



DEPARTMENT OF ANIMAL AND FOOD SCIENCES

RULES OF PROCEDURE

These Rules of Procedure are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky, the Rules of the University Senate, the Rules of Procedure of the College of Agriculture, Food and Environment, and the laws of the Commonwealth of Kentucky and of the United States of America.

In the event that these Rules of Procedure are inconsistent or contrary to the above-mentioned regulations and laws, then those regulations and laws prevail.

Submitted to the Department of Animal and Food Sciences faculty: September 19, 2016

Department of Animal and Food Sciences faculty approval: September 28, 2016

Signed and dated:



Richard Coffey
Chair, Department of Animal and Food Sciences

09/29/2016
Date



Nancy Cox
Dean, College of Agriculture, Food and Environment

10/3/2016
Date

NOTE: Provost signature no longer required on departmental rules of procedure

Tim Tracy
Provost, University of Kentucky

Date

I. ORGANIZATIONAL STRUCTURE

A. The Department Faculty

The faculty consist of all members of the department having the rank of Lecturer, Senior Lecturer, and Assistant Professor, Associate Professor or Professor in all title series except Adjunct, Emeritus and Part-Time Instructor, who are encouraged to participate in all phases of departmental activities but do not have voting privileges pertaining to departmental business. The jurisdiction and responsibilities of the faculty are defined by the Governing Regulations of the University of Kentucky. Input is accepted from all members of the department whether transmitted through committees or by individuals to the Department Chair.

B. The Department Chair

The responsibilities of the Department Chair are defined by the Governing Regulations of the University of Kentucky. The Department Chair provides leadership to the faculty in the development of policies on matters such as academic requirements, undergraduate programs, graduate programs, research programs, extension programs and service functions. The Department Chair presides over all departmental meetings or may delegate this function. The Department Chair appoints and is an *ex-officio* member of all departmental committees. The Department Chair is responsible for recommendations to the Dean of the College of Agriculture, Food and Environment on the appointment of new members of the faculty according to this *Rules of Procedure of the Department of Animal and Food Sciences* for appointment of new faculty members. The Department Chair also makes recommendations to the Dean on initial appointments, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments and the granting of tenure. The Department Chair is responsible for administering the periodic performance evaluations of departmental members, with appropriate faculty consultation, by procedures and criteria established by the University, the College and the faculty of the department.

C. The Department Associate Chair

The Department Associate Chair is appointed by the Department Chair. The responsibilities of the Associate Chair are to provide assistance to the Department Chair in monitoring the department's budget and managing the Business Office staff, managing and maintaining the physical infrastructure, and mentoring of faculty.

D. Advisory Council

The Advisory Council consists of eight faculty members elected by the department's faculty. The composition of the Advisory Council will be two faculty members with predominant teaching appointments in Animal Sciences, two faculty members with predominant research appointments in Animal Sciences, two faculty members with predominant extension appointments in Animal Sciences, one faculty member with predominant research/teaching appointment in Food Science, and one faculty member with predominant extension appointment in Food Science. Members are elected to two-year staggered terms. The Advisory Council advises the Department Chair on departmental policies and procedures, resource allocation, annual performance review of faculty, and other issues affecting the department. The Department Chair will serve as the Advisory Committee Chair.

E. Directors of Undergraduate Studies

The Directors of Undergraduate Studies (DUSs in Animal Sciences, Equine Science and Management, Food Sciences, Pre-Veterinary Medicine) are appointed by the Department Chair and works closely with the Department Chair in directing the undergraduate education programs of the department. The DUSs coordinate with the department's Academic Coordinators to organize the details of course schedule preparation, catalog revisions, awarding of scholarships, etc. The DUSs also coordinate with the department's Academic Coordinators on undergraduate advising, student recruitment and placement. The

DUSs inform the Department Chair of teaching equipment needs and act as a liaison to extension and research faculty.

