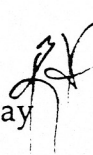


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January 17, 1995

To: E To all Deans

From: Robert E. Hemenway 

Subject: Rules of Procedures

Last summer Jim Chapman and Alan Wheeler in his office reviewed all of the Rules of Procedure for the Lexington Campus. They critiqued them and made recommendations to bring them into conformity with University Regulations. These recommendations were sent to you on September 2 requesting that revised procedures be submitted by October 15. Subsequently Jim met with representatives from the colleges and agreed to extend the submission date until December 31.

We have received very few corrected copies. These Rules are required to be approved by the dean and myself and put on file in the Senate Council Office. We are the only sector without current copies of the Rules in that office. The President on several occasions has asked for them. I had given him my word that everything would be completed by December 31.

I will expect you to provide a status report on all of your rules at the next Deans Meeting on January 24. I expect all the Rules to be submitted with your approval by February 1.

It is important that this be done quickly and correctly. Jim Chapman is freeing up Alan to work solely on this project beginning today. If you need some assistance or advice, feel free to contact him or Jim at 7-1962.