Preface
The purpose of these governing policies is to promote efficient and effective conduct of the mission of the College of Education. These rules are intended to be consistent with the Governing Regulations (hereafter referred to as GR) and the Administrative Regulations (hereafter referred to as AR) of the University of Kentucky, which are incorporated by reference in this document. The faculty of the College adopted this governance document to provide an authorized framework for effective College functioning.

Each College Faculty of the University is encouraged to participate in the collegial system of shared governance. The College Faculty is the educational policy-making entity of the College of Education. College educational policy is subject to approval of the appropriate governing bodies of the University.

Organization of the Document. In addition to the Preamble, the Mission, Vision and Values Statements and the Academic Structure of the College, the Rules of Shared Governance Document contains three core elements or parts. These three parts readily identify the responsibilities of the faculty and those procedures and policies that are the responsibility of the Dean and delegated administrators of the College.

Part I. RULES FOR FACULTY EDUCATIONAL POLICY MAKING

Applicable Governing Regulation: GR VII

A. Faculty Membership

Faculty Title Series

Full-time faculty members in the College of Education are employed in regular, special, research, clinical, or lecturer title series positions. University regulations related to appointment, reappointment, promotion, and the granting of tenure for all title series can be accessed at the following links:

The College Faculty of the College of Education shall consist of its Dean, Associate Deans, and full-time faculty whose primary appointments are in the College of Education and who have the rank of assistant professor, associate professor, or professor in the regular or special title series. By majority vote in any meeting, the College Faculty may extend membership, with or without voting privileges, to any other person(s) assigned to it for teaching, research, or administration.
By a majority vote in College Faculty meeting, the members of the College Faculty may afford voting participation on specific items (e.g., accreditation topics) to any other full time person(s) assigned to it for teaching, research, or administration.

NOTE: "Faculty employees with administrative assignments at or above department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (for example, but not limited to, Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council)." [HR 4.1]

NOTE: On graduate program matters, only those with associate or full graduate faculty status may vote on matters related to a graduate program.

Within the limits established by these Governing Regulations, Administrative Regulations, University Senate Rules, and Rules of the Graduate Faculty of the University, the faculty of a college shall determine the educational policies of that college, including primary responsibility for the development of policies on such matters as academic requirements, curricula, course offerings, undergraduate, graduate and research programs, professional programs, and service functions, to the extent that the responsibility has not been delegated to a school or department faculty.

**B. Faculty Officers**

*Chair*

The Dean of the College shall serve as chair of the faculty with the privilege to vote in the event of a tie vote of the faculty. The Dean is a non-voting ex-officio member of the Faculty Council and all other college committees.

*Recording Secretary – Staff*

The Dean's administrative assistant, or the Dean’s designee, shall serve as recording secretary of the Faculty Meetings with responsibility to record and prepare the minutes and submit to the Faculty Council for approval within 5 days following the meeting. The Faculty Council, after review and approval, shall submit the minutes for final approval to the College Faculty at least 2 weeks prior to the next regularly scheduled meeting.

*Parliamentarian*

A faculty member may be appointed by the Faculty Council. The parliamentarian shall advise the Presiding Officer on parliamentary procedures.

**C. Meetings**

*Regular Meetings*
Faculty meetings (as described in GR VII 4.B) shall be scheduled monthly during the fall and spring semesters, starting with the beginning of the term (e.g., August & January) with date, time and place to be determined by the Dean in consultation with the Faculty Council, except when the Dean and Faculty Council, together, determine a meeting is not necessary by a majority vote. In accordance with GRVII 4.B, the Dean shall preside over this meetings except as the dean may delegate that function.

**Special Meetings**

Special meetings may be called by the President of the University, the Provost, the Dean, the Faculty Council, or by written request to the Faculty Council Chair by 10% of the members of the College voting faculty. The agenda shall be restricted to those items for which the meeting is called.

**Agenda**

The agenda for each meeting shall be determined by the Dean in consultation with the Faculty Council. Items for the agenda must be submitted to the Dean at least ten working days prior to the scheduled meeting.

Any item proposed by a faculty member shall be considered for inclusion on the agenda by the Dean. Any item submitted to the Dean by a college faculty member (voting or non-voting) that has the written endorsement of an additional five (5) college voting members must be included on the agenda.

