

PART VII

UNIVERSITY ORGANIZATION

For the purpose of administering the various programs of the University, there shall be established educational and administrative units within the University. All units of the University shall be established, altered, or abolished only on vote of the Board of Trustees. For matters having to do with the organization of the University as it affects academic policies, the Board relies upon the advice of the University Senate along with that of the President. It relies upon the advice of the President concerning administrative organization and powers and responsibilities of the officers of the University. Any existing or proposed unit that has as its primary mission the performance of educational activities in instruction, research, and service shall be defined as an educational unit if at least one full-time (tenured or tenurable) faculty appointment or its time equivalent is assigned to perform instruction, research, and service in that unit. This assignment provision excludes solely administrative assignments such as the chief administrative officer of the unit. An educational unit is subject to the University Senate review and the periodic review processes.

Any unit not meeting the definition of an educational unit is defined as an administrative unit.

The educational and -administrative organization of the University shall be such as to minimize duplication of effort and to enable the University to operate as a single, closely integrated institution. ~~not as a loose association of colleges and departments. Barriers between educational and administrative units shall not be allowed to interfere with the academic purposes of the institution.~~

A. Education Unit~~Organization~~

1. Definitions of Educational Units and Their Chief Administrative Officers

Departments, schools, colleges, graduate centers, multidisciplinary research centers and institutes, and interdisciplinary instructional programs are the basic educational units of the University that deliver instruction, research, and service including extension activities.

Major educational units of the University are the colleges, the Libraries, and the Graduate School. For purposes of these *Governing Regulations*, the Libraries is equivalent to a college.

Schools are administratively responsible to a college, and departments are directly responsible to a college or sometimes directly to a school within their college.

Some instructional programs draw faculty exclusively from one department, school, or college whereas interdisciplinary instructional programs, such as the Honors Program, draw faculty from different departments, schools, and colleges.

~~The basic organization of the educational units of the University System shall be departments, schools, colleges, graduate centers, and multidisciplinary research centers and institutes.~~

~~The unit of the University System for instruction, research, and extension in a defined field of learning is the department, school, or college. All courses shall be given by the regular instructional units. However, interdisciplinary instructional programs may be established to utilize courses and faculty from different departments, schools, and colleges. The chief administrative officer of a department or interdisciplinary instructional program is a chairperson.~~

~~The term "school" is used to refer to: (1) the Graduate School; and (2) an administrative unit within a college which is under the general direction of the faculty of that college. The chief administrative officer of a school that is an administrative unit within a college is an associate dean or director.~~

~~The Honors Program is an educational unit which is equivalent to a department. Its chief administrative officer is a director who is equivalent to a department chairperson.~~

A graduate center is an interdisciplinary educational unit that delivers graduate education degree programs, is equivalent to a department, and is located administratively in the Graduate School unless the administrative responsibility specifically has been delegated otherwise.

~~A graduate center is an educational unit of an interdisciplinary or multidisciplinary nature, which is equivalent to a department, and is located administratively in the Graduate School. It is associated exclusively with graduate programs and their attendant courses and research. Its faculty have primary appointments within a college or, in some cases, within the center.~~

~~————A multidisciplinary research center or institute is an educational unit established to provide for the administration of multidisciplinary programs, which are primarily research in nature. Such an educational unit is administratively responsible to the Executive Vice President for Research unless the administrative responsibility specifically has been delegated otherwise.~~

~~The chief administrative officer of a multidisciplinary research center or institute is a director.~~

~~In some cases, the terms "bureau" and "office" may be used for units with some research functions, especially when these are not intercollege or interschool in nature.~~

The chief administrative officer of a major educational unit is a dean. The chief administrative officer of a graduate center, school or multidisciplinary research center or institute is a director. The chief administrative officer of a department or an interdisciplinary instructional program is a chairperson.

~~A college is a major educational unit of the University. Its chief administrative officer is a dean.~~

~~————The basic organization of the educational units of the Community College System shall be divisions and colleges.~~

~~The unit of the Community College System for instruction and community service in related fields of learning is the division. The chief administrative officer of a division is a chairperson.~~

~~The individual community colleges are the major educational units of the Community College System. Lexington Community College is a unit of the Community College System; however, it is managed as a unit in the University System of the University of Kentucky and shall be represented in the University Senate. The chief administrative officer of a community college is a president.~~

~~2. Academic Ranks Academic Ranks~~

~~Academic ranks in the University System shall consist of iInstructor, aAssistant professor, associate professor, professor, and other ranks that are fully or partially or the equivalent to these recognized ranks. in the Librarian Title Series of Librarian IV, Librarian III, Librarian II and Librarian I, respectively.~~

~~Academic ranks in the Community College System shall include Instructor in the Community College System, Assistant Professor in the Community College System, Associate Professor in the Community College System, Professor in the Community College System, and other ranks that are fully or partially equivalent to these recognized ranks.~~

The President establishes academic title series, the ranks within each series, and a description of the qualifications for each after consultation with appropriate administrative and faculty groups, including the University Senate Council. Emeritus ranks for retired faculty members and the rights of holders of emeritus titles are established by the President after consultation with the University Senate Council.

