

DEPARTMENT OF BIOCHEMISTRY

University of Kentucky

College of Medicine

RULES OF PROCEDURE

I. BASIC PROCEDURES:

Faculty Involvement in Educational Policy Making:

1. Academic Requirements -- The department faculty has primary responsibility for the development of policies related to its academic programs, courses of study, and class schedules.
2. Courses of Study -- See Academic Requirements above
3. Class Schedule -- See Academic Requirements above
4. Graduate Programs -- A graduate studies committee submits its recommendations for the graduate program to the faculty, which in turn approve and modify as necessary.
5. Research Programs -- The department in conjunction with the Dean and the Senior Associate Vice President for Research, has instituted research development initiatives to 1) facilitate research starts with emphasis on younger faculty; and 2) encourage research starts and pilot projects among faculty to establish external funding.
6. Service Functions -- Department faculty serve on departmental, college, and university committees as assigned with attention being given to assure a proper balance between such assignments and the primary requirements for education, and research.

Faculty Involvement in Developing Procedures for the Following Areas:

1. Appointing Faculty Members -- The department chair consults department faculty individually and at faculty meetings for input before new faculty appointments are made. Written letters of support are provided by department tenured faculty. The Director of a Multidisciplinary Center shall be consulted if the new faculty candidate shall have an initial appointment in that center.
2. Reappointment -- All tenured faculty in the department participate in the review process for reappointments of non-tenured faculty. The Director of a Multidisciplinary Center shall participate for those faculty members with such appointments. The Department Chair shall notify the non-tenured faculty member of the tenured faculty recommendation before a departmental recommendation is made to the Dean.
3. Terminating Faculty -- The Department Chair is responsible for recommendations to the Dean on terminating faculty.
4. Decisions to not Reappoint -- Same as Reappointment above
5. Post-Retirement Appointments -- Same as Reappointment above

6. Granting Tenure -- All tenured faculties in the department shall participate in the review process for promotion of non-tenured faculty to a tenured rank. The Director of a Multidisciplinary Research Center shall also participate for those faculty members with such appointments. The Chair shall consult with and seek the support of the tenured faculty individually, when one of their members is considered for promotion. College of Medicine rules govern the promotion of tenured faculty.

Written letters of support are provided by the department tenured faculty through the Department Chair to the College of Medicine's Rank and Tenure Committee, and form a part of the dossier submitted to that Committee when proposing a faculty member for promotion.

The Department Chair shall notify the candidate of the faculty recommendation before a Department recommendation is made to the Dean.

Tenured Faculty Meeting: The Department Chair shall call a special meeting of all tenured faculty for consultation regarding faculty promotions and review of tenure progress of non-tenured faculty members. Non-tenured faculty members are formally reviewed after two and four years of residence. A written agenda, teaching assessments, publications, research summary and copies of faculty members' curriculum vitae shall be circulated to members of the tenured faculty for review prior to the scheduled meeting.

Faculty Participation: Faculty being considered for promotion or review of tenure progress shall be notified by the Chair of that fact, and of the date that a tenured faculty meeting will be called for such review.

Such faculty members shall be required to submit an updated curriculum vitae to the Chair as requested prior to the scheduled meeting. Faculty are encouraged to submit additional data at the time of annual reviews, and shall have the privilege of dissent from the judgment of their peers on those and other matters, in accord with promulgated University rules and procedures.

The Department Chair shall convey the outcome of the review to individual faculty members. The Chair shall prepare a written review for two and four year periods for non-tenured faculty.

7. Faculty Performance Evaluations -- The Chair will discuss junior faculty performance with senior faculty for the two and four year evaluation reviews. All specific input from senior faculty will remain confidential. The junior faculty may ask to present their input to the senior faculty. The Chair, in conjunction with tenured faculty members, will review faculty members' performance. The chair, based on the consultation, will prepare and submit a formal evaluation to the Dean's office and to the faculty member

The tenured faculty may conduct yearly evaluations of non-tenured faculty.

The College of Medicine policies require bi- annual faculty performance review and an updated CV for all tenured and non-tenured full-time faculty. The chair may perform annual reviews at his/her discretion.

