

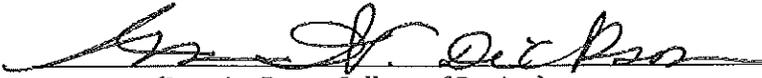
# UK COLLEGE OF DESIGN RULES OF PROCEDURE

Amended and approved by College Faculty November 18, 2013

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, 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.

Signed and Dated:

 Date 4/30/14  
(Interim Dean, College of Design)

 Date 5/15/14  
(Provost, University of Kentucky)

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### Appendix I: Amendments to Procedures and Rules of the College of Design

**College of Design  
University of Kentucky  
Rules and Procedures for Operation**

Part 1: Procedures and Rules of the College of Design

I. Preamble

The College of Design seeks to advance the quality of life in the built environment through design and creative problem solving. The college promotes innovation, responsibility, and reflection in teaching, conducting research, engaging in creative scholarship, and contributing to community life. While preserving the strong disciplinary identities of architecture, interior design, and historic preservation, the College of Design values collaboration and connection between education, the practices of design, and the rest of the world.

II. Statement of Shared Governance

These Rules and Procedures are intended to enable all members of the College of Design to become active participants in its governance to the fullest extent provided for and within the limits established by the University of Kentucky Governing Regulations as approved by the Board of Trustees and the University Senate.

III. Administrative Officers of the College

a. The Dean of the College of Design

Duties and responsibilities: (see University Governing Regulations VII. B. 3., 4., & 5.; VIII. A. & B.)

- i. To act as the executive officer of the college.
- ii. To see that the policies and regulations of the Board of Trustees, the Administrative regulations, the Rules of the University Senate and the Rules of the College faculty are enforced.
- iii. To serve as chairperson of the faculty of the college in the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
- iv. The Dean presides over all college faculty meetings, except as he/she may delegate this function, and is an ex officio member of all college committees.
- v. To be responsible for the implementation of the programs and curricula of the college, for the quality of instruction furnished therein, for the assignment of duties to all personnel and for the service rendered by the faculty of the college, individually and as a whole, and to oversee the educational work of the college and its efficient conduct

and management in all matters not specifically charged elsewhere.

- vi. To be responsible for recommendations on the appointment of new members of the college, re-appointments, terminal appointments, decisions not to re-appoint, post-retirement appointments promotions and the granting of tenure for members of the college, or for ultimate action thereon when such authority has been delegated to him or her by the Provost or the President. The procedures and criteria employed in making such recommendations shall be those established by the University and the college faculty. In executing those duties the Dean will:
1. Receive and consider recommendations for the appointment of new faculty to an academic unit from the tenured faculty and the Chair/Director of the academic unit.
  2. Receive and consider recommendations for faculty promotions from the academic unit's tenured faculty, non-tenured assistant professors with two years of teaching in the college (if they choose), the Chair/Director of the academic unit and the College Faculty Council.
  3. Receive and consider recommendations for re-appointments from the academic unit's tenured faculty, the Chairperson/Director of the academic unit, and the College Faculty Council.
  4. Receive and consider recommendations for terminal appointments, decisions not to reappoint, and post-retirement appointments from the academic unit's tenured faculty, the Chair/Director of the academic unit and the College Faculty Council.
  5. Receive and consider recommendations for the granting of tenure from the academic unit's tenured faculty, the non-tenured assistant professors with two years of teaching in the college, if they so choose, the Chair or Director of the unit, a representation of students within the academic unit and the College Faculty Council.
  6. To conduct periodic evaluations of the performance of members of college in accordance with the procedures and criteria established by the University and the college faculty including establishing a college-approved process consistent with established processes at the university. In executing those duties the Dean will receive and consider recommendations for faculty performance

evaluations from the Chair/Director of the faculty's academic unit, and the College Faculty Council:

- a. The Chairperson/Director conducts the periodic evaluation of an academic unit's members by procedures and criteria approved by the college. Evaluation recommendations are forwarded to the Dean. Likewise the College Faculty Council conducts a peer evaluation of all faculty members by procedures and criteria established by the college.
  - b. In making final performance evaluations the Dean considers the recommendations from both the chairs/directors and the College Faculty Council.
7. To be responsible for recommendations on salaries and salary changes.
  8. To be responsible for the submission of budget requests for the college and to administer the budgets after approval. In executing those duties, the Dean will review a budget request from the academic units submitted by the chair/director in consultation with their faculty.
  9. To seek the advice of members of the college individually or as a group, or of elected or approved advisory committees, in connection with the major administrative functions of the Dean.
  10. To be the spokesperson of the college. In the event that the Dean finds it necessary to depart from an opinion of the college faculty, he or she shall communicate the faculty opinion as well as his or her recommendation, stating his/her reasons for differing from the opinion of the faculty, and notify the faculty of his or her action.
  11. To receive and consider recommendations for the appointment of a Director/Chairperson of an academic unit from the tenured and tenure track faculty of the unit. The tenure track faculty should have two years of teaching in the academic unit.
  12. To discharge any further administrative responsibilities delegated to the Dean by the Provost or the President.

- b. Directors of Schools and Chair of Departments  
Duties and Responsibilities: (See University Governing Regulations VII. B. 4. & 5.).
- i. To serve as chair of the unit in the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
  - ii. Initial Chairperson/Director appointments will be for a four-year period.
  - iii. To preside at all meetings of an academic unit, except as the Chairperson or Director may delegate this function, and is an ex-officio member of all committees in a unit.
  - iv. To implement the unit's program within the limits established by the regulations of the University, the policies of the University Senate, and the rules of the college and of any unit of which it is a part.
  - v. To make recommendations to the Dean on the appointment of new members of the unit, promotions, re-appointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure. Procedures used in preparing recommendations shall be those established by the University, the college, and the unit's faculty. As a minimum, the procedures must include consultation with all tenured members of the unit, with the directors of any multidisciplinary research centers or institutes with which the affected individuals are or will be associated, and with all full-time non-tenured faculty members with the actual or equivalent rank of assistant professor or higher who have been members of the unit for two years.
  - vi. To conduct a periodic evaluation of the unit's members by procedures and criteria established by the University, the college, and the unit's faculty. Evaluation recommendations are forwarded to the Dean who considers the chair/director's evaluation in concert with peer recommendation submitted by the College Faculty Council.
  - vii. To submit the budget request to the Dean after consultation with the faculty for the unit and administers the budget after its approval. They also are responsible for making recommendations to the Dean on salaries and salary changes.
  - viii. To seek the advice of members of the unit, individually or as a group, or of advisory committees that they may appoint in connection with the above major administrative function.
  - ix. To speak for the unit. In the event that they believe it necessary to depart from the opinion of their unit's faculty, they shall communicate the unit's faculty opinion as well as

their recommendation, stating reasons for differing from the faculty opinion, and notify the faculty of such action.

- c. Associate Dean for Research\* (see Appendix I)  
The Associate Dean for Research (ADR) of the College of Design shall be appointed by the Provost upon the recommendation of the Dean of the College of Design. The Initial ADR appointment will be for a four-year period. The Associate Dean for Research reports to the Dean of the College and is responsible for the promotion and tracking of research within the College.  
Duties and responsibilities:
- i. Act as liaison to the VP for Research and represent the college at regular meetings with the Office of the Vice-President for Research.
  - ii. Negotiate new faculty startup packages.
  - iii. Develop and implement policies for research that promote and enhance the research enterprise of the college.
  - iv. Work with faculty to develop a research portfolio that aligns with the strategic plan of the college.
  - v. Encourage collaboration/partnerships between faculty, research staff, government, design professionals, and industry.
  - vi. Organize seminars and workshops on research funding and "grantsmanship."
  - vii. To work with the Office of Sponsored Projects with regard to the development of new research opportunities and proposals ensuring that all faculty and staff are promptly notified of opportunities for funding from federal, state, industrial, and private sources.
  - viii. Review all research proposals developed within the College of Design and along with the College of Design Grants Officer work to ensure that human, physical, and fiscal resources required for effective conduct of the proposed activity are available or have been requested.
  - ix. Review the College's research laboratory and equipment needs and assist the schools and departments in developing both internal and external requests for addressing these needs.
  - x. Serve on the Executive Committee of the College of Design.
- d. Associate Dean for Administration\* (see Appendix I)  
The Associate Dean for Administration (ADA) of the College of Design shall be appointed by the Provost upon the recommendation of the Dean of the College. The initial ADA appointment will be for a four-year period. The ADA reports to the Dean of the College, and coordinates his/her responsibilities with the Dean. Duties and responsibilities:

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- i. Coordinates the college's long-term planning activities, including the Strategic Planning process.
- ii. Provides coordination in the development of curricula by the faculty of all programs, and their review at the college level by Dean, Directors, Chairs, Faculty, and other university officials.
- iii. Works with Directors and Chairs to ensure that curricula align with the mission and goals of the College, the University Strategic Plan, regional accreditation standards (SACS), and professional accreditation standards (NAAB and CIDA).
- iv. Advises program chairs and directors on matters related to the review of annual reports and improvement action plans.
- v. Works with the College Faculty Council to maintain uniform faculty standards for recording faculty effort, as outlined in the College "Faculty Standards, Policies, and Procedures" document.
- vi. Serves on the Executive Committee of the College.

