

OPERATING RULES AND PROCEDURES

Department of Finance & Quantitative Methods Gatton College of Business and Economics University of Kentucky

INTRODUCTION

These Rules of Procedure are intended to be consistent with the Governing Regulations and the Administrative Regulations of the University of Kentucky 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 control.

ARTICLE 1. ORGANIZATION AND MEETINGS

Section 1.1 DEPARTMENT FACULTY AND PERSONNEL

1.1.1 The Department Faculty includes all full-time personnel of the Department of Finance & Quantitative Methods having the academic rank of lecturer or higher.

1.1.2 Unless specified otherwise in these Operating Rules and Procedures or unless prohibited by other University regulations, voting privileges are extended to all members of the Department Faculty. Only tenured/tenure-track faculty can vote on the hiring of tenure-track faculty.

Section 1.2 MEETINGS

1.2.1 Regular meetings of the Department Faculty shall be held at least once each year (may be held electronically). Special meetings of the Department may be held at the call of the Department Chair or on petition from one-half of the Department Faculty

1.2.2 Notification of all meetings of the Department Faculty shall be provided by electronic notice to the members. When possible, such notification shall be given at least four days in advance of the meeting and shall include the agenda of the meeting.

1.2.3 A quorum shall consist of a majority of the tenure-track voting members of the Department Faculty. In all parliamentary questions not otherwise provided for, Robert's Rules of Order shall apply.

1.2.4 The Department Chair shall preside over all Department Faculty Meetings except as stipulated otherwise by these Operating Rules and Procedures.

ARTICLE 2. ADMINISTRATION

Section 2.1 ADMINISTRATIVE STRUCTURE AND STANDING DEPARTMENT COMMITTEES

2.1.1 The administrative organization of the Department consists of the Department Chair, the Director of Graduate Studies (DGS), and the Director of Undergraduate Studies (DUS).

2.1.2 The Department Chair is the chief executive officer of the Department. The authority of the Department Chair is exercised with the assistance of the DUS and DGS, committees, and Department Faculty. The Department Chair is responsible for the administrative affairs of the Department, subject to University, College, and Department policy and Operating Rules and Procedures as determined by the Department Faculty.

2.1.2.1 The Department Faculty shall be actively involved in the selection, review and evaluation of the Department Chair according to the guidelines and procedures established by the College, the University, and those adopted by Department Faculty.

2.1.2.2 The Department Chair is responsible for making recommendations on the appointment of new members of the department, reappointment, terminal appointments, decisions not to reappoint, and post-retirement appointments, as specified in GR VII B.5. All full-time non-tenured faculty members who have been members of the Department for two years and all tenured faculty members shall be consulted on such issues. (See GR VII B.5.)

2.1.2.3 The Department Chair is responsible for submitting recommendations on promotion and the granting of tenure. All recommendations on matters of promotion and tenure must include the written judgment of each eligible member of the Department Faculty along with the recommendation of the Department Chair. Eligible members are tenured Department Faculty of higher rank than the candidate. The Department Chair's recommendation will include the majority opinion (obtained by secret ballot) of eligible faculty following a meeting of Department Faculty to evaluate candidates after faculty members submit their written judgements based on the candidate's dossier (including external letters of evaluation). Candidates have the right, but are not required, to present their case to the faculty at such a meeting, but may not be present for evaluation and voting. Procedures and criteria used in preparing the recommendations shall be those established by the University and the tenured Graduate Department Faculty. Eligible faculty on approved leaves of absence, or with a primary administrative service or other assignment outside the department may, but are not required to, provide written judgments. Tenured faculty of higher rank in other departments in the University may, but are not required to, provide written judgments.

2.1.2.4 The Department Chair is responsible for reaching agreement with each faculty member on the allocation of faculty time as officially reported to the University via distribution of effort agreements. The responsibility lies in ensuring fair and equitable allocation of effort for the individual and in

comparison with other faculty as well as compliance with university, college, and department rules and policies.

2.1.2.5 The Department Chair is responsible for the evaluation of Department Faculty members and for making recommendations on salaries and salary changes by procedures and criteria established by the University and the Department Faculty. The Department Chair is responsible for ensuring fair and equitable treatment of faculty across academic areas. The Department Chair will consult with the Department Advisory Committee in all evaluations, but ultimately the Department Chair makes the decisions.

2.1.2.6 The Department Chair is responsible for submitting budget requests and for administering the departmental budget.

2.1.2.7 The Department Chair represents the Department to the College and University. On all issues where the Department Chair's opinion differs from that of the majority of the Department Faculty, the Department Chair must communicate the Department Faculty's opinion as well as his/her own and state the reasons for differing from the Department Faculty's opinion. The Department Faculty shall be given a copy of this communication.

2.1.2.8 The Department Chair is appointed by the Dean for a term not to exceed four academic years. On the approval of at least a majority of the Department Faculty, the Department Chair may be reappointed for up to an additional four years. A person may serve as Department Chair or Acting Department Chair for a maximum of eight years out of any twelve consecutive years.

2.1.3 The DUS and DGS shall be appointed by the Department Chair. Their appointments are for one academic year and may be repeated.

2.1.3.1 The DGS has the responsibility of coordinating all activities pertaining to graduate study in the Department, such as recruiting, admissions, course offerings, comprehensive examinations, etc. The DGS represents the department on the College Graduate Policy Committee.

