

**Department of Linguistics**  
**Organizational Structure, Policies, and Procedures**  
**Approved by the Linguistics Voting Membership on August 19, 2022**

**Preamble**

The following document contains the information, policies, and procedures related to the operation of the Department of Linguistics at the University of Kentucky. This document establishes the instrument of government of the Department, setting forth the registry of departmental officers, committees, responsibilities, procedures, and proper channels of communication.

All departmental policies and procedures are subordinate to those set forth in the Governing Regulations (GRs), the Administrative Regulations (ARs), University Senate Rules (USRs), College of Arts and Sciences rules, and Rules of the Graduate Faculty, including those enacted after the approval of this document. Every effort has been made to keep these departmental policies consistent with the GRs, ARs, USRs, College of Arts and Sciences rules, and Rules of the Graduate Faculty, and any policies that are inconsistent are invalid.

It should be noted that the Department embraces the following principles in its governance:

- Collegiality: we provide a safe, civil, and equitable department culture for all members.
- Equity: the decision-making process always involves members of the Department and, where applicable, all administrative bodies.
- Transparency: matters of policy and the decision-making process are always open to the knowledge and scrutiny of the members of the Department.

**Amendments**

Suggestions for changes, deletions, and additions for the next revision of this document should be made to the Chair of the Department in writing. These policies and procedures can be amended by a majority vote (51%) of the voting membership. Our goal is to create a document that can easily be amended and will serve as a helpful resource in the Department. No amendment may contravene the GRs, ARs, USRs, College of Arts and Sciences rules, or Rules of the Graduate Faculty.

***Article I: Governance***

***Section 1: Membership***

A. The voting membership in the Department includes all persons holding a regular, full-time appointment in the Department at the rank of Lecturer, Senior Lecturer, Assistant Professor, Associate Professor, and Professor and any persons enfranchised by the voting membership. Voting rights are subject to the conditions imposed by any relevant GRs, ARs, USRs, College of Arts and Sciences rules, and Rules of the Graduate Faculty.

B. Non-voting members of the Department include affiliated faculty, faculty with partial appointments in the Department, visiting faculty, and appointed/elected representatives for adjunct instructors, postdoctoral scholars, graduate students, and undergraduate students. See [Appendix A](#) for the Department's official statement on affiliation.

C. The voting membership has primary responsibility for the development of policies on such matters as academic requirements, courses of study, course offerings, graduate and research programs, and service functions. The voting membership shall establish procedures to be used within the Department concerning, for example, recommendations on faculty appointments, promotions, reappointments, terminal appointments, and post-retirement appointments; the granting of tenure and decisions not to reappoint; faculty performance evaluations; and the preparation of budget requests. The voting membership will be guided by the principles of governance outlined in the Preamble of this document when establishing these policies and procedures.

D. Membership in the Department may be extended (with or without voting privileges) by the voting membership to any person assigned to or affiliated with the Department, including to individuals holding full-time instructor, joint or adjunct appointments, or visiting full-time positions. The extension of membership may be annual or permanent and must be determined at a meeting of the voting membership.

E. Furthermore, the Department welcomes opportunities for its faculty to teach and otherwise participate in activities of other departments and programs. Obligations to the Department of Linguistics must always be given precedence, and significant work outside the Department can only be undertaken after consultation with the Chair about relevant resources (e.g., teaching, research, service).

## *Section 2: Organization*

### A. Department Officers

Below are the descriptions of the departmental officers of Department Chair, Director of Undergraduate Studies, and Director of Graduate Studies. It is understood that these offices are mutually incompatible, i.e., that no individual may occupy two offices at the same time. For justifiable reasons, any member of the Department may, without prejudice, refuse or resign from any of these departmental posts.

In general, assistant professors are not asked to serve in DUS or DGS positions. Department officers are normally tenured faculty members, holding the rank of Associate Professor or above. In the event that necessity has required that a candidate for tenure and promotion to associate professor serve in such positions, the record of service in the position will also be included in the tenure dossier. A statement from the Department will also be included articulating how the time and effort devoted to this duty may have affected the candidate's achievements in other areas.

#### 1. Department Chair (Faculty position)

The Chair is selected by the Dean of the College of Arts and Sciences, in accordance with university procedures, and is appointed by the Board of Trustees. As part of the process of selecting a new Chair of the Department, an ad hoc Search Committee will be constituted. As indicated in GR VIII.A.3., "Search committees for chairs of academic departments shall be appointed by the deans of the colleges after consultation with (1) the associate dean or director of the school within the college if the department is in such a school; (2) the faculty of the department; and (3) the Dean of the Graduate School if the department is involved in a graduate program."

This Committee will meet for consultation with the candidates for the position and discuss the candidates with all the Department. The Search Committee will prepare a report with the strengths and weaknesses of the candidates. This report will be discussed at a meeting with the Department and without the candidates being present, and the report as well as minutes for this meeting will be provided to the Dean of the College of Arts and Sciences to aid in the selection of an appropriate Department Chair. The term of the Department Chair is four years, potentially renewable for an additional four-year term. Specifically, GR VIII.A.3. says, "Recommendations on the appointment or reappointment of a chair of an academic department or division, or for the dean of a college or the director of a school that does not contain departments or divisions, shall be accompanied by written statements from at least the tenured members of the college, school, department or division."

The Chair leads the Department in its development and execution of academic and service policies. For departmental meetings, the Chair (or the Chair's designee) prepares an agenda, circulates it in advance, and presides at all department meetings. The Chair will also plan and preside at a Department Retreat, or all-day meeting, prior to the start of the fall semester each year.

The Chair is an ex officio member of all Department committees. The Chair has administrative responsibility for implementing the Department's policies and programs within the limits established by this document, the GRs, ARs, USRs, College of Arts and Sciences rules, and Rules of the Graduate Faculty.

Based on recommendations from the Executive Committee and in consultation with the voting membership of the Department, the Chair appoints the Director of Undergraduate Studies and the Director of Graduate Studies. The Chair shall seek the advice of the appropriate departmental committees and officers in their areas of administrative responsibility.

The Chair of the Department is responsible for the overall operation and administration of the departmental program. The Chair acts as a steward of all Department resources, including but not limited to its operating budget, philanthropic gifts, and space and facilities.

The Department Chair is responsible for recommendations on the appointment of new faculty members of the Department, promotions, reappointments, terminal appointments, post-retirement appointments, the granting of tenure, and decisions not to reappoint.

The Department Chair is responsible for the periodic evaluation of Department members and staff by procedures and criteria established by the University, the College of Arts and Sciences, and the Department. The Chair is responsible for making recommendations on salaries and salary changes in connection to promotion of faculty and staff.

The Chair is in charge of the annual budget-building process. Each year, the Chair sends final reckoning of the previous financial year. When requested, the voting membership builds a budget based on prior year final reckoning (if available), discusses potential new budget items, and votes. The Department Chair submits the Department-approved budget request for the Department. The Chair reports the College-approved budget to the Department, and the voting membership determines any necessary changes within budget lines. The Chair administers the budget after its approval. Note that the timeline of this process can be adjusted to match any timeline changes issuing from the College of Arts and Sciences Budget Office.

All substantial policies and decisions concerning programs and procedures, either academic or executive, shall be referred to the voting membership by the Chair for their approval and ratification. However, when the matter demands an immediate response, the Chair is empowered to act without benefit of counsel. In such cases, the Chair must inform the Department as soon as possible. Staff employees shall be consulted by the Chair, when appropriate, in the development of administrative policies and on decisions that directly affect staff employees.

The Chair shall communicate relevant information to the Department, and also serve as the spokesperson of the Department. In the event that the Chair believes it necessary to depart from the majority opinion of the Department, the Chair shall communicate the Department's opinion as well as the Chair's recommendation, stating reasons for differing from the Department's opinion, and notify the Department of such action.

See [Appendix B](#) for further details concerning the duties and responsibilities of the Chair.

Evaluation of the administrative performance of the Chair is the responsibility of the College. The Dean's office will conduct an evaluation at regular intervals. This evaluation will include participation by faculty and staff in the Department.

## 2. Director of Undergraduate Studies (Faculty position)

The Director of Undergraduate Studies (DUS) oversees the administration of the undergraduate degree and certificate programs and is a member of the Department's Curriculum Committee. The DUS is appointed by the Department Chair based on recommendations from the Executive Committee and in consultation with the voting membership of the Department. The DUS works closely with the College of Arts and Sciences and other units within the University as appropriate. The DUS is responsible for preparing reports and requests for information concerning the undergraduate program, assigning advisors to students, tracking student progress and placement, approving transfer/study abroad equivalences, completing degree certification, recruiting and meeting prospective undergraduate students, and participating in relevant Department, College, and University events pertaining to undergraduate students and programs. See [Appendix C](#) for further details concerning the duties and responsibilities of the DUS. The term of the DUS is three years, potentially renewable for an additional three-year term.

## 3. Director of Graduate Studies (Faculty position)

The Director of Graduate Studies (DGS) oversees the administration of graduate degree and certificate programs and is a member of the Department's Admissions and Awards Committee. The DGS is appointed by the Department Chair based on recommendations from the Executive Committee and in consultation with the voting membership of the Department. The appointment must be approved by the Dean of the Graduate School. The DGS is therefore responsible both to the Department and the Dean of the Graduate School, and as such shall act as the official liaison between these two bodies. The DGS must be a full member of the Graduate Faculty. The DGS works closely with the College of Arts and Sciences and other units within the University as appropriate. The DGS is responsible for preparing reports and requests for information concerning the graduate program, reviewing, approving, and verifying graduate student completion of degrees, recruiting and meeting prospective graduate students, and participating in relevant Department, College, and University events pertaining to graduate students and programs. See [Appendix D](#) for further details concerning the duties and responsibilities of the

DGS. The term of the DGS is three years, potentially renewable for an additional three-year term.