The agenda of each regular faculty meeting shall be distributed to the faculty at least five working days prior to the scheduled meeting.

**Conduct of Business, Quorum and Open Meetings Provisions**

A quorum of the college faculty shall consist of fifty (50) percent of the voting membership who are not on leave of absence, sabbatical leave, or leave because of less than 9-month assignment period. The faculty shall make decisions by a simple majority vote of its voting members present and voting at any meeting, except amending the rules of the faculty, which shall require a majority (as defined by Robert’s Rules of Order) of the total voting membership of the faculty.

There shall be no voting by proxy.

Faculty meetings are conducted in accordance with the Kentucky Open Meetings Act (KRS 61.805—61.850). Secret ballot voting is prohibited by statute. A public record of votes must also exist. The College will use an Audience Response System (ARS) (e.g., electronic remotes) for the vote polling. Each voting member will receive instructions for deploying the ARS and use these for formal voting. Faculty Council will be responsible for certifying the voting membership assignment of the ARS. The Recording Secretary (staff) of the college faculty will be responsible for storing the ARS (if applicable) and providing them to voting members for the meeting. Meetings are open to anyone who wishes to
attend. Alternatively, roll call voting will be used or other KRS 61.805—61.850 compliant measures.

The privilege of the floor remains with the college faculty. Anyone not on the college faculty who wishes to speak must ask the Chair or Presiding Chair for the privilege of the floor.

Minutes

The minutes of each faculty meeting will be prepared by the recording secretary and circulated to the faculty council chair or designated representative within 5 days following the meeting. They will then be circulated to the entire college faculty, after review and approval in Faculty Council, at least 2 weeks prior to the next regularly scheduled meeting.

The recording secretary, or Dean’s designee, is responsible for supervising the maintenance of files (Including posting to online archives) of the faculty meeting minutes and correspondence in the College administrative offices.

Parliamentary Procedures

All College Faculty and committee meetings shall be conducted according to Robert’s Rules of Order, Revised at http://www.rulesonline.com/

In order to maximize participation in College Faculty meetings, the order of business at each regular meeting shall be:
- Call to Order/Roll Call
- Approval of the Minutes of the Last Meeting
- Old Business
- New Business
- Report from the Dean or Dean's designee
- Report of Committees
- Announcements
- Suggestions for items to consider for next meeting
- Adjournment

D. Committee Structure

1. Charge to the College Faculty for responsibilities over educational policy making (as per University Governing Regulations)

Within the limits established by the Governing Regulations, Administrative Regulations, University Senate Rules, and Rules of the Graduate Faculty of the University, the faculty of a college shall determine the educational policies of that college, including primary responsibility for the development of policies on such matters as academic requirements, curricula, course offerings, undergraduate, graduate and research programs, professional programs, and service functions, to
the extent that the responsibility has not been delegated to a department. (GR VII.A.4.C)

2. College Faculty Council

Shall follow Faculty Council Policies and Procedures as detailed in the College Rules Document;

Shall maintain liaison with the departments, units, programs of the College, and with other Faculty Councils within the University;

Shall serve upon request in an advisory capacity to the Dean;

Shall develop and provide mechanisms to inform the faculty about University and College organizations (e.g., COE faculty handbook, new faculty orientation);

Shall interpret the Rules and Procedures of the College and may recommend to the faculty any modification thereof;

May make recommendations to the faculty on any matters that should be addressed to the Dean of the College, the Provost, the President of the University, or the University Senate;

Shall study and make recommendations relative to specific issues, which have College-wide, long range impact;

Shall review and evaluate existing educational rules and policies;

Shall be responsible for conducting all College faculty elections;

Shall appoint members of the standing faculty committees immediately following the department election process, (see 3 below), which will generally be concluded in April of each year. No later than May 16th of each year, the Council shall approve the Chair-elect for each standing committee based on the recommendations from the respective committees. It shall inform the faculty of all committee appointments;

Shall be responsible for the organizing and planning of the new faculty orientation and other faculty development activities (e.g., promotion and tenure dossier preparation panels);

Shall be responsible for overseeing standing and ad hoc faculty committees in order to expedite faculty business;

Shall receive, review and recommend to faculty requests for voting and non-voting membership in the College Faculty organization;
Shall act on behalf of the faculty when the faculty is unable to meet and shall report such actions to the College Faculty at the next faculty meeting; and

Shall perform other responsibilities as delegated to it by the college faculty.