### IV. Faculty of the College of Design

- a. Functions and Responsibilities of the Faculty of the College of Design (See Governing Regulations VII A. 4.)
  - i. Consistent with the University of Kentucky Governing Regulations and the Rules of the University Senate, and with the approval of the Dean of the college and the President, to establish its membership, the frequency of its regularly scheduled meetings, the quorum for the transaction of business, and its rules and procedures, including the committee or council structure necessary for the performance of its functions, and the form and areas of the College of Design Student Council. Copies of the Rules and Procedures of the College of Design and a description of its committee structure shall be made available to its members and a copy filed with the Secretary of the University Senate.
  - ii. Within the limits established by the University of Kentucky Governing Regulations, the policies and Rules of the University Senate, and the Rules and Procedures of the College of Design, to determine the educational policies of the college on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
  - iii. To submit recommendations, through the Dean of the college, to the University Senate on such matters as require the final approval of that body.
  - iv. To make recommendations on other matters relevant to the University Senate, to the President, or to other administrative officials.

- v. To develop and maintain the academic or scholastic, creative and professional competency requirements, and standards of the college. In so doing the faculty may choose to delegate by rule or by vote a defined part of the determination of its educational policies to an Assembly. The Assembly shall consist of faculty and designated student representatives. The number of students voting and the method of selecting these students shall be determined by the rules of the college (see Part 5: Rules of the Students of the College. I.) The academic or scholastic requirements of the college may exceed but not be lower than those established for the institution as a whole by the University Senate or the Graduate Faculty. The University Senate must approve any such differences.
  - vi. To establish with the Dean, procedures and criteria to be employed within the college in making recommendations on the appointment of members of the college, re-appointments, terminal appointments, decisions not to reappoint, post-retirement appointments and promotions and the granting of tenure.
  - vii. To establish with the Dean, the procedures and criteria to be used by the college in the performance evaluation of faculty members.
  - viii. To establish with the Dean, procedures to be used within the college in the preparation of budget requests.
  - ix. To receive reports and consider recommendations from the College of Design Student Council and make recommendations to the Dean on actions to be taken.
  - x. To consider recommendations on any matter pertinent to the University.
  - xi. To meet in special session on the call of the President of the University, the Provost, the Dean of the college, or at the request of a prescribed number of its membership.
- b. Membership of the College Faculty (See Governing Regulations VII A. 4, Paragraphs 1.)
- i. The faculty of the college shall consist of its deans, full-time faculty personnel having the rank of assistant, associate professor, or professor in the regular, special title, or extension series.
  - ii. Membership, with or without voting privileges, may be extended by the college faculty to any other person assigned to it for administrative work, teaching or research by a simple majority of faculty members at the beginning of each academic year.
  - iii. An individual may be assigned to more than one faculty; in this instance, one assignment shall be designated by the Provost or Dean as the primary one.
- c. Chairperson of the College Faculty
- i. The Dean is the chairperson of the faculty and shall preside at its meetings. The dean may delegate to any voting member of

the faculty the function of presiding at the meetings of the faculty in his absence.

d. Meetings of the Faculty

i. Schedule of Meetings

1. There will be three meetings per year: in August on or after the 16th; in January on or after the 1st; and in May on or before the 15th.
2. The Dean may call special meetings of the faculty as deemed necessary.
3. The Dean shall also call special meetings of the Faculty if so desired by the President of the University or the Provost. The faculty may initiate a special meeting by submitting to the Dean a written request stating the purpose of such a meeting, which has been signed by at least one-quarter of the voting members of the faculty. The Dean shall call the special meeting of the faculty within two weeks of the receipt of the written request.

ii. Notice of Meetings

1. Written notice of at least four working days shall be given by the Dean to all members for a meeting of the faculty, emergency and special meetings excepted. Notification shall include the agenda.

iii. Agenda for Meetings

1. The Dean shall prepare, post, and distribute to members of the faculty, the agenda for meetings of the faculty at least four working days in advance of the meeting except in emergencies and special circumstances. Members of the faculty may submit to the Dean items for inclusion in the agenda at least ten days in advance of the regularly scheduled meeting for which intended, which should provide a brief statement of the matter, the specific motion or action suggested, and its consequences or implications.
2. The Agenda for regularly scheduled meetings of the faculty shall be as follows:
  - a. Reading, correction, and approval of the minutes of the preceding meeting.
  - b. Matters arising from the minutes.
  - c. Report of the Dean.
  - d. Consideration of the Dean's recommendations for action.
  - e. Consideration of the Dean's discussion items.
  - f. Reports of committees.
  - g. New business.
3. The faculty may, by simple majority of those present and voting, amend or modify the agenda, including the deletion or addition of items.

iv. Quorum for Meetings

1. Two-thirds of the total voting membership of the faculty shall constitute the quorum for the transaction of business.
- v. Conduct of Business
  1. Each member of the faculty with voting privileges shall have the vote, except that there shall be no voting by proxy.
  2. The faculty shall make decisions by a simple majority of open votes of all its voting members present at any meeting except for:
    - a. Actions requiring a roll call, mailed, or electronic vote which shall require either the request of one-third of the voting members of the faculty present or at the request of the dean;
    - b. Actions to amend the Rules and Procedures for Operation for the college and actions on matters not on the agenda which shall require a majority of two-thirds of the total voting membership of the faculty;
  3. Except as otherwise provided in these rules, the business of the faculty shall be conducted in accordance with the latest edition of Robert's Rules of Order.
  4. The Dean may appoint or at the request of the faculty (approved by a simple majority of those present voting) appoint a Parliamentarian.
  5. When the University of Kentucky Governing Regulations limit participation to faculty only, such as with faculty issues, the faculty shall choose to go into closed session in which case only tenured, tenured-track, and lecturer faculty may be in attendance.
- vi. Minutes of Meetings
  1. Meeting minutes will be recorded and circulated to the faculty one week prior to the subsequent meeting.
- e. Standing Committees of the Faculty of the College of Design
  - i. College Faculty Council (see Appendix I)
    1. Functions
      - a. Represents the entire faculty and serves as an advisory committee to the Dean on all matters relating to the faculty.
      - b. Acts as a primary channel of communication between the faculty and the Dean, and as a representative voice of the faculty.
      - c. Establishes with the Dean procedures to be used within the College in making recommendations on the appointment of new faculty members of the College, promotions, reappointments, terminal appointments,

- decisions not to reappoint, post-retirement appointments, and the granting of tenure.
- d. Establishes with the Dean procedures for performance evaluation of the faculty.
  - e. Advises the Dean by submitting written letters of evaluation on faculty candidates for appointment, reappointment, terminal reappointment, decisions not to reappoint, post-retirement appointment, promotion, and the granting of tenure.
  - f. Advises the Dean in cases in which individual faculty members appeal the merit evaluation assigned them by the Dean. In each appeals case, the committee shall consider materials submitted to it by the faculty member and by the evaluating Chairperson, and submit to the Dean a letter summarizing its advice, explaining the reasons for it, and stating the number of voting for and against the recommendation.
2. Membership and Meetings
- a. The College Faculty Council shall be made up of all tenured faculty of the College, except that none of its members shall have an administrative distribution of effort agreement exceeding 49%, nor shall any of its members hold an appointment as dean, associate dean, assistant dean, school director, or department chairperson.
  - b. The Faculty Council shall meet immediately after the first College faculty meeting of each academic year for the purpose of electing a Chairperson who will serve for one year, and to identify issues that may need to be addressed by the council.
  - c. Members of the Faculty Council from the academic unit of a candidate or a case under review shall recuse themselves from participation in the Council's evaluation of that candidate.
  - d. In the event that the Faculty Council does not have a minimum of three (3) members who are eligible to serve in a given case under review, then up to two (2) members from the Faculty Council who are from the candidate's academic unit shall be selected by the Faculty Council to serve but they must recuse themselves from any participation in the unit-level evaluation.
3. Voting
- a. All votes of the Council shall be recorded both as total number of votes and total votes by unit.

