerning admission and to make offers (contingent on admission to the Graduate School) and financial commitments (with the approval of the Department Chair) without faculty action, except in unusual circumstances.

The committee will recommend to the Chair of the Department on:

- Reappointments and stipends of graduate students.
- Appointments and stipends of Departmental research assistants.
- Granting of fellowships and other awards to graduate students, when appropriate.
- The scheduling and teaching of graduate courses.

The committee will:

- Advise all new graduate students for their first year or until they select preceptors.
- Evaluate the teaching and research performance of all graduate students annually.
- Review the academic performance of each student at least annually, and make appropriate recommendations to the student's preceptor, the student's Advisory Committee, or the faculty.
- Provide information and advice about the availability of scholarships, fellowships, and assistantships.
- Maintain the Departmental booklet, *Handbook for Graduate Students in the Department of Chemistry*.

#### **g. Promotion and Tenure Committee**

The Chair will appoint annually an *ad hoc* committee consisting of regular title series faculty members at the rank of professor who will review all untenured faculty and associate professors and recommend to the faculty on promotion and tenure.

#### **h. Undergraduate Program Committee**

The Undergraduate Program Committee is composed of the Director of Undergraduate Studies, the Director of General Chemistry, one other regular title series faculty member, one other faculty member, the General Chemistry Laboratory Supervisors, one graduate student, and one undergraduate student who is nominated by a member of the faculty. The committee is chaired by the Director of Undergraduate Studies.

This committee is responsible for making recommendations on policy and guidelines to the Chair and to the faculty concerning the following:

- Baccalaureate degree programs.
- Undergraduate curriculum recommendations, including adding, dropping, or changing courses at the 500 level or below.
- Organizing undergraduate advising and advising assignments.
- The scheduling and teaching of undergraduate courses.
- Undergraduate scholarship and award selections (the undergraduate student will be excused from those meetings where the records of other undergraduates are discussed).
- Liaison to College and University committees charged with undergraduate curriculum responsibilities.
- Recommending on honors for graduating seniors.
- Recommending on General Chemistry policy and guidelines.
- Cooperating with the Graduate Program Committee in the teacher-training program for new graduate teaching assistants.
- Recommending on General Chemistry text books, syllabi, laboratory manuals, grading standards, and examinations.
- Organizing the annual poster program for undergraduate research.

## **C. STAFF**

Professional staff members are expected to work 40 hours per week. Normal working hours are 8:00 a.m. to 5:00 p.m., with an hour off for lunch. Deviations from these hours must be approved by the appropriate supervisor. Absences, sick leaves, and vacation leaves must be reported.

### **1. Lecture Demonstrator**

The Lecture Demonstrator shall report to the Chair of the Department of Chemistry.

Faculty members in all Chemistry courses may request the assistance of the Lecture Demonstrator in preparing and carrying out appropriate demonstrations. General Chemistry lecture demonstrations shall be under the direction of the Director of General Chemistry.

The Lecture Demonstrator shall:

- Take initiative for developing and implementing new demonstrations in support of the lecture courses of the Department of Chemistry.
- Stay abreast of the literature on chemical education and lecture demonstrations.
- Exercise leadership in introducing new lecture-demonstration technologies.
- Ensure that the Department's lecture demonstrations are safe and environmentally responsible.
- Respond to faculty requests for demonstrations.
- Generate and provide to the faculty of the main lecture courses proposed schedules of demonstrations.
- Maintain and provide to the faculty up-to-date documentation of available demonstrations.
- Set up, organize, operate, troubleshoot, maintain, service, and repair the Department's projection and demonstration equipment and supplies. Procure audio-visual materials.
- Set up and, to the extent requested, carry out lecture demonstrations.
- Oversee undergraduate assistants assigned to the lecture-demonstration room.
- Assist in the development and implementation of new experiments for the laboratory courses of the Department of Chemistry.

## **2. Laboratory Supervisors**

### **a. General Chemistry Laboratory Supervisor**

The Laboratory Supervisor for General Chemistry works under the supervision of and is responsible to the Director of General Chemistry.

The duties of the Laboratory Supervisor are as follows.

- Supervise general chemistry laboratories and laboratory recitations.
- Supervise the graduate teaching assistants involved in general chemistry laboratories and laboratory recitations.
- Assist in the training of graduate teaching assistants.
- Participate in actual laboratory instruction as much as time permits.
- Assist with the development of the laboratory courses.
- Instruct selected laboratory and recitation sections.
- Modernize and improve existing experiments in the laboratory courses.
- Act as liaison in seeing that the proper chemicals and supplies are available for general chemistry laboratories.