~~Ranks and special titles and a description of the qualifications for each shall be established by the President after consultation with appropriate administrative and faculty groups, including the Senate Council and/or the Community College Council. Likewise, emeritus ranks for retired administrative and academic personnel and the rights of holders of emeritus titles shall be established by the President after consultation with the Senate Council and/or the Community College Council. The establishment of new ranks and major changes in criteria for ranks shall have the approval of the Board of Trustees.~~

The establishment of new academic title series or ranks and major changes in criteria for ranks shall have the approval of the Board of Trustees.

3. The Graduate Faculty ~~(University System)~~

a) Membership

The membership of the Graduate Faculty shall consist of the Dean of the Graduate School, associate and/or assistant deans of the Graduate School, and regular faculty members, and associate faculty members.

Graduate Faculty members must possess the following qualifications:

A ~~doctor's~~ doctoral degree or its equivalent in scholarly reputation;

The rank of assistant professor (or equivalent) or higher;

Scholarly maturity and professional productivity as demonstrated by publications, editorial services, research surveys, creative work, patents, and research in progress at the time of appointment; and

Definite interest in graduate work and the willingness to participate in the graduate program.

The Dean of the Graduate School confers membership in the Graduate Faculty. The appointments are made following review by the Graduate Council of the qualifications of the persons proposed for membership by the college deans, department chairpersons, and directors of graduate study, upon the recommendation of the Graduate Faculty of the respective graduate program.

Associate and other classes of members in the Graduate Faculty ~~or in other faculty bodies or councils of the Graduate School~~ may be appointed by the Dean of the Graduate School, ~~or elected,~~ with appropriate duties and privileges, as provided by the rules of the Graduate School and approved by the University Senate.

~~The Graduate Faculty shall have jurisdiction over all programs leading to graduate degrees within the limits established by the Board of Trustees and the policies and rules of the University Senate. It is the responsibility of the Graduate Faculty to safeguard, promote, and assist in the development of research in all fields. The Graduate Faculty shall make recommendations to the University Senate on academic matters and to the President or an officer designated by the President on administrative matters.~~

b) Officers, Committees and Councils

The Graduate Faculty may perform its functions directly, through the Graduate Council, or through standing or special committees which it may appoint or authorize for appointment, ~~or through delegation to college, school, departmental or center graduate program faculties.~~ Councils of the Graduate School may be appointed by the Dean of the Graduate School or elected, as prescribed by the *Graduate School Rules* and approved by the University Senate. Copies of minutes of Graduate Faculty meetings and of meetings of Graduate Faculty committees and councils shall be made available to all members of the Graduate Faculty.

c) Graduate Faculty Functions

Within the limits established by the *Governing Regulations* and the *University Senate Rules*, the Graduate Faculty shall have jurisdiction over all programs leading to graduate degrees and within those limits shall establish *Graduate Faculty Rules* necessary for the performance of its educational policymaking functions. Copies of these rules shall be made available to Graduate Faculty members and filed with the Graduate Faculty Dean, the Provost, and the University Senate Council. It is the responsibility of the Graduate Faculty to safeguard, promote, and assist in the development of research in all fields. The Graduate Faculty shall make recommendations to the University Senate on academic matters that require University Senate approval. The Graduate Faculty may make recommendations on other matters to the University Senate, to college or department faculties, to the President or other administrative officers.

The Graduate Council shall have the authority and responsibilities delegated to it by the Dean of the Graduate School, the Graduate Faculty, and the University Senate.

—4. Faculties of Colleges ~~(University System)~~

—a) Membership

The membership of the faculty of a college shall consist of its dean, ~~assistant-associate~~ and/or ~~associate-assistant~~ deans, and regular full-time faculty ~~personnel~~ having the rank of assistant professor, associate professor or professor in the regular, special title, or extension series or Librarian III, II or I in the librarian title series. Membership, with or without voting privileges, also may be extended or withdrawn by ~~a-the above~~ college faculty to any other person assigned to the college ~~it~~ for administrative, ~~work, teaching instruction,~~ or research, extension, clinical or librarian work. An individual may be assigned to more than one ~~faculty college~~; in this instance, one assignment shall be designated primary by the Provost (Part X.B.1), ~~or dean (Part X.B.1) as the primary one.~~

b) Officers, Committees and Councils

The faculty shall hold regularly scheduled meetings at which the dean shall preside except as the dean may delegate that function. In addition, it shall meet in special session on the call of the President ~~of the University~~, the Provost, ~~the Senior Vice President and Chancellor of the Medical Center,~~ or the dean of the college, or at the request of a prescribed number of its voting membership. Each college faculty shall establish the quorum for the transaction of business. Copies of minutes of college faculty meetings and of meetings of college faculty committees and councils shall be made available to all members of the faculty of the college.