- ii. Curriculum Committee
  - 1. Function
    - a. To review program and curriculum proposals to ensure that the proposals meet college educational goals and objectives and that program packets are intact, complete, and that changes, revisions, and additions have been completed so that proposals are successful as they move through the university process.
  - 2. Membership
    - a. Six members to include a faculty member from each academic unit plus two members selected at-large from among the faculty. In addition, a representative from the student affairs staff will serve as an ex-officio member.
- iii. Committee on Exhibition, Publications, and Visiting Lectures
  - 1. Function
    - a. Recommend, acquire, and prepare for exhibitions, materials deemed appropriate to promote the intellectual development of the faculty and students of the college, the University community, the profession, and the public.
    - b. Systematically collect representative examples and documentation of student work and prepare for exhibitions.
    - c. In concert with other committees of the college dealing with publications, recommend methods and procedures, which will improve and expand the effectiveness of the publications of the college.
    - d. Act as intermediary between these committees and contracted printing services on matters pertaining to the printing of brochures, announcements, catalogs, and their content.
    - e. Recommend visiting lecturer programs deemed appropriate to promote the intellectual development of the faculty and students of the college, the University community, the profession, and the public.
    - f. Contact and, with the approval of the Dean, contract with, visiting lecturers.
    - g. Publicize visiting lecturer calendars and mount any related exhibitions.
    - h. Provide assistance to the college administration in making all necessary arrangements for the arrival, accommodation, entertainment, payment and departure of visiting lecturers, seeking the cooperation and participation of the faculty and students of the college, the

- University community, et al. with the aim of deriving maximum benefit from the event.
- i. Perform such other functions as may appropriately be assigned by the college.
- 2. Membership
  - a. Ten members: Five voting members consisting of no more than two faculty from any one academic unit; plus the College Relations Officer, the College Development Officer and three student representatives (one from each discipline), all to serve as ex-officio members.
- iv. Scholarship Committee
  - 1. Function
    - a. Recommend and review policies, strategies, and procedures for the provision of scholarships and other financial assistance to students of the college.
    - b. Perform such other functions as may appropriately be assigned by the college.
  - 2. Membership
    - a. Six members: Two representatives from both Architecture and Interiors; One representative from Historic Preservation, plus the College Development Officer to serve as an ex-officio member.
- v. Nominating Committee
  - 1. Function
    - a. To develop and recommend to the college a standing committee membership slate on an annual basis to ensure academic unit representation, distribution, and balance on college-wide committees. The slate shall be submitted to the college for approval in August at the first meeting of each academic year. (See College Rules IV. F. 7.)
  - 2. Membership
    - a. One faculty member from each academic unit for a total of three members. The committee will solicit student nominations to be put on the slate from the College Student Council.
- f. Rules for Standing Committees
  - i. Except as noted elsewhere in this section, the Standing Committees shall be constituted by the faculty, shall be responsible to the faculty, shall make recommendations to the faculty and the Dean of the college, and shall regularly report to the faculty at least once a year.

- ii. The Standing Committee shall consult and cooperate with each other, with the administrative officers of the college, and with other appropriate bodies, as may be necessary.
- iii. The term of membership of the Standing Committee shall commence in August and shall normally be three years.
- iv. The faculty shall elect, a Nominating Committee from among its members at the January college meeting. Those obtaining the higher plurality of votes shall be declared elected.
  1. The purpose of the Nominating Committee is to propose a slate of members to be appointed to or continued on college standing committees.
  2. The Nominating Committee will submit the slate of nominees for college wide approval at the following August meeting after having obtained from the proposed members on the slate an agreement to serve.
- v. When a vacancy is created between elections, the Dean, after consultation with the committee concerned, will appoint a faculty member to complete the term unless otherwise stipulated in these rules or the governing regulations of the university.
- vi. No member of the faculty may refuse nomination to a Standing Committee unless he or she has:
  1. already been nominated for, or elected to serve on three other committees within the college or the University, or;
  2. is engaged in either a specific professional development activity, or research or creative work, which has a specified deadline and is approved by the Dean.
- vii. No later than January 31 of each academic year the Dean's office will provide the entire faculty a list of the membership of Standing Committees.
  1. This list shall include a list of current members and a notation of the period of time each individual is to serve.
  2. The list will be used by faculty and the Nominating Committee to determine committees having membership openings for the next academic year.
  3. Faculty are encouraged to make known their committee assignment preference to the Nominating Committee.
  4. Likewise, the Nominating Committee will seek from a faculty member an agreement to serve on a committee prior to submitting the faculty member's name on the college committee slate for the next academic year which will be approved at the first college meeting in August.
- viii. Members elected to a given committee may be re-elected to the same committee for one additional consecutive term, but

are ineligible for further election to that committee until one year has elapsed.

- ix. Each committee shall elect its chairperson, to service a one-year term, from among its members at the first meeting in each fiscal year.
- x. The chairperson of a given Standing Committee shall serve no more than two consecutive years as chairperson of that committee.
- xi. The committees shall hold regularly scheduled meetings and may also hold special meetings.
- xii. A written notice of one week shall be given to the members for a meeting of the committee.
- xiii. The chairperson of the committee shall prepare, post and distribute the agenda for a meeting, ordinarily one week in advance. Members may submit items for inclusion in the agenda.
- xiv. A majority of the total membership of the committee shall constitute the quorum for the transaction of business. Committees may create task forces for specific purposes.
- xv. Except as otherwise provided in these rules, the business of the committees shall be conducted in accordance with the latest edition of Roberts Rules of Order.
- xvi. The chairperson of the committee shall be responsible for keeping the minutes and having them distributed to the members and to the faculty, when necessary.
- xvii. When dealing with matters of policy or procedure, meetings of the committees shall normally be open to all members of the faculty and all members of the Student Council, who shall have the right to be present and to speak, but not to vote. When dealing with specific personal matters related to an individual case, however, the committees shall meet in executive session.

g. Provisions for Ad Hoc Committees

- i. The faculty may create an ad hoc committee or task force by action of a two-thirds majority of the faculty to consider a specific problem or to give advice on any matter not in the domain of a standing committee by a standing committee.
- ii. The Dean may form a faculty advisory committee reporting directly to him at any time on any matter of college concern.
- iii. The Dean is an ex officio member of all ad hoc and advisory committees of the faculty.

II. Amendments of the Rules of the Faculty of the College of Design

- a. Amendments to the Rules of the Faculty may be introduced for consideration and action as agenda items of a regular or special meeting of the faculty by one-quarter of the voting members of the faculty.
- b. They shall be circulated to all faculty members at least ten days before the meeting, and shall require the approval of a two-thirds

majority of the total voting membership of the faculty and acceptance by the Provost.

- III. Ratification of the Rules and Procedures of the College of Design
  - a. These rules of procedure have been created and approved by the faculty of this college, pursuant to the authority granted by the Administrative and Governing Regulations of the University of Kentucky.
  - b. These rules do not become effective until and unless approved by the Dean and Provost as indicated by their signatures below.
  - c. The Dean and Provost must approve any modifications to these rules before the modifications take effect.
  - d. These rules contain a total of ?? pages each of which are initialed and dated by the undersigned persons.
  - e. A current copy of the approved rules for this college is available in the office of the Dean of the College and the Provost's office.
  - f. The Rules are official and have been approved by the signatures of the Dean and Provost (on record in 117 Pence Hall).