### **b. Organic Chemistry Laboratory Supervisor**

The Laboratory Supervisor for Organic Chemistry works under the supervision of and is responsible to the Chair of the Department. The Chair may delegate day-to-day supervision to a faculty member of the Organic Chemistry Division. The duties of the Laboratory Supervisor include:

- General supervision of organic chemistry laboratories and laboratory recitations.
- Supervision of graduate students and teaching assistants involved in organic laboratory and recitations.
- Assisting in and coordinating the preparation of, the administration of, and the grading of laboratory quizzes and examinations.
- Assisting with the development of the laboratory courses, including the development and testing of new experiments.
- Assisting in the training of graduate teaching assistants.
- Maintaining and testing periodically the laboratory instruments such as balances, gas chromatographs and infrared spectrophotometers.
- Assisting in instruction in the use of laboratory instruments in selected laboratory and recitation sections.
- Participating in actual laboratory instruction as much as time permits.
- Instructing selected laboratory and recitation sections.
- Supervising and controlling the preparation of unknowns.
- Ensuring that the proper chemicals and supplies are available for organic chemistry laboratories.
- Helping to maintain the organic stockroom.
- Modernize and improve existing experiments in the laboratory courses.

## **3. Postdoctoral Scholars and Fellows**

The complete document of Policies and Procedures Relative to Postdoctoral Scholars, Postdoctoral Fellows, and Visiting Scholars can be found online at [www.uky.edu/Regs/AR/ar067.pdf](http://www.uky.edu/Regs/AR/ar067.pdf)

The basic intent of a postdoctoral program is to provide the postdoctoral appointee an opportunity for fundamental work and study within a specific research group in the Department. Complete policies and procedures relative to postdoctoral scholars and fellows are covered in University of Kentucky Administrative Regulation II-4.0-1. Postdoctoral scholars and postdoctoral fellows are defined as follows by AR II-4.0-1:

- A *postdoctoral scholar* is an individual who has an earned doctoral degree and is pursuing an individualized program of advanced training in research, in teaching or other important aspects of academic work, or in any combination of these activities for which the University has assumed a measure of responsibility. Although participation in the program provides advanced training, service is required as a condition of appointment with salary. A postdoctoral scholar has status both as a non-regular academic staff employee and as a postdoctoral student.
- A *postdoctoral fellow* is an individual who has an earned doctoral degree and is a recipient of a fellowship or training award. Through such an award, a postdoctoral fellow receives a stipend or living allowance (not considered as salary) from grant funds provided specifically for a particular field of study or training. No service to the University is required as a condition of receiving the stipend, although service may be rendered incidentally as part of the training or fellowship program. A postdoctoral fellow has status as a postdoctoral student but not as an employee.

According to these definitions, a postdoctoral research associate employed on a grant or contract is a postdoctoral scholar. For further information on postdoctoral scholars, on postdoctoral fellows, or on visiting scholars, see AR II-4.0-1.

#### **a. Selection of Postdoctoral Scholars**

Applications for appointment should be directed to the individual professors of the Department who are willing to sponsor postdoctoral scholars. Sponsoring professors should solicit applications for positions by advertising in appropriate journals in order to fulfill equal opportunity provisions.

Applications should include a curriculum vitae and a minimum of two letters of recommendation (one of which normally shall be from his or her Ph.D. preceptor). In urgent cases, a satisfactory summary of phone recommendations may be used.

A sponsoring professor will make the selection from among the various applications received and will be responsible for handling all paperwork associated with visa forms and appointment. A copy of the postdoctoral scholar's file should be forwarded to the Chair.

It is most desirable that candidates for postdoctoral appointments be sought from other institutions rather than from among our own graduates.

#### **b. Appointment of Postdoctoral Scholars**

A postdoctoral scholar shall be designated as a full-time scholar of the University of Kentucky after his or her application for enrollment has received the approval of the Department Chair, the Dean of the College of Arts and Sciences, and the Dean of the Graduate School.

Postdoctoral scholars shall be officially enrolled as full-time scholars of the University after their applications for enrollment have received the approvals just described.

Upon receipt of a favorably endorsed application, the applicant shall be issued identification granting the privileges of a postdoctoral scholar.

**c. Work Assignments**

Where Postdoctoral Scholars are appointed to salaried positions funded from extramural sources, it will be the responsibility of the sponsoring professor to monitor the work assignment.

**d. Benefits Available**

In general, the benefits made available to the Postdoctoral Scholar reflect the Departmental philosophy that such individuals are considered to be associates of the Departmental faculty. Postdoctoral Scholars are eligible for the following Departmental benefits:

- Postdoctoral scholars will be permitted to obtain a key card to the building, and keys as needed to particular laboratories and offices. The Chemistry-Physics Librarian may authorize issuing after-hours access to the Library.
- Storeroom utilization privileges in the Department of Chemistry shall be extended to the extent of availability of such funds expressly approved for support in the grant award, and/or allocation in accordance with current Departmental regulations.
- Postdoctoral scholars may elect to audit courses or enroll officially for courses in accordance with established University policy for all personnel employed by the University provided this activity meets with the approval of their faculty supervisor.

**e. University Policy**

University of Kentucky policy concerning Postdoctoral scholars is codified in *University of Kentucky Administrative Regulations, AR II-4.0-1 (4/30/93)* and subsequent modifications. The Department of Chemistry postdoctoral program is an implementation of that policy.

**4. Other Staff Positions**

Other professional staff provide the research support services described in Section E-2: X-ray crystallography, nuclear magnetic resonance, electronics, and glassblowing. The normal work week for these positions is 40 hours; forms reporting absences, sick leave, and vacation leave must be submitted to the administrative assistant.

