

RULES OF PROCEDURE OF THE FACULTY  
DEPARTMENT OF PLANT AND SOIL SCIENCES  
COLLEGE OF AGRICULTURE, FOOD AND ENVIRONMENT  
UNIVERSITY OF KENTUCKY

These rules have been created and approved by the faculty of the Department of Plant and Soil Sciences of the College of Agriculture, Food and Environment pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky. These rules do not become effective until and unless approved as indicated by the signatures below and posted on the University Senate website. A modification to these rules must also be approved before the modifications take effect. A current copy of the approved rules for the Department of Plant and Soil Sciences is available in the Office of the Chair of the Department of Plant and Soil Sciences, the Office of the Dean of the College of Agriculture, Food and Environment, and is posted on the University Senate website.

February 26, 2019

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Date approved by the departmental faculty



February 27, 2019

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Dr. Rebecca L. McCulley, Chair  
Department of Plant and Soil Sciences

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Date



February 28, 2019

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Nancy M. Cox, Dean  
College of Agriculture, Food and Environment

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Date

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I. PREFACE

These Rules of Procedure are intended to be consistent with the Rules of Procedure of the College of Agriculture, Food and Environment, the Governing and Administrative Regulations of the University of Kentucky, the laws of the Commonwealth of Kentucky, and the laws of the United States of America. In the event that these rules of procedure are inconsistent with or contrary to the above-mentioned regulations and laws, then those regulations and laws control.

II. DEFINITION OF DEPARTMENTAL FACULTY [GR VII E:5(a)]

1. The faculty of the Department of Plant and Soil Sciences is composed of:

- a. Regular Title series,
- b. Extension Title series,
- c. Research Title series,
- d. Special Title series,
- e. Lecturer Title series,
- f. Adjunct faculty,
- g. Faculty with a joint appointment in another department or college
- h. Part-time faculty, and
- i. Emeritus faculty.

2. The administrative leadership of the department is vested in the chair.

The department chair is a member of the faculty and serves as chair of the faculty in the development of policies on such matters as academic requirements, courses of study, class schedules, undergraduate and graduate education, research, extension and service programs. The chair presides over all departmental meetings, except as he/she may delegate this function, and is an *ex officio* member of all departmental committees. He/she has administrative responsibility for implementing the department's program within the limits established by the Governing Regulations of the University, Policies of the University Senate, and the rules of the College of Agriculture, Food and Environment.

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 department, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments and the granting of tenure, with appropriate faculty input according to procedures and criteria established by the university and college.

The department chair is responsible for coordinating the periodic evaluation of department members by procedures and criteria established by the university and the College of Agriculture, Food and Environment.

3. Regular Title, Extension Title, Research Title, Special Title, and Lecturer Title series faculty have full voting privileges within the department. All other faculty are welcome to participate in faculty matters, but do not have a vote. There are no *ex-officio* members of the faculty.

### III. FACULTY MEETINGS

Departmental faculty meetings shall be held biannually, but may be more frequent upon call of the chair. The chair or his/her designee will preside over all faculty meetings. A quorum for a meeting shall consist of one more than one-third of the members of the faculty. All meetings will follow the established university policy on open meetings. The faculty meeting schedule will be circulated to the department via email or listserv. Notice of meetings will be announced to the department and publicly posted at least two weeks in advance. Electronic announcements and postings meet this requirement.

Items for the agenda may be submitted to the chair in advance by faculty members. Proxy voting on agenda items previously circulated will be allowed provided it is granted in writing to another member of the faculty. Teleconference voting by faculty stationed at Princeton and Quicksand will be permitted.

Newly-introduced issues discussed at any meeting may not be voted upon on the same date. A vote taken to approve a major new policy and/or policy change shall occur only at the next upcoming faculty meeting subsequent to its initial introduction. The mechanism for voting is at the discretion of the department chair.

Any voting member may request the chair to call a special meeting by submitting the request in writing and briefly describing the issue(s) which the member wishes to be placed on the agenda. The chair may call the meeting within a one-month period.