## Part 2: Rules and Procedures of the School of Architecture

- I. Preamble
- II. Functions and Responsibilities of the Faculty of the School of Architecture (See Governing Regulations VII. A. 5. & 6., paragraph 2. of A. 6.)
  - a. Consistent with the University of Kentucky Governing Regulations and the Rules of the University Senate, and with the approval of the Director of the School, Dean of the College and the President, to establish its membership, the frequency of its regularly scheduled meetings, the quorum for the transaction of business, and its rules and procedures, including the committee or council structure necessary for the performance of its functions.
  - b. Within the limits established by the University of Kentucky Governing Regulations, the policies and Rules of the University Senate, and the Rules and Procedures of the College of Design, and the School of Architecture, to determine the educational policies of the School on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
  - c. To submit recommendations, through the Director of the School to the Dean of the College, to the University Senate on such matters as require the final approval of that body.
  - d. To make recommendations on other matters relevant to the College, to the University Senate, to the President, or to other administrative officials.
  - e. To develop and maintain the academic scholastic, creative and professional competency requirements and standards of the School. The academic or scholastic requirements of the School may exceed but not be lower than those established for the institution as a whole

- by the University Senate or the Graduate Faculty. The University Senate must approve any such differences.
- f. The Faculty may delegate by rule or by vote a defined part of the determination of its educational policies to an Assembly. The Assembly shall consist of faculty and designated student representatives. The number of students voting and the method of selecting these students shall be determined by the rules of the School.
  - g. To establish with the Director, procedures and criteria to be employed within the School in making recommendations on the appointment of members of the School, re-appointments, terminal appointments, decisions not to reappoint, post-retirement appointments (Governing Regulations, Part X. Section B. 1) and promotions and the granting of tenure.
  - h. To establish with the Director, the procedures and criteria to be used by the School in the performance evaluation of faculty members (See College Rules III. C. 6.)
  - i. To establish with the Director, a procedure to be used within the School in the preparation of budget requests (Governing Regulations, Part VIII. Section B. 5.)
  - j. To receive reports and consider recommendations from the School of Architecture Student Council and make recommendations to the Director on actions to be taken (see College Rules VIII. A.)
  - k. To consider recommendations on any matter pertinent to the University.
  - l. To meet in special session on the call of the President of the University, the Provost, the Dean of the College, the Director of the School or at the request of a prescribed number of its membership. (See School Rules VII C.3.b.).
- III. Membership of the School Faculty
- a. Membership (See Governing Regulations VII. A. 5. & 6.)
  - b. Director (See Governing Regulations VII. A. 6., paragraph 3. and Rules of the College III. B. 1-9.)
    - i. The Director serves as chair of the School in the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
    - ii. Initial Director's appointment will be for a four-year period.
    - iii. The Director presides at all meetings of the School, except as the Director may delegate this function, and is an ex officio member of all committees in the School.
    - iv. The Director has administrative responsibility for implementing the School's program within the limits established by the regulations of the University, the policies of the University Senate and the rules of the College and of the School of which it is a part.
    - v. The Director is responsible for making recommendations to the Dean on the appointment of new members of the School, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the

granting of tenure. Procedures used in preparing recommendations shall be those established by the University, the College, and the School's faculty. As a minimum, the procedures must include consultation with all tenured members of the School, with the Directors of any multidisciplinary research centers or institutes with which the affected individuals are or will be associated, and with all full-time non-tenured faculty members with the actual or equivalent rank of assistant professor or higher who have been members of the School for two years.

- vi. The Director conducts a periodic evaluation of the School's members by procedures and criteria established by the University, the College, and the School's faculty. Evaluation recommendations are forwarded to the Dean who considers the Director's evaluation in concert with peer recommendation submitted by the College Faculty Council.
  - vii. The Director submits the budget request to the Dean for the School and administers the budget after its approval. They also are responsible for making recommendations to the Dean on salaries and salary changes.
  - viii. In connection with the above major administrative functions, the Director shall seek the advice of members of the School, individually or as a group, or of advisory committees that they may appoint.
  - ix. The Director shall speak for the School. In the event that they believe it necessary to depart from the opinion of their School's faculty, they shall communicate the School's faculty opinion as well as their recommendation, stating reasons for differing from the faculty opinion, and notify the faculty of such action.
- c. Associate Director for Student Affairs\* (see Appendix I)  
The Associate Director for Student Affairs (ADSA) of the School of Architecture shall be appointed by the Provost upon the recommendation of the Dean of the College and Director of the School. The ADSA appointment duration will be determined as a part of the appointment. The ADSA reports to the Director of the School.
- Duties and Responsibilities:
- i. Coordinates the school's student activities, with the Student Affairs office.
  - ii. Coordinates the school's enrollment functions.
  - iii. Coordinates the school's Student Affairs office, with Associate Dean for Administration.
  - iv. Coordinates the school's Admission and Scholarship Committee with the Student Affairs office.
  - v. Coordinates the school's Curriculum and Advising Committee with the Student Affairs office.
  - vi. Coordinates with the student body the Studio Culture Policy.

- IV. Frequency, agenda, and nature of meetings.
  - a. Regular Meetings

- i. There will be two meetings per semester; in August, November, January, and April.
  - b. Special Meetings
    - i. The Director may call special meetings of the faculty as deemed necessary and if so desired by the Dean of the College, the President of the University or the Provost.
    - ii. The faculty may initiate a special meeting by submitting to the Director a written request stating the purpose of such a meeting, which has been signed by at least one-quarter of the voting members of the faculty. The Director shall call the special meeting within two weeks of the receipt of the written request.
  - c. Voting privileges to be determined by the faculty.
    - i. Membership with or without voting privileges may be extended by the School faculty to any other person assigned to it for administrative work, teaching or research by simple majority of faculty members at the beginning of each academic year.
  - d. Quorum for Meetings
    - i. One-third of the total voting membership of the faculty shall constitute the quorum for the transaction of business
  - e. Conduct of Business
    - i. Each member of the faculty with voting privileges shall have one vote.
    - ii. The faculty shall make decisions by a simple majority of open votes of all its voting members present at any meeting except for:
      - 1. Actions requiring a roll call vote or a mailed vote which shall require either one-third of the voting members of the faculty present or at the request of the Director;
      - 2. Actions to amend the Rules and Procedures for Operation for the School and actions on matters not on the agenda which shall require a majority of two-thirds of the total voting membership of the faculty;
    - iii. Except as otherwise provided in these rules, the business of the faculty shall be conducted in accordance with the latest edition of Robert's Rules of Order.
    - iv. The Director may on his own initiative or at the request of the faculty approved by a simple majority of those present voting, appoint a Parliamentarian.
    - v. When the University of Kentucky Governing Regulations limit participation to faculty only, such as with faculty issues, the faculty shall choose to go into closed session in which case only tenured, tenured-track, and lecturer faculty may be in attendance.
  - f. Minutes
    - i. Meeting minutes will be recorded and circulated to the faculty one week prior to the subsequent meeting.
- V. Standing Committees of the School of Architecture
  - a. The Committee on the Status of Faculty
    - i. Function

1. To serves as an advisory to the Director on matters of promotion, tenure, faculty performance and appointments.
- ii. Membership
  1. The Director is an ex officio member.
  2. Five\* members from the School of Architecture faculty, who are full time tenured faculty at the associate or full professor level. (\*see Appendix I)
- b. Admissions and Scholarship Committee\* (see Appendix I)
  - i. Function
    1. Review and recommend policies, criteria and procedures for the selection of candidates for admission to the School, consistent with University Senate Rules (IV 2,2,5) and with State and Federal regulations affecting such policies and procedures
    2. Define responsibilities within the committee, as circumstances require.
    3. Develop the procedures and administer the process for admissions to the graduate and undergraduate programs.
    4. Collect and analyze data on School admissions.
    5. Develop and implement, in coordination with College administrators and committees, means of recruitment for the undergraduate and graduate program in the School.
    6. Recommend and review policies, strategies and procedures for the provision of scholarships, research assistantships and financial assistance to students of the School.
    7. Perform such other functions as may be appropriately be assigned by the Director or the Faculty of the School.
  - ii. Membership
    1. The Director is an ex officio member.
    2. The Chair of the Committee
    3. Three elected Faculty Members.
    4. Four elected Student Council Representatives from the second, third, fourth years of the Bachelor of Arts in Architecture Program; and the first year of the Master of Architecture Graduate Program.
    5. One alumnus elected or appointed by the Alumni of the School or elected or appointed by the Kentucky Board of Architects.
    6. College of Development Officer is an ex officio member.
- c. Curriculum and Advising Committee\* (see Appendix I)
  - i. Function
    1. The Curriculum Committee shall review, develop, and recommend educational policy, strategies, and procedures related to the School.