~~Consistent with the *Governing Regulations*, the *Administrative Regulations*, and the *Rules of the University Senate*,~~ †The faculty of each college shall establish its own rules, including a committee or council structure, necessary for the performance of the faculty's functions in educational policy-making. After approval of these rules by the Provost for consistency with

these Governing Regulations, the Administrative Regulations, University Senate Rules and Graduate Faculty Rules, ~~or the Senior Vice President and Chancellor of the Medical Center as appropriate,~~ copies of the rules ~~of the faculty~~ and a description of the committee or council structure shall be made available to ~~its~~ members and ~~copies~~ filed with the dean of the college, the Provost and ~~the Senior Vice President and Chancellor of the Medical Center and~~ the University Senate Council-Office.

c) College Faculty Functions

Within the limits established by these Governing Regulations, Administrative Regulations, Rules of the University Senate, and Rules of the Graduate Faculty of the University, ~~and the policies and rules of the University Senate,~~ the faculty of a college shall determine the educational policies of that college, including primary responsibility for the development of policies on such matters as academic requirements, curricula, course offerings, undergraduate, graduate and research programs, professional programs, and service functions, to the extent that the responsibility has not been delegated to a school or department faculty.

In consultation with the college faculty, the Dean shall establish procedures used at the level of the college concerning: (1) recommendations on faculty appointments, promotions, reappointments, terminal appointments, post-retirement appointments, the granting of tenure, and decisions not to reappoint; (2) the faculty performance evaluations; and (3) faculty input in the evaluation of the performance of school directors and department chairpersons during the interval between periodic reviews. It shall make recommendations to the University Senate or Graduate Faculty on such matters as require the final approval of ~~that~~ those bodies, and it may make recommendations on other matters to the University Senate, the Graduate Faculty, school/department faculties within the college, ~~to~~ the President, or to other administrative officials. The academic or scholastic requirements of a college may exceed, but not be lower than, those established ~~for the University System as a whole~~ by the University Senate or the Graduate Faculty. The University Senate must approve ~~any~~ such differences in standards. ~~must be approved by the University Senate.~~

The faculty of a college may delegate by rule a defined part of the determination of its educational policies to an assembly of the college, which ~~shall~~ consist of the faculty and designated student representatives. The number of students voting and the method of selecting these students ~~shall be~~ is determined by the rules of the college.

In addition to the functions and responsibilities described above, the faculty of a college without departments shall have any other functions and responsibilities which are delegated to a departmental faculty as set forth in Part VII.A.6.

5. Faculties of Schools ~~(University System)~~

a) Membership

The membership of a faculty of a school shall consist of the dean of ~~the~~ its college of which it is an administrative unit, ~~the associate dean or~~ the director who is the chief administrative officer of the school, and the members of the faculty of the college who have been assigned regular, full-time duties in the school. (The faculty of a college is defined in Part VII.A.4 of these regulations.) Membership, with or without voting privileges, also may be extended or withdrawn by the ~~school~~ above faculty of the school to any other person assigned to the school for administrative, instruction, research, extension, clinical or librarian work, ~~teaching or research. It also shall include members of the faculties of other colleges who have joint appointments in the school or departments of the school.~~ An individual may be assigned to more than one school; in this instance, one assignment shall be designated primary by the Provost. (Part X.B.1)

b.) Officers, Committees and Councils

The faculty of a school shall hold regularly scheduled meetings at which the school director shall preside, except as the director may delegate this function. In addition, it shall hold special meetings on the call of the dean of the college, the director of the school, or by a prescribed number of its voting faculty. The school director shall preside over school faculty meetings, except as the director may delegate this function. Copies of the minutes of school faculty meetings and meetings of committees and councils of the school faculty shall be made available to all members of the faculty of the school.

The faculty shall establish its own rules and determine its own committee structure that are necessary for its functions in educational policy making, and shall prescribe the quorum necessary for the transaction of business. After approval of these rules by the dean of the college and by the Provost for consistency with University regulations, and with these *Governing Regulations*, the *Administrative Regulations*, *University Senate Rules*, *Graduate Faculty Rules*, and college faculty rules, copies of the school faculty's rules and a description of its committee structure shall be made available to its members, and a copy shall be filed with the director of the school, the dean of the college of which it is a unit, with the Provost, and with the University Senate Council.

c.) School Faculty Functions

Within the limits established by these *Governing Regulations*, ~~of the Board of Trustees, the policies and rules of the University Senate, the *University Senate Rules*, *Graduate Faculty Rules*,~~ and the ~~policies and~~ rules of the faculty of the college of which it is a unit, the faculty of a school shall determine the educational policies of the school, including primary responsibility for the development of policies on such matters as academic requirements, curricula, course offerings, undergraduate, graduate and research programs, professional programs, and service functions, to the extent that this responsibility has not been delegated to a department faculty. It shall be responsible for functions and duties assigned to it by the faculty of the college. For these purposes, it shall ~~establish its own rules and determine its own committee structure~~ make recommendations to the faculty of the college on matters that require the approval of that body. ~~After approval of these by the dean of the college and the Provost or the Senior Vice President and Chancellor of the Medical Center, copies of the rules and a description of its committee structure shall be made available to its members and a copy filed with the director of the school,~~

~~the dean of the college of which it is a unit, the Provost, the secretary of the University Senate and the Senate Council Office. It shall make recommendations to the faculty of the college on matters which require the approval of that body.~~ It may make recommendations on other matters to the University Senate, the Graduate Faculty, the college faculty, and the faculties within the school, and the dean or other administrative officers, of the college. The academic or scholastic requirements of a school may exceed, but not be lower than, those established by the college faculty. The University Senate. ~~Any such differences in standards must be approved by the University Senate.~~ any such differences in standards.