F. Director of Graduate Studies

The Director of Graduate Studies (DGS) is appointed by the Department Chair and chairs the Graduate Activities Committee, and in that role directs the recruitment of graduate students, promotes the graduate program, and supervises students' academic progress. The DGS also assists students in meeting qualifications and time deadlines. The DGS administers the department's graduate program in accordance with the rules of the Graduate School and serves in placement and evaluation of graduate students, and serves as a liaison between the department and the Graduate School on student and departmental matters.

G. Extension Programs Coordinator

The Extension Programs Coordinator is elected by the department's Extension faculty and serves as a facilitator within the extension faculty. The Coordinator reviews the department's programs and advises the Department Chair on areas of emphasis necessary to strengthen the department's outreach efforts. This person coordinates required extension reports and assessment data. The Coordinator also works with teaching and research faculty in a liaison role and may give recommendations on assignment of duties among extension faculty to the Department Chair.

H. Faculty Animal Service/Support Unit Coordinators

This group includes faculty with oversight responsibilities of the department's Animal Units (LRC Beef Unit, LRC Sheep Unit, LRC Swine Unit, Coldstream Farm Dairy Unit, Coldstream Poultry Unit, North Farm Horse Unit, UKREC Beef Unit), Feed Mill, Meats Lab/Butcher Shop, Animal Lab (basement of Garrigus Building), and general research in the Garrigus Building. The Faculty Animal Service/Support Unit Coordinators are elected as needed by the faculty involved with the given animal or service/support unit.

I. Youth Development Coordinator

The Youth Development Coordinator is appointed by the Department Chair and provides general oversight of the department's youth outreach efforts and advises the Department Chair on areas of emphasis necessary to strengthen the department's youth extension programming efforts. In coordination with the Extension Programs Coordinator, the Youth Development Coordinator helps with required extension reports and assessment data.

J. Academic Coordinators

Academic Coordinators are full-time staff that work closely with the Department Chair, the department's Directors of Undergraduate Studies (Animal Sciences, Equine Science and Management, Food Sciences, Pre-Veterinary Medicine), and the Center for Student Success in the College of Agriculture, Food and Environment on undergraduate student academic advising. The Academic Coordinators also provide assistance with Merit Days, undergraduate student recruitment, on-campus visits by potential students, development of promotional materials, and data collection and reporting.

II. COMMITTEE STRUCTURE

The following committees provide assistance to the Department Chair in carrying out the important departmental responsibilities. Unless specified otherwise, when a member's specified term of appointment on a committee expires they are eligible for reappointment. With the exception of elected positions, the Department Chair appoints all departmental committees. The Department Chair is an *ex-officio* member of all committees. Committee membership will be established by September 30 annually.

A. Promotion and Tenure Committee

This committee consists of four full professors appointed by the Department Chair to serve a three-year term with the terms staggered so that no more than two new members are appointed each year. Appointments to this committee shall be such that at least three commodity/discipline groups are represented and at least one member of the committee must hold an extension appointment.

Functions of the committee include: (1) to facilitate faculty input into departmental decisions on promotion and tenure; (2) to advise faculty concerning promotion and tenure requirements; (3) to assist faculty in making effective presentations of materials supporting promotion and tenure; (4) to assist the Department Chair in assuring compliance with regulations concerning promotion and tenure; (5) to assist in making effective presentations of materials for two-year and four-year pre-tenure evaluations; (6) to provide advisory recommendations concerning promotion and tenure to Department Chair and affected faculty on request; and (7) to provide advisory recommendations concerning rank and tenure to the Department Chair and to search committees evaluating prospective faculty.

The promotion and tenure committee also reviews curricula vitae (CVs) of persons applying for adjunct series and research series faculty membership and provides recommendations to the Department Chair regarding their appointment.

B. Animal Science and Food Science Curriculum Committees

The Animal Science Curriculum Committee consists of five faculty members appointed by the Department Chair to serve a three-year term with the terms staggered so that no more than two new faculty members are appointed in a year. In addition, the Department Chair, the Director of Graduate Studies, the Director of Undergraduate Studies for Animal Science and Academic Coordinator for Animal Science serve as *ex-officio* members. This committee reviews and evaluates the Animal Science teaching, advising and student extracurricular programs and advises the Department Chair on changes to enhance the undergraduate and graduate education program.

