

March 12, 1992

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To: Dean Rutheford Campbell
From: James P. Chapman
Subject: Guidelines for Establishing Rules of Procedure and Structures of Committees and/or Councils of Educational Units

We recently received the attached memorandum from President Wethington asking that we ensure that the *Governing Regulations* concerning departmental/college rules of procedure and committees and councils are observed.

In order to comply with the request from the President, I am asking that you:

- Make sure each educational unit's established rules of procedure and the committee or council structure necessary for the performance of its functions are up-to-date;
- Make sure that the organizational structure and rules of procedure for each educational unit have provided for reasonable student input and participation in the development of educational policies. (See the fourth paragraph of Dr. Wethington's letter for more specifics on development of educational policies.)
- Make available to faculty members in the educational unit copies of up-to-date documents reflecting both procedure and structures;
- Having approved each unit's rules of procedure and the structure of committees/council as required by the *Governing Regulations*, that you forward a copy to me by May 10 to be reviewed and approved by the Chancellor and to be kept in official files in his office and other locations as required by the GR's;
- Make faculty aware of the procedure for handling academic documents, in keeping with the State Archives and Records Act, and that this information be included in the orientation of new faculty and administrators (see attached KRS 171.640, 171.670, 171.680, 171.710);
- That you submit to my office by May 10 of each year any changes in units' established documents related to these subjects.

I know you do not need another task of this sort added to your administrative burden at this time, however this needs to be done. Over the years I have heard from a number of faculty who have felt left out of decisions and who were concerned that the *Regulations* were not being followed. By ensuring that the *Governing* and *Administrative Regulations* are followed, you can protect yourself and the institution from any legal liability.

attachments

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