~~Copies of the minutes of school faculty meetings shall be made available to all members of the faculty of the school.~~

In addition to the functions and responsibilities described above, the faculty of a school without departments shall have any other functions and responsibilities which are delegated to a department faculty as set forth in Part VII.A.6.

~~6. Faculties of Departments (University System)~~

a) Membership

The membership of a faculty of a department shall consist of a chair~~person~~ and the regular, full-time members of the department who are members of the faculty of the school and/or college of which the department is a part. (The faculties of a college and a school are defined in Parts VII.A.4 and VII.A.5, respectively.) ~~In addition, in~~ Membership, with or without voting privileges, also may be extended or withdrawn by the above department faculty to any ~~other member of~~ person assigned to the department ~~faculty or staff or to any person assigned to it~~ for administrative, ~~work, teaching, instruction,~~ research, extension, clinical or librarian work, ~~or service.~~ An individual may be assigned to more than one department; in this instance, one assignment shall be designated as primary by the Provost (Part X.B.1).

b) Officers and Committees

The department faculty shall hold regularly scheduled meetings, at which ~~The~~ department chair~~person~~ shall preside ~~over all departmental faculty meetings,~~ except as the chair~~person~~ may delegate this function. In addition, it shall hold special meetings on the call of the dean of the college, the chairperson of the department, or by a prescribed number of its voting members faculty. The department chair, ~~and~~ shall be an ~~ex officio~~ ex officio member of all departmental committees. Copies of minutes of departmental faculty meetings and of meetings of department committees shall be made available to all members of the faculty of the department.

The department faculty shall establish rules, procedures and a committee structure concerning educational policy matters over which it has jurisdiction and responsibility, and shall establish its quorum for the transaction of business. These proposed rules, procedures and committee structure shall be submitted to the director of the school (if appropriate), the dean of the college,

and the Provost for approval for consistency with these *Governing Regulations, the Administrative Regulations, University Senate Rules, Graduate Faculty Rules,* rules of the college and (if appropriate) rules of the school faculty. ~~The departmental faculty has jurisdiction over matters concerning its internal educational policies, insofar as these policies do not conflict with those of other departments or with the rules of the University Senate or the faculties of the school or college of which the department is a part. It should hold regularly scheduled meetings and shall establish rules of procedure and a committee structure to deal with matters over which it has jurisdiction. The proposed rules of procedure and committee structure shall be submitted to the director of the school (if appropriate), the dean of the college, and the Provost or the Senior Vice President and Chancellor of the Medical Center for approval.~~ Copies of the approved rules, ~~of~~ procedures and committee structure shall be made available to the members of the departmental faculty and shall be filed with the director of the school, (if appropriate) the dean of the college of which the department is a unit member, the Provost, and the secretary of the University Senate Council, and the Senate Council Office.

c) Department Faculty Functions

Within the limits established by these *Governing Regulations, the Administrative Regulations, University Senate Rules, Graduate Faculty Rules,* or the rules of the faculties of the school or college of which the department is a part, the department faculty has jurisdiction over matters concerning its educational policies.

The department faculty ~~It~~ has primary responsibility for the development of policies on such matters as academic requirements, courses of study, course offerings ~~class schedules~~, graduate and research programs, and service functions. Jointly with the department chair ~~person, it should~~ the department faculty shall establish procedures to be used within the department ~~in making~~ concerning (1) recommendations on ~~the faculty~~ appointments, promotions, reappointments, terminal appointments, ~~decisions not to reappoint~~ post-retirement appointments, ~~of new members of the department~~ and the granting of tenure and decisions not to reappoint; (2) the faculty performance evaluations and (3) ~~the~~ preparation of budget requests. The procedures in (1) and (2) above shall include consultation with directors of multidisciplinary research centers and institutes for those faculty members who are or ~~will~~ shall be associated with such centers or institutes. The Department faculty may develop guidelines statements describing the evidences of activity in teaching, research and service that are appropriate to their field(s) for use in guiding evaluations for promotion and tenure. If developed and approved by the department faculty, those guidelines statements must be submitted by the chair of the department to the dean for review and final approval before the guidelines statements are made operative in the department. Revisions to a department's guidelines statements, upon approval of the department faculty, must also be submitted by the department chair to the dean for review and final approval.