**Membership**

**Voting**

Each department will be responsible for electing one full time tenured representative from their department, excluding the dean, associate deans, assistant deans, department chairs, and assistant department chairs, to serve a three-year term. Additionally, three tenured at-large members and two alternates will be elected from the voting membership of the college faculty, excluding the dean, associate deans, assistant deans, department chairs, and assistant department chairs. A department may not have more than two representatives on Faculty Council at any given time.

The first and second alternates have voting privileges when substituting for an absent at-large Council member. If a faculty council member is unable to attend, then any faculty council-eligible member of a faculty council member’s department may serve as a substitute. The substitute will have voting privileges.

**Non-voting**

The Dean serves as an ex-officio, non-voting member of Faculty Council.

The COE University Senators and COE Senate Council members, who are not elected members of Faculty Council, serve as ex-officio, non-voting members of Faculty Council.

**Elections to Faculty Council**

*Department Representative:* Each department is responsible for electing one faculty council-eligible representative from their department to serve a three-year term. This election should be held no later than April 30 in the last semester of the three-year term.

*At large representatives and alternates:* Elections to the Faculty Council shall take place during the month of April in the last semester of the three-year term and shall take place by online ballot. The election will be coordinated by the Chair and Vice Chair of the Faculty Council, in consultation with the Faculty Council. A list of eligible faculty (tenured and not from a department already represented twice) will be curated and posted. All voting college faculty are eligible to vote. The positions of alternate will be filled by the next two highest vote counts and will be elected each year.
Term of Office

The term of office for Faculty Council members shall be for three years, August 16 – May 16. The term of office for alternates shall be for one year, August 16 – May 16.

Only two consecutive terms as a full member may be served. Then a one-year (1 year) break from service is required.

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Faculty Council Chair and Vice Chair

Faculty Council shall elect a chair (if necessary) and vice chair, by majority vote, no later than April 1 of the year prior to serving. Elected chairs shall have served on the council at least 1 year prior to being elected chair. The length of term of a chair is two years or the end of the elected member’s term on the council, whichever comes first. The Vice Chair is the chair designee and assumes the role of Chair at the end of the current Chair’s term. A chair or vice chair’s term of office may not result in exceeding the term limits of two consecutive 3-year terms (to be followed by the one year break from service).

Vacancies

If a department representative member resigns or becomes ineligible to serve, the department shall be responsible for electing a tenured replacement in time for the next faculty council meeting or within 30 days of the vacancy occurring. The replacement department representative will be a member until the term of the member they are replacing expires.

If an at-large member resigns or becomes ineligible to serve, the first alternate will become a member until the term of the member they are replacing expires.

If the position of first alternate becomes vacant the second alternate shall become first alternate.
If the position of second alternate becomes vacant the member of the faculty who at the last election received the next highest number of votes shall serve in the position until the next election.

**Removing Members of Faculty Council**

Faculty Council members who fail to attend at least 75% of the meetings in any academic year may be removed from office following review by Faculty Council at the end of the academic year. The review will be conducted by the chair, vice-chair and one other Faculty Council member selected by the Faculty Council and will examine extenuating circumstances that may have caused the violation. At the conclusion of the review, Faculty Council will vote on expulsion or retention of the member recommended by the review committee as defined above.

**Responsibilities of Members and Alternates**

The members shall elect a chair, vice chair and recording secretary.

Members or designated alternates shall attend all scheduled meetings. The chair must be notified prior to each meeting of any inability to attend. Two absences without notification within one academic year will result in ineligibility to serve on the Faculty Council without Faculty Council review.

Members and or designated alternates may submit items for the agenda.

**Responsibilities of the Chair**

The Chair shall appoint Council members or alternates to perform the following duties:
- Coordinate elections
- Generate correspondence as determined by the Council;
- Update/Upkeep of the COE Faculty Governance Website
- Report on Faculty Council activities at COE Faculty meetings;
- Serve as chair of the faculty meeting in the absence of the Dean or the Dean's representative; and
- Assure maintenance of an attendance record at Council meetings.

