

January 8, 1971

MEMORANDUM

TO: Vice Presidents, Deans, Directors, and Chairmen

FROM: Otis A. Singletary

SUBJECT: Establishing Rules of Procedure and Structures of Committees or Councils

Faculties of colleges, schools, departments, and community colleges are charged in the Governing Regulations with developing educational policies within appropriate limitations. The faculty of each of these educational units specifically is charged with establishing rules of procedure and a committee or council structure that is necessary for the performance of its functions. The Governing Regulations further state that rules of procedure in educational units shall provide for the participation of students in the development of educational policies.

In view of Sections VII, A (3, 4, 5, 6, 8, and 9) of the Governing Regulations of the University of Kentucky (May 1970), I am asking the faculty of each educational unit (1) to establish its rules of procedure and the committee or council structure that is necessary for the performance of its functions, and (2) 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, the administrative head of each unit will forward one copy through regular channels to my office by the end of the 1971 Spring Semester.

The rules of procedure and committee or council structure for each educational unit shall clearly provide for reasonable student participation in the development of educational policies. More specifically, this last term may be interpreted to include the development of policies, guidelines, or criteria on such matters as academic requirements, curricula, class schedules, graduate and research 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 personnel matters such as appointment, promotion, or tenure may be viewed as functions appropriately restricted for faculty.

Recognizing that flexibility is both desirable and advantageous, no specific models are suggested for establishing rules of procedure, structuring committees or councils, or providing for student participation.

Inquiries relative to this memorandum should be directed to the next higher administrative office.