Minutes will be taken at all faculty meetings and circulated to all members of the faculty prior to the next regularly scheduled meeting. Minutes will be posted on the department web site.

### IV. ORGANIZATIONAL AND COMMITTEE STRUCTURE AND RESPONSIBILITIES

Coordinators appointed by the chair from the faculty or staff will provide service to the department.

Coordinator of Instruction - A coordinator of instruction will be appointed by the department chair. This faculty member will assume responsibility for record-keeping and reporting requirements related to instruction; with the Chair, will provide leadership in curriculum planning, development and revision; will oversee program assessment; will coordinate undergraduate advising; and will advise the chair on other matters related to departmental and multidisciplinary programs instruction.

Coordinator of Extension Programs - The extension coordinator will be appointed by the department chair. This faculty member will assume responsibility for record-keeping and reporting requirements related to Plant and Soil Sciences extension; will coordinate review of extension publications; with the chair, will provide leadership for development, planning and evaluation of extension activities; and will advise the chair on other matters related to Plant and Soil Sciences extension programs.

Facilities Coordinators - Members of the professional staff or faculty will be appointed by the chair to provide oversight of facilities management (e.g. Spindletop Farm Coordinator, Campus Facilities Coordinator, Equipment Coordinator, and Safety Coordinator). The facilities coordinators will be responsible for reports and records related to department facilities; with the chair will plan and coordinate required maintenance and improvement of department equipment, farm and greenhouse facilities; and will advise the chair on other matters related to facilities and equipment.

## COMMITTEES

Advisory Committee - The advisory committee shall include the Director of Graduate Studies, the Extension and Instruction Coordinators, and the members of the Promotion and Evaluation committee. If the Director of Graduate Studies for the Integrated Plant and Soil Sciences graduate program is not a member of the faculty of the department, the chair may invite the DGS to participate in the advisory committee meeting regarding topics relevant to the graduate program. The chair may appoint additional faculty, staff or students to serve on a temporary or *ad hoc* basis. This committee will advise the chair on policy, procedure, preparation of budget requests and other matters.

Promotion and Evaluation Committee - Duties will be to assist and advise the chair on evaluation of faculty and professional staff, faculty promotion and tenure, and award nominations. The department chair will also chair this committee. This committee will include at least one representative from extension.

Undergraduate Programs Committee - Responsibilities include review and evaluation of undergraduate curricula, advising, student activities and other areas related to undergraduate education. The Undergraduate Program Committee will be chaired by the Coordinator of Instruction. Department faculty members serving on the steering committees of the college's interdisciplinary undergraduate programs will be appointed to this committee.

Facilities and Safety Committees - These committees will advise the chair on measures required for safe and efficient use of facilities; will allocate plot land; will provide routine oversight and supervision of specific facilities; and will develop plans for improvement of facilities. Faculty, professional and technical staff will be included on these committees.

Commodity Resource Groups - These groups will be responsible for identifying applied research and extension needs and opportunities related to specific commodities or resources. They will discuss opportunities for departmental coordination in these areas. They will review related extension and technical publications and recommend assignments for new or revised publications. They will be responsible for formulation of production recommendations, oversight of

variety and germplasm release, and other policy decisions assigned by the department chair.

Other Committees - Additional annually appointed and special committees may be established either by the department chair or by vote of the faculty.

V. APPOINTMENT TO DEPARTMENTAL COMMITTEES

The department chair shall appoint members to departmental committees. Appointments to departmental committees will be announced prior to September 15. Faculty may submit nominations to the chair or volunteer for committee appointments at any time. The department chair may appoint replacements for individuals who leave the unit during their term; such appointees will serve the remainder of the term of the individual vacating the position. Faculty, staff and students are eligible for reappointment to committees.

Terms of appointment will be one year (renewable), except for Coordinators and the Director of Graduate Studies which will be three years (renewable), and for the Promotion and Evaluation Committee the term will be two years with no more than four years of continuous service.