The academic or scholastic requirements of a department may exceed, but not be lower than, those of the school and/or college of which the department is a part. The University Senate must approve ~~any such differences in standards. must be approved by the University Senate.~~

7. Faculty ~~Staffs~~ of Multidisciplinary Research Centers and Institutes
(~~University System~~)

a) Faculty Membership and Functions

The ~~staff~~ faculty of a multidisciplinary research center or institute that is responsible for the establishing the educational policies of the unit shall consist of: (1) a director who also shall be a faculty member of a department, school, or college; (2) faculty members with recurring, formally assigned instructional, research, and/or service duties in the unit. ~~on a joint appointment basis; In addition, membership, with or without voting privileges, may be extended and withdrawn by the above center or institute faculty to any other person assigned to the unit for administrative, instructional, research, extension, clinical or librarian work. (3) faculty members on a faculty associate basis (each such faculty associate appointed, on recommendations of both the director of the center or institute and the appropriate educational unit administrator, by the Vice President for Research or other administrator who has administrative responsibility for the center or institute); and (4) non-faculty employees appointed for the duration of a specific project.~~

Academic rank shall not be conferred by a multidisciplinary research center or institute nor tenure acquired solely through ~~service~~ activities performed in such a unit.

b) Officers and Committees

A multidisciplinary research center or institute shall be administratively responsible to the Executive Vice President for Research unless specifically designated ~~otherwise to another chief academic officer~~. A faculty advisory committee shall be appointed for each research center or institute by the officer to whom the unit is administratively responsible.

~~8. Faculty Organization in the Community College System and Lexington~~
~~Community College~~

~~a. Faculties of Colleges~~

~~The faculty of a community college shall consist of all professional, instructional, library, and administrative personnel. An individual may have appointments to more than one faculty; in such instance, one appointment shall be designated by the appropriate administrative officer (X.B.1) as the primary one. The president of the college shall serve as chairperson of the faculty.~~

~~The faculty shall hold regularly scheduled meetings. In addition, it shall meet in special session on the call of the President of the Kentucky Community and Technical College System, the Chancellor for the Community College System, or the president of the college, or at the request of a prescribed number of its membership. Each college faculty shall establish the quorum for the transaction of business. Copies of minutes of college faculty meetings shall be made available to all members of the faculty of the college.~~

~~Consistent with the Governing Regulations, the Administrative Regulations, and the Rules of the Senate of the Community College System, the faculty of each community college shall establish its own rules, including an organizational structure necessary for the performance of the faculty's functions. After approval of these by the Chancellor for the Community College System, copies of the rules of the faculty and a description of the faculty's committee structure shall be made available to faculty members and a copy filed with the Office of the Chancellor of the Community College System.~~

~~Within the limits established by the regulations of the University and the Rules of the Senate of the Community College System, the faculty of a college shall determine the educational policies of that college. It shall make recommendations to the Senate of the Community College System on matters which require the approval of that body, and it may make recommendations on other matters to the Senate of the Community College System, to the Chancellor for the Community College System, or to the President of the Kentucky Community and Technical College System.~~

~~b. Faculty Assemblies~~

~~The faculty of a community college may organize a Faculty Assembly for the purpose of making recommendations relating to the professional welfare of its members. It shall prepare a set of rules which shall describe its organization and procedures for the performance of its functions. Full-time faculty members devoting more than fifty percent of their effort to teaching, librarianship, and counseling are eligible for membership in the Faculty Assembly. Other members of the faculty may become members upon invitation of a majority of the members of the Assembly.~~

~~The rules of the Faculty Assembly of a community college shall be consistent with the Governing Regulations, the Administrative Regulations, and the Rules of the Senate of the Community College System and shall be adequate to allow the Assembly to perform its responsibilities. Copies of the rules shall be submitted to the president of the college, the Community College Council, and the Chancellor for the Community College System for review and approval before being made operational.~~

~~c. Faculties of Divisions~~

~~The faculty of a division shall consist of a chairperson and the members of the division who are members of the faculty of the community college.~~

~~The division faculty has the responsibility for the internal policies of the division, insofar as these policies do not conflict with those of other divisions, with the rules of the faculty of the college of which it is a part, or with the Rules of the Senate of the Community College System. It should hold regularly scheduled meetings and is authorized, with the approval of the president of the college and the Chancellor for the Community College System, to establish rules for procedure and a committee structure to deal with matters for which it has~~

~~responsibility. It should establish with the division chairperson and the president of the college procedures to be used within the division in advising on the appointment of new members of the division, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure, and the procedures to be used on the division level in faculty performance evaluations and in the preparation of budget requests.~~

~~—————The division chairperson shall preside over all division faculty meetings, except as the division chairperson may delegate this function, and shall be an ex officio member of all division committees. Copies of minutes of division faculty meetings shall be made available to all members of the faculty of the division and the president of the college.~~

~~—————d.———— Lexington Community College~~

~~—————Faculty organization in the Lexington Community College shall be consistent with paragraphs a, b, and c of this section with the exception that the faculty shall meet on call of the President of the University; the Provost shall fulfill the roles of the Chancellor of the Community College System; the Rules of the University Senate rather than the Rules of the Senate of the Community College System are applicable, and the Community College Council shall have no role in the review of the rules of the Faculty Assembly for the Lexington Community College.~~

8. [Student Participation](#)

~~————Rules of procedure in educational units of the University shall provide, wheren appropriate, for participation of students in the development of educational policies.~~

B. [Administrative Organization of Educational Units](#)

1. [Defintion](#)