**Responsibilities of the Vice Chair**

The Vice Chair will be the chair designee and assist the Chair in fulfilling the responsibilities of the Council. The Vice Chair will be responsible for collecting standing committee information, including membership and chairs, circulating the standing committee list no later than May 16 each year and working with the Director of Information Systems to ensure it is posted online on the faculty governance website.
Responsibilities of the Recording Secretary

The Recording Secretary will be responsible for taking notes at each meeting and submitting minutes to Faculty Council for approval within seven working days of the meeting. Following approval, the recording secretary shall be responsible for posting (e.g., on the faculty governance website) the minutes so they are accessible to all college faculty.

Recommendations and Reports

Recommendations for action are made to the faculty.

Interim or progress reports shall be presented to the faculty as needed or on request.

An oral or written annual report of activities shall be presented to the faculty at college faculty meetings or upon request of the college faculty.

Meetings

Regular meetings of the Faculty Council shall be held at least once a month during fall and spring semesters.

Additional or special meetings of the Faculty Council may be called by the chair, vice chair, or a majority of the Council members upon notifying the Council members at least three days prior to the meeting.

A quorum of the Faculty Council shall consist of a majority of the voting membership.

Faculty council meetings shall be conducted according to Roberts Rules of Order - Revised (http://www.rulesonline.com/).

Minutes of the Faculty Council shall be prepared by the member serving as recording secretary and circulated to all council members within seven working days. Copies of the Faculty Council minutes shall be on file and available to the faculty and posted on the College website.

3. Name of, charge to, membership determination of, the standing committees

(a) General Information

Membership

Each department will be responsible for electing one qualified representative from their department to serve a three-year term on the college standing committees. This election should be held no later than April 30 in the last semester of the three-year term. The department chair shall be responsible for submitting the
names of elected committee members to the Faculty Council vice chair no later than April 1 in the last semester of the three-year term.

Term of Office

The term of office for committee members shall be three years August 16 – May 16 (considered 1-year). Only two consecutive terms as a member may be served. Then a one-year (1-year) break from service is required.

To ensure a staggering of terms for all committee membership, the College of Education Faculty adopted recommendations for revisions for the terms for standing committees in February 2014. Modifications made to membership terms limited turnover in a given year and supported continuity of veteran committee members. The 3-year terms noted in the Standing Committee membership sections reflect these revised term start dates.

Committee Chair

Each committee shall elect a chair, by majority vote, no later than April 1 of the year prior to serving. Elected chairs should have served on the committee at least 1 year prior to being elected chair. The length of term of a chair is two years or the end of the elected members' term on the committee, whichever comes first. Names of the elected chairs should be submitted to the Faculty Council vice chair no later than April 1 for approval by the Faculty Council no later than April 30. Ex-officio members are not eligible to serve as chairs of committees.

Meetings

Regular meetings of committees shall be held at least once a month during fall and spring semesters in order to conduct business, except when the committee chair and committee members, together, determine a meeting is not necessary by a majority vote.

Additional or special meetings of the committees may be called by the chair or a majority of the committee members upon notifying the committee members at least three days prior to the meeting.

A quorum of the committee shall consist of a majority of the voting membership.

Minutes of the committee meetings shall be prepared by the member serving as recording secretary and circulated to all committee members within seven working days. Copies of the committee minutes shall be on file and available to the faculty and posted on the College website.

Order and Conduct of Business
Committee meetings and business shall be conducted according to Roberts Rules of Order, Revised (http://www.rulesonline.com/).

Vacancies

If a department representative member resigns or becomes ineligible to serve, the department shall be responsible for electing a qualified replacement in time for the next committee meeting of within 30 days of the vacancy occurring. The replacement representative will be a member of the committee until the term of the member they are replacing expires.

Removing Members of a Standing Committee

Committee members who fail to attend at least 75% of the meetings in any academic year may be removed from office following review by the committee chair, one faculty council representative (appointed by the Faculty Council Chair), and one other committee member selected by the committee. The review will examine extenuating circumstances that may have caused the violation. At the conclusion of the review, the committee will vote on expulsion or retention of the member recommended by the review committee as defined above.