2.1.3.2 The DGS has the responsibility for advising all graduate students other than MBA's who do not have an advisory committee. The advisory committee Chairs advise all doctoral students whose committees they chair. The staff of the College MBA Center is responsible for advising students in the MBA program.

2.1.3.3 The DUS will serve on the College's Undergraduate Studies Committee.

2.1.4 The Department Advisory Committee will consist of three members of the Department Faculty elected annually by the Department Faculty.

SECTION 2.2 GENERAL PROVISIONS FOR COMMITTEES

2.2.1 Notification of membership on committees shall be distributed to the Faculty within thirty days of the beginning of the Fall Semester.

2.2.2 Faculty members with one-half or more of their duties in College or University administration shall not serve as regular committee members for standing committees except as noted in the Department Rules and Procedures. Such faculty may serve as ex-officio committee members.

2.2.3 Additional ad hoc committees may be established as necessary by the Department Chair or elected by the faculty to carry out the activities of the Department or advise the Department Chair on issues.

2.2.4 Each standing committee shall meet at least once each year (may be held electronically).

2.2.5 All committee meetings shall be open to any member of the Department Faculty unless otherwise indicated in the Operating Rules and Procedures.

2.2.6 All committee meetings shall be conducted in a democratic manner with each official committee member having one vote and passage of motions requiring a simple majority of the votes cast.

Section 2.3 POLICY

The Department Chair shall be responsible for keeping a current compilation of the department's policies. These shall consist of all continuing Department policy decisions which do not amend the Department Operating Rules and Procedures.

Section 2.4 ELECTIONS AND VOTING

2.4.1 All elections to elected positions shall be done by secret ballot by the eligible Department Faculty members. If no candidate receives a majority on the first ballot, a run-off of the two top candidates will be held.

2.4.2 Voting on issues may be electronic or by show of hands or verbal acclamation. However, a secret ballot may be called for by any member of the eligible voters.

ARTICLE 3 ACADEMIC PROGRAMS

Section 3.1 CHANGES IN PROGRAMS, CERTIFICATES, OR COURSES

Changes to course offerings or degree programs are to be made as follows: The DUS or DGS submits the proposal to the Department Faculty for a vote. Upon approval, the Department Chair forwards the proposal to the Dean's office for College committee and faculty approval and for distribution to the appropriate University Committee.

Section 3.2 SCHEDULING AND STAFFING ON COURSES

3.2.1 The Department Chair is responsible for scheduling classes after consultation with the faculty member on university/college commitments to the faculty member, faculty member's disciplinary expertise, plus teaching desires and times. In the event of conflict in teaching assignments or schedules, priorities are to be based upon teaching needs, student enrollment, and disruption to student schedules. Intractable conflicts can be brought to the Department Faculty for voting as needed.

3.2.2 Courses are to be staffed according to established priorities and College guidelines.

ARTICLE 4 PERTAINING TO THE OPERATING RULES AND PROCEDURES

Section 4.1 PRIORITY

No rule or procedure of these Operating Rules and Procedures shall be in conflict with College or University Rules and Regulations.

Section 4.2 PROCEDURE FOR AMENDMENT

4.2.1 Any member of the Department Faculty may initiate an amendment.

4.2.2 If an amendment proposal is first distributed to the faculty at a department faculty meeting, it shall be clearly labeled as PROPOSED AMENDMENT. Such a distribution is considered a first reading of the amendment, and will not be voted on until the next faculty meeting. At that meeting, the amendment becomes part of the Operating Rules and Procedures if ratified by majority vote of the Department Faculty.

4.2.3 Amendments may also be initiated in between regular Department Faculty meetings through electronic distribution. Such distribution shall constitute a first reading of the amendment, and shall be clearly labeled as PROPOSED AMENDMENT. If the faculty chooses to unanimously approve the proposed amendment without debate through an electronic secret ballot, the amendment becomes part of the Operating Rules and Procedures. Lacking unanimity, it will be treated as a proposed amendment at the next faculty meeting as described in 4.2.2.

Section 4.3 REVIEW

The Department shall formally consider the question of Operating Rules and Procedures review at intervals no greater than five years, and at minimum when there is a change in Department Chair. At

any time within such intervals the Department Chair may appoint an ad hoc review committee that shall make a report on the question to the Department Faculty.

Section 4.4 RATIFICATION

These Operating Rules and Procedures shall be considered ratified when accepted by a vote of the majority of the Department Faculty. The document becomes effective upon ratification and with approval of the Provost of the University.

Section 4.5 UPDATING

Amendments to the Operating Rules and Procedures shall be included at their proper place in the document, rather than added serially at the end. All wording which has been removed from the document by Amendment shall be deleted from the updated copies. All wording added by amendment shall be so identified in updated copies of the document by being underlined, and the date of the amendment shall be indicated in parentheses following the underlined provisions.

Section 4.6 DISTRIBUTION

Each member of the faculty shall be given a copy of the Operating Rules and Procedures by email. It shall be the responsibility of the Department Chair to keep the Operating Rules and Procedures updated and available online. Updated versions shall be distributed to the faculty by email.

Chair (indicating approval by the Faculty) Date

Dean of the Gatton College of Business and Economics Date

Provost of the University of Kentucky Date