## B. Staff

### Department Manager (Staff position)

The Department Manager reports to the Chair of the Department of Linguistics. The full and current job description for this position can be found within the University and College Human Resource system. The Department Manager handles all department administrative business. This includes managing the daily workflow of the Department and the Linguistic Atlas Project (see below), working with departmental student workers to ensure clerical and logistical tasks are handled appropriately, and serving as an advocate for the faculty, students, and staff in navigating the College and University administration to serve the needs of said constituents. The Department Manager serves as a conduit for communication and liaison for the work of the Department and the Linguistic Atlas Project. It is expected that the Department Manager will take minutes at all department meetings. This position is subject to the University's rules about staff positions.

## C. Linguistic Atlas Project

The University of Kentucky is the permanent home of the Linguistic Atlas Project (LAP), and the administration of the LAP is conducted within the Department of Linguistics. See [Appendix E](#) for further details.

### *Section 3: Meeting Procedures*

#### A. Principles

Attendance at departmental meetings is expected of all voting members of the Department. The minutes of meetings will record members present or absent. Those unable to attend are expected to send notice to the Department Chair prior to the meeting.

The Department reaches administrative decisions in a number of ways, including by vote in Department meetings, by vote in committees, by the actions of department officers, and in some cases by electronic decisions and votes. We follow the general principle that the more important the matter to be decided, the more widespread and inclusive the deliberation about it should be. As indicated in the Preamble, the Department highly values open discussion and broad participation as a means by which to reach decisions.

The voting membership of the Department has the power to determine the policies, procedures, and a committee structure concerning educational policy matters over which it has jurisdiction and responsibility and shall establish its quorum for the transaction of business. These proposed policies, procedures, and committee structure shall be submitted to the Dean of the College of Arts and Sciences and the Provost for approval for consistency with GRs, ARs, USRs, College of Arts and Sciences rules, and Rules of the Graduate Faculty. Copies of the approved policies, procedures, and committee structure shall be made available to the members of the Department and shall be filed in a permanent file to which each Department member has access, with the Dean of the college of which the Department is a unit, the Provost, and the University Senate Council.

## B. Department Meetings

1. **Scheduling and Attendance.** The full Department meets at least once per month during the academic year. While it may be reasonable, due to lack of agenda items, to deem a specific meeting unnecessary, it is the expectation of the Department that members will gather regularly to complete Department business. Meetings will be set during a time that does not conflict with teaching schedules. All voting members of the Department are expected to attend. Regularly scheduled meetings will be set and announced by the Chair at the beginning of the semester. At the discretion of the Chair, last-minute meetings may be called, ideally during a time that does not conflict with teaching schedules. Though most meetings will be held in person, the Chair may hold virtual meetings at their discretion.

2. **Agenda and Minutes.** In consultation with the Executive Committee, the Chair will set an agenda to be distributed in advance of each meeting. Department members may submit to the Chair items for inclusion in the meeting agenda. Minutes will be taken at every meeting and will be available to the Department as soon as possible following the meeting. The Department Chair will revise the minutes based on corrections to those minutes received and send finalized minutes prior to the next meeting.

3. **Voting Procedures.** A majority of the voting membership constitutes a quorum. Normally, Robert's Rules of Order will not govern Department meetings but can be invoked at any time by any member present to govern procedures. Voting on a departmental issue will not take place unless the issue is indicated on the agenda. Voting will be anonymous. Voting members may participate in voting via phone or electronic means.

4. **Executive Session.** The Departmental Meeting shall be open in accordance with the Kentucky Open Meeting Act. In the discussion of personnel matters, meetings may go into "closed" or "executive" sessions and respect confidentiality, in compliance with the Kentucky Open Meetings Act pursuant to KRS 61.810 (1) (g). Minutes or summaries of executive sessions will not be taken or distributed. Any member present may request that a meeting become closed.

### *Section 4: Committees*

A. **Composition of Committees.** All voting members of the Department are eligible for membership on standing committees. Committee chairs will receive a charge from the Department Chair each fall. Committee chairs will report regularly to the Department as a whole and as needed to the Executive Committee. Committee members normally serve a two-year, staggered term. The Department Chair will set up ad hoc committees as necessary to support the mission and vision of the Department, College, and University.

B. **Populating Committees.** Prior to the Department Retreat at the beginning of fall semester, the Chair will ask voting members of the Department on which committees they would prefer to serve. A lack of response by a department member indicates no preference for which committees on which they will serve. A ballot based on these preferences will be distributed at the Department Retreat, and voting members will select from the candidates on the provided list. Candidates who receive the most votes for a position on a specific committee will be assigned to that committee. With staggered terms, the expectation is that one new member will be elected to each committee each year. Individual members who have concerns about their placement on a committee (e.g., an assistant professor who believes they have too many committee

commitments) may raise that concern at the Department Retreat, and members will discuss potential adjustments.

### C. Committee Meetings

1. **Scheduling and Attendance.** Committees do the work of the Department, and so all committee members are expected not only to attend but also to contribute to the work of the committee to which they were elected or appointed. Regularly scheduled meetings will be set and announced by the Committee chair at the beginning of the semester during a time that does not conflict with committee members' teaching schedules. At the discretion of the Committee chair, last-minute meetings may be called, ideally during a time that does not conflict with teaching schedules.

Standing committees shall meet at least once per semester, report verbally at regular departmental meetings, and, as appropriate, provide the Department with a brief, written report of their activities at the end of each academic year. The Committee chair will be responsible for reporting on behalf of the Committee.

2. **Agenda and Minutes.** Committee chairs do not need to set a formal agenda but should inform Committee members of the focus of the meetings. Members will rotate duties taking notes and producing meeting minutes. Committee chairs will assume responsibility for ensuring that the work of their committee is completed in a timely, ethical, and effective way.

3. **Voting Procedures.** A majority of the Committee membership constitutes a quorum. Normally, Robert's Rules of Order will not govern Committee meetings, but can be invoked at any time by any member present to govern procedures. Voting will be anonymous. Committee members may participate in voting via phone or electronic means.

### D. Standing Committees

1. **Executive Committee.** The Executive Committee is chaired by the Department Chair. Two members are elected by the Department voting membership. The election will take place at the Department Retreat. The Executive Committee deliberates on educational policy, hiring priorities, curriculum, and other matters of policy and procedure brought to the Committee by the Department Chair. The Executive Committee will be in charge of conducting the Faculty Merit Evaluation Reviews (FMER) and advising the Chair of the Department, as appropriate. See [Appendix F](#) for further details concerning the Department FMER guidelines. Additionally, the Executive Committee serves as the Departmental Diversity, Equity, and Inclusion (DEI) Committee, which oversees matters related to DEI issues and initiatives.

2. **Curriculum Committee.** The Curriculum Committee is composed of the DUS and at least two additional members elected by the Department voting membership. The election will take place at the Department Retreat. The Committee will select its Chair at its first meeting. Any member of the Committee may serve as Chair. The Committee vets course proposals; works with other units on campus to determine appropriate cross-listing of courses; ensures articulation of the curriculum across all program levels; establishes and monitors course rotations over a multi-semester cycle and ensures a fair distribution from year to year of faculty teaching assignments across courses, levels, and weekdays; creates, maintains, and distributes semester course schedules; works with the Admissions and Awards Committee to assign TAs to courses; and participates in the formal student learning outcomes assessments at all levels of the curriculum.

The Department Chair tasks the Committee with the year's priorities, and other duties may be assigned as necessary. See [Appendix G](#) for further details on the committee charge.

3. Admissions and Awards Committee. The Admissions and Awards Committee is composed of the DGS and at least two additional members elected by the Department voting membership. The election will take place at the Department Retreat. The Committee will select its Chair at its first meeting. Any member of the Committee may serve as Chair. The Committee reviews applications to the graduate program; selects applicants for admission to the program; makes funding decisions for graduate students who are admitted to the program; works with the Curriculum Committee to assign TAs to courses; reviews applications for graduate student travel funding; selects undergraduate students for end-of-year awards; coordinates with the Colloquium Committee to arrange the end-of-year awards ceremony; and identifies and serves as a resource for internal funding opportunities for faculty and students awards and programmatic activities (e.g., teaching awards, speaker funds, etc.). The Department Chair tasks the Committee with the year's priorities, and other duties may be assigned as necessary. See [Appendix H](#) for further details on the committee charge.

4. Colloquium Committee. The Colloquium Committee is composed of one or more voting members who are elected by the Department voting membership. The election will take place at the Department Retreat. The Committee may contain one graduate student with voting rights, selected by the Committee in consultation with the Linguistics Graduate Student Association (LGSA). Each year it shall establish and supervise a Departmental Colloquium Series including the securing of outside speakers, as financially feasible. The Committee will coordinate with the Admissions and Awards Committee, Department members, and other campus units, as appropriate. See [Appendix I](#) for further details on the committee charge.

#### D. Other Committees

1. The Promotion and Tenure Committee. The Promotion and Tenure Committee is composed of the tenured faculty of the Department. The Chair of the Department will appoint the chair of this committee. The work of this committee is governed by University Administrative Regulations chapter AR 2.

### ***Article II: Hiring, Review, Promotion and Tenure***

See University Administrative Regulations chapter AR 2 related to hiring, review, promotion, and tenure for detailed information.