The administrative organization of the University is determined by the educational organization of the University and the [instruction,teaching](#), research, service, and other functions of the University. Each administrative officer, other than the President, ~~is shall be~~ responsible to the President, directly or through one or more superior officers, for the efficient operation of the organizational unit or functions for which the administrative officer is responsible. ~~The administrative organization is established by the President with the approval of the Board of Trustees. It may be expected to change with increasing size and diversity in functions of the University.~~ The duties of administrative officers reporting directly to the President shall be those delegated by the President and described in the ~~Administrative Regulations~~ [Administrative Regulations](#). Each administrative officer is expected to recommend to the appropriate next superior officer the administrative organization necessary to carry out assigned duties. The positions of deans, ~~and presidents of colleges,~~ directors, and [chairpersons of educational units,department and division chairpersons](#), with descriptions of major duties assigned, are described in these ~~Governing Regulations~~ [Governing Regulations](#). [The Board of Trustees must](#)

approve ~~M~~major changes in administrative organization ~~shall have the approval of~~ ~~must be approved by the Board of Trustees.~~

Each administrative officer is authorized to establish and enforce such policies and procedures as are attendant to delegated administrative duties and to establish administrative and/or advisory committees to aid in the performance of assigned functions.

2. Dean of the Graduate School

The Dean of the Graduate School is chair~~person~~ of the Graduate Faculty and of the Graduate Council and serves as an ex-officio member of all committees of the Graduate School. Under the broad direction of the President, and the Provost, the Dean provides general planning, guidance, review, and coordination for all of the University's endeavors in graduate education. The Dean appoints regular and associate members of the Graduate Faculty. The Dean recommends to the Provost ~~and the Senior Vice President and Chancellor of the Medical Center~~ on the following actions affecting faculty members who are or may be involved in research or graduate programs ~~of the University~~: initial appointments of associate professors and professors; promotions of assistant professors and associate professors; and granting of tenure. The Dean also recommends on budgets as these may affect graduate education and shall have the same authority and responsibilities as those of a dean of a college in the administration of educational units that might be transferred to or developed under the Office of the Dean of the Graduate School.

~~The President, the Provost, the Vice President for Research, and the Dean of the Graduate School shall be ex officio members of all committees of the Graduate School. The Senior Vice President and Chancellor of the Medical Center shall be an ex officio member of all Graduate School committees affecting the Medical Center.~~

The Dean shall speak for the Graduate Faculty. In the event that the Dean believes it necessary to depart from the recommendations of the Graduate Faculty, the Dean shall communicate the Graduate Faculty's recommendation as well as the Dean's recommendation, stating the reasons for differing from the Graduate Faculty's opinion, and notify the Graduate Faculty of such action.

~~————~~3. Deans of the Colleges~~(University System)~~

~~————~~A dean is the ~~executive-~~ chief administrative officer of a college; and ~~It is the dean's function to see that the~~ The dean is responsible for the enforcement these *Governing Regulations*, the *Administrative Regulations*, ~~the Rules of the~~ *University Senate Rules, Graduate Faculty Rules,* and the rules of the college faculty, ~~are enforced.~~ The dean is authorized to establish and enforce such policies and procedures as are attendant to the administrative management of the operations of the college.

The dean is the chair~~person~~ of the college faculty and an ~~ex-officio-~~ ex officio member of all college committees. The dean is charged with overseeing the educational work of the college and its efficient conduct and management in all matters not specifically charged elsewhere. The

dean is responsible for the implementation of the curricula of the college, for ensuring through the faculty the quality of instruction given therein, for the assignment of duties to all personnel, and for the service provided by the faculty of the college, individually and as a whole. The dean shall review faculty performance evaluations submitted by the department chairpersons and shall be responsible for recommendations on salaries, salary changes, appointments, reappointments, terminal appointments, post-retirement appointments, ~~decisions not to reappoint, post-retirement appointments~~, promotions, and granting of tenure and decisions not to reappoint for members of the college or for ultimate action thereon when such authority has been delegated by the Provost or ~~the Senior Vice President and Chancellor of the Medical Center, as appropriate, or by~~ the President.

The dean shall submit the budget request for the college and administer the budget when it is approved. The President or Provost may delegate ~~F~~ further administrative responsibilities ~~may be delegated to the dean, by the Provost or the Senior Vice President and Chancellor of the Medical Center, as appropriate, or by the President.~~ These responsibilities may vary from college to college.

In connection with the above administrative functions, the dean shall seek the advice of the faculty of the college: 1) individually, 2) as a whole, 3) through the elected college faculty council, or 4) through the faculty advisory committees. In addition to the roles and responsibilities described above, the dean of a college without departments shall have any other roles and responsibilities which are delegated to a department chairperson as set forth in Part VII.B.6. Staff employees shall be consulted, when appropriate, in the development of administrative policies and decisions that directly affect staff employees.

The dean shall speak for the college. In the event that the dean believes it necessary to depart from recommendations of the college faculty, the dean shall communicate the college faculty's recommendation as well as the dean's recommendation, stating reasons for differing from the college faculty's opinion, and notify the college faculty of such action.

4. Directors of Schools (University System)

The director (~~or associate dean~~) of a school serves as chairperson of the faculty of the school in the performance of its assigned functions and is an ~~ex-officio~~ ex officio member of all committees of the school.

The director's administrative responsibilities shall be those delegated by the dean of the college of which the school is a part.

