


October 13, 1997

TO: Department Chairs, Lexington Campus

FROM: David Watt 
Vice Chancellor for Academic Affairs and Research

RE: Rules of Procedure

For years, Jim Chapman was the "keeper" of the Rules of Procedure for the operation of your departments. This task has now fallen to me, and I am collecting copies of each department's current Rules.

I would appreciate your sending me a hard copy that will be placed in a binder in my office for reference. I would also like to have an electronic copy, and unless there is some objection, I am considering putting these Rules on the future academic affairs Web page where updating and accessing these documents would be relatively easy. I would welcome your comments on this approach.

I would like to have these copies by October 24. Please send the hard copy/electronic copy to:

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chairs.doc