#### *Section 1: Hiring Procedures*

A. Hiring Priorities. The voting members of the Department discuss hiring priorities for all faculty positions and make recommendations on a hiring plan for discussion and approval by a simple majority vote to the Chair. The Chair also seeks input and approval for the hiring plan from the College of Arts and Sciences and presents the plan to the Dean according to the College procedure.

B. Search Committee. Once a search has been approved by the College, the Department Chair appoints a committee comprised of voting members of the Department representing all faculty ranks who, by specialization and experience, are well-placed to be able to effectively participate in a search for a specific area of the discipline. The Search Committee drafts the job description;



reviews applicants' dossiers and writing samples; selects a short list of candidates; conducts initial interviews at appropriate professional conferences or via video conferencing; and recommends finalists for campus visits. The finalists' application materials will be available to all voting members of the Department.

C. Recruiting. While the Search Committee assumes most of the recruiting responsibilities, all members of the Department are encouraged to identify highly qualified applicants and to present them to the Search Committee Chair and the Department Chair for consideration. Appropriate venues for advertising recruitment, including those designated for diversity recruitment, will be used.

D. Campus Visits. Finalists' dossiers will be made available to all voting members of the Department and staff at least 48 hours prior to campus visits. Materials will be shared confidentially with the understanding that the confidentiality of the materials will be maintained at all times and that the materials will be destroyed upon the search's conclusion. Every member of the Department is expected to participate fully in finalists' visits—attending candidates' job talks, question and answer sessions, or other informal meetings—to supplement information gained from the dossier review. All Department members (voting and non-voting) will be invited to share their impressions about the finalists with the Search Committee. Based on these recommendations and their own assessment, the Search Committee will make hiring recommendations at a meeting of all Department members.

E. Voting Procedures. A meeting to discuss the finalists will be announced at least a week in advance to the Department membership and is held at a time that does not conflict with members' teaching schedules. Voting members of the Department will vote on the overall ranking of the candidate pool and on the acceptability of each individual candidate. Voting will be anonymous. Voting members may participate in voting via phone or electronic means.

F. Part-time instructors (PTIs). If the Department's curricular needs cannot be met in a given semester, the Department may request from the College a PTI. The Curriculum Committee identifies the need and communicates this need to the Chair. The Chair will identify appropriate candidates and discuss those with the Department. The voting members of the Department will vote on the list of candidates, including any alternatives discussed. The Chair will submit the request to the College's business center. Once hired, the Chair serves as the supervisor for the PTI, which may involve quality control in the form of classroom observations on the part of the Chair or designee.

G. Staff. If a staff position needs to be filled, the Chair announces the vacancy to the Department. The Chair, in consultation with the College of Arts and Sciences personnel office, determines whether public advertising of the position is necessary and, if so, initiates the mechanisms for doing so. The Chair may appoint an ad hoc committee to help with interviews, or the Chair proposes someone without the need for interviews. The voting members of the Department may discuss the candidates. Once hired, staff members report to the Chair, who participates in staff members' regular performance review as required by the College and the University.

*Section 2: Guidelines for Appointment, Review, Promotion and Tenure: Regular Titles Series*

See [Appendix J](#) for the complete Department promotion and tenure guidelines.

*Section 3: Guidelines for Appointment, Review, Promotion and Tenure: Special Title Series and Lecturer Series*

As of the date of approval of this document, the Department had no faculty members in Special Title Series or Lecturer Series positions. Prior to hiring in such positions, this document will need to be amended to account for the process by which an individual could be appointed, undergo review, and receive promotion and/or tenure in these positions.

## Appendix A

### **Department of Linguistics Statement about affiliation Approved by department vote September 1, 2021**

The Department of Linguistics invites UK faculty to become affiliated members of the department. We welcome anyone with an interest in language and linguistic explorations (broadly defined). Becoming an affiliate enables a faculty member to:

1. Be added to a linguistics affiliates listserv where departmental events of interest to affiliates will be advertised.
2. Explore opportunities to cross list courses being taught in the faculty member's home department with an LIN prefix.
3. Add your Linguistics affiliation to your CV, UK profile, etc.
4. Be included on the Linguistics Department website.
5. Participate (as allowed by UK rules regarding graduate faculty and the composition of graduate committees) as members of graduate thesis committees in Linguistics.
6. Attend specific meetings regarding the role of affiliates in promoting the mission of the Department of Linguistics, when scheduled.

Becoming an affiliate does not obligate a faculty member to participate in the items listed above, and faculty members can feel free to opt out as desired. Becoming an affiliate does not grant access to other rights and responsibilities associated with departmental membership in the Department of Linguistics (e.g., voting rights, committee service). The Department reserves the right to revoke affiliate status.

The process for becoming an affiliate is simple. Anyone interested in becoming a faculty affiliate in the Department of Linguistics should send an email with their name and email address (and any opt-out items) to the Department, who will work to ensure that the information is conveyed to the website, listserv, etc., as appropriate. As affiliates are entered, the department manager will announce new affiliates at regularly scheduled Linguistics Department faculty meetings. New affiliates will receive a welcome message from the department chair.

Some faculty, however, may wish to pursue a level of affiliation beyond what is described here. For example, it is possible that a faculty member already teaches a class that is regularly cross listed with an LIN prefix and wants to codify an agreement in which this course is offered in a regular rotation. Such a request would, as any curricular matter in the department, pass through a review by the Department of Linguistics curriculum committee; and, if it involves changes to the affiliate's DOE, it will require that an agreement be reached between the department chair in Linguistics and the chair of the faculty member's home department. Any faculty member interested in pursuing this kind of official agreement should reach out to the Linguistics department chair directly.

## Appendix B

### Things a Department Chair does and when (Approved Aug 19, 2022)

Note: These items should be seen as supplemental to the duties outlined in GR VII.

#### Recurring/As needed

- Attend regular chairs meetings with the Dean
- Attend meetings with relevant college constituencies (e.g., philanthropy, budget office)
- Attend other university leadership meetings
- Relay relevant information to monthly faculty meetings (and by email, as needed)
- Review/approve eIRB protocols
- Review/approve OSPA eIAF forms
- Review/approve purchase requests
- Serve as non-voting ex-officio member of all committees
- Supervise department manager
- Prepare agenda for monthly departmental meetings
- Review and distribute monthly meeting minutes
- Call additional meetings, as needed
- Address issues related to graduate student appointments in other departments in coordination with the DGS (e.g., TA positions in WRD)
- Write chair letters for additional faculty, staff, and student items not listed in the calendar (e.g., awards, fellowships)
- Work with College on job ads for faculty and staff
- Work with College on offer letters for new faculty hires
- Work with College to finalize DUS and DGS offer letters
- Review/approve departmental promotional materials
- Review/approve curricular proposals for department in Curriculog
- Serve as departmental contact for other departments regarding linguistics curriculum (e.g., contacting other department chairs for cross listed courses, adding LIN courses to another degree program)
- Coordinate with the College's space and facilities office on departmental space concerns
- Monitor departmental items (e.g., course enrollments, major demographics) in Tableau
- Attend relevant trainings (e.g., procurement card training, supervisor training)
- Coordinate with library liaison for linguistics-related library purchases
- Submit requests to the Hive for linguistics-related news stories
- Attend graduation, dean's list ceremony, etc. (usually coordinate with DUS and DGS to ensure at least one departmental representative attends)
- Take part in student-focused workshops, presentations for department (e.g., info session on USP and MALTT, abstract writing workshop)
- Submit new faculty information to the graduate school to establish their role on the graduate faculty
- Send congratulatory messages to department for awards, accolades, promotions, etc.
- Send thank you messages to people who donate to the department (info received monthly or as gifts come in)

#### August

- Plan Department Retreat
- Finalize plans for Fall homecoming event
- Attend department chairs retreat
- Participate in College K-Week festivities
- Participate in MALTT orientation
- Confirm sabbatical eligibility for faculty in the Department

#### September

- Remind external letter writers for promotion and tenure cases to submit letters (typically due September 15)
- Finalize promotion and tenure dossiers for relevant faculty (typically due September 30)
- Work with faculty members to create appropriate DOEs and submit to college
- Submit all sabbatical applications from Department to College with chair letter confirming ability to cover curricular needs in the department during such sabbaticals
- Prepare brief alumni announcement about Fall homecoming event
- Work with the College's philanthropy office to send announcement to alumni (must be in Campaign Monitor at least two weeks prior to the date you want to send it)
- Assist in collection of faculty member CVs for College
- Host beginning-of-year meeting between chair and graduate students

#### October

- Schedule and conduct meeting for promotion and tenure discussion among appropriate faculty members in department
- Collect letters for promotion and tenure dossiers from appropriate faculty members
- Write chair letter to accompany promotion and tenure dossiers
- Host Fall homecoming event
- Attend College of Arts and Sciences' Hall of Fame event

#### November

- Submit complete promotion and tenure dossiers to college
- Work with department manager to update LSA online directory of linguistics programs and departments (request from LSA comes in November, to be completed by end of year)
- Coordinate gift for department manager
- Verify December graduates for Senate
- Coordinate with Curriculum Committee and Admissions and Awards Committee to finalize TA assignments for Spring

#### December

- Collect FMER materials from Department
- Prepare FMER evaluation for Executive Committee review
- Work with DUS and DGS to recognize December graduates
- Work with Curriculum Committee to finalize Fall and Summer schedules for the following year (usually Fall is due in December, Summer is due in January)

#### January

- Attend LSA department chairs meeting at the annual meeting (or send a representative)