VI. APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE  
[University of Kentucky Administrative Regulations 2:1-11 and 3:11]  
[University of Kentucky Governing Regulations VIII and X]

Appointments, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, granting of tenure, and promotion of the faculty are handled in accordance with the provisions set forth in the Governing and/or Administrative Regulations of the University and in accordance with the policies and procedures of the College of Agriculture, Food and Environment.

The department has adopted a "Statement on Evidences of Activity in Instruction, Research and Extension that are Appropriate for Use in Evaluation of Faculty Candidates for Promotion and Tenure" for the purpose of guiding faculty in their achievement of promotion and tenure.

For the two- and four-year reviews, the faculty member being reviewed will present an overview of his/her program to departmental faculty. The chair will then solicit senior faculty input regarding the junior faculty member's performance. All specific input from senior faculty will remain confidential. The chair will perform and sign the evaluation after considering all input from the senior faculty of the department.

The Department of Plant and Soil Sciences prescribes to the university's matrix of Minimum Consultation and Written Judgments that is a part of AR 2:1-1, Appendix 1. Written recommendations will be accepted, but not required, from emeritus faculty working on a post-retirement appointment. The faculty delegates to the chair the right to make recommendations on temporary appointments and

appointments at the Assistant Professor level or below, following consultation by the chair with the Advisory Committee or any appropriate search and screening committees, as stated in Administrative Regulation AR 2:1 and other regulations related to the appropriate faculty title series under Chapter 2 of the Administrative Regulations.

VII. DISTRIBUTION OF EFFORT

Near the beginning of each fiscal year, the chair in consultation with individual faculty members will develop and complete a Distribution of Effort (DOE) form to encompass the faculty member's major activities during that year. The DOE form shall acknowledge each faculty member's activities in research, instruction, service (Extension), administration, and professional development activities and relate to their assigned appointment in the Department of Plant and Soil Sciences.

Should there be disagreement on the DOE, the Dean will resolve any issues and his/her decision will be final. In case of a significant change in the faculty member's DOE during the review period, an appropriately revised agreement will be negotiated.

VIII. PERFORMANCE EVALUATION

Performance evaluation of the faculty is carried out in accordance with the policies and procedures of the College of Agriculture, Food and Environment and the university. Performance evaluation of all staff members will be carried out in accordance with the appropriate policies and procedures of the college relating to the position. The role of the chair and the Advisory Committee in this process is described above.

IX. MENTORING POLICY

During the first year of appointment of a non-tenured faculty member, regardless of tenure eligibility, the chair, following consultation with the appointee and potential mentors, may designate three faculty mentors. Faculty mentors are encouraged to be freely available for frequent advice, support and guidance to the non-tenured faculty member. Non-tenured faculty members are encouraged to consult often with mentors in individual or group discussions, but scheduling and organization of interaction shall be by mutual agreement of mentors and non-tenured faculty and will include at least one meeting with the mentoring committee each year. The chair will invite constructive input from mentors in review of progress towards tenure or promotion, and in overall evaluation of the non-tenured faculty member.

X. PEER REVIEW OF TEACHING

The department will conduct peer reviews of teaching. The primary objective is to recognize and spread excellent teaching strategies among members of the teaching faculty, using the mechanism of peer review to provide both the ideas and stimuli for such cooperative improvement. Each teaching faculty member will

be peer reviewed at least once every four years. Each regular course will be peer reviewed at least once every eight years. The department chair, or designated peer review coordinator, will select teaching faculty to be reviewed each semester. The faculty member to be reviewed will select a list of four faculty members from a pool of potential reviewers supplied by the review coordinator. The review coordinator will then appoint two of the four selected faculty members to review that individual's teaching efforts. The pool of potential reviewers will not include the department chair, however, this does not preclude the chair's right to make classroom visits by prior arrangement with the instructor. The full guidelines for the peer review of teaching may be found on the department's internal web page under PSS Administration.