**D. PROCEDURES**

**1. Office Procedures**

**a. Alumni List**

A computerized list is maintained on all alumni, faculty, and former faculty. This list contains such information as name, highest degree held, name of awarding university, present position, business address, home address, dissertation titles, and preceptors. To aid in keeping the files up

to date, faculty are requested to inform the main office whenever they learn of changes or obtain more current information.

**b. Book Orders**

Book orders are coordinated by the Business Officer who distributes the information to the bookstores. Information will be distributed to the faculty each semester with announced deadlines.

**c. Class Schedules**

Class schedules for the Fall, Spring, and Summer sessions are prepared by the Chair in consultation with the Graduate Program Committee, the Undergraduate Program Committee, the Executive Committee, and Divisional representatives.

**d. Course Changes and New Courses**

Proposals for new courses and/or changes in existing courses may be initiated by individual faculty members or by a group such as a divisional group. Any such proposals should be submitted to the Graduate Program Committee for courses at the 400G level or above, or to the Undergraduate Program Committee for courses at the 500 level or below; these committees will bring their recommendations to the entire faculty for consideration.

**e. Directories**

Each fall a Departmental directory including faculty, staff, postdoctorals, and graduate students is published. Any subsequent changes should be reported to the business office.

**2. Examinations**

**a. Procedure for General Chemistry Examinations**

- Directions for general chemistry examinations are explained at the beginning of each semester to the faculty members who are teaching general chemistry courses.
- Exams for 100-level courses may be prepared by the staff member assigned to the general chemistry program. At the beginning of the semester this staff member will make a list of exams in all 100-level courses from the syllabi and will notify faculty members when the exams are due for preparation.
- Exams in single-section courses are the responsibility of the instructor. "Hour" examinations which need to be prepared and duplicated must be turned in at least five working days in advance of the day on which the examination is to be given and final examinations must be turned in at least seven working days in advance of the day on which the examination is to be given. Please indicate clearly space requirements and number of copies needed.
- Common exams in multi-section general chemistry courses are prepared by the course instructors with the assistance of the Director of General Chemistry. Proposed questions are turned in on file cards by each instructor at least nine working days before an exam. One instructor is responsible for assembling the exam, which should be ready for typing at least six working days before the exam is to be given. All instructors share with the Director the responsibility for producing appropriate and reasonable exams based on the material presented in class lectures. These individuals are also responsible for checking

the questions for ambiguities and substantive errors, for proofreading the typed exam, and for checking the exam key.

- All questions and exam materials are kept locked in the exam file unless checked out by an instructor or staff member. Completed exams for multi-section courses are locked in the vault until administered.

#### **b. Procedure for Other Examinations**

- For secretarial help in preparing an exam, the working copy of the examination should be placed in the top drawer of the exam file, and the staff member responsible for typing the exam should be notified. Exams should never be left on the desk. **The exam file is to be locked at all times.**
- The staff member will type the exam, return it to the top drawer of the exam file, and notify the instructor that the exam is ready to be proofread. Exams are never left in mailboxes.
- When the exam has been proofread, it should be placed in the top drawer, the staff member should be notified, the number of copies needed should be specified, and any special instructions should be provided.
- The staff member will duplicate, collate and return the final product to the third or fourth drawer of the file. File copies are also kept in the third drawer. All bad copies and trash are stored in the bottom drawer until after the exam is given, at which time the staff member will destroy them.

### **3. Office Files**

#### **a. Open Files**

The faculty files located in the duplicating room are maintained by the individual faculty members. Each faculty member may add any document to the file the faculty member feels is relevant to promotion or merit evaluation considerations. These files shall include a curriculum vita updated at least yearly by the faculty member, copies of materials relating to creative productivity, information on grants applied for and grants awarded, and a teaching portfolio. The faculty member may also include letters of commendation, records of honors, awards, and achievements. It is the responsibility of each faculty member to keep his or her file up-to-date.

#### **b. Confidential Files**

The Chair shall maintain files on each faculty member which include all correspondence between the Chair and the faculty member concerning appointment or faculty status, copies of faculty performance reviews, and a statement concerning any action of the Chair recommending or not recommending promotion or tenure. Each faculty member has the right to inspect his or her confidential file; access, should be requested from the Chair or the Administrative Associate.

## **E. FACULTY SERVICES**

**The Policies and Procedures for Soliciting, Receiving, Recording, and Administering Grants and Contracts for Sponsored Projects can be found online at [www.uky.edu/Regulations/AR/ar024.pdf](http://www.uky.edu/Regulations/AR/ar024.pdf)**

### **1. Intramural and Extramural Research Support**

The faculty are eligible to seek support for their research and scholarly work from a variety of sources.

**a. Internal Sources - Research and Graduate Studies**

The web site of the Vice President for Research describes research support available from the University, and the web site of the College describes additional sources of support. The Graduate School has various fellowships and sources of support for graduate students.

**b. Internal Sources – Departmental**

*Faculty Allocation.* Each faculty member is given an annual allocation of Departmental funds. This allocation must cover copying, telephone costs beyond basic service, the cost of materials for the glass and electronics shops, and NMR and analytical services. No external expenditures will be charged to Departmental allocations that have been exceeded.