2. The Curriculum Committee assists the Director in the design and development of academic program content, requirements, and policies; advises the Director on faculty teaching assignments, in consultation with the affected faculty members; make recommendations on the provision of physical facilities when these may affect the attainment of the educational objectives of the School; and advises and supports the Director in all matters related to the academic and educational activities of the School.
  3. The Curriculum Committee shall meet at least once during each semester.
  4. The Curriculum Committee represents the general divisions of knowledge within the curriculum: Design, History, Theory, and Criticism; Technology; Skills; and Professional Practice and Professional Studies.
  5. The Curriculum Committee shall identify and define the changing requirements for instruction within the School curricula; monitor the effectiveness of the School's pedagogies; and evaluate matters of content, sequence, and integration for all components of all curricula in the School.
  6. The areas listed hereunder cover the functions of the Committee:
    - a. Architectural Design
    - b. Architectural History, Theory, and Criticism
    - c. The Technical Curriculum
    - d. The Skills Curriculum
    - e. Professional Studies
  7. The Curriculum Committee will review, evaluate, and develop the School's International workshop programs.
  8. The Curriculum Committee will review, evaluate, and develop the School's off-campus workshop proposals.
  9. Recommend and review policies and procedures for the sound and effective advising of students.
  10. Recommend and review, policies and procedures for the handling of student concerns or grievances of an academic nature.
- ii. Membership
1. The Director is an ex officio member.
  2. Five elected faculty members that cover the range and breadth of the Curriculum topics as listed.
  3. One Student Representative Member.
  4. One Alumnus or Professional Member from the Architectural Community.
- d. Nominating Committee
- i. Function
    1. To develop and recommend to the School a standing Committee membership slate on an annual basis to ensure academic representation, distribution, and balance on School committees.

2. The slate shall be submitted to the School for approval in August at the first meeting of each academic year.
  3. This committee is to work in coordination with the College Nominating Committee.
  4. No later than January 31 of each academic year the Director's office will provide the entire faculty a list of the membership of Standing Committees.
  5. This list shall include a list of current members and a notation of the period of time each individual is to serve.
  6. The list will be used by faculty and the Nominating Committee to determine committees having membership openings for the next academic year.
  7. Faculty is encouraged to make known their committee assignment preference to the Nominating Committee.
- ii. Membership
    1. The Director is an ex officio member.
    2. Three members nominated by the School faculty
- VI. Provisions for Ad Hoc Committees
- a. The faculty may create an ad hoc committee or task force by action of a two-thirds majority of the faculty to consider a specific problem or to give advice on any matter not in the domain of a standing committee by a standing committee.
  - b. The Director may form a faculty advisory committee reporting directly to him at any time on any matter of School concern.
  - c. The Director is an ex officio member of all ad hoc and advisory committees of the faculty.
- VII. Rules for Standing Committees
- a. Except as noted elsewhere in this section, the Standing Committees shall be constituted by the faculty, shall be responsible to the faculty, shall make recommendations to the faculty and the Director, and shall regularly report to the faculty at least once a semester.
  - b. The Standing Committee shall consult and cooperate with each other, with the administrative officers of the School and College, and with other appropriate bodies, as may be necessary.
  - c. The term of membership of the Standing Committee shall commence in August and shall normally be three years.
  - d. When a vacancy is created between elections, the Director, after consultation with the committee concerned, will appoint a faculty member to complete the term unless otherwise stipulated in these rules or the governing regulations of the university.
  - e. No member of the faculty may refuse nomination to a Standing Committee unless he or she has:
    - i. already been nominated for, or elected to serve on three other committees within the School or the College or the University, or;
    - ii. is engaged in either a specific professional development activity, or research or creative work, which has a specified deadline and is approved by the Director and/or the Dean.

- f. Members elected to a given committee may be re-elected to the same committee for one additional consecutive term, but are ineligible for further election to that committee until one year has elapsed.
  - g. Each committee shall elect its Chair, to service a one-year term, from among its members at the first meeting in each fiscal year.
  - h. The Chair of a given Standing Committee shall serve no more than two consecutive years as Chair of that committee.
  - i. The committees shall hold regularly scheduled meetings and may also hold special meetings.
  - j. A written notice of one week shall be given to the members for a meeting of the committee.
  - k. The Chair of the committee shall prepare, post and distribute the agenda for a meeting, ordinarily one week in advance. Members may submit items for inclusion in the agenda.
  - l. A majority of the total membership of the committee shall constitute the quorum for the transaction of business. Committees may create task forces for specific purposes.
  - m. Except as otherwise provided in these rules, the business of the committees shall be conducted in accordance with the latest edition of Roberts Rules of Order.
  - n. The chair of the committee shall be responsible for keeping the minutes and having them distributed to the members and to the faculty, when necessary.
  - o. When dealing with matters of policy or procedure, meetings of the committees shall normally be open to all members of the faculty and all members of the Student Council, who shall have the right to be present and to speak, but not to vote. When dealing with specific personal matters related to an individual case, however, the committees shall meet in executive session.
- VIII. Amendments of the Rules of the School of Architecture
- a. Amendments to the Rules and Procedures of the School of Architecture may be introduced for consideration and action as agenda items of a regular or special meeting of the School faculty by one-quarter of the voting members of the faculty.
  - b. They shall be circulated to all School faculty members at least ten days before the meeting, and shall require the approval of a two-thirds majority of the total voting membership of the School faculty and acceptance by the Dean and Provost.

### Part 3: Rules and Procedures of the School of Interiors

- I. Preamble
  - a. Professional interior designers contribute to the quality of human experience in the built environment.
  - b. The School of Interiors encompasses the art and science of shaping interior spaces to elevate the senses and enhance the well being of individuals over the life span.
  - c. Promoting design excellence to the greatest constituency, a core mission of the School of Interiors centers on advancing discipline-

- specific knowledge and the ability to solve environmental problems creatively.
- d. Interiors actively collaborates with allied fields in undergraduate and graduate education, research, and service to the community.
  - e. The School of Interiors strives to be a sustaining resource for the intellectual, social, and cultural development of theory and research that advances the body of knowledge, informs design practice, and supports the interest of the populace of the Commonwealth.
- II. Functions and Responsibilities of the Faculty of the School of Interiors (Governing Regulations VII. A. 5 & 6.)
- a. Within the limits established by the regulations of the Board of Trustees, the policies and rules of the University Senate, and the policies and rules of the Faculty of the College of Design, the Faculty of the School of Interiors shall determine the educational policies of the school.
  - b. The faculty shall be responsible for functions and duties assigned to the faculty's committee structure.
  - c. After approval of these by the Dean of the college and the Provost copies of the rules and a description of the committee structure shall be made available to its members and a copy filed with the Director of the school, the Dean of the college, the Provost, the secretary of the University Senate, and the senate Council Office.
  - d. The school has primary responsibility for the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
  - e. Jointly with the Director, the faculty should establish procedures to be used within the department in:
    - i. Making recommendations on the appointment of new members of the school, promotions, re-appointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure;
    - ii. the faculty performance evaluation; and
    - iii. the preparation of budget request.
  - f. In addition, the Faculty of the school may make recommendations on other matters to the Dean or other administrative officers of the college. The academic or scholastic requirements of the school may exceed, but not be lower than, those established by the college Faculty. Any such differences in standards must be approved by the University Senate.
  - g. The Faculty may seek student input in regards to the educational program and the policies to an Assembly. The Assembly shall consist of faculty and designate student representatives. The number of students and the method of their selection will be determined by the faculty dependent upon the issues or policies that are being reviewed or that are under consideration.
- III. Membership of the School Faculty
- a. Membership
    - i. The Faculty of the School of Interiors shall consist of the Dean of the college, the Director who is the chief administrative

- officer of the school, and the members of the Faculty of the college who have been assigned duties in the school.
- ii. It also shall include members of the faculties of other colleges who have joint appointments in the school.
  - iii. In addition, membership with or without voting privileges may be extended by the school Faculty to any other person assigned to the school for administrative work, teaching, or research. (Governing Regulations VII. A. 5. & 6.) (ID Rules V. B.)
- b. Director of the School of Interiors (Governing Regulations VII. B. 4. & 5.)
- i. The Director of the school serves as the chairperson of the Faculty of the school in the development of school policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
  - ii. The Director presides over all school meetings except as he/she may delegate this function and is an ex officio member of all committees of the school.
  - iii. The Director has administrative responsibility for implementing the school's program within the limits established by the regulations of the University, the policies of the University Senate, and the rules of the college.
  - iv. The Director shall speak for the school. In the event that the Director believes it necessary to depart from the recommendations of the school faculty, the Director shall communicate the school Faculty's recommendation as well as the Director's recommendation and notify the Faculty of such action.
  - v. The Director is responsible for recommendations on the appointment of new members of the department, promotions, re-appointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure.
    1. Procedures used in preparing recommendations shall be those established by the University, the college, and the members of the school.
    2. As a minimum, the procedures must include consultation with all tenured members of the school, with the Directors of any multidisciplinary research centers or institutes with which the affected individual are or will be associated, and with all full-time non-tenured faculty members with the actual or equivalent rank of assistant professor or higher who have been members of the school for two years.
    3. All recommendations on matters listed above, excluding re-appointments and post retirement appointments, shall include the written judgment of each consulted member of the school and each of the Directors of the pertinent multidisciplinary research

center and institutes, along with the recommendations of the school's Director.