In connection with the above administrative functions, the director shall seek the advice of the faculty of the school: 1) individually, 2) as a whole, 3) through the elected school faculty council, or 4) through faculty advisory committees. In addition to the roles and responsibilities described above, the director of a school without departments shall have any other roles and responsibilities which are delegated to a department chairperson as set forth in **Part VII.B.5. 5** Staff employees shall be consulted by the school director (or associate director), when

appropriate, in the development of administrative policies and decisions that directly affect staff employees.

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, stating reasons for differing from the school faculty's opinion, and notify the school faculty of such action.

~~In addition to the roles and responsibilities described above, the director of a school without departments shall have any other roles and responsibilities which are delegated to a department chairperson as set forth in Part VII.B.5.~~

5. ~~Department Chairpersons (University System)~~ Chairs of Departments

The department chairperson leads ~~serves as chairperson of~~ the department faculty in ~~the~~ its development ~~by the department~~ of policies on such matters as academic requirements, courses of study, class schedules, graduate and research programs, and service functions. The chairperson presides at all department meetings, except as the chairperson may delegate this function, and is an ~~ex-officio~~ ex officio member of all department committees. The chairperson has administrative responsibility for implementing the department's policies and programs within the limits established by these Governing Regulations, the Administrative Regulations, University Senate Rules, Graduate Faculty Rules, ~~regulations of the University, the policies of the University Senate, and~~ the rules of the college, and the rules of any school of which it is a part.

The department chairperson is responsible for recommendations on the appointment of new faculty members of the department, promotions, reappointments, terminal appointments, post-retirement appointments, ~~decisions not to reappoint, post-retirement appointments, and~~ the granting of tenure, and decisions not to reappoint.

Procedures used in preparing recommendations shall be those established by the University, the college, and the department faculty. As a minimum, the procedures must include consultation with all tenured members of the department, with the directors of any multidisciplinary research centers, graduate centers, or institutes with which the affected individuals are or will be associated, and with all full-time non-tenured faculty members (except for temporary faculty or those appointed in the research title series, ~~Medical Center~~ clinical title series, or visiting series) with the actual or equivalent rank of assistant professor or higher who have been members of the department for two (2) years, except as noted below. Faculty members with appointments in the ~~Medical Center~~ clinical title series, however, shall be consulted on a departmental or divisional basis as appropriate about appointment or promotion of individuals to academic ranks equal to or below their own in the ~~Medical Center~~ clinical title series, but not be consulted on matters relating to appointment, retention, promotion, or tenure of faculty in the regular or special title series. All recommendations on matters listed above, excluding reappointments and post-retirement appointments, shall include the written judgment of each consulted member of the department and of each director of pertinent multidisciplinary research centers and institutes, along with the recommendation of the chairperson.

The following exceptions may be made: (1) faculty members on approved leave of absence or with a primary administrative, service, or other assignment outside the department may, but are not required to, provide written judgments on all recommendations; (2) 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 of tenure; (3) faculty members without tenure need not be consulted on recommendations for granting of tenure; (4) 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 department during the second semester of the first year of appointment; and (5) in a large and diverse department, upon prior recommendation by the department faculty and approval of the dean and the Provost, ~~or Senior Vice President and Chancellor of the Medical Center, as appropriate,~~ consultation with faculty members may be restricted to those associated with the concerned, previously-defined academic division or program area in the department.

The department chair~~person~~ is responsible for the periodic evaluation of department members by procedures and criteria established by the University, the college, and the department faculty.

The department chair~~person~~ submits the budget request for the department and administers the budget after its approval. The chair~~person~~ also is responsible for making recommendations on salaries, ~~and~~ salary changes, and distribution of effort.

In connection with the above major administrative functions, the chair~~person~~ shall seek the advice of members of the department, individually or as a group, or of advisory committees that the chair~~person~~ may appoint. Staff employees shall be consulted, when appropriate, by the chair, when appropriate, in the development of administrative policies and on decisions that directly affect staff employees.

The chair~~person~~ shall speak for the department. In the event that the chair~~person~~ believes it necessary to depart from the opinion of the department faculty, the chair~~person~~ shall communicate the department faculty's opinion as well as the chair~~person~~'s recommendation, stating reasons for differing from the department faculty's opinion, and notify the department faculty of such action.

6. Directors of Multidisciplinary Research Centers and Institutes ~~University System)~~

The administrative officer of a multidisciplinary research center or institute is a director, who also shall be a faculty member in a department, school, or college. The director of a multidisciplinary research center or institute is charged with the planning, implementation, coordination, and efficient management of the program and activities of the center or institute. The director shall have the same responsibilities as those of a department chair~~person~~ relative to faculty ~~with joint appointments and non-faculty personnel members and staff employees with assigned duties~~ in the center or institute. The director shall provide recommendations and advice to appropriate educational unit administrators concerning space, financial, and other resources,

as well as the identification ~~and appointment~~ of faculty members for assignment of duties associates in the center or institute. The director shall submit the core budget request for the center or institute and administer this budget after its approval. In addition, the director may have other responsibilities delegated by the Executive Vice President for Research or other academic administrator to whom the center or institute is administratively responsible.