**c. External Sources**

**(i) General Comments**

Research proposals to extramural agencies are generated by faculty members or groups of faculty members in accordance with the rules of the University of Kentucky Research Foundation (UKRF). The staff of UKRF are available for assistance in preparation of proposals. This assistance is most important in the preparation of proposed budgets and in informing the investigators of submittal dates and format procedures. The Department will assist with the secretarial work involved in proposal preparation.

It is the policy of the University and the UKRF that a portion of faculty salary reflecting the percentage of time expended in project work be charged to the external agency where this is permitted. For faculty paid on a 9-month basis, compensation for the summer months may be charged to the agency. For each of the summer months, the faculty member may receive 1/9 of the academic year salary. The base salary used to calculate the salary for a particular month will depend upon in which fiscal year the particular month falls. The budget should be discussed with a member of the UKRF staff prior to completion of the final draft of the proposal. New faculty members are encouraged to discuss their proposals with other faculty members who have had previous experience with the agency involved.

**(ii) Submittal Procedures**

Proposal submission procedures for the various external funding agencies are evolving and differ somewhat for each agency. Consult the business office for advice.

A copy of the proposal routing form, available in the business office, must be submitted for each proposal. The routing form must be signed by the Department Chair.

**(iii) Special Programs (Internal and External)**

Various special opportunities for research support are also available to University faculty. A few of these are described briefly below. Details of the programs may be obtained from the UK web site.



- Oak Ridge Associated Universities Research Participation Program
- Kentucky Water Resources Research Institute
- Tobacco and Health Research Institute
- Institute for Mining and Minerals Research
- American Cancer Society
- Biomedical Research Support Grants
- Markey Cancer Center
- Sanders-Brown Center on Aging

## **2. Research Support Services**

### **a. Mass Spectrometry**

Routine mass spectrometric analyses as well as more elaborate services may be obtained through the UK Mass Spectrometry Facility.

### **b. Nuclear Magnetic Resonance Spectroscopy**

NMR analyses may be obtained by completing the required forms and abiding by the rules established by the Department.

### **c. Electronic Services**

Electronic services may be obtained by contacting the electronics technician in room CP-24 and filling out the required form. If the technician cannot repair the instrument, outside service may be called in. Outside instrument repair or warranty service for instruments should be processed through the technician. It is the responsibility of the faculty member who requests service on an instrument to ascertain that funds are available for repair payments. Electronic repairs will be made in the order that they are received unless special parts must be ordered. Instructional instruments that were tested in advance of their scheduled use will receive priority if they break down at the last minute. The electronics technician is also available to provide information or to order directly electronic equipment or components necessary for the repair, modification, or design of electronic equipment.

### **d. Glass Shop Services**

Glass Shop services may be obtained in room CP-3 by filling out the required form and providing a sketch or written description of the work desired. Work will be performed in the order received unless special arrangements are made.

### **e. Machine Shop Services**

Machine shop services can be obtained in room CP-71 on the Physics and Astronomy side of the building. A form describing the work to be performed and signed by a faculty member or the Business Officer is required on all work requests. Additional information in writing or a drawing may also be required by the machine shop. Some common parts such as wood, metal screws, etc., may be provided at no charge. If supplies must be ordered, a DAV from the business office should be provided.

### **f. Instrument Maintenance**

Regular Departmental budget funds for instrument maintenance are limited. Unless supplementary funds are added to the regular Departmental budget for maintenance of a specific research instrument when it is purchased, those faculty members using the instrument must assume a degree of responsibility for the maintenance. The following guidelines will apply to instrument maintenance expenses.

- Faculty members writing either internal or external research proposals are expected to include a budget request for instrument maintenance, if the research entails the use of **any Departmental instrumentation**. The Department Chair may waive this requirement if agency guidelines prohibit instrumental maintenance costs.
- A special fund is also available in the Office of the Vice President for Research to assist faculty with the maintenance of research instruments.
- If adequate funds for the repair of a research instrument cannot be secured through the use of existing service contracts, research grants or contracts, faculty allocations, or the Office of the Vice President for Research, a request for maintenance funds may be submitted to the Department Chair. A statement relating to the availability of funds from the above listed sources should be included. The Chair will determine if at least partial support for instrument repair from the regular Departmental budget or from other sources is possible.

**g. Other Services**

The UK Physical Plant Division (PPD) will provide plumbing, electrical, carpentry, air conditioning, sheet metal, and trucking services. See the Business Officer for details.

**3. Office and Research Space**

Requests for the assignment of office and/or laboratory research space should be directed to the Chair of the Department. The Building and Infrastructure Committee is responsible for making recommendations to the Chair concerning the use of the Department's facilities.

**4. Secretarial Services**

Although secretarial resources are limited, some assistance may be provided for preparation of manuscripts, proposals, and course materials. Adequate lead time must be given.

Faculty members should indicate which jobs have the highest priority. When necessary, the Business Officer and the Chair will set priorities.