Responsibilities of members of all Standing Committees

The members shall elect a chair.

Members shall attend all scheduled meetings. The chair must be notified prior to each meeting of an inability to attend. Two absences without notification within one academic year will result in ineligibility to serve on the committee and will result without review. The department will be asked to elect a replacement representative.

Members may submit items for the agenda.

Creation or changing of Standing Committees

The opportunity exists from time to time to add/delete/revise a committee in response to needs from our several constituencies. The Faculty Council, in conjunction with the Rules Committee, prepares such recommendations for approval by the College faculty.

(b) Committee on Courses and Curricula

MEMBERSHIP: One member representing each department, elected by departments for a 3-year term; the Associate Dean for Undergraduate Advising and Student Success and the Associate Dean for Academic Programs, Accreditation, and Planning shall serve as ex-officio, non-voting members.

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Associate Dean for Academic Programs, Accreditation, and Planning 2013 – 2016

**FUNCTION:** Reports to faculty; reviews all proposals for new courses, changes in courses, new programs of study, modified programs of study, and degree programs; may, on its own initiative, study existing programs; studies each proposal, consults with appropriate departmental representatives, and makes a recommendation to the faculty; prepares a written statement, where the proposal is not supported, explaining the basis for objections and distributes this statement to the College faculty 8 business days prior to the appropriate faculty meeting.

**POLICY FOR SUBMISSION AND REVIEW OF COURSES & CURRICULA:**

Course and program proposals are generally initiated by faculty members, program or department chairs, course instructors, or program administrators. The faculty member will complete the appropriate form on MyUK under Enterprise Services/eCATS (Curricular Proposal).

Upon departmental approval, the application form is submitted to the College of Education’s Courses and Curricula Committee (C&C). The application form is submitted via eCATS and is available for review by members of the C&C Committee prior to their regular scheduled meeting, and the proposal is placed on the C&C Committee meeting agenda. Proposals must be submitted two weeks prior to the regular scheduled C&C Committee meeting.

The Courses and Curricula Committee reviews each application and can vote on a proposal in the following manner: 1) approval without changes, 2) approval pending recommended changes, 3) defer a decision pending more information from the submitter, or 4) rejection.

If the Courses and Curricula Committee approves the application, the Committee’s secretary (under the authority of the Committee chair) will post the decision on the Courses and Curricula webpage on the College of Education website no fewer than 10 days before the next Faculty meeting. The committee chair, or their designee, will notify faculty members and Program Faculty Chairs via e-mail that the decisions have been posted. If a faculty member has concerns they should first
contact the faculty member responsible for the proposal. If the respondent's concerns have not been adequately addressed to his/her satisfaction they should contact, via e-mail, the C&C Committee chair. If a faculty member has a concern about a C&C item it may also be raised in open session at the College-Wide meeting.

If no objections have been raised to the C&C chair within the 10 day period, the proposal is considered approved by the College and will move forward.

Course and program applications approved by the College are forwarded by the C&C secretary to the Undergraduate Council and/or the Graduate Council via eCATS or email.

Depending on the nature of the proposal and the volume of applications at each level, this process can take several months to complete. You can check on the status of curricular proposals on the eCATS page via MyUK/Enterprise Services/eCATS (Curricular Proposal)/eCATS Course Tracking page. It is the responsibility of the proposer to help track the proposal through the processes to ensure it is moving forward in a timely manner.

(c) The Committee on Media and Information Systems

MEMBERSHIP: One member elected by each department for 3-year terms. The Education Librarian, Associate Dean for Clinical Preparation and Partnerships, and the Associate Dean of Research, Analytics, and Graduate Student Success, serve as non-voting, ex-officio members.

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* Since this is a new committee, staggered terms must be set.

FUNCTION: The Committee on Media and Information Systems shall be responsible for identifying and reporting on policy issues related to technology and ensuring that faculty perspectives are represented in technology, media and information systems-related policy issues. Additionally, this committee will serve as a liaison
between the College and the library and act to ensure library support for the College. The Committee on Media and Information Systems will also support the College’s program areas and the content of their respective courses by soliciting guidance and feedback from faculty members and course instructors on the nature and titles of materials they want purchased to support the educational mission of the College.