In connection with the above major administrative functions, the director shall seek the advice of the ~~staff~~ faculty members of the center or institute, individually or as a group, or of advisory committees that may be appointed by the director of the center or institute or by the administrator to whom the center or institute is administratively responsible. The director shall speak for the center or institute and be an ~~ex officio~~ ex officio member of all of its committees and shall transmit the recommendations of the consulted faculty along with the director's recommendation, if these recommendations are different. Staff employees shall be consulted, when appropriate, by the director, when appropriate, in the development of administrative policies and on decisions that directly affect staff employees.

7. Director/Chairpersons of Interdisciplinary Instructional Programs (University System)

The director/chairperson of an interdisciplinary instructional program shall be a member of one of the academic departments participating in the program.

The director/chairperson shall be responsible to the dean(s) of the college(s) in which the program is located and advise the dean(s) on ~~staff~~ personnel and other needs of the program in connection with budget planning. For these administrative purposes, the director/chairperson shall rely upon the advice of a committee of interested faculty drawn from the departments offering the courses composing the curriculum. drawn from faculty members participating in the courses composing the curriculum and shall transmit the recommendations of the consulted faculty along with the director/chair's recommendation, if these recommendations are different. Staff employees shall be consulted by the director/chair, when appropriate, in the development of administrative policies and on decisions that directly affect staff employees.

~~8. ——— Presidents of Community Colleges~~

~~————— The president of a community college is the chief administrative officer of the college. Under the general direction of the Chancellor for the Community College System, or in the case of the Lexington Community College under the general direction of the Provost, the president is charged with general responsibility for the overall administration of the college. It is the president's function to see that the applicable University of Kentucky Governing Regulations, the Administrative Regulations, and the Rules of the Senate of the Community College System are enforced, and in the case of the Lexington Community College, that the Rules of the University Senate are enforced. The president is the chairperson of the college faculty and an ex officio member of all college committees. Along with the college faculty, the president is responsible for the development and implementation of an instructional program commensurate with the purposes of a comprehensive community college. The president is responsible for the curricula of the college, for the quality of instruction given therein, for the assignment of duties to all~~

~~persons, and for the service provided by the faculty of the college, individually and as a whole. The president shall utilize, through the Office of the Chancellor for the Community College System or in the case of the Lexington Community College, through the Office of the Provost, the provisions for liaison with colleges and departments of the University System for advisory assistance and services relating to the instructional program.~~

~~————The president shall review and finalize the performance evaluations recommended by the division chairpersons or other administrative personnel of the college.~~

~~————The president shall be responsible without delegation for recommendations on salaries, salary changes, appointments, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, promotions, and granting of tenure for members of the college or for ultimate action thereon when such authority has been delegated to the president by the Chancellor for the Community College System or by the President of the Kentucky Community and Technical College System, and in the case of the Lexington Community College, the Provost, or by the President of the University.~~

~~————With regard to students, the president is charged with administering the requirements and regulations of the community college concerning the admission, probation, and dismissal of students.~~

~~————The president shall be responsible for the preparation of the budget request for the college, for the business and financial operation of the college, either assumed or delegated, and for the maintenance and operation of the physical plant of the college.~~

~~————It is the president's responsibility to relate the college program to the community through relationships with an advisory board or board of directors through appropriate use of public information media, and by appropriate relationships with community groups and individuals. The president personifies the University in the community and shall endeavor to further constructive relations between college and community.~~

~~————9. Division Chairpersons (Community College System)~~

~~————The division chairperson serves as chairperson of the division faculty in the development by the division of policies in regard to such matters as the implementation and revision of programs and courses. The division chairperson assists the president, or the president's designee, in the preparation of the class and teaching schedule for the division. The division chairperson presides over all division meetings, except as the division chairperson may delegate this function, and is an ex officio member of all division committees. The division chairperson has administrative responsibility for implementing the division's program within the limits established by the regulations of the University and the Community College System, the policies of the Senate of the Community College System, in the case of the Lexington Community College the policies of the University Senate, and the rules and regulations of the community college.~~

~~—————The division chairperson shall be responsible for advising the president on the appointment of new members of the division, promotions, reappointments, terminal appointments, decisions not to reappoint, post-retirement appointments, and the granting of tenure, after consultation with the tenured faculty of the division.~~

~~—————The division chairperson shall be responsible for the periodic evaluation of members of the division by procedures and criteria established by the University, the Community College System, and the community college and division faculties. The division chairperson shall make recommendations to the president, who shall make final decisions about such evaluations.~~

~~—————The division chairperson shall be responsible for preparing for the president, or the president's designee, the budget request for the division. The division chairperson also is responsible for advising the president, or the president's designee, as to salaries and salary changes for members of the division.~~

~~—————In connection with the division chairperson's major administrative functions, the chairperson shall seek the advice of members of the division, individually or as a group, or of advisory committees that the chairperson may appoint.~~

~~—————The division chairperson speaks for the division. In the event that the chairperson believes it necessary to depart from the opinion of the divisional faculty, the chairperson must communicate the divisional faculty opinion as well as the chairperson's recommendation or advice, stating reasons for differing from the divisional faculty opinion, and notify the divisional faculty of such action.~~