Generally, it is not possible to provide secretarial services directly for graduate students or postdoctoral fellows.

The Business Officer should be informed in advance when special projects requiring unusual services are anticipated.

**5. Travel**

**a. Approval Procedures**

Travel request forms are available from and are processed by the business office.

Travel (in-state or out-of-state) funded by the Dean of the College of Arts and Sciences should be requested from the Chair. Travel by graduate students, on other than contract funds, to present a paper on dissertation-associated work can be requested by the graduate student's research director by writing to the Associate Dean of the Graduate School. Forms are available from the assistant to the DGS. This form must be approved by the Director of Graduate Studies.

**b. Travel Expense Voucher**

The travel expense voucher should be submitted to the business office immediately after completion of travel. Airfare, registration fees, and other expenses exceeding \$10 should be substantiated by receipts, except that receipts are not required for meals. If the transportation, daily room, or subsistence rate is exceeded, payment might be approved provided proper justification is indicated through a letter signed by the Chair.

**c. Non-Reimbursed Travel**

An "Absence Request" should be initiated for non-reimbursed travel to insure coverage under Workmen's Compensation in the event of an accident or injury.

**d. Other Absences**

All other absences should be reported on the "Absence Request."

**6. Duplicating Services**

**a. Departmental Copying**

The photocopiers in the main office and the business office produce copies and projection transparencies. You must have an account number to access these copiers.

**b. Copying Service in Departmental Library**

Faculty may take materials from the library to the Department's copier provided they sign the materials out properly and return them immediately. Others must (and faculty may) obtain copies by placing a note identifying the selection to be copied in the journal or book and placing it on the copy cart in the Library.

**7. Salary and Payroll Procedure**

**a. Employment Period**

For those faculty on nine-month appointments, the assignment period during each fiscal year is August 16 to May 15. In general, faculty are expected to be present on campus approximately one week prior to the fall term for Departmental and College meetings and preparation for the beginning of classes.

**b. Salary Checks**

Faculty members on nine-month appointments are paid in twelve installments. New appointees receive eleven checks their first year, and twelve checks per year beginning with their second year of employment.

Arrangements must be made for direct deposit of salary checks. Remuneration statements are distributed once each month, normally on the last working day of the month, by the Administrative Associate. Changes which affect the withholding tax must be reported on forms obtainable from the Administrative Associate. Any additional questions should be directed to the Administrative Associate.

Faculty receiving summer salary from grants or contracts should submit the appropriate information to the Administrative Associate at least one month prior to the expected payment.

**c. Payroll Procedure**

The University of Kentucky Payroll Procedures can be found online at [www.uky.edu/Libraries/payrollproc.doc](http://www.uky.edu/Libraries/payrollproc.doc)

The University of Kentucky Payroll Schedules can be found online at [www.uky.edu/EVPFA/controller/pr/home/PRSCHEd.html](http://www.uky.edu/EVPFA/controller/pr/home/PRSCHEd.html)

Faculty members having research contracts or grants which provide stipends for research assistants, postdoctoral scholars, or other personnel must supply the Administrative Associate with certain information necessary for entry into the IRIS system. Requests for changes in grants to pay stipends should be submitted to the Administrative Associate via e-mail.

**8. Parking Regulations**

University parking information can be found at the Parking and Transportation web site ([www.uky.edu/Parking](http://www.uky.edu/Parking)).

**F. MISCELLANEOUS**

**1. Stores**

**a. Central Stores**

The University maintains a Central Stores in the Reynolds Warehouse Building on South Broadway. Central Stores offers a general line of office and janitorial supplies. By state law, we cannot buy from any other source an item that is available in Central Stores. A special requisition-invoice form must be filled out according to the University Business Procedures Manual to obtain goods from Central Stores. See the Business Officer for information about Central Stores.

**b. Medical Center Stores**

Medical Center Stores, located on Scott Street, carries a line of chemicals, hardware, glassware, office supplies, and some other scientifically oriented supplies. A Stores Requisition must be obtained from the business office before picking up any items.

**c. Engineering Stores**

Engineering Stores is located in Room 110 of Anderson Hall. A fairly wide stock of brass, aluminum, stainless steel, and plastic sheet, rod, and bar as well as various sizes of screws are carried there. An Engineering Stores Requisition-Voucher must be completed by the business office to obtain material from Engineering Stores.

**d. Physical Plant Stores**

Physical Plant Stores is located on the first floor of the Service Building. Materials generally used by the carpentry, electric, plumbing, sheet metal, etc., shops are carried in the Physical Plant Stores. The special Stores Requisition-invoice must be used to pick up or otherwise order materials from Physical Plant Stores.

**e. Chemical Stores**

Chemical Stores, located in room CP-33, carries items which in the opinion of the Business Officer are in general use in the instructional and research laboratories as well as in the Departmental office. Budgetary limits as well as good management practices prevent the stocking of every item used in the Department. The storerooms are open from 8:00 to 4:30, Monday through Friday, to dispense items listed in the Chemical Stores Catalog.

Chemicals and supplies purchased by the Department are for research and educational purposes only, and they may not be given or sold to the public or to businesses.