4. The following exceptions may be made:
  - a. Faculty members on approved leave of absence or with a primary administrative, service, or other assignment outside the school may, but are not required to, provide written judgments on all recommendation;
  - b. Faculty members need not be consulted on recommendations for promotion affecting members with equivalent or higher rank, except that all Faculty members with tenure shall be consulted on recommendations for granting tenure;
  - c. Faculty members without tenure need not be consulted on recommendations for granting of tenure; and
  - d. The right to make recommendations on temporary appointments and/or appointments at the assistant professor level or below may be delegated, with these appointments to be reviewed by the tenured faculty of the school during the second semester of the first year of appointment.
- vi. The Director is responsible for the periodic evaluation of school members by procedures and criteria established by the University, the college, and the school faculty.
- vii. The Director submits the budget request for the school and administers the budget after its approval. The Director also is responsible for making recommendations on salaries and salary changes.

#### IV. Meetings of the School of Interiors

- a. Frequency, agenda and nature of meetings
  - i. Regular Meetings
    1. Regular school faculty meetings will occur on a monthly basis with the scheduled being established at the beginning of each semester.
    2. The agenda will be circulated to the Faculty prior to the meeting.
    3. Faculty members may submit agenda items to the Director for inclusion on the agenda a minimum of three school days prior to the meeting.
    4. The agenda of regularly scheduled meetings shall be as follows:
      - a. Reading, correction, and approval of the minutes of the proceeding meeting.
      - b. Matters arising from the minutes.
      - c. Report of the Director
      - d. Consideration of the Directors recommendation for action
      - e. Consideration of the director's discussion items

- f. Reports of the committees
    - g. New business
  - ii. Special Meetings
    1. The Director may call a special meeting of the faculty as deemed necessary.
    2. The Director shall call a special meeting of the Faculty if so desired by the Dean of the college.
    3. The Faculty may initiate a special meeting by submitting to the Director a written request that has been signed by at least one-half of the voting members of the faculty stating the purpose of such a meeting. The Director shall call the special meeting within two weeks of the receipt of the written request.
- b. Voting privileges
  - i. Voting members are composed of all tenured and tenure track Faculty members.
  - ii. Voting privileges may be granted for an academic year to visiting, endowed, temporary, and adjunct Faculty by a simple majority vote of the tenured/tenure-track Faculty members.
- c. Quorum
  - i. Two-thirds of the total voting membership of the faculty shall constitute the quorum for the transaction of business.
- d. Conduct of Business
  - i. Each member of the Faculty with voting privileges shall have one vote.
  - ii. A faculty member not able to be present at a school meeting may vote by proxy on an issue. The faculty member must notify the Director of their desire to vote and submit their vote to the Director prior to the scheduled meeting when the vote is to be taken.
  - iii. The Faculty shall make decisions by a simple majority of open votes of all its voting members present at any meeting except for:
    1. Actions requiring a roll call vote or a mailed vote which shall require either one-third of the voting members of the faculty present or at the request of the Director;
    2. Actions to amend the Interiors Rules and Procedures for Operation for the school and actions on matters not on the agenda which shall require a majority of two-thirds of the total voting membership of the Faculty;
  - iv. Except as otherwise provided in these rules, the business of the faculty shall be conducted in accordance with the latest edition of Robert's Rules of Order.
  - v. The Director may on his own initiative or at the request of the Faculty approved by a simple majority of those present voting, appoint a Parliamentarian.
  - vi. When the University of Kentucky Governing Regulations limit participation to Faculty only, such as with faculty issues, the

Faculty shall choose to go into closed session in which case only tenured, tenured-track, and lecturer faculty may be in attendance.

- e. Minutes
  - i. The Director shall appoint a recording secretary from among the faculty.
  - ii. Meeting minutes will be recorded and circulated to the Faculty one week prior to the subsequent meeting.
  
- V. Standing committees of the School of Interiors
  - a. Committee on the Status of Faculty
    - i. All tenure/tenure-track Interiors faculty serve on the Committee on the Status of Faculty.
    - ii. A charge of this committee is to oversee and review appointments to the Interiors faculty and reviews related to optimizing faculty performance, productivity, and retention.
    - iii. Promotion reviews, interim and annual reviews, are the responsibility of tenured faculty. However, untenured faculty may participate in promotion decisions as defined by the Governing Regulations.
  - b. Selective Admission Committee
    - i. The purpose of this committee is to administer the selective admissions process into the Interiors program.
    - ii. All Interiors faculty serve on the committee.
    - iii. The committee is co-chaired by tenured/tenure track faculty members who serve for staggered two-year terms to ensure continuity in process.
    - iv. The co-chair position rotates among faculty.
    - v. Full-time temporary faculty assist in the evaluation.
    - vi. The Director of Interiors communicates decisions to the applicants in writing and chairs the appeals process, when necessary.
  - c. Curriculum Development Committee
    - i. The Director, faculty members, and other instructional personnel in Interiors collaborate in developing, implementing, and modifying the Interiors program.
    - ii. All Interiors tenure/tenured track and fulltime faculty participate in curriculum development.
    - iii. Further, the Interiors Advisory Board and upper division students who are representative of the Interiors student body also participate in curriculum development.
    - iv. The Director of Interiors spearheads and coordinates curriculum issues at the School, College, and University levels.
  - d. Scholarship Committee
    - i. All Interiors tenure/tenure track and fulltime temporary faculty participate in the scholarship committee for the awarding of undergraduate scholarships.
    - ii. All Interiors graduate faculty vote on the awarding of graduate scholarships earmarked for graduate students in Interiors.

- iii. The chair of this committee represents the school on the college committee.
- VI. Provisions for Ad Hoc Committees
  - a. The Faculty may create an ad hoc committee or task force by action of a two-thirds majority of the Faculty to consider a specific problem or to give advice on any matter not in the domain of a standing committee by a standing committee.
  - b. The Director may form a faculty ad hoc or advisory committee that reports directly to the Director at any time on any matter of School concern.
- VII. Graduate Faculty Committee
  - a. Graduate faculty in the Interiors, Merchandising & Textiles (IDMT) Master's program consist of tenure track faculty nominated by the IDMT program faculty and appointed thereto by the Dean of the Graduate School.
  - b. A Director of Graduate Studies is appointed by the Dean of the Graduate School after consultation with the IDMT Graduate faculty and their respective administration.
  - c. The DGS is a tenured faculty member holding the rank of Associate Professor or above, and is a full member of the Graduate Faculty.
  - d. The DGS reports directly to the Dean of the Graduate School or the Dean's designee on issues relating to graduate education in the program.
  - e. The DGS facilitates the administration and development of the program, allocation of specific graduate program funds, maintenance of records, assignment of graduate assistantships, admissions, recruiting, advising and registration of incoming students among other duties.
  - f. The term for a Director of Graduate Studies is three years. However, programs have the option to request a four-year appointment under appropriate circumstances (e.g., to coincide with the appointment of a Director or chair).
  - g. The IDMT graduate program has three scheduled meetings per semester.
- VIII. Amendments of the Rules of the School of Interiors
  - a. Amendments to the Rules and Procedures of the School of Interiors may be introduced for consideration and action as agenda items of a regular or special meeting of the Faculty by one-quarter of the voting members of the Faculty.
  - b. They shall be circulated to all Faculty members at least ten days before the meeting, and shall require the approval of a two-thirds majority of the total voting membership of the Faculty and acceptance by the Dean and the Provost.
- IX. Ratification
  - a. These Rules and Procedures for the School of Interiors were unanimously approved by the faculty of the school on October 8, 2003.