The Food Science Curriculum Committee consists of the Food Science faculty with teaching appointments. In addition, the Department Chair, the Director of Graduate Studies, the Director of Undergraduate Studies for Food Science and Academic Coordinator for Food Science serve as *ex-officio* members. This committee reviews and evaluates the Food Science teaching, advising and student extracurricular programs and advises the Department Chair on changes to enhance the undergraduate and graduate education program.

C. Laboratory Safety Committee

The primary responsibility of this committee is to ensure continual review of laboratory safety. The committee of at least five persons is appointed by the Department Chair for three-year terms staggered so that no more than three people are replaced in any one year.

D. Farm Safety/Animal Health Care Committee

The primary responsibility of this committee is to continually review farm safety, prioritize needed equipment for safety purposes and inform the Department Chair of these needs. This committee is made up of all Animal Unit Managers and at least one faculty member. The faculty member is appointed by the Department Chair for a three-year term.

E. Graduate Activities Committee

This committee consists of five faculty members including the DGS (who chairs the committee) and four faculty members representing the major disciplines of the department that are appointed by the Department Chair on a two-year staggered cycle. This committee advises the Department Chair in matters related to the graduate program, undertakes graduate assessment, and makes recommendations on the graduate

stipends, length of time of stipends, and distribution of graduate student stipends assigned to faculty. This committee also assists the Director of Graduate Studies in all graduate program functions.

F. Recognition and Awards Committee

This committee consists of five faculty members and identifies persons in the department who are strong candidates for awards and prepares and submits the nomination files. Members are appointed by the Department Chair for three-year terms staggered so that no more than two people are replaced in any one year.

G. Additional Committees

The Department Chair may appoint additional *ad hoc* committees as are necessary to support the function and activities of the department. The duties of these committees will be determined by the Department Chair.

III. DEPARTMENTAL FACULTY MEETINGS

Departmental faculty meetings will be held monthly during the Fall and Spring academic terms, but may be more frequent upon the call of the Department Chair or a majority of the faculty. A scheduled faculty meeting may be cancelled, at the discretion of the Department Chair, if there are no agenda items. The Department Chair, or their designee, will preside over departmental faculty meetings, unless the meeting is called by faculty other than the Department Chair, in which case the faculty calling the meeting will oversee the meeting. All departmental faculty are expected to attend faculty meetings. All faculty meetings will follow the University policy on open meetings.

Items for the agenda at faculty meetings may be submitted to the Department Chair in advance of the meeting by any faculty member or may be added to the agenda during the course of the meeting if time allows. An agenda for the meeting will be circulated as time allows, but in general will be circulated approximately one week prior to the meeting. A quorum for the meeting shall consist of one more than 50% of the voting members of the faculty. Absentee voting will be allowed on agenda items requiring a vote provided the vote is submitted before the meeting in writing to the Department Chair. Minutes of the meeting will be recorded by the Department Chair's Administrative Assistant or an individual appointed by the Department Chair. Minutes are circulated to all faculty members for comment, corrections and additions and approved at the next faculty meeting. Minutes are stored in the department's administrative office and are available upon request.

IV. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE

Faculty appointments, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, phased-retirement appointments, and the promotion and tenure process shall be handled in accordance with the provisions set forth in the Governing and Administrative Regulations of the University of Kentucky and in accordance with the Rules of Procedure of the College of Agriculture, Food and Environment. Specific guidelines concerning faculty administration (faculty retirement, preparing the promotion tenure dossier, general timelines for activities, etc.) can be found on the college's web site.