- Finalize FMER materials to submit to College
- Participate in performance evaluation of department manager (due in March)
- Request potential names from department members for the annual Fall homecoming alumni speaker event

#### February

- Participate in graduate student recruitment week
- Approach selected speaker for the annual Fall homecoming event about participation
- For assistant professors in their second year, work to determine whether a second-year review or second-year reappointment review is appropriate

#### March

- Solicit names of external letter writers for promotion and tenure dossiers from candidate and Department
- Finalize speaker and event details for the annual Fall homecoming event
- Conduct second-, third-, or fourth-year progress reviews or reappointment reviews for assistant professors (submit in April)

#### April

- Submit departmental budget request to College
- Acknowledge Administrative Professionals' Day with department manager
- Report to College which faculty will be applying for promotion and/or tenure in the following academic year
- Submit external letter writers for promotion and tenure dossiers to College for approval
- Send external review letter requests for promotion and tenure dossiers
- Finalize chair letter, other content for Spring newsletter, including a save the date for the Fall homecoming event
- Work with the College's philanthropy office to send newsletter to alumni (coordinate the message with the annual UK philanthropy drive; must be in Campaign Monitor at least two weeks prior to the date you want to send it)
- Attend graduate student conference
- Coordinate with Curriculum Committee and Admissions and Awards Committee to finalize TA assignments for Summer
- Address any issues from final evaluation of FMERs

#### May

- Work with DUS and DGS to recognize May graduates
- Host end-of-year meeting between chair and graduate students
- Assist in PSLO assessment, as needed

#### Summer (June/July)

- Ensure faculty members who are seeking promotion and tenure compile the research components of their dossier for distribution to external reviewers (typically promised to reviewers by July 1)
- Send notice to external reviewers that the dossier is available for their review
- Work with Curriculum Committee to finalize Spring schedule for the following year (usually due in July)

- Coordinate with Curriculum Committee and Admissions and Awards Committee to finalize TA assignments for Fall
- Supervise summer online TAs, as needed

## Appendix C

### Things a DUS does and when (Approved Aug 19, 2022)

#### Recurring/As needed

- Attend monthly DUS meetings
- Approve/review transfer equivalencies (need TES account)
- Approve/review study abroad equivalencies (preferably prior to departure)
- Monitor enrollment of majors/minors (need HANA/Tableau account)
- Make report to monthly faculty meetings
- Serve as an ex-officio member of the Curriculum Committee
- Assign faculty advisors (requests come from Associate Dean of Advising)
- Forward pertinent UG information to faculty, grad students, UGs (as appropriate)
- Review degree recipient lists and submit names of qualified candidates for departmental honors
- Meet prospective students
- Attend college- and university-wide undergraduate events (as possible, these are listed below in the months as they occur)
- Complete degree certification process (at each graduation interval, namely December, May, and August)
- Update major/minor listserv lists (about 10 days into each semester; check Tableau for secondaries, as the automatic system only gets primaries)
- Interact with A&S Ambassadors, as appropriate
- Maintain alumni database (at each graduation interval, email graduate, congratulate them, and ask for info)
- Advise non-majors, prospective majors/minors, etc. on appropriate plans of action for becoming a linguistics major/minor, preparing to apply to grad school, study abroad plans

#### August

- Send welcome email to incoming freshmen
- Plan/host back-to-school UG event (preferably with grad student involvement)
- Make report to faculty at department retreat
- Participate in college K-Week festivities as appropriate
- Depending on progress, initiate/continue assessment process (see April)

#### September

- Depending on progress, initiate/continue assessment process (see April)
- Attend university-wide majors fair
- Attend Dean's List ceremony (could be in October)
- Ask students in major/minor who do not have a linguistics advisor if they would like an unofficial advisor
- Assist in planning grad school info event for students

#### October

- Coordinate advising/send finalized schedule to faculty advisors in preparation for early November registration windows



- Assessment report due October 31

#### November

- Remind advisees, faculty advisors about graduation application deadline (November 30 for May graduation)
- Contact advisees, faculty advisors about students who had a D or E at midterm

#### December

- Attend commencement
- Remind faculty about submitting grades on time

#### January

- Send welcome back message
- Nominate students for A&S Ambassadors as appropriate
- Send welcome email to incoming freshmen

#### February

- Remind advisees, faculty advisors about graduation application deadline (February 28 for August graduation)

#### March

- Coordinate advising/send finalized schedule to faculty advisors in preparation for late March/early April registration windows
- Contact advisees, faculty advisors about students who had a D or E at midterm
- Attend Dean's List ceremony

#### April

- Initiate assessment process (tell faculty what the SLOs are, ask for volunteers to submit artifacts at the end of the semester, begin coordination of review process, write report; due in October, but preferable to submit before semester begins)
- Plan/host (with the Admissions/Awards Committee and Seminar Coordinator) end-of-semester awards and research day

#### May

- Remind advisees, faculty advisors about graduation application deadline (June 30 for December graduation)
- Plan/host end-of-semester UG event (preferably with grad student involvement)
- Depending on progress, initiate/continue assessment process (see April)
- Attend commencement

#### Summer (June/July)

- Depending on progress, initiate/continue assessment process (see April)

## **Appendix D**

### **Things a DGS does and when (Approved 11/8/2017)**

#### Recurring/As needed

- Attend monthly DGS meetings
- Make report to monthly faculty meetings
- Serve ex-officio member of the Admissions/Awards Committee
- Forward pertinent graduate school information to faculty and graduate students
- Review and approve MA thesis submission forms
- Review and approve MA exam sheets for thesis defenses
- Verify and approve graduate school final exam scheduling requests
- Write justifications and make requests to graduate school for any non-UK committee members on MA committees
- Respond to inquiries/questions about the graduate program from prospective students
- Maintain alumni database
- Advise graduate students of degree, thesis and defense requirements, send reminders about all important deadlines (applying for graduation, scheduling thesis defense, thesis submission, etc.)
- Make sure that TA observations get done every semester for each LIN TA
- Work with International Office to resolve issues with international TA visas
- Work with USP students to develop/revise their course plan for the 12 overlap hours and (with the Admissions/Awards Committee) decide on admissions decisions for the program
- Coordinate marketing/recruitment efforts (updates to program brochure or website, visits by faculty to other universities, etc.)
- Coordinate with department manager to maintain records of applicants, admissions, acceptances, etc.
- Submit grades for any students who are enrolled in thesis hours (LIN 748)
- Coordinate with LGSA about events

#### August

- Approve/review all LIN TA appointments (GSAS forms)
- Present program and degree requirements to incoming students during orientation
- Make report to faculty at department retreat
- Request overrides for graduate students to enroll in all 500-level LIN courses
- Participate (or find someone to do so) in the language screenings for LIN TAs (week before classes)
- Verify with the LGSA that a linguistics graduate student representative to the Graduate Student Congress has been elected.
- Depending on progress, initiate/continue assessment process (see April)

#### September

- Make sure all new graduate students have submitted final GRE scores and official transcripts before the end of the month
- Request extensions for graduate students who need additional time for scores or transcripts
- All GSAS forms must be completed before the end of September
- Any errors or warnings in the graduate student appointment and credentials database must be fixed by the end of September
- Make sure graduate students have completed on-line orientation modules

- Check attendance records from TA orientation and make sure that TAs who missed know to attend in January
- Remind students of deadline to apply for a December degree (mid/late September)
- Depending on progress, initiate/continue assessment process (see April)

#### October

- Assessment report due October 31
- Extensions for conditional acceptances are usually limited to the end of October

#### November

- Remind students of deadline to schedule defense for December graduation (early November) and of deadline for thesis submission (usually late November)
- Review/approve all defense schedules and exam cards
- Review/approve all thesis submissions
- Monitor the ApplyYourself website to see if there are applicants missing materials and contact those applicants about submitting a full application

#### December

- Review/approve thesis submission forms for December graduates
- Monitor the ApplyYourself website to see if there are applicants missing materials and contact those applicants about submitting full application
- Collect application materials from ApplyYourself and upload them to the department Sharepoint so that the Admissions and Awards committee can review them
- 

#### January

- Make sure TAs who missed fall orientation attend January orientation
- Monitor the ApplyYourself website to see if there are applicants with missing materials and contact those applicants about submitting full application

#### February

- Remind students about graduation application deadline (late February)
- Submit official offer letter to Associate Dean of Research for approval
- Compare applications with requirements for various fellowships and nominate applicants for any fellowships they might qualify for (Royster, McNair, etc.)
- Work with Admissions/Awards committee to make admissions decisions
- Work with Admissions/Awards committee to determine TA funding for accepted applicants
- Work with Admissions/Awards committee to determine how to distribute block funding for incoming students
- Work with Admissions/Awards committee and graduate students in organizing Visit Weekend for prospective students
- Contact applicants with admissions or rejections and offers of funding

#### March

- Remind students of deadlines for scheduling a defense (early April) and for thesis submission (late April)
- Work with Admissions/Awards committee to revise appointments and funding offers as students accept or decline offers

- Maintain regular contact with applicants as funding offers change (e.g., in cases where funding offers change due to students declining offers of admission)
- Alert graduate school if there are fellowship recipients who decline offers of admissions (so that the funding may be redistributed to other students within the college)

#### April

- Handle USP admissions (deadline is April 1); work with Admissions/Awards committee to make admissions decisions for the USP program
- Requests for recruitment funds for the following year are due by April 15
- Finalize funding and TA plans by April 15
- Work with department manager to be sure that all admissions decisions and enrollments are recorded and entered on-line
- Work with international office to coordinate visa applications for international graduate students
- Review/approve all defense schedules and exam cards
- Review/approve all thesis submissions
- Initiate assessment process (tell faculty what the SLOs are, ask for volunteers to submit artifacts at the end of the semester, begin coordination of review process, write report; due in October, but preferable to submit before semester begins)

#### May

- Depending on progress, initiate/continue assessment process (see April)
- Remind students of deadlines for summer graduation (application for graduation, deadline for scheduling defense, deadline for thesis submission)

#### Summer (June/July)

- Register all new TAs for orientation (must complete a form for each TA)
- Register international TAs for additional international TA orientations
- Schedule language screenings for international TAs

**Appendix E**  
**Linguistic Atlas Project**

**Letter of Agreement**  
**By and Between the American Dialect Society and the University of Kentucky**

This agreement specifies the terms and conditions under which certain collections of materials for dialect research under control of the American Dialect Society (hereafter ADS) may be moved to and maintained at the University of Kentucky (hereafter UK).

