

UNIVERSITY OF KENTUCKY

LEXINGTON, KENTUCKY 40506

April 2, 1974

OFFICE OF THE PRESIDENT

To: Academic Vice Presidents, Deans, Directors, and Chairmen

From: Otis A. Singletary

Subject: Establishing Rules of Procedure and Structures of Committees and/or Councils in Educational Units

Faculties of colleges, schools, departments, community colleges, and divisions of community colleges are charged in the Governing Regulations with developing policies within appropriate limitations. The faculty of each of these educational units also is charged specifically with establishing rules of procedure and a committee or council structure that is necessary for the performance of its functions. For more specific references, refer to Sections VII. A(3, 4, 5, 6, 8 and 9) of the Governing Regulations.

I am asking that each educational unit establish its rules of procedure and the committee and/or council structure that is necessary for the performance of its functions, and to prepare an appropriate document concerning these. Copies of the resulting document shall be made available to faculty members in the educational unit and filed as designated in the Governing Regulations. In addition, I am asking that the administrative head of each educational unit forward one copy through regular approval channels to my office by November 15, 1974.

The organizational structure and rules of procedure for each educational unit shall provide for reasonable student input and participation in the development of educational policies. (More specifically, development of educational policies shall include the development of policies, guidelines, rules or criteria on such matters as academic requirements, curricula, class schedules, undergraduate and graduate programs, professional programs, service functions, academic advising, and the evaluation of courses and teaching. Establishing or modifying rules of procedure and organizational structures, and advising or recommending on individual personnel matters such as appointment, promotion, or tenure are not educational policy matters but are restricted for faculty under the Governing Regulations.)

Recognizing that flexibility is both desirable and advantageous, specific models and guidelines do not have to be followed in establishing rules of procedure, structuring committees and/or councils, or providing for student participation. The rules of procedure, the structures of committees and/or councils, and the document concerning these should have appropriate administrative approval before implementation. The few documents which have been previously approved also should be forwarded for current review and approval.

Inquiries relative to this memorandum in each case should be directed to the appropriate next higher administrative office.