8. Preparation of Budget Requests -- The Chair of the department is responsible for budget preparation in accordance with the process developed by the college, Medical Center and the University.

Establishing Rules -- Rules governing the department are voted on by the entire faculty after discussion at faculty meetings.

Governing and Administration Regulations: Rules of Procedure for department faculty are superseded by

governing and administrative regulations of the institution.

Modifying Rules -- See above

Copies of Rules to All Faculty -- All Regulations and Rules of Procedures manuals are maintained in the Department Administrator's office, as well as on the departmental web site and are available for review by all department faculty and staff.

II. MEETINGS:

Regularly Scheduled -- The Departmental faculty meet once a month during the school year on a fixed date selected to permit maximum participation. All interested parties are requested to submit items for the faculty meeting agenda well in advance.

Faculty Meetings Members: Attendance at faculty meetings include all faculty and Department Administrator. The faculty may extend membership to joint appointed faculty though without voting privileges.

Chair and the Director of Graduate Students will meet periodically with graduate students to discuss graduate students' issues of interest.

Number needed to Request a Special Meeting -- Special meetings may be called by the Department Chair or designee or upon call by three (3) voting members or twenty percent (20%) of the voting members, whichever is larger. The Chair shall call the meeting within two weeks.

Quorum Necessary for Transaction of Business -- Action taken at meetings shall require approval by a majority vote of faculty members present and voting.

Presided over by Chair or Delegate -- The Department Chair shall preside over all departmental faculty meetings, except as the Chair may delegate this function.

Minutes Available to Faculty -- Minutes of the proceedings are circulated to the faculty and are kept on file in the departmental office in perpetuity.

Notification of Meetings -- Contact is made by e-mail of the meeting place and time. The Chair establishes the agenda and distributes it to the membership at least 24 hours before the meeting.

Voting Policy -- Each member holding full-time faculty appointments shall have one vote. Voting by proxy shall not be allowed at meetings, and voting shall be by secret ballot whenever action to vote by such ballot is approved by a majority of those present and voting.

Conformity to Open Meeting Act -- The College of Medicine complies with all rules and regulations relating to open meetings, open records, and archival requirements, according to University policy.

III. COMMITTEES:

1. The Department of Biochemistry retains a number of standing committees charged with specific responsibilities related to our mission. These committees meet when appropriate to discuss issues related to their charge in order to bring recommendations for consideration by the faculty as a whole, usually at the monthly faculty meeting. Committee appointments are for one year, renewable terms. The

department chair is the ex-officio member of each committee. The current standing committees are:

- a. Curriculum Committee: This committee is responsible for considering all aspects of the teaching program (except for teaching evaluations which are considered by the Chair as a part of overall faculty performance evaluation) in order to make recommendations for improvements in course offerings and in the Ph.D. program. This committee consists of four faculty members appointed by the Chair and one graduate student representative chosen by the Biochemistry Students Association. The Director of Graduate Studies serves as an ex-officio member.
- b. Qualification Examination Committee. This committee consists of at least four faculty who constitute the student's thesis committee. This committee oversees the preparation and administration of written qualification examinations to graduate students, usually once a year. The committee assembles the results from the exam and makes recommendations to the faculty as a whole concerning pass or failure. The Director of Graduate Studies serves as ex-officio member.
- c. Executive Committee. The Department Executive Committee consists of the Chair and full professors and is charged with the responsibility of advising the chair on departmental matters. This committee meets on an as needed basis during the calendar year.
- d. Promotions and Tenure Committee. The tenured faculty act as a committee of the whole to consider promotion and tenure of Assistant Professors. Promotion to the rank of Professor is considered by the Committee of Full Professors. The procedures used to arrive at recommendations for appointments, promotion and tenure are set forth in a following section.

2. Ad Hoc Committees. The Chair appoints ad hoc committees as needed to deal with issues which arise on a periodic basis (e.g., faculty recruitment). These committees take their charge from the Chair and report through the Chair and at faculty meetings as needed.

IV. FACULTY PERSONNEL ACTIONS:

Distribution of Effort -- Distribution of Effort Assignments: The Chair in consultation with the Department Administrator and faculty member in question determines the annual distribution of effort assignment. The Distribution of Effort Assignment form is signed by both the faculty member and the Department Chair.