**d) Rules Committee**

**MEMBERSHIP:** One member elected by each department for 3-year terms. The faculty council chair, or their designee, the Associate Dean of Academic Programs, Accreditation, and Planning, and Associate Dean of Research, Analytics, and Graduate Student Success serve as non-voting, ex-officio members.

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* Since this is a new committee, staggered terms must be set.

**FUNCTION:** The Rules Committee is charged with codifying, making editorial changes in, and interpreting the College and Department Rules documents at the direction or with the approval of either the Faculty Council or the College Faculty. It shall evaluate and revise any section of the Rules Document where necessary to eliminate inconsistencies, clarify confusing statements, and note omissions, and may initiate or suggest to the Faculty Council any necessary modification in the Rules.

**e) Graduate Recruitment, Retention and Student Success Committee**

**MEMBERSHIP:** One member elected by each department for 3-year terms. Election of Department Directors of Graduate Studies (DGS) is encouraged but not required. Should a DGS be elected to the committee, but during the committee term, the DGS’s term expires or changes (at the department level), the committee member will continue on to fulfill the term, unless a change in committee representative is explicitly
requested by the faculty of the department. The Associate Dean of Research, Analytics and Graduate Student Success shall serve as a non-voting, ex-officio member.

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* Since this is a new committee, staggered terms must be set

FUNCTION: To support and review the policies and functions of the various offices, personnel (including faculty) and programs that promote recruitment of diverse, academically prepared students, retain them over the course of their programs and ensure success to graduation for graduate students in the college. To maintain clear lines of communication with the Directors of Graduate Studies in the departments and also with the Graduate School as needed. Annual review of recruitment, retention and graduation metrics will be a function of this committee and using data-driven decision-making processes in order to make recommendations for improvement of these functions in the College. The committee is charged with gathering additional information as needed to make recommendations to improve the educational and broad academic policies of the College that may positively affect the success and positive educational experiences of our graduate students.

(f) Undergraduate Recruitment, Retention and Student Success Committee

MEMBERSHIP: One member elected by each department for 3-year terms. Election of Department faculty who are program chairs of undergraduate programs is encouraged but not required. Should an undergraduate program chair be elected to the committee, but during the committee term, the program chair’s term expires or changes (at the department level), the committee member will continue on to fulfill the term, unless a change in committee representation is explicitly requested by the faculty of the department. The Associate Dean of Undergraduate Advising and Student Success and Associate Dean of Clinical Preparation and Partnerships shall serve as non-voting, ex-officio members.
FUNCTION: To support and review the policies and functions of the various offices, personnel (including faculty) and programs that promote recruitment of diverse, academically prepared students, retain them over the course of their programs and ensure success to graduation for undergraduate students in the college. To maintain clear lines of communication with the undergraduate program chairs and department chairs in the college and also with the various University Offices and programs that support student recruitment, retention and success as needed. Annual review of recruitment, retention and graduation metrics will be a function of this committee and using data-driven decision-making processes in order to make recommendations for improvement of these functions in the College. The committee is charged with gathering additional information as needed to make recommendations to improve the educational and broad academic policies of the College that may positively affect the success and positive educational experiences of our undergraduate students.

(g) Research Advisory Committee

MEMBERSHIP: One member elected by each department for 3-year terms. Members should be active researchers. The Associate Dean of Research, Analytics, and Graduate Student Success and Associate Dean of Clinical Preparation and Partnerships shall serve as non-voting, ex-officio members.
KHP 2012 – 2015
STEM Education 2011 – 2014
Associate Dean for Research, Analytics, and Graduate Student Success
Associate Dean of Clinical Preparation and Partnerships

FUNCTION: The Research Advisory Committee provides direction, guidance, innovation, and support for research and input on any and all general matters concerning the research mission of the College of Education.

(h) Faculty and Student Recognition Committee

MEMBERSHIP: One member elected by each department for 3-year terms. The Associate Dean of Undergraduate Advising and Student Success, Associate Dean of Academic Programs, Accreditation, and Planning, and Associate Dean Clinical Preparation and Partnerships shall serve as non-voting, ex-officio members.