Part 4: Rules of the Department of Historic Preservation

- I. Preamble
  - a. The Department of Historic Preservation at the University of Kentucky is a graduate program based on field study, research, and community activism. The program documents and interprets historic buildings and landscapes, and advocates their renovation, conservation, renewal, and adaptive re-use.
  - b. The University of Kentucky adopts an interdisciplinary approach to the investigation of buildings and landscapes, drawing on the disciplines of architecture, landscape architecture, interior design, engineering, anthropology, archaeology, geography, and history.
  - c. From these perspectives the program seeks to enhance the relationship between design and historic preservation at every scale and in all situations involving our built heritage.
  
- II. Functions and Responsibilities of the Faculty of the Department of Historic Preservation (See Governing Regulations VII. A. 5. & 6., paragraph 2. of A. 6.).
  - a. Consistent with the University of Kentucky Governing Regulations and the Rules of the University Senate, and with the approval of the Department Chair, Dean of the college and the President, to establish its membership, the frequency of its regularly scheduled meetings, the quorum for the transaction of business, and its rules and procedures, including the committee or council structure necessary for the performance of its functions.
  - b. Copies of these Rules and Procedures of the Department of Historic Preservation and a description of its committee structure shall be made available to its members and a copy filed with the Dean of the College and Secretary of the University Senate.
  - c. Within the limits established by the University of Kentucky Governing Regulations, the policies and Rules of the University Senate, and the Rules and Procedures of the College of Design, and the Department of Historic Preservation, to determine the educational policies of the department on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
  - d. To submit recommendations, through the Chair of the Department and Dean of the college, to the University Senate on such matters as require the final approval of that body.
  - e. To make recommendations on other matters relevant to the University Senate, to the President, or to other administrative officials.
  - f. To develop and maintain the academic scholastic, creative and professional competency requirements and standards of the department.
  - g. The academic or scholastic requirements of the department may exceed but not be lower than those established for the institution as a whole by the University Senate or the Graduate Faculty. The University Senate must approve any such differences.

- h. The Faculty may delegate by rule or by vote a defined part of the determination of its educational policies to an Assembly. The Assembly shall consist of faculty and designated student representatives. The number of students voting and the method of selecting these students shall be determined by the rules of the department (see College Rules VIII. A.)
  - i. To establish with the Chair, procedures and criteria to be employed within the department in making recommendations on the appointment of members of the department, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments (Governing Regulations, Part X. Section B. 1) and promotions and the granting of tenure (See College Rules III. C. 5.)
  - j. To establish with the Chair and the Dean, the procedures and criteria to be used by the department in the performance evaluation of faculty members (See College Rules III. C. 6.)
  - k. To establish with the Chair and the Dean, a procedure to be used within the department in the preparation of budget requests (See College Rules III. C. 7.)
  - l. To receive reports and consider recommendations from the College of Design Student Council and the Historic Preservation Graduate Organization and make recommendations to the Dean on actions to be taken (see College Rules VIII. A.)
  - m. To consider recommendations on any matter pertinent to the University.
  - n. To meet in special session on the call of the President of the University, the Provost, the Dean of the college, the Chair of the Department or at the request of a prescribed number of its membership.
- III. Membership of the Department Faculty
- a. Membership (See Governing Regulations VII. A. 5. & 6.)
  - b. Director/Chair (See Governing Regulations VII. A. 6., paragraph 3. and Rules of the College III. C. 1-9.)
    - i. The Chairperson/Director serves as chair of the unit in the development of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions.
    - ii. Initial Chairperson/Director appointments will be for a four-year period.
    - iii. The Chairperson/Director presides at all meetings of an academic unit, except as the Chairperson or Director may delegate this function, and is an ex officio member of all committees in a unit.
    - iv. The Chairperson/Director has administrative responsibility for implementing the unit's program within the limits established by the regulations of the University, the policies of the University Senate and the rules of the college and of any unit of which it is a part.
    - v. The Chairperson/Director is responsible for making recommendations to the Dean on the appointment of new members of the unit, promotions, reappointments, terminal

appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure.

1. Procedures used in preparing recommendations shall be those established by the University, the college, and the unit's faculty.
  2. As a minimum, the procedures must include consultation with all tenured members of the unit, with the directors of any multidisciplinary research centers or institutes with which the affected individuals are or will be associated, and with all full-time non-tenured faculty members with the actual or equivalent rank of assistant professor or higher who have been members of the unit for two years.
- vi. The Chairperson/Director conducts a periodic evaluation of the unit's members by procedures and criteria established by the University, the college, and the unit's faculty. Evaluation recommendations are forwarded to the Dean who considers the chair/director's evaluation in concert with peer recommendation submitted by the College Faculty Council.
  - vii. The Chairperson/Director submits the budget request to the Dean for the unit and administers the budget after its approval. They also are responsible for making recommendations to the Dean on salaries and salary changes.
  - viii. In connection with the above major administrative functions, the Chairperson/Director shall seek the advice of members of the unit, individually or as a group, or of advisory committees that they may appoint.
  - ix. The Chairperson/Director shall speak for the unit. In the event that they believe it necessary to depart from the opinion of their unit's faculty, they shall communicate the unit's faculty opinion as well as their recommendation, stating reasons for differing from the faculty opinion, and notify the faculty of such action.

IV. Frequency, agenda, and nature of meetings.

- a. Regular Meetings
  - i. There will be two meetings per semester; in August and November, on or after the 16th, and in January, and April on or before the 15<sup>th</sup>.
- b. Special Meetings
  - i. The Chair may call special meetings of the faculty as deemed necessary and if so desired by the Dean of the College, the President of the University or the Provost.
  - ii. The faculty may initiate a special meeting by submitting to the Chair a written request stating the purpose of such a meeting, which has been signed by at least one-quarter of the voting members of the faculty. The Chair shall call the special meeting within two weeks of the receipt of the written request.
- c. Voting privileges to be determined by each faculty
  - i. Membership with or without voting privileges may be extended by the department faculty to any other person assigned to it for

- administrative work, teaching or research by simple majority of faculty members at the beginning of each academic year.
- d. Quorum for Meetings
  - i. One-third of the total voting membership of the faculty shall constitute the quorum for the transaction of business
- e. Conduct of Business
  - i. Each member of the faculty with voting privileges shall have one vote.
  - ii. The faculty shall make decisions by a simple majority of open votes of all its voting members present at any meeting except for:
    - 1. actions requiring a roll call vote or a mailed vote which shall require either one-third of the voting members of the faculty present or at the request of the dean;
    - 2. actions to amend the Rules and Procedures for Operation for the college and actions on matters not on the agenda which shall require a majority of two-thirds of the total voting membership of the faculty;
  - iii. Except as otherwise provided in these rules, the business of the faculty shall be conducted in accordance with the latest edition of Robert's Rules of Order.
  - iv. The Chair may on his own initiative or at the request of the faculty approved by a simple majority of those present voting, appoint a Parliamentarian.
  - v. When the University of Kentucky Governing Regulations limit participation to faculty only, such as with faculty issues, the faculty shall choose to go into closed session in which case only tenured, tenured-track, and lecturer faculty may be in attendance.
- f. Minutes
  - i. Meeting minutes will be recorded and circulated to the faculty one week prior to the subsequent meeting.
- V. Standing Committees of the Department of Historic Preservation
  - a. The Committee on the Status of Faculty
    - i. Function
      - 1. To serve as an advisory to the Chair on matters of promotion, tenure, faculty performance and appointments.
    - ii. Membership
      - 1. Three members from the Historic Preservation faculty, who are full time tenured faculty at the associate or full professor level, and the chair who will serve as an ex officio member.
  - b. Admissions and Advising Committee
    - i. Function
      - 1. To establish and review admission standards, criteria and procedures, to establish and review procedures for academic advising and career counseling
    - ii. Membership