**ADS Goals**

The ADS is interested to provide for the secure maintenance of dialect collections under its control, to promote active work on those collections, and to expand the coverage of its collections, all in order to move towards a more complete and comprehensive description of language variation, in particular American English language variation. In furtherance of these goals, the ADS is willing to assist in the establishment of an active editorial site for language variation research at UK, especially in conjunction with the hiring by the University of a faculty on-site editor (hereafter Editor) who is associated with and acceptable to the ADS.

**Nature of ADS Collections**

The ADS holds title to the original field records and associated materials of most of the autonomous regional divisions of the American Linguistic Atlas Project (hereafter LAP), as inaugurated by Hans Kurath in 1929. Collections to be moved to UK at the time the Editor assumes residence include:

- 1) Linguistic Atlas of the Middle and South Atlantic States (LAMSAS), and associated materials. c. 150,000 pp. Original field records based upon a questionnaire of c. 105 pp. and informant sketches for 1162 informants from New York south to Florida in the region of American primary settlement. Associated materials include a) Southern England records by Guy Lowman (the only directly comparable evidence for the study of British and American English), b) Gullah records by Lorenzo Turner (the most extensive materials for the study of Sea Island African American speech), and c) Canadian records (evidence for eastern Canada directly comparable to American work).
- 2) Linguistic Atlas of the North-Central States (LANCS). c. 50,000 pp. Original field records based upon a questionnaire of c. 75 pp. and informant sketches for 564 informants from Ontario south to Kentucky and Ohio west to the Mississippi. This is the project which includes materials from the state of Kentucky.

In addition to these two major collections, the ADS holds title to materials related to 1) the Linguistic Atlas of New England (LANE) (copies of field records, etc.); 2) field records and informant sketches of the Linguistic Atlas of the Pacific Coast (LAPC), c. 50,000 pp; audio tapes and other materials for the Linguistic Atlas of the Gulf States (LAGS); and field records and other materials for the Linguistic Atlas of the Western States (LAWS). The condition of materials within the collections is variable. Some materials exist in bound volumes; other materials exist as loose sheets of old, high-acid paper stored in file folders; further materials

take the form of tape recordings and compact disks. The total space of the collection is estimated to be about 650 running feet of shelf space.

### **Relationship of ADS and LAP**

1. The LAP is under the direction of the Editor, who determines practices and policies.
2. The project has an Advisory Committee, which advises the Editor on practices and policies.
3. Members of the LAP Advisory Committee are proposed by the Editor and confirmed in office by the ADS Executive Council.
4. Appointments to editorships are made by the Editor with approval by the LAP Advisory Committee and ratification by the ADS Executive Council. Minor appointments (to assistantships, etc.) do not require approval.
5. Appointment of a new Editor is made on recommendation of the LAP Advisory Committee with ratification by the ADS Executive Council.
6. ADS general funds do not support the LAP, and LAP resources do not support the ADS. The Hans Kurath Fund for the LAP has been established to support LAMSAS and other LAP projects. The Editor is responsible for managing the financial resources provided by the Hans Kurath Fund. The Editor will consult with the LAP Advisory Committee concerning major budgeting changes.

### **Title to Materials**

UK will acquire title to any material transferred to UK as a permanent gift by the ADS, on the condition that UK provides support for an indefinite period of time for an active editorial site for language variation research on the terms listed below. Digital files for which the ADS shares title with the University of Georgia will continue to be governed by that title agreement (appended here), and the ADS expressly permits those files to be mounted or otherwise used at UK, including in online projects hosted by UK.

### **Hans Kurath Fund**

An amount of annual income from the ADS Hans Kurath Fund endowment, currently c. \$20,000, will be under the control of the Editor. The principal of the Hans Kurath Fund will remain under control of the ADS, which will arrange for its investment and production of income in consultation with the Editor.

### **Operational Equipment**

The ADS will transfer to UK a working library of c. 4000 volumes, and a small amount of furniture, computer equipment, and legacy recording equipment. Specific circumstances of transfer to UK should be agreed upon by UK and the Editor.

### **Faculty On-Site Editor**

To facilitate the work of the LAP, the Department of Linguistics and the College of Arts and Sciences at UK have agreed to hire Dr. Allison Burkette as an Associate Professor with tenure. Dr. Burkette will begin a 5-year renewable term as Editor of the LAP in July 2018. Dr. Burkette will be hired in a Regular Title Series line with the full set of benefits and opportunities available

to all faculty in the College. As a tenured faculty member in the UK College of Arts and Sciences, Dr. Burkette will have the same rights and opportunities as all faculty members to pursue her academic interests.

When it becomes necessary to appoint a new Editor for the LAP, the LAP Advisory Committee will consult with the UK Department of Linguistics on the appointment of a new Editor. Ideally, the new Editor will be a tenure-track faculty member in the UK Department of Linguistics, either an existing faculty member or a new hire. If there is to be a new hire, all guidelines then appropriate to such faculty searches and hires at UK will be followed.

The working procedure for appointment of a new Editor is that the UK Department of Linguistics will form an *ad hoc* committee of faculty from within the Department to work in collaborative consultation with the LAP Advisory Committee to identify and select the new Editor. The departmental faculty chosen for this committee will be those who by disciplinary expertise and by significant engagement with the LAP are best suited to participate in this selection of the new Editor. The LAP Advisory Committee will identify its own representatives with whom this *ad hoc* departmental committee will interact. Appointment of a new Editor is made on recommendation of the LAP Advisory Committee with ratification by the ADS Executive Council. The ADS retains the right to confirm appointments of Assistant Editor and Associate Editor to the editorial staff of the LAP made by the Editor, as indicated above in Relationship of ADS and LAP.

In the event that it is not possible to appoint the Editor to a tenure-track position in the Department of Linguistics at the University of Kentucky, the College of Arts and Sciences will provide alternative employment support to assume the responsibilities of the Editor. If this were to occur, the ADS and the UK Department of Linguistics commit to continue to explore opportunities to have the LAP Editor in a tenure-track position.

#### **Technical Infrastructure at UK**

The necessary infrastructure for the computational needs of the LAP will be provided as a combination of college- and university-level resources. This will include about 100Tb of storage, plus Web services, provided by the IT division of the College of Arts & Sciences supported by general campus IT infrastructure. Long-term storage (with a replacement/refresh plan in place) is an important part of infrastructure; the College will provide appropriate resources for back-up as well as forward migration of the digital data.

#### **Storage of Materials at UK**

Storage for the physical materials of the LAP will be available within UK Libraries. The UK Special Collections Research Center (SCRC) has the capacity to store and preserve those materials in their different forms and provide archival finding aids to the materials, thus making them broadly accessible to interested researchers. Additionally, the SCRC has an established digitization program, which provides online access to scans of original documentation as well as digital copies to distance researchers free of cost. The Department of Linguistics has an established record of instructional and research collaboration with the SCRC, including project



development and grantsmanship. Generally speaking, the collections should be stored under conditions which will tend to prolong the life of fragile paper records, and in a manner which permits relatively rapid access by students and scholars wishing to use the collections (i.e. storage which would require significant advance notice for access would not be acceptable). The ADS will not provide continuing financial assistance for maintenance of the collections.

### **Access to Collections**

The collections should be available to students and scholars for use within the SCRC (or other controlled, supervised working area) of UK, under the usual terms and conditions for use of materials in such working areas. Publication, reproduction, or photocopying of any materials from any collection requires the permission of the Editor under conditions established by the Editor, in consultation with appropriate UK research and legal offices, in order to protect the privacy of informants. Since the Editor will be directing active research on portions of the materials in working space outside UK, the Editor will have access to remove relevant materials from UK to that working space, at the Editor's discretion, for as long as the materials are required for active study. When materials are so removed, it is the Editor's responsibility to control access to them by outside students and scholars, to provide security for the materials, and to ensure safe return of the materials to UK Libraries.

### **Office Space for Editor and LAP**

Standard faculty office space equipped with standard furnishings, computer workstations, high-speed network connectivity, etc. will be made available to the Editor. Physical LAP materials will primarily be stored within the UK Libraries SCRC's temperature and humidity controlled archival storage, with the potential for arranging project-based research space. In addition, space to serve as the research center for the LAP, housing the LAP working library as well as research assistants and students working on the LAP (496 sq. ft.), will be co-located with the cartographic research spaces of the Department of Geography. Additional space for the LAP at UK may be negotiated with entities at UK.