<table>
<thead>
<tr>
<th>Department</th>
<th>Beginning Term*</th>
<th>Staggered Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC</td>
<td>2015 – 2018</td>
<td>2015 – 2018</td>
</tr>
<tr>
<td>EDL</td>
<td>2015 – 2018</td>
<td>2015 – 2018</td>
</tr>
<tr>
<td>EDP</td>
<td>2015 – 2017</td>
<td>2017 – 2020</td>
</tr>
<tr>
<td>Associate Dean of Undergraduate Advising and Student Success</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Dean of Academic Programs, Accreditation, and Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Dean of Clinical Preparation and Partnerships</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Since this is a new committee, staggered terms must be set.

FUNCTION: The Faculty and Student Recognition Committee is responsible for promoting and supporting the awards for scholarships, fellowships, teaching, research, service, entrepreneurship, innovation etc. Specifically the committee will make available lists of possible awards, deadlines and application procedures for university and college level awards as well as for national and international awards. The committee will work closely with Department Chairs for identifying suitable candidates.
for the aforementioned awards and recognitions.

(i) Inclusiveness Committee

MEMBERSHIP: One member elected from each department for 3-year terms. The Associate Dean for Undergraduate Advising and Student Success, Associate Dean of Academic Programs, Accreditation, and Planning; and Associate Dean of Clinical Preparation and Partnerships serves as ex-officio, non-voting members of the committee.

<table>
<thead>
<tr>
<th>Department</th>
<th>Staggered Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDC</td>
<td>2013 – 2016</td>
</tr>
<tr>
<td>EDL</td>
<td>2012 – 2015</td>
</tr>
<tr>
<td>EDP</td>
<td>2013 – 2016</td>
</tr>
<tr>
<td>EDSRC</td>
<td>2011 – 2014</td>
</tr>
<tr>
<td>EPE</td>
<td>2011 – 2014</td>
</tr>
<tr>
<td>KHP</td>
<td>2012 – 2015</td>
</tr>
<tr>
<td>STEM Education</td>
<td>2011 – 2014</td>
</tr>
<tr>
<td>Associate Dean for Undergraduate</td>
<td></td>
</tr>
<tr>
<td>Advising and Student Success</td>
<td></td>
</tr>
<tr>
<td>Associate Dean of Academic Programs, Accreditation, and Planning</td>
<td></td>
</tr>
<tr>
<td>Associate Dean of Clinical Preparation and Partnerships</td>
<td></td>
</tr>
</tbody>
</table>

FUNCTION: The Inclusiveness Committee is dedicated to the development and maintenance of an environment for faculty, staff, and students in which discussion about issues of race, ethnicity, gender, religion, privilege, class, disability, sexuality, geographic differences, and other aspects of diversity, can occur in an open and supportive atmosphere. The purpose of these discussions is to affect positive change as it relates to recruitment and retention, teaching and learning, and research and practice. Through conversation and action, the desired outcome is to create a non-discriminatory and non-exclusionary learning and working environment. It promotes this mission by supporting faculty and student research and engagement in local, national and international initiatives and encouraging curriculum development with a global vision.

4. Formation ad hoc committees

Other than their temporary nature ad hoc committees have the same status and responsibilities as all other committees of the College. They shall be appointed by the Faculty Council to address academic problems and issues facing the College. For example, such committees could deal with problems or issues as they arise in the areas of teaching and advising, student affairs, computer resources, continuing
education, special teaching technologies and so forth. These committees expire no later than one year after their appointment unless the Faculty Council acts to renew the committee’s existence for another year.