Evaluation of Faculty Performance -- Performance Evaluations: Faculty are evaluated on an annual basis by the Department Chair.

The Director of a Multidisciplinary Research Center shall participate for those faculty members with such appointments.

Each faculty member submits an updated CV to the Department Chair on an annual basis. Major areas of evaluation include: 1) research, 2) teaching, 3) University and public service, 4) professional activity and administration. Greater weight is given for national and international recognition and leadership within the University community for senior faculty members (Associate Professors and Professors).

Appointments/Reappointments -- After permission to recruit from the Dean, potential faculty appointments will be discussed at regularly or specially called faculty meetings. Faculty members will meet the candidate, review appropriate CV materials, letters and other pertinent information. Each faculty member's input may be open or confidential at the member's discretion.

Letters from faculty will be requested by the Chair. The Chair will make a decision after reviewing all input

from faculty.

Reappointment/Terminal Reappointment/Non-reappointment - Discussion of any of the above will be at a regularly or specially called faculty meeting. A full and open discussion shall be held on the merits of any of the above. Faculty under consideration may request to present their case to the full faculty meeting. Letters from faculty may be requested by the Chair. The Chair may call a special meeting of all tenured faculty as appropriate. The Chair will make a decision after a vote of the faculty.

Promotion -- The Chair will review periodically, according to UK regulations, the tenure/promotion progress of the appropriate faculty. Explanations of satisfactory performance as well as unsatisfactory performance will be given. The Chair will ask for faculty input and relay such information to the faculty under review. The Chair's review with the faculty member is free and open and the faculty member is encouraged to express their views including suggestions which could enhance their progress.

Tenure -- Same as for promotion

As noted the Committees of Tenured (or Full) Professors make final decisions with regard to recommendations to be forwarded to the Dean concerning faculty appointment, promotion or tenure.

Such consideration are performed within the formal guidelines set forth in the University Administrative Regulations and include preparation of a detailed dossier with updated Curriculum Vitae, a detailed synopsis of past, present and future research interests and accomplishments, a history of research funding and, where appropriate, teaching experience and evaluation. This compiled information is provided to all departmental faculty, selected peers in other departments in this institution and renowned scholars in the field elsewhere to provide a basis for their evaluation of the appropriateness of the (appointment, promotion or tenure) under consideration. Written recommendations obtained from all individuals are included in the dossier and are considered in deliberations of the respective faculty committees as set forth above. The faculty committees make their recommendations to the Chair. The Chair recommends to the Dean, and so forth, as specified in the University Administrative Regulations. Regulations concerning periods of review are also established by the University.

V. ACADEMIC MATTERS:

Academic Advising -- Open door advising and schedule appointed times are available as noted in the course syllabus. Also open sessions are available by graduate students to answer any questions regarding class material.

Curriculum -- The Course Director, in conjunction with the Chair, oversees the preparation of a course syllabus, the preparation of examinations and the recording of grades. Specific policies stipulated in the course syllabi are made available to the students each year. The faculty discuss problems and needed changes in the course policy. The progress of students, needed changes in course content and distribution of topics are also discussed at faculty meetings. A consensus is generally reached among all faculty teaching in this course regarding specific changes. In the case of a lack of agreement among all of the teaching faculty, the Chair, in discussion with the Course Director, makes a final decision. The Course Director, with the help of appropriate senior faculty, is responsible for attending lectures of junior faculty in order to provide guidance and appropriate input in evaluation of teaching.

Class Schedules -- Class schedules are determined by the faculty in consultation with the Associate Dean for Academic Affairs.

Evaluations of Courses -- The Course Director will seek written evaluations of their course from students in which course policy, examination policies, etc. are assessed. Concerns of the students are brought to the

attention of the faculty as appropriate.

- VI. **BUDGET PREPARATION:** A budget for the department shall be prepared which defines the allocation of resources, limits on expenditures and management of the Department Budget.

The Department Administrator in consultation with the Department Chair shall prepare the Department budget.

Budgets shall be prepared consistent with such format and specificity as established by the institution.