### **Research Assistant for LAP**

The Dean of the College of Arts and Sciences will provide a full (0.50 FTE) Research Assistant position to the Department of Linguistics for the work of the LAP. This RA position will have the standard profile for such a position (currently, 20-hour per week workload remunerated at a locally-competitive stipend rate and a tuition scholarship for fulltime enrollment in fall and spring semesters). The RA must be enrolled fulltime as a graduate student at the University of Kentucky. The Editor will recruit and select the RA. Additional RA positions for the LAP may be supported with external grants or by internal negotiations with entities at UK.

### **Staff Position for LAP**

A full-time, benefits-eligible staff position housed in the Department of Linguistics in the UK College of Arts & Sciences will be created in order to support the administration of the LAP. This staff member, with a direct reporting line to the chair of the Department of Linguistics, will support the administration of the LAP and serve the Department as deemed necessary. It is

*Letter of Agreement By and Between the American Dialect Society and the University of Kentucky*

expected that this staff person will have technical competence, as opposed to being a generalist.

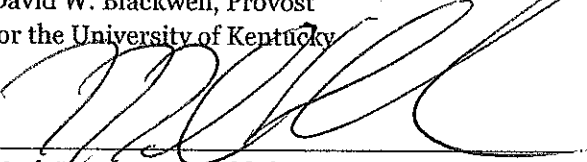
**Timeframe**

UK will hire Burkette immediately, with a start date of July 1, 2018, conditional on approval of the Board of Trustees. The staff member will be hired after Burkette arrives on campus, so that Burkette can participate in the selection process. Physical transition of materials from the University of Georgia will begin in Summer 2018, including archival paper, tape, and CD materials. Transfer of the working library, furniture, computer equipment, and legacy recording equipment will take place in Summer 2019. Digital materials can be mounted at UK beginning in Summer 2018 in coordination between the Editor and UK IT staff.

**Signatures**



David W. Blackwell, Provost  
for the University of Kentucky



Mark Lawrence Kornbluh, Dean, College of Arts & Sciences  
for the University of Kentucky



Julie Roberts, Executive Secretary  
for the American Dialect Society

Permanent American Dialect Society Digital Collection at University of Georgia Library

Draft Agreement

This agreement specifies the terms and conditions under which certain digital materials under control of the American Dialect Society (hereafter ADS) and Professor William A. Kretzschmar, Jr. (hereafter Professor Kretzschmar) may be maintained as a permanent collection at the University of Georgia Library (hereafter UGL). This agreement supplements the 1986 agreement under which certain collections of materials for dialect research under control of the ADS were moved to and are being maintained at UGL. Professor Kretzschmar is the local representative of ADS, as editor-in-chief and on-site editor of the Linguistic Atlas Project, and any successor as local representative must be approved by ADS. Professor Kretzschmar may authorize other members of the Linguistic Atlas staff to work with UGL as described hereinafter.

Nature and Title of ADS Digital Materials

The ADS holds title to the field records and associated materials of several of the autonomous regional divisions of the American Linguistic Atlas Project, as inaugurated by Hans Kurath in 1929. Digital versions of these materials have been created by Professor Kretzschmar, a full time employee of the University of Georgia. Under the University of Georgia Intellectual Property Policy, Professor Kretzschmar is an author and licensee of various linguistic materials, including recorded interviews, transcripts, digital files and derivative works (“Linguistic Atlas Project”) that are stored at UGL. The digital materials were authored under grants from the National Endowment for the Humanities and the National Science Foundation, and partly sponsored by ADS. Under the guidance of University of Georgia Intellectual Property staff, ADS and Professor Kretzschmar have executed a license agreement granting each other rights to the digital materials. Additional digital materials are being and will be created from ADS Linguistic Atlas materials, including audio files, image files, and text files, with associated programming and other digital preparations for maintenance and distribution of the materials, all of which are and will be governed by the license agreement between ADS and Professor Kretzschmar. ADS and Professor Kretzschmar will retain title to the digital material.

Maintenance of Digital Collection by UGL

The permanent ADS digital collection will be created at UGL at times and under conditions mutually agreed upon by UGL and ADS.

Maintenance of the ADS digital collection will consist of two primary activities, permanent archival storage of ADS digital materials as part of the UGL multimedia computer archive, and live Internet presence for public versions of digital materials on UGL computer/server(s).

Permanent archival storage will initially be carried out on LTO-4 computer tape. ADS and Professor Kretzschmar will create and provide tapes containing digital materials to the UGL multimedia computer archive, using specifications mutually agreed upon by UGL and ADS. Materials in the ADS digital collection will be included in the regular refresh cycle for materials in the UGL multimedia computer archive. As UGL changes its means for multimedia computer archival storage, UGL will transition ADS digital materials as part of its regular transition cycle for its other materials.

Live Internet presence for free, unauthenticated public access will be created on UGL computer/server(s), initially with at least 2Tb of spinning disk for ADS digital materials. System

administration will be provided by UGL. Site design and maintenance will be provided by the Linguistic Atlas staff with assistance from UGL staff. Specifications for security of the computer/server(s) and site will accommodate public interactive Web access, and will be mutually agreed upon by UGL and ADS.

When available, external funding as solicited by ADS and Professor Kretzschmar, sometimes in cooperation with UGL, will help to acquire suitable equipment and help to pay for operations and maintenance, but baseline processing and storage refresh must be maintained even in the absence of external funding. UGL will provide cost sharing when required by external funding, as a reasonable proportion from its costs for system administration and maintenance of computer facilities used for the ADS digital collection.

Creation and maintenance of metadata, catalog information, and finding aids will be jointly managed and executed by UGL and Linguistic Atlas staff, following established UGL and international standards and best practices in library science and the field of linguistics.

#### Access to the Digital Collection

Digital materials delivered to the UGL multimedia computer archive will be clearly identified as either “non-circulating” or “public access.” Non-circulating materials will be available to Professor Kretzschmar and members of the Linguistic Atlas staff, but will only be available to other users with prior permission of Professor Kretzschmar or other authorized member of the Linguistic Atlas staff. Public access materials will be available to all users under the usual conditions for access established by UGL..

Only public access materials will be made available for the live Internet presence.

Users of public access materials may copy, display, or give away the data files, but should not resell them in whole or in part. Users must include copyright notice and indicate that reproduction, copying, distribution, display, etc., as the case may be, of any materials from the ADS digital collection is done with permission of the American Dialect Society and Professor Kretzschmar.

In addition to online access, copies of the digital materials may be provided to users at the cost of reproduction, under terms of grant funding with which many materials were created. UGL will refer requests for copies, whether from the multimedia computer archive or the live Internet presence, to the Linguistic Atlas staff.

Members of the Linguistic Atlas staff will have physical access to the UGL computer/server(s) on which the live Internet presence is located on terms mutually agreed upon by UGL and ADS. Members of the Linguistic Atlas staff will have free remote interactive electronic access to the the live Internet presence on UGL computer/server(s) with read/write/execute permissions, subject to secure login and authentication. Daily operation, development, and maintenance of the live Internet presence will be managed by Linguistic Atlas staff, subject to software and security specifications mutually agreed upon by UGL and ADS. UGL staff will be available to advise Linguistic Atlas staff on effective integration of the live Internet presence with other Internet services of UGL.

Copy of 1986 agreement:

This agreement specifies the terms and conditions under which certain collections of materials for dialect research under control of the American Dialect Society (hereafter ADS) may be moved to and maintained at the University of Georgia Library (hereafter UGL).

### ADS Goals

The ADS is interested to provide for the secure maintenance of dialect collections under its control, to promote active work on those collections, and to expand the coverage of its collections, all in order to move towards a more complete and comprehensive description of English dialects, in particular American English dialects. In furtherance of these goals, the ADS is willing to assist in the establishment of an active editorial site for dialect research at the University of Georgia, especially in conjunction with the hiring by the University of a faculty on-site editor who is associated with and acceptable to the ADS.

### Nature of ADS Collections

The ADS holds title to the fieldrecords and associated materials of several of the autonomous regional divisions of the American Linguistic Atlas Project, as inaugurated by Hans Kurath in 1929. Collections to be moved to UGL at the time the faculty on-site editor assumes residence include:

1) Linguistic Atlas of the Middle and South Atlantic States [LAMSAS], and associated materials. c. 150,000 pp. Fieldrecords based upon a questionnaire of c. 105 pp. and informant sketches for 1216 informants from Ontario south to Florida in the region of American primary settlement. Associated materials include a) Southern England records by Guy Lowman (the only directly comparable evidence for the study of British and American English), b) Gullah records by Lorenzo Turner (the most extensive materials for the study of Sea Island speech), and c) Canadian Maritime records by Henry Alexander (evidence for eastern Canada directly comparable to American work).

2) Linguistic Atlas of the North-Central States [LANCS]. c. 50,000 pp. Fieldrecords based upon a questionnaire of c. 75 pp. and informant sketches for 564 informants from Ontario south to Kentucky and Ohio west to the Mississippi.

In addition to these two major collections, the ADS controls materials related to the Linguistic Atlas of New England [LANE] (fieldrecords, etc.) presently stored at the University of South Carolina; these materials will be located with the LAMSAS and LANCS materials.

Sometime after the establishment of the collections at UGL, possibly within a year, it will be possible to add the fieldrecords and informant sketches of the Linguistic Atlas of the Pacific Coast [LAPC], c. 50,000 pp. Copies of the taped fieldrecords (5200 hours) for the Linguistic Atlas of the Gulf States [LAGS] will also be made available by the Director of LAGS. These two collections should be located with the LAMSAS and LANCS collections. If other major research collections become available, the ADS will try to acquire them or copies of them to locate together with the existing archive at UGL. Official title for all collections and working materials thus acquired will be retained by ADS.