5. **Election to University Senate**

Applicable US 1.2.2.1

**Election**

The respective faculties of each college (including the Graduate School and Libraries as equivalent to colleges; GR VII.A.1) represented in the Senate shall conduct elections for vacancies in the second semester of the academic year, with the representatives elected taking office on August 16 of the following academic year. The election shall be conducted by secret ballot by a procedure approved by the College faculty. A copy of these procedures, that include any college policy under which faculty employees have been extended voting privileges for senate elections by the authorized college faculty body, shall be submitted to the Senate Council Office (SR 1.3.1.3.A.5), together with the names of the elected Faculty Senators whom the college faculty proposes for seating in the Senate. After reviewing the respective college procedures, and the respective rosters supplied by each dean (SR 1.3.1.3.A.7.(c)) of the members of respective college faculty body (i) eligible for election and (ii) eligible to vote, the Senate Rules and Elections Committee shall certify to the Senate Council the list of newly elected Faculty Senators. If the Senate Rules and Elections Committee identifies a matter of noncompliance a college’s election process, it shall contact the dean of the college with that information. [US: 10/8/2001; US: 2/3/2003]

* Pursuant to recent changes in the last several years in Administrative Regulations on tenure-ineligible title series and on faculty members with certain administrative appointments, the following terms apply: (1) Tenured faculty employees who have been appointed to an administrative position at or above the level of department chair are not eligible to participate in the election of faculty representatives, or serve as the elected faculty representative, to faculty governance bodies above the college level (e.g., Board of Trustees, University Senate, Graduate Council, Undergraduate Council, and Health Care Colleges Council) (see HRPP 4.0); (2) Regular, full-time faculty employees in a tenure-ineligible series are not eligible for regularly assigned university-level service activities, except that the tenured/tenure-track faculty of a college may allow a tenure-ineligible series to be eligible to vote for representation, and stand for election, specifically to the University Senate, by extending College Faculty membership to that faculty series (to be documented in the College Rules; see AR 2.5, AR 2.6, AR 2.9 for more details). [4/4/11]

The Dean’s Office conducts senate elections for vacancies in the second semester of the academic year, with the elected representatives taking office on August 16 of the following academic year. The election is conducted by electronic ballot. The ballot is
sent to all full-time faculty members via their UK email address. The faculty members are given two weeks to respond with a one-week reminder. The faculty members with the highest number of votes are asked to represent the College. If there is a tie vote there will be another ballot sent to all full-time faculty members via their UK email address of the faculty members who were tied. The faculty are given one week to respond with a mid-week reminder. The highest number of votes are asked to represent the College.

E. Procedures for Amendment of Rules

In order to facilitate the regular update and review of the rules document, the College of Education has established the Rules Committee, a standing committee in the College. The Rules Committee is charged with codifying, making editorial changes in, and interpreting, the College and Department Rules documents, at the direction or with the approval of either the Faculty Council or the College Faculty. It shall evaluate and revise any section of the Rules Document where necessary to eliminate inconsistencies, clarify confusing statements, and note omissions, and may initiate or suggest to the Faculty Council any necessary modification in the Rules.

APPROVALS FOR (PREFACE AND) PART I

Note: Governing Regulations (GR VII.A.6) require
(1) Approval by Dean for consistency with GRs/ARs/SRs
(2) Approval by the Provost for consistency with GRs/ARs/SRs

Approval of (Preface and) Part I by the College Faculty

March 10, 2015
Date of Approval by College Faculty
College of Education

Approval of (Preface and) Part I by Dean

Mary John O’Hair, Dean
College of Education

Approval of (Preface and) Part I by Provost

Tim Tracy, Provost
University of Kentucky
Results by Question

1. Are you here today? (Multiple Choice)

<table>
<thead>
<tr>
<th>Responses</th>
<th>Percent</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>70.59%</td>
<td>36</td>
</tr>
<tr>
<td>No</td>
<td>1.96%</td>
<td>1</td>
</tr>
<tr>
<td>Would rather be dancing in the rain!</td>
<td>27.45%</td>
<td>14</td>
</tr>
<tr>
<td>Totals</td>
<td>100%</td>
<td>51</td>
</tr>
</tbody>
</table>

2. Approve the College of Ed. Rules of Shared Governance Part I (Multiple Choice)

<table>
<thead>
<tr>
<th>Responses</th>
<th>Percent</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>76.47%</td>
<td>39</td>
</tr>
<tr>
<td>Not Approve</td>
<td>17.65%</td>
<td>9</td>
</tr>
<tr>
<td>Abstain</td>
<td>5.88%</td>
<td>3</td>
</tr>
<tr>
<td>Totals</td>
<td>100%</td>
<td>51</td>
</tr>
</tbody>
</table>
Notes and Dates on Previous Reviews and Amendments