**2. Purchasing**

**a. Requests for Purchasing**

All requests for items to be purchased should be submitted on a Departmental Requisition for Chemicals and/or Supplies listing the name and address of the suggested vendor, a description including catalog numbers, if known, of each item requested, and the estimated price of each item. The form should have the account number and user code to which the items are to be charged and must be signed by a faculty member or the person responsible for the project for which the items are to be used.

If immediate delivery is necessary, please indicate this on the form. If it is legally possible to submit the order electronically or by phone, an attempt will be made to do so. Sole-source, complementary equipment, or other special conditions concerning an item to be purchased should be noted on the form or in a separate letter to insure proper handling by the purchasing office.

The requisitioner is responsible for obtaining price information, catalog numbers, product descriptions, etc.

**b. Delegated Purchase Authority (DAV Forms)**

Requests for which delegated purchase authorization has been given to the Department will be typed and phoned in or faxed directly from the Department. No funds are encumbered to cover payment for delegated purchases; therefore, it is the responsibility of the Business Officer for Departmental funds, and of the principal investigator for grants and contracts, to see that adequate funds are available to cover payment on delegated authority purchases. All purchases under \$300 for general merchandise and up to \$500 for chemicals not available from stores, not on price contract, and not used in recurring amounts may be purchased on a "Delegated Authorization

Voucher." Some other materials and services, such as repairs, having a cost up to \$1,500 may be purchased by the Department directly using the delegated authority as listed in the University "Business Procedures Manual." Please see the Business Officer for specific details.

**c. University of Kentucky Purchase Orders**

A University of Kentucky Purchase Order must be issued for all other purchases on University funds. All requisitions having a value between \$300 and \$3,000 must be bought through competitive bidding by the State Purchasing Department. Generally speaking, University Purchasing will order directly from requisition information any item in this price range if the Department provides a good price, catalog number, and descriptive information. Including a price quote from the vendor is desirable. If in doubt the buyer may request a fax quote from the vendor listing price, terms, delivery information, etc., and not issue the order until this information has been received. For purchases between \$3,000 and \$5,000 the purchasing officer must solicit at least 3 quotations; these are usually done by fax. A purchase order will be issued to the lowest bidder who conforms to the requirements of the purchase. For purchases over \$5,000 the purchasing officer must solicit written bids from at least ten potential vendors. Again, a purchase order will be issued to the lowest bidder who conforms to the requirements of the purchase. For purchases over \$10,000 a solicitation for bids must be advertised in the newspaper; the same award rules apply.

In all cases, the Purchasing Department will make every effort to purchase from the suggested vendor, but by law the purchase must be awarded to the lowest bidder who can offer the same product or a satisfactory substitute.

In some cases, a single source justification can be submitted for purchases over \$3,000. The requisitioner should be able to document that a thorough and equitable evaluation of alternatives has been made. Special or unique features may be used as a consideration; but price, quality and/or delivery terms **may not** be the basis of a single source justification. See the business office for details of this process.

**d. Price Contracts**

State of Kentucky Purchasing has established "price contracts" for specified items such as office supplies and equipment, glassware, and some chemicals. Purchasing of these items does not require bidding but must be listed on a separate requisition and a special type Purchase Order. These items cannot be purchased from any source other than the vendor awarded the "price contract."

**e. Over-Expenditures**

No purchases will be processed on accounts, either Departmental or grant accounts, that do not have sufficient funds. The principal investigators on grants are responsible for monitoring the funds available, and for paying for all expenditures. The Department cannot pay for shortages.

**3. Organizations**

**a. American Chemical Society**

The Lexington Chapter of the American Chemical Society normally holds monthly meetings. Faculty and students are encouraged to participate.

#### **b. Student Affiliate Chapter of the American Chemical Society**

Undergraduates majoring in Chemistry or Chemical Engineering are encouraged to join and participate in the Student Affiliate Chapter of the ACS.

#### **c. Graduate Student Association**

The purpose of this graduate student organization is to provide effective communication among graduate students and between graduate students and faculty, and to encourage an atmosphere of enthusiasm and scholarship in the study of chemistry.

### **4. Safety and Security**

#### **a. Safety Regulations**

Safety is everyone's responsibility, and all Chemistry students, staff, and faculty members are expected to cooperate in maintaining a safe and secure environment. The primary consideration must always be the health and safety of people, and practices will not be tolerated that jeopardize this safety. The following sampling of seemingly-obvious rules illustrate that safety is mostly the outcome of good sense.

- The alarm system should be heeded; when the system is activated the building should be evacuated as quickly as possible by everyone without an essential reason for staying. The rule on evacuation is **do not take chances**.
- Everyone present in any room where chemicals or eye hazards of any kind are being used must wear adequate eye protection. This rule applies to everyone present, not just to those doing the work.
- No one should be alone when carrying out potentially hazardous work.
- The windows on the doors to laboratories should not be covered up or obstructed.
- Faculty members responsible for instructional laboratories should be immediately available when the laboratories are in session, or should have made arrangements with another faculty member (and so notified teaching assistants) to take charge in case of emergency.