V. DISTRIBUTION OF EFFORT

During the Spring semester of each year, or at a time designated by the college (if not Spring), the Department Chair with input from individual faculty members will develop an overall distribution of faculty time for the upcoming fiscal year to be approved by the Dean of the College of Agriculture, Food and Environment. A

Distribution of Effort (DOE) Form shall be developed concurrently by the Department Chair and the faculty member regarding major activities during the succeeding year. Should there be disagreement between the Department Chair and the faculty member on the DOE, the Dean of the college will resolve the disagreement, with the Dean's decision being final. If there is significant change in the faculty member's DOE during the fiscal year, an appropriately revised DOE agreement is to be negotiated by the Department Chair and faculty member.

VI. PERFORMANCE EVALUATION

Performance evaluation of departmental faculty and staff shall be carried out in accordance with the policies and procedures of the College of Agriculture, Food and Environment and Governing and Administrative Regulations of the University Kentucky. Faculty performance will be evaluated according to expectations outlined in the department's most recently approved Statement on Evidences of Activity in Instruction, Research and Extension for Tenure-Track Faculty or those for Lecturers and Senior Lecturers.

The Department Chair will perform a two- and four-year review for all pre-tenure tenure-track faculty members. Prior to the official review, the Department Chair will solicit input and feedback from all tenured faculty members (Associate Professors and Professors) in the department. The two- and four-year reviews will follow the university and college policies and procedures.

Evaluation of all faculty for tenure and/or promotion by the Department Chair and other members of the departmental faculty will be according to the expectations outlined in the department's most recently approved Statement on Evidences of Activity in Instruction, Research and Extension for Tenure-Track Faculty or those for Lecturers and Senior Lecturers and will follow the Governing and Administrative Regulations of the University of Kentucky, the policies of the University Senate, and the rules of the College of Agriculture, Food and Environment.

Specific guidance on procedures for preparing the curriculum vitae, teaching portfolio and other performance review materials can be found on the college's web site.

VII. SEARCH AND APPOINTMENT OF NEW FACULTY

Position searches and appointment of new faculty for vacant or newly created positions are to be an open and transparent process and shall be carried out in accordance with the policies and procedures of the College of Agriculture, Food and Environment and the Governing and Administrative Regulations of the University Kentucky. Open positions will be posted on the University of Kentucky's Integrated Employment System (IES) and should be widely advertised for a minimum of 45 days. When hiring an international candidate, the university's advertising guidelines for international candidates must be followed. Guidelines and procedures for the search and appointment of new faculty can be found on the college's web site.

VIII. VISITING SCHOLAR AND POST-DOCTORAL SCHOLARS

Any faculty member in the department may host a visiting scholar (including post-doctorate, visiting scientists, etc.) for appropriate scholarly effort in the department. Faculty approval is not required for a faculty member to have a visiting scholar; however, approval of the Department Chair is required. The faculty member hosting any type of scholar must furnish the Department Chair with a letter containing at least the following information regarding the scholar: inclusive date of visit, opportunity for extension of appointment, and source of funds. The letter must be accompanied by the appropriate visa documents.

IX. GRADUATE DEGREE PROGRAMS

The Department of Animal and Food Sciences offers both Master's (M.S.) and Doctor of Philosophy (Ph.D.) degree programs. To be considered for admission to the graduate program in the Department of Animal and Food Sciences, students must meet all university and department admission requirements and complete all the application forms required by the Graduate School and the department. Admission and degree requirements, timing of important activities, and other important policies and guidelines for graduate students can be found in the department's Graduate Student Handbook.

Each graduate student shall have a Major Professor (to mentor the student and guide their graduate degree program) and a Graduate Student Committee. The composition of the Graduate Student Committee shall conform to the guidelines of the Graduate School.

X. MODIFYING THE RULES OF PROCEDURE

These Rules of Procedure may be changed, amended and/or modified by vote of an absolute majority of all voting eligible faculty members. Proposed revisions to the Rules of Procedure must be discussed as an agenda item at a regularly scheduled meeting of the faculty, after which voting may be in person or by email. Departmental revisions to the Rules of Procedure must follow all college and university Governing and Administrative Regulations. Changes to the departmental Rules of Procedure are not effective until approved by the Department Chair, Dean and Provost.