The condition of materials within the collections is variable: LAPC materials will generally be bound

volumes; LAGS materials consist of reel-to-reel audio tapes; other materials exist as loose sheets of old, high-acid paper stored in file folders.

#### Title to the Materials

ADS will retain title to any material transferred to UGL. Materials should be considered on indefinite loan to UGL as long as such loan is mutually agreeable to UGL and ADS. ADS could consider making a permanent gift of the materials only if permanent support (such as a separate endowment) were realized.

#### Changes in Location of the Materials

Collections will be moved to UGL at times and under conditions mutually agreed upon by UGL and ADS. After the original transference of any collection to UGL, either UGL or ADS must provide one year's notice (unless a shorter period is mutually agreed upon) of intent to remove that collection from UGL.

#### Maintenance of Collections by UGL

Specific circumstances of storage and archiving by UGL will be mutually agreed upon by UGL and the faculty on-site editor, who will make himself available for whatever assistance he can offer for the cataloguing of collections. Generally speaking, the collections will be stored under conditions which will tend to prolong the life of fragile paper records, and in a manner which permits relatively rapid access by students and scholars wishing to use the collections (i.e. storage which would require significant advance notice for access would not be acceptable). ADS does not have the resources to provide continuing financial assistance for maintenance of the collections.

#### Access to the Collections

The collections will be available to students and scholars for use within the Special Collections Section (or other controlled, supervised working area) of UGL, under the usual terms and conditions for use of materials in Special Collections. Publication, reproduction, or photocopying of any materials from any collection will not be permitted except with the permission of the faculty on-site editor, this in order to protect the privacy of informants. Since the faculty on-site editor will be directing active research on portions of the materials in working space outside UGL, the editor will have access to remove relevant materials from UGL to that working space, at his discretion, for as long as the materials are required for active study. When materials are so removed, it is the editor's responsibility to control access to them by outside students and scholars, and to provide what security he can for the materials.

Agreed and Signed, [1986]

David Bishop, Director, UGL  
On behalf of UGL

William A. Kretschmar, Jr., Faculty On-Site Editor, and  
Editor-in-Chief, LAMSAS and LANCS  
On behalf of ADS

## Appendix F

### Department of Linguistics – University of Kentucky (Approved 8/21/2017)

#### FMER Research guidelines (2-year cycle)

<b>1</b>	<b>Publications</b>	
1.1	Book, monograph	1-3
1.2	Textbook	1-2.5
1.3	Edited book (including your own contribution)	1-2.25
1.4	Special issue of a journal (including own contribution)	1-2.25
1.5	Journal article (including review article)	0.5-2
1.6	Book chapter (of edited collection or festschrift)	0.5-1.5
1.7	Annotated edition (e.g. collection of Hittite texts with commentary and scholarly apparatus)	1-3
1.8	Translation of a monograph	1-2
1.9	Translation of article	0.25-1.5
1.10	Proceedings (paper)	0.25-1.5
1.11	Published abstract (must appear in peer-reviewed journal, not conference website, program or handbook)	0.25-1.5
1.12	Book review	0.25-0.5
1.13	Database (e.g. creating the structure, collecting the datasets, maintaining)	0.5-3
1.14	Corpus (more weight given to higher level of analysis, primary data, size and scope)	0.5-3
1.15	Activist research publications, e.g. pedagogical materials (e.g. grammars) for endangered or dead languages	0.25-1.5
1.16	Analyzed and processed material contributed to a database/archive	0.25-1.5
1.17	Research tool/software	0.25-3
1.18	Popular article	0.25-0.5
<b>2</b>	<b>Grants (external or a major internal grant)</b>	
2.1	Submitted: under review or rejected	0.5-1
2.2	Accepted	1-2.5
<b>3</b>	<b>Conferences</b>	
3.1	Keynote or invited seminar	0.25-0.5
3.2	Conference paper, workshop paper, poster, demo, discussant, roundtable panelist	0.25
<b>4</b>	<b>Awards and recognition</b>	
4.1	Examples include invitations to conduct external courses including summer schools, awards from scholarly organizations, reprints of articles	0.25-1

A baseline of 3 will be assigned to faculty demonstrating an active research program. This will include publication submission, grant submission, and conference presentation, as well as multidisciplinary and exploratory research, and peer review. The table serves as a guideline of teaching contributions with numbers indicating a notional relative weight of each type of contribution. Each research product is associated with a scale. Place on the scale is determined by a number of parameters including (1) peer-reviewed or non peer-reviewed, (2) prestige of venue, (3) invitation or open call for conferences, (4) external or internal submission for grants, (5) single or multi-authored. Please specify parameters for each item submitted where relevant. Co-authored items need a % of your contribution plus an email from your co-author(s) verifying this %.



The maximum subtotal for Research is 5.0. Note that all first-year assistant professors, without a record of publication before arriving at UK, receive a 3.0 unless their research record in the preceding year indicates a higher score, in which case their score will be determined by this scale. The table serves as a guideline of teaching contributions with numbers indicating a notional relative weight of each type of contribution.

## Department of Linguistics – University of Kentucky

### FMER Service Guidelines

Service evaluations begin with a base of 3.00, on the assumption that faculty members are satisfying their service obligations to the department. Recall that the amount of service varies according to rank, with, customarily,

- full professors expected to make a contribution equivalent to 15 percent of DOE, usually understood to be 3 department committees or comparable contributions plus some formal service elsewhere
- associate professors expected to make a contribution equivalent to 10 percent of DOE, usually understood to be 2 department committees or comparable contributions
- assistant professors expected to make a contribution equivalent to 5 percent of DOE, usually understood to be 1 department committee or comparable contribution.
- College and University level committees may substitute for department level commitments

Additional service activities include, but are not limited to:

- advising and/or managing student organizations or co-curricular programs
- management of departmental infrastructures (technological and other)
- professional outreach activities
- participation on additional Linguistics Department committees
- participation on (additional) Arts and Sciences committees
- participation on (additional) University committees, including Senate
- service to the profession, including, but not limited to:
  - serving on committees in professional organizations
  - serving as journal editor or editorial board member
  - organization of a professional conference, workshop, etc.

The size of the increment beyond the base will vary depending on the nature of the additional service contribution.

Please explain (briefly) the significance of each contribution beyond your negotiated service load – how much time and what kind of work does each committee or activity require? What leadership responsibilities do you have?

The maximum subtotal for service is 5.00.

Note that first-year assistant professors are not expected to serve on committees, so they get the base (3.00) without committee participation, and their number increases with voluntary service contributions.

## Department of Linguistics – University of Kentucky

### FMER Teaching Guidelines

Your Teaching and Advising FMER score starts with a comparison of your evaluation record and the College average. Questions used are THE INSTRUCTOR PRESENTED MATERIAL CLEARLY and I CONSIDER X TO BE A QUALITY COURSE.

If your scores are at the College average, your base score = 3.00. Above the average will increase your score to 5.00 maximally. Below the average will decrease your score to 2.00 maximally. To offset your TCE-based score, the following factors will increase your score. You will also be commended for 'value added' contributions to teaching and advising, as well as opportunities to professionalize yourself. Finally, your reflection on how to improve your teaching and advising will also result in an increment to your base score. A partial list is given here, but faculty are encouraged to include anything that demonstrates dedication to teaching and advising that is not included. In order to achieve a 5.00 for teaching you must have significantly high TCE scores. The table serves as a guideline of teaching contributions with numbers indicating a notional relative weight of each type of contribution.

1	Offsets	
1.1	Service teaching, i.e. courses at 200-300 level geared toward non-majors	0.25-1
1.2	Course taught for first time, or a novel approach to a course already taught	0.25-1
1.3	Evidence of negative bias, usually in the form of TCE comments	0.25-1
2	Value added	
2.1	Research advising (non-thesis, non-teaching related)	0.25-0.5
2.2	Independent study advising including LIN 395, LIN 695	0.25-0.5
2.3	Contribution to student professionalism, including workshops and information sessions	0.25
2.4	Curriculum development activities, e.g. designed new course or redesigned existing course	0.25
2.5	Served as chair of thesis committee (Master's or PhD)	0.5-1
2.6	Served as member of thesis committee (Master's or PhD)	0.25-0.5
2.7	Served as external reader for thesis (Master's or PhD), within or outside UK	0.25-0.5
2.8	Participated in professional development with respect to teaching and advising, for example enrolled on a CELT course, participated in a pedagogically oriented conference or workshop	0.25-0.5
2.9	Mentoring post-doctoral scholars	0.25-0.5
3	Reflection on improvement	
3.1	This will include a plan on how to improve an aspect of your teaching	0.25
3.2	Peer observation of class, either observing others for best practice or being observed, internally or externally arranged, documented in reflection	0.25

Note that all first-year assistant professors with no evaluations from UK will receive a 3.00 with opportunity to add to the score following the guidelines in the table for evaluating research contributions.

## **Appendix G**

Curriculum Committee (Approved October 2014)

The Curriculum Committee has the following responsibilities:

- (i) In preparing the course schedule for each semester, it produces a coordinated schedule for all LIN courses to be taught that semester, ensuring clear curriculum articulation across the levels, a rotation of courses over a four-semester cycle, and a fair distribution of faculty teaching assignments across courses, level, and weekdays.
- (ii) It evaluates the Linguistics Department's undergraduate and graduate curricula, including SLO assessment, and proposes any changes that it deems necessary, possibly in consultation with one or more other members of the core or affiliated faculty. The Department votes on these proposals.
- (iii) It vets course proposals and recommends approval to the Department. These include changes to prerequisites and course numbers. It considers and recommends where appropriate cross-listings to support the interdisciplinary mission of the Department.
- (iv) It keeps a record of recommended LIN courses for other programs.