#### **b. Safety Inspections**

Safety inspections are carried out on a regular basis by the Departmental Safety Officer and members of the Building and Infrastructure Committee. Correction of safety discrepancies found by the inspectors is the responsibility of the faculty member in charge of the group or area in which the discrepancy occurs.

The Business and Infrastructure Committee is responsible for monitoring the results of the safety inspections to detect continued violations of safety rules. If such violations are evident the committee is to take appropriate steps to insure correction of the situation, if necessary recommending to the Chair that a given area be closed as long as an unsafe condition exists.

#### **c. Fires**

If a fire extinguisher is used, notify the business office immediately. The UK Safety Department will refill the extinguisher, usually within twenty-four hours of notification by the Business

Officer. A fire report stating the cause of the fire must be filled out and submitted to the Business Officer. Forms are available in the business office for this purpose. Under no circumstances should a researcher perform an experiment with flammable chemicals unless an extinguisher in good working order is available in the immediate vicinity.

If a fire occurs which is uncontrollable by an extinguisher, pull the alarm located near the stairways. This will cause an alarm to be sounded to warn people to evacuate the building. Then call 911 on a University phone to notify the fire Department.

**d. Hazardous Materials**

Assistance with problems involving chemical spills, hazardous materials, or toxic waste may be obtained from the Hazardous Material Management office (323-6280) or the Environmental Health office (257-3241).

**e. Accidents or Illnesses**

Accidents or illnesses which are very minor may be treated utilizing the first-aid supplies from the storeroom.

Persons suffering injuries or illnesses other than one requiring very minor first-aid should be sent or taken to the Student Health Service or to the Emergency Room of the University Hospital. If ambulance service (with emergency medical attention) is required call the emergency number, 911, and an ambulance will be sent from a local commercial service. In either case, state the exact location of the victim or, better still, tell them to meet you or an associate at a specific entrance to the building so that you can lead them to the victim.

Students who are participants in the University Health insurance program should be taken to the Student Health Service during clinic hours, or to the Emergency Room of the University Hospital after clinic hours. Uninsured students can be taken to either service but will have to bear the costs. Faculty or staff, who are on the University payroll and are injured in the course of the job should be treated at either service. They will be held personally responsible for services rendered unless a Workmen's Compensation "First Report of Injury" is filled out and turned in to the Personnel Division within one week of the injury. (Safety Form 5 and "First Report of Injury" forms are available in the Business office.) The injured person can send a bill to the Personnel Division for payment provided a "First Report of Injury" has been filed.

**f. Workmen's Compensation**

Workmen's Compensation will generally pay for medical services required as a result of an injury incurred on the job for all persons on the University payroll either full- or part-time. Full-time personnel are eligible to receive pay while absent from work due to job-sustained injuries. For specific eligibility requirements or other details please contact the Staff Benefits Section of the University Personnel Division.

**g. University of Kentucky Safety and Security**

The Public Safety Division located at the northeast corner of Rose and Euclid is responsible for the overall safety and security of the campus. All emergencies, whether fire, theft, or injuries, will be responded to by dialing 911. The dispatcher who answers 911 has direct radio access to the Lexington Police and Fire Departments as well as the Campus Police.



All thefts or other unusual occurrences should also be brought to their attention by notifying the Business Officer.

#### **h. Chemistry-Physics Building Door Key Cards**

Key cards to open the computerized entrances to the Chemistry-Physics Building are issued by the Business Officer. Keys to rooms within the building are issued centrally from the Campus Key Shop, located in the Donovan Hall, Room 50, upon presentation of a key request issued by the Business Officer and upon payment of a fee. No key request will be issued by the Business Officer unless authorized by a faculty member or supervisor, with a designation of the keys required and the person's name to whom they are to be issued. It is assumed that the faculty member or supervisor takes full responsibility for use and return of the key. The individual receiving the key is personally responsible for its safekeeping.

University keys should be used for official University business only. Keys to individual doors can be issued to students provided the faculty member requesting it has full responsibility for the room where it is to be used and takes full responsibility for seeing that the key is returned to the Key Shop when the student no longer has need for the key. Master or sub-master keys will be issued only upon the approval of the Chair.

#### **i. Building Security**

The security of individual rooms in the Chemistry-Physics Building is the responsibility of the faculty member or supervisor who is the principal user of a particular room. This includes undergraduate laboratories in which it is the faculty member's or supervisor's responsibility to see that doors are locked and proper precautions are taken for the safety and security of equipment and supplies used in the laboratory. The storekeepers are available to lock laboratories or provide any other reasonable service in aiding to maintain the safety and security of the laboratories.

The exterior doors normally are locked at night and on holidays and weekends unless the Chemistry-Physics Library is open. The hours when the doors are unlocked are posted by memo in August and in May. The outside doors should never be propped open when the building is supposed to be locked, and unauthorized persons should not be admitted.

Any unusual non-emergency occurrence should be reported to the business office during the day or to the campus police dispatcher by dialing 7-1616 in the evenings or on weekends.

The building engineer located in room CP-50 (telephone 7-8555; emergency number 7-4894) should be notified of any incident requiring cutting off of water, gas, or electricity.