1. Three members from the Historic Preservation faculty, the Chair who will serve as an ex officio member of the committee, and two student members elected by the members of the Graduate Organization in Historic Preservation.
    - c. Curriculum Development and Thesis Committee
      - i. Function
        1. To review program and curriculum content and to make recommendations about changes and revisions as necessary.
        2. To review curriculum proposals to ensure that the proposals meet department and college educational goals; to ensure that program proposals, changes, revisions, and additions are complete and in tact so that proposals are successful as they move through the college university approval process.
      - ii. Membership
        1. Three members from the Historic Preservation faculty, the Chair of the department and a representative from the student affairs staff who will serve as ex officio members, and two student members elected by the members of the Graduate Organization in Historic Preservation.
    - d. Scholarship/RA Committee
      - i. Function
        1. Recommend and review policies, strategies, and procedures for the provision of scholarships, research assistantships, teaching assistantships, and financial assistance to students of the department.
        2. Perform such other functions as may appropriately be assigned by the department and college.
      - ii. Membership
        1. Three members from Historic Preservation faculty, and the Chair of the Department and the College Development Officer who will serve as ex officio members.
    - e. Nominating Committee
      - i. Function
        1. To develop and recommend to the department a standing committee membership slate on an annual basis to ensure academic representation, distribution, and balance on departmental committees.
        2. The slate shall be submitted to the department for approval in August at the first meeting of each academic year. (See College Rules IV. F. 7.)
      - ii. Membership
        1. Three members nominated by the department faculty
- VI. Provisions for Ad Hoc Committees
  - a. The faculty may create an ad hoc committee or task force by action of a two-thirds majority of the faculty to consider a specific problem or to

- give advice on any matter not in the domain of a standing committee by a standing committee.
  - b. The Chair may form a faculty advisory committee reporting directly to him at any time on any matter of department concern.
  - c. The Chair is an ex officio member of all ad hoc and advisory committees of the faculty.
- VII. Rules for Standing Committees
- a. Except as noted elsewhere in this section, the Standing Committees shall be constituted by the faculty, shall be responsible to the faculty, shall make recommendations to the faculty and the Department Chair, and shall regularly report to the faculty at least once a semester.
  - b. The Standing Committee shall consult and cooperate with each other, with the administrative officers of the department and college, and with other appropriate bodies, as may be necessary.
  - c. The term of membership of the Standing Committee shall commence in August and shall normally be three years.
  - d. The faculty shall elect, a Nominating Committee from among its members at the January college meeting:
    - i. Those obtaining the highest plurality of votes shall be declared elected.
    - ii. The purpose of the Nominating Committee is to propose a slate of members to be appointed to or continued on college standing committees.
  - e. The Nominating Committee will submit the slate of nominees for departmental approval at the following August meeting after having obtained from the proposed members on the slate an agreement to serve.
  - f. When a vacancy is created between elections, the Chair, after consultation with the committee concerned, will appoint a faculty member to complete the term unless otherwise stipulated in these rules or the governing regulations of the university.
  - g. No member of the faculty may refuse nomination to a Standing Committee unless he or she has:
    - i. already been nominated for, or elected to serve on three other committees within the department or the college or the University, or;
    - ii. is engaged in either a specific professional development activity, or research or creative work, which has a specified deadline and is approved by the Chair and/or the Dean.
  - h. No later than January 31 of each academic year the Chair's office will provide the entire faculty a list of the membership of Standing Committees.
    - i. This list shall include a list of current members and a notation of the period of time each individual is to serve.
    - ii. The list will be used by faculty and the Nominating Committee to determine committees having membership openings for the next academic year.
    - iii. Faculty are encouraged to make known their committee assignment preference to the Nominating Committee.

- iv. Likewise, the Nominating Committee will seek from a faculty member an agreement to serve on a committee prior to submitting the faculty member's name on the department committee slate for the next academic year which will be approved at the first department meeting in August.
  - i. Members elected to a given committee may be re-elected to the same committee for one additional consecutive term, but are ineligible for further election to that committee until one year has elapsed.
  - j. Each committee shall elect its chairperson, to service a one-year term, from among its members at the first meeting in each fiscal year.
  - k. The chairperson of a given Standing Committee shall serve no more than two consecutive years as chairperson of that committee.
  - l. The committees shall hold regularly scheduled meetings and may also hold special meetings.
  - m. A written notice of one week shall be given to the members for a meeting of the committee.
  - n. The chairperson of the committee shall prepare, post and distribute the agenda for a meeting, ordinarily one week in advance. Members may submit items for inclusion in the agenda.
  - o. A majority of the total membership of the committee shall constitute the quorum for the transaction of business. Committees may create task forces for specific purposes.
  - p. Except as otherwise provided in these rules, the business of the committees shall be conducted in accordance with the latest edition of Roberts Rules of Order.
  - q. The chairperson of the committee shall be responsible for keeping the minutes and having them distributed to the members and to the faculty, when necessary.
  - r. When dealing with matters of policy or procedure, meetings of the committees shall normally be open to all members of the faculty and all members of the Student Council, who shall have the right to be present and to speak, but not to vote. When dealing with specific personal matters related to an individual case, however, the committees shall meet in executive session.
- VIII. Provisions for Ad Hoc Committees
  - a. The faculty may create an ad hoc committee or task force by action of a two-thirds majority of the faculty to consider a specific problem or to give advice on any matter not in the domain of a standing committee by a standing committee.
  - b. The Chair may form a faculty advisory committee reporting directly to him at any time on any matter of college concern.
  - c. The Chair is an ex officio member of all ad hoc and advisory committees of the faculty.
- IX. Amendments of the Rules of the Department of Historic Preservation
  - a. Amendments to the Rules of the Department of Historic Preservation may be introduced for consideration and action as agenda items of a regular or special meeting of the department faculty by one-quarter of the voting members of the faculty.

- b. They shall be circulated to all department faculty members at least ten days before the meeting, and shall require the approval of a two-thirds majority of the total voting membership of the department faculty and acceptance by the Dean and Provost.

Part 5: Rules of the Students of the College

*Note: Insert Rules of the Student Here. Framework of the structure of the sections provided.*

- I. College of Design Student Council
  - a. Membership composed of ten students with representation from School of Architecture, School of Interiors, and Department of Historic Preservation with no more than 4 members from any single department and including both graduate and undergraduate students.
  - b. Council members will serve as student representatives to assembly meetings of the college (See College Rules IV. A. 5.)
- II. College-wide Student Design Organization Council with representation from AIAS, TSD, ASID, IIDA, and other groups as appropriate.
- III. Amendments of the Rules of the Students of the College of Design
  - a. Amendments to the Rules of the Students of the College may be introduced for consideration and action as agenda items of a regular or special meeting of the assembly by one-quarter of the voting members of the assembly.
  - b. They shall be circulated to all assembly members at least ten days before the meeting, and shall require the approval of a two-thirds majority of the total voting membership of the assembly and acceptance by the Provost.
- IV. Ratification

**APPENDIX I: Amendments to Procedures and Rules of the College of Design**

January 12, 2004:

1. Rules amended to create a library committee “of some sort.”
2. Rules amended to add language to include external members on the College Advisory Committee (see Part 1, section IV, item e., point i.)
3. Rules amended to change the membership of the College Status of Faculty Committee to the three chairs of the department status of faculty committees plus two at-large members selected by the College Nominating Committee and approved by the faculty. (see Part 1, section IV, item e., point ii.)

May 3, 2004:

1. Rules amended to adopt College Nominating Committee’s composition of the College Library Committee as one member from each program.

December 1, 2008

1. Rules amended by School of Architecture faculty to adopt change in school’s Status of Faculty Committee Membership’s required number of members from 6 to 5. (see Part 2, section V, item a., point ii.)

May 8, 2009

1. Rules amended by School of Architecture faculty to adopt the following changes in the school’s committee structure:
  - a. Admissions and Scholarship Committee
  - b. Curriculum and Advising Committee.(see Part 2, section V, items b. and c.)

August 22, 2011

1. Rules amended by the College faculty to adopt the job description for the administrative position of Associate Dean for Research. (see Part 1, section III, item c.)

September 26, 2011

1. Rules amended by School of Architecture faculty to adopt the job description for the administrative position of Associate Director for Student Affairs. (see Part 2, section III, item c.)

September 28, 2011

1. Rules amended by the College faculty to adopt the job description for the administrative position of Associate Dean for Administration. (see Part 1, section III, item d.)

November 18, 2013

1. Rules amended by the College faculty to adopt the consolidation of the functions of the College Advisory Council and the Committee on the Status of Faculty into one College Faculty Council. (see Part 1, section IV, item e, point i.)