


April 10, 1992

Lexington Campus
8 Administration Building
University of Kentucky
Lexington, Kentucky 40506-0032
(606) 257-1962

To: Dean Richard Edwards

From: James P. Chapman 

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

Last month I made a request for you to work with your faculty to update the departmental Rules of Procedure in your unit. I also told you I would send you any old copies of Rules we had for your unit. I have enclosed with this memorandum any document that was on file in the Senate Council Office. If none are attached, it means none were on file in the Senate Office as they are required to be.

I can see why some faculty were upset with the documents on file. Some date back to the 60's and do not seem to have been reviewed since then.

The reason I have delayed getting this material to you is two new laws were passed by this year's legislature, one dealing with Open Records and the other with Open Meetings. Those could affect the Rules of Procedure. The Legal Office is reviewing these laws, and we hope to have some guidance for you and the faculty soon.

I have heard concerns expressed by some faculty that they are not being involved in the process; that directives are coming down "from on high" about what the procedure should be. These departmental procedure need to come from the faculty. You can help them by making sure they are involved and by reviewing the Rules to see that the *Governing Regulations* are followed.

I apologize for sending you only a part of what you need. We hope to have the laws interpreted shortly, so that the faculty can have some time to work on this AND close out the semester.

attachments