### **5. University Services**

#### **a. University Bookstore**

The University Bookstore is located in the Student Center. A Departmental Authorization Voucher (DAV), obtainable from the business office, can be used to pick up supplies with a value up to \$50.00. The UK Bookstore will also allow charges with an account number; the receipt should be turned in to the Business Officer. No petty cash receipts will be reimbursed from University funds. A ten percent discount on certain items can be obtained by presenting a faculty or staff I.D. card when making a purchase of at least one dollar.

**b. Kennedy's Book Store**

Purchases from Kennedy's Book Store on a University account require a DAV, obtainable from the business office.

**c. Duplicating and Mailing Services**

Duplicating and mailing services are located in the basement of the Classroom Building. Copying, collating, stapling, folding, hole punching, addressing, and envelope stuffing services are available. These services are available for Chemistry functions if they cannot be performed within the facilities of the Department; prior approval must be obtained from the business office before any stenographic services can be charged to the Department of Chemistry.

**d. Computing Services**

The University Computing Center, located in McVey Hall, should be contacted if their services are required.

**e. University Insurance**

The University generally carries fire insurance on all its property. Theft and other casualty insurance may be obtained through special policies paid for by the Department or a research contractor. For specific details see the Business Officer.

**f. Personal Insurance**

The University provides \$7,500 in term life insurance for each faculty member. Additional optional life insurance to a total maximum equal to one, two, or three times annual base salary is also available; for information contact the Personnel Division. Employees may purchase accident insurance in amounts from \$10,000 to \$100,000. Professional liability insurance and disability insurance are provided and financed by the University for each faculty member.

Hospitalization, major medical, and accident insurance are available under group plans through the Personnel Division of the University. Payments can be made by payroll deduction.

**g. Inventory**

The Department is responsible for all equipment having a value of \$500 or over and a useful life of more than one year. An annual inventory must be taken to account for this equipment. Please make sure that all equipment that you receive is tagged by the storeroom. If any equipment is lost or stolen, please report it immediately to the Business Officer. An off-campus report must be filled out for any equipment taken off campus for work-related purposes; the Business Officer has the appropriate form.

**h. Chemistry-Physics Library**

The combined library for the Department of Chemistry and the Department of Physics and Astronomy is located in room CP-150. This Chemistry-Physics Library is part of the University Library System, which contains over 2.5 million volumes and subscribes to over 26,000 journals. The Chemistry-Physics Library contains over 55,000 volumes and subscribes to over 400 journals.

The Chemistry-Physics Librarian's faculty appointment is to the Library, not to the Chemistry or Physics Departments. The Librarian may authorize library keys for faculty, postdoctoral appointees, and graduate students who have completed at least one semester of residence for use of the library after hours.

The computer lab next door to the library is also part of Information Systems/UK Library System, and is open to all students and faculty. The computers in the library study carrels connect to the computer lab. The laboratory may be scheduled for teaching purposes at the lab desk. For further information about the computer lab, consult the Chemistry-Physics Librarian or the Chemistry-Physics Computer Lab Supervisor, or call the librarian in charge of computer labs campus wide at 7-6199.

The library's online catalog is available at the library, in the computer lab, or through your university computer account. Many databases are available, and mediated searches on Chemical Abstracts, Analytical Abstracts, Science Citation Index, and other databases are available. The library also provides interlibrary loan, reference, and reserve services.

**i. Motor Pool**

University cars may be obtained for official University travel. Approval of travel must be obtained before a vehicle can be requested. A "Motor Pool Voucher" must be obtained from the business office. This voucher must be presented when the vehicle is obtained. For out-of-state travel the voucher must carry the approved "Out-of-State Authority Number," which can be obtained from the business office.

**j. Photographic Services**

Photographic Services is located in the Room 405 HSLC of the UK Medical Center. All types of photographic services are available, from the preparation of slides to the making of portraits.

University funds may not be used for the direct expenses of graduate student thesis or dissertation work.

**k. Printing**

The Printing Department is located on Upper Street. The printing plant is capable of printing everything from stationery to books. All work for the printing plant must be accompanied by a University requisition. According to state law, all printing work paid for from University funds, including all grant funds, must be done in the University Printing Plant; if it does not have the capability, the University Printing Plant must subcontract the work.

**l. Public Relations**

The Public Relations Department has a direct or indirect responsibility for all official University publications with the exception of the student publications. It is also responsible to provide liaison information to all outside communication media. Its publications section will aid in the preparation of all Chemistry publications. All Chemistry information which you deem suitable for publication should be forwarded to the Public Relations Department through the Information Committee. News for publications in the American Chemical Society publications can be submitted to the Business Officer for possible publication.

## **6. Conference Rooms**

Room CP-137 is under the control of the Department of Chemistry. This room is not ordinarily to be reserved for regularly scheduled events or classes. Use of this room must be scheduled in advance through the main office. The room should be kept locked when not in use.

## **G. APPROVAL AND DISTRIBUTION**

Modifications of the rules and procedures presented in this Department of Chemistry Handbook require approval of the faculty and the Dean of the College of Arts and Sciences. Copies of the Handbook shall be provided to all faculty members in the Department.