## **Appendix H**

### **Admissions and Awards Committee (Approved January 2015)**

The Admissions and Awards Committee has the following responsibilities:

- It decides on admissions to the following programs:
  - MALTT;
  - PhD in Linguistics (future);
  - University Scholars.
- It decides on student funding and coordinates TA assignments in conjunction with Curriculum Committee.
- It solicits candidates and judges applications for student awards and organizes recognition of such awards.
- It solicits candidates and judges applications for student travel grants and organizes recognition of such grants.
- It identifies opportunities for internal funding for faculty and students (e.g., compressed courses, research grants, teaching grants) and serves as a resource for those making such applications.

## Appendix I

### Colloquium Committee (Approved Aug 19, 2022)

The Colloquium Committee has the following responsibilities:

- It gathers names of potential speakers for the coming year from faculty, affiliates, and graduate students.
- It reaches out to potential candidates with potential dates and times for speaking events.
- It circulates a schedule of colloquium dates, times, and speaker names to the broad UK Linguistics community at the beginning of each academic year and semester. This community includes Department faculty, affiliates, graduate students, undergraduate majors, and undergraduate minors, as well as those interested parties who have been added to our “Friends of Linguistics” listserv.
- It coordinates with the department manager to organize speaking events. Colloquia are traditionally held on Wednesday or Friday afternoons during the 1:00pm–3:00pm reserved time. The department manager reserves an appropriate venue for each speaking event. The Colloquium Committee will communicate any special requirements (e.g., computer needs, projector, sign language interpretation) for each speaking event to the department manager before the venue is selected. Talks are meant to last 45 minutes with 15 minutes for questions.
- It coordinates with the department manager to arrange travel (as necessary) and accommodations with the speaker.
- It obtains a title, abstract, and photograph of the speaker at least two weeks prior to the speaking event. When these are available, these should be given to the department manager who will advertise them on the Department’s web site.
- It makes an announcement to the broad UK Linguistics community (see above) with title, abstract, location, time, etc. at least one week prior to the speaking event.
- It writes a brief introduction to be given at the beginning of each speaking event or invites someone with a particular relationship to the speaker to introduce them at the speaking event.

## Appendix J

### Department of Linguistics University of Kentucky Tenure and Promotion Guidelines Tenure Line Faculty

Approved by department vote April 18, 2018

#### Introduction

Faculty evaluation for promotion and tenure will be based upon a continuing record of high quality, effective teaching and advising at multiple levels of instruction; substantive, original and innovative scholarship, and effective service. Candidates should also familiarize themselves with the University's criteria for tenure and promotion, accessible at

<https://www.as.uky.edu/faculty-reviews> (College of Arts and Sciences) and <http://www.uky.edu/ofa/node/11> (UK Office of Faculty Advancement). Candidates are required to provide complete, good-faith information in and about their tenure file.

#### Evaluation protocol for Tenure and Promotion review:

Tenured faculty in Linguistics are required to participate in the evaluation of other faculty members in Linguistics. Faculty at the rank of Associate Professor and Full Professor will participate in the tenure and promotion review of Assistant Professors to Associate Professor rank. Faculty at the rank of Full Professor will participate in the promotion review of Associate Professors to Full Professor rank. Participation will be recognized in the form of a substantive letter to the department chair. The chair shall summarize individual written faculty evaluations. The chair's letter to the dean shall include a complete and substantial assessment of the candidate's file and make a recommendation to the dean. All faculty letters, as well as the summary letter from the chair, will be forwarded to the dean as part of the candidate's tenure and promotion file.

#### **Promotion to Associate Professor with Tenure**

##### Scholarship

The successful candidate for promotion and tenure must demonstrate substantive, original, innovative intellectual contributions to scholarship through publication or dissemination of research in appropriate peer-reviewed venues. Faculty must demonstrate that they have established an independent research agenda and a long-term trajectory for their research. The candidate must show evidence of a sustained, long-term commitment to scholarly research and publication. The attributes of a robust research program include (a) potential for impact on the field; (b) clear evidence of peer review; (c) cohesiveness of program; and (d) specificity of candidate's contribution (in the case of jointly-authored works).

Because Linguistics is a diverse, changing field and the Department includes many subfields, the research record may take a variety of forms. While the quality and significance of published work are more important than the place of publication, the Department strongly encourages its members to publish in selective outlets that are highly regarded within and beyond their subdisciplines.

An applicant's scholarly record should consist primarily of work that is peer-reviewed. For outlets in which the extent of peer review may vary, such as certain electronic sites and essays in edited collections, the Department may solicit information about the review process.

Normally, work published while the candidate was in graduate school will not be considered. All candidates for promotion and tenure must demonstrate that they have established an independent research profile.

The research record may take the form of a series of scholarly articles, essays, and/or book chapters, published in selective, peer-reviewed outlets. In some subfields this may be the preferred form of publication. Publications in digital or open-access venues with a robust peer-review acceptance process (e.g. Glossa, HAU) will carry the same weight as traditional print publications with peer-review. In cases where an item has not appeared in print, the candidate must provide evidence of full acceptance of the piece for publication (with no further revisions). In the case of co-authored articles, the candidate must demonstrate the extent of his or her contribution to the collaboration.

The research record may also take the form of the publication of a scholarly book with a respected press, generally accompanied by a small number of articles. The candidate must provide evidence of full, unconditional acceptance of the book; a contract based on an incomplete manuscript or contingent upon substantial revisions will not fulfill the research requirement. Whether or not a candidate publishes a version of the dissertation, s/he must demonstrate what research, writing, and publishing has been done during the probationary period. In the case of a co-authored book, the candidate must demonstrate the extent of his or her contribution to the collaboration.

The research record may also take the form of digital scholarship, generally accompanied by a small number of articles. The digital scholarship may include (but is not limited to) the development of computational research tools or software, the creation of on-line or digital resources, or the development of digital archives or corpora. Researchers with digital outputs should provide evidence of some form of peer review of the digital artifact(s). This may include solicited reviews, peer-reviews emerging from grants, peer-reviewed publications growing out of the project, or reviews, discussions, and/or citations of the work in scholarly venues. In addition, researchers may provide evidence of the impact of digital research through such measures as statistics on website traffic, the use of the website in research and teaching, etc. In the case of co-authored digital scholarship, the candidate must demonstrate the extent of his or her contribution to the collaboration.

Candidates may also show evidence of sustained scholarly activity in other ways such as editing books and special journal issues, and writing textbooks. In addition to these publications, other forms of professional engagement such as delivering conference papers and refereeing professional publications are also relevant to illustrate a candidate's engagement with his/her field. However, while all of these contributions amplify a candidate's file, they do not substitute for scholarly and/or creative work published by respected journals and presses and subjected to peer review.



## Teaching

In submitting a dossier for Tenure or Promotion, the candidate must include (1) a Summary Statement detailing their contributions to the academic program(s) in which they teach, including all curricular development; (2) sample teaching materials that substantiate their contributions, and (3) the student evaluations for all courses taught during the review period. A successful teaching and advising record is demonstrated by three types of evidence: Teacher/Course Evaluations (TCEs); the candidate's teaching statement and other artifacts (examples of syllabi, assignments, etc.); and observation reports. Observation reports include written documents of classroom observations which may be carried out by senior faculty (from Linguistics or other departments); by personnel from CELT or Presentation U, or from other university units that routinely provide feedback on teaching.

All applicants must demonstrate high-quality, effective teaching and academic advising at both the undergraduate and graduate level. Effective teachers in the Department of Linguistics must show concern for their students' academic success, encourage students' interest in the subject and expect substantial accomplishment from them, successfully communicate their knowledge to students, respond to student work constructively and grade it fairly, and make themselves accessible to students. Evidence of effectiveness includes strong teaching evaluations, observation reports, and documentation of challenging, useful, and carefully designed courses that reflect the current state of knowledge in their field.

The Department will also take account of other contributions to instruction such as planning and teaching new courses; revising or updating existing courses to align with changing departmental, college, and university needs; and training graduate teaching assistants.

## Service

Although the service responsibilities assigned to Assistant Professors are generally modest, it is required that all faculty members contribute conscientiously to the collective growth and development of the Department, College and University.

## **Promotion to Full Professor**

We believe that all faculty who are tenured and promoted to Associate Professor in our Department can achieve promotion to Full Professor, and it is our goal to assist faculty who wish to work for that promotion.

## Research

Candidates must have achieved a substantial research record in the form of a series of articles, peer-reviewed book, or digital scholarship as described above, to have been produced after tenure was conferred, and must show the promise of continuing productivity. The candidate should also demonstrate a firmly established international reputation well beyond what is expected for tenure.

## Teaching

Candidates must demonstrate sustained teaching excellence as described above. If appropriate to their subfield, they should also demonstrate involvement in the graduate program by teaching

graduate classes, chairing and/or serving on graduate committees, and guiding graduate students to the successful completion of their degree. We also expect faculty to continue their participation in academic advising of undergraduate Linguistics majors and minors.

Service

The candidates for promotion to Full Professor are expected to contribute more to the service mission than probationary faculty, and it is expected that these contributions will extend beyond service to the Department to include significant service to the College, University, and profession.

Approved by Acting Associate Provost for  
Faculty Advancement

A handwritten signature in cursive script that reads "Sue E. Nokes".

Sue